

**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**PROCUREMENT DEPARTMENT (LOCAL), ISLAMABAD**  
 (FOR ITEMS INCLUDED IN THIRD SCHEDULE OF SALES TAX ACT 1990)

1/5

Material: LUBRICANTS  
 Tender Enquiry No: PROC-LOG/PT/LOG/ISS390  
 Due Date:  
 Evaluation Criteria: ITEM WISE

Bid Bond Value: RS - 204,000/-  
 Attachment (if any): YES

| Sr No | Description                              | Quantity | Unit       | Retail price per unit (exclusive of GST) | % GST | GST (amount per unit) | FOR Offered Unit Price (PKR) Incl of all applicable taxes except GST/CT/PST | FOR Offered Unit Price Incl of all applicable taxes and GST/CT/PST | FOR Total Offered Price (PKR) Incl of all applicable taxes and GST/CT/PST | Discount (if any) (Amount) or offered prices | FOR Net Price (PKR) Incl of all applicable taxes and GST/CT/PST |
|-------|--|----------|------------|--|-------|-----------------------|---|--|---|--|---|
| A     | B  | C        | D          | E  | F     | G                     | H=F+G   | I=B+H  | J   | K=I-J  |   |
| 1     | OIL DIESEL ENGINE SAE 15W-40 API CH-4/SJ | 6000     | Litre      |  |       |                       |   |  |   |  |   |
| 2     | OIL HYDRAULIC ISO VG-68                  | 430      | Litre      |  |       |                       |   |  |   |  |   |
| 3     | GREASE EXTREME PRESSURE GRADE NLGI-2     | 340      | Kilo Grams |  |       |                       |   |  |   |  |   |

Special Note: The prospective bidders also download the master set of Tender Document and submit bid(s) as per Finance Bill/Act 2019 i.e. items included in Third Schedule and GST applicable on Retail Prices. The prospective bidders may keep in touch with OGDCL website for downloading the clarifications/amendments (if any) issued by OGDCL.

Remarks & Shipment: DELIVERY AT LOG BASE TANDO ALAM WITHIN 20-30 DAYS AFTER LPO. 100% PAYMENT WILL BE MADE AFTER DELIVERY AND INSPECTION

Remarks: BID VALIDITY: 180 DAYS FROM TECHNICAL BID OPENING DATE. PROVIDE SHELF LIFE CERTIFICATE ON YOUR COMPANY LETTER HEAD (SHELF LIFE MUST BE 02 YEAR)

Name, Designation, Signature & Seal of all authorized officials of the bidder: \_\_\_\_\_

THE PROSPECTIVE BIDDER ALSO DOWNLOAD THE MASTER SET OF TENDER DOCUMENT AND SUBMIT BID AS PER FINANCE BILL/ ACT 2019 i.e. ITEM INCLUDE IN THIRD SCHEDULE AND GST APPLICABLE ON RETAIL PRICES. THE PROSPECTIVE BIDDER MAY KEEP IN TOUCH WITH OGDCL WEBSITE FOR DOWNLOADING THE CLARIFICATION /AMENDMENT (IF ANY) ISSUED BY OGDCL.



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

2/5

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



3/5

TERMS OF REFERENCE  
**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**PROCUREMENT DEPARTMENT (LOCAL), ISLAMABAD**  
**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) \_\_\_\_\_



4/5

**PROCUREMENT OF LUBRICANTS AND GREASE FOR LOGISTIC FIELD**  
**TANDO ALAM**

**TERMS OF REFERENCE (TOR)**

- 1- OGDCL intends to invite Bids for "procurement of Lubricants and Greases" from reputable National / International Oil & Lubricants Manufacturing/ Blending Companies / Sole Authorised Distributors of the Manufacturers.
- 2- The applicant must have their own manufacturing / Blending Plant in Pakistan (In case of national company) or abroad (In case of international company) or should be authorized dealer by the blender or manufacturer to participate in the Bidding process. Documentary evidence to be provided accordingly. Moreover, Detail of Manufacturing / Blending facilities of Manufacturer be provided as per following:-
  - Type of lubricant manufacturing.
  - Name of corresponding plant.
  - Complete address.
  - Telephone and Mobile number of the MD/CEO/Director(s)
  - Mobile number and E-mail address of contact person.
- 3- Please provide address & owner ship and or rent agreement details of the premises.
- 4- The applicant must have warehouses / Depots in major cities of the Country.
- 5- The applicant must have their own SOS facility or provide through reputed labs. All SOS provided to OGDCL free of cost to help and enhance oil change intervals for all types of lubricants. Details of Support Services including Oil Sampling, Testing and analysis (Documentary Proof must be provided).
- 6- Minimum Ten years experience of Manufacturing/ Blending in Pakistan or abroad.
- 7- Stock of Oil should readily be available in their depots/warehouses, from where the ordered LUBRICANTS & GREASES shall be issued on as and when required basis. The applicants should provide the list of their Depots along with addresses and stock capacity.
- 8- Provide documentary proof of supply of Lubricants to Oil & Gas Sector with performance reports especially E&P companies. In this regard copies of PO have to be provided for last 10 years.
- 9- In case of sole authorized distributor of the Manufacturer / Blender, the applicant must be sole distributor for last 10 years of international lubricant manufacturing company.
- 10- Provision of authority letters from the manufacturer to their respective local authorized distributors in Pakistan mentioning all the responsibilities of dealer by Manufacturer.
- 11- Provide the composition of each product (i.e. which type of base oil is used in the product).
- 12- Provide complete technical information regarding the manufacturing of the lubes and greases ( A high boiling point and low freezing point in order to stay liquid within a wide range of temperature, A high viscosity index, Thermal stability, Hydraulic stability, Demulsibility, Corrosion prevention and A high resistance to oxidation, shelf life of the product, change intervals/ useful life during in-operation.
- 13- Provide the financial statement/annual report of last three years duly certified by Chartered Accountant Firms.
- 14- Details of Complete Product range with Composition. Copy of products range must be submitted.

*[Handwritten signature]*

*vetted.*

- 15- OGDCL reserves the right to accept any or reject all bid or to annul the bidding process. No claim shall be made by the bidders participated in the bidding process in this regard as per ITB clause#26 of Tender Enquiry.
- 16- OGDCL being a large Tax payer unit only works with "Standard Tax rates" that can be claimed as input adjustments. No "Reduced tax rates" are allowed in OGDCL.
- 17- The Applicant(s) shall have to confirm the following mandatory requirements by providing the following terms on Affidavit on stamp paper duly attested by Notary Public :
- I. That the applicant(s) has the legal capacity to enter into the procurement contract i.e. according to the legal requirements of the government.
  - II. That the applicant(s) is not insolvent, in receivership, bankrupt or being wound up, its affairs are not being administered by a court or a judicial officer, its business activities have not been suspended and it is not the subject of legal proceedings for any of the forgoing.
  - III. That the applicant(s) has fulfilled its obligations to pay income taxes and sale taxes.
  - IV. That the applicant(s), including its directors or officers, has not been convicted of any criminal offence related to professional conduct, corruption, or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement proceedings.
  - V. That the applicant(s) has not been debarred from participating in public procurement and is not on any procuring agency's blacklisted list.
  - VI. That the applicant(s) does not have a conflict of interest in the procurement requirement.
  - VII. That the applicant(s) does not have a history of contract non-performance.
18. OGDCL standard terms & conditions will apply.