

**INFORMATION FOR 3<sup>RD</sup> PARTY PRE-SHIPMENT INSPECTION**  
**PURCHASE ORDER NO. PROC/FB/CB/PE&FD-5113/4500000758/2022 FOR**  
**PROCUREMENT OF WIRELINE SET PERMANENT PACKERS 7", 35 LBS/FT**  
**CASING, 3-1/2" TRSVs WITH ACCESSORIES/SPARES AGAINST QUOTATION NO.**  
**DM 2333768 DATED 28-OCT-2020**

1	Purchase Order No.	PROC/FB/CB/PE&FD-5113/4500000758/2022 Dated 10-11-2022
2	Amount of Purchase Order	USD 1,123,689.08 (United States Dollars One Million One Hundred Twenty-Three Thousand Six Hundred Eighty-Nine And Cent(s) Eight Only)
3	Name and address of Manufacturer(s)	M/s Baker Hughes
4	Inspection Location:	<u>Provide Complete Street Address:</u>  <u>Contract Person:</u> Zahoor, Farhan / Alicer, Ryan Office: - BAKER EASTERN S.A.TECHNO PARK, SHEIKH ZAYED ROAD, JEBEL ALI,, DUBAI, United Arab Emirates Cell: +971 56 5457 610 Email : Farhan.Zahoor@bakerhughes.com
5	Name and address of LC Beneficiary	BAKER EASTERN S.A.TECHNO PARK, SHEIKH ZAYED ROAD, JEBEL ALI,, DUBAI, United Arab Emirates
6	Local Agent / Contact Person	<u>Contract Person: Syed Zulqarnain Shah</u> Office: - Baker Hughes Islamabad Cell: +92 309 2256355 Email: <b>Syed.ZulqurnainShah@bakerhughes.com</b>
7	Description of Material	As per Purchase Order No. PROC/FB/CB/PE&FD-5113/4500000758/2022 (copy attached)
8	Scope of Work	As per attachment

**THIRD PARTY INSPECTION SCOPE OF WORK AGAINST PURCHASE ORDER NO. PROC/FB/CB/PE&FD-5113/4500000758/2022 FOR PROCUREMENT OF WIRELINE SET PERMANENT PACKERS 7 inch 35 LBS/FT CASING, 3-1/2" TRSVs WITH ACCESSORIES/SPARES**

Serial	<u>Evaluation Criteria for Third Party Inspector</u>	<u>Bidder to Provide the Details</u>
<b>In ability to provide the Required Details will result in Disqualification of the Bid /Quotation without any Clarification.</b>		
1.	Third Party Inspector to provide Documentary Proof that they have carried out similar Third Party Inspections of completion material as per API certifications 11-D1, 14-A & API 14-L certifications Material Globally.	Details of the Inspections and Clients to be provided along with the Volume of work and Email contact details of clients for verification
2.	Third Party Inspector must have carried out similar TPI's in countries outside the country of its Origin and must have a Global Presence i.e. Asia (Central Asia, Asia Pacific, Middle East), MENA Region, Europe, USA, etc.)	Details of TPI's Company Profile giving proof of International Setup and Jobs carried out Globally must be provided.
3.	Resume /CV of the Inspectors to carry out the job to be Provided for Evaluation. The Inspector must have carried out the relevant Inspections. The resume should specify the complete Job Experience of Similar Inspections carried out by the Individuals.	Complete Detailed Resume is Required. Moreover the TPI to confirm that the Same individuals will be deputed for the TPI and in case the Personal is not available than the Resume of the Replacement Will be shared prior to the Actual Job.

