

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

Provision and installation of Synchronizing Panel for 400kva & 100Kva Gensets under Tender Enquiry No.07/2024

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well reputed Contractors and General Order suppliers having minimum five (05) years relevant experience and registered with Income Tax and Sales Tax departments for provision and installation of Sync Panel at OGRA Office under Tender Enquiry No. 07/2024.

2. The Tender Documents containing detailed information, terms & 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 from 09:00 a.m. to 05:00 p.m. on any working day i.e. Monday to Friday.

3. The sealed bids (Technical + Financial) will be received till April 25, 2024 by **11: 00 a.m.** at OGRA's Head Office, located at Plot No. 37&39 Mauve Area G-10/4, Islamabad and technical bid will be opened on the same date at **11:30 a.m.** by OGRA's 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.

Joint Executive Director (BMS)
Oil & Gas Regulatory Authority (OGRA)
Plot No. 37&39 Mauve Area Sector G-10/4, Islamabad
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TENDER DOCUMENTS

Provision and installation of Synchronizing Panel for 400kva & 100Kva Gensets under Tender Enquiry No.07/2024

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well reputed original manufacturers or authorized dealers and general order suppliers having minimum five (05) years relevant experience, registered with Income Tax and Sales Tax departments for provision/installation of Sync Panel for 400KVA & 100 KVA Gensets at OGRA Office Building, under Tender Enquiry No. 07/2024.

General Terms & Conditions

1. The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain "Technical/Prequalification Proposal" (**Annex-I**) and the other envelope should contain "Financial Proposal" (**Annex-II**), both showing the Tender Enquiry No. 07/2024, and marked as "**TECHNICAL PROPOSAL**" and "**FINANCIAL PROPOSAL**", respectively.
2. The firm should be registered with Income Tax and Sales Tax Departments; Registration Numbers and NTN numbers should be clearly mentioned and valid documentary evidence be attached.
3. The bidder will be required to submit a Bid Security/earnest money equal to 3% of the total quoted value of bid along with Financial Proposal in the form of **Call Deposit** or **Pay Order** in favor of OGRA, payable at Islamabad.
4. Any bid not accompanied by the required value of **Call Deposit** or **Pay Order** shall be rejected.
5. The firm should have a minimum of five (05) years' relevant experience and should have a well-equipped office set-up/workshop at Islamabad / Rawalpindi.
6. The bid validity period will be three (03) months, starting from the date of opening of technical bids. The rates quoted by the bidder will be final & fixed and no inflation/ escalation will be paid by OGRA and any increase in price shall also not be borne by OGRA. No such claim from the bidder will be entertained.
7. Sealed bids/ proposals are required to be delivered at OGRA's Head Office, Plot No. 37&39 Mauve Area Sector G-10/4, Islamabad latest by April 25 ,2024 on or before **11:00 a.m.** The Bid Opening Committee of OGRA shall open the Technical/ Pre-qualification proposals (**Annex-I**) in the first instance at 11:30 on the same date i.e. April 25, 2024 in the presence of bidders or their authorized representatives, who may like to be present. Subsequently, technical/pre-qualification proposals shall be evaluated by OGRA's Bid Evaluation Committee as per the terms & conditions of bidding documents.
8. Bids, which will not contain the documents mentioned at Clause No. 2 & 3 shall be declared non-responsive and their financial proposals will be returned unopened.

