



OIL & GAS DEVELOPMENT COMPANY LIMITED
OFFICE OF THE MANAGER (SCM)-FOREIGN

Head Office Blue Area Islamabad
Phone: 051-920022144, 2623023
Email: irshad_muhammad@ogdcl.com



NO. PROC-FC/LCB/P&P/KPD-3218/2018

Jan 18th, 2018

M/S _____

Phone # _____

Subject: - **LETTER FOR INVITATION TO BID FOR HIRING OF CONSULTANCY SERVICES FOR KPD-TAY PLANT DESIGN DUE DILIGENCE AND DE-BOTTLENECKING STUDY AGAINST ENQUIRY NO. PROC-FC/LCB/P&P/KPD-3218/2018**

Dear Sir,

We are pleased to issue subject tender enquiry to you as a pre-qualified Consultant to submit technical & financial bid proposal on the terms and conditions as detailed below:

1. Terms of reference with scope of work, items to be inspected along with manufacturer's complete address is attached as **Annexure-"A"**.
2. You are requested to submit your most competitive sealed bid/proposal valid for 150 days on or before **Feb 07, 2018 at 1100 hours**, in sealed envelope marked with enquiry number. Bids must be delivered / OGDCL reception at 1100 hrs on 07-Feb-2018 at the following address:-

Manager (Foreign)-Procurement

Oil & Gas Development Company Limited
Supply Chain Management Department
OGDCL House, Plot No. 3 (New No. 3013) F-6/G-6,
Jinnah Avenue, Islamabad (Pakistan)
Phone No: 92-51-920022144

3. Bid shall be accompanied by 2% Bid Bond of quoted amount in the form of a Bank Guarantee/Payorder/demand draft. Any bid without bid bond shall be rejected. The Bank Guarantee should be issued by a Pakistani Scheduled Bank or branch of a foreign bank operating in Pakistan valid for 180 days, except NIB, Summit & RBS Banks, in accordance with the Format at **Annexure-"B"**.
4. The prices should be inclusive of all taxes and stamp duties as per Government Rules applicable on services companies. Taxes will be deducted at source.
5. The bid documents comprise of the following:
 - a) Terms of Reference / Scope of Work, (Annexure-A)
 - b) Format of Bid Bond (Annexure-B)
 - c) Format of Performance Bond/ Bank Guarantee (Annexure-C)
 - d) Format of Bidding Form(Annexure-D)
 - e) Format of Integrity and Ethics undertaking (Annexure-E)
 - f) Certificate of compliance/acceptance (Annexure-F)
 - g) Draft Contract /Draft Service Order (Annexure-G)

6. Clarification, or any other information, if required can be obtained by addressing to OGDCL given below:

Mr. Irshad Muhammad
Manager (SCM)-Foreign
Telephone: (92-51) 920022144
Email:
irshad_muhammad@ogdcl.com

Mr. Kamran Ghafoor
Chief Engineer Process
Telephone: (92-51) 920022748
Email: kamran.ghafoor@ogdcl.com

Mr. Obaid Sikander
Procurement Officer (Projects)
Telephone: (92-51) 920022139
Email: obaid_sikander@ogdcl.com

Mr. Muhammad Hammad Ali
Sr. Procurement Officer
Telephone: (92-51) 920022127
Email: muhammadhammad.ali@ogdcl.com

7. Bids will be accepted only if the materials / services and supplies being offered are produced and manufactured in the country(s) maintaining bilateral relations with Pakistan.
8. Please provide complete details of the focal persons for correspondence along with cell number.
9. The Purchaser does not take any responsibility for collecting the bids from any Agency. Your authorized representative may attend the Tender opening if desired. The request for extension of closing date and time shall not be entertained and tender received after closing time or date shall be returned to Bidder unopened.
10. The Purchaser reserves the right to increase or decrease the quantities / Scope of Work and accept or reject any or all bids or cancel any or all items at anytime without assigning any reasons thereof.
11. The bid proposal should essentially include C.Vs of the professionals expected to be deployed for the said job.
12. The Service Order shall be interpreted in accordance with the law applicable in Pakistan.
13. Payment will be made on submission of your invoices along with inspection report carried out by the company as per provided TOR.
14. The price charged by the Service Company for required services shall not vary from the prices quoted by the Service Company.
15. The contract / service order will remain valid till completion of job / period specified in Terms of Reference (TOR) at Annexure "A". Any extension in validity of contract / service order will be subject to written mutual consent of both the parties.
16. On acceptance of the bid by the Purchaser the successful bidder shall be required to furnish Performance Bond / Bank Guarantee for an amount equivalent to 10 % of the Contract value for the required Services in US Dollars or in currency of Bidder or equivalent in Pakistan
17. The bidder shall bear all costs associated with the preparation and submission of his bid and OGDCL will in no case be responsible or liable for those costs, regardless of the outcome of the bidding process.
18. Contract price will be subject to adjustment as a result of addition/reduction in scope of work. However, unit price quoted for such work shall be used as base price for computation of final invoice. Contractor should take approval for such changes in writing from OGDCL. Rates and quantum of any additional job, not covered in the scope of work shall be subject to approval of OGDCL.
19. The bid must be prepared and submitted in the English language. Supporting documents and printed literature furnished by the bidder with the bid may be in another language as long as they are accompanied by an English translation of the pertinent passages. For the purpose of interpretation of the Bid, the English language shall prevail.
20. Any Bid received after deadline for submission of Bids prescribed by OGDCL will be rejected and returned unopened to the bidder.
21. The bid must be strictly in accordance with our Terms of Reference and quoted price must be firm. No late bid/no extension shall be entertained. Please ensure to submit your proposal as stipulated above.

Regards,


(Irshad Muhammad)
Manager (SCM)-Foreign