

**PUBLIC PROCUREMENT REGULATORY  
AUTHORITY (PPRA CONTRACT  
AWARD PROFORMA – I  
(As Per Rule 47 of PP Rules, 2004)**

To Be Filled And Uploaded on PPRA Website In Respect of All  
Public Contracts of Works, Services and Goods.

- NAME OF THE ORGANIZATION/DEPTT. Oil & Gas Development Company Limited
- FEDERAL / PROVINCIAL GOVT. Federal
- TITLE OF CONTRACT: i. PROCUREMENT OF 26", 12-1/4", 8-1/2" Mill Tooth Bits & 17-1/2", 12-1/4", 8-1/2" Insert Bits & 22", 17-1/2" PDC Bits  
ii. PROCUREMENT OF 28", 26", 22", 17-1/2", 17", 12-1/4", 8-1/2", 6" 5-7/8" Mill Tooth Bits & 28", 26", 17-1/2", 17", 12-1/4", 8-1/2", 6" Insert Bits & 22", 17-1/2" PDC Bits
- TENDER NUMBER OGDCL-SCM-FB-CB-D-6200000042-2023
- CONTRACT NUMBER i. OGDCL-SCM-FB-CB-D-6200000042/4500010842/2023  
• ii. OGDCL-SCM-FB-CB-D-6200000042/4500018740/2024.
- BRIEF DESCRIPTION OF CONTRACT: PROCUREMENT OF PDC & TRICONE BITS
- Contract VALUE: i. US\$ 450,390/-  
• US \$ 1,688,626/-
- ENGINEER'S ESTIMATE N/A  
(for civil Works only)
- ESTIMATED COMPLETION PERIOD: 3 MONTHS
- WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN? YES Yes / No
- ADVERTISEMENT :
- (i) PPRA Website Yes Yes / No  
(Federal Agencies) (If yes give date and PPRA's tender number)
- (ii) News Papers YES Yes /No
- The case was press advertised in Roznama Jang & The News on 27<sup>th</sup> Nov, 2022. First Extension was advertised on 29<sup>th</sup> Dec, 2022 & Second Extension on 19<sup>th</sup> Jan, 2023
- TECHNICAL BIDS WERE OPENED PUBLICALLY ON 31<sup>st</sup> January, 2023
- FINANCIAL BIDS OF TECHNICALLY RESPONSIVE BIDDERS OPENED PUBLICALLY ON 3<sup>rd</sup> May, 2023

4 OGDCL 22824 .6

- NATURE OF PURCHASE. INTERNATIONAL Local / International
- EXTENSION IN DUE DATE (If any) YES Yes / No  
First Extension was advertised on 29<sup>th</sup> Dec, 2022 & Second Extension on 19<sup>th</sup> Jan, 2023
- NUMBER OF TENDER DOCUMENTS SOLD FREE OF COST UPLOADED ON OGDCL WEBSITE (Attach list of Buyers)
- WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING/TENDER DOCUMENTS YES Yes / No  
(If yes enclose a copy).
- WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING/TENDER DOCUMENTS YES Yes / No  
(If yes enclose a copy).
- WHICH METHOD OF PROCUREMENT WAS USED: - (Tick one)
  - a) SINGLE STAGE – ONE ENVELOPE PROCEDURE
  - SINGLE STAGE - TWO ENVELOPE PROCEDURE.
  - b)
  - c) TWO STAGE BIDDING PROCEDURE.
  - d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE
- PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED WITH BRIEF REASONS (i.e. EMERGENCY, DIRECT CONTRACTING, NEGOTIATED TENDERING ETC.)
- WHO IS THE APPROVING AUTHORITY NOT APPLICABLE
- WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING.
- NUMBER OF BIDS RECEIVED FIVE (05)
- WHETHER THE SUCCESSFUL BIDDER WAS LOWEST BIDDER YES ( Yes / No)
- WHETHER INTEGRITY PACT WAS SIGNED YES Yes / No

**PUBLIC PROCUREMENT REGULATORY**  
**AUTHORITY (PPRA)**  
**(As Per Rule 47 of PP Rules, 2004)**

**CONTRACT AWARD PROFORMA – II**

To Be Filled And Uploaded on PPRA Website In Respect of All  
Public Contracts of Works, Services & Goods.

➤ NUMBER OF BIDDERS PRESENT AT THE TIME OF  
OPENING OF BIDS FIVE (05)

➤ NAME AND ADDRESS OF THE SUCCESSFUL BIDDER:  
**M/s SMI Oilfield Technology and Product,**  
**P.O. Box 17120 Jabel Ali, Dubai, Utd. Arab Emir.**

➤ RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATED BID).  
1<sup>ST</sup>

➤ NEED ANALYSIS (Why the procurement was necessary?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ IN CASE EXTENSION WAS MADE IN RESPONSE TIME, WHAT WERE THE  
REASONS (Briefly describe) N/A

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ WHETHER NAMES OF THE BIDDERS AND THEIR PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS YES Yes / No

➤ DATE OF CONTRACT SIGNING 6th Feb-2024  
(Attach a copy of agreement)

➤ CONTRACT AWARD PRICE i. US\$ 450,390/- & ii. 1,688,626/-

➤ WHETHER COPY OF EVALUATION REPORT GIVEN TO ALL BIDDERS YES Yes / No  
(Attach copy of the bid evaluation report)

➤ ANY COMPLAINTS RECEIVED NO Yes / No  
(If yes result thereof)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE/DOCUMENTS NO Yes / No  
(If yes give details)

DEVIATION FROM QUALIFICATION CRITERIA Yes / No (If yes give details)  
-NIL-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ SPECIAL CONDITIONS, IF Any  
(Give Brief Description)  
-NIL-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**SUPPLY CHAIN MANAGEMENT DEPARTMENT**  
**(FOREIGN WING)**



OGDCL House , Jinnah Avenue, Blue Area, Islamabad

Email: ejaz\_rizvi@ogdcl.com

Phone: +92-51-920023780

P.O No.: OGDCL-SCM-FB-CB-D-6200000042/4500010842/2023

Incoterms: Cost and Freight (CFR)

To: SMI Oilfield Technology and Product

Supp. No: 2000409

Address: P.O. Box 17120 Jabel Ali, DUBAI, Utd.Arab Emir.

