



OIL AND GAS DEVELOPMENT COMPANY LIMITED
Regional Coordinator, Office
Sukkur, Pakistan

TENDER:

(TE/03/QP-RCS-LAW BOOKS/2021)

ANNEXURE-A

SCHEDULE OF REQUIREMENT

Provision of Law Books to District Bar Association Library Ghotki

Sr#	ITEM DESCRIPTION	UOM	QTY.	UNIT PRICE (Rs)	UNIT PRICE WITH GST (Rs)	TOTAL PRICE WITH GST (Rs)
1	Corporate Laws	No.	2			
2	Sindh Child Marriage Restraint Act, 2013	No.	2			
3	Sindh Local Government Act, 2018	No.	2			
4	Pension Rules	No.	2			
5	Sindh Building Control Authority	No.	2			
6	Oxford Dictionary English to Sindhi	No.	2			
7	Hand Book of Legal Terms and Phrases (M.Ilyas Khan)	No.	2			
8	Sindh Bar Counsel Rules	No.	2			
9	Sindh Service Tribunal	No.	2			
10	Removal of Service	No.	2			
11	Dictionary Sindhi to English	No.	2			
12	S.B.L.R from 2010 to 2020	No.	Complete Set			

13	Major Act (Civil)	No.	2			
14	Major Act (Criminal)	No.	2			
15	Major Act (Civil & Criminal)	No.	2			
16	Criminal Procedure Code	No.	2			
17	National Accountability bureau Act	No.	2			
18	Illegal Dispossession Act 2005	No.	2			
19	Qanoon-e-Shahadat Order 1984	No.	2			
20	Police Law Manual	No.	2			
21	Constitution of Islamic Republic of Pakistan 1973	No.	2			
22	Civil Procedure Code (Aamir Raza)	No.	2			
23	Company Law	No.	2			
24	Criminal Refincer 2019	No.	2			
25	Civil Referencer 2019	No.	2			
26	Anti-Corruption Laws	No.	2			
27	Service Law Manual	No.	2			

28	Anti Terrorism Act	No.	2			
29	Labour Laws	No.	2			
30	Medical Jurisprudence	No.	2			
31	Succession Act	No.	2			
32	Jurisprudence	No.	2			
33	Specific Relief Act	No.	2			
34	Hudood Laws	No.	2			
35	Land Revenue Act with Rules	No.	2			
36	Guardian & Ward Act	No.	2			
37	Sindh Child Marriage Restraint Act, 2013	No.	2			
38	Human Rights Law	No.	2			
39	Sindh Irrigation Act	No.	2			
40	Dishonour of Cheque	No.	2			
41	Sindh Registration Act	No.	2			
42	Judicial Preparation Act	No.	2			

43	Land Acquisition Act	No.	2			
44	Muslim Family Law	No.	2			
45	Limitation Act	No.	2			
46	Registration Act 1908	No.	2			
47	Land Reform Ordinance	No.	2			
48	Sale of Goods Act	No.	2			
49	Sindh Local Government Act 2018	No.	2			
50	Pakistan Military Law	No.	2			
51	Christen Marriage Act (Family Law)	No.	2			
52	Income Tax Ordinance	No.	2			
53	National Accountability Bureau Act (Bare Act)	No.	2			
54	Sindh Katchi Abadi Act, 1987	No.	2			
55	Electricity Sui Gas Petroleum Act	No.	2			
56	Manual of Banking Laws	No.	2			
57	Arms & Explosive	No.	2			

58	Law of Evidence	No.	2			
59	Law of Writ	No.	2			
60	General Classes Act	No.	2			
61	Complete Cantonment Laws	No.	2			
62	Canal and Drainage Laws	No.	2			
63	Citizenship Law in Pakistan	No.	2			
64	Manual of Service Laws	No.	2			
65	Sindh Tenancy Act	No.	2			
66	Colonization of Government Land Act	No.	2			
67	Hindu Marriage Act/Hindu Laws	No.	2			
68	Pension Rules (Jail Manual)	No.	2			
69	Audit Manual	No.	2			
70	General Knowledge	No.	2			
71	Digest of Service Laws	No.	2			
72	Evacuee Trust Property Act	No.	2			

