

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

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

**ANNEXURE 'A'**

**Material** POLY ANIONIC CELLULOSE, LOW VISCOSITY (PAC-LV)  
**Tender Enquiry No** PROC-FA/CB/WS-5227/2021  
**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 ANIONIC CELLULOSE, LOW VISCOSITY (PAC-LV)	Metric Ton	300					

**Note:**

- 1. Bid Bond Amount:** US \$ 15,000/- 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:** 150 days from establishment of LC in two equal consignments. First partial shipment will be made within 60days after establishment of LC & second consignment with in next 90 days after shipment of first consignment.
- 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

11.01.21

**TECHNICAL SPECIFICATIONS SHEET OF**  
**POLY ANIOINIC CELLULOSE – LOW VISCOSITY (PAC-LV)**

Poly Anionic Cellulose-Low Viscosity (PAC- LV) is a short chain Polymer (as compared to PAC-Regular) and thus used for filtration control in all types of water base drilling fluids ranging from fresh to salt saturated waters, when substantial increase in the viscosity is not desired. It also has shale inhibitive characteristics. It is readily dispersible in water base mud systems from fresh to salt saturated mud. It is compatible with inhibitive salt mud systems containing Sodium Chloride, Potassium Chloride or Gypsum. It is also non-fermentable.

Each bidder should invariably mention the exact value of the properties of their quoted product. Only to write conforming to or OK will not be sufficient.

**A) TECHNICAL SPECIFICATIONS**

SR. NO.	DESCRIPTION	REQUIRED SPECIFICATION AS PER API 13A-SECTION-16	PROPERTIES OF THE QUOTED PRODUCT
01	Appearance	Off white, free flowing powder.	
02	Presence of starch or starch derivatives	Absent	
03	Moisture mass fraction	10% Maximum.	
04	Apparent Viscosity	40 cP Maximum	
05	API Filtrate Volume	16 ml Maximum	

**B) NECESSARY DATA**

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

Prepared by:

Checked by:

Recommended by:

Approved by:

03.	Name of local agent	
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	

AT SHARIF  
 Engineer  
 09/17

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 M ton) 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 (M. TON)

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Client's: \_\_\_\_\_ Recommended by: \_\_\_\_\_ Approved by: \_\_\_\_\_

D) NECESSARY ATTACHMENTS:

	DESCRIPTION	ATTACHED/ PROVIDED OR NOT
01.	Product Data Memorandum of Poly Anionic Cellulose –Low Viscosity (PAC-LV) in original printed by manufacturer.	Attached/ Not attached
02.	Material Safety Data Sheets of Poly Anionic Cellulose –Low Viscosity (PAC-LV) 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 / Mud 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 Kg sample of offered product	Provided/ Not provided

E) PACKAGING:

The chemical should be packed as **25 kgs or 50 lb** net per bag in export quality new multi-wall paper bags having thick, high density inner polythene liner for rendering the material completely moisture proof. The material should be palletized as **01 M.Ton or 1500 lb** respectively, wrapped with thick polyethylene sheet and tightly strapped. The packaging of the required mud chemical should be of international standards and capable to safe transportation during ocean / road journey from port of shipment to well site and to withstand harsh weather conditions at the storage points and at the well sites / locations.

F) **MARKING:**

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

- (a) Name of the product.
- (b) Name of the producer / processor
- (c) Date/month/ year of packing.
- (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 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 **150 Days**. The material must be delivered in 02 equal consignments. First partial shipment will be made within 60 days after establishment of LC & 2<sup>nd</sup> Consignment within next 90 Days after shipment of 1<sup>st</sup> consignment.
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 Kg 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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*Handwritten note:*  
Submitted plz  
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