Issuance Date: 06-02-2024

Effective Date: 06-06-2024

Attachments:

**Subject: PURCHASE ORDER NO. OGDCL-SCM-FB-CB-D-6200000042/4500010842/2023 FOR PROCUREMENT OF 26", 12-1/4", 8-1/2" Mill Tooth Bits & 17-1/2", 12-1/4", 8-1/2" Insert Bits & 17-1/2" PDC Bits AGAINST QUOTATION NO. Nil DATED 30-01-2023 (REVISION-II)**

Dear Sir(s),

We are pleased to issue purchase order in response to your above cited bid as detailed below :-

Sr. No.	Item No.	Material No.	Material Description	Unit	Qty	Unit Value CFR USD	Total Value CFR USD
1.	00040	16-00015	BIT TRICONE 26" 7-5/8"API REG PIN IADC 135M	NO	2	27,901.00	55,802.00
2.	00120	16-00039	BIT TRICONE 12-1/4" 6-5/8" API REG PIN IADC 137M	NO	2	7,450.00	14,900.00
3.	00140	16-00064	BIT TRICONE 8-1/2" 4-1/2"API REG PIN IADC 137M	NO	2	4,500.00	9,000.00
4.	00220	16-00528	BIT TRICONE 17-1/2" 7-5/8" API REG PIN IADC 435	NO	5	15,532.00	77,660.00
5.	00230	16-00554	BIT TRICONE 17-1/2" 7-5/8" API REG PIN IADC 535	NO	3	13,280.00	39,840.00
6.	00260	16-00038	BIT TRICONE 12-1/4" 6-5/8"API REG PIN IADC 517M	NO	5	8,036.00	40,180.00
7.	00270	16-00021	BIT TRICONE 12-1/4" 6-5/8" API REG PIN IADC 537M	NO	5	8,107.00	40,535.00
8.	00290	16-00065	BIT TRICONE 8-1/2" 4-1/2"API REG PIN IADC 437M	NO	5	4,611.00	23,055.00
9.	00300	16-00052	BIT TRICONE 8-1/2" 4-1/2"API REG PIN IADC 517M	NO	6	4,611.00	27,666.00
10.	00310	16-00063	BIT TRICONE 8-1/2" 4-1/2"API REG PIN IADC 537M	NO	8	4,611.00	36,888.00
11.	00340	16-00148	BIT PDC 17-1/2" 7-5/8" API REG PIN 5 19MM S519	NO	3	28,288.00	84,864.00
<b>TOTAL</b>							<b>450390.00</b>

Amount In Words: USD FOUR HUNDRED FIFTY THOUSAND THREE HUNDRED NINETY ONLY  
Purchase Requisition: 20000243  
Name & Address of Manufacturer: M/s Smith Bits, USA, Italy  
Delivery Period: 03 Months CFR by sea from establishment of LC  
Country of Origin: USA, ITALY  
Banker's Address: HSBC Bank Middle East Limited, UAE

*Handwritten signature/initials*

*Handwritten mark*

*Handwritten signature*  
**SYED EJAZ ABBAS RIZVI**  
Manager (SCM) Foreign  
Oil & Gas Development Co. Ltd  
Islamabad





**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**SUPPLY CHAIN MANAGEMENT DEPARTMENT**  
**(FOREIGN WING)**



OGDCL House , Jinnah Avenue, Blue Area, Islamabad

Email: ejaz\_rizvi@ogdcl.com

Phone: +92-51-920023780

P.O No.: OGDCL-SCM-FB-CB-D-6200000042/4500010842/2023

Incoterms: Cost and Freight (CFR)

A/c # 036-437788-102, SWIFT: BBMEAEADXXX  
 IBAN: AE48020000003643778810

**Payment Terms:** 80% agst shpmnt,20% afr insp.thru LC  
**Port of Shipment:** Any Port in UAE  
**Port of Discharge:** Karachi  
**Add. Terms & Conditions:**

**Special Terms & Conditions:** ALL THE TERMS & CONDITIONS OF TENDER DOCUMENTS,, YOUR TECHNICAL AND FINANCIAL BIDS AND SUBSEQUENT CLARIFICATIONS/ CONFIRMATIONS ARE INTEGRAL PART OF THIS PURCHASE ORDER..

LETTER OF CREDIT SHALL BE ESTABLISHED AS PER TERMS & CONDITIONS ATTACHED HEREWITH.

*[Handwritten Signature]*  
 06/02/2024  
 Signing Authority

Purchase Order # OGDCL-SCM-FB-CB-D-6200000042/4500010842/2023

**SYED EJAZ ABBAS RIZVI**  
 Manager (SCM) Foreign  
 Oil & Gas Development Co. Ltd  
 Islamabad

Purchase Order Issuance Authority:  
 Oil & Gas Development Company Ltd.

Accepted by:.....Mona Imran.....

Signature .....

Name of the signatory in Block Letters .....Mona Imran.....

Company Title of the Signatory .....Attorney-in-fact.....

Company Seal .....



