

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

**UPGRADATION/RENOVATION/REPAIR& MAINTENANCE WORKS ANDSUPPLY OF
FURNITURE AND OTHER MISC. ITEMS AT OGRA REGIONAL OFFICE,KARACHI
(HOUSE NO. D-2 DATTARI VILLAS BATH ISLAND, CLIFTON, KARACHI)**

UNDER TENDER ENQUIRYNO. 03/2021

The Oil & Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well-reputed firms/suppliers registered with Income Tax & Sales Tax Departments stationed at Karachi, having minimum five (05) years relevant experience for carrying out renovation & refurbishment works and supply of furniture & other misc. items etc. under Tender Enquiry No. 03/2021.

2. The Tender Documents containing detailed information, terms & conditions etc. are also 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 on any working day i.e. Monday to Friday from 09:00 a.m. to 04:00 pm.

3. Sealed Bids will be received latest by June 4, 2021 by 11:00 am, and will be opened on the same day at 11:30 a.m. in the OGRA's Head Office by OGRA's Bid Opening Committee.

4. In case, the last date of submission of bids falls on closed official days/ holidays, 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 (ADMN)
OIL AND GAS REGULATORY AUTHORITY
54-B, FAZAL-E-HAQ ROAD, BLUE AREA, ISLAMABAD
PH: 051-9244373**

OIL AND GAS REGULATORY AUTHORITY

54-B, FAZAL-UI-HAQ ROAD, BLUE AREA, ISLAMABAD

TENDER DOCUMENTS

UPGRADATION / RENOVATION / REPAIR & MAINTENANCE WORKS AND SUPPLY OF FURNITURE AND OTHER MISC. ITEMS AT OGRA REGIONAL OFFICE, KARACHI (HOUSE NO. D-2 DATTARI VILLAS BATH ISLAND, CLIFTON, KARACHI)

UNDER TENDER ENQUIRY No. 03 /2021

The Oil and Gas Regulatory Authority (OGRA) hereby invites sealed bids/proposals from well-reputed firms/ suppliers registered with Income Tax & Sales Tax departments stationed at Karachi, having minimum five (05) years relevant experience for carrying out renovation & refurbishment works and supply of furniture & misc. other items etc. under Tender Enquiry No. 03/2021.

General Terms & Conditions:

- 1) The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the Pre-qualification/Technical Proposal (**Annex-I**) and the other envelope should contain the Financial Proposal(**Annex-II**), both showing the Tender Enquiry No. 03 of 2021 and marked as “**PRE-QUALIFICATION/TECHNICALPROPOSAL**” and “**FINANCIALPROPOSAL**” 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 a minimum of five (05) years’ experience in carrying out renovation& refurbishment works / repair works and supply of furniture and other misc. items and should have a proper office at Karachi.
- 4) The bidder shall be required to deposit Bid Security (Earnest Money) equal to 3% of total bid value in shape of **Call Deposit** in favor 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) Bids which are not complying with terms & conditions at serial Nos. 1-5, shall be declared as Non-Responsive and their financial proposals will be returned un-opened.
- 7) Sealed bids/proposals are required to be delivered at OGRA’s office Plot No. 54-B, Fazal-UI-Haq Road, Blue Area, Islamabad on or before June 4, 2021 by 11:00 a.m.
- 8) The Bid Opening Committee of OGRA will open the Pre- qualification/ Technical proposals (**Annex-I**) in the first instance on the same date i.e. June 4, 2021 at 11:30 a.m. in the presence of the bidders or their authorized representatives, who may like to be present. The technical /pre-qualification proposals will be evaluated by OGRA’s Bid Evaluation Committee as per evaluation/assessment criteria given at **Annex-III**.
- 9) The Bid Opening Committee of OGRA will open the financial proposals (**Annex-II**) of the bidders whose pre-qualification/technical 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.

