

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

ACQUIRING JANITORIAL SERVICES FOR OGRA OFFICES UNDER TENDER ENQUIRY No. 03 of 2023

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well-reputed Janitorial Firms, having five (05) 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 at Lahore, Karachi, Quetta and Peshawar under Tender Enquiry No. 03 of 2023, initially for a period of two years starting from the date of signing of contract 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) 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 9:00 a.m. to 5:00 p.m.
3. The sealed bids/proposals will be received latest by September 13, 2023 by 11:00 a.m. and will be opened on the same day at 11:30 a.m. at OGRA office, Islamabad by OGRA's Bid Opening Committee, in presence of bidders who opt to participate in the process.
4. 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. 54 B, Fazal-e-Haq Road, Blue Area, Islamabad
PH: 051-9244048, FAX: 051-9244143

OIL AND GAS REGULATORY AUTHORITY

TENDER DOCUMENTS

ACQUIRING JANITORIAL SERVICES FOR OGRA OFFICES UNDER TENDER ENQUIRY No. 03 of 2023

The Oil and Gas Regulatory Authority (OGRA) hereby invites sealed bids/proposals from well-reputed Janitorial Firms, having five (05) 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. 03 of 2023.

- i. **OGRA Head Office, Islamabad.** Plot No. 37 & 39, Mauve Area, Sector G-10/4, 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.** 1st Floor, Fida Building, Punj Footy, Samungli Road, Quetta.
- v. **OGRA Regional Office, Peshawar.** 2nd Floor, Sarhad Chamber of Commerce & Industry, G.T Road, Peshawar.

Note: In case of change of address or hiring of a new office building, the terms and conditions/rates of the contract shall remain the same.

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-III**), both indicating the tender enquiry No. 03 of 2023 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 five (05) 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 date of opening of technical bids.
- 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 September 13, 2023 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. September 13, 2023 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-IV**.
- 8). Bids, which are not accompanied by the documents mentioned at Clause No. 1 to 5 & clause 17 shall be declared as 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 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.
- 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 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 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 submitted by the successful bidder shall be released after completion of two-years contract period.
- 13). The bidders should examine carefully the terms & conditions of the tender. Interested firms may visit the offices of OGRA including its newly built HQs located at Plot No. 37 & 39, Mauve Area, Sector G-10/4, Islamabad 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. Once the tender is submitted, it will be assumed that no further clarification is required.
- 14). 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.
- 15). 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 two 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 effects of inflation & devaluation of rupee.

- 16). The successful bidder/firm shall be required to ensure the quality of materials/consumables/machinery & tools as per the scope of work given at **Annex-II**.
- 17). The firm while quoting the bids will ensure that janitors being detailed are duly enlisted with EOBI and Social Security Departments.
- 18). Minimum Wages prevailing at the time of contract period 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 through their respective bank accounts as declared by the Federal and Provincial Governments from time to time and accordingly OGRA will also comply to any change/increase of minimum wages in order to ensure the payment of prevailing minimum wages to the workers.
- 19). OGRA at its discretion keeping in view inflation & other such factors etc., may grant Eidhi on both Eids as well as meal charges as per actual duty as an incentive to the workers of janitorial firm.
- 20). Increase and decrease in number of Janitors etc as per work load can be made by OGRA on prevailing rates, terms and conditions.
- 21). No payment shall be made in advance and payment of the bills will be subject to the deduction of all applicable government taxes.
- 22). The firm/ bidder will certify in writing under its letter head-pad, in advance, that the janitorial and other miscellaneous items/consumables provided by them, if found sub-standard, low/less quality & quantity, below prescribed specifications or anything mis-stated deliberately, the procuring agency i.e. OGRA shall have the right to forfeit their security/ performance bond and may declare the firm as blacklisted.
- 23). The proposals should not have any over-writing or cutting. The bids with any of the aforementioned deficiencies may not be considered.
- 24). 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.
- 25). 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)
Tel: 051-9244048

