



**OIL AND GAS DEVELOPMENT COMPANY LIMITED  
QADIRPUR GAS FIELD/PLANT, GHOTKI SINDH**

**SCHEDULE OF REQUIREMENT  
TE/01/QP-ELECT/2025**

**Supply of 975KW Rental Gas Genset for Mother Plant Operations at Qadirpur Gas field**

| Sr#                           | ITEM DESCRIPTION  | UOM   | QTY. | Unit Price (Rs) | Line Price (Rs) | SST Tax (Rs) | Total Incl Tax (Rs) |
|-------------------------------|---|-------|------|-----------------|-----------------|--------------|---------------------|
| 1                             | 975 KW or 1218KVA, Gas Genset Along with Cooling Tower, Prime operation                                     | Month | 3    |                 |                 |              |                     |
| <b>TERMS &amp; CONDITIONS</b> |   |       |      |                 |                 |              |                     |
| 1                             | Delivery must be made within 1 week after placement of confirmed service order.                             |       |      |                 |                 |              |                     |
| 2                             | Bidder will provide Services/deliver the material at Qadirpur site on FOR basis.                            |       |      |                 |                 |              |                     |
| 3                             | Supplier will provide GST/SST invoice/s.  |       |      |                 |                 |              |                     |
| 5                             | LD charges in case of Late delivery will be imposed as penalty up to maximum of 15% as per tender document. |       |      |                 |                 |              |                     |
| 6                             | Payment will be made through cross cheque after contractual period.   |       |      |                 |                 |              |                     |
| 7                             | Partial Payments will not be made, in any case.   |       |      |                 |                 |              |                     |
| 8                             | Representative of each participant / Bidder should be present at time of Bid opening at Qadirpur Gas field. |       |      |                 |                 |              |                     |
| 9                             | Any bid submitted at OGDCL Head Office Islamabad will be treated as cancelled.                              |       |      |                 |                 |              |                     |



# **TENDER DOCUMENTS**

**TENDER ENQUIRY NO: TE/01/QP-ELECT/2025**

**Supply of 975KW Rental Gas Genset for Mother Plant Operations at Qadirpur Gas field**

**FIELD MANAGER QADIRPUR GAS FIELD  
(LOCAL PROCUREMENT)**

**OIL & GAS DEVELOPMENT COMPANY LIMITED**

**ISSUING DATE: 04-03-2025**

**BID OPENING DATE: 22-03-2025**

**OGDCL SALES TAX REGISTRATION**

**NO. 0702280200155**

**INVITATION FOR BIDS**

**BIDDING DOCUMENT**

**TENDER NO. TE/01/QP-ELECT/2025**

## TABLE OF CONTENTS

| CLAUSE<br>NO. | SUBJECT                                | PAGE NO. |
|---------------|--|----------|
| 1.            | INSTRUCTIONS TO BIDDERS                | 1        |
| 2.            | BID PRICES                             | 2        |
| 3.            | EARNEST MONEY                          | 2        |
| 4.            | SEALING AND MARKING OF BIDS            | 3        |
| 5.            | DEADLINE FOR SUBMISSION OF BIDS        | 4        |
| 6.            | LATE BIDS                              | 4        |
| 7.            | BID OPENING                            | 4        |
| 8.            | DETERMINATION OF RESPONSIVENESS        | 5        |
| 9.            | ISSUANCE OF LOCAL PURCHASE ORDER (LPO) | 5        |
| 10.           | PERFORMANCE BOND                       | 5        |
| 11.           | PAYMENT                                | 6        |
| 12.           | DELIVERY SCHEDULE                      | 6        |
| 13.           | EXTENSION IN THE DELIVERY PERIOD       | 6        |
| 14.           | PENALTY                                | 7        |
| 15.           | FORCE MAJEURE                          | 7        |
| 16.           | INSPECTION AND TEST                    | 8        |
| 17.           | WARRANTY                               | 8        |
| 18.           | QUALIFICATION OF SELECTED BIDDERS      | 8        |
| 19.           | LITIGATION CLAUSE                      | 9        |

