



OIL AND GAS DEVELOPMENT COMPANY LIMITED

CHANDA OIL FIELD

04-05-2021

SCHEDULE OF REQUIREMENT

TENDER ENQUIRY # TE/COF/PE&FD/001 /2021

Annexure A-1

Subject: Procurement of Demulsifier Chemical for Chanda Oil Field

Demulsifier (4164 ltrs, 20 Drums) is required for Chanda Oil Field for emulsion breaking as well as to reduce BS&W contents so as to enable it for on-spec dispatch to refineries on the basis of below mentioned "Terms & Conditions".

Description with Brand Name	Qty. Req.	Unit Rate (PKR/Ltr)	Total Cost (PKR)
Demulsifier Chemical • EC-2010-A • DMO-86000 • PCD-9395	4164 (Ltr) / 20 Drums (PKR/Ltr) (PKR)
GST (17%)		 (PKR)
Total Cost Incl. GST (PKR)		 (PKR)

Terms and Conditions

All bidders must comply following terms and conditions and specs. In case of noncompliance OGDCL will have the right to reject the bid.

1. Product Information

i.	Brand Name of offered product.	Bidder to provide
ii.	MSDS Sheet clearly showing / mentioning range of active ingredients.	
iii.	Minimum shelf life of product should not be less than 2 years.	Bidder to confirm

2. After Sale Services.

After supplied Demulsifier is received at field(s), supplier has to depute his professional(s) within two weeks of receipt of material at site in order to help settling & optimizing dosage rates and to monitor effectiveness of supplied product at no additional cost to OGDCL.	Bidder to confirm.
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3. Packing and delivery

i.	The material shall be packed in robust type drums as per internationally acceptable standards suitable for sea and road transportation with proper labelling (i.e. Product Name, supplier's name, consignee's name, Manufacturing and expiry dates, Product batch number, Contract details, Port of shipment, Country of origin, Approx. weight of drum in Ltrs / US. (55 US Gallons / 208 Liters).	Bidder to comply
ii.	Delivery period: Within <u>56 calendar days (8 weeks)</u> after issuance of Purchase Order.	Bidder to accept
iii.	Bidder will provide/deliver the chemical at Chanda Oil Field site on FOR basis.	Bidder to comply
iv.	LD charges in case of Late delivery will be imposed as penalty up to maximum of 5% of the amount of PO excluding GST as per tender document in accordance to tender document clause # 14.	Bidder to accept

4. Inspection of Material

i.	Detailed Inspection of Supplied material will be carried out by OGDCL at site.	Bidder to accept
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5. Mode & Schedule of Payment

i.	Payment will be made through cross cheque from H.O OGDCL, after delivery and inspection of supplied material at site.	Bidder to accept
ii.	Partial Payments will not be made, in any case.	
iii.	Performance Bank Guarantee will be released as per clause # 10 of Tender Documents and Annexure-I	Bidder to accept

6. Bidding Ceremony

i.	OGDCL encourages the bidders to Participate in Bidding ceremonies, in person.	Bidder to accept
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TENDER DOCUMENTS

TENDER ENQUIRY NO: TE/COF/PE&FD/ 001 /2021

“Procurement of Demulsifier for Chanda Oil Field”

**FIELD MANAGER CHANDA OIL FIELD
(LOCAL PROCUREMENT)
OIL & GAS DEVELOPMENT COMPANY LIMITED**

ISSUING DATE:

BID SUBMISSION DATE: 02/06/2021

OGDCL SALES TAX REGISTRATION

NO. 07-02-2802-001-55

INVITATION FOR BIDS

BIDDING DOCUMENT

TENDER NO. TE/COF/PE&FD/ 001 /2021

Table of Content

1. INSTRUCTIONS TO BIDDERS	5
2. BID PRICES	6
3. EARNEST MONEY	7
4. SEALING AND MARKING OF BIDS	7
5. DEADLINE FOR SUBMISSION OF BIDS	8
6. LATE BIDS	8
7. BID OPENING	8
8. DETERMINATION OF RESPONSIVENESS	9
9. ISSUANCE OF LOCAL PURCHASE ORDER (LPO)	9
10. PERFORMANCE BOND.....	9
11. PAYMENT	9
12. DELIVERY SCHEDULE.....	10
13. EXTENSION IN THE DELIVERY / COMPLETION PERIOD.....	10
14. PENALTY	10
15. FORCE MAJEURE	11
16. INSPECTION AND TEST	11
17. WARRANTY	12
18. QUALIFICATION OF SELECTED BIDDERS	12
19. LITIGATION CLAUSE:	12

