

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

TENDER ENQUIRY NO. 05 OF 2008

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed tenders from well-reputed firms like building decorators/general order suppliers etc. registered with income tax and sales tax departments, stationed at Islamabad/Rawalpindi, for replacement of carpets of OGRA office situated at 1st Floor, Bock No. 9, (Al-Fabric Building), Civic Centre, G-6, Islamabad, under Tender Enquiry No. 05/2008.
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. 100/- (Rupees one hundred only), on any working day.
3. The site/premises of OGRA (Al-Fabric) can be visited on any working day between 11:30 a.m to 04:30 p.m.
4. The tenders will be received latest by April 11, 2008 by 11:30 a.m, and will be opened on the same date at 12:00 noon, in the Conference Hall of OGRA.

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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TARIQ CHAMBERS, CIVIC CENTRE, G-6, ISLAMABAD

TENDER DOCUMENTS

REPLACEMENT OF CARPETS OF AL-FABRIC BUILDING , OGRA
UNDER TENDER ENQUIRY No. 05/2008

The Oil and Gas Regulatory Authority (OGRA) hereby invites tenders from the Building Decorators and General Order Suppliers etc. for carrying out the following work of its office i.e. Al-Fabric Building, OGRA, under Tender Enquiry No. 05/2008:-

Detail of Work	Area (approx.)
Replacement of synthetic carpets as per sample and shade of the building.	5000 sq.ft.

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. 05 of 2008 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 relevant experience 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.
- 5) Sealed tenders are required to be delivered to the office of the undersigned by 11:30 a.m on April 11, 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 11, 2008 at 12:00 noon 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 of the equipment.
- 12) The maximum time period of completion of replacement of carpets is seven (07) days including closed holidays from the date of receipt of Work Order.
- 13) The proposals should not have any over-writings or cutting. Bids with any of the aforementioned defects may not be considered.
- 14) The site can be visited on any working day between 11:30 a.m to 04:30 p.m.
- 15) The contract will be awarded to the lowest evaluated bidder.
- 16) Payment will be made as per sq.ft and on actual measurement basis which will be undertaken mutually by OGRA and successful bidder.
- 17) Payment will be made subject to the deduction of government taxes, within two weeks of production of the bill and;
- 18) 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)

FINANCIAL PROPOSAL

REPLACEMENT OF CARPETS OF AL-FABRIC BUILDING, OGRA
UNDER TENDER ENQUIRY No. 05/2008

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

Detail of Work/Description	Area (Approx)	Quoted Amount (in Rupees)
Replacement of synthetic carpets as per sample and shade of the building.	5000 sq. ft.	Rs...../-per sq.ft. (including all taxes) Total Rs. -----/- (Rupees..... only).
Note: (i) It would be in the benefit of interested firms/parties to visit the site before quoting their bids. (ii) The payment shall be made on sq.ft. basis, for which measurement shall be made mutually by OGRA & successful bidder.		

Authorized Signature with Stamp and

Name: (.....)

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ASSESSMENT CRITERIA

REPLACEMENT OF CARPETS OF AL-FABRIC BUILDING, OGRA
UNDER TENDER ENQUIRY No. 05/2008

The pre-qualification proposals will be evaluated as per the following criteria:-

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

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