

# Oil & Gas Development Company Limited

## PUBLIC NOTICE

### For Pre-Qualification of Printing Firms

Oil & Gas Development Company Limited (OGDCL) is the largest Exploration & Production listed company in Pakistan in terms of exploration acreage, recoverable hydrocarbon reserves and oil and gas production in the Country. The Management of the Company intends to pre-qualify experienced and renowned printing firms for printing of hard copies and writing of OGDCL's Annual Report on DVDs. Annual Reports pertaining to previous years are available on the Company's website [www.ogdcl.com](http://www.ogdcl.com).

2. OGDCL invites sealed applications as per PPRA rules for pre-qualification of technically and financially sound printing firms involved in printing of Annual Reports of reputable firms. Printing firms will be technically evaluated in accordance with the evaluation criteria available on the Company's website under the title bar; Tenders. Pre-qualification of printing firms shall be made for a period of three (3) years i.e. 2021 to 2023.

Following points should be considered by the printing firms before furnishing the applications:

- A. Applications of only those printing firms shall be entertained which are registered with the sales tax and income tax department;
- B. Printing firms which have been black-listed or their registration has been cancelled by the Government, Semi Government Organization or Autonomous Body are not eligible to apply;
- C. Sealed applications complete in all respects i.e. Name of Printing Firm and Owners/ Partners, Address, NTN and GST numbers, Date of registration of Printing Firm, Detail of Employees along with requisite information/relevant documents in accordance with the pre-qualification criteria should reach the office of GM (SCM), 1<sup>st</sup> Floor, OGDCL House, Jinnah Avenue, Blue Area, Islamabad latest by 1130 hrs, on or before 20.01.2021 and
- D. Late and incomplete applications shall not be entertained.

3. OGDCL reserves the right to accept or reject any application and to annul the entire process of the pre-qualification at any time without assigning any reason. OGDCL shall communicate the reasons to those printing firms which will not be pre-qualified.

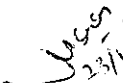
General Manager  
Supply Chain Management  
Oil & Gas Development Company Limited  
OGDCL House, Jinnah Avenue, Blue Area  
Islamabad, Pakistan

**Evaluation Criteria**  
**Pre-Qualification of Printing Firms / Presses**

Sr. #	Process / Categories	Description/Details	Distribution of Marks	Total Marks																		
1	Designing / Composition Facilities	(i) Organizations having their own design house (comprising of computer hardware / software and experienced art / design personnel having expert hands on photoshop, indesign, illustrator and full adobe suite). Printing team should include Creative Head, Professional Copy Writers, Professional Urdu Translator, Quality Controller, Content Creator, Layout Designer and Typographer (Yes / No)	10	15																		
		(ii) Relevant experience in designing / composing of Annual Reports - minimum five (5) years (Yes / No)	5																			
2	Production Facilities			55																		
2a	Pre / Film and Plate Processing	In-house facility of Computer to Plate (CTP) making	10																			
2b	Printing Machines	<b>Machines</b>	25																			
		5 to 8 Color Machine (preferably online computerized Aqua UV and Drip off facility)	5.00 per Machine																			
		4 Color Machine-Large (Atleast 02 machines) OR	4.00 per Machine																			
		4 Color Machine-Small (Atleast 02 machines)	3.50 per Machine																			
		2 Color Machine-Large (Atleast 04 machines) OR	3.00 per Machine																			
		2 Color Machine-Small (Atleast 04 machines)	2.50 per Machine																			
2c	Folding, Gathering, Binding, Cutting & Trimming, Laminating and Perforating Machines	Organizations having the following in-house facilities will be considered:	15																			
		<b>Machines</b>																				
		Folding Machines	3.00 per Machine																			
		Gathering Machines	1.00 per Machine																			
		Hot Glue Binding Machines (Atleast 01 Machine)	3.00 per Machine																			
		Cutting and Trimming Machines	1.00 per Machine																			
		Laminating Machines	0.50 per Machine																			
Perforating Machines	0.50 per Machine																					
2d	DVD Writing Capacity	Minimum 8,000 number of DVDs on daily basis	5																			
3	Number of Annual Reports printed during 2016 to 2020	Client-wise number of Annual Reports printed and DVDs written during 2016 to 2020 (Atleast Annual Reports 3,000 (Nos) and DVDs 8,000 (Nos) for a single client in a year will be considered)		20																		
		<table border="1" style="width: 100%;"> <thead> <tr> <th>Client Name</th> <th>Year</th> <th>No. of Annual Reports (Printed)</th> <th>No. of DVDs (Written)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Client Name		Year	No. of Annual Reports (Printed)	No. of DVDs (Written)															
		Client Name	Year		No. of Annual Reports (Printed)	No. of DVDs (Written)																
		If more than 75,000			4 per year																	
If more than 40,000 and less than 75,000		3 per year																				
If more than 10,000 and less than 40,000		2 per year																				
4	Best Corporate Report Awards (BCRA)	BCRA evaluated by ICAP/ICMAP during 2015 to 2019		5																		
		<table border="1" style="width: 100%;"> <thead> <tr> <th>Year</th> <th>Annual Report</th> <th>Award Position</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td> </td> <td> </td> </tr> <tr> <td>2016</td> <td> </td> <td> </td> </tr> <tr> <td>2017</td> <td> </td> <td> </td> </tr> <tr> <td>2018</td> <td> </td> <td> </td> </tr> <tr> <td>2019</td> <td> </td> <td> </td> </tr> </tbody> </table>	Year		Annual Report	Award Position	2015			2016			2017			2018			2019			1 mark for each year
		Year	Annual Report		Award Position																	
		2015																				
		2016																				
		2017																				
2018																						
2019																						
5	Annual Turn Over (Rupees)	Over Rs 500 Million	5	5																		
		Rs 250 to 500 Million	4																			
		Rs 100 to 250 Million	3																			
		Less than Rs 100 Million	Not to be considered																			
<b>Total Marks</b>				<b>100</b>																		
<b>Minimum Qualifying Marks</b>				<b>70</b>																		

**Note:**

- Pre-Qualification of printers will be subject to the physical examination/verification of printing facilities at Sr. No. 1 & 2
- Pre-Qualification of printers will be done for a period of 3 years i.e. 2021-2023

  
 23/10/2020

**NAUMAN YOUSAF**  
 Dy. Chief Accountant (MR)  
 F-111 2500