**OIL AND GAS DEVELOPMENT COMPANY LIMITED**

**UCH GAS FIELD**

**SCHEDULE OF REQUIREMENT**

**TENDER ENQUIRY # TE/UCH-II/ATA/001/2018**

**“HIRING OF SERVICES FOR MECHANICAL JOBS – COLUMNS & MISC. JOBS (AS PER ATTACHED SCOPE OF WORK) IN ANNUAL TURNAROUND (ATA-2018) OF UCH-II GAS PLANT”**

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| --- | --- | --- | --- | --- | --- |
| S# | **Description** | **Reference #** | **Rate** | **Total rate (inclusive of all Taxes)** | **Deviation** |
| 1 | As per scope of work given in tender documents |  |  |  |  |

**Note. Separate rate to be quoted for each activity as given in scope of work. Terms & conditions are attached.**

Annexure -“A”

**TERMS OF REFERENCE (TOR) FOR UCH-II ATA-2018**

**UCH-II GAS PROCESSING PLANT**

General:

1. The Owner, **O**il & **G**as **D**evelopment **C**ompany **L**imited (**OGDCL**) is interested in inviting bids for the provision of services (Mechanical) at their Uch-II Gas Plant for the execution of the Annual Turnaround (ATA) 2018 maintenance activities from reputable companies in this field. The tentative schedule of annual shutdown is from 23-03-2018 to 01-04-2018 (10 days), only 07 days shall be available for maintenance activities and remaining days will be required for the shutting down and startup activities. The contractor shall develop and submit a detailed work schedule including mobilization and preparatory works prior to shutdown.
2. The Quantities contained in the scope of work for each activity are estimated and liable to change (increase, decrease or omitted) when the work is actually executed. The Owner does not expressly or by implication guarantee that actual quantities of work to be performed will correspond to the scope of work submitted with this tender document. The payment to be made to the Contractor shall be based on the actual quantity of work performed.
3. Unit rates quoted by bidder shall be firm. No extra payments on account of escalation in prices due to any reason shall be admissible.
4. The work is being executed within the plant during shutdown and the Contractor shall, therefore, abide by all safety Rules and Regulations required to be followed by the Owner.
5. The Owner for any job will not provide any tools to contractor. Otherwise owner’s representative will be liable to deduct the charges accordingly.
6. The Contractor shall be responsible for ventilation and getting the vessels fit for entry and working environment. All other works required for equipment / piping repair works, e.g. removal / installation of internals, temporary supports, lighting, ventilation etc., shall be the Contractor’s responsibility.
7. The items mentioned in the scope of work consist of furnishing all plant, labor, equipment, machinery, scaffolding and materials for completing the scope of work. The work shall be done, complete in all respects in accordance with the requirements and Owner’s instructions at site.
8. Quotation is required in PKR against each individual activity to execute the jobs given in the scope of work for ATA.
9. Working hours for the day will be considered 10 hours/day excluding lunch break. Sunday and any other gazetted holiday will be considered as working day.
10. Most of the jobs will be carried out in the day shift however limited tasks may be carried out in the night shift also if required.
11. Payment will be made as per actual work done through cross cheque after the completion of the ATA.
12. Skilled manpower should be well experienced in their respective crafts.
13. Management of the plant reserves the right to curtail the job list or terminate the services of any hired staff at any time without any reason.
14. HSEQ Rules & Regulations will be strictly observed.
15. All the participating companies should have at least 3~5 years of similar experience especially in turnaround of Petrochemical/Fertilizers Plants.

OGDCL’S RESPONSIBILITIES:

1. OGDCL will provide blind/ spades for isolation and pressure testing. However the blinds which are not available in stock, contactor may fabricate with available SS/MS sheets.
2. OGDCL will arrange NDT/Third party inspection if required.
3. Only lodging (accommodation) will be provided to the Contractor manpower. The arrangement for 300 persons is available at site.
4. Only Emergency/First Aid medical coverage will be the responsibility of OGDCL.
5. All gaskets and direct material/spare parts will be provided.
6. OGDCL will provide paint if required for any job mentioned in Mechanical work scope only.
7. OGDCL will provide pumps, tanks and hosepipes only for in-place chemical cleaning.
8. OGDCL will provide one available 30 Ton truck crane.
9. Although the plant has a safe history however adequate security umbrella as provided to the Company’s employees will be extended for Contractor’s manpower.

