

OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO. PROC-SERVICES/CB/LOG-5006-B/2021

HIRING OF RENTAL GAS GENERATOR FOR LOGISTIC FIELD
TANDO ALAM

TERMS OF REFERENCE**1. General Introduction.**

OGDCL intends to hire the services of an experienced and well reputed contractor for provision and operation of continuous running Power Generation on Gas fuel for 24 hrs operation, along with accessories, for an approximate load capacity of 200 KVA in OGDCL Logistics Field Tando Alam on monthly rental basis. The number of equipment (main and / or backup) utilized will be contractor responsibility. The contractor will be responsible for provision of smooth, continuous, and un-interrupted power supply round the clock to the OGDCL Location. Only space and Gas Fuel for generation operations will be provided by OGDCL. All other requirements including but not limited to changeover switches, control panels, Lube Oil, filters, batteries & battery electrolyte, radiator/cooling tower coolant and/or any other requirement to be fulfilled by the contractor itself. OGDCL will provide the power cable from offices / living quarters to the power generation area. All the operations and maintenance activities pertaining to generator(s) will be handled by the contractor. Upto a maximum of 4 hours of downtime is allowed in full calendar month.

2. Contract Period

The rental contract will be for a period of One (01) year from the date of signing, which will be further extendable with mutual consent of both parties.

3. Contractors Responsibility & Scope of Supply

- 3.1. The contractor has to supply Gas generator(s) at respective locations for 24 hrs generation at an approximate load capacity of 200 KVA including panels, accessories, changeover switches, etc.
- 3.2. Electricity Generation with on continuous basis for all 24 hrs in a day.
- 3.3. Contractor is allowed upto a maximum of 4 hrs of “down time” in full calendar month.
- 3.4. Strongly recommended to visit the location before bid submission to avoid any confusion.
- 3.5. The contractor will be responsible to provide gas generator set with Operation and maintenance services with
 - 3.5.1. Operational Staff (24 Hours)
 - 3.5.2. All operating fluids & spares; Fuel (Gas) will be provided by OGDCL.
 - 3.5.3. Periodic and regular maintenance
 - 3.5.4. Breakdown repairs & maintenance
 - 3.5.5. Transportation to & from location for equipment, personnel & spares.
- 3.6. The contractor should supply the skid mounted unit(s).
- 3.7. The successful contractor shall maintain its generator before shifting to OGDCL site. The documentary proof of last major/top overhauling and maintenance to be provided.
- 3.8. OGDCL reserves the right to visit the contractor site for inspection of generator prior to shifting of generator to site.
- 3.9. The OEM name plate of the Engine and Alternator should be mounted on each equipment. This must be clearly visible & readable. Generator(s) set without name plates shall not be accepted.
- 3.10. The generator package should be equipped with all the standard accessories/safeties.
- 3.11. The generator package should be with panel board with visible display of all parameters, fault warnings and controls. All the safeties should be operative.
- 3.12. The contractor will be responsible for earthing of all its equipment as per industry standards.
- 3.13. The contractor is responsible to provide all necessary tools/accessories to their manpower for routine checkups.

- 3.14. The contractor will be responsible for regular filling of log books issued for generator. The log book must be signed by Incharge Maintenance of the respective field/location in charge fortnightly.
- 3.15. Filling of daily, weekly, monthly, six monthly and yearly maintenance performas and keeping their records will also be the responsibility of the contractor. The stationary used to maintain the Gen Set records, is the responsibility of the contractor.
- 3.16. The contractor will assure the presence of workshop manual, maintenance manual, maintenance and performance reports and other necessary data at site.
- 3.17. OGDCL will provide the boarding for 02 contractor operational personnel at OGDCL Staff Camp without any charges. Contractor will pay for all other charges, including but not limited to the salaries, meals cost, allowances, medical, insurance, etc for their personnel.
- 3.18. OGDCL will provide the power cable to the proximity of generation area to connect with generator(s).
- 3.19. Rent charges will be made through cross cheque, only payable to contractor after completion of assignment and submission of invoices with required documents, duly verified by I/c Logistic Workshop & Operation Manager of the OGDCL Logistic Field, Tando Alam. Contractor shall submit monthly rental invoices to OGDCL on the last date of every month to the location Incharge. Moreover, there will be no any advance payment.
- 3.20. The prices quoted shall include all the applicable taxes (except ICT/PST) which shall be borne by OGDCL.

4. Delivery Time.

- 4.1. The delivery period for supply of electricity to OGDCL site is 60 calendar days (at maximum) from the issuance of service order.
- 4.2. If the contractor fails to deliver any or all of the goods/services within the time periods(s) specified in the Contract, LD as per OGDCL draft contract clause # 14.
- 4.3. Even after imposition of LDs, if the supplier fails to materialize the delivery (material and or services); the Purchaser reserves the right to cancel Purchase Order/Contract/LC and forfeit the Guarantee.

