

OIL AND GAS REGULATORY AUTHORITY

Tariq Chambers, Civic Centre, G-6, Islamabad

Ph: 051-9221715-18, Fax: 051-9221714

TENDER DOCUMENTS

SUPPLY OF STATIONERY & OTHER MISCELLANEOUS ITEMS TO OGRA FOR THE FINANCIAL YEAR 2009-10 UNDER TENDER ENQUIRY No. 07/2009

The Oil and Gas Regulatory Authority (OGRA) hereby invites tenders from stationery suppliers/firms, on item rate basis, for the supply of stationery and other miscellaneous items as per **Annex-I**.

General Terms & Conditions:

- 1) The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the Pre-qualification Proposal (**Annex-II**) and the other envelope should contain the Financial Proposal (**Annex-I**), both showing the tender enquiry No. 07/2009 and marked as "PRE-QUALIFICATION 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, and should have a proper office at Islamabad/Rawalpindi.
- 4) The bidder will be required to submit Security Deposit in the shape of Bank's Pay Order for Rs. 50,000/- (Rupees fifty thousand only) payable at Islamabad, in favour of OGRA. If the said Pay Order is not submitted with the Pre-qualification proposal, it will not be considered for further evaluation and the financial proposal will be returned un-opened. The security of non-prequalified firms will be released within seven (07) days after completion of the pre-qualification process. However, Pay Order in respect of successful supplier/contractor will be returned at the end of the financial year 2009-10. Cash/Cheque will not be accepted.
- 5) Sealed tenders and three samples of each of the quoted items are required to be delivered to the office of the undersigned by 11:00 a.m on June 23, 2009.

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- 6) The Bid Opening Committee of OGRA will open the Pre-qualification proposals (**Annex-II**) in the first instance for evaluation per criteria given at **Annex-III**, on June 23, 2009 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 & 4, above, shall be declared Non-Responsive and their financial proposals will be returned unopened.
- 7) The Bid Opening Committee will open the financial proposals (**Annex-I**) of the bidders whose pre-qualification 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 of bids. A representative from a bidder will be required to submit an authority letter in his/her favour by the respective bidders for attending the opening of bids.
- 9) The bid validity period will be three (03) months, starting from the last date of bid submission.
- 10) During the currency of the contract for the financial year 2009-10, the supplier will be bound to deliver the goods of the approved quality at OGRA office situated at Tariq Chambers, Civic Centre, G-6, Islamabad from time to time at the approved rates within seven (07) days of the receipt of order from OGRA, failing which the security deposit will be forfeited by the Authority.
- 11) The Authority shall retain the samples of the firm(s) to whom the contract is awarded till completion of the contract period. However, samples of un-successful bidders shall be returned to them within seven (07) days of completion of process of pre-qualification.
- 12) The proposals should not have any over-writings or cutting. Bids with any of the aforementioned defects may not be considered.
- 13) The contract will be awarded to the lowest evaluated bidder.
- 14) Payment of the bills will be subject to the deduction of government taxes.
- 15) OGRA reserves the right to extend the opening date of the bids, cancel the tender or accept/reject any or all bids, without assigning any reason.

(Ejaz Ahmad Gohar)
Asstt. Executive Director (Admn)

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

Tender Enquiry No.07 of 2009

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed tenders 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 2009-10, under Tender Enquiry No. 07/2009.
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 cash payment (non-refundable) of Rs. 200/- (Rupees two hundred only), on any working day.
3. The bidders will be required to submit a Bank Pay Order of Rs. 50,000/- (Rupees fifty thousand only), as earnest money in favour of OGRA, payable at Islamabad.
4. The tenders will be received latest by June 23, 2009 by 11:00 a.m, and will be opened on the same date at 11:30 a.m, in the Conference Hall of OGRA.

