



OIL & GAS DEVELOPMENT COMPANY LIMITED

Procurement Department

Fax : 051-9209673 & 9209803-7
Telex : 5892 OGDC PK & 5867 OGDC PK

Phone : 9218058
Cable : OILGASCORP

No. PROC-FB/CB/RM-5095/770250/2022
To INDAM INTERNATIONAL INC
Supp. No 50830
Address 13202 WEIMAN ROAD, HOUSTON, TEXAS 77041, USA

Date : 15-JUN-2022

Subject: **Purchase Order No. PROC-FB/CB/RM-5095/770250/2022 For Procurement Of SHUNT WOUND DC DRILLING MOTORS Against Your Quotation No. 134527 DT:30-09-2021**

Dear Sir,

We are pleased to issue purchase order in response to your above cited bid as detailed below :-

Sr. No.	Description	Index No.	UOM	Qty	Unit Value C & F BY SEA USD	Total Value C & F BY SEA USD	Item Type
1	MOTOR/GENERATOR SINGLE SHAFT, TYPE 5GE 752RB3A, HIGH TORQUE SHUNT WOUND CLASS "H" INSULATION, 10 HP 380 V / 50 HZ BLOWER ASSY. WITH S. HUB & MOTOCLEAN AIR CLEANER C/W STD. ACCESSORIE & AUX. CIRCUIT FOR PLUG IN CONNECTIONS.	35-04-001-F	Number	2	136,249.0000	272,498.00	FA
2	FOB CHARGES	OTHER CHARGES	Number	1	2,000.0000	2,000.00	S-S
3	SEA FREIGHT	OTHER CHARGES	Number	1	4,288.0000	4,288.00	S-S
Total :						278,786.00	
USD Two Hundred Seventy Eight Thousand Seven Hundred Eighty Six Only							

Indent #	M(RMP)/FP/2021/12	Port of Shipment	USA
Name & Address of Manufacturer	M/S GENERAL ELECTRIC, USA	Port of Discharge	KARACHI SEA PORT
Delivery Period	120 DAYS	BB&T BANK, 333 CLAY STREET SUITE 3800, HOUSTON, TEXAS 77002, A/C NO.: 1440000741853, SWIFT CODE: BRBTUS33	
Country of Origin	USA	OGDCL'S SOR/ TOR / TENDER DOCUMENTS, TECHNICAL / FINANCIAL BID, CLARIFICATION AND THEIR REPLIES ARE INTEGRAL PART OF THIS PURCHASE ORDER.	
Banker's Address			
Special Note			

***"Condition of Contract (General/Special) of tendere enquiry, should be treated a part of the Purchase Order".
Letter of credit shall be established as per Terms & Conditions attached herewith.***


SYED EJAZ ABBAS RIZVI
 Manager (SCM) Foreign
 Oil & Gas Development Co. Ltd
 MANAGER (SCM) FOREIGN
 15/06/2022


OTHER TERMS AND CONDITIONS OF THE PO/LC TO BE STRICTLY COMPLIED BY THE BENEFICIARY

(CFR Karachi Basis)

1. CONSIGNEE:

The goods must be consigned to the L/C establishing bank and notify party Oil & Gas Development Company Ltd. (OGDCL), Plot No. 21, OGDCL Warehouse, West Wharf Road, Karachi. Telephone No. 021-32311108, 32313119, Fax No. 021-32311040, E-mail: abdulwaheed_kunbhar@ogdcl.com

2. PACKING:

The Packing of the merchandise must conform to the International Standards and the packing list along-with Commercial Invoice must be placed inside the container without fail.

3. MARKING:

3.1 Must bear the Purchase Order No. as Shipping Marks, Country of Origin and Weight in Kilograms (Gross/Net). The marks must tally with shipping documents like Bill of Lading (B/L) and manifest there should not be any difference.

