

OIL & GAS DEVELOPMENT COMPANY LIMITED



SERVICES/CB/WS-6400000109/2022

**HIRING OF SOLID CONTROL EQUIPMENT INSPECTION AND
OPTIMIZATION SERVICES UNDER RATE RUNNING CONTRACT FOR A
PERIOD OF ONE (01) YEAR ON AS AND WHEN REQUIRED BASIS**

ENCLOSURES:

Section A - Scope of Work.

Section B - Terms of Reference (TOR).

Section C - Technical Evaluation Criteria.

Section D - Financial Bid format.

SECTION: A

SCOPE OF WORK

Oil & Gas Development Company Ltd. (OGDCL) a leading exploration and production company, is desirous of acquiring **Solids Control equipment inspection and optimization services** for OGDCL Operated Areas in all regions of Pakistan i.e., North/ Centre /South Regions through rate running contract for the duration of one year on as and when required basis.

The successful contractor shall provide Solid control equipment inspection and Monitoring services to optimize overall rig solid control equipment efficiency in cost effective manner and evaluate performance of all rigs solid control equipment on customized solid control software in order to get below objectives as minimum for high efficiency drilling operation;

- i) Preventive maintenance of all rig solid control equipment.
- ii) Efficient utilization of API shakers screens.
- iii) Reduce in rig site environmental hazards effects.
- iv) Optimizing drilling fluids properties.

The successful contractor shall provide following services on as and when required basis;

| Category #. 1 | Description of services |
|-----------------------------|--|
| For all Region of Pakistan. | Solid Control Equipment Inspection and monitoring services to optimize overall solid control efficiency. |

SECTION B:

TERMS OF REFERENCE (TOR)

INSTRUCTIONS TO BIDDERS:

Bidder shall not leave (i) any item of requirement un-answered, (ii) blank, or (iii) Will not write only yes instead of giving details of the technical and miscellaneous requirements. Compliance to above will firm the completeness of their bid.

1. The bidder should be industry recognized and well established in rendering Solids Control Equipment Inspection/optimization services in Pakistan.
2. The bidders have to submit the proof of providing the above mentioned services to other E&P companies in Pakistan during the recent past five (5) years (from 2017 onward)
3. List of clients in Pakistan to whom the above mentioned services provided during recent past five (05) years should be submitted with the technical bid. (Minimum 01 Pakistan base Client/ company should be included in the list).
4. All the bidders must have to provide minimum five (05) successfully implemented case studies of provided services along with the technical proposal in recent past 05 years.
5. The bidder must have a full established base in Pakistan having following minimum of each category.
 - i- Minimum 2- sets of Retort Kit, Basic Mud Testing Kit and ASTM Sieves and at least 01 mud checker.
 - ii- Must have customized solid control equipment software installed (Having license) in minimum 05 complete set of Laptops.
6. The bidder must have full operational workshop in Pakistan to provide the repair/ maintenance of the equipment any time during operations mentioned in clause-5. Details & address of workshop must be provided along with the technical proposal.
7. Each bidder should quote firm prices for services for the contract period of one (01) year. However, the contract may be extended further subject to mutual consent of both the parties and on the same rates, terms & conditions.
8. The offered equipment should be compatible with Rig & its Power source. In case of Non-Compatibility, the contractor will arrange either its own backup supply source or replace equipment which is completely in line with Rig power at contractor's account.