CONTRACTOR’S RESPONSIBILITIES:

1. The technical manpower must be qualified/skilled and have at least five years experience in its trade in the field of Oil & Gas/Petrochemical Processing Plants. Contractor skilled manpower will be interviewed by OGDCL professionals in respective disciplines, if deemed necessary and contractor should arrange the interview at their premises. The detailed CV’s of direct manpower/supervisors is mandatory.
2. Locals should be given preference while hiring of skilled/unskilled manpower.
3. The contractor should plan ATA activities (direct/associated) using latest version of Primavera and submit their planned schedule covering all the activities for carrying out ATA of Uch Gas Plant successfully with high level quality within stipulated time period. (Soft copy of Primavera Plan is mandatory)
4. Contractor should prepare/submit daily progress report and percentage Gantt chart (planned vs actual) at end of the day.
5. Tools and consumables for the execution of each job including welding / fabrication consumables for all repair and modification jobs. The contractor should submit list with quantity & cost of consumables that they have analyzed and included in their bid for the execution of all activities.
6. Contractor shall share quantitative list of all resources, consumables, Tools & Tackles, Logistics etc. for ATA jobs with OGDCL Site Management at the time of Kick-of Meeting and listed material/resources should be available at site at least 1 week before the commencement of ATA. Contractor will be charged by owner’s representative if any job delays due to lack of resources.
7. Painting job where ever given in the scope including painting equipment like brushers, roller, spray nozzles/guns, hosepipes etc.
8. 24V High RPM exhaust Fans for the ventilation of Columns and Vessels.
9. 24V Lighting arrangement inside the Column and vessels.
10. In case of any accident, OGDCL will provide only general first aid whereas any other medical treatment would be the responsibility of contractor.
11. Site administration personnel with associated resources like computer, printers, photocopiers etc.
12. Cranes and fork lifters suitable to carry out the activities within stipulated time frame will be the responsibility of contractor.
13. Chemical cleaning arrangement for Vessels and Columns etc. is available at Uch. The contractor should supervise and provide manpower assistance for chemical cleaning activities.
14. Scaffolding material and services, as when and where required.
15. Electrical Supply Boards/Cables along with earth leakage circuit breaker as per HSE standard.
16. Pneumatic tools for confined spaces.
17. Shock absorbing safety harness and respirators for contractor employees as per job requirement.
18. Contractor will submit Company HSE Policy manual for implementation of safe execution of each activity with zero-injury target. In case of any accident, OGDCL will not be liable for any claim like insurance etc.
19. Provision of PPE’S to their manpower and each worker should display ID card (HSE concern)
20. The proper certification of lifting gears, cranes, crane operators, drivers etc. will be mandatory (HSE Concern).
21. The valid certification of welders, scaffolder etc. will be mandatory. Tags should be displayed for certified scaffolding (HSE Concern).
22. Contractor should arrange HSE I/C, supervisors, inspectors, first aiders, hole watcher, rescuer, fireman and housekeeping man as per work plan activities (well equipped team).
23. Contractor shall submit WPS & WPQR for welding jobs prior to execution of job no deviation will be permissible.
24. Contractor shall depute qualified quality control inspectors (Level-II, Level-III CSWIP 3.1, API certified) for the supervision of welding/modification jobs.
25. DPT of all welding jobs (Repair work/Modifications) shall be the responsibility of main execution contractor including material.
26. Submit Total no’s of deployed manpower list (designation wise) for the execution of individual job.
27. Contractor shall provide adequate meals and laundry services to their employees. Local area Contractor’s may be introduced to provide such services.
28. Contractor will arrange transport for the pick and drop for their manpower from Colony to Plant and back for the whole period and also from Jacobabad to field & back. Fitness certificate for vehicles and drivers will be mandatory. Vehicles deployed for said purpose will be inspected by OGDCL and will not be allowed to use if found unfit.
29. Contractor should ensure the police verification of all manpower direct and indirect and must have bio-data file of each. (Security concern)
30. Contractor manpower must have CNIC and Contractor identity card.
31. Contractor should ensure his manpower has no any kind of ammunition and narcotics. (Security concern)
32. Mobiles and photo camera are prohibited in the plant premises and contractor should be ensured. (Security concern).
33. Contractor should deploy his own fully equipped security to control the manpower’s in/out movement in plant as well as at colony with the coordination of OGDCL security incharge. (Security concern).