



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

Material : **75 LAPTOPS**

Tender Enquiry No: **PROC-LH/PT/SYS-17885**

EVALUATION WILL BE CARRIED OUT ON FULL

**Due Date:**

Bid Bond Value : **RS. 637,500/-**

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	Laptop i7 (Spcification Attached)	75		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: 20 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.

# Procurement of *LAPTOP* Computers

## *Terms & Conditions*

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Note: Bid-ers are requested to read this document carefully and provide complete information required in this T&C. CGDC 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](http://www.ogdcl.com).*

*The company intends to procure LAPTOP 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 75 LAPTOP Computers with OEM License Window Operating System (Pre-Installed) and Warranty 3/3/3 years for all parts (including Laptop batteries and charger), 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 LAPTOP 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 on financial bid format (at Annexure-III) for specification mentioned at Annexure I .

### **FINANCIAL EVALUATION CRITERIA**

*Financial evaluation will be made on full Consignment wise and contract will be awarded to technically responsive and financially lowest bidder.*

### **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 after delivery*

### **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 01 Laptop 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 SpecificationsLaptop Computers i7 8<sup>th</sup> generation (Qty. 75)

<b>Processor</b>	Intel® Core™ i7-8565U 8 <sup>th</sup> Generation with Intel® UHD Graphics 620 (1.8 GHz base frequency, up to 4.6 GHz with Intel® Turbo Boost Technology, 8 MB L3 cache, 4 cores)
<b>Graphics</b>	Intel® UHD graphics 620
<b>Display</b>	14" diagonal FHD anti-glare backlit.
<b>Ram</b>	8 GB DDR4- 2400 SDRAM (1 x 8 GB)
<b>Hard Disk</b>	512GB SSD PCIe NVMe
<b>WIFI</b>	Wifi 802.11ac (2x2) WLAN + Bluetooth 4.2 Combo
<b>Ethernet</b>	LAN 10/100/1000 NIC
<b>Ports</b>	USB 3.1 Type-C Gen 1 (Power delivery, DisplayPort) USB 2.0 (Powered port) USB 3.1 HDMI 1.4b RJ-45 AC power Headphone/microphone combo jack
<b>Web Cam</b>	720p HD camera
<b>Keyboard</b>	Keyboard, spill resistant
<b>Click pad</b>	Click pad with multi-touch gesture support
<b>Battery</b>	3 Cell 45 WHr Long Life
<b>Charger</b>	45 Watt AC Adapter
<b>OS</b>	Windows 10 Pro 64 bit OEM
<b>Bag</b>	Executive Bag
<b>Warranty</b>	3/3/3

Note : Bidder may quote higher Specs of Laptop, however any inferior specification will be rejected

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 Laptop Computers for 100 or higher Volume in last 3 years, number of orders 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	Allidavit on judicial Stamp paper to the effect that firm has not been blacklisted by any Government/Semi Government/autonomous body or Company
10	Specification of offered product as per requirement with each part to be quoted with OEM Part number.

### Mandatory Requirements/Summary Rejection Criteria

**Annexure- II**

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 Laptop Computers for 100 or higher Volume in last 3 years, provide evidence	20	X>=3 and x <=5 13 Marks X>5 and x <=8 17 Marks X>8 20 Marks X = number of Purchase Orders for Delivery and services of Laptop Computers for 100 or higher Volume
<b>Company Experience</b> • Number of years of experience	25	X>=5 and x <= 10 17 Marks X>10 and x <= 15 21 Marks X>15 25 Marks X= Number of years of experience
<b>Company Financial Strength</b> • In terms of Last 03 years average Turnover	15	X>=250 and x <300 million 10 Marks X>= 300 and x < 350 million 12 Marks X>= 350 and X < 400 million 14 Marks X>=400 million 15 Marks X= Last 03 years average Turnover of the company
<b>Resource qualification for maintenance services</b> • 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	<ul style="list-style-type: none"> <li>Complaint log through toll free Number/UAN Number and Email = 13 Marks</li> <li>Complaint log through web portal = 20 Marks</li> </ul>
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.

*Handwritten signature and date*

*Annexure- III*

*Financial Proposal (Bid Format)*

*Company Name:* \_\_\_\_\_

*Dated:* \_\_\_\_\_

<i>Required Specification</i>	<i>Quoted Specs With Brand Name</i>	<i>Unit Price Inclusive All Applicable Taxes</i>	<i>Quantity</i>	<i>Total value Inclusive All Applicable Taxes</i>
<i>Branded Laptops core i-7, 8<sup>th</sup> generation as per specs mentioned at Annexure I</i>				
<i>Grand Total</i>				



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"/>





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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) \_\_\_\_\_