*[Handwritten initials]*

**OTHER TERMS AND CONDITIONS OF THE PO/LC TO BE STRICTLY COMPLIED BY THE BENEFICIARY**

(CFR by Sea Karachi Basis)

**1. CONSIGNEE:**

The goods must be consigned to the L/C establishing bank and notify party Oil & Gas Development Company Ltd. (OGDCL), Plot No. 21, OGDCL Warehouse, West Wharf Road, Karachi. Telephone No. 0092-21-32311108, 0092-21-32313119, E-mail: imam\_ali@ogdcl.com, manzar\_ali@ogdcl.com

**2. PACKING:**

**The Packing of the merchandise must conform to the International Standards and the packing list along with Commercial Invoice must be placed inside the container without fail.**

**3. MARKING:**

3.1 All Packages/boxes must bear the Purchase Order No. as Shipping Marks, Country of Origin and Weight in Kilograms (Gross/Net). The marks must tally with shipping documents like Bill of Lading (B/L) and manifest there should not be any difference.

3.2 In addition to the above mentioned shipping marks, the following procedure of color code marking is to be adopted / made on each side of the package/box/container while dispatching the material: -  
"There will be an isosceles triangle with or less than six inches side, triangle side marked in black lines, letters "OGDCL" inscribed inside, the letters to be not less than 1/2" tall and will be in black. On big packages/boxes/containers, the sides of triangle and letters will be increased appropriately. Underneath the triangle there will be two color code bars in "GREEN" color size six inches in length and 1/2" in width. If the above color codes marking is not appropriate/suitable, the sizes and color may be changed".

3.3 Each item of the consignment should also be marked with item # of the Purchase Order.

**4. SHIPPING DOCUMENTS.**

Shipping documents shall consist of the following:

- 4.1 Original Clean Master Bill of Lading on Freight Pre-Paid Basis signed by the carrier or their authorized agent showing clean shipped on board. Freight forwarders, Third party, Short form, blank back and House Bill of Lading is not acceptable.
- 4.2 Detail invoice showing commodity description, quantity, unit/total price, total No. of packages, etc. containing original signatures.
- 4.3 Packing List, (Showing total number of packages, gross/net weight & measurement and Box No. in case of more than one boxes such as Box No. 1/10, 2/10 .....10/10 and so on and detail of equipment in each box.
- 4.4 Certificate of origin.
- 4.5 Mill inspection/quality certificate/test report showing analysis (in case of chemicals only)
- 4.6 Certificate of compliance of the credit terms as per clause No. 2 in respect of Packing.
- 4.7 Insurance declaration. A copy of E-mail sent to Insurance Company in compliance to the Clause No. 9 hereunder.
- 4.8 Copy of E-mail sent in compliance to the Clause No. 6.1 hereunder.
- 4.9 A copy of pre-shipment third party inspection report issued by third party inspector duly accepted / verified by OGDCL prior to shipment.

**5. INSTRUCTIONS FOR COMPLETING SHIPPING DOCUMENTS:**

- 5.1 The shipping invoice should be marked on top in capital words.
  - a) Complete, first and last consignment (if all the contractual material is shipped in one lot.)
  - b) First partial shipment/second partial shipment (and so on). Final and last shipment as the case may if shipments are effected in parts.
- 5.2 All Invoices should be signed, and must indicate value of each items total value and also show 'SHIPPING MARKS' as provided in the contract.
- 5.3 All containers of cargo must carry copy of Invoice. A compliance certificate in this regard shall be provided along with the shipping documents. In case of noncompliance the beneficiary shall pay the penalty imposed by the Custom Authority.



*Manzar Ali*

**6. SHIPMENT INTIMATION:**

6.1 The beneficiary within 24-48 hours of making shipment must send E-mail to (1) Dy. Chief Material Officer, Plot No. 21, West Wharf, Karachi, E-mail: imam\_ali@ogdcl.com, manzar\_ali@ogdcl.com (2) Manager (Foreign) Procurement, OGDCL House Plot No. 3 (New NO. 3013)F-6/G6, Blue Area, Jinnah Avenue, Islamabad. E-mail: ejaz\_rizvi@ogdcl.com (3) Manager Accounts (Imports) on E-mail: imtiaz\_sherazi@ogdcl.com (4) National Insurance Company Limited, Karachi on E-mail: khizar.hassan@nicl.com.pk OR 'ghulam.akbar@nicl.com.pk', OR info@nicl.com.pk, intimating them the following:

- a) L/C numbers and Purchase Order / Contract No.
- b) Name of the Ship & Shipping Line.
- c) Bill of Lading No. & Date.
- d) Total CFR value of the consignment shipped.
- e) Port of shipment.
- f) No. of boxes/packages/pieces.
- g) Net and gross weight.
- h) Expected time of arrival (ETA) of ship.

**7. SHIPMENT INSTRUCTIONS**

- a) The contractor/supplier/vendor is requested to ensure that Commercial Invoice / Packing List shall be pasted on the inner side of the door of container for FCL Shipments and on Boxes / Crates / Cartons etc. for LCL Shipments. Non-Compliance to this instruction may result in penalty imposed by Custom Authorities which shall be recovered from the Contractor/Supplier/Vendor.
- b) Please ensure that in case of CFR purchase order / contracts the local charges at Karachi Seaport/Airport must be included in the freight cost.
- c) The freight forwarders/shipping agents at country of origin must include the corresponding local charges such as delivery order/port handling & container rentals for free time etc. company shall pay only the wharfage/demurrage charges. They should also ensure that there should be only one local agent of the shipping company who should handle such matters. In case OGDCL had to pay such charges, it shall be recovered from the contractor.

