

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

Tender Enquiry No. 01 of 2007

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed tenders from well-reputed furniture manufacturer firms, stationed at Islamabad/Rawalpindi, having minimum three (03) years relevant experience and registered with income tax and sales tax departments, for supply of furniture items, under Tender Inquiry No. 01 of 2007.
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 bidders will be required to submit a Bank's Pay Order of Rs. 30,000/- (Rupees thirty thousand only) as earnest money in favour of OGRA, payable at Islamabad.
4. The sample of furniture items (proposed to be purchased) can be inspected at OGRA office on any working day between 1:30 p.m to 4:30 p.m. The tenders will be received latest by February 02, 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 DOCUMENTS

SUPPLY OF FURNITURE ITEMS TO OGRA - TENDER ENQUIRY NO. 01 OF 2007

The Oil and Gas Regulatory Authority (OGRA) hereby invites tenders from well reputed furniture manufacturer firms for the supply of furniture items.

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 indicating the tender enquiry No. 01/2007 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 should be attached).
- 3) The firm should have a minimum of three (03) years experience in supply of furniture items and should have a proper workshop and office at Islamabad/ Rawalpindi.
- 4) The samples of the furniture items can be inspected at OGRA office on any working day during 1:30 a.m to 4:30 p.m.
- 5) The bidder will be required to submit Security Deposit in the shape of Bank's Pay Order for Rs. 30,000/- (Rupees thirty thousand only) payable at Islamabad, in favour of OGRA. If the said Pay Order is not submitted with the Pre-qualification proposal, it will not be considered for further evaluation and the financial proposal will be returned un-opened. The security of non-prequalified firms will be released within seven (07) days after completion of the pre-qualification process. Cash/Cheque will not be accepted.
- 6) Sealed tenders are required to be delivered to the office of the undersigned by 11:00 a.m on February 02, 2007.
- 7) 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 February 02, 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 & 5, above, shall be declared Non-Responsive and their financial proposals will be returned un-opened.
- 8) 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.

- 9) 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.
- 10) The bid validity period will be three (03) months, starting from the last date of bid submission.
- 11) The successful bidder will be required to deposit a “performance bond” equivalent to 5% of the total value of the contract, through a Bank’s 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 for awarding the job, the same shall be treated as cancelled and the security deposit shall stand forfeited.
- 12) Security Deposit of Rs. 30,000/-, if not adjusted in the 5% performance bond, will be released to the successful bidder after deposit of 5% performance bond. However, 5% performance bond will be released within 30 days after successful completion of work/supply order.
- 13) The proposals should not have any over-writing or cutting. Bids with any of the aforementioned defects may not be considered.
- 14) The contract will be awarded to the lowest evaluated bidder.
- 15) The delivery period is required to be maximum three (03) weeks from the date of receipt of Work Order from OGRA. The supplier will be bound to deliver the goods of the approved quality at OGRA office situated at Building Block No. 7, Second Floor, Civic Centre, G-6, Islamabad at the approved rates within the delivery order specified in the Work Order from OGRA, failing which the security deposit will be forfeited by the Authority.
- 16) Payment will be made subject to the deduction of mandatory government taxes/levies, within two weeks of production of the following documents and subject to the acceptance certificate issued by the OGRA Inspection Committee:
 - a). Bill in triplicate.
 - b). Delivery Challan.
 - c). Certificate by the contractor that Furniture supplied is according to the OGRA specifications.
- 17) 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 OF FURNITURE ITEMS TO OGRA - TENDER ENQUIRY NO. 01 OF 2007

Name of the Firm	
Address (Telephone, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
National Tax No. (attach documentary evidence)	
Banker's Name & Contact Details	
Whether Bank Pay Order for Rs. 30,000/- is enclosed in the Pre-qualification proposal.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Experience related to similar assignments	
Annual Turnover supported by sales or income tax return (For the FY 2004-2005 & 2005-06)	
Detail of Machinery & Equipments/Workshop facilities	
Managerial/Technical Capability a). Total No. of Permanent Staff: b). Total No. of Contract/Project Staff: (attach separate Annexure, if necessary)	Technical_____ + Support_____ = _____ Technical_____ + Support_____ = _____
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, Government, Semi-Government and Autonomous Body)	
Contact Person Date: _____	_____ <i>Name & Designation</i> _____ <i>Authorized Signature & Stamp</i>

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FINANCIAL PROPOSALSUPPLY OF FURNITURE ITEMS TO OGRA - TENDER ENQUIRY NO. 01 OF 2007

Name of the Firm & Address:-----

Sr. No.	Item Description	Specification/Size (As Per Sample)	Qty. (Nos.)	Unit Price (in Rs.)	Amount (in Rs.)
1.	Desk both side pedestal with Drawers	36"x72"x30"	03	@	
2.	Desk one side pedestal with Drawers	48"x 27"x30"	16		
3.	Desk one side pedestal with Drawers	(42" x 24" x 30")	16	@	
4.	Executive swivel chair with five star non-hydraulic base, PU arms tilt back (High Back Chair)	As per sample	15	@	
5.	Low Back Chair with five star non-hydraulic base, PU arms	- do -	24	@	
6.	Visitor Chair Wooden	- do -	35	@	
7.	Visitor Chair Steel	- do -	57	@	
8.	Side Unit	72" x 42" x 18"	05	@	
9.	Back Unit with shelf & sliding glass lock/Almirah	60" x 66" x 18"	33	@	
10.	Side unit with key board tray	48" x 20" x 30"	70	@	
11.	Table with top glass	20" x 24" x 24"	03	@	
12.	Coat Hanger	As per sample	01	@	
13.	Reception Desk with Top Marble	22" x 46" x 30"	01	@	
14.	Coffee Table with Top Marble	48" x 24" x 16"	01	@	
15.	Conference Table	168" x 60" x 30"	01	@	
Amount:					Rs./-
(Rupees..... only)					
15% GST					Rs./-
(Rupees..... only)					
Total Amount:					Rs./-
(Rupees..... only)					

Note: It would be in the interest of the bidders to see & check the samples & designs of the furniture items, proposed to be procured, before submitting their bids.

Authorized Signature with Stamp

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ASSESSMENT CRITERIA

SUPPLY OF FURNITURE ITEMS TO OGRA - TENDER ENQUIRY NO. 01 OF 2007

The Pre-qualification proposals will be evaluated as per the following criteria;

Grading:-	Marks
Experience related to similar assignments	25
Machinery & Equipments/Workshop Facilities (Workshop can be inspected by OGRA officials/team)	25
Managerial/Technical Capability	15
Annual Turnover (For the FY 2004-2005 & 2005-06)	15
Clientage	10
Assignments in Hand (current)	10

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