(Ejaz Ahmad Gohar)

Asstt. Executive Director (Admn)

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Pre-qualification Proposal**SUPPLY OF STATIONERY & OTHER MISCELLANEOUS ITEMS TO OGRA
FOR THE FINANCIAL YEAR 2009-10 UNDER TENDER ENQUIRY No. 07/2009**

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 similar assignments	
Whether Bank Pay Order for Rs. 50,000/- is enclosed in the Pre-qualification proposal.	Yes: _____ No: _____
Annual Turnover supported by Sales or Income Tax Return (For the FY 2006-07 & 2007-08)	
Stock Position	
Assignment in hand (presently)	
Clientage (Attach separate Annexure, if necessary)	
Enlistment Certificate (copy of certificate enlisted with Government/Semi Govt. Organizations, if any)	
Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
Contact Person Date: _____	<p style="text-align: center;">_____ <i>Name & Designation</i></p> <p style="text-align: center;">_____ <i>Authorized Signature & Stamp</i></p>

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ASSESSMENT CRITERIA

**SUPPLY OF STATIONERY & OTHER MISCELLANEOUS ITEMS TO OGRA
FOR THE FINANCIAL YEAR 2009-10 UNDER TENDER ENQUIRY No. 07/2009**

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

Grading	Marks
Experience related to similar assignments	35
Annual Turnover (For the FY 2006-07 & 2007-08)	35
Stock Position: {Can be inspected physically by the official(s) of the Authority }	20
Clientage	10

Note: Minimum score required to pass for Pre-qualification is 60%, however, not more than five top most firms shall be pre-qualified.

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**DETAIL OF STATIONERY & OTHER MISCELLANEOUS ITEMS TO BE SUPPLIED TO OGRA
FOR THE FINANCIAL YEAR 2009 - 10 UNDER TENDER ENQUIRY NO. 07/2009**

Sr.#	Items Name	Quantity	Rate in Rs.	GST	Total Amount (including GST)
01.	Air Freshener Lotion Admire 250 ml Original	Per No.			
02.	Air Freshener Lotion Cobra 300 ml Genevan	Per No.			
03.	Ball Point Compo	Per Pkt.			
04.	Ball Point Signo Uni-ball	Per Pkt.			
05.	Ball Point Picasso	Per Pkt.			
06.	Ball Point Piano Crystal	Per Pkt.			
07.	Ball Point Schneider 505F	Per Pkt.			
08.	Binder Clips 16 mm (Diamond)	Per Pkt.			
09.	Binder Clips 19 mm (Diamond)	Per Pkt.			
10.	Binder Clips 32 mm (Diamond)	Per Pkt.			
11.	Binder Clips 41 mm (Diamond)	Per Pkt.			
12.	Binder Clips 51 mm (Diamond)	Per Pkt.			
13.	Box File No. 505 Fiber (Alpha)	Per No.			
14.	Box File Uni ® System	Per No.			
15.	Calculator Scientific FX 991 MS	Per No.			
16.	Calculator Casio MJ 120	Per No.			
17.	Cash Book Single Colum 8 No.	Per No.			
18.	Cash Book Bank Colum 8 No.	Per No.			
19.	Cell AA (Power plus)	Per No.			
20.	Cell AAA (Power plus)	Per No.			
21.	Chit Pad White Small 200 Sheets	Per No.			
22.	Clip File A-4 Size	Per No.			
23.	Confidential Stickers	Per Pkt.			
24.	CD-Writable (Maxell)	Per No.			
25.	CD-Re-Writable (Maxell)	Per No.			
26.	Correction Fluid Pelican (Fluid + Thinner)	Per No.			
27.	Cutter Knife No. 0426 SDI	Per No.			
28.	Clip File Attractive 12/14 Nokya	Per No.			
29.	Dark Pad (Superior) with Flapper	Per No.			
30.	Desk Tray (Lotus)	Per No.			
31.	Diary Hand 2010 (Friends)	Per No.			
32.	Diary Register (10 No.) Tayaba	Per No.			
33.	Drafting Pad A-4 Size 841 No. (Luckey/Al-Farooq)	Per No.			
34.	Drafting Pad F/S Legal 840 No. (Luckey/Al-Farooq)	Per No.			
35.	Drafting Pad 842 No. (Luckey/Al-Farooq)	Per No.			
36.	Drafting Pad Small 845 No. (Luckey/Al-Farooq)	Per No.			
37.	Drafting Spiral Pad 851 No. A-4 Size (Luckey/Al-Farooq)	Per No.			
38.	Drafting Spiral Pad Small 854 No.	Per No.			
39.	Duster White Cotton Large	Per No.			
40.	Duster Yellow Falalain Large	Per No.			
41.	Document File 20 Sheets (Clear Book)	Per No.			

