

**Supply of Stationery & Other Misc Items to OGRA for the Financial Year 2019-20.**  
**Under Tender Enquiry No.03 of 2019**

**TENDER NOTICE**

**Tender Enquiry No.03 of 2019**

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well-reputed stationery suppliers/firms registered with income tax and sales tax departments, stationed at Islamabad/Rawalpindi, for supply of stationery and other miscellaneous items, on item rate basis, for the financial year 2019-20, under Tender Enquiry No. 03 of 2019.
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 i.e. Monday to Friday from 10:00 a.m to 3:00 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 June 12, 2019 by 11:00 a.m, and will be opened on the same date at 11:30 a.m, at OGRA Office.
5. OGRA reserves the right to accept any or cancel/reject all proposals, as per PPRA Rules, 2004.

(Deputy Executive Director (Admn))

**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 2019-20 under Tender Enquiry No. 03 of 2019

The Oil and Gas Regulatory Authority (OGRA) invites sealed tenders from stationers/supplier firms, on item rate basis, for supply of stationery and other miscellaneous items for the financial year 2019-20.

#### 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. 03/2019 and marked as “**TECHNICAL 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 three (03) years experience in supply of items being procured by 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 is required to be delivered to the office of the undersigned by 11:00 a.m on June 12, 2019.
- 6) The Bid Opening Committee will open the Technical proposals (**Annex-I**) in the first instance for evaluation as per criteria given at **Annex-III**, on June 12, 2019 at 11:30 am in the presence of the bidders or their authorized representatives, who may like to be present. Bids, which are not accompanied by the documents at serial No. 2 to 5, 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 from 01-07-2019 to 30.06.2020.

- 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 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 June 12, 2019.
- 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 Bidding 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) If any pre-qualified firm intends to withdraw from competition can intimate in writing before accepting of offer letter.
- 17) Payment of the bills will be subject to the deduction of all government taxes/levies.
- 18) 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.

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**Deputy Executive Director (Admn)**

**Note:-**

*The value of the items to be purchased for the Financial Year 2019-20 is approximately Rs.5 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 2019-20 under Tender Enquiry No.03/2019**

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 2016-17 and 2017-18)	
Bank Statement (2016-17 and 2017-18)	
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 &amp; Designation</i></p> <p>_____</p> <p><i>Authorized Signature &amp; 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 2019-20 under Tender Enquiry No.03 of 2019**

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	Per Pkt.			
05.	Ball Point Dollar Pointer (Soft-liner 0.3mm)	Per Pkt.			
06.	Ball Point Uni-ball Eye	Per Pkt.			
07.	Ball Point Uni-Signo	Per Pkt.			
08.	Ball Point-Click (Lush 0.8mm) or equalent	Per Pkt.			
09.	Ball Point Piano Crystal with cap or equalent	Per Pkt.			
10.	Binder Clips 19 mm (Diamond) or equalent	Per Pkt.			
11.	Binder Clips 32 mm (Diamond) or equalent	Per Pkt.			
12.	Binder Clips 41 mm (Diamond) or equalent	Per Pkt.			
13.	Binder Clips 51 mm (Diamond) or equalent	Per Pkt.			
14.	Box File Uni ® System (Best Quality)	Per Pkt.			
15.	Calculator Scientific FX 991 MS (Original)	Per No.			
16.	Calculator Casio MJ 120 (Original)	Per No.			
17.	Cash Book Single/Bank Colum 8 No.	Per No.			
18.	Cell AA Best Quality (Heavy duty)	Per No.			
19.	Cell AAA Best Quality (Heavy duty)	Per No.			
20.	Cell Mother Board Fine Quality	Per No.			
21.	Cell for Calculator MJ 120 (Best Quality)	Per No.			
22.	Cell Peon Bell Remote (Best Quality)	Per No.			
23.	Confidential Stickers	Per No.			
24.	CD-Writable (Maxell) or equalent	Per Pkt.			
25.	Correction Fluid (Fluid + Thinner) (Best Quality)	Per No.			
26.	Correction Fluid Pen (Best Quality)	Per No.			
27.	Computer Mouse (Optical USB)	Per No.			
28.	Cutter Knife No. 0426 SDI or equalent	Per No.			
29.	Cutter Knife Blade (Best Quality)	Per No.			
30.	Dak Pad with Flapper/Clip (Superior) or equalent	Per No.			
31.	Desk Tray (Lotus) or equalent	Per No.			
32.	Diary Hand 2019 (Friends) or equalent	Per No.			
33.	Diary Register (10 No.) Tayaba or equalent	Per No.			
34.	Drafting Pad Small 845No. (Fine Quality)	Per No.			
35.	Drafting Spiral Pad Pocket size (Fine Quality)	Per No.			
36.	Drafting Spiral Pad Small 854 No. (Fine Quality)	Per No.			
37.	Drafting Spiral Pad 851No. A-4 Size (Fine Quality)	Per No.			
38.	Duster White Cotton Large (24" x 36") (Best Quality)	Per No.			
39.	Duster Yellow Falalain Full Large (36" x 48")	Per No.			

