



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

Material : **HEAVY DUTY LASER PHOTOCOPIER MACHINE**

Due Date:

Tender Enquiry No: **PROC-LC/PT-17676/19A**

Bid Bond Value : 30,000/-

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	Heavy Duty, Multifunctional, Laser Photocopier Machine with 80 GPM/PPM, As Per Attached Specs And Term & Condition.	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.
- BID VALIDITY IS 120 DAYS FROM TECHNICAL BID OPENING. DELIVERY AT I-9 BASE STORE ISLAMABAD WITHIN 90-120 DAYS AFTER ISSUANCE OF LPO. 100% PAYMENT WILL BE MADE 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.



2/4

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

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 Annexure-A (Un-priced)	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-B	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-D	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-L on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped Annexure-M on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped Annexure-N 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 Annexure-A (Priced)	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-C	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-E	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>



3/4

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

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) _____

PHOTOCOPIER GENERAL SPECIFICATIONS:

4/4

1. Type: Heavy Duty, Laser Type, Photocopier Machine.
2. Speed: 80 CPM in black & white (A4)
3. ADP: Yes (Automatic Document Feeder)
4. Paper input: Two, 500 Sheets, user adjustable front loading trays; bypass tray-100 sheets (standard) paper trays
5. Paper size: from A5, A4 and A3
6. Magnification: 25-400 % (1 % Increment)
7. Reduction: 100-10% (1 % Decrement)
8. Resolution: 600x600 dpi
9. Memory: 4 Gb Not less than 3 Gb RAM.
10. Hard Disk Drive: Not Less than 320 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 or 3.0, WIFI Connectivity (802.11 b/g/n.)
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-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.