

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

SUPPLY OF PHOTOCOPIER MACHINES TO OGRA **UNDER TENDER ENQUIRY No. 02 /2021**

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well-reputed Firms/Authorized Distributors registered with Income Tax, Sales Tax departments and SECP having minimum five (05) years relevant experience in supply of the machines and stationed at Islamabad/Rawalpindi, for supply and installation of eight (08) x Photocopier Machines at OGRA's Head Office, Islamabad under Tender Enquiry No. 02/2021.
2. The Tender Documents containing detailed information, terms and 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. (Monday to Thursday from 10.00 a.m. to 04.00 pm) and on Friday 10.00 a.m. to 01.00 p.m.).
3. Sealed Bids will be received latest by May 10, 2021 by 11:00 am, and will be opened on the same day at 11:30 a.m. in the OGRA's Head Office by the OGRA's Bid Opening Committee.
4. OGRA reserves the right to cancel/reject any or all bids/proposals at any time prior to the acceptance of the bid/proposals as per PPRA Rules, 2004.

JOINT EXECUTIVE DIRECTOR (ADMN)
OIL AND GAS REGULATORY AUTHORITY
54-B, FAZAL-E-HAQ ROAD, BLUE AREA, ISLAMABAD
PH: 051-9244373

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54-B, FAZAL-UI-HAQ ROAD, BLUE AREA, ISLAMABAD

TENDER DOCUMENTS

SUPPLY OF EIGHT (08) PHOTOCOPIER MACHINES TO OGRA **UNDER TENDER ENQUIRY No. 02 /2021**

The Oil and Gas Regulatory Authority (OGRA) hereby invites sealed bids/proposals from well-reputed Firms/Authorized Distributors for supply and installation of 08 x Photocopier Machines at OGRA's Head Office, Islamabad as per following specifications: -

Sr. No.	Specifications
1.	Brand: Panasonic, Canon, Konica or equivalent
2.	Copy Speed: 50 - 60 CPM (Specific) for A4 size paper
3.	Feature Supported: Copy, Print and Scan (Multifunctional)
4.	Multi sheet feed deduction (To automatically stop the scan process when double paper passes from feeder during scanning/printing).
5.	Hard Disk 250 GB minimum or above
6.	Resolution min. 600 x 600 dpi
7.	Paper Tray Size A-5 to A-3
8.	Paper Feed min.: Tray 1: 500 sheets + Tray 2: 500 sheets + bypass 100 sheets
9..	Zoom min. 25% to 400 %.
10.	ADF (Automatic Document Feeder) (Capacity minimum 200 sheets)
11.	Network Interface Card to support Ethernet 10/100 Based Networking.
12.	Photocopier Trolley
13.	Bypass: 100 sheets up to 300 g/m.
14.	Network Scanner: 200dpi/300dpi or higher
15.	Supported of windows 8 & 10.
16.	Auto Duplex standard for printing/Copying
17.	Warranty at least one year with on-site labour and parts replacement.

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. 02 of 2021 and marked as "**PRE-QUALIFICATION/TECHNICAL PROPOSAL**" and "**FINANCIAL PROPOSAL**" respectively.
- 2) The firm should be registered with Income Tax, Sales Tax and SECP (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 & installation of items being procured and should have a proper office at Islamabad/Rawalpindi and be Authorized Dealer (documentary evidence be attached)
- 4) The bidder shall be required to deposit bid security (Earnest money) equal to 3% of total bid value in shape of **Call Deposit** in favor of OGRA, payable at Islamabad.
- 5) Sealed bids/proposals are required to be delivered at OGRA's office Plot No. 54-B Fazal-UI Haq Road, Blue Area, Islamabad on or before May 10, 2021 by 11:00 a.m. The Bid Opening Committee of OGRA will open the Pre- qualification/