3.2 In addition to the above mentioned shipping marks, the following procedure of color code marking is to be adopted / made on each side of the package/box/container while dispatching the material: -

"There will be an isosceles triangle with or less than six inches side, triangle side marked in black lines, letters "OGDCL" inscribed inside, the letters to be not less than 1½" tall and will be in black. On big packages/boxes/containers, the sides or triangle and letters will be increased appropriately. Underneath the triangle there will be two color code bars in "GREEN" color size six inches in length and 1½" in width. If the above color codes marking is not appropriate/suitable, the sizes and color may be changed".

3.3 Each item of the consignment should also be marked with item # of the Purchase Order.

4. SHIPPING DOCUMENTS.

Shipping documents shall consist of the following:

4.1 Original Clean Master Bill of Lading on Freight Pre-Paid Basis signed by the carrier or their authorized agent showing clean shipped on board. Freight forwarders, Third party, Short form, blank back and House Bill of Lading is not acceptable.

4.2 Detail invoice showing commodity description, quantity, unit/total price, etc containing original signatures.

4.3 Packing List, (Showing total number of packages, gross/net weight & measurement and Box No. in case of more than one boxes such as Box No. 1/10, 2/1010/10 and so on and detail of equipment in each box.

4.4 Certificate of origin.

4.5 Mill inspection/quality certificate/test report showing analysis (in case of chemicals only)

4.6 Certificate of compliance of the credit terms as per clause No. 2 in respect of Packing.

4.7 Insurance declaration. A copy of Fax OR E-mail sent to Insurance Company in compliance to the Clause No. 9 hereunder.

4.8 Copy of E-mail sent in compliance to the Clause No. 6.1 hereunder.

4.9 A copy of pre-shipment third party inspection report issued by third party inspector duly accepted / verified by OGDCL prior to shipment (where applicable).

5. INSTRUCTIONS FOR COMPLETING SHIPPING DOCUMENTS:

5.1 The shipping invoice should be marked on top in capital words.

a) Complete, first and last consignment (if all the contractual material is shipped in one lot.)

b) First partial shipment/second partial shipment (and so on). Final and last shipment as the case may be if shipments are effected in parts.

5.2 All Invoices should be signed, and must indicate value of each items total value and also show 'SHIPPING MARKS' as provided in the contract.

5.3 All containers of cargo must carry copy of invoice. A compliance certificate in this regard shall be provided along with the shipping documents. In case of noncompliance the beneficiary shall pay the penalty imposed by the Custom Authority.

6. SHIPMENT INTIMATION:

6.1 The beneficiary within 24-48 hours of making shipment must send fax OR E-mail to (1) Dy. Chief Material Officer, Plot No. 21, West Wharf, Karachi, Fax No. 0092-21-2311040, E-mail: abdulwaheed_kunbhar@ogdcl.com (2) Manager (Foreign) Procurement, OGDCL House Plot No. 3 (New NO. 3013)F-6/G6, Blue Area, Jinnah Avenue, Islamabad. Fax No. 0092-51-9244210 & 0092-051-9209803-7, E-mail: ejaz_rizvi@ogdcl.com (3) Manager Accounts (Imports) on Fax No. 0092-51-9209803-7, E-mail: imtiazh_sherazi@ogdcl.com (4) National Insurance Company Limited, Karachi on FAX No. 0092-21-99202734 OR E-mail: sanaullah.shaikh@nicl.com.pk OR gulam.akbar@nicl.com.pk, OR info@nicl.com.pk intimating them the following:

- a) L/C numbers and Purchase Order / Contract No.
- b) Name of the Ship & Shipping Line.
- c) Bill of Lading No. & Date.
- d) Total CFR value of the consignment shipped.
- e) Port of shipment.
- f) No. of boxes/packages/pieces.
- g) Net and gross weight.
- h) Expected time of arrival (ETA) of ship.

