

آئل اینڈ گیس
ریگولیٹری اتھارٹی
حکومت پاکستان



Oil & Gas
Regulatory Authority
Government of Pakistan

TENDER NOTICE

**PRE-QUALIFICATION OF FIRMS FOR SUPPLY OF COMPUTERS, LAPTOPS,
PRINTERS, MS SOFTWARES, SCANNERS & ITS ALLIED ACCESSORIES etc.
UNDER TENDER ENQUIRY NO. 10/2024.**

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals, under Tender Enquiry No. 10/2024, for pre-qualification for a period of two (02) years, extendable on mutual consent on the same terms & conditions from well-reputed and financially sound firms for supply on the basis as and when required of Computers, Laptops, Printers, MS Softwares, Scanners and its Allied Accessories etc stationed at Islamabad/Rawalpindi, having minimum five (05) years relevant experience and registered with Income & Sales Tax Departments and SECP.
2. The Pre-qualification documents containing proforma & detailed information, terms & conditions etc. are available on the websites of PPRA (www.ppra.org.pk) and OGRA (www.ogra.org.pk). The documents can also be obtained from office of the undersigned on any working day (Monday to Friday) during office hours.
3. The proposals will be received latest by **May 08, 2024**, on or before **11:00 a.m** and will be opened on the same day at **11:30 a.m** by the OGRA's Bid Opening Committee at OGRA Head Office Islamabad.
4. In case the last date of submission of bids falls on closed official days/holidays, the date for submission and opening of the bids shall be the next working day.
5. OGRA reserves the right to accept any or cancel/reject all proposals, as per PPRA Rules, 2004.

Joint Executive Director (Admin)
Oil and Gas Regulatory Authority

**Head Office Building, Plot No. 37 & 39,
Sector G-10/4, Mauve Area, Islamabad - Ph: 051-9108881**

آئل اینڈ گیس
ریگولیٹری اتھارٹی
حکومت پاکستان



Oil & Gas
Regulatory Authority
Government of Pakistan

ٹینڈر نوٹس

ٹینڈر انکوائری نمبر 10/2024 کے تحت کمپیوٹرز، لیپ ٹاپس، پرنٹرز، ایم ایس سافٹ ویئر، ہیکنرز اور ان کی متعلقہ ایکسپریز کی سپلائی کیلئے
فرموں کی پری کوالیفیکیشن

- 1 آئل اینڈ گیس ریگولیٹری اتھارٹی (اوگرا) کو ٹینڈر انکوائری نمبر 10/2024 کے تحت کمپیوٹرز، لیپ ٹاپس، پرنٹرز، ایم ایس سافٹ ویئر، ہیکنرز اور ان کی متعلقہ ایکسپریز وغیرہ کی جب اور جہاں ضرورت ہے کی بنیاد پر سپلائی کیلئے اسلام آباد/راولپنڈی کی معروف اور مالی طور پر مستحکم فرموں جو کم از کم 05 سالہ متعلقہ تجربہ رکھنے کے ساتھ ساتھ آئٹم ٹیکس، سیلز ٹیکس اور ایس ای سی پی ڈی پارٹنمنٹس کے ساتھ رجسٹرڈ ہوں سے دو سال کی پری کوالیفیکیشن جو باہمی رضامندی اور مذکورہ شرائط و ضوابط کے ساتھ قابل توسیع ہے کیلئے سربمہر پیشکشیں مطلوب ہیں۔
- 2 مفصل پروفارما، معلومات اور شرائط و ضوابط وغیرہ پر مشتمل پری کوالیفیکیشن دستاویزات پیر کی ویب سائٹ (www.ppra.org.pk) اور اوگرا کی ویب سائٹ (www.ogra.org.pk) پر دستیاب ہیں۔ دستاویزات زبردستی کے دفتر سے بھی کسی بھی یوم کار کو (سوموار تا جمعہ) دفتری اوقات میں حاصل کی جاسکتی ہیں۔
- 3 پیشکشیں مورخہ 08 مئی 2024 کو 11:00 بجے تک وصول کی جائیں گی جو اسی روز 11:30 بجے اوگرا کے ہیڈ آفس اسلام آباد میں پیشکشیں کھولنے والی کمیٹی کی جانب سے کھولی جائیں گی۔
- 4 پیشکشیں کھولنے کی آخری تاریخ کو سرکاری تعطیل/چھٹی ہونے کی صورت میں پیشکشیں اگلے دن وصول کی جائیں گی اور کھولی جائیں گی۔
- 5 اوگرا پیر 10/05/2024 کے تحت کسی پیشکش یا تجویز کو منظور یا جملہ تجاویز کو منسوخ/مسترد کرنے کا حق محفوظ رکھتا ہے۔

جائٹ ایگزیکٹو ڈائریکٹر (ایڈمن)

آئل اینڈ گیس ریگولیٹری اتھارٹی

پلاٹ نمبر 37 اینڈ 39، ماؤ ایریا، سروس روڈ ساؤتھ، سیکٹر 10/4-G اسلام آباد

فون: 051-9108881

TENDER NOTICE

PRE-QUALIFICATION OF FIRMS FOR SUPPLY OF COMPUTERS, LAPTOPS, PRINTERS, MS SOFTWARES, SCANNERS & ITS ALLIED ACCESSORIES etc. UNDER TENDER ENQUIRY NO. 10/2024.

