

# OIL AND GAS REGULATORY AUTHORITY

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## TENDER NOTICE

### TENDER ENQUIRY NO. 03 OF 2010-11

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed tenders from well-reputed firms/suppliers/distributors registered with income tax and sales tax departments for supply of quality bottled/mineral water for drinking purposes through dispersers, to its employees (250 approx.) working in two different office buildings located at 54-B, Fazal-e-Haq Road, Blue Area & Block-9 (Al-Fabric building), Civic Centre, G-6, Islamabad under Tender Enquiry No. 03 of 2010-11.
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)). These documents can also be obtained from office of the undersigned on cash payment of Rs. 500/- (Rupees five hundred only) (non-refundable), on any working day.
3. The tenders will be received latest by December 30, 2010 by 11:00 a.m., and will be opened on the same date at 11:30 a.m. in the Conference Hall of OGRA.

**(JAVED IQBAL HASHMI)**  
DEPUTY EXECUTIVE DIRECTOR (ADMN)  
**OIL AND GAS REGULATORY AUTHORITY**  
54-B, Fazal-e-Haq Road, Blue Area, Islamabad  
**PH: 051-9221726, FAX: 051-9221714**

# OIL AND GAS REGULATORY AUTHORITY

54-B, FAZAL-E-AHQ ROAD, BLUE AREA, ISLAMABAD

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## **TENDER DOCUMENTS**

### **SUPPLY OF BOTTLED/MINERAL WATER THROUGH DISPENSERS UNDER TENDER ENQUIRY NO. 03 OF 2010-11**

The Oil and Gas Regulatory Authority (OGRA) invites sealed tenders from well-reputed firms/suppliers/distributors registered with income tax and sales tax departments for supply of quality bottled/mineral water through dispensers for drinking purpose to its employees (250 approx.) working in two different office buildings i.e 54-B, Fazal-e-Haq Road, Blue Area & Block-9 (Al-Fabric building), Civic Centre, G-6, Islamabad under Tender Enquiry No. 03 of 2010-11.

#### **General Terms & Conditions:**

- 1) The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the Prequalification Proposal (**Annex-I**) and the other envelope should contain the Financial Proposal (**Annex-II**), both showing the Tender Enquiry No. 03 of 2010-11 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 be registered with Pakistan Standard Quality Control Authority (PSQCA) (Registration numbers should be clearly mentioned and valid documentary evidence be attached).
- 4) The firm should be submitted the latest three (03) Laboratory Reports and ISO Certification (valid documentary evidence be attached).
- 5) The firm will be required to mention number of dispensers to be provided to OGRA on complementary basis. The routine/periodical repair & maintenance of dispenser will be carried out by the firm itself.
- 6) The firm should have a minimum of five (05) years experience of supply of bottled/mineral water and the firm should have a well-equipped setup/plant(s) and proper office at Islamabad/Rawalpindi.
- 7) The bidder will be required to submit Security Deposit in the shape of Bank's Pay Order for Rs. 25,000/- (Rupees twenty five thousand only) payable at Islamabad, in favour of OGRA. The security of non-prequalified firms will be released within seven (07) days after completion of the pre-qualification process. Cash/Cheque will not be accepted.
- 8) Sealed tenders are required to be delivered to the office of the undersigned latest by 11:00 a.m on December 30, 2010.

- 9) The bid validity period will be three (03) months, starting from the last date of bid submission.
- 10) 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 December 30, 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 at serial No. 2 to 5, above, shall be declared Non-Responsive and their financial proposals will be returned unopened.
- 11) 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.
- 12) 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.
- 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 successful contractor/firm shall be bound to undertake to supply bottled/mineral water as per quality and standards laid down by PSQCA from time to time to OGRA offices situated at 54-B, Fazal-e-Haq Road, Blue Area, Islamabad & Block-9 (Al-Fabric building), Civic Centre, G-6, Islamabad.
- 15) The delivery period is required to be within one day of receipt of Purchase Order.
- 16) The proposals should not have any over-writings or cutting. Bids with any of the aforementioned defects may not be considered.
- 17) The contract will be awarded to the lowest evaluated bidder.
- 18) Payment of the bills will be subject to the deduction of government taxes.
- 19) OGRA reserves the right to accept or reject any or all proposals or extend the closing date without assigning any reason.

**(Javed Iqbal Hashmi)**  
Deputy Executive Director (Admn)

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**PRE-QUALIFICATION PROPOSAL**

**SUPPLY OF BOTTLED/MINERAL WATER THROUGH DISPERSERS**  
**UNDER TENDER ENQUIRY NO. 03 OF 2010-11**

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)	
PSQCA Registration No. (attach documentary evidence)	
Latest Laboratory Reports (minimum three) (attach documentary evidence)	
ISO Certification (attach documentary evidence)	
Banker's Name & Contact Details	
Experience related to similar assignments.	
Whether Bank Pay Order of Rs. 25,000/- as Earnest Money is enclosed in the Pre-qualification Proposal.	Yes: _____ No: _____
Assignments in Hand (Current)	
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 etc. and is not involved in any litigation throughout the country)	
Contact Person: Date: _____	 _____ <i>Name &amp; Designation</i>  _____ <i>Authorized Signature &amp; Stamp</i>

## OIL AND GAS REGULATORY AUTHORITY

54-B, FAZAL-E-HAQ ROAD, BLUE AREA, ISLAMABAD

PH: 051-9221715-18, FAX: 051-9221714

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<b>FINANCIAL PROPOSAL</b>
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**SUPPLY OF BOTTLED/MINERAL WATER THROUGH DISPENSERS**  
**UNDER TENDER ENQUIRY NO. 03 OF 2010-11**

Name of the Firm: .....

Address: .....

Sr. No.	Description (Specifications)	Rate (Including all taxes)	
1.	Mineral Water Bottle (Having capacity of 19 liters water)	Rs. _____/- per bottle	
2.	Security Deposit, if any	Rs. _____/- per bottle	
3.	Provision of Dispensers (Hot & Cold)	Complementary	
		Yes (Mention No. of Dispensers.)	No.
Delivery Location a). 54-B, Fazal-e-Haq Road, Blue Area, Islamabad and; b). Block-9 (Al-Fabric Building), Civic Centre, G-6, Islamabad.			

**Note:** It would be in the benefit of interested parties to visit the site before quoting their bids.

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**Authorized Signature with Stamp and**
**Name:** .....**Date:** .....

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**ASSESSMENT CRITERIA**

**SUPPLY OF BOTTLED/MINERAL WATER THROUGH DISPENSERS  
UNDER TENDER ENQUIRY NO. 03 OF 2010-11**

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

<b>Grading</b>	<b>Marks</b>
Experience related to similar assignments	30
Managerial Capability	20
Clientage	30
Assignment in Hand (Current)	20

**Note: Minimum score required to pass for pre-qualification is 75%.**

Subject: **Provision of Bottled/Mineral Water for Drinking Purpose through Dispensers to OGRA Employees**

34. The Authority in its Administrative Meeting (No. 32 of 2010), held on November 23, 2010 decided that the provisions of bottled/mineral water for drinking purpose through dispensers to OGRA employees.

35. As per direction of the Authority, a draft tender notice alongwith documents has been prepared and place on the file for floating the same on the website of OGRA & PPRA.

36. Submitted for approval, please.

**(Javed Iqbal Hashmi)**  
DED (Admn)

**ED (Admn)**

