

**TERMS OF REFERENCE (TOR)**  
**FOR**  
**HIRING OF SAND TRAP SERVICES**



**TENDER ENQUIRY # PROC-  
SERVICES/CB/PROD-6400000007/2022**

# **HIRING OF SAND TRAP SERVICES**

## **SCOPE OF WORK AND TERMS OF REFERENCE (TOR)**

### **1. SCOPE OF WORK:**

OGDCL intend to hire sand trap service through press tendering for carrying out estimated 30 sand trap jobs on rate running (as and when required) basis for a period of three (03) years. The scope of work is tentative. OGDCL may increase or decrease the scope of work without any change in rates and terms & conditions.

### **2. General Terms and Conditions:**

- 2.1 All certificates, documents, proof of work etc. should be in English language; if not then the same shall be accompanied with certified translation in English language.
- 2.2 The bidder to arrange services as per criteria mentioned below in technical section and scope of work.
- 2.3 HSE / safety related equipment in working condition should be available during all jobs.
- 2.4 All QHSE responsibility shall rest with the contractor for any third party equipment and personnel supplied by the contractor.
- 2.5 All equipment must be H<sub>2</sub>S/CO<sub>2</sub> compliant.
- 2.6 All the equipment should be in good working condition, valid calibration and third party inspection certificates should be available with field service crew for verification by field engineer prior to start of job.
- 2.7 Contractor will provide list of equipment, tools and other accessories before mobilizing to wellsite.
- 2.8 Bidder to arrange all safety equipment/services at their own for their personnel's whichever is required by them for working in extreme H<sub>2</sub>S environment with no additional cost to OGDCL.
- 2.9 OGDCL shall not be liable to pay any mobilization/demobilization of tools/equipment for bringing them to Pakistan that may be located elsewhere.
- 2.10 Adequate back-up services / equipment should be available at well site. However, OGDCL will not pay for backup equipment.
- 2.11 OGDCL shall not be accountable for any personnel injury during Mob/De-mob, loading, offloading and during the course of operations at well site. Health/accidental insurance cover of deployed crew will be the responsibility of the bidder.
- 2.12 Lighting arrangement if required is to be arranged by bidder.
- 2.13 The jobs on the wells is to be carried out round the clock, the bidder have to provide equipment and crew to perform the job round the clock.
- 2.14 Bidders to attach unpriced financial bids in their technical bids.
- 2.15 Maximum notice period for each call-out is 2 days and transit time from company base to OGDCL location is 3 days.
- 2.16 Successful bidder will provide the same personnel mentioned in their bid to carryout jobs. In case the service company engages the personnel other than those mentioned in their bid, the educational and experience certificate must be provided before his mobilization. In case company fails to provide the necessary documentation, OGDCL reserves the right to cancel the personnel operation and stand by charges for that particular job.
- 2.17 The type and number of jobs performed by personnel must be clearly mentioned on CV.
- 2.18 OGDCL reserves the right to ask bidder for the replacement of any of their personnel who is / are unacceptable to OGDCL for his / their incompetence or misbehavior at contract holder's expense.