9. Bidder must have customized solid control software. The software is designed to carry out health check of the total solids control system by measuring drilled solids removal performance of each individual equipment and relevant data comparison with other offset wells. Software should design on API standard procedures/ formulas and industry best practices where applicable.
10. Bidder should have standard mud testing equipment Mud testing equipment includes Mud Checker, Retort Kit, Basic Mud Testing Kit and ASTM Sieves.
11. Mobilization / demobilization of personnel and equipment will be on contractor's account. OGDCL will not provide transport to operators/ personnel from nearest airport to & from well site, whereas it will be the sole responsibility of the contractor in accordance with laid down security procedure of company and/or Govt. of Pakistan i.e. security clearance/valid work visa, pick & drop etc. OGDCL will only provide boarding and lodging to contractor's personnel at rig site at no additional cost.
12. Contractor must have Office Support Manager / Coordinator having relevant experience of minimum **05 years Solids Control Equipment Inspection/optimization or equivalent** for technical assistance to field contractor engineer / supervisor and daily coordination with relevant Drilling Fluid personnel company head office and at no cost to OGDCL. Minimum one (1) no. CV of Office Support Manager/ Coordinator must be enclosed with the technical bid.
13. Bidder must submit **CVs of minimum four (02) Supervisors/Engineers** having Solid Control inspection services experience of minimum 03 years.
14. The offered field contractor personnel will meet the following requirements:
 - i. Age Limit: The **maximum allowable age limit is 50 years.** (Contractor's and its subcontractor's personnel over 50 years of age must receive approval from company.
 - ii. Medical Fitness: The contractor shall ensure that all its employee / consultants assigned employees are medically fit to fulfill their Solid control inspection and monitoring job responsibilities, should able to handle / operate all Equipment under this contract efficiently.
 - iii. Should expert in offered software running and maintaining program.
 - iv. should have adequate H2S training.
 - v. should have adequate HSEQ training.
 - vi. should have sound knowledge about specification of SCE, Working principle, design, operation and maintenance of Hi-G Shakers, centrifuge, & Pumps. etc.
15. The Bidder obtaining minimum qualifying marks as per Technical Evaluation Criteria (TEC) criteria will be declared technically responsive subject to fulfilling all the terms and conditions/instruction to the bidders as per all enclosures.

16. The contractor will provide online customized solid control software service to monitor candidate wells on the basis of drilling and mud parameters provided on daily basis. Contractor must provide software access to OGDCL Official.
17. The contractor would bound to provide services whenever & wherever required on any of rig sites of OGDCL within 48 hours with no excuse. However, for Convoy restriction areas; contractor will be bound to reach at convey point within 48 hours.
18. All types of repairs and maintenance of contractor equipment (**Mud Checker, Retort Kit, Basic Mud Testing Kit and ASTM Sieves**) will be the contractor's responsibility including the cost of consumable and spares used.
19. Contractor will ensure the use of PPEs at Site. All required PPEs and safety equipment for contractor's personnel will be provided by the contractor.
20. The contractor has to ensure to complete SCE inspection services at well site **in maximum 07 days stay of their assigned Engineer / Supervisors to achieve optimum Job Efficiency** after that period payment will only made in case of OGDCL requirement and prior approval from OGDCL Head Office.
21. Contractor must have its own Training System in place. Training certificates and documents should be verifiable to Company satisfaction for offered field staff.
22. On Rig inspection evaluation of SCE shall be witnessed by site Drilling Fluid Engineer and Rig Maintenance official and signed the daily job report which will be part of invoices. Contractor shall convey the test results to site Drilling Fluid Engineer and will submit the results at Head office.
23. The contractor shall conduct and submit a post job evaluation report after each job and advise the Company on technical suggestions / lesson learnt for improvement in drilling operations and need to submit report within 03 days after job OR prior as per urgency of requirement.
24. The payment, to Contractor, will be made as per **draft contract Section - 04**.
25. All the no. of days/quantities given in finance Bid Formats in tender documents are for evaluation purpose only. However, the payment will be made as per actual services hired after verification of invoices from site Drilling Fluid Engineer, Operation Manager/ Company Man and Drilling Fluid Department, Head office, OGDCL.
26. The Contractor should abide by local regulations regarding employment and benefits for all its manpower including employees, contractors and sub-contractors. Contractor should also abide by all the relevant changes that are made effective by regulatory authorities during the course of contract, including minimum wages, etc.