Sr.#	Items Name	Quantity	Rate in Rs.	GST	Total Amount (including GST)
42.	Dishwasher Liquid 100 ml (Max)	Per No.			
43.	Dishwasher Soap Small (Lemon Max)	Per No.			
44.	DVD Writable (Maxell)	Per No.			
45.	DVD-Re-Writable (Maxell)	Per No.			
46.	Envelope (9"x4") Imported	Per No.			
47.	Envelope (A-4) Imported	Per No.			
48.	Eraser AL-30 (Pelican)	Per No.			
49.	Electric Kettle	Per No.			
50.	File Tray In-Out PMP	Per No.			
51.	File Flapper Rexene (Best Quality)	Per No.			
52.	File Register (6 No.) Tayaba	Per No.			
53.	File Separator Set of 10 (Alfalah)	Per No.			
54.	File Tag Best Quality Twisted	Per Bundle.			
55.	Floppy Diskettes (Maxell) (Individual Packing)	Per No.			
56.	Foot Scale Steel 12" (Tong Yuan) Chine Swordfish Brand (Original)	Per No.			
57.	Glass Toyonasic	Per Dozen.			
58.	Gum Stick UHU (21G)	Per No.			
59.	Glint	Per No.			
60.	Highlighter (Pelikan)	Per No.			
61.	Index Register (6 No.) Tayaba	Per No.			
62.	Ink (Pelikan) (Blue/Black/Red/Green) Original	Per No.			
63.	Ink Blue/Black/Red (for Stamp Pad) Dollar	Per No.			
64.	Ink Cartage Black HP 6615 (15)	Per No.			
65.	Ink Cartage Colored HP 6625 (17)	Per No.			
66.	Insect Killer (Bay Gon) 400ml	Per No.			
67.	Lead Pencil HB (Goldfish) 5000	Per Pkt.			
68.	Ledger Register No. 08 (Tayaba)	Per No.			
69.	Letter Dispatch Register (10 No.) Tayaba	Per No.			
70.	Log Book (6 No.) Tayaba	Per No.			
71.	L-Folder A-4 Nokya	Per No.			
72.	Milk Pot	Per No.			
73.	Name Plate Plastic (Table) (as per Sample)	Per No.			
74.	Paper A-3 (297x420mm) Imported 80 g	Per Ream.			
75.	Paper A-4 (210x297) Imported 80 g (500 Sheets) Aa Original	Per Ream.			
76.	Paper Legal Size (Imported 80 g)	Per Ream.			
77.	Paper Clips Three Flower 36mm	Per Pkt.			
78.	Paper Pin (50 gms) China	Per Pkt.			
79.	Pen Jar Plastic (PMP) P-980	Per No.			
80.	Peon Book (200 Sheets) Tayaba	Per No.			
81.	Permanente Marker Dollar No. 70	Per No.			
82.	Post it Pad 2x3" (Pronoti)	Per No.			
83.	Post it Pad 3x3" (Pronoti)	Per No.			
84.	Post it Pad 3x5" (Pronoti)	Per No.			
85.	Punch Single Hole (Best Quality)	Per No.			
86.	Punch Double Hole KW-triO 9660	Per No.			
87.	Punch Double Hole Heavy Duty KW-triO 9330	Per No.			
88.	PVC Tape 2" 35 Yards	Per No.			
89.	Quarter Plates	Per Dozen.			
90.	Rice Plates	Per Dozen.			
91.	Rice Spoons	Per Dozen.			

