



(Ys)

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

Material : **ANNUAL REPORTS**

**Due Date:**

Tender Enquiry No: **PROC-LG/LCB/17705**

Bid Bond Value : 101,100/-

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     | DESIGNING & PRINTING OF ANNUAL REPORT 2019 IN HARD FORM (WITH ENVELOPS) CONTAINING TEXT/PHOTOS & TRANSLATION OF DIRECTORS REPORT IN URDU. LAYOUT DESIGN & PREPARATION OF TITLE COVER, GRAPHS, TABLES & CHARTS AS PER SPECS ATTACHED.          | 45       |                    | Number |  |                                   |                                    |                         |                                    |
| 2     | DESIGNING & PRINTING OF ANNUAL REPORT 2019 IN HARD FORM (WITH ENVELOPS) CONTAINING TEXT/PHOTOS & TRANSLATION OF DIRECTORS REPORT IN URDU. LAYOUT DESIGN & PREPARATION OF TITLE COVER, GRAPHS, TABLES & CHARTS AS PER SPECS ATTACHED.          | 1355     |                    | Number |  |                                   |                                    |                         |                                    |
| 3     | DESIGNING & PRINTING OF AR 2019 ON DVDs (WITH JACKETS,STICKERS,NOTICE OF AGM & PROXY FORM) CONTAINING TEXT/PHOTOS, GRAPHS & TRANSL. OF DR IN URDU. LAYOUT DESIGN & PREPARATION OF TITLE COVER, GRAPHS, TABLES & CHARTS AS PER SPECS ATTACHED. | 23000    |                    | Number |  |                                   |                                    |                         |                                    |
| 4     | DESIGNING & PRINTING OF AR 2019 ON DVDs (WITH JACKETS,STICKERS,NOTICE OF AGM & PROXY FORM) CONTAINING TEXT/PHOTOS, GRAPHS & TRANSL. OF DR IN URDU. LAYOUT DESIGN & PREPARATION OF TITLE COVER, GRAPHS, TABLES & CHARTS AS PER SPECS ATTACHED. | 100      |                    | 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 PERIOD AS PER ATTACHED TOR AT I-9 BASE STORE ISB AND 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.

  
**Muhammad Azim**  
AGM (Finance)  
Extn: 3757



2/5

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

  
**Muhammad Azim**  
**AGM (Finance)**  
**Extn: 3757**



3/5

**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) \_\_\_\_\_

  
*Muhammad Azim*  
*AGM (Finance)*  
*Extn: 3757*

(4/5)

**SPECIFICATIONS OF ANNUAL REPORT 2019**

|   |   |
|---|---|
| <b>Size of Annual Report</b>                  | 8 ½ " x 11 ½  |
| <b>Inside Pages</b>                           | Approximately 220 pages (88 in multicolor and 132 in two colors on 135 gms imported art paper duly laminated)   |
| <b>Title of Annual Report</b>                 | 1. 300 gms art card in multicolor, both sides duly matt laminated; and<br>2. Spot UV on selected portion of the title (front and back).   |
| <b>Translation of Directors' Report</b>       | Translation of Directors' Report in Urdu language by the printer.   |
| <b>Quantity</b>                               | Approximately, 1,400 copies of printed Annual Report and 23,100 number of written DVDs. Actual billing will be done on the printing quantity which may change based on the number of shareholders as on June 30, 2019 or final dividend book closure date. Revised quantity, if any, will be communicated to the printer before start of the printing of Annual Reports and writing of DVDs.  |
| <b>Designing, Layout and Photography</b>      | 1. Designing of the Annual Report will be done by the printing firm in accordance with the guidelines provided by Company's Management;<br>2. Photography of around 5-8 different plants/field locations along with Head Office, Islamabad will be done by the printing firm; and<br>3. Printing firm will provide three (3) copies of colored dummy for review and approval by Company's Management.   |
| <b>Binding of Report</b>                      | Hot glue cover pasted binding of printed Annual Report.   |
| <b>Annual Report Envelops</b>                 | 1,400 number of envelops (115 gms imported matt paper, 2 color) for enclosing the printed Annual Reports.   |
| <b>DVD Package</b>                            | DVD Package comprises of the following:<br>1. Written DVD<br>2. DVD sticker<br>3. DVD Jacket<br>4. Notice of AGM – 1 page (front and back)<br>5. Proxy Form (English + Urdu) – 1 page front and back<br><br>Above mentioned DVD package items should be 23,100 in numbers.  |
| <b>Delivery</b>                               | 1. 23,000 number of written DVDs and 45 printed Annual Reports at Korangi Base Store, Karachi for dispatch to shareholders and stock exchanges respectively;<br>2. 1,355 copies of printed Annual Report and 100 number of written DVDs at OGDCL Base Store, I-9 Islamabad; and<br>3. After approval of final dummy, delivery of the printed Annual Reports and written DVDs at aforesaid locations should start after a maximum gap of three (3) days and two (2) days respectively. Delivery process should be completed twenty one (21) days prior to the Annual General Meeting of the Company. |
| <b>Cost</b>                                   | 1. Cost of printing Annual Reports and writing DVDs (complete package) may be provided separately inclusive of all government taxes;<br>2. Transportation cost for delivery of 23,000 written DVDs and 45 printed Annual Reports at Korangi Base Store, Karachi; and<br>3. Transportation cost for delivery of 1,355 copies of printed Annual Report and 100 number of written DVDs at OGDCL Base Store, I-9 Islamabad.   |
| <b>Cost per Page and Cost per DVD Package</b> | Provision of cost per page separately for two color and multi-color pages coupled with cost per DVD package (complete package) which may be required for adjustment, if any.  |

