



# OIL & GAS DEVELOPMENT COMPANY LTD.

DRILLING OPERATIONS - RIG MAINTENANCE DEPARTMENT

1-9, Islamabad.

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## SCOPE OF WORK (S.O.W) FOR THIRD PARTY PRE-SHIPMENT INSPECTION OF SPARE PARTS OF CAT-3512B DIESEL ENGINES.

SUPPLIER	Complete Name & Business/ address of the supplier to be inserted
Warehouse / Venue of inspection:	Complete address of inspection venue to be inserted
Local Representative	Complete Name & Business address of the supplier's local representative to be inserted
PURCHASER	Oil & Gas Development Company Ltd., OGDCL Head Office, Blue Area, Islamabad, 44000, Pakistan. Ph. +92 51 920 023 780 Fax: +92 51 921 5090 E-mail: ejaz_rizvi@ogdcl.com

### 1. BACKGROUND:

Oil & Gas Development Company Limited (OGDCL), Pakistan is engaged in procurement of spare parts / assys for the major overhauling of Caterpillar 351B diesel engines. OGDCL intends to carry out pre-shipment third party inspection (TPI) of these parts at the supplier's premises/ warehouse. OGDCL will accept these spare parts only after the third party inspection agency (TPIA) confirms that the parts standards of manufacture and documentation are as per tender/ contract specifications. Scope of work (SOW) for this inspection job is given below.

### 2. MANUFACTURER'S/ SUPPLIER'S SCOPE

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

### 3. TERMS AND CONDITIONS FOR BIDDERS

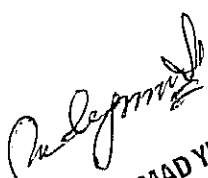
- 3.1 Inspector(s) must be qualified person(s) having degree(s)/ diploma(s) in their respective fields and must be fluent in spoken and written English. Resumes (C.Vs) of inspector(s) must be provided with the bid showing job titles, qualifications, training and experience etc.
- 3.2 Bidders to quote cost of the inspection job on lump sum basis inclusive of all taxes. Cost per day or cost per man day will not be accepted. OGDCL will not make separate payments for mobilization/ demobilization, hiring of sub-contractor services, taxes, levies etc. what so ever.

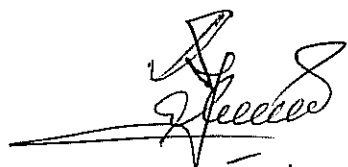
4. SCOPE OF WORK.

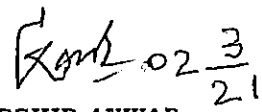
TPIA will carry out the required inspection according to the scope of work including but not limited to the following terms of reference.


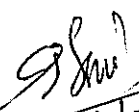
- 4.1 TPIA will certify that the parts to be supplied by the supplier are
  - 4.1.1 Manufactured by the manufacturer mentioned in the purchase order.
  - 4.1.2 As per technical specifications, quantity and part numbers given in the purchase order.
  - 4.1.3 Newly manufactured, unused and free from defects in material and workmanship.
  - 4.1.4 Boxed and packed in a compact manner to ensure safe handling and transportation during shipment.
- 4.2 TPIA will notify clear acceptance/ rejection of spare parts and will give clear remarks for rejection (if any).
- 4.3 TPIA will identify and record non-conformances against tender/ contract specifications and will assist in managing the corrective action to close out the subject.
- 4.4 Inspector(s) will examine for authenticity the original "Certificate of Origin and Compliance" and "Manufacturer's Warranty" to be provided by the supplier and will submit a snapshot of the same in flash report to OGDCL.
- 4.5 Original "Certificate of Origin and Compliance" and "Manufacturer's Warranty" will be retained by the inspector(s) and submitted to OGDCL along with the final inspection report.
- 4.6 Third Party Inspector(s) will at all times during the inspection, maintain a close coordination with OGDCL.
- 4.7 OGDCL will accept the spare parts only after the TPIA submits a clear acceptance of the parts to OGDCL.
- 4.8 Flash report of the pre-shipment inspection to be provided within one day of completion of inspection.
- 4.9 Original pre-shipment inspection report and a copy in hard format (01 set each) with Certificate of Origin and Compliance, Manufacturer's Warranty, associated pictures, lists, statements etc. placed in suitable document folder(s) are to be submitted by the Third Party Inspection Agency to Manager (SCM)-Foreign Procurement, OGDCL.
- 4.10 Payment shall be made to the inspection agency after comprehensive acceptance of Third Party Inspection Report by OGDCL.