Table of ANNEXURES

ANNEXURE-A (General Terms & Conditions)	14
ANNEXURE-B (Bidding Form for Technical Bid)	15
ANNEXURE-C (Bid Summary Sheet for Technical Bid)	16
ANNEXURE-D (Bidding Form for Financial Bid)	17
ANNEXURE-E (Bid Summary Sheet for Financial Bid)	18
ANNEXURE-F(Bank Guarantee as Earnest Money)	19
ANNEXURE-G (Declaration of Fees, Commission & Brokerage Certificate)	20
ANNEXURE-H (LPO Format)	21
ANNEXURE-I (Bank Guarantee as Performance Bond)	24

OIL & GAS DEVELOPMENT COMPANY LIMITED

CHANDA OIL FIELD

NO: TE/COF/PE&FD/ /2021

SUBJECT: Procurement of Demulsifier for Emulsion Breaking for Chanda

Oil & Gas Development Company Limited (hereinafter referred to as the Purchaser) invites sealed bids from eligible Bidders for supply and delivery of 'Demulsifier' described in the schedule of requirement as Annexure "A-1" hereof.

The technical bid will be opened first on the date mentioned in SOR / Tender Notice. The financial bids of the technically qualified bidders will be opened publicly. Technical evaluation report will be published on OGDCL's website before financial bid opening.

1. INSTRUCTIONS TO BIDDERS

1. 1. The Bidder shall bear all cost associated with the preparation and delivery of its Bid, and the Purchaser will in no case be responsible or liable for those costs.
1. 2. In case of any doubt as to the meaning of any portion of the Specifications or other Terms and Conditions, Bidder may seek clarification of the same in writing, but not later than one week prior to deadline for submission of bid prescribed by the Purchaser.
1. 3. At any time prior to the deadline for submission of Bids, a modification in bidding document in the form of an addendum may be issued in response to a clarification requested by a respective Bidder or even whenever the Purchaser considers it beneficial to issue such a clarification and/or amendment to all Bidders. Any clarification/amendment issued (in general) shall be addressed to all the prospective Bidder(s) who have purchased/downloaded the Tender Documents.
1. 4. Bidders are required to submit their Bid, which will bear words "**CONFIDENTIAL**" and tender # **TE/COF/PE&FD/ /2021**, "**Procurement of Demulsifier for Chanda Oil Field**".
1. 5. The Purchaser does not take any responsibility for collecting the Bids from any Agency.
1. 6. The Purchaser reserves the right to increase or decrease the quantities or may cancel any or all items shown in the Schedule of Requirement, without assigning any reason thereof.
1. 7. The Purchaser Reserve the right to have the items inspected by its own representative.
1. 8. It must be indicated in the offer that the quotation fully conforms to Technical Specifications and Terms and Conditions of the Tender.

1. 9. The Purchaser reserves the right to accept or reject any Bid and to annul the bidding process and reject all the Bids at any time prior to award of Purchase Order without assigning any reason and without thereby incurring any liability to the affected bidder(s) or any obligation there under.
1. 10. Unsolicited advice/clarifications and personal approaches by the Bidder at any stage of evaluation are strictly prohibited and shall lead to disqualification.
1. 11. In the event that the Bidder submits an alternative Bid(s) whether in whole or against any of the items, a group or sub-group in addition to its Main Bid, the Bids must be marked as “Main Bid” and “Alternative Bid”. Alternative bid(s) which do not confirm to the specifications, but meet the performance prescribed in, or the objectives of, the specifications may be submitted. However, only the Alternative Bid of the Bidder whose Main Bid is the lowest evaluated bid will be considered.
1. 12. A Bidder, who wishes to have its Alternative Bid(s) considered on an equal basis with all other (Main) Bids, must submit a Bid Bond for each Alternative Bids, an Alternative Bid must be submitted in a sealed envelope clearly marked “Alternative Bid”, separate from the Main Bid.
1. 13. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a Bid not substantially responsive to Bidding Documents in every respect will result in the rejection of the Bid.
1. 14. All prospective bidders are advised to read carefully all terms & conditions enunciated in the Tender Documents prior to filling / submission of their quotation.

2. BID PRICES

2. 1. Firm Bid Prices must be quoted as per format of schedule of requirement (SOR).
2. 2. Bidding form Annexure-B to Annexure-E must also be duly filled-in, stamped and signed by authorized representative of Bidder.
2. 3. Prices must be quoted in Pakistani currency inclusive of all taxes and duties, indicating unit price and total Bid prices. GST must be quoted separately along with copy of GST Certificate. Bids offering prices in foreign currency will be rejected. Conditional bid / bid having any prices adjustment formula will also are rejected.
2. 4. Prices must be quoted including all charges like handling, loading, transportation and unloading, Octroi and Zila Tax etc. for delivery of material at Purchaser’s stores located at CHANDA OIL FIELD.
2. 5. Quoted price shall be valid for 120 days from the opening date of the Financial Bid.
2. 6. Technical brochure/literature confirming Size, Brand & Country of Origin of quoted items/material must be attached with the Technical Bid (where deemed necessary).
2. 7. Any quotation not confirming to Clause 2.1 to 2.6 shall be rejected without any right of appeal.

