

# OIL AND GAS REGULATORY AUTHORITY

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## TENDER NOTICE

### ACQUIRING THE JANITORIAL SERVICES FOR OGRA OFFICES UNDER TENDER ENQUIRY No. 07 of 2021

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well-reputed Janitorial Firms, having three (03) years relevant experience, registered with Income Tax and Sales Tax Departments, stationed at Islamabad/Rawalpindi for provision of Janitorial Services to OGRA Head Office located at Islamabad, and its Regional Offices Lahore, Karachi, Quetta and Peshawar under Tender Enquiry No. 07 of 2021, initially for a period of one year starting from September 01, 2021 which will be extendable on same terms & conditions with mutual consent of both the parties.
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 9:00 a.m. to 5:00 p.m.
3. The sealed bids/proposals will be received latest by August 10, 2021 by 11:00 a.m. and will be opened on the same day at 11:30 a.m. at OGRA office, Islamabad by Bid Open Committee, in presence of bidders who opt to be participated.
4. In case the last date of bids submission falls on closed official days/holidays, the date for submission 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. 54 B, Fazal-e-Haq Road, Blue Area, Islamabad  
PH: 051-9244373, FAX: 051-9244143

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## TENDER DOCUMENTS

### ACQUIRING THE JANITORIAL SERVICES FOR OGRA OFFICES UNDER TENDER ENQUIRY No. 07 of 2021

The Oil and Gas Regulatory Authority (OGRA) hereby invites sealed bids/proposals from well-reputed Janitorial Firms, having three (03) years relevant experience, registered with Income Tax and Sales Tax Departments, stationed at Islamabad/Rawalpindi for provision of Janitorial Services to following OGRA offices as per Annex-I, II & III under Tender Enquiry No. 07 of 2021.

- i. **OGRA Head Office, Islamabad.** Plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad.
- ii. **OGRA Regional Office, Lahore.** 27-Civic Center, Barkat Market, New Garden Town, Lahore.
- iii. **OGRA Regional Office, Karachi.** House No. 2, Dattari Villas Bath Island Clifton, Karachi.
- iv. **OGRA Regional Office, Quetta.** 1<sup>st</sup> Floor, Fida Building, Punj Footy, Samungli Road, Quetta.
- v. **OGRA Regional Office, Peshawar.** 2<sup>nd</sup> Floor, Sarhad Chamber of Commerce & Industry, G.T Road, Peshawar.

(In case of change or hiring of new office building, current/updated address will be communicated)

#### General Terms and Conditions:

- 1). The bidder should 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-III**), both indicating the tender enquiry No. 07 of 2021 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 three (03) years experience of similar assignments and should have a well-equipped office-setup, at Islamabad/Rawalpindi.
- 4). The bidder will be required to submit a bid security/earnest money equal to 3% of the total quoted value of bid 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 last date of bid submission.

- 7). Sealed bids/proposals are required to be delivered at OGRA office located at Plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad latest by August 10, 2021 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. August 10, 2021 in the presence of bidders or their authorized representatives who opt to be participated. Subsequently, Technical/Pre-qualification Proposals will be evaluated by OGRA's Bid Evaluation Committee as per criteria given at **Annex-IV**.
- 8). Bids, which are not accompanied by the documents mentioned at Clause No. 1 to 5 shall be declared Non-Responsive and their financial proposals will be returned un-opened.
- 9). The Bid Opening Committee will open the financial proposals (**Annex-III**) of the only 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.
- 10). 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 favour by the respective bidders for attending 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** (for a period of 12 months) 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 3% earnest money 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 after completion of one year contract period.
- 13). The proposals should not have any over-writing or cutting. The bids with any of the aforementioned deficiencies will not be considered.
- 14). The bidders should examine carefully the terms & conditions of the tender. Interested firms may visit the office of OGRA at any time during working days/hours (Monday to Friday - 9:00 a.m to 5:00 p.m) at their own expenses and obtain all necessary information prior to submitting the tender. Clarification if any, about the job may be obtained from the undersigned before submitting tenders. Once the tender is submitted, it will be assumed that no further clarification is required.
- 15). The contract shall be awarded to the lowest evaluated bidder.

- 16). The successful bidder will be required to enter into a formal Contract Agreement, to be executed with mutual consent of both the parties. The contract shall be awarded initially for a period of one year starting from the date of signing of contract which shall be extendable on same terms & conditions with mutual consent of both the parties.
- 17). Minimum Quantity of Material & machinery/tools etc shall be followed by the successful bidder/firm as per scope of work given at **Annex-II**.
- 18). The firm while quoting the bids will ensure that janitors being provided are duly enlisted with EOBI and Social Security Departments.
- 19). Minimum Wages for un-skilled workers fixed by the Federal and Provincial Governments of Pakistan are to be followed. The successful bidder will be required to submit affidavit/undertaking on stamp paper that the firm will pay minimum wages to workers as declared by the Federal and Provincial Governments.
- 20). OGRA at its discretion keeping in view inflation & other such factors etc., may grant an incentive to the workers of janitorial firm in terms of Meal charges per day on actual number of days performed alongwith Eidhi.
- 21). Increase and decrease in number of Janitors etc as per work load can be made with mutual consent of both the parties i.e. OGRA and successful bidder /firm on same terms and conditions.
- 22). No payment shall be made in advance and payment of the bills will be subject to the deduction of all applicable government taxes.
- 23). In case the last date of bids submission falls on closed official days/holidays, the date for submission of the bids shall be the next working day.
- 24). 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.

