

## OIL &amp; GAS DEVELOPMENT COMPANY LIMITED

## SINJHORO GAS CONDENSATE FIELD

SCHEDULE OF REQUIREMENT

Tender Enquiry No: TE(SGF)/2024/ELE/21

## SUPPLY &amp; INSTALLATION OF 1.5 TON AIR CONDITIONING UNITS

BID SUBMISSION DATE : 10-07-2024 AT 1100 HRS

S. NO.	DESCRIPTION	UNIT	QTY.	RATE (Rs.)	Unit price (PKR) inclusive of all taxes except GST	Unit price (PKR) inclusive of GST	Total price (PKR) inclusive of GST	Delivery /Completion Period Offered	Deviation from tender Spec. if any
1	Supply & Installation of 1.5 Ton AC Units	Job.	17		145,000	171,100	2,908,700	06 WEEKS	

**Note:**

- The Supplier shall guarantee that the equipment furnished is free from fault in design, workmanship, is of adequate size and capacity, and of proper material to satisfactorily fulfil the operating conditions specified. Any defect in design, material, workmanship or operating characteristics develop during the first year of operation, the Supplier shall make all necessary alterations, repairs, and replacements of defective equipment / components, at his own cost including transportation, installation and testing.
- Supplied unit must be of non-inverter type and latest model of local manufacturer preferably Gree, Acson Diakin, Panasonic, Haier, Kenwood.
- Interested parties may site visit i.e. Sinjhor Gas & Condensate Field Sanghar prior approval by competent authority as per SOP before making any proposal for scope of requirement.

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# TENDER DOCUMENTS

TENDER ENQUIRY NO: TE/SGF/2024/ELE/21

“SUPPLY & INSTALLATION OF 1.5 TON AIR CONDITIONING  
UNITS”

INCHARGE ELECTRICAL  
SINHORO GAS PLANT  
OIL & GAS DEVELOPMENT COMPANY LIMITED

ISSUING DATE: 25<sup>th</sup> June, 2024  
BID SUBMISSION DATE: 10/07/2024 (1100 Hrs.)  
BID OPENING DATE: 10/07/2024 (1130 Hrs.)

**OGDCL SALES TAX REGISTRATION**

**NO. 07-02-2802-001-55**

**INVITATION FOR BIDS**

**BIDDING DOCUMENT**

**TENDER NO. TE/SGF/2024/ELE/21**

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**ANNEXURE:**

- A SCHEDULE OF REQUIREMENT**
- A-1 GENERAL TERMS & CONDITIONS**
- B BIDDING FORM & BID SUMMARY SHEET (TECHNICAL BID)**
- B-1 BIDDING FORM & BID SUMMARY SHEET (FINANCIAL BID)**
- C BANK GUARANTEE AS EARNEST MONEY (FORMAT)**
- D DECLARATION OF FEES, COMMISSION & BROKERAGE ETC(CERTIFICATE)**
- E LOCAL PURCHASE ORDER (FORMAT)**
- F BANK GUARANTEE AS PERFORMANCE BOND (FORMAT)**
- G BANK GUARANTEE FOR ADVANCE PAYMENT (FORMAT)**

**OIL & GAS DEVELOPMENT COMPANY LTD.****SINJHORO GAS PLANT, DISTRICT SANGHAR**

Phone: 0235-808200, Fax: 0235-566283, 0235-808293

No: **TE/SGF/2024/ELE/21**Dated: **04-05-2024**Subject: **Supply & Installation of Air Conditioning Units**

Oil & Gas Development Company Limited (herein after 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 technical bid will be opened first on the date mentioned in Tender Notice. The financial bids of the technically qualified bidders will be opened publicly. Technical evaluation report will be published on OGDCL's website before financial bid opening.

**1. INSTRUCTIONS TO BIDDERS:**

- 1.1. Only the Bids of bonafied buyers of Tender Document will be entertained. The Bidder shall bear all cost associated with the preparation and delivery of its Bid, 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 may seek clarification of the same in writing, but not later than two weeks prior to deadline for submission of bid 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 may be issued in response to a clarification requested by a respective Bidder or even whenever the Purchaser considers it beneficial to issue such a clarification and/or amendment to all Bidders. Any clarification/amendment issued (in general) shall be addressed to all the prospective Bidder(s) who have purchased the Tender Document.