3. EARNEST MONEY

3. 1. The bidder(s) shall furnish, as part of his bid, a Bank Draft/Call Deposit/Pay Order/ Bank Guarantee (As per Annexure-F), issued by the scheduled bank operating in Pakistan, in favor of purchaser as per amount mentioned in Tender Notice/ SPR as Earnest Money with technical bid (No Exemption of bid bond is allowed as per PPRA rule 2004 whether the bidder is from public or private sector). Any Bid not accompanied by earnest money with technical bid shall be rejected without any right appeal.
3. 2. Short earnest money or crossed cheque as earnest money is not acceptable.
3. 3. The earnest money of un-successful bidder(s) will be returned after award of local purchase order to successful bidder(s). The earnest money of successful bidder(s) will be discharged/ returned upon bidder(s) furnishing the required bank guarantee/ Performance bond and executing the order/contract.
3. 4. The earnest money of bidder(s) whose bid is rejected under clause 2.7 will be returned forth-with.
3. 5. The earnest money shall be forfeited:
 3. 5. 1. If a bidder withdraws its bid during the period of bid validity.
 3. 5. 2. In case the successful bidder(s) fails to furnish performance bond as per clause 10.1.

4. SEALING AND MARKING OF BIDS

4. 1. The Bidder shall furnish Technical & Financial bids in two separate sealed envelopes.
4. 2. Technical Bids will be opened first.
4. 3. Only Financial Bid of Technically responsive bidders will be opened publicly.
4. 4. Financial Bids of technically non responsive bidders will be returned after award of Local Purchase Order to successful bidder(s).
4. 5. The bid shall be submitted in a sealed envelope marked as under:-

I/C (PE&FD)

Chanda Oil Field,
Oil & Gas Development Company Limited
C/O TCS Office, Kohat, KPK-Pakistan
Phone No. Direct: 0922-553192
E-mail: chanda_pecfd@ogdcl.com

4. 6. The envelope shall also bear the word “**CONFIDENTIAL**” and following identifications:-

Tender Enquiry No. TE/COF/PE&FD/ /2021

“Procurement of Demulsifier for Well Site & Plant Site of Chanda Oil Field”

DON'T OPEN BEFORE -----

TECHNICAL & FINANCIAL BID(s) (INDICATE ONE ON EACH ENVELOPE)

4. 7. If the envelope is not marked, as instructed above, the Purchaser will assume no responsibility for the misplacement or premature opening of Bid.

5. DEADLINE FOR SUBMISSION OF BIDS

5. 1. All Bids must be delivered/ dropped in the Office of I/C (PE&FD) CHANDA OIL Field on or before the prescribed deadline of 1200 hrs on above mentioned date.
5. 2. Any bid submitted to Head Office OGDCL shall be treated as cancelled.

6. LATE BIDS

6. 1. Any bid received by the Purchaser after the prescribed deadline for submission of bids will be rejected and returned un-opened to the bidder.

7. BID OPENING

7. 1. OGDCL will open the Technical/Financial Bid(s), in the presence of bidders/representative who may choose to attend on date, time & location mentioned above.
7. 2. The bidder's names, bid prices (with or without discount) including bid price modification and bid withdrawals, if any, and the submission of requisite Earnest Money will be announced at the time of Financial bid opening.
7. 3. OGDCL will examine the bids to determine whether they are complete, no computational errors have been made, the required sureties have been furnished, documents have been properly signed, and the bids are generally in order.
7. 4. Arithmetical errors found will be corrected as follows:
7. 5. Where there is a discrepancy between amount in figures and word, the amount in word will prevail.
7. 6. Where there is a discrepancy between the unit price and the total amount derive from the multiplication of the unit price and the quantity, the unit price as quoted will govern, unless there is an obvious gross arithmetical error in unit price, in which event, the extended amount quoted would prevail.
7. 7. In case the due date of bids opening falls on a holiday, the bids shall be opened on the next working day.

8. DETERMINATION OF RESPONSIVENESS

8. 1. After opening of the bids, the purchaser will determine whether each bid is substantially responsive to the requirements of the bidding documents.
8. 2. For the purpose of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviation. A material deviation is one which means inconsistent with the bidding document, affects in any substantial way the scope, quality or prescribed delivery schedule or which limits in any substantial way, the purchaser's right or the bidder's obligation under the contract.
8. 3. A bid determined to be a non-responsive will be rejected by the purchaser and shall not subsequently be made responsive by the bidder by correction of the non-conformity.
8. 4. The purchaser may waive any minor deviation non-conformity or irregularity in a bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of other bidder(s).
8. 5. To assist in determining a bid's responsiveness the bidder may be asked for a clarification of his bid. The bidder is not permitted, however, to change bid price or substance of his bid.

9. ISSUANCE OF LOCAL PURCHASE ORDER (LPO)

9. 1. The purchaser will issue the local purchase order (LPO) to the successful bidder whose bid is determined to be technically responsive and financially lowest evaluated.
9. 2. Terms & Conditions (General) of LPO are available at Annexure-H.