153

  
**MUHAMMAD YUNUS**  
Manager (DE&P)  
Extn: 3821

  
**Anwar Saleem**  
I/C (R/M)-Drilling Ops.  
Ph. 9257764  
03/03/21

  
**KHURSHID ANWAR**  
Dy. Chief Engineer (R/M-P)-III  
Extn: 471, 1-9  
02/3/21

  
  
**GHULAM RASOOL**  
AGM (DO)  
Ext: 8711

Information for 3<sup>rd</sup> Party Inspection

1	Purchase Order No.	PROC-FB/CB/RMP-4986/770134/2021 Dated: 10-Mar-2022
2	Amount of Purchase Order	US\$ 399,996.73/- (US DOLLARS THREE HUNDRED NINETY-NINE THOUSAND NINE HUNDRED NINETY-SIX & CENTS SEVENTY-THREE ONLY)
3	Name/address of Manufacturer	M/s Caterpillar INC, USA
4	Name/address of LC Beneficiary	M/s Indam International INC, 13202 Weiman Road, Houston, Texas 77041, USA Tel: 000-281-550-7203 Email: <a href="mailto:sales@indamintl.com">sales@indamintl.com</a>
o.,Ltd5	Local Agent/Contact person	M/s Acumen International, Islamabad Office Address : Office # 17, Ground Floor , Pakland Business Center , I-8, Markaz , Islamabad  Contact detail: +92-51-4900282  Email: <a href="mailto:acumenpk@gmail.com">acumenpk@gmail.com</a>
7	Description of Material	AS PER PURCHASE ORDER NO. PROC-FB/CB/RM-4645/769858/2020 (SUPPLY OF OVERHAULING SPARE PARTS FOR CAT 3512-B DIESEL ENGINES OF RIG N-5 & N-6)
8	Scope of Work	As per attachment



# OIL & GAS DEVELOPMENT COMPANY LIMITED

## Procurement Department

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

Phone: 9218058  
Cable: OILGASCORP

No. PROC-FB/CB/RMP-4986/770134/2021  
To INDAM INTERNATIONAL INC  
Supp. No 50830  
Address 11602 POSSUM HOLLOW LN, 13202 WEIMAN ROAD, HOUSTON, TEXAS 77041, USA

Date: 10-MAR-2022

Subject: Purchase Order No. PROC-FB/CB/RMP-4986/770134/2021 For Procurement Of PROCUREMENT OF OVERHAUL  
SPARE PARTS FOR CAT 3512-B DIESEL ENGINES OF RIG N-5 & N-6, Against Your Quotation No. 137901

