

آئل اینڈ گیس  
ریگولیٹری اتھارٹی  
حکومت پاکستان



Oil & Gas  
Regulatory Authority  
Government of Pakistan

## TENDER NOTICE

**HIRING OF COURIER SERVICES FIRMS FOR DELIVERY OF NATIONAL AND INTERNATIONAL MAIL/LETTERS AND DELIVERY OF OTHER ECONOMY/PARCEL FOR OGRA HEAD OFFICE, ISLAMABAD AND ITS REGIONAL OFFICES LOCATED AT LAHORE, KARACHI, PESHAWAR & QUETTA UNDER TENDER ENQUIRY NO. 08 OF 2024.**

The Oil and Gas Regulatory Authority (OGRA) hereby invites sealed bids under Tender Enquiry No. 08 of 2024 from Courier Services firms having ten (10) years minimum relevant experience, registered with Sales Tax & Income Tax Departments, stationed at Islamabad/Rawalpindi for delivery of national and international mail/letters and other economy/parcel at OGRA Head Office at Plot No. 37 & 39, Mauve Area, Service Road South, Sector G-10/4, Islamabad and its four following Regional Offices.

- i. OGRA Regional Office, Lahore. 27-Civic Center, Barkat Market, New Garden Town, Lahore.
  - ii. OGRA Regional Office, Karachi. House No. 2, Dattari Villas Bath Island Clifton, Karachi.
  - iii. OGRA Regional Office, Peshawar. 2nd Floor, Sarhad Chamber of Commerce & Industry, G.T Road, Peshawar.
  - iv. OGRA Regional Office, Quetta. 1st Floor, Fida Building, Punj Footy, Samungli Road, Quetta.
2. The contract in the matter will be initially for two (02) years extendable subject to satisfactory performance and with mutual consent.
  3. The Tender Documents containing detailed information, terms & 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)). The documents can also be obtained from office of the undersigned on any working day (**Monday to Friday**) (9:00 am to 5:00 pm)
  4. The bids shall be received latest by **11:00 a.m on April 24, 2024** and opened at **11:30 a.m** on the same date in OGRA's office by the Bid Opening Committee. In case the last date of bids submission falls on closed official day(s)/holiday(s), the date for submission and opening of the bids shall be the next working day.
  5. 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.

**Joint Executive Director (Admin)**  
**Oil and Gas Regulatory Authority**  
Plot No. 37 & 39, Mauve Area, Service  
Road South, Sector G-10/4, Islamabad, Ph: 051-9108881

## ٹینڈر نوٹس

2024 کے ٹینڈر انکوائری نمبر 08 کے تحت اوگرا ہیڈ آفس اسلام آباد اور لاہور، کراچی، پشاور اور کوئٹہ میں واقع اس کے علاقائی دفاتر میں  
نیشنل اور انٹرنیشنل ڈاک / خطوط اور دیگر کانومی / پارسل کی ڈلیوری کیلئے کوریئر سروسز فرموں کی ہائرنگ

1 آئل اینڈ گیس ریگولیٹری اتھارٹی (اوگرا) کو ٹینڈر انکوائری نمبر 2024 کے ٹینڈر انکوائری نمبر 08 کے تحت اوگرا ہیڈ آفس واقع پلاٹ نمبر 37 اور 39، ماڈ ایریا، سروس روڈ ساؤتھ، سیکٹر G-10/4 اسلام آباد اور اس کے نیچے دیئے گئے چار علاقائی دفاتر میں نیشنل اور انٹرنیشنل ڈاک / خطوط اور دیگر کانومی / پارسل کی ڈلیوری کیلئے اسلام آباد / راولپنڈی کی کوریئر سروسز فرموں جو کم از کم 10 سالہ متعلقہ تجربہ رکھنے کے ساتھ ساتھ انکم ٹیکس اور سیلز ٹیکس ڈیپارٹمنٹس کے ساتھ رجسٹرڈ ہوں سے سربمہر پیشکشیں مطلوب ہیں۔

- OGRA Regional Office, Lahore. 27-Civic Center, Barkat Market, New Garden Town, Lahore.
- OGRA Regional Office, Karachi. House No. 2, Dattari Villas Bath Island Clifton, Karachi.
- OGRA Regional Office, Peshawar. 2nd Floor, Sarhad Chamber of Commerce & Industry, G.T Road, Peshawar.
- OGRA Regional Office, Quetta. 1st Floor, Fida Building, Punj Footy, Samungli Road, Quetta.

