



**OIL & GAS DEVELOPMENT COMPANY LTD.
RIG MAINTENANCE OVERHAULING GROUP
LOGISTIC FIELD KOTSARANG, TALAGANG.**

SCHEDULE OF REQUIREMENT

Material: Procurement of Spare Parts of Caterpillar 3512 Diesel Engine.

Tender Enquiry # PROC-WT/OHG/KSG/1712/2022

Sr. No	Description of Item	Part #	UOM	QTY.	Unit Price (PKR)	Extended Price (PKR)	Total Price with GST
1.	SEAL	8C5209	Number	02			
2.	GASKET	1W1253	Number	02			
3.	SEAL-O-RING	7M9909	Number	02			
4.	GASKET	7E6016	Number	02			
5.	GASKET	4H7869	Number	03			
6.	SEAL-O-RING	2147568	Number	06			
7.	GASKET	1W1251	Number	05			
8.	SEAL-O-RING	2697885	Number	03			
9.	SEAL-O-RING	6V5048	Number	01			
10.	SEAL-O-RING	2385081	Number	06			
11.	SEAL-O-RING	2594598	Number	01			
12.	GASKET	9L1480	Number	01			
13.	BOLT	5L1761	Number	02			
14.	SEAL	2714926	Number	01			
15.	CLAMP	6L3005	Number	02			
16.	GASKET	5N2707	Number	01			
17.	GASKET	5N4718	Number	01			
18.	GASKET	5N2725	Number	01			
19.	GASKET	5N2720	Number	01			
20.	SEAL	5N8458	Number	01			
21.	GASKET	1720271	Number	01			
22.	GASKET	7H9899	Number	02			
23.	COUPLING	1245514	Number	02			
24.	MOUNT A	8N9300	Number	02			
25.	LOCK WASHER	5H6555	Number	04			
26.	SCREW	9X6259	Number	04			
27.	NUT	4B2041	Number	04			
28.	INDICATOR	1W5280	Number	01			
29.	LOCK WASHER	1H4393	Number	02			
30.	GASKET	1W7391	Number	01			
31.	GASKET	1W1251	Number	04			
32.	BUSHING	1W8975	Number	02			
33.	PLUG	3S8313	Number	01			
34.	SEAL	5P6859	Number	01			
35.	GASKET	1W8393	Number	01			
36.	STRAP – CABLE	3S2093	Number	20			
37.	RING	3617097	Number	01			
38.	BOLT	8T9398	Number	10			
39.	HOSE	8N5254	Number	02			

Sr. No	Description of Item	Part #	UOM	QTY.	Unit Price (PKR)	Extended Price (PKR)	Total Price with GST
40.	PUMP AS – F PR	1623906	Number	01			
41.	HOUSING KIT	2W6082	Number	01			
42.	LEAD A	5N9366	Number	01			
43.	RECPTACLE KI	1028802	Number	04			
44.	PIN	9X3401	Number	25			
45.	SOCKET	9X3402	Number	25			
46.	BOLT HEX HEA	1653933	Number	02			
47.	RETAINER	8N1992	Number	02			
48.	COVER	4W5597	Number	01			
49.	BOLT	5P5421	Number	01			
50.	BOLT	4S5882	Number	01			
51.	HOSE AS	4516973	Number	01			
52.	TUBE AS	2045447	Number	02			
53.	CLAMP	1N4910	Number	02			
54.	CAPSCREW	4F7226	Number	02			
55.	WASHER	7N5487	Number	02			
56.	PLUG	2344182	Number	02			
57.	GASKET	8N2410	Number	01			
58.	CONNECTOR	1W5421	Number	01			
59.	SEAL-O-RING	5P8210	Number	01			
TOTAL AMOUNT							

Terms & Conditions for Bidders:

1. Bids shall be received at the following address on or before the time and date mentioned against tender enquiry (at least half hour earlier to bid opening). Bidder(s) or their authorized representative(s) are encouraged to attend the Tender Opening meeting on the specified date and time.

I/C Rig Maintenance Overhauling Group (TE # Proc-WT/OHG/KSG/1712/2022)
 OGDCL Logistic Field Kotsarang, Talagang , Punjab.
 Cell # 0321-8585664, 0300-8551325, Ph. 0543-682114, Fax: 0543-682116.
 Email: zahoor.hussain@ogdcl.com, oml_ks@ogdcl.com
 C/o TCS Office– Talagang (Punjab).

