

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

Tender Enquiry No. 03 of 2008

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids from well-reputed Janitorial Firms, having three (03) years relevant experience, registered with Income Tax stationed at Islamabad/ Rawalpindi for provision of janitorial services to OGRA at Tariq Chambers, and Al-Fabric, & Block 7 buildings, located at Civic Center, G-6, Islamabad, under Tender Inquiry No. 03 of 2008, on yearly basis starting from the date of signing of contract.
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). The 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 bids will be opened on April 09, 2008 at 11:00 a.m and opened on the same date at 11:30 a.m, in the Conference Hall of OGRA by the Tender Opening Committee.

(ANWAR ALI SHEIKH)
JOINT 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

ACQUIRING THE JANITORIAL SERVICES FOR OGRA BUILDINGS UNDER TENDER ENQUIRY No. 03/2008

The Oil and Gas Regulatory Authority (OGRA) hereby invites tenders from well-reputed Janitorial Firms, having three (03) years relevant experience, registered with Income Tax, stationed at Islamabad/ Rawalpindi for provision of janitorial services, as per Annex-I&II, to OGRA at Tariq Chambers, Al-Fabric, & Block 07 Buildings located at Civic Center, G-6, Islamabad.

General Terms and Conditions:

- 1). The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain, the Pre-qualification Proposal and the other envelope should contain the Financial Proposal, both indicating the tender enquiry No. 03/2008. The envelopes should be marked as "PRE-QUALIFICATION PROPOSAL" and "FINANCIAL PROPOSAL".
- 2). The firm should be registered with Income Tax (Registration Number should be clearly mentioned and valid documentary evidence be attached).
- 3). The firm should have a minimum of three (03) years experience of similar assignment and should have a well-equipped setup, having proper office at Islamabad/Rawalpindi.
- 4). The bidder will be required to submit a Pay Order @ 2% of the total value of the contract (12 months), 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 April 09, 2008.
- 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 April 09, 2008 at 11:30 a.m in the presence of the bidders or their authorized representatives, who may like to be present. Bids not accompanied by the documents at serial. No. 2 & 4 above shall be declared as Non-Responsive and their financial proposals will be returned un-opened.
- 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 contract will be awarded to the lowest evaluated bidder.
- 10). The bid validity period will be (03) months, starting from the last date for receipt 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 (12 months), through a Pay Order in favour of OGRA, payable at Islamabad. In case the bidder fails to deposit the bond within one week of the issuance of the letter awarding the job, the same shall be treated as cancelled and the 2% bid bond 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 completion of one year contract period.
- 13). The successful bidder will be required to enter into a formal Contract Agreement, to be executed with mutual consent of both the parties.
- 14). The proposals should not have any over-writing or cutting. Bids with any of the aforementioned defects may not be considered.
- 15). 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 job may be obtained from the undersigned at any time during working hours before submitting tenders. Once the tender is submitted, it will be assumed that no further clarification is required.
- 16). Payment of the bills will be subject to the deduction of government taxes.
- 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)
Joint Executive Director (Admn)

SCOPE OF WORK

a) Provision of 11 x Janitors and 01 x Visiting Supervisor

<p>05 x Janitors for Tariq Chambers, 03x Janitors for Block 07 & 03 x Janitors for Al-Fabric Building on 8 hours per day basis with lunch break as observed by OGRA, under proper supervision of a Supervisor.</p> <p>{The Janitors shall wear specified uniform (provided by the firm) at all times, as approved by OGRA}.</p>	To be filled in by the Bidders (Yes/No)	Remarks (if any)

b) Services

Work Schedule	Description of Work (Cleaning, swabbing and mopping)	To be filled in by the Bidders (Yes/No)	Remarks (if any)
a	b	c	d
Daily Work	<ul style="list-style-type: none"> • All respective offices • Reception Area • Daily cleaning/mopping of marble and tiled floors. • Vacuum for Office Carpet and Sofa • Dusting of desks, computers, telephones, filing cabinets, photocopy machines and other furniture in the office. • Clean all waste paper baskets in the offices. • Clean the bathrooms and toilet bowl with Phenyl. • Ensure there are soap, toilet tissue, furnile tablets and air fresher (Roomi Tikki) in the toilet. 		
Twice Daily	<ul style="list-style-type: none"> • Waiting areas on all floors • Spray air-freshener in working rooms/Halls etc. • Clean the bathrooms and toilet bowl with Phenyl. • Garbage collection and disposal. • Cleaning of mirrors in toilets. • Emergency cleaning whenever required. 		
Weekly	<ul style="list-style-type: none"> • Furniture Polishing of wooden spray polish. • Computer Polishing of spray polish • Wash/disinfect toilet bowl and sink thoroughly. • Cleaning the parking areas. • Change hand towels (towels supplied by the Authority) • Cleaning of all glass window panes. • Floor washing with surf/vim and cleaned water. • Clean all windows externally 		
Monthly	<ul style="list-style-type: none"> • Cleaning of wall claddings. • Clean the Venetian blinds, lights, pictures and if necessary doors. • Dust shelves thoroughly. 		
Quarterly/ Half Yearly	<ul style="list-style-type: none"> • Carpet cleaning with shampoo and chemicals (Quarterly). • Fumigation services (Half yearly). 		
Other Services (if any)			

- c). The Supervisor deputed by the firm will furnish a true and accurate statement showing details of work done. This statement shall be submitted at specified intervals to the OGRA's representative.

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FINANCIAL PROPOSAL

Name of the Firm & Address:
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The monthly charges/rate for provision of janitorial services mentioned at
(a), (b) & (c) of Annex-I (Pre-qualification Proposal) is Rs. _____/-
(Rupees _____ only) (including all taxes).

Authorized Signature with Stamp

Name : _____

Date (_____)

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Assessment Criteria:

The bids will be evaluated as per the following criteria;

Sr. No.	Grading:-	Marks
1.	Experience related to the similar assignments	40
2.	Annual Turnover supported by income tax return	10
3.	Assignments in Hand	10
4.	Clientage	10
5.	Managerial Capability (Regular Manpower)	20
6.	Type and No. of Machinery/Equipment	10

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