

# OIL AND GAS REGULATORY AUTHORITY

\*\*\*\*\*

## TENDER NOTICE

ACQUIRING THE JANITORIAL SERVICES FOR OGRA BUILDING  
UNDER TENDER ENQUIRY No. 3 of 2015

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids from well-reputed Janitorial services Firms, having five (05) years minimum relevant experience, registered with EOBI, social security and Tax Departments stationed at Islamabad/Rawalpindi for provision of Janitorial services to OGRA Office located at 54-B, Fazal-e-Haq Road, Blue Area, Islamabad, initially for one year but further extendable subject to mutual consent.
2. The Tender Documents containing detailed information, terms and conditions etc. are available free of cost 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)). The documents can also be obtained from office of the undersigned on any working day (Monday to Friday).
3. The bids will be received on July 13, 2015 at 11:00 a.m and opened on the same date at 11:30 a.m, in OGRA's office by the Bid Opening Committee.

**(Nasrullah Khan)**

DEPUTY EXECUTIVE DIRECTOR (ADMN)

**OIL AND GAS REGULATORY AUTHORITY**

54 B, (Old ZTE Plaza), Fazal-e-Haq Road, Blue Area, Islamabad

PH: 051-9244048, FAX: 9244206

# OIL AND GAS REGULATORY AUTHORITY

54 B, Fazal-e-Haq Road, Blue Area, Islamabad  
PH: 051-9244048, FAX: 9244206

\*\*\*\*\*

## **TENDER DOCUMENTS**

### ACQUIRING THE JANITORIAL SERVICES FOR OGRA OFFICE UNDER TENDER ENQUIRY No. 3 of 2015

The Oil and Gas Regulatory Authority (OGRA) invites sealed tenders from reputable Janitorial services firms for provision of janitorial services, as per **Annex-I, II & III**, at OGRA office 54-B, Fazal-e-Haq Road, Blue Area, Islamabad, initially for a period of one year but extendable subject to mutual consent. The services may also be extended to the proposed-regional offices at provincial headquarters as and when required.

#### **General Terms and Conditions:**

1. The bidder 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, both indicating the tender enquiry No. 3 of 2015. The envelopes should be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL".
2. The firm should be registered with EOBI, social security and Tax Departments (Registration Number should be clearly mentioned and valid documentary evidence be attached).
3. The firm should have a minimum of five (05) years experience of similar assignment and should have a well-equipped setup, having proper office at Islamabad/Rawalpindi.
4. The bidder will be required to submit a Pay Order call deposit amounting to 2% of the total value of the contract for 12 months, as earnest money in favour of OGRA, payable at Islamabad.
5. Sealed tenders are required to be delivered to the office of the undersigned on or before July 13, 2015 till 11:00 a.m.
6. The Bids Opening Committee of OGRA will open the Technical proposals (**Annex-I**) on July 13, 2015 at 11:30 a.m. in the presence of the bidders or their authorized representatives, who may like to be present. The technical proposals shall be evaluated as per criteria given at **Annex-IV**. Bids not complying with the requirements at serial. No. 1 upto 4 above shall be declared as Non-Responsive and their financial proposals will be returned un-opened.
7. The Bid Opening Committee will open the financial proposals (**Annex-III**) 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.
8. Only one authorized representative per bidder will be allowed to attend the opening of bids.

9. The contract will be awarded to the lowest evaluated bidder.
10. The bid validity period will be (03) months, starting from the last date for receipt of bid submission.
11. The successful bidder will be required to deposit a "Performance Bond" equivalent to 5% of the total value of the contract (12 months), through a Pay Order in favour of OGRA, payable at Islamabad. In case the bidder fails to deposit the bond within one week of the issuance of the letter awarding the job, the same shall be treated as cancelled and the earnest money shall be forfeited.
12. 2% 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 within 30 days after successful completion of contract period.
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 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.
15. The bidders should examine carefully the terms & conditions of the tender. They should also visit the office of OGRA at any time during working hours (9:00 a.m to 4:00 p.m) at their own expenses and obtain all necessary information prior to submitting the tender. Clarification if any, about the job may be obtained from the undersigned before submitting tender, once the tender is submitted, it will be assumed that no further clarification is required.
16. Payment of the bills will be subject to the deduction of all applicable government taxes.
17. In case the additional Janitors are required at OGRA main office or proposed regional offices, the firm will provide the services on payment.
18. The firm will quoting the bids may consider the minimum Wages for un-skilled workers fixed by the Government of Pakistan as payment of wages to janitors shall be ensured/monitored and documented.
19. The firm will ensure to provide material, machinery, tool and equipments required for execution of the job.
20. 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)**  
Deputy Executive Director (Admn)

## OIL AND GAS REGULATORY AUTHORITY

54 B, Fazal-e-Haq Road, Blue Area, Islamabad

PH: 051-9244048, FAX: 9244206

\*\*\*\*\*

<b>Technical Proposal</b> <b>(Pre-qualification)</b>
---

**ACQUIRING THE JANITORIAL SERVICES FOR OGRA OFFICE BUILDING**  
**UNDER TENDER ENQUIRY No. 3 of 2015**

Particulars	Description	Attachments (Page Nos. or Annexure Nos. is required)
Name of the Firm		
Address (Telephone, Fax & E-mail)		
Year of Establishment (attach any documentary evidence)		
National Tax No. (attach documentary evidence)		
Whether Pay Order as Earnest Money equal to 2% of the total value of bid is enclosed with financial proposal.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Banker's Name & Contact Details		
Experience related to the similar assignments(attach documentary evidence)		
Registration with EOBI & social security departments(attach documentary evidence)		
Assignments in Hand		
Clientage Attach as separate Annexure (if necessary)		
Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. ant Autonomous Body)		
Managerial/Technical Capability (Manpower) a). Total No. of Permanent Staff b). Total No. of Contract/Project Staff: (Attach as separate Annexure, if necessary)		
Type and No. of Machinery/Equipments being used by the firm for Janitorial services.		
Contact Person Date: _____	<hr style="width: 50%; margin: 0 auto;"/> <i>Authorized Signature &amp; Stamp</i>  <hr style="width: 50%; margin: 0 auto;"/> <i>Name &amp; Designation</i>	

\* The attachments shall be in proper referencing..