73	Medical Dictionary	No.	2			
74	Motor Vehicle Laws	No.	2			
75	Esta Code	No.	2			
76	Pakistan Penal Code with Commentary	No.	2			
77	Oxford Dictionary English to English	No.	2			
78	Oxford Dictionary English to Urdu	No.	2			
79	Law of Cyber Crime	No.	2			
80	Law of Tort	No.	2			
81	Law of Easement Act	No.	2			
82	Contract Act	No.	2			
83	Supreme Court Referencer	No.	2			
84	Legal Terms and Phrases	No.	2			
85	High Court Rules and Procedure	No.	2			
86	Sindh Bar Council Rule	No.	2			
87	Sindh Arms Act, 2013	No.	2			

88	Supreme Court Rules	No.	2			
89	Control of Narcotic Substance Act	No.	2			
90	Foreign Act	No.	2			
91	International Law	No.	2			
92	Civil Servant Laws	No.	2			
93	Pakistan Penal Code Urdu	No.	2			
94	Manual of Jail	No.	2			
95	Law of Pleadings	No.	2			
96	Muhammadian Law	No.	2			
97	Legal Awareness and legal Reasoning	No.	2			
98	Industrial Law	No.	2			
99	Manual of Inheritance Law	No.	2			
100	Citizenship (NADRA LAW)	No.	2			
101	Defamation Ordinance 2002	No.	2			
102	Civil Select Rulings	No.	2			

103	Bank Rookery Law (FIO)	No.	2			
104	Law of Cross Examination	No.	2			
105	Law of Cross Examination Urdu/Sindhi	No.	2			
106	Criminal Rulings	No.	2			
107	Copy Rights Ordinance	No.	2			
108	Criminal Minor Act 2019	No.	2			
109	Custom Laws	No.	2			
110	Contempt of Court Act	No.	2			
111	Art Writing Judgment	No.	2			
112	Law of Conveyancing	No.	2			
113	Arbitration Act	No.	2			
114	Consumer Protection Law in Pakistan	No.	2			
115	Gambling Act	No.	2			
116	Law Bail	No.	2			
117	Bail Referencer 2019	No.	2			

118	Juvenile Justice System	No.	2			
119	Law of Superdari	No.	2			
120	Manual of Emigration	No.	2			
121	Federal Excise Act	No.	2			
122	Manual of Food Law	No.	2			
123	Mental Health Ordinance	No.	2			
124	Women Protection Act	No.	2			
125	Manual of Railway Act	No.	2			
126	Manual NADRA Laws	No.	2			
127	Legal Practitioner & Bar Council Act	No.	2			
128	Legal Maxims & Terms Words Phrases	No.	2			
129	Legal Drafting	No.	2			
130	Financial Instrument Ordinance	No.	2			
131	Negotiable Instrument Act	No.	2			
132	Oath Act	No.	2			

133	Pakistan Bait-ul-Mal Act	No.	2			
134	Power of Attorney Act	No.	2			
135	Sindh Chief Court Rules	No.	2			
136	Sindh Arms Act, 2018	No.	2			
137	Suit and Defence	No.	2			
138	Telecommunication Laws (Cyber Crime)	No.	2			
139	The Investigation for Fair Act	No.	2			
140	Transfer of Property Act	No.	2			
141	Co-Operative Society Act	No.	2			
142	Society Registration Act	No.	2			
143	Bail in Murder case	No.	2			
144	Supreme Court in Murder Cases	No.	2			
145	PCRLJ 2010	No.	1			
146	PCRLJ 2011	No.	1			
147	PCRLJ 2012	No.	1			

148	PCRLJ 2013	No.	1			
149	PCRLJ 2014	No.	1			
150	PCRLJ 2015	No.	1			
151	PCRLJ 2016	No.	1			
152	PCRLJ 2017	No.	1			
153	PCRLJ 2018	No.	1			
154	PCRLJ 2019	No.	1			
155	PCRLJ 2020	No.	1			
156	MLD 2010	No.	1			
157	MLD 2011	No.	1			
158	MLD 2012	No.	1			
159	MLD 2013	No.	1			
160	MLD 2014	No.	1			
161	MLD 2015	No.	1			
162	MLD 2016	No.	1			

