



OIL & GAS DEVELOPMENT COMPANY LIMITED

OFFICE OF THE MANAGER (LOCAL) PROCUREMENT



OGDC HOUSE,
JINNAH AVENUE,
ISLAMABAD—PAKISTAN

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POST CODE 44000

NO. PROC-L(B)/SS/WS/TOC/LUBE/14946/13

Islamabad, the 13th January, 2014

M/s Chevron Pak. (Pvt.) Ltd.,
Plot # 702-703, Benazir Chowk,
Fatehjang Road, Tarnol,
Rawalpindi.
Fax No. 051-2217770

SUBJECT: - TENDER ENQUIRY NO. PROC-L(B)/SS/WS/TOC/LUBE/14946/13 FOR PROCUREMENT OF LUBE OIL – INSTRUCTIONS TO BIDDER (ITB)

Dear Sirs;

Please furnish your SEALED QUOTATION for the material described in the Schedule of Requirement (SOR) / (Annexure-A) which is attached herewith. All the other attached Annexures must be submitted along with your bid duly signed & stamped. The following instructions are to be adhered to strictly:-

1. The bid will be opened on the date mentioned in SOR.
2. Quotation should be addressed to the Manager (Local) Procurement, clearly indicating tender number and due date of the tender (as given in the Schedule of Requirement) on the envelope. The quotation should be dispatched at the following address:-

Manager (Local) Procurement
SCM Department, OGDCL – House
Jinnah Avenue, Islamabad
Phone No. 051-92002-3561
3. Quotation for "Specification: other than those mentioned in this Enquiry will not be entertained.
4. Quotation must be prepared as per format of Schedule of Requirement (SOR) and should be signed and stamped.
5. Firm Prices in Pak Rupees to be quoted on **F.O.R. TANDO ALAM OIL FIELD** basis inclusive of all taxes with shortest delivery time. Conditional bid / bid having any price adjustment formula will be rejected. Bids offering prices in foreign currency will be rejected.
6. The rates will remain effective for (120) Days from the date of financial bid opening.
7. The bidder will have to furnish, AS PART OF HIS BID, A Bank Draft/Call Deposit/Pay Order/Bank Guarantee (As per Annexure-F) issued by Scheduled bank operating in Pakistan, in favor of OGDCL as per amount mentioned in SOR (Annexure-A) as Earnest Money with Technical Bid. Bid not accompanied by Earnest Money shall be rejected without any right of appeal.
8. The bidder will have to furnish valid Professional Tax Paid Certificate, GST Registration Certificate, NTN Certificate along with the technical bid.
9. OGDCL reserves the right to increase/decrease the quantity and accept or reject the bid or to annul the bidding process prior to award of purchase order without assigning any reason.



Handwritten signature or mark

- 10. PAYMENT TERMS: No advance payment will be made. Following mode of payment may be considered by the OGDCL:
 - a. Payment after delivery
 - b. Part Payment Part Delivery
- 11. DOCUMENTATION FOR PAYMENT:
 - a. Original Commercial Invoice having NTN / CNIC Number
 - b. Original Sales Tax Invoice
 - c. GST Deposit Receipt along with Annexure – C issued by CBR. GST must be deposited against OGDCL Sales Tax Registration No. 07-00-02802-001-55
 - d. Original Freight / Insurance Invoice (where applicable)
 - e. Copy of valid Professional Tax Clearance Certificate
 - f. Copy of National Tax Number (NTN)
 - g. Copy of General Sales Tax Registration
 - h. Copy of valid Tax Exemption Certificate (where applicable)
- 12. LIQUIDATED DAMAGES:
 - 12.1 Subject to clause 16 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 sum not more than 0.5% of the LPO/contract price 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.
 - 12.2 In case the Purchaser is satisfied that the delayed / defective shipment was due to some mistake or circumstances beyond the control of the contractor and the contractor has not intentionally or negligently contributed in the delay, the Purchaser may impose Liquidated Damages for not more than a sum equivalent to 0.5% of the delayed or defective shipment per week or part thereof for first two weeks, 1.00 % per week for next three weeks and 1.5% per week exceeding five weeks but not exceeding 5% of the LPO/contract value of the delayed/ defective shipment provided that the contractor takes immediate remedial measures for the-replacement of defective shipment and takes prompt steps to mitigate the delay. The Purchaser may however, impose Liquidated Damages as per (a) above if the delayed or defective shipment has affected the project completion schedule or has resulted in production losses.
 - 12.3 Even after imposition of LDs, if the supplier fails to materialize the delivery (material and or services); the Purchaser reserves the right to cancel Purchase order/contract and to forfeit the Guarantee (if applicable) after intimating the supplier for such cancellation / forfeiture.
- 13. The bid not complying above terms & conditions will be rejected.
- 14. You are encouraged to inform the M.D. and HODs in case where any OGDCL employee asks for any type of favour whether monetary or in kind. You can contact the M.D. and GM (SCM) on the following addresses/contracts:

DESIGNATION	ADDRESS	TEL #	FAX #	E. MAIL
Managing Director	OGDCL-HOUSE, JINNAH AVENUE,	051-9209701	051-9209708	md@ogdcl.com
G.M. (SCM)	ISLAMABAD	051-2623029	051-2623029	

Yours faithfully,
for Oil & Gas Development Company Limited,

H. M. Aslam
(Hafiz Muhammad Aslam)
Manager (Local) Procurement
Tel. No. 051-920023651
Fax No. 051-9218048