

I - INVITATION TO BID

(To be typed on OGDC Letter Head)

Date: (Issuance of Invitation)

Subject: **INVITATION FOR BIDS (IFB), SECTION - I**

Dear Sirs,

1. The Qadirpur Field is operated by Oil & Gas Development Co. Ltd. (OGDCL) located in Gotki District near Sukker city in Sindh Province.

The Tender Document defines the basis for the bid proposals and consists of following Volumes together with any Addenda that may be issued from time to time:

- **Volume - I**

- Section - I : Invitation to Bid
- Section - II : Instructions to Bidders (ITB)
- Section - III : Scope & Specifications
- Section - IV : Form of Contract
- Section - V : Conditions of Contract

- **Volume - II**

- P&IDs and Datasheets, Plot Plan, Mechanical and Electrical & Instruments Specifications

2. You are required, within one (1) week of receipt of Tender Documents to execute/submit the following, the formats of which are enclosed with this invitation:
 - Letter of Intention to Bid or Declining to Bid
 - Secrecy declaration
3. Your offer must be valid for 180 days from the bid submission date.
4. All bids must be accompanied with a Bid Bond (Bank Guarantee) of an Amount of **US\$ 30,000/-** or equivalent Pak Rupees and must be delivered to the OGDCL's office on or before 1100 Hours on _____ 2019.
5. Clarification, or any other information, if required can be obtained by addressing to OGDCL whose addresses are given below:

Manager (P&P)-South
Oil & Gas Development Company Limited
OGDCL House, Jinnah Avenue, Blue Area
Islamabad, Pakistan
Telephone: (92-51) 920023704
Email: muhammad.asghar@ogdcl.com

Dy. Chief Engineer (Mech)
Oil & Gas Development Company Limited
OGDCL House, Jinnah Avenue, Blue Area
Islamabad, Pakistan
Telephone: (92-51) 920024194
Email: saifnazi@ogdcl.com

7. OGDCL reserves the right to reject any or all Bids or cancel the tender at anytime without assigning any reason thereof in line with PPRA rule # 33.
8. Bidders are advised to carefully review and examine the enclosed Tender Documents and site conditions for assessment of work involved. The Tender Documents contains required information necessary for preparation of the Bid. However, it is the sole responsibility of the Bidder to become fully informed about existing and expected conditions that may affect performance of its obligations under the Contract.
9. The Bidder who is formally selected by OGDCL shall be required to enter into Contract with OGDCL, incorporating the provisions stated in this document.
10. The Bids are invited under Two Stage - Two Envelope Bidding procedure i.e. Technical Bid and Commercial Bid. The Bids are required to be submitted in two seperate envelopes sealed and clearly marked as per details given in enclosed Instructions to Bidders.
11. OGDCL reserves the right at the time of award of Contract to increase or decrease the quantities of material specified in the Tender document or give partial order without any change in unit price or other terms and conditions.

Kindly acknowledge receipt of the documents by return telefax to the undersigned.

Thanking you,

Truly yours,
for OIL & GAS DEVELOPMENT COMPANY LTD.

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Encls.: As above.

LETTER OF INTENTION TO BID

Oil & Gas Development Company Limited
Islamabad
(Pakistan)

Dear Sir(s)

**TENDER DOCUMENT FOR DESIGN, MANUFACTURING, SUPPLY INCLUDING INSTRUMENTATION
ALLIED PIPING, MATERIAL ETC, INSTALLATION SUPERVISION, COMPLETE TESTING
AND COMMISSIONING OF FILTER COALESCER SYSTEM**

Tender Enquiry No. **PROC/FC/CB/P&P/QP-4286/2019**

We acknowledge receipt of the above mentioned Tender Documents.

We confirm that we shall be submitting our Bid complying with the Tender Documents on intimated Bid submission date.

