



Oil & Gas Development Company Limited
KPD-TAY/Kunnar Plant & Oil Field



Annexure - A

SCHEDULE OF REQUIREMENT

TENDER ENQUIRY NO: TE/KNR/ADMIN/03/2022

PROCUREMENT OF FOAM MATTRESS

S.#	Index No.	DESCRIPTION	UOM	QTY. 1	UNIT RATE (EXCLUDING GST) 2	AMOUNT (EXCLUDING GST) (1x2) 3	GST % (RATE) 4	GST (AMOUNT) (3x4) 5	TOTAL AMOUNT INCLUDING GST (3+5) 6	REMARKS
1	Fresh	FOAM MATTRESS SIZE 72"x36"x4" (FOR CARAVANS)	NOS	82						
2	Fresh	FOAM MATTRESS SIZE 78"x42"x6" (FOR ROOMS)	NOS	137						

TERMS & CONDITIONS

- 1 Bidder will provide warranty/guaranty of quoted foam mattresses for at least 10 years.
- 2 Bidder can either participate group wise or complete package. Similarly OGDCL reserves the right to evaluate the Bids either item wise/group wise or complete package.
- 3 Delivery must be made within 4-5 weeks after placement of confirmed purchase order.
- 4 Bidder will provide/deliver the material at Kunnar Oil Field site on FOR basis.
- 5 Material should be delivered in proper packing to avoid any loss during transportation. OGDCL will not be responsible for any such loss.
- 6 LD charges in case of Late Delivery will be imposed as penalty up to maximum of 5% of the amount of PO excluding GST as per tender documents.
- 7 Detailed inspection of supplied material will be carried out by the OGDCL at site.
- 8 In case of wrong delivery, the cargo charges to & from the site (KPD-TAY/Kunnar Plant) will be supplier's responsibility.
- 9 Payment will be made onlind/digitally from Head Office, OGDCL, after successful inspected delivery, after deduction of applicable taxes as per government rules.
- 10 Partial payment will not be made , in any case.
- 11 OGDCL encourages the bidder to participate in bidding ceremonies, in person.



TENDER DOCUMENTS

TENDER ENQUIRY NO: TE/KNR/ADMIN/03/2022

“PROCUREMENT OF FOAM MATTRESS”

**FIELD MANAGER KPD-TAY/KUNNAR PLANT AND OIL FIELD
(LOCAL PROCUREMENT)
OIL & GAS DEVELOPMENT COMPANY LIMITED**

BID SUBMISSION DATE: 24-08-2022

OGDCL SALES TAX REGISTRATION

NO. 07-02-2802-001-55

INVITATION FOR BIDS

BIDDING DOCUMENT

TENDER NO. TE/KNR/ADMIN/03/2022

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ANNEXURE: The Tender Document comprises of the

SR #	SUBJECT	ANNEXURE
1	SCHEDULE OF REQUIREMENT	A
2	BIDDING FORM (TECHNICAL BID)	B
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4	BID SUMMARY SHEET (TECHNICAL)	D
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9	FORM-4	I
10	BLACK LISTING PROCEDURE	APPENDIX-I

OIL & GAS DEVELOPMENT COMPANY LIMITED

KPD-TAY/KUNNAR PLANT AND OIL FIELD

NO: - TE/KNR/ADMIN/03/2022

Dated: _____, 2022

SUBJECT: PROCUREMENT OF FOAM MATTRESS

NOTE: BIDDERS SHOULD ALSO REFER TO THE “MASTER SET OF TENDER DOCUMENTS” AVAILABLE AT OGDCL’S WEBSITE AT THE FOLLOWING ADDRESS:

<https://ogdcl.com/>

Oil & Gas Development Company Limited (hereinafter referred to as the Purchaser) invites sealed bids from eligible Bidders for supply and delivery of goods, materials, equipment and/or services described in the schedule of requirement as Annexure “A” hereof.

The bid will be opened on the date mentioned in SOR / Tender Notice.

1. INSTRUCTIONS TO BIDDER(S):

- 1.1. The bidder(s) shall bear all cost associated with the preparation and delivery of their bids, and the Purchaser will in no case be responsible or liable for those costs.
- 1.2. In case of any doubt as to the meaning of any portion of the Specifications or other Terms and Conditions, bidder(s) may seek clarification of the same in writing, but not later than two weeks prior to deadline for submission of bid(s) prescribed by the Purchaser.
- 1.3. At any time prior to the deadline for submission of bids, a modification in bidding document in the form of an addendum can be issued in response to a clarification requested by a respective bidder(s) or even whenever the Purchaser considers it beneficial to issue such a clarification and/or amendment to all bidder(s). The clarification/amendment issued (in general) shall be placed on the OGDCL web site for the intimation to all the prospective bidder(s).
- 1.4. Bidder(s) are required to submit their bid(s), which will bear words “CONFIDENTIAL” and **Tender Enquiry # TE/KNR/ADMIN/03/2022** procurement of **FOAM MATTRESS** as per Tender Notice/SOR.
- 1.5. The Purchaser will not take any responsibility for collecting the bids from any Agency.
- 1.6. The Purchaser reserves the right to increase or decrease the quantities or may cancel any or all items shown in the Schedule of Requirement without assigning any reason thereof.
- 1.7. The Purchaser reserves the right to have the items inspected by its own

representative, or by 3rd party at its own cost (if required).