163	MLD 2017	No.	1			
164	MLD 2018	No.	1			
165	MLD 2019	No.	1			
166	MLD 2020	No.	1			
167	YLR 2010	No.	1			
168	YLR 2011	No.	1			
169	YLR 2012	No.	1			
170	YLR 2013	No.	1			
171	YLR 2014	No.	1			
172	YLR 2015	No.	1			
173	YLR 2016	No.	1			
174	YLR 2017	No.	1			
175	YLR 2018	No.	1			
176	YLR 2019	No.	1			
177	YLR 2020	No.	1			

178	PLD 2010	No.	1			
179	PLD 2011	No.	1			
180	PLD 2012	No.	1			
181	PLD 2013	No.	1			
182	PLD 2014	No.	1			
183	PLD 2015	No.	1			
184	PLD 2016	No.	1			
185	PLD 2017	No.	1			
186	PLD 2018	No.	1			
187	PLD 2019	No.	1			
188	PLD 2020	No.	1			
189	SCMR 2010	No.	1			
190	SCMR 2011	No.	1			
191	SCMR 2012	No.	1			
192	SCMR 2013	No.	1			

193	SCMR 2014	No.	1			
194	SCMR 2015	No.	1			
195	SCMR 2016	No.	1			
196	SCMR 2017	No.	1			
197	SCMR 2018	No.	1			
198	SCMR 2019	No.	1			
199	SCMR 2020	No.	1			
200	PLJ 2010	No.	1			
201	PLJ 2011	No.	1			
202	PLJ 2012	No.	1			
203	PLJ 2013	No.	1			
204	PLJ 2014	No.	1			
205	PLJ 2015	No.	1			
206	PLJ 2016	No.	1			
207	PLJ 2017	No.	1			

208	PLJ 2018	No.	1			
209	PLJ 2019	No.	1			
210	PLJ 2020	No.	1			
211	CLC 2010	No.	1			
212	CLC 2011	No.	1			
213	CLC 2012	No.	1			
214	CLC 2013	No.	1			
215	CLC 2014	No.	1			
216	CLC 2015	No.	1			
217	CLC 2016	No.	1			
218	CLC 2017	No.	1			
219	CLC 2018	No.	1			
220	CLC 2019	No.	1			
221	CLC 2020	No.	1			

222	S.B.L.R 2010 to 2020	No.	Complete Set			
223	Criminal Law Judgment	No.	Complete Set			
224	NLR 2010	No.	1			
225	NLR 2011	No.	1			
226	NLR 2012	No.	1			
227	NLR 2013	No.	1			
228	NLR 2014	No.	1			
229	NLR 2015	No.	1			
230	NLR 2016	No.	1			
231	NLR 2017	No.	1			
232	NLR 2018	No.	1			
233	NLR 2019	No.	1			
234	NLR 2020	No.	1			

Other Terms And Conditions:

- 1: INSPECTION OF THE SUPPLIED MATERIAL WILL BE CARRIED AT RC OFFICE SUKKUR.
- 2: MATERIAL WILL BE DELIVERED AT RC OFFICE SUKKUR ON FOR BASIS.
- 3: ALL THE PARTICIPATING COMPANIES SHOULD HAVE ATLEAST 1-3 YEAR'S RELEVANT EXPERIENCE
- 4: MATERIAL SHOULD BE PROPERLY PACKED AS PER STANDARDS TO AVOID DAMAGE DURING TRANSPORTATION.
- 5: PAYMENT WILL BE MADE THROUGH CROSS CHEQUE AFTER 100% DELIEVERY OF MATERIAL AT SITE.
- 6: SUPPLIER SHOULD PROVIDE THE TECHNICAL SPECS & RELEVANT LITERATURE OF THE SUPPLIED MATERIALS.
7. SATSIFACTORY DELIEVERY REPORT TO BE PROVIDED BY THE VENDOR AFTER JOB COMPLETION.

