

# TENDER NOTICE

## SUPPLY OF BOTTLED/DRINKING WATER THROUGH DISPENSERS UNDER TENDER ENQUIRY NO. 03 OF 2024

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well-reputed firms/suppliers/distributors having five (05) years relevant experience, registered with income tax, sales tax departments and PSQCA and having certification of PCRWR and ISO 9001, ISO 14001, ISO 2200 and OHSAS 18001 for supply of quality bottled/ drinking water through dispensers, to its employees (250 approx.) working in office building located at Plot No. 37 & 39, Mauve Area, Service Road South, Sector G-10/4, Islamabad under Tender Enquiry No. 03 of 2024.
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 i.e. **Monday to Friday** from **09:00 am to 05:00 pm**.
3. The sealed bids will be received on or before **February 20, 2024 by 11: 00 a.m.** at OGRA's Head Office located at Plot No. No. 37 & 39, Mauve Area, Service Road South, Sector G-10/4, Islamabad, and will be opened on the same date at **11:30 a.m.** at OGRA's Head Office by Bid Opening Committee.
4. In case the last date of submission of bids falls on closed official day(s), holiday(s), the date for submission & opening of the bids shall be the next working day.
5. OGRA reserves the right to cancel/reject any or all bids/proposals at any time prior to the acceptance of the bids/proposals as per PPRA Rules, 2004.

**Nasrullah Khan**

**Joint Executive Director (Admin)**

Oil & Gas Regulatory Authority (OGRA)

Plot No. 37 & 39, Mauve Area, G-10/4, Islamabad.

Ph: 051- 9108881, Email: [knasrullah@ogra.org.pk](mailto:knasrullah@ogra.org.pk)

**Public Service Message:**

گیس لیکچ جان لیوا حادثات کا سبب بن سکتی ہے احتیاطی تدابیر یقینی بنائیں اور حادثات سے بچیں

**15x3**

# ٹینڈر نوٹس

## زیر تحت ٹینڈر انکوائری نمبر 03/2024 بذریعہ ڈسپنسرز منرل واٹر کی فراہمی

- 1- آئل اینڈ گیس ریگولیٹری اتھارٹی (اوگرا) کو زیر تحت ٹینڈر انکوائری نمبر 03/2024، اپنے دفتر واقع پلاٹ نمبر 37 اور 39 ماؤ ایریا، سروس روڈ ساؤتھ، سیکٹر 4-10/G، اسلام آباد کے ملازمین (تقریباً 250) کیلئے بذریعہ ڈسپنسرز اعلیٰ معیار کے منرل واٹر (پینے کیلئے) کی فراہمی کے لیے معروف فرموں/سپلائرز/ڈسٹری بیوٹرز جو کم از کم 05 سالہ متعلقہ تجربہ رکھتے ہوں، انکم ٹیکس، سیلز ٹیکس ڈیپارٹمنٹس اور پی ایس کیوسی اے (PSQCA) سے رجسٹرڈ ہوں اور پی سی آر ڈبلیو آر (PCRWR)، ISO 9001، ISO 14001، OHSAS 18001 اور ISO 2200 کا سرٹیفکیٹ رکھتے ہوں سے سربمہر پیشکشیں مطلوب ہیں۔
- 2- ٹینڈر دستاویزات جن میں تفصیلی معلومات، شرائط و ضوابط وغیرہ موجود ہیں پیپر اوپ سائٹ ([www.ppra.org.pk](http://www.ppra.org.pk)) اور اوگرا ویب سائٹ ([www.ogra.org.pk](http://www.ogra.org.pk)) پر دستیاب ہیں۔ ٹینڈر دستاویزات دفتر زیر دستخطی سے بھی کسی بھی یوم کاری یعنی سوموار تا جمعہ دن 09:00 تا شام 05:00 بجے حاصل کی جاسکتی ہیں۔
- 3- سربمہر پیشکشیں 20 فروری 2024 دن 11:00 بجے تک اوگرا صدر دفتر واقع پلاٹ نمبر 37 اور 39 ماؤ ایریا، سروس روڈ ساؤتھ، سیکٹر 4-10/G، اسلام آباد میں موصول کی جائیں گی اور اسی روز دن 11:30 بجے اوگرا صدر دفتر میں بڈ اوپننگ کمیٹی کی جانب سے کھولی جائیں گی۔
- 4- پیشکش جمع کروانے کی آخری تاریخ پر تعطیل ہونے کی صورت میں پیشکشیں جمع کروانے اور کھلنے کی تاریخ آئندہ یوم کار ہوگا۔
- 5- اوگرا پیپر قوانین 2004، کے تحت پیشکش کو منظور یا جملہ تجاویز کو منسوخ/مسترد کرنے کا حق محفوظ رکھتا ہے۔

نصر اللہ خان

جوائنٹ ایگزیکٹو ڈائریکٹر (ایڈمن)

آئل اینڈ گیس ریگولیٹری اتھارٹی (اوگرا)

پلاٹ نمبر 37 اور 39 ماؤ ایریا، سیکٹر 4-10/G، اسلام آباد

فون نمبر: 051-9108881، ای میل: [knasrullah@ogra.org.pk](mailto:knasrullah@ogra.org.pk)

پیغام برائے عوامی آگاہی:

گیس لیکج جان لیوا حادثات کا سبب بن سکتی ہے احتیاطی تدابیر یقینی بنائیں اور حادثات سے بچیں

15x3

# OIL AND GAS REGULATORY AUTHORITY

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## TENDER NOTICE

### **SUPPLY OF BOTTLED/DRINKING WATER THROUGH DISPENSERS UNDER TENDER ENQUIRY NO. 03 OF 2024**

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposal from well-reputed firms/suppliers/distributors having five (05) years relevant experience, registered with income tax, sales tax departments and PSQCA and having certification of PCRWR and ISO 9001, ISO 14001, ISO 2200 and OHSAS 18001 for supply of quality bottled/drinking water through dispensers, to its employees (250 approx.) working in office building located at Plot No. 37 & 39, Mauve Area, Service Road South, Sector G-10/4, Islamabad under Tender Enquiry No. 03 of 2024.
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 i.e. Monday to Friday from 09:00 am to 05:00 pm.
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4. In case the last date of submission of bids falls on closed official day(s), holiday(s), the date for submission & opening of the bids shall be the next working day.
5. OGRA reserves the right to cancel/reject any or all bids/proposals at any time prior to the acceptance of the bids/proposals as per PPRA Rules, 2004.

**(Nasrullah Khan)**

**Joint Executive Director (Admin)**

Oil & Gas Regulatory Authority (OGRA)

Plot No. 37 & 39, Mauve Area, G-10/4, Islamabad.

Ph: 051- 9108881

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# OIL AND GAS REGULATORY AUTHORITY

PLOT No. 37-39, Mauve Area, Service Road South,  
Sector G-10/4, ISLAMABAD

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## TENDER DOCUMENTS

### SUPPLY OF BOTTLED/DRINKING WATER THROUGH DISPENSERS UNDER TENDER ENQUIRY NO. 03 OF 2024

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well-reputed firms/suppliers/distributors having five (05) years relevant experience, registered with income tax, sales tax departments and PSQCA and having certification of PCRWR and ISO 9001, ISO 14001, ISO 2200 and OHSAS 18001 for supply of quality bottled/drinking water through dispensers for its employees (250 approx.) working in OGRA office building i.e. Plot No. 37 & 39, Mauve Area, Service Road South, Sector G-10/4, Islamabad initially for a period of two years extendable on the same terms & conditions upon expiry, with the mutual consent of both parties, under Tender Enquiry No.03 of 2024.

#### General Terms & Conditions:

- 1) The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the Technical Prequalification Proposal (**Annex-I**) and the other envelope should contain the Financial Proposal (**Annex-II**), both showing the Tender Enquiry No. - of 2024 and marked as “**TECHNICAL/PRE-QUALIFICATION 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) being on active tax payers list.
- 3) The firm should be registered with Pakistan Standard Quality Control Authority (PSQCA) (Registration numbers should be clearly mentioned and valid documentary evidence be attached).
- 4) The firm should submit the latest three (03) Laboratory Reports and ISO Certification (valid documentary evidence be attached).
- 5) The firm will be required to mention number of dispensers to be provided to OGRA on complementary basis. The routine/periodical repair & maintenance of dispensers will be carried out by the firm itself.
- 6) The firm should have a minimum of five (05) years' experience of supply of bottled/drinking water and should have a well-equipped setup/plant(s) and proper office at Islamabad/Rawalpindi.
- 7) The bidder will be required to submit Security Deposit of Rs. 50,000/- in the shape of Call Deposit payable at Islamabad, in favor of OGRA. The security of non-qualified firms will be released within seven (07) days after completion of the pre-qualification process. However, the security deposit of the firm will be retained till the expiry of the contract without any claim for payment of interest. Cash/Cheque will not be accepted.
- 8) The bid validity period will be three (03) months, starting from the last date of bid submission.
- 9) Sealed bids/proposal are required to be delivered to the office of the undersigned latest by 11:00 a.m. on or before February 20, 2024, The Bid Opening Committee of OGRA will open the Technical/Pre-qualification proposals (**Annex-I**) in the first

instance on the same date i.e. February 20, 2024, at 11:30 a.m. in the presence of the bidders or their authorized representatives, who may like to be present. Subsequently, Technical/Pre-qualification Proposals will be evaluated by OGRA's Bid Evaluation Committee as per criteria given at **(Annex-III)**.

- 10) Bids, which are not accompanied by the documents mentioned 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 pre-qualification 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) Increase or decrease of drinking water bottle can be made with mutual consent of both the parties i.e. OGRA and successful bidder / firm on same terms & conditions.
- 13) Only one authorized representative per bidder 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 favor by the respective bidders for attending the opening of bids.
- 14) The successful bidder will be required to enter into a formal contract agreement to be executed with mutual consent of both the parties.
- 15) The successful contractor/firm shall be bound to undertake to supply bottled/drinking water as per quality and standards laid down by PSQCA from time to time to OGRA office situated at plot No. 37 & 39, Mauve Area, Service Road South, Sector G-10/4, Islamabad.
- 16) The Contract shall be awarded initially for a period of two (02) years starting from the date of signing of contract which shall be extendable on the same terms & conditions upon expiry, with the mutual consent of both parties with 10% increase on the quoted / prevailing rates after completion of contract period with a view to mitigate the prevailing effects of inflation & devaluation.
- 17) The successful bidder is bound to deliver bottled / drinking water within one day of receipt of Purchase Order.
- 18) The proposals should not have any over-writings or cutting. Bids with any of the aforementioned deficiencies will not be considered.
- 19) Original and latest undertaking/affidavit on judicial paper that the firm has not been blacklisted by any Government/Semi Government, Autonomous or any State-Owned Organization.
- 20) The contract will be awarded to the most advantageous evaluated bidder. quality and hygienic standards of the product shall not be compromised.
- 21) Payment of the bills will be subject to the deduction of government taxes.
- 22) In case the last date of submission of bids falls on closed official day(s)/ holiday(s), the date for submission & opening of the bids shall be the next working day.
- 23) OGRA reserves the right to cancel / reject any or all proposals/bids at any time prior to acceptance of the same as per PPRA Rules, 2004.

**(Nasrullah Khan)**  
Joint Executive Director (Admin)

**OIL AND GAS REGULATORY AUTHORITY**

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**TECHNICAL PRE-QUALIFICATION PROPOSAL****SUPPLY OF BOTTLED/DRINKING WATER THROUGH DISPENSERS  
UNDER TENDER ENQUIRY NO. 03 OF 2024**

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 Registrations No. (attach documentary evidence)	
Latest Laboratory Reports (minimum three) (attach documentary evidence)	
PCRWR Certification and having certifications of ISO and ISO 9001, ISO 14001, ISO 2200 and OHSAS 18001 (attach documentary evidence)	
Banker's Name & Contact Details	
Experience related to similar assignments.	
Whether call deposit of Rs. 50,000/- as Earnest Money is enclosed in the Pre-qualification Proposal.	Yes: _____ No: _____
Assignments in Hand (Current)	
Clientage (Attach separate Annexure, if necessary)	
Enlistment Certificate (copy of certificate enlisted with Government/ Semi Govt. Organizations, if any)	
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: _____	 _____ Name & Designation Contact No. _____  Authorized Signature & Stamp

# OIL AND GAS REGULATORY AUTHORITY

PLOT No. 37-39, Mauve Area, G-10/4, ISLAMABAD

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## FINANCIAL PROPOSAL

### SUPPLY OF BOTTLED/DRINKING WATER THROUGH DISPENSERS UNDER TENDER ENQUIRY NO. 03 OF 2024

Name of the Firm: .....

Address: .....

Sr. No.	Description (Specifications)	Rate (Including all taxes)	
1.	Premier Drinking Water Bottle (Having capacity of 19 liters water)	Rs. _____/- per bottle	
2.	Provision of Dispensers (Hot & Cold)	Complementary	
		Yes (Mention No. of Dispensers.)	No.
Delivery Location. PLOT No. 37-39. Mauve Area. Service Road South. G-10/4. ISLAMABAD.			

**Note:** It would be in the benefit of interested parties to visit the site before quoting their bids.

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

Name: .....

Date: .....

**OIL AND GAS REGULATORY AUTHORITY**

PLOT No. 37-39, Mauve Area, G-10/4, Service Road South, ISLAMABAD

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**ASSESSMENT CRITERIA****SUPPLY OF BOTTLED/DRINKING WATER THROUGH DISPENSERS  
UNDER TENDER ENQUIRY NO. 03 OF 2024**

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

<b>Requirement</b>	<b>Remarks</b>
Experience related to supply of premier drinking water (minimum 05 years -10marks and additional each year 01 mark )	20
Managerial Capability (Attach documentary proof) profile will be assessed.	15
Large Accounts / List of Clientage (05 large accounts will get 10 marks and additional each client will get one mark)	20
Registration and certification of PSQCA, PCRWR and ISO 9001, ISO 14001, ISO 2200 and OHSAS 18001 (Attach copies of certification initial two certification will get 13 marks and additional certificate will get 3 marks each	25
Provision of Complementary Water dispensers (one (01) mark for each dispenser)	20

**Note:** Minimum score required for prequalification is 60%