9. The Bid Opening Committee will open the financial proposals (Annex-II) of only those 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.
10. Only one authorized representative per bidder shall be allowed to attend the opening of bids.
11. The Successful Bidder should be required to deposit a "Performance Bond" equivalent to 5% of the total value of the quoted amount through a Call Deposit or Pay order in favor of OGRA payable at Islamabad. If the bidder fails to deposit the Performance Bond within one week of the receipt of the Purchase/ Work Order, the same shall be treated as cancelled and 3% Earnest Money already deposited by the bidder shall be forfeited.
12. 3% earnest money of the un-successful bidders shall be released within 30 days. However, 5% Performance Bond shall be released 30 days after completion of task i.e. satisfactory supply/ delivery/ installation of Sync Panel at OGRA's office building situated at OGRA's Head Office, Plot No. 37&39 Mauve Area Sector G-10/4, Islamabad and warranty period, if any.
13. The proposals should not have any over-writings or cutting. The bids with any of the aforementioned deficiencies may not be considered.
14. The firm should have to attach original and latest undertaking/ Affidavit on judicial paper that the firm has not been blacklisted by any Government, Semi-Govt., Autonomous body or any state-owned organization.
15. An affidavit on stamp paper shall be submitted, indicating that all information provided herein and documents attached with the proposal are correct and if any information/ documents found incorrect, false or fake etc., the Authority reserves the right to disqualify and blacklist the firm.
16. The successful bidder/ firm shall be bound to supply/ delivery/ installation of Sync Panel at OGRA office **as per specifications attached**, and quality given in Annex-II situated at Plot No. 37 & 39, OGRA Headquarter, Sector G-10/4, Islamabad, as per specifications, standard, quality & design as mentioned in the tender documents.
17. Before submission of bid, all bidders are advised to visit the site in their own interest and to read carefully the terms & conditions of the tender documents and attach legible copies of all documents/ pages etc. with their respective bids / proposals.
18. Purchase order for supply/ delivery/ installation of Sync Panel will be awarded to the bidder whose bid has been determined as most advantageous bid being substantially responsive and more relevant to the bidding documents/ requirements.
19. The successful firm will provide one years' guaranty / warranty & free of cost, replacement of items onsite after sale.
20. Supply/ delivery/ installation of Sync Panel will be free of charges at OGRA's office building, situated at Plot No. 37 & 39 Mauve Area, Sector G-10/4, Islamabad.
21. OGRA reserves the right to change/modify specifications/ quantity at any time before the award of contract. OGRA may also accept or reject part or whole of the tender prior to the acceptance of the proposal.

22. If supply/ delivery/ installation of Sync Panel will not be according to the required quality, standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to replace the same as per specifications mentioned in the Tender Documents, otherwise the purchase/ work order will be cancelled with confiscation of performance bond.
23. Any sub-standard supply/ delivery/ installation of Sync Panel will be replaced by the bidder in same quoted cost without any claim from OGRA. In case of failure to supply the specific item(s), OGRA reserves the right to issue Purchase Order to next bidder being most advantageous to supply/ delivery/ installation of Sync Panel while the difference of amount will be deducted from performance bond already submitted by the firm to whom contract has been awarded.
24. The firm/ bidder will certify that they have read and completely understood the Tender Notice as well as the Terms & conditions of this Tender/ Bidding Documents including Criteria, Technical/ Pre-qualification & Financial Proposal etc. and hereby accept the same unconditionally.
25. Any difference of opinion or disputes arising between the parties i.e. OGRA & the Successful Bidder in relation to this contract shall be settled amicably by the parties. In case of any dispute arising between the parties, the matter shall be referred to the Chairman, OGRA as Arbitrator, whose decision shall be final and binding upon both the parties. No dispute once decided by the Arbitrator shall be agitated at any forum including in any Court of Law.
26. The bidder will complete the works in all respect and will test run the Gensets and ensure proper synchronization is made.
27. 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.
28. OGRA reserves the right to accept or reject any or all proposals or extend the closing date without assigning any reason as per PPRA Rules 2004.

(Imran Aslam)
Joint Executive Director (BMS)

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TECHNICAL/ PRE-QUALIFICATION PROPOSAL

Provision and installation of Synchronizing Panel including cable for 400kva & 100Kva Gensets under Tender Enquiry No.07/2024

Name of Firm	
Address (Telephone, Cell, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
NTN No. (attach documentary evidence)	
(Annual Turnover supported by Income Tax Return) F.Y 2022, 2023.	
Banker's Name & Contact Details	
Experience related to similar assignments	
Whether bid security/earnest money at the rate of Rs. 3% is enclosed with Financial Proposal.	Yes: _____ No: _____
Assignments in Hand (Current)	
Clientage (Attach separate Annexure, if any)	
Latest 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: Contact No. _____ Date: _____	_____ <i>Name & Designation</i> <i>Authorized Signature & Stamp</i>

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FINANCIAL PROPOSAL

Provision and installation of Synchronizing Panel for 400kva & 100Kva Gensets under Tender Enquiry No.07/2024