2 ابتدائی طور پر کنٹریکٹ دو سال کا ہوگا جو تسلی بخش کارکردگی کی صورت میں باہمی رضامندی پر قابل توسیع ہوگا۔

3 مفصل معلومات، شرائط و ضوابط وغیرہ پر مبنی ٹینڈر دستاویزات پیپرا کی ویب سائٹ (www.ppra.org.pk) اور اوگرا کی ویب سائٹ (www.ogra.org.pk) پر دستیاب ہیں۔ دستاویزات زبردستی کے دفتر سے بھی کسی بھی یوم کار کو (سوموار تا جمعہ) صبح 09:00 بجے سے شام 05:00 بجے کے دوران حاصل کئے جاسکتے ہیں۔

4 پیشکشیں مورخہ 24 اپریل 2024 کو 11:00 بجے تک وصول کی جائیں گی جو اسی روز 11:30 بجے اوگرا کے دفتر میں پیشکشیں کھولنے والی کمیٹی کی جانب سے کھولی جائیں گی۔ پیشکشیں کھولنے کی آخری تاریخ کو سرکاری تعطیل / چھٹی ہونے کی صورت میں پیشکشیں اگلے دن وصول کی جائیں گی اور کھولی جائیں گی۔

5 اوگرا پیپرا رولز 2004 کے تحت کسی پیشکش یا تجویز کی منظوری سے قبل کسی ایک یا جملہ پیشکشوں یا تجویز کو منسوخ / مسترد کرنے کا حق محفوظ رکھتا ہے۔

جائٹ ایگزیکٹو ڈائریکٹر (ایڈمن)

آئل اینڈ گیس ریگولیٹری اتھارٹی

پلاٹ نمبر 37 اینڈ 39، ماڈ ایریا، سروس روڈ ساؤتھ، سیکٹر G-10/4 اسلام آباد

فون: 051-9108881

# OIL AND GAS REGULATORY AUTHORITY

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**HIRING OF COURIER SERVICES FIRMS FOR DELIVERY OF NATIONAL AND INTERNATIONAL MAIL/LETTERS AND DELIVERY OF OTHER ECONOMY/PARCEL FOR OGRA HEAD OFFICE, ISLAMABAD AND ITS REGIONAL OFFICES LOCATED AT LAHORE, KARACHI, PESHAWAR & QUETTA UNDER TENDER ENQUIRY NO. 08 OF 2024.**

## TENDER NOTICE

1. The Oil and Gas Regulatory Authority (OGRA) hereby invites sealed bids under Tender Enquiry No. 08 of 2024 from Courier Services firms having ten (10) years minimum relevant experience, registered with Sales Tax & Income Tax Departments, stationed at Islamabad/Rawalpindi for delivery of national and international mail/letters and other economy/parcel at OGRA Head Office at Plot No. 37 & 39, Mauve Area, Service Road South, Sector G-10/4, Islamabad and its four following Regional Offices.
  - i. OGRA Regional Office, Lahore. 27-Civic Center, Barkat Market, New Garden Town, Lahore.
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  - iii. OGRA Regional Office, Peshawar. 2<sup>nd</sup> Floor, Sarhad Chamber of Commerce & Industry, G.T Road, Peshawar.
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4. The bids shall be received latest by 11:00 a.m on April 24, 2024 and opened at 11:30 a.m on the same date in OGRA's office by the Bid Opening Committee. In case the last date of bids submission falls on closed official day(s)/holiday(s), the date for submission and opening of the bids shall be the next working day.
5. 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.

**Joint Executive Director (Admin)**

**Oil and Gas Regulatory Authority**

Plot No. 37 & 39, Mauve Area, Service  
Road South, Sector G-10/4, Islamabad

Ph: 051-9108881

# OIL AND GAS REGULATORY AUTHORITY

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## TENDER DOCUMENTS

### HIRING OF COURIER SERVICE FIRMS FOR DELIVERY OF NATIONAL AND INTERNATIONAL MAIL/LETTERS AND DELIVERY OF OTHER ECONOMY/PARCEL FOR OGRA HEAD OFFICE, ISLAMABAD AND ITS REGIONAL OFFICES LOCATED AT LAHORE, KARACHI, PESHAWAR & QUETTA UNDER TENDER ENQUIRY NO. 08 OF 2024.

