

**OIL AND GAS DEVELOPMENT COMPANY LIMITED
MELA OIL FIELD**

SCHEDULE OF REQUIREMENT

TENDER ENQUIRY#TE/MOF/M/08/2024

TECHNICAL SERVICES FOR MAINTENANCE JOBS (MECH, E&I) AT MELA OIL FIELD DURING ATA-2024

Sr No	<u>Description</u>	<u>Reference #</u>	<u>Rate</u>	<u>Total rate (inclusive of all Taxes)</u>	<u>Deviation</u>
01	As per scope of work given in tender documents				

Note: Separate rate to be quoted for each and every activity as mentioned in scope of work.

TERMS & CONDITIONS FOR ATA-2024 OF MELA OIL FIELD

GENERAL:

1. Technical services are required for Maintenance jobs at Mela Oil Field during Annual Turn Around (ATA-23) for an estimated period of **04 days** tentatively schedule from **31-07-2024 to 03-08-2024**; however, the schedule and duration of shut down may change.
2. Bids are required in PKR against each activity as mentioned in the scope of work. Detail of jobs (scope of work) is elaborated in tender documents.
3. Working hours will be considered 24 Hrs. with 02 shifts (12 Hrs. day shift & 12 Hrs. night shift). Sunday/holiday will be considered as normal working day.
4. Payment will be made as per actual work done through cross cheque after completion of the job being verified by OGDCL rep. at site.
5. Skilled manpower should be well experienced in their respective crafts.
6. Management of the plant reserves the right to terminate the services of any hired staff at any time without any justification.
7. HSEQ Rules & Regulations will be strictly observed. 01 HSEQ Officer must be in ATA team.
8. All the participating companies should have an experience of ATA jobs in Oil & Gas Processing Plants or Fertilizers Companies (reference must be provided)
9. Jobs will be carried out as per priority set by OGDCL supervisors and contractor will utilize all its resources to complete the jobs as per time frame given by OGDCL.
10. OGDCL may delete, add or change any type of activity given in the scope of work.
11. The technical manpower must be skilled having at least five years' experience in respective trade. Contractor skilled manpower will be interviewed by OGDCL professionals in all disciplines, if deemed necessary. Contractor should arrange the interview at their premises. The detailed CV's of direct manpower/supervisors is mandatory.
12. Use of mobile phone and camera is prohibited in the plant premises.
13. Any required technical clarification/detail regarding scope of work should be cleared before submission of bid. No change in substance of bid will be entertained after bid submission date.
14. The firm should have valid NTN and GST/KPST no's and have active status on FBR website.
15. The Firm should have active Professional tax certificate of concerned Excise office where operating business.
16. FBR Annex-C in submitted status to be provided along with Invoice or at time of payment.

CONTRACTOR RESPONSIBILITIES:

1. Site administration personnel with associated resources like computer, printers, photocopiers etc.
2. Provision of PPE (Safety helmet, Coverall, safety shoes, gloves etc.) of all kinds to hired crew.
3. CV's of all the skilled Personnel (Millwright, Rigger, Scaffolder, Mechanic etc.) will be provided well before ATA. Evaluation of all the short listed skilled personnel will be carried out by Field personnel well before the ATA.
4. Accommodation of all crew to be managed by contractor and outside of plant premises.
5. Daily progress report of all activities on daily basis.
6. Local labors will be given preference while hiring services for ATA.
7. All kind of tools/consumables (cotton rags, gloves, WD40, glasses etc.) required for the job.
8. Provision of Rigging and hoisting equipment.
9. Removal of Insulation/ Cladding & installing back by skilled insulators.
10. Security of all the Hired Crew.
11. Drinking Water, Boarding/ Lodging, refreshment to all the Crew.
12. Pick and drop from Plant to accommodation and back.
13. In case of any accident, medical treatment or compensation, whichever is applicable.
14. Electrical Supply Boards along with cables as per HSE standard.
15. Head trolley for movement of parts inside the Plant will be arranged by the contractor.
16. Arrangement of Pipes & Fittings for vessel flushing.
17. Proper housekeeping and skids cleaning of all equipment's must be ensured.

OGDCL RESPONSIBILITIES:

1. Electricity for Lighting & Fans.
2. Spare parts.
3. Blinds & Spads for Isolation & Pressure Testing (Contractor will provide manpower).
4. Logistic support i.e. Cranes, Lifters.
5. Nitrogen purging & Leak test (Contractor will provide manpower).
6. Scaffolding material if required. (Contractor will provide manpower).