Dear Sir,

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

Sr. No.	Description	Index No.	UOM	Qty	Unit Value	Total Value	Item Type
					C & FBY SEA	C & FBY SEA	
					USD	USD	
1	SEAL, O-RING, IP# 5P7530 IASY ENGINE, DIESEL "CATERPILLER" MODEL 'D-320B'	36-22-311-F	Number	58			
2	RING IP# 9F7707, IASY ENGINE, DIESEL "CATERPILLER" MODEL 'D-398' SERIES "B"	36-01-089-F	Number	133			
3	BOOT, IP# 5N3272, 7L5589, IASY ENGINE, DIESEL "CATERPILLER" MODEL 'D-398' SERIES "B"	36-02-495-F	Number	15			
4	LOCK NUT IP# 2N2766, 2N-2766 IASY ENGINE, DIESEL "CATERPILLER" MODEL 'G-340B'	36-01-317-F	Number	201			
5	VALVE, IP# 4N3411, IASY ENGINE, DIESEL "CATERPILLER" MODEL 'D-398' SERIES "B"	36-01-914-F	Number	2			
6	SEAL, IP# 3S9643, IASY ENGINE, DIESEL "CATERPILLER" MODEL 'D-398' SERIES "B"	36-01-853-F	Number	3			
7	GASKET, IP# 7N4927, IASY ENGINE, GAS "CATERPILLER" MODEL 'G-3516'	36-27-018-F	Number	4			
8	O-RING, IP# 033603, IASY ENGINE, GAS "CATERPILLER" MODEL 'G-3516'	36-27-020-F	Number	11			
9	PINION, IP# 2W6078, IASY ENGINE, DIESEL "CATERPILLER" MODEL 'D-398' SERIES "B"	36-01-925-F	Number	5			
10	BREATHER, IP# 4W3027, IASY ENGINE, GAS "CATERPILLER" MODEL 'G-3516'	36-27-021-F	Number	12			
11	LOCK, IP# 2A4429, IASY ENGINE, DIESEL "CATERPILLER" MODEL 'G-340B'	36-12-113-F	Number	140			
12	WASHER, IP# 5M2894, IASY ENGINE, DIESEL "CATERPILLER" MODEL 'D-398' SERIES "B"	36-02-556-F	Number	240			
13	SEAL, IP# 1H9696, IASY TRACTOR, MODEL 'D7-G' "CATERPILLER", 48-25-094-F	48-25-094-F	Number	5			
14	CLAMP, IP# 4V3034, IASY ENGINE, GAS "CATERPILLER" MODEL 'G-3516'	36-27-259-F	Number	5			
15	KIT, IP# 5N8390, IASY ENGINE, GAS "CATERPILLER" MODEL 'G-399'	36-25-301-F	Number	6			
16	CLAMP, IP# 5P0597, IASY ENGINE, DIESEL "CATERPILLER" MODEL 'D-320B'	36-22-223-F	Number	12			
17	SCREW, IP# 7C0204, 2002003, 3580768 IASY ENGINE, GAS "CATERPILLER" MODEL 'G-3516'	36-27-067-F	Number	120			
18	NUT, IP# 3J9196 IASY ENGINE, GAS "CATERPILLER" MODEL 'G-3516'	36-27-068-F	Number	120			
19	BEARING, IP# 1W6005, 7W0060, IASY ENGINE, GAS "CATERPILLER" MODEL 'G-3516'	36-27-103-F	Number	12			
20	PLATE THRUST, IP# 7C6209, 2W0646, IASY ENGINE, GAS "CATERPILLER" MODEL 'G-3516'	36-27-146-F	Number	2			
21	SPRING, IP# 7N4782, IASY ENGINE, GAS "CATERPILLER" MODEL 'G-3516'	36-27-169-F	Number	12			
22	BOLT, IP# 2N2765, IASY ENGINE, DIESEL "CATERPILLER" MODEL '350B, TA'	36-29-029-F	Number	46			
23	ADAPTER, IP# 9Y8067, IASSY DIESEL ENGINE CAT 3512B	35-38-033-F	Number	5			
24	BEARING, IP# 1011198, IASSY DIESEL ENGINE CAT 3512B	35-38-034-F	Number	70			
25	BEARING, IP# 1011372, IASSY DIESEL ENGINE CAT 3512B	35-38-035-F	Number	5			
26	BOLT, NEW IP# 5P3345 (OLD IP# 5P2755) ASSY DIESEL ENGINE CAT 3512B	35-38-036-F	Number	120			
27	BRIDGE FLOAT IP# 2657537, IASY ENGINE, GAS "CATERPILLER" MODEL 'G-3516'	36-27-819-F	Number	60			
28	BUTTON, IP# 1546389, IASSY DIESEL ENGINE CAT 3512B	35-38-037-F	Number	180			

Muhammad Zafar Iqbal  
Chief Technical Officer (R/M)  
Ext: 2364

SYED SAJJAD RIZVI  
Manager (SCM) Foreign  
Oil & Gas Development Co. Ltd.  
Islamabad