10. PERFORMANCE BOND

10. 1. The successful bidder will have to submit a performance bond in the shape of bank guarantee equal to 10% of total value of order exclusive of GST, from any schedule bank in Pakistan as per format attached at Annexure-F within 10 days of the receipt of Purchase Order.
10. 2. In case the successful bidder fails to furnish performance bond, the firm shall be debarred from participation in any future tender of the purchaser in addition to the action taken against such bidder.
10. 3. The purchaser reserves the right to check the authenticity of performance bond from the concerned Bank.

11. PAYMENT

11. 1. Payment 100 % after complete delivery & inspection of material acceptance by OGDCL at site.

12. DELIVERY SCHEDULE

12. 1. **“Procurement of Demulsifier for Chanda Oil Field”** against this tender is to be completed **WITHIN 08 weeks** from the date of receipt of confirm purchase order.

13. EXTENSION IN THE DELIVERY / COMPLETION PERIOD

13. 1. Providing of the services shall be made by the supplier in accordance with the given delivery schedule in purchase order.
13. 2. The supplier may claim extension of the time limits as set forth in the purchase order in case of :
 13. 2. 1. Changes in Scope of Work or in the specifications of goods, material & equipment by the OGDCL.
 13. 2. 2. Delay in provision of clarifications regarding material, drawings and services by the OGDCL
13. 3. Force Majeure pursuant to clause 15.
13. 4. Justified reasons subject to a written request high-lighting the same within a period of seven working days prior to expiry of delivery period mentioned in Purchase Order.
13. 5. It should be noted that a request for extension in delivery/completion period shall be considered only if the supplier/contractor agrees in writing to pay any increase in taxes or any other charges levied by the government during the extended delivery period. OGDCL shall not bear any additional price increase during the extended period.
13. 6. In case of extension in delivery period, the supplier/contractor will extend validity of Performance Bond accordingly at his cost.
13. 7. If the supplier/contractor fails to supply/complete the ordered services for any reason, within stipulated time, his Performance Bond with the purchaser shall be forfeited and material shall be purchased from elsewhere at his risk and cost.

14. PENALTY

14. 1. Subject to clause 15 of tender document, if the supplier/contractor fails to deliver any or all of the goods/services within the time period(s) specified in the LPO/Contract, the purchaser shall, without prejudice to other remedies under the LPO/contract, deduct from the contract price/Bank Guarantee as liquidated damages, a not more than 1/2% of the LPO/Contract per week or part thereof for first four weeks, 1.00% per week for next four weeks and 1.5% per week exceeding four weeks up to maximum extent of 5% of the LPO/ Contract value.
14. 2. In case the purchaser is satisfied that the delayed/defective shipment was due to some mistake or other circumstances beyond the control of contractor and the contractor has not intentionally or negligence contributed in the delay, the purchaser may impose liquidated damages for not more than a sum equivalent of 2.5% of delayed or defective shipment per week or part thereof for first two weeks, 1% per week for next three weeks and 1.5% per

week exceeding 5 weeks but not exceeding the 5% of LPO/Contract value of the delayed/ defective shipment provided that contractors take immediate remedial measures for the replacement of effective shipment and take prompt steps to mitigate the delay. The purchaser may however, impose liquidated damage(s) above if delayed for defective shipment has affected the project completion scheduled or has resulted in production losses.

14. 3. Even after imposition of LDs, if the supplier fails to materialize the delivery (Material/Services) the purchaser reserves the right to cancel purchase order/contract and to forfeit the guarantee (applicable) after intimating the supplier for such cancellation forfeiture.
14. 4. For failure to comply with delivery schedule of purchase order, penalty will be imposed on defaulting supplier as under:-
 14. 4. 1. The penalty is at 1% of the cost of entire order (excluding GST) or of such items as remains unsupplied for every day up to maximum of 5% for 10 days exceeding the delivery period.
 14. 4. 2. If the material is not supplied even after paying penalty for 10 (ten) consecutive days. OGDCL reserves the right to cancel supply order and to obtain the required items from elsewhere at your risk and cost.
 14. 4. 3. In case supplier fails to deliver the goods against order, the purchaser reserves the right to claim interest/financial charges from the supplier.

15. FORCE MAJEURE

15. 1. The supplier shall not be liable for penalty for delay in delivery of ordered goods, if, and to the extent delay in delivery or other failure to perform his obligation under the purchase order, of being the result of occurrence of Force Majeure i.e. causes such as natural calamities, war, civil disturbance, military action, fire as well as other circumstance proved to the satisfaction of the purchaser to be beyond the reasonable control of the supplier, which may impede the fulfillment of the obligations under the purchase order.
15. 2. The supplier shall notify the purchaser promptly of the occurrence of Force Majeure and submit his case in writing within 07 days of such occurrence.
15. 3. If any of the party is prevented to fulfill its assumed obligations by Force Majeure of constant duration of at least one month, the party shall meet for negotiation. If no satisfactory agreement is reached within a period of two months from the commencement of the Force Majeure conditions, either party shall have the right to cancel the purchase order with immediate effect.

