

## TENDER NOTICE

### PURCHASE OF COMPUTERS, PRINTERS, SCANNERS AND MS SOFTWARES UNDER TENDER ENQUIRY NO.01/2019

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals, under tender enquiry No.01/2019 for purchase of Desktop Computers, Printers, Scanners and MS Softwares, 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 registered with Income Tax, Sales Tax, PEC and SECP.
2. The Tender Documents containing 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 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/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. Sealed bids/proposals will be received latest by February 26, 2019 on or before 11:00 a.m, and will be opened on the same day at 11:30 a.m at 3<sup>rd</sup> Floor of OGRA Office Building by the OGRA's Bid Opening Committee.

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

## TENDER DOCUMENTS

### PURCHASE OF COMPUTERS, PRINTERS, SCANNERS AND MS SOFTWARES UNDER TENDER ENQUIRY NO.01/2019

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals 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, for purchase of Desktop Computers, Printers, Scanners and MS Softwares under Tender Enquiry No.01/ 2019, as per specifications **Annex-II**.

#### **General Terms and Conditions:**

- 1) The bidders should submit a single package containing two separate sealed envelopes. One envelope should contain the Technical/Pre-qualification Proposal (**Annex-I**) and the other envelope should contain the Financial Proposal (**Annex-II**), both showing the tender enquiry No.01/2019 and marked as “**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 should be attached).
- 3) The firm should have a minimum of three (03) years relevant experience of similar assignments and should have proper setup/office at Islamabad/ Rawalpindi and be authorized dealer (documentary evidence be attached).
- 4) The bidder(s) 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.
- 5) The successful bidders should be required to deposit a “Performance Bond” equivalent to 5% of the total value of the supply/purchase order in the shape of Call Deposit in favor of OGRA payable at Islamabad. In case the bidder 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.
- 6) 02% earnest money of the unsuccessful bidders shall be released within 30 days, whereas the 05% performance bond will be released to the successful bidder(s) within 30 days after expiry of the warranty period of purchased items.
- 7) The sealed bids/proposals are required to be delivered at OGRA’s office 54-B, Fazal-ul-Haq Road, Blue Area, Islamabad by February 26, 2019 on or before 11:00 a.m. The Bid Opening Committee of OGRA will open the technical proposals for evaluation as per criteria given at **Annex-III** 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.
- 8) 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.
- 09) The purchase/supply order will be awarded to the technically/financially pre-qualified/lowest evaluated bidders with standard quality.
- 10) 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 and conditional bidding will not be accepted.

- 11) Only one authorized representative per bidder shall be allowed to attend the opening of bids.
- 12) The bid validity period should be three (03) months.
- 13) An original and latest undertaking on judicial paper that currently firm is not blacklisted by any Government, Semi Government, Autonomous or State owned organization.
- 14) Payment of the bills will be processed after successful supply/installation/trial of item(s) and subject to the deduction of all government taxes/levies.
- 15) The bids not complying with the above terms and conditions and specification shall be declared as non-responsive and their financial proposals will be returned unopened.
- 16) Only one bidder or authorized representative will be allowed to attend the bidding opening process.
- 17) 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 2004.

**(Ejaz Ahmad Gohar)**  
Deputy Executive Director (Admn)



## Technical/Pre-Qualification Proposal

### PURCHASE OF COMPUTERS, PRINTERS, SCANNERS AND MS SOFTWARES UNDER TENDER ENQUIRY NO.01/2019

Date: \_\_\_\_\_

|   |  |
|---|--|
| Name of the Firm  |  |
| Year of Establishment<br>(Attach documentary evidence)                            |  |
| Sales Tax Registration No.<br>(Attach documentary evidence)                       |  |
| National Tax No.<br>(Attach documentary evidence)                                 |  |
| Pakistan Engineering Council Registration No.<br>(Attach documentary evidence)    |  |
| Security Exchange Commission Registration No.<br>(Attach documentary evidence)    |  |
| Company Profile   |  |
| Annual Turnover supported by income tax returns<br>(For the FY 2016-17 & 2017-18) |  |
| Experience related to similar assignments   |  |
| List of Clientage<br><i>Attach separate Annexure, if necessary</i>                |  |
| Assignment in hand  |  |
| 02% Bid Security/Earnest Money of Total Bid attached.                             | Yes_____ No._____  |
| Banker's Name & Contact Details   |  |
| Nationwide Presence<br><br>Yes_____ No_____                                       | (If yes, list location of offices)<br><br>i) _____<br>ii) _____<br>iii) _____<br>iv) _____<br>v) _____ |

