

## **TENDER NOTICE**

### **PRE-QUALIFICATION OF FIRMS FOR SUPPLY OF COMPUTERS, LAPTOPS, PRINTERS, MS SOFTWARES, SCANNERS & ITS ALLIED ACCESSORIES UNDER TENDER ENQUIRY NO. 10/2021**

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals, under Tender Enquiry No. 10/2021, for pre-qualification for a period of two (02) years from well-reputed and financially sound firms for supply of Computers, Laptops, Printers, MS Softwares, Scanners and its Allied Accessories, 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](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 any working day (Monday to Friday 09: 00 a.m to 05:00 p.m).
3. The proposals will be received latest by October 21, 2021, 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.

**Ejaz Ahmad Gohar**  
Joint Executive Director (Admin)  
**Oil and Gas Regulatory Authority**  
54-B, Fazal-ul-Haq Road, Blue Area, Islamabad.  
Ph: 051-9244373, Fax: 051-9244143

پیغام برائے عوامی آگاہی  
**کورونا ویکسین لگوائیں اور زندگیاں بچائیں**

## ٹینڈر نوٹس

### کمپیوٹرز، لیپ ٹاپس، پرنٹرز، ایم ایس سافٹ ویئرز، سکینرز اور اس سے متعلقہ سازوسامان کی ٹینڈر انکوائری نمبری 10/2021 کے تحت سپلائی کے لیے فرموں کی پیشگی اہلیت

- 1- آئل اینڈ گیس ریگولیٹری اتھارٹی (اوگرا) کو ٹینڈر انکوائری نمبری 10/2021 کے تحت کمپیوٹرز، لیپ ٹاپس، پرنٹرز، ایم ایس سافٹ ویئرز، سکینرز اور اس سے متعلقہ سازوسامان کی فراہمی کے لیے مالی طور پر مستحکم اور اسلام آباد راولپنڈی میں قائم فرموں سے دو سال کی مدت کے لیے پیشگی اہلیت کی غرض سے سر بھہر پیشکشیں / تجاویز مطلوب ہیں۔ فرمیں کم سے کم پانچ سال کا متعلقہ تجربہ رکھتی ہوں اور انکم ٹیکس و سیلز ٹیکس ڈیپارٹمنٹس اور ایس ای سی پی کے ساتھ رجسٹرڈ ہونی چاہئیں۔
- 2- متعلقہ تفصیلی معلومات، فارم اور شرائط و ضوابط پر مشتمل ٹینڈر دستاویزات پیمرا کی ویب سائٹ ([www.ppra.org.pk](http://www.ppra.org.pk)) اور اوگرا کی ویب سائٹ ([www.ogra.org.pk](http://www.ogra.org.pk)) پر دستیاب ہیں۔ یہ دستاویزات دفتر زیر دستخطی سے کسی بھی یوم کار میں (پیر تا جمعہ صبح 09:00 بجے سے سہ پہر 5:00 بجے تک) حاصل کی جاسکتی ہیں۔
- 3- سر بھہر پیشکشیں / تجاویز 21 اکتوبر 2021 کو صبح 11:00 بجے تک وصول کی جائیں گی اور اسی دن 11:30 بجے اوگرا کے ہیڈ آفس اسلام آباد میں اوگرا بڈ اوپننگ کمیٹی کی جانب سے کھولی جائیں گی۔
- 4- پیشکشیں کھلنے کے دن عام تعطیل / سرکاری چھٹی ہونے کی صورت میں اگلے یوم کار میں پیشکشیں جمع کرائی اور کھولی جائیں گی۔
- 5- اوگرا پیمرا رولز 2004 کے تحت کسی ایک یا تمام پیشکشوں / تجاویز کو منظوری سے قبل کسی بھی وقت مسترد یا منسوخ کرنے کا حق محفوظ رکھتا ہے۔

اعجاز احمد گوہر

جوائنٹ ایگزیکٹو ڈائریکٹر (ایڈمن)

آئل اینڈ گیس ریگولیٹری اتھارٹی

54-B، فضل حق روڈ، بلیواریا، اسلام آباد فون: 051-9244373، فیکس: 051-9244143

پیغام برائے عوامی آگاہی

کورونا ویکسین لگوائیں اور زندگیاں بچائیں

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1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals, under Tender Enquiry No. 10/2021, for pre-qualification for a period of two (02) years from well-reputed and financially sound firms for supply of Computers, Laptops, Printers, MS Softwares, Scanners and its Allied Accessories, 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](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 any working day (Monday to Friday 09: 00 a.m to 05:00 p.m).
3. The proposals will be received latest by October 21, 2021, 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.

Ejaz Ahmad Gohar  
Joint Executive Director (Admn)  
**Oil and Gas Regulatory Authority**  
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**PRE-QUALIFICATION OF FIRMS FOR SUPPLY OF COMPUTERS, LAPTOPS, PRINTERS, MS SOFTWARES & ITS ALLIED ACCESSORIES UNDER TENDER ENQUIRY NO. 10/2021.**

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals, for Pre-qualification of Firms for supply of Computers, Laptops, Printers, MS Softwares, Scanners & its Allied Accessories under Tender Enquiry No. 10/2021, for a period of two years as per **Annex-I**.

**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 5% 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 shall 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 Plot No. 54-B, Fazal-ul-Haq Road, Blue Area, Islamabad latest by October 21, 2021 on or before 11:00 a.m. The Bid Opening Committee shall open the Technical/Pre-qualification proposals (**Annex-I**) in the first instance at 11:30 a.m. on the same date i.e. October 21, 2021 in the presence of bidders or their authorized representatives who opt to be participated. 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



## Pre-Qualification Proposal Proforma

**PRE-QUALIFICATION OF FIRMS FOR SUPPLY OF COMPUTERS, LAPTOPS, PRINTERS, MS SOFTWARES, SCANNERS & ITS ALLIED ACCESSORIES UNDER TENDER ENQUIRY NO. 10/2021.**

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 2019-20 & 2020-21)	
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 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 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 &amp; Designation</i></p> <p>_____</p> <p><i>Authorized Signature &amp; Stamp</i></p>



**PRE-QUALIFICATION CRITERIA**

**PRE-QUALIFICATION OF FIRMS FOR SUPPLY OF COMPUTERS, LAPTOPS, PRINTERS,  
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NO. 10/2021.**

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
Total	100

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