The Oil and Gas Regulatory Authority (OGRA) hereby invites sealed bids/proposals under Tender Enquiry No. 08 of 2024 from well-reputed courier firms, having minimum ten (10) years relevant experience, registered with Income Tax and Sales Tax Departments, stationed at Islamabad/Rawalpindi for delivering of National and International Mail/Letters and other Economy/Parcel to following OGRA offices as per Annex-I, II & III

- ii. **OGRA Head Office, Islamabad.** Plot No. 37 & 39, Mauve Area, Sector G-10/4, Islamabad.
- iii. **OGRA Regional Office, Lahore.** 27-Civic Center, Barkat Market, New Garden Town, Lahore.
- iv. **OGRA Regional Office, Karachi.** House No. 2, Dattari Villas Bath Island Clifton, Karachi.
- v. **OGRA Regional Office, Peshawar.** 2<sup>nd</sup> Floor, Sarhad Chamber of Commerce & Industry, G.T Road, Peshawar.
- vi. **OGRA Regional Office, Quetta.** 1<sup>st</sup> Floor, Fida Building, Punj Footy, Samungli Road, Quetta.

#### General Terms and Conditions:

- 1). The bidder should be required to submit a single package containing two separate sealed envelopes. One envelope should contain, Technical/Pre-qualification Proposal (**Annex-I**) and the other envelope should contain Financial Proposal (**Annex-II**), both indicating the Tender Enquiry No. ....of 2024 and marked as **“TECHNICAL/PRE-QUALIFICATION PROPOSAL”** and **“FINANCIAL PROPOSAL”**.
- 2). The firm should be registered with Income Tax and Sales Tax Departments (Registration Number and NTN number should be clearly mentioned and valid documentary evidence be attached).
- 3). The firm should have a minimum of ten (10) years' experience of courier services and should have a well-equipped office-setup, at Islamabad/Rawalpindi.
- 4). The bidder will be required to submit a bid security equivalent to Rs.100,000/- (Rupees one hundred thousand only) alongwith financial proposal in the shape of **Call Deposit** in favour of OGRA, payable at Islamabad.
- 5). 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.
- 6). The bid validity period will be three (03) months, starting from the date of opening of technical bids.

- 7). Sealed bids/proposals are required to be delivered at OGRA office located at Plot No. 37 & 39, Mauve Area, Service Road South, Sector G-10/4, Islamabad, latest by April 08, 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 a.m. on the same date i.e. April 24, 2024 in the presence of bidders or their authorized representatives who opt to participate. Subsequently, Technical/Pre-qualification Proposals will be evaluated by OGRA's Bid Evaluation Committee as per criteria given at **Annex-III**.
- 8). Bids which are not accompanied by the documents mentioned at Clause No. 1 to 5 shall be declared as Non-Responsive and their financial proposals will be returned un-opened.
- 9). The firm must have Tracing/Tracking System for checking the status of mail/letters.
- 10). Bidder shall quote the courier rates as per the format at **Annex-II** of the tender documents. The rates shall be inclusive of all charges, taxes and adjustments etc.,
- 11). If two or more bidders quote the same price/rates in financial proposals, then the contract will be awarded to the one with highest marks in technical evaluation.
- 12). The Bid Opening Committee will open the financial proposals (**Annex-II**) of the 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 opt to be participated.
- 13). Only one authorized representative per bidder shall 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 should be required to deposit a "**Performance Bond**" of Rs.300,000/- through a **Call Deposit** (for a period of 2 years) in favour of OGRA payable at Islamabad. If the bidder fails to deposit the performance bond within one week of the issuance of the letter awarding the job, the same shall be treated as cancelled and the already submitted Rs.100,000/- earnest money shall be forfeited.
- 15). Rs.100,000/- earnest money of the un-successful bidders shall be released within 15 days. However, Rs.300,000/-performance bond submitted by the successful bidder shall be released after completion of two-years contract period.
- 16). The contract shall be awarded to the bidder whose evaluated bid will be determined as **most advantageous** bid being substantially responsive and more relevant to the bidding documents/requirements.
- 17). The successful bidder will be required to enter into a formal Contract Agreement, to be executed between both the parties. 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 same terms & conditions with mutual consent of both the

parties with 10% increase on the quoted rates after completion of contract period with a view to mitigate the prevailing effect of inflation & devaluation of rupee.