# OIL & GAS DEVELOPMENT COMPANY LIMITED

## Procurement Department

Sr. No.	Description	Index No.	UOM	Qty	Unit Value	Total Value	Item Type
					C & F BY SEA	C & F BY SEA	
					USD	USD	
29	CAMSHAFT AS. I P# 4522501   ASSY DIESEL ENGINE CAT 3512B	35-38-038-F	Number	1			
30	CAMSHAFT. I P# 4522502   ASSY DIESEL ENGINE CAT 3512B	35-38-039-F	Number	1			
31	CAMSHAFT. I P# 4522503   ASSY DIESEL ENGINE CAT 3512B	35-38-040-F	Number	1			
32	CAMSHAFT. I P# 4522504   ASSY DIESEL ENGINE CAT 3512B	35-38-041-F	Number	1			
33	DOWEL CYL BLOCK OP IP# 8T00991 ASSY ENGINE, GAS "CATERPILLER" MODEL 'G-3516'	36-29-298-F	Number	48			
34	HOSE ELBOW. I P# 1417143   ASSY DIESEL ENGINE CAT 3512B	35-38-042-F	Number	5			
35	IMPELLER. I P# 2128183   ASSY DIESEL ENGINE CAT 3512B	35-38-043-F	Number	4			
36	TUBE AS. I P# 2045447   ASSY DIESEL ENGINE CAT 3512B	35-38-044-F	Number	36			
37	GASKET KIT. I P# 6014618   ASSY DIESEL ENGINE CAT 3512B	35-38-045-F	Number	5			
38	GEAR KIT SHA. I P# 2558692   ASSY DIESEL ENGINE CAT 3512B	35-38-046-F	Number	2			
39	SEAL KIT. I P# 2558691   ASSY DIESEL ENGINE CAT 3512B	35-38-047-F	Number	5			
40	KIT GASKET. I P# 3010425   ASSY DIESEL ENGINE CAT 3512B	35-38-048-F	Number	5			
41	KIT GASKET. I P# 4931475   ASSY DIESEL ENGINE CAT 3512B	35-38-049-F	Number	5			
42	GASKET KIT PS. I old P# 5722763 (new part #6020408)   ASSY DIESEL ENGINE CAT 3512B	35-38-050-F	Number	5			
43	KIT GASKET. I P# 4924475   ASSY DIESEL ENGINE CAT 3512B	35-38-051-F	Number	20			
44	LIFTER AS IN. I P# 2827944   ASSY DIESEL ENGINE CAT 3512B	35-38-052-F	Number	48			
45	LIFTER AS VA. I P# 5744543   ASSY DIESEL ENGINE CAT 3512B	35-38-053-F	Number	96			
46	NUT-JAM. I P# 3171121   ASSY DIESEL ENGINE CAT 3512B	35-38-054-F	Number	60			
47	PISTON AS. I P# 2995204   ASSY DIESEL ENGINE CAT 3512B	35-38-055-F	Number	48			
48	PLATE A. I P# 4W6664   ASSY ENGINE, DIESEL "CATERPILLER" MODEL 3512.	36-27-968-F	Number	4			
49	PUMP AS WTR. I P# 5404708   ASSY DIESEL ENGINE CAT 3512B	35-38-056-F	Number	2			
50	KIT-REBUILD I P# 3010699   ASSY DIESEL ENGINE CAT 3512B	35-38-057-F	Number	5			
51	REGULATOR TE. I P# 2193240   ASSY DIESEL ENGINE CAT 3512B	35-38-058-F	Number	10			
52	RETAINER. I P# 1003877   ASSY DIESEL ENGINE CAT 3512B	35-38-059-F	Number	60			
53	ARM ASSY. ROCKER. I P# 2302621   ASSY DIESEL ENGINE CAT 3512B	35-38-060-F	Number	12			
54	ARM ASSY. ROCKER. I P# 2816159   ASSY DIESEL ENGINE CAT 3512B	35-38-061-F	Number	6			
55	SCREW ADJUST. I P# 3804843   ASSY DIESEL ENGINE CAT 3512B	35-38-062-F	Number	60			
56	SEAL. I P# 2407032   ASSY DIESEL ENGINE CAT 3512B	35-38-063-F	Number	60			
57	SEAL PIP. I P# 2720760   ASSY DIESEL ENGINE CAT 3512B	35-38-064-F	Number	42			
58	TURBO OP. I P# 4501420   ASSY DIESEL ENGINE CAT 3512B	35-38-065-F	Number	4			
59	GASKET. I P# 1215736, ASSY ENGINE, GAS "CATERPILLER" MODEL 'G-3516'	36-27-295-F	Number	20			
60	GASKET KIT IP# 1960237, 9X6603, ASSY CATERPILLAR GAS ENGINE 'G-3516'	36-27-359-F	Number	5			
61	REGULATOR IP# 614950, 4184163   ASSY ENGINE, DIESEL "CATERPILLER" MODEL 3512.	36-27-438-F	Number	8			
62	Spacer Plate, IP# 1106994   ASSY	36-27-445-F	Number	5			
63	SEAL CRANKSHAFT. I P# 5697928   ASSY DIESEL ENGINE CAT 3512B	35-38-066-F	Number	3			
64	PUMP ASSY FUEL PRIMING IP# 623906, ASSY ENGINE, DIESEL "CATERPILLER" MODEL 'D-398' SERIES	36-01-543-F	Number	4			
65	CLAMP, IP# 6L3005, ASSY ENGINE, DIESEL "CATERPILLER" MODEL 'D-398' SERIES	36-01-686-F	Number	20			
66	BOLT ASSY. IP# 1284845, ASSY ENGINE, GAS "CATERPILLER" MODEL 'G-3516'	36-27-294-F	Number	96			
67	SEAL-O-RING. IP# 6V1454   ASSY ENGINE, GAS "CATERPILLER" MODEL 'G-3516'	36-27-290-F	Number	10			
68	BEARING. I P# 1275400   ASSY ENGINE, GAS "CATERPILLER" MODEL 'G-3516' SPARES FOR ABOVE.	36-27-401-F	Number	10			
69	BEARING. IP# 1409597   ASSY ENGINE, GAS "CATERPILLER" MODEL 'G-3516'	36-27-517-F	Number	5			
70	BRIDGE FLOAT EX. IP# 2657538   ASSY ENGINE, GAS "CATERPILLER" MODEL 'G-3516'	36-27-606-F	Number	41			