Sr.#	Items Name	Quantity	Rate in Rs.	GST	Total Amount (including GST)
92.	Register No. 12	Per No.			
93.	Ring & Clip Folder 903 (Alpha)	Per No.			
94.	Ring Folder A-4 (Plastic) 420 (Elephant Brand)	Per No.			
95.	Ring Folder A-4 Size	Per No.			
96.	Ring Folder Legal Size	Per No.			
97.	Scissor Medium Size PMP Superior	Per No.			
98.	Scotch Tap (Dear) 1"	Per No.			
99.	Scotch Tap Stand (for 1" Tap Roll)	Per No.			
100.	Screen Filter (Green Star 15")	Per No.			
101.	Set of Pen (Pen Holder Dux-240)	Per Pair.			
102.	Sharpener Plastic (Germany)	Per No.			
103.	Sharpener Heavy Duty	Per No.			
104.	Shorthand Note Book (80 Sheets)	Per No.			
105.	Stamp Pad Small Blue/Black/Red (Dollar)	Per No.			
106.	Stapler Machine SDI No. 1138	Per No.			
107.	Stapler Machine Heavy Duty KW trio 50LB	Per No.			
108.	Stapler Pins Small 24/6 Rapid	Per Pkt.			
109.	Stapler Pins Heavy Duty No. 23/17	Per Pkt.			
110.	Stapler Remover SDI No. 1160	Per No.			
111.	Swing File (A-4 Size) Nokya No. 1154	Per No.			
112.	Stock Register (10 No.) Tayaba	Per No.			
113.	Sugar Pot	Per No.			
114.	Service Tray (Plastic)	Per No.			
115.	Table Calendar (Friends) 2010	Per No.			
116.	Table Diary (Friends) 2010	Per No.			
117.	Table Diary Stand (National) Ordinary	Per No.			
118.	Table Planner (Friends) 2010	Per No.			
119.	Table Set Rexene (Executive)	Per No.			
120.	Table Set Marble Superior	Per No.			
121.	Telephone Index Imported Papers Orion No. 103 Pages 300	Per No.			
122.	Tissue Box Perfumed (Rose Petal)	Per No.			
123.	Tissue Box Supreme (Rose Petal)	Per No.			
124.	Toilet Paper Roll (Rose Petal)	Per No.			
125.	Toilet Soap Large Safeguard	Per No.			
126.	Toner HP LaserJet 4200 Printer Black	Per No.			
127.	Toner HP LaserJet 2500 Color	Per No.			
128.	Toner HP LaserJet 2200 Printer Black	Per No.			
129.	Toner HP LaserJet 1300 Printer Black	Per No.			
130.	Toner HP LaserJet 1200 Printer Black	Per No.			
131.	Toner HP LaserJet 1022 Printer Black	Per No.			
132.	Toner Photocopier (Gestetner 3222)	Per No.			
133.	Toner Photocopier (Nashuatec 27A)	Per No.			
134.	Toner Photocopier (Panasonic DP8060)	Per No.			
135.	Toner Photocopier (Panasonic DP3530)	Per No.			
136.	Toner Photocopier (Panasonic DP3030)	Per No.			
137.	Toner Fax Machine (Gestetner 1435)	Per No.			
138.	Toner Fax Machine (Nashuatec F101)	Per No.			
139.	Toner Fax Machine (Canon FX3, L220)	Per No.			
140.	Towel White Fine Quality Large	Per No.			
141.	Thumb Pin Ordinary PMP	Per Pkt.			

Sr.#	Items Name	Quantity	Rate in Rs.	GST	Total Amount (including GST)
142.	Tea Cup with Saucers	Per Dozen.			
143.	Tea Spoons	Per Dozen.			
144.	Umbrella Black Best Quality	Per No.			
145.	USB Flash Drive, 1GBn (Kingston)	Per No.			
146.	USB Flash Drive, 2 GB (Kingston)	Per No.			
147.	Visiting Card Album (256 Nos.) Orion	Per No.			
148.	Wall Clock (Champion)	Per No.			
149.	White Chart/Sheet	Per No.			

Note: The value of these items purchased during FY 2009-10 is approximately Rs. 5.00 million.
This, however, is an indicative information without any commitment from OGRA whatsoever.

Name of the Firm

Signature with Stamp