- 1.4. Bidders are required to submit their Bid, which will bear words “CONFIDENTIAL” and tender# **TE/SGF/2024/ELE/21 “Supply & Installation of 1.5 Ton Air Conditioning Units”**
- 1.5. The Purchaser does 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 Reserve the right to have the material / services inspected by its own representative, or by 3<sup>rd</sup> 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 without assigning any reason and without thereby incurring any liability to the affected bidder(s) or any obligation there under.
- 1.10. Unsolicited advice/clarifications and personal approaches by the Bidder at any stage of evaluation are strictly prohibited and shall lead to disqualification.
- 1.11. In the event that the Bidder 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 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 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 is 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 every respect will result in the rejection of the Bid.

- 1.14. All prospective bidders are advised to read carefully all terms & conditions enunciated in the Tender Documents prior to filling / submission of their quotation.

## **2. BID PRICES:**

- 2.1. Firm Bid Prices must be quoted as per format of schedule of requirement (SOR).
- 2.2. Bidding form Annexure-B & B-1 must also be duly filled-in, stamped and signed by authorized representative of Bidder.
- 2.3. Prices must be quoted in Pakistani currency inclusive of all taxes and duties, indicating unit price and total Bid prices. SST / GST must be quoted separately along with copy of SST / GST Certificate. Bids offering prices in foreign currency will be rejected. Conditional bid / bid having any prices adjustment formula will also 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 **SINJHORO GAS PLANT, DISTRICT SANGHAR.**
- 2.5. Quoted price shall be **valid for 180 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. SEALING AND MARKING OF BIDS:**

- 3.1. The Bidder shall furnish Technical & Financial bids in two separate sealed envelopes.
- 3.2. Technical Bids will be opened first.



- 3.3. Only Financial Bid of Technically responsive bidders will be opened publicly.
- 3.4. Financial Bids of technically non responsive bidders will be returned after award of Local Purchase Order to successful bidder(s).
- 3.5. The bid shall be submitted in a sealed envelope marked as under:

**Incharge Electrical,  
Sinjhoru Gas Plant, OGDCL,  
Nawabshah Road, District Sanghar, Sindh.  
Phone No. 0235-808201 / 0235-808203  
Fax No. 0235-808293 & 0235-566283  
Email: [electrical.sgf@ogdcl.com](mailto:electrical.sgf@ogdcl.com), [fmsinjhoru@ogdcl.com](mailto:fmsinjhoru@ogdcl.com)**

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

**TENDER ENQUIRY NO: TE/SGF/2024/ELE/21**

**“SUPPLY & INSTALLATION OF 1.5 TON AIR CONDITIONING UNITS”**

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

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

**4. DEADLINE FOR SUBMISSION OF BIDS:**

- 4.1. All Bids must be delivered / submitted in the Office of Incharge Electrical - Sinjhoru Gas Plant on or before the prescribed deadline of Bid Submission.

**5. LATE BIDS:**

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

**6. BID OPENING:**

6.1. OGDCL will open the Technical / Financial Bid(s), in the presence of bidder's representative(s) who may choose to attend on date, time & location mentioned above.

6.2. The bidder's names, bid prices (with or without discount) including bid price modification and bid withdrawals, if any, and the submission of requisite Earnest Money will be announced at the time of Financial bid opening.

6.3 OGDCL 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.

6.4 Arithmetical errors found will be corrected as follows:

6.4.1 Where there is a discrepancy between amount in figures and word, the amount in word will prevail.

6.4.2. 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.

6.4.3. In case the due date of bids opening falls on a holiday, the bids shall be opened on exact Bid Opening Date & Time (as mentioned).

**7. DETERMINATION OF RESPONSIVENESS:**

7.1. After opening of the bids, the purchaser will determine whether each bid is substantially responsive to the requirements of the bidding documents.

7.2. 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.

