

## **Terms of Reference (TOR)**

### **1. General Introduction.**

OGDCL intends to hire the services of an experienced and well reputed contractor for provision of heat insulation services on misc pipe lines/equipment at Bettani Oil & Gas Field, located in FR Lakki Marwat. Services include supply & transportation of all required material, execution of requisite insulation work at Bettani site.

Bettani Field is located at around 50 KM from Malang Adda (Main Indus Highway) in Sub division Bettani, Distt. FR Lakki Marwat, Khyber Pakhtunkhwa.

### **2. Requirement**

Heat insulation on misc pipe lines & equipment including valves, pipe fittings, flanges, vessels etc. Insulation will be carried out through wrapping of Glass wool (min density of 80 Kg/Cubic Meter) about 03 inches thick layer all around the required surface and then proper cladding with GI sheet of minimum 24 gauge thickness on the respective surface, with the help of self tapping steel screws.

### **3. Job Completion Period**

Job is to be completed within 15 days after the issuance of work order or issuance of mobilization notice for job execution from FM Bettani.

### **4. Contractor's Responsibility**

- 4.1. The contractor will be responsible to procure, supply/transport all of the required material, as required for the execution of Heat insulation on respective surfaces.
- 4.2. The contractor will be responsible for provision of all required tools, equipment, manpower as required for the execution of job.
- 4.3. The contractor will ensure to follow all the safety SOPs of OGDCL at work site.
- 4.4. The contractor will be responsible for mob/de-mob of all its tools/equipment manpower to and from OGDCL Bettani Site as & when required at his own expenses.
- 4.5. Provision of Food/meal to its work force at site is the responsibility of the contractor,
- 4.6. Contractor is responsible to provide all required PPE'S to his operational staff.
- 4.7. Contractor shall be responsible for the safety & security of all its material/tools/equipment/manpower etc during transportation/mobilization/de-mobilization/ loading/unloading. OGDCL shall not be liable to any damages/loss/theft/accident to any of material/tools/equipment/manpower or any other loss/damage to the contractor during provision of services to OGDCL.

### **5. Terms & Conditions For Award Of Contract/Work Order/Payment Etc.**

- 5.1. Contractor has to mobilize its crew along all required tools, material to worksite within 05 days of the issuance of the Work order and to complete the required job within 15 days after issuance of Work Order.

- 5.2. OGDCL will not provide any pick & drop facility, to work site, meals or any other facility to contractor's crew at site. All expenses/arrangements will be made/borne by the contractor himself.
- 5.3. OGDCL will only provide limited accommodation to the contractors crew (if available).
- 5.4. In case of any medical injury/emergency to the any member of the contractor, OGDCL will only provide 1<sup>st</sup> aid as per available resources at Field. OGDCL will not be liable to any medical expenses/treatment in the said scenario.
- 5.5. Payment will be made after complete delivery of service and will subject to the acceptance / satisfactory report, by the OGDCL inspecting official at site.
- 5.6. Payment process will proceed upon submission of FBR Annex-C for tax deposited by the contractor against the sales tax invoice.
- 5.7. OGDCL may increase/decrease the required quantum of work with in the quoted rate of the contractor. Any increase/decrease in total area for insulation shall not affect the rate quoted by the contractor.

#### **6. Company/Bidder Qualifying Criteria.**

- 6.1. The contractor has to attach bid bond/security of Rs. 40,000/- in the form of Demand Draft/Pay Order from any scheduled bank of Pakistan in favor of OGDCL.
- 6.2. The contractors who intend to participate has to provide documentary proof for at least 3 years of experience.
- 6.3. The bidder should submit a list of projects of similar nature .
- 6.4. The company/bidder is to provide the following mandatory data for evaluation/qualification:
  - 6.4.1. Certified copy of NTN/GST.
  - 6.4.2. Company profile.

#### **7. Delivery Time.**

After issuance of Work Order or Mobilization notice, the contractor shall mobilize all its manpower/material/tools/machinery etc as required for the Heat insulation job at Bettani field and has to complete the required insulation work within 15 days.

#### **8. Contractor's Crew**

The contractor shall have to provide tentative details of its crew who shall be appointed for this job throughout the job to be executed at work site, to Field Manager Bettani Oil & Gas Field along with their CNIC Numbers. The contractor has to change any or all of its crew members whose performance is found unsatisfactory or involved in any illegal activities. The crew members must have hands on experience in their related field. OGDCL would have the right to interview, accept or reject any crew member appointed for this project at any stage.

#### **FINANCIAL BID FORMAT**

Sr. No	Description of required services	Approx Qty.	Lump sum Rate per Square feet (Rs.)	Total amount exclusive KPST (Rs.)
01	Provision of complete services for heat insulation on Misc piping mostly of 4" diameter, pressure vessels of around 05 feet dia and misc	3450 SFT		

	related valves & fittings etc. The services include provision of all material, i.e. Glass wool of minimum 80 KG /Cubic Meter density to be wrapped around required surfaces, GI sheet of min 24 gauge thickness, self-tapping steel screws, bending wire, wire mesh etc., its transportation to work site, required manpower/tools/equipment for job execution, mob/de-mob of material/tools/manpower/loading/unloading etc.			
	<b>KPST @ 15% = Rs.</b>			
	<b>Total amount inclusive 15% KPST = Rs.</b>			

1. Quoted rate should be inclusive of following associated costs
  - i. Material cost/transportation to Work site, loading, unloading etc.
  - ii. Manpower to be required at worksite, mob, de-mob, food etc.
  - iii. Tools, equipment, machinery to be required at worksite.
2. Quoted rate/Bid price shall be firm and inclusive of all applicable taxes, duties, levies, charges etc. (Except Provincial Sales tax on Services, which should be mentioned separately).
3. OGDCL will pay only per square foot of Insulated Area as per quoted bid. Any other cost (fixed or variable, mob/de-mob, loading/un-loading, food, medical emergency, or any other expenses will not be paid by OGDCL in any circumstances).
4. Financial Bid Criteria shall be on Total cost basis against the given scope of work.
5. Bidders are required to strictly follow the given format/specimen for financial bids. Bids with hidden and non-firm prices may be rejected.