

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

Purchase of Furniture Items under Tender Enquiry No.08/2019

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well-reputed firms/suppliers having minimum five (05) years relevant experience and registered with Income Tax & Sales Tax Departments for supply of office furniture items to OGRA office located at 54-B, Fazlul Haq Road, Blue Area, Islamabad under Tender Enquiry No. 08 of 2019.
2. The Tender Documents containing detailed information, terms & conditions etc. are available on the websites of PPRA (www.ppra.org.pk) and OGRA (www.ogra.org.pk). These documents can also be obtained from office of the undersigned from 09:00 a.m. to 05:00 pm on any working day i.e. Monday to Friday.
3. The sealed bids/proposal will be received latest by August,08 2019 by 11:00 a.m., and will be opened on the same day at 11:30 a.m. at 3rd floor of office building by OGRA's Bid Opening Committee, in the presence of bidders who opt to be present.
4. OGRA reserves the right to accept/cancel/reject any or all proposals, as per PPRA Rules, 2004.

Deputy Executive Director (Admin)
OIL AND GAS REGULATORY AUTHORITY
54-B, Faz lul Haq Road, Blue Area, Islamabad
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54-B, FAZLUL-HAQ ROAD, BLUE AREA, ISLAMABAD

TENDER DOCUMENTS

Purchase of Furniture Items under Tender Enquiry No.08/2019

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well-reputed firms/suppliers registered with Income Tax and Sales Tax Departments for supply of office furniture items to OGRA office located at 54-B, Fazlul-Haq Road, Blue Area, Islamabad, under Tender Enquiry No. 08 of 2019.

General Terms & Conditions:

- 1) The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain Technical/Prequalification Proposal (**Annex-I**) and the other envelope should contain Financial Proposal (**Annex-II**), both showing the Tender Enquiry No. 08 of 2019 and marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL", respectively.
- 2) The firm should be registered with Income Tax and 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 equal to 3% of the total quoted value of bid along with financial proposal in the shape of **Call Deposit** in favour of OGRA, payable at Islamabad.
- 4) Any bid not accompanied by the required value of call deposit shall be rejected.
- 5) The firm should have a minimum of five (05) years' experience of supply of furniture and should have a well-equipped office setup/workshop at Islamabad/Rawalpindi.
- 6) Sealed bids/proposals are required to be delivered to the office of the undersigned latest by 11:00 a.m. on or before August 08, 2019.
- 7) The bid validity period will be three (03) months, starting from the last date of bid submission.
- 8) Sealed bids/proposals are required to be delivered at OGRA Office, Plot No. 54-B, Fazlul-Haq Road, Blue Area, Islamabad latest by August 08, 2019 on or before 11:00 a.m. The Bid Opening Committee shall open the Technical/Prequalification proposals (**Annex-I**) in the first instance at 11:30 on the same date i.e. August 08, 2019 in the presence of bidders or their authorized representatives who may like to be present. Subsequently, technical/pre-qualification proposals shall be evaluated by OGRA Bid Evaluation Committee as per criteria given at **Annex-III**.
- 9) Bids, which are not accompanied by the documents mentioned at Clause No. 2 & 3 shall be declared Non-Responsive and their financial proposals will be returned unopened.
- 10) The Bid Opening Committee will open the financial proposals (**Annex-II**) of the only bidders whose technical/pre-qualification proposals are accepted, on a date and time to be communicated to them in advance, in the presence of the bidders or their authorized representatives, who may like to be present.

- 11) Only one authorized representative per bidder shall be allowed to attend the opening of bids.
- 12) 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** 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 earnest money shall be forfeited.
- 13) 3% earnest money of the un-successful bidders shall be released within 30 days. However, 5% performance bond shall be released after completion of warranty period.
- 14) The proposals should not have any over-writings or cutting. The bids with any of the aforementioned deficiencies may not be considered.
- 15) 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.
- 16) The delivery period for supply of office furniture items will be twenty (20) to thirty (30) days after receipt of Purchase Order.
- 17) Interested firms may visit the office of OGRA at any time during working hours (Monday to Friday 9:00 a.m to 5:00 p.m.) for inspection of required furniture items/samples.
- 18) Before submission of bid, all bidders are advised in their own interest to read carefully the terms & conditions of the tender documents.
- 19) The purchase order will be awarded to the lowest evaluated bidder **on lump sum** basis.
- 20) The successful bidder/firm shall be bound to supply the furniture items to OGRA office located at 54-B, Faz -lul-Haq Road, Blue Area, Islamabad as per quality and standards mentioned in tender documents/sample placed in OGRA office.
- 21) Payment of the bills will be subject to the deduction of all applicable government taxes.
- 22) OGRA reserves the right to accept or reject any or all proposals or extend the closing date without assigning any reason as per PPRA Rules 2004.

(Ejaz Ahmad Gohar)
Deputy Executive Director (Admn)

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54-B, FAZALUL-HAQ ROAD, BLUE AREA, ISLAMABAD

TECHNICAL/PRE-QUALIFICATION PROPOSAL

Purchase of Furniture Items under Tender Enquiry No. 08/2019

| | |
|--|--|
| Name of Firm | |
| Address (Telephone, Cell, Fax & E-mail) | |
| Year of Establishment | |
| Sales Tax Registration No. (attach documentary evidence) | |
| NTN No. (attach documentary evidence) | |
| (Annual Turnover supported by Income Tax Return) F.Y 2016-17, 2017-18. | |
| Banker's Name & Contact Details | |
| Experience related to similar assignments | |
| Whether bid security/earnest money at the rate of Rs. 3% is enclosed with Financial Proposal. | Yes: _____ No: _____ |
| Assignments in Hand (Current) | |
| Clientage (Attach separate Annexure, if any) | |
| Latest Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body etc. and is not involved in any litigation throughout the country) | |
| | |
| Contact Person: Contact No. _____ Date: _____ | <p>_____</p> <p><i>Name & Designation</i></p> <p><i>Authorized Signature & Stamp</i></p> |

OIL AND GAS REGULATORY AUTHORITY

FINANCIAL PROPOSAL

Purchase of Furniture Items under Tender Enquiry No. 08/2019

| Sr. # | Items with Size/Specifications | Qty |
|----------|---|-----|
| 1. | Office Tables Size (27" x 48"x 30") with Top Glass 5 mm, Locks Frame wooden Shesham Top and Side hard Board Drawers and Top (Hard Board and Gola Deyar 4 x sides) 03 x Drawers Size (17"x16"x8.5"), with 3 x Locks each and 3 x Handel | 26 |
| 2. | Computer Tables Size ,20" x 48" x 30" with Locks and Key Board Try Size,(12" x24") Frame wooden Shesham Top and Side hard Board Drawers and Top (Hard Board and Gola 4 x side Deyar) 03 x Drawers with Locks (17"x16"x8.5") each and 3 x Handel | 26 |
| 3. | Wooden Visiting Chairs Height- 31" Width-27", Frame Wooden, Shesham with Molty Foam | 40 |
| | Total lumpsum rate including all taxes: | |

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ASSESSMENT CRITERIA

Purchase of Furniture Items under Tender Enquiry No. 08/2019

The pre-qualification proposals will be evaluated as per the following criteria: -

| Grading | Marks |
|---|--------------|
| Experience related to similar assignments | 50 |
| Clientage | 25 |
| Assignment in Hands (Current) | 25 |

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