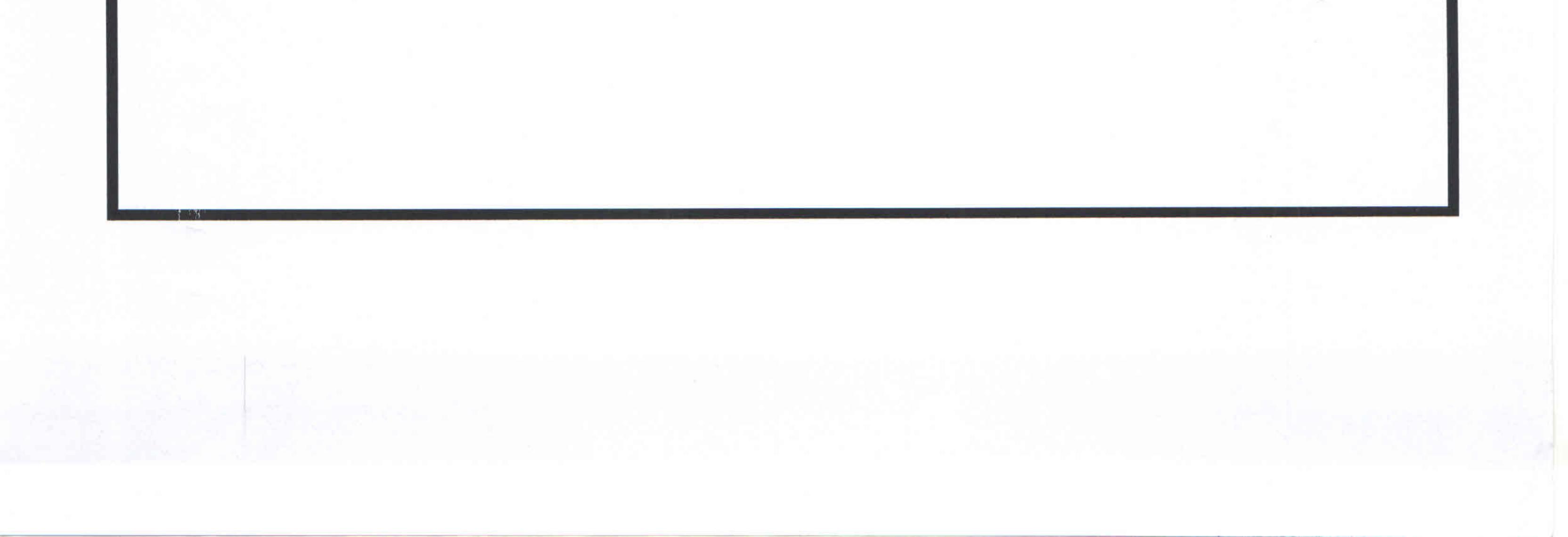


## T.E#PROC-LC/PT/FINANCE-17200/18

## AGAINST

# PRE-QUALIFICATION OF PRINTING FIRMS

## **APPLICATION FORM FOR**



## **INTRODUCTION, TERMS AND CONDITIONS**

#### **INTRODUCTION / SCOPE OF WORK**

Oil and Gas Development Company Limited (OGDCL) is the leading company in the E&P sector of Pakistan, having operations at about 50 locations and fields in all the four provinces. The Company is listed and traded on all three stock exchanges of the country with highest market capitalization. Recently the Company, through GDR process, has also been listed on London Stock Exchange. More details about the Company can be obtained from its website www.ogdcl.com.

The Company intends to Pre-Qualify Printing Firms/Presses for designing/printing of Annual Reports of OGDCL and writing of the same on DVDs.

Invitation of Applications

Applications are invited from potential firms having requisite capability, experience and expertise for enlistment/pre-qualification for designing / printing of Annual Reports of OGDCL and writing of the same on DVDs.