40.	Dishwasher Liquid 275ml (Max/Vim) or equivalent	Per No.			
41.	Dishwasher Scotch Bright or equivalent	Per No.			
42.	DVD-Writable (Maxell) or equivalent	Per No.			
43.	Dashboard Polish Vehicle (Imported)	Per No.			
44.	Envelope (9"x4") Window Imported 100gm.	Per No.			
45.	Envelope (Small) Imported 100gm.	Per No.			
46.	Envelope (A-4) Imported 100gm.	Per No.			
47.	Eraser AL-30 (Pelican) or equivalent	Per No.			
48.	Every Card Sheet A-4 Size	Per Ream.			
49.	File Tray In-Out PMP or equivalent	Per No.			
50.	File Flapper Rexene (Best Quality)	Per No.			
51.	File Separator Set of 10 (Alfalah) or equalint	Per Set.			
52.	File Tag Best Quality Twisted or equivalent	Per Bundle.			
53.	Foot Scale Steel 12" (Tong Yuan) Chine Swordfish Brand (Original) or equivalent	Per No.			
54.	Glass for water (Imported)	Per Dozen.			
55.	Gum Stick UHU (21G) or equivalent	Per No.			
56.	Highlighter (Best Quality)	Per No.			
57.	Ink (Blue/Black) Original(Best Quality)	Per No.			
58.	Ink Blue/Black/Red (for Stamp Pad) (Best Quality)	Per No.			
59.	Insect Killer Finis /Baygon 400ml or equivalent	Per No.			
60.	Lead Pencil HB (Goldfish) 5000 or equivalent	Per Pkt.			
61.	Lead Pencil HB with Rubber tips (Best Quality)	Per Pkt.			
62.	Ledger Register No.08 (Tayaba) or1 equivalent	Per No.			
63.	Letter Dispatch Register (10 No.) Tayaba or equivalent	Per No.			
64.	Log Book (6 No.) Tayaba or equivalent	Per No.			
65.	L-Folder A-4 and Legal Nokya or equivalent	Per No.			
66.	Pen Jar (Golden Horse or equivalent	Per No.			
67.	Paper A-3 (297x420mm) Imported 80g Aa or equivalent	Per Ream.			
68.	Paper A-4 (210x297) Imported 80g (500 Sheets) <b>Double A</b> Original or equivalent	Per Ream.			
69.	Paper A-4 (210x297) Imported (paper one) 70g (500 Sheets) or equivalent	Per Ream.			
70.	Paper Legal Size (Imported 80g <b>Double A</b> ) or equivalent	Per Ream.			
71.	Paper Legal Size Imported (paper one) (70g 500 Sheets) or equivalent	Per Ream.			
72.	Paper Clips 36mm Three Flower or equivalent	Per Pkt.			
73.	Paper Pin (50 gms) China (Best Quality)	Per Pkt.			
74.	Paper Pin Stand/cushion (Best Quality)	Per No.			
75.	Peon Book (96 Sheets) Tayaba or equivalent	Per No.			
76.	Permanente Marker Dollar No. 70	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 (Best Quality)	Per No.			
81.	Punch Double Hole (Best Quality)	Per No.			
82.	Punch Double Hole Heavy Duty (Best Quality)	Per No.			
83.	Register No. 12	Per No.			
84.	Register No.6	Per No.			
85.	Ring Folder Legal (Plastic)	Per No.			
86.	Ring Folder A-4 (Plastic)	Per No.			
87.	Ring Folder A-4 Size (Plastic) small size	Per No.			
88.	Scissors Medium Size PMP Superior or equivalent	Per No.			
89.	Scotch Tap (Dear) 1" or equivalent	Per No.			
90.	Scotch Tap Stand (for 1" Tap Roll)	Per No.			
91.	Set of Pen (Pen Holder Dux-240) or equivalent	Per Pair.			

