

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

Material: LUBRICANTS  
Tender Enquiry No: PROC-IC/P/PROD/18732/22  
Due Date:  
Evaluation Criteria: FULL

Bid Bond Value: RS. 149 700/=  
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) Offered (if any) (%/Amount) on 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 x H	J	K=I - J
1	OIL HYDRAULIC ISO VG-46	2940	Litre								
2	OIL HYDRAULIC ISO VG-46	6300	Litre								
3	OIL GEAR VG-320 API GL-5	1680	Litre								
4	OIL GEAR VG-320 API GL-5	2100	Litre								
5	OIL DIESEL ENGINE, SAE 15W/40, API CH-4/SJ	1470	Litre								
6	OIL DIESEL ENGINE, SAE 15W/40, API CH-4/SJ	2100	Litre								
7	OIL DEO 8000 SAE 15W/40 API CH4/SG.	840	Litre								

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 WITHIN 10-15 DAYS. PAYMENT TERMS 100% AFTER DELIVERY AND INSPECTION. BID VALIDITY MUST BE 180 DAYS  
Detail:  
Remarks: PROVIDE SHELF LIFE CERTIFICATE ON YOUR COMPANY LETTER HEAD (SHELF LIFE MUST BE 02 YEAR)

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

**DELIVERY LOCATION BREAKUP:**

SR.#	ITEMS	DELIVERY LOCATION
1.	Item # 2,4,6	TANDO ALAM OIL FIELD
2.	Item # 1,3,5	KUNNER OIL FIELD
3.	Item # 7	SADQAL OIL FIELD

(4)

## PRE-QUALIFICATION APPLICATION FORM

### PART -A

#### TECHNICAL INFORMATION

- The bidder 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 pre-qualification 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 —
- Please provide address & owner ship and or rent agreement details of the premises. —
- The applicant must have warehouses / Depots in major cities of the Country. —
- 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). —
- Minimum **ten** years' experience of Manufacturing/ Blending in Pakistan or abroad. —
- 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. —
- 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.** —
- 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. —
- Provision of authority letters from the manufacturer to their respective local authorized distributors in Pakistan **mentioning all the responsibilities of dealer by Manufacturer.** —
- Provide the composition of each product (i.e. which type of base oil is used in the product). —
- 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. ) —

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

(2)

**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"/>



3/1

**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) \_\_\_\_\_