27. Proposed Engineers / Supervisors should be fluent in spoken and written English & Contractor designated staff for company should be Pakistani national (minimum 90 %).
28. If any of the information provided by the bidders proves wrong or a counterfeited/ illegitimate document is submitted to mislead department, OGDCL reserves the right to disqualify such bids without assigning any reason.
29. In case of award of Contract, contractor has to perform the Services in all OGDCL Operated areas in Pakistan with **at-least 2 parallel operational rig sites** including but not limited to Baluchistan and Khyber Pakhtunkhwa.
30. Contractor engineer / supervisor must need to train OGDCL personnel at Rig site / office on Solid control equipment to improve the competency of OGDCL personnel.
31. Contractor shall carry out a health check of the total solids control system by measuring drilled solids removal performance of each individual SCE equipment. This is done by measuring drilled solids content in mud before and after each piece of SCE equipment.
32. The following equipment inspection / optimization will be carried out by the Solid Control Optimization Engineer / supervisor on sites along with verification of SCE check list.
 - i- **Shale Shakers & Screens**
 - ii- **De-silter / De-sander / Mud Cleaner & Screens**
 - iii- **Centrifuges**
 - iv- **Augurs & Hi-G dryer**
33. The key responsibilities of Solid Control Optimization Engineer / supervisor will be as;
 - i- **Pre-Spud Inspection of Solid Control Equipment on rig**, engineer / supervisor will ensure to physically check the onsite rig equipment i-e SCE mentioned in **clause # 32** as minimum and will recommend corrective maintenance required to get the equipment in best possible shape before drilling starts.
 - ii- **Assessment During Operational Well, engineer / supervisor will run multiple tests during his visit** to ensure optimum performance of all solid control equipment. In conjunction with the onsite mud engineer, he will advise further improvements if and when required. While onsite inspection engineer / supervisor will generate a daily report on actual performance of solid control equipment and will submit a daily summery report to the OM/CM/ME.

iii- **End of job Report / End of well report.**

Contractor will generate a detailed report on the performance of solid control equipment during rig site visit.

The report will be based on SCE inspection / evaluation with collected information from mud report and will suggest further improvements required for future wells.

Contractor must provide customized report as per operator need.

Note: The SCE performance reports will be generated by customized SCE software on rig site by engineer / supervisor.

These reports will include date wise results of following;

- a) To verify that all available stock of screens is OEM or non OEM
- b) Screen API solids removal / bypass test.
- c) Screen regime optimization.
- d) Report of drill solids after the shale shakers.
- e) Report De-silter / De-sander Mud Cleaner drilled solids removal.
- f) Centrifuge, Barite % recovery tests.
- g) Centrifuge, drill solids % removal tests.

34. The Contractor engineer / supervisor shall be responsible to close out the proposed preventive maintenance where required, with available screen/spares to be supplied by the drilling rig store or rig contractor of all SCE.

35. The Contractor engineer / supervisor will select the API screens to dress on shale shaker to balance between removal efficiency and screen life tests, constantly by wet sieve analysis and underflow total solids.

36. The Contractor engineer / supervisor will keep tight check on worn out screens and will replace the screen as soon it gets damage to ensure minimum drilled solids bypass during his visit at OGDCL location

37. The Contractor engineer / supervisor will maintain a balance between the flow rates and drill solid removal efficiency of shale shakers by selecting the right API screen size during his visit at OGDCL location

38. **Performance Tests**

Key points; All samples will be taken in the presences of mud engineer, who will have the right to witness the tests conducted by the Solids Control Optimization Engineer/Supervisor. Mud Engineer will facilitate in collection of following information;

- a. Detail of Mud chemicals used.
- b. Mud Chemicals Products specific gravity.
- c. Quantity and Volumes of chemicals added for mud make up / treatment.
- d. Volume of base fluid added each day.
- e. Daily mud report.

36.1 Shale Shakers

Contractor Engineer / supervisor will run the following tests on daily basis to evaluate the equipment is removing the optimum level of drilled solids.

- i. Removal Efficiency
- ii. Underflow Total Solids
- iii. Low Gravity Solids Feed and Under flow.

36.2 Mud Cleaners; (De-silter / De-sander)

- i. Ensure every cone gets sufficient head as per OEM.
- ii. Cones are not clogged or showing rope effect.
- iii. Spray pattern is not too wide or narrow.
- iv. Mud cleaner is run only when required.
- v. Report Mud Cleaner drilled solids removal.

36.3 Centrifuges

SCE engineer / supervisor will run tests to evaluate centrifuges actual performance.

- i. Centrifuge, Barite % recovery tests.
- ii. Centrifuge, drill solids % removal tests

36.4 Augurs & Hi-G dryer

- i. Augurs proper recommended position / setting.
- ii. Hi-G Dryer Efficiency, screen selection for optimum solid removal.

37 Solid control optimization service ultimately shall create following as minimum;

- i. API screen management/ selection.
- ii. **Evaluate all rig solids control equipment performance by customized software.**
- iii. Shaker fluid handling management in relation to pump rates optimization.
- iv. Record key drilling / drilling fluids parameters.

