

TENDER NOTICE

PURCHASE OF DESKTOP COMPUTERS AND MS SOFTWARES UNDER TENDER ENQUIRY NO.06/2019

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals, from well-reputed and financially sound firms/suppliers having minimum three (03) years relevant experience, registered with income tax, sales tax departments and SECP, stationed at Islamabad/Rawalpindi for purchase/supply of 25x Desktop Computers and MS Softwares to OGRA office located at 54-B, Fazal-ul-Haq Road, Blue Area, Islamabad under Tender Enquiry No. 06 of 2019.
2. The Tender Documents containing detailed information, terms & conditions etc. are available on the websites of PPRA (www.ppra.org.pk) and OGRA (www.ogra.org.pk). These documents can also be obtained from office of the undersigned from 09:00 a.m. to 05:00 p.m. on any working day i.e. Monday to Friday.
3. The bidders will be required to submit a bid security/earnest money equal to 02% of total bid value alongwith Financial Proposal, in shape of **Call Deposit** in favour of OGRA payable at Islamabad.
4. The sealed bids/proposal will be received latest by July 17, 2019 by 11:00 a.m., and will be opened on the same day at 11:30 a.m. at 3rd floor of OGRA office building by Bid Opening Committee, in the presence of bidders who opt to be present.
5. OGRA reserves the right to accept any or cancel/reject all proposals as per PPRA Rules, 2004.

Deputy Executive Director (Admn)
Oil and Gas Regulatory Authority
54-B, Fazal-ul-Haq Road, Blue Area, Islamabad.
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TENDER DOCUMENTS

PURCHASE OF DESKTOP COMPUTERS AND MS SOFTWARES UNDER TENDER ENQUIRY NO.06/2019

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals, from well-reputed and financially sound firms/suppliers having minimum three (03) years relevant experience, registered with income tax, sales tax departments and SECP, stationed at Islamabad/Rawalpindi for purchase/supply of 25x Desktop Computers and MS Softwares to OGRA office located at 54-B, Fazal-ul-Haq Road, Blue Area, Islamabad under Tender Enquiry No. 06 of 2019.

General Terms and Conditions:

- 1) The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain Technical/Prequalification Proposal (**Annex-I**) and the other envelope should contain Financial Proposal (**Annex-II**), both showing the Tender Enquiry No. 06 of 2019 and marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL", respectively.
- 2) The firm should be registered with Income Tax, Sales Tax Departments and SECP registration numbers and NTN numbers should be clearly mentioned and valid documentary evidence be attached.
- 3) The bidder will be required to submit a bid security/earnest money equal to 2% of the total quoted value of bid along with financial proposal in the shape of **Call Deposit** in favour of OGRA, payable at Islamabad.
- 4) Any bid not accompanied by the required value of **call deposit** shall be rejected.
- 5) The firm should have a minimum of three (03) years relevant experience of supply of Computers, Printers and Softwares etc and should have a well-equipped office-setup/workshop at Islamabad/Rawalpindi.
- 6) The bid validity period will be three (03) months, starting from the last date of bid submission.
- 7) Sealed bids/proposals are required to be delivered at OGRA office Plot No. 54-B, Fazal-ul-Haq Road, Blue Area, Islamabad latest by July 17, 2019 on or before 11:00 a.m. The Bid Opening Committee shall open the Technical/Pre-qualification proposals (**Annex-I**) in the first instance at 11:30 on the same date i.e. July 17, 2019 in the presence of bidders or their authorized representatives who may like to be present. Subsequently, technical/pre-qualification proposals shall be evaluated by OGRA Bid Evaluation Committee as per criteria given at **Annex-III**.
- 8) Bids, which are not accompanied by the documents mentioned at Clause No. 2 to 5 shall be declared Non-Responsive and their financial proposals will be returned unopened.
- 9) The Bid Opening Committee will open the financial proposals (**Annex-II**) of the only technically pre-qualified bidders, 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.
- 10) Only one authorized representative per bidder shall be allowed to attend the opening of bids.
- 11) The successful bidder should be required to deposit a "**Performance Bond**" equivalent to 5% of the total value of the quoted amount through a **Call Deposit** in favour of OGRA payable at Islamabad. If the bidder fails to deposit performance bond within one week of the receipt of the purchase order, the same shall be treated as cancelled and the earnest money shall be forfeited.

- 12) 2% bid security/earnest money of the un-successful bidders shall be released within 30 days. However, 5% performance bond shall be released after completion of warranty period.
- 13) The proposals should not have any over-writings or cutting. The bids with any of the aforementioned deficiencies may not be considered.
- 14) Original and latest undertaking/affidavit on judicial paper that the firm has not been blacklisted by any Government/Semi Government Autonomous or any State-Owned Organization.
- 15) The delivery period for supply of Computers and Softwares will be four (04) to six (06) weeks after receipt of Purchase Order.
- 16) Before submission of bid, all bidders are advised in their own interest to read carefully the terms & conditions of the tender documents.
- 17) The purchase order will be awarded to the lowest evaluated bidder.
- 18) Payment of the bills will be subject to the deduction of all applicable government taxes.
- 19) OGRA reserves the right to accept or reject any or all proposals or extend the closing date without assigning any reason as per PPRA Rules 2004.

