



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

Material : **SUPPLY OF ANTI-SHATTERING SAFETY FILMS.**

**Due Date:**

Tender Enquiry No: **PROC-LC/PT/17011-A**

Bid Bond Value : RS: 300,000/=

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	PROVIDING & APPLICATION OF ANTI SHATTER FILMS (THICKNESS 175 MICRONS) ON GLASSES AT OGDCL OFFICE BUILDING. DETAILED TOR ATTACHED	24305		Square Feet					

**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.
- BID VALIDITY IS 120 DAYS FROM TECHNICAL BID OPENING. DELIVERY TO BASE STORE I-9 AND INSTALLED AT OGDCL HEAD OFFICE WITH IN 120 DAYS. (2) 100% PAYMENT AFTER DELIVERY/INSTALLATION AND INSPECTION.



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For the Vendors/Contractors who opt to submit Bank Draft/Call Deposit/Pay order against Bid Bond/Performance Bond, our Accounts Department has finalized an arrangement for online payment to such Vendors/Contractors, which will be processed through (IBFT & LFT) for which following information is required:

i.	IBAN No. (International Bank Account Number 24 Digits)	
ii.	Vendor Name as per Title of their Bank Account	
iii.	Contact No.of Company's CEO/ Owner (Mobile & Landline)	
iv.	Bank Name.	
v.	Bank Branch Name and Code	

Name, Sign and Stamp of the authorized official of the Bidder(s) \_\_\_\_\_



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**Mandatory Checklist**

Please confirm the compliance of the following mandatory information along with the bid(s) (failing which bids(s) will not be accepted)

Documents	To be Attached with the Technical/Financial Bids	Compliance	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Original Bid Bond	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of NTN Certificate	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of GST Certificate	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Confirmation that the Firm is appearing on FBR's Active Taxpayer List	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped <b>Annexure-A (Un-priced)</b>	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-B</b>	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-D</b>	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-L</b> on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped <b>Annexure-M</b> on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped <b>Annexure-N</b> on Non-Judicial Stamp Paper duly attested by Notary Public	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-A (Priced)</b>	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-C</b>	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-E</b>	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>



### III. Quality Certification:

- AMERICAN SOCIETY FOR TESTING & MATERIALS (ASTM).
- CONSUMER PRODUCTS SAFETY COMMISSION (CPSC).
- AMERICAN NATIONAL STANDARD INSTITUTE (ANSI)

### IV. Requirement:

S #	REQUIREMENT/DESCRIPTION	Installation at OGDCL House	QTY
1	<i>Single layered Anti-shatter film of thickness 7 mils (175 microns) with detail specs mentioned above in TOR.</i>	<ul style="list-style-type: none"> <li>• 16<sup>th</sup> floor (Photocopier side)</li> <li>• 15<sup>th</sup> floor (Photocopier side)</li> <li>• 14<sup>th</sup> floor (C tower)</li> <li>• 13<sup>th</sup> floor (Officer lift side)</li> <li>• 12<sup>th</sup> floor (D tower)</li> <li>• 9<sup>th</sup> floor (A tower)</li> <li>• Gnd floor (Conference room, ATM machine side, Generator side)</li> </ul>	<b>9060 Sqft</b>
		<ul style="list-style-type: none"> <li>• Front and rear side stairs</li> </ul>	<b>1050 Sqft</b>
		All office windows from 1st floor to 6 <sup>th</sup> floor.	<b>5085 Sqft</b>
		Glass Partitions/ Conference rooms inside OGDCL House	<b>9110 Sqft</b>
		Total size	<b>24305 Sqft</b>

## V. Installation/application:

- The film shall be applied as to the specs of the manufacturer by an Authorized dealer.
- Films to be installed using water and Film slip solution to facilitate the proper positioning of the film. The window and window framing will be cleaned thoroughly with a neutral cleaning solution. The inside surface of the window glass shall be bladed with industrial razors to insure the removal of any foreign containments.
- Toweling or other absorbent material shall be placed on the window sill or sash to absorb moisture accumulation generated by the fil application.
- To minimize waste, the film shall be cut to specification utilizing a vertical dispenser designed for that purpose.