**8. INSTRUCTION REGARDING TRANSMISSION/NEGOTIATION OF SHIPPING DOCUMENTS****8.1 ORIGINAL NEGOTIABLE DOCUMENTS:**

- a) The beneficiary immediately upon making shipment(s) should negotiate the original clean shipping documents free from any discrepancy with negotiating bank as indicated in the L/C.
- b) If clean documents free from any discrepancy are not negotiated within negotiation period mentioned in the L/C, or if the documents are withheld by the Bank on account of any discrepancy whatsoever the demurrage or financial impact if any incurred due to late negotiation of clean documents will be on beneficiary's account.
- c) Original/negotiable documents must contain at least four sets of the shipping documents mentioned under Clause No. 5 above.
- d) The original shipping documents should be dispatched through courier service by the negotiating bank at the beneficiary's cost within 24-48 hours after receipt from the beneficiary.
- e) The discrepant documents with minor discrepancies will be accepted subject to the consent of Procurement Department to facilitate prompt clearance of the consignment on the condition that demurrage, if any due to the discrepancies reported by L/C opening bank will be on beneficiary account.

**8.2 NON-NEGOTIABLE DOCUMENTS:**

- a) Complete sets of non-negotiable shipping documents along with one set of Parts Catalogue, Brochures, Technical Literature must be dispatched OR E-mailed to the Manager (SCM) Foreign at the following address immediately upon shipment is effected: -

MANAGER (SCM) FOREIGN  
OIL & GAS DEVELOPMENT COMPANY LIMITED  
OGDC HOUSE, PLOT NO. 3 (NEW NO. 3013),  
F-6/G-6, BLUE AREA, JINNAH AVENUE, ISLAMABAD, PAKISTAN.  
PHONE NO. 0092-51 92002 3652  
E-mail: ejaz\_rizvi@ogdcl.com





b) Complete sets of non-negotiable shipping documents must be dispatched OR E-mailed to Senior Material Officer at the following address immediately upon shipment is effected: -  
 DY. CHIEF MATERIAL OFFICER,  
 OIL & GAS DEVELOPMENT COMPANY LIMITED,  
 PLOT NO. 21, WEST WHARF ROAD, KARACHI, PAKISTAN.  
 PHONE NO. 0092-21-32311108, 0092-21-32313119-23 & E-mail: imam\_ali@ogdcl.com, manzar\_ali@ogdcl.com

c) The shipping documents should be couriered through any reliable courier company at shipper's cost so that the same must be received at least 10 days before arrival of the vessel.

9. **INSURANCE:**

Insurance from port of shipment/delivery will be covered by openers and declaration shall be made by the beneficiary to Insurance Company i.e. M/s National Insurance Company Limited, NICL Building, South Zone, Abbasi Shaheed Road, off Shakra-e-Faisal Road, Karachi (Pakistan). E-mail: khizar.hassan@nicl.com.pk OR ghulam.akbar@nicl.com.pk, OR info@nicl.com.pk and Manager (Accounts) /OGDC LTD., E-mail: imtiaz\_sherazi@ogdcl.com immediately after shipment giving full details of shipment e.g. value of shipment description of material, name of vessel, B/L with date, port of shipment, contract and Letter of Credit Numbers.

10. **DEMURRAGE DUE TO DELAY IN RECEIPT OF ORIGINAL / NEGOTIABLE DOCUMENT / TRANSSHIPMENT AND SHIPPING LINES AGENTS:**

10.1 If clean documents are not negotiated within negotiation period of the L/C or documents are withheld by bank on account of any discrepancy, the demurrage charges, if any incurred due to late negotiation of the clean documents and paid by the OGDCL will be realized from the beneficiary directly by raising debit advice, or by deducting the amount paid from the L/C value or by encashing Performance Bond (where applicable) to the extent of demurrage amount. In case the demurrage amount exceeds the value of Performance Bond the balance amount will be payable by the beneficiary.

10.2 Transshipment is totally prohibited under this L/C. The beneficiary must ensure that no transshipment takes place against this L/C, and demurrage paid by OGDCL due to transshipment will be on beneficiary's account.

10.3 Any demurrage paid by OGDCL due to inconsistency in B/L and manifest will be recovered from beneficiary.

11. **LIQUIDATED DAMAGES.**

a) If the contractor fails to deliver any or all of the goods within the time period(s) specified in the Contract, the Purchaser shall, without prejudice to other remedies under the contract, deduct from the contract price / Bank Guarantee as liquidated damages, a sum not more than 0.5% of the 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 10 % of the contract value.

b) 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 10% of the 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.

c) 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/LC and to forfeit the Guarantee (if applicable) after intimating the supplier for such cancellation / forfeiture.

12. **AMENDMENT / EXTENSION OF L/C:**

The beneficiary will positively confirm shipment of all ordered goods within L/C validity or make request for extension of shipment and negotiation dates at least 15 to 30 days prior to the expiry of L/C. If shipment is not



effected within L/C validity or request for extension is not received 15 to 30 days prior to expiry of L/C validity, no request for grant of extension in shipment and negotiation will be entertained under any circumstances. In case of extension in shipment/negotiation period, the beneficiary will be required to extend the validity of his performance bond (where applicable) accordingly. All charges on this account will be on beneficiary's account.

13. **CHARGES FOR L/C ESTABLISHMENT:**

- 13.1 All charges of credit opening bank for credit will be borne by the OGDCL.
- 13.2 All charges of corresponding bank such as negotiation of documents, adding confirmation to credit etc. will be to the account of beneficiary.
- 13.3 All charges for amendments / extension in L/C will be to the account of beneficiary.

14. **PAYMENT TERMS:**

The eighty percent (80%) payment will be made against each shipment upon submission of original shipping documents to the LC opening bank, whereas balance twenty percent (20%) payment will be released after receipt, inspection and acceptance of material at OGDCL Stores. Furthermore, payment of balance twenty percent (20%) will be released upon issuance of Acceptance / Delivery Certificate from OGDCL to L/C beneficiary confirming receipt & acceptance of material along with submission of commercial invoice of remaining value.

Purchase Order #

accepted by:

Signature .....

Name of the signatory in Block Letters.....Mona Imran..

Company Title of the Signatory.....Attorney-in-fact.....

Company Seal



*[Handwritten Signature]*  
06/02/2024  
Purchase Order  
Issuance Authority:  
Oil & Gas Development  
Company Ltd.

**SYED EJAZ ABBAS RIZVI**  
Manager (SCM) Foreign  
Oil & Gas Development Co. Ltd  
Islamabad



**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**SUPPLY CHAIN MANAGEMENT DEPARTMENT**  
**(FOREIGN WING)**



OGDCL House , Jinnah Avenue, Blue Area, Islamabad

Email: ejaz\_rizvi@ogdcl.com

Phone: +92-51-920023780

P.O No: OGDCL-SCM-FB-CB-D-6200000042/4500018740/2024

Incoterms: Cost and Freight (CFR)

To: SMI Oilfield Technology and Product

Supp. No: 2000409

Address: P.O. Box 17120 Jabel Ali, DUBAI, Utd.Arab Emir.

Issuance Date: 06-02-2024

Effective Date: 06-02-2024

Attachments:

**Subject: PURCHASE ORDER NO. OGDCL-SCM-FB-CB-D-6200000042/4500018740/2024 FOR PROCUREMENT OF 28", 26", 22", 17-1/2", 17", 12-1/4", 8-1/2", 6" 5-7/8" Mill Tooth Bits & 28", 26", 17-1/2", 17", 12-1/4", 8-1/2", 6" Insert Bits & 22", 17-1/2" PDC Bits AGAINST QUOTATION NO. Nil DATED 30-01-2023**

Dear Sir(s),

We are pleased to issue purchase order in response to your above cited bid as detailed below :-

Sr. No.	Item No.	Material No.	Material Description	Unit	Qty	Unit Value CFR USD	Total Value CFR USD
1.	00010	16-00103	BIT TRICONE 28" 7-5/8" API REG PIN IADC 115M	NO	2	27,587.00	55,174.00
2.	00020	16-00529	BIT TRICONE 28" 7-5/8" API REG PIN IADC 135	NO	4	41,293.00	165,172.00
3.	00030	16-00002	BIT TRICONE 26" 7-5/8" API REG PIN IADC 115M	NO	2	19,495.00	38,990.00
4.	00040	16-00015	BIT TRICONE 26" 7-5/8" API REG PIN IADC 135M	NO	2	27,901.00	55,802.00
5.	00050	16-00104	BIT TRICONE 22" 7-5/8" API REG PIN IADC 115M	NO	2	20,678.00	41,356.00
6.	00060	16-00105	BIT TRICONE 22" 7-5/8" API REG PIN IADC 135M	NO	3	23,578.00	70,734.00
7.	00070	16-00009	BIT TRICONE 17-1/2" 7-5/8" API REG PIN IADC 115M	NO	5	13,013.00	65,065.00
8.	00080	16-00010	BIT TRICONE 17-1/2" 7-5/8" API REG PIN IADC 135M	NO	6	13,013.00	78,078.00
9.	00090	16-00107	BIT TRICONE 17" 7-5/8" API REG PIN IADC 115M	NO	2	11,236.00	22,472.00
10.	00100	16-00106	BIT TRICONE 17" 7-5/8" API REG PIN IADC 135M	NO	2	10,771.00	21,542.00
11.	00110	16-00035	BIT TRICONE 12-1/4" 6-5/8" API REG PIN IADC 117M	NO	6	7,450.00	44,700.00
12.	00120	16-00039	BIT TRICONE 12-1/4" 6-5/8" API REG PIN IADC 137M	NO	13	7,450.00	96,850.00
13.	00130	16-00552	BIT TRICONE, 8-1/2" 4-1/2" API REG PIN IADC 117M	NO	4	4,500.00	18,000.00
14.	00140	16-00064	BIT TRICONE 8-1/2" 4-1/2" API REG PIN IADC 137M	NO	13	4,500.00	58,500.00
15.	00150	16-00530	BIT TRICONE 6" 3-1/2" API REG PIN IADC 117M	NO	2	3,550.00	7,100.00

*[Handwritten signature]*

*[Handwritten mark]*

**SYED EJAZ ABBAS RIZVI**  
 Manager (SCM) Foreign  
 Oil & Gas Development Co. Ltd  
 Islamabad



*[Handwritten signature]*



**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**SUPPLY CHAIN MANAGEMENT DEPARTMENT**  
**(FOREIGN WING)**



OGDCL House , Jinnah Avenue, Blue Area, Islamabad

Email: [ejaz\\_rizvi@ogdel.com](mailto:ejaz_rizvi@ogdel.com)

Phone: +92-51-920023780

P.O No.: OGDCL-SCM-FB-CB-D-6200000042/4500018740/2024

Incoterms: Cost and Freight (CFR)

Sr. No.	Item No.	Material No.	Material Description	Unit	Qty	Unit Value CFR USD	Total Value CFR USD
16.	00160	16-00078	BIT TRICONE 6" 3-1/2"API REG PIN IADC 137M	NO	10	3,700.00	37,000.00
17.	00170	16-00553	BIT TRICONE, 5-7/8" 3-1/2" API REG PIN IADC 117M	NO	4	3,250.00	13,000.00
18.	00180	16-00531	BIT TRICONE 28" 7-5/8" API REG PIN IADC 435	NO	2	40,916.00	81,832.00
19.	00190	16-00533	BIT TRICONE 26" 7-5/8" API REG PIN IADC 435	NO	5	25,002.00	125,010.00
20.	00200	16-00534	BIT TRICONE 26" 7-5/8" API REG PIN IADC 515	NO	2	39,335.00	78,670.00
21.	00210	16-00535	BIT TRICONE 26" 7-5/8" API REG PIN IADC 535	NO	2	30,752.00	61,504.00
22.	00220	16-00528	BIT TRICONE 17-1/2" 7-5/8" API REG PIN IADC 435	NO	5	15,532.00	77,660.00
23.	00240	16-00108	BIT TRICONE 17" 7-5/8" API REG PIN IADC 435M	NO	2	15,511.00	31,022.00
24.	00250	16-00109	BIT TRICONE 17" 7-5/8" API REG PIN IADC 515M	NO	2	22,570.00	45,140.00
25.	00270	16-00021	BIT TRICONE 12-1/4" 6-5/8" API REG PIN IADC 537M	NO	5	8,107.00	40,535.00
26.	00280	16-00555	BIT TRICONE 12-1/4" 6-5/8" API REG PIN IADC 637	NO	5	12,155.00	60,775.00
27.	00290	16-00065	BIT TRICONE 8-1/2" 4-1/2"API REG PIN IADC 437M	NO	5	4,611.00	23,055.00
28.	00300	16-00052	BIT TRICONE 8-1/2" 4-1/2"API REG PIN IADC 517M	NO	4	4,611.00	18,444.00
29.	00310	16-00063	BIT TRICONE 8-1/2" 4-1/2"API REG PIN IADC 537M	NO	2	4,611.00	9,222.00
30.	00320	16-00540	BIT TRICONE 6" 3-1/2" API REG PIN IADC 437	NO	5	4,376.00	21,880.00
31.	00330	16-00544	BIT PDC 22" 7-5/8" API REG PIN 6 16MM X616S	NO	2	33,883.00	67,766.00
32.	00340	16-00148	BIT PDC 17-1/2" 7-5/8" API REG PIN 5 19MM S519	NO	2	28,288.00	56,576.00
<b>TOTAL</b>							<b>1688626.00</b>

Amount In Words:

USD ONE MILLION SIX HUNDRED EIGHTY-EIGHT THOUSAND SIX HUNDRED TWENTY-SIX ONLY

Purchase Requisition:

Name & Address of Manufacturer:

M/s Smith Bits, USA, Italy

Delivery Period:

03 Months CFR by sea from establishment of LC

Country of Origin

USA, ITALY

Banker's Address:

HSBC Bank Middle East Limited, UAE. A/c # 036-437788-102, SWIFT: BBMEAEADXXX

*Handwritten signature/initials*

*Handwritten initials*

**SYED EJAZ ABBAS RIZVI**  
 Manager (SCM) Foreign  
 Oil & Gas Development Co. Ltd  
 Islamabad





**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**SUPPLY CHAIN MANAGEMENT DEPARTMENT**  
**(FOREIGN WING)**



OGDCL House , Jinnah Avenue, Blue Area, Islamabad

Email: [ejaz\\_rizvi@ogdcl.com](mailto:ejaz_rizvi@ogdcl.com)

Phone: + 92-51-920023780

P.O No.: OGDCL-SCM-FB-CB-D-6200000042/4500018740/2024

Incoterms: Cost and Freight (CFR)

IBAN: AE48020000003643778810

**Payment Terms:** 80% agst shpmnt, 20% afr insp.thru LC  
**Port of Shipment:** Any Port in UAE  
**Port of Discharge:** Karachi  
**Add. Terms & Conditions:**

**Special Terms & Conditions:** ALL THE TERMS & CONDITIONS OF TENDER DOCUMENTS,, YOUR TECHNICAL AND FINANCIAL BIDS AND SUBSEQUENT CLARIFICATIONS/ CONFIRMATIONS ARE INTEGRAL PART OF THIS PURCHASE ORDER..

LETTER OF CREDIT SHALL BE ESTABLISHED AS PER TERMS & CONDITIONS ATTACHED HEREWITH.

*[Handwritten Signature]*  
 06/02/2024  
 Signing Authority

Purchase Order # OGDCL-SCM-FB-CB-D-6200000042/4500018740/2024

Purchase Order Issuance Authority:  
 Oil & Gas Development Company Ltd.

*[Handwritten Signature]*  
**SYED EJAZ ABBAS RIZVI**  
 Manager (SCM) Foreign  
 Oil & Gas Development Co. Ltd  
 Islamabad

Accepted by: Mona Imran

Signature *[Handwritten Signature]*

Name of the signatory in Block Letters Mona Imran

Company Title of the Signatory Attorney-in-fact

Company Seal .....



*[Handwritten mark]*

**OTHER TERMS AND CONDITIONS OF THE PO/LC TO BE STRICTLY COMPLIED BY THE BENEFICIARY**

(CFR by Sea Karachi Basis)

1. **CONSIGNEE:**  
The goods must be consigned to the L/C establishing bank and notify party Oil & Gas Development Company Ltd. (OGDCL), Plot No. 21, OGDCL Warehouse, West Wharf Road, Karachi. Telephone No. 0092-21-32311108, 0092-21-32313119, E-mail: imam\_ali@ogdcl.com, manzar\_ali@ogdcl.com
2. **PACKING:**  
**The Packing of the merchandise must conform to the International Standards and the packing list along-with Commercial Invoice must be placed inside the container without fail.**
3. **MARKING:**
  - 3.1 All Packages/boxes must bear the Purchase Order No. as Shipping Marks, Country of Origin and Weight in Kilograms (Gross/Net). The marks must tally with shipping documents like Bill of Lading (B/L) and manifest there should not be any difference.
  - 3.2 In addition to the above mentioned shipping marks, the following procedure of color code marking is to be adopted / made on each side of the package/box/container while dispatching the material: -  
"There will be an isosceles triangle with or less than six inches side, triangle side marked in black lines, letters "OGDCL" inscribed inside, the letters to be not less than 1/4" tall and will be in black. On big packages/boxes/containers, the sides or triangle and letters will be increased appropriately. Underneath the triangle there will be two color code bars in "GREEN" color size six inches in length and 1/4" in width. If the above color codes marking is not appropriate/suitable, the sizes and color may be changed".
  - 3.3 Each item of the consignment should also be marked with Item # of the Purchase Order.
4. **SHIPPING DOCUMENTS.**  
Shipping documents shall consist of the following:
  - 4.1 Original Clean Master Bill of Lading on Freight Pre-Paid Basis signed by the carrier or their authorized agent showing clean shipped on board. Freight forwarders, Third party, Short form, blank back and House Bill of Lading is not acceptable.
  - 4.2 Detail Invoice showing commodity description, quantity, unit/total price, total No. of packages, etc. containing original signatures.
  - 4.3 Packing List, (Showing total number of packages, gross/net weight & measurement and Box No. in case of more than one boxes such as Box No. 1/10, 2/10 .....10/10 and so on and detail of equipment in each box.
  - 4.4 Certificate of origin.
  - 4.5 Mill inspection/quality certificate/test report showing analysis (In case of chemicals only)
  - 4.6 Certificate of compliance of the credit terms as per clause No. 2 in respect of Packing.
  - 4.7 Insurance declaration. A copy of E-mail sent to Insurance Company in compliance to the Clause No. 9 hereunder.
  - 4.8 Copy of E-mail sent in compliance to the Clause No. 6.1 hereunder.
  - 4.9 A copy of pre-shipment third party inspection report issued by third party inspector duly accepted / verified by OGDCL prior to shipment.
5. **INSTRUCTIONS FOR COMPLETING SHIPPING DOCUMENTS:**
  - 5.1 The shipping invoice should be marked on top in capital words.
    - a) Complete, first and last consignment (If all the contractual material is shipped in one lot.)
    - b) First partial shipment/second partial shipment (and so on). Final and last shipment as the case may if shipments are effected in parts.
  - 5.2 All Invoices should be signed, and must indicate value of each items total value and also show 'SHIPPING MARKS' as provided in the contract.
  - 5.3 All containers of cargo must carry copy of invoice. A compliance certificate in this regard shall be provided along with the shipping documents. In case of noncompliance the beneficiary shall pay the penalty imposed by the Custom Authority.



**6. SHIPMENT INTIMATION:**

6.1 The beneficiary within 24-48 hours of making shipment must send E-mail to (1) Dy. Chief Material Officer, Plot No. 21, West Wharf, Karachi, E-mail: imam\_ali@ogdcl.com, manzar\_ali@ogdcl.com (2) Manager (Foreign) Procurement, OGDCL House Plot No. 3 (New NO. 3013)F-6/G6, Blue Area, Jinnah Avenue, Islamabad. E-mail: ejaz\_rizvi@ogdcl.com (3) Manager Accounts (Imports) on E-mail: imtiaz\_sherazi@ogdcl.com (4) National Insurance Company Limited, Karachi on E-mail: khizar.hassan@nicl.com.pk OR 'ghulam.akbar@nicl.com.pk', OR Info@nicl.com.pk, intimating them the following:

- a) L/C numbers and Purchase Order / Contract No.
- b) Name of the Ship & Shipping Line.
- c) Bill of Lading No. & Date.
- d) Total CFR value of the consignment shipped.
- e) Port of shipment.
- f) No. of boxes/packages/pieces.
- g) Net and gross weight.
- h) Expected time of arrival (ETA) of ship.

**7. SHIPMENT INSTRUCTIONS**

- a) The contractor/supplier/vendor is requested to ensure that Commercial Invoice / Packing List shall be pasted on the inner side of the door of container for FCL Shipments and on Boxes / Crates / Cartons etc. for LCL Shipments. Non-Compliance to this instruction may result in penalty imposed by Custom Authorities which shall be recovered from the Contractor/Supplier/Vendor.
- b) Please ensure that in case of CFR purchase order / contracts the local charges at Karachi Seaport/Airport must be included in the freight cost.
- c) The freight forwarders/shipping agents at country of origin must include the corresponding local charges such as delivery order/port handling & container rentals for free time etc. company shall pay only the wharfage/demurrage charges. They should also ensure that there should be only one local agent of the shipping company who should handle such matters. In case OGDCL had to pay such charges, it shall be recovered from the contractor.

**8. INSTRUCTION REGARDING TRANSMISSION/NEGOTIATION OF SHIPPING DOCUMENTS****8.1 ORIGINAL NEGOTIABLE DOCUMENTS:**

- a) The beneficiary immediately upon making shipment(s) should negotiate the original clean shipping documents free from any discrepancy with negotiating bank as indicated in the L/C.
- b) If clean documents free from any discrepancy are not negotiated within negotiation period mentioned in the L/C, or if the documents are withheld by the Bank on account of any discrepancy whatsoever the demurrage or financial impact if any incurred due to late negotiation of clean documents will be on beneficiary's account.
- c) Original/negotiable documents must contain at least four sets of the shipping documents mentioned under Clause No. 5 above.
- d) The original shipping documents should be dispatched through courier service by the negotiating bank at the beneficiary's cost within 24-48 hours after receipt from the beneficiary.
- e) The discrepant documents with minor discrepancies will be accepted subject to the consent of Procurement Department to facilitate prompt clearance of the consignment on the condition that demurrage, if any due to the discrepancies reported by L/C opening bank will be on beneficiary account.

**8.2 NON-NEGOTIABLE DOCUMENTS:**

- a) Complete sets of non-negotiable shipping documents along with one set of Parts Catalogue, Brochures, Technical Literature must be dispatched OR E-mailed to the Manager (SCM) Foreign at the following address immediately upon shipment is effected: -

MANAGER (SCM) FOREIGN  
OIL & GAS DEVELOPMENT COMPANY LIMITED  
OGDC HOUSE, PLOT NO. 3 (NEW NO. 3013),  
F-6/G-6, BLUE AREA, JINNAH AVENUE, ISLAMABAD, PAKISTAN.  
PHONE NO. 0092-51-92002 3652  
E-mail: ejaz\_rizvi@ogdcl.com



b) Complete sets of non-negotiable shipping documents must be dispatched OR E-mailed to Senior Material Officer at the following address Immediately upon shipment is effected: -

DY. CHIEF MATERIAL OFFICER,

OIL & GAS DEVELOPMENT COMPANY LIMITED,

PLOT NO. 21, WEST WHARF ROAD, KARACHI, PAKISTAN.

PHONE NO. 0092-21-323 11108, 0092-21-32313119-23 & E-mail: imam\_ali@ogdcl.com, manzar\_ali@ogdcl.com

c) The shipping documents should be couriered through any reliable courier company at shipper's cost so that the same must be received at least 10 days before arrival of the vessel.

9. **INSURANCE:**

Insurance from port of shipment/delivery will be covered by openers and declaration shall be made by the beneficiary to Insurance Company i.e. M/s National Insurance Company Limited, NICL Building, South Zone, Abbasi Shaheed Road, off Shakra-e-Faisal Road, Karachi (Pakistan). E-mail: khizar.hassan@nicl.com.pk OR ghulam.akbar@nicl.com.pk, OR info@nicl.com.pk and Manager (Accounts) /OGDC LTD., E-mail: imtiaz\_sherazi@ogdcl.com immediately after shipment giving full details of shipment e.g. value of shipment description of material, name of vessel, B/L with date, port of shipment, contract and Letter of Credit Numbers.

10. **DEMURRAGE DUE TO DELAY IN RECEIPT OF ORIGINAL / NEGOTIABLE DOCUMENT / TRANSSHIPMENT AND SHIPPING LINES AGENTS:**

10.1 If clean documents are not negotiated within negotiation period of the L/C or documents are withheld by bank on account of any discrepancy, the demurrage charges, if any incurred due to late negotiation of the clean documents and paid by the OGDCL. will be realized from the beneficiary directly by raising debit advice, or by deducting the amount paid from the L/C value or by encashing Performance Bond (where applicable) to the extent of demurrage amount. In case the demurrage amount exceeds the value of Performance Bond the balance amount will be payable by the beneficiary.

10.2 Transshipment is totally prohibited under this L/C. The beneficiary must ensure that no transshipment takes place against this L/C, and demurrage paid by OGDCL due to transshipment will be on beneficiary's account.

10.3 Any demurrage paid by OGDCL due to inconsistency in B/L and manifest will be recovered from beneficiary.

11. **LIQUIDATED DAMAGES.**

a) If the contractor fails to deliver any or all of the goods within the time period(s) specified in the Contract, the Purchaser shall, without prejudice to other remedies under the contract, deduct from the contract price / Bank Guarantee as liquidated damages, a sum not more than 0.5% of the 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 10 % of the contract value.

b) 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 10% of the 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.

c) 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/LC and to forfeit the Guarantee (if applicable) after intimating the supplier for such cancellation / forfeiture.

12. **AMENDMENT / EXTENSION OF L/C:**

The beneficiary will positively confirm shipment of all ordered goods within L/C validity or make request for extension of shipment and negotiation dates at least 15 to 30 days prior to the expiry of L/C. If shipment is not





effected within L/C validity or request for extension is not received 15 to 30 days prior to expiry of L/C validity, no request for grant of extension in shipment and negotiation will be entertained under any circumstances. In case of extension in shipment/negotiation period, the beneficiary will be required to extend the validity of his performance bond (where applicable) accordingly. All charges on this account will be on beneficiary's account.

13. **CHARGES FOR L/C ESTABLISHMENT:**

- 13.1 All charges of credit opening bank for credit will be borne by the OGDCL.
- 13.2 All charges of corresponding bank such as negotiation of documents, adding confirmation to credit etc. will be to the account of beneficiary.
- 13.3 All charges for amendments / extension in L/C will be to the account of beneficiary.

14. **PAYMENT TERMS:**

The eighty percent (80%) payment will be made against each shipment upon submission of original shipping documents to the LC opening bank, whereas balance twenty percent (20%) payment will be released after receipt, inspection and acceptance of material at OGDCL Stores. Furthermore, payment of balance twenty percent (20%) will be released upon issuance of Acceptance / Delivery Certificate from OGDCL to L/C beneficiary confirming receipt & acceptance of material along with submission of commercial invoice of remaining value.

Purchase Order #

accepted by:

Signature .....

Name of the signatory in Block Letters.....Mona Imran

Company Title of the Signatory.....Attorney-in-fact

Company Seal.....



  
06/02/2024  
Purchase Order  
Issuance Authority:  
Oil & Gas Development  
Company Ltd.  
**SYED EJAZ ABBAS RIZVI**  
Manager (SCM) Foreign  
& Gas Development Co. Ltd  
Islamabad