



OIL & GAS DEVELOPMENT COMPANY LIMITED

Request For Quotation (LOCAL)

OGDCL House ,
Jinnah Avenue,
Islamabad Pakistan

Fax: 051 9209673
Email abc@gmail.com

Phone : 9218058

Header Note: **Printing Designing of Annual CSR Report**
Tendor Enquiry 6300000029/SCM LOCAL(304)/Head Office/2022
No:
Evation Criteria: 1006187 OGDCL CB MODE LOCAL

Due Date: 05.09.2022
Bid Bond Validity: 180
Days **BID BOND AMOUNT :- RS 20,000/-**
Attachment (IF Any):

SR#	Material No	Material Description	Unit	Quantity	Make Brand	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	Plant	
											Plant Code	Plant Name
1.		Printing Designing of Annual CSR Report	NO	1,300		0.00	0.00	0.00	05.10.2022		0110	Head Office


Zeeshan Zaidi
Manager EC&N (CSR)
Ext: 3783

Specifications of Annual CSR Report 2022:

Sr.No.	Specs	Details
1.	Size	A4.
2.	Inside Pages	Approximately 50 multicolor on 150 Gms paper with Aqua based Coating.
3.	Tittle	300 Gms art card in multicolor with UV Drip-off.
4.	Concept, Content Creation, Copywriting, Designing & Layout	<ol style="list-style-type: none"> 1) Concept, Content creation, Copywriting & Designing shall be done by the Printing Firm in accordance with the guidelines provided by Company's Management. 2) Good Quality (High-Res) Photos shall be provided by the Company. 3) 6 colored dummies shall be provided by the Printing Firm for the review and approval by Company's Management.
5.	Binding	Side stitch Gum Bound.
6.	Quantity	1300 copies.
7.	Envelopes	1300 - 128 Gms imported matt paper in 2 Colors.
8.	Delivery	<ol style="list-style-type: none"> 1) After approval of the final dummy, printed CSR Annual Reports shall go in the jacket with the Company's Annual Reports and shall be dispatched as per Company's Finance Department's instructions. 2) Remaining printed copies to be dispatched to OGDCL I-9 Base Store along with 1300 printed envelopes.
9.	Cost	<ol style="list-style-type: none"> 1) Cost of printing approximately 1300 CSR Annual Reports to be provided separately inclusive of all Government taxes. 2) Transportation cost of 1300 printed copies along with 1300 envelopes to OGDCL I-9 Base Store also to be reflected.
10.	Cost per Page and cost per Envelope	Also to be reflected in the financial proposal.
11.	DVD - Writing Only - 31200	31200 DVDs shall be written containing the Company's Annual Report. On the same DVDs, Annual CSR Report to be written as well and dispatched.

Vetted

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Zeeshan Zaidi
 Manager EC&N (CSR)
 Ext: 3783



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"/>



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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) _____