Technical proposals (**Annex-I**) in the first instance on the same date i.e. May 10, 2021 at 11:30 a.m. 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 complying with terms and conditions at serial No. 1 to 4 and the specifications mentioned above, shall be declared as Non-Responsive and their financial proposals will be returned un-opened.
- 7) The Bid Opening Committee of OGRA 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) Only one authorized representative per bidder will be allowed to attend the opening process of the bids.
- 9) The bid validity period will be three (03) months, starting from the last date of bid submission and any escalation in dollar against Pak Rupees shall not be applicable as well as any increase in price within validity period of three months, shall be borne by the bidder. No such claim will be entertained.
- 10) The successful bidder will be required to deposit a "Performance Bond" equivalent to 5% of the total bid value, through **Call Deposit** in favor of OGRA payable at Islamabad. If the bidder fails to deposit performance bond within one week of the receipt of the letter of acceptance, the same shall be treated as cancelled and the earnest money shall be forfeited.
- 11) 3% Earnest Money if not adjusted in the 5% performance bond, will be released to the successful bidder after deposit of 5% performance bond.
- 12) The supplier will be bound to deliver and install the equipment in operational condition of the approved quality at OGRA office situated at 54-B, Fazlul - Haq Road, Blue Area, Islamabad.
- 13) Delivery of eight (08) Photocopier Machines at OGRA,s Head Office should be made within 30 days from the date of letter of acceptance otherwise OGRA reserves the right to cancel the order.
- 14) The proposals should not have any over-writings or cutting. Bids with any of the aforementioned deficiencies may not be considered.
- 15) The purchase order will be awarded to the technically prequalified/lowest evaluated bidder with standard quality.
- 16) Payment of the bills will be subject to the deduction of mandatory government taxes/Levies and subject to satisfactory supply/installation of Photocopier Machines.
- 17) 3% earnest money of the un-successful bidders shall be released within two weeks. However, 5% performance bond of successful bidder shall be released within 30 days after successful completion of one year warranty period.
- 18) 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.
- 19) All photocopies/certificates/documents submitted with tender documents should be verified/stamped.
- 20) OGRA reserves the right to cancel/reject any or all bids/proposals at any time prior to the acceptance of the bids/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

Technical Proposal**SUPPLY OF EIGHT (08) PHOTOCOPIER MACHINES TO OGRA**
UNDER TENDER ENQUIRY No. 02 /2021

Name of the Firm	
Address with (Cell, Landline, Fax No. & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
National/Income Tax No. (Annual Turnover supported by Income Tax Return)	
Banker's Name & Contact Details	
Vendor must be authorized dealer from OEM (Original Equipment Manufacturer) valid Certificate from OEM must be attached with technical offer.	Yes _____ No _____
SECP Registration Certificate Attached	Yes _____ No _____
Experience with same brand at least 05 years.	Yes _____ No _____
Experience related to similar assignments.	
Whether 3% Earnest Money/Bid security in shape of Call Deposit is enclosed with the Pre-qualification Proposal.	Yes _____ No. _____
Assignments in Hand (Current).	
Managerial/Technical Capability a). Total No. of Permanent Staff b). Total No. of Contract/Project Staff: (Attach as separate Annexure, if necessary)	
Clientage (Attach separate Annexure, if necessary)	
Enlistment Certificate (copy of certificate enlisted with Government/Semi Govt. Organizations, if any)	
Affidavit (on legal paper) (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
Delivery time for supply of items	Time------(in days)
Focal Contact Person Date: _____ Cell No. _____ Date: _____ We M/s _____ hereby undertake to accept all terms & Conditions laid down by OGRA with regard to Tender documents.	<div style="text-align: center;"> <div>_____</div> <div><i>Name & Designation</i></div> <div style="margin-top: 20px;">_____</div> <div><i>Authorized Signature & Stamp</i></div> </div>

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FINANCIAL PROPOSAL**SUPPLY OF EIGHT (08) PHOTOCOPIER MACHINES TO OGRA**
UNDER TENDER ENQUIRY No. 02 /2021

Name of the Firm:

Address:

Photocopier Machine (As per Specifications given in the Tender Documents)

Brand Name:

Description	Rate per unit (In Rs.)	GST	Installation Charges if any	Total (In Rs.)
Total Price of 08 x Photocopiers (including all taxes): Rs. _____/- (In Words): 				
Warranty for the Photocopier Machine:				

Note: All prices must be inclusive of all taxes, installation charges etc.

Authorized Signature with Stamp and

Name:

Date:

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ASSESSMENT CRITERIA

SUPPLY OF EIGHT (08) PHOTOCOPIER MACHINES TO OGRA
UNDER TENDER ENQUIRY No. 02 /2021

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

Grading	Marks
Experience related to similar assignments	35
Managerial/Technical Capability	20
Clientage	25
Assignment in Hands (Current)	20

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