- 1.8. It must be indicated in the offer that the quotation fully conforms to Technical Specifications and Terms and Conditions of the Tender.
- 1.9. The Purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject all the bids at any time prior to award of Purchase Order without thereby incurring any liability to the affected bidder(s) or any obligation there under. However, OGDCL shall upon request communicate to any bidder(s) who submitted a bid, the grounds for its rejection, but it is not required to justify those grounds.
- 1.10. Unsolicited advice/clarifications and personal approaches by the bidder(s) at any stage of evaluation are strictly prohibited and shall lead to disqualification.
- 1.11. In the event that the bidder(s) submits an alternative bid(s) whether in whole or against any of the items, a group or sub-group in addition to its Main Bid, the bids must be marked as “Main Bid” and “Alternative Bid”. Alternative bid(s) which do not conform to the specifications, but meet the performance prescribed in, or the objectives of, the specifications may be submitted. However, only the Alternative Bid of the bidder(s) whose Main Bid is the lowest evaluated bid will be considered.
- 1.12. A bidder, who wishes to have its Alternative Bid(s) considered on an equal basis with all other (Main) Bids, must submit a Bid Bond/Bid Security for each Alternative Bids, an Alternative Bid must be submitted in a sealed envelope clearly marked “Alternative Bid”, separate from the Main Bid.
- 1.13. The bidder(s) are expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to Bidding Documents in all respect will result in the rejection of the bid(s).
- 1.14. All prospective bidder(s) are advised to read carefully all terms & conditions mentioned in the Tender Documents prior to filling / submission of their quotation.

2. BID PRICES:

- 2.1. Firm bid prices shall be quoted in **Annexure-A** duly filled-in, stamped and signed by authorized representative of Bidder(s). Prices must be quoted as per format of Schedule of Requirement (SOR).
- 2.2. Bidding Forms and Bid Summery Sheets from **Annexure – “B” to “E”** be duly filled-in, stamped and signed by authorized representative of bidder(s).
- 2.3. Prices must be quoted in Pakistani currency inclusive of all taxes and duties, indicating unit price and total bid prices. GST must be quoted separately along with copy of GST Certificate. Bids offering prices in foreign currency will be rejected. Conditional bid / bid having any price adjustment formula will be rejected.

- 2.4. Prices must be quoted including all charges like handling, loading, transportation and un-loading, Octroi and Zila Tax etc. for delivery of material at Purchaser's stores located at KPD-TAY/KUNNAR PLANT, NEAR TANDO JAM, HYDERABAD.
- 2.5. Quoted prices will be valid for **120 days** from the opening date of the **Financial Bid.**
- 2.6. Technical brochure/literature confirming Size, Brand & Country of Origin of quoted items/material must be attached with the Technical Bid (where deemed necessary).
- 2.7. Any quotation not confirming to Clause 2.1 to 2.6 shall be rejected without any right of appeal.

3. EARNEST MONEY:

- 3.1. The bidder(s) shall furnish, as part of his bid, a Bank Draft/Call Deposit/Pay order/ Bank Guarantee (As per Annexure-F), in line with Instruction to Bidder Clause No.1.12, in favor of Purchaser as per amount mentioned in Tender Notice/SOR as Bid Security/ Bid Bond/Earnest Money with Technical Bid (No exemption of Bid Bond is allowed as per PPRA Rule 2004 whether the Bidder is from Public or Private Sector). Any Bid not accompanied by Bid Security/ Bid Bond/Earnest Money with Technical Bid shall be rejected without any right of appeal.
- 3.2. Short Bid Security/ Bid Bond/Earnest Money will not be accepted.
- 3.3. The Bid Security/ Bid Bond of un-successful bidder(s) will be returned after award of Local Purchase Order to successful bidder(s). The Bid Security/ Bid Bond of successful bidder(s) will be discharged / returned upon bidder(s) furnishing the required Bank Guarantee/ Performance Bond and executing the order/contract.
- 3.4. The Bid Security/ Bid Bond of bidder(s) whose bid is rejected under Clause 2.7 will be returned forth-with.
- 3.5. The Bid Security/ Bid Bond shall be forfeited:
 - 3.5.1. If a bidder withdraws its bid during the period of bid validity.
 - 3.5.2. In case the successful bidder(s) fails to furnish Performance Bond as per clause 10.1.

4. SEALING AND MARKING OF BIDS:

- 4.1. The bidder(s) shall furnish Technical & Financial Bid(s) in two separate sealed envelopes
- 4.2. Technical Bids will be opened first.
- 4.3. Only Financial Bids of Technically responsive bidders will be opened publicly.
- 4.4. Financial Bids of technically non-responsive bidders will be returned after award of Local Purchase Order to successful bidder (s).
- 4.5. The bid shall be submitted in a seal envelop marked as under:-

Incharge Admin
Through Field Manager
KPD-TAY/Kunnar Plant and Oil Field
Oil & Gas Development Company Limited
C/O TCS Office, Tando Jam, Hyderabad, Sindh.
Phone No: 022-2761401-7, Fax No. 022-2761410
Email: kunnar@ogdcl.com,

- 4.6. The envelope shall also bear the word “**CONFIDENTIAL**” and following identifications: -

Tender Enquiry No. TE/KNR/ADMIN/03/2022
PROCUREMENT OF FOAM MATTRESS

DON'T OPEN BEFORE _____ HRS ON _____, 2022

TECHNICAL/FINANCIAL BID(s) (INDICATE ONE ON EACH ENVELOPE)

- 4.7. If the envelope is not marked, as instructed above, the Purchaser will assume no responsibility for the misplacement or premature opening of Bid.