5/5

## Technical Criteria for Evaluation of Proposals of Printing Firms

| Sr. # | Particulars  | Marks                        |
|-------|--|------------------------------|
| 1     | <p><b>Theme/Concept:</b><br/>Provision of two (2) themes/concepts based on the following:</p> <ul style="list-style-type: none"><li>• Relevant to E&amp;P sector</li><li>• Suggestive of Company's major focus during the year</li><li>• Unique and clear</li><li>• Creates a wider impact on the stakeholders</li></ul> <p>Proposed theme/concept should be carried forward and reflected in the internal pages of the Annual Report.</p> <p><i>Five (5) printed copies and a soft copy of two (2) Themes/Concepts in Microsoft Power Point are to be furnished with the technical bid.</i></p>   | 30<br>5<br>5<br>5<br>5<br>10 |
| 2     | <p><b>Title Cover Design:</b><br/>Provision of two (2) title covers based on the following:</p> <ul style="list-style-type: none"><li>• Relevant to E&amp;P sector</li><li>• Consistent with the proposed theme/concept</li><li>• Appealing and informative</li><li>• Reflect Company's major focal activity/(ies) during the year</li><li>• Balance of the color scheme and content on the title cover</li></ul> <p><i>Five (5) printed copies and a soft copy of two (2) Title Covers in Microsoft Power Point are to be furnished with the technical bid.</i></p>   | 25<br>5<br>5<br>5<br>5<br>5  |
| 3     | <p><b>Layout and Design:</b><br/>Provision of two (2) layouts and designs based on the following:</p> <ul style="list-style-type: none"><li>• Balanced color scheme</li><li>• Appropriate font style</li><li>• Appealing infographs/tables</li><li>• Relevant images/photographs</li><li>• Layout of accounts presentation</li></ul> <p><i>Five (5) printed copies and a soft copy of two (2) Layouts and Designs in Microsoft Power Point are to be furnished with the technical bid.</i></p>   | 25<br>5<br>5<br>5<br>5<br>5  |
| 4     | <p><b>Title &amp; Inner Pages and DVD Package:</b><br/>One (1) sample of the following to be furnished with the technical bid:</p> <ul style="list-style-type: none"><li>• Title page (300 gms art card multi-color, both sides duly matt laminated)</li><li>• Inner pages (135 gms imported art paper duly laminated)</li><li>• DVD Package comprising DVD, DVD Sticker and DVD Jacket</li></ul>  | 10<br>4<br>4<br>2            |
| 5     | <p><b>Designation of Project Team and Award Winning Annual Reports:</b><br/>Provision of following details of the project team designated to carry out the designing and printing work of Company's Annual Report:</p> <ul style="list-style-type: none"><li>• Team Leader - (Name)</li><li>• Team Members - (Name and Numbers)</li><li>• Designation - (Official Title and Assigned Responsibility)</li><li>• Relevant Experience - (No. of Years in Designing of Annual Reports)</li><li>• Hard copies of Annual Report - Winner of BCRA and/or SAFA Awards in the years 2015, 2016 and 2017</li></ul> <p><i>Above details and Hard Copies of Award Winning Annual Reports are to be furnished with the technical bid.</i></p> | 10                           |
|       | <b>Total Marks</b>   | <b>100</b>                   |

**Note:**

- Minimum qualifying marks in each segment are 60% or above and overall are 80% or above.
- If required, OGDCL's Management may ask the printing firm to deliver a presentation covering the above. Time and date of the presentation will be communicated later on.
- For final selection, 80% weightage will be given to technical evaluation and 20% to financial evaluation.