

# OIL AND GAS REGULATORY AUTHORITY

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## TENDER NOTICE

### TENDER ENQUIRY NO. 05 OF 2015

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids from well-reputed General Order Suppliers/Firms duly registered with Income Tax and Sales Tax Departments, for supply/delivery of furniture and office equipments for its Islamabad and Lahore offices.
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 any working day (Monday to Friday).
3. The bids shall be received latest by January 07, 2016 by 11:00 a.m, and will be opened on the same day at 11:30 a.m, in OGRA Office by the Bid Opening Committee.

Deputy Executive Director (Admn)  
**Oil and Gas Regulatory Authority (OGRA)**  
54-B, Fazal-e-Haq Road, Blue Area, Islamabad  
**Ph: 051-9244375, Fax: 051-9244206**

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## TENDER DOCUMENTS

### SUPPLY FOR FURNITURE AND OFFICE EQUIPMENTS UNDER TENDER ENQUIRY No. 05 2015

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids from the well-reputed General Order Supplier/Firms dully registered with Income Tax and Sales Tax Departments for supply & delivery of furniture and office equipments items at **Islamabad** and **Lahore**.

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

- 1) The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the Technical (Pre-qualification) Proposal (**Annex-I**) and the other envelope should contain the Financial Proposal (**Annex-II**), both showing the tender enquiry No. 05 of 2015 and marked as **“TECHNICAL 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 have relevant experience for supply & delivery of furniture and office equipments at Islamabad and Lahore documentary proof e.g. copies of purchase orders and list of clientage must be attached in support of relevant experience.
- 4) The bidder will be required to submit a Pay Order for a sum equivalent to 2% of the total quoted value of each bid as earnest money in favour of OGRA, payable at Islamabad, along with financial proposals.
- 5) Any bid not accompanied by the required value pay order shall be rejected.
- 6) Sealed bids complete in all aspect shall deliver at Oil and Gas Regulatory Authority (OGRA) 54-B, Fazal-e-Haq Road, Blue Area, Islamabad, latest by 11:00 a.m. January 07, 2016. Which will be opened by the Bid Opening Committee at 11.30 am on the same date and venue in presence of the bidders or their authorized representatives, who may like to be present.
- 7) Only one authorized representative (s) 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.
- 8) Bid validity will be three (03) months, from the date of opening of bids.
- 9) The Bid Opening Committee will only open the financial proposals (**Annex-II**) of the bidders who will Pre-qualify technically on a date and time communicated to them in advance.
- 9) 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.

- 10) 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 after 30 days of successful completion of the job.
- 11) During the currency of the contract, the supplier will be bound to complete the said job as per purchase order.
- 12) The proposals shall not have any over-writings or cutting. Bids with any of the aforementioned deficiencies may not be considered.
- 13) The contract will be awarded to the lowest evaluated bidder.
- 14) The bidders should examine carefully the terms & conditions of the tender, and should also visit the site on any working day from Monday to Friday from 9:00 a.m to 4:00 p.m, at their own expenses to see the samples of furniture items 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.
- 15) Payment of bills will be subject to the deduction of all mandatory government taxes/levies.
- 16) The completion period of the job will be twenty (20) days form the award of the contract, 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 proposals as PPRA rules.

**(Imran Aslam)**  
Dy. Executive Director (Admn)

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## Technical Proposal

### SUPPLY FOR FURNITURE AND OFFICE EQUIPMENTS UNDER TENDER ENQUIRY No. 05 2015

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)	
Bank's Name	
Experience related to similar assignments	
Whether Bank Pay Order as Earnest Money @ 2% of the total value of bid is enclosed with financial Proposal (Yes or No)	
Assignments in Hand (Current)	
Clientage (Attach separate Annexure, if necessary)	
Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. any Autonomous Body)	
Contact Person	<div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <i>Name &amp; Designation</i>
Date: _____	<div style="border-top: 1px solid black; width: 150px; margin: 0 auto;"></div> <i>Authorized Signature &amp; Stamp</i>

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

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## **ASSESSMENT CRITERIA**

### **SUPPLY FOR FURNITURE AND OFFICE EQUIPMENTS UNDER TENDER ENQUIRY No. 05 2015**

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

<b>Grading</b>	<b>Marks</b>
Experience related to similar assignments	50
Clientage	25
Assignment in Hands (Current)	25

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

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## FINANCIAL PROPOSAL

## Lahore Office

SUPPLY OF FURNITURE AND OFFICE EQUIPMENTS FOR LAHORE OFFICE AT LAHORE

Sr. #	Items With Size/Specifications	Qty	Rate (In Rs)	Total (In Rs.)
1.	<b>Revolving Chairs</b> With Arms, Low Back, Hydraulic Taiwan Base , Molty Foam, Project Fabric etc.	12		
2.	<b>Refrigerator</b> 12 Cubic ft, Dawalance, Haier, Waves or equivalent.	01		
3.	<b>Electric Microwave Oven</b> 25 Liter Capacity , (Dawalnce, LG Haier or equivalent)	01		
4.	<b>Meeting Table round</b> 48" x 96" Frame Shesham Wood Laminated top.	01		
5.	<b>2KVA UPS</b> Inverex modified sine wave or equivalent. (24Volts) with Batteries (2x12v x120Amps,)	01		
6.	<b>Scanner</b> HP Jet 200, Flatbed photo or Equivalent	01		
7.	<b>Revolving Chairs</b> With Arms High Back, Hydraulic Taiwan Base , Molty Foam, Project Fabric etc.	02		
8.	<b>Electric Fan Heater,</b> 2,000 watt ( Black & Dakar, Philip or Equivalent)	05		
<b>Grand Total</b> (including all taxes) <b>Rs.</b>				

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## FINANCIAL PROPOSAL

## Islamabad Office

SUPPLY OF FURNITURE AND OFFICE EQUIPMENTS FOR ISLAMABAD OFFICE AT ISLAMABAD

1.	<b>Office Tables</b> Size (27" x 48"x 30" ) Top Glass 5 mm, Locks Shesham wooden frame, top and sides 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	12		
2.	<b>Computer Tables</b> Size (20" x 48" x 30") with Locks and Key Board Try Size,(12" x24") Shesham wood frame top and sides 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	12		
3.	<b>Revolving Chairs</b> With Arms Low Back, Hydraulic Taiwan Base , Molty Foam, Project Fabric etc.	30		
4.	<b>Wooden Visiting Chairs</b> Height- 31" Width-27", Shesham Wood frame with Molty Foam.	12		
5.	<b>File Cabinet Steel</b> 22 Gauge, locks and keys, 35"x 72"x 18"	10		
6.	<b>Office Tables Executive</b> double pedestal Size (36" x 72"x 30"x30 ) Top Glass 5 mm, Locks Shesham wood frame top and side hard Board, Drawers and Top (Hard Board and Gola Deyar 4 x sides) 06 x Drawers Size (17"x16"x 8.5"), with6 x Locks each and 6 x Handel.	02		
7.	<b>Photocopier Machines</b> Reco 50cpm , Model 5054, Nashuatec, new or Equivalent)	02		
8.	<b>Revolving Chairs</b> With Arms High Back, Hydraulic Taiwan Base , Molty Foam, Project Fabric etc.	06		
9.	<b>Telephone set</b> Panasonic Model kkts500MXW, TIP Model Euroset 802 or Equivalent)	10		
10	<b>Electric Fan Heater</b> 2,000 watt ( Black & Dakar, Philip or Equivalent)	10		
<b>Grand Total</b> (Including all Taxes) <b>Rs.</b>				