



**OIL & GAS DEVELOPMENT COMPANY LIMITED
SCM DEPARTMENT
(LOCAL PROCUREMENT)**

TENDER DOCUMENT NO. PROC-LA/PT/ENLISTMENT/SCM-17510/19.

ENLISTMENT APPLICATION DOCUMENT FOR

**ENLISTMENT OF GENERAL ORDER SUPPLIERS
AND WHOLESALERS**



OIL & GAS DEVELOPMENT COMPANY LIMITED
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1. INTRODUCTION:

OIL & GAS Development Company Limited having its Head Office in Islamabad with GST Number 07-02-2802-001-55 and National Tax Number 0787223-2 (hereinafter referred to as the purchaser) invites sealed applications for enlistment of eligible General Order Suppliers and Wholesellers doing business in Rawalpindi / Islamabad for the purchase of the following listed items excluding tonners, Computers, Printers and Furnisher's related items:-

- Printing & Stationary.
- Office Supplies.
- Electrical & Electronics.
- Computer Accessories.
- Cutlery.
- Crockery.
- Toiletries.

2. INSTRUCTIONS:

All the applicants, who can supply above mentioned items are invited to apply for the participation in the enlistment Process and submit the attached Application Proforma, duly filled in, signed and stamped by the authorized officials.

A transparent evaluation method for the purpose of enlistment of the applicant's capabilities in respect of vital elements of applicant's organization and capacity to perform. Each enlisted General Order Suppliers / Wholesellers performance in terms of quality, delivery, credit terms and other contractual obligations will be closely monitored and periodically reviewed. During the enlisting process, the Committee of OGDCL may also visit the offices of the General Order Suppliers / Wholesellers for confirmation of the Documents / Premises /Facilities.

OGDCL will issue Request for Quotation (RFQ) in favor of enlisted General Order Suppliers / Wholesellers, and Wholesellers, through e-mail and/or courier. The applicants who failed to meet the Criteria will be rejected.

OGDCL will process all the procurement cases in accordance with the policy of the Company and PPRA Rules.

The applicants shall submit all the documents downloaded & printed from OGDCL website to Manager SCM (Local Procurement) through courier services. All the documents should be duly filled signed and stamped by the authorized officials of the suppliers/companies and placed in a sealed envelope, which will bear words "CONFIDENTIAL" and "ENLISTMENT OF GENERAL ORDER SUPPLIERS AND WHOLESSELLERS".

The applicants will not be considered for enlistment if the information provided is found incorrect.

If any of the enlisted General Order Suppliers / Wholesellers failed to execute one or more Purchase Order (s) and did not fulfill the obligations, they may be delisted from the list for at least next Five (05) Years.



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3. Enlistment Proforma:

Particulars

Name of Applicant			
Date of Formation (Copy of relevant document to be attached)			
No. of Employees			
National Tax No. (Copy of NTN to be Attached)			
General Sales Tax Registration No. (Copy of Sale Tax Reg. Certificate to be Attached)			
Copy of Professional Tax Certificate (If Available)			
Title of General Order Supplier/Wholeseller			
Type of Business			
Registered Office Address			
Landline Phone/ Cell No.			
Fax No.			
Email Address.			
Website			
Branch Office Address			
City/Town			
Landline Phone/ Cell No.			
Email Address.			
<u>General Order Supplier / Wholesellers Banking Detail</u>			
Bank (s) Name			
Title of Account			
Account Number		Branch Code/Name	
Type of Account		City	
<u>Bank Statement for the Last Five (05) Years</u>	Copies Attached	Yes / No.	



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Names of Owners/ Directors.

S.#.	Name	Position	Phone	Email
1.				
2.				
3.				

Names of the close direct or indirect relatives of the Owners / Director of the applicant working / worked in OGDCL.

S.No.	Name	Current Position Held (List in the date of Retirement)	OGDCL Employee No.	Department	Pay Group	Retired / Resigned / Terminated Date
1.						
2.						
3.						
4.						

List of Current Customers (Companies / Organizations / Businesses)

S.No.	Name of the Company / Organization	Annual Contract Value (If Any)	
1.			
2.			
3.			

(Attach documentary proof Purchase Orders with proper reference for the companies / organizations mentioned above)



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4. UNDERTAKING ON NON-JUDICIAL V STAMP PAPER OF RS. 50/=.

It is Certified that the informations given in the attached Application Form are true to the best of our knowledge; we undertake to inform OGDCL if any changes that may take place later on in the status of the company's business or the management, Further, it is also certified that neither the Company nor its Board of Directors is blacklisted and / or entered into Litigation by any of the Federal or Provincial Departments.

The terms and conditions attached have also been read, agreed and signed.

Name of the General Order
Suppliers / Wholesellers _____

Authorized Signature: _____

Status of Signing Official _____

Name: _____

Designation: _____

Date: _____



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EVALUATION CRITERIA

S. No.	Description	Requirement/Points
1.	Certificate of Company / Firm / Proprietorship	Mandatory
2.	Registration / Incorporation under the laws of Pakistan	--- Do ---
3.	Valid Income Tax Registration	--- Do ---
4.	Valid General Sales Tax Registration (Legal Status = Active with FBR)	--- Do ---
5.	Submission of undertaking on legal, and attested Stamp Paper (As per attached format).	--- Do ---
6.	General Experience as General Order Supplier & Wholesellers. Every year = 05 Point, But Max. 25 Points for 05 Years. (The period shall be counted from the Incorporation / Registration).	25
7.	Relevant Documents as General Order Supplier & Wholesellers. Wholeseller = 15 Points. General Order Supplier = 10 Points.	15
8.	Personnel Experience / No of Existing Employees. (i ,e. 05 Marks Per Person).	10
9.	Established Office in Islamabad / Rawalpindi. Owned Office 10 points, Rented 08 points.	10
10.	Financial standing / Audited Accounts. 05 Years = 25 Points, 04 Years = 20 Points, 03 years = 15 points, 02 years = 10 Point, 01 year = 05 Points.	25
11.	Annual Turnover. 02 Points for every Rs. 01 Million.	10
12.	Company Website / E-mail.	05

Important Note:-

Total Marks	=	100
Qualifying Marks.	=	75
Mandatory Marks in each category	=	60

Categories:-

- | | |
|------------------------------|----------------|
| 1) Printing & Stationary. | 5) Cutlery. |
| 2) Office Supplies. | 6) Crockery. |
| 3) Electrical & Electronics. | 7) Toiletries. |
| 4) Computer Accessories. | |