5. DEADLINE FOR SUBMISSION OF BIDS:

- 5.1. All Bids must be delivered/ dropped in the Office of Field Manager, KPD-TAY/Kunnar Plant and Oil Field, Tando Jam (C/o **TCS Office, Tando Jam, Hyderabad**) on or before the prescribed deadline of **1100** hrs on above mentioned date.
- 5.2. Any bid submitted to Head Office OGDCL shall be treated as cancelled.

6. LATE BIDS:

- 6.1. Any bid received by the Purchaser after the prescribed deadline for submission of bids will be returned un-opened to the bidder.

7. BID OPENING:

- 7.1. The purchaser will open the Technical Bid, in the presence of bidder's representative(s) who may choose to attend on date, time and location mentioned above.
- 7.2. The bidder(s) names, bid prices including bid price modification and bid withdrawals, if any, will be announced at the time of financial bid opening.
- 7.3. The Purchaser will examine the bids to determine whether they are complete, no computational errors have been made, the required sureties have been furnished, documents have been properly signed, and the bids are generally in order.
- 7.4. Arithmetical errors found will be corrected as follows:
- 7.4.1. Where there is a discrepancy between amount in figures and word, the amount in word will prevail.

7.4.2. Where there is a discrepancy between the unit price and the total amount derive from the multiplication of the unit price and the quantity, the unit price as quoted will govern, unless there is an obvious gross arithmetical error in unit price, in which event, the extended amount quoted would prevail.

7.4.3. In case the due date of bids opening falls on a holiday, the bids shall be opened on the next working day.

8. DETERMINATION OF RESPONSIVENESS:

- 8.1. After opening of the bids, the purchaser will determine whether each bid is substantially responsive to the requirements of the bidding documents.
- 8.2. For the purpose of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviation. A material deviation is one which means in-consistent with the bidding document, affects in any substantial way the scope, quality or prescribed delivery schedule or which limits in any substantial way, the Purchaser's right or the bidder's obligation under the contract.
- 8.3. A bid determined to be a non-responsive will be rejected by the purchaser and shall not subsequently be made responsive by the bidder(s) by correction of the non- conformity.
- 8.4. The purchaser may waive any minor deviation non-conformity or irregularity in a bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of other bidder(s).
- 8.5. To assist in determining a bid's responsiveness the bidder(s) may be asked for a clarification of his bid. The bidder(s) is not permitted, however, to change bid price or substance of his bid.

9. ISSUANCE OF LOCAL PURCHASE ORDER (LPO):

- 9.1. The Purchaser will issue Purchase Order to the successful bidder(s) whose bid is determined to be technically responsive and financially lowest evaluated.
- 9.2. Terms & Conditions (General) of LPO are available at Annexure – G.

10. PERFORMANCE BOND:

- 10.1. The successful bidder(s) will have to submit a Performance Bond in the shape of Bank guarantee equal to **10%** of total value of Order exclusive of GST, from any schedule bank in Pakistan as per format attached at Annexure-F within 10 days of the receipt of Purchase Order.
- 10.2. In case the successful bidder(s) fails to furnish Performance Bond, the firm shall be debarred from participation in any future tender of the purchaser in addition to the action taken against such bidder(s).
- 10.3. The Purchaser reserves the right to check the authenticity of Performance Bond from the concerned Bank.

11. PAYMENT:

11.1. Payment (100%) will be made after complete delivery & inspection of material acceptance by OGDCL at site

12. DELIVERY SCHEDULE:

12.1. Supply of Foam Mattress against this tender is to be completed **WITHIN 4-5 Weeks** from the date of receipt of firm purchase/ work order.

13. EXTENSION IN THE DELIVERY PERIOD:

13.1. Delivery of the goods shall be made by the supplier in accordance with the delivery schedule given in Purchase Order.

13.2. The supplier may claim extension of the time limits as set forth in the Purchase Order in case of:-

13.2.1. Changes in the specifications of goods, material & equipment by the Purchaser.

13.2.2. Delay in provision of clarifications regarding material, drawings and services by the Purchaser.

13.2.3. Force Majeure pursuant to Clause # 15.

13.3. Justified reasons subject to a written request high-lighting the same within a period of seven working days prior to expiry of delivery period mentioned in Purchase Order.

13.4. It should be noted that a request for extension in delivery period shall be considered only if the supplier agrees in writing to pay any increase in taxes or any other charges levied by the Government during the extended delivery period. Purchaser shall not bear any additional price increase during the extended period.

13.5. In case of extension in delivery period, the supplier will extend validity of Performance Bond accordingly at his cost.

13.6. If the supplier fails to supply the ordered material for any reason, within stipulated time, the Performance Bond shall be forfeited.

14. PENALTY:

14.1. Subject to clause 16 of Tender Document, If the supplier/contractor fails to deliver any or all of the goods/services within the time period(s) specified in the LPO/Contract, the Purchaser shall, without prejudice to other remedies under the LPO/contract, deduct from the contract price / Bank Guarantee as liquidated damages, a sum not more than 0.5% of the LPO/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 5% of the LPO/contract value.

