

# OIL AND GAS REGULATORY AUTHORITY

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## PRE-QUALIFICATION OF SUPPLIERS OF COMPUTERS, PRINTERS & ALLIED ACCESSORIES

1. The Oil and Gas Regulatory Authority (OGRA) invites proposals, under enquiry No. 04 of 2009-10, from well-reputed and financially sound suppliers of Computers, Printers and Allied Accessories based at Islamabad/Rawalpindi having minimum three (03) years relevant experience and registration with Income Tax and Sales Tax Departments.
2. The Pre-qualification proforma containing detailed information, terms & conditions etc. is 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)). The documents can also be obtained from office of the undersigned on cash payment of Rs. 200/- (Rupees one hundred only) (Non-refundable) on any working day.
3. The proposals will be received latest by 11:00 a.m, on December 14, 2009 and opened on the same day at 11:30 a.m in the Conference Hall of OGRA.

**(Taslim Khan)**

Deputy Executive Director (Admn)

**Oil and Gas Regulatory Authority**

Tariq Chambers, Civic Centre, G-6, Islamabad.

Ph: 051-9221715-18, Fax: 051-9221714

**OIL AND GAS REGULATORY AUTHORITY**  
TARIQ CHAMBERS, CIVIC CENTRE, G-6, ISLAMABAD  
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**PRE-QUALIFICATION OF SUPPLIERS OF COMPUTERS, PRINTERS &  
ALLIED ACCESSORIES UNDER TENDER ENQUIRY NO. 04 OF 2009-10**

The Oil and Gas Regulatory Authority (OGRA) hereby invites proposals, for Pre-qualification of Suppliers of Computers, Printers & Allied Accessories i.e Dell, IBM, Compaq and Acer or Equivalent, under enquiry No. 04 of 2009-10, for a period of two (02) years, as per **Annex-I**.

**General Terms and Conditions:**

- 1) The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence should be attached).
- 2) The firm should have a minimum of three (03) years experience of similar assignment and should have proper setup and office at Islamabad/ Rawalpindi.
- 3) Whenever a quotation is called for procurement of Computers, Printers & Allied Accessories, the firm will be required to submit a Security Deposit (Earnest Money) @ 2% of total value of the contract in the shape of Pay Order, payable at Islamabad, in favour of OGRA.
- 4) As and when a purchase order is placed on the firm, it will be required to deposit a "Performance Bond" equivalent to 5% of the total value of the contract/work order payable at Islamabad. In case the firm/supplier fails to deposit performance bond within one week of the receipt of supply order, the supply order shall be treated as cancelled and the security deposit/earnest money shall be forfeited.
- 5) 2% earnest money, if not adjusted in the 5% "Performance Bond", will be released to the firm after deposit of 5% performance bond. The performance bond will be released to the firm within 30 days after successful completion of the supply of equipment(s) and acceptance by OGRA in accordance with the laid down specifications and time frame failing which the performance bond shall be forfeited in favour of OGRA.
- 6) Payments of the bills will be subject to the deduction of government taxes/levies.
- 7) The proposal are required to be delivered to the office of the undersigned by 11:00 a.m on December 14, 2009. The Committee will open the proposals for evaluation as per criteria given at **Annex-II** on the same date at 11:30 a.m. in the presence of the interested bidders or their authorized representatives, who may like to be present.
- 8) OGRA, reserves the right to extend the opening date of the bids, cancel/reject any or all proposals at any time prior to the acceptance of a proposal.

**(Taslim Khan)**  
Deputy Executive Director (Admn)

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**Pre-Qualification Proposal Proforma**

**PRE-QUALIFICATION OF SUPPLIERS OF COMPUTERS, PRINTERS &  
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Name of the Firm	
Address (Telephone, Fax & E-mail)	
Year of Establishment (Attach documentary evidence)	
Sales Tax Registration No. (Attach documentary evidence)	
National Tax No. (Attach documentary evidence)	
Annual Turnover supported by or income tax return (For the FY 2007-08 & 2008-09)	
Experience related to similar assignments	
Clientage <i>Attach separate Annexure, if necessary</i>	
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_____ = _____

<p>Authorized Dealership Certificates</p> <p>Yes_____ No_____</p>	<p>(If yes, provide details)</p> <p>i) _____</p> <p>ii) _____</p> <p>iii) _____</p> <p>iv) _____</p> <p>v) _____</p>
<p>Profile documentation</p>	<p>Attach company's profile/brochure</p>
<p>Organizational Structure</p>	<p>Provide details of hierarchy/Management system including Organgram</p>
<p>Enlistment Certificate (copy of certificate enlisted with Government/Semi Govt. Organizations, if any)</p>	
<p>Affidavit (that the firm has not been blacklisted by private, Government, Semi-Government and Autonomous Body)</p>	<p>Yes_____ No._____</p>
<p>Contact Person Date: _____</p>	<p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Name &amp; Designation</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Authorized Signature &amp; Stamp</i></p>

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**PRE-QUALIFICATION CRITERIA**

PRE-QUALIFICATION OF SUPPLIERS OF COMPUTERS, PRINTERS &  
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The Pre-qualification proposals will be evaluated as per the following criteria;

<b>Grading:-</b>	<b>Marks</b>
Experience related to similar assignments	25
Authorized Dealerships	20
Annual Turnover	20
Managerial Capability	15
Clientage	15
Assignments in Hand	05

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