- 7.3. A bid determined to be a non-responsive will be rejected by the purchaser and shall not subsequently be made responsive by the bidder by correction of the non-conformity.
- 7.4. 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).
- 7.5. To assist in determining a bid's responsiveness the bidder may be asked for a clarification of his bid. The bidder is not permitted, however, to change bid price or substance of his bid.

#### **8. ISSUANCE OF LOCAL PURCHASE ORDER (LPO) / WORK ORDER:**

- 8.1. The purchaser will issue the local purchase order to the successful bidder whose bid is determined to be technically responsive and financially lowest evaluated.
- 8.2. Terms & Conditions (General) of LPO are available at Annexure-E.

#### **9. PERFORMANCE BOND:**

- 9.1. The successful bidder 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 15 days of the receipt of Purchase Order.
- 9.2. In case the successful bidder fails to furnish performance bond as per clause 10.1, the firm shall be debarred from participation in any future tender of the purchaser in addition to the action taken against such bidder as per clause 3.5(b).
- 9.3. The purchaser reserves the right to check the authenticity of performance bond from the concerned Bank.

**10. PAYMENT:**

10.1. Progressive Payments will be made as per following payment milestones on the completion of works:

10.1.1. 100 % after delivery & installation of material & punch list clearance and provisional acceptance by OGDCL official / Engineering Consultant

**11. DELIVERY SCHEDULE:**

**11.1. “SUPPLY & INSTALLATION OF AIR CONDITIONING UNITS”**

Contractor to provide supply & services immediately or at a date mentioned by the client in their service order.

**12. EXTENSION IN THE DELIVERY / COMPLETION PERIOD:**

12.1. Providing of the services shall be made by the supplier in accordance with the given delivery schedule in purchase order.

12.2. The supplier may claim extension of the time limits as set forth in the purchase order in case of:

12.2.1. Changes in Scope of Work or in the specifications of goods, material & equipment by the OGDCL.

12.2.2. Delay in provision of clarifications regarding material, drawings and services by the OGDCL

12.2.3. Force Majeure pursuant to clause 15.

12.3. 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.

12.4. It should be noted that a request for extension in delivery/ completion period shall be considered only if the supplier/ contactor agrees in writing to pay any increase in taxes or any other charges levied by the government during the extended delivery

period. OGDCL shall not bear any additional price increase during the extended period.

- 12.5. In case of extension in delivery period, the supplier/ contractor will extend validity of Performance Bond accordingly at his cost.
- 12.6. If the supplier / contractor fails to supply / complete the ordered services for any reason, within stipulated time, his Performance Bond with the purchaser shall be forfeited and material / services shall be purchased / acquired from elsewhere at his risk and cost.

### **13. PENALTY.**

- 13.1. For failure to comply with delivery schedule of purchase order, penalty will be imposed on defaulting supplier as under:
  - 13.1.1. @ 1 % of the cost of entire order (excluding GST) or of such items / jobs as remains unsupplied / uncomplete for every day up to maximum of 15% for 10 days exceeding the delivery period.
  - 13.1.2. If the material / services are 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.
  - 13.1.3. In case suppliers fails to deliver the goods against order, the purchaser reserves the right to claim interest/financial charges from the supplier on the amount of advance paid to him as per terms/conditions of order for such a period the supplier has detained the amount of advance.

### **14. FORCE MAJEURE:**

- 14.1. 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.

- 14.2. 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.
- 14.3. 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.

#### **15. INSPECTION AND TEST:**

- 15.1. The OGDCL's representative(s) shall have the right to inspect and/or test the goods / quality of services to confirm their conformity with respect to specifications mentioned in the Purchase Order. The representative of Field Manager Sinjhoru Gas Plant will witness the inspection (where so required).
- 15.2. 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.
- 15.3. Rejected material / work shall be moved / replaced by the supplier within 07 days from the receipt of letter / fax issued by the Field Manager Sinjhoru Gas 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.
- 15.4. Acceptance/rejection of the material by 3<sup>rd</sup> party will be final and binding on both the parties.

#### **16. WARRANTY:**

- 16.1. The supplier/ contactor shall warrant that all supplied material/ Services 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/ Contactor at his cost.