92.	Sharpener Plastic (Germany)	Per No.			
93.	Sharpener Heavy Duty SDI or equalent	Per No.			
94.	Shorthand Note Book (80 Sheets)	Per No.			
95.	Stamp Pad Small Blue/Black/Red Best Quality	Per No.			
96.	Stapler Machine Best Quality	Per No.			
97.	Stapler Machine Medium M&G or equalent	Per No.			
98.	Stapler Machine Heavy Duty M&G,Deli or equalent	Per No.			
99.	Stapler Pins Small 24/6 Rapid or equalent	Per Pkt.			
100.	Stapler Pins Heavy Duty No. 23/10	Per Pkt.			
101.	Stapler Remover SDI No. 1160 or equalent	Per No.			
102.	Stock Register (10 No.) Tayaba or equalent	Per No.			
103.	Stock Register (06 No.) Tayaba or equalent	Per No.			
104.	Table Calendar (Friends) 2019 or equalent	Per No.			
105.	Table Diary (Friends) 2019 or equalent	Per No.			
106.	Table Diary Stand	Per No.			
107.	Table Planner (Friends) 2019 or equalent	Per No.			
108.	Table Set Marble Superior or equalent	Per No.			
109.	Table Set Leather (Kaligon No.04) or equalent	Per No.			
110.	Telephone Index Imported Papers Orion No.103	Per No.			
111.	Tissue Box Perfumed (Rose Petal) or equalent	Per No.			
112.	Tissue Box Supreme (Rose Petal) or equalent	Per No.			
113.	Toilet Paper Roll (Rose Petal) or equalent	Per No.			
114.	Toner HP LaserJet 2200 Printer Black Original	Per No.			
115.	Toner HP LaserJet 1300 Printer Black Original	Per No.			
116.	Toner HP LaserJet 1200 Printer Black Original	Per No.			
117.	Toner HP LaserJet 1102 Printer Black Original	Per No.			
118.	Toner HP LaserJet 1022 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 Fax Machine (Canon FX3, L200-300) Original	Per No.			
122.	Toner Fax Machine (Cannon F152800, L140) Original	Per No.			
123.	Toner Fax Machine (Cannon FX, L170) Original	Per No.			
124.	Toner Panasonic Fax Machine KX-MB-1520 Original	Per No.			
125.	Toner KX-FL422CX (Panasonic Fax Machine) Original	Per No.			
126.	Fax Machine HP LJ Pro MFP M130FN toner Model HP-17a	Per No.			
127.	Toner Laser Jet Pro CM 1415fn Color MFD Original	Per Set.			
128.	Toner Laser Jet Pro 200 MFD Original	Per Set.			
129.	Toner Laser Jet Pro MFP M177fw Color Original	Per Set.			
130.	Toner Photocopier (Panasonic DP3530) Original	Per No.			
131.	Toner Photocopier (Panasonic DP8060) Original	Per No.			
132.	Toner Photocopier (Konica Minolta) TN513 Original	Per No.			
133.	Toner Photocopier (Konica Minolta) TN515 Original	Per No.			
134.	Toner Photocopier Samsung K-7500 LX (50 CPM) Original	Per No.			
135.	Towel White Fine Quality Large	Per No.			
136.	Thumb Pin Ordinary PMP or equalent	Per Pkt.			
137.	USB Flash Drive, 8GB (HP/Kingston) or equalent	Per No.			
138.	USB Flash Drive, 16GB (HP/Kingston) or equalent	Per No.			
139.	Vehicle Body Polish(Soft 99 Imported) or equalent	Per No.			
140.	Visiting Card Album (256 Nos.) Orion or equalent	Per No.			
141.	Wall Clock (Champion) or equalent	Per No.			
142.	White Board Marker (Blue/Black)	Per No.			

**Note:** (i) The value of these items to be purchased for the F.Y 2019-20 is approximately Rs.5.00 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.

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Name of the Firm

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Signature with Stamp

**ASSESSMENT CRITERIA**

**Supply of Stationery & Other Miscellaneous Items to OGRA for the Financial Year 2019-20 under Tender Enquiry No.03/2019.**

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

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