



OIL & GAS DEVELOPMENT COMPANY LIMITED
PROCUREMENT DEPARTMENT (LOCAL), ISLAMABAD
SCHEDULE OF REQUIREMENT

Material : **Heavy Duty, Multifunctional, Laser Photocopier Machine.**

Due Date:

Tender Enquiry No: **PROC-LG/16994**

Bid Bond Value : 25000/-

EVALUATION WILL BE CARRIED OUT ON FULL

Attachment(if any) : YES

Sr No	Description	Quantity	Make/Brand offered	Unit	Unit Price (PKR) Inclusive Of All Taxes Except GST	Unit Price (PKR) Inclusive of GST	Total Price (PKR) Inclusive of GST	Delivery Period Offered	deviation from Tender Spec. If Any
1	Heavy Duty, Multifunctional, Laser Photocopier Machine with 80 CPM/PPM, as per attached Specs and Terms & Conditions.	1		Number					

Special Note:- The prospective bidders also download the master set of Tender Document

- The prospective bidders may keep in touch with OGDCL web site for downloading the clarifications/amendments (if any) issued by OGDCL.
- DELIVERY PERIOD:- 60 DAYS AFTER ISSUANCE OF LPO. DELIVERY LOCATION : I-9 BASE STORE ISLAMABAD. PAYMENT TERMS:- 100% AFTER DELIVERY AND INSPECTION.

Discount (if any) shall only be entertained on Schedule of Requirement of Bidding Document (Financial Proposal). If the discount is mentioned elsewhere in the bid, the same shall not be entertained.

PHOTOCOPIER GENERAL SPECIFICATIONS:

1. Type: Heavy Duty, Laser Type, Photocopier Machine.
2. Speed: 80 CPM in Black & White (A4)
3. ADF : Yes
4. Paper input: Two, 500 Sheets, user adjustable front loading trays; bypass tray-100 sheets (Standard) paper trays
5. Paper Size: A5, A4 and A3
6. Magnification: 25-400 % (1 % Increment)
7. Reduction: 100-10% (1 % Decrement)
8. Resolution: 600X600 dpi
9. Memory: Not Less Than 2 GB RAM
10. Hard Disk Drive (HDD): Not Less Than 500 GB
11. Duplex Copying: YES. With automatic double sided copying
12. Duty Cycle: Min. Up to 100,000 images per month
13. Network Printing: Yes
14. Network Connectivity: 10/100 Base T Ethernet, USB 2.0 & 3.0
15. Print / Copy Counter: Analog and Digital
16. Energy Saving: Energy saving in S/By mode
17. Toner Saving mode: Yes
18. Image Memory: 1000 copies
19. Language: English (US)
20. Colour Mode: Black & White,
21. Power Source: 220 V AC
22. Operating System: Windows XP (Pro), Windows-7 & 10 (32 Bit & 64 Bit)
23. User ID / Password: Photocopiers must have User ID and Password Input.
24. Technical Manual: 02 Nos. Tech. Manual for Operation, Maintenance & Trouble shooting
25. Life cycle: 10 years. Under taking by Supplier / Vendor for availability / provision of spare parts, and after sale service for next 10 years.
26. Accessories: System Manual, Software CD/ DVD.
27. Warranty: 03 years with parts and back-up support
28. Training: Vendor will impart necessary training to 05 Persons of Communication Deptt. for Operation & Maintenance (O & M) of the supplied photocopier machine.