



OIL & GAS DEVELOPMENT COMPANY LIMITED

OFFICE OF THE MANAGER (SCM)-FOREIGN

Head Office Blue Area Islamabad

Phone: 051-920023780,3652

Email: ejaz_rizvi@ogdcl.com



No. Jan , 2023

M/s

Subject: - **SERVICE ORDER FOR INSPECTION SERVICES AGAINST PURCHASE ORDER NO. FOR**

Dear Sir,

Subsequent to your proposal No. _____ dated _____. OGDCL hereafter called as the Company ("Company") is pleased to place this Service Order on _____, hereafter called as Contractor ("Contractor") for providing inspection services against purchase order no. for supply and commissioning of power generation system and allied equipment package amounting to _____ inclusive of all taxes, on the broad terms and conditions including but not limited to the following:

- i. The prices charged by the Service Company for the required services under this Service Order shall not vary from the prices as quoted in your above referred proposal.
- ii. 100% payment shall be made in Pak Rupees by OGDCL through account payee cheque according to prevailing exchange rate at the time of payment and after completion of job and submission of invoice approved by OGDCL & annexure-C issued by FBR.
- iii. The following documents are integral part of this Service Order.
 - a. The TOR as mentioned
 - b. Scope of Work as per above referred quote/your bid and any further clarification
- iv. At source tax deduction will be handled as per prevailing rules.
- v. Upon receipt of clean and clear invoice, The Company shall make all reasonable efforts to make payment as early as possible against invoices verified by our end user department. However, any payment beyond 30 days from the date of receipt of invoice shall in no way or manner entitle the Contractor to claim any interest, surcharge, markup and charges etc.
- vi. The laws of Pakistan shall apply to this Service Order.
- vii. The contractor shall employ and depute for the execution of services only such persons who are careful, skilled and experienced in their trades, professions and the Company's representative shall be at liberty to object and to ask the contractor to replace any person employed by the contractor for execution of such services who in the opinion of Company's representative misconducts, is incompetent or negligent in the performance of his duties or fails to conform with any particular provisions with regard to safety which may be set out in the contract or any conduct which is prejudicial to safety or health and such person shall not be employed again upon the works, services and jobs without the permission of the Company's representative. Such permission shall not be unreasonably withheld by the Company.
- viii. Please contact immediately on the address given below for carrying out work:

Owner: OGDCL

Contact Person:

- i. Mr

Email:
Ph: +92-51-

ii. Mr.
Email:
Ph: +92-51-

ix. The contractor warrants and represents that works, jobs and services required to be performed under this contract will be timely performed in a good and workmanlike manner in accordance with generally accepted industry standards and practices.

x. ERADICATION OF CORRUPTION: All vendors, Suppliers, Contractors, Consultants and alike are encouraged to inform MD / CEO and Head of SCM Department in case where any OGDCL employee asks for any type of favour whether monetary or in kind. You can contact the M.D. and Head of SCM Department on the following addresses, phone numbers, faxes or e-mail:

- (i) MD / CEO
Oil & Gas Development Company Limited
OGDCL House, Jinnah Avenue, Islamabad.
Tel No. 051-9209701
Fax No. 051-9209708
E-mail: ceo@ogdcl.com

- (ii) General Manager (SCM)
Oil & Gas Development Company Limited
OGDCL House, Jinnah Avenue, Islamabad.
Tel No. 051-2623540
Fax No. 051-9215090

02. Please confirm acceptance of the above terms and carry out stud strictly as per the terms and conditions of the Service Order.

Yours Sincerely,

Syed Ejaz Abbas Rizvi
Manager (SCM)-Foreign

Accepted by

Signature

Name of thpe signatory in Block Letters.....

Company Title of the Signatory.....

Company Seal.....