Serial	<b>Scope of Work Third Party Inspection (TPI)</b>	<b>Bidder to Comply and submit the same along with Inspection Release Note</b>
4.	<b><u>Inspection of Finished Product</u></b> Third Party Inspector will visually inspect the finished material in order to verify the equipment is brand new/unused and as per purchase order specifications	
5.	<b><u>Country of Origin</u></b> Third Party inspector is required to confirm that country of origin of all line items whether in form of complete assembly or parts are same as mentioned in the purchase order and no deviation of country of origin in documentation or name plates/embossing on the material	
5.i	Third Party inspector is required to report if found any part or complete assembly of purchase order line items showing the country of origin as INDIA or not mentioned as country of origin in the purchase order	

	whether in documentation or name plate/embossing on the material	
6.	<b><u>Verification of Mill Test Certificates and Certificates of Conformance</u></b>	
7.	Verification of Documentation/ Certifications confirming that the Completion Packers, TRSCSSVs along with accessories are manufactured as per API 11-D1, 14-A and API 14-L certifications.	
7.i	Verification of mill test certificates to confirm that Flow Wetted Material of all the Items is Super 13 chrome 95 Ksi	
7.ii	Verification of Documentation/ Certifications to confirm that Packer element is AFLAS material with temperature rating 350 degree F and Differential pressure rating 10,000 psi	
7.iii	Verification of Documentation/ Certifications to confirm that TRSV temperature rating Min 300 degree F and pressure rating 10,000 psi	
7.iv	Verification of elastomers Documentation/ Certifications to confirm that Seal stacks material is as per Purchase order	
7.v	<b><u>Visual and Dimensional Inspection</u></b> Verification of Technical Data Sheets provided by the manufacturer to confirm the complete specifications and dimensions of all the Equipment are as Per Purchase Order e.g. Metallurgy, Yield Strength, ODs, IDs, Lengths, Threads, Pressure rating, Temperature rating, Elastomers etc. TPI company is required to share the Technical Data Sheets with OGDCL	
8.	<b><u>Boxing and Packing</u></b> Third Party Inspector will confirm that packing and boxing is as per API/International standards.	
9.	<b><u>TPI Quoted Rates and Visits at Manufacturing Plant</u></b> The bidder should show compliance that their quoted rates will be inclusive of all the costs for the inspection like transport and lodging if required. Keeping in view that the inspection will require at least 5 to 6 or more visits to the manufacturing plant and may involve 10 to 12 man days or more	

10.	<b><u>Submission of Inspection Reports/Inspection Release Note</u></b>	
10.i	Preparation of inspection report and inspection release note	
10.ii	TPI Company will submit all purchase order items photographs to OGDCL along with the inspection report	
10.iii	Third party inspection company will submit inspection progress reports to OGDCL Production Engineering & Facilities Department at following e-mails addresses: kafeel.ahmed@ogdcl.com, adeel_saleemi@ogdcl.com omer_ali@ogdcl.com	
10.iv	After completion of the job, Third party inspection company will prepare and issue the final inspection reports along with MTCs/COC and inspection release notes which will submit to OGDCL by e-mail for verification/acceptance prior to shipment thereafter it will be issued to supplier.	
10.v	Third Party inspection company is required to submit this document duly filled and complied along with final inspection report and inspection release note otherwise reports will not be accepted	
10.vi	TPI company will place the signature /stamp on inspection release note/inspection report electronically in the original pdf files of inspection release note and inspection report.	
10.vii	TPI company will Mention OGDCL purchase order number and LC number in all pages of final inspection report and inspection release note.	



**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**SUPPLY CHAIN MANAGEMENT DEPARTMENT**  
**(FOREIGN WING)**



OGDCL House , Jinnah Avenue, Blue Area, Islamabad

Email: ejaz\_rizvi@ogdcl.com

Phone: + 92-51-920023780

P.O No.: PROC/FB/CB/PE&FD-5113/4500000758/2022

Incoterms: Costs and freight (CFR)

To: BAKER EASTERN S.A.,

Supp. No: 2000254

Address: TECHNO PARK, SHEIKH ZAYED ROAD, JEBEL ALI,, DUBAI, Utd.Arab Emir.