OIL AND GAS REGULATORY AUTHORITY

TECHNICAL/PRE-QUALIFICATION PROPOSAL

ACQUIRING JANITORIAL SERVICES FOR OGRA OFFICE SUNDER TENDER ENQUIRY No. 03 OF 2023

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 2020-21 & 2021-22)		
Whether Call Deposit as Earnest Money equal to 3% of the total bid value is enclosed with financial proposal .	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)	Yes <input type="checkbox"/> No. <input type="checkbox"/>	
Undertaking as demanded under Sr. No. 22 of General Terms & Conditions of Tender Documents	Yes <input type="checkbox"/> No. <input type="checkbox"/>	
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/Equipments		
Contact Person. Cell No.----- Date: _____	_____ <i>Name & Designation</i> _____ <i>Authorized Signature & Stamp</i>	

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

OIL AND GAS REGULATORY AUTHORITY

SCOPE OF WORK

Provision of 24 x Janitors and 01 Supervisor including cleaning materials as per details given below (a & b):-

The Cleaning Services are mainly required at OGRA newly Office Building Plot No. 37 & 39, Mauve Area, G-10/4, Islamabad, It consists total covered area 97,991.91 sqft having two basements ground plus four floors total 27 x Washrooms, 01 x Cafeteria & kitchen, 4 x small Kitchens, floor cleaning of all offices, meeting rooms, Auditorium, reception area all open area of the building. However, complete cleaning services for OGRA Regional Offices would also be provided.

a. Services. 18 x Janitors and 01 x Supervisor for OGRA Head Office and 02 x Janitors for each OGRA's Regional Offices i.e. Lahore & Karachi, and 01 x Janitor each for OGRA's Regional Offices i.e. Quetta & Peshawar. (Total 24 x Janitors and 01 x Supervisor) Janitorial services for the Building on 8 hours per day basis with lunch/prayer break on rotation to janitors as observed by OGRA, under proper supervision of a regular Supervisor. (The Janitors shall wear specified uniform (provided by the firm) at all times, as approved by OGRA).	To be filled in by the Bidders (Yes/No)	Remarks (if any)

b) Cleaning Material: The firm will ensure and provide all cleaning & hygienic material having best quality on daily basis without any delay including tissue rolls (rose petal or equivalent), Dettol (antibacterial original), washroom cleaner (harpic or equivalent) glint (best quality) surf (excel or equivalent) vim (best quality) soap (safe guard or equivalent), liquid soap (life buoy or equivalent values), toilet tissue (Rose petal or equivalent), phenyl balls (, phenyl tablets) Air Freshener etc.,dispenser (delux or equitant)and Air Freshener (Roomi Tikki in the toilets) Air Freshener (Sultan or equivalent). The successful bidder to note that quantity and quality of the material will not be compromised at any cost.

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	<ul style="list-style-type: none"> Cleaning of all respective offices, meeting rooms, Auditorium etc, mopping of all floors, main entrance, lobby, walkway corridors, staircases and other common areas. Emergency cleaning whenever required. Daily cleaning/mopping of marble and tiled floors. 		
	<ul style="list-style-type: none"> Vacuum for rugs and Sofa etc., Dusting of desks, computers, telephones, filing cabinets, photocopy machines and other furniture items in the office. Clean all waste paper baskets in the offices. Clean the washrooms and toilet bowls with Phenyl, sweep, & Harpic etc.,. cleaning and washing of all twenty seven (27) washrooms with frequent intervals of time. Proper cleaning of four (04) small Kitchens and one cafeteria. Continuous cleaning of prayer hall, meeting rooms, reception area, cafeteria, store rooms, open areas of office building etc. Ensure there are fine quality tissue rolls, Rose Patel or equalent Dettol, sweep glint, surf, vim, soap, liquid soap, toilet tissue, hand tissues, harpic, phenyl balls, phenyl tablets and air fresher (Roomi Tikki) in the toilets. 		