- 14.2. 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 5% of the LPO/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.
- 14.3. 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 and to forfeit the Guarantee (if applicable) after intimating the supplier for such cancellation / forfeiture.
- 14.4. For failure to comply with delivery schedule of purchase order, penalty will be imposed on defaulting supplier as under;
 - 14.4.1 @0.5% of the cost of entire order (excluding GST) or of such items as remains unsupplied for every day up to maximum of 5% FOR 10 days exceeding the delivery period.
 - 14.4.2 It the material is not supplied even after paying penalty for 10 (ten) consecutive days, OGDCL reserves the right to cancel supply order and to obtain the required items from elsewhere at your risk and cost.
 - 14.4.3 In case supplier fails to deliver the goods against order, the purchaser reserves the right to claim interest / financial charges from the supplier.

15. FORCE MAJEURE:

- 15.1. The supplier shall not be liable for penalty for delay in delivery of ordered goods, if, and to the extent delay in delivery or other failure to perform his obligation under the Purchase Order, of being the result of occurrence of Force Majeure i.e. causes such as natural calamities, war, civil disturbance, military action, fire as well as other circumstance proved to the satisfaction of the Purchaser to be beyond the reasonable control of the supplier, which may impede the fulfillment of the obligations under the Purchase Order.
- 15.2. The supplier shall notify the Purchaser promptly of the occurrence of Force Majeure and submit his case in writing within 07 days of such occurrence.

- 15.3. If any of the party is prevented to fulfill its assumed obligations by Force Majeure of constant duration of at least one month, the party shall meet for negotiation. If no satisfactory agreement is reached within a period of two months from the commencement of the Force Majeure conditions, either party shall have the right to cancel the Purchase Order with immediate effect.

16. INSPECTION AND TEST:

- 16.1. The Purchaser's representative(s) shall have the right to inspect and/or test the goods to confirm their conformity with respect to specifications mentioned in the Purchase Order. The representative of Supply Chain Management Department will witness the inspection (where so required).
- 16.2. Should any inspected or tested goods fail to conform to the specifications the purchaser shall reject them and supplier shall replace the rejected goods. All costs incurred on such replacement shall be entirely born by the supplier.
- 16.3. Rejected material shall be moved / replaced by the supplier within 07 days from the receipt of letter/fax issued by the **Field Manager KPD-TAY/Kunnar Plant and Oil Field**. The supplier shall be liable for the storage charges @ ½% (half percent) of the cost of rejected material on every day basis, if the same is not removed within seven days.
- 16.4. Acceptance/rejection of the material by 3rd party (where required) will be final and binding on both the parties.

17. WARRANTY:

- 17.1. The supplier shall warrant that all goods supplied under Purchase Order shall be according to specifications given in Purchase Order and approved drawings/ design etc. Any deviation in material, drawing/design (where applicable) will be replaced by the supplier at his cost.
- 17.2. The Purchaser shall promptly notify the supplier in writing, of any claims arising under this warranty.
- 17.3. The supplier will invariably provide warranty/guarantee of spare and consumables.

18. QUALIFICATION OF SELECTED BIDDERS:

- 18.1. The OGDCL will determine to its satisfaction whether the bidder(s) selected as having submitted the lowest evaluated, technically responsive bid qualifies to satisfactorily perform the order.
- 18.2. The determination will take into account the bidder(s) financial, technical & production capabilities, availability of items ordered for. The bidder(s) shall provide necessary documents as proof along with the bid.
- 18.3. Any affirmative determination will be a pre-requisite for award of the Purchase Order to the bidder(s). A negative determination will result in

rejection of the bid.

18.4. The OGDCL reserves the right at the time of award of order to increase or decrease to a reasonable extent in the quantity of goods specified in the Tender Document without any change in price or other terms and conditions.

19. LITIGATION CLAUSE

19.1. Without prejudice to other right of the Company, tenderer, their subcontractors and other suppliers shall be disqualified from participating in the bidding process if;

19.1.1 They are or have been at any time during the past five year, involve in litigation, arbitration or any other dispute or even that may in the opinion of the company, have material adverse effect on the Tender's ability to perform the Contract.

19.1.2 Its involvement in litigation is chronic.

19.1.3 Its past conduct or execution of works under contract has been poor.

20. You are encouraged to inform Managing Director, OGDCL & Field Manager, (KPD-TAY/Kunnar Plant and Oil Field) on the following addresses/ contacts, in case where any OGDCL employee ask for any type of favor whether monetary or in kind:-

DESIGNATION	ADDRESS	TEL #	FAX #	E. MAIL
Managing Director	OGDCL HOUSE, JINNAH AVENUE, ISLAMABAD	051-9209701	051-9209708	md@ogdcl.com
Field Manager	KUNNAR LPG PLANT AND OIL FIELD	022-2761401-7	022-2761410	kunnar@ogdcl.com

Yours faithfully,
For (Oil & Gas Development Company Limited)

Field Manager

KPD-TAY/Kunnar Plant & Oil Field,
Oil & Gas Development Company Ltd.

C/O TCS Tando Jam, District Hyderabad, Sindh-Pakistan

Phone No. Direct: 022-2761401-7

E-mail: kunnar@ogdcl.com

BIDDING FORM (TECHNICAL BID)
TENDER ENQUIRY NO: TE/KNR/ADMIN/03/2022
“PROCUREMENT OF FOAM MATTRESS”

**Oil & Gas Development Company Limited,
Field Manager
KPD-TAY/Kunnar Plant and Oil Field.
Tando Jam, Hyderabad.**

Gentlemen,

1. Having examined the Bidding Documents including the specifications, the receipt of which is hereby acknowledged, we the undersigned offer to supply & deliver _____ in conformity with drawings, specifications of goods and conditions of Tender Document.
2. We undertake if our bid is accepted, to commence delivery within _____ days (Please specify days) from the date of receipt of your firm Purchase Order.
3. If our bid is accepted, we will provide the Performance Bond equal to 10% of the Purchase Order excluding GST, for due performance of the purchase order.
4. We agree to abide by all the terms & conditions of the tender for the period of 120 days from the opening of financial proposal & it shall remain binding upon us and may be accepted at any time before the expiry of that period or any extension thereof agreed by us.
5. Until a formal Purchase Order is placed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest priced or any bid you may receive.