As per Design and Specification Attached

Synchronizing Panel			Unit-01	
S.No	Description	Unit	Qty	Make
1	Panel Board 14 SWG Panel Size (1200x800x600) mm (Outdoor/Floor/Canopy/Front Glass)	Nos.	1	As per requirement
Incoming Gen# 1 (100 KVA)				
1	Magnetic Contactor TP (LC1 - D150)	Nos.	1	Schneider
2	Indication Light (On/Off)	Nos.	2	Fico/Equ
3	Indication Light (R/Y/B)	Nos.	3	Fico/Equ
4	Synchronizing Module (8610)	Nos.	1	Deep Sea
5	Battery Charger 24v DC	Nos.	1	Data Kom
6	MCB 6A SP 6KA (Domae)	Nos.	3	Schneider
7	MCB 6A DP 6KA (Domae)	Nos.	2	Schneider
8	MCB 6A TP 6KA (Domae)	Nos.	3	Schneider
9	Emergency Stop	Nos.	1	Camsco/Legrand
10	Control Relay 24v DC	Nos.	6	Relpol/Equ
11	Terminal Blocks 2.5mm	Nos.	60	Onka/Klemsan
12	C.T 150/5A	Nos.	3	Fico/Metelx
Incoming Gen # 2 (400KVA)				
1	Magnetic Contactor TP (LC1 - G630)	Nos.	1	Schneider
2	Indication Light (On/Off)	Nos.	2	Fico/Equ
3	Indication Light (R/Y/B)	Nos.	3	Fico/Equ
4	Synchronizing Module (8610)	Nos.	1	Deep Sea
5	Battery Charger 24v DC	Nos.	1	Data Kom
6	MCB 6A SP 6KA (Domae)	Nos.	3	Schneider
7	MCB 6A DP 6KA (Domae)	Nos.	2	Schneider
8	MCB 6A TP 6KA (Domae)	Nos.	3	Schneider
9	Emergency Stop	Nos.	1	Camsco/Legrand
10	Control Relay 24v DC	Nos.	6	Relpol/Equ
11	Terminal Blocks 2.5mm	Nos.	60	Onka/Klemsan
12	C.T 600/5A	Nos.	3	Fico/Metelx
13	Tube Light	Nos.	1	Imported
14	Limit Switch	Nos.	1	Imported
15	Louver With Mash	Nos.	2	Imported
16	Exhaust Fan 6*/8"	Nos.	1	Imported
17	Thermostat Switch	Nos.	1	Siemens
18	Control Fuse 2A with Base	Nos.	1	ABB/Equ
19	Control Terminal Block 2.5mm	Nos.	4	Onka/Klemsan
20	Soft Ware Package and Commissioning	Job.	1	As per requirement

21	Bus Bar & Insulator	Set.	1	As per requirement
22	Lift & Transporting (within the building) and placing 100 Kva genset beside 400 Kva Genest including RCC pad/foundation for 100 Kva Genset as per design	Job	1	
23	Laying & Termination of 4 core 35mm ² Cv. Conductor power cable from 100 Kva Genset to ATS Panel placed in electric room (Provided by Client)	Mtr	50	
24	Laying & Termination of multicore control cable from 100 Kva Genset to ATS Panel (Provided by Client)	Mtr	50	
25	Supply, laying & Termination of multicore control cable (as required) from 100 Kva Genset to ATS Panel in electric room	Mtr	50	
26	Supply, laying & Termination of multicore control cable (as required) from 400 Kva Genset to ATS panel in electric room.	Mtr	50	
Note: -				
i	Client has the right to increase or decrease the work/quantities as per site conditions on the same rates.			
ii	Power & Control cable will be paid as per actual used at site. However, tentative length is given here above			
iii	Auto/Manual start, stop, synchronizing of both Gensets and load transfer is required in case of IESCO power switched OFF.			
iv	Any item/equipment required for smooth operation of Genset shall be deemed included, either mentioned here or not.			

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FINANCIAL PROPOSAL

Provision and installation of Synchronizing Panel for 400kva & 100Kva Gensets under Tender Enquiry No.07/2024

Sr. #	Description	Qty.	Rate in Rs.	18% GST + other prevailing taxes	Total Amount (Rs.)
1	<u>Provision and installation of Synchronizing Panel for 400kva & 100Kva Gensets</u>	1			
Total amount including all taxes:					

Note: Before submission of Tender Documents, the representative firms may visit OGRA office to see/inspection of **Gensets**. Monday to Friday (9:00 am. to 5:00 p.m.).

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ASSESSMENT CRITERIA FOR TECHNICAL PREQUALIFICATION

Provision and installation of Synchronizing Panel for 400kva & 100Kva Gensets under Tender Enquiry No.07/2024

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

Description	Marks
Experience related to similar assignments	40
Financial Standing	20
Clientage	20
Assignment in hands (Current)/completed	20

Note: Minimum score to qualify technically is 70