- 16.2. OGDCL shall promptly notify the supplier in writing, of any claims arising under this warranty.
- 16.3. The supplier/ contractor will invariably provide warranty/guarantees as per TOR terms.

**17. QUALIFICATION OF SELECTED BIDDERS:**

- 17.1. OGDCL will determine to its satisfaction whether the bidder selected as having submitted the lowest evaluated, technically responsive bid qualifies to satisfactorily perform the order.
- 17.2. The determination will take into account the bidders financial, technical & production capabilities, availability of items ordered for. The bidder shall provide necessary documents as proof along with the bid.
- 17.3. Any affirmative determination will be a pre-requisite for award of the purchase order to the bidder. A negative determination will result in rejection of the bid.
- 17.4. 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.

**18. LITIGATION CLAUSE:**

- 18.1. without prejudice to other right of the Company, tenderers, their subcontractors and other suppliers shall be disqualified from participating in the bidding process if:
  - 18.1.1. 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.
  - 18.1.2. Its involvement in litigation is chronic.
  - 18.1.3. Its past conduct or execution of works under contract has been poor.

**19. You are encouraged to inform Managing Director & Head of Department 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	051-9209701	051-9209708	
General Manager (Supply Chain Management)	OGDCL House	051-920023540	051-9215090	
Field Manager - SGF	Sinjhoru Gas Field	0235-808201	0235-808293	fmsinjhoru@ogdcl.com
I/C Electrical - SGF	Sinjhoru Gas Plant	0235-808203	0235-808293	electrical.sgf@ogdcl.com

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

**Incharge Electrical**  
**Sinjhoru Gas Plant, OGDCL,**  
Nawabshah Road, District Sanghar, Sindh.  
Phone No. 0235-808201 / 0235-808203  
Fax No. 0235-808293 & 0235-566283  
Email: [electrical.sgf@ogdcl.com](mailto:electrical.sgf@ogdcl.com),  
[fmsinjhoru@ogdcl.com](mailto:fmsinjhoru@ogdcl.com)

**Field Manager (SGCF)**





**OIL AND GAS DEVELOPMENT COMPANY LIMITED  
SINHORO GAS CONDENSATE FIELD**

Phone 0235-808200; Fax 0235-808293 & 0235-566283

Dated: **25-06-2024**

**SCHEDULE OF REQUIREMENT**

**TENDER ENQUIRY # TE/SGF/2024/ELE/21**

**“SUPPLY & INSTALLATION OF 1.5 TON AIR CONDITIONING UNITS”**

<b>Sr. No.</b>	<b>Description</b>	<b>Reference No.</b>	<b>Rate</b>	<b>Total Rate (inclusive of all Taxes)</b>	<b>Deviation</b>
1	As per scope of requirement given in Tender Documents	TE/SGF/2024/ELE/21		2.9 MIL	

**Note: Separate rates for material and services to be quoted for reference Terms & conditions are attached.**

**TERMS OF REFERENCE (TORs) FOR "SUPPLY & INSTALLATION OF 1.5 TON AIR CONDITIONING UNITS"**

**Administrative:**

1. Management of Sinjhor Gas Plant reserves the right to terminate the services of any hired staff at any time without assigning any reason.
2. The contractor should ensure the verification of all manpower direct and indirect and must have personnel bio-data file of each staff.
3. Contractor manpower must have CNIC, Vaccination Certificate and Contractor identity card.
4. Contractor shall provide adequate meals and laundry services to their employees. Local area contractors may be introduced to provide such services.
5. Contractor will arrange transport for the pick and drop for their manpower. Vehicles deployed for said purpose will be inspected by OGDCL and will not be allowed to use if found unfit.
6. The contractor shall provide food at site for their manpower during lunch and dinner breaks
7. The contractors shall provide attendance sheet of manpower during start and end of day & night shift and will get it counter signed from the OGDCL official to ensure safety of plant and personals.
8. Site administration personnel with associated resources like computers, printers, photocopiers etc. will be arranged by the contractor.
9. OGDCL will provide accommodation & food for only 02 No. personal of contractor who are executive level employees due to Covid.19 & security reasons following SOP.

