

# OIL AND GAS REGULATORY AUTHORITY

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## TENDER NOTICE

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids, under Tender Enquiry No. 04 of 2009, from well-reputed, experienced and license holding private security companies/firms registered with Income Tax Department, stationed at Islamabad/Rawalpindi for provision of Security Services to OGRA offices at Tariq Chambers, Al-Fabric and Block No. 7 buildings, located at Civic Center, G-6, Islamabad, 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](http://www.ppra.org.pk)) and OGRA ([www.ogra.org.pk](http://www.ogra.org.pk)). The documents can also be obtained from office of the undersigned on cash payment of Rs.200/- (Rupees two hundred only) (Non-refundable) on any working day.
3. The bids will be received latest by April 13, 2009 by 11:00.a.m and opened on the same date at 11: 30 a.m in the Conference Hall of OGRA.

**(Ejaz Ahmad Gohar)**

Assistant Executive Director (Admn)

**Oil and Gas Regulatory Authority**

Tariq Chambers, Civic Centre, G-6, Islamabad

Ph: 051-9221715-18, Fax: 051-9221714

**TENDER DOCUMENTS**

PROVISION OF SECURITY SERVICES FOR OGRA BUILDINGS  
UNDER TENDER ENQUIRY NO. 04 of 2009

The Oil and Gas Regulatory Authority (OGRA) hereby invites tenders, for provision of Security Services, as per **Annex-I&II**, for its offices at Tariq Chambers, Al-Fabric and Block No. 7 Buildings, located at G-6, Civic Center, 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 showing the tender enquiry No. 04 of 2009 and marked as "PRE-QUALIFICATION PROPOSAL" and "FINANCIAL PROPOSAL" respectively.
- 2). The firm should be registered with Income Tax Department (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 proper setup/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 contract (12 months), as earnest money in favour of OGRA, which should be payable at Islamabad.
- 5). The firm must be a license holder.
- 6). Sealed tenders are required to be delivered to the office of the undersigned by April 13, 2009 by 11:00.a.m.
- 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 April 13, 2009 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 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 contract will be awarded to the lowest evaluated bidder.
- 11). The bid validity period is required to be (03) months, starting from the last date for receipt of bids.
- 12). 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. 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.
- 13). 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.
- 14). The proposals should not have any over-writing or cutting. Bids with any of the aforementioned defects may not be considered.
- 15). Payment of the bills will be subject to the deduction of mandatory government taxes/levies.
- 16). The successful bidder/firm shall equip their staff at their own cost, with proper uniform and weapons etc.
- 17). During the currency of the contract, the firm will provide Security Services as per terms and conditions, to be settled lateron in the form of contract agreement to be executed between both the parties i.e. OGRA and the selected firm, for all the buildings of OGRA i.e. Tariq Chambers, Al-Fabric Building and Block No. 7, located at Civic Centre, G-6, Islamabad.
- 18). Interested firms can visit offices of OGRA at any time during working hours.
- 19). OGRA reserves the right to extend the opening date of the bids, cancel/reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal.

**(Ejaz Ahmad Gohar)**  
Assistant Executive Director (Admn)

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TARIQ CHAMBERS, CIVIC CENTRE, G-6, ISLAMABAD

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**Pre-Qualification Proposal Proforma****PROVISION OF SECURITY SERVICES FOR OGRA BUILDING  
UNDER TENDER ENQUIRY NO. 04 of 2009**

Name of the Firm	
Address ( with Telephone, Fax & E-mail)	
Year of Establishment <i>(Attach documentary evidence)</i>	
Income Tax No. <i>(Annual Turnover supported by Income Tax Return)</i>	
Registration/Licences No. issued by Ministry of Interior <i>(Attach documentary evidence)</i>	
Whether Pay Order as Earnest Money @ 2% of the total value of contract (one year) enclosed? <i>(to be put in the envelope containing the Pre-qualification proposal and not in the Financial Proposals).</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Type and No. of Weapons <i>(Attach as separate Annexure)</i>	
Clientage <i>(Attach as separate Annexure, if necessary)</i>	
Experience related to similar assignments	
Managerial Capability a). Total No. of Permanent Staff: b). Total No. of Contract/Project Staff: <i>(Attach as separate Annexure, if necessary)</i>	a) _____ b) _____
Assignment in Hand (Presently)	
Percentage of payment (Tentative) to be paid to Security Guards, EOBI etc., out of total claimed payment by the bidder/firm from OGRA. (Give details) <i>(Please use additional paper, if needed)</i>	i. ----- ii. ----- iii. ----- iv. ----- v. ----- (100%)
Whether Security Guards are Ex-Army Personnel or Civilian (Give their ratio)	----- % Ex-Army ----- % Civilian
Banker's Name & Contact Details	
Contact Person Date: _____	_____ <i>(Name &amp; Designation)</i>  _____ <i>Authorized Signature &amp; Stamp</i>

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**FINANCIAL PROPOSAL**

PROVISION OF SECURITY SERVICES FOR OGRA BUILDINGS  
UNDER TENDER ENQUIRY NO. 04 of 2009

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

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The **monthly rate** for provision of 18 x Armed Security Guards, on 08 hours basis for OGRA buildings i.e. Tariq Chambers, Al-Fabric Building and Block No. 7, located at G-6, Civic Centre, Islamabad, would be **Rs.**\_\_\_\_\_/-  
**(Rupees \_\_\_\_\_ only)**  
**{@ Rs. \_\_\_\_\_/- each guard}.**

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**Authorized Signature with Stamp**

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**PROVISION OF SECURITY SERVICES FOR OGRA BUILDINGS  
UNDER TENDER ENQUIRY NO. 04 of 2009****Assessment Criteria:**

The bids will be evaluated as per the following criteria;

<b>Grading:-</b>	<b>Marks</b>
Experience related to similar assignments	20
Types of Weapons/Equipments	20
Annual Turnover	20
Clientage	15
Managerial Capability	15
No. of Guards (preference will be given to Ex-Army Personnel)	10

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