### 2. SUBMISSION OF APPLICATIONS.

The pre-qualification application as per evaluation criteria attached herewith at Annexure-A, 2.1 shall be submitted in duplicate (one marked "ORIGINAL" and the one marked "COPY") in a sealed envelope clearly marked as: "APPLICATION FOR PRE-QUALIFICATION OF PRINTING FIRMS/PRESSES AGAINST PRE-QUALIFICATION NOTICE NO. PROC-LC/PT/FINANCE-17200/18 must be delivered/dropped in the tender box / OGDCL reception at time & date mentioned in Press Tender Notice" at the following address:-

#### A/Manager (SCM) Local

Oil & Gas Development Company Limited Supply Chain Management Department OGDCL House, Plot No. 3 (New No. 3013) F-6/G-6, Jinnah Avenue, Islamabad (Pakistan)

Phone No. 92-51-920023750/ 3652 Email: ijaz\_janjua@ogdcl.com

- The sealed envelope shall indicate the name and address of the Applicant. 2.2
- All the pages of application shall be signed and stamped by Applicant's authorized 2.3 Representative(s).
- Language of Application 2.4

The Application must be prepared and submitted in English language. Supporting documents and attachments furnished by the Applicant must also be in English language.

#### **Cost of Pre-Qualification** 2.5

The Contractor shall bear all cost associated with the preparation and submission of application for Pre-Qualification. OGDCL shall under no circumstances be responsible or liable for such cost regardless of the out-come of the application process.

#### 2.6 **Deadline for Submission of Application**

- The original application, together with the required copies must be delivered / 2.6.1 dropped in the tender box / OGDCL reception at time & date mentioned in Press Tender Notice" at the address specified in clause 2.1.
- OGDCL may, at its discretion extend the deadline for the submission of 2.6.2 applications by amending the Pre-Qualification documents in which case all rights and obligations of OGDCL and Applicants previously subject to the deadline will thereafter be subject to the NEW deadline as extended.

#### Late Submission of Applications 2.7

Any Application received after deadline for submission of Applications prescribed by the Company pursuant to clause-2 will be rejected and returned unopened to the Applicant.

### 2.8 Clarification of Applications

To assist in the examination, evaluation and comparison of Applications; the Company may at its discretion, ask the Applicant for a clarification of its application.

#### OGDCL's Right to Accept or Reject any or All Applications 2.9

The Company reserves the right to accept or reject any application or to annul the Pre-Qualification process and reject all Applications at any time without thereby incurring any liability to the effected Applicant or any obligation to justify the affected Applicant or Applicants of the grounds for the Company's action.

### 2.10 Affidavit

The Applicant shall provide an affidavit that applicant firm has never been blacklisted. In case the Applicant is in litigation or dispute or has involved in litigation or dispute with Company (OGDCL), details and nature of litigation and dispute may be indicated.

## (Ijaz Hussain Janjua) A/Manager (SCM) Local

### ANNEXURE-N

## **Mandatory for participation in Bidding Process**

## AFFIDAVIT (To be attached with Technical bid)

I, S/o aged working as Proprietor/Managing Partner/Director of years M/shaving its registered office at\_ do hereby solemnly affirm and declare on oath as under:

- 1. That I am competent to swear this affidavit being proprietor/one or the partners/ Director of M/s
- 2. That M/s**1S** а proprietorship/partnership firm/company is participating in tender process conducted by OGDCL.
- 3. That I hereby confirm and declare that none of my/our group/sister concern/associate company is participating/ submitting this tender.
- 4. That I hereby confirm and declare that my/our firm/company M/s and my/our firm/group/company/ sister concern / associate company have not been black listed/de-listed any Institutional agencies/Govt. Deptt/ Public Sector Undertaking.
- 5. That there is no change in the Name & Style, Constitution and Status of the firm, after Pre-qualification.

6. That I further undertake that in case any of the facts contained above and in-our application is round other-wise or incorrect or false at any stage, my/our firm/company/ group/sister concerns/ associate companies shall stand debarred from the present and future tenders of the OGDCL.