SCOPE OF WORK FOR ATA-24 MAINTENANCE JOBS OF MELA OIL FIELD

1. SEPARATORS

1.1 HP SEPARATOR (V-0501):

ACTIVITY	DESCRIPTION	REMARKS
MOF-01	Opening of man way of HP Separator for internal inspection and cleaning.	
MOF-02	Separator internal thorough washing.	
MOF-03	Dismantling of separator crude side LCV and attached spool to remove any restriction /accumulated	
MOF-04	Dismantling of separator water side LCV and attached spool to remove any restriction /accumulated Material from the line.	
MOF-05	Proper cleaning/opening of separator crude / water side LGs, LTs and LTs isolating valve, drain points/all sampling points/lines by removing sludge and solid material from the block drains.	
MOF-06	Inspection/cleaning & repairing/replacement of h/c LCV isolation valves	
MOF-07	To Check & rectify crude side LCV seats of HP separator.	
MOF-08	Calibration of HP separator PCV, both crude/water side LCV, PSV, and all pressure/Temperature gauges etc.	
MOF-09	Single loop electronic controller (LIC) to be installed on crude side outlet line, to minimize the chances of crude carry over and hence compressors useful life.	
MOF-10	To check & rectify the faulty/fused lights in separator area.	
MOF-11	Repair/Maintenance/Replacement of Valves/NRVs associated with Separator if required. Repair work at Sep. if required.	

1.2 MP SEPARATOR (V-0502):

ACTIVITY	DESCRIPTION	REMARKS
MOF-12	Opening of man way of MP Separator for internal inspection and cleaning.	
MOF-13	Separator internal thorough washing, flushing with water to change drain valve of MP k/o vessel (2"x300)	
MOF-14	Dismantling of separator crude side LCV and attached spool to remove any restriction /accumulated material from the line.	
MOF-15	Dismantling of separator water side LCV and attached spool to remove any restriction /accumulated material from the line.	
MOF-16	Proper cleaning/opening of separator both water and crude side LG's/LT's isolating valves.	

MOF-17	Inspection/cleaning & repairing/replacement of h/c LCVs' isolation valves.	
MOF-18	Calibration of MP separator PCV, LCV (both crude and water sides), PSV, and pressure/Temperature gauges.	
MOF-19	To check & rectify the faulty/fused lights in separator area.	
MOF-20	Single loop electronic controller (LIC) to be installed on crude side outlet line, to minimize the chances of crude carry over.	
MOF-21	Repair/Maintenance/Replacement of Valves/NRVs associated with Separator if required. Repair work at Sep. if required.	

1.3 LP SEPARATOR (V-503):

ACTIVITY	DESCRIPTION	REMARKS
MOF-22	Opening of man way of LP Separator for internal inspection and cleaning.	
MOF-23	Separator internal thorough washing, flushing with water.	
MOF-24	Dismantling of separator crude side LCV and attached spool to remove any restriction /accumulated material from the line.	
MOF-25	Dismantling of separator water side LCV and attached spool to remove any restriction /accumulated material from the line for.	
MOF-26	Proper cleaning/opening of separator both crude and water sides LG,s/LT,s/ drain points/all sampling points and lines.	
MOF-27	Calibration of LP separator PCV, LCV (both water and crude sides), PSV's and all.	
MOF-28	Separator Oil/Water LG, s to be clean for proper level monitoring.	
MOF-29	Single loop electronic controller (LIC) to be installed on crude side outlet line, to minimize the chances of crude carry over and hence compressors useful life	
MOF-30	To check & rectify the faulty/fused lights in separator area.	
MOF-31	Repair/Maintenance/Replacement of Valves/NRVs associated with Separator if required. Repair work at Sep. if required.	

2. MISCELLANEOUS JOBS:

ACTIVITY	DESCRIPTION	REMARKS
MOF-32	FEC-A/B/C, Off- gas compressor and instrument air compressors (A/B) general preventive maintenance to be carried out.	
MOF-33	FEC-A/B/C, float valve at Engine/Compressor side to be checked and rectified.	
MOF-34	Off gas compressor Oil O/H Tank float valve at Engine/Compressor side to be checked and rectified.	
MOF-35	Dump valves at 1 st /2 nd /3 rd stage opening/closing automation to be carried out.	
MOF-36	Inspection /Cleaning of Crude Bath Heater, Length:10ftx4ftDiameter	

MOF-37	FEC-B inlet valves (6"x600) at ESDV-2501 B/C, provision/fabrication job to be carried out. Approx. dia inches: 150	
MOF-38	FEC-B, BDV-2507B passing problem to be checked/rectified.	
MOF-39	FEC-A/B/C, PSV-2505 A/B/C passing problem to be rectified.	
MOF-40	Repairing of damaged insulation at various areas of plant.	
MOF-41	House Keeping of Plant Area's and Cleaning of Open Drain Channels	
MOF-42	Provide manpower required for Blinding/ Isolation/Nitrogen purging.	
MOF-43	Provide manpower required for Leak Test/ Pressure Test.	
MOF-44	Provide manpower required for cleaning/ surface preparation and arrange approach for NDT jobs.	
MOF-45	Provide manpower required for Cleaning/Oil & water Spillage recovery/Housekeeping at FEC A/B/C and OFF Gas Skids.	