**Security:**

10. Although the plant has a safe history, however adequate security umbrella as provided to the Company's employees will be extended for contractor's manpower only within the premises of Sinjhor Gas Plant.
11. Contractor should deploy his own fully equipped security to control the manpower's in/out movement at Sinjhor Gas Plant in coordination with the OGDCL Security Incharge.

12. Contractor should ensure his manpower has not any kind of ammunition and narcotics.

**HSEQ:**

13. HSEQ Rules & Regulations of OGDCL will be strictly observed by the contractor.

14. Contractor personal will wear surgical mask/N95 all the time when in premises of OGDCL.

15. Contractor will submit their HSE Policy manual for the implementation of safe execution of each activity with zero-injury target. In case of any accident, OGDCL will not be liable for any claim like insurance etc.

16. Contractor will provide JHA and Risk Assessment Register for the said work at Plant site.

17. The contractor will provide PPE'S (safety shoes, safety helmet, safety glasses and coverall) to their manpower and each worker should display ID card.

18. The contractor will provide shock absorbing safety harness and live air mask for the contractor's employees as per the job requirement.

19. The contractor shall carry out safety orientation and daily tool box talk to hired manpower.

20. The contractor will get safe green scaffolding tag from OGDCL after erection of scaffolding.

21. Mobiles and photo camera are prohibited in the plant premises and contractor should ensure compliance.

22. Contractor will get Work permit for job from CCR in coordination with Electrical Department.

23. The contractors shall be responsible for housekeeping of area all the time.

24. Only Emergency/First Aid medical coverage for contractor staff will be the responsibility of OGDCL.

25. In case of any accident, medical treatment would be the responsibility of the contractor.

**Technical Manpower:**

26. Skilled manpower should be well experienced in their respective crafts.

27. All the participating companies should have at least 3 to 5 years of similar experience of installation and commissioning of Air conditioning Units professionally.

28. Locals should be given preference while hiring of unskilled manpower by the contractor.

**Scope of Work:**

29. Tentative dates for supply and services are mentioned in Tender Documents. However, contractor will be bound to provide material and services as per finalized dates (schedule) within 06 weeks of LPO.

30. Management of Sinjhoru Gas Plant reserves the right to curtail the job list.

31. The work shall be done, complete in all respects in accordance with the requirements and Owner's instructions at site.

32. The quantities contained in the scope of work for each activity are estimated and liable to change (increase, decrease or omitted) when the work is actually executed.

33. Contractor shall share quantitative list of all resources including ladders (manpower, machine, material), consumables at least one week before the commencement of said job. Contractor will be charged by owner's representative if any job delays due to lack of resources.

34. Contractor will provide complete BOQ for the supplied material.

35. Contractor to submit all technical specification, datasheets in their technical bid.

36. Contractor will provide the standard guarantee/ warrantee Certificates and all the commissioning spares & accessories.

37. All warranty/guarantee commencement date shall be start from the date of commissioning of ACs.

38. Contractor shall quote only those model/brands, whose manufacturer assure in written that all the tubing/piping are of pure copper and of full gauge.

39. Contractor shall be liable for complete installation and commissioning of ACs, moreover Contractor must arrange enough extra cable and copper piping at his own cost to meet the site standard requirement if required.

40. All commissioning consumables like, aero flex, roll tape, drain pipe etc. shall be the responsibility of bidder.

41. Contractor shall complete installation of AC units with proper routing and dressing of Pipes and cables, work should be neat and clean.

42. The contractor shall restore systems (to original) which will be removed during job.

43. OGDCL will arrange third party inspection, if required and it is not included in contractor scope.

44. Bidder shall also provide standard MCB of rating 20 Amps Single pole for each AC.
45. Contractor to supply ACs of popular brands whose spares shall easily be available for next 05 Years at least from local market.
46. Supplied AC units should be of split type and non-inverter with long throw function.
47. Supplied units must be latest model of the high-end product of local manufacturers preferably GREE, KENWOOD, ACSON, DIAKIN, PANASONIC for continuous operation with local warranties & guarantees.
48. Supplied Units must be of same model and make to ensure minimum inventory maintenance.
49. Supplied units' condenser and evaporator must have special corrosion protective coating to ensure reliability of Units.
50. Installation is carried out by supplier Authorize Installers.
51. In case of faulty unit complete Unit will be replaced rather repair work by Supplier during installation & commissioning.
52. Supplier must replace complete unit during first year of operation in case of any defect in supplied unit.

