



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

Material : **500 DESKTOP COMPUTERS**

Due Date:

Tender Enquiry No: **PROC/LH/PT/SYS-17679**

Bid Bond Value : RS. 980,000/-

EVALUATION WILL BE CARRIED OUT ON FULL

Attachment(if any) : YES (8 PAGES)

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	Desktop Computer, intel core i5, 8th generation (specification attached)	500		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.
- DELIVERY TERM : WITHIN 12 WEEKS AFTER ISSUANCE OF LPO ON F.O.R I-9 BASE STORE ISLAMABAD. PAYMENT TERM: 100% AFTER DELIVERY BID VALIDITY: 120 DAYS FROM THE OPENING DATE OF TECHNICAL BID.

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.



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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 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"/>



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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) _____

Procurement of Desktop Computers

Terms & Conditions

Note: Bidders are requested to read this document carefully and provide complete information required in this T&C. OGDCL reserves the right to reject proposal with in-complete or partial information.

Overview

Oil and Gas Development Company Ltd (OGDCL) is Pakistan's leading National E&P sector company, having operations at remote locations and fields in all the four provinces. The detail information about the company can be obtained from its website www.ogdcl.com.

The company intends to procure DESKTOP Computers to meet demand of replacement of old computers and new requirement.

Vendors having required expertise, resources and similar work experience are invited to submit their proposal as per detailed requirements given in this T&C.

SCOPE OF WORK

Bids are invited for Supply of 500 Desktop Computers with OEM License Window Operating System (Pre-Installed) and Warranty 3/3/3 years for all parts, labour & onsite service, the detail is enclosed in Annexure I.

PROPOSALS

The firms are required to send Financial Proposal as well as Technical Proposal for this supplies and support in separate sealed envelopes.

TECHNICAL PROPOSAL

Technical proposal should be submitted covering the following details.

- *Brief about the Firm , mention its support facilities and average turnover for last 03 years*
- *CVs of Technical manpower*
- *Relevant Experience of working with Public Sector Organization*
- *Provide detail about the hardware specification provided at Annexure- I with OEM Part number*
- *Client list for Delivery and services of Desktop Computers for same or higher Volume with evidence*
- *IT Support Call Center with toll free Number/UAN Number.*
- *Provide Complain logging procedure.*
- *Schedule of Supply.*
- *All others mandatory requirement mentioned at Annexure II.*

TECHNICAL EVALUATION CRITERIA

Technical Proposals will be opened first and then a technical evaluation will be carried out by an evaluation committee. The proposals not qualifying in technical evaluation will be rejected and financial proposal of the respective firm will be returned un-opened.

The Technical Proposals will be evaluated as per criteria given at Annexure -II. The bidders are required to provide details in each category mentioned in the criteria.

FINANCIAL PROPOSAL

Bidders are required to provide lump sum cost inclusive all applicable Taxes, duties, Levies
For specification mentioned at Annexure I

FINANCIAL EVALUATION CRITERIA

Financial evaluation will be made on full Consignment wise

DELIVERY PERIOD

*Delivery will be made within 12 weeks after issuance of Purchase Order at I-9 base store
Islamabad*

PAYMENT TERMS

*100% payment will be made in Pak Rupee after delivery against performance Bank Guarantee
(PBG)*

SUPPORT/WARRANTY LEAD TIME

*The lead time for parts available within Pakistan will be seven working days, if parts are not
available in Pakistan lead time will be 15 working days. Bidder will keep 05 computers as
buffer/safety stock in their Islamabad office/Warehouse during warranty period to minimize the
lead time.*

Penalty Clause

*If bidder fails to provide part/service within lead time, 0.5% amount of unit cost of computer will
be charged per day for each computer and total penalty will not be exceeded the unit cost of
computer.*

Hardware Specifications**Item-1 :Desktop Computers i5 , 8th Generation (Qty. 500)**

