**OIL AND GAS DEVELOPMENT COMPANY LIMITED**

**SINJHORO GAS CONDENSATE FIELD**

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Dated: **23-11-2018**

**SCHEDULE OF REQUIREMENT**

**TENDER ENQUIRY # TE/SGF/ATA/2018-19/MECH/010**

**“HIRING OF SERVICES FOR MECHANICAL JOBS – FILTERS, MEMBRANE & MISCELLANEOUS JOBS (AS PER ATTACHED SCOPE OF WORK) IN ANNUAL TURNAROUND (ATA-2018-19) OF SINJHORO GAS PLANT”**

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| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Description** | **Reference No.** | **Rate** | **Total Rate (inclusive of all Taxes)** | **Deviation** |
| 1 | As per scope of work given in Tender Documents |  |  |  |  |

**Note: Separate rate to be quoted for each activity as given in scope of work. Terms & conditions are attached.**

**Annexure -“A”**

**TERMS OF REFERENCE (TORs) FOR SINJHORO GAS PLANT ATA-2018-19**

**Administrative:**

1. Management of Sinjhoro Gas Plant reserves the right to terminate the services of any hired staff at any time without assigning any reason.
2. The contractor should ensure the police verification of all manpower direct and indirect and must have personnel bio-data file of each staff.
3. Contractor manpower must have CNIC and Contractor identity card.
4. Contractor shall provide adequate meals and laundry services to their employees. Local area contractor’s may be introduced to provide such services.
5. Contractor will arrange transport for the pick and drop for their manpower. Vehicles deployed for said purpose will be inspected by OGDCL and will not be allowed to use if found unfit.
6. The contractors shall be responsible to provide clean drinking water to hired manpower at site, round the clock.
7. The contractor shall provide food at site for their manpower during lunch and dinner breaks
8. The ATA jobs will be carried out round the clock in day and night shifts (12 hours each shift). Sunday and any other gazette holiday will be considered as working day.
9. The contractors shall provide attendance sheet of manpower during start and end of day & night shift and will get it counter signed from the OGDCL official.
10. Site administration personnel with associated resources like computers, printers, photocopiers etc. will be arranged by the contractor.

**Security:**

1. Although the plant has a safe history, however adequate security umbrella as provided to the Company’s employees will be extended for contractor’s manpower only within the premises of Sinjhoro Gas Plant.
2. Contractor should deploy his own fully equipped security to control the manpower’s in/out movement at Sinjhoro Gas Plant in coordination with the OGDCL Security Incharge.
3. Contractor should ensure his manpower has not any kind of ammunition and narcotics.

**HSEQ:**

1. HSEQ Rules & Regulations of OGDCL will be strictly observed by the contractor.
2. Contractor will submit their HSE Policy manual for the implementation of safe execution of each activity with zero-injury target. In case of any accident, OGDCL will not be liable for any claim like insurance etc.
3. The contractor should arrange HSE Inspectors, Supervisors, standby man, rescuer, and fireman, as per the scope of work.
4. The contractor will provide PPE’S (safety shoes, safety helmet, safety glasses and coverall) to their manpower and each worker should display ID card.
5. The contractor will provide shock absorbing safety harness and live air mask for the contractor’s employees as per the job requirement.
6. The contractor shall carry out safety orientation and daily tool box talk to hired manpower.
7. The contractor will get safe green scaffolding tag from OGDCL after erection of scaffolding.
8. The valid certification of welders, scaffolder etc. will be mandatory.
9. Mobiles and photo camera are prohibited in the plant premises and contractor should ensure compliance.
10. The contractors shall be responsible for housekeeping of area all the time.
11. Only Emergency/First Aid medical coverage for contractor staff will be the responsibility of OGDCL.
12. In case of any accident, medical treatment would be the responsibility of the contractor.

**Technical Manpower:**

1. Skilled manpower should be well experienced in their respective crafts.
2. All the participating companies should have at least 3~5 years of similar experience of turnaround preferably of oil & gas / petrochemical / fertilizers plants.
3. The contractor shall provide a list of companies for reference where they had previously provided similar ATA services.
4. The contractor’s skilled manpower will be interviewed by OGDCL professionals in respective disciplines, if deemed necessary and contractor should arrange the interview at OGDCL premises at least 30 days prior to the start of ATA. Only the manpower of contractor, approved by OGDCL, will be allowed to work during ATA. The detailed CV’s of supervisors will be provided.
5. Locals should be given preference while hiring of unskilled manpower by the contractor.