5. Installation & Commissioning.

- 5.1. The installation & commissioning activities time line is 15 calendar days after the generator reach at site.
- 5.2. The contractor is responsible for mobilization, installation and commissioning of generator at site. OGDCL will provide only loading/ unloading facility at site.
- 5.3. Only hard standing would be made available at site. All other requirements will be fulfilled by the contractor.
- 5.4. All necessary checks, arrangements and commissioning of the generator are the responsibility of the contractor.
- 5.5. For Gas Generator(s), fuel gas supply lines would be provided up to hard standing by OGDCL. The contractor must make arrangements for making connections with the fuel supply line. Installation of Gas Regulator(s) (if required) will also be on part of the contractor.
- 5.6. The successful bidder will have to verify its offered load of generator at site during commissioning with load bank. All arrangements/requirements for load bank are in contractor's scope with no cost to OGDCL.

6. Operation

- 6.1. Contractor is fully responsible to provide continuous rated power supply 24x7 days of week during the entire contract period.
- 6.2. Nothing except natural gas having pressure upto 100 psig (max.) will be provided by OGDCL for operation of the generators as fuel.
- 6.3. All other requirements like Lube Oil, filters, batteries, battery electrolyte, radiator/cooling tower coolant and/or any other requirement to be fulfilled by the contractor at its own cost. Only raw water will be provided.
- 6.4. Contractor is fully responsible for trouble free operation, maintenance and routine checkups of the generator unit during the contract period.
- 6.5. All types of maintenance of generator will be the sole responsibility of the contractor in respect of spare parts, material, manpower, allied services & support and all other requirements.
- 6.6. Contractor is responsible to depute his operational staff for generator operation & maintenance.
- 6.7. Contractor is responsible to provide all required PPE'S to his operational staff.
- 6.8. Contractor is responsible to abide by all OGDCL HSEQ related policies and abide by the rules & regulations.
- 6.9. 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 generator / contractor employees, due to any reason under any circumstances.
- 6.10. Charges of any damage caused to any OGDCL equipment/ appliances resulting from malfunctioning of generators will be charged from contractor as per actual repair or replacement cost.

7. End of Contract

- 7.1. OGDCL reserves the right to terminate the contract as per OGDCL contract clause # 18 "Termination".
- 7.2. After termination of contract, contractor is responsible to uninstall generator and demobilize them from the OGDCL site within 10 calendar days, after which the contractor will be liable to pay demurrages charges @ 2 % of the monthly rent rates on each day delay, which will be deducted from final invoice/performance guarantee.

8. Terms & Conditions

- 8.1. 04 hours of total down time, including maintenance, is allowed in each calendar month and contractor is liable to provide seamless, smooth, continuous and un-interrupted power supply.
- 8.2. Contractor to arrange its replacement if any of the installed Gen. Set(s) is required to be shifted for any type of scheduled overhauling/Maintenance.
- 8.3. In an event, the power shut down prolongs more than 04 hours total per calendar month; contractor is liable to pay twice of hourly rate as penalty and will be calculated from monthly rental on pro-rata basis and will be deducted from monthly rent.
- 8.4. OGDCL will only provide accommodation to the contractor's crew for a maximum of two persons at site with 12 hours shift. All other expenses of contractor's crew including meals will be on the part of contractor.

9. 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 period with prior one month's notice to each location in charge / field location. The location in charge will have to make the security clearance of nominated operators. 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 only provide accommodation to the contractor's crew for a maximum of two persons at site with 12 hours shift. All other expenses of contractor's crew including meals will be on the part of contractor.

10. 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.

11. Company/Bidder Qualifying Criteria.

- 11.1. The contractors who intend to participate must provide documentary proof for at least 10 years of generators installation & operation experience. Further the bidders should submit a list of projects of similar nature carried out by him with brief scope of work along the technical portion of the bid for similar generators.
- 11.2. The company is to provide the following mandatory data for evaluation/qualification:
 - 11.2.1. Certified copy of NTN/GST.
 - 11.2.2. Company profile.
 - 11.2.3. Comprehensive list of rental generators available for both diesel and gas based operations
 - 11.2.4. List of all the workshops and service agencies across Pakistan.
 - 11.2.5. HSEQ policy of the company.
 - 11.2.6. The bidders is to confirm that operator would be provided with adequate PPE's including overalls, ear muffs, safety shoes, safety helmets, safety goggles, safety gloves.
 - 11.2.7. Last 05 years of continuous operations record for reference.
 - 11.2.8. List of previous contract for Operation & Maintenance of generators with OGDCL and/or other E&P companies operating in Pakistan during last 10 years. Bidder to provide contract copies in this regard.
 - 11.2.9. Performance Certificates (at least 3) from respective companies for current & previous rental contracts.
 - 11.2.10. Company financial standing & financial reports.
 - 11.2.11. In case of joint venture, copy of contract should be provided in technical bid.
- 11.3. 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. Each 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.