**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 LIMITED**  
**QADIRPUR GAS FIELD/PLANT, GHOTKI SINDH**

NO: - TE/01/QP-ELECT/2025

Dated: 19-02-2025

**SUBJECT: “Supply of 975KW Rental Gas Genset for Mother Plant Operations at Qadirpur Gas field”**

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

<http://www.ogdcl.com/Tender/OpenTenders/Goods>

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

Bidding will be single stage – one envelope procedure. On the Bid opening date, Technical & Financial bids of all the bidders will be opened publically. Bid evaluation will be based on lowest financial bid, provided the bidder is also technically qualified as per attached SOR.

**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 one week 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/01/QP-ELECT/2025

**“Supply of 975KW Rental Gas Genset for Mother Plant Operations at Qadirpur Gas field”**

- 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 items 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 prior to award of Purchase Order 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. GST must be quoted separately along with copy of GST Certificate. Bids offering prices in foreign currency will be rejected. Conditional bid / bid having any prices adjustment formula will also are rejected.
- 2.4. Prices must be quoted including all charges like handling, loading, transportation and unloading, Octroi and Zila Tax etc. for delivery of material at Purchaser’s stores located at **QADIRPUR GAS FIELD, Ghotki, Sindh, Pakistan**
- 2.5. Quoted price shall be valid for 90 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 one sealed envelope.
- 3.2. Technical Bids & Financial bids will be evaluated together.
- 3.3. The bid shall be submitted in a sealed envelope marked as under:-

**I/C Electrical Section**

Qadirpur Gas Field,  
Oil & Gas Development Company Limited  
Ghotki, Sindh-Pakistan  
Phone No. Exchange: 072-3660683 (Ext. 204, 370) / Direct Landline: 0723-660697  
Fax No. 072-3660676  
E-mail: electrical\_qp@ogdcl.com

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

**Tender Enquiry No. TE/01/QP-ELECT/2025**

**“Supply of 975KW Rental Gas Genset for Mother Plant Operations at Qadirpur Gas field”**

DON'T OPEN BEFORE (Bid Opening Date)

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

- 3.5. 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/ dropped in the Office of I/C ELECTRICAL- OGDCL Qadirpur Gas Field, Ghotki, Sindh (C/o TCS Point) on or before the prescribed deadline.

**5. LATE BIDS:**

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 should attend on prescribed date, time & location for Bid opening.
- 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 the next working day.

## **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):**

- 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.

9. Terms & Conditions (General) of LPO are available at Annexure-E.

**10. PERFORMANCE BOND:**

- 10.1. 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 07 days of the receipt of Purchase/ work Order.
- 10.2. 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).
- 10.3. The purchaser reserves the right to check the authenticity of performance bond from the concerned Bank.

**11. PAYMENT:**

- 11.1. Progressive Payments will be made as per following payment milestones on the completion of works:
  - 11.1.1. 100 % after completion of contractual period & punch list clearance and provisional acceptance by OGDCL/ Engineering Consultant hired by OGDCL.

**12. DELIVERY SCHEDULE:**

- 11.1 **“Supply of 975KW Rental Gas Genset for Mother Plant Operations at Qadirpur Gas field”**

Against this tender is to be completed **WITHIN 01 WEEK** from the date of receipt of firm purchase/ work order.

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

- 13.1. Providing of the services shall be made by the supplier in accordance with the given delivery schedule in purchase/ service order.
- 13.2. The supplier may claim extension of the time limits as set forth in the purchase order in case of:-
  - 13.2.1. Changes in Scope of Work or in the specifications of goods, material & equipment by the OGDCL.
  - 13.2.2. Delay in provision of clarifications regarding material, drawings and services by the OGDCL
  - 13.2.3. Force Majeure pursuant to clause 15.
- 13.3. Justified reasons subject to a written request high-lighting the same within a period of seven working days prior to expiry of delivery period mentioned in Purchase Order.