Twice Daily	• Waiting areas on all floors		
	• Spray air-freshener in working rooms/Halls etc.		
	• Clean the bathrooms and toilet bowls with Phenyl.		
	• Garbage collection and disposal.		
	• Cleaning of mirrors in toilets.		
	• Emergency cleaning whenever required.		
Weekly	• Furniture polishing with wooden luster spray.		
	• Wash/ disinfect toilet bowls and sinks thoroughly.		
	• Cleaning the parking areas of office building.		
	• Cleaning of all exterior glass window panes.		
	• Floor washing with surf/vim and cleaned water.		
	• Clean all windows externally		
Monthly	• Cleaning of walls and webs etc.,		
	• Cleaning of window blinds, lights, pictures and doors etc.,		
Quarterly/ Half Yearly	• Dusting of all shelves thoroughly.		
	• Rugs cleaning with shampoo and chemicals (after two months).		
Other Services if any)	• Fumigation services after 3 months.		
	Rate control etc. as and when required.		

c). OGRA reserves the right to increase or decrease the number of Janitors as per workload, on the same term & conditions and prevailing rates.

d). The Supervisor deputed by the firm will furnish an actual and accurate statement showing details of work done. This statement shall be submitted at specified intervals to the OGRA's representative. In addition an hourly log sheet shall be maintained in each wash room showing the frequency of cleaning the washroom.

OIL AND GAS REGULATORY AUTHORITY

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

FINANCIAL PROPOSAL

ACQUIRING JANITORIAL SERVICES FOR OGRA OFFICES UNDER TENDER ENQUIRY NO. 03 OF 2023

Name of the Firm & Address:

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2. Rates to be charged; -

- | | |
|---|-------------|
| i. Monthly salary of 14 janitors as per minimum wages (incl. all taxes) for Islamabad. (ICT). | Rs. _____/- |
| ii. Monthly salary of 01 Supervisor (incl. all taxes) for Islamabad. (ICT). | Rs. _____/- |
| iii. Monthly salary of 02 janitor as per minimum wages (incl. all taxes) for Punjab province. | Rs. _____/- |
| iv. Monthly salary of 02 janitor as per minimum wages (incl. all taxes) for Sindh province. | Rs. _____/- |
| v. Monthly salary of 01 janitors as per minimum wages (incl. all taxes) for Khyber Pakhtunkhwa. | Rs. _____/- |
| vi. Monthly salary of 01 janitor as per minimum wages (incl. all taxes) for Baluchistan province. | Rs. _____/- |
| vii. EOBI contribution | Rs. _____/- |
| viii. Social Security contribution/ | Rs. _____/- |
| ix. Cost of material. | Rs. _____/- |
| x. Company margin, if any. | Rs. _____/- |
| xi. Any other expense. | Rs. _____/- |
| xii. Taxes etc. | Rs. _____/- |

(The elements like to pay minimum wages to Janitors and their subscription towards EOBI, Social Security & ISO certification etc., are mandatory in nature. Therefore, in case of non-response of amount(s) against these items may lead dis-qualification of any firm (s))

Grand Total per month (including all taxes): Rs. _____/-

Rupees: _____/-

Authorized Signature with Stamp

Name : _____

Designation: _____

Contract person: _____

Date: _____

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

ACQUIRING JANITORIAL SERVICES FOR OGRA OFFICES
UNDER TENDER ENQUIRY NO. 03 OF 2023**Assessment Criteria:**

The bids will be evaluated as per the following criteria;

Sr. No.	Grading:-	Marks
1.	Experience related to the similar assignments	40
2.	Annual Turnover supported by income tax return	10
3.	Clientage (Current)	10
4.	Work experience with International Offices, Organizations bodies and NGOs Like, UN, WHO, World Bank etc and Embassies and Consulates etc.	10
5.	Managerial Capability (Regular Manpower)	10
6.	Type and No. of Related Machinery/Equipments	10
7.	ISO certification	10
Total Marks:		100

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