



MELA OIL FIELD

OIL & GAS DEVELOPMENT COMPANY LIMITED
SHAKARDARA, KOHAT, KHYBER PUKTOONKHAWA
PHONE # 0922-553192 FAX # 0922-553308

TENDER NOTICE

1- Oil & Gas Development Company Limited (OGDCL) is the largest Exploration and Production listed Company of Pakistan having operations at 48 locations and fields in all the four provinces, intends to hire services for its operations. The details about the company can be obtained from website <http://www.ogdcl.com>.

2- Sealed bids in duplicate along with prescribed Bid Bond from a Scheduled Bank or branch of foreign bank operating in Pakistan of quoted FOR value are invited for the material given below under Competitive Bidding Procedure on **Single Stage Single Envelope Bidding System**. Terms and conditions are mentioned in the tender documents.

Sr.#	Tender Enquiry No.	Description	Bids Submission Date & Time	Bids Opening Date & Time	Bid Bond Value
1	<u>TE/MOF/PEFD/Mela-06/03/2024</u>	Services required for Refurbishment of Valves	- - 2024 HRS	- - 2024 HRS	PKR 20,000/-

3- Bid bond/ earnest money shall be forfeited if bidder withdraws its bid during the period of bid validity.

4- Tender Documents can be obtained on written request from the Office of the Field Manager Mela Oil Field, Shakardara, Distt Kohat on any working day from 1000 Hours (PST) to 1600 Hours (PST). Tender Enquiry/ Scope of Work may be downloaded from OGDCL website without any cost also.

5- The bids will be received at the Office of Field Manager Mela oil field, Shakardara, Distt Kohat on time and date mentioned against Tender Enquiry. Bidder(s) or their Authorized Representative(s) are encouraged to attend the Tender Opening meetings. Financial Evaluation, of technically qualified bidders only, will be carried out.

6- In Technical bid, bidders must provide their own as well as principal business details including Address, Phone & Fax Numbers, E-mail (if any) for effective communication. OGDCL will not be responsible for intimation of queries / information in case subject detail is not provided. Detailed scope of work is available in tender documents; however, any further detail/ clarification is required, it may be obtained from INCHARGE PE&FD MELA OIL FIELD C/O TCS, KOHAT. via e-mail, phone and personally.

7. The OGDCL 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 Service Order.

Mailing Address:

**FIELD MANAGER
MELA OIL FIELD, SHAKARDARA.
C/O TCS OFFICE DISTT, KOHAT.**

Phone No: +92-922-553192

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**OIL AND GAS DEVELOPMENT COMPANY LIMITED
MELA OIL FIELD**

Date: 25-04-2024

SCHEDULE OF REQUIREMENT

TENDER ENQUIRY # TE/MOF/PEFD/Mela-06/03/2024

HIRING OF SERVICES FOR REFURBISHMENT OF VALVES FOR MELA PROJECT

Sr #	Description	Quantity	Unit Rate (inclusive of all Taxes)	Total Rate
1	Ball Valve 6"-Class 600 RTJ	15		
2	Ball Valve 4"-Class 900 RTJ	9		
3	NRV 6"-Class 600 RTJ	8		
4	Ball valve 2"-Class 600 RTJ	4		
5	Globe valve 3"-Class 600 RTJ	1		
6	Gate valve 4"-Class 600 RTJ	1		
7	Gate valve 2"-Class 300 RF	2		
8	Gate valve 4"-Class 150 RF	1		
9	Ball Valve 3"-Class300 RF	1		
10	Ball Valve 2"- Class 900 RTJ	1		
11	Ball Valve 3"-Class 600 RTJ	1		
12	Gate valve 6"Class 600 RTJ	1		
13	Ball Valve 6"-Class 150 RF	1		
14	Gate valve 6"-Class 900 RTJ	1		
15	Gate valve 2"-Class 900 RTJ	1		
<u>Grand Total</u>				

1. SCHEDULE OF REQUIREMENT

Complete repair/refurbishment of the following Ball Valves, lying at **Mela Oil Field** of OGDCL (Distt Kohat, Khyber Pakhtunkhwa)

2. SCOPE OF REPAIR/OVERHAULING WORK:

Complete repair / refurbishment & painting of aforementioned valves including repair/replacement of components/seals etc. as per requirement. The condition of the valves is to be evaluated within OGDCL's site well before Bid submission in-order to determine the extent of repair/overhauling work required for each valve. Detail of activities is elaborated as under:

2.1 **Disassembly:**

Complete dismantling of the valves by opening all components including nut bolts, seals, gaskets, gears, spindle, ball etc. and noting the arrangement of components for reassembly later.

2.2 **Cleaning:**

Thorough cleaning of all the components to remove dirt, debris, rust, and old lubricants etc. Use of appropriate cleaning agents to achieve proper cleaning and ensure to avoid any harm to the delicate components.

2.3 **Repair or Replacement of components:**

Repair/replacement of damaged or worn-out metal parts as per requirement. This may involve lapping, welding, machining, grinding, chroming, polishing, or fabricating of new components. All seals/ gaskets etc of the valves are to be replaced with new ones by the contractor.

2.4 **Reassembling:**

Assembling the valves with new seals, gaskets, and fasteners as required. Proper assembling, Greasing and lubrication of moving / mating components.

2.5 **Valve Operation:**

Valve operation opening/closing shall be inspected. Any missing hand wheel or lever for valve operation shall be arranged/fabricated and installed by the contractor.