- 13.4. It should be noted that a request for extension in delivery/ 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.
- 13.5. In case of extension in delivery period, the supplier/ contactor will extend validity of Performance Bond accordingly at his cost.
- 13.6. If the supplier/ contactor fails to supply/ complete the ordered services for any reason, within stipulated time, his Performance Bond with the purchaser shall be forfeited and material shall be purchased from elsewhere at his risk and cost.

#### 14. **PENALTY.**

- 14.1. For failure to comply with delivery schedule of purchase order, penalty will be imposed on defaulting supplier as under:-
  - 14.1.1. @ 1 % of the cost of entire order (excluding GST) or of such items as remains unsupplied for every day up to maximum of 15% for 10 days exceeding the delivery period.
  - 14.1.2. If the material is not supplied even after paying penalty for 10 (ten) consecutive days. OGDCL reserves the right to cancel supply order and to obtain the required items from elsewhere at your risk and cost.
  - 14.1.3. 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.

#### 15. **FORCE MAJEURE:**

- 15.1. The supplier shall not be liable for penalty for delay in delivery of ordered goods, if, and to the extent delay in delivery or other failure to perform his obligation under the purchase order, of being the result of occurrence of Force Majeure i.e. causes such as natural calamities, war, civil disturbance, military action, fire as well as other circumstance proved to the satisfaction of the purchaser to be beyond the reasonable control of the supplier, which may impede the fulfillment of the obligations under the purchase order.
- 15.2. The supplier shall notify the purchaser promptly of the occurrence of Force Majeure and submit his case in writing within 07 days of such occurrence.
- 15.3. If any of the party is prevented to fulfill its assumed obligations by Force Majeure of constant duration of at least one month, the party shall meet for negotiation. If no satisfactory agreement is reached within a period of two months from the commencement of the Force

Majeure conditions, either party shall have the right to cancel the purchase order with immediate effect.

**16. INSPECTION AND TEST:**

- 16.1. The OGDCL's representative(s) shall have the right to inspect and/or test the goods to confirm their conformity with respect to specifications mentioned in the Purchase Order. The representative of Field Manager Qadirpur Gas Field will witness the inspection (where so required).
- 16.2. Should any inspected or tested goods fail to conform to the specifications the purchaser shall reject them and supplier shall replace the rejected goods. All costs incurred on such replacement shall be entirely born by the supplier.
- 16.3. Rejected material/ work shall be moved/ replaced by the supplier within 07 days from the receipt of letter/fax issued by the Field Manager Qadirpur 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.
- 16.4. Acceptance/rejection of the material by 3<sup>rd</sup> party will be final and binding on both the parties.

**17. WARRANTY:**

- 17.1. 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.
- 17.2. OGDCL shall promptly notify the supplier in writing, of any claims arising under this warranty.
- 17.3. The supplier/ contactor will invariably provide warranty/guarantees

**18. QUALIFICATION OF SELECTED BIDDERS:**

- 18.1. 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.
- 18.2. 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.
- 18.3. 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.
- 18.4. 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.

**19. LITIGATION CLAUSE:**

19.1. without prejudice to other right of the Company, tenderers, their subcontractors and other suppliers shall be disqualified from participating in the bidding process if:

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

19.1.2. Its involvement in litigation is chronic.

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

**20. You are encouraged to inform Managing Director & 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:-**

| <b>DESIGNATION</b> | <b>ADDRESS</b>     | <b>TEL #</b> | <b>FAX #</b> | <b>E. MAIL</b>          |
|--------------------|--------------------|--------------|--------------|-------------------------|
| Managing Director  | OGDCL House        | 051-9209701  | 051-9209708  |                         |
| IC Electrical      | Qadirpur Gas Field | 0723-660697  | -            | electrical_qp@ogdcl.com |

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

**I/C Electrical Section**

Qadirpur Gas Field,  
Oil & Gas Development Company Limited  
Ghotki, Sindh-Pakistan  
Phone No. Exchange: 072-3660683 (Ext. 204, 370) / Direct Landline: 0723-660697  
Fax No. 072-3660676  
E-mail: electrical\_qp@ogdcl.com

**SCOPE OF WORK/TOR****1. General Introduction.**

OGDCL intends to hire the services of an experienced and well reputed contractor for provision and operation of Gas Generator (4 wire, 3 phase, 415 volts, 50 Hz) in OGDCL on rental basis for Qadirpur Gas Plant which will be operated at Powerhouse-1 of QP-Plant in parallel with existing gas Genset and EDG. Only space and fuel for generator's operations will be provided by OGDCL and all other requirements will be fulfilled by the contractor itself. The contractor will be responsible for provision of un-interrupted power supply round the clock.

