

TENDER NOTICE

PURCHASE OF 75x LAPTOPS WITH SOFTWARES UNDER TENDER ENQUIRY NO.01/2022

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals, from well-reputed and financially sound firms/suppliers having minimum five (05) years relevant experience, registered with income tax, sales tax Departments and SECP, stationed at Islamabad/Rawalpindi for purchase/supply of 75x Laptops with Softwares to OGRA office located at 54-B, Fazal-ul-Haq Road, Blue Area, Islamabad under Tender Enquiry No. 01 of 2022.
2. The Tender Documents containing detailed information, terms & conditions etc. are available on the websites of PPRA (www.ppra.org.pk) and OGRA (www.ogra.org.pk). These documents can also be obtained from office of the undersigned from 09:00 a.m. to 05:00 p.m. on any working day i.e. Monday to Friday.
3. The bidders will be required to submit a bid security/earnest money equal to 02% of total bid value alongwith Financial Proposal, in shape of **Call Deposit** in favour of OGRA payable at Islamabad.
4. The sealed bids/proposals will be received latest by February 15, 2022 till 11:00 a.m., and will be opened on the same day at 11:30 a.m. in OGRA's office by the OGRA's Bid Opening Committee, in the presence of bidders who opt to be present.
5. In case the last date of submission of bids falls on closed official day/holidays, the date for submission and opening of the bids shall be the next working day.
6. 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

54-B, Fazal-ul-Haq Road, Blue Area, Islamabad.

Ph: 051-9244373, Fax: 051-9244143



SCHEDULE OF TENDER DOCUMENTS

PURCHASE OF 75x LAPTOPS WITH SOFTWARES UNDER TENDER ENQUIRY NO.01/2022

Sr.#	Activity Description	Schedule
1	Tender No.	01/2022
2	Availability of Tender Documents	January 29, 2022 to February 15, 2022 Single Stage 2 envelops, Tender documents are available on the websites of OGRA & PPRA and can be collected from office of Joint Executive Director (Admin), OGRA.
3	Time & Last Date for submission of Tender / Bid	By February 15, 2022 till 11:00 a.m
4	Time & Date of Opening of Tender / Bid (Technical Proposal)	February 15, 2022 at 11:30 a.m
5	Minimum Validity of Tender / Bid Offer	90 days from the date of opening of tender/technical bid
6	Services to be offered	Supply of 75x Laptops with Softwares
7	Warranty Period	One (01) year or above
8	Bid Security to be Deposited	2% of total quoted value of bid
9	Performance Security/Bond for successful bidder	5% of the quoted value of bid
10	Cost of Tender Documents	Nil

TENDER DOCUMENTS

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The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals, from well-reputed and financially sound firms/suppliers having minimum five (05) years relevant experience, registered with income tax, sales tax Departments and SECP, stationed at Islamabad/Rawalpindi for purchase/supply of 75x Laptops with Softwares (**as per specifications at Annex-II**) to OGRA office located at 54-B, Fazal-ul-Haq Road, Blue Area, Islamabad under Tender Enquiry No.01 of 2022.

General Terms and Conditions:

- 1) The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain Technical/Prequalification Proposal (**Annex-I**) and the other envelope should contain Financial Proposal (**Annex-II**), both showing the Tender Enquiry No. 01 of 2022 and marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**”, respectively.
- 2) The firm should be registered with Income Tax, Sales Tax Departments and SECP (Registration numbers and NTN numbers should be clearly mentioned and valid documentary evidence be attached).
- 3) The bidder will be required to submit a bid security/earnest money equal to 2% of the total quoted value of bid along with Financial Proposal in the shape of **Call Deposit** in favour of OGRA, payable at Islamabad.
- 4) Any bid not accompanied by the required value of Call Deposit as required under clause 3 shall be rejected.
- 5) The firm should have a minimum of five (05) years experience of supply of Laptops, Computers, Printers, Softwares etc. and should have a well-equipped office-setup/workshop at Islamabad/Rawalpindi.
- 6) The bid validity period will be 90 days, starting from the date of opening of technical bid/proposal and any escalation in dollar against Pak Rupees shall not be applicable as well as any increase in price, within validity period of 90 days, shall be borne by the bidder. No such claim shall be entertained.
- 7) Sealed bids/proposals are required to be delivered at OGRA office Plot No. 54-B, Fazal-ul-Haq Road, Blue Area, Islamabad latest by February 15, 2022 till 11:00 a.m. The OGRA’s Bid Opening Committee shall open the Technical/Pre-qualification proposals (**Annex-I**) in the first instance at 11:30 on the same date i.e. February 15, 2022 in the presence of bidders or their authorized representatives who may like to be present. Subsequently, technical/pre-qualification proposals shall be evaluated by OGRA’s Bid Evaluation Committee as per evaluation/assessment criteria given at **Annex-III**.
- 8) Bids, which are not accompanied by the documents mentioned at Clause No. 2 to 5 shall be declared Non-Responsive and their financial proposals will be returned unopened.

- 9) The Bid Opening Committee will open the Financial Proposals (**Annex-II**) of the only technically pre-qualified bidders, 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.
- 10) The Contract/Purchase order for supply of 75x Laptops with Softwares will be awarded to the technically prequalified/lowest evaluated bidder.
- 11) If two or more bidders quote equal lowest price in financial proposals, then the contract will be awarded to the one having greater technically evaluated marks, in technical/pre-qualification proposal.
- 12) Only one authorized representative per bidder shall be allowed to attend the opening of bids.
- 13) The successful bidder should be required to deposit a “**Performance Bond**” equivalent to **5%** of the total value of the quoted amount through a **Call Deposit** in favour of OGRA payable at Islamabad. If the bidder fails to deposit performance bond within one week of the receipt of the purchase order, the same shall be treated as cancelled and the earnest money shall be forfeited.
- 14) 2% bid security/earnest money of the un-successful bidders shall be released within 30 days. However, 5% performance bond shall be released to the successful bidder after completion of warranty period.
- 15) 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.
- 16) The delivery period for supply of Laptops alongwith Softwares will be four (04) to six (06) weeks after receipt of Purchase Order.
- 17) Before submission of bid, all bidders are advised in their own interest to read carefully the terms & conditions of the tender documents.
- 18) No advance payment shall be made against the supply of equipments / software mentioned in this bidding document.
- 19) Payment shall be made on provision of invoice/bill, after delivery of the equipments/ software at OGRA Head office and issuance of satisfactory completion /stock verification /physical inspection certificate by the IT Section of OGRA.
- 20) Payment of the bills will be subject to the deduction of all applicable government taxes.
- 21) The proposals should not have any over-writings or cutting. The bids with any of the aforementioned deficiencies may not be considered.
- 22) 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.
- 23) OGRA reserves the right to accept or reject any or all proposals or extend the closing date without assigning any reason as per PPRA Rules 2004.

(Ejaz Ahmad Gohar)
Joint Executive Director (Admin)

TECHNICAL/PRE-QUALIFICATION PROPOSAL

PURCHASE OF 75x LAPTOPS WITH SOFTWARES UNDER TENDER ENQUIRY NO.01/2022

Bidder's information

Name of the Firm	
Year of Establishment (Attach documentary evidence)	
Sales Tax Registration No. (Attach documentary evidence)	
National Tax No. (Attach documentary evidence)	
SECP No. (Attach documentary evidence)	
Company Profile	
Annual Turnover supported by income tax returns (For the FY 2018-19 & 2019-20)	
Experience related to similar assignments	
List of Clientage Attach separate Annexure, if necessary	
Assignment in hand	
02% Bid Security/Earnest Money of Total Bid attached.	Yes _____ No. _____
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: Attach separate Annexure, if necessary	Technical _____ + Support _____ = _____ Technical _____ + Support _____ = _____
Authorized Dealership Certificates Yes _____ No _____	(If yes, provide details) i) _____ ii) _____ iii) _____ iv) _____ v) _____
Profile documentation (Attach company's profile/brochure)	
Organizational Structure (Provide details of hierarchy/Management system including Organogram)	
Enlistment Certificate (copy of certificate enlisted with Government/Semi Govt. Organizations, if any)	
Affidavit (that the firm has not been blacklisted by private, Government, Semi-Government, Autonomous Body or state owned organization)	Yes _____ No. _____

