

# OIL AND GAS REGULATORY AUTHORITY

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## TENDER NOTICE

### SUPPLY OF PREMIER DRINKING WATER UNDER TENDER ENQUIRY NO.02 OF 2015

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed tenders from well-reputed bottlers, suppliers, or distributors registered with income tax and sales tax departments for supply of premier drinking water through dispensers for approx 250 employees at OGRA, under Tender enquiry No. 02 of 2015.
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 during office hours, on any working day.
3. The tenders will be received latest by June 22, 2015 by 11:00 a.m., and will be opened on the same date at 11:30 a.m. in the OGRA office.

*(NASRULLAH KHAN)*

DEPUTY EXECUTIVE DIRECTOR (ADMN)  
**OIL AND GAS REGULATORY AUTHORITY**  
54-B, Fazal-e-Haq Road, Blue Area, Islamabad  
**PH: 051-9244048, FAX: 051-9244206**

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## **TENDER DOCUMENTS**

### SUPPLY OF PREMIER DRINKING WATER UNDER TENDER ENQUIRY NO.02 OF 2015

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed tenders from well-reputed bottlers, suppliers or distributors registered with income tax and sales tax departments for supply of premier drinking water through dispensers, to its 250 employees (approx) working in the office located at 54-B, Fazal-e-Haq Road, Blue Area, Islamabad under Tender Enquiry No. 02 of 2015.

#### General Terms & Conditions:

- 1) The bidder should submit a single package containing two Separate sealed envelopes. One envelope should contain the Technical Proposal (**Annex-I**) and the other envelope should contain the Financial Proposal (**Annex-II**), both showing the Tender Enquiry No. 02 of 2015 and marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL", respectively.
- 2) The bottler, supplier or distributor should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
- 3) The bottler, supplier or distributor firm should be registered with Pakistan Standard Quality Control Authority (reports of PSQCA of last one year should attach with Annex- 1).
- 4) The bottler, supplier or distributor should submit the latest three (03) Laboratory Reports and ISO Certification i.e ISO 9001:2008, ISO: 14001:2004, OHSAS 18001:2007 and FSSC 22000 (valid documentary evidence be attached).
- 5) The bottler, supplier or distributor shall clearly mention the number of dispensers (Hot & cold) to be provided to OGRA on complementary basis. The routine/periodical service of dispenser will be carried out by the firm
- 6) The bottler, supplier or distributor should have proper office at Islamabad/Rawalpindi and experience of minimum of three (03) years for supply of premier drinking water. The brand should have a well-equipped bottling plant, and must have branded transport for delivery of bottles at site.
- 7) The bottler supplier or distributors will be required to submit Security Deposit in the shape of Bank's Pay Order/Call deposit for Rs.25,000/- (Rupees twenty five thousand only) payable at Islamabad, in favour of OGRA. The security of non-qualified firms will be released 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 June 22, 2015.

- 9) The bid validity period shall be 2 months, starting from the last date of bid submission.
- 10) The Bid Opening Committee of OGRA will open the Technical proposals **(Annex-I)** in the first instance for evaluation as per criteria given at **Annex-III**, on June 22, 2015 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 complying to requirements at serial No. 2 to 7, 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 technical 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.
- 13) The successful bidder will be required to enter into a formal contract initially for one year, which shall be extendable for further period (s) by mutual agreement.
- 14) The bottler, supplier or distributor shall be required to supply its bottled premier drinking water(19Ltr) at OGRA office 54-B, Fazal-e-Haq Road, Blue Area, Islamabad according to need/consumption basis.
- 15) The proposals should not have any over-writings or cutting. The Bid opening committee of OGRA reserves the right not to consider the proposals having aforementioned deficiencies.
- 16) The contract will be awarded to the lowest evaluated bidder.
- 17) Payment of the bills will be subject to the deduction of government taxes.
- 18) OGRA reserves the right to cancel / reject any or all proposals at any time prior to the acceptance of the bids or proposals as per PPRA rules, 2004.

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

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**TECHNICAL PROPOSAL****SUPPLY OF PREMIER DRINKING WATER UNDER TENDER ENQUIRY NO.02 OF 2015**

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. (Please attach one year reports)	
Latest Laboratory Reports (please attach minimum three reports)	
ISO Certificates (attach documentary evidence)	
Banker's Name & Branch with number.	
Relevant Experience.	
Whether Bank Pay Order/Call deposit of Rs.25,000/- as Earnest Money is enclosed with Technical Proposal.	Yes: _____ No: _____
Assignments in Hand (Current)	
Current Clientage (Attach separate Annexure, if necessary)	
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>

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**FINANCIAL PROPOSAL****SUPPLY OF PREMIER DRINKING WATER UNDER TENDER ENQUIRY NO.02 OF 2015**

Name of the bottler supplier or distributor: .....

Address: .....

Sr. No.	Description (Specifications)	Rate (Including all taxes)	
1.	Premier Drinking water Brand.----- (19 liters bottle water)	Rs. _____/- per bottle	
2.	Provision of complementary dispensers (Hot & Cold), 13Nos	Yes (Mention No. of Dispensers.)	No.
Delivery Location. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad and;			

**Note:** It would be in the convenience of interested parties to visit the delivery site before submission of bids.

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

**Date:** .....

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**ASSESSMENT CRITERIA****SUPPLY OF PREMIER DRINKING WATER UNDER TENDER ENQUIRY NO.02 OF 2015**

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

<b>Evaluation Grading</b>	<b>Marks</b>
Brands having bottling plant (S) facility as per ISO certification as Mentioned at para 4 of term & conditions.	40
PSQCA registration and submission one year reports.	30
In house facility of Laboratory	15
Experience & clientages.	15

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