GENERAL TERMS AND CONDITIONS:

- A. BIDS MUST BE SUBMITTED UNDER SINGLE STAGE SINGLE ENVELOPE BIDDING SYSTEM i.e. TECHNICAL & FINANCIAL BID ON DUE DATE.
- B. FINANCIAL BIDS OF ONLY TECHNICALLY RESPONSIVE BIDDERS WILL BE OPENED PUBLICLY.
- C. AFTER TENDER OPENING "TECHNICAL BIDS" WILL BE REVIEWED. THE BIDS WILL BE BROUGHT TECHNICALLY AT PAR BY SEEKING CLARIFICATIONS. THE BIDDERS WILL **NOT** BE ASKED FOR ANY PRICE CHANGE IN THEIR FINANCIAL BIDS DUE TO CERTAIN CLARIFICATIONS AND SUBSEQUENT CHANGE IN THEIR TECHNICAL PROPOSALS. THE BIDDERS WILL **NOT** BE ALLOWED TO SUBMIT SUPPLEMENTARY PRICE PROPOSALS IN A SEPARATE SEALED ENVELOPE TO MAKE IT A PART OF THE ALREADY SUBMITTED UNOPENED FINANCIAL BIDS AND TO ADJUST THEIR QUOTED PRICE SUBSEQUENTLY AFFECTED DUE TO CHANGE IN TECHNICAL PROPOSALS.
- D. SEALED FINANCIAL BIDS OF TECHNICALLY NON-RESPONSIVE BIDDERS WILL BE RETURNED UN-OPENED.
- E. OGDCL RESERVES THE RIGHT TO REJECT ANY OR ALL THE BIDS WITHOUT ASSIGNING ANY REASON.
- F. QUOTED PRICES MUST BE FIRM (INCLUSIVE OF GST, OTHER TAXES, AND DUTIES).
- G. OGDCL EVALUATE THE BID(S) FULL PASKAGE WISE.
- H. THE MAXIMUM DELIVERY TIME FOR SUPPLY ITEMS IS TWO (02) to FOUR (04) WEEKS FROM THE DATE OF RECEIPT OF FIRM PURCHASE ORDER.
- I. BIDDERS TO SUBMIT THEIR COMPANY PROFILES, EXPERIENCE OF SIMILAR SUPPLIES IN PAKISTAN ALONG WITH TECHNICAL BIDS.
- J. ANY BID SUBMITTED TO HEAD OFFICE OGDCL SHALL BE TREATED AS CANCELLED.

BIDDING FORM (TECHNICAL BID)

Oil & Gas Development Company Limited
Regional Coordinator
Sukkur, Pakistan

Gentlemen,

1. Having examined the Bidding Documents including the specifications, the receipt of which is hereby acknowledged, we the undersigned offer to supply & deliver «Description» in conformity with drawings, specifications of goods and conditions of Tender Document.
2. We under take 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 _____ days (*Please specify days*) from the date fixed for receiving the same & 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 under-stand that you are not bound to accept the lowest priced or any bid you may receive.

Dated this _____ day of _____ 202_____

(Signature)
(In the capacity of)

Duly authorized to sign Bid for and on behalf of _____

(Signature of Witness)

Name: - _____

Address:- _____

BID SUMMARY SHEET
TENDER NO. (TE/03/QP-RCS-LAW BOOKS/2021)
(TO BE ATTACHED WITH TECHNICAL BID)

1. Bidder Name _____
 - a. Address, Phone & Fax No _____
 - b. E-mail address _____
2. Manufacturer Name & _____
 - a. Country of Origin: _____
 - b. (Where required) _____
3. Items Quoted:(give serial no. only): _____
4. Price Validity: _____
5. Offered Delivery/ Completion Period: _____
6. GST Registration No. _____
7. Bidding Form (Annexure-B Attached with Technical Bid): Yes No
8. Bid Bond Attached with **TECHNICAL** Bid: Yes No
9. Any Deviation: _____

Signature _____

Name & Designation _____

BIDDING FORM (FINANCIAL BID)

Oil & Gas Development Company Limited
Regional Coordinator
Sukkur, Pakistan

Gentlemen,

1. Having examined the Bidding Documents including the specifications, the receipt of which is hereby acknowledged, we the undersigned offer to supply & deliver «Description» 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 _____ 202__

(Signature)
(In the capacity of)

Duly authorized to sign Bid for and on behalf of _____

(Signature of Witness)

Name: - _____

Address:- _____

BID SUMMARY SHEET
TENDER NO. (TE/03/QP-RCS-LAW BOOKS/2021)
(TO BE ATTACHED WITH FINANCIAL BID)

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

4. Price Validity: _____
5. Total FOR (Destination) Price (Without GST): Rs _____
6. Total FOR (Destination) Price (With GST): Rs _____
7. Amount of Bid Bond (without GST): Rs _____
8. Validity of Bid Bond (Expiry Date): _____
9. Offered Delivery Period: _____
10. Payment Terms: _____
11. GST Registration No. _____
12. Bidding Form (Annexure-B-1 attached with TECHNICAL bid): Yes No
13. Any Deviation: _____

Signature _____

Name & Designation _____

BANK GUARANTEE AS EARNEST MONEY

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

Oil & Gas Development Company Limited
Regional Coordinator
Sukkur, Pakistan

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 120 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)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
CERTIFICATE

Submitted to OGDCL with the reference to Purchase Order No. _____

_____ hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privileges or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any corrupt business practice.