**(Ejaz Ahmad Gohar)**  
Joint Executive Director (Admin)

## OIL AND GAS REGULATORY AUTHORITY

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

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## TECHNICAL/PRE-QUALIFICATION PROPOSAL

ACQUIRING THE JANITORIAL SERVICES FOR OGRA OFFICES  
UNDER TENDER ENQUIRY No. 07 OF 2021

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)		
EOBI & Social Security Department Registration No. (Attach documentary evidence)		
Banker's Name & Contact Details		
Annual Turnover supported by Income Tax Return (F.Y 2018-19 & 2019-20)		
Whether <b>Call Deposit</b> as Earnest Money equal to 3% of the total bid value is enclosed with <b>financial proposal</b> .	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Experience related to the similar assignments		
Assignments in Hand (Current)		
Clientage (Attach separate Annexure, if any)		
Latest Affidavit (That the firm has not been blacklisted by any Government, Semi Government, Autonomous or any State-Owned Organization)		
Managerial/Technical Capability (Manpower) a). Total No. of Permanent Staff b). Total No. of Contract/Project Staff: (Attach as separate Annexure, if necessary)		
Type and No. of Machinery/Equipment		
Contact Person. Cell No.----- Date: _____	_____ <i>Name &amp; Designation</i>  _____ <i>Authorized Signature &amp; Stamp</i>	

\* Attached all the documents with proper **Annexure** or with easy **Reference**

SCOPE OF WORK

a) Provision of 16 x Janitors and 01 Supervisor

16 x Janitors and 01 x Supervisor for OGRA Head Office and 01 x Janitor for each OGRA’s Regional Offices i.e. Lahore, Karachi, Quetta & Peshawar. (Total 16 x Janitors and 01 x Supervisor)	To be filled in by the Bidders (Yes/No)	Remarks (if any)
Janitors for the Building on 8 hours per day basis with lunch/prayer break on rotation as observed by OGRA, under proper supervision of a Supervisor.  (The Janitors shall wear specified uniform (provided by the firm) at all times, as approved by OGRA).		

b) Services

Work Schedule	Description of Work (Cleaning, swabbing and mopping)	To be filled in by the Bidders (Yes/No)	Remarks (if any)
a	b	c	d
Daily Work	• All respective offices		
	• Reception Area		
	• Daily cleaning/mopping of marble and tiled floors.		
	• Vacuum for Office Carpet and Sofa		
	• Dusting of desks, computers, telephones, filing cabinets, photocopy machines and other furniture in the office.		
	• Clean all waste paper baskets in the offices.		
	• Clean the bathrooms and toilet bowl with Phenyl & Harpic etc.,.		
	• Ensure there are fine quality soap, toilet tissue, furnile tablets and air fresher (Roomi Tikki) in the toilet.		
Twice Daily	• Waiting areas on all floors		
	• Spray air-freshener in working rooms/Halls etc.		
	• Clean the bathrooms and toilet bowl with Phenyl.		
	• Garbage collection and disposal.		
	• Cleaning of mirrors in toilets.		
	• Emergency cleaning whenever required.		
Weekly	• Furniture polishing of wooden spray polish.		
	• Computer Polishing of spray polish		
	• Wash/disinfect toilet bowl and sink thoroughly.		
	• Cleaning the parking areas.		
	• Change hand towels (towels supplied by the Authority)		
	• Cleaning of all glass window panes.		
	• Floor washing with surf/vim and cleaned water.		
	• Clean all windows externally		
Monthly	• Cleaning of wall claddings.		
	• Clean the Venetian blinds, lights, pictures and if necessary doors.		
	• Dust shelves thoroughly.		
Quarterly/ Half Yearly	• Carpet cleaning with shampoo and chemicals (after two months).		
	• Fumigation services after 6 months.		
Other Services (if any)			

c). The Supervisor deputed by the firm will furnish a true and accurate statement showing details of work done. This statement shall be submitted at specified intervals to the OGRA’s representative.

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**FINANCIAL PROPOSAL**

**ACQUIRING THE JANITORIAL SERVICES FOR OGRA OFFICES**  
**UNDER TENDER ENQUIRY NO. 07 OF 2021**

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

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2. The **monthly charges/rate** for provision of Janitorial Services mentioned at (a) & (b) of Annex-II (Scope of work) is Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_only) (including all taxes).

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

Name : \_\_\_\_\_

Date: \_\_\_\_\_

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

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## **ACQUIRING THE JANITORIAL SERVICES FOR OGRA OFFICES** **UNDER TENDER ENQUIRY NO. 07 OF 2021**

### **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.	Annual Turnover supported by income tax return	10
3.	Assignments in Hand	10
4.	Clientage (Current)	10
5.	Managerial Capability (Regular Manpower)	20
6.	Type and No. of Machinery/Equipment	10
<b>Total Marks:</b>		<b>100</b>

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