<b>SCOPE OF WORK</b>
----------------------

a) **Provision of 10 x Janitors and 01 Supervisor**

	Please write your response as (Yes/No)	Remarks (if any)
<p>10 x Janitors for the office Building, which includes Basement + 5 x floors and mumty, (covered area 35,000 sq ft approx) on 8 hours per day basis with lunch, break as observed by OGRA, under the supervision of a Supervisor.</p> <p>The Janitors shall wear specified uniform (provided by the firm) at all times, as approved by OGRA.</p>		

b) **Services**

Work Schedule	Description of Work (Cleaning and swabbing)	Please write your response as (Yes/No)	Remarks (If any)
a	b	c	d
<b>Daily Work</b>	<ul style="list-style-type: none"> <li>• Comprehensive cleaning of all floors of the building</li> <li>• Reception Area and exterior corridors</li> <li>• Daily cleaning/mopping of marble and tiled floors.</li> <li>• Vacuum cleaning of Office Carpet and Sofa</li> <li>• Dusting of desks, computers, telephones, filing cabinets, photocopy machines and other furniture in the office.</li> <li>• Clean all waste paper baskets in the offices.</li> <li>• Clean the washrooms and toilet bowl with Phenyl.</li> <li>• To ensure the availability of quality items in washroom i.e. soap or liquid soap, toilet tissue, phenyl tablets and washrooms air fresher etc.</li> </ul>		
<b>Twice Daily</b>	<ul style="list-style-type: none"> <li>• Waiting areas on all floors</li> <li>• Spray air-freshener in working rooms/Halls etc.</li> <li>• Clean the bathrooms and toilet bowl with Phenyl.</li> <li>• Garbage collection and disposal.</li> <li>• Cleaning of mirrors in toilets.</li> <li>• Emergency cleaning whenever required.</li> </ul>		
<b>Weekly</b>	<ul style="list-style-type: none"> <li>• Wash/disinfect toilet bowl and sink thoroughly.</li> <li>• Cleaning the parking areas.</li> <li>• Change hand towels (towels supplied by the Authority)</li> <li>• Cleaning of all glass windowpanes.</li> <li>• Floor washing with detergents.</li> <li>• Clean all windows externally</li> </ul>		
<b>Monthly</b>	<ul style="list-style-type: none"> <li>• Furniture polishing by wooden spray polish.</li> <li>• Computer Polishing by spray polish</li> <li>• Cleaning of wall claddings</li> <li>• Clean the blinds, lights, pictures and if necessary doors.</li> <li>• Dust shelves thoroughly.</li> </ul>		
<b>Quarterly/ Half Yearly</b>	<ul style="list-style-type: none"> <li>• Carpet cleaning with shampoo and chemicals (after four (04) months).</li> <li>• Fumigation services after 6 months.</li> </ul>		
<b>Others</b>	<ul style="list-style-type: none"> <li>• To place small dustbins, wipers and toilet brush in each washrooms of the building.</li> </ul>		

- c). The Supervisor deputed by the firm will be responsible for overall supervision for general maintenance/Janitorial services at the building. He will keep frequent liaison with Admn Deptt to get instructions/directions pertaining to provision of the services effectively. The company will be bond to provide efficient workers and replace the individual (s) if found of insubordination/inefficiency.

## OIL AND GAS REGULATORY AUTHORITY

54 B,F Fazal-e-Haq Road, Blue Area, Islamabad

PH: 051-9244048, FAX: 051-9244206

\*\*\*\*\*

<b>FINANCIAL PROPOSAL</b>
---------------------------

ACQUIRING THE JANITORIAL SERVICES FOR OGRA OFFICE BUILDING  
UNDER TENDER ENQUIRY No. 3 of 2015

Name of the Janitorial services Firm &

Address:.....

.....

.....

2. The monthly charges for provision of Janitorial Services as mentioned in Scope of work (Annex-II) with following break up.

(a) Provision of 10 x Janitors @ Rs.\_\_\_\_\_ per person Total Rs.\_\_\_\_\_

(b) Provision of 01 x Supervisor @ Rs.\_\_\_\_\_ Total Rs.\_\_\_\_\_

(c) Administration charges of the firm and expenses for Janitorial material required as per Annex-II. Total Rs.\_\_\_\_\_

GST if applicable Rs.\_\_\_\_\_

---

Grand Total (including all taxes) per month:

Rs.\_\_\_\_\_

---

**Authorized Signature with Stamp**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## OIL AND GAS REGULATORY AUTHORITY

PH: 051-9244048, FAX: 051-9244206

\*\*\*\*\*

ACQUIRING THE JANITORIAL SERVICES FOR OGRA OFFICE BUILDING  
UNDER TENDER ENQUIRY No. 3 of 2015

**Assessment Criteria:**

The bids will be evaluated as per the following criteria;

<b>Sr. No.</b>	<b>Grading:-</b>	<b>Marks</b>
1.	Experience related to the similar assignments	40
2.	Clientage and assignments in hand	20
3.	Managerial Capability (Regular Manpower)	20
4.	Type and No. of Machinery/Equipments	20

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