SECTION C:

TECHNICAL EVALUATION CRITERIA

STEPS TO BE FOLLOWED FOR EVALUATION:

Evaluation of the bids will be based on following:

- i) Submission of bids in compliance with general tendering instructions. All reports / documentary proofs / performance letters / records / management systems / company profile etc. must be provided in English language (or translated in English).
- ii) Proof of all Mandatory requirements shall be submitted by bidder. In case of non-availability of the documents, bids shall be disqualified.
- iii) Conformity of Technical bids with Technical requirement and TOR.
- iv) Bidders qualifying mandatory requirements will be considered for further technical evaluation.
- v) Obtaining minimum qualifying marks are necessary for being technically responsive along with above compliance.
- vi) Financial bids opening of technically qualified bidders only.
- vii) Commercial / Financial evaluation of technically qualified bidders as per Financial Bid Format.
- viii) Contract will be awarded to Technically qualified and commercially lowest bidder on total lump sum basis subject to the acceptance of OGDCL terms and conditions of the contract.

| Category # | Description of services |
|-------------------------|---|
| For all region Pakistan | Solid Control Equipment Inspection services to optimize overall solid control efficiency. |

TECHNICAL EVALUATION CRITERIA:

| S. No | Tender Requirement | Maximum Marks | Minimum Qualifying Marks | Obtaining Marks |
|--------------|-------------------------------------|----------------------|---------------------------------|------------------------|
| 1 | Key Acceptance Criteria (Mandatory) | (MANDATORY) | (Conforming) | |
| 2 | Technical / services Personnel | 100 | 70 | |

Note:

- Bidders must qualify Key Acceptance Criteria to be considered for detailed technical evaluation
- Bidders are required to Score the minimum point required for each category. The Tables are provided in the following pages
- Minimum Qualifying Score is mentioned in each category.

1. KEY ACCEPTANCE CRITERIA (MANDATORY)

| | | | |
|------------|---|------------------|--|
| 1.1 | The bidders have to submit the proof of providing the above mentioned services to other E&P companies in Pakistan during the recent past five (5) years. List of clients in Pakistan to whom the above mentioned services provided during recent past five (05) years should be submitted with the technical bid. (Minimum 01 E&P (Pakistan base company must be included) | Mandatory | |
| 1.2 | All the bidders must have to provide minimum five (05) case studies of successfully implemented services in Pakistan along with the technical proposal and fully operational Solid Control Equipment facility / engineering lab equipped with standard on Global basis able to improve SCE optimization for software Design/Program. | Mandatory | |
| 1.3 | The bidder must have a full established base in Pakistan having following minimum of each category. Minimum 2 sets of Retort Kit, Basic Mud Testing Kit and ASTM Sieves and at least 01 mud checker. Must have customized solid control equipment software installed in minimum 05 complete set of Laptops. | Mandatory | |
| 1.4 | Bidder should have customized solid control software and standard mud testing equipment. The software is designed on the API standard procedures/ formulas and industry best practices, Mud testing equipment includes Mud Checker, Retort Kit, Basic Mud Testing Kit and ASTM Sieves. Contractor must provide online customized SCE software services minimum 02 wells per month or as required by company. | Mandatory | |

| | | | |
|------------------------|--|-----------|--|
| 1.6 | Contractor must have Office Support Manager / Coordinator having relevant experience of minimum 05 years Solids Control Equipment Inspection/optimization or Equivalent for technical assistance to field contractor engineer / supervisor and daily coordination support with relevant Drilling Fluid personnel company head office and at no cost to OGDCL. Minimum one (1) no. CV of Office Support Manager/ Coordinator must be enclosed with the technical bid. | Mandatory | |
| 1.7 | In case of award of Contract, Contractor must agree to perform Services in all OGDCL Operated Areas in Pakistan with at-least 2 operational rig sites including but not limited to Baluchistan and Khyber Pakhtunkhwa. | Mandatory | |
| 1.9 | The following equipment inspection / optimization will be carried out by the Solid Control Optimization Engineer / supervisor on sites. Shale Shakers & Screens, De-silter / De-sander / Mud Cleaner, Centrifuges and Augurs Hi-G dryer. | Mandatory | |
| HSE REQUIREMENT | | | |
| 1.10 | Availability of HSE Policy (please attach copy). | Mandatory | |
| 1.11 | General HSEQ Training for Proposed Personnel (please attach copy). | Mandatory | |
| 1.12 | Auditing, Review & HSE Management System (please attach document). | Mandatory | |

