

TENDER NOTICE

PURCHASE OF SCANNERS UNDER TENDER ENQUIRY NO.02/2019

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals, under tender enquiry No.02/2019 for purchase of Scanners, from well-reput ed and financially sound Suppliers of Computers, Scanners, Printers and its Allied Accessories stationed at Islamabad/Rawalpindi having minimum three (03) years relevant experience and registered with Income Tax and Sales Tax.
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). 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 01:00 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 May 20, 2019 on or before 11:00 a.m, and will be opened on the same day at 11:30 a.m at 3rd 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 SCANNERS UNDER TENDER ENQUIRY NO.02/2019

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well-reputed and financially sound suppliers of Computers, Scanners, Printers and its Allied Accessories stationed at Islamabad/Rawalpindi having minimum three (03) years relevant experience, for purchase of Scanners under Tender Enquiry No.02/ 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.02/2019 and marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” respectively.
- 2) The firm should be registered with Income Tax and Sales Tax (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 May 20, 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) 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 SCANNERS UNDER TENDER ENQUIRY NO.02/2019

Date: _____

Name of the Firm	
Year of Establishment (Attach documentary evidence)	
Sales Tax Registration No. (Attach documentary evidence)	
National Tax No. (Attach documentary evidence)	
Company Profile	
Annual Turnover supported by income tax returns (For the FY 2016-17 & 2017-18)	
Experience related to similar assignments	
List of Clientage <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 Yes _____ No _____	(If yes, list location of offices) i) _____ ii) _____ iii) _____ iv) _____ v) _____
Managerial/Technical Capability a). Total No. of Permanent Staff: b). Total No. of Contract/Project Staff: <i>Attach separate Annexure, if necessary</i>	Technical _____ + Support _____ = _____ Technical _____ + Support _____ = _____

<p>Authorized Dealership Certificates</p> <p>Yes _____ No _____</p>	<p>(If yes, provide details)</p> <p>i) _____</p> <p>ii) _____</p> <p>iii) _____</p> <p>iv) _____</p> <p>v) _____</p>
<p>Profile documentation (Attach company's profile/brochure)</p>	
<p>Organizational Structure (Provide details of hierarchy/Management system including Organ gram)</p>	
<p>Enlistment Certificate (copy of certificate enlisted with Government/Semi Govt. Organizations, if any)</p>	
<p>Affidavit (that the firm has not been blacklisted by private, Government, Semi-Government, Autonomous Body or state owned organization)</p>	<p>Yes _____ No. _____</p>
<p>Delivery time for supply of item(s)</p>	<p>Time: _____</p>
<p>Focal Person Name: _____</p> <p>Cell, Telephone No: _____</p> <p>Fax No: _____</p> <p>Date: _____</p>	<p>_____</p> <p><i>Name & Designation</i></p> <p>_____</p> <p><i>Authorized Signature & Stamp</i></p>

FINANCIAL PROPOSAL PERFORMA

Scanner Specifications (Heavy Duty)

S#	Components/ Features	Specifications
1	Brands	Canon, Kodak, Fujitsu, Xerox or equivalent
2	Scanner Type	ADF Straight Path Sheet Fed (Single and Multiple) Duplex Support of both Black & White and Color scanning
3	Scanning Speeds	60 ppm or higher @ 200dpi B&W/colour
4	Scanning Resolution	Support of 300dpi Colour or above Support of 600dpi Black & White or above
5	Paper Thickness and Weight	40 grams to 400 grams approx.
6	Recommended daily volume	6000 or higher
7	Scanning Technology	CCD/CIS or higher
8	Document Feeding Capacity	80 sheets or higher
9	Scannable Media Type	Paper, slides, envelopes, visiting cards, ID cards, photographs etc.
10	Connectivity	USB 2.0/3.0 or higher
11	OS Compatibility	Windows 7/8, Windows 10, etc.
12	File Format Outputs	TIFF (Single page & multi pages), JPEG, BMP, PDF, generation of searchable/compressed PDF, PNG & generation of RTF/ MS Word/ Excel (upto certain level) will be preferred
13	OEM/Brands	USA, European or Japan brands or equivalent
14	Warranty*/training support/demo	Minimum 1-year warranty at OGRA Office and training support at the time of installation. The Scanner training will be arranged by the company for end users of different departments in OGRA. The demo of the scanner may also be taken if evaluation committee decides.
15	Quantity	17 Nos.
16	Cost	@Rs. /- per Unit

* Standard warranty comprises of free part replacement & labor at OGRA office.

Annex-II

Scanner Specifications (Normal)

S#	Components/ Features	Specifications
1	Brands	Canon, Kodak, Fujitsu, Xerox or equivalent
2	Scanner Type	ADF Straight Path Sheet Fed (Single and Multiple) Duplex Support of both Black & White and Color scanning
3	Scanning Speeds	40 ppm or higher @ 200dpi B&W/colour
4	Scanning Resolution	Support of 300dpi Colour or above Support of 600dpi Black & White or above
5	Paper Thickness and Weight	40 grams to 400 grams approx.
6	Recommended daily volume	4000 or higher
7	Scanning Technology	CCD/CIS or higher
8	Document Feeding Capacity	50 sheets or higher
9	Scannable Media Type	Paper, slides, envelopes, visiting cards, ID cards, photographs etc.
10	Connectivity	USB 2.0/3.0 or higher
11	OS Compatibility	Windows 7/8, Windows 10, etc.
12	File Format Outputs	TIFF (Single page & multi pages), JPEG, BMP, PDF, generation of searchable/compressed PDF, PNG & generation of RTF/ MS Word/ Excel (upto certain level) will be preferred
13	OEM/Brand	USA, European or Japan brands or equivalent
14	Warranty*/training support/demo	Minimum 1-year warranty at OGRA Office and training support at the time of installation. The Scanner training will be arranged by the company for end users of different departments in OGRA. The demo of the scanner may also be taken if evaluation committee decides.
15	Quantity	16 Nos.
16	Cost	@Rs. /- per Unit

* Standard warranty comprises of free part replacement & labor at OGRA office.



ASSESSMENT CRITERIA

PURCHASE OF SCANNERS UNDER TENDER ENQUIRY NO.02/2019

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

Grading:-	Marks
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.