



Terms of Reference for Acquiring Photocopy Services
(Scan, Print & Copy) at OGDCL

TE# PROC-SER/CB/ Admin -
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Terms of Reference for Acquiring "Photocopy Services (Scan, Print & Copy)" at OGDCL

Terms of Reference

1. Registered Firms / Companies having NTN & GST numbers providing Photocopy Services (Scan, Print & Copy) in Pakistan and having their office premises, are invited to quote their competitive rates for provision of Photocopy Services (Scan, Print & Copy) as mentioned in the Tender Documents at different locations of OGDCL in Islamabad, Rawalpindi and Karachi mentioned below:

Location-1

OGTI / Hostel Buildings, Base Store, TDL, G&R Lab, Sector I-9, Medical Centre F/8, Islamabad, Regional Office, Karachi and MMD (West Wharf).

Location-2

OGDCL House Jinnah Avenue, Blue Area, Islamabad.

2. The Firms / Contractors providing incomplete and or incorrect information will be liable for disqualification.
3. Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
 - a. Received without bid security
 - b. It is received after the time and date fixed for its receipt
 - c. The offer is ambiguous
 - d. The offer is received by fax or e-mail
 - e. The offer is from a black listed firm
 - f. Offer received with shorter validity than required
 - g. The offer is not conforming to specifications indicated in the tender documents


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4. Bid will remain valid for a period of 180 days from the date of opening the tender. Contract will be enforced initially for a period of 02 years which may be extended with mutual consents of both the parties for another one year (Client and Firm). No Escalation will be permissible during whole contract period. Contract will be awarded to lowest Firms.
5. The interested companies / firms may submit their Financial Bids with following requisite documents:
 - i. The Mode of Procurements shall be Single Stage Two Envelope. Separate Technical & Financial proposal to be sealed and submitted in a single envelope.
 - ii. Minimum five (05) year's experience of provision of photocopy Services along with operators.
 - iii. Complete business location with phone, fax and e-mail / postal addresses.
 - iv. Companies with more than PKR 20 (Twenty) million Annual Turn-over every year for the last three (03) years should participate (less may not apply).
 - v. NTN and GST/PST Registration Number with Certificate.
 - vi. Audited Accounts (last 03 years).
 - vii. List of reputed clients.
 - viii. Undertaking on non-judicial stamp paper to the effect that the firm has never been blacklisted by any Government / Semi-Government Department.
 - ix. Bid Bond for a sum of **Rs. 800,000/-** (Rupees Eight Hundred Thousand Only) shall be required with **Technical Bid**.
 - x. The firm must be registered with their current Provincial Sales Tax deptt.
 - xi. Complete details to be provided along with dates of the different contracts completed/ongoing with job description/scope of work regarding photocopy Services only.
 - xii. Only those contracts will be considered for evaluation purposes where the firm has provided Photocopy Services along with operators.
 - xiii. Installation / provision of 30 high speed automatic multifunctional photocopy machines with thirty (30) operators and one supervisor.
 - xiv. The employees of the Firm/Company must be above 18 years of age having CNIC. If employees of the contractor are not performing his duty satisfactory, the contractor shall on intimation by Principal Admin Officer/Sr. Admin Officer (Gen. Admin), remove the employees from the job, immediately.
 - xv. The contractor will be bound to have its staff/employees insured/registered against any and all applicable social security schemes/institutions including Employees Old Age-benefits Institution (EOBI). Employees Social Security Institution (ESSI) or any other government scheme under any other law without owning responsibility to OGDCL.