**2. Operating Conditions**

Power requirement for Qadirpur Gas Plant listed for this tender's continuous service. Any additional requirement at site would also be covered under this requirement. Gas specifications for Qadirpur Gas Plant is tabulated at Para 15/n.

| Sr. # | Field                                | Fuel source | Qty     | Power Requirement                                       |
|-------|--------------------------------------|-------------|---------|---|
| 1     | Qadirpur Gas Plant<br>(Powerhouse-1) | Gas         | 01 Nos. | 975 KW or 1218KVA<br>Prime Operation with cooling tower |

**3. Contract Period A**

The rental contract will be required for 03 months. OGDCL, however reserves the right to terminate the contract as per draft contract clause # 18 'TERMINATION'

**4. Contractors Responsibility**

- 4.1 The contractor has to supply the generator with Operation and maintenance services with
  - 4.1.1 Operational Staff (24 Hours)
  - 4.1.2 Insurance of generators.
  - 4.1.3 Servicing of the supplied generator, routine & breakdown maintenance and troubleshooting.
  - 4.1.4 Ensure the availability of maintenance spares like Lube Oil, filters, batteries & battery electrolyte and coolant conditioner etc.
  - 4.1.5 Supply of standard 4 core power cables up to OGDCL changeover panel. (Approx. Distance from Changeover to rental Generator is about 150 Meters).
  - 4.1.6 The contractor should supply the skid mounted Gas Driven generator units.
- 4.2 The supplied engine & generator should be brand new or 07 years old (recently over hauled) to give satisfied performance throughout the contract period, however engine older than 07 years will not be acceptable.
- 4.3 The bidder shall provide the documentary evidence of over hauling history, make, model, manufacturing year, last MOH, TEO, In-frame and its running hours etc

- 4.4 The generator package should be equipped with all the standard accessories/safeties. The engine will be inspected and accepted after installation, commissioning and load test. The load test will be carried out at site as per OEM recommended load test procedure.
- 4.5 The generator package should be with panel board with visible display of all parameters, fault warnings and controls. All the safeties should be operative and to be tested / verified in case required through a reliable Company or 3<sup>rd</sup> party.
- 4.6 The contractor will be responsible to provide earthing to the Genset from two different points. The contractor will ensure proper housekeeping and proper dressing of installed pipes/cable wires etc on site.
- 4.7 The contractor will responsible to provide all necessary tools/accessories to their manpower for routine maintenance jobs.
- 4.8 The contractor will supply the genset which is healthy in all aspects requiring no maintenance during the contractual period
- 4.9 The contractor will be responsible for regular filling of log books issued for generators by the contractor. The log book must be signed by Maintenance Teams of the respective field/location fortnightly.
- 4.10 Filling of daily, weekly, and monthly maintenance logbooks and keeping their records will also be the responsibility of the contractor.
- 4.11 In case of fault in Genset the technical expert of contractor must be at site for trouble shooting as and when required without any delay.
- 4.12 The contractor will assure the presence of workshop manual, maintenance manual, maintenance and performance reports and other necessary data at site.
- 4.13 The contractor will provide the fuel gas meter for each Genset.
- 4.14 The contractor shall demonstrate strong commitment to all corporate HSE, procedure, polices in addition to the instructions / initiatives passed on time to time for safe operation of engine.
- 4.15 Engine exhaust duct/ pipe must be at minimum height of 8mtr from the ground level.
- 4.16 Contractor will submit engine emission report of the offered engine(s) in accordance with SEPA-2014 as per SEQs (Sind environmental quality standards). Monitoring must be undertaken by some SEPA approved Lab.
- 4.17 Contractor will take corrective action as deemed appropriate in case the engine emission found in violation of the SEPA-2014 & SEQs (Sind environmental quality standards) more result of the corrective measure to be submitted to OGDCL.
- 4.18 Contractor will submit start-up & shutdown procedure & ensure his manpower is well conversant to the operating procedure(s) contractor will also provide all required / mandatory PPEs to his manpower.
- 4.19 Contractor will submit their HSE Plan at the time submission of bid document.