RFQ No.: DM 2333768

RFQ Date: 28-OCT-2020

Issuance Date: 10-NOV-2022

Effective Date:

Attachments:

**Subject: PURCHASE ORDER NO. PROC/FB/CB/PE&FD-5113/4500000758/2022 FOR  
PROCUREMENT OF WIRELINE SET PERMANENT PACKERS 7", 35 LBS/FT  
CASING, 3-1/2" TRSVs WITH ACCESSORIES/SPARES AGAINST QUOTATION  
NO. DM 2333768 DATED 28-OCT-2020**

Dear Sir(s),

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

Sr. No.	Item No.	Material No.	Material Description	Unit	Quantity	Unit Value USD	Total Value CFR USD
1.	00420	24-00285	WIRELINE ENTRY GUIDE 3-1/2" X 12.95#, TENARIS HYDRIL PH6 BOX UP X 1/2" MULESHOE MAX. 4.329" O.D. 2.682" ID, LENGTH 5' MAT SUPER13CR95KSI, P#10619163	NO	15	2,481.11	37,216.65
2.	00430	24-00286	LANDING NIPPLE, NO-GO, BRN/GORN/RN, W/OTIS PROFILE, CONN: 3-1/2", 12.95#, TENARIS HYDRIL PH6 BOX X PIN, MAT: SUPER13CR95KSI, PROFILE 2.562" RN, ID: 2.329", OD: 4.329"	NO	15	975.56	14,633.40
3.	00440	24-00287	SPACER TUBE, PERFORATED 3-1/2", 12.95#, TENARIS HYDRIL PH-6 BOX X PIN, MAX OD: 4.329", ID: 2.682", LENGTH: 10' MAT: SUPER13CR95KSI, P#H457430119	NO	15	4,535.56	68,033.40
4.	00450	24-00288	LANDING NIPPLE, SELECTIVE W/OTIS PROFILE, BR/GOR 2.562", CONN: 3-1/2", 12.95#, TENARIS HYDRIL PH6 BOX X PIN, MAT: SUPER13CR95KSI, PROFILE 2.562", ID: 2.562", OD: 4.329", P#H801990879	NO	15	975.56	14,633.40
5.	00460	24-00289	SPACER TUBE, NON-PERFORATED 3-1/2", 12.95#, TENARIS HYDRIL PH-6 BOX X PIN, MAX OD: 4.329", ID: 2.682", LENGTH: 5' MAT: SUPER13CR95KSI, P#H457400326	NO	15	2,527.78	37,916.70
6.	00470	30-06991	CROSS OVER/SUBSTITUTE TUBING BOX 5" 23.20 LBS/FT SUPER 13CR-95KSI VAM TOP PIN 3-1/2" 12.95 LBS/FT, TENARIS HYDRIL PH-6, LENGTH 15 INCH, SUPER 13CR-95KSI, P#H299895655	NO	15	1,361.54	20,423.10
7.	00480	24-00290	MILLOUT EXTENSION, 5" X 6' 23.20#VAM TOP PIN X PIN SUPER 13CR95KSI, LENGTH: 6 FT P# H499410048	NO	15	4,103.17	61,547.55

**ADEEL SALEEMI**  
Senior Engineer (PED)  
EXT. 2807

**SYED EJAZ ABBAS RIZVI**  
Manager (SCM) Foreign  
Oil & Gas Development Co. Ltd.  
Islamabad



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**SUPPLY CHAIN MANAGEMENT DEPARTMENT**  
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Incoterms: Costs and freight (CFR)