7. **SHIPMENT INSTRUCTIONS**

- a) The contractor/supplier/vendor is requested to ensure that Commercial Invoice / Packing List shall be pasted on the inner side of the door of container for FCL Shipments and on Boxes / Crates / Cartons etc. for LCL Shipments. Non-Compliance to this instruction may result in penalty imposed by Custom Authorities which shall be recovered from the Contractor/Supplier/Vendor.
- b) Please ensure that in case of CFR purchase order / contracts the local charges at Karachi Seaport/Airport must be included in the freight cost.
- c) The freight forwarders/shipping agents at country of origin must include the corresponding local charges such as delivery order/port handling & container rentals for free time etc. company shall pay only the wharfage/demurrage charges. They should also ensure that there should be only one local agent of the shipping company who should handle such matters. In case OGDCL had to pay such charges, it shall be recovered from the contractor.

8. **INSTRUCTION REGARDING TRANSMISSION/NEGOTIATION OF SHIPPING DOCUMENTS**

8.1 **ORIGINAL NEGOTIABLE DOCUMENTS:**

- a) The beneficiary immediately upon making shipment(s) should negotiate the original clean shipping documents free from any discrepancy with negotiating bank as indicated in the L/C.
- b) If clean documents free from any discrepancy are not negotiated within negotiation period mentioned in the L/C, or if the documents are withheld by the Bank on account of any discrepancy whatsoever the demurrage or financial impact if any incurred due to late negotiation of clean documents will be on beneficiary's account.
- c) Original/negotiable documents must contain at least four sets of the shipping documents mentioned under Clause No. 5 above.
- d) The original shipping documents should be dispatched through courier service by the negotiating bank at the beneficiary's cost within 24-48 hours after receipt from the beneficiary.
- e) The discrepant documents with minor discrepancies will be accepted subject to the consent of Procurement Department to facilitate prompt clearance of the consignment on the condition that demurrage, if any due to the discrepancies reported by L/C opening bank will be on beneficiary account.

8.2 **NON-NEGOTIABLE DOCUMENTS:**

- a) Complete sets of non-negotiable shipping documents **along with one set of Parts Catalogue, Brochures, Technical Literature** must be dispatched OR E-mailed to the Manager (SCM) Foreign at the following address immediately upon shipment is effected: -

MANAGER (SCM) FOREIGN
OIL & GAS DEVELOPMENT COMPANY LIMITED
OGDC HOUSE, PLOT NO. 3 (NEW NO. 3013),
F-6/G-6, BLUE AREA, JINNAH AVENUE,
ISLAMABAD, PAKISTAN.
PHONE NO. 0092-51-92002 3652
E-mail: ejaz_rizvi@ogdcl.com

- b) Complete sets of non-negotiable shipping documents must be dispatched OR E-mailed to Dy. Chief Material Officer at the following address immediately upon shipment is effected: -

DYPUTY CHIEF MATERIAL OFFICER,
OIL & GAS DEVELOPMENT COMPANY LIMITED,
PLOT NO. 21, WEST WHARF ROAD, KARACHI, PAKISTAN.
PHONE NO. 0092-21-2311108, 2313119-23 & FAX NO. 0092-21-2311040, E-mail: abdulwaheed_kunbhar@ogdcl.com

- c) The shipping documents should be couriered through any reliable courier company at shipper's cost so that the same must be received at least 10 days before arrival of the vessel.

9. INSURANCE:

Insurance from port of shipment/delivery will be covered by openers and declaration shall be made by the beneficiary to Insurance Company i.e. M/S National Insurance Company Limited, NICL Building, South Zone, Abbasi Shaheed Road, off Shakra-e-Faisal Road, Karachi (Pakistan). Fax No. 0092-21-99202734 or E-mail: "sanauallah.shaikh@nicl.com.pk" OR gulam.akbar@nicl.com.pk, OR info@nicl.com.pk and Manager (Accounts) /OGDC LTD., Fax No. 0092-51-9209803-07 or E-mail: imtiaz_sherazi@ogdcl.com immediately after shipment giving full details of shipment e.g. value of shipment description of material, name of vessel, B/L with date, port of shipment, contract and Letter of Credit Numbers.

