

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

Supply / Installation / Fixation of Office Building Items **under Tender Enquiry No. 04/2023**

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well reputed firms/general order suppliers having minimum five years of relevant experience, registered with Income Tax and Sales Tax departments based at Islamabad/Rawalpindi for supply/ installation/fixing of office building items for its newly constructed office building located at Plot No. 37 & 39, Mauve Area Sector G-10/4, Islamabad, under Tender Enquiry No. 04 of 2023.

2. The Tender Documents containing detailed information, terms & 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 cash payment of Rs. 1,000/- (Rupees one thousand only) from 09:00 a.m. to 05:00 p.m on any working day i.e. Monday to Friday.

3. The sealed bids will be received till **September 14, 2023** by **11: 00 a.m.** at OGRA's Head Office, located at Plot No. 54-B, Fazalul Haq Road, Blue Area, Islamabad, and will be opened on the same date at **11:30 a.m.** by OGRA's Bid Opening Committee.

4. In case, the last date of submission of bids falls on closed official day(s)/ holiday(s), 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 (Admin)

Oil & Gas Regulatory Authority (OGRA)

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

Ph. 051-9244048

OIL AND GAS REGULATORY AUTHORITY

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

TENDER DOCUMENTS

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well reputed firms/general order suppliers having minimum five years relevant experience, registered with Income Tax and Sales Tax departments based at Islamabad/Rawalpindi for supply/ installation/fixing of Office building items for its newly constructed office building located at Plot No. 37 & 39, Mauve Area Sector G-10/4, Islamabad, under Tender Enquiry No.04 of 2023.

General Terms & Conditions

1. The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain "Technical/Prequalification Proposal" (**Annex-I**) and the other envelope should contain "Financial Proposal" (**Annex-II**), both showing the Tender Enquiry No.04 of 2023, and marked as "**TECHNICAL PROPOSAL**" and "**FINANCIAL PROPOSAL**", respectively.
2. The firm should be registered with Income Tax and Sales Tax Departments; Registration Numbers and NTN numbers should be clearly mentioned and valid documentary evidence be attached.
3. The bidder will be required to submit a Bid Security/earnest money equal to 2% of the total quoted value of bid and attach the same with Financial Proposal in the form of **Call Deposit** in favor of OGRA, payable at Islamabad.
4. Any bid not accompanied by the required value of **Call Deposit** shall be rejected.
5. The firm should have a minimum of five (05) years' relevant experience and should have a well-equipped & maintained office set-up at Islamabad / Rawalpindi.
6. The bid validity period will be three (03) months, starting from the date of opening of technical bids. The rates quoted by the bidder are final & fixed and no inflation/ escalation in dollar against Pak rupees will be paid by OGRA and any increase in price shall also not be borne by OGRA. No such claim from the bidder will be entertained.
7. Sealed bids/ proposals are required to be delivered at OGRA's Head Office, Plot No. 54-B, Fazal-ul-Haq Road, Blue Area, Islamabad latest by September 14, 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 on the same date i.e. September 14, 2023 in the presence of bidders or their authorized representatives, who may like to be present. Subsequently, technical/pre-qualification proposals shall be evaluated by OGRA's Bid Evaluation Committee as per the terms & conditions of bidding documents.
8. Bids, which are not accompanied by the documents mentioned at Clause No. 2 & 3 shall be declared non-responsive and their financial proposals will be returned unopened.
9. The Bid Opening Committee will open the financial proposals (**Annex-II**) of the only those bidders whose technical/ pre-qualification proposals as well as samples 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.

