

# OIL AND GAS REGULATORY AUTHORITY

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## **TENDER NOTICE – ENQUIRY NO. 12 OF 2011-12**

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 of liveries & dresses for OGRA's Support Staff Members, on item rate basis, under Tender Enquiry No. 12 of 2011-12.

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 (non-refundable) of Rs. 200/- (Rupees two hundred only), on any working day.

The tenders will be received latest by May 29, 2012 by 11:00 a.m, and will be opened on the same date at 11:30 a.m, in the Conference Hall of OGRA.

(NASRULLAH KHAN)  
DEPUTY EXECUTIVE DIRECTOR (ADMN)  
**OIL AND GAS REGULATORY AUTHORITY**  
54-B, FAZAL-E-HAQ ROAD, BLUE AREA, ISLAMABAD  
PH: 051-9221726, FAX: 051-9221714

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## TENDER DOCUMENTS

### SUPPLY OF LIVERIES & DRESSES FOR THE SUPPORT STAFF OF OGRA UNDER TENDER ENQUIRY No. 12 of FY 2011-12

The Oil and Gas Regulatory Authority (OGRA) hereby invites tenders from the Firms/General Order Suppliers for supply of liveries & dresses for its support staff as per the following:-

| Sr. No. | Name of items/Specifications                        | Color Scheme                                     | Quantity (Approx) |
|---------|---|--|-------------------|
| A       | B   | C  | D                 |
| 1.      | <b>Suiting Brand:</b> Shabbir/Grace or equivalent.  | (i) WHITE<br>(without stitching)                 | 150               |
|         |   | (ii) Sky Blue /Light Blue<br>(without stitching) | 150               |
| 2.      | <b>Waist Coat:</b> Tropical                         | Black (with stitching)                           | 75                |
| 3.      | <b>Footwear Brand:</b> Bata or Servis or equivalent | Black/Brown                                      | 75                |
| 4.      | <b>Socks Pair:</b> Cotton or tropical               | Black  | 150               |

#### General Terms & Conditions:

- i) 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. 12 of FY 2011-12 and marked as "PREQUALIFICATION PROPOSAL" and "FINANCIAL PROPOSAL", respectively.
- ii) The bidder will be required to submit financial proposals to OGRA along-with samples of all the required items/articles as mentioned at Sr. No. 1 to 4 of para-1, the samples in respect of all articles will be provided by the firms themselves.
- iii) The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
- iv) The firm should have a minimum of three (03) years experience in supply of liveries & dresses and should have a proper office at Islamabad/Rawalpindi.
- v) The bidder will be required to submit a Pay Order for a sum of Rs.20,000/- (Rupees Twenty Thousand Only) as earnest money in favour of OGRA, payable at Islamabad.
- vi) Sealed tenders are required to be delivered to the office of the undersigned on or before May 29, 2012 latest by 11:00 a.m.

- vii) 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 May 29, 2012 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. (ii) & (v), above, shall be declared Non-Responsive and their financial proposals will be returned unopened along-with their samples.
- viii) The Bid Opening Committee will open the financial proposals (**Annex-II**) of the bidders whose pre-qualification proposals are accepted and their sample(s) (minimum for one article) are approved by the Bid Evaluation Committee (BEC), 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.
- ix) Only one authorized representative per bidder will be allowed to attend the opening of bids.
- x) The bid validity period will be three (03) months, starting from the last date of bid submission.
- xi) 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.
- xii) Earnest money of Rs.20,000/- 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 60 days after successful supply of the items.
- xiii) The liveries & dresses are required to be purchased/delivered by the successful bidder **as per the approved quality; specifications & quantity** at OGRA office plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad.
- xiv) The delivery period is required to be maximum two (02) weeks from the date of receipt of Purchase Order.
- xv) The proposals should not have any over-writing or cutting. Bids with any of the aforementioned defects may not be considered.
- xvi) The contract will be awarded to the lowest evaluated bidder on items rate basis.
- xvii) Payment will be made subject to the deduction of government taxes, within two weeks of production of the following documents:-
  - (a) Bill in triplicate
  - (b) Delivery Challan
  - (c) Certificate by the contractor that the liveries & dresses supplied are according to the quantity, specifications and samples as provided by OGRA.
- xviii) 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.

