

# OIL AND GAS REGULATORY AUTHORITY

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## TENDER NOTICE

### PROVISION OF SECURITY SERVICES FOR OGRA OFFICES UNDER TENDER ENQUIRY NO. 06 OF 2018.

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals for provision of Security Services to OGRA office at Plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad and its regional offices at Lahore, Karachi & Quetta, initially for a period of one year extendable subject to mutual consent under Tender Enquiry No. 06 of 2018, from well-reputed License holding private security firms/companies registered with Income Tax Department etc, stationed at Islamabad/Rawalpindi, having minimum five (05) years relevant experience.
2. The Tender Documents containing detailed information, terms and conditions etc. are available on the websites of PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) and OGRA ([www.ogra.org.pk](http://www.ogra.org.pk)). The documents can also be obtained from office of the undersigned on any working day i.e. Monday to Friday from 9:00 a.m to 5:00 p.m.
3. The sealed bids shall be received latest by December 24, 2018 on or before 11:00 a.m. and opened on the same day at 11:30 a.m in OGRA's office by the OGRA's Bid Opening Committee.

Deputy Executive Director (Admn)

**Oil and Gas Regulatory Authority**

Plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad

Ph: 051-9244373, Fax: 051-9244143

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## TENDER DOCUMENTS

### PROVISION OF SECURITY SERVICES FOR OGRA OFFICES UNDER TENDER ENQUIRY NO. 06 of 2018.

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids for provision of Security Services to its Head Office, 54-B, Fazal-e-Haq Road, Blue Area, Islamabad and its regional offices at Lahore, Karachi & Quetta as per **Annex-I&II**.

#### **General Terms and Conditions:**

- 1). The bidder should submit a single package containing two separate sealed envelopes. Words “**Tender Enquiry No. 06 of 2018**” should be written on each envelope. One envelope should contain Pre-qualification Proposal and marked as “TECHNICAL/PRE-QUALIFICATION PROPOSAL” and the other envelope should contain the Financial Proposal and marked as “FINANCIAL PROPOSAL”.
- 2). The firm should be registered with Income Tax Department, EOBI and Social Security Department (Registration Number should be clearly mentioned and attested valid documentary evidence be attached).
- 3). The firm should have a minimum of five (05) years experience of similar assignments and should have a proper setup/office at Islamabad/Rawalpindi.
- 4). The bidder shall be required to deposit bid security/earnest money equal to 2% of total bid value in shape of **CALL DEPOSIT** along with financial proposal.
- 5). An 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 firm must be a license holder from Ministry of Interior.
- 7). Sealed bids/proposals are required to be delivered at OGRA office Plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad latest by December 24, 2018 on or before 11:00 a.m. The OGRA’s Bid Opening Committee shall open the Pre-qualification proposals (**Annex-I**) at 11:30 a.m on the same day i.e. December 24, 2018 in presence of the bidders or their authorized representatives, who may like to be present. The technical proposals shall be evaluated as per criteria given at **Annex-III**. Bids not complying with the requirements at 1 to 6 above shall be declared as Non-Responsive and their financial proposals shall be returned un-opened.
- 8). The OGRA’s Bid Opening Committee shall open the financial proposals (**Annex-II**) of technically pre-qualified firms, on the date and time to be communicated to them in advance in the presence of bidders or their authorized representative who may like to be present.

- 9). Only one authorized representative per bidder shall be allowed to attend the opening of bids.
- 10). The contract shall be awarded to the lowest evaluated bidder.
- 11). The bid validity period shall be (03) months, starting from the last date for receipt of bids.
- 12). The successful bidder shall be required to deposit a **“Performance Bond”** equivalent to 5% of the total value of the quoted amount (12 months), through a **Call Deposit** in favour of OGRA payable at Islamabad. If the bidder fails to deposit performance bond within one week of the receipt of the award letter, the same shall be treated as cancelled and the earnest money shall be forfeited.
- 13). 2% earnest money of the un-successful bidders shall be released within 30 days. However, 5% performance bond shall be released within 30 days after successful completion of one year contract period.
- 14). The successful bidder shall be required to enter into a formal Contract Agreement; to be executed with mutual consent of both parties. The contract shall be awarded initially for a period of one year which shall be extendable on same terms & conditions with mutual consent of both parties.
- 15). The proposals should not have any over-writing or cutting. The Bid opening committee of OGRA reserves the right not to consider the proposal having aforementioned deficiencies.
- 16). Payment of the bills shall be subject to the deduction of mandatory government taxes/levies.
- 17). During the currency of the contract, the firm shall provide Security Services as per terms and conditions, to be settled later in the shape of contract agreement, for OGRA Head Office Islamabad and its regional offices Lahore, Karachi & Quetta, failing which the performance bond shall be forfeited by the Authority.
- 18). In case the additional Security Guards are required at OGRA main office or at regional offices, the firm shall provide the services on same terms and conditions.
- 19). Interested firms may visit the offices of OGRA at any time during working hours.
- 20). The firm while quoting the bids may consider the minimum Wages for un-skilled workers fixed by the Government of Pakistan.
- 21). Before submission of bid, the terms & conditions of the tender documents must be read carefully, after submission of bids and till finalization of tendering process and award of contract, no query will be entertained.
- 22). OGRA reserves the right to cancel/reject any or all bids/proposals at any time prior to the acceptance as per PPRA Rules, 2004.