12. Bidder evaluation Criteria.

Prospective bidder's shall be evaluated on the following Qualitative Evaluation Criteria and the qualifications marks are 75.

Sr. #	OGDCL Requirement	Total Marks	Marks Obtained
I	Provision of Gen. sets on rental experience of last 15 years. a- More than 20 Gen sets b- 15-20 Gen sets c- 10-15 -Gen sets d- 5-10 Gen sets e- Below 5	35 30 20 10 0	
ii	Condition of Gen sets a- Max New or 03 years. Old b- Max 05 years. Old c- Max. 07 years old d- Above 07 years old	25 15 05 0	
iii	Copies of contract with OGDCL/other companies a- More than 10 copies b- 7-10 copies c- 4-7 copies d- Below 4 copies	20 15 10 0	
Iv	NTN/Sales Tax registration along with certificate (both)	5	
V	Last 05 years financial audit report/bank statement	10	
Vi	100% compliance of OGDCL TOR as per Annexure "A" without any deviation.	5	
	Total Marks:	100	

Note:

Bid shall be considered Non-Responsive if the bidder acquires zero marks in any one of the above points of bidder evaluation criteria (Point # I to VI).

13. Financial Bid Format

Sr.	Description	Qty.	Unit	Cost (PKR)
1	Main Gas Generator Set of 200 KVA,3-phase,400 V, 50 Hz along with standby Gas Generator of same capacity	02 No	Continuous	Per Month
			Standby	Per Month
2.	Price/Rate Per Month (Lump Sum) in PKR			
3.	Total Rent for 12 Months in PKR inclusive of all taxes (Except ICT/PST)			

Above prices includes 24 hrs continuous power generation on seamless, smooth, continuous and un-interrupted power supply.

Evaluation Criteria:

1. Financial Evaluation will be done on lump sum (continuous un-interrupted power supply).
2. Bid price shall be inclusive of all taxes, duties, levies, charges etc. except provincial sales tax.
3. Any other/fixed cost (Mob/De-mob, installation, commissioning etc.) will not be entertained separately. OGDCL will pay only monthly rental. Bidder to quote accordingly.
4. Prices should be firm without any adjusting formula.
5. Priced sheet to be submitted with financial bid. However un-priced sheet to be submitted with Technical Bid for evaluation purpose.
6. In case of arithmetic error in the financial bid, OGDCL reserves the right to select the lowest cost option.

14. FUEL GAS COMPOSITION OF THE FIELD IS AS UNDER.

Components	Mole %
C1 (Methane)	88.186
C2 (Ethane)	5.517
C3 (Propane)	0.406
I-C4 (I-Butane)	0.017
N- C4 (N-Butane)	0.017
I-C5 (Iso-Pentane)	0.007
N-C5 (N-Pentane)	0.010
C6+ (N-Hexane)	0.265
Co2 (Carbon Dioxide)	2.663
N2 (Nitrogen)	2.912
Total	100
Gross Ideal Heat Value	1013.91
C.V BTU/CF Dry	1017.08
C.V BTU/CF Saturated	999.38
Specific Gravity	0.63018

Note: The values may vary $\pm 10\%$ of the above mentioned components. Bidder is requested to Consider this while quoting the Bid.

OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on 'single stage Two envelop"

AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to **PKR 425,000.00/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

MANDATORY REQUIREMENT

For online payment to vendors/contractors through (IBFT & LFT). Following info is required from your company: -

1. IBAN (INTERNATIONAL BANK ACCOUNT NUMBER 24 DIGITS).
2. VENDOR NAME AS PER TITLE OF THEIR BANK ACCOUNT.
3. NTN NO.
4. CONTACT # OF COMPANY CEO/OWNER (MOBILE & LANDLINE).
5. POSTAL ADDRESS.
6. BANK NAME.
7. BANK BRANCH NAME & ADDRESS.

The master set of tender documents (services) uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR.

Bidders are requested to read TOR & Master Set to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid.

Following is the link for Master Set of Tender Documents for Services:

<https://ogdcl.com/sites/default/files/tender%20download/Tender%20Document%20Services%20Press%20for%20Web%20loading-BB%20%26%20PBG%20FRM%20LISTED%20BANK%20DT%2007-05-2021.pdf>