16. INSPECTION AND TEST

16. 1. The OGDCL's representative(s) shall have the right to inspect and/or test the goods to confirm their conformity with respect to specifications mentioned in the Purchase Order.

The representative of Field Manager Chanda Oil Field will witness the inspection (where so required).

16. 2. Should any inspected or tested goods fail to conform to the specifications the purchaser shall reject them and supplier shall replace the rejected goods. All costs incurred on such replacement shall be entirely born by the supplier.
16. 3. Rejected material shall be moved/ replaced by the supplier within 07 days from the receipt of letter/fax issued by the Field Manager Chanda Oil Field. The supplier shall be liable for the storage charges at 0.5% (half percent) of the cost of rejected material on every day basis, if the same is not removed within seven days.
16. 4. Acceptance/rejection of the material by 3rd party will be final and binding on both the parties.

17. WARRANTY

17. 1. The supplier/ contactor shall warrant that all supplied material under purchase order shall be according to specifications given in Purchase Order and approved drawings/design etc. Any deviation in material, drawing/design (where applicable) will be replaced by the Supplier/ Contactor at his cost.
17. 2. OGDCL shall promptly notify the supplier in writing, of any claims arising under this warranty.
17. 3. The supplier/ contactor will invariably provide warranty/guarantees

18. QUALIFICATION OF SELECTED BIDDERS

18. 1. OGDCL will determine to its satisfaction whether the bidder selected as having submitted the lowest evaluated, technically responsive bid qualifies to satisfactorily perform the order.
18. 2. The determination will take into account the bidders financial, technical & production capabilities, availability of items ordered for. The bidder shall provide necessary documents as proof along with the bid.
18. 3. Any affirmative determination will be a pre-requisite for award of the purchase order to the bidder. A negative determination will result in rejection of the bid.
18. 4. OGDCL reserves the right at the time of award of order to increase or decrease to a reasonable extent in the quantity of goods specified in the Tender Document without any change in price or other terms and conditions.

19. LITIGATION CLAUSE:

19. 1. Without prejudice to other right of the Company, tenderer, their subcontractors and other suppliers shall be disqualified from participating in the bidding process if:

19. 1. 1. they are or have been at any time during the past five year, involve in litigation, arbitration or any other dispute or even that may in the opinion of the company, have material adverse effect on the Tender's ability to perform the Contract.
19. 1. 2. Its involvement in litigation is chronic.
19. 1. 3. Its past conduct or execution of works under contract has been poor.

19. 2. You are encouraged to inform Managing Director & Head of Department on the following addresses/contacts, in case where any OGDCL employee ask for any type of favor whether monetary or in kind:-

DESIGNATION	ADDRESS	TEL #	FAX #	E. MAIL
Managing Director	OGDCL House, Jinnah Avenue, Islamabad	051-9209701	051-9209708	md@ogdcl.com
Field Manager Chanda	Chanda Oil Field, Shakardara, Kohat KPK.	0922-553192	0922-553308	chanda_pefd@ogdcl.com

Yours faithfully,

For (Oil and Gas Development Company Limited)

I/C (PE&FD)

Chanda Oil Field,

Oil & Gas Development Company Limited

C/O TCS Office, Kohat, KPK-Pakistan

Phone No. Direct: 0922-523192

F-mail: chanda_pefd@ogdcl.com

GENERAL TERMS AND CONDITIONS:

- A. Bids must be submitted under two envelopes bidding system i.e. technical & financial bid separately on due date.
- B. Financial bids of only technically responsive bidders will be opened publicly.
- C. After tender opening "technical bids" will be reviewed. The bids will be brought technically at par by seeking clarifications. The bidders will **not** be asked for any price change in their financial bids due to certain clarifications and subsequent change in their technical proposals. The bidders will **not** be allowed to submit supplementary price proposals in a separate sealed envelope to make it a part of the already submitted unopened financial bids and to adjust their quoted price subsequently affected due to change in technical proposals.
- D. Sealed financial bids of technically non-responsive bidders will be returned un-opened.
- E. OGDCL reserves the right to reject any or all the bids without assigning any reason.
- F. Quoted prices must be firm (inclusive of GST, all other applicable taxes and duties).
- G. OGDCL evaluate the bid(s) full package wise.
- H. Maximum delivery time for supply items is four (04) to eight (08) weeks from the date of receipt of firm purchase order.
- I. Bidders to submit their company profiles, experience of similar supplies in Pakistan along with technical bids
- J. Any bid submitted to head office OGDCL shall be treated as cancelled.

