

# OIL AND GAS REGULATORY AUTHORITY

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**Supply of Stationery & Other Misc Items to OGRA for the Financial Year 2016-17.  
under Tender Enquiry No.09 of 2016**

## TENDER NOTICE

### **Tender Enquiry No.09 of 2016**

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed tenders from well-reputed stationery suppliers/firms registered with income tax and sales tax departments, stationed at Islamabad/Rawalpindi, for supply of stationery and other miscellaneous items, on item rate basis, for the financial year 2016-17, under Tender Enquiry No.09 of 2016.
2. The Tender Documents containing detailed information, terms and conditions etc. are available on the websites of PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) and OGRA ([www.ogra.org.pk](http://www.ogra.org.pk)). These documents can also be obtained from office of the undersigned, on any working day from 9:00 am to 2:00 pm
3. The bidders will be required to submit a bid security in shape of Call Deposit payable at Islamabad., amounting to Rs.50,000/- (Rupees fifty thousand only) in favour of OGRA.
4. Sealed tenders will be received latest by June 06, 2016 by 11:00 a.m, and will be opened on the same date at 11:30 a.m, at OGRA Office.
5. OGRA reserves the right to accept any or cancel/reject all proposals, as per PPRA Rules, 2004.

(Jawad Jamil)

Deputy Executive Director (Admn)

**Oil and Gas Regulatory Authority**

54-B, Fazal-e-Haq Road, Blue Area, Islamabad.

**Ph: 051-9244048 Fax: 051-9244206**

# OIL AND GAS REGULATORY AUTHORITY

54-B, Fazal-e-Haq Road, Blue Area, Islamabad

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## TENDER DOCUMENTS

### Supply of Stationery & Other Misc Items to OGRA for the Financial Year 2016-17 under Tender Enquiry No.09 of 2016

The Oil and Gas Regulatory Authority (OGRA) invites sealed tenders from stationers/supplier firms, on item rate basis, for supply of stationery and other miscellaneous items for the financial year 2016-17 as per **Annex-II**.

#### General Terms & Conditions:

- 1) The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the Pre-qualification/Technical Proposal (**Annex-I**) and the other envelope should contain the Financial Proposal (**Annex-II**), both showing the tender enquiry No.09/2016 and marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” respectively.
- 2) The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
- 3) The firm should have a minimum of three (03) years experience in supply of items being procured, and should have a proper office at Islamabad/Rawalpindi.
- 4) The bidder will be required to submit Bid Security Deposit Rs.50,000/- (Rupees fifty thousand only) amount in the shape of Call Deposit payable at Islamabad, in favour of OGRA alongwith the Technical Proposal, the same will be treated as performance bond of the firms who technically qualifies for the whole period of pre-qualification.
- 5) The sealed bids and one sample of each quoted items (non-branded) are required to be delivered to the office of the undersigned by 11:00 a.m on June 07, 2016.
- 6) The Bid Opening Committee will open the Technical proposals (**Annex-I**) in the first instance for evaluation per criteria given at **Annex-III**, on May 28, 2016 at 11:30 am in the presence of the bidders or their authorized representatives, who may like to be present. Bids, which are not accompanied by the documents at serial No. 2 to 4, above, shall be declared Non-Responsive and their financial proposals will be returned unopened.
- 7) The Bid Opening Committee will open the financial proposals (**Annex-II**) of the bidders whose pre-qualification/technical proposals are accepted, on a date and time to be communicated to them in advance, in the presence of the bidders or their authorized representatives, who may like to be present.
- 8) The bid validity period shall be effective from (01-07-2016 to 30.06.2017) for F.Y 2016-17.

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- 9) During the currency of the contract, the supplier will be bound to deliver the items of the approved quality at OGRA office situated at 54-B, Fazal-e-Haq Road, Blue Area, Islamabad from time to time at the approved rates within seven (07) days of the receipt of purchase order from OGRA. In case of repeated failure OGRA reserve the right to forfeit the bid security.
- 10) The OGRA shall retain the samples of firm(s) to whom the contract is awarded till completion of the supply period. However, samples of un-successful bidders shall be returned to them within seven (07) days of completion of process of pre-qualification.
- 11) The proposals especially financial proposal shall not have any over writings or cutting. OGRA reserves the right not to consider the proposal having aforementioned deficiencies.
- 12) The contract will be awarded to the lowest evaluated bidder(s).
- 13) Payment of the bills will be subject to the deduction of government taxes.
- 14) An original and latest undertaking on judicial paper that Firm has never been blacklisted by any Government, Semi Government, Autonomous or State owned organization.
- 15) The pre-qualified firm if intend to withdraw from competition can intimate in writing before accepting of offer letter.
- 16) The firms are required to quote for minimum 60% of the listed items (Annex-II) otherwise the financial bid shall not be considered for evaluation.
- 17) OGRA reserves the right to extend the opening date of the bids, cancel/reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA Rules.

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**Deputy Executive Director (Admn)**

**Note:-**

*The value of the items to be purchased for the Financial Year 2016-17 is approximately Rs.5 million. However, this is indicative information without any commitment from OGRA whatsoever.*

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**Pre-qualification Proposal****Supply of Stationery & Other Misc Items to OGRA for the Financial Year 2016-17 under Tender Enquiry No.09/2016**

Name of the Firm	
Address (Telephone, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
National Tax No. (attach documentary evidence)	
Banker's Name & Contact Details	
Experience related to supply items (certificates/purchase order may be attached)	
Whether Bank Call Deposit of Rs.50,000/- as bid security is enclosed in the Technical Proposal.	Yes: _____ No : _____
Annual Turnover supported by documentary proof of the business (Income tax return of F.Y 2013-14 and 2014-15)	
Stock Position	
Assignments in hand	
Clientage (Attach separate Annexure)	
Enlistment Certificate (if any) (copy of certificate enlisted with Government/ Semi Govt. Organizations)	
Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
Contact Person Date: _____	_____ <i>Name &amp; Designation</i>  _____ <i>Authorized Signature &amp; Stamp</i> Cell Number: _____

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**FINANCIAL PROPOSAL****Detail of Stationery & Other Misc Items to be supplied to OGRA for the F.Y 2016-17  
under Tender Enquiry No.09 of 2015**

<b>Sr. No.</b>	<b>Items Name</b>	<b>Quantity</b>	<b>Rate (in Rs.)</b>	<b>GST</b>	<b>Rate (with GST)</b>
01.	Air Freshener Aseel 300 ml (Original) (Made KSA)	Per No.			
02.	Air Freshener Sultan 300 ml (Original)	Per No.			
03.	Air Freshener Flower Garden 300 ml (Original)	Per No.			
04.	Ball Point Uni-Compo	Per Pkt.			
05.	Ball Point Dollar Pointer (Softliner 0.3mm)	Per Pkt.			
06.	Ball Point Uni-ball Eye	Per Pkt.			
07.	Ball Point M&G (Alpha Modern Metal model 1771)	Per Pkt.			
08.	Ball Point Uni-Signo	Per Pkt.			
09.	Ball Point-Click (Piano 0.8mm)	Per Pkt.			
10.	Binder Clips 19 mm (Diamond)	Per Pkt.			
11.	Binder Clips 32 mm (Diamond)	Per Pkt.			
12.	Binder Clips 41 mm (Diamond)	Per Pkt.			
13.	Binder Clips 51 mm (Diamond)	Per Pkt.			
14.	Box File Uni ® System	Per No.			
15.	Calculator Scientific FX 991 MS	Per No.			
16.	Calculator Casio MJ 120 (Original)	Per No.			
17.	Cash Book Single/Bank Colum 8 No.	Per No.			
18.	Cell AA Best Quality (Heavy duty)	Per No.			
19.	Cell AAA Best Quality (Heavy duty)	Per No.			
20.	Cell Mother Board Fine Quality	Per No.			
21.	Cell for Calculator MJ 120	Per No.			
22.	Cell Peon Bell Remote	Per No.			
23.	Confidential Stickers	Per Pkt.			
24.	CD-Re-Writable (Maxell)	Per No.			
25.	Correction Fluid Pelican (Fluid + Thinner)/Pen	Per No.			
26.	Correction Fluid Pen (Best Quality)	Per No.			
27.	Computer Mouse (Optical USB)	Per No.			
28.	Cutter Knife No. 0426 SDI	Per No.			
29.	Cutter Knife Blade	Per No.			
30.	Dak Pad (Superior) with Flapper/Clip	Per No.			
31.	Desk Tray (Lotus)	Per No.			
32.	Diary Hand 2016 (Friends)	Per No.			
33.	Diary Register (10 No.) Tayaba or equalent	Per No.			
34.	Drafting Pad Small 845No. (Fine Quality)	Per No.			
35.	Drafting Spiral Pad 851No. A-4 Size (Fine Quality)	Per No.			
36.	Drafting Spiral Pad Small 854 No. (Fine Quality)	Per No.			
37.	Duster White Cotton Large (20" x 30")	Per No.			
38.	Duster Yellow Falalain Full Large (30" x 40")	Per No.			
39.	Dishwasher Liquid 275ml (Max/Vim)	Per No.			
40.	Dishwasher Soap Small (Lemon Max/Vim)	Per No.			
41.	Dishwasher Scotch Bright	Per No.			

42.	DVD-Re-Writable (Maxell)	Per No.			
43.	Dashboard Polish Vehicle (Imported)	Per No.			
44.	Envelope (9"x4") Window Imported 100 grm.	Per No.			
45.	Envelope (Small) Imported 100 grm.	Per No.			
46.	Envelope (A-4) Imported 100 grm.	Per No.			
47.	Eraser AL-30 (Pelican)	Per No.			
48.	Every Card Sheet A-4 Size	Per Ream.			
49.	File Tray In-Out PMP	Per No.			
50.	File Flapper Rexene (Best Quality)	Per No.			
51.	File Separator Set of 10 (Alfalah) or equalint	Per Set.			
52.	File Tag Best Quality Twisted	Per Bundle.			
53.	Foot Scale Steel 12" (Tong Yuan) Chine Swordfish Brand (Original)	Per No.			
54.	Glass for water (Imported)	Per Dozen.			
55.	Gum Stick UHU (21G)	Per No.			
56.	Glint	Per No.			
57.	Highlighter (Pelikan)	Per No.			
58.	Ink (Pelikan) (Blue/Black) Original	Per No.			
59.	Ink (Dollar) Blue/Black (for Stamp Pad)	Per No.			
60.	Insect Killer Finis /Baygon 400ml	Per No.			
61.	Lead Pencil HB (Goldfish) 5000 or equalent	Per Pkt.			
62.	Lead Pencil HB with Rubber tips	Per Pkt.			
63.	Ledger Register No. 08 (Tayaba) or1 equalent	Per No.			
64.	Letter Dispatch Register (10 No.) Tayaba or equalent	Per No.			
65.	Log Book (6 No.) Tayaba or equalent	Per No.			
66.	L-Folder A-4 and Legal Nokya or equalent	Per No.			
67.	Pen Jar (Golden Horse or equalent)	Per No.			
68.	Paper A-3 (297x420mm) Imported 80g Aa	Per Ream.			
69.	Paper A-4 (210x297) Imported 80g (500 Sheets) <b>Double A</b> Original	Per Ream.			
70.	Paper A-4 (210x297) Imported (paper one) 70g (500 Sheets)	Per Ream.			
71.	Paper Legal Size (Imported 80g <b>Double A</b> )	Per Ream.			
72.	Paper Legal Size Imported (paper one) (70g 500 Sheets)	Per Ream.			
73.	Paper Clips 36mm Three Flower or equalent	Per Pkt.			
74.	Paper Pin (50 gms) China	Per Pkt.			
75.	Peon Book (96 Sheets) Tayaba or equalent	Per No.			
76.	Permanente Marker Dollar No. 70	Per No.			
77.	Post it Pad 2x3" (Pronoti)	Per No.			
78.	Post it Pad 3x3" (Pronoti)	Per No.			
79.	Post it Pad 3x5" (Pronoti)	Per No.			
80.	Punch Single Hole (Best Quality)	Per No.			
81.	Punch Double Hole KW-triO 9660 or SDI	Per No.			
82.	Punch Double Hole Heavy Duty KW-triO 9330 or SDI	Per No.			
83.	Register No. 12	Per No.			
84.	Register No.6	Per No.			
85.	Ring Folder Legal (Plastic)	Per No.			
86.	Ring Folder A-4 (Plastic)	Per No.			