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

Vetted  
 Nurshid Anwar  
 Dy. Chief Engineer (R/M-P)  
 Extn. 471, 1-9



# OIL & GAS DEVELOPMENT COMPANY LIMITED

## Procurement Department

Sr. No.	Description	Index No.	UOM	Qty	Unit Value C & F BY SEA USD	Total Value C & F BY SEA USD	Item Type
71	PIN PISTON. IP# 2638955 IASSY ENGINE, GA	36-27-610-F	Number	36			
72	RETAINER PIN. IP# 2531238 IASSY ENGINE, GA	36-27-611-F	Number	12			
73	BEARING IP# 1259751 IASSY CATERPILLAR	36-27-616-F	Number	1			
74	CLAMP-HOSE. IP# 1803007 IASSY ENGINE, GAS "CATERPILLER" MODEL 'O-3516'	36-27-722-F	Number	10			
75	HOSE-TBE. IP# 2176692 IASSY ENGINE, GAS "CATERPILLER" MODEL 'O-3516'	36-27-725-F	Number	3			
76	SEAL-O-RING. IP# 2333546 IASSY ENGINE, GAS "CATERPILLER" MODEL 'O-3516'	36-27-727-F	Number	5			
77	SEAL-O-RING. IP# 2594598, 2353548 IASSY ENGINE, GAS "CATERPILLER" MODEL 'O-3516'	36-27-729-F	Number	10			
78	SPRING. IP# 3165976 IASSY ENGINE, GAS "CATERPILLER" MODEL 'O-3516'	36-27-735-F	Number	152			
79	SPRING. IP# 3165977 IASSY ENGINE, GAS "CATERPILLER" MODEL 'O-3516'	36-27-736-F	Number	151			
80	ROTOCOIL AS. IP# 3165978 IASSY ENGINE, GAS "CATERPILLER" MODEL 'O-3516'	36-27-737-F	Number	36			
81	ROTOCOIL AS. IP# 3165979 IASSY ENGINE, GAS "CATERPILLER" MODEL 'O-3516'	36-27-738-F	Number	60			
82	SEAL. IP# 3165980 IASSY ENGINE, GAS "CATERPILLER" MODEL 'O- 3516'	36-27-739-F	Number	108			
83	WASHER. IP# 3165981 IASSY ENGINE, GAS "CATERPILLER" MODEL 'O-3516'	36-27-740-F	Number	108			
84	SPOOL. IP# 7N5449 IASSY ENGINE, GAS "CATERPILLER" MODEL 'O- 3516'	36-27-708-F	Number	2			
85	KIT-SEAL(SC) IP# 6V3774, 3535995 IASSY ENGINE, GAS "CATERPILLER" MODEL 'O-3516'	36-27-108-F	Number	60			
86	COUPLING IP# 1N4636 IASSY ENGINE, GAS "CATERPILLER" MODEL 'O-3412'	36-27-938-F	Number	3			
87	VALVE, EXHAUST. IP# 4688825 IASSY ENGINE, DIESEL "CATERPILLER" MODEL 3512.	36-27-961-F	Number	48			
88	VALVE, INLET. IP# 4688824 IASSY ENGINE, DIESEL "CATERPILLER" MODEL 3512.	36-27-962-F	Number	48			
89	RING, PISTON. IP# 5096461 IASSY ENGINE, DIESEL "CATERPILLER" MODEL 3512.	36-27-963-F	Number	14			
90	KIT-GASKET. IP# 2001877 IASSY ENGINE, DIESEL "CATERPILLER" MODEL 3512.	36-27-973-F	Number	1			
91	PUMP OP WATER. IP# 4160610 IASSY ENGINE, DIESEL "CATERPILLAR" MODEL 'O-3516'	36-29-276-F	Number	2			
92	INJECTOR OP. IP# 3920206 IASSY DIESEL ENGINE CAT 3512B	35-38-010-F	Number	36			
93	ELBOW. IP# 10R5551 IASSY DIESEL ENGINE CAT 3512B	35-38-011-F	Number	6			
94	LUBE O. IP# 1196284 IASSY DIESEL ENGINE CAT 3512B	35-38-013-F	Number	2			
95	CARTRIDGE OP. IP# 4501416 IASSY DIESEL ENGINE CAT 3512B	35-38-014-F	Number	16			
96	SEAL. IP# 2454907 IASSY DIESEL ENGINE CAT 3512B	35-38-016-F	Number	35			
97	SEAL. IP# 2454908 IASSY DIESEL ENGINE CAT 3512B	35-38-017-F	Number	35			
98	VALVE A. IP# 3N8980 IASSY DIESEL ENGINE CAT 3512B	35-38-018-F	Number	2			
99	GASKET KIT. IP# 1756617 IASSY DIESEL ENGINE CAT 3512B	35-38-025-F	Number	3			
100	KIT GASKET. OLD IP# 4639257 (NEW PART# 5997288) IASSY DIESEL ENGINE CAT 3512B	35-38-026-F	Number	48			
101	KIT GASKET-S. IP# 2688154 IASSY DIESEL ENGINE CAT 3512B	35-38-027-F	Number	36			
102	PUSHROD-INJ. IP# 1003879 IASSY DIESEL ENGINE CAT 3512B	35-38-028-F	Number	36			
103	PUSHROD-VAL. IP# 1003880 IASSY DIESEL ENGINE CAT 3512B	35-38-029-F	Number	72			
104	BOLT. IP# 9L7373 IASSY ENGINE, GAS "CATERPILLER" MODEL 'O- 3516'	36-27-R36-F	Number	240			
105	FOB CHARGES	OTHER	Number	1			
106	SEA FREIGHT CHARGES	OTHER	Number	1			
Total :							
USD Three Hundred Ninety Nine Thousand Nine Hundred Ninety Six And Point Seventy Three							