BIDDING FORM (TECHNICAL BID)

Oil & Gas Development Company Limited
Chanda Oil Field,
Shakardara, Kohat, KPK-Pakistan.

Gentlemen,

1. Having examined the Bidding Documents including the specifications, the receipt of which is hereby acknowledged, we the undersigned offer to supply & deliver **“Demulsifier for Chanda Oil Field”** in conformity with specifications of the chemical and conditions of Tender Document.
2. We undertake if our bid is accepted, to commence delivery within **56** days from the date of receipt of your firm Purchase Order.
3. If our bid is accepted, we will provide the Performance Bond equal to 10% of the Purchase Order excluding GST, for due performance of the purchase order.
4. We agree to abide by all the terms & conditions of the tender for the period of _____ days (*Please specify days*) from the date fixed for receiving the same & it shall remain binding upon us and may be accepted at any time before the expiry of that period or any extension thereof agreed by us.
5. Until a formal Purchase Order is placed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest priced or any bid you may receive.

Dated this _____ day of _____ 20_____

(Signature)

(In the capacity of)

Duly authorized to sign Bid for and on behalf of

(Signature of Witness)

Name: - _____

Address: - _____

BID SUMMARY SHEET
TENDER NO. (TE/COF/PE&FD/ /2021)
(TO BE ATTACHED WITH TECHNICAL BID)

1. Bidder Name _____
Address, Phone & Fax No _____
E-mail address _____
2. Manufacturer Name & _____
Country of Origin: _____
(Where required) _____
3. Item Quoted: _____
4. Price Validity: _____
5. Offered Delivery Period: _____
6. GST Registration No.: _____
7. Bidding Form (Annexure-B Attached with Technical Bid): a) Yes b) No
8. Bid Bond Attached with TECHNICAL Bid: a) Yes b) No
9. Any Deviation: _____

Signature: _____

Name & Designation: _____

Contact # _____

BIDDING FORM (FINANCIAL BID)

Oil & Gas Development Company Limited
Chanda Oil Field,
Shakardara, Kohat, KPK-Pakistan.

Gentlemen,

1. Having examined the Bidding Documents including the specifications, the receipt of which is hereby acknowledged, we the undersigned offer to supply & deliver **“Demulsifier for Chanda Oil Field”** in conformity with specifications of chemical and conditions of Tender for the sum of Rs. _____ (Total bid amount in words) (inclusive of all taxes) or such other sum as may be ascertained in accordance with the said conditions.

2. Until a formal Purchase Order is placed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest priced or any bid you may receive.

Dated this _____ day of _____ 20____

(Signature)

(In the capacity of)

Duly authorized to sign Bid for and on behalf of

(Signature of Witness)

Name: - _____

Address: - _____

BID SUMMARY SHEET TENDER NO.
(TE/COF/PE&FD/ /2021)
(TO BE ATTACHED WITH FINANCIAL BID)

1. Bidder Name _____
 Address, Phone & Fax No _____
 E-mail address _____
2. Manufacturer Name & _____
 Country of Origin: _____
 (Where required) _____
3. Item Quoted: _____
4. Price Validity: _____
5. Total FOR (Destination) Price (Without GST): Rs. _____
6. Total FOR (Destination) Price (With GST): Rs. _____
7. Amount of Bid Bond (without GST): Rs. _____
8. Validity of Bid Bond (Expiry Date): _____
9. Offered Delivery Period: _____
10. Payment Terms: _____
11. GST Registration No. _____
12. Bidding Form (Annexure-B-1 attached with TECHNICAL bid): a)Yes b)No
13. Any Deviation: _____

Signature _____

Name & Designation _____

Contact # _____

BANK GUARANTEE AS EARNEST MONEY

Guarantee # _____

Date of Issue: _____

Date of Expiry: _____

Amount: _____

Oil & Gas Development Company Limited**Chanda Oil Field,****Shakardara, Kohat, KPK-Pakistan.**

In consideration of _____ hereinafter called
 “THE BIDDER” HAVING SUBMITTED THE ACCOMPANYING Bid and in consideration of
 value received from (the bidder above), we hereby agree to undertake as follows:

1. To make unconditional payment of Rs. _____
 (Rupees _____) up on your written demand without further recourse, question or reference to the BIDDER or any other person in the specified Bid after opening of the same for the validity thereof or if no such period be specified, within **120** days after the said opening or if the Bidder, having been notified of the acceptance of his bid by the Purchaser during the period of bid validity:
 - a) Fails or refuses to execute the Purchase Order in accordance with the instructions to the Bidders, **OR**
 - b) Fails or refuses to furnish Performance Bond in accordance with the instructions to Bidders.
2. To accept written intimation(s) from you as conclusive and sufficient evidence of the existence of a default or non-compliance as aforesaid on the part of the BIDDER and to make payment accordingly within 03 (three) days of receipt of the written intimation.
3. No grant of time or other indulgence to or composition or arrangement with the Bidder in respect of aforesaid Bid with or without notice to us shall affect this Guarantee and our liabilities and commitments hereunder.
4. This guarantee shall be binding on us and our successors in interest and shall be irrevocable.

