

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

Tender Enquiry No. 10 of 2006

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed tenders from well-reputed firms, contractors and general order suppliers registered with income tax and sales tax departments, stationed at Islamabad/Rawalpindi, for supply and installation of 20 x Air Conditioning Split Units (02 x tons each) of well known brands like Sabro, LG, Mitsubishi, Haier etc. at OGRA Office, Building Block No. 7, 2nd Floor, Civic Centre, G-6, Islamabad, under Tender Enquiry No.10/2006.
2. The Tender Documents containing detailed information, terms and 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 on cash payment (non-refundable) of Rs. 200/- (Rupees two hundred only), on any working day.
3. The tenders will be received latest by January 15, 2007 by 11:00 a.m, and will be opened on the same date at 11:30 a.m, in the Conference Hall of OGRA.

ANWAR ALI SHEIKH
DEPUTY EXECUTIVE DIRECTOR (ADMN)
OIL AND GAS REGULATORY AUTHORITY
TARIQ CHAMBERS, CIVIC CENTRE, G-6, ISLAMABAD.
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TENDER DOCUMENT S

SUPPLY & INSTALLATION OF 20 x AC SPLIT UNITS (02 TONS EACH) TO OGRA UNDER TENDER ENQUIRY No. 10/2006

The Oil and Gas Regulatory Authority (OGRA) hereby invites tenders from reputable firms, contractors, general order suppliers for supply and installation of 20 x AC Split Units, having capacity of 2 tons each of Sabro, LG, Mitsubishi, Haier etc. brands.

General Terms & Conditions:

- 1) The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the Pre-qualification Proposal (**Annex-I**) and the other envelope should contain the Financial Proposal (**Annex-II**), both showing the tender enquiry No. 10 of 2006 and marked as "PRE-QUALIFICATION PROPOSAL" and "FINANCIAL PROPOSAL" respectively.
- 2) The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
- 3) The firm should have a minimum of three (03) years experience in supply & installation of items being procured, and should have a proper office at Islamabad/Rawalpindi.
- 4) The bidder will be required to submit a Pay Order for a sum equivalent to 2% of the total value of the bid, as earnest money in favour of OGRA, payable at Islamabad. (In case of bid quoted for more than one brand, 2% of the highest bid, quoted against that brand, be submitted).
- 5) Sealed tenders are required to be delivered to the office of the undersigned by 11:00 a.m on January 15, 2007.
- 6) The Bid Opening Committee of OGRA will open the Pre-qualification proposals (**Annex-I**) in the first instance for evaluation per criteria given at **Annex-III**, on January 15, 2007 at 11:30 a.m in the presence of the bidders or their authorized representatives, who may like to be present. Bids, which are not accompanied by the documents at serial No. 2 & 4, above, shall be declared Non-Responsive and their financial proposals will be returned unopened.
- 7) The Bid Opening Committee will open the financial proposals (**Annex-II**) of the bidders whose 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.

- 8) Only one authorized representative per bidder will be allowed to attend the opening of bids. A representative from a bidder will be required to submit an authority letter in his/her favour by the respective bidders for attending the opening of bids.
- 9) The bid validity period will be three (03) months, starting from the last date of bid submission.
- 10) The successful bidder will be required to deposit a "Performance Bond" equivalent to 5% of the total value of the contract, through a Pay Order in favour of OGRA payable at Islamabad. If the bidder fails to deposit performance bond within one week of the receipt of the letter awarding the job, the same shall be treated as cancelled and the earnest money shall be forfeited.
- 11) 2% earnest money, if not adjusted in the 5% performance bond, will be released to the bidder after deposit of 5% performance bond. However, 5% performance bond will be released within 30 days after successful supply and satisfactory installation of the equipments.
- 12) The firm, whose bid is accepted, will be required to enter into a formal Contract Agreement, to be executed with mutual consent of both the parties.
- 13) During the currency of the contract, the supplier will be bound to deliver & install the equipments of the approved quality at OGRA office situated at Building Block No.7, Second Floor, Civic Centre, G-6, Islamabad.
- 14) The proposals should not have any over-writings or cutting. Bids with any of the aforementioned defects may not be considered.
- 15) The contract will be awarded to the lowest evaluated bidder.
- 16) The bidders should examine carefully the terms & conditions of the tender. They should also visit and inspect the site at their own expenses and responsibility and obtain all necessary information prior to submitting the tender. Clarification if any, about the tender may be obtained from the undersigned before submitting tenders. Once the tender is submitted, it will be assumed that no further clarification is required.
- 17) The bids are being invited for four different brands. However, the Authority will choose any one of the brands at its discretion and reserves the right to select any brand irrespective of its cost and specifications.
- 18) Payment of the bills will be subject to the deduction of government taxes.
- 19) OGRA reserves the right to extend the opening date of the bids, cancel the tender or accept/reject any or all bids, without assigning any reason.

