

**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**PROCUREMENT DEPARTMENT, ISLAMABAD**  
**FOREIGN SECTION A**

(To be completed, filled in, signed  
and stamped by the principal)

ANNEXURE 'A'

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Material POLY GLYCOL  
Tender Enquiry No PROC-FA/CB/WS-5285/2022  
Due Date  
Evaluation Criteria FULL

**SCHEDULE OF REQUIREMENT**

Sr No	Description	Unit	Quantity	Unit Price (FOB)	Total Price (FOB)	Unit Price C & F BY SEA	Total Price C & F BY SEA	Deviated From Tender Spec. If Any
1	POLY GLYCOL (AS PER SPECIFICATIONS ATTACHED)	Litre	104100					

Note:

1. Bid Bond Amount: US \$ 3,000 (United State Dollar Three Thousand only) or equivalent Pak Rupees valid up to 210 Days from the date of technical bid opening
2. Mode of Bidding: Single stage two Envelope basis.
3. Evaluation Criteria: Full Consignment wise C&F By Sea
4. Delivery Period: 90 days from establishment of LC.
5. Bid Validity: 180 Days
6. Bidders are advised to carefully read all the terms and conditions of the MASTER SET OF FOREIGN TENDER DOCUMENT (PRESS-SINGLE STAGE TWO ENVELOP) available on OGDCL website which is an integral part of this Schedule of Requirement

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**TECHNICAL SPECIFICATIONS SHEET OF**  
**POLY GLYCOL**

A medium cloud point additive for use in poly glycol systems against moderate salinity (30,000 - 90,000 mg/ltr Cl<sup>-</sup>). It is used for hole stability, lubricity, high temperature fluid loss control and reducing bit balling.

Each bidder should fill-in the tables given below with the properties of their quoted product. Only to write "conforming to" or "OK" will not be sufficient.

**A) TECHNICAL SPECIFICATIONS:**

SR. NO	PROPERTIES	REQUIRED SPECIFICATIONS	EXACT VALUE OF THE OFFERED PRODUCT
01.	Appearance	Pale Yellow to opaque, brown Liquid	
02.	Specific Gravity	1.0 - 1.015	
03.	Solubility in water	Miscible in fresh water to a salinity of min 90,000 mg/ltr Cl <sup>-</sup>	
04.	Cloud Point	>150°F (66°C) @ 3% in 10% NaCl	
05.	Flash Point	230°F (110°C) (PMCC)	

**B) NECESSARY DATA**

SR. #	DESCRIPTION	
01.	Name of Bidder	
02.	Complete address, telephone, e-mail and fax numbers of bidder	
03.	Name of local agent	

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04.	Complete address, telephone, e-mail and fax numbers of local agent	
05.	Name of Manufacturer	
06.	Name of Authorized Signatory of Manufacturer/producer/processor	
07.	Complete address, telephone, e-mail and fax number of manufacturer/ producer/ processor.	
08.	Website of manufacturer	
09.	Brand name of Product	
10.	Country of origin	
11.	Port of shipment	
12.	Minimum shelf life of product	

C) Names of client's / sales achievement (Oil & Gas Sector only) other than OGDCL to whom supplied the quoted product in bulk quantity (not less than 50 Drums) with contract numbers, year of supply and quantities supplied during the last Five (05) years commencing from year 2016 as a proof of Five years' experience.

SR. NO.	NAMES OF CLIENTS WITH ADDRESS AND TELEPHONE NOS.	CONTRACT / PURCHASE ORDER NOS. WITH DATE	YEAR OF SUPPLY	QUANTITY SUPPLIED (DRUMS)

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D) NECESSARY ATTACHMENTS:

SR. NO.	DESCRIPTION	ATTACHED/ PROVIDED OR NOT
01.	Product Data Memorandum of quoted product in original printed by manufacturer.	Attached/ Not attached
02.	Material Safety Data Sheets of quoted product in original printed by manufacturer.	Attached/ Not attached
03.	Valid ISO-9001-2008 / 9001-2015 certificate as a proof for manufacturing / Production of quoted Product / Chemicals consecutively from last 05 years.	Attached/ Not attached
04.	Original authority letter issued by manufacturer to the bidder for quoting their product.	Attached/ Not attached
05	Company profile with manufacturing capability & Experience of last 05 years.	Attached/ Not attached
06.	Lab evaluation report of the quoted product from an internationally reputed/ recognized third party laboratory in the light of technical specifications at A.	Attached/ Not attached
07.	1 Litre sample of offered product	Provided/ Not provided

E) PACKAGING:

Poly Glycol should be packed in 55 US Gallons net export quality new mild steel drums, hermitized & corrosion resistant, 04 drums on one wooden pallet, shrink wrapped with thick polythene sheet and tightly strapped. The packaging of the material should be of international standards and capable to safe transportation during ocean / road journey from port of shipment to well site and to withstand prolonged weather conditions at the storage points and at the well sites / locations.