Dated this _____ day of _____ 20____

(Signature)
(In the capacity of)

Duly authorized to sign Bid for and on behalf of

(Signature of Witness)

Name: - _____

Address:- _____

BIDDING FORM (FINANCIAL BID)
TENDER ENQUIRY NO: TE/KNR/ADMIN/03/2022
"PROCUREMENT OF FOAM MATTRESS"

**Oil & Gas Development Company Limited,
Field Manager
KPD-TAY/Kunnar Plant and Oil Field
Tando Jam, Hyderabad.**

Gentlemen,

1. Having examined the Bidding Documents including the specifications, the receipt of which is hereby acknowledged, we the undersigned offer to supply & deliver _____ in conformity with drawings, specifications of goods and conditions of Tender for the sum of Rs. _____ (*Total bid amount in words*) (Inclusive of all taxes) or such other sum as may be ascertained in accordance with the said conditions.

2. Until a formal Purchase Order is placed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest priced or any bid you may receive.

Dated this _____ day of _____ 20_____

(Signature)
(In the capacity of)

Duly authorized to sign Bid for and on behalf of

(Signature of Witness)

Name: - _____

Address:- _____

(TO BE ATTACHED WITH TECHNICAL BID)

BID SUMMARY SHEET

TENDER ENQUIRY NO: TE/KNR/ADMIN/03/2022

“PROCUREMENT OF FOAM MATTRESS”

1. Bidder Name _____
Address, Phone & Fax No: _____
E-mail address _____
2. Manufacturer Name & _____
Country of Origin: _____

3. Items Quoted:(give serial no. only): _____

4. Price Validity: _____
5. Offered Delivery Period: _____
6. GST Registration No. _____
7. Bidding Form (Annexure-B attached with Technical Bid): Yes No
8. Bid Security/Bid Bond must be attached with Technical Bid Yes No
(No exemption of Bid Bond is allowed as per PPRA Rule 2004
whether the bidder is from Public or Private Sector):
9. Annexure-I on Non-Judicial Stamp Paper duly attested by Notary Public Yes No
(To be attached with Technical Bid)
10. Any Deviation: _____

Signature _____

Name & Designation _____

(TO BE ATTACHED WITH FINANCIAL BID)

BID SUMMARY SHEET

TENDER ENQUIRY NO: TE/KNR/ADMIN/03/2022
“PROCUREMENT OF FOAM MATTRESS”

1. Bidder Name _____
Address, Phone & Fax No _____
E-mail address _____
2. Manufacturer Name & _____
Country of Origin: _____
3. Items Quoted:(give serial no. only): _____

4. Price Validity: _____
5. Total FOR _____ Price: Rs _____
(Inclusive of all taxes except GST)
6. Total FOR _____ Price (with GST): Rs _____
7. Offered Delivery Period: _____
8. Payment Terms: _____
9. GST Registration No. _____
10. Bidding Form (Annexure-C attached with financial bid): Yes No
11. Any Deviation: _____

Signature _____

Name & Designation _____

BANK GUARANTEE AS BID BOND

Guarantee # : _____
Date of Issue : _____
Date of Expiry : _____
Amount : _____

OIL & GAS DEVELOPMENT COMPANY
Field Manager
KPD-TAY/Kunnar Plant and Oil Field
Tando Jam, Hyderabad.

In consideration of _____ hereinafter called "THE BIDDER" HAVING SUBMITTED THE ACCOMPANYING Bid and in consideration of value received from (the bidder above), we hereby agree to undertake as follows:

1. To make unconditional payment of Rs. _____ (Rupees _____) up on your written demand without further recourse, question or reference to the BIDDER or any other person in the specified Bid after opening of the same for the validity thereof or if no such period be specified, within 150 days after the said opening or if the Bidder, having been notified of the acceptance of his bid by the Purchaser during the period of bid validity:
 - a) Fails or refuses to execute the Purchase Order in accordance with the instructions to the Bidders, or
 - b) Fails or refuses to furnish Performance Bond in accordance with the instructions to Bidders.
2. To accept written intimation(s) from you as conclusive and sufficient evidence of the existence of a default or non-compliance as aforesaid on the part of the BIDDER and to make payment accordingly within 03 (three) days of receipt of the written intimation.
3. No grant of time or other indulgence to or composition or arrangement with the Bidder in respect of aforesaid Bid with or without notice to us shall affect this Guarantee and our liabilities and commitments hereunder.
4. This guarantee shall be binding on us and our successors in interest and shall be irrevocable.