10. DEMURRAGE DUE TO DELAY IN RECEIPT OF ORIGINAL / NEGOTIABLE DOCUMENT / TRANSSHIPMENT AND SHIPPING LINES AGENTS:

10.1 If clean documents are not negotiated within negotiation period of the L/C or documents are withheld by bank on account of any discrepancy, the demurrage charges, if any incurred due to late negotiation of the clean documents and paid by the OGDCL. will be realized from the beneficiary directly by raising debit advice, or by deducting the amount paid from the L/C value or by encashing Performance Bond (where applicable) to the extent of demurrage amount. In case the demurrage amount exceeds the value of Performance Bond the balance amount will be payable by the beneficiary.

10.2 Transshipment is totally prohibited under this L/C. The beneficiary must ensure that no transshipment takes place against this L/C, and demurrage paid by OGDCL due to transshipment will be on beneficiary's account.

10.3 Any demurrage paid by OGDCL due to inconsistency in B/L and manifest will be recovered from beneficiary.

11. LIQUIDATED DAMAGES.

a) If the contractor fails to deliver any or all of the goods within the time period(s) specified in the Contract, the Purchaser shall, without prejudice to other remedies under the contract, deduct from the contract price / Bank Guarantee as liquidated damages, a sum not more than 0.5% of the contract price per week or part thereof for first four weeks, 1.00% per week for next four weeks and 1.5% per week exceeding four weeks up to maximum extent of **10 %** of the contract value.

b) In case the Purchaser is satisfied that the delayed / defective shipment was due to some mistake or circumstances beyond the control of the contractor and the contractor has not intentionally or negligently contributed in the delay, the Purchaser may impose Liquidated Damages for not more than a sum equivalent to 0.5% of the delayed or defective shipment per week or part thereof for first two weeks, 1.00 % per week for next three weeks and 1.5% per week exceeding five weeks but not exceeding **10%** of the contract value of the delayed/ defective shipment provided that the contractor takes immediate remedial measures for the-replacement of defective shipment and takes prompt steps to mitigate the delay. The Purchaser may however, impose Liquidated Damages as per (a) above if the delayed or defective shipment has affected the project completion schedule or has resulted in production losses.

c) Even after imposition of LDs, if the supplier fails to materialize the delivery (material and or services); the Purchaser reserves the right to cancel Purchase order/contract/LC and to forfeit the Guarantee (if applicable) after intimating the supplier for such cancellation / forfeiture.

12. AMENDMENT / EXTENSION OF L/C:

The beneficiary will positively confirm shipment of all ordered goods within L/C validity or make request for extension of shipment and negotiation dates at least 15 to 30 days prior to the expiry of L/C. If shipment is not effected within L/C validity or request for extension is not received 15 to 30 days prior to expiry of L/C validity, no request for grant of extension in shipment and negotiation will be entertained under any circumstances. In case of extension in shipment/negotiation period, the beneficiary will be required to extend the validity of his performance bond (where applicable) accordingly. All charges on this account will be on beneficiary's account.

13. CHARGES FOR L/C ESTABLISHMENT:

13.1 All charges of credit opening bank for credit will be borne by the OGDCL.

13.2 All charges of corresponding bank such as negotiation of documents, adding confirmation to credit etc. will be to the account of beneficiary.

13.3 All charges for amendments / extension in L/C will be to the account of beneficiary.

14. PAYMENT TERMS:

14.1 FOR ORDER VALUE MORE THAN US\$ 200,000:

The eighty percent (80%) payment will be made against each shipment upon submission of original shipping documents to the LC opening bank, whereas balance twenty percent (20%) payment will be released after receipt, inspection and acceptance of material at OGDCL Stores. Furthermore, payment of balance twenty percent (20%) will be released upon issuance of Acceptance / Delivery Certificate from OGDCL to L/C beneficiary confirming receipt & acceptance of material along with submission of commercial invoice of remaining value.