- 18). The bidder should inform alongwith the documentary proof for the following:-
- i. Has the firm on line established modern tracking system to check the status of mail;
  - ii. Destination/areas of mail distribution;
  - iii. Clientage (a) current no of clientage (b) no of clientage remained on their panel earlier since establishment of firm.
  - iv. Separate detail regarding delivery time for the zones like within cities, same city international may be attached;
  - v. Detail of established offices in Pakistan including Head Office.
  - vi. Mean of transportation for mail purposes.
  - vii. Detail of mail collecting time period from OGRA office per day once or twice a day including availability on call to receive mail or delivery.
- 19). The proposals should not have any over-writing or cutting. The bids with any of the aforementioned deficiencies may not be considered.
- 20). In case the last date of bids submission falls on closed official day(s)/holiday(s), the date for submission of the bids shall be the next working day.
- 21). 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)**  
Joint Executive Director (Admin)  
Ph: 051-9108881

## OIL AND GAS REGULATORY AUTHORITY

## TECHNICAL/PRE-QUALIFICATION PROPOSAL

**HIRING OF COURIER SERVICE FOR DELIVERY OF NATIONAL AND INTERNATIONAL MAIL/LETTERS AND DELIVERY OF OTHER ECONOMY/PARCEL FOR OGRA HEAD OFFICE, ISLAMABAD AND ITS REGIONAL OFFICES LOCATED AT LAHORE, KARACHI, QUETTA & PESHAWAR UNDER TENDER ENQUIRY NO. 08 OF 2024.**

## TENDER NOTICE

Particulars	Description	Attachments (Page Nos. or Annexure Nos.)
Name of the Firm		
Address (Landline, Cell, Fax & E-mail)		
Year of Establishment		
Sales Tax Registration No. (attach documentary evidence)		
NTN No. (attach documentary evidence)		
Banker's Name & Contact Details		
Whether <b>Call Deposit</b> as Earnest Money Rs.100,000/- as bid security is enclosed.	Yes No.	
10 years' experience in the similar field.	Yes. No.	
Clientage(Attach separate Annexure, if any)	Current _____ Previous _____	
Work experience with International Offices, Organizations bodies and NGOs Like, UN, WHO, World Bank etc and Embassies and Consulates etc.		
Destination (National & International)		
Managerial Capability (Manpower) (Attach separate Annexure, if any)		
ISO Certification	Yes. No.	
Online Tracking/tracking System	Yes. No.	
Latest Affidavit (That the firm has not been blacklisted by any Government, Semi Government, Autonomous or any State-Owned Organization)	Yes No.	
Contact Person. Cell No.----- Date: _____	<div>_____ <b>Name &amp; Designation</b></div> <div>_____ <b>Authorized Signature &amp; Stamp</b></div>	

Please attach all documents with proper **Annexures** or with easy **Reference**

# OIL AND GAS REGULATORY AUTHORITY

Plot No. 37 & 39, Mauve Area, Service Road South, Sector G-10/4, Islamabad

Ph: 051-9108881

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## FINANCIAL PROPOSAL

Name of the Firm & Address: .....

### Domestic Corporate Rates (without tax)

Sr. No.	weight	Within City	Same Zone	Different Zone	Any other
1.	0 to 500 Gms				
2.	501 to 01 KG				
3.	Each additional KG				

GST .....

Fuel Charges .....

Any other Tax .....

Any other charges .....

### Economy/Parcel Corporate Rates (without Tax)

Sr. No.	weight	Within City	Same Zone	Different Zone	Any other
1.	10 KG				
2.	Each additional KG				

GST .....

Fuel Charges .....

Any other Tax .....

Any other charges .....

### International (without Tax)

Sr. No.	weight	USA/Canada	UAE	Middle East & Europe	South East Asia & Far East	Africa & Rest of the World
1.	0 KG to 500 Gms					
2.	501 to 01 KG					
3.	Each additional KG					

GST .....

Fuel Charges .....

Any other Tax .....

Any other charges .....

### Authorized Signature with Stamp

Name : .....

Designation: .....

Contract person: .....

Date: .....



# **OIL AND GAS REGULATORY AUTHORITY**

Plot No. 37 & 39, Mauve Area, Service Road South, Sector G-10/4, Islamabad

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**HIRING OF COURIER SERVICE FOR DELIVERY OF NATIONAL AND INTERNATIONAL MAIL/LETTERS AND DELIVERY OF OTHER ECONOMY/PARCEL FOR OGRA HEAD OFFICE, ISLAMABAD AND ITS REGIONAL OFFICES, LAHORE, KARACHI, QUETTA & PESHAWAR UNDER TENDER ENQUIRY NO. 08 OF 2024**

**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 (Current & previous on panel) 7+3	10
3.	Work experience with International Offices, Organizations bodies and NGOs Like, UN, WHO, World Bank etc and Embassies and Consulates etc.	10
4.	Destinations (Nationwide)	10
5.	Managerial Capability (Manpower)	10
6.	Online Tracking/tracking System	10
7.	ISO certification	10
<b>Total Marks:</b>		<b>100</b>

**Note:** Minimum score required to pass for Pre-qualification is 70%.