Sr. No.	Item No.	Material No.	Material Description	Unit	Quantity	Unit Value USD	Total Value CFR USD
8.	00490	24-00291	COUPLING TUBING,MOE AND SBE 5", 23.20# VAM TOP BOX X BOX, MAT:SUPER13CR95KSI MAX OD: 5.805",ID:4.162" LENGTH: 1.5 FT, P#H299903237	NO	15	2,022.22	30,333.30
9.	00500	24-00292	SEAL BORE EXTENSION,ID: 4", LENGTH: 10', SIZE: 5" 23.20#, VAM TOP PIN X PIN, MAT:SUPER13CR95KSI, P#H02474728W	NO	15	5,766.67	86,500.05
10.	00510	24-00293	PACKER,PROD WIRELINE SET, 7",35# CASING WITH 4.00" ID MAX OD 5.687", MAT:SUPER13CR95KSI ALLOY,AFLAS ELEMENT, TOP THREAD: 4.5" BAKER LH SQUARE THREAD BOX UP, 5" 23.20 LB/FT VAM TOP BOX DOWN, P#H432070046	NO	15	8,958.79	134,381.85
11.	00520	24-00294	LOCATOR TUBING SEAL ASSY, SIZE 80-40, WITH 3-1/2" OD , 12.95#, TENARIS HYDRIL PH-6 BOX UP X 1/2 MULESHOE, LOCATOR SUB 1 EACH 1.5', SPACER TUBE 1 EACH 5.5', SEAL SUB 4 EACH 1', MULESHOE 1 EACH 0.5', P# H453320020	NO	15	10,619.39	159,290.85
12.	00530	24-00295	A-RYTE SEAL STACK, SIZE:80-40 FOR LOCATOR TUBING SEAL ASSEMBLY, P#H027355600	NO	60	474.50	28,470.00
13.	00540	24-00296	ADAPTER KIT, SIZE:83-40 PACKER,PROD WIRELINE SET, 7",35# CASING, P#H438098345RT	NO	6	4,567.99	27,407.94
14.	00550	24-00297	GPR BLANKING PLUG CONSIST OF LOCK PLUG & PRONG C/W 2.562" R-MANDREL EQUALIZING PRONG & HOUSING 10000PSI P# H839710017, H839730010	NO	2	3,491.67	6,983.34
15.	00560	24-00298	REDRESS KIT FOR 2.562" GPR BLANKING PLUG, P#10618531	NO	3	500.00	1,500.00
16.	00570	24-00299	R RUNNING TOOL, SIZE 2.562" TO RUN 2.562" R LOCK MANDREL FOR PLUG P# H839710043	NO	2	2,910.00	5,820.00
17.	00580	24-00300	GS PULLING TOOL 2-1/2" P# H811420008RT, SB PULLING TOOL 2" P#H811450009RT	NO	2	4,060.00	8,120.00
18.	00620	24-00304	VALVE, TUBING RETRV. SAFETY(TRSCSSSV),3-1/2", NIPPLE PROFILE:2.562", CONN: 3-1/2",12.95#, TENARIS HYDRIL PH-6, B X P, MAT:SUPER13CR95KSI PRE, P#H827400020	NO	10	16,939.68	169,396.80
19.	00630	24-00305	SAFETY VAVE FITTING C/W JAM NUT,FRONT FERRULE & REAR FERRULE	NO	15	132.44	1,986.60