(BANKER)

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
CERTIFICATE

Submitted to OGDCL with the reference to Purchase Order No. _____, here by declares its intention not to obtain or induce the procurement of any contract, right, interest, privileges or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any corrupt business practice.

Without limiting the generality of the foregoing, the Seller/ Supplier represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not be given or agree to give to anyone within or outside Pakistan either directly or indirectly through any national or juridical person, including its affiliate, agent, associate, broker, consultant, briber, finder's fee or kickback, whether described as consultant fee or otherwise, with the object of obtaining or including the procurement of a contract right, interest, privilege or other obligation or benefit in whatsoever form from GOP except that privilege or other obligation or benefit in whatsoever form from GOP except that which has been expressly declared pursuant hereto.

The Seller/ Supplier certificate that it has made and will make full disclosure of all agreement and arrangements with all persons in respect of or related to the transaction with GOP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The Seller/ Supplier accepts full responsibility and strict liability for making any false declaration not making full disclosure, mis-representing facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest. Privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GOP under any law, contract or other instrument, be void able at the option of GOP.

Notwithstanding any rights and remedies exercised by GOP in this regard, the Seller/ Supplier agrees to indemnify GOP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GOP in an amount equivalent to ten times the sum of any commission, gratification, bribe, tinder's fee or kickback given by the Seller/ Supplier as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP.

For & On Behalf of
Seller/ Supplier



OIL & GAS DEVELOPMENT COMPANY LTD

Oil & Gas Development Company Limited
Chanda Oil Field,
C/o TCS Office Kohat, KPK, Pakistan

Tel: 0922-553192
Fax: 0922-553308
Email: chanda_pofd@ogdcl.com
Website: www.ogdcl.com
GST No: 07-02-2802-001-55

LPO No : **TE/COF/PE&FD/ /2021**

ISSUED ON : _____

M/s _____

SUBJECT: **LOCAL PURCHASE ORDER.**

Dear Sir,

Ref your quotation dated _____ opened on _____ against our Press
Tender/Tender Enquiry/Fax Enquiry # (TE/COF/PE&FD/ /2021)
dated _____ regarding procurement of
_____.

We feel pleasure in placing an order on you for the supply of stores given below. Terms and Conditions of supply are noted below and on reverse.

A/C CODE: _____ INDENT No. _____ DT. _____ FOR: Chanda Oil Field, Department of Corrosion

Sr. #	Description	Qty	Unit	Index #	Unit Rate (PKR/Ltr)		Total PKR
					Excl of GST	Incl of GST	
	Demulsifier Chemical (Brand Name XXX)	4164	Ltr				

TERMS & CONDITIONS:

- DELIVERY PLACE & PERIOD:** AT **Chanda Oil Field, Shakardara, Kohat KPK** WITHIN **56 days** AFTER ISSUANCE OF LPO.
- PAYMENT CLAUSE:** **100%** PAYMENT will be made AFTER 100% DELIVERY of Chemical on Site.
- PERFORMANCE BOND:** 10% PERFORMANCE BOND IN SHAPE OF BANK GUARANTEE AS PER **CLAUSE # 10.1** OF TENDER DOCUMENTS MUST BE SUBMITTED WITHIN **10 DAYS** of LPO.
- INSPECTION.**

PLEASE ACKNOWLEDGE RECEIPT OF THIS ORDER IMMEDIATELY ACKNOWLEDGEMENT AND/OR PERFORMANCE, PARTIAL OR COMPLETE, OF THIS PURCHASE ORDER SHALL CONSTITUTE THE SUPPLIER/SELLER'S ACCEPTANCE OF ALL TERMS AND CONDITIONS OF THIS PURCHASE ORDER WITHOUT REGARD TO AND IN SUPERCESSION OF ANY AND ALL PREVIOUS CORRESPONDENCE/ DOCUMENTATION BETWEEN THE PARTIES.

