



**APPLICATION FORM FOR
PRE-QUALIFICATION OF PRINTING FIRMS**

AGAINST

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

INTRODUCTION , TERMS AND CONDITIONS

1. 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.

1.1 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.

- 2.1 The pre-qualification application as per evaluation criteria attached herewith at Annexure-A, 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

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

2.4 Language of Application

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

2.5 Cost of Pre-Qualification

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

- 2.6.1 The original application, together with the required copies must be delivered / dropped in the tender box / OGDCL reception **at time & date mentioned in Press Tender Notice”** at the address specified in clause 2.1.
- 2.6.2 OGDCL may, at its discretion extend the deadline for the submission of 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.

2.7 **Late Submission of Applications**

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.

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

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

Mandatory for participation in Bidding Process

A F F I D A V I T
(To be attached with Technical bid)

I, _____ S/o _____ aged _____ years _____ working as Proprietor/Managing Partner/Director of M/s _____ having 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 _____ is a 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

(Signature & Seal of Notary)

Evaluation Criteria
Pre-Qualification of Printing Firms / Presses

Annexure A

Sr. #	Process / Categories	Description/Details	Distribution of Marks	Total Marks															
1	Designing / Composition Facilities	(i) Organizations having their own design house (comprising of computer hardware / software and experienced art / design personnel having expert hands on photoshop, indesign, illustrator and full adobe suite). Printing team should include Creative Head, Professional Copy Writers, Professional Urdu Translator, Quality Controller, Content Creator, Layout Designer and Typographer (Yes / No) (ii) Relevant experience in designing / composing of Annual Reports - minimum five (5) years (Yes / No)	10 5	15															
2	Production Facilities			55															
2a	Pre / Film and Plate Processing	In-house facility of Computer to Plate (CTP) making	10																
2b	Printing Machines	Machines 5 to 8 Color Machine (preferably online computerized Aqua UV and Drip off facility) 4 Color Machine-Large (Atleast 02 machines) OR 4 Color Machine-Small (Atleast 02 machines) 2 Color Machine-Large (Atleast 04 machines) OR 2 Color Machine-Small (Atleast 04 machines)	25 5.00 per Machine 4.00 per Machine 3.50 per Machine 3.00 per Machine 2.50 per Machine																
2c	Folding, Gathering, Binding, Cutting & Trimming, Laminating and Perforating Machines	Organizations having the following in-house facilities will be considered: Machines Folding Machines Gathering Machines Hot Glue Binding Machines (Atleast 01 Machine) Cutting and Trimming Machines Laminating Machines Perforating Machines	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																
2d	DVD Writing Machines	DVD Writing Machines (Atleast 10 Machines)-Must have capacity to write minimum 6,000 DVDs on daily basis	5																
3	Number of Annual Reports printed during 2013 to 2017	Client-wise number of Annual Reports printed and DVDs written during 2013 to 2017 (Atleast printing of Annual Reports 3,000 (Nos) and writing of DVDs 6,000 (Nos) for a single client in a year will be considered)		20															
	(Extra sheets may be used for provision of year wise complete client information)	<table border="1"> <thead> <tr> <th>Client Name</th> <th>Year</th> <th>No. of Annual Reports (Printed)</th> <th>No. of DVDs (Written)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Client Name	Year	No. of Annual Reports (Printed)	No. of DVDs (Written)													
Client Name	Year	No. of Annual Reports (Printed)	No. of DVDs (Written)																
		Total Number of Annual Reports (Printed) + DVDs (Written) in a Single Year:																	
		If more than 75,000	4 per year																
		If more than 40,000 and less than 75,000	3 per year																
		If more than 10,000 and less than 40,000	2 per year																
4	Best Corporate Report Awards (BCRA)	BCRA evaluated by ICAP/ICMAP during 2012 to 2016		5															
	(Extra sheets may be used for provision of year wise BCRA information)	<table border="1"> <thead> <tr> <th>Year</th> <th>Annual Report</th> <th>Award Position</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	Annual Report	Award Position							1 mark for each year							
Year	Annual Report	Award Position																	
5	Annual Turn Over (Rupees)	Over Rs 500 Million Rs 250 to 500 Million Rs 100 to 250 Million Less than Rs 100 Million	5 4 3 Not to be considered	5															
Total Marks				100															
Qualifying Marks				70															

Note:

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

M. Rizvi