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

M(RMP)/2020/40

*Verified*

*Khurshid Anwar*  
 Dy. Chief Engineer (R/M-P)  
 Extn. 471, 1-9




**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
Procurement Department

**Name & Address of Manufacturer** M/S CATERPILLAR, USA  
**Delivery Period** 90 DAYS  
**Country of Origin** AS PER SPECIAL INSTRUCTION NOTE.  
**Banker's Address** BB&T Bank, 333 Clay Street Suite 3800, Houston, Texas, 77002. ACCOUNT# 1440000741853.  
**Special Note** TENDER DOCUMENTS/SOR, TECH, BID, FIN BID & RESPECTIVE ALL CLARIFICATIONS MAKE INTEGRAL PART OF THIS PO. COUNTRY OF ORIGIN: USA, CANADA, CHINA, UK, MEXICO, BRAZIL, JAPAN, MALAYSIA, CZECH REPUBLIC, FRANCE, GERMANY, HUNGARY, IRELAND, ITALY, PORTUGAL, ROMANIA, UAE, SWEDEN, TAIWAN, SOUTH KOREA, SOUTH AFRICA, SINGAPORE, SPAIN, DENMARK, AUSTRALIA, AUSTRIA, ARGENTINA, EU, THAILAND, BELGIUM, INDONESIA, VIETNAM. THE PURCHASE ORDER WILL BE EFFECTIVE AFTER RECEIPT OF PERFORMANCE BOND.