## VI. Warranty:

- The film must maintain solar reflective properties without cracking, crazing, delaminating, peeling or discoloration. The application shall be warranted by the film Manufacturer for a period of Ten (10) years from the start of application, additionally provide the removal and reapplication labor free of charge and during the warranty period, the removal of any damaged film and its reapplication on the glass, without any cost, will be the total responsibility of the bidder.

## VII. Terms & conditions:

1. The authorized dealer/Applicator (ADA) must provide documentation that the ADA is certified by the Manufacturer of the window film to install said window film as per Manufacturer's specifications.
2. The supply & installation/application of the film on the glasses/windows, all in bidders scope of work.
3. The quoted rates for the quantities mentioned in the TOR, must inclusive of all kind of charges (application charges etc).
4. The bidder must comply all the technical specs mentioned in the TOR.
5. Warranty of 10 years for Film & Application both to be provided by the bidder & during the warranty period, the removal of any damaged film and its reapplication on the glass, without any cost, will be the total responsibility of the bidder.
6. The bidder must provide certification by the manufacturer of the window film for installation as per Manufacturers specs.
7. The bidder must provide a commercial building reference of (10) properties where installation of said films have been made by them or by his principal.
8. The bidder must provide the glass stress analysis of the existing glass and the proposed glass/film combinations recommended by the film manufacturer.
9. Materials shall be manufactured by 3M company or its equivalent brands.
10. The bidder must provide certification from ASTM, CPSC & ANSI.
11. The job will be awarded to the technically qualified and financially lowest bidder.
12. Payment will be made as per the actual measurements.
13. The bidder must provide the Bill of lading to import anti-shatter glass films of his own or his principal and also the successful bidder will have to provide the bill of lading for its items to be provided to OGDCL.

## VIII. Evaluation of Technical Bids

In detailed technical evaluation all the bids clearing the preliminary examination will be reviewed and evaluated with the objective of assessing their compliance, completeness, conformity to the scope of work and responsiveness to the requirements in the tender documents.

	<b>Areas</b>	<b>Points</b>
01	<u>EXPERIENCE IN SIMILAR FIELD OF THE BIDDER OR HIS PRINCIPAL</u> (03 points for each year)	<b>Max. 15 Points</b>
02	THE BIDDER MUST PROVIDE A COMMERCIAL BUILDING REFERENCE OF (10) PROPERTIES WHERE INSTALLATION OF SAID FILMS HAVE BEEN MADE BY THEM OR HIS PRINCIPAL (CONTRACTS/AGREEMENTS WITH COMPLETE ADDRESSES MUST BE PROVIDED) (02 points for each project)	<b>Max. 20 Points</b>
03	<u>QUALITY CERTIFICATION:</u> (Following certificates must be provided)	<b>Max. 15 Points</b>
	<ul style="list-style-type: none"><li>• AMERICAN SOCIETY FOR TESTING &amp; MATERIALS (<b>ASTM</b>). <b>CODE: E-308, E-903, D-1044, G-90, E-84, F-1642-96</b></li></ul>	5
	<ul style="list-style-type: none"><li>• CONSUMER PRODUCTS SAFETY COMMISSION (<b>CPSC</b>). <b>CODE: CFR16-1201</b></li></ul>	5
	<ul style="list-style-type: none"><li>• AMERICAN NATIONAL STANDARD INSTITUTE (<b>ANSI</b>). <b>CODE: Z97</b></li></ul>	5
04	NTN / Income Tax & GST Certification	<b>Max 10</b>
05	Provision of Bill of Lading (Bill of landing) to import anti shatter films (either by the company or his principal) ( 05 marks for each)	<b>15 points</b>
06	Authorization /dealership certificate from OEM to the company or to the principal	<b>10 points</b>
07	Financial strength of the company (Audited balance sheets/ Bank statements for the last 03 years must be provided)	<b>15 points</b>

Note: Only the bidders who score overall min of 60 points (60 %) in the technical evaluation (& at least 60% in each category) will be considered technically responsive.

## IX. Financial Evaluation

The commercial bids of only technically qualified bidders (i.e. scoring 60% in each category and total of 60 points in technical evaluation) will be opened and evaluated. Contract will be awarded to the bidder quoted lowest unit rates.