

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

TENDER ENQUIRY NO10 OF 2014

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed tender from well-reputed General Order Suppliers/Firms, duly registered with Income Tax and Sales Tax Departments, for supply/delivery of furniture, office equipments and other miscellaneous items at Karachi.
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 any working day.
3. The tender will be received latest by September 23, 2014 by 11:00 a.m, and will be opened on the same day at 11:30 a.m, in OGRA Office.

Deputy Executive Director (Admn)
Oil and Gas Regulatory Authority (OGRA)
54-B, Fazal-e-Haq Road, Blue Area, Islamabad
Ph: 051-9221726, Fax: 051-9213921

OIL AND GAS REGULATORY AUTHORITY

TENDER DOCUMENTS

SUPPLY FOR FURNITURE , OFFICE EQUIPMENTS AND OTHER MISCELLANEOUS ITEMS UNDER TENDER ENQUIRY No. 10/2014

The Oil and Gas Regulatory Authority (OGRA) invites sealed tender from the well reputed General Order Supplier/Firms dully registered with Income Tax and Sales Tax Departments for supply & delivery of furniture, office equipments and other miscellaneous items at Karachi :-

General Terms & Conditions:

- 1) The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached.
- 2) The firm should have relevant experience in supply of furniture & office equipments and other miscellaneous items, documentary proof e.g copies of purchase orders and list of clientage must be attached in support of relevant experience.
- 3) The bidder will be required to submit a Pay Order for a sum equivalent to 3% of the total quoted value of bid as earnest money in favour of OGRA, payable at Islamabad.
- 4) Any bid not accompanied by the required value of pay order shall be rejected.
- 5) Sealed tenders are required to be delivered to the undersigned at Oil and Gas Regulatory Authority (OGRA) 54-B, Fazal-e-Haq Road, Blue Area, Islamabad, by 11:00 a.m. September 23, 2014. Which will be opened at 11.30 am in the same date and venue in presence of the bidders or their authorized representatives. who may like to be present.
- 6) The bid validity period will be three (03) months, from the last date of submission of bids.
- 7) 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 of award, the same shall be treated as cancelled and the earnest money shall be forfeited.
- 8) 3% 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 after 30 days of successful completion of the job.
- 9) During the currency of the contract, the supplier will be bound to complete the said job as per purchase/supply order.

- 10) The proposals shall not have any over-writings or cutting, OGRA reserve the right not to consider the bids with any of the aforementioned deficiencies.
- 11) The bidders must quote price for each item listed in Annex-I as the contract will be awarded for supply at Karachi basis to the lowest evaluated bidder(s).
- 12) The bidders should examine carefully the terms & conditions of the tender, and may also visit the office on any working day from Monday to Friday from 9:00 a.m to 4:00 p.m, at their own expenses and responsibility and obtain all necessary information prior to submitting the tender. Clarification if any, about the tender may be obtained from the undersigned before submitting tenders. Once the tender is submitted, it will be assumed that no further clarification is required.
- 13) Payment of the bills will be subject to the deduction of all government taxes.
- 14) The bidder will submit the bill for payment after delivery of all supplies as per purchase order and approved quality and payment will be made after satisfaction of the client.
- 15) The delivery period of all supplies at **Karachi** will be fifteen (15) days form the date of receipt of purchase order, however, due to some specific reasons OGRA may allow extension in the period.
- 17) OGRA reserves the right to cancel/reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA rules, 2004.

(Nasrullah Khan)
Dy. Executive Director (Admn)

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FINANCIAL PROPOSAL

SUPPLY OF FURNITURE, OFFICE EQUIPMENTS AND OTHER MISCELLANEOUS ITEMS AT KARACHI OFFICE UNDER TENDER ENQUIRY No. 10/2014.

Sr. #	Items With Size/Specifications	Qty	Rate (In Rs)	Total (In Rs.)
1.	Office Tables Size (27" x 48" x 30") with Top Glass 5 mm, Locks Fram wooden Shesham Top and Side hard Board Drawers and Top (Hard Board and Gola Deyar 4 x sides) 03 x Drawers Size (17"x16"x8.5"), with 3 x Locks each and 3 x Handel	05		
2.	Computer Tables Size ,20" x 48" x 30" with Locks and Key Board Try Size,(12" x24") Fram wooden Shesham Top and Side hard Board Drawers and Top (Hard Board and Gola 4 x side Deyar) 03 x Drawers with Locks (17"x16"x8.5") each and 3 x Handel	05		
3.	Revolving Chairs With Arms Low Back, Hydraulic Taiwan Base , Molty Foam, Project Fabric etc.	05		
4.	Wooden Visiting Chairs Height- 31" Width-27", Fram Wooden, Shesham with Molty Foam	10		
5.	File Cabinet Steel with 22 Gauge, locks and keys, 35"x 72"x 18"	03		
6.	Refrigerator 12 Cubic ft, Dawalance, Haier, Waves or equivalent.	01		
7.	Electric Microwave Oven 8 Ltr , (Dawalnce, LG Haier or equivalent)	01		
8.	Photocopier Machine Panasonic Refurbished 60 CPM or equivalent	01		
9.	Fax Machine (Panasonic Fax Machine Mb 1520, laser printer,)	01		
10.	Air Conditioning units wall mounted 1.5 ton (Acson, Mitsubishi, Haier or equivalent) Air-conditioning units may be increased or decreased as per actual requirement of the office building.	05		
			GST 17 %	
			Grand Total Rs.	

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BIDDER PROFILE

SUPPLY OF FURNITURE, OFFICE EQUIPMENTS AND OTHER MISCELLANEOUS ITEMS AT KARACHI OFFICE UNDER TENDER ENQUIRY NO. 10/2014.

Name of the Firm	
Address (Telephone, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
National/Income Tax No. (attach documentary evidence)	
Experience related to similar assignments	
Whether Bank Pay Order as Earnest Money @ 3% of the total value of bid is enclosed with financial Proposal (Yes or No)	
Clientage (Attach separate Annexure, if necessary)	
Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. ant Autonomous Body)	
Contact Person Date: _____	<hr style="width: 20%; margin: auto;"/> <i>Name & Designation</i> <hr style="width: 20%; margin: auto;"/> <i>Authorized Signature & Stamp</i>