

TENDER NOTICE

PURCHASE OF LAPTOPS, DESKTOP COMPUTERS WITH SOFTWARES AND PRINTERS UNDER TENDER ENQUIRY No.11/2025

Tender/Bid Security (In Shape of Call Deposit/Pay Order) Rs.1,000,000/-

Performance Bond to be submitted by successful bidder (In shape of Call Deposit/Pay Order) as per PPRA Rules at the time of Purchase Order.

1. The Oil and Gas Regulatory Authority (OGRA) invites electronic/E-bids/proposals, from well-reputed and financially sound firms/suppliers having minimum five (05) years relevant experience, registered with income tax, sales tax Departments, stationed at Islamabad/Rawalpindi for purchase/supply of 10x Laptops, 86 Desktop Computers with Softwares, 90x Printers (Black & White) and 06x Color Printers to OGRA office located at 37-Mouve Area, Service Road South, G-10/4, Islamabad under Tender Enquiry No.11 of 2025.
2. Single stage-one envelop procedure will be adopted under Rule-36(a) of PPRA Rules 2004. The Tender Documents containing detailed information, terms & conditions etc. are available on websites of PPRA website (www.ppra.org.pk) OGRA website (www.ogra.org.pk) and E-PADS-PPRA website (www.eprocure.gov.pk) under supplier login
3. Bids must be submitted electronically through E-PADS. Original Bid Security in shape of **Call Deposit/Pay Order for Rs.1,000,000/-** in favor of OGAR must be sent to OGRA on the below address.
4. E-bids/proposals will be received latest by January 20, 2026 by 11:00 a.m, and will be opened on the same date at 11:30 a.m, by OGRA's Bid Opening Committee at OGRA Head Office, Islamabad.
5. Procuring agency reserves the right to cancel/reject any or all bids/proposals, at any time prior to their acceptance as per PPRA Rules, 2004.

Executive Director (Admin)

OIL AND GAS REGULATORY AUTHORITY

37-Mouve Area, Service Road South, G-10/4, Islamabad.

Ph: 051-9108890-98/Ext-150

TENDER DOCUMENTS

PURCHASE OF LAPTOPS, DESKTOP COMPUTERS WITH SOFTWARES AND PRINTERS UNDER TENDER ENQUIRY No.11/2025

The Oil and Gas Regulatory Authority (OGRA) invites E-bids/proposals, from well-reputed and financially sound firms/suppliers having minimum five (05) years relevant experience, registered with income tax, sales tax Departments, stationed at Islamabad/Rawalpindi for purchase/supply of 10x Laptops, 86x Desktop Computers with Softwares, 90x Printers (Black & White) and 06x Color Printers to OGRA office located at 37-Mouve Area, Service Road South, G-10/4, Islamabad under Tender Enquiry No.11 of 2025.

General Terms and Conditions:

- 1) The bidder should submit E-Bid/Proposal under single stage electronically through E-PAD under Rule 36(a) of PPRA Rules 2004 containing separately Technical Proposal (**Annex-I**) and Financial Proposal (**Annex-II**) under Tender Enquiry No. 11 of 2025.
- 2) The firm should be registered with Income Tax, Sales Tax Departments (Registration numbers and NTN numbers should be clearly mentioned and valid documentary evidence be attached).
- 3) The bidder will be required to submit a bid security/earnest money of Rs.1,000,000/- (Rupees one million only) in shape of **Call Deposit/Pay Order (in original)** favour of OGRA at given address on or before due date/time. In case of non-submission of bid security, uploaded proposal on E-Pads will be considered as non-responsive.
- 4) The firm should have a minimum of five (05) years experience of supply of Laptops, Computers, Printers, Softwares etc. and should have a well-equipped office-setup/workshop at Islamabad/Rawalpindi.
- 5) Original and latest undertaking/affidavit on judicial paper that the firm has not been blacklisted by any Government/Semi Government/Autonomous or any State-Owned Organization.
- 6) The bid validity period will be 90 days, starting from the date of opening of bids/proposals. Any escalation in dollar against Pak Rupees shall not be applicable as well as any increase in price, within validity period of 90 days, shall be borne by the bidder. No such claim shall be entertained.
- 7) The electronic bids/proposals will be received through E-Pads latest by January 20, 2026 till 11:00 a.m. The OGRA's Bid Opening Committee shall open the Technical and Financial Proposals at 11:30 on the same date i.e. January 20, 2026 in the presence of bidders or their authorized representatives who may like to be present at OGRA's Head Office, 37-Mauve Area, Service Road, G-10/4, Islamabad. Subsequently, technical and financial proposals shall be evaluated by OGRA's Bid Evaluation Committee as per terms & conditions of bidding documents.
- 8) Bids, which are not accompanied by the documents mentioned at Clause No. 2,3,4 & 5 shall be declared Non-Responsive and their financial proposals will not be entertained.