Note: Bidder must confirm participation in the bidding process along with principal's name at least ten working days before bid submission date on email : irshad_muhammad@ogdcl.com

Yours faithfully

Signature: _____

Name: _____

Position: _____

Company: _____

LETTER OF DECLINING TO BID

Oil & Gas Development Company Limited
Islamabad
(Pakistan)

Dear Sir(s)

**TENDER DOCUMENT FOR DESIGN, MANUFACTURING, SUPPLY INCLUDING INSTRUMENTATION
ALLIED PIPING, MATERIAL ETC, INSTALLATION SUPERVISION, COMPLETE TESTING
AND COMMISSIONING OF FILTER COALESCER SYSTEM**

Tender Enquiry No. PROC/FC/CB/P&P/QP-4286/2019

We acknowledge receipt of the above mentioned Tender Documents.

We regret in this instance, that we shall not be submitting the Bid. We are therefore, returning herewith the Tender Documents in full together with duly signed Secrecy Declaration for your record.

Yours faithfully

Signature: _____

Name: _____

Position: _____

Company: _____

SECRECY DECLARATION

Oil & Gas Development Company Limited
Islamabad
(Pakistan)

Tender Enquiry No. **PROC/FC/CB/P&P/QP-4286/2019**

We the undersigned _____ having our principal office at _____ (hereinafter referred to as the Bidder) hereby declare to Oil & Gas Development Company Limited, Islamabad - Pakistan (hereinafter referred to as OGDCL) to accept the following terms and conditions on which OGDCL is prepared to communicate to the Bidder certain Confidential Information as hereinafter defined:

1. **DEFINITIONS**

- 1.1 The Project shall mean DESIGN, MANUFACTURING, SUPPLY INCLUDING INSTRUMENTATION ALLIED PIPING, MATERIAL ETC, INSTALLATION SUPERVISION, COMPLETE TESTING AND COMMISSIONING OF FILTER COALESCER PACKAGE.
- 1.2 “Confidential Information” shall mean any knowledge and information in connection with the Project at any time disclosed to the Bidder by or on behalf of the OGDCL in writing, in drawing or in any other form or acquired by the Bidder from the OGDCL, as well as all data derived from such knowledge and information at the time of such disclosure or acquisition is not:
- in the free and lawful possession of the Bidder or
 - part of public knowledge or literature.
- 1.3 “Confidential Record” shall mean all manuals, specifications, drawings, letters, telexes and any other material containing Confidential Information. For the purpose of Clauses 2 and 5 Confidential Information shall include Confidential Record.
- 1.4 The Confidential Record shall be such information as may be given by OGDCL.

2. **CONFIDENTIALITY**

2.1 **The Bidder**

- shall preserve and cause its employees to preserve the secrecy of all Confidential Information.
- Shall not except with the prior written consent of OGDCL and subject to the conditions contained in Clause 5, for any purpose other than the performance of the contracts for the Project or the preparation and submission of a bid for the Project.
 - i) disclose to any third party or enable any third party to note that fact that the Bidder has been invited to submit a bid for the Project and/or, if applicable, the fact that the Project has been entrusted to the Bidder.
 - ii) reproduce, copy or use, or disclose to, place at the disposal of or use on behalf of any third party or enable any third party to peruse, copy or use, any Confidential Information

- 2.2 The undertakings under clause 2.1 above shall continue in so far as the Confidential Information in question has not:
- become part of public knowledge or literature, or
 - been disclosed to the Bidder by a third party (other than one disclosing on behalf of OGDCL) whose possession of such information is lawful and who is under no secrecy obligation with respect to the same.
3. **COPYRIGHT**
The copyright in the Confidential Record shall, in the absence of any express provision to the contrary be vested in OGDCL.
4. **RETURN OF CONFIDENTIAL RECORD**
Upon completion of the Project, or if it is decided that the Project will not be entrusted to the Bidder, upon notification to the Bidder of such decision, the Bidder shall return to OGDCL all Confidential Record.
5. **THIRD PARTY**
The Bidder shall ensure that under the terms of this Secrecy Declaration any of the Confidential Information comes to the knowledge and/or in the possession of any third party, the Bidder shall require from such third party that it shall abide by stipulations equivalent to those contained in this Secrecy Declaration.

Agreed and accepted this _____ day of _____.

Signature: _____

Name: _____

Position: _____