

# OIL AND GAS REGULATORY AUTHORITY

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## TENDER NOTICE

### TENDER ENQUIRY NO. 11 OF 2017

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed tenders from well-reputed Firms/Authorized Distributors registered with income tax and sales tax departments, having five (05) years minimum relevant experience in same brand stationed at Islamabad/Rawalpindi, for supply of 6 x Photocopier Machines, under Tender Enquiry No. 11/2017.
2. The Tender Documents containing detailed information, terms and conditions etc. are 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)). These documents can also be obtained from office of the undersigned on any working day. (Monday to Friday)
3. The Bids must be received to the undersigned latest by October 05, 2017 by 11:00 am, and will be opened on the same day at 11:30 a.m. in the OGRA office by the bid opening committee.

DEPUTY EXECUTIVE DIRECTOR (ADMN)  
**OIL AND GAS REGULATORY AUTHORITY**  
54-B, FAZAL-E-HAQ ROAD, BLUE AREA, ISLAMABAD  
**PH: 051-9244373**

# OIL AND GAS REGULATORY AUTHORITY

54-B, FAZAL-E-HAQ ROAD, BLUE AREA, ISLAMABAD

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## TENDER DOCUMENTS

### SUPPLY OF 06 x PHOTOCOPIER MACHINES TO OGRA UNDER TENDER ENQUIRY No. 11/2017

The Oil and Gas Regulatory Authority (OGRA) hereby invites sealed tenders from the well-reputed Firms/Authorized Distributors for supply of 06 x Photocopier Machines as per following specifications:-

Sr. No.	Specifications
1.	Brand: Panasonic, Canon, Konica or equivalent
2.	Copy Speed: 55 CPM (Specific)
3.	Feature Supported: Copy, Print and Scan (Multifunctional)
4.	Multi sheet feed deduction
5.	Hard Disk 250 GB minimum or above
6.	Memory min. 3 GB or above
7.	Resolution min. 600 x 600 dpi
8.	Paper Tray Size A-5 to A-3
9.	Paper Feed min.: Tray 1: 550 sheets + Tray 2 : 550 sheets + bypass 100 sheets
10.	Zoom min. 25% to 400 %
11.	ADF (Automatic Document Feeder)
12.	Network Interface Card to support Ethernet 10/100 Based Networking
13.	Photocopier Trolley
14.	Bypass: 150 sheets upto 300 g/m.
15.	Network Color Scanner: 80 OPM Simplex/ 160 OPM Duplex @ 400dpi
16.	Processor 1.2 GHz dual Core.
17.	Warranty at least one year with on-site labour and parts replacement.

#### General Terms & Conditions:

- 1) The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the Pre-qualification/Technical Proposal (**Annex-I**) and the other envelope should contain the Financial Proposal (**Annex-II**), both showing the tender enquiry No. 11 of 2017 and marked as "PRE-QUALIFICATION/TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" respectively.
- 2) The firm should be registered with Income Tax, Sales Tax, PEC and SECP (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
- 3) The firm should have a minimum of Ten (10) years experience in supply & installation of items being procured, and five (05) years experience in same brand and should have a proper office at Islamabad/Rawalpindi and be Authorized Dealer (documentary evidence be attached)
- 4) The bidder shall be required to deposit bid security (Earnest money) equal to 3% of total bid value in shape of **Call Deposit** along with financial proposal.
- 5) Sealed tenders are required to be delivered to the office of the undersigned on or before October 05, 2017 till 11:00 a.m.

- 6) The Bid Opening Committee of OGRA will open the Pre-qualification/Technical proposals (**Annex-I**) in the first instance for evaluation as per criteria given at **Annex-III**, on October 05, 2017 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 complying by the documents at serial No. 2, 3 & 4 and the specifications mentioned above, shall be declared as 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 process of the 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, through **Call Deposit** in favor of OGRA payable at Islamabad. If the bidder fails to deposit performance bond within one week of the receipt of the letter of acceptance, the same shall be treated as cancelled and the earnest money shall be forfeited.
- 11) 5% Earnest Money if not adjusted in the 5% performance bond, will be released to the bidder after deposit of 5% performance bond.
- 12) The supplier will be bound to deliver and install the equipment in operational condition of the approved quality at OGRA office situated at 54-B, Fazlul - Haq Road, Blue Area, Islamabad.
- 13) Delivery should be made within 15 days from the date of letter of acceptance otherwise OGRA reserves the right to cancel the 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 with standard quality.
- 16) Payment of the bills will be subject to the deduction of mandatory government taxes/Levies within four weeks and subject to the acceptance certificate issued by the OGRA.
- 17) 5% earnest money of the un-successful bidders shall be released within two weeks However 5% performance bond shall be released within 30 days after successful completion of one year contract period.
- 18) Original and latest undertaking/affidavit on judicial paper that the firm has not been blacklisted by any Government/Semi Government Autonomous or any State Owned Organization.
- 19) All the photocopied / certificates/documents submitted with tender documents should be verified/stamped.
- 20) The successful bidder should execute one year formal contract on judicial paper in terms of services after successful supply and installation of the machines and will also give operating training of the photocopiers within 15 days.
- 21) OGRA reserves the right to cancel/reject any or all bids of proposals at any time prior to the acceptance of the bid of proposal as per PPRA Rules, 2004.

**(Jawad Jamil)**  
Deputy Executive Director (Admn)

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**Pre-qualification Proposal**

**SUPPLY OF 06 x PHOTOCOPIER MACHINES TO OGRA**  
**UNDER TENDER ENQUIRY No. 11/2017**

Name of the Firm	
Address with (Cell, Landline, Fax No. & 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	
SECP and PEC Certificates Attached	Yes _____ No _____
Experience with same brand.	
Experience related to similar assignments	
Whether Bank Pay Order as Earnest Money in shape of <b>Call Deposit</b> 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 (on legal paper) (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
Contact Person Date: _____	_____ <i>Name &amp; Designation</i>
Cell No.	_____ <i>Authorized Signature &amp; Stamp</i>

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**FINANCIAL PROPOSAL**

**SUPPLY OF 06 x PHOTOCOPIER MACHINES TO OGRA**  
**UNDER TENDER ENQUIRY No. 11/2017**

Name of the Firm: .....

Address: .....

**Photocopier Machine** (As per Specification given in the Tender Documents)

Brand Name: .....

Description	Rate per unit (In Rs.)	GST	Installation Charges if any	Total (In Rs.)

Price (in Words) : .....

Warranty for the Photocopier Machine : .....

Note: All prices must be inclusive of all taxes, installation charges etc.

\_\_\_\_\_  
Authorized Signature with Stamp and

Name: .....

Date: .....

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**ASSESSMENT CRITERIA**

**SUPPLY OF 06 x PHOTOCOPIER MACHINES TO OGRA**  
**UNDER TENDER ENQUIRY No. 11/2017**

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

<b>Grading</b>	<b>Marks</b>
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%.