



OIL & GAS DEVELOPMENT COMPANY LTD.

DRILLING OPERATIONS-RIG MAINTENANCE DEPARTMENT

Head Office, Islamabad.

TERMS OF REFERENCE (TOR)

For

HIRING OF SERVICES FOR INSPECTION/ CONDITION SURVEY OF OGDCL TRAILER MOUNTED 750HP WORK-OVER RIG K-750-T AND ALLIED EQUIPMENT.

1. BACK GROUND AND PURPOSE

Oil & Gas Development Company Limited (OGDCL), Pakistan desires to carry out an inspection/ audit survey/ condition survey of its trailer mounted work-over rig K-750-T and allied equipment through an experienced inspection firm. OGDCL Rig K-750-T is a trailer mounted, 750HP mechanical work-over rig, manufactured by KREMCO, Canada in 1981. The rig has been stacked on 11th Sep, 2019 at OGDCL Pasakhi oilfield at Tando Jam near Hyderabad, Sindh. The purpose of this inspection is to evaluate the operational condition of the rig and to explore options to repair/ overhaul/ replace/ upgrade the equipment as per prevailing industry standards to improve its operational efficiency and standard of safety. The inspection and subsequent report is to be customized to accommodate OGDCL requirements. **It is worth mentioning that this tender is for provision of the rig inspection services only and does not include any subsequent repair or rectification services.**

2. SCOPE OF WORK (SOW)

2.1 **Scope of Work on Part of OGDCL:**

- 2.1.1 Equipment drawings and technical manuals shall be made available by OGDCL for inspectors' reference (if required).
- 2.1.2 Services of NDT, cleaning, sand blasting and re-painting of equipment related to this inspection job will be arranged by OGDCL.
- 2.1.2 Lifting equipment (crane and fork lifter) and skilled labor for disassembly and re-assembly of rig equipment will be provided by OGDCL.
- 2.1.3 Meals (as per prevailing menu) and accommodation to the inspectors at rig site will be provided in officer's camp by OGDCL.

2.2 **Scope of Work for Bidder/ Contractor:**

Bidder/ Contractor will carry out the desired rig inspection/ audit survey for the entire rig and associated equipment according to applicable API recommended procedures/ other applicable well known industry standards and OEM recommendations. Bidders to furnish a detailed scope of work including but not limited to the following features.

- 2.2.1 To carry out a CAT-IV inspection of the rig mast, substructure and hoisting equipment as per API RG.
- 2.2.2 To check for all rig equipment the clearances/ tolerances/ air gaps/ wear and tear of parts and to decide further serviceability in light of the OEM recommended limits or otherwise.


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- 2.2.3 To recommend non-destructive testing (NDT) of parts where necessary especially on all welded joints and load bearing points. Recommended NDT will be carried out by OGDCL designated third party inspectors and charges for NDT will also be borne by OGDCL. NDT reports will be promptly shared with the contractor for their examination, evaluation and final recommendations.
 - 2.2.4 To examine the rig electrical system and to carry out insulation resistance checks for all electrical equipment.
 - 2.2.5 To check the installation of proper safety devices on the rig equipment and their correct working.
 - 2.2.6 Checking for rig site safety (personnel safety against fire, electricity, rotating machinery, chemicals and H2S and hazards of dropped objects, tripping and falling from heights etc.)
 - 2.2.7 Checking of all types of indicating/ monitoring/ recording instruments and associated sensors and cables/ harnesses for their correct installation and working.
 - 2.2.8 Function testing of equipment. Preparations for function testing will be responsibility of OGDCL. Rig inspection firm (contractor) will only witness the function tests and will record their findings for report/ final recommendations.
 - 2.2.9 Examination of equipment maintenance, repair and inspection history and certifications. Overall examination of maintenance management system.
 - 2.2.10 To check the availability of spare parts (consumables, critical maintenance spares and major overhauling spares) using OGDCL Oracle based Inventory Management System. In case, record of some spares is not updated in Oracle based system due to a recent activity, physical verification of the spare parts may also be required.
 - 2.2.11 To furnish a detailed report after carrying out the rig inspection/ rig audit survey/ rig condition survey as per Sr. No. 2.2 of SOW within three (03) weeks of termination of the onsite inspection/ survey job. Three (03) original reports with all supporting documents placed in suitable file folders to be submitted to Manger (SCM)-Services, OGDCL. The report is to be customized to accommodate OGDCL requirements and shall consist two parts with details given below.

