



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

Due Date:

Material : **PROCUREMENT OF DESKTOP**

Tender Enquiry No: **PROC-LH/PT/SYS-18500**

Bid Bond Value : RS. 111,600/-

Attachment(if any) : YES

EVALUATION WILL BE CARRIED OUT ON FULL

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 10th generation Intel core i5 (Specification Attached)	18		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 8 WEEKS AFTER ISSUANCE OF LPO ON F.O.R I-9 BASE STORE, ISLAMABAD. PAYMENT TERM: 100% AFTER DELIVERY AND INSPECTION BID VALIDITY: 180 DAYS FROM THE OPENING DATE OF TECHNICAL BID.



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 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"/>



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) _____

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 18 DESKTOP Computers with OEM License Window Operating System (Pre-Installed) and Warranty 01 year 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.
- Provide detail about the hardware specification provided at Annexure- I with OEM Part number
- 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 4 weeks after issuance of Purchase Order at I-9 base store Islamabad

PAYMENT TERMS

100% payment will be made after delivery and 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 01 DESKTOP 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 DESKTOP will be charged per day for each DESKTOP and total penalty will not be exceeded the unit cost of DESKTOP.

Hardware Specifications

DESKTOP Computers i5 10th generation (Qty. 18)

10 Generation Processor :Intel Core i5-10500 with Intel UHD Graphics 630 (3.1 GHz up to 4.5 GHz with Intel Turbo Boost Technology, 12 MB L3 cache, 6 cores)

Graphics: Intel UHD graphics 630 Chipset: Chipset B460/Q470

Display: 19inch and above with VGA Prot including cables Ram: 8 GB DDR4- 2666MHz (2 x 4 GB) Hard Disk: 3.5 inch 1TB 7200rpm SATA Hard Disk Drive WIFI : Dual Band 2x2 802.11ac WiFi +bluetooth 4.2/5.0

Ethernet: LAN 10/100/1000 NIC Ports: USB 3.1 Gen (Front and Back), USB 2.0 (Front and Back), USB 3.1 Type-C, VGA, RJ-45, Headphone (Front and Back) (front prots 3.5mm) multi streaming capable, Internal Speaker ,Universal Audio Jack, HDMI, Display prot

Casing: ATX Tower casing Standard 250/260w PSH

Keyboard and Mouse: USB Wired Keyboard, Optical Wired Mouse

OS: Windows 10 Pro.64bit OEM OEM English (per-installed)

Warranty: 01 year standard.

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

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.	Manufacturer Authorization letter issued from OEM for this particular case
6.	Must have Support Services facilities in Islamabad and Karachi
7.	Affidavit on judicial Stamp paper to the effect that firm has not been blacklisted by any Government/Semi Government/autonomous body or Company
8.	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

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 DESKTOPs core i-5, 10th generation as per specs mentioned at Annexure I</i>				
<i>Grand Total</i>				

Desktop Specification:

10 Generation

Processor :Intel Core i5-10500 with Intel UHD Graphics 630 (3.1 GHz up to 4.5 GHz with Intel Turbo Boost Technology, 12 MB L3 cache, 6 cores)

Graphics: Intel UHD graphics 630

Chipset: Chipset B460/Q470

Display: 19inch and above with VGA Prot including cables

Ram: 8 GB DDR4- 2666 MHz (2 x 4 GB)

Hard Disk: 3.5 inch 1TB 7200rpm SATA Hard Disk Drive

WIFI : Dual Band 2x2 802.11ac WiFi +bluetooth 4.2/5.0

Ethernet: LAN 10/100/1000 NIC

Ports: USB 3.1 Gen (Front and Back), USB 2.0 (Front and Back), USB 3.1 Type-C, VGA, RJ-45, Headphone (Front and Back) (front ports 3.5mm) multi streaming capable, Internal Speaker, Universal Audio Jack, HDMI, Display port

Casing: ATX Tower casing Standard 250/260w PSH

Keyboard and Mouse: USB Wired Keyboard, Optical Wired Mouse

OS: Windows 10 Pro 64bit OEM OEM English (per-installed)

Warranty: 01 year standard

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