

# OIL AND GAS REGULATORY AUTHORITY

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Subject: **Pre-qualification of Printing Presses/Firms**

It is submitted that the pre-qualification period of printing firms is going to be expired on June 30, 2017, therefore, new printing firms are required to be pre-qualified as per PPRA Rules for the next two years.

2. As per Rule 15 of PPRA Rules, 2004, “a procuring agency, prior to the floating of tenders, invitation to proposals or offers in procurement proceeding, may engage in pre-qualification of bidders in case of services, civil works, turnkey projects and in case of procurement of expensive and technically complex equipment to ensure that only technically and financially capable firms having adequate managerial capability are invited to submit bids. Such pre-qualifications shall solely be based upon the ability of the interested parties to perform that particular work satisfactorily”.

3. It is further mentioned that Rule 12(2) of PPRA Rules, 2004, “all procurement opportunities over two million rupees should be advertised on the Authority’s website as well as in other print media or newspapers having wide circulation. The advertisement in the newspapers shall principally appear in at least two national dailies, one in English and the other in Urdu”.

4. In view of the foregoing, it is proposed that pre-qualification of printing presses/firms may be made for a period of two (02) years, effective from 01.07.2017. Therefore, a draft Pre-qualification Notice to be floated on the websites of OGRA & PPRA and in print media along-with Tender Documents is submitted for approval of the Competent Authority i.e Chairperson, OGRA, if approved, Pre-qualification Notice may be published in the leading.

**(Jawad Jamil)**  
DED (Admn)  
May 22, 2017

**ED(Admn/B.P)**

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## PRE-QUALIFICATION NOTICE

1. The Oil and Gas Regulatory Authority (OGRA) invites proposals, under enquiry No. 07 of 2017, from well-reputed, well-established and financially sound **Printing Presses/Firms** based at Islamabad/Rawalpindi having minimum three (03) years relevant experience and registered with Income Tax and Sales Tax departments, for Pre-qualification, for a period of two (02) years.
2. The Pre-qualification proforma containing detailed information, terms & conditions etc. is 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.
3. Sealed proposals will be received latest by June 19, 2017 at 11:00a.m and opened on the same date at 11:30a.m, in the Conference Hall of OGRA.
4. OGRA reserves the right to accept any or cancel/reject all proposals, as per PPRA Rules, 2004.

**(Jawad Jamil)**

Deputy Executive Director (Admn)

**Oil and Gas Regulatory Authority**

Plot No. 54-B, A.K Fazal-e-Haq Road, Blue Area, Islamabad.

**Ph: 051-9244373**

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## PRE-QUALIFICATION DOCUMENTS

### Pre-qualification of Printing Presses/Firms - Tender Enquiry No. 07 of 2017

The Oil and Gas Regulatory Authority (OGRA) hereby invites proposals from well-reputed, well-established and financially sound Printing Presses/Firms based at Islamabad/Rawalpindi having minimum three (03) years relevant experience and registered with Income Tax and Sales Tax departments for Pre-qualification, for a period of two (02) years, as per **Annex-I**.

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

- 1). The firm should be registered with Income Tax and Sales Tax Departments (Registration Number should be clearly mentioned and valid documentary evidence be attached).
- 2). The firm should have a minimum of three (03) years experience of similar assignment and should have well-equipped setup, having proper office at Islamabad/ Rawalpindi.
- 3). The proposals are required to be delivered to the office of the undersigned by 11:00a.m. on June 19 , 2017. The Bid Opening Committee of OGRA will open the proposals on the same day at 11:30a.m. in the presence of the bidders or their authorized representatives, who may like to be present.
- 4). The proposals should not have any over-writing or cutting. Proposals with condition or any of the aforementioned defects may not be considered.
- 5). The criteria for evaluation of the proposals for pre-qualification are attached at **Annex-I, II**.
- 6). The pre-qualified firms would be required to submit performance security in the shape of **Call Deposit** of Rs. 25,000/- (Rupees twenty five thousand only) payable at Islamabad/ Rawalpindi, in favour of OGRA and in case of failure, the pre-qualification of the firm will be treated as cancelled. The security will be released to the firms within 30 days after expiry of the period of Pre-qualification. Cash/Cheque will not be accepted.
- 7). During the period of Pre-qualification, the firm will be bound to deliver the printing material of the approved quality at OGRA office situated at Plot No. 54-B, A.K Fazlul-Haq Road, Blue Area, Islamabad from time to time at the approved rates within the stipulated time mentioned in the work order, or the period decided between the parties, failing which the security deposit will be forfeited by OGRA and the firm may be listed as blacklist for the remaining period.
- 8). Payment of the bills will be subject to the deduction of all government taxes/levies, etc.
- 9). An original and latest undertaking on judicial paper that the Firm has never been blacklisted by any Government, Semi Government, Autonomous or State owned organization.
- 10). Any additional information that the firm like to furnish in support of their proposal.

**(Jawad Jamil)**  
Deputy Executive Director (Admn)

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## Technical Proposal Proforma

<b>Name of the Firm</b>	
<b>Address</b> <small>(Telephone, Fax &amp; E-mail)</small>	
<b>Year of Establishment</b> <small>(attach any documentary evidence)</small>	
<b>Sales Tax No.</b> <small>(attach documentary evidence)</small>	
<b>Income Tax No.</b> <small>(attach documentary evidence)</small>	
<b>Security Rs.25,000/- (in shape of Call Deposit)</b>	<b>CDR No.</b> _____
<b>Experience related to the similar assignments</b>	
<b>Annual Turnover</b> <small>(supported by documentary proof)</small>	
<b>Enlistment Certificate</b> <small>(copy of certificate enlisted with Govt./Semi Govt. organizations, if any)</small>	
<b>Legal Status</b> <small>(in terms of Company or Partnership or Sole Proprietor)</small>	
<b>Publication of Books (High Quality)</b> <small>(give total no. of published books)</small>	
<b>Type &amp; No. of Machinery/Equipments</b>	
<b>Clientage</b> <small>[Attach as separate Annexure (if necessary)]</small>	
<b>Assignments in Hand</b> <small>(Current)</small>	
<b>Affidavit</b> <small>(that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)</small>	
<b>Banker's Name &amp; Contact Details</b>	
<b>Contact Person:</b>	_____ Name & Designation  _____ Authorized Signature with Stamp  Date: _____

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## Pre-qualification Criteria

### Pre-qualification of Printing Presses/Firms - Tender Enquiry No. 07 of 2017

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

Criteria	Marks
Profile of firm including establishment, staff, legal status etc	20
Detail of Printing Machinery & Other Facilities	20
Published High Quality Books (one copy of each of Two Best Produced Books to be furnished which will be returned on request after the pre-qualification)	25
List of Clients with type of assignment (Addresses, their contact persons and phone nos.)	15
Financial Soundness Status (Annual Turnover)	20
<b>Total Marks</b>	<b>100</b>

**Note:** Minimum score required to qualify for pre-qualification is 60% marks.