- 2.19 If during job, it is ascertained that the service company is unable to perform / accomplish the job satisfactorily, OGDCL reserves the right to demobilize the service company.
- 2.20 Invoice for unsuccessful job i.e. due to mechanical failure of contractor's equipment or inefficiency of well site crew will not be paid.
- 2.21 Bidder must quote the cost of every item of financial bid format; incomplete bid will not be entertained. Bidder must strictly follow and quote prices as per financial bid format.
- 2.22 Fuel, oil and lubricants/transport that may be required by service company for operational purpose will be charged to service company as per actual and the cost will be deducted from the invoice.
- 2.23 Rig up/Rig down will be paid as standby for both equipment and crew.
- 2.24 Bidder will have to manage both upstream and downstream cross over for any sand trap job.
- 2.25 Mob/De-Mob and loading/unloading of equipment is the responsibility of the bidder.
- 2.26 Well to well movement of both equipment and crew within the same field is the responsibility of the bidder without any charge to OGDCL.
- 2.27 Distance for Mob/De-mob will be calculated as per OGDCL distance chart for the locations covered in the chart and as per actual for the locations which are not covered in OGDCL location distance chart.
- 2.28 Partial availability of crew or equipment at location will not attract any charges. During traveling (mobilization/de-mobilization) phase, no operating/stand-by/rental charges will be admissible and only Mob/De-Mob will be payable.
- 2.29 Daily operating charges for crew & equipment will be applicable only when the well is flowing through sacrificial choke/sand trap, otherwise standby charges will be applicable.
- 2.30 There will be no standby charges on the reporting day at location and the day the contractor is demobilized.
- 2.31 If, after mobilization / reporting at site, job is cancelled then mobilization / demobilization charges for crew / equipment along with standby charges to be paid from reporting day to demobilization day. Job cancellation charges are not admissible
- 2.32 The standby rates of equipment and personnel must not exceed 50% of operating charges for all equipment / crew, otherwise 50% standby shall be considered for evaluation and payment purpose.
- 2.33 Quantities mentioned in financial evaluation table is for evaluation purpose only, payment will be made as per actual.
- 2.34 Boarding / Lodging and laundry services would be provided free of cost by OGDCL to the service company crew while working in the field/Rig site.
- 2.35 Bidder to confirm compliance to OGDCL's HSEQ policy.
- 2.36 Bidder must give "**Clean acceptance certificate**" of OGDCL terms and conditions and if exceptions are found, the bidder will withdraw all exceptions.
- 2.37 OGDCL reserves the right to accept / reject any /all bid (s) or annul the entire bidding process at any time prior to award of contract without taking any responsibility of the affected bidder (s) and is not bound to justify the reason to the affected bidder(s).

### **3. Duration of Contract:**

- 3.1 The duration of the contract will be three (03) years starting from date of signing of contract.
- 3.2 The bid proposal/rates should remain valid unconditionally during the term of contract.
- 3.3 The **Rate Running Contract** (as and when required basis) will remain intact till the completion of jobs on wells where contractor is mobilized for the job during the contract period. Extension in term of contract will be subject to mutual consent of both the parties in writing

#### 4. **Payment Terms:**

- 4.1 The prices quoted by bidder in financial bid should be in US\$. The quoted price should be fixed/firm and are inclusive of all applicable taxes, duties and levies etc. except Provincial Sales Tax/ICT Tax on services.
- 4.2 The payment will be made in 100% Pak rupees against verified invoices at official exchange rate prevalent on the date of payment.  
**(This clause will prevail instead of Master Tender document "ITB" clause # 07 'PAYMENT').**

#### 5. **Bid Bond:**

Bid Bond/Bid Security amounting to **USD 7,000/-** (US Dollars seven thousand only) is to be attached/provided **with financial bid**. Please see Master Set of Tender Document for further details.

#### 6. **Mode of Procurement:**

- 6.1 Bids against this tender are invited on "**Single Stage Two Envelope Bidding Procedure**" through press tendering.
- 6.2 The bidders shall submit one original technical and one original financial bid along with soft copies of technical bids sealed in respective envelope.

**Note:** The Master Set of Tender Documents for services uploaded on OGDCL's website ([www.ogdcl.com](http://www.ogdcl.com)) is the integral part of this TOR.

### **TECHNICAL EVALUATION CRITERIA**

1. Only technically qualified bidder(s) will be considered for commercial evaluation.
2. OGDCL reserves the right to visit bidder's operational base, check inventory, and verify the information provided in the bid at any stage during the evaluation of the bids and during the contract period.
3. All the bidders must fulfill the below mentioned minimum technical requirements for technical qualification. Even single "No" in below mentioned tables for technical evaluation will lead to disqualification.
4. Availability of all equipment and crew to be required in Pakistan at the time of bidding.