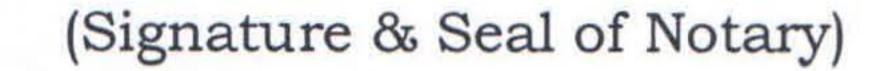
(Signature of the Proprietor/ Managing Partner/Director with Seal)

#### DEPONENT

Verified at \_\_\_\_\_\_ on \_\_\_\_\_ that the contents of paras 1 to 6 of this affidavit are true and correct to best of my knowledge and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT



### **Evaluation Criteria** Pre-Qualification of Printing Firms / Presses

Sr. #	Process / Categories		
1		<ul> <li>(i) Organizations having the design personnel having exp include Creative Head, Pr Creator, Layout Designer and (ii) Relevant experience in d</li> </ul>	pert hands on photos ofessional Copy Wind Typographer (Yes
2	Production Facilities		
2a	Pre / Film and Plate Processing	In-house facility of Compute	er to Plate (CTP) mak
2b		5 to 8 Color Machine (prefer 4 Color Machine-Large (Atle 4 Color Machine-Small (Atle 2 Color Machine-Large (Atle 2 Color Machine-Small (Atle	east 02 machines) OF east 02 machines) east 04 machines) OF
2c	Trimming, Laminating and Perforating Machines	Organizations having the fo Folding Machines Gathering Machines Hot Glue Binding Machines Cutting and Trimming Mach Laminating Machines Perforating Machines	(Atleast 01 Machine)
2d	DVD Writing Machines	DVD Writing Machines (Atleast 10 Machines)-N	
3	Number of Annual Reports printed during 2013 to 2017 (Extra sheets may be used for provision of year wise complete client information)		al Reports printed an
		Total Number of Annual Re If more than 75,000 If more than 40,000 and les If more than 10,000 and les	s than 75,000 s than 40,000
4	Best Corporate Report Awards (BCRA)	BCRA evaluated by ICAP/I	CMAP during 2012 to
	(Extra sheets may be used for provision of year wise BCRA information)	Year Ai	nnual Report
5	Annual Turn Over (Rupees)	Over Rs 500 Million Rs 250 to 500 Million Rs 100 to 250 Million Less than Rs 100 Million	
	Total Marks		
	Qualifying Marks		



2

Pre-Qualification of printers will be finalized subject to the physical examination / verification of printing facilities mentioned at Sr. No 1 and 2 Pre-Qualification of printers will be done for a period of 03 Years i.e. 2018-2020

#### Description/Details

(comprising of computer hardware / software and experienced ar oshop, indesign, illustrator and full adobe suite). Printing team shou Nriters, Professional Urdu Translator, Quality Controller, Conte s / No)

ng of Annual Reports - minimum five (5) years (Yes / No)

king	
Machines	
rized Aqua UV and Drip off facility)	
R	
R	
lities will be considered:	
Machines	

lust have capacity to write minimum 6,	000 DVDs or	n daily basis
nd DVDs written during 2013 to 2017 and writing of DVDs 6,000 (Nos) for a	single client i	n a year will b
No. of Annual Reports (Printed)		No. of DVI
Ds (Written) in a Single Year:		

0 20	016		
		Award Position	

	Distribution of Marks	Total Marks
art /	10	15
ould		
ent		
_	F	
	5	55
	10	55
	10	
	25	
	5.00 per Machine	
	4.00 per Machine	
	3.50 per Machine	
	3.00 per Machine	
	2.50 per Machine	
	15	
	3.00 per Machine	
	1.00 per Machine	
	3.00 per Machine	
	1.00 per Machine	
	0.50 per Machine	
	0.50 per Machine	
	5	
		20
	onsidered)	
)s ('	Written)	
	4 per year	
	3 per year	
	2 per year	5
d marks for another sector		3
	1 mark for each year	
	5	5
	4	
	3	
	Not to be considered	
		100
		70