TENDER DOCUMENTS

- 10) Only one authorized representative per bidder will be allowed to attend the opening process of the bids.
- 11) Interested firms may visit the OGRA Regional Office located at H. No. D-2, Dattari Villas, Bath Island, Clifton, Karachi at any time during working days/hours (Monday to Friday 9:00 a.m. to 4:00 p.m.) for any clarification/ inspection of the building to see required furniture items/samples etc. If necessary, few furniture items can be seen visually from Head Office Islamabad. Mr. Ejaz Ahmad Gohar, JED (Admn), Head Office, Islamabad and Mr. Khalil Ahmed Sheikh, JED (Complaints) at Regional Office, Karachi has been designated for coordination purpose. Their Contact Nos. are as 051-9244373 and 021-9933275, respectively.
- 12) The bid validity period will be three (03) months, starting from the last date of bid submission and any escalation in dollar against Pak Rupees as well as any increase in price shall not be applicable and if so, shall be borne by the bidder. No such claim will be entertained by OGRA.
- 13) The successful bidder will be required to deposit a “Performance Bond” equivalent to 5%(including 3% initial) of the total bid value, through **Call Deposit** in favor of OGRA payable at Islamabad. If the bidder fails to deposit performance bond within one week of the receipt of the letter of acceptance, the same shall be treated as cancelled and the earnest money/ all deposit shall be forfeited.
- 14) The bidder/firm will be bound to undertake necessary repair/renovation works and supply of the requisite furniture items etc. in a very good condition and as per the approved quantity & quality and per other requirements / specifications given in the tender documents at Regional Office, Karachi, situated at House No. D-2, Dattari Villas, Bath Island, Clifton, Karachi.
- 15) The time period for compellation of works is two (02) weeks, starting from the date of Acceptance Letter from successful bidder. In case of failing, the Authority reserves the right to cancel the order.
- 16) The proposals should not have any over-writings or cutting. Bids with any of the aforementioned deficiencies may not be considered.
- 17) The Work/ Purchase order will be awarded to the technically prequalified/lowest evaluated bidder on **lump sum Rate basis**(aggregate of Total Financial Proposal as per the attached Summary – Financial Bid).
- 18) Payment of the bills will be subject to the deduction of mandatory government taxes/Levies and subject to satisfactory supply/installation of items/ completion of tasks/ works.
- 19) 3% Earnest Money of the un-successful bidders shall be released within two weeks. However, 5% performance bond of successful bidder shall be released within 30 days after successful completion of all works.
- 20) In case, the last date of submission of bids falls on closed official days/ holidays, the date for submission & opening of the bids shall be the next working day.
- 21) 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.

(Ejaz Ahmad Gohar)
Joint Executive Director (Admin)

OIL AND GAS REGULATORY AUTHORITY

54-B, FAZAL-UL-HAQ ROAD, BLUE AREA, ISLAMABAD

Technical Proposal

UPGRADATION / RENOVATION / REPAIR & MAINTENANCE WORKS AND SUPPLY OF
FURNITURE AND OTHER MISC. ITEMS AT OGRA REGIONAL OFFICE, KARACHI
(HOUSE NO. D-2 DATTARI VILLAS BATH ISLAND, CLIFTON, KARACHI)UNDER TENDER ENQUIRY No. 03 /2021

Name of the Firm	
Address with (Cell, Landline, Fax No. & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
National/Income Tax No. (Annual Turnover supported by Income Tax Return)	
Banker's Name & Contact Details	
Experience at least 05 years in renovation & refurbishment works, supply of furniture items etc. / repair works of offices etc.	Yes _____ No _____
Experience related to similar assignments.	(Please use separate Sheet if details are long)
Whether 3% Earnest Money/Bid security in shape of Call Deposit is enclosed with the Pre-qualification Proposal .	Yes _____ No. _____
Assignments in Hand (Current).	(Please use separate Sheet if details are long)
Managerial/Technical Capability a). Total No. of Permanent Staff b). Total No. of Contract/Project Staff: (Attach as separate Annexure, if necessary)	
Clientage	(Attach separate Annexure, if necessary)
Enlistment Certificate (copy of certificate enlisted with Government/Semi Govt. Organizations, if any)	
Affidavit (on legal paper) (that the firm has not been blacklisted by any, Govt./ Semi Govt. and Autonomous Body)	
Completion of renovation/ repair works/ Delivery of furniture and other misc. items in all respects will be:	Two (02) weeks from the date of Acceptance Letter
Focal Contact Person We M/s _____ hereby undertake to accept all terms & Conditions laid down by OGRA with regard to Tender documents.	Cell No. _____ _____ Name & Designation _____ Authorized Signature & Stamp Date: _____