2. Bidder must provide with technical bid an authority letter of O.E.M i.e. CATERPILLAR or their authorized dealer / distributor against this tender enquiry of OGDCL & confirmation on the OEM or their authorized dealer / distributor letterhead that the offered part is new, genuine, unused and free from all manufacturing defects.
3. Standard OEM warranty is required for the offered parts against defects in performance, material and workmanship and such warranty must be provided with the technical proposal.
4. Offered parts to be packed as per OEM standard to ensure safe transportation.
5. Bidder to quote each part with complete description, part number, quantity, unit price & extended price.

6. Price(s) to be quoted in **Pak Rupees (PKR)**.
7. Bidders are required to submit a bid bond of PKR 30,000/- (Pak Rupees thirty thousand only) in favor of Operation Manager OGDCL Logistic Field Kotsarang, Talagang (Punjab) at the time of bid submission.
8. In case, the bidder offers required part(s) with superseded / replaced part numbers, it should be clearly mentioned in the technical / financial bid and a certificate of OEM or their authorized dealer / distributor be provided to confirm that the supplied part(s) with new part number is 100% exact replacement (i.e. 100% compatible in design, dimensions and function / performance) to the part(s) having part number as mentioned in the Schedule of Requirement.
9. If any clarification is required, it may be obtained from the office of Operation Manager, I/c Rig Maintenance Overhauling Group, OGDCL Logistic Field Kotsarang.
10. Delivery must be made within 08 weeks after issuance of purchase order. The material to be delivered at OGDCL Logistic Field Kotsarang, Talagang (Punjab).
11. Payment shall be made after delivery, inspection and acceptance by OGDCL against original invoice with annexure – C and inspection report duly verified/ signed and stamped by OGDCL Logistic Field Kotsarang Management. Payment will be made to the supplier through Payable Section-Fields at OGDCL Head Office, Islamabad.
12. OGDCL reserves the right to annul the bidding process at any time prior to issuance of purchase order/ award of contract.
13. Quantity of the required spare parts may be increased or decreased as per OGDCL requirement.
14. These terms and conditions are integral part of the tender enquiry and a copy of the same duly signed and stamped by the bidder's authorized person must be submitted with the bid proposal in token of acceptance.

Operation Manager
OGDC Logistic Field Kotsarang

I/C Rig Maintenance Overhauling Group
OGDCL Logistic Field Kotsarang.



TENDER DOCUMENTS

TENDER ENQUIRY NO: PROC-WT/OHG/KSG/1712/2022

**“PURCHASE OF SPARE PARTS FOR CATERPILLAR ENGINE
MODEL# 3512”**

**OPERATION MANAGER LOGISTIC FIELD KOTSARANG
(LOCAL PROCUREMENT)
OIL & GAS DEVELOPMENT COMPANY LIMITED**

ISSUING DATE: 13-07-2022

BID SUBMISSION DATE: 29-07-2022

OGDCL SALES TAX REGISTRATION

NO. 07-02-2802-001-55

INVITATION FOR BIDS

BIDDING DOCUMENT

TENDER NO. PROC-WT/OHG/KSG/1712/2022

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- A SCHEDULE OF REQUIREMENT**
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- B-1 BIDDING FORM & BID SUMMARY SHEET (FINANCIAL BID)**
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OIL & GAS DEVELOPMENT COMPANY LIMITED

LOGISTIC FIELD KOTSARANG, TALAGANG (PUNJAB).

NO: - PROC-WT/OHG/KSG/1712/2022

Dated: 03-06-2022

SUBJECT: “PURCHASE OF SPARE PARTS FOR CATTERPILLAR ENGINE MODEL# 3512”

NOTE: BIDDERS SHOULD ALSO REFER TO THE “MASTER SET OF TENDER DOCUMENTS” AVAILABLE AT OGDCL’S WEBSITE AT THE FOLLOWING ADDRESS:

<http://www.ogdcl.com/UploadFolder/tender/MasterSetofPressTenderDocumentsLocal.pdf>

Oil & Gas Development Company Limited (hereinafter referred to as the Purchaser) invites sealed bids from eligible Bidders for supply and delivery of goods, materials, equipment and/or services described in the schedule of requirement as Annexure “A” hereof.

The technical & Financial Bids will be opened together on date mentioned in SOR / Tender Notice. Technical & Financial evaluation report will be published on OGDCL’s website before assigning of Purchase order to any bidder.