- 9) The Purchase order for supply of subject items will be awarded to the bidder whose bid will be determined as most advantageous bid and more relevant to specifications/requirements and payment will be made after successful supply of items and satisfactory report of IT Section of OGRA.
- 10) Only one authorized representative per bidder shall be allowed to attend the opening of bids.
- 11) The successful bidder should be required to deposit a “**Performance Bond**” equivalent to 5% of the total value of the quoted amount through a **Call Deposit/Pay Order (in original)** in favour of OGRA payable at Islamabad. If the bidder fails to deposit performance bond within one week of the receipt of the purchase order, the same shall be treated as cancelled and the bid security already deposit by bidder shall be forfeited.
- 12) Bid security/earnest money of the un-successful bidders shall be released within 30 days. However, 5% performance bond shall be released to the successful bidder after completion of warranty period.
- 13) The delivery period for supply of subject items will be four (04) to six (06) weeks after receipt of Purchase Order.
- 14) Payment of the bills will be subject to the deduction of all applicable government taxes.
- 15) In case the last date of bids submission falls on closed official days/holiday(s), the date of submission and opening of the bids shall be the next working day.
- 23) Procuring agency reserves the right to cancel/reject any or all bids/proposals, at any time prior to their acceptance as per PPRA Rules, 2004.

(Ejaz Ahmad Gohar)
Executive Director (Admin)

TECHNICAL PROPOSAL

**PURCHASE OF LAPTOPS, DESKTOP COMPUTERS WITH SOFTWARES
AND PRINTERS UNDER TENDER ENQUIRY No.11/2025**

Bidder's information

Name of the Firm	
Year of Establishment (Attach documentary evidence)	
Sales Tax Registration No. (Attach documentary evidence)	
National Tax No. (Attach documentary evidence)	
Annual Turnover supported by income tax returns (For the FY 2023-24 & 2024-25)	
Experience related to similar assignments	
List of Clientage Attach separate Annexure, if necessary	
Assignment in hand	
Banker's Name & Contact Details	
Delivery Time	
Focal Person Name: _____	
Cell, Telephone No: _____	
Fax No: _____	Name & Designation
Date: _____	
We M/s _____ hereby undertake to accept all the terms and conditions laid down by OGRA with regard to tender documents/award of this contract.	Authorized Signature & Stamp

FINANCIAL PROPOSAL

PURCHASE OF LAPTOPS, DESKTOP COMPUTERS WITH SOFTWARES AND PRINTERS UNDER TENDER ENQUIRY No.11/2025

S#	Item	Specification Of Laptops
1	Brand	HP, Dell or equivalent
2	Processor	Intel Core i7 or higher processor 14 Gen or more
3	RAM	16 GB
4	Storage	1 TB SSD
5	Display	15.6 inch
6	WIFI & Bluetooth	enabled
7	Operating System	Windows 11 Professional (Licensed), MS Office 2024 (Licensed)
8	Keyboard	Backlight supported
9	Charger, Bag	Yes
10	Warranty	01 Year – onsite warranty
11	Quantity	10 Nos.
Amount:		Rs. _____/- (including taxes) Amount in words: (Rupees.....)
S#	Item	Specification of Desktop Computers
1	Brand	HP, Dell or equivalent
2	Processor	Intel Core i5 or higher processor 13/14 Gen or more
3	RAM	16 GB
4	Storage	512 GB SSD
5	Display	LED Monitor 21-inch or larger
6	Operating System	Window 11 Professional (Licensed), MS Office 2021 (Licensed)
7	Keyboard, Mouse	Yes
8	Warranty	01 Year – onsite warranty
9	Quantity	86 Nos.
Amount:		Rs. _____/- (including taxes) Amount in words: (Rupees.....)

* Standard warranty comprises of free labor (at OGRA office visit) & part replacement.

- Dealer/Vendor/Supplier must provide licensed Microsoft product registered/verified with Microsoft Pakistan.
- Dealer/Vendor will install MS Operating System and MS Office after verification of products by Microsoft & OGRA official.
- After installation Dealer/Vendor will activate, register and install full live updates on laptops and Desktop Computers of Microsoft product.

Sr. No.	Laser Printer Black & White	Specifications
1	Brand	HP or equivalent
2	Type	Monochrome laser printer
3	Print speed	Minimum 20 pages per minute
4	Printing	Duplex printing
5	Connectivity	WIFI, USB, Windows 11 supported
6	Warranty	One year onsite
7	Quantity	90 Nos.
	Amount:	Rs. _____/- (including taxes) Amount in words: (Rupees.....)
	Laser Printer-Color	Specifications
1	Brand	HP or equivalent
2	Print speed	Minimum 20 pages per minute (color & mono)
3	Printing	Duplex printing
4	Connectivity	WIFI, USB
5	Warranty	One year onsite
6	Quantity	06 Nos.

* Standard warranty comprises of free labor (at OGRA office visit) & part replacement.