2.6 **Testing:**

Pressure / Hydro Testing / Leakage test of the repaired/refurbished valves. Smooth valve operation, leakage of valve body seals, back seat, closure seats will be tested after refurbishment.

2.7 **Finishing:**

Surface preparation of valve body and application of color coatings.

2.8 **Documentation:**

The repair work on each valve, testing parameters with respective test results, acceptance of the valve and job completion of individual valve duly signed by both the contractor's & OGDCL official to be documented and to be provided to OGDCL for processing of invoice.

3. TORs for Bidders:

TE/MOF/PEFD/MELA-06/03/2024

3.1 The quotes should be sent in closed envelopes (following **Single Stage, Single Envelop** bidding procedure) at the cost of bidder, addressed to:

Field Manager,

Mela Oil Field (OGDCL),

C/O Manager TCS Office Kohat, Khyber Pakhtunkhwa.

- 3.2. Bid bond of **amount PKR 20,000/- (Rupees Twenty Thousand only)** in favor of Field Manager Mela Oil Field is mandatory along the bid submission.
- 3.3. The firm should have valid NTN and STRN/GST number and have active status on FBR website. The same should be attached with the bid.
- 3.4. The Firm should have active Professional tax certificate of concerned Excise office, where operating its business and to be attached with the bid.
- 3.5. Bidders should provide detail of its past experience related to the repair services of valves.
- 3.6. Quotes shall be firm & inclusive of all the works being required for the repair of valves including all kind material (seal kits, coating painting, lubricants, consumables, chemicals etc to be used), transportation, mob/de-mob, manpower, food of manpower etc. Any change in quote after bid submission final date will not be entertained nor any such additional claim will be admissible to OGDCL.
- 3.7. The bids will be opened on the date as mentioned in the tender notice. The bidder can mobilize its representative to Mela Oil Field to participate in the bid opening meeting.
- 3.8. OGDCL shall have the right to increase/decrease the number of valves to be repaired however, any variation in the quantity will not change the unit cost against the line item, as quoted by the bidder. Bids should be provided on basis of unit rates.
- 3.9. Financial evaluation of the bids will be carried out on total quote for the entire scope of work.
- 3.10. Any clarification regarding the required services/scope of work or any other detail, must be cleared before the submission of bid. No change in the submitted bid will be entertained after bid submission final date.
- 3.11. No advance payment will be made to the successful bidder in any case.
- 3.12. Delivery period for execution of complete repair services as specified in SOR will be 30 days. Time will start from issuance of service order.
- 3.13. Mobilization/De-mobilization or any kind of transportation of tools/equipment/manpower or valves or any of its components to/from OGDCL site will be the responsibility & at the cost of the contractor. OGDCL will not be bound to provide any kind of transportation facility.
- 3.14. The contractor is required to arrange his own tools, equipment, manpower, material, safety gadgets, PPEs etc. as required during the repair work if contractor opt for repairing in OGDCL premises.
- 3.15. OGDCL can provide space at Mela Oil Field, Distt Kohat, to the contractor for the repair of the valves. However, any equipment/machinery required in this regard will be on part of contractor.

- 3.16. The contractor is bound to abide all the prevailing rules, SOPs, protocols implemented within the OGDCL field boundary.
- 3.17. Companion Blind Flanges for hydro pressure testing of valves will be provided by OGDCL. However, any other connections, gauges etc and Hydro testing apparatus will be arranged by the contractor itself for hydro-testing of valves. Hydrotesting will be carried out in presence of OGDCL official and the contractor will provide hydrotest report of each Valve duly signed by both parties.
- 3.18. During inspection/pressure testing, if any repaired valve is found faulty or not meeting the acceptance criteria, then the contractor is bound to re-repair the said valve and to re-test at the cost of contractor. No additional charges will be claimed by the contractor for such re-work.
- 3.19. OGDCL will only pay for the repaired valves that qualifies the acceptance/fitness criteria. No payment will be made by OGDCL for any of the valves being rejected during the inspection & pressure testing, regardless of the work being performed or seal kits/material/manpower etc utilized by the contractor. OGDCL will not be liable for any expenditure being faced by the contractor on the valve that is later declared ir-repairable by the contractor despite spending manpower, time & materials etc.
- 3.20. Inspection and Job Completion Performa for each valve shall be signed separately by both OGDCL's as well as Contractor's representative.
- 3.21. Health, safety & security of the contractor's crew will be the sole responsibility of the contractor. OGDCL will not be responsible for any injury/disability/human loss of any crew member of the contractor in any case, during their stay within the OGDCL premises. However, OGDCL can provide initial first aid in case of any injury or any health issue to contractor's crew within its premises or ambulance facility up to nearest health center as a goodwill.
- 3.22. Boarding/lodging facility at OGDCL site can be provided to the contractor's manpower for a limited crew up to 04 persons only. However, the contractor has to pay for the messing of its crew on per day per head basis.
- 3.23. The payment will be processed after delivery of complete services and satisfactory report of OGDCL inspecting official, submission of provincial tax, submission of valid Professional Tax Certificate, submission of Original Commercial, Sales Tax invoices and Annexure-C and Bank account details of contractor. Payment process will take up to one month after submission of above documents by the contractor.
- 3.24. Payment will be made by OGDCL Head Office through online banking transaction in the contractor's bank account.
- 3.25. Prospective Bidder can visit Mela Oil Field before Bid submission for any clarity required regarding to scope of work.
- 3.26. Bidder can repair valves at Mela Oil Field or can transport valves to its workshop anywhere in Pakistan. In case of shifting of valves, transportation charges of both ways will be responsibility of contractor however the delivery period will remain unchanged.