

TENDER NOTICE

PRE-QUALIFICATION OF FIRMS FOR SUPPLY OF COMPUTERS, LAPTOPS, PRINTERS, MS SOFTWARES & ITS ALLIED ACCESSORIES UNDER TENDER ENQUIRY NO. 09/2019.

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals, under Tender Enquiry No. 09/2019, for pre-qualification for a period of two (02) years from well-reputed and financially sound firms for supply of Computers, Laptops, Printers, MS Softwares and its Allied Accessories, stationed at Islamabad/Rawalpindi having minimum five (05) years relevant experience and registered with Income & Sales Tax Departments and SECP.
2. The Pre-qualification documents containing proforma & 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. (Monday to Friday 09: 00 a.m to 05:00 p.m).
3. The proposals will be received latest by 11:00 a.m, on or before August 27, 2019 and will be opened by the OGRA's Bid Opening Committee on the same day at 11:30 a.m at OGRA Office Islamabad.

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

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The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals, for Pre-qualification of Firms for supply of Computers, Laptops, Printers, MS Softwares & its Allied Accessories under Tender Enquiry No.09/ 2019, for a period of two years as per Annex-I.

General Terms and Conditions:

- 1) The firm should be registered with Income Tax, Sales Tax Departments and SECP (Registration Numbers should be clearly mentioned and valid documentary evidence should be attached).
- 2) The firm should have a minimum of five (05) years relevant experience of similar assignments and should have proper setup and office at Islamabad/ Rawalpindi.
- 3) The pre-qualified firms would be required to submit Security Deposit in the shape of **Call Deposit** of Rs.50,000/- (Rupees fifty thousand only) payable at Islamabad/Rawalpindi, in favour of OGRA and in case of failure, the pre-qualification of the firm will be treated as cancelled. The security will be released to the firms within 30 days after expiry of the period of Pre-qualification. Cash/Cheque will not be accepted.
- 4) As and when a purchase order is placed to the firm, it will be required to deposit a "Performance Bond" equivalent to 5% of the total value of the supply/purchase order in shape of **Call Deposit** payable at Islamabad. In case the firm/supplier 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.
- 5) Payments of the bills will be subject to the deduction of government taxes/levies.
- 6) Sealed bids/proposals are required to be delivered at OGRA office located at Plot No. 54-B, Fazal-ul-Haq Road, Blue Area, Islamabad latest by August 27, 2019 on or before 11:00 a.m. The Bid Opening Committee of OGRA shall open the Technical/Pre-qualification proposals (**Annex-I**) in the first instance at 11:30 a.m. on the same date i.e. August 27, 2019 in the presence of bidders or their authorized representatives who opt to be participated. Subsequently, Technical/Pre-qualification Proposals will be evaluated by OGRA Bid Evaluation Committee as per criteria given at **Annex-II**.
- 7) OGRA reserves the right to extend the opening date of the bids, cancel/reject any or all proposals as per PPRA Rules.
- 8) Only one authorized representative per bidder shall be allowed to attend the opening of bids.
- 9) An original and latest undertaking/affidavit be attached on judicial paper that the firm has not been blacklisted by any Govt, Semi Govt, Autonomous Bodies or any State owned organization.

(Ejaz Ahmed Gohar)
Deputy Executive Director (Admn)



Pre-Qualification Proposal Proforma

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Date: _____

Name of the Firm	
Year of Establishment (Attach documentary evidence)	
Sales Tax Registration No. (Attach documentary evidence)	
National Tax No. (Attach documentary evidence)	
Security Exchange Commission of Pakistan (SECP) Registration 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>	
Assignments in hand	
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 Organgram</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 and Autonomous Body)</p>	<p>Yes_____ No._____</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>



PRE-QUALIFICATION CRITERIA

PRE-QUALIFICATION OF FIRMS FOR SUPPLY OF COMPUTERS, LAPTOPS, PRINTERS, MS SOFTWARES & ITS ALLIED ACCESSORIES UNDER TENDER ENQUIRY NO. 09/2019.

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

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