(Anwar Ali Sheikh)
Dy. Executive Director (Admn)

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Pre-qualification Proposal

SUPPLY & INSTALLATION OF 20 x AC SPLIT UNITS (02 TONS EACH)
TO OGRA UNDER TENDER ENQUIRY No. 10/2006

Name of the Firm	
Address (Telephone, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
National/Income Tax No. (Annual Turnover supported by Income Tax Return)	
Banker's Name & Contact Details	
Experience related to similar assignments	
Whether Bank Pay Order as Earnest Money @ 2% of the total value of bid is enclosed in the Pre-qualification Proposal	
Managerial/Technical Capability a). Total No. of Permanent Staff b). Total No. of Contract/Project Staff: (Attach as separate Annexure, if necessary)	
Clientage (Attach separate Annexure, if necessary)	
Assignments in Hand (Current)	
Enlistment Certificate (copy of certificate enlisted with Government/Semi Govt. Organizations, if any)	
Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. ant Autonomous Body)	
Contact Person Date: _____	<hr/> <i>Name & Designation</i> <hr/> <i>Authorized Signature & Stamp</i>

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FINANCIAL PROPOSAL**SUPPLY & INSTALLATION OF 20 x AC SPLIT UNITS (02 TONS EACH)
TO OGRA UNDER TENDER ENQUIRY No. 10/2006**Name of the Firm & Address:-----
-----**A- BRAND NAME: SABRO**

Sr. No.	Specification	Unit Price (in Rs.)	Amount (in Rs.)	15% GST	Total Amount (in Rs.)
01.	Air Conditioning Split Unit (Wall mounted), having capacity of 02 tons each, with fitting kit etc.				
02.	Installation Charges			NA	
Total Amount Claimed:					
(Rupees only)					
Warranty :					
Standard :					
Any other:					
Delivery & Installation Time:					
(after receiving purchase order from OGRA).....					

B - BRAND NAME: MITSUBISHI

Sr. No.	Specification	Unit Price (in Rs.)	Amount (in Rs.)	15% GST	Total Amount (in Rs.)
01.	Air Conditioning Split Unit (Wall mounted), having capacity of 02 tons each, with fitting kit etc.				
02.	Installation Charges			NA	
Total Amount Claimed:					
(Rupees only)					
Warranty :					
Standard :					
Any other:					
Delivery & Installation Time:					
(after receiving purchase order from OGRA).....					

Authorized Signature with Stamp and

Name:

C- BRAND NAME: LG

Sr. No.	Specification	Unit Price (in Rs.)	Amount (in Rs.)	15% GST	Total Amount (in Rs.)
01.	Air Conditioning Split Unit (Wall mounted), having capacity of 02 tons each, with fitting kit etc.				
02.	Installation Charges			NA	
Total Amount Claimed:					
(Rupees only)					
Warranty :					
Standard :					
Any other:					
Delivery & Installation Time:					
(after receiving purchase order from OGRA).....					

D- BRAND NAME: HAIER

Sr. No.	Specification	Unit Price (in Rs.)	Amount (in Rs.)	15% GST	Total Amount (in Rs.)
01.	Air Conditioning Split Unit (Wall mounted), having capacity of 02 tons each, with fitting kit etc.				
02.	Installation Charges			NA	
Total Amount Claimed:					
(Rupees only)					
Warranty :					
Standard :					
Any other:					
Delivery & Installation Time:					
(after receiving purchase order from OGRA).....					

- Note:**
- * The bidder may also describe the features of the item/product either by in writing or by attaching its informative company printed pamphlets/handbills duly signed/stamped.
 - * The bidder may submit bid(s) against one or all of above mentioned AC brands.
 - * It would be in the interest of the bidder to visit OGRA site before submitting its bid.

Authorized Signature with Stamp and

Name:

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EVALUATION CRITERIA**SUPPLY & INSTALLATION OF 20 x AC SPLIT UNITS (02 TONS EACH)
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The pre-qualification proposals will be evaluated as per the following criteria:-

Sr. #	Grading	Marks
01.	Experience related to similar assignments	30
02.	Managerial/Technical Capability	25
03.	Clientage	25
04.	Assignment in Hand (Presently)	20

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