**Work Planning:**

53. The contractor shall develop and submit a detailed work schedule including mobilization and preparatory works prior to contracted work.
54. Contractor will supply material well before commencement of job and get inspected and approved by field electrical team/committee, in case of rejection of material contractor is liable to replace material as per requirement well before commencement of job.
55. The contractor should plan activities (direct/associated) using latest version of Primavera / MS project.
56. Contractor should prepare and submit daily progress report, next day look ahead reports and percentage Gantt chart report at end of day.
57. Schedule of manpower deployment, (loading and un-loading of manpower day wise) will be submitted by contractor to OGDCL.
58. The contractor will submit a list of total deployed manpower.

### **Inspection and Quality of Work:**

59. Contractor shall proceed to job close after inspection and go-ahead by OGDCL site team.
60. Contractor is liable to ensure quality of material and installation work.

### **Equipment, tools and Materials:**

61. It is responsibility of contractor to arrange all necessary resources including ladders to complete the scope of work within stipulated time.
62. OGDCL will arrange Fork Lifter/Crane and it is not included in contractor's scope. The contractor will submit written requisition for the requirements of crane or fork lifter at least 24 hrs. Before.
63. Electric Testing tools/ Equipment is responsibility of Contractor and test equipment must be calibrated & tested.
64. Contractor should arrange all necessary machines and consumables for the execution of each job. The contractor should submit list with quantity of machines, consumables and tools that they have analyzed and included in their bid for the execution of all activities.
65. If any tool / consumable is provided by OGDCL. It will be charged to contractor. Painting job if any, as per the scope of work, will be carried out by the contractor using own tools/materials.

### **Financial:**

66. Quotation is required in PKR against scope of requirement.
67. The contractor shall provide quotation, sales tax and commercial invoices mentioning NTN and sales tax registration number on it.
68. Payment will be made as per actual work done through cross Cheque, after deduction of all applicable taxes after the completion of the scope.
69. Unit rates quoted by Contractor shall be firm. No extra payments on account of escalation in prices due to any reason shall be admissible.
70. M/s OGDCL reserves the right to offset any losses incurred as a result of the contractor's actions against any unpaid payments.
71. M/s OGDCL reserves the right to impose penalty on contractor in case of delay at the end of contractor.

**GENERAL TERMS AND CONDITIONS:**

- A. BIDDING PROCEDURE IS COMPETITIVE **“SINGLE STAGE TWO ENVELOPE”** BIDDING SYSTEM
- B. BIDS MUST BE SUBMITTED UNDER TWO ENVELOPES BIDDING SYSTEM i.e. TECHNICAL & FINANCIAL BID SEPARATELY ON DUE DATE.
- C. FINANCIAL BIDS OF ONLY TECHNICALLY RESPONSIVE BIDDERS WILL BE OPENED PUBLICLY.
- D. 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.
- E. SEALED FINANCIAL BIDS OF TECHNICALLY NON-RESPONSIVE BIDDERS WILL BE RETURNED UN-OPENED.
- F. OGDCL RESERVES THE RIGHT TO REJECT ANY OR ALL THE BIDS WITHOUT ASSIGNING ANY REASON.
- G. QUOTED PRICES MUST BE FIRM (INCLUSIVE OF GST, OTHER TAXES, AND DUTIES).
- H. **OGDCL RESERVES THE RIGHT TO EVALUATE THE BID(S) EITHER ITEM-WISED OR FULL PASKAGE BASIS WITHOUT ASSIGNING ANY REASON. TO QOUTE COMPETITIVE PRICES FOR ALL OR ANY ITEMS ENABLE COMPANY TO DECIDE PURCHASE.**
- I. THE MAXIMUM DELIVERY TIME FOR SUPPLY ITEMS / SERVICES IS EIGHT (08) WEEKS FROM THE DATE OF RECEIPT OF FIRM PURCHASE
- J. BIDDERS TO SUBMIT THEIR COMPANY PROFILES, EXPERIENCE OF SIMILAR SUPPLIES IN PAKISTAN ALONG WITH TECHNICAL BIDS