|  |   |
|--|---|
| <b>Managerial/Technical Capability</b><br>a). Total No. of Permanent Staff:<br>b). Total No. of Contract/Project Staff:<br><i>Attach separate Annexure, if necessary</i> | Technical_____ + Support_____ = _____<br>Technical_____ + Support_____ = _____                      |
| <b>Authorized Dealership Certificates</b><br>Yes_____ No_____  | (If yes, provide details)<br>i) _____<br>ii) _____<br>iii) _____<br>iv) _____<br>v) _____           |
| <b>Profile documentation</b><br>(Attach company's profile/brochure)  |   |
| <b>Organizational Structure</b><br>(Provide details of hierarchy/Management system including Organgram)  |   |
| <b>Enlistment Certificate</b><br>(copy of certificate enlisted with Government/Semi Govt. Organizations, if any)   |   |
| <b>Affidavit</b><br>(that the firm has not been blacklisted by private, Government, Semi-Government, Autonomous Body or state owned organization)                        | Yes_____ No._____   |
| <b>Delivery time for supply of item(s)</b>   | Time:_____  |
| Focal Person Name: _____<br>Cell, Telephone No: _____<br>Fax No: _____<br>Date: _____  | _____<br><i>Name &amp; Designation</i><br>_____<br>_____<br><i>Authorized Signature &amp; Stamp</i> |

**Annex-II**

**FINANCIAL PROPOSAL PERFORMA**

**Desktop Computer Hardware Specification**

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

| S# | Item               | Specification /Detail                         |
|----|--------------------|---|
| 1  | Brand              | HP, DELL or Equivalent                        |
| 2  | Processor          | Intel Core i5, 3.1GHz or above 8th Generation |
| 3  | Chipset            | Intel Chipset                                 |
| 4  | HDD                | 500 GB (SATA) minimum                         |
| 5  | RAM                | 8GB DDR-4                                     |
| 6  | Drive              | DVD-RW (SATA)                                 |
| 7  | Display            | LED 18.5" or more                             |
| 8  | Sound Card         | Integrated                                    |
| 9  | Keyboard / Mouse   | Standard (USB Ports, Optical Mouse)           |
| 10 | Network / LAN Card | Ethernet 100/1000Mbps                         |
| 11 | Chassis            | Tower Casing                                  |
| 12 | Warranty *         | 3 Year  |
| 13 | Cost               | @Rs. /- per unit                              |
| 14 | Quantity           | 10 Nos.                                       |

**Printer Specification**

| S# | Item               | Specification /Detail         |
|----|--------------------|-------------------------------|
| 1  | Brand              | HP LaserJet M402dn            |
| 2  | Print Speed        | 31-40ppm                      |
| 3  | Connectivity       | High-Speed USB port, LAN      |
| 4  | Printer Cable      | Hi-Speed USB                  |
| 5  | Power Cable        | Standard                      |
| 6  | Warranty *         | 3 Year                        |
| 7  | Compatible         | Windows XP, Vista, 7, 8, & 10 |
| 8  | Printer Resolution | 600x600dpi effective out put  |
| 9  | Cost               | @Rs. /- per unit              |
| 10 | Quantity           | 01 No.                        |

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

**Scanners Specifications (Heavy Duty)**

| S# | Components/ Features       | Specification /Detail   |
|----|----------------------------|---|
| 1  | Scanner Type               | ADF Straight Path, Sheet Fed (Single and Multiple), Duplex Color Scanner  |
| 2  | Scanning Speeds            | <b>Speed: ADF (B&amp;W / Color)60ppm/120ipm color or higher. 300dpi color</b>   |
| 3  | Paper Thickness and Weight | Minimum 40 g/m2 –Maximum 400 g/m2   |
| 4  | Recommended daily volume   | <b>7000 or higher</b>   |
| 5  | Scanning Technology        | CCD   |
| 6  | Document Feeding Capacity  | <b>100 sheets (25 lb./80 g/m2) or higher</b>  |
| 7  | Scan able Media Type       | Paper (plain, inkjet, handwriting), Slides, Envelopes, Labels, Business cards, Insurance cards, Plastic cards, ID cards, Credit cards, Sheets, Greeting and Wish cards, recycled paper, Photographs etc...  |
| 8  | Connectivity               | USB 3.0 compatible or higher connectivity with Windows, 10, 8 and XP support  |
| 9  | Imaging Features           | Background color smoothing, Brightness and Contrast control, Auto color balance, Auto contrast, brightness and color balance, Multiple Dual Stream, Color drop out, Image merging Fixed Cropping, Relative Cropping, Multi-Lingual Auto Orientation, Orthogonal Rotation, , Remove Border, bar code reading |
| 10 | OS Compatibility           | Win XP/7/8/8.1/10 ,Linux, MAC OS v. 10.7, 10.8, 10.10,  |
| 11 | File Format Outputs        | Single and multi-page TIFF (Single page ,multi page, compressed , JPEG, RTF, BMP, PDF, searchable PDF, PNG & MS Word/Excel  |
| 12 | Backup Support/ Services   | Min 4 Engineers qualified/Trained from OEM (Verifiable)<br>Vendor should have office at Islamabad/Rawalpindi, Lahore & Karachi  |
| 13 | OEM/Brands                 | USA/European or Japan   |
| 14 | Warranty *                 | Minimum 3 Year warranty deliverable at OGRA Office  |
| 15 | Cost                       | @Rs. /- per unit  |
| 16 | Quantity                   | 17 Nos.   |