for **OIL & GAS DEVELOPMENT COMPANY LTD.**

GENERAL TERMS AND CONDITIONS

1. **GENERAL:** These terms and conditions shall form an integral part of this Local Purchase Order and both the Supplier/Seller and the Purchaser shall be bound by all the provisions contained hereunder.
2. **DELIVERY:**
 - a. The material strictly according to specification must be delivered through Delivery Challan in triplicate at the place and within the time mentioned in this order (on reverse) by you at your own expenses {excluding a grace period of 10 (Ten) days for postal delivery of this Purchase Order}.
 - b. Time is of the essence of this order.
3. **EXTENSION IN SUPPLY PERIOD:** Supply period may be extended in exception cases provided that;
 - a. Force Majeure case is established by the Supplier.
4. **INSPECTION:** All items of this order will be subject to acceptance/rejection by the Inspection Committee/3rd Party Inspector (if required) or OGDCL rep, who will give its decision within 07 days of receipt of material. Rejected material shall be removed / replaced by the Supplier within 07 days from the date of receipt of letter/fax, issued by the Field Manager Chanda Oil Field. The Supplier will be liable to pay storage charges @ ½ % of the cost of rejected material on every day basis if the same is not removed within 07 days. After 10 days the penalty will be charged at the rate of 5% per day with the supplier's maximum liability under this clause not to exceed 15% of the total value of the Purchase Order.
5. **PENALTY:** For failure to comply with Delivery Clause, penalty shall be imposed on the Supplier as under:
 - a. The penalty 1% of cost of entire order or such items as remain un-supplied for every day up to a maximum of 5% for 10 days exceeding the delivery period.
 - b. If the material is not supplied even after paying penalty for 10 (ten) consecutive days. OGDCL reserves the right to cancel the supply order and to obtain the required items from elsewhere at your risk and cost.
6. **DOCUMENTATION FOR PAYMENT:** Following documents must be provided after receipt of Local Purchase Order (LPO) and payment will be processed only after receipt of said certificates:
 - a. National Tax Number (NTN), General Sales Tax (GST) and Professional Tax Paid Certificates must be provided by the firm immediately after receipt of Local Purchase Order (LPO) and payment will be processed only after receipt of said certificates.
 - b. Commercial Invoice having NTN/CNIC Numbers
 - c. Sales Tax Invoice
 - d. Professional Tax Paid Certificate
 - e. Copy of valid Tax Exemption Certificate (if any)
 - f. Delivery Challan
 - g. Annexure-C of FBR showing tax paid on account of this LPO
7. **You are encouraged to inform the M.D. and Head of Deptt(s) on the following addresses/ contacts, in case where any OGDCL employee asks for any type of favour whether monetary or in kind:**
 - a. **Managing Director**
OGDCL House, Jinnah Avenue,
Islamabad
Tel: +92-51-9209701
Fax: +92-51-9209708
 - b. **IC PE&FD**
Chanda Oil Field,
Shakardara, Kohat KPK
Tel: 0092-553192
Email: chanda_pefd@ogdcl.com

8. **GOVERNING LAW:** This Local Purchase Order and any matter relating thereto shall be governed by the laws of Pakistan.
9. **WARRANTIES:** Supplier/Seller warrants that all goods, material, equipment or services furnished here in above will conform strictly to the Purchaser's specifications.
10. **TITLE:** Supplier/seller warrants that the goods, material, equipment shall be delivered free from any and all security interests, liens, encumbrances and claims of any nature.
11. **COMPLIANCE WITH LAWS:** Supplier/seller agrees to indemnify the Purchase for any loss, damage or cost suffered by the Purchaser as a consequence of the Supplier/seller's failure, deliberate or otherwise, to comply with any applicable laws, rules, regulations or orders/directives of any public sector entity and/or Government.
12. **ARBITRATION:** Any dispute, difference or question arising out of or in respect of this Purchase Order shall be settled by arbitration in accordance with the Arbitration Act, 1940.
13. Acknowledge receipt of this order immediately

BANK GUARANTEE AS PERFORMANCE BOND

Guarantee # _____

Date of issue: - _____

Date of expiry:- _____

Amount: - _____

Oil & Gas Development Company Limited

Chanda Oil Field,

Shakardara, Kohat, KPK-Pakistan.

In consideration of your issuance of Local Purchase Order # / / _____ dated _____ to M/S _____ called supplier and in consideration for value received from supplier we (Please mention name of Bank) at the request of M/s. (Please mention name of supplier) hereby agree and undertake as:-

1. To make unconditional payments to you as called upon 10% of the value of the LPO (please mention amount of guarantee in words and figures) mentioned in the said LPO on your return demands without further recourse, question or reference to supplier or any other person in the event of default, non-performance or non-fulfillment by supplier of his obligations, liabilities, responsibilities under the said LPO which you shall be the soul judge.
2. To accept return intimation from you as conclusive and sufficient evidence of existence if a default or breach as aforesaid on the part of supplier and to make payment accordingly within 03 (Three) days of receipt thereof .
3. To keep this guarantee in full force from the date hereof until 30 (Thirty) days from the date of delivery of last consignment of material at given destination as per LPO.
4. To keep 50% amount of this guarantee enforce from the date hereof until 12 months from the date of delivery of last consignment of the material of at given destination as per LPO.
5. That no grant of time or other indulgence to, amendment in the terms of LPO by agreement between the parties or imposition or agreement with LPO in respect of the performance of this obligations under the said agreement, with or without notice to us shall in any manner discharged or otherwise affect this guarantee and our liabilities and commitments their under.
6. This guarantee shall be binding on us and our successor's interest and shall be irrevocable.
7. This guarantee shall not be affected by any change in the constitutions of the Guarantor Bank or the supplier.

(BANKER)