**BIDDING FORM (TECHNICAL BID)**

**Oil & Gas Development Company Limited  
Sinjhero Gas Field,  
Nawabshah Road, District Sanghar**

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 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 \_\_\_\_\_ 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 understand that you are not bound to accept the lowest priced or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_

(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/SGF/2024/ELE/21)**  
**(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  
Sinjhoru Gas Field,  
Nawabshah Road, District Sanghar**

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/SGF/2024/ELE/21 )**  
**(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  
Sinjhoru Gas Field,  
Nawabshah Road, District Sanghar**

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. \_\_\_\_\_

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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  
Sinjhor Gas Field,  
Nawabshah Road, District Sanghar,  
Sindh-Pakistan

TEL: : 0092-235-808203, 808201  
FAX: : 00920235-808293 & 0235-566283  
EMAIL: : [electrical.sgf@ogdcl.com](mailto:electrical.sgf@ogdcl.com),  
fmsinjhor@ogdcl.com  
Web Site: [www.ogdcl.com](http://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.

A/C CODE: \_\_\_\_\_

INDENT No. \_\_\_\_\_ 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 (OR)
  - PAYMENT AGAINST DELIVERY (OR)
  - \_\_\_\_\_ % ADVANCE PAYMENT AGAINST BANK GUARANTEE.
- 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 delivery must be made immediately or at a date mentioned by OGDCL on the issued 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:** The **job** of this order will be subject to acceptance/rejection by the Inspection Committee/3<sup>rd</sup> Party Inspector (if required), who will give its decision within 07 days of receipt of Report
5. **PENALTY:** For failure to comply with Delivery Clause, penalty shall be imposed on the Supplier as under:
  - a. @1 % of cost of entire order for every day up to a maximum of 15% for 10 days exceeding the delivery period.
  - b. If the **job** is not executed even after paying penalty for 10 (ten) consecutive days. OGDCL reserves the right to cancel the supply order and to obtain the required services 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	051-9209701	051-9209708	
General Manager (Supply Chain Management)	OGDCL House	051-920023540	051-9215090	
Field Manager - SGCF	Sinjhor Gas Field	0235-808201	0235-808293	fmsinjhor@ogdcl.com
I/C Electrical - SGCF	Sinjhor Gas Field	0235-808203	0235-808293	electrical.sgf@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  
Sinjhor Gas Field,  
Nawabshah Road, District Sanghar**

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 120 days from the date of completion of job 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 completion of job 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)



**BANK GUARANTEE AS ADVANCE PAYMENT**

**Guarantee #** \_\_\_\_\_  
**Date of issue: -** \_\_\_\_\_  
**Date of expiry:-** \_\_\_\_\_  
**Amount: -** \_\_\_\_\_

**Oil & Gas Development Company Limited**  
**Sinjhero Gas Field,**  
**Nawabshah Road, District Sanghar**

1. WHEREAS M/s \_\_\_\_\_ (hereinafter called the Supplier) have requested us to furnish a Bank Guarantee for Pak Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) being \_\_\_\_\_% advance of the ordered value of Pak Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) in respect or LPO # FM/\_\_\_\_\_ issued on \_\_\_\_\_.
2. AND IN CONSIDERATION of you're paying an advance of Pak Rs. \_\_\_\_\_ we, \_\_\_\_\_ hereby guarantee to pay on demand a sum of Pak Rs. \_\_\_\_\_.

**WE ALSO HEREBY AGREE:**

- a) To make unconditional payment of maximum amount of Pak Rs. \_\_\_\_\_ without any question and without referring to the Supplier.
- b) To keep the guarantee in force till \_\_\_\_\_.
- c) To extend the period of enforceability of this guarantee if it becomes necessary to you and agreed to by us.
- d) We further undertake not to revoke this guarantee during its specified duration as above state except with your consent.

(BANKER)