## **5. Installation & Commissioning**

- 5.1 The contractor is responsible for mobilization, installation and commissioning of generator at site. OGDCL will provide Crane (only) for loading and unloading facility of Genset at site.
- 5.2 Only hard standing would be made available at site. All other requirements of installation, commissioning and operation will be fulfilled by the contractor.
- 5.3 For Gas Generator, fuel gas supply lines would be provided by OGDCL up to the designated place where the genset will be placed. The contractor has to make arrangements for making connections with the fuel supply line.
- 5.4 Civil work and piping jobs for the installation of cooling towers of Genset and the treatment of water for cooling towers is the responsibility of contractor. OGDCL will provide only ground water for cooling towers.
- 5.5 All necessary checks regarding installation and commissioning of the generator is the responsibility of the contractor.

- 5.6 OGDCL will provide fuel gas for Genset at pressure 100 to 180 PSI, other arrangements for reducing the gas pressure according to the requirements of Genset will be the responsibility of contractor.
- 5.7 The Genset will be tested on continuous peak load for 72 hrs with guaranteed fuel consumption.
- 5.8 Arrangement of dummy load will be the responsibility of contractor.
- 5.9 The time line for installation & commissioning is 03 calendar days.

## **6. Operation**

- 6.1 Contractor is fully responsible for trouble free operation, maintenance and routine check-ups of the generator unit during the contract period. SOS as per OEM recommendation to be done by supplier/contractor.
- 6.2 Un-interrupted power supply should be ensured for 24x7 days of week during contract period.
- 6.3 All types of maintenance of generators will be the sole responsibility of the contractor in respect of spare parts, material, manpower, allied services & support and all other requirements.
- 6.4 The contractor should have sufficient brand new inventory stock at field for quick troubleshooting of faults to eliminate downtime of Genset.
- 6.5 Contractor is responsible to depute minimum one operational staff per shift for generators operation & maintenance. OGDCL will provide accommodation and food to the contractor staff deputed for rental Generators as per OGDCL staff rules.
- 6.6 Contractor is responsible to provide all required PPE'S to his operational staff and depute trained personnel (regarding safety awareness) to at plant.
- 6.7 The contractor is responsible to arrange alternative crew member in case of absence of any crew member due to sickness, leave, domestic or any other reason. OGDCL will not be responsible for any damage caused to generators due to non-presence of operator.
- 6.8 Synchronization of rental genset with the existing OGDCL gas genset is the responsibility of contractor. Controller of rental genset should have option to operate at both power mode and synchronise mode with the existing OGDCL gas genset.

## **7. End of Contract**

OGDCL reserves the right to terminate the contract as per draft contract section # 18 "Termination". After termination of contract, contractor is responsible to uninstall generators and demobilize them from the OGDCL site within a week after which the contractor will be liable to pay storage charges @ ½ % of the monthly rent rates on every day basis up to 15 days. After 15 days, the penalty will be charged @ 5% of the monthly rent rates on every day basis which will be deducted from final invoice.

## **8. Terms & Conditions**

- 8.1 Nothing except fuel i.e. gas will be provided by OGDCL for operation of the generators. All other requirements have to be fulfilled by the contractor.
- 8.2 No down time is allowed for power supply
- 8.3 In the event of any shut down/breakdown, the contractor has to make the arrangements for provision of maintenance of generator immediately or make arrangement for alternate Generator within 48 hours.
- 8.4 The generator package must have the monitoring devices for generation voltage, output current, frequency, battery voltage, fuel level, lube oil pressure, engine temperature and running hours. Safety devices like overload and short circuit protection for generator, over speed, low oil pressure, and high temperature must be operative with indication lights. Unit is to be provided with emergency shutdown/stop switch which must be operative. Bidder has to confirm availability of these in his bid proposal.