**(Nasrullah Khan)**  
Deputy Executive Director (Admn)

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| <b>PRE-QUALIFICATION PROPOSALS</b> |
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**SUPPLY OF LIVERIES & DRESSES FOR THE SUPPORT STAFF OF OGRA**  
**UNDER TENDER ENQUIRY No. 12 of FY 2011-12**

|   |  |
|---|--|
| <b>Name of the Firm</b>   |  |
| <b>Address</b><br>(Telephone, Fax & E-mail)   |  |
| <b>Year of Establishment</b>  |  |
| <b>Sales Tax Registration No.</b><br>(attach documentary evidence)  |  |
| <b>National/Income Tax No.</b><br>(Annual Turnover supported by Income Tax Return)  |  |
| <b>Banker's Name &amp; Contact Details</b>  |  |
| <b>Experience related to similar assignments</b>  |  |
| Whether Bank <b>Pay Order</b> as Earnest Money is enclosed in the Pre-qualification Proposal  | Yes: _____ No: _____   |
| <b>Assignments in Hand (Current)</b>  |  |
| <b>Managerial/Technical Capability</b><br>a). Total No. of Permanent Staff<br>b). Total No. of Contract/Project Staff:<br>(Attach as separate Annexure, if necessary) |  |
| <b>Clientage</b><br>(Attach separate Annexure, if necessary)  |  |
| <b>Enlistment Certificate</b><br>(copy of certificate enlisted with Government/Semi Govt. Organizations, if any)  |  |
| <b>Affidavit</b><br>(that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)  |  |
| <b>Contact Person</b><br>Date: _____  | <hr style="width: 100%;"/> <i>Name &amp; Designation</i><br><br><hr style="width: 100%;"/> <i>Authorized Signature &amp; Stamp</i> |

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ANNEX-II

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**FINANCIAL PROPOSAL**

**SUPPLY OF LIVERIES & DRESSES FOR THE SUPPORT STAFF OF OGRA  
UNDER TENDER ENQUIRY No. 12 of FY 2011-12**

| Sr. No  | Name of items/Specifications                              | Color Scheme  | Quantity (Approx)          | Unit Price (including GST) | Total Price |
|---|---|---|----------------------------|----------------------------|-------------|
| (a)   | (b)   |   | (c)                        | (d)                        | (e)         |
| 1.  | <b>Suiting Brand:</b><br>Shabbir/Grace or equivalent      | (i) White<br>(with out stitching)                   | One Hundred Fifty<br>(150) | @ Rs. -----<br>/-          | Rs. -----/- |
|   |   | (ii) Sky blue or Light blue<br>(with out stitching) | One Hundred Fifty<br>(150) |                            |             |
| 2.  | <b>Waist Coat:</b><br>Cotton or Tropical (with stitching) | Black   | Seventy Five<br>(75)       | @ Rs. -----<br>/-          | Rs.-----/-  |
| 3.  | <b>Footwear Brand</b><br>Bata/Servis or equivalent        | Black/Brown   | Seventy Five<br>(75)       | @ Rs. -----<br>/-          | Rs.-----/-  |
| 4.  | <b>Socks</b><br>Cotton or tropical                        | Black   | Seventy Five<br>(150)      | @ Rs. -----<br>/-          | Rs.-----/-  |
| Grand Total (including all taxes, if applicable): Rs. _____/- |   |   |                            |                            |             |
| (Rupees _____ only)   |   |   |                            |                            |             |

Note: **The bidder will be required to submit financial proposals to OGRA along-with samples of all the required items/articles as mentioned at Sr. No. 1 to 4, by the firms themselves.**

\_\_\_\_\_  
**Authorized Signature with Stamp**

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**ASSESSMENT CRITERIA****SUPPLY OF LIVERIES & DRESSES FOR THE SUPPORT STAFF OF OGRA  
UNDER TENDER ENQUIRY No. 12 of FY 2011-12**

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

| <b>Grading</b>                            | <b>Marks</b> |
|---|--------------|
| Experience related to similar assignments | 30           |
| Managerial/Technical Capability           | 25           |
| Clientage                                 | 25           |
| Assignment in Hands (Current)             | 20           |

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