

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

TENDER ENQUIRY NO. 16 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 Photocopier Machine, under Tender Enquiry No. 16/2008.
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 October 13, 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 MACHINE TO OGRA
UNDER TENDER ENQUIRY No. 16/2008

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

Digital Photocopier Machine

Sr. #	Specifications
1.	Speed 35 CPM
2.	Digital Sorter (s)
3.	Maximum A-3 Size Laser Network Printing and Scanner
4.	Paper Supply LCT 1500 Sheets + 500 Sheets Universal Tray (or above)
5.	Copy Memory 40 GB + Print Memory 50 MB
6.	Resolution Min. 600x600 dpi
7.	Paper Tray Size A-5 - A-3
8.	Zoom Min. 25% - 400%
9.	RADF (Reverse Automatic Documents Feeder)
10.	Digital Sky Short Mode
11.	Duplex Unit
12.	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. 16 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. 15,000/- (Rupees fifteen 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 October 13, 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 October 13, 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 favour 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. 15,000/- 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) During the currency of the contract, the supplier will be bound to deliver the equipment of the approved quality at OGRA office situated at Tariq Chambers, Civic Centre, G-6, Islamabad.
- 13) Technical printed literature should accompany the bid. Make the equipment must be printed in the literature. Photocopy of the printed literature should be stamped and signed by the bidder.
- 14) The delivery period is required to be maximum seven (07) days from the date of receipt of Purchase Order.
- 15) The proposals should not have any over-writings or cutting. Bids with any of the aforementioned defects may not be considered.
- 16) The contract will be awarded to the lowest evaluated bidder.
- 17) 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.
- 18) 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.

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Pre-qualification Proposal

SUPPLY OF PHOTOCOPIER MACHINE TO OGRA
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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 i.e Rs. 15,000/- is enclosed in the Pre-qualification Proposal	Yes: _____ No: _____
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: _____	_____ <i>Name & Designation</i> _____ <i>Authorized Signature & Stamp</i>

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FINANCIAL PROPOSALSUPPLY OF PHOTOCOPIER MACHINE TO OGRAUNDER TENDER ENQUIRY No. 16/2008

Name of the Firm & Address:

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Photocopying Machine (As per Specification given in Tender Documents)

Brand Name:

Rate (in Rs.)	16% GST	Total (in Rs.)
Warranty/Guaranty of at least one year with replacement of defective parts.		

Authorized Signature with Stamp and

Name: (.....)

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ASSESSMENT CRITERIA

SUPPLY OF PHOTOCOPIER MACHINE TO OGRA
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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%.