14.2 FOR ORDER VALUE LESS THAN OR EQUAL TO US\$ 200,000:

The seventy percent (70%) payment will be made against each shipment upon submission of original shipping documents to the LC opening bank, whereas balance thirty percent (30%) payment will be released after receipt, inspection and acceptance of material at OGDCL Stores. Furthermore, payment of balance thirty percent (30%) will be released upon issuance of

Acceptance / Delivery Certificate from OGDCL to L/C beneficiary confirming receipt & acceptance of material along with submission of commercial invoice of remaining value.

14.3 Payment to Chinese companies shall be made in Renminbi. If prices are quoted in any other currency the order shall be placed in equivalent to Renminbi. Bid prices will be converted to the Renminbi at the selling exchange rate officially prescribed by State Bank of Pakistan for similar transaction on the date of opening of bids specified in the tender notice.

[Handwritten Signature]
15/06/2022

Purchase Order Issuance Authority:
Oil & Gas Development Company Ltd.
SYED FATEH ABAS RIZVI
Manager (SCM) Foreign
Oil & Gas Development Co. Ltd.
Islamabad

Purchase Order # PROC-F _____ Accepted by:

Signature

Name of the signatory in Block Letters.....

Company Title of the Signatory.....

Company Seal.....

[Handwritten Mark]

INFORMATION FOR 3RD PARTY PRE-SHIPMENT INSPECTION
Purchase Order No. PROC-FB/CB/RM-5095/770250/2022 For Procurement Of
Shunt Wound DC Drilling Motors

1	Purchase Order No.	Purchase Order No. PROC-FB/CB/RM-5095/770250/2022
2	Amount of Purchase Order	USD 278,786/- (US Dollars Two Hundred Seventy Eight Thousand Seven Hundred Eighty Six Only)
3	Name and address of Manufacturer(s) / Inspection Location	M/s General Electric, USA., Address: World Trade 2222 NORTH WAYSIDE DR HOUSTON TX 77020 <u>Contact Person:</u> Mr.) Kim Mardel Tel: + 281-430-4211 Email: kim@blueprint-global.com
4	Inspection Location:	Address: World Trade 2222 NORTH WAYSIDE DR HOUSTON TX 77020 <u>Contact Person:</u> Mr.) Kim Mardel Tel: + 281-430-4211 Email: kim@blueprint-global.com
5	Name and address of LC Beneficiary	M/s Indam International Inc., 13202 Weiman Road, Houston, TX 77041, USA <u>Contact Person:</u> Mr.Karam Tel: +1-281-550-7203 Email: Sales@indamintl.com
6	Local Agent / Contact Person	M/s Acumen International, Office # 17, Ground Floor, Pakland Business Center, I-8 Markaz, Islamabad Phone: +92-51-4900282, Fax: +92-51-4447214 Contact Person: Mr. Hassan Tel: +92-51-4900282 Email: acumenisb@gmail.com
7	Description of Material	As per Purchase Order No. PROC-FB/CB/RM-5095/770250/2022 (copy attached)
8	Scope of Work	As per attachment



OIL & GAS DEVELOPMENT COMPANY LTD.

DRILLING OPERATIONS - RIG MAINTENANCE DEPARTMENT

I-9, Islamabad.

SCOPE OF WORK (S.O.W) FOR THIRD PARTY INSPECTION OF 02 NO. 5GE752RB3A SHUNT WOUND DC DRILLING MOTORS FOR RIG N-2

SUPPLIER	Complete Name & Business/ Warehouse address of the supplier to be inserted
Local Representative	Complete Name & Business address of the supplier's local representative to be inserted
PURCHASER	Oil & Gas Development Company Ltd., OGDCL Head Office, Blue Area, Islamabad, 44000, Pakistan. Ph. +92 51 920 022 144 Fax: +92 51 921 5090 E-mail: E-mail: ejaz_rizvi@ogdcl.com

