

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

Tender Enquiry No. 02 of 2007

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed tenders from well-reputed firms/contractors, registered with income tax and sales tax departments stationed at Islamabad/Rawalpindi, for supply and installation of PABX System at OGRA Office, Building Block No. 7, 2nd Floor, Civic Centre, G-6, Islamabad, under Tender Enquiry No. 02/2007.
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 tenders will be received latest by February 02, 2007 by 12:30 p.m, and will be opened on the same date at 01:00 p.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.
PH: 051-9221715-18, FAX: 051-9221714

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TENDER DOCUMENTS

SUPPLY & INSTALLATION OF PABX SYSTEM TO OGRA UNDER TENDER ENQUIRY No. 02/2007

The Oil and Gas Regulatory Authority (OGRA) hereby invites sealed tenders from well reputed firms/contractor, for supply and installation of a PABX System as per following specifications:-

Telephone Exchange	
Sr. #	Specifications
1.	08 + 64 lines Electronic PABX and Expandable up to 12 + 120 lines
2.	Should support both analogue & digital subscribes
3.	Should support DTMF/DP (Analog Pulse/Tone) dialing methods.
4.	System Should be ISDN compatible.
5.	Should support standard shielded twisted telephone cables as per PABX cabling standards.
6.	Should support Call Detail Logging with facility for extension billing through software.
7.	Digital phones should have display and interactive dialogue keys
8.	Should support 4 Port PC based automated Call Attendant System
Key Features/Requirements	
9.	64 Officers extension sets (TIP)
10.	01 Main Set (Consol) for Operator
11.	Main consol with following facilities; <ul style="list-style-type: none">- 16 Trunk Line circuits for PTCL in coming lines- 64 x Extension circuits for Officers- Power Supply with integrated battery charging facilities.
12.	Batteries for backup power for approximately 1-2 hours.
13.	Detail call billing software and automated call attendant software

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. 12 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 NOC from Pakistan Telecommunication Authority (PTA)/ should be certified from ISO 9001 & ISO 14001.
- 4) The firm should have a minimum of five (05) years experience in supply & installation of equipment to be procured, and should have a proper office at Islamabad/Rawalpindi.
- 5) 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.
- 6) Sealed tenders are required to be delivered to the office of the undersigned by 12:30 p.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 01:00 p.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, 3 & 5, above, shall be declared Non-Responsive and their financial proposals will be returned unopened.
- 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 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.
- 12) 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 installation of the equipment.
- 13) 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.

- 14) During the currency of the contract, the supplier will be bound to deliver & install the equipment as per the specifications given at para 1 above at OGRA office situated at Building Block No.7, Second Floor, Civic Centre, G-6, Islamabad.
- 15) The delivery period is required to be maximum 10 days from the date of receipt of Purchase/Work Order.
- 16) The proposals should not have any over-writings or cutting. Bids with any of the aforementioned defects may not be considered.
- 17) The contract will be awarded to the lowest evaluated bidder.
- 18) Payment will be made subject to the deduction of government taxes, within two weeks of production of the following documents and subject to the acceptance certificate issued the OGRA Inspection Committee:-
 - (a) Bill in triplicate
 - (b) Delivery Challan
 - (c) Certificate by the contractor that PABX System supplied is according to the OGRA Specifications.
- 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 PABX SYSTEM
TO OGRA UNDER TENDER ENQUIRY No. 02/2007

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	
NOC from PTA (attach documentary evidence)	
ISO-9001 & ISO 140001 Certified	Yes ___ No ___
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. and Autonomous Body)	
Contact Person Date: _____	_____ <i>Name & Designation</i> _____ <i>Authorized Signature & Stamp</i>

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FINANCIAL PROPOSAL**SUPPLY & INSTALLATION OF PABX SYSTEM
TO OGRA UNDER TENDER ENQUIRY No. 02/2007**Name of the Firm & Address:-----

Sr. No.	Specifications	Price (in Rupees)	GST	Amount (in Rupees)
01.	As per detail in "Tender Documents"			
02.	Installation Charges		NA	
Total Amount Quoted:				
(Rupees only)				
Warranty :				
Standard :				
Any other:				
Service Agreement.....				
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.
- * 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 CRITERIASUPPLY & INSTALLATION OF PABX SYSTEM
TO OGRA UNDER TENDER ENQUIRY No. 02/2007

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%.