



OIL & GAS DEVELOPMENT COMPANY LIMITED
SUPPLY CHAIN MANAGEMENT DEPARTMENT
A/MANAGER (SCM) LOCAL PROCUREMENT

OGDC HOUSE
JINNAH AVENUE,
ISLAMABAD - PAKISTAN

PHONE : 051-920023750
E-mail : ijaz_janjua@ogdcl.com

NO.PROC-LH/LT/DRLG-17512/18

DT: 7th December, 2018

1. M/s Castrol Pak. (Pvt.) Ltd. Karachi
2. M/s Chevron Pak. (Pvt.) Ltd. Islamabad
3. M/s Hi-Tech Lubricants Ltd. Islamabad
4. M/s MAL Pak. Ltd. Karachi
5. M/s Pakistan State Oil Co. Ltd, Islamabad
6. M/s Shell Pakistan Ltd. Islamabad
7. M/s TOTAL PARCO Pakistan Ltd., Islamabad

OFFICE COPY

SUBJECT: SUBMISSION OF BIDS AGAINST TENDER# PROC-LH/LT/DRLG-17512/18
FOR PROCUREMENT OF LUBRICANTS.


Dear Sir,

This is with reference to the above captioned subject.

2. We are pleased to inform you that being a prequalified bidder, the tender enquiry is being sent to you for submission of bid for the supply of **Lubricants**. Please submit your bid proposal on single stage two envelop bidding procedure after thoroughly examining the Annexure "A" (Schedule of Requirement) attached herewith and complete set of Tender documents uploaded on OGDCL website.

3. The bid submission date and time is **21st December, 2018 at 11:00 AM**. The technical will be opened on the same day at 11:30 AM.

Yours faithfully,
For Oil and Gas Development Company Limited


(Ijaz Hussain Janjua)
A/Manager (Local) Procurement



OIL & GAS DEVELOPMENT COMPANY LIMITED
PROCUREMENT DEPARTMENT (LOCAL), ISLAMABAD
SCHEDULE OF REQUIREMENT

Material :LUBRICANTS

Due Date: 21-DEC-2018

Tender Enquiry No: PROC/LH/LT/DRG-17512

Bid Bond Value : RS. 45,000/-

EVALUATION WILL BE CARRIED OUT ON FULL

Attachment(if any) : NIL

| Sr No | Description | Quantity | Make/Brand offered | Unit | Unit Price (PKR) Inclusive Of All Taxes Except GST | Unit Price (PKR) Inclusive of GST | Total Price (PKR) Inclusive of GST | Delivery Period Offered | deviation from Tender Spec. If Any |
|-------|-----------------------------|----------|--------------------|-------|--|-----------------------------------|------------------------------------|-------------------------|------------------------------------|
| 1 | OIL,DIESEL ENGINE,SAE 40 | 2100 | | Litre | | | | | |
| 2 | OIL,DIESEL ENGINE,SAE 15W40 | 1050 | | Litre | | | | | |

Special Note:- The prospective bidders also download the master set of Tender Document

- The prospective bidders may keep in touch with OGDCL web site for downloading the clarifications/amendments (if any) issued by OGDCL.
- DELIVERY TERM : WITHIN 30 DAYS AFTER ISSUANCE OF LPO ON F.O.R LOG BASE TANDO ALAM.PAYMENT TERM: 100% AFTER DELIVERY. SHELF LIFE OF THE PRODUCTS MUST BE ATLEAST ONE (01) YEARS. ALSO PROVIDE SHELF LIFE CERTIFICATE ON YOUR COMPANY LETTER HEAD.

Discount (if any) shall only be entertained on Schedule of Requirement of Bidding Document (Financial Proposal). If the discount is mentioned elsewhere in the bid, the same shall not be entertained.



OIL & GAS DEVELOPMENT COMPANY LIMITED
PROCUREMENT DEPARTMENT (LOCAL), ISLAMABAD
SCHEDULE OF REQUIREMENT

Mandatory Checklist

Please confirm the compliance of the following mandatory information along with the bid(s) (failing which bids(s) will not be accepted)

| Documents | To be Attached with the Technical/Financial Bids | Compliance | |
|--|---|------------------------------|-----------------------------|
| | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Original Bid Bond | Technical Bid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Copy of NTN Certificate | Technical Bid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Copy of GST Certificate | Technical Bid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Confirmation that the Firm is appearing on FBR's Active Taxpayer List | Technical Bid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Duly signed and stamped Annexure-A (Un-priced) | Technical Bid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Duly filled, signed and stamped Annexure-B | Technical Bid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Duly filled, signed and stamped Annexure-D | Technical Bid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Duly filled, signed and stamped Annexure-L on Company's Letterhead | Technical Bid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Duly signed and stamped Annexure-M on Company's Letterhead | Technical Bid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Duly signed and stamped Annexure-N on Non-Judicial Stamp Paper duly attested by Notary Public | Technical Bid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Duly filled, signed and stamped Annexure-A (Priced) | Financial Bid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Duly filled, signed and stamped Annexure-C | Financial Bid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Duly filled, signed and stamped Annexure-E | Financial Bid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |