

# OIL AND GAS REGULATORY AUTHORITY

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## Notice for Invitation of Bids

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids from well reputed and financially sound firms/companies/contractors for execution of interior finishing works of its new office building measuring approximately 23000 sq.ft. in Islamabad under tender enquiry No. 08 of 2009-10. The firms with experience in similar work for multinational companies offices/five star hotels involving space of minimum 20000 sq.ft. may submit their bids to carry out the task/job.

2. The bidders should submit a single package containing two separate sealed envelopes. One envelope should contain the Technical Proposal and the other envelope should contain the Financial Proposal. The envelopes should be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL".

3. In Technical Proposals the firms/contractors should submit complete profile/portfolio covering the following details;

- (i) Full name with location of Head Office/Branch office of firm alongwith postal address, telephone, fax, e-mail, details of organizational/administrative setup and local office in Islamabad/Rawalpindi, if any;
- (ii) Firm's valid registration with Income Tax/Sales Tax Deptt. alongwith proof of payment of Income Tax and Sales Tax during last three financial years;
- (iii) The firm/contractor will be required to submit Bid Security of Rs. 500,000/- (Rupees five hundred thousand only) in the form of Pay Order/Demand Draft issued by a Scheduled Bank of Pakistan or from a foreign bank duly counter-guaranteed by a Scheduled Bank of Pakistan, in favour of OGRA, payable at Islamabad.
- (iv) Firm's detailed Financial Report for the last three financial years including Balance Sheets, Profit and Loss Account Statements and Cash Flows duly audited by a Chartered Accountant Firm and financial projection for future;
- (v) Firm's Bank Account Statements for the last three years and current Certificate of "Sound Financial Stability" from a Scheduled Bank in Pakistan;
- (vi) Managerial and technical expertise of firm including list of technical staff (to be involved in this project) employed by the firm alongwith CV, CNIC, qualification, experience, designation including PEC registration numbers and their proof of employment with the firm;
- (vii) List of relevant works/projects "completed" and "in hand" during the last five years;
- (viii) Type and quantity of equipments, tools, plants owned by the firm along with proof of ownership, which the firm intends to make available for the relevant work;

- (ix) List of past and present litigation/arbitration/disputes if any, by/against any client, consultant, government, semi-government, autonomous or state owned organization showing its extent and results supported by documentary evidence;
- (x) An original and latest undertaking/affidavit on judicial paper that the contractor/firm and its employee(s) have never been blacklisted by any government, semi-government, autonomous or state owned organization and their cases regarding black listing are not under trial by any Court of Law;
- (xi) Any additional information with documents in addition to the above that the firm might like to furnish in support of their application;

4. The firms/contractors meeting the requisite criteria mentioned above may obtain Bidding Documents on cash payment of Rs. 12,000/- (Rupees twelve thousand only) (non-refundable) from the office of the undersigned on any working day.

5. Sealed bids are required to be delivered to the office of the undersigned by 11:00 a.m on February 15, 2010;

6. The Technical Proposals will be opened in the first instance for evaluation on February 15, 2010 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/information mentioned in Para 3 above, and given in the bidding documents shall be declared as Non-Responsive and their financial proposals will be returned un-opened. The financial proposals of the bidders/contractors whose technical proposals are accepted will be opened on a date and time to be communicated to them in advance, in the presence of the bidders.

7. OGRA shall disqualify a firm/contractor if it finds, at any time, that the information submitted by the firm or contractor concerning its qualification was false and materially inaccurate.

8. OGRA reserves the right in its sole discretion to accept or reject any and/or all the bids without assigning any reasons thereof before accepting any bid.

**Executive Director (Admn)**  
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