**ADEEL SALEEMI**  
Senior Engineer (PED)  
EXT-2807

**SYED EJAZ ABBAS RIZVI**  
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Sr. No.	Item No.	Material No.	Material Description	Unit	Quantity	Unit Value USD	Total Value CFR USD
20.	00640	24-00306	FLOW COUPLINGS 3.5" 72"(6') LENGTH, MAX OD 4.329",ID:2.682" CONN: 3-1/2-12.95#, TENARIS HYDRIL PH-6 BOX X PIN,MAT:SUPER13CR95KSI, P#10619164	NO	20	2,601.11	52,022.20
21.	00660	24-00151	CONTROL LINE CUTTER P#PRMS-TC-308	NO	12	93.75	1,125.00
22.	00670	24-00152	BUCKLES FOR CONTROL LINE 100/PACK P#H90510CLIP	NO	12	181.25	2,175.00
23.	00680	24-00307	BANDING ROLL, SS,100FT, P#H90510ROLL	NO	12	252.50	3,030.00
24.	00690	30-02635	BANDING MACHINES (BAND-IT TOOL), P#10103474	NO	10	260.00	2,600.00
25.	00700	24-00308	CROSS COUPLING CONTROL LINE PROTECTOR, TUBING SIZE: 3-1/2",12.95# TENARIS HYDRIL PH-6 SLOT,PROVISION 1/4" IN BARE LINE,	NO	300	42.50	12,750.00
26.	00710	24-00309	INSTALLATION TOOL FOR CONTROL LINE PROTECTOR	NO	10	522.50	5,225.00
27.	00720	24-00310	SLEEVE HOLD OPEN FOR VALVE TUBING RETRV.SAFETY(TRSCSSSV), OD:2.530", ID:1.911", 2.562" SEAL BORE, P#H820860201	NO	2	5,312.69	10,625.38
28.	00730	24-00311	PERMANENT LOCK OPEN TOOL FOR VALVE,TUBING RETRV.SAFETY (TRSCSSSV), CONN: 2" OTIS SLB BOX UP RIGHT HAND THREAD UP, OD:2.530", SEAL BORE 2.562", P#H822800239RT	NO	1	13,253.92	13,253.92
29.	00740	24-00300	GS PULLING TOOL 2-1/2" SB PULLING TOOL 2" P# H811420008RT, H811450009RT	NO	2	3,362.50	6,725.00
30.	00750	24-00299	R RUNNING TOOL, SIZE 2.562" TO RUN 2.562" R LOCK MANDREL FOR PLUG P# H839710043	NO	2	1,543.75	3,087.50
31.	00780	24-00312	JOINT, BLAST,3-1/2" X 10' WITH 3-1/2,12.95#, TENARIS HYDRIL PH-6 BOX & PIN,OD:4.329" ID:2.650" MAT:41XX80KMYS/L-80, P#H457500060	NO	10	1,572.22	15,722.20
32.	00790	24-00313	JOINT, BLAST,3-1/2" X 10' WITH 3-1/2,10.3#,TENARIS HYDRIL CS BOX & PIN,OD:3.925" ID:2.822" MAT:41XX80KMYS/L-80, P#H457500061	NO	10	1,572.22	15,722.20
33.	00800	24-00314	BULL PLUG/TEST CAP, 3-1/2" 12.95# TENARIS HYDRIL PH-6 PIN UP X 1/2" NPT BOX ,MAT:41XX80K MYS	NO	5	333.33	1,666.65
34.	00810	24-00316	BULL PLUG/TEST CAP, 3-1/2" 12.95# TENARIS HYDRIL PH-6 BOX UP X 1/2" NPT BOX ,MAT: 41XX80K MYS,P#H469503501	NO	5	333.33	1,666.65

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Sr. No.	Item No.	Material No.	Material Description	Unit	Quantity	Unit Value USD	Total Value CFR USD
35.	00820	24-00315	SPLINED EXPANSION JOINT 3-1/2",10.3#,TENARIS HYDRIL CS BOX X PIN OD: 4.875",ID:2.822" ,STORKE LENTH: 10' PER STORKE SHEAR VALUE:40000LBS, P#H441630042	NO	5	10,194.49	50,972.45
36.	00830	30-02479	CONTROL LINE, 1/4" OD X 0.049" THICK, 316L SS, 15000 PSI, 330 FT/100 MTR/PER ROLL +/-, P# H905210195	NO	12	893.75	10,725.00
<b>TOTAL</b>							<b>1,123,689.08</b>