1. BACKGROUND

Oil & Gas Development Company Limited (OGDCL), Pakistan is engaged in procurement of 02 NO. 5GE752RB3A SHUNT WOUND DC DRILLING MOTORS FOR RIG N-2. OGDCL intends to carry out pre-shipment third party inspection (TPI) of these motors at the supplier's premises/ warehouse. OGDCL will accept the motors only after the third party inspection agency (TPIA) confirms that the 02 NO. 5GE752RB3A SHUNT WOUND DC DRILLING MOTORS, standards of manufacture and documentation are as per tender/ contract specifications. Scope of work (S.O.W) for this inspection job is given below:

2. MANUFACTURER'S/ SUPPLIER'S SCOPE

Supplier of the required motors will intimate two weeks in advance (before packing for shipment) for the said inspection and will extend full cooperation to third party inspector(s). All arrangements for TPI will be supplier's responsibility. Skilled and un-skilled manpower required for inspection will be provided by the supplier. All the material in purchase order and relevant documents will be made available by the supplier for examination of the inspector(s). After completion of TPI and acceptance by OGDCL, the motors should be packed in a compact manner as per international standard to ensure safe handling and transportation during shipment.

3. SCOPE OF WORK.

TPIA will carry out the required inspection through an experienced electrical engineer according to the scope of work including but not limited to the following terms of reference.

3.1 TPIA will certify that the motors to be supplied by the supplier is

3.1.1 OEM/Manufacture Name.

3.1.2 As per technical specifications, quantity and model/ part numbers given in the purchase order.

3.1.3 Newly manufactured, unused and free from all manufacturing defects and date of manufacturing is not earlier than 18 months as on the date of opening of LC.

- 3.1.4 Packed in a compact manner as per international standard to ensure safe handling and transportation during shipment.
- 3.1.5 Four sets of OEM/Manufacture, operation and maintenance manuals in original are available for shipment with the brake.
- 3.2 Inspector(s) will notify clear acceptance/ rejection of material and documents and will give clear remarks for rejection (if any).
- 3.3 Inspector(s) will identify and record non-conformances against tender/ contract specifications and will assist in managing the corrective action to close out the subject.
- 3.4 Inspector(s) will examine the OEM/Manufacture QA/QC certificates and reports of tests conducted for load and no load conditions, and its field and armature coils resistances and insulation resistance as per technical specifications for new motors. These certificates and test reports will be provided by the supplier for the under shipment motors.
- 3.5 Inspector(s) will examine for authenticity of the original "Certificate of Origin and Compliance" and "Manufacturer's Warranty" to be provided by the supplier and will submit a snapshot of the same in flash report to OGDCL. Original "Certificate of Origin and Compliance" and "Manufacturer's Warranty" will be retained by the inspector for submission to OGDCL.
- 3.6 Third Party Inspector(s) will at all times during the inspection, maintain a close coordination with OGDCL and will forward daily progress report to OGDCL.
- 3.7 OGDCL will accept the material only after the TPIA submits a clear acceptance of the material and documents to OGDCL.
- 3.8 Flash report of the pre-shipment inspection to be provided within one day of completion of the respective inspections.
- 3.9 Original inspection report against pre-shipment inspection along with original "Certificate of Origin and Compliance" and "Manufacturer's Warranty" with associated pictures, statements and documents etc. placed in suitable document folder to be submitted by the Third Party Inspection Agency to Manager (SCM)-Foreign Procurement, OGDCL within three days of completion of the on-site inspection and a soft copy of the report to be forwarded through e-mail accordingly.
- 3.10 Payment shall be made to the inspection agency after comprehensive acceptance and verification of third party inspection reports by OGDCL.