2. TECHNICAL EVALUATION POINTS TABLE (SEE BELOW SEPARATE TABLE)

Note:

- 1- Bidders must qualify Mandatory Requirement / Key Acceptance Criteria to be considered for detailed technical evaluation in this tender. *** is minimum requirement necessarily required/mandatory for qualifying for further processing of technical proposal.**
- 2- All reports / documentary proofs / performance letters / records / management systems / company profile etc. must be provided in English language (or translated in English).
- 3- Proof of all Mandatory requirements shall be submitted by bidder. In case of non-availability of the documents, bids shall be disqualified.

Only technically qualified bidders will be further evaluated based on Technical responsive and financial lowest basis.

| Sr.# | Description | Max available points | Minimum Point | Obtain Point | | |
|------|---|----------------------|---------------|--------------|----------|----------|
| | | | | Bidder 1 | Bidder 2 | Bidder 3 |
| 2.1 | Bidder's experience: * The bidders should have experience Solid control inspection services E&P companies in Pakistan / Global during the recent past five (5) years including mandatory requirement Minimum 01 E&P (Pakistan base) company. | 18 | 18 | | | |
| | The bidders should have experience Solid control inspection services E&P companies in Pakistan / Global during the recent past seven (7) years or above experience including mandatory requirement of Minimum 01 E&P (Pakistan base) company. | 22 | | | | |
| | Additional Pakistan experience: If bidders have experience Solid control inspection services E&P companies in Pakistan / Global during the recent past minimum five (5) or above years with 02 or above E&P Pakistan base companies. | 25 | | | | |
| 2.2 | *All the bidders must have to provide minimum five (05) successfully implemented case studies of provided services along with the technical proposal in recent past 05 years. | 18 | 18 | | | |
| | In case of ten (10) successfully implemented case studies of provided services along with the technical proposal in recent past 05 years. | 27 | | | | |
| 2.3 | * Minimum (02) Supervisors / Engineers having relevant work experience. | 16 | 16 | | | |
| | For 04 and above CVs (Additional 04 Marks for each) | 24 | | | | |
| 2.4 | *Fully operational and customized Solid control performance optimization software installed (having license) in minimum 05 complete set of Laptops. | 18 | 18 | | | |
| | If software installed (having license) in 10 or above- complete set of Laptops. | 24 | | | | |

Financial Bid format.**FINANCIAL BID FORMAT FOR SOLID CONTROL EQUIPMENT INSPECTION & OPTIMIZATION SERVICES CONTRACT FOR THE PERIOD OF ONE-YEAR**

For all Region= South, Center & North

| S.#. | Descriptions | Unit | Quantity (A) | Unit cost (PKR) (B) (Bidder will Quote) | Sub-TOTAL Cost (C = A X B) (PKR) |
|------|---|-------|--------------|--|----------------------------------|
| 1 | SOLID CONTROL INSPECTION VISITS | Each | 14 | | |
| 2 | COST OF ONLINE SOFTWARE SYSTEM FOR DRILLING FLUIDS & SCE EFFICIENCY MONITORING. | Month | 12 | | |
| 3 | COST FOR ADDITIONAL SERVICES DAY IF REQUESTED AND PRE-APPROVED BY OGDCL AFTER MAXIMUM DEFINE VISIT STRETCH. | day | 14 | | |
| 4 | TOTAL TRAVELLING COST FOR ESTIMATED TRIPS | Each | 14 | | |
| | Total Cost of One year | | | | |

Note: FINANCIAL EVALUATION WILL BE CARRIED OUT ON TOTAL LUMP SUM BASIS.**i- No. of Visits and additional days are tentative and for evaluation purpose only however payment will be made as per actual services hired.****ii-The above prices are inclusive of all taxes duties, levies, charges etc., (Except ICT/PST/)****Contract award criteria:** Contract will be awarded to Technically responsive and financially lowest bid full package wise after complying all procedures as per OGDCL standard.

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 87,600.00 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, "CLARIFICATION - ONLINE TRANSFER OF FUNDS TO OGDCL" & Master Set** to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid.