

TENDER NOTICE

Supply of Stationery & Other Miscellaneous Items to OGRA for the Financial Year 2023-24 under Tender Enquiry No.01 of 2023

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well-reputed stationery suppliers/firms having minimum five (05) years relevant experience registered with income tax & sales tax departments and stationed at Islamabad/Rawalpindi, for supply of stationery and other miscellaneous items, on item rate basis, for the financial year 2023-24, under Tender Enquiry No. 01 of 2023.
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, on any working day i.e. Monday to Friday from **09:00 a.m to 05:00 p.m.**
3. The bidders will be required to submit a bid security in shape of **Call Deposit** payable at Islamabad, amounting to Rs.100,000/- (Rupees one hundred thousand only) in favour of OGRA.
4. Sealed bids/proposals will be received latest by **July20, 2023** by **11:00 a.m.**, and will be opened on the same date at **11:30 a.m.**, by OGRA's Bid Opening Committee at OGRA Office.
5. 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.
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

Plot No. 54-B, Fazal-ul-Haq Road, Blue Area, Islamabad

Ph: 051-9244373

Public Service Message:

گیس لیچ جان لیوا حادثات کا سبب بن سکتی ہے احتیاطی تدابیر یقینی بنائیں اور حادثات سے بچیں

16x3

TENDER NOTICE

Supply of Stationery & Other Miscellaneous Items to OGRA for the Financial Year 2023-24 under Tender Enquiry No.01 of 2023

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well-reputed stationery suppliers/firms having minimum five (05) years relevant experience registered with income tax & sales tax departments and stationed at Islamabad/Rawalpindi, for supply of stationery and other miscellaneous items, on item rate basis, for the financial year 2023-24, under Tender Enquiry No. 01 of 2023.
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, on any working day i.e. Monday to Friday from 09:00 a.m to 05:00 p.m.
3. The bidders will be required to submit a bid security in shape of **Call Deposit** payable at Islamabad, amounting to Rs.100,000/- (Rupees one hundred thousand only) in favour of OGRA.
4. Sealed bids/proposals will be received latest by July 20, 2023 by 11:00 a.m, and will be opened on the same date at 11:30 a.m, by OGRA's Bid Opening Committee at OGRA Office.
5. 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.
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

Plot No. 54-B, A.K Fazal-ul-Haq Road, Blue Area, Islamabad.

Ph: 051-9244373

TENDER DOCUMENTS

Supply of Stationery & Other Misc Items to OGRA for the Financial Year 2023-24 under Tender Enquiry No. 01 of 2023

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well-reputed stationery suppliers/firms having minimum five (05) years relevant experience, registered with income tax & sales tax departments and stationed at Islamabad/Rawalpindi, for supply of stationery and other miscellaneous items, on item rate basis, for the financial year 2023-24, under Tender Enquiry No. 01 of 2023.

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.01/2023 and marked as “**TECHNICAL/PREQUALIFICATION PROPOSAL**” and “**FINANCIAL PROPOSAL**” respectively.
- 2) The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
- 3) The firm should have a minimum of five (05) years experience in supply of items being procured to well reputed firms/originations, and should have a proper office at Islamabad/Rawalpindi.
- 4) The bidder will be required to submit Bid Security of **Rs.100,000/-** (Rupees one hundred thousand only) in shape of **Call Deposit** payable at Islamabad, in favour of OGRA alongwith the Technical Proposal, the same will be treated as performance bond of the firms who technically qualifies for the whole period of pre-qualification.
- 5) The sealed bid/proposals are required to be delivered to the office of OGRA Plot No. 54-B, A.K Fazal-ul-Haq Road, Blue Area, Islamabad on or before July 20, 2023 by 11:00 a.m. The Bid Opening Committee of OGRA will open the Technical proposals (**Annex-I**) in the first instance on the same date i.e. July 20, 2023 at 11:30 am in the presence of the bidders or their authorized representatives, who may like to be present. Subsequently technical/pre-qualification proposals will be evaluated by OGRA’s Bid Evaluation Committee as per evaluation/assessment criteria given at **Annex-III**.
- 6) Bids, which are not accompanied by the documents at serial No. 1 to 4, above, shall be declared as Non-Responsive and their un-opened financial proposals will be returned.

- 7) The Bid Opening Committee will open the financial proposals (**Annex-II**) of the bidders whose pre-qualification/technical 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) The bid validity period shall be effective for one year i.e. from 01-07-2023 to 30.06.2024.
- 9) During the currency of the contract, the supplier will be bound to deliver the items of the approved quality at OGRA office situated at Plot No 54-B, A.K Fazal-ul-Haq Road, Blue Area, Islamabad or at OGRA Head Office Building at Plot No.37 & 39, Mauve Area, G-10/4, Islamabad from time to time at the approved rates within seven (07) days of the receipt of purchase order from OGRA. In case of repeated failure OGRA reserve the right to forfeit the bid security and declare the firm as blacklisted for the bid period.
- 10) The contract will be awarded to the technically pre-qualified/lowest evaluated bidder(s) and one sample of each quoted item (non-branded) are required to be delivered to the office of the undersigned by 11:00 a.m on July 20, 2023.
- 11) The OGRA shall retain the samples of firm(s) to whom the contract is awarded till completion of the supply period. However, samples of un-successful bidders shall be returned to them within seven (07) days after completion of pre-qualification process.
- 12) The proposals especially financial proposal shall not have any over writings or cutting. OGRA reserves the right not to consider the proposal having aforementioned deficiencies.
- 13) The firms are required to quote for minimum 60% of the listed items (**Annex-II**) otherwise the financial bid shall not be considered for evaluation.
- 14) Conditional Bid will not be accepted.
- 15) An original and latest undertaking on judicial paper that currently firm is not blacklisted by any Government, Semi Government, Autonomous or State owned organization.
- 16) An undertaking on Company/firm letter head be given to ensure that the bidder has read all clauses of the tender documents, indicating that all information provided herein and documents attached with the proposal are correct and if any information/documents found incorrect, false or fake etc., the Authority reserves the right to disqualify and blacklist the firm.
- 17) If any pre-qualified firm intends to withdraw from competition can intimate in writing before accepting of offer letter.
- 18) Payment of the bills will be subject to the deduction of all government taxes/levies, the increase/decrease of Government taxes/levies time to time will be implemented immediately.
- 19) 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.
- 20) OGRA reserves the right to extend the opening date of the bids, cancel/reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA Rules.

Joint Executive Director (Admin)

Note:-

The value of the items to be purchased for the Financial Year 2023-24 is approximately Rs.12.00 million. However, this is indicative information without any commitment from OGRA whatsoever.

Pre-qualification /Technical Proposal

Supply of Stationery & Other Misc Items to OGRA for the Financial Year 2023-24
under Tender Enquiry No.01/2023

Name of the Firm	
Address (Telephone, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
National Tax No. (attach documentary evidence)	
Banker's Name & Contact Details	
Experience related to supply items (certificates/purchase order may be attached)	
Whether Bank Call Deposit of Rs.100,000/- as bid security is enclosed in the Technical Proposal.	Yes: _____ No : _____
Annual Turnover supported by documentary proof of the business (Income tax return of F.Y 2020-21 and 2021-22)	
Bank Statement (2021-22 and 2022-23)	
Stock Position	
Assignments in hand	
Clientage (Attach separate Annexure)	
Enlistment Certificate (if any) (copy of certificate enlisted with Government/ Semi Govt. Organizations)	
Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
Contact Person	<p>_____</p> <p><i>Name & Designation</i></p> <p>_____</p> <p><i>Authorized Signature & Stamp</i></p> <p>Cell Number: _____</p> <p>Date: _____</p>

FINANCIAL PROPOSAL

Detail of Stationery & Other Misc Items to be supplied to OGRA for the F.Y 2023-24 under Tender Enquiry No.01of 2023

Sr. No.	Items Name	Quantity	Rate (in Rs.)	GST	Rate (with GST)
01.	Air Freshener Aseel 300ml (Made KSA) (Original)	Per No.			
02.	Air Freshener Sultan 300ml (Original)	Per No.			
03.	Air Freshener Paradise 300ml (Original)	Per No.			
04.	Ball Point Uni-Compo Original	Per Pkt.			
05.	Ball Point Dollar Pointer (Soft-liner 0.3mm)	Per Pkt.			
06.	Ball Point Uni-ball Eye Original	Per Pkt.			
07.	Ball Point Uni-Signo Original	Per Pkt.			
08.	Ball Point M&G (Expert Gel Board) Original	Per Pkt.			
09.	Ball Point-Click (Piano Point 0.8mm) or equivalent	Per Pkt.			
10.	Ball Point Piano Crystal with cap or equivalent	Per Pkt.			
11.	Binder Clips 19 mm (Diamond) or equivalent	Per Pkt.			
12.	Binder Clips 32 mm (Diamond) or equivalent	Per Pkt.			
13.	Binder Clips 41 mm (Diamond) or equivalent	Per Pkt.			
14.	Binder Clips 51 mm (Diamond) or equivalent	Per Pkt.			
15.	Box File Uni ® System (Best Quality)	Per Pkt.			
16.	Calculator Scientific Daily-991 ES Plus (Original)	Per No.			
17.	Calculator Daily-165 4c (Original)	Per No.			
18.	Cash Book Single/Bank Colum 8 No. Tayyaba or equivalent	Per No.			
19.	Cell AA (Heavy duty) Fine Quality	Per No.			
20.	Cell AAA (Heavy duty) Fine Quality	Per No.			
21.	Cell Mother Board Fine Quality	Per No.			
22.	Cell for Calculator MJ 120 (Fine Quality)	Per No.			
23.	Cell Peon Bell Remote (Fine Quality)	Per No.			
24.	Confidential Stickers (Red Seal)	Per No.			
25.	CD-Writable (Maxell) or equivalent	Per Pkt.			
26.	Correction Fluid (Fluid + Thinner) (Fine Quality)	Per No.			
27.	Correction Fluid Pen (Fine Quality)	Per No.			
28.	Computer Mouse (Optical USB)	Per No.			
29.	Cutter Knife No. 0426 SDI or equivalent	Per No.			
30.	Cutter Knife Blade (Fine Quality)	Per No.			
31.	Dak Pad with Flapper/Clip (Superior) or equivalent	Per No.			
32.	Diary Register (10 No.) Tayaba or equivalent	Per No.			
33.	Drafting Pad Small Al-Farooq (Fine Quality)	Per No.			
34.	Drafting Spiral Pad Pocket size (Fine Quality)	Per No.			
35.	Drafting Spiral Pad Alfalah 1241 (Fine Quality)	Per No.			
36.	Drafting Spiral Pad Alfalah A-4 Size (Fine Quality)	Per No.			
37.	Duster White Cotton Large (24" x 36") (Fine Quality)	Per No.			
38.	Duster Yellow Falalain Full Large (36" x 48")	Per No.			
39.	Dishwasher Liquid 275ml (Max/Vim) or equivalent	Per No.			
40.	Dishwasher Scotch Bright or equivalent	Per No.			

41.	DVD-Writable (Maxell) or equivalent	Per No.			
42.	Dashboard Polish Vehicle 7CF or equivalent	Per No.			
43.	Envelope (9"x4") Window Imported 80gm.	Per No.			
44.	Envelope (Small) Imported 80gm.	Per No.			
45.	Envelope (A-4) Imported 100gm.	Per No.			
46.	Eraser AL-30 (Pelican) Original or equivalent	Per No.			
47.	Every Card Sheet A-4 Size	Per Ream.			
48.	File Tray In-Out Letter Steel or equivalent	Per No.			
49.	File Flapper Rexine Black with white tag (Fine Quality)	Per No.			
50.	File Separator Set of 10 (Alfalch) or equivalent	Per Set.			
51.	File Tag Fine Quality Twisted or equivalent	Per Bundle.			
52.	Foot Scale Steel 12" (Tong Yuan) Chine Swordfish Brand (Original) or equivalent	Per No.			
53.	Glass for water (Imported)	Per Dozen.			
54.	Gum Stick UHU (21G) or equivalent	Per No.			
55.	Highlighter Pelican or equivalent	Per No.			
56.	Ink (Blue/Black) Original(Fine Quality)	Per No.			
57.	Ink Blue/Black/Red (for Stamp Pad) (Fine Quality)	Per No.			
58.	Insect Killer Mortein 375ml or equivalent	Per No.			
59.	Lead Pencil HB (Goldfish) 5000 or equivalent	Per Pkt.			
60.	Lead Pencil HB with Rubber tips (Fine Quality)	Per Pkt.			
61.	Ledger Register No.08 (Tayaba) or equivalent	Per No.			
62.	Letter Dispatch Register (10 No.) Tayaba or equivalent	Per No.			
63.	Log Book (6 No.) Tayaba or equivalent	Per No.			
64.	L-Folder A-4 Nokya or equivalent	Per No.			
65.	L-Folder Legal Nokya or equivalent	Per No.			
66.	Pen Jar (Golden Horse) or equivalent	Per No.			
67.	Paper A-3 (297x420mm) Imported 80g Aa, Offset or equivalent	Per Ream.			
68.	Paper A-4 (210x297) Imported 80g (500 Sheets) Double A Original or equivalent	Per Ream.			
69.	Paper A-4 (210x297) OFFSET 70g (500 Sheets) or equivalent	Per Ream.			
70.	Paper Legal Size (Imported 80g Double A) or equivalent	Per Ream.			
71.	Paper Legal Size OFFSET (70g 500 Sheets) or equivalent	Per Ream.			
72.	Paper Clips 36mm Three Flower or equivalent	Per Pkt.			
73.	Paper Pin (50 gms) China (Fine Quality)	Per Pkt.			
74.	Paper Pin Stand/cushion (Fine Quality)	Per No.			
75.	Peon Book (96 Sheets) Tayaba or equivalent	Per No.			
76.	Permanente Marker Dollar No. 70/90 or equivalent	Per No.			
77.	Post it Pad 2x3" (Pronoti) or equivalent	Per No.			
78.	Post it Pad 3x3" (Pronoti) or equivalent	Per No.			
79.	Post it Pad 3x5" (Pronoti) or equivalent	Per No.			
80.	Punch Single Hole (Fine Quality) (for 30& above sheets)	Per No.			
81.	Punch Double Hole (Fine Quality)	Per No.			
82.	Punch Double Hole Heavy Duty Large (Fine Quality) KW-Trio No.9330	Per No.			
83.	Punch Double Hole Refill(Hooks) Per Set	Per No.			
84.	Register No. 12	Per No.			
85.	Register No.06	Per No.			
86.	Ring Folder Legal (Plastic)	Per No.			
87.	Ring Folder A-4 (Plastic) Nokyo-074	Per No.			
88.	Ring Folder A-4 Size (Plastic) small size Nokyo-073	Per No.			

