

**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**SUPPLY CHAIN MANAGEMENT DEPARTMENT**

**(FOREIGN WING-E)**

**OGDC HOUSE PLOT NO 3 (NEW NO. 3013 F-6/G-6**

**Jinnah Avenue, Islamabad (Pakistan)**

**Ph: 0092-51- 920023652**

**No. PROC-FE/PROP/P&P-4873/2020**

**Islamabad, the 24<sup>th</sup> -NOV, 2020**

**M/s John Crane Middle East FZE,**  
S-20113 South Zone, Jebel Ali Free Zone 61040  
UAE  
Email: [kamilia.bennouna@johncrane.com](mailto:kamilia.bennouna@johncrane.com)

SUBJECT: **INVITATION FOR BID FOR PROCUREMENT OF SPARES FOR JOHN CRANE MECHANICAL SEALS**

Dear Sir (s),

You are hereby invited to submit your firm, irrevocable and most competitive sealed bid for the subject material as per specifications attached herewith duly marked as **Annexure-A** (Pages No. 03). The other terms and conditions are as follows.

1. The prices must be based on firm **C&F by Sea Karachi** including charges and dispatch of documents through courier. The prices with adjustable formula/fluctuation condition will not be acceptable.
2. The prices should be exclusive of insurance cost, which will be arranged by the company through **M/s National Insurance Company Limited, Karachi.**
3. The bids shall remain open for acceptable for a period of **120 days** from the date of bid opening. The offered prices must also remain valid through delivery period. In exceptional circumstances prior to expiry of Original bid validity period the bidder may be requested in writing for and extension in the period of validity. A bidder agreeing to such request will not be permitted to modify his bid and will be required to correspondingly extend the validity of their bid bond.
4. The delivery period must be quoted to the most minimum possible extent. The ex-stock and shorter delivery period may be given preference.
5. The bid must be prepared and submitted in English language. The supporting literature of the concerned material items should also be in English.
6. The prices shall be quoted preferably in **US Dollars** or in the Bidder's own currency. Down Progress payment direct or through L/C will not be made. Payment to the successful bidder will be made through Letter of Credit in the quoted currency. The prices may be quoted only in one currency and conversion rate for converting the quoted prices in any other currency may not be mentioned. The price quoted in currency other than US Dollars will be converted in to US Dollars at the parity foreign Exchange rate applicable on the date of Bid opening for comparison purposed.
7. The Bid whether submitted by the Principals (the Bidder) or through the Sales Agent must be accompanied by the Principals' Proforma Invoice (Original) or Annexure - "A" duly filled in, signed and stamped by the Bidder along with Form of Tender or Bidding Form Attached therewith duly marked as Annexure - "B" . All copies of the Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. Proof of authorization shall be furnished in the form of written a power of attorney which shall **accompany with** the Bid. All pages of the Bid/Annexure-"A" where entries are made, shall be initialed by the person signing the Bid. Authorization in favour of authorized local representative (if any) to act on behalf of the bidder must be furnished along with the bid.



8. The transportation of equipment/material (Consignments) will be arranged through any first available conference liner from the specified port of embarkation to Karachi Seaport if the Contract is awarded. Therefore, the name of only one seaport of embarkation may be specified in the Bid.

9. The sealed Bid must reach the Office of Manager (Foreign) Procurement, **Supply Chain Management Department**, Oil & Gas Development Company limited, Jinnah Avenue, Blue Area, Islamabad. (Pakistan) on or before **10-12-2020** at **1100 hours** (Deadline). The Bid will be opened on the same day/date at **1130 hours** in the presence of the Bidder or their authorized representatives who may wish to attend Bid opening. The outer cover of the sealed Bid must bear the following identification otherwise the company will not take any responsibility in case of premature opening of the bid.

TENDER ENQUIRY NO. PROC-FE/PROP/P&P-4873/2020

**MANAGER (SCM) FOREIGN  
SUPPLY CHAIN MANAGEMENT DEPARTMENT  
OIL & GAS DEVELOPMENT COMPANY LIMITED  
OGDCL HOUSE JINNAH AVENUE, BLUE AREA, AND ISLAMABAD, PAKISTAN  
PHONE NO. 92-51-920023780**

**DO NOT OPEN BEFORE 10-12-2020 UP TO 1130 HOUR (PST)**

10. The Fax offer sent to the Company directly on its Fax numbers will not be entertained. Fax quotation submitted by the Sales Agent under their covering letter on behalf of their Principals will be provisionally accepted provided original quotation is submitted within ten (10) days from the date of Bid opening (Deadline). The Bid received/delivered after the deadline will not be entertained & will be returned to the concerned party on the spot. The sealed outer cover should not bear any name or identification of the Bidder.

11. The Bidder may modify or withdraw Bid after submission of the Bid provided a written notice in this respect is received prior to the prescribed deadline for submission of Bid. The notice of the Bidder for modifying or withdrawing the Bid shall be prepared, sealed, marked and dispatched/delivered as for the Bid.

12. The name of Manufacturers, country of origin, sea port of shipment, delivery period, and validity of Bid and name/address of the Bidder's banker must be mentioned in the Bid.

13. A fair price certificate on the format attached as Annexure "D" to this Tender Enquiry is to be furnished with the Bid.

14. The company reserves the right to increase/decrease quantity of any/all items or annual bidding process without any intimation assigning any reason.

15. Please study the above terms and condition and conditions of contract "General & "Special" carefully and arrange to submitted/deliver your sealed Bid along with necessary original Bid Bonds relevant literature on or before the prescribed deadline. If any Bid/Bidder did not fulfill/meet the terms and Conditions. Criteria specified here above shall be summarily rejected by the Tender Opening Committee without any right of appeal.

16. **OGDCL reserves the right to evaluate the bids either on item wise or full group basis without assigning any reason. Tenderers are advised to quote competitive prices for all or any items, enabling OGDCL to decide the purchase.**

17. **CLARIFICATIONS OF BIDDING DOCUMENTS**

The bidders are expected to carefully examine all instructions, forms specifications in the bidding documents. Any bidder in doubt as to the exact meaning or interpretation of any part of the bidding documents must immediately seek clarifications in writing from the purchase at mailing address indicated in the INVITATION OF BID. The purchaser will respond in writing to any

request for information or clarification of the bidding documents which is received not later than three weeks prior to deadline for submission of the bids prescribed by the purchaser

18. All vendors, Suppliers, Contractors, Consultants and alike are encouraged to inform the Managing Director and Head of Departments in case where any OGDCL employee asks for any type of favour whether monetary or in kind. You can contact the M.D. and Heads of Departments on the following addresses, phone numbers, faxes or e-mail.

Managing Director Oil & Gas Development Company Limited OGDCL House, Blue Area, Islamabad. Tel No. 051-9209701 Fax No. 051-9209708 E-MAIL: ceo@ogdcl.com	General Manager (SCM) Supply Chain Management Department OGDCL House, Islamabad. Tel No. 051-2623029 Fax No. 051-9215090 E-MAIL: zahid.abbas@ogdcl.com
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24/11/2020  
\* (Syed Ejaz Abbas Rizvi)  
Manager (SCM) Foreign  
Oil & Gas Development Company Limited,  
Phone: 0092-51-92002 3652  
Email: ejaz\_rizvi@ogdcl.com

