

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

SHIFTING OF OFFICE FILES/RECORD, FURNITURE/FIXTURES AND MACHINERY/EQUIPMENTS etc. UNDER TENDER ENQUIRY NO.06/2023

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well reputed firms/general order suppliers having minimum two years of relevant experience, registered with Income Tax and Sales Tax departments based at Islamabad/Rawalpindi for shifting of office files/record, furniture/fixtures, machinery & equipments, wooden/glass partitions and other misc. scrap items/material etc. from existing OGRA building (54-B, Fazal-e-Haq Blue Area, Islamabad) to newly OGRA's constructed office building, located at Plot No. 37 & 39, Mauve Area