Part-A: Rig inspection report/ rig audit survey report/ rig full condition survey report as per standard templates/ format of the inspection firm with findings and recommendations for each individual equipment/ area of inspection.

Part-B: A summarized report for equipment/ assemblies requiring necessary repair, overhaul, up-gradation or replacement to improve operational efficiency and safety standard of the rig. Following details are required for each such equipment.

- i. Scope of work on part of OGDCL (keeping in view the in-house capabilities and resources of OGDCL) and scope of work on part of service provider. Information about OGDCL's in-house capabilities and resources will be shared with the inspection firm.


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- ii. Estimated costs of repair/ overhauling/ up-gradation/ replacement with a break-up of material and service cost.
- iii. Estimated cost of certification when the equipment is repaired/ overhauled/ upgraded/ replaced as per inspection firm's recommendations.

3. TERMS AND CONDITIONS (T&Cs) FOR BIDDERS

All bidders are required to submit the following documents along with their technical proposals.

3.1 Company Profile.

Company profile showing business background including history and experience of the required rig inspection.

3.2 Scope of Work.

Scope of work furnished by the bidder with inputs from OGDCL as per Serial No. 2 of TOR.

3.3 Plan/ Schedule of Inspection.

3.3.1 Detailed plan/ schedule of inspection with references to applicable API recommended inspection procedures/ other applicable well known industry standards.

3.3.2 Time period required for mobilization of inspectors.

3.3.3 Time period required for executing the on-site rig inspection as per scope of work (excluding reporting time).

3.4 Experience of the Bidder and Inspector(s).

3.4.1 Minimum 15 (fifteen) year experience in oil and gas rig inspections/ rig audit surveys. Work history for the last fifteen years (minimum) showing successful execution of similar inspection jobs on oil & gas drilling and work-over rigs giving brief scope of work, postal addresses, e-mail addresses and contact (phone/ fax) numbers of clients.

3.4.2 List of successful inspections of oil and gas drilling/ work-over rigs. Minimum experience of 30 (thirty) successful rig inspections is mandatory.

3.4.3 Qualified bidder (the contractor) shall be required to depute inspector(s) with

3.4.3.1 Academic qualification not less than 03 year Diploma of Associate Engineer in the relevant field.

3.4.3.2 Minimum cumulative experience of 15 (fifteen) years in oil and gas rig operation, inspection, maintenance and repair out of which minimum 10 (ten) years continuous experience in the field of oil and gas rig inspection/ audit. Here continuous experience means the inspector should have inspected minimum one such rig per year.

3.5 The bidder/ contractor will be required to employ Pakistani qualified & experienced nationals in its operation if available. Expatriate professionals should only be employed by the bidder/ contractor when qualified / experienced Pakistani nationals for the contractual services are not available after exhausting all-out efforts. Security clearance from Government of Pakistan in respect of the nominated expatriates on urgent basis shall be responsibility of the bidder/ contractor. Arrangement for visa,


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return air tickets and security clearance in shortest possible time shall be responsibility of the bidder/ contractor, however, normal delay in mobilization of expatriates due to security clearance (duly and timely acknowledged by OGDCL) shall not be considered for penalty on late delivery of services.


- 3.6 Transportation of bidder's/ contractor's personnel and equipment shall be responsibility of the bidder/ contractor.
- 3.7 Safety and health issues regarding contractor's personnel working at OGDCL rig site will be contractor's responsibility. Only first aid will be provided by OGDCL in case of medical emergency.
- 3.8 The contractor will assign qualified and trained persons for the intended services having required experience of oil and gas rig inspection, operation, maintenance and repair and who are well conversant with the applicable standards and procedures. The contractor will provide CVs of the nominated inspectors to OGDCL for verification and approval and contractor will mobilize the inspectors only after getting approval from OGDCL. Contractor shall be liable to replace any service person immediately if his behavior or working is found unsatisfactory by OGDCL and such replacement should be without any cost to OGDCL.
- 3.9 OGDCL will not provide any tools and instruments required for this inspection. It will be contractor's responsibility to have all required tools and instruments at the work place.
- 3.10 Three (03) original reports as per Sr. No. 2.2.11 of SOW with all supporting documents placed in suitable file folders to be submitted to Manger (SCM)-Services, OGDCL. Payment to the contractor/ inspection firm will be made after verification and acceptance of the inspection report by OGDCL.

