



OIL & GAS DEVELOPMENT COMPANY LIMITED  
PROCUREMENT DEPARTMENT (LOCAL), ISLAMABAD  
SCHEDULE OF REQUIREMENT

Material : MICA (FINE) & MICA (COARSE)

Tender Enquiry No: PROC-LC/PT/MS/18648

EVALUATION WILL BE CARRIED OUT ON ITEM WISE

Due Date:

Bid Bond Value : RS.73,635/=

Attachment(if any) : YES

Sr No	Description	Quantity	Make/Brand offered	Unit	Unit Price (PKR) Inclusive Of All Taxes Except GST	Unit Price (PKR) Inclusive of GST	Total Price (PKR) Inclusive of GST	Delivery Period Offered	deviation from Tender Spec. If Any
1	MICA (FINE)	25		Metric Ton					
2	MICA (FINE)	25		Metric Ton					
3	MICA (FINE)	25		Metric Ton					
4	MICA (COARSE)	25		Metric Ton					
5	MICA (COARSE)	25		Metric Ton					
6	MICA (COARSE)	25		Metric Ton					

**Special Note:** The prospective bidders also download the master set of Tender Document

- The prospective bidders may keep in touch with OGDCL web site for downloading the clarifications/amendments (if any) issued by OGDCL.
- ITEM # 1 & 4 WILL BE DELIVERED TO KDS, ITEM # 2 & 5 WILL BE DELIVERED TO (CNG) & ITEM # 3& 6 WILL BE DELIVERED TO KOT ADU STORE WITHIN 90 DAYS. PAYMENT WILL BE MADE AFTER DELIVERY AND INSPECTION. BID VALIDITY MUST BE 180 DAYS AFTI TECHNICAL BID OPENING.

2/6

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**Mandatory Checklist**

Please confirm the compliance of the following mandatory information along with the bid(s) (failing which bids(s) will not be accepted)

Documents	To be Attached with the Technical/Financial Bids	Compliance	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Original Bid Bond	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of NTN Certificate	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of GST Certificate	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Confirmation that the Firm is appearing on FBR's Active Taxpayer List	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped <b>Annexure-A (Un-priced)</b>	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-B</b>	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-D</b>	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-L</b> on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped <b>Annexure-M</b> on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped <b>Annexure-N</b> on Non-Judicial Stamp Paper duly attested by Notary Public	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-A (Priced)</b>	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-C</b>	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-E</b>	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>

7/6

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SCHEDULE OF REQUIREMENT**

For the Vendors/Contractors who opt to submit Bank Draft/Call Deposit/Pay order against Bid Bond/Performance Bond, our Accounts Department has finalized an arrangement for online payment to such Vendors/Contractors, which will be processed through (IBFT & LFT) for which following information is required:

i.	IBAN No. (International Bank Account Number 24 Digits)	
ii.	Vendor Name as per Title of their Bank Account	
iii.	Contact No.of Company's CEO/ Owner (Mobile & Landline)	
iv.	Bank Name.	
v.	Bank Branch Name and Code	

Name, Sign and Stamp of the authorized official of the Bidder(s) \_\_\_\_\_

## TECHNICAL SPECIFICATIONS SHEET OF MICA (FINE) & MICA (COARSE)

Mica is transparent, optically flat, easily splittable into thin films along its cleavage, colourless in thin sheets, resilient and incompressible.

### PRODUCT DESCRIPTION

The ground mica is, a flakey mineral that is used in both oil-base and water-base systems as a Lost Circulation material. It is effective in controlling seepage losses into formation.

### APPLICATION

- \*Seal fractures and permeable zones to prevent loss of fluid.
- \*Sweeps to enhance sliding.
- \*May be used with other lost circulation materials.