Without limiting the generality of the foregoing, the Seller/ Supplier represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not be given or agree to give to any one within or outside Pakistan either directly or indirectly through any national or juridical person, including its affiliate, agent, associate, broker, consultant, briber, finder's fee or kickback, whether described as consultant fee or otherwise, with the object of obtaining or including the procurement of a contract right, interest, privilege or other obligation or benefit in whatsoever form from GOP except that privilege or other obligation or benefit in whatsoever form from GOP except that which has been expressly declared pursuant hereto.

The Seller/ Supplier certifies that it has made and will make full disclosure of all agreement and arrangements with all persons in respect of or related to the transaction with GOP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The Seller/ Supplier accepts full responsibility and strict liability for making any false declaration not making full disclosure, mis-representing facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest. Privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GOP under any law, contract or other instrument, be voidable at the option of GOP.

Notwithstanding any rights and remedies exercised by GOP in this regard, the Seller/ Supplier agrees to indemnify GOP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GOP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Seller/ Supplier as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP.

For & On Behalf of
Seller/ Supplier



OIL & GAS DEVELOPMENT COMPANY LTD

Oil & Gas Development Company
Limited
Regional Coordinator
Sukkur, Pakistan

TEL: : 92.071-9310750
FAX: : 92.071-9310749
EMAIL: : rcusukkur@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:

- DELIVERY PLACE & PERIOD:** AT OUR _____ WITHIN _____ AFTER ISSUANCE OF LPO.
- PAYMENT CLAUSE:**

PAYMENT AFTER DELIVERY
- PERFORMANCE BOND:** 10% PERFORMANCE BOND IN SHAPE OF BANK GUARANTEE AS PER CLAUSE # _____ OF
TENDER DOCUMENTS MUST BE SUBMITTED WITHIN 10DAYS.
- INSPECTION:**
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 10 (Ten) 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.
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 Manager Qadirpur Gas 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 10 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 15% of the total value of the Purchase Order.
5. **PENALTY:** For failure to comply with Delivery Clause, penalty shall be imposed on the Supplier as under:
 - a. @ ½ % of cost of entire order or such items as remain un-supplied for every day upto a maximum of 15% for 10 days exceeding the delivery period.
 - b. If the material is not supplied even after paying penalty for 10 (ten) consecutive days. OGDCL reserves the right to cancel the supply order and to obtain the required items from elsewhere at your risk and cost.
6. **DOCUMENTATION FOR PAYMENT:** Following documents must be provided after receipt of Local Purchase Order (LPO) and payment will be processed only after receipt of said certificates:
 - a. National Tax Number (NTN), General Sales Tax (GST) and Professional Tax Paid Certificates must be provided by the firm immediately after receipt of Local Purchase Order (LPO) and payment will be processed only after receipt of said certificates.
 - b. Commercial Invoice having NTN/CNIC Numbers
 - c. Sales Tax Invoice
 - d. Professional Tax Paid Certificate
 - e. Copy of valid Tax Exemption Certificate (if any)
 - f. Delivery Challan
7. **You are encouraged to inform the M.D. and Head of Deptt(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	
REGIONAL COORDINATOR OGDCL SUKKUR	BUNGLOW # A-25 FRIENDS COOPERATIVE HOUSING SOCIETY SHIKARPUR ROAD SUKKUR	0723-660690 071-9310750	071- 9310749	rcsukkur@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. Acknowledge receipt of this order immediately.

BANK GUARANTEE AS PERFORMANCE BOND

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

Oil & Gas Development Company Limited
Regional Coordinator
Sukkur, Pakistan

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 under take as:-

1. To make unconditional payments to you as called upon 5% 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)