- 8.5 Charges of any damage caused to any OGDCL equipment/appliances due to malfunctioning of the generator will be charged from contractor and will be deducted from invoice of the contractor as per actual.
- 8.6 OGDCL will not be responsible for any damage caused to generators and/or contractor employees under any circumstances.
- 8.7 Rental charges will be started from the time of satisfactory power supply.
- 8.8 Payment will be made through cross cheque after deduction of applicable taxes against invoices.

**9. Penalty**

- 9.1 The deductions will be made on the basis of 02 (Two) days rent from the rental invoice in case of blackout/complete shutdown. If shutdown prolongs more than one day, then deduction will be made two times the number of days (2 X no. Of days) of the total rental charges.
- 9.2 If the hired Generator has been malfunctioned and out of service for than 12 hours than deduction will be made on pro rata basis from rental invoice.

**10. Company Qualifying Criteria**

The contractors who intend to participate in this rental generator bid must provide documentary proof for at least 08 years of generators installation & operation experience. Further the contractor should submit a list of projects of similar nature carried out by them with brief scope of work along the technical portion of the bid for similar generators.

The company is to provide the following mandatory data for evaluation/qualification:

- 10.1 Last three years of audited annual accounts/annual reports
- 10.2 Certified copy of NTN/GST.
- 10.3 Listed status of the company / other company profile
- 10.4 Comprehensive list of rental generators available for gas based operations
- 10.5 List of all the workshops and service agencies across Pakistan.
- 10.6 HSEQ policy of the company.
- 10.7 The contractor is to confirm that operator would be provided with adequate PPE's including coveralls, ear muffs, safety shoes, safety helmets, safety goggles, safety gloves.
- 10.8 HSEQ trainings done by the operational and maintenance staff during the last three years (with details for training title/agency, duration in hours, certification)
- 10.9 Company profile/projects exhibiting 08 years of continuous operations.
- 10.10 Any previous contract for Operation & Maintenance of generators with OGDCL and/or other E&P companies operating in Pakistan.

**11. Estimated Delivery Time**

The expected delivery period for supply of generators to OGDCL site is 1 week after the issuance of service order. Bidders are required to meet this delivery period.

**12. Program of Works/ Job Completion Time**

Contractor shall carry out all activities associated with the work within 3 days after the generators reach at site. The main points shall include but not limited to:

- a. Mechanical works at site
- b. Installation of Equipment
- c. Testing and commissioning

**13. Contractor's Crew**

The contractor shall have to provide tentative details of its crew who shall be appointed for this rental O&M job throughout the contract to respective In-charge of field/location. The contractor will provide the security clearance (Police verification) of his nominated operators to the OGDCL. The contractor has to change any or all of its crew members/operators whose performance is found unsatisfactory or involved in any illegal activities. The crew members must have all the knowledge of generators operation & maintenance and should have hands on experience. OGDCL would have the right to interview, accept or reject any crew member appointed for this project at any stage. OGDCL will provide accommodation and food for operators (only 03 members) at site as per company staff messing rules.

**14. Progress Reports**

The contractor shall prepare and submit to the company a weekly report detailing all actions that have occurred in the preceding week with details of total operation hours, total downtime, and maintenance jobs and planned maintenance for the next week. The report would be submitted by Monday of each week with signatures of both the field maintenance engineers and field manager.

