

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

TENDER ENQUIRY NO. 06 of 2009

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 & Installation of 02x Heavy Duty UPSs (3 KVA each), under Tender Enquiry No. 06 of 2009.
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 April 20, 2009 by 11:00 a.m, and will be 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

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TARIQ CHAMBERS, CIVIC CENTRE, G-6, ISLAMABAD

TENDER DOCUMENTS

**Supply of 02 x Heavy Duty UPS (3KVA each) to OGRA
Under Tender Enquiry No. 06 of 2009**

The Oil and Gas Regulatory Authority (OGRA) hereby invites sealed tenders from the Firms/General Order Suppliers for the supply & installation of 02 x Heavy Duty Power Supplies (UPS) (3 KVA each) for Computer Server/Network to OGRA with the following specifications:-

a) 02 x Heavy Duty Uninterrupted Power Supplies (UPS)

Sr.#	Specifications
1.	Brand APC/Powerware/ Liebert/MGE/ HP/Toshiba/Tripp-Lite or equivalent
2.	Capacity 03 KVA
3.	Type Single phase and 220 V
4.	Battery Type Maintenance free sealed Lead-Acid with additional Battery Pack
5.	Back up time Two Hours back-up support with 60-70% load
6.	Warranty One Year Minimum
7.	Installation UPSs installation service at site i.e. Civic Centre, G-6, Islamabad

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. 06 of 2009 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 & installation the equipments being procured, and should have a proper office at Islamabad/Rawalpindi.
- 4) The bidder will be required to submit a Pay Order @ 2% of the total bid price 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 20, 2009.

- 6) The Bid Opening Committee of OGRA will open the Pre -qualification proposals **(Annex-I)** in the first instance for evaluation as per criteria given at **(Annex-III)**, on April 20, 2009 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 (AnnexII) 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 favor 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) Earnest Money @ 2% of the total bid amount, 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 & operation of the equipments.
- 12) The supplier will be bound to deliver and install the equipment in operational condition of the approved quality at OGRA office located at Tariq Chambers, Building, Civic Centre, G-6, Islamabad.
- 13) The delivery & installation period is required to be maximum seven (07) days from the date of receipt of Purchase Order.
- 14) The proposals should not have any over-writings 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 and subject to the acceptance certificate issued the OGRA Inspection Committee:-
 - (a) Bill in triplicate
 - (b) Delivery Challan
 - (c) Certificate by the contractor that the Equipments supplied is according to the OGRA Specifications.
- 17) 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 bid or proposal.

EJAZ AHMAD GOHAR)
Assistant Executive Director (ADMN)

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Pre-qualification Proposal

Supply of 02 x Heavy Duty UPS (3KVA each) to OGRA
Under Tender Enquiry No. 06 of 2009

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 @ 2% of total bid amount as Earnest Money 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)	
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: _____	<p>_____</p> <p><i>Name & Designation</i></p> <p>_____</p> <p><i>Authorized Signature & Stamp</i></p>

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FINANCIAL PROPOSAL**Supply of 02 x Heavy Duty UPS (3KVA each) to OGRA
Under Tender Enquiry No. 06 of 2009**

Name of the Firm:

Address:

02 x Heavy Duty UPSs of 3 KVA each with Additional Batteries Packs

Brand Name

Description	Rate per unit (in Rs.)	Quantity	Total Amount (in Rupee) (including GST)
		02	
Price (in Words) :			
Warranty for the UPS should be 01 Year		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Installation at site		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Back-up time Two Hours (Minimum)		<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. Note: All prices must be inclusive of all taxes.

Authorized Signature with Stamp and

Name: (.....)

Date:

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ASSESSMENT CRITERIA

Supply of 02 x Heavy Duty UPS (3KVA each) to OGRA
Under Tender Enquiry No. 06 of 2009

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%.