#### **EQUIPMENT**

| <b>Sand trap Services</b>  |   |      |              |
|--|---|------|--------------|
| Temperature Conditions = Upto 250 °F<br>Liquid Flow Capacity = Upto 5,000 bbls<br>Gas Flow Capacity = Upto 25 MMSCFD |   |      |              |
| Sr.  | Tools Description   | Qty. | Availability |
| 1  | Sand Trap Equipment including necessary piping, sand filters of size 50 to 200 microns, sand probes and sand measuring devices. | 02   | Yes/No       |
| 2  | Sacrificial Choke Manifold  | 02   | Yes/No       |

#### **CREW**

| Sr. | Description  | Availability |
|-----|--|--------------|
| 1   | Qualified and experienced crew with 03 Years of relevant Experience.<br><b>(Bidder to provide CVs along with a list mentioning "Number of jobs performed and years of relevant experience" of personnel)</b> | Yes/No       |

## Company Profile

| Sr. | Description  | Availability |
|-----|--|--------------|
| 1   | <b>Bidder's History (attach proof)</b>   |              |
| 1.1 | Established equipment base setup in Pakistan at the time of bidding.   | Yes/No       |
| 1.2 | Availability of all equipment and crew to be required in Pakistan at the time of bidding   | Yes/No       |
| 1.3 | Registered company in Pakistan or elsewhere with minimum registration period of 03 Years.  | Yes/No       |
| 1.4 | 03 Years' experience of providing Sand Trap services to E & P Companies around the globe. Provide Job Tickets/contracts to confirm the same.           | Yes/No       |
| 1.5 | Company has provided sand trap services to E & P companies on at least 20 wells around the globe. Provide proof.                                       | Yes/No       |
| 2   | <b>Bidder's Capabilities</b>   |              |
| 2.1 | Capability in terms of equipment and crew to perform sand trap job with H <sub>2</sub> S/CO <sub>2</sub> environment simultaneously on 02 OGDCL wells. | Yes/No       |

## FINANCIAL EVALUATION CRITERIA

| Sr. | Description  | Qty. (Q)                       | UOM (U) | Unit Cost (P) | Total Cost =P x Q |
|-----|--|--------------------------------|---------|---------------|-------------------|
|     |  |                                |         | US\$/UOM      | US\$              |
| 1   | Sand Trap Equipment Operating Charges (including necessary piping, sand filters of size 50 to 200 microns, sand probes and sand measuring equipment / devices) | 190                            | Day     |               |                   |
| 2   | Sand Trap Equipment Standby Charges (including necessary piping, sand filters of size 50 to 200 microns, sand probes and sand measuring equipment / devices)   | 170                            | Day     |               |                   |
| 3   | Sacrificial Choke Manifold operating charges   | 80                             | Day     |               |                   |
| 4   | Sacrificial Choke Manifold stand by charges  | 150                            | Day     |               |                   |
| 5   | Crew Operating Charges   | 190                            | Day     |               |                   |
| 6   | Crew Standby Charges   | 170                            | Day     |               |                   |
| 7   | Equipment Mob/De-mob Charges   | 50,000                         | Km      |               |                   |
| 8   | Crew Mob/De-mob Charges  | 70,000                         | Km      |               |                   |
| 9   | DBR (Damage Beyond Repair) charges for Sacrificial choke stem  | 10                             | Nos.    |               |                   |
| 10  | DBR (Damage Beyond Repair) charges for Sand filters (50 to 200 micron)   | 5                              | Nos.    |               |                   |
|     |  | <b>Grand Total Cost (US\$)</b> |         |               | =SUM(R1:R10)      |

### **Note:**

- Bidder scoring lowest "Grand Total Cost (US\$)" in above table shall be declared financially lowest evaluated bidder and the contract shall be awarded to the financially lowest evaluated bidder.