87.	Ring Folder A-4 Size (Black)	Per No.			
88.	Scissors Medium Size PMP Superior	Per No.			
89.	Scotch Tap (Dear) 1"	Per No.			
90.	Scotch Tap Stand (for 1" Tap Roll)	Per No.			
91.	Set of Pen (Pen Holder Dux-240)	Per Pair.			
92.	Sharpener Plastic (Germany)	Per No.			
93.	Sharpener Heavy Duty SDI or equalent	Per No.			
94.	Shorthand Note Book (80 Sheets)	Per No.			
95.	Stamp Pad Small Blue/Black/Red (Dollar)	Per No.			
96.	Stapler Machine SDI No.1138 or equalent	Per No.			
97.	Stapler Machine Medium SDI or equalent	Per No.			
98.	Stapler Machine Heavy Duty KW trio 50LB or SDI	Per No.			
99.	Stapler Pins Small 24/6 Rapid or equalent	Per Pkt.			
100.	Stapler Pins Heavy Duty No. 23/10	Per Pkt.			
101.	Stapler Remover SDI No. 1160 or equalent	Per No.			
102.	Stock Register (10 No.) Tayaba or equalent	Per No.			
103.	Table Calendar (Friends) 2016	Per No.			
104.	Table Diary (Friends) 2016	Per No.			
105.	Table Diary Stand (National) Ordinary	Per No.			
106.	Table Planner (Friends) 2016	Per No.			
107.	Table Set Marble Superior	Per No.			
108.	Table Set Leather (Kaligon No.04)	Per No.			
109.	Telephone Index Imported Papers Orion No.103	Per No.			
110.	Tissue Box Perfumed (Rose Petal)	Per No.			
111.	Tissue Box Supreme (Rose Petal)	Per No.			
112.	Toilet Paper Roll (Rose Petal)	Per No.			
113.	Toner HP 1312 MFP (4 Color)	Per Set.			
114.	Toner HP 1212 NF (Black)	Per No.			
115.	Toner HP LaserJet 4200 Printer Black	Per No.			
116.	Toner HP LaserJet 2500 (4 Color)	Per Set.			
117.	Toner HP LaserJet 2200 Printer Black	Per No.			
118.	Toner HP LaserJet 1300 Printer Black	Per No.			
119.	Toner HP LaserJet 1200 Printer Black	Per No.			
120.	Toner HP LaserJet 1102 Printer Black	Per No.			
121.	Toner HP LaserJet 1022 Printer Black	Per No.			
122.	Toner Fax Machine (Canon FX3, L200-300)	Per No.			
123.	Toner Fax Machine (Cannon F152800, L140)	Per No.			
124.	Toner Fax Machine (Cannon FX, L170)	Per No.			
125.	Toner Panasonic Fax Machine KX-MB-1520	Per No.			
126.	Toner KX-FL422CX (Panasonic Fax Machine)	Per No.			
127.	Toner Laser Jet Pro CM 1415fn Color MFD	Per Set.			
128.	Toner Laser Jet Pro 200 MFD	Per Set.			
129.	Toner Photocopier (Panasonic DP3530)	Per No.			
130.	Toner Photocopier (Panasonic DP8060)	Per No.			
131.	Toner Photocopier (Nashuatec 27A) Type 3210D	Per No.			
132.	Toner Photocopier (Konica Minolta) TN513	Per No.			
133.	Towel White Fine Quality Large	Per No.			
134.	Thumb Pin Ordinary PMP	Per Pkt.			
135.	USB Flash Drive, 8GB (Kingston) or equalent	Per No.			
136.	USB Flash Drive, 16GB (Kingston) or equalent	Per No.			
137.	Vehicle Body Polish (Imported)	Per No.			
138.	Visiting Card Album (256 Nos.) Orion	Per No.			
139.	Wall Clock (Champion) or equalent	Per No.			

140.	White Board Marker (Blue/Black)	Per No.			
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**Note:** (i) The value of these items to be purchased for the F.Y 2015-16 is approximately Rs. 5.00 million. However, this is indicative information without any commitment from OGRA whatsoever.

(ii) Bidders are advised in their best interest to maintain the required quality and not to quote for counterfeited or sub-standard items, as the authority will ensure the quality of products at the time of supply of items.

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Name of the Firm

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Signature with Stamp



**OIL AND GAS REGULATORY AUTHORITY**  
54-B, Fazal-e-Haq Road, Blue Area, Islamabad  
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**ASSESSMENT CRITERIA**

**Supply of Stationery & Other Miscellaneous Items to OGRA for the Financial Year 2016-17 under Tender Enquiry No.09/2016.**

The pre-qualification proposals will be evaluated as per the following criteria:-

<b>Grading</b>	<b>Marks</b>
Profile of Firm & Experience in relevant business	30
Annual Turnover (attach copies as evidence)	25
Clientage	20
Stock Position/Contracts in hand	25

**Note:** Minimum score required to pass for Pre-qualification is 60%.