



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

Material : **PRINTERS AND SCANNERS**

Tender Enquiry No: **PROC-LH/PT/SYS-18262**

EVALUATION WILL BE CARRIED OUT ON FULL

Due Date:

Bid Bond Value : **RS. 68,400/-**

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	Laserjet Multifunction Printer (Specifications Attached)	12		Number					
2	Flatbed Scanner (Specifications Attached)	25		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 28 DAYS AFTER ISSUANCE OF LPO ON F.O.R I-9 BASE STORE, ISLAMABAD. PAYMENT TERM: 100% AFT DELIVERY AND INSPECTION BID VALIDITY: 90 DAYS FROM THE OPENING DATE OF TECHNICAL BID

Multifunction Printer Specification:

Maximum number of copies: Up to 99 copies
Copy reduce / enlarge settings: 25 to 400%
Copy speed (black, normal): Up to 30 cpm (Letter), 28 cpm (A4)
Copy resolution: 600 x 600 dpi
Input capacity: Up to 260 sheets
Media sizes supported (metric): A4; A5; A6; B5 (JIS)
Media types: Paper (laser, plain, photo, rough, vellum), envelopes, labels, cardstock, postcard
Media sizes, duplex (metric): A4; A5; A6; B5 (JIS)
Duplex printing: Automatic (standard)
Print resolution (best) : Up to 1200 x 1200 dpi
Maximum print area (metric): 214 x 356 mm
Monthly duty cycle: Up to 30,000 pages
Scan technology: CIS
Scan speed (normal): Up to 15 ppm
Scan resolution, hardware: Up to 300 x 300 dpi (color and mono, ADF); Up to 600 x 600 dpi (color, flatbed); Up to 1200 x 1200 dpi (mono, flatbed)
Minimum system: Windows: 10, 8, 7 (32-bit or 64-bit): 2 GB available hard disk space, CD-ROM/DVD

Flatbed Scanner Specification:

SCANNER TYPE: Flatbed, ADF
SCAN RESOLUTION, OPTICAL: Up to 600 dpi (color and mono, ADF); Up to 1200 dpi (color and mono, flatbed)
DUTY CYCLE (DAILY): Recommended daily duty cycle: 1500 pages (ADF)
BIT DEPTH: 24-bits external 48-bits internal
LEVELS OF GRAYSCALE: 256
MULTIFEED DETECTION: No
SCAN SIZE, MAXIMUM: 216 x 297 mm
MEDIA TYPES: Paper (banner, inkjet, photo, plain), envelopes, labels,
MEDIA WEIGHTS, SUPPORTED ADF: 60 to 105 g/m²
AUTOMATIC DOCUMENT FEEDER SCAN SPEED: Up to 20 ppm/40 ipm (b & w, gray and color, 300 dpi)
SCANNING OPTIONS (ADF): Single-pass E-Duplex
SCAN SIZE (ADF), MAXIMUM: 216 x 3100 mm
CONNECTIVITY, STANDARD: Hi-Speed USB 2.0



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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) _____