**Scope of Work:**

1. Tentative dates of ATA-2018-19 is mentioned in Tender Documents. However, contractor will be bound to provide services as per finalized dates (schedule) of ATA-2018-19 of Sinjhoro Plant.
2. Management of Sinjhoro Gas Plant reserves the right to curtail the job list
3. The work shall be done, complete in all respects in accordance with the requirements and Owner’s instructions at site.
4. The quantities contained in the scope of work for each activity are estimated and liable to change (increase, decrease or omitted) when the work is actually executed. The payment to be made to Contractor shall be based on the actual quantity of work performed.
5. The Contractor shall be responsible for ventilation and getting the vessels fit for entry and working environment. All other works required for equipment / piping repair works, e.g. removal / installation of internals, temporary supports, lighting, ventilation etc., shall be the Contractor’s responsibility.
6. Contractor shall share quantitative list of all resources (manpower, machine, material), consumables at least one week before the commencement of ATA. Contractor will be charged by owner’s representative if any job delays due to lack of resources.
7. DPT of all welding jobs (Repair work/Modifications) shall be the responsibility of the contractor including DPT material.
8. The contractor shall restore insulation (to original) which will be removed during job.
9. OGDCL will arrange NDT/Third party inspection, if required and it is not included in contractor scope.

**Work Planning:**

1. The contractor shall develop and submit a detailed work schedule including mobilization and preparatory works prior to shut down.
2. The contractor should plan ATA activities (direct/associated) using latest version of Primavera / MS Project software and submit their planned schedule for OGDCL approval 20 days prior to the start of ATA, covering all the jobs as well as resources planning for carrying out ATA of Sinjhoro Gas Field successfully with high level quality within stipulated time period. (Soft copy of Primavera / MS Excel Plan is mandatory)
3. Contractor should prepare and submit daily progress report, next day look ahead reports and percentage Gantt chart report (planned vs actual) at end of each day and night shift.
4. Schedule of manpower deployment, (loading and un-loading of manpower day wise) will be submitted by contractor to OGDCL for approval 20 days before the start of ATA.
5. The contractor will submit a list of total no’s of deployed manpower (craft wise) against each job.

**Inspection and Quality of Work:**

1. Contractor shall proceed to box-up of equipment after inspection and go-ahead by OGDCL site team.
2. The contractor shall submit Welding Procedure Specification (WPS) & Welding Procedure Qualification Record (WPQR) for welding/modification jobs 10 days prior to the execution of job, for OGDCL review and approval.
3. The contractor shall depute qualified quality control inspectors (Level-II, Level-III CSWIP 3.1, API certified) for the supervision of welding/modification jobs.

**Equipment, tools and Materials:**

1. It is responsibility of contractor to arrange all necessary resources to complete the scope of work within stipulated time.
2. OGDCL will arrange 02 Nos. cranes (30 Ton) and 02 Nos. Fork Lifters and it is not included in contractor’s scope. The contractor will submit written requisition for the requirements of crane and fork lifter at least 24 hrs. before.
3. Scaffolding material and services, as per the scope of work will be provided by contractor.
4. Contractor should arrange all necessary machines (Lathe Machine, Hydro-Testing Pump, Welding Machine and relevant tools and tackles) and consumables (cotton gloves, cotton rags, anti-seize molykote, WD-40, masking tape, paint market, etc.) for the execution of each job including welding / fabrication consumables for all repair and modification jobs. The contractor should submit list with quantity of machines, consumables and tools that they have analyzed and included in their bid for the execution of all activities.
5. If any tool / consumable is provided by OGDCL. It will be charged to contractor.
6. OGDCL will provide blind / spades for isolation and pressure testing. However, if the blinds that are not available in stock, may be fabricated with available SS/CS sheets.
7. All gaskets and direct charge material / spare parts will be provided by OGDCL.
8. Painting job if any, as per the scope of work, will be carried out by the contractor using own tools/materials like brushers, roller, spray nozzles/guns, hosepipes etc.
9. OGDCL will provide paint if required for any job mentioned in Mechanical work scope only.
10. 24V High RPM exhaust Fans for the ventilation of Columns and Vessels will be provided by the contractor.
11. 24V Lighting arrangement inside the Column and vessels will be provided by the contractor.
12. Electrical Supply Boards/Cables along with earth leakage circuit breaker as per HSEQ standards will be provided by contractor.
13. Pneumatic tools for confined spaces and jetting machine etc. will be contractor’s responsibility.

**Financial:**

1. Quotation is required in PKR against each individual activity given in the scope of work for ATA
2. The contractor shall provide quotation, sales tax and commercial invoices mentioning NTN and sales tax registration number on it
3. Payment will be made as per actual work done through cross Cheque, after deduction of all applicable taxes. after the completion of the ATA.
4. Unit rates quoted by bidder shall be firm. No extra payments on account of escalation in prices due to any reason shall be admissible.
5. M/s OGDCL reserves the right to offset any losses incurred as a result of the contractor’s actions against any unpaid payments.
6. M/s OGDCL reserves the right to impose penalty on contractor in case of delay at the end of contractor.