4. EVALUATION CRITERIA FOR TECHNICAL BIDS

Evaluation of technical bids will be based on merit. To quantify the technical evaluation of bids received from the bidders, following criteria (percent weightage to each discipline) shall be adopted. Only those technical proposals will be declared technically responsive who will

- i. Secure minimum 80% (eighty percent) aggregate marks and
- ii. No zero marks in any discipline.

S#	Description	Marks	Bidder's Offer/ Compliance	Marks Obtained	Explanation
1.	Provision of company profile as per Serial No. 3.1 of T&Cs	05			Must be provided. Zero marks if not provided.
2.	Provision of scope of work including OGDCL inputs as per Serial No. 3.2 of T&Cs	05			Must be provided. Zero marks if not provided.
3.	Detailed plan/ schedule of inspection	05			Must be provided. Zero marks if not provided.
4.	Time period (No. of days) required for mobilization of inspectors	10			Max. marks will be given to the bidder quoting minimum time. 01 (one) mark will be deducted for each extra day for other bidders.


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5.	Time period (No. of days) required for executing the on-site rig inspection as per scope of work (excluding reporting time)	10			Max. marks will be given to the bidder quoting minimum time of 10 days. 01 (one) mark will be deducted for each extra day for other bidders.
6.	Provision of work history for the minimum last 15 (fifteen) years showing oil and gas rig inspections as per Serial No. 3.4.1 of T&Cs	20			15 marks for the required minimum experience, 01 (one) mark for each additional year up to a maximum of 20 marks.
7.	Provision of proof of experience of minimum 30 No. (thirty number) rigs inspection as per Serial No. 3.4.2 of T&Cs	20			15 marks for the required minimum experience, 01 (one) mark for each additional two rig inspections up to a maximum of 20 marks.
8.	Confirmation to depute inspector(s) for this inspection job with minimum qualification of DAE and minimum cumulative experience of 15 (fifteen) years in oil and gas rig operation, inspection, maintenance and repair out of which minimum 10 (ten) years continuous experience in the field of oil and gas rig inspection/ audit as per Serial No. 3.4.3 of T&Cs	15			10 marks for the required minimum experience, 01 (one) mark for each additional year in cumulative experience up to a maximum of 15 marks.
9.	Confirmation to prepare and submit final reports within 03 (three) weeks of termination of onsite rig inspection job as per Serial No. 2.2.11 of SOW	10			Max. marks will be given to the bidder quoting minimum time. 01 (one) mark will be deducted for each extra day for other bidders, however, reporting time should not be more than 03 (three) weeks.
Total Marks		100			
Qualifying Marks (Aggregate)		80%			

5. EVALUATION CRITERIA FOR FINANCIAL BIDS.

- 5.1 As per PPRA rules, financial bids of only those bidders will be considered for financial evaluation who will qualify the prescribed technical evaluation criteria.
- 5.2 Bidders to quote the cost in Pakistani Rupees (PKR) only.
- 5.3 Evaluation of the financial bids will be based on the total (lump sum) cost quoted by the bidder. The quoted lump sum cost shall include the cost of inspection, mobilization/ demobilization of inspectors and their equipment and cost of reporting etc. as per below format.


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Description of Service	Detail of Lump sum Cost	Lump sum Cost (PKR)
Inspection/ Audit/ Full Condition Survey of OGDCL Work-over Rig K-750-T as per Scope of Work	Lump sum cost includes the cost of Rig inspection, mob/ demob of inspectors and their equipment and cost of reporting inclusive of all taxes, duties, levies etc. except PST and ICT which will be borne by OGDCL.	

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5.3 Cost per day or cost per man day will not be considered for evaluation.

Note: The above six page TORs are integral part of the tender enquiry and subsequent service order.


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OTHER IMPORTANT INFORMATION

PAYMENT TERMS:

Payment shall be made through cross cheque in 100% Pak Rupees, against verified invoices.

(This clause will be prevailing instead of Master Tender document "ITB" clause # 07 'PAYMENT').

BID PRICE:

i. Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) in Pakistan.

ii. The prices should be quoted in PKR.

(This clause will be prevailing instead of Master Tender document "ITB" clause # 06(ii) 'BID PRICE')

iii. The prices quoted by the successful bidder (contractor) for required services shall remain firm and final throughout contract period. The price charged by the successful bidder (contractor) for required services shall not vary from the prices quoted by the service company.

AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to **PKR 56,000/-** 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%20Document%20Services%20Press%20for%20Webloading%20dated%2018-03-2019-N.pdf>