**15. GAS Composition (QADIRPUR GAS PLANT)**

The composition of gas to be used as fuel gas for generator at site is as under:

| Component  | Mole (%)      |
|--|---------------|
| Methane  | 83.89         |
| Ethane   | 1.12          |
| Propane  | 0.30          |
| Iso-butane   | 0.07          |
| n-butane   | 0.08          |
| Iso-pentane  | 0.04          |
| n-pentane  | 0.03          |
| Hexane +   | 0.06          |
| Carbon dioxide   | 1.84          |
| Nitrogen   | 12.57         |
| Hydrogen Sulphide PPM  | 16 (Max)      |
| <b>Relative Density/ Specific Gravity</b>  | <b>0.638</b>  |
| <b>Avg C.V Calorific ValueBTU/Cuft</b>   | <b>886.82</b> |
| <b>Note: Gas composition may have variation of about <math>\pm 10\%</math> from tabulated value.</b> |               |

**16. Financial Bid Format**

| Sr. # | Field                         | Number of Generators required | Power requirement | Fuel | Monthly Rental PKR. | Total Rent of 03 Months (PKR) |
|-------|-------------------------------|-------------------------------|-------------------|------|---------------------|-------------------------------|
| 1     | QADIRPUR GAS PROCESSING PLANT | 01 Continuous running         | 975 KW or 1218KVA | GAS  |                     |                               |

**17. Deadline/ Time and place for submission of bids (Refer clause-18 and 16.1 of Instructions to bidders):**

Sealed bids in duplicate as detailed in Instructions to bidders of this tender enquiry must be delivered / dropped in the office detailed therein until **1000** hours Pakistan Standard Times ("PST") on **dd-mm-20XX**

**18. Opening of Bids (Refer clause - 4 and 20 of Instructions to Bidders).**

Bids will be opened at **1030** hours ("PST") on **dd-mm-20XX** at OGDCL Qadirpur gas field, Ghotki, Pakistan.

**19. Sealing, Marking and Transmission of the bid (Refer clause -18 of Instructions to bidders).**

Your detailed "Technical Proposal" and "Financial Proposal" (Original only) should be submitted in one envelope. The envelope containing Technical and Financial Proposals shall be properly sealed, stamped and marked.

**GENERAL TERMS AND CONDITIONS:**

- A. BIDS MUST BE SUBMITTED UNDER SINGLE STAGE ONE ENVELOPE BIDDING SYSTEM i.e. TECHNICAL & FINANCIAL. BIDS OPENING WILL BE PERFORMED ON SAME 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. OGDCL RESERVES THE RIGHT TO REJECT ANY OR ALL THE BIDS WITHOUT ASSIGNING ANY REASON.
- E. QUOTED PRICES MUST BE FIRM (INCLUSIVE OF GST/SST, OTHER TAXES, AND DUTIES).
- F. THE MAXIMUM DELIVERY TIME FOR SUPPLY RENTAL GENERATOR IS (01) WEEK FROM THE DATE OF RECEIPT OF FIRM PURCHASE/WORK ORDER.
- G. 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  
Qadirpur Gas Field,  
Ghotki, Sindh-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 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/01/QP-ELECT/2025)**  
**(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  
Qadirpur Gas Field,  
Ghotki, Sindh-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 \_\_\_\_\_ 201\_\_\_\_

(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/01/QP-ELECT/2025)**  
**(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  
Qadirpur Gas Field,  
Ghotki, Sindh-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 anyone 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 certificate 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, miss-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 void able 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, tinder'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  
Qadirpur Gas Field,  
Ghotki, Sindh-Pakistan

TEL: : 92 072-3660683-4  
(Ext. 250, 205,232)  
FAX: : 92 072-3660676  
EMAIL: :instrument\_qp@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:<br>(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 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/3<sup>rd</sup> 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 up to 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,<br>JINNAH AVENUE,<br>ISLAMABAD | 051-<br>9209701 | 051-<br>9209708 |                         |
| I/C Electrical Section | Qadirpur Gas Field                          | 072-3660697     | 072-<br>3660676 | electrical_qp@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  
Qadirpur Gas Field,  
Ghotki, Sindh-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 undertake 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)

**BANK GUARANTEE AS ADVANCE PAYMENT**

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

**Oil & Gas Development Company Limited**  
**Qadirpur Gas Field,**  
**Ghotki, Sindh-Pakistan**

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 your 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)