F) **MARKING:**

Each drum should have clearly legible marking, as given below;

- (a) Name of the product.
- (b) Name of the Manufacturer.
- (c) Date/month/ year of manufacture.
- (d) Minimum Shelf Life
- (e) Supply order number against which supplies are made.
- (f) Lot No. \_\_\_\_\_/ Batch No. \_\_\_\_\_.

G) **INSTRUCTIONS TO THE BIDDERS/ TERMS & CONDITIONS:**

1. Evaluation Criteria for successful bidder is **Technically Responsive & Financially Lowest.**
2. The manufacturer of the quoted product must have minimum **05** years' experience of manufacturing & supplying of indented chemical to companies of Oil & Gas Sector specifically, duly supported by valid authentic **ISO 9001-2008 / 9001-2015** certificate as a proof for manufacturing/ production of the quoted product / chemicals consecutively from last 05 years which will be verified from issuing authority. The bidder must provide inquiry guidance to confirm authenticity of ISO certificate. The certificate/s duly submitted along with the bid / initially after technical bid opening will be considered final. No additional certificate against already submitted time period will be entertained at any stage of the case.
3. **Minimum shelf life** of the quoted product **should not be less than 03 years** and manufacturer must declare shelf life of the chemical by issuing it on company's letter head.
4. Technical Specifications Sheet of the quoted product duly filled-in must be enclosed in the technical bid.
5. **Delivery period** of the quoted product should not be more than **90 Days.**
6. All submitted bids will be evaluated strictly on the basis of TORs of this particular tender enquiry as well as previous performance (supply record as per shipment schedule of each consignment and PO/LC terms violation) of **bidder, manufacturer and local agent**, failing which will lead to disqualification of Bid thereof.
7. An authority letter in original issued by the manufacturer / bidder for allowing the bidder / local agent to quote their product for this particular tender enquiry, duly signed/stamped, must be attached with the technical bid in case the bidder is not manufacturer and also has a local agent.
8. All the bidders must have to submit the lab evaluation report of their quoted product from any internationally reputed /recognized 3<sup>rd</sup> party laboratory, strictly as per technical specification sheet of the tender document, along with the technical bid.

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9. All the bidders must have to provide/ submit the 1 Litre sample of the quoted product along with technical bids or within 10 days of Technical Bid Opening. No sample will be accepted / entertained after 10 days of Technical Bid Opening and the bid will be rejected. The valid receipt/tracking details supplied through national / international courier services has to be accompanied with the bid.
10. The quantities of indented material can be increased or decreased at the time of finalization of case according to the requirement.
11. The quoted product or item from country of origin "India" is not acceptable as per SRO-927(I)/2019 dated 09-08-2019.
12. Prior to shipment of the material, if desired by OGDCL, OGDCL will carry out the third party pre-shipment inspection & Lab analysis of the material, at its own cost, from OGDCL approved inspecting agency for confirmation of material as per tender specifications. After physical inspection, one representative sample of the chemical, duly sealed by TPI firm, will be dispatched by the bidder directly to OGDCL. The TPI Firm will submit its report directly to OGDCL and consignment(s) will only be shipped after acceptance / endorsement of TPI Report(s) by OGDCL.
13. Shipment is required to be made in containers for minimizing damages to the costly chemical.
14. The final acceptance of the requisite consignment will be made after physical inspection of the shipment & Lab analysis of the representative sample, after receipt at OGDCL store. The lab analysis will be undertaken at OGDCL own or any other reputable lab of OGDCL choice and acceptance of the results will be binding over supplier.
15. Material must have to be lifted back by the vendor if found not as per technical specification of this particular tender enquiry even after its receipt at OGDCL Stores and have to be replaced with the material conforming to technical specifications with no cost to OGDCL.
16. If any of the information provided by the bidders proves wrong or any counterfeited/unlawful document is submitted to mislead department, OGDCL reserves the right to disqualify such bids without further assigning any reason. Such bidders will not be allowed to bid for any future procurement.

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