



**OIL & GAS DEVELOPMENT COMPANY LIMITED  
SCM DEPARTMENT  
(LOCAL PROCUREMENT)**

PRE-QUALIFICATION DOCUMENT FOR

PRE-QUALIFICATION OF  
GENERAL ORDER SUPPLIERS AND  
WHOLESELLERS



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# OIL & GAS DEVELOPMENT COMPANY LIMITED

## SCM DEPARTMENT

### (LOCAL PROCUREMENT)

#### 1. INTRODUCTION:

OIL & GAS Development Company Limited having its Head Office in Islamabad with GST Number 07-02-2802-001-55 and National Tax Number 0787223-2 (hereinafter referred to as the purchaser) invites sealed applications for Pre-Qualification of eligible General Order Suppliers and Wholesellers for the purchase of the following listed items excluding Tonners, Computers, Printers etc. and Furniture's related items :-

- Stationary & Office Supplies.
- Electrical & Electronics.
- Computer Accessories & Supplies.
- Cutlery.
- Crockery.
- Toiletries.

#### 2. INSTRUCTIONS:

All the applicants, who can supply above mentioned items are invited to apply for the participation in the Pre-qualification Process and submit the attached Pre-Qualification Proforma, duly filled in, signed and stamped by the authorized officials.

A transparent evaluation method for the purpose of Pre-Qualification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity to perform. Each Pre-Qualified General Order Supplier and Wholeseller performance in terms of quality, delivery, credit terms and other contractual obligations will be closely monitored and periodically reviewed. During the Pre-Qualification process, the Committee of OGDCL may also visit the offices of the General Order Suppliers and Wholesellers for confirmation of the Documents / Premises/Facilities.

OGDCL will issue Request for Quotation (RFQ)/Tender Enquiries in favor of Pre-Qualified General Order Suppliers, and Wholesellers, through e-mail and/or courier. The applicants who failed to meet the Pre-Qualifying Criteria will be rejected.

OGDCL will process all the procurement cases in accordance with the policy of the Company and PPRA Rules.

The applicants shall submit all the documents downloaded & printed from OGDCL website to Manager SCM (Local Procurement) through courier services. All the documents should be duly filled signed and stamped by the authorized officials of the suppliers/companies and placed in a sealed envelope, which will bear words "CONFIDENTIAL" and "PRE-QUALIFICATION OF GENERAL ORDER SUPPLIERS, AND WHOLESSELLERS".

The applicants will not be considered for pre-qualification if the information provided is found incorrect.

If any of the Pre-Qualified General Order Suppliers or Wholeseller failed to execute one or more Purchase Order (s) within one week and did not fulfill the obligations, the Pre-Qualified General Order Suppliers and Wholesellers shall be delisted from the list of Pre-qualifications for at least next Five (05) Years.



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**3. Prequalification Proforma:**

Particulars

|   |                        |                  |  |
|---|------------------------|------------------|--|
| Name of Applicant   |                        |                  |  |
| Date of Formation (Copy of relevant document to be attached)                          |                        |                  |  |
| No. of Employees  |                        |                  |  |
| National Tax No. (Copy of NTN to be Attached)   |                        |                  |  |
| General Sales Tax Registration No. (Copy of Sale Tax Reg. Certificate to be Attached) |                        |                  |  |
| Copy of Professional Tax Certificate  |                        |                  |  |
| Title of General Order Supplier/Wholeseller   |                        |                  |  |
| Type of Business  |                        |                  |  |
| Registered Office Address   |                        |                  |  |
| Landline Phone/ Cell No.  |                        |                  |  |
| Fax No.   |                        |                  |  |
| Email Address.  |                        |                  |  |
| Website   |                        |                  |  |
| Branch Office Address   |                        |                  |  |
| City/Town   |                        |                  |  |
| Landline Phone/ Cell No.  |                        |                  |  |
| Email Address.  |                        |                  |  |
| <b><u>General Order Supplier/Wholesellers Banking Detail</u></b>                      |                        |                  |  |
| Bank (s) Name   |                        |                  |  |
| Title of Account  |                        |                  |  |
| Account Number  |                        | Branch Code/Name |  |
| Type of Account   |                        | City             |  |
| <b><u>Bank Statement for the Last Five Years</u></b>                                  | <b>Copies Attached</b> | <b>Yes / No.</b> |  |



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**Names of Owners/ Directors.**

| S.No. | Name | Position | Phone | Email |
|-------|------|----------|-------|-------|
| 1.    |      |          |       |       |
| 2.    |      |          |       |       |
| 3.    |      |          |       |       |

**List of Current Customers (Companies / Organizations / Businesses)**

| S. No. | Name of the Company / Organization | Annual Contract Value (If Any) |  |
|--------|------------------------------------|--------------------------------|--|
| 1.     |                                    |                                |  |
| 2.     |                                    |                                |  |
| 3.     |                                    |                                |  |

**(Attach documentary proof Purchase Orders with proper reference for the companies / organizations mentioned above)**



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**4. UNDERTAKING ON NON-JUDICIAL STAMP PAPER OF RS.50/=**

It is Certified that the informations given in the attached Application Form are true to the best of our knowledge; we undertake to inform OGDCL if any changes that may take place later on in the status of the company's business or the management, Further, it is also certified that neither the Company nor its Board of Directors is blacklisted and/ or entered into Litigation by any of the Federal or Provincial Departments.

The terms and conditions attached have also been read, agreed and signed.

Name of the General Order  
Supplier or Wholesellers \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Status of Signing Official \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_



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**EVALUATION CRITERIA**

**IMPORTANT NOTE:-**

All the applicants to please note that, all the documents/statements submitted by a Suppliers/Firm/Company for its pre-qualification may be verified by the OGDCL Authorized Officials.

Any document/statement provided if proved false, misstated, or incorrect at any time during or after Pre-qualification will result into dis-qualification of the General Order Suppliers and Wholesellers /Company/Partners/Owners/Directors for a period of Five (05) Years.

TOTAL MARKS ----- 100  
QUALIFYING MARKS ----- 75

**A) GENERAL ORDER SUPPLIER OR WHOLESSELLERS EXPERIENCE.**

(Complete data required in the pre-qualification documents submitted). No data - No marks.

- a) EXPERIENCE: – (Attached Copies of Purchase Orders of similar nature of material supplies during the last 5 years) Minimum Value – Rs.1.0 million per year

**(MARKS ALLOCATED 10, i.e. 02 Marks Per Year, Min. Value of business for Rs.1.0 Million Per Year).**

- i) 1-3 Years  
ii) 4<sup>th</sup> Year  
iii) 5<sup>th</sup> Year and above (Full Marks).

- b) PRE-QUALIFICATION EXPERIENCE WITH ANY OTHER REPUTED ORGANIZATION AS GENERAL ORDER SUPPLIER OR WHOLESSELLERS : –  
(Attach Copies of Pre-Qualification Letters of the organizations).

**(MARKS ALLOCATED 10, i.e. 02 Marks Per Organization ).**

- i) Pre-Qualification Experience for 1 Year or above with One Organization 02 Marks.  
ii) Pre-Qualification Experience for 2 Year or above with Two Organizations 04 Marks.  
iii) Pre-Qualification Experience for 3 Years or above with Three Organizations 06 Marks.  
iv) Pre-Qualification Experience for 4 Years or above with Four Organizations 08 Marks.  
v) Pre-Qualification Experience for 5 Years or above with Five or more Organizations 10 Marks.





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**B) PERSONNEL EXPERIENCE:** (Personnel Existing Employees with the Pre-qualification).

a) No of Existing Personnel - (MARKS ALLOCATED 20, i.e. 02 Marks Per Person)

NOTE: All the relevant experience and qualification documents i.e. C.V. (Curriculum Vitae) of the Employees and Proprietors, Partners must be signed by the Individuals concerned as well as by the Owner / Director of the Company / General Order Suppliers.

**C) ESTABLISHED OFFICE. (MARKS ALLOCATED 10)**

a) Owned. 10 Marks

b) Rented Property 07 Marks

b) Rental Agreement Ownership– of the Firm / Company Office -  
(Provide Documentary Evidence.)

**D) LITIGATION HISTORY OF THE GENERAL ORDER SUPPLIERS FOR THE LAST 10 YEARS (Only Two No. Per Favour decision will be allowed, if no litigation history with any organization = Full Marks)**

**(MARKS ALLOCATED 10)**

|                       |                      |                  |
|-----------------------|----------------------|------------------|
| i) One Litigation     | - decided/subjudice  | - Favour/Against |
| ii) Two Litigation    | - decided /subjudice | - Favour/Against |
| iii) Three Litigation | - decided /subjudice | - Favour/Against |
| iv) Four Litigation   | - decided /subjudice | - Favour/Against |
| v) Five & Above       |                      |                  |

**E) FINANCIALSTANDING/STATUS OF THE GENERAL ORDER SUPPLIERS.**

**(MARKS ALLOCATED 20)**

a) Income Tax paid during the last 05 years (Attach Income Tax Receipts Challans/Confirmation document of FBR).

|   |            |
|---|------------|
| i) Income Tax paid during One Year under Rs. 0.5 million. | (05 Marks) |
| ii) Above Rs.0.5 million and upto Rs.1 Million            | (10 Marks) |
| iii) Rs.1.0 millions and upto Rs.2 Million                | (15 Marks) |
| iv) Rs.2.0 million and above                              | (20 Marks) |

b) Average annual turnover (For the last five years)

i) Annual turnover: Rs. 5 million and above.

**Maximum 20 Marks**  
(4 Marks per Million per Year)