

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

TENDER ENQUIRY NO. 04 OF 2008

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed tenders from well-reputed Firms/General Order Suppliers registered with income tax and sales tax departments, stationed at Islamabad/Rawalpindi, for supply of a Photocopier Machine, under Tender Enquiry No. 04/2008.
2. The Tender Documents containing detailed information, terms and 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 on cash payment (non-refundable) of Rs. 200/- (Rupees two hundred only), on any working day.
3. The tenders will be received latest by April 10, 2008 by 11:00 a.m, and will be opened on the same date at 11:30 a.m. in the Conference Hall of OGRA.

(ANWAR ALI SHEIKH)
JOINT EXECUTIVE DIRECTOR (ADMN)
OIL AND GAS REGULATORY AUTHORITY
TARIQ CHAMBERS, CIVIC CENTRE, G-6, ISLAMABAD.
PH: 051-9221715-18, FAX: 051-9221714

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TENDER DOCUMENTS

**SUPPLY OF PHOTOCOPIER MACHINES TO OGRA
UNDER TENDER ENQUIRY No. 04/2008**

The Oil and Gas Regulatory Authority (OGRA) hereby invites tenders from the Firms/General Order Suppliers for the supply of 01 x Photocopier Machine as per following specifications:-

NOTE: The cost for procurement of the equipment is approximate Rs. 0.06 million. This however, is indicative information without any commitment from OGRA whatsoever.

Digital Photocopier Machine

Sr.#	Specifications
1.	Speed at least 35 CPM
2.	Digital Sorter (s)
3.	Laser Printing
4.	Paper Supply at least 2 trays@ 500 sheets (including bypass tray)
5.	Memory Min. 256 MB/40 GB Hard Disk
6.	Resolution Min. 600 x 600 dpi
7.	Paper Tray Size at least A-6 _ A-3
8.	Zoom Min. 25% - 400%
9.	ADF (Automatic Documents Feeder)
10.	Scanning (Black & White)
11.	Duplex Unit
12.	Photocopier Machine Trolley
13.	Warranty/Guaranty of at least one year with replacement of defective parts.

General Terms & Conditions:

- 1) The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the Pre-qualification Proposal (**Annex-I**) and the other envelope should contain the Financial Proposal (**Annex-II**), both showing the tender enquiry No. 04 of 2008 and marked as "PRE-QUALIFICATION 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 & installation of items being procured, and should have a proper office at Islamabad/Rawalpindi.

- 4) The bidder will be required to submit a Pay Order for a sum of Rs. 35,000/- (Rupees thirty five thousand only) as earnest money in favour of OGRA, payable at Islamabad.
- 5) Sealed tenders are required to be delivered to the office of the undersigned by 11:00 a.m on April 10, 2008.
- 6) The Bid Opening Committee of OGRA will open the Pre-qualification proposals (**Annex-I**) in the first instance for evaluation per criteria given at **Annex-III**, on April 10, 2008 at 11:30 a.m 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 & 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 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) Only one authorized representative per bidder will be allowed to attend the opening of bids. A representative from a bidder will be required to submit an authority letter in his/her favour by the respective bidders for attending the opening of bids.
- 9) The bid validity period will be three (03) months, starting from the last date of bid submission.
- 10) The successful bidder will be required to deposit a "Performance Bond" equivalent to 5% of the total value of the contract, through a Pay Order in favor of OGRA payable at Islamabad. If the bidder fails to deposit performance bond within one week of the receipt of the letter awarding the job, the same shall be treated as cancelled and the earnest money shall be forfeited.
- 11) Earnest Money of Rs. 35,000/- if not adjusted in the 5% performance bond, will be released to the bidder after deposit of 5% performance bond. However, 5% performance bond will be released within 30 days after successful supply of the equipments.
- 12) The supplier will be bound to deliver and install the equipment in operational condition of the approved quality at OGRA office situated at Tariq Chambers, Civic Centre, G-6, Islamabad.
- 13) The delivery period is required to be maximum 15 days from the date of receipt of Purchase Order.
- 14) The proposals should not have any over-writings or cutting. Bids with any of the aforementioned defects may not be considered.
- 15) The contract will be awarded to the lowest evaluated bidder.

- 16) Payment will be made subject to the deduction of government taxes, within two weeks of production of the following documents and subject to the acceptance certificate issued the OGRA Inspection Committee:-
- (a) Bill in triplicate
 - (b) Delivery Challan
 - (c) Certificate by the contractor that Photocopier supplied is according to the OGRA Specifications.
- 17) OGRA reserves the right to extend the opening date of the bids, cancel the tender or accept/reject any or all bids, without assigning any reason.

(Anwar Ali Sheikh)
Joint Executive Director (Admn)

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Pre-qualification Proposal**SUPPLY OF PHOTOCOPIER MACHINE TO OGRA
UNDER TENDER ENQUIRY No. 04/2008**

Name of the Firm	
Address (Telephone, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
National/Income Tax No. (Annual Turnover supported by Income Tax Return)	
Banker's Name & Contact Details	
Experience related to similar assignments	
Whether Bank Pay Order as Earnest Money @ 2% of the total value of bid is enclosed in the Pre-qualification Proposal	
Assignments in Hand (Current)	
Managerial/Technical Capability a). Total No. of Permanent Staff b). Total No. of Contract/Project Staff: (Attach as separate Annexure, if necessary)	
Clientage (Attach separate Annexure, if necessary)	
Enlistment Certificate (copy of certificate enlisted with Government/Semi Govt. Organizations, if any)	
Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
Contact Person Date: _____	<p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Name & Designation</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Authorized Signature & Stamp</i></p>

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FINANCIAL PROPOSALSUPPLY OF PHOTOCOPIER MACHINE TO OGRAUNDER TENDER ENQUIRY No. 04/2008

Name of the Firm:

Address:

Photocopying Machine (As per Specification given in the Tender Documents)

Brand Name:

Description	Rate per unit (in Rs.)	15% GST	Total (in Rs.)
Price (in Words) :			
Warranty for the Photocopier Machine :			

Note: All prices must be inclusive of all taxes.

Maintenance charges (5 years) - (Optional)

Description	Cost of Maintenance				
	Year 1	Year 2	Year 3	Year 4	Year 5
Any Other Options					
Total					

Total yearly maintenance cost (in Rs.) :

(Maintenance cost in words) : (Rupees

Note: Specify annual maintenance charges and attach a specimen of maintenance contract (renewable yearly).

Authorized Signature with Stamp and

Name: (.....)

Date :

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ASSESSMENT CRITERIASUPPLY OF PHOTOCOPIER MACHINE TO OGRA
UNDER TENDER ENQUIRY No. 04/2008

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

Grading	Marks
Experience related to similar assignments	30
Managerial/Technical Capability	25
Clientage	25
Assignment in Hands (Current)	20

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