ANNEX-II**OIL AND GAS REGULATORY AUTHORITY**

54-B, FAZAL-UL-HAQ ROAD, BLUE AREA, ISLAMABAD

FINANCIAL PROPOSAL

UPGRADATION / RENOVATION / REPAIR & MAINTENANCE WORKS AND SUPPLY OF FURNITURE AND OTHER MISC. ITEMS AT OGRA REGIONAL OFFICE, KARACHI (HOUSE NO. D-2 DATTARI VILLAS BATH ISLAND, CLIFTON, KARACHI)

UNDER TENDER ENQUIRY No. 03 /2021

Name of the Firm:

Address:

Name of the Project-I: **UPGRADATION OF CONFERENCE ROOM**

Sr.No	Description	Unit	Qty (approx.)	@Rate (in Rs.)	Amount (in Rs.)
1.	Supply and Installation laminate flooring of approved shade by client	Sft	318		
2.	Supply and placing at site Conference Table for ten (10) people table top of MDF with formite finish etc.	Pcs	01		
3.	False ceiling of gypsum board and standard framing with cutting of lights.	Nos.	318		
4.	Electric lights for false ceiling with wiring and switches	Nos.	20		
5.	Executive Revolving Chair With Arms High Back, Hydraulic Taiwan Base, Molty Foam, Project Fabric etc. (as per sample)	//	01		
6.	Executive Revolving Chair With Arms Low Back, Hydraulic Taiwan Base, Molty Foam, Project Fabric etc. (as per sample)	//	10		
7.	Supply and installation of 1.5 ton split AC INVERTER with piping, power from main D P and drain (Haier, LG, Kenwood or equivalent)	Nos	01		
8.	Supply and installation of wooden door in keel wood half panel wooden and half panel glass 8mm clear two shutters with chokhat	L.S	01		
9.	Supply and fixing of wall paper of approved shade	Sft	575		
10.	Steel Planter with Plant for Conference Room and outer (Size: 14")		04		
11.	Supply and fixing of blinds of matching shade	Sft	30		
Total including all taxes Rs.					

FINANCIAL PROPOSAL

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UNDER TENDER ENQUIRY No. 03 /2021**

Name of the Project-II: UPGRADATION OF RECEPTION ROOM

S.No	Description	Unit	Qty (approx.)	@Rate (in Rs.)	Amount (in Rs.)
1.	Supply and placing at site reception counter 7 feet front with Chair	Pcs	01		
2.	Ten (10) single seater sofa without arms leatherite finish as per shade approved by the Client	Nos	10		
3.	Supply & fixing of blinds of matching shade	Sft	275		
4.	Removing old cabinet and making new open shelve cabinet simple design	L.S	01		
5.	Steel Planter with Plants (Size 14")		02		
6.	False ceiling of gypsum board (25 x 12) and standard framing with cutting of lights.	Nos.	300		
7.	Electric lights for false ceiling with wiring and switches	Nos.	18		
Total including all taxes Rs.					

FINANCIAL PROPOSAL

UPGRADATION / RENOVATION / REPAIR & MAINTENANCE WORKS AND SUPPLY OF FURNITURE AND OTHER MISC. ITEMS AT OGRA REGIONAL OFFICE, KARACHI (HOUSE NO. D-2 DATTARI VILLAS BATH ISLAND, CLIFTON, KARACHI)