10. Only one authorized representative per bidder shall be allowed to attend 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 in favour of OGRA payable at Islamabad. If the bidder fails to deposit the Performance Bond within one week of the receipt of the Purchase/ Work Order, the same shall be treated as cancelled and 2% Earnest Money already deposited by the bidder may be forfeited.
12. 2% earnest money of the un-successful bidders shall be released within 30 days. However, 5% Performance Bond shall be released after completion of task i.e. satisfactory supply/ delivery/ installation of furniture items at OGRA's newly constructed office building situated at Plot No. 37 & 39, Sector G-10/4, Islamabad and warranty period, if any.
13. The proposals should not have any over-writings or cutting. The bids with any of the aforementioned deficiencies may not be considered.
14. The firm should have to attach Original and latest undertaking/ Affidavit on judicial paper that the firm has not been blacklisted by any Government, Semi-Govt., Autonomous body or any state-owned organization.
15. An undertaking on letter head pad, indicating that all information provided herein and documents attached with the proposal are correct and if any information/ documents found incorrect, false or fake etc., the Authority reserves the right to disqualify and blacklist the firm.
16. The successful bidder/ firm shall be bound to supply/ installation/fixing the required Office building items to OGRA office situated at Plot No. 37 & 39, OGRA Headquarter, Mauve Area Sector G-10/4, Islamabad, as per specifications, standard, quality & design as mentioned in the tender documents/ samples within a period of one month from the date of receipt of work/ purchase Order.
17. Before submission of bids, all bidders are advised in their own interest to read carefully the terms & conditions of the tender documents and attach legible copies of all documents/ pages etc. with their respective bids / proposals.
18. Purchase order supply/ installation/fixing of Office building items will be placed to the bidder whose evaluated **bid** has been determined as **most advantageous** bid being substantially responsive and more relevant to the bidding documents/ requirements.
19. The successful Bidder is bound to provide pre-purchase demonstration if deemed necessary of the requisite office building item(s). In case of un-acceptable delay attributable to supplier, OGRA will have the right to cancel the purchase order and forfeit the supplier's performance security/ bond.
20. The supply and installation of office building items shall be monitored by OGRA team and shall be rejected if not found according to the specifications given in the tender documents; OGRA shall not be responsible for any costs or expenses incurred by the supplier on this account and no such claim for payment shall be entertained by OGRA.
21. The successful firm will provide standard' guaranty / warranty & free of cost, onsite service after sales.

22. Delivery and installation of items will be free of charges at OGRA's newly constructed office building, situated at Plot No. 37 & 39 Mauve Area Sector G-10/4, Islamabad, during the office hours accompanied with a signed copy of the delivery challan etc.
23. The OGRA reserves the right to change/modify goods specifications/ quantity at any time before the award of contract. OGRA may also accept or reject part or whole of the tender prior to the acceptance of the proposal.
24. If the delivered goods / services are not according to the required quality, standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to replace the same as per specifications mentioned in the Tender Documents, otherwise the purchase/ work order will be cancelled with confiscation of performance bond.
25. Any defective/ sub-standard item(s), if delivered, it will be replaced by the bidder in same quoted cost without any claim by OGRA. In case of failure to supply the specific item(s), OGRA reserves the right to issue Purchase Order to next bidder being most advantageous to supply the items while the difference of amount will be deducted from performance bond already submitted by the firm to whom the purchase was earlier placed.
26. The firm/ bidder will certify that they have read and completely understood the Tender Notice as well as the Terms & conditions of this Tender/ Bidding Documents including Criteria, Technical/ Pre-qualification & Financial Proposal etc. and hereby accept the same unconditionally.
27. The firm/ bidder will certify in writing under its letter head-pad, in advance, that the items provided by them, if found sub-standard, below prescribed specifications or anything mis-stated deliberately, the procuring agency i.e. OGRA shall have the right to forfeit their security/ performance bond.
28. The contract will be awarded on **"lump sum basis"** and not on "item rate basis and total bill will be paid on actual measurement and quantity bases".
29. Any difference of opinion or disputes arising between the parties i.e. OGRA & the Successful Bidder in relation to this tender notice shall be settled amicably by the parties. In case of any difference/ dispute arising between the parties, the matter shall be referred to the Chairman, OGRA as Arbitrator, whose decision shall be final and binding upon both the parties. No dispute once decided by the Arbitrator shall be agitated at any forum including in any Court of Law.
30. In case, the last date of submission of bids falls on closed official day(s)/ holiday(s), the date for submission & opening of the bids shall be the next working day.
31. OGRA reserves the right to accept or reject any or all proposals or extend the closing date without assigning any reason as per PPRA Rules 2004.