Munamir Afzal
By. Chief Engineer (R/M)
Oil & Gas Development Co. Ltd.
Islamabad



OIL & GAS DEVELOPMENT COMPANY LIMITED.
OFFICE OF THE MANAGER SCM (FOREIGN)

(FOR OGDCL PRE-QUALIFIED THIRD PARTY INSPECTION FIRMS)

Subject: - **INVITATION TO BID FOR INSPECTION MATERIAL AGAINST PURCHASE ORDER NO.**

Dear Sir,

1. OGDCL intends to acquire complete inspection services for the goods being procured against subject Purchase Order.
2. **“Annexure-A” (Draft to be issued by OGDCL to TPI Firms)** contains, Terms of Reference (TOR) with Scope of Work (SOW) along with manufacturer’s contact / e-mail & complete address and deadline for submission of bid. The copy of “Purchase Order” (**Issued by OGDCL to supplier/contractor**) highlighting all the items in detail to be inspected is attached as **Annexure-“B”**. Any clarification regarding port of shipment or site of inspection may be obtained directly from the said contractor under intimation to OGDCL. It is your responsibility to ascertain time required for inspection of goods. Partial / random inspection is not required. Inspection of 100% goods is required.
3. You are requested to submit your most competitive sealed bid/proposal in duplicate valid for 120 days on or before **(Deadline for Submission of bid As Mentioned in Annexure-A)**, in sealed envelope marked with the following enfacement:-

DO NOT OPEN BEFORE **(Deadline for submission of bids As Mentioned in Annexure-A)- BID/PROPOSAL FOR THIRD PARTY INSPECTION OF MATERIAL/GOODS AGAINST PURCHASE ORDER NO.**

TO,

MANAGER SCM (FOREIGN),
SUPPLY CHAIN MANAGEMENT DEPARTMENT
OIL & GAS DEVELOPMENT COMPANY LIMITED
OGDC HOUSE, JINNAH AVENUE, BLUE AREA, ,
ISLAMABAD (PAKISTAN).

4. **The cost should be LUMP SUM** inclusive of all taxes and stamp duties as per Government Rules applicable on services companies. Taxes will be deducted at source. Variable prices / man days rates are not acceptable (**FINANCIAL BID FORMAT IS ATTACHED AT ANNEXURE-C**).
5. The bid proposal should essentially include C.Vs of the professionals expected to be deployed for the said job.
6. The Service Order shall be interpreted in accordance with the laws applicable in Pakistan.
7. Payment will be made on submission of your invoices along with inspection report carried out by the company as per provided TOR/SOW.
8. The price charged by the Service Company for required services shall not vary from the price quoted by the Service Company.
9. **The bid must be strictly in accordance with our Terms of Reference for inspection and quoted price must be firm. Please ensure to submit your proposal as stipulated above. In case of regret to submit the bid , please do inform us through return fax / E-mail.**
10. Service Order will be issued as per **Annexure-D**. Please submit signed / stamped service order along with the bid. Service order will be issued after fulfillment of all procedural formalities as per company rules and regulations.

Regards.

(SIGNED BY)
MANAGER SCM (FOREIGN)

ANNEXURE-A

DETAILS

1	PURCHASE ORDER	PROC-F_____
2	DESCRIPTION OF MATERIAL	ATTACHED AT ANNEXURE - B AS PER PURCHASE ORDER
3	NAME/ADDRESS OF L/C BENEFICIARY & MANUFACTURER	NAME: M/s PH: FAX: EMAIL:
4	LOCAL AGENT	NAME: M/s PH: FAX: EMAIL:
5	TOR / SCOPE OF WORK	Attached
6	DEADLINE FOR SUBMISSION OF TPI BID	DATE:-----

ANNEXURE-B

COPY OF PURCHASE ORDER

ANNEXURE-C

FINANCIAL BID FORMAT

(ON TPI FIRM LETTERHEAD)

THIRD PARTY INSPECTION

1	PURCHASE ORDER	PROC-F_____
		<i>ATTACHED AT ANNEXURE - B</i>
2	DESCRIPTION OF MATERIAL	AS PER PURCHASE ORDER
3	LUMPSUM COST AS PER ITB / TOR / SOW inclusive of all taxes and stamp duties as per Government Rules applicable on services companies. Our prices are firm and not variable.	USD OR ANY OTHER CURRENCY _____

ANNEXURE-D
SERVICE ORDER
(ON OGDCL LETTERHEAD)

No.