UNDER TENDER ENQUIRY No. 03 /2021

Name of the Project-III: UPGRADATION OF EXECUTIVE ROOM

Sr.No	Description	Unit	Qty (approx.)	@Rate (in Rs.)	Amount (in Rs.)
1.	Supply and placing at site Executive Table of MDF with formite finish and glass top (8mm) and side shelve	Pcs	01		
2.	False ceiling of gypsum board and standard framing with cutting of lights.	Nos.	150		
3.	Electric lights for false ceiling with wiring and switches	Nos.	08		
4.	Executive Revolving Chair With Arms High Back, Hydraulic Taiwan Base, Molty Foam, Leatheride Maroon etc. (as per sample)	Nos.	01		
5.	Wooden Visiting Chairs Height- 31" & Width-27", Frame Wooden, Shesham with Molty Foam, Leatheride Maroon etc. (as per sample)	Nos.	03		
6.	Supply and installation of 1.5 ton split AC INVERTER with piping, power from main DP and drain (Haier, LG, Kenwood or equivalent)	Nos.	01		
7.	Supply of Wooden Coat Hanger	Nos.	01		
8.	Supply and Installation of solid flush door with one chokhat of keel wood with locks and handles	L.S	02		
9.	Supply and fixing of wall paper	Sft	350		
10.	Supply and fixing of blinds of matching shade	Sft	30		
11.	Removing old cabinet and making new open shelve cabinet simple design	L.S	01		
12.	Steel Planter with Plant (Size: 14")	No.	01		
Total including all taxes Rs.					

FINANCIAL PROPOSAL

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UNDER TENDER ENQUIRY No. 03 /2021**

Name of the Project-IV: ESTABLISHMENT OFFICE OF THE SED (ENFORCEMENT SOUTH)

S.No	Description	Unit	Qty (approx.)	@Rate (in Rs.)	Amount (in Rs.)
1.	Executive Office Table : Size (6ft" x 3ft x 30") with Top Glass 8 mm, Frame Wooden Shesham top and side hard board Drawers and top (hard board and gola deyar 4 x sides) 06 x Drawers Size (17"x16"x8.5"), with 6 x Locks each and 6 x Handel(as per sample.)	Nos	01		
2.	Computer Table : Size ,20" x 48" x 30" with Locks and Key Board Try Size,(12" x24") Frame wooden Shesham Top and Side 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 Handele (as per sample)	//	01		
3.	Executive Revolving Chair With Arms High Back, Hydraulic Taiwan Base,Molty Foam, Project Fabric etc. (as per sample)	//	01		
4.	Revolving Chair With Arms Low Back, Hydraulic Taiwan Base ,Molty Foam, Project Fabric etc.	Nos.	01		
5.	Wooden Visiting Chairs Height- 31"&Width-27", Frame Wooden, Shesham with Molty Foam, Project Fabric etc. (as per sample)	Nos.	03		
6.	Supply of Sofa Set (2.5-seater with 01 single Seater)	L.S	01 set		
7.	Supply of Wooden File Cabinet Size: 2' x 2' x 5' (with 04 Drawers)		01		
8.	Supply of Wooden Side Unit (Size-4' x 5' x 1.5')		01		
9.	Wooden Centre Table with Glass Top Size: 2' x 4'		01		
10.	Wooden Centre Table with Glass Top Size: 2' x 2'		01		
11.	Supply Wooden Coat Hanger		01		
12.	Supply of Steel Planter 14" with Plants		02		
Total including all taxes Rs.					

FINANCIAL PROPOSAL

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KARACHI (HOUSE NO. D-2 DATTARI VILLAS BATH ISLAND, CLIFTON, KARACHI)
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SUMMARY

Project-1:

UPGRADATION OF CONFERENCE ROOM : Total Rs. _____ /-

Project-2:

UPGRADATION OF RECEPTION ROOM : Total Rs. _____ /-

Project-3:

UPGRADATION OF EXECUTIVE ROOM : Total Rs. _____ /-

Project-4:

ESTABLOSHMENT OF OFFICE OF SED : Total Rs. _____ /-

GRAND TOTAL: --Rs. _____ /-
(alongwith all taxes)

Rupees In words: _____
(alongwith all taxes)

Name of Firm: _____**Signature(with Stamp):** _____**Contact / Cell No:** _____

OIL AND GAS REGULATORY AUTHORITY

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ASSESSMENT CRITERIA

**UPGRADATION / RENOVATION / REPAIR & MAINTENANCE WORKS AND SUPPLY
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The pre-qualification/technical proposals will be evaluated as per the following criteria: -

Grading	Marks
Experience related to similar assignments	35
Managerial/Technical Capability	20
Clientage	25
Assignment in Hands (Current)	20

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