(Nasrullah Khan)
Joint Executive Director (Admin)

OIL AND GAS REGULATORY AUTHORITY

54-B, FAZALUL-HAQ ROAD, BLUE AREA, ISLAMABAD

TECHNICAL/PRE-QUALIFICATION PROPOSAL**Supply / Installation / Fixation of Office & Building Items**
under Tender Enquiry No.04/2023

Name of Firm	
Address (Telephone, Cell, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
NTN No. (attach documentary evidence)	
Annual Turnover supported by Income Tax Return) F.Y 2021- 2022.	
Banker's Name & Contact Details	
Experience related to similar assignments	
Whether bid security/earnest money at the rate of Rs. 2% is enclosed with Financial Proposal.	Yes: _____ No: _____
Assignments in Hand (Current)	
Clientage (Attach separate Annexure, if any)	
Latest Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body etc. and is not involved in any litigation throughout the country)	
Contact Person: Contact No. _____ Date: _____	_____ <i>Name & Designation</i> <i>Authorized Signature & Stamp</i>

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FINANCIAL PROPOSAL

Supply / Installation / Fixation of Office & Building Items under
Tender Enquiry No.04/2023

Sr. #	Item with size/specifications	Qty.	Rate in Rs. (per Sqft/Per item)	18%GST Rs.	Total Amount including GST (Rs.)
1.	Windows Roller Shades Blinds Best quality luxa flex, sun screen and blackout or equivalent with installation alongwith all fitting accessories (as per sample).	5000Sqft (approx.)			
2.	Anti Shatter film for glass on the exterior of the building 100 Microns Safety and Sun control film- 60' x 100' Roll size with pasting/installation (as per sample).	8800Sqft (approx.)			
3.	Frosting paper for glass with pasting/ installation for internal glass partitions within the building (as per sample).	7500-8000 Sqft (approx.)			
4.	Android Smart LED TV 42", Samsung or equivalent.	16			
5.	Foot Mats for main entrance, washrooms and offices etc. (Grass Mate) with placing (as per sample).	725 Sqft (approx.)			
6.	Insect Killers double Rods 18Watts cry cry or equivalent with installation alongwith all fitting accessories	20 (approx.)			
7.	Stainless Steel Planters 18" x 18", Gauge 18 (as per sample).	200 (approx.)			
8.	Water Cooler stainless steel body 35Ltr with Water Filter kitchen Size with installation alongwith all fitting accessories	02 Nos.			
9.	Iron Racks for Files (Gauge 18) Main Frame made of MS pipe size 1" X 1½" with internal rack MS pipes of 1" X ½", Shelf size 18" Depth, Height 11", one side portion of rack approx 20 feet length and height approx. 15 feet/upto roof ceiling with door locks/fitting/paint complete with all respects). (As per physical inspection)	Multiple No. of Racks 3000 Sqft (approx.)			
10.	Installation of Sky Light cover made with Tensile Fiber (700g), remote control As per sample.	660Sqft (approx.)			

Note:i) The purchase Order will be awarded on “**lump sum basis**” and not on “item rate basis” and total bill will be paid on “actual measurement & quantity basis”.

ii) The quantity/measurement of items can be increased or decreased on same rates and on the same terms & conditions of the tender documents.

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ASSESSMENT CRITERIA

Supply / Installation / Fixation of Office & Building Items **under Tender Enquiry No.04 /2023**

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

Grading	Marks
Experience related to similar assignments	50
Clientage	25
Assignment in Hands (Current)	25

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