(BANKER)



OIL & GAS DEVELOPMENT COMPANY LTD



Kunnar LPG Plant and Oil Field
C/O TCS Office, Tando Jam, Hyderabad

TEL: 92 (22) 2761405-7
FAX: 92 (22) 2761410
Email: kunnar@ogdcl.com
Web Site: www.ogdcl.com
GST No: 07-02-2802-001-55

LPO No : TE/ / _____
M/s _____,

_____.

ISSUED ON : _____

SUBJECT: **LOCAL PURCHASE ORDER.**

Dear Sir,

Ref your quotation # _____ dated _____ opened on _____ against our Press Tender/Tender Enquiry/Fax Enquiry # PROC-L () _____ dated _____ regarding procurement of _____.

We feel pleasure in placing an order on you for the supply of stores given below. Terms and Conditions of supply are noted below and on reverse.

INDENT No. _____ A/C CODE: _____ DT. _____

FOR: (LOCATION _____) DEPARTMENT _____

S. NO.	DESCRIPTION	QTY	UNIT	INDEX NUMBER	UNIT RATE (RUPEES)		TOTAL (RUPEES)
					(EXCL OF GST)	(INCL OF GST)	
(RUPEES _____ ONLY)							GRAND TOTAL: (INCLUSIVE OF % GST)

TERMS & CONDITIONS:

1. **DELIVERY PLACE & PERIOD:** AT OUR _____ WITHIN _____ AFTER ISSUANCE OF LPO.
2. **PAYMENT CLAUSE:**
 - a. PAYMENT AFTER DELIVERY (OR)
 - b. PAYMENT AGAINST DELIVERY (OR)
 - c. PART DELIVERY PART PAYMENT. (OR)
 - d. _____% ADVANCE PAYMENT AGAINST BANK GUARANTEE.
3. **PERFORMANCE BOND:** 10% PERFORMANCE BOND IN SHAPE OF BANK GUARANTEE AS PER CLAUSE # 10 OF TENDER DOCUMENTS MUST BE SUBMITTED WITHIN 07 DAYS (if applicable).
4. **INSPECTION:**
5. PLEASE ACKNOWLEDGE RECEIPT OF THIS ORDER IMMEDIATELY ACKNOWLEDGEMENT AND/OR PERFORMANCE, PARTIAL OR COMPLETE, OF THIS PURCHASE ORDER SHALL CONSTITUTE THE SUPPLIER/SELLER'S ACCEPTANCE OF ALL TERMS AND CONDITIONS OF THIS PURCHASE ORDER WITHOUT REGARD TO AND IN SUPERCESSION OF ANY AND ALL PREVIOUS CORRESPONDENCE/ DOCUMENTATION BETWEEN THE PARTIES.

for **OIL & GAS DEVELOPMENT COMPANY LTD.**

GENERAL TERMS AND CONDITIONS

1. **GENERAL:** These terms and conditions shall form an integral part of this Local Purchase Order and both the Supplier/Seller and the Purchaser shall be bound by all the provisions contained hereunder.
 2. **DELIVERY:**
 - a. The material strictly according to specification must be delivered through Delivery Challan in triplicate at the place and within the time mentioned in this order (on reverse) by you at your own expenses {excluding a grace period of 07 (seven) days for postal delivery of this Purchase Order}.
 - b. Time is of the essence of this order.
 3. **EXTENSION IN SUPPLY PERIOD:** Supply period may be extended in exception cases provided that;
 - a. Force Majeure case is established by the Supplier.
 - b. A written request is made within a week time before expiry of supply period.
 4. **INSPECTION:** All items of this order will be subject to acceptance/rejection by the Inspection Committee/3rd Party Inspector (if required), who will give its decision within 07 days of receipt of material. Rejected material shall be removed / replaced by the Supplier within 07 days from the date of receipt of letter/fax, issued by the Field Manger Kunnar LPG Plant and Oil Field. The Supplier will be liable to pay storage charges @ ½ % of the cost of rejected material on every day basis if the same is not removed within 07 days. After 07 days the penalty will be charged at the rate of 5% per day with the supplier's maximum liability under this clause not to exceed 5% of the total value of the Purchase Order.
 5. **LIQUIDATED DAMAGES:**
 - a. Subject to clause 16 of Tender Document, If the supplier/contractor fails to deliver any or all of the goods/services within the time period(s) specified in the LPO/Contract, the Purchaser shall, without prejudice to other remedies under the LPO/contract, deduct from the contract price / Bank Guarantee as liquidated damages, a sum not more than 0.5% of the LPO/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 5% of the LPO/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 5% of the LPO/contract value of the delayed/defective shipment provided that the contractor takes immediate remedial measures for the re-placement 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 and to forfeit the Guarantee (if applicable) after intimating the supplier for such cancellation / forfeiture.
 6. **DOCUMENTATION FOR PAYMENT:**
 - a. 1/5 withholding tax will be deducted from your payment in following manners:
 - i. No deduction of withholding tax for imported goods and value added tax has been paid at the time of import stage.
 - ii. 1/10th of withholding Sales Tax will be deducted for Local goods (Distributors, Wholesalers, Dealers including Petroleum Dealers, Retailers)
 - iii. 1/5th of withholding Sales Tax will be deducted for Locally Manufacturers and Importers
 - iv. 1% of withholding Sales Tax will be deducted for sales tax un-registered firms
 - b. Following documents must be provided directly to Manager (Accounts), OGDCL House, Islamabad for processing the case to release payment:

Accountable Documents	To be provided by
i. Original Commercial Invoice(s) (as per LPO) having NTN/CNIC Numbers	Vendor
ii. Original Sales Tax Invoice(s) alongwith Copy of Annexure "C" issued by FBR	Vendor
iii. Original Freight/Insurance Invoice (where applicable)	Vendor
iv. Original Delivery Challan duly signed & Stamped by Location/Store Incharge	- l/c Store
v. Original / System generated LRS duly signed & Stamped by Location/Store Incharge	- l/c Store
vi. Original / System generated Inspection Report duly signed & Stamped by Location/ Store Incharge	- l/c Store
vii. Copy of valid Professional Tax Paid/Clearance Certificate	Vendor
viii. Copy of National Tax Number Certificate (NTN)	Vendor
ix. Copy of General Sales Tax Number Certificate (GST)	Vendor
x. Completion Certificate duly signed & stamped (where applicable)	- l/c Store
xi. Copy of valid Tax Exemption Certificate (if any)	Vendor

Note: No payment will be processed in the absence of above mentioned documents. Vendors are advised to submit complete documents mentioned above to avoid delay in processing of the payment.
7. You are encouraged to inform the M.D. and Head of Department(s) on the following addresses/contacts, in case where any OGDCL employee asks for any type of favour whether monetary or in kind:

DESIGNATION	ADDRESS	TEL #	FAX #	E. MAIL
MANAGING DIRECTOR	OGDCL HOUSE, JINNAH AVENUE, ISLAMABAD	051-9209701	051-9209708	md@ogdcl.com
Field Manager	Kunnar LPG Plant and Oil Field	022-2761405-7	022-2761410	Kunnar@ogdcl.com
8. **GOVERNING LAW:** This Local Purchase Order and any matter relating thereto shall be governed by the laws of Pakistan.
9. **WARRANTIES:** Supplier/Seller warrants that all goods, material, equipment or services furnished hereinabove will conform strictly to the Purchaser's specifications.
10. **TITLE:** Supplier/seller warrants that the goods, material, equipment shall be delivered free from any and all security interests, liens, encumbrances and claims of any nature.
11. **COMPLIANCE WITH LAWS:** Supplier/seller agrees to indemnify the Purchase for any loss, damage or cost suffered by the Purchaser as a consequence of the Supplier/seller's failure, deliberate or otherwise, to comply with any applicable laws, rules, regulations or orders/directives of any public sector entity and/or Government.
12. **ARBITRATION:** Any dispute, difference or question arising out of or in respect of this Purchase Order shall be settled by arbitration in accordance with the Arbitration Act, 1940.
13. **ACKNOWLEDGEMENT:** Please acknowledge receipt of this order within 03 days otherwise acceptance of all contents of LPO will be assumed.

BANK GUARANTEE AS PERFORMANCE BOND

Guarantee # _____
Date of issue:- _____
Date of expiry:- _____
Amount :- _____

**Oil & Gas Development Company Limited
Field Manager
KPD-TAY/Kunnar Plant and Oil Field**

In consideration of your issuance of Local Purchase Order # /_/_____ dated _____ to M/s. _____ called supplier and in consideration for value received from supplier we (Please mention name of Bank) at the request of M/s. (Please mention name of supplier) hereby agree and undertake as:-

1. To make unconditional payments to you as called upon 10% of the value of the LPO (please mention amount of guarantee in words and figures) mentioned in the said LPO on your return demands without further recourse, question or reference to supplier or any other person in the event of default, non-performance or non-fulfillment by supplier of his obligations, liabilities, responsibilities under the said LPO which you shall be the soul judge.
2. to accept return intimation from you as conclusive and sufficient evidence of existence if a default or breach as aforesaid on the part of supplier and to make payment accordingly within 03 (Three) days of receipt thereof.
3. To keep this guarantee in full force from the date hereof until 30 (Thirty) days from the date of delivery of last consignment of material at given destination as per LPO.
4. To keep 50% amount of this guarantee enforce from the date hereof until 12 months from the date of delivery of last consignment of the material of at given destination as per LPO.
5. that no grant of time or other indulgence to, amendment in the terms of LPO by agreement between the parties or imposition or agreement with LPO in respect of the performance of this obligations under the said agreement, with or without notice to us shall in any manner discharged or otherwise affect this guarantee and our liabilities and commitments their under.
6. This guarantee shall be binding on us and our successor's interest and shall be irrevocable.
7. This guarantee shall not be affected by any change in the constitutions of the Guarantor Bank or the supplier.

(BANKER)

Note: The PBG should be valid for 100% value to cover the delivery of the last consignment/ completion of project whichever is later plus 08 weeks. Accordingly, 50% of PBG must be valid for further one year.*

** 08 weeks are required to cover the period for authenticity of PBG, inspection and clearance period and minor extension in delivery period (in any) etc.*

Form 4

Mandatory for participation in Bidding Process

AFFIDAVIT

I, _____ S/o _____ aged _____
years _____ working as Proprietor/Managing Partner/Director of M/s
_____ having its registered office
at _____ do hereby solemnly affirm and declare on oath as under:

1. That I am competent to swear this affidavit being proprietor/one or the partners/ Director of M/s _____
2. That M/s _____ is a

Proprietorship/partnership firm/company is participating in tender process conducted by OGDCL.
3. That I hereby confirm and declare that none of my/our group/sister concern/associate company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company M/s _____ and my/our firm/group/company/ sister concern / associate company have not been black listed/de-listed any Institutional agencies/Govt. Deptt:/ Public Sector Undertaking.
5. That there is no change in the Name & Style, Constitution and Status of the firm, after Pre-qualification.
6. That I further undertake that in case any of the facts contained above and in our application is round other-wise or incorrect or false at any stage, my/our firm/company/ group/sister concerns/ associate companies shall stand debarred from the present and future tenders of the OGDCL.

