

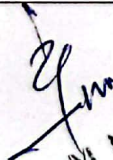
**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**PROCUREMENT DEPARTMENT (LOCAL), ISLAMABAD**  
**SCHEDULE OF REQUIREMENT**

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**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 <b>Annexure-A (Un-priced)</b>	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-B</b>	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-D</b>	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-L</b> on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped <b>Annexure-M</b> on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped <b>Annexure-N</b> 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 <b>Annexure-A (Priced)</b>	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-C</b>	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-E</b>	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>

  
**INAM UDDIN**  
 Dy. Chief Procurement Officer  
 Exc. 4044

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**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) \_\_\_\_\_

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# Procurement of CLI Telephone sets

## *Terms & Conditions*

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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.



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### 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](http://www.ogdcl.com).

The company intends to procure 160 CLI Telephone Sets

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 Telephone Sets, 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 one sealed envelope.

### TECHNICAL PROPOSAL

Technical proposal should be submitted covering the following details.

- Brief about the Firm, mention its support facilities and average turnover for last 03 years
- Relevant Experience of working with Public Sector Organization
- Client list for Delivery and services of CLI Telephone Sets for same or higher Volume with evidence
- Provide schedule of Supply.
- All others mandatory requirement mentioned at Annexure II.

### TECHNICAL CUM FINANIAL EAULATION CRITARIA

Technical and financial proposals will be submitted in same envelop and then technical evaluation will be carried out by an evaluation committee. Financial evaluation will be made on full consignment wise and technical proposal will be evaluate as per technical specification given in **Annexure-I** and criteria given at **Annexure-II**. The bidders are required to provide detail in each category mention in the criteria. Contact will be awarded to technically responsive and financially lowest bidder.

### DELIVERY PERIOD

Delivery will be made within <sup>120</sup>~~45~~ days after issuance of Purchase Order at I-9 base store Islamabad

### PAYMENT TERMS

100% payment will be made in Pak Rupee after delivery of material and technical inspection.

  
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By. Chief Communication  
Ext: 4044

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LCD Display: 2 Line (16 Digits & Date / Pict)  
LCD Contrast: 4 Levels  
Caller ID: Yes  
Caller ID Memory: 30 Numbers  
Redial: 5 Numbers  
Tone / Pulse Setting: Yes  
Flash Time Setting: Programmable  
Speakerphone: Yes  
Handset Volume Control: Fixed  
Ringer Volume Control: Off / Low / High  
Speakerphone Volume Control: 4 Levels  
Wall Mountable: Yes  
Handset cord (mm): 290  
Language \*2: English  
Power source: From Telephone Line  
Dimensions (W x D x H mm) \*3: 130 x 202.5 x 76.5

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IMAM DIN  
Dy. Chief Communication  
Ext: 4044

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**Mandatory Requirements/Summary Rejection Criteria**

**Annexure- II**

1	Company experience less than 3 years will be rejected
2	Must have Support Services facilities in Islamabad
3	Bidder must not be Black listed from any Company and Government Organization

**Note:**

- Bid will be rejected, if Bidder will not fulfill mandatory requirement
- OGDCL will have right to review the quantity of the Telephone sets at any of the stage

**Technical Evaluation Criteria**

Criterion	Allocated maximum Score	Marks Distribution
Company Experience <ul style="list-style-type: none"><li>• Number of years of experience</li></ul>	50	X>=3 and x <= 5    30 Marks X>5    50 Marks 'X' is Number of years' experience
Company Financial Strength <ul style="list-style-type: none"><li>• In terms of Last 03 years average Turnover</li></ul>	50	X>=15 and x <25 million    30 Marks X>= 25 and x <35 million    40 Marks X>=35 million    50 Marks  X= Last 03 years average Turnover of the company.
Total Maximum Marks	100	
Overall Qualifying Marks	60	

Note: Technical evaluation will be carried out on the basis of above mentioned Technical evaluation criteria, *and Technical Specification*  
**bid** will be rejected if bidder will not obtain 50% marks in each category and ~~60~~ 60% marks overall.

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

Material : **CLI TELEPHONE SETS**

Tender Enquiry No: **PROC-LV/PT/COM-18783**

EVALUATION WILL BE CARRIED OUT ON FULL

**Due Date:**

Bid Bond Value : RS:- 16,000/=  
Attachment(if any): YES

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	CLI Telephone sets with speaker phone with 6 month local warranty as per attached specs.	160		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 AT I-9 BASE STORE WITHIN 120 DAYS. PAYMENT AFTER DELIVERY AND INSPECTION. BID MUST BE VALID FOR 180 DAYS

*vetted  
fms.*

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