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6. The successful bidder shall also furnish 10% PGB of the contract value within 15 days of issuance of LOI.
7. Technical proposals will be evaluated as per the criteria laid down at Annex-A. All the supporting documents deemed necessary to assess the responsiveness of the firm must be attached with Technical Proposal on the prescribed formats.
8. The Contractor is bound to disburse salaries/wages to the photocopy machine operators as per minimum wage rate of Government of Pakistan, rest of the rates shall remain same throughout period of the contract.
9. Price is inclusive of all taxes, duties (except GST, Provincial/Capital Sales Tax).
10. That all consumable items, tools (like tonner, paper etc), equipment's / machinery and instruments used in providing services under this agreement shall, in no way, bear any liability on the part of Company whether in term of money or otherwise.
11. The Contractor shall always be responsible to indemnify Company for any act of commission or omission by their workmen or employees, which results in loss or injury to man, material or property of Company.
12. Submission of medical fitness certificate for photocopy operators and supervisors before commencement of the job and thereafter, on annual basis.
13. The Contractor shall always undertake the job at his own risk and cost. The Company shall not be responsible for any injury / loss to the men and material of the Contractor during the course of performing the services.
14. Sufficient / suitable space will be provided within the building premises by the Company for storage of required printing material and machines etc. The contractor can also use the space as complaint office with a telephone extension to be provided by the Company to the contractor enabling the Contractor to ensure instant removal of complaints.
15. OGDCL will provide electricity / power supply free of cost for operations of installed machines.
16. OGDCL shall have the right to impose financial penalty up to 5% (Five percent) on the monthly invoiced amount to the contractor in case the contractor failed to provide the required services effectively/efficiently. The decision in this regard shall be taken by Manager (Admin). However, the Contractor may appeal in writing to General Manager (Admin) within 07 (seven) days of imposition of penalty. The decision of GM (Admin) shall be final.
17. Payment will be made on the basis of actual work done on monthly basis. Subject to receipt of invoice duly verified by authorized representative of Admin Department.


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General Requirements and Instructions

a). **Instructions**

- Provision of 30 high speed automatic machines for Photocopy Services (Scan, Print & Copy).
- The contractor will carry-out regular maintenance of all machines to ensure trouble free, uninterrupted and smooth operations of all machines.
- Contractor will attend and rectify all types of complaints, faults, defects, servicing, maintenance, break-down, failures promptly through their authorized engineers / trouble shooters to be deployed by the contractor.
- Contractor will arrange security clearance of all deployed workers within the premises of OGDCL.
- The contractor will be responsible to make good any loss of the company caused due to negligence of their workers.
- Contractor will arrange / ensure operations of machines 5-6 days a week even after working hours as well as on holidays as and when required by the company, against charging of overtime on quoted rates.
- The contractor will use the allocated space within the premises of OGDCL only for the purpose of providing the photocopy services (scan, print & copy) to the entire satisfaction of OGDCL and no other activity is allowed.
- Contractor will maintain the log books of all the machines to indicate / verify the meter reading on daily basis at closing of each day which shall be duly checked and signed by the authorized person from the Administration Department of the user company (OGDCL).
- The contractor will also arrange provision of stationary, spiral binding material, toners as well as all other consumable items required for maintaining good quality of copy/print.
- The contractor will immediately replace machines, if any, becomes out of order, beyond repair within the premises.
- The contractor and its workers will not carry-out any private business within the premises of OGDCL through installed machines.
- The contractor will bear the cost of spares replaced due to break-down of any machine(s).


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- OGDCL will allow the authorized engineers / mechanics or the contractor, access to the hardware, installed in the premises of OGDCL for routine servicing and repairing / replacement etc; on proper identification and written requested by the contractor.
- Maintain at least two (2) weeks stock of 80 gram imported Paper, Cards, Sheets, Spirals and Toner.
- Rs. 700/- per day per Operator will be paid subject to requirement and approval by OGDCL during off days.
- Rs. 100/- per hour per Operator subject to requirement and approval by OGDCL will be paid after office working hours.
- Office timings of OGDCL will be followed.
- To provide Thirty (30) operators and One (01) supervisor with additional assistant supervisor HR and 01 back up operator. The operations may increase or decrease subject to increase or decrease of hardware as may be required by OGDCL.
- OGDCL will notify any increase / decrease in the numbers of machines and operators according to its requirements.
- Contractor will advise its workers to maintain confidentiality of official matters and shall not retain or pass any information, printed material in the shape of letters or notes etc, to any irrelevant / unauthorized person(s) in any way and under any circumstances, as all such material/documents and record shall always be treated the property of OGDCL.

Clarifications:

- In case of any queries or clarifications following official may be contacted during office hours.