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals, under Tender Enquiry No. 10/2024, for pre-qualification for a period of two (02) years, extendable on mutual consent on the same terms & conditions from well-reputed and financially sound firms for supply on the basis as and when required of Computers, Laptops, Printers, MS Softwares, Scanners and its Allied Accessories etc stationed at Islamabad/Rawalpindi, having minimum five (05) years relevant experience and registered with Income & Sales Tax Departments and SECP.
2. The Pre-qualification documents containing proforma & detailed information, terms & conditions etc. are available on the websites of PPRA (www.ppra.org.pk) and OGRA (www.ogra.org.pk). The documents can also be obtained from office of the undersigned on any working day (Monday to Friday) during office hours.
3. The proposals will be received latest by May 08, 2024, on or before 11:00 a.m and will be opened on the same day at 11:30 a.m by the OGRA's Bid Opening Committee at OGRA Head Office Islamabad.
4. In case the last date of submission of bids falls on closed official days/holidays, the date for submission and opening of the bids shall be the next working day.
5. OGRA reserves the right to accept any or cancel/reject all proposals, as per PPRA Rules, 2004.

Joint Executive Director (Admin)
Oil and Gas Regulatory Authority
Head Office Building, Plot No. 37 & 39,
Sector G-10/4, Mauve Area, Islamabad
Ph: 051-9108881

**PRE-QUALIFICATION OF FIRMS FOR SUPPLY OF COMPUTERS, LAPTOPS,
PRINTERS, MS SOFTWARES & ITS ALLIED ACCESSORIES etc.
UNDER TENDER ENQUIRY NO. 10/2024.**

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals, for Pre-qualification of Firms as per **Annex-I** for supply as and when required basis of Computers, Laptops, Printers, MS Softwares, Scanners & its Allied Accessories etc. under Tender Enquiry No. 10/2024, **for a period of two (02) years, which is extendable on the mutual consent on same terms & conditions.**

General Terms and Conditions:

- 1) The firm should be registered with Income Tax, Sales Tax Departments and SECP (Registration Numbers should be clearly mentioned and valid documentary evidence should be attached).
- 2) The firm should have a minimum of five (05) years relevant experience of similar assignments and should have proper setup and office at Islamabad/ Rawalpindi.
- 3) The pre-qualified firms would be required to submit Security Deposit in the shape of **Call Deposit** of **Rs.100,000/-** (Rupees one hundred thousand only) payable at Islamabad/Rawalpindi, in favour of OGRA and in case of failure, the pre-qualification of the firm will be treated as cancelled. The security will be released to the firms within 30 days after expiry of the period of Pre-qualification. Cash/Cheque will not be accepted.
- 4) As and when a purchase order is placed to the firm, it will be required to deposit a "Performance Bond" equivalent to 10% of the total value of the supply/purchase order in shape of **Call Deposit** payable at Islamabad. In case the firm/supplier fails to deposit performance bond within one week of the receipt of supply/purchase order, the same shall be treated as cancelled and the security deposit may be forfeited.
- 5) Payments of the bills will be subject to the deduction of government taxes/levies.
- 6) Sealed bids/proposals are required to be delivered at OGRA office located at Head Office Building, Plot No. 37 & 39, Sector G-10/4, Mauve Area, Islamabad latest by May 08, 2024 on or before 11:00 a.m. The Bid Opening Committee shall open the Technical/Pre-qualification proposals (Annex-I) at 11:30 a.m. on the same date i.e. May 08, 2024 in the presence of bidders or their authorized representatives who opt to participate. Subsequently, Technical/Pre-qualification Proposals will be evaluated by OGRA Bid Evaluation Committee as per criteria given at Annex-II.
- 7) Only one authorized representative per bidder shall be allowed to attend the opening of bids.
- 8) An original and latest undertaking/affidavit be attached on judicial paper that the firm has not been blacklisted by any Govt, Semi Govt, Autonomous Bodies or any State owned organization.
- 9) OGRA reserves the right to extend the opening date of the bids, cancel/reject any or all proposals as per PPRA Rules

(Nasrullah Khan)
Joint Executive Director (Admn)



Pre-Qualification Proposal Proforma

PRE-QUALIFICATION OF FIRMS FOR SUPPLY OF COMPUTERS, LAPTOPS, PRINTERS, MS SOFTWARES & ITS ALLIED ACCESSORIES etc. UNDER TENDER ENQUIRY NO. 10/2024.

Date:

Name of the Firm	
Year of Establishment (Attach documentary evidence)	
Sales Tax Registration No. (Attach documentary evidence)	
National Tax No. (Attach documentary evidence)	
Security Exchange Commission of Pakistan (SECP) Registration No. (Attach documentary evidence)	
Company Profile	
Annual Turnover supported by income tax returns (For the FY 2021-22 & 2022-23)	
Experience related to similar assignments	
List of Clientage <i>Attach separate Annexure, if necessary</i>	
Assignments in hand	
Banker's Name & Contact Details	
Nationwide Presence Yes _____ No _____	(If yes, list location of offices) i) _____ ii) _____ iii) _____ iv) _____ v) _____
Managerial/Technical Capability 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 Attach company's profile/brochure</p>	
<p>Organizational Structure 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>Focal Person Name: _____</p> <p>Cell, Telephone No: _____</p> <p>Fax No: _____</p> <p>Date: _____</p>	<p>_____</p> <p><i>Name & Designation</i></p> <p>_____</p> <p><i>Authorized Signature & Stamp</i></p>

**PRE-QUALIFICATION CRITERIA**

**PRE-QUALIFICATION OF FIRMS FOR SUPPLY OF COMPUTERS, LAPTOPS,
PRINTERS, MS SOFTWARES & ITS ALLIED ACCESSORIES etc.
UNDER TENDER ENQUIRY NO. 10/2024.**

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.