

# OIL AND GAS REGULATORY AUTHORITY

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## **TENDER NOTICE**

### TENDER ENQUIRY NO. 12 OF 2007

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed tenders from well-reputed Firms/General Order Suppliers registered with income tax and sales tax departments, stationed at Islamabad/Rawalpindi, for supply of liveries & dresses for the support staff of OGRA, under Tender Enquiry No. 11/2007.
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)). 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 September 24, 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.

PH: 051-9221715-18, FAX: 051-9221714

OIL AND GAS REGULATORY AUTHORITY  
TARIQ CHAMBERS, CIVIC CENTRE, G-6, ISLAMABAD

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**TENDER DOCUMENTS**

**SUPPLY OF LIVERIES AND DRESSES FOR THE SUPPORT STAFF OF OGRA**  
**UNDER TENDER ENQUIRY No. 12/2007**

The Oil and Gas Regulatory Authority (OGRA) hereby invites tenders from the Firms/General Order Suppliers for supply of liveries & dresses for its support staff as per the following:-

Sr. No		Name of items/Specifications	Quantity (Approx)	Category of Employees
A	B	C	D	E
1.	a.	i). Suiting Brand : Shabbir/Grace or equivalent. ii). Color Scheme : Sky Blue or Light Blue	Seventy Two (72) Suits	Drivers/ Office Attendants/ Chowkidars
	b.	i). Jersey : Woolen Jersey ii). Color Scheme : Navy Blue	Eight (08)	Drivers
2.	a.	i). Coat with closed collar &: Cotton Trouser/Pants ii). Color Scheme : Khakhi	Four (04) Dresses	Dispatch Riders
3.	a.	i). Barret (with OGRA badge) : Cotton ii). Color Scheme : Navy Blue	Eight (08)	Drivers
4.	a.	i). Footwear brand : Bata/Servis/ or equivalent ii). Color Scheme : Black	Thirty Eight (38)	Drivers/ Office Attendants/ Chowkidars
5.	a.	i). Socks : Cotton or tropical ii). Color Scheme : Black	Seventy Six (76)	Drivers/ Dispatch Riders/ Office Attendants

**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. 11 of 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 be attached).
- 3) The firm should have a minimum of three (03) years experience in supply of liveries & dresses and should have a proper office at Islamabad/Rawalpindi.
- 4) The bidder will be required to submit a Pay Order for a sum of Rs. 10,000/- (Rupees ten thousand only) as earnest money in favour of OGRA, payable at Islamabad.
- 5) Sealed tenders are required to be delivered to the office of the undersigned by 11:00 a.m on September 24, 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 September 24, 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 three days of the receipt of the letter awarding the job, the same shall be treated as cancelled and the earnest money shall be forfeited.
- 11) Earnest Money of Rs. 10,000/- 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 of the equipments.
- 12) The liveries & dresses are required as per specification & quantity as mentioned at under para 1 above and as per approved samples of OGRA which can be seen/acquired at/from OGRA office during working hours.
- 13) The delivery period is required to be maximum four (03) weeks from the date of receipt of Purchase Order.
- 14) The proposals should not have any over-writing 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) Payment will be made subject to the deduction of government taxes, within two weeks of production of the following documents:-
  - (a) Bill in triplicate
  - (b) Delivery Challan
  - (c) Certificate by the contractor that the liveries & dresses supplied are according to the OGRA Specifications, quantity and samples.
- 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)**  
Deputy Executive Director (Admn)

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<b>Pre-qualification Proposal</b>
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**SUPPLY OF LIVERIES AND DRESSES FOR THE SUPPORT STAFF OF OGRA**  
**UNDER TENDER ENQUIRY No. 12/2007**

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	
Experience related to similar assignments	
Whether Bank Pay Order as Earnest Money i.e Rs. 10,000/- is enclosed in the Pre-qualification Proposal	Yes: _____ No: _____
Assignments in Hand (Current)	
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)	
Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
Contact Person Date: _____	_____ <i>Name &amp; Designation</i>  _____ <i>Authorized Signature &amp; Stamp</i>

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**FINANCIAL PROPOSAL**

**SUPPLY OF LIVERIES AND DRESSES FOR THE SUPPORT STAFF OF OGRA**  
**UNDER TENDER ENQUIRY No. 12/2007**

Name of the Firm & Address: .....

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Sr. No		Name of items/Specifications	Unit Price (including GST)	Total Price
(a)	(b)	(c)	(d)	(e)
1.	a.	i). Suiting Brand : Shabbir/Grace or equivalent. ii). Color Scheme : Sky Blue or Light Blue iii). Quantity (approx.) : Seventy Two (72) Suits	@ Rs. -----/-	Rs. -----/-
	b.	i). Jersey : Woolen Jersey ii). Color Scheme : Navy Blue iii). Quantity (approx.) : Eight (08)	@ Rs. -----/-	Rs. -----/-
2.	a.	i). Coat with closed collar & : Cotton Trouser/Pants ii). Color Scheme : Khakhi iii). Quantity (approx.) : Four (04) Dresses	@ Rs. -----/-	Rs. -----/-
3.	a.	i). Barret (with OGRA badge) : Cotton ii). Color Scheme : Navy Blue iii). Quantity (approx.) : Eight (08)	@ Rs. -----/-	Rs. -----/-
4.	a.	i). Footwear brand : Bata/Serves/ or equivalent ii). Color Scheme : Black iii). Quantity (approx.) : Thirty Eight (38)	@ Rs. -----/-	Rs. -----/-
5.	a.	i). Socks : Cotton or tropical ii). Color Scheme : Black iii). Quantity (approx.) : Seventy Six (76)	@ Rs. -----/-	Rs. -----/-
Grand Total Rs. _____/- (including GST)				
(Rupees _____)				

\_\_\_\_\_  
Authorized Signature with Stamp and

Name: (.....)

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**ASSESSMENT CRITERIA**

**SUPPLY OF LIVERIES AND DRESSES FOR THE SUPPORT STAFF OF OGRA  
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The pre-qualification proposals will be evaluated as per the following criteria:-

<b>Grading</b>	<b>Marks</b>
Experience related to similar assignments	30
Managerial/Technical Capability	25
Clientage	25
Assignment in Hands (Current)	20

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