

OIL & GAS DEVELOPMENT COMPANY LIMITED



**TENDER ENQUIRY NO: PROC-SERVICES/CB/ADMIN-
640000025/2022
HIRING OF PHOTOCOPY SERVICES**

Note:

- i) Tender is to be processed on **single stage two envelope bidding procedure.**
- ii) **Bid bond of PKR: 800,000/- (Pak Rupees Eight Hundred Thousand Only)** to be submitted with the technical bid. Please see tender documents for further detail.
- iii) The master set of tender documents (services) uploaded on OGDCL website (www.ogdcl.com) is the integral part of this TOR.

TERMS OF REFERENCE (TOR) / SCOPE OF WORK

Hiring of “Photocopy Services (Scan, Print, Copy & Binding)” 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 & Binding) as mentioned in the Tender Documents at different locations of OGDCL in Islamabad, Rawalpindi and Karachi mentioned below:

Location-1

OGDCL House Jinnah Avenue, Blue Area, Islamabad.

Location-2

- i. OGTI / Hostel Buildings, Base Store, TDL, G&R Lab, Sector I-9, Medical Centre F/8, Islamabad
 - ii. Regional Office, Medical Centre and MMD (West Wharf), Karachi.
2. The Firms / Contractors providing incomplete and or incorrect information will be liable for disqualification.
3. No offer shall be considered if:
- a. Received without bid security
 - b. It is received after the time and date fixed for its receipt
Not signed & stamped by authorized person on each page of tender document
 - 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
 - h. Any conditional offer
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 consent of both the parties for another one year (Client and Firm) on same rate, term & conditions. No Escalation will be permissible during whole contract period. Contract will be awarded to the bidder with lowest quoted price.

5. The interested companies / firms may submit their 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 05 years' 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 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. OGDCL reserves the right to reject any/all bids.
 - xi. The firm must be registered with their current Provincial Sales Tax deptt.
 - xii. Complete details to be provided along with dates of the different contracts completed/ongoing with job description/scope of work regarding photocopy Services only.
 - xiii. Only those contracts will be considered for evaluation purposes where the firm has provided Photocopy Services.
 - xiv. Installation / provision of 30 high speed automatic multifunctional photocopy machines with thirty (30) operators.
 - xv. 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/replace the employee(s) from the job, immediately.
 - xvi. The contractor will be bound to ensure its staff/employees registered against all applicable social security schemes/institutions including Employees Old Age-benefits Institution (EOBI), Group Insurance etc. Employees Social Security Institution (ESSI) or any other government scheme under any other law. The Contractor is responsible for such regular contributions against the employees without owning responsibility to OGDCL.
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 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.
- 9 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.
- 10 That the Contractor shall employ and deploy the persons of sound physique and mental health.
- 11 The Contractor shall ensure disbursement of salaries/wages to the operators strictly as per minimum wage rate announced by Govt. of Pakistan. Any increase in minimum wage rate announced by the Govt. of Pakistan during the term of the contract shall accordingly be adjusted/paid by OGDCL after due approvals. All the remaining rate shall remain the same.
- 12 Documents must be maintained by Contractor in their office during term of the contract for disbursement of salaries/wages to the operators strictly as per minimum wage rate announced by Govt. of Pakistan and OGDCL Admin Department will have the right to audit on as and when required 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.

General Requirements and Instructions

a). Instructions

- Provision of 30 high speed automatic machines for Photocopy Services along with 30 operators (Scan, Print, Copy & Binding). The operations may increase or decrease subject to increase or decrease of hardware as may be required by OGDCL.
- Contractor will deploy a supervisor for supervision of the operations and back up of operators in any case. OGDCL will only pay the wages of 30 operators.
- 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 & Binding) 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).
- 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 request by the contractor.
- Maintain at least two (2) weeks stock of 80 gram imported Paper, Cards, Sheets, Spirals and Toner.
- Rs. 1,500/- per day per Operator will be paid by OGDCL subject to requirement and approval by OGDCL during off days.
- Rs. 150/- per hour per Operator will be paid by OGDCL subject to requirement and approval by OGDCL after office working hours.
- Office timings of OGDCL will be followed.
- 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.

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 _____

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. 5 to 10 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 3 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 60 % as a whole to be technically qualified.

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)

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.

Financial Bid Format

To be attached with Financial Bid

Financial Bid: Bidders are advised to quote rate strictly as per below format. In case of any variation, bid will be rejected.

Copy/Print/Scan					
Sr No	Description of Job	Estimated Quantity	Unit Rate (PKR)	Total (PKR)	
			inclusive of all taxes except PST/ICT		
1	Copy	10,000,000			
2	Print (Black & White)	800,000			
3	Scan	3,600,000			
Spiral Binding					
Sr No	80 Grams Sheet (size)	Qty.			
1.	01 to 30 sheets (06-08 mm)	360			
2.	01 to 60 sheets (10-12 mm)	250			
3.	01 to 90 sheets (14-16 mm)	100			
4.	01 to 120 sheets (18-20 mm)	150			
5.	01 to 150 sheets (22-25 mm)	2140			
6.	01 to 200 sheets (28-32 mm)	100			
7.	01 to 250 sheets (38-38 mm)	100			
8.	01 to 300 sheets (45-45 mm)	100			
9.	01 to 400 sheets (50-50 mm)	100			
10.	01 to 500 sheets (60-60 mm)	200			
Grand Total for two years contract (inclusive of all taxes except PST/ICT)					

- The quoted rates shall be exclusive of all taxes, duties & levis etc. (except PST/ICT/GST which shall be borne by OGDCL).
- Bidders are advised to quote firm unit rates (above) considering all their overheads, salaries (including EOBI and social security benefits contributions), expense, commission/profit etc. for the entire period of contract as no escalation shall be allowed and prices shall remain firm. **Only increase in minimum wage rate (currently PKR: 25,000) announced by the Govt. of Pakistan shall be adjusted in contract price through amendment in contract.**
- Deduction of all applicable social security schemes/institutions including Employees Old Age-benefits Institution (EOBI), Group Insurance etc. Employees Social Security Institution (ESSI) or any other government scheme under any other law shall be borne by the Contractor.
- The quantities mentioned in the Financial Bid Form may increase or decrease, however, payment shall be made on monthly basis at actual count/quantity utilized.

OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on **'Single Stage Two Envelope Basis'**

AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to PKR: 800,000/- (Pak Rupees Eight Hundred Thousand Only) to be submitted with the technical bid. Please see tender documents for further detail.

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.
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 an integral part of this TOR alongwith clarification uploaded via following link:

<https://ogdcl.com/sites/default/files/TENDER%20DOCUMENT-SERVICES-%20amended%20as%20per%20PPRA%20amendment%20dated%2010-05-22%20uploaded%20on%2021-06-22.pdf>

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