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

**Scanners Specifications**

| S# | Components/ Features       |   |
|----|----------------------------|---|
| 1  | Scanner Type               | ADF Straight Path, Sheet Fed (Single and Multiple), Duplex Color Scanner  |
| 2  | Scanning Speeds            | <b>Speed: ADF (B&amp;W / Color)40ppm/80ipm color or higher. 300dpi color.</b>   |
| 3  | Paper Thickness and Weight | Minimum 40 g/m2 –Maximum 400 g/m2   |
| 4  | Recommended daily volume   | <b>5000 or higher</b>   |
| 5  | Scanning Technology        | CIS CMOS Based  |
| 6  | Document Feeding Capacity  | <b>70 sheets (25 lb./80 g/m2) or higher</b>   |
| 7  | Scan able Media Type       | Paper (plain, inkjet, handwriting), Slides, Envelopes, Labels, Business cards, Insurance cards, Plastic cards, ID cards, Credit cards, Sheets, Greeting and Wish cards, recycled paper, |

|    |                                 |   |
|----|---------------------------------|---|
|    |                                 | Photographs etc...  |
| 8  | <b>Connectivity</b>             | USB 3.0 compatible or higher connectivity with Windows, 10, 8 and XP support  |
| 9  | <b>Imaging Features</b>         | Background color smoothing, Brightness and Contrast control, Auto color balance, Auto contrast, brightness and color balance, Multiple Dual Stream, Color drop out, Image merging Fixed Cropping, Relative Cropping, Multi-Lingual Auto Orientation, Orthogonal Rotation, , Remove Border, bar code reading |
| 10 | <b>OS Compatibility</b>         | Win XP/7/8/8.1/10 ,Linux, MAC OS v. 10.7, 10.8, 10.10,  |
| 11 | <b>File Format Outputs</b>      | Single and multi-page TIFF (Single page ,multi page, compressed , JPEG, RTF, BMP, PDF, searchable PDF, PNG & MS Word/Excel  |
| 12 | <b>Backup Support/ Services</b> | Min 4 Engineers qualified/Trained from OEM (Verifiable)<br>Vendor should have office at Islamabad/Rawalpindi, Lahore & Karachi  |
| 13 | <b>OEM/Brands</b>               | USA/European or Japan   |
| 14 | <b>Warranty *</b>               | Minimum 3 Year warranty deliverable at OGRA Office  |
| 15 | <b>Cost</b>                     | @Rs. /- per unit  |
| 16 | <b>Quantity</b>                 | 16 Nos.   |

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

### **Desktop Computer Software Specification**

| S# | Item             | Specification /Detail   | Cost             | Qty     |
|----|------------------|---|------------------|---------|
| 1  | Operating System | Licensed Microsoft Windows 10 Professional (64 Bit) OEM DVD Pack with part No. (FQC-08928U2)              | @Rs. /- per unit | 10 Nos. |
| 2  | Office           | Licensed Microsoft Office 2016 (Home & Business, 64 Bit) FPP (Part No. T5D-02700). Individual Key and DVD | @Rs. /- per unit | 10 Nos. |

#### **Terms and Conditions:**

- Dealer/Vendor/Supplier must be registered with Microsoft Pakistan and will provide updated and attested registration certificate with quotation.
- Dealer/Vendor will Provide Verification letter against all the supplied Microsoft products from Microsoft Pakistan.
- Dealer/Vendor will Provide MAF Letter by Microsoft for all up-coming Tenders
- Dealer/Vendor will install Operating System & Office after verification of products by Microsoft Pakistan & OGRA.
- After installation Dealer/Vendor will activate and install full live updates on each computer.
- Standard warranty comprises of free labor (at OGRA office visit) & part replacement.



|                            |
|----------------------------|
| <b>ASSESSMENT CRITERIA</b> |
|----------------------------|

**PURCHASE OF COMPUTERS, PRINTERS, SCANNERS AND MS SOFTWARES UNDER  
TENDER ENQUIRY NO.01/2019**

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.