(Ejaz Ahmad Gohar)
Deputy Executive Director (Admn)



Technical/Pre-Qualification Proposal

**PURCHASE OF DESKTOP COMPUTERS AND MS SOFTWARES UNDER TENDER ENQUIRY
NO.06/2019**

Date: _____

| | |
|---|--|
| Name of the Firm | |
| Year of Establishment (Attach documentary evidence) | |
| Sales Tax Registration No. (Attach documentary evidence) | |
| National Tax No. (Attach documentary evidence) | |
| SECP No. (Attach documentary evidence) | |
| Company Profile | |
| Annual Turnover supported by income tax returns (For the FY 2016-17 & 2017-18) | |
| Experience related to similar assignments | |
| List of Clientage <i>Attach separate Annexure, if necessary</i> | |
| Assignment in hand | |
| 02% Bid Security/Earnest Money of Total Bid attached. | Yes_____ No._____ |
| Banker's Name & Contact Details | |
| Nationwide Presence Yes_____ No_____ | (If yes, list location of offices) i) _____ ii) _____ iii) _____ iv) _____ v) _____ |

| | |
|--|--|
| Managerial/Technical Capability a). Total No. of Permanent Staff: b). Total No. of Contract/Project Staff: <i>Attach separate Annexure, if necessary</i> | Technical_____ + Support_____ = _____ Technical_____ + Support_____ = _____ |
| Authorized Dealership Certificates Yes_____ No_____ | (If yes, provide details) i) _____ ii) _____ iii) _____ iv) _____ v) _____ |
| Profile documentation (Attach company's profile/brochure) | |
| Organizational Structure (Provide details of hierarchy/Management system including Organgram) | |
| Enlistment Certificate (copy of certificate enlisted with Government/Semi Govt. Organizations, if any) | |
| Affidavit (that the firm has not been blacklisted by private, Government, Semi-Government, Autonomous Body or state owned organization) | Yes_____ No._____ |
| Delivery time for supply of item(s) | Time:_____ |
| Focal Person Name: _____ Cell, Telephone No: _____ Fax No: _____ Date: _____ | _____ <i>Name & Designation</i> _____ <i>Authorized Signature & Stamp</i> |



ASSESSMENT CRITERIA

**PURCHASE OF DESKTOP COMPUTERS AND MS SOFTWARES UNDER TENDER
ENQUIRY NO.06/2019**

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

| Grading:- | Marks |
|---|--------------|
| Experience related to similar assignments | 25 |
| Authorized Dealerships | 20 |
| Annual Turnover | 20 |
| Managerial Capability | 15 |
| Clientage | 15 |
| Assignments in Hand | 05 |
| Total: | 100 |

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

FINANCIAL PROPOSAL PERFORMA

| S# | Item | Specification /Detail |
|----|--------------------|---|
| 1 | Brand | HP, DELL or Equivalent |
| 2 | Processor | Intel Core i5, 3.0 GHz or above, 8th Generation |
| 3 | Chipset | Intel Chipset |
| 4 | HDD | 500 GB (SATA) or more |
| 5 | RAM | 8GB DDR-4 |
| 6 | Drive | DVD-RW (SATA) |
| 7 | Display | LED 18.5" or more with HDMI Cable |
| 8 | Sound Card | Integrated |
| 9 | Keyboard / Mouse | Standard (USB Ports, Optical Mouse) |
| 10 | Network / LAN Card | Ethernet 100/1000Mbps |
| 11 | Chassis | Tower Casing |
| 12 | Warranty * | 1 Year or more |
| 13 | Cost | @Rs. /- per unit |
| 14 | Quantity | 25 Nos. |

1- Desktop Computer Hardware Specifications

*Standard warranty comprises of free labor (at OGRA office visit) & part replacement.

2. Desktop Computer Software Specifications

| S# | Item | Specification /Detail | Cost | Qty |
|----|------------------|---|------------------|---------|
| 1 | Operating System | Licensed Microsoft Windows 10 Professional (64 Bit) OEM DVD Pack with part No. (FQC-08928U2) | @Rs. /- per unit | 25 Nos. |
| 2 | Office | Licensed Microsoft Office 2019 (Home & Business, 64 Bit) FPP (Part No. T5D-03219). Individual Key and DVD | @Rs. /- per unit | 25 Nos. |

Terms and Conditions:

- Dealer/Vendor/Supplier must be registered with Microsoft Pakistan and will provide updated and attested registration certificate with quotation.
- Dealer/Vendor will Provide Verification letter against all the supplied Microsoft products from Microsoft Pakistan.
- Dealer/Vendor will Provide MAF Letter by Microsoft for all up-coming Tenders
- Dealer/Vendor will install Operating System & Office after verification of products by Microsoft Pakistan & OGRA.
- After installation Dealer/Vendor will activate and install full live updates on each computer.
- Standard warranty comprises of free labor (at OGRA office visit) & part replacement.