Mr. Sajid Ali
Sr. Admin Officer (GA)
Land Line # 051-920022295
Email: sajid_ali@ogdcl.com


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Technical Proposal


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Technical Proposal (Data Sheet)

Description	Detail
Year of Establishment	
No. of Contract / Jobs Completed to date	
No. of Contract / Jobs in Hand	
Bank Statement for Financial Soundness	
Audited Account Statement for last 03 years	
IBAN Number	

Date _____

Signature & Stamp _____

Name


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Annexure "A"

Technical Evaluation Marks Allocation

S.No.	Description	Marks
1	Experience in No. of years related to Photocopy Services (02 marks per year upto max of 10 years) Upto maximum of 20 marks	20
2	Similar Job /Contracts related to Photocopy Services (Completed to date or in hand and should not be below the amount of Rs. 20 to 40 Million and should not be below the amount of Rs. 25 to 40 million per anum) Each Contract will be awarded 05 Marks, where photocopying services are being provided. Upto maximum of 15 marks	15
3	Details of Technical Staff in case of repair / maintenance of the machines, if required. Upto maximum of 05 marks	05
4	Details of fully automatic multifunctioning machines. Complete details of owned equipment to be attached. The same will be verified physically. Upto maximum of 20 marks	20
5	Financial Soundness in last three years (Audited Accounts Statement for last 03 years may be provided) 01 mark will be allocated for each 4 million (sum total turnover for last 3 years) Upto maximum of 30 marks	30
6	HSEQ Policy Upto maximum of 10 marks	10
	Total	100

Note: Bidder will have to secure minimum 50 % Marks in each category whereas will require 70 % as a whole to be technically qualified.


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Form A

Details of Contracts of Similar Nature (Completed)

Use a separate sheet for each Client /Contract/Work Order-

1	Name of the Project/Client/Contract /Work Order
2	Name of Employer
3	Employer Address
4	Value of the Contract on Annual Basis
5	Date of Award
6	Date of completion
7	Any other detail

Note: Copies of Satisfactory Completion Certificate(s) must be attached, if available.

(Signatures, Name & Official Seal)


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Form B

Details of Contracts of Similar Nature (In Hand)

Use a separate sheet for each Client /Contract/Work Order-

1	Name of the Project/Client/Contract /Work Order
2	Value of the Contract on Monthly Basis. (Calculated per annum)
3	Date of Award
4	Any other detail

Note: Copies of contract awards must be attached.


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(Signatures, Name & Official Seal)

Financial Bid Form

To be attached with Financial Bid

Financial Bid: Rate must be quoted excluding PST/ICT/GST

Sr No	Description of Job	Rate (RS)
01	Per Copy Rate	
02	Per Print Rate (Black & White)	
03	Per Scan Rate	

Spiral Binding

Sr No	80 Grams Sheet	Size	Rate (RS)
1.	01 to 30 sheets	06-08 mm	
2.	01 to 60 sheets	10-12 mm	
3.	01 to 90 sheets	14-16 mm	
4.	01 to 120 sheets	18-20 mm	
5.	01 to 150 sheets	22-25 mm	
6.	01 to 200 sheets	28-32 mm	
7.	01 to 250 sheets	38-38 mm	
8.	01 to 300 sheets	45-45 mm	
9.	01 to 400 sheets	50-50 mm	
10.	01 to 500 sheets	60-60 mm	

Contract will be awarded to the bidder with lum sum lowest quoted price.


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OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on 'Single Stage Two envelop'

MANDATORY REQUIREMENT

For online payment to vendors/contractors through (IBFT & LFT). Following info is required from your company: -

1. IBAN (INTERNATIONAL BANK ACCOUNT NUMBER 24 DIGITS).
2. VENDOR NAME AS PER TITLE OF THEIR BANK ACCOUNT.
3. NTN NO WITH INCOME TAX CERTIFICATE
4. CONTACT # OF COMPANY CEO/OWNER (MOBILE & LANDLINE).
5. POSTAL ADDRESS.
6. BANK NAME.
7. BANK BRANCH NAME & ADDRESS.

The master set of tender documents (services) uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR.

Bidders are requested to read TOR & Master Set to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid.

Following is the link for Master Set of Tender Documents for Services:

file:///C:/Users/OGDCL/AppData/Local/Temp/Tender%20Document%20Services%20Press%20for%20Webloading-Discount%20clause%20added%20dated%2011-08-2020.pdf