	Intel i5 computer
Generation	8th Generation
Processor	Intel® Core™ i5-8400 with Intel® UHD Graphics 630 (2.80 GHz base frequency, up to 4.0 GHz with Intel® Turbo Boost Technology, 9 MB cache, 6 cores);
Memory	8GB 1X8GB DDR4 2666MHz UDIMM Non-ECC
Internal Storage	1TB SATA HD (7200RPM)
Graphics	Intel® Integrated Graphics 630
CHIPSET	Intel® B360 Chipset
Ports & Connector	USB 3.1 (2 No.), USB 2.0 (4 No) VGA, HDMI, Internal Speaker, Universal Audio Jack. Headphone front back (front port 3.5mm) Multi-streaming capable.
Connectivity	Ethernet LAN 10/100/1000 WiFi Dual-band 2x2 802.11ac Wireless with MU-MIMO + Bluetooth 4.2
PCI Express (PCIe) Modules	PCIe x16, PCIe x1, M.2 Slot
Monitor	19 inch and above with VGA Port including cables
Keyboard & Mouse	USB Wired Keyboard, USB Optical Wired Mouse
Operating System	Windows 10 Pro(64bit) OEM English (Pre-Installed)
Logo	OGDCL Logo on boot
Casing	ATX Tower 250W power supply
Warranty	3 years (3x3x3)

Note: Higher Specification will be acceptable

Mandatory Requirements/Summary Rejection Criteria

Annexure- II

1	Bidder must be Tier 1 Partner of manufacturer for offered Hardware products (Enclosed OEM Partner Certificates)
2	The Hardware brand must have ISO Certification (ISO 14001) compliant and must provide evidence
3	The bidder must itself have Authorized Service Delivery partner (ASDP) of the Hardware manufacturer, provide evidence
4	Company experience less than 5 years will be rejected
5	Must provide last three years audited financial statements
6	Number of Purchase Orders for Delivery and services of Desktop Computers for 300 or higher Volume in last 3 years is less than 3 will be rejected
7	Manufacturer Authorization letter issued from OEM for this particular case
8	Must have Support Services facilities in Islamabad and Karachi
9	Bidder must not be Black listed
10	Specification of offered product as per requirement with each part to be quoted with OEM Part number.

Note : Bid will be rejected, if Bidder will not fulfill mandatory requirement

Technical Evaluation Criteria

Criterion	Allocated maximum Score	Marks Distribution
Number of Purchase Orders for Delivery and services of Desktop Computers for 300 or higher Volume in last 3 years, provide evidence	20	X \geq 3 and x \leq 5 13 Marks X \geq 5 and x \leq 8 17 Marks X \geq 8 20 Marks X = number of Purchase Orders for Delivery and services of Desktop Computers for 300 or higher Volume
Company Experience <ul style="list-style-type: none"> Number of years of experience 	25	X \geq 5 and x \leq 10 17 Marks X \geq 10 and x \leq 15 21 Marks X \geq 15 25 Marks X= Number of years of experience
Company Financial Strength <ul style="list-style-type: none"> In terms of Last 03 years average Turnover 	15	X \geq 200 and x $<$ 250 million 10 Marks X \geq 250 and x $<$ 300 million 12 Marks X \geq 300 and X $<$ 350 million 14 Marks X \geq 350 million 15 Marks X= Last 03 years average Turnover of the company
Resource qualification for maintenance services <ul style="list-style-type: none"> Provide CVs of qualified & trained staff with relevant Hardware certifications/training of offered brand 	20	04 Marks will be allocated to each resource up to maximum marks 20
Complain logging facility for service	20	Complaint log through toll free Number/UAN Number and Email = 13 Marks Complaint log through web portal = 20 Marks
Total Maximum Marks	100	
Overall Qualifying Marks	75	

Note: Technical evaluation will be carried out on the basis of above mentioned Technical evaluation criteria, Bid will be rejected if bidder will not obtain 65% marks in each category and 75% marks overall.