1. INSTRUCTIONS TO BIDDERS: -

- 1.1 Only the Bids of bonafied buyers of Tender Document will be entertained. 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 two weeks 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 the Tender Document.
- 1.4 Bidders are required to submit their Bid, which will bear words “**CONFIDENTIAL**” and Tender # **PROC-WT/OHG/KSG/1712/2022** “**PURCHASE OF SPARE PARTS FOR CATTERPILLAR ENGINE MODEL# 3512**”
- 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, or by 3rd party at its own cost (if required).
- 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 conform 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 & B-1 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 be rejected.
- 2.4. Prices must be quoted including all charges like handling, loading, transportation and un-loading, Octroi and Zila Tax etc. for delivery of material at Purchaser’s stores located at **LOGISTIC FIELD KOTSARANG, TALAGANG.**
- 2.5. Quoted price shall be valid for 60 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. SEALING AND MARKING OF BIDS:

- 3.1. The Bidder shall furnish Technical & Financial bids together in a single sealed envelope.
- 3.2. Technical & Financial Bids will be opened together on Bid opening date.
- 3.3. The bid shall be submitted in a sealed envelope marked as under:-

OPERATION MANAGER

Logistic Field Kotsarang,
Oil & Gas Development Company Limited
Talagang, Punjab-Pakistan
Phone No. Direct: 0543-682117, 682114
Fax No. 0543-682115
E-mail: oml_ks@ogdcl.com

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

Tender Enquiry No. PROC-WT/OHG/KSG/1712/2022

“PURCHASE OF SPARE PARTS FOR CATERPILLAR ENGINE MODEL# 3512”

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

4. DEADLINE FOR SUBMISSION OF BIDS:

4.1. All Bids must be delivered/ dropped in the Office of I/C Rig Maintenance Overhauling Group- OGDCL Logistic Field Kotsarang, Talagang on or before the prescribed deadline of bid opening date.

5. LATE BIDS:

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

6. BID OPENING:

7.1. OGDCL will open the Technical/Financial Bid(s), in the presence of bidder’s representative(s) who may chose 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:

7.4.1 Where there is a discrepancy between amount in figures and word, the amount in word will prevail.

7.4.2. 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.

7.4.3. In case the due date of bids opening falls on a holiday, the bids shall be opened on the next working day.

7. DETERMINATION OF RESPONSIVENESS:

7.1. After opening of the bids, the purchaser will determine whether each bid is substantially responsive to the requirements of the bidding documents.

7.2. 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 in-consistent 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.

- 7.3. 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.
- 7.4. 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).
- 7.5. 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.

7.6.

8. ISSUANCE OF LOCAL PURCHASE ORDER (LPO):

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

9. PERFORMANCE BOND:

- 9.1. 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 15 days of the receipt of Purchase Order.
- 9.2. In case the successful bidder fails to furnish performance bond as per clause 10.1, the firm shall be debarred from participation in any future tender of the purchaser in addition to the action taken against such bidder as per clause 3.5(b).
- 9.3. The purchaser reserves the right to check the authenticity of performance bond from the concerned Bank.

10. PAYMENT:

- 10.1. Progressive Payments will be made as per following payment milestones on the completion of works:
 - 10.1.1. 100 % after delivery of material & punch list clearance and provisional acceptance by OGDCL/ Engineering Consultant

11. DELIVERY SCHEDULE:

- 12.1 **“PURCHASE OF SPARE PARTS FOR CATERPILLAR ENGINE MODEL# 3512”**
Against this tender is to be completed within **08 WEEKS** from the date of issuance of firm purchase/ work order.

12. EXTENSION IN THE DELIVERY / COMPLETION PERIOD:

- 12.1. Providing of the services shall be made by the supplier in accordance with the given delivery schedule in purchase order.
- 12.2. The supplier may claim extension of the time limits as set forth in the purchase order in case of: -
 - 12.2.1. Changes in Scope of Work or in the specifications of goods, material & equipment by the OGDCL.
 - 12.2.2. Delay in provision of clarifications regarding material, drawings and services by the OGDCL

12.2.3. Force Majeure pursuant to clause 15.

12.3. 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.

12.4. It should be noted that a request for extension in delivery/ completion period shall be considered only if the supplier/ contactor 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.

12.5. In case of extension in delivery period, the supplier/ contactor will extend validity of Performance Bond accordingly at his cost.