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at _____ on _____ that the contents of paras 1 to 6 of this affidavit are true and correct to best of my knowledge and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary)

BLACK LISTING PROCEDURE

1. Blacklisting.

Blacklisting means; temporarily or permanently, barring an entity or a person against whom proceedings have been initiated including but not limited to bidder, contractor, supplier, agent, consultant, company, partnership or firm; hereinafter referred to as, Respondent from participating in any future procurement of goods and services. The Respondent(s) individually or collectively as a consortium may stand blacklisted if found to have been involved in any or all of the following acts:

- a) Undermines or adversely affects the operations of the company through any of the following:
Withdrawing a bid during the bid validity period; Failure or refusal to:
 - i. Sign the Contract;
 - ii. Accept Purchase Order / Service Order Terms;
 - iii. Execute work;
 - iv. Submit Bank Guarantee as per tender terms;
 - v. Make supplies as per specification agreed;
 - vi. Fulfill contractual obligations as per contract;
 - vii. Meet purchase order / service order terms and conditions; and/or,
 - viii. To remedy underperformance as per contractual obligations.
 - ix. Or any other non-compliance of obligations vital for the execution / compliance of the contract.
- b) Repeated non-performance.
- c) Indulgences in corrupt or fraudulent practices while obtaining or attempting to obtain contracts in the company.
- d) Convicted of fraud, corruption, tax evasion or criminal misappropriation by a court of competent forum.
- e) Notified blacklisted/debarred/cross debarred by any public sector organization or international agency. In this regards the contractor has to submit a certificate that he or his principal is not declared blacklisted / debarred / cross debarred by any public sector organization or international agency
- f) Furnished information that was false and materially inaccurate or submitted forged or fake documents.

2. Debarment of Natural Terms.

The following shall stand disqualified and debarred from participating in OGDCL tenders or contracts pursuant to black listing proceedings:

- i. In case of a company; all directors including its Chairman, Chief Executive and Chief Financial Officer.
- ii. In case of partnership; all partners.

3. Debarment of Associated Companies or Entities.

Where a company or an entity has been blacklisted, all its associated or subsidiary undertaking whether by way of common directorship, common management and control, shareholding or direct or indirect control through directors of blacklisted entity etc. shall also stand disqualified from participating in OGDCL tenders or contracts

4. Standing Committee on Procurement Rules Enforcement (Committee).

- a) The Managing Director shall constitute a Standing Committee on Procurement Rules Enforcement (Committee) with five members. The Chairman of the Committee and at least one member shall be an Executive Director (EG-IX). GM(Legal) should be a permanent member of the committee. The Head of Supply Chain shall act as the Secretary of the Committee.
- b) The Committee shall submit an annual report to the Board of Directors for consideration.
- c) The Committee deliberations as a guiding principle should be based upon adequate evidence. Consideration should be given as to how much credible information is available, and its reasonableness in view of surrounding circumstances, and inferences which may be drawn from the existence or absence of affirmed facts. The assessment should include all documents available and presented.

5. Proceedings for blacklisting.

- a) General Manager (Supply Chain Management) on his own accord or on receipt of information or a complaint shall refer the matter to the Standing Committee on Procurement Rules Enforcement (Committee).
- b) The Committee after examining the material placed before it shall determine whether it is necessary and appropriate to initiate formal black listing proceedings.
- c) In case the Committee decides to initiate blacklisting proceedings Respondent shall be formally intimated in writing about the nature of complain/matter and initiation of blacklisting proceedings.
- d) The Respondent shall be intimated by giving a seven days notice through courier services, registered post or fax or email and, shall be provided an opportunity of furnishing response either through written representation or personal hearing or both.
- e) In case the Respondent fails to furnish his defense or representation the committee may proceed ex-parte on the basis of information, record and material available before it provided that two subsequent notices at three working days intervals have been given.
- f) The Committee shall complete its proceedings within 30 days from the date of first notice given pursuant to paragraph (d) above.
- g) The Respondent against whom blacklisting proceedings have been initiated may be represented through:
 - i. In case of an individual or sole proprietorship; in person.

- ii. In case of a firm or partnership; by the Chief executive or the Managing Partner, duly authorized.
- iii. In case of a company; by the Chief Executive or a Director or any officer duly authorized by the Company.

6. Findings & Decisions.

- a) The Committee after finalizing its proceedings shall record its findings in writing and decide one of the following measures for implementation:
 - i. Temporarily debarred, specifying the time period;
 - ii. Blacklisted if the Respondent fails to take remedial action within the specified time; or,
 - iii. Blacklisted.
- b) The order of the Committee shall be communicated in writing as per Form 3.
- c) The documents, deliberations reduced in writing and all records of proceedings are to be maintained for five years by the Supply Chain Department.

7. Appeal.

- a) The Respondent may appeal within three working days of intimation of decision of the Committee to the Managing Director in writing of any irregularity in the decision of the Committee.
- b) If there exists any substance in the appeal the Managing Director after recorded reasons may direct that Committee may review the case by providing opportunity of hearing to the Respondent provided that the review shall be completed within 15 days.
- c) The Committee shall record its findings in writing and refer the same to the Managing Director for appropriate orders.
- d) If the decision at 6 a(ii) or (iii) materializes then the decision is fit to be publicized and communicated to PPRA, and any other department if deemed necessary, and also hoist on OGDCL website.