



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

Material : **DESIGNING AND PRINTING OF ANNUAL REPORT 2022**

Due Date:

Tender Enquiry No: **PROC-LE/FIN/18758/22**

Bid Bond Value : RS. 140,000/-

EVALUATION WILL BE CARRIED OUT ON FULL

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	DESIGNING & PRINTING OF AR 2022 IN HARD FORM (WITH ENVELOPS) CONTAINING TEXT/PHOTOS & TRANSLATION OF DIRECTORS REPORT IN URDU. LAYOUT DESIGN & PREPARATION OF TITLE COVER, GRAPHS, TABLES & CHARTS AS PER SPECS ATTACHED.	680		Number					
2	DESIGNING & PRINTING OF AR 2022 ON DVDs (COMPLETE PACKAGE WITH ENVELOPS) CONTAINING TEXT/PHOTOS, GRAPHS & TRANSL. OF DIRECTOR REPORT IN URDU. LAYOUT DESIGN & PREPARATION OF TITLE COVER, GRAPHS, TABLES & CHARTS AS PER SPECS ATTACHED.	31052		Number					
3	DESIGNING & PRINTING OF AR 2022 ON DVDs (COMPLETE PACKAGE WITH ENVELOPS) CONTAINING TEXT/PHOTOS, GRAPHS & TRANSL. OF DIRECTORS REPORT IN URDU. LAYOUT DESIGN & PREPARATION OF TITLE COVER, GRAPHS, TABLES & CHARTS AS PER SPECS ATTACHED.	148		Number					
4	DSIGNING & PRINTING OF AR 2022 IN HARD FORM (WITH ENVELOPS) CONTAINING TEXT/PHOTOS & TRANSLATION OF DIRECTORS REPORT IN URDU. LAYOUT DESIGN & PREPARATION OF TITLE COVER, GRAPHS, TABLES & CHARTS AS PER SPECS ATTACHED.	20		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.
- I. PAYMENT AFTER DELIVERY. II. TO BE DELIVERED WITHIN 5 DAYS AFTER APPROVAL OF FINAL DUMMY BY OGDCL AT I-9 BASI STORE AND KBS.



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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) _____

Technical Evaluation Criteria for Selection of Printing Firm

Sr. #	Process / Categories	Description/Details	Distribution of Marks	Total Marks		
1	Designing / Composition Facilities	(i) Organizations having their own design house (comprising of computer hardware / software and experienced art / design personnel having expert hands on photoshop, indesign, illustrator and full adobe suite). Printing team should include Creative Head, Professional Copy Writers, Professional Urdu Translator, Quality Controller, Content Creator, Layout Designer and Typographer (Yes / No)	10	15		
		(ii) Relevant experience in designing / composing of Annual Reports - minimum five (5) years (Yes / No)	5			
2	Production Facilities			50		
2a	Pre / Film and Plate Processing	In-house facility of Computer to Plate (CTP) making	5			
2b	Printing Machines	Machines	25			
		5 to 8 Color Machine (preferably online computerized Aqua UV and Drip off facility)	6.00 per Machine			
		4 Color Machine	5.00 per Machine			
2c	Folding, Gathering, Binding, Cutting & Trimming, Laminating and Perforating Machines	Organizations having the following in-house facilities will be considered:	15			
		Machines				
		Folding Machines	3.00 per Machine			
		Gathering Machines	1.00 per Machine			
		Hot Glue Binding Machines	3.00 per Machine			
		Cutting and Trimming Machines	1.00 per Machine			
		Laminating Machines	0.50 per Machine			
Perforating Machines	0.50 per Machine					
2d	DVD Writing Capacity	Minimum 6,000 number of DVDs on daily basis	5			
3	Number of Annual Reports printed during 2017 to 2021	Client-wise number of Annual Reports printed and DVDs written during 2017 to 2021 (Atleast Annual Reports 3,000 (Nos) and DVDs 6,000 (Nos) for a single client in a year will be considered)		20		
		Client Name	Year		No. of Annual Reports (Printed)	No. of DVDs (Written)
		If more than 75,000				4 per year
		If more than 40,000 and less than 75,000				3 per year
	If more than 10,000 and less than 40,000		2 per year			
4	Best Corporate Report Awards (BCRA)	BCRA evaluated by ICAP/ICMAP during 2017 to 2021		10		
		Year	Annual Report		Award Position	
		2017				
		2018				
		2019				
		2020				
	2021					
			2 marks for each year			
5	Annual Turn Over (Rupees)	Over Rs 500 Million	5	5		
		Rs 250 to 500 Million	4			
		Rs 100 to 250 Million	3			
		Less than Rs 100 Million	Not to be considered			
Total Marks				100		
Minimum Qualifying Marks				80		

Note:

- 1 Selection of the printer will be subject to the physical examination/verification of the printing facilities mentioned at Sr. No. 1 & 2.
- 2 If required, OGDCL's Management may ask the bidders to deliver a presentation on designing and layout of Annual Report. Time and date of the presentation will be communicated later on.


 01/03/22
 AZIM
 GM (Fin)
 Ext: 3757

Financial Evaluation Criteria for Selection of Printing Firm

Financial bids of the bidders attaining minimum qualifying marks will be opened. The printing contract will be awarded to that technically qualified printing firm which has the lowest financial bid.

Aug 01/22
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SPECIFICATIONS OF ANNUAL REPORT 2022

Size of Annual Report	8 ½" x 11 ½"
Inside Pages	Approximately 250 pages (110 in multicolor and 140 in two colors on 135 gms imported art paper duly laminated)
Title of Annual Report	1. 300 gms art card in multicolor, both sides duly matt laminated; and 2. Spot UV on selected portion of the title (front and back).
Translation of Directors' Report	Translation of Directors' Report in Urdu to be done by the printer.
Quantity	Approximately, 700 copies of printed Annual Report and 31,200 number of written DVDs. Actual billing will be done on the printing quantity which may change based on the number of shareholders as at final dividend book closure date. Revised quantity, if any, will be communicated to the printer at the time of the printing of Annual Reports and writing of DVDs.
Designing, Layout and Photography	1. Designing of the Annual Report will be done by the printing firm in accordance with the guidelines provided by Company's Management; 2. Photography of around 4-5 exploration blocks/field locations along with Head Office, Islamabad will be done by the printing firm (5-7 days). Travelling expenses of the photographer will be borne by the printing firm; and 3. Printing firm will provide three (3) colored copies of dummy report for review and approval by Company's Management.
Binding of Report	Hot glue cover pasted binding of printed Annual Report.
Envelops	700 number of envelops for Annual Report and 31,200 number of envelops for DVD. Envelop specification: 115 gms imported matt paper in 2 color.
DVD Package	DVD Package comprises of the following: 1. Written DVD 2. DVD sticker 3. DVD Jacket 4. Notice of AGM – 1 page (front and back) 5. Proxy Form (English + Urdu) – 1 page front and back Above mentioned DVD package items should be 31,200 in numbers.
Delivery	1. 31,052 number of DVDs and 20 printed Annual Reports at Korangi Base Store, Karachi for dispatch to shareholders and stock exchanges respectively; 2. 680 copies of printed Annual Report and 148 number of written DVDs at OGDCL Base Store, I-9 Islamabad; and 3. After approval of final dummy, delivery of the printed Annual Reports and written DVDs at aforesaid locations should start after a maximum gap of two (2) days. Delivery process should be completed twenty one (21) days prior to the Annual General Meeting of the Company.
Cost	1. Cost of printing Annual Reports and writing DVDs (complete package) may be provided separately inclusive of all government taxes; 2. Transportation cost for delivery of 31,052 written DVDs and 20 printed Annual Reports at Korangi Base Store, Karachi; and 3. Transportation cost for delivery of 680 copies of printed Annual Report and 148 number of written DVDs at OGDCL Base Store, I-9 Islamabad.
Cost per Page and Cost per DVD Package	Provision of cost per page separately for two color and multi-color pages coupled with cost per DVD package (complete package), which may be required for adjustment, if any.



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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"/>