

OIL AND GAS REGULATORY AUTHORITY

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

1. The Oil and Gas Regulatory Authority (OGRA) invites proposals, under enquiry No. 08/2016, for pre-qualification from well-reputed and financially sound suppliers of Computers, Printers and its Allied Accessories stationed at Islamabad/Rawalpindi having minimum three (03) years relevant experience and registration with Income Tax and Sales Tax Departments.
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 09am to 04pm).
3. The proposals will be received latest by 11:00 a.m, on June 07, 2016 and will be opened by the Bid Opening Committee on the same day at 11:30 a.m at 3rd Floor of OGRA office building.

(Jawad Jamil)

Deputy Executive Director (Admn)

Oil and Gas Regulatory Authority

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OIL AND GAS REGULATORY AUTHORITY

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PRE-QUALIFICATION OF SUPPLIERS OF COMPUTERS, PRINTERS & ITS ALLIED ACCESSORIES UNDER TENDER ENQUIRY NO. 08/2016

The Oil and Gas Regulatory Authority (OGRA) invites proposals, for Pre-qualification of Suppliers of Computers, Printers & its Allied Accessories under enquiry No. 08/ 2016, for a period of two 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 relevant experience of similar assignment 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 Pay Order of Rs.25,000/- (Rupees twenty five 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 on the firm, it will be required to deposit a "Performance Bond" equivalent to 5% of the total value of the supply/purchase 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 money shall be forfeited.
- 5) Payments of the bills will be subject to the deduction of government taxes/levies.
- 6) The proposal are required to be delivered to the office of the undersigned by 11:00 a.m on May , 2016. 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.
- 7) OGRA, reserves the right to extend the opening date of the bids, cancel/reject any or all proposals as per PPRA Rules.
- 8) Only one authorized representative per bidder shall be allowed to attend the opening of bids.
- 9) An original and latest undertaking/affidavit on judicial paper that the firm has not been blacklisted by any Govt, Semi Govt, Automats or any State owned organization.

(Jawad Jamil)
Deputy Executive Director (Admn)

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Pre-Qualification Proposal Proforma**PRE-QUALIFICATION OF SUPPLIERS OF COMPUTERS, PRINTERS & ITS ALLIED ACCESSORIES UNDER TENDER ENQUIRY NO. 08/ 2016**

Date: _____

Name of the Firm	
Year of Establishment (Attach documentary evidence)	
Sales Tax Registration No. (Attach documentary evidence)	
National Tax No. (Attach documentary evidence)	
Company Profile	
Annual Turnover supported by income tax returns (For the FY 2013-14 & 2014-15)	
Experience related to similar assignments	
List of Clientage <i>Attach separate Annexure, if necessary</i>	
Assignment 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 a). Total No. of Permanent Staff: b). Total No. of Contract/Project Staff:	Technical _____ + Support _____ = _____

<p><i>Attach separate Annexure, if necessary</i></p>	<p>Technical_____ + Support_____ =_____</p>
<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</p> <p>(copy of certificate enlisted with Government/Semi Govt. Organizations, if any)</p>	
<p>Affidavit</p> <p>(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 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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PRE-QUALIFICATION CRITERIA

**PRE-QUALIFICATION OF SUPPLIERS OF COMPUTERS, PRINTERS &
ITS ALLIED ACCESSORIES UNDER TENDER ENQUIRY NO. 08/2016**

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

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