Issuance date

M/s

(Name of TPI Firm already pre-qualified)

Subject: - **SERVICE ORDER FOR THIRD PARTY INSPECTION OF MATERIAL AGAINST PURCHASE ORDER**

Dear Sir,

Subsequent to your bid proposal No. _____ ***dated*** _____ and subsequent clarifications/confirmations (if any). OGDCL hereafter called as the Company ("Company") is pleased to place this Service Order on M/s. _____, hereafter called as Contractor ("Contractor") for providing Services for Third Party Inspection of **MATERIAL AS PER PURCHASE ORDER** against your proposal amounting to **USD (OR IN THE CURRENCY OF BID)** on the broad terms and conditions including but not limited to the following:

- i. The prices charged by the Service Company for the required services under this Service Order shall not vary from the prices as quoted in your above referred proposal.
- ii. The payment will be made in Pak Rupees.
- iii. The following documents are integral part of this Service Order.
 - a. TOR/Scope of Work as mentioned in our ITB.
 - b. Bid Proposal and all clarifications/confirmations.
- iv. At source tax deduction will be handled as per prevailing rules.
- v. Upon receipt of clean and clear invoice, The Company shall make all reasonable efforts to make payment as early as possible against invoices verified by our end user technical department. However, any payment beyond 30 days from the date of receipt of invoice shall in no way or manner entitle the Contractor to claim any interest, surcharge, markup and charges etc.
- vi. The laws of Pakistan shall apply to this Service Order.
- vii. The contractor shall employ and depute for the execution of services only such persons who are careful, skilled and experienced in their trades, professions and the Company's representative shall be at liberty to object and to ask the contractor to replace any person employed by the contractor for execution of such services who in the opinion of Company's representative misconducts, is incompetent or negligent in the performance of his duties or fails to confirm with any particular provisions with regard to safety which may be set out in the contract or any conduct which is prejudicial to safety or health and such person shall not be employed again upon the works ,services and jobs without the permission of the Company's representative. Such permission shall not be unreasonably withheld by the Company.
- viii. Please contact M/s _____ (**NAME OF MANUFACTURER / LC BENEFICIARY**) & their local agent immediately on the address given below for carrying out inspection:

LC BENEFICIARY / MANUFACTURER NAME: M/s PH: FAX: EMAIL:	LOCAL AGENT: NAME: M/s PH: FAX: EMAIL:
-----------------------------------------------------------------------------------	------------------------------------------------------------------

ix. The contractor warrants and represents that works, jobs and services required to be performed under this contract will be timely performed in a good and workmanlike manner in accordance with generally accepted industry standards and practices.

x. ERADICATION OF CORRUPTION: All vendors, Suppliers, Contractors, Consultants and alike are encouraged to inform MD / CEO and Head of SCM Department in case where any OGDCL employee asks for any type of favour whether monetary or in kind. You can contact the M.D. and Head of SCM Department on the following addresses, phone numbers, faxes or e-mail:

(i) MD / CEO
Oil & Gas Development Company Limited
OGDCL House, Jinnah Avenue, Islamabad.
Tel No. 051-9209701
Fax No. 051-9209708
E-mail: ceo@ogdcl.com

(ii) General Manager (SCM)
Supply Chain Management Department
OGDCL House, Islamabad.
Tel No. 051-2623029
Fax No. 051-9215090
E-Mail: jahangaiz@Ogdcl.com;

02. Please confirm acceptance of the above terms and carry out pre-shipment inspection strictly as per the terms and conditions of the Service Order.

Yours Sincerely,

SIGNED BY
Manager SCM (Foreign)

Accepted by (TPI Firm)

Signature

Name of the signatory in Block Letters.....

Company Title of the Signatory.....

Company Seal.....

Copy to:

1. **HOD OF INDETING DEPT**
2. **MANUFACTURER / LC BENEFICIARY**
3. **LOCAL AGENT**