**(Ejaz Ahmad Gohar)**  
Deputy Executive Director (Admn)

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## Technical/Pre-Qualification Proposal Proforma

### PROVISION OF SECURITY SERVICES FOR OGRA OFFICES UNDER TENDER ENQUIRY NO. 06 of 2018.

Name of the Firm	
Address (Telephone, Fax & E-mail)	
Year of Establishment (Attach documentary evidence)	
Income Tax No. (Annual Turnover supported by Income Tax Return)	
Registration/Licenses No. issued by Ministry of Interior (Attach documentary evidence)	
Whether an 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 is enclosed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Whether Earnest Money as <b>Call Deposit @ 2%</b> of the total value of bid is enclosed with financial proposal.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Type and No. of Weapons (Attach as separate Annexure)	
Clientage (Attach as separate Annexure, if necessary)	
Experience related to similar assignments	
Managerial Capability a). Total No. of Permanent Staff: b). Total No. of Contract/Project Staff: (Attach as separate Annexure, if necessary)	a) _____ b) _____
Assignments in Hand (Presently)	
Percentage of payment (Tentative) to be paid to Security Guards out of total payment claimed by the bidder/firm from OGRA.	
Whether Security Guards are Ex-Army Men or Civilian (Give their ratio)	Ex-Army Men: _____ Civilian: _____ Ratio: _____
Banker's Name & Contact Details	
Contact Person Date: _____	_____ <b>Name &amp; Designation</b>  _____ <b>Authorized Signature &amp; Stamp</b>

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**FINANCIAL PROPOSAL**

**PROVISION OF SECURITY SERVICES FOR OGRA OFFICES  
UNDER TENDER ENQUIRY NO. 06 of 2018.**

The monthly rate for provision of 18 x Security Guards on 08 hours basis  
& 01 x Security Supervisor as per given schedule.

**OGRA's Head Office Plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad.**

01 x Security Supervisor (8:00 a.m. to 5:00 p.m.)

3 x Guards from 7:00 a.m. to 3:00 p.m.

3 x Guards from 3:00 p.m. to 11:00 p.m.

3 x Guards from 11:00 p.m. to 7:00 a.m.

**OGRA's Regional Office, Lahore, 27-Civic Center, Barkat Market, New Garden Town, Lahore.**

03 x Security Guards (8 hours basis)

**OGRA's Regional Office, Karachi House No. 2, Dattari villas bath island, Karachi.**

03 x Security Guards (8 hours basis)

**OGRA's Regional Office, Quetta1<sup>st</sup> Floor, Plot No. 10, Fida Building Punj Footy, Samungli Road, Quetta.**

03 x Security Guards (8 hours basis)

Rs. \_\_\_\_\_/- each guard.

Rs. \_\_\_\_\_/- Security Supervisor

**Total Rs. \_\_\_\_\_ /-(01 x Security  
Supervisor & 18 x Security Guards)**

**GST if applicable Rs. \_\_\_\_\_/-**

**Grand Total (including all taxes) per month Rs. \_\_\_\_\_/-**

**(Rupees. \_\_\_\_\_**

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

\_\_\_\_\_  
**Authorized Signature with Stamp**

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

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

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**ASSESSMENT CRITERIA**

**PROVISION OF SECURITY SERVICES FOR OGRA OFFICES**  
**UNDER TENDER ENQUIRY NO. 06 of 2018.**

**Assessment Criteria:**

The bids shall be evaluated as per the following criteria:

<b>Grading:-</b>	<b>Marks</b>
Experience related to similar assignments	40
Clientage and assignments in hand	20
Managerial Capability (Regular Manpower)	20
Types of Weapons/Equipments Clientage	20

**Note:** Minimum score required to pass for Pre-qualification is 60%.