**Port of Shipment** ANY USA SEA PORT  
**Port of Discharge** KARACHI SEA PORT

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

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

15/03/2022  
MANAGER (SCM) FOREIGN

  
Muhammad Zafar Iqbal  
Chief Technical Officer (R/M)  
Ext: 2364

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

(CFR Karachi Basis)

**1. CONSIGNEE:**

The goods must be consigned to the L/C establishing bank and notify party Oil & Gas Development Company Ltd. (OGDCL), Plot No. 21, OGDCL Warehouse, West Wharf Road, Karachi. Telephone No. 021-32311108, 32313119, Fax No. 021-32311040, E-mail: [abdulwaheed\\_kunbhar@ogdcl.com](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 1/4" 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 1/4" 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 Fax OR E-mail sent to Insurance Company in compliance to the Clause No. 9 hereunder.
- 4.8 Copy of E-mail sent in compliance to the Clause No. 6.1 hereunder.
- 4.9 A copy of pre-shipment third party inspection report issued by third party inspector duly accepted / verified by OGDCL prior to shipment.

**5. INSTRUCTIONS FOR COMPLETING SHIPPING DOCUMENTS:**

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

- a) Complete, first and last consignment (if all the contractual material is shipped in one lot.)
- b) First partial shipment/second partial shipment (and so on). Final and last shipment as the case may be if shipments are effected in parts.

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

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

**6. SHIPMENT INTIMATION:**

6.1 The beneficiary within 24-48 hours of making shipment must send fax OR E-mail to (1) Dy. Chief Material Officer, Plot No. 21, West Wharf, Karachi, Fax No. 0092-21-2311040, E-mail: [abdulwaheed\\_kunbhar@ogdcl.com](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. Fax No. 0092-51-9244210 & 0092-051-9209803-7, E-mail: [ejaz\\_rizvi@ogdcl.com](mailto:ejaz_rizvi@ogdcl.com) (3) Manager Accounts (Imports) on Fax No. 0092-51-9209803-7, E-mail: [imtiaaz\\_sherazi@ogdcl.com](mailto:imtiaaz_sherazi@ogdcl.com) (4) National Insurance Company Limited, Karachi on FAX No. 0092-21-99202734 OR E-mail: [sanaullah.shaikh@ncl.com.pk](mailto:sanaullah.shaikh@ncl.com.pk) OR [gulam.akbar@ncl.com.pk](mailto:gulam.akbar@ncl.com.pk), OR [info@ncl.com.pk](mailto:info@ncl.com.pk) intimating them the following:



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

7. **SHIPMENT INSTRUCTIONS**

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

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

8.1 **ORIGINAL NEGOTIABLE DOCUMENTS:**

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

8.2 **NON-NEGOTIABLE DOCUMENTS:**

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

MANAGER (SCM) FOREIGN  
OIL & GAS DEVELOPMENT COMPANY LIMITED  
OGDC HOUSE, PLOT NO. 3 (NEW NO. 3013),  
F-6/G-6, BLUE AREA, JINNAH AVENUE,  
ISLAMABAD, PAKISTAN.  
PHONE NO. 0092-51-92002 3652  
E-mail: [ejaz\\_rizvi@ogdcl.com](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 & FAX NO. 0092-21-2311040, 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). Fax No. 0092-21-99202734 or E-mail: "sanaullah.shalkh@nicl.com.pk" OR gulam.akbar@nicl.com.pk, OR Info@nicl.com.pk and Manager (Accounts) /OGDC LTD., Fax No. 0092-51-9209803-07 or E-mail: imtiaz\_sherazi@ogdcl.com immediately after shipment giving full details of shipment e.g. value of shipment description of material, name of vessel, B/L with date, port of shipment, contract and Letter of Credit Numbers.

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

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

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

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

11. LIQUIDATED DAMAGES.

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

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

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

12. AMENDMENT / EXTENSION OF L/C:

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

13. CHARGES FOR L/C ESTABLISHMENT:

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

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

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

14.

**PAYMENT TERMS:**

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.

Accepted by:

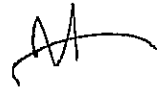
Signature .....

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

Company Title of the Signatory.....

Company Seal.....

SYED EJAZ ARRAS RIZVI  
Manager Foreign  
Oil & Gas Development Co. Ltd.  
Islamabad  
Purchase Order Issuance Authority:  
Oil & Gas Development Company Ltd.



AS 7/03/2022