12.6. If the supplier/ contactor 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.

13. **PENALTY.**

13.1. For failure to comply with delivery schedule of purchase order, penalty will be imposed on defaulting supplier as under:-

13.1.1. @ 1 % of the cost of entire order (excluding GST) or of such items as remains unsupplied for every day up to maximum of 15% for 10 days exceeding the delivery period.

13.1.2. 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.

13.1.3. In case suppliers fails to deliver the goods against order, the purchaser reserves the right to claim interest/financial charges from the supplier on the amount of advance paid to him as per terms/conditions of order for such a period the supplier has detained the amount of advance.

14. **FORCE MAJEURE:**

14.1. 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.

14.2. 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.

14.3. 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.

15. **INSPECTION AND TEST:**

15.1. 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 Operation Manager OGDCL Logistic Field Kotsarang will witness the inspection (where so required).

15.2. 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.

15.3. Rejected material/ work shall be moved/ replaced by the supplier within 07 days from the receipt of letter/fax issued by the Operation Manager OGDCL Logistic Field Kotsarang. The supplier shall be liable for the storage charges @ ½% (half percent) of the cost of rejected material on every day basis, if the same is not removed within seven days.

15.4. Acceptance/rejection of the material by 3rd party will be final and binding on both the parties.

16. WARRANTY:

16.1. The supplier/ contactor shall warrant that all supplied material/ Services 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.

16.2. OGDCL shall promptly notify the supplier in writing, of any claims arising under this warranty.

16.3. The supplier/ contactor will invariably provide warranty/guarantees

17. QUALIFICATION OF SELECTED BIDDERS:

17.1. 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.

17.2. 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.

17.3. 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.

17.4. 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.

18. LITIGATION CLAUSE:

18.1. without prejudice to other right of the Company, tenderers, their subcontractors and other suppliers shall be disqualified from participating in the bidding process if:

18.1.1. 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.

18.1.2. Its involvement in litigation is chronic.

18.1.3. Its past conduct or execution of works under contract has been poor.

19. 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	051-9209701	051-9209708	
I/C Rig Maintenance Overhauling Group	OGDCL Logistic Field Kotsarang.	0543-682114, 0321-8585664	0543-682115	zahoor.hussain@ogdcl.com oml_ks@ogdcl.com

Yours faithfully,
for (Oil and Gas Development Company Limited)

I/C Rig Maintenance Overhauling Group

Logistic Field Kotsarang,
Oil & Gas Development Company Limited
Talagang, Punjab-Pakistan
Phone No. Direct: 0543-682114
Cell # 0321-8585664
Fax No. 0543-682115
E-mail: zahoor.hussain@ogdcl.com,
oml_ks@ogdcl.com

GENERAL TERMS AND CONDITIONS:

- A. BIDS MUST BE SUBMITTED UNDER ONE ENVELOPE BIDDING SYSTEM i.e. TECHNICAL & FINANCIAL BID SEPARATELY PLACED IN ONE ENVELOPE ON DUE DATE.
- B. TECHNICAL & FINANCIAL BIDS WILL BE OPENED TOGETHER ON BID OPENING DATE.
- 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. ANY BID WITHOUT BID BOND WILL BE REJECTED OUTRIGHTLY.
- 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, OTHER TAXES, AND DUTIES).
- G. BIDS WILL BE EVALUATED ON FULL PACKAGE BASIS.
- H. THE MAXIMUM DELIVERY TIME FOR SUPPLY ITEMS IS **EIGHT (08) WEEKS** AFTER ISSUANCE PURCHASE ORDER.
- I. BIDDERS TO SUBMIT THEIR COMPANY PROFILES, EXPERIENCE OF SIMILAR SUPPLIES IN PAKISTAN ALONG WITH TECHNICAL BIDS

BIDDING FORM (TECHNICAL BID)

Oil & Gas Development Company Limited
Logistic Field Kotsarang,
Talagang, Punjab-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 «Description» in conformity with drawings, specifications of goods and conditions of Tender Document.
2. We undertake, if our bid is accepted, to commence delivery within _____ days (Please specify 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 _____ 200_____

(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. PROC-WT/OHG/KSG/1712/2022
(TO BE ATTACHED WITH TECHNICAL BID)