Delivery time for supply of item(s)	Time: _____ (in days)
Focal Person Name: _____ Cell, Telephone No: _____ Fax No: _____ Date: _____ We M/s _____ hereby undertake to accept all the terms and conditions laid down by OGRA with regard to tender documents/award of this contract.	_____ Name & Designation _____ Authorized Signature & Stamp

PURCHASE OF 75x LAPTOPS WITH SOFTWARES UNDER TENDER ENQUIRY NO.01/2022

FINANCIAL PROPOSAL PERFORMA

Specification of Laptop

* Standard warranty comprises of free labor (at OGRA office visit) & part replacement.

S#	Item	Specification /Detail
1	Brand	HP, DELL or Equivalent (Original, not refurbished)
2	Processor	Intel Core i5, 10 th or 11 th Generation
3	HDD	256 GB SSD
4	RAM	8GB DDR-4
5	Drive	DVD-RW (internal or external)
6	Display	15.6"
7	Sound Card	Integrated
8	Keyboard / Mouse	Integrated USA English Standard
9	Network / LAN Card	Ethernet 100/1000Mbps, WiFi, BlueTooth
10	Camera	Webcam with Microphone
11	Carrying Case	Laptop bag
12	Battery / Adopter	Lithium-ion battery provide 3 hours backup time
13	Warranty *	One (01) Year or above
14	Operating System	Microsoft Windows 10 Professional Licensed (64 Bit)
15	MS Office	Microsoft Office 2019 Business & Home Licensed
16	Quantity	75 Nos.
	Amount:	Rs. _____/- Per Unit (including taxes) Rs. _____/- 75x Units (including taxes) Amount in words: (Rupees.....))

*Standard Warranty comprises of free labor (at OGRA office visit) & part replacement

- Dealer/Vendor/Supplier must provide licensed Microsoft product registered/verified with Microsoft Pakistan.
- Dealer/Vendor will install MS Operating System and MS Office after verification of products by Microsoft & OGRA official.
- After installation Dealer/Vendor will activate, register and install full live updates on laptop of Microsoft product.

EVALUATION/ASSESSMENT CRITERIA

**PURCHASE OF 75x LAPTOPS WITH SOFTWARES UNDER TENDER
ENQUIRY NO. 01/2022**

The Technical/Pre-qualification Proposal will be evaluated as per the following criteria:-

	Description	Marks	Detail of marks to be awarded				
			60 %	70 %	80 %	90 %	100 %
1.	Year of Establishment/ Experience (year of establishment will be taken from the NTN/GST certificate)	25	5 years 15 marks	7 years 17.50 marks	9 years 20 marks	11 years 22.50 marks	15 years & above 25 marks
2.	Authorized Dealerships	20	01 to 03 Dealerships 12 marks	04 to 06 Dealerships 14 marks	07 to 09 Dealerships 16 marks	10 to 12 Dealerships 18 marks	13 & above Dealerships 20 marks
3.	Annual Turnover	20	1 Million 12 marks	2 Million 14 marks	3 Million 16 marks	4 Million 18 marks	5 Million & above 20 marks
4.	Managerial Capability	15	09 to 12 09 marks	13 to 15 10.50 marks	16 to 18 12 marks	19 to 21 13.50 marks	22 & above 15 marks
5.	Clientage	15	03-07 Clients 09 marks	08-11 Clients 10.50 marks	12-16 Clients 12 marks	17 -20 Clients 13.50 marks	21 & above Clients 15 marks
6.	Assignments in Hand	05	01-05 03 marks	06-10 03.50 marks	11-15 04 marks	16-20 04.50 marks	21 & above 05 marks
Total		100	60	70	80	90	100

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