### A) TECHNICAL SPECIFICATIONS

SR. NO.	PHYSICAL PROPERTIES	REQUIRED SPECIFICATIONS	EXACT VALUE OF THE OFFERED PRODUCT
01.	Appearance Mica (Coarse) / Mica (Fine)	Silver to Grey Flakes/ (Powder-in case of fine).	
02.	<b>Particle size</b>		
2.1	Mica (Fine)	<ul style="list-style-type: none"> <li>• 0% retention on 4 mesh screen.</li> <li>• 10% (Max) retention on 10 mesh screen.</li> <li>• 90% (Min) retention on 100 mesh screen.</li> </ul>	
2.2	Mica (Coarse)	<ul style="list-style-type: none"> <li>• 0% retention on 3 mesh screen.</li> <li>• 5% (Max) retention on 4 mesh screen.</li> <li>• 90% (Min) retention on 10 mesh screen.</li> </ul>	
	Solubility in 15% Hydrochloric Acid (HCl).	5% Maximum	

ASAT SHARIF  
Fluid Engineer  
Ext: 2917

## **B) PACKAGING**

The material should be packed as **250-500** kgs net per bag in new export quality HDPE jumbo bags. The Packing required mud chemical should be of good standards and capable to safe transportation during road journey from manufacturing facility to OGDCL stores & well sites and to withstand prolonged weather conditions the storage points and at the well sites/locations.

## **C) INSTRUCTIONS TO THE BIDDERS/ TERMS & CONDITIONS:**

01. Total Quantity to be procured is 75 M.Ton each of Mica (Fine) & Mica (Coarse).
02. The Bidding procedure will be Single Stage & Two Envelope.
03. Bids evaluation criteria is technically responsive and financially the lowest.
04. The quantity of indented material is tentative & can be increased/ decreased according to the requirement.
05. **Delivery period** of quoted product should not be more than **90 Days**.
06. Minimum **Shelf Life** of the quoted product should not be less than **03 Years**.
07. Technical Specifications Sheet of the quoted product duly filled-in must be enclosed in the technical bid.
08. All submitted bids will be evaluated strictly as per TOR of tender inquiry as well as on the basis of previous performance (supply record) of bidder, failing which will lead to disqualification of Bid thereof.
09. The bidder must have to provide the **½ Kg sample** of the quoted product conforming to technical specifications as per section "A" along with the bid. No product sample will be accepted after bid submission. Without submission of the product sample, bid will not be entertained.
10. Prior to supply of the material, the supplier will be responsible for carrying out the inspection of the material if desired by the indenting department.
11. Material will be accepted after the physical inspection & lab evaluation report of the representative sample drawn by the inspection committee from the material delivered at required location.
12. On receipt of the material, if it is found substandard after testing/use, then the supplier shall have to lift the entire rejected consignment and replace the substandard material with the material conforming to the tender specifications at his own cost within 15 Days.

13. The bidders should submit their Financial quotations as per below format:

Sr.No	Item Description	Qty	Unit Price (Inclusive of all applicable taxes excluding's GST) (PKR)	Total Amount Without GST (PKR)	(Inclusive of all applicable taxes Including GST) (PKR)	Grand Total (Inclusive of all applicable taxes Including GST)with GST (PKR)	Delivery Location
01	Mica (Fine).	25 M.Ton.	Filled by bidder	Filled by bidder	Filled by bidder	-	KDS
02	Mica (Fine).	25 M.Ton.	Filled by bidder	Filled by bidder	Filled by bidder	-	CNG
03.	Mica (Fine).	25 M.Ton	Filled by bidder	Filled by bidder	Filled by bidder	-	Kot Adu
04.	Mica (Coarse).	25 M.Ton	Filled by bidder	Filled by bidder	Filled by bidder	-	KDS
05.	Mica (Coarse).	25 M.Ton	Filled by bidder	Filled by bidder	Filled by bidder	-	CNG
06.	Mica (Coarse).	25 M.Ton	Filled by bidder	Filled by bidder	Filled by bidder	-	Kot Adu