**Amount In Words:** USD ONE MILLION ONE HUNDRED TWENTY-THREE THOUSAND SIX HUNDRED EIGHTY-NINE AND CENT(S) EIGHT ONLY

**Purchase Requisition:** 20000117

**Name & Address of Manufacturer:** M/S BAKER HUGHES

**Delivery Period:** 06 MONTHS ON CFR BY SEA KARACHI FROM LETTER OF CREDIT ESTABLISHMENT DATE

**Country of Origin** USA, UK, CANADA, SINGAPORE, DUBAI UAE

**Banker's Address:** JP MORGAN CHASE, BANK, NATIONAL ASSOCIATION WOOLGATE HOUSE, COLEMAN ST. LONDON, UK  
ACCOUNT # / IBAN: BG31CHAS60924223153201  
ROUTING CODE # 609242, SWIFT CODE: CHASBG2L

**Payment Terms:** 80% agst shpmnt,20% afr insp.thru LC

**Port of Shipment:** USA, UK, CANADA, SINGAPORE, DUBAI UAE

**Port of Discharge** KARACHI SEA PORT, PAKISTAN

**Add. Terms & Conditions:**

**Special Terms & Conditions:** ALL THE TERMS & CONDITIONS OF TENDER DOCUMENTS,, YOUR TECHNICAL AND FINANCIAL BIDS AND SUBSEQUENT CLARIFICATIONS/ CONFIRMATIONS ARE INTEGRAL PART OF THIS 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  
 Islamabad

10/11/2022  
 Signing Authority

**ADEEL SALEEMI**  
 Senior Engineer (PED)  
 EXT: 2807

10-11-22



**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, E-mail: [abdulwaheed\\_kunbhar@ogdcl.com](mailto: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 All Packages/boxes 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, total No. of packages, 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, 2/10 .....10/10 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 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 third party pre-shipment 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 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 E-mail to (1) Dy. Chief Material Officer, Plot No. 21, West Wharf, Karachi, E-mail: [abdulwaheed\\_kunbhar@ogdcl.com](mailto:abdulwaheed_kunbhar@ogdcl.com) (2) Manager (Foreign) Procurement, OGDCL House Plot No. 3 (New NO. 3013)F-6/G6, Blue Area, Jinnah Avenue, Islamabad. E-mail: [ejaz\\_rizvi@ogdcl.com](mailto:ejaz_rizvi@ogdcl.com) (3) Manager Accounts (Imports) on E-mail: [imtiazh\\_sherazi@ogdcl.com](mailto:imtiazh_sherazi@ogdcl.com) (4) National Insurance Company Limited, Karachi on E-mail: "sanullah.shaikh@nicl.com.pk" OR "ghulam.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  
 OGDCL 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](mailto: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 & E-mail: [abdulwaheed\\_kunbhar@ogdcl.com](mailto: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 Shahra-e-Faisal Road, Karachi (Pakistan). E-mail: "sanauallah.shaikh@nicl.com.pk" OR [ghulam.akbar@nicl.com.pk](mailto:ghulam.akbar@nicl.com.pk), OR [info@nicl.com.pk](mailto:info@nicl.com.pk) and Manager (Accounts) /OGDC LTD., E-mail: [imtiazh\\_sherazi@ogdcl.com](mailto:imtiazh_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.

Purchase Order # PROC-FB/CB/PE&FD-5113/4500000758/2022

accepted by:

Signature .....

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

Company Title of the Signatory.....

Company Seal.....

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





**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**

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

**ANNEXURE-B**

**COPY OF PURCHASE ORDER**

**ANNEXURE-C**

**FINANCIAL BID FORMAT**

**(ON TPI FIRM LETTERHEAD)**

**THIRD PARTY INSPECTION**

<b>1</b>	<b>PURCHASE ORDER</b>	PROC-F _____ <b>ATTACHED AT ANNEXURE - B</b>
<b>2</b>	<b>DESCRIPTION OF MATERIAL</b>	AS PER PURCHASE ORDER
<b>3</b>	<b>LUMPSUM COST AS PER ITB / TOR / SOW</b> 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:

<b>LC BENEFICIARY / MANUFACTURER</b> NAME: M/s  PH: FAX: EMAIL:	<b>LOCAL AGENT:</b> NAME: M/s  PH: FAX: EMAIL:
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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](mailto: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](mailto: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**