1. Bidder Name _____
 - a. Address, Phone & Fax No _____
 - b. E-mail address _____

2. Manufacturer Name & _____
 - a. Country of Origin: _____
 - b. (Where required) _____

3. Items Quoted:(give serial no. only): _____

4. Price Validity: _____

5. Offered Delivery/ Completion Period: _____

6. GST Registration No. _____

7. Bidding Form (Annexure-B Attached with Technical Bid): Yes No

8. Bid Bond Attached with **TECHNICAL** Bid: Yes No

9. Any Deviation: _____

Signature _____

Name & Designation _____

BIDDING FORM (FINANCIAL BID)

**Oil & Gas Development Company Limited
Logistic Field Kotsarang
Talagang, Punjab-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 «Description» in conformity with drawings, specifications of goods 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 _____ 201__

(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. PROC-WT/OHG/KSG/1712/2022
(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. Items Quoted:(give serial no. only): _____

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): Yes No

13. Any Deviation: _____

Signature _____

Name & Designation _____

BANK GUARANTEE AS EARNEST MONEY

Guarantee # : _____
Date of Issue : _____
Date of Expiry : _____
Amount : _____

**Oil & Gas Development Company Limited
Logistic Field Kotsarang
Talagang, Punjab-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. _____

hereby 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 any one 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 certifies 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 voidable 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, finder'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
Logistic Field Kotsarang
Talagang, Punjab-Pakistan

TEL: : 92 0543-682117
FAX: : 92 0543-682115
EMAIL: : oml_ks@ogdcl.com
Web Site: www.ogdcl.com
GST No: 07-02-2802-001-55

LPO No : TE/ / _____
M/s _____,

_____.

ISSUED ON : _____

SUBJECT: **LOCAL PURCHASE ORDER.**

Dear Sir,

Ref your quotation dated _____ opened on _____ against our Press Tender/Tender Enquiry/Fax Enquiry # PROC-L() _____ 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.

INDENT No. _____ DT. _____
A/C CODE: _____

FOR: (LOCATION _____) DEPARTMENT _____

S. NO.	DESCRIPTION	QTY	UNIT	INDEX NUMBER	UNIT RATE (RUPEES)		TOTAL (RUPEES)
					(EXCL OF GST)	(INCL OF GST)	
(RUPEES _____ ONLY)						GRAND TOTAL: (INCLUSIVE OF ___% GST)	

TERMS & CONDITIONS:

- DELIVERY PLACE & PERIOD:** AT OUR _____ WITHIN _____ AFTER ISSUANCE OF LPO.
- PAYMENT CLAUSE:**
 - PAYMENT AFTER DELIVERY (OR)
 - PAYMENT AGAINST DELIVERY (OR)
 - _____% ADVANCE PAYMENT AGAINST BANK GUARANTEE.
- PERFORMANCE BOND:** 10% PERFORMANCE BOND IN SHAPE OF BANK GUARANTEE AS PER CLAUSE # _____ OF TENDER DOCUMENTS MUST BE SUBMITTED WITHIN 10DAYS.
- 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), 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 Uch Gas 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. @ ½ % of cost of entire order or such items as remain un-supplied for every day upto a maximum of 15% 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
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:**

DESIGNATION	ADDRESS	TEL #	FAX #	E. MAIL
MANAGING DIRECTOR	OGDCL HOUSE, JINNAH AVENUE, ISLAMABAD	051- 9209701	051-9209708	
Operation Manager	Logistic Field Kotsarang	0543-682117	0543-682115	oml_ks@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 hereinabove 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
Logistic Field Kotsarang,
Talagang, Punjab-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 under take 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)

BANK GUARANTEE AS ADVANCE PAYMENT

Guarantee # _____
Date of issue :- _____
Date of expiry:- _____
Amount :- _____

Oil & Gas Development Company Limited
Logistic Field Kotsarang,
Talagang, Punjab-Pakistan

1. WHEREAS M/s _____ (hereinafter called the Supplier) have requested us to furnish a Bank Guarantee for Pak Rs. _____ (Rupees _____) being _____% advance of the ordered value of Pak Rs. _____ (Rupees _____) in respect or LPO # FM/ _____ issued on _____.
2. AND IN CONSIDERATION of your paying an advance of Pak Rs. _____ we, _____ hereby guarantee to pay on demand a sum of Pak Rs. _____.

WE ALSO HEREBY AGREE:

- a) To make unconditional payment of maximum amount of Pak Rs. _____ without any question and without referring to the Supplier.
- b) To keep the guarantee in force till _____.
- c) To extend the period of enforceability of this guarantee if it becomes necessary to you and agreed to by us.
- d) We further undertake not to revoke this guarantee during its specified duration as above state except with your consent.

(BANKER)