Copy to:

- 1.
- 2. M/s

**TECHNICAL EVALUATION CRITERIA FOR THREE YEAR OPEN FRAME WORK AGREEMENT
OF PRE-SHIPMENT INSPECTION AGENCIES**

Technical Evaluation Criteria

The technical evaluation of pre-shipment inspection firms will be based on the following:

Sr. No	Criteria	Points	
1	Applicable Certifications & Registrations	Total Points	30
	Valid certification of "1236" Pre-shipment Inspection with Pakistan Engineering Council for consecutive last three (03) years otherwise zero numbers shall be allocated		03
	Valid PNAC 2020 under Pre-shipment inspection category		02
	Global third party pre-shipment inspection body, with valid ISO/IEC 17020:2012		10
	Valid ISO/IEC 17025:2017		05
	Registration with SECP & FBR		10
2	Company Experience (Please attach certificates: 1. Year of incorporation 2. First inspection performed		
	No. of Years	Total Points	15
	More than ≥ 15 Years		15
	Less than < 15 Years		10
	Less than or Equal to ≤ 10 Years		0
3	Financial Strength - Last Three Years Audited Accounts or Bank Statement Required (Please attach copy of audit reports/bank statements)		
	Annual Revenue USD (Millions)	Total Points	10
	More than or Equal to \geq USD 05 Million		10
	Less Than $<$ USD 5 Million		0
4	List of Clients along with number of inspections performed in last year (copy of service orders to be enclosed)		
	Nos of Inspection	Total Points	15
	More than or Equal to ≥ 25 in Oil and Gas Sector		15
	Less Than or Equal to ≤ 20		10
	Less Than or Equal to ≤ 10		0
5	In House Technical Capabilities		
	Nos of qualified technical experts in Pakistan or other countries on company's payroll (copy of previous three (03) months' payroll to be provided)	Total Points	10
	More Than or Equal to ≥ 50		10
	Less Than or Equal to ≤ 45		05
	Less Than or Equal to ≤ 35		0
6	Company should have its setup (Offices / Service centers) operational in Other countries during last three years Must have setup in America, Europe & China otherwise zero (0) marks shall be allotted in this category		
	Nos. of Countries	Total Points	10
	More Than or Equal to ≥ 40 Countries		07

	Must have setup in America, Europe & China otherwise zero (0) marks shall be allotted in this category			
	Less Than or Equal to ≤ 40 Countries Must have setup in America, Europe & China otherwise zero (0) marks shall be allotted in this category		05	
	Offices in UAE & Turkey		03	
	Less Than or Equal to ≤ 30 Countries		0	
7	Firms must have its office(s) at Karachi & Islamabad in Pakistan otherwise zero (0) marks shall be allotted in this category	Total Points	10	
	More than Two (02) offices in Pakistan Karachi & Islamabad are a much for allocation of any marks		10	
	Less than or Equal to ≤ two (02) Offices		0	

Terms & Conditions:

(All bidders must confirm to abide by following Terms & Conditions)

1. Only the bids of independent Third Party Inspection agencies shall be entertained and bid of those bidders, which are subsidiary of the Inspection agencies / manufacturer / doing operations as supply house, shall be rejected. A certificate to this effect to be enclosed with the proposal.
2. Minimum overall score required for qualification is 70 Points. However, a minimum of 70% score needs to be attained in each category to qualify.
3. Duration of open frame work agreement shall be three (03) years from the date of issuance of notification of award.
3. Pre-inspection Documents
 - a. Work / Service Order
 - b. OGDCL complete contract copy
 - c. Technical specification part of the tender
4. Deliverables:
 - a. All-inclusive pricing for inspections on lump sum basis (including mobilization, transport, documentation etc) for number of days mentioned in scope of work.
 - b. Three CV / detailed resumes to be furnished with work/inspection portfolio for OGDCL approval with 10 years relevant experience and qualifications
 - c. Onsite inspector within 72 hours (Factory site, transportation delays, or any event considered an Act of God are exceptions)
 - d. Same day inspection reports (80% of all audit reports are delivered the same day). In case of chemicals or where testing is required seven (07) working days shall be allowed .
 - e. Payment of inspection invoice would be made after post-shipment inspection in Pakistan by OGDCL team.
5. Inspector qualifications:
 - a) OSHA, ISO & relevant Professional Certifications
 - b) Experience at least 10 years in the relevant inspections
 - c) 10 years relevant experience and qualifications
6. Non-Conformance:

If any non-conformance is found during post-shipment Inspection in Pakistan, not pointed out / mentioned by third party inspector in its submitted report, OGDCL would not pay the inspection charges and might forfeit the PBG of inspection company (if any).

7. A Certificate to be provided with the bid on the letter head of the company stating that all enclosed documents and information provided with the bid is genuine, if at any stage these documents are found fake/forged. Then OGDCL can take any action deemed necessary i.e cancellation of pre-qualification/blacklisting etc.