89.	Scissors Medium Size PMP Superior or equivalent	Per No.			
90.	Scotch Tap (Dear) 1" or equivalent	Per No.			
91.	Scotch Tap Stand (for 1" Tap Roll)	Per No.			
92.	Set of Pen (Pen Holder Dux-240) or equivalent	Per Pair.			
93.	Sharpener Plastic (Germany)	Per No.			
94.	Sharpener Heavy Duty SDI or equivalent	Per No.			
95.	Shorthand Note Book (80 Sheets)	Per No.			
96.	Stamp Pad Small Blue/Black/Red Fine Quality	Per No.			
97.	Stapler Machine Fine Quality	Per No.			
98.	Stapler Machine Medium M&G or equivalent	Per No.			
99.	Stapler Machine Heavy Duty M&G, Deli or equivalent	Per No.			
100.	Stapler Pins Small 24/6 Rapid or equivalent	Per Pkt.			
101.	Stapler Pins Heavy Duty No. 23/10	Per Pkt.			
102.	Stapler Pins Heavy Duty No. 23/17	Per Pkt.			
103.	Stapler Pins Heavy Duty No. 23/24	Per Pkt.			
104.	Stapler Remover SDI No. 1160 or equivalent	Per No.			
105.	Stock Register (10 No.) Tayaba or equivalent	Per No.			
106.	Stock Register (06 No.) Tayaba or equivalent	Per No.			
107.	Table Set wooden, Rexine sanator or equivalent	Per No.			
108.	Table Set Leather (Kaligon No.04) or equivalent	Per No.			
109.	Telephone Index Imported Papers Orion No.103	Per No.			
110.	Tissue Box Perfumed (Rose Petal) or equivalent	Per No.			
111.	Tissue Box Supreme (Rose Petal) or equivalent	Per No.			
112.	Toilet Paper Roll (Rose Petal) or equivalent	Per No.			
113.	Toner HP LaserJet 1312 Printer Color Original	Per No.			
114.	Toner HP LaserJet 1300 Printer Black Original	Per No.			
115.	Toner HP LaserJet 1200 Printer Black Original	Per No.			
116.	Toner HP LaserJet 1102 Printer Black Original	Per No.			
117.	Toner HP LaserJet 1022 Printer Black Original	Per No.			
118.	Toner HP LaserJet M12A Printer Black Original	Per No.			
119.	Toner HP LaserJet M203 dn/dw Printer Black Original	Per No.			
120.	Drum HP LaserJet M203 dn/dw Printer Black Original	Per No.			
121.	Toner HP Laser jet M402DNE	Per No.			
122.	Toner HP LaserJet 107a Printer Black Original	Per No.			
123.	Toner KX-FL422CX (Panasonic Fax Machine) Original	Per No.			
124.	Toner Laser Jet Pro CM 1415fn Color MFD Original	Per Set.			
125.	Toner Laser Jet Pro 200 MFD Original	Per Set.			
126.	Toner Laser Jet Pro MFP M177fw Color Original	Per Set.			
127.	Toner Laser Jet Pro MFP M277dw Color Original	Per Set.			
128.	Toner Laser Printer M454DN Color Original	Per No.			
129.	Toner Fax Machine (Canon FX3, L200-300) Original	Per No.			
130.	Toner Fax Machine (Cannon F152800, L140) Original	Per No.			
131.	Toner Fax Machine (Cannon FX, L170) Original	Per No.			
132.	Fax Machine HP LJ Pro MFP M130FN toner Model HP-17a	Per No.			
133.	Drum Fax Machine (HP LJ Pro MFP M130FN) Original	Per No.			
134.	Toner Fax Machine HP LJ Pro MFP M137fnw	Per No.			
135.	Drum Fax Machine HP LJ Pro MFP M137fnw	Per No.			
136.	Toner Photocopier (Savin) Model MP-5055sp Original	Per No.			
137.	Toner Photocopier (Konica Minolta) TN513 Original	Per No.			

138.	Toner Photocopier (Konica Minolta) TN515 Original	Per No.			
139.	Toner Photocopier Samsung K-7500 LX (50 CPM) Original	Per No.			
140.	Thumb Pin Ordinary PMP or equivalent	Per Pkt.			
141.	USB Flash Drive, 8GB (HP/Kingston) or equivalent	Per No.			
142.	USB Flash Drive, 32GB (HP/Kingston) or equivalent	Per No.			
143.	USB Flash Drive, 64GB (HP/Kingston) or equivalent	Per No.			
144.	Vehicle Body Polish 7CF or equivalent	Per No.			
145.	Visiting Card Album (256 Nos.) Orion or equivalent	Per No.			
146.	Wall Clock (Champion) or equivalent	Per No.			
147.	Water Damper (Fine Quality)	Per No.			
148.	White Board Marker (Blue/Black)	Per No.			

Note: (i) The value of these items to be purchased for the F.Y 2023-24 is approximately Rs.12 million. However, this is indicative information without any commitment from OGRA whatsoever.

(ii) Bidders are advised in their best interest to maintain the required quality and not to quote for counterfeited or sub-standard items, as the authority will ensure the quality of products at the time of supply of items.

Name of the Firm

Signature with Stamp

ASSESSMENT CRITERIA

Supply of Stationery & Other Miscellaneous Items to OGRA for the Financial Year 2023-24 under Tender Enquiry No. 01/2023

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

Grading	Marks
Profile of Firm & Experience in relevant business	30
Annual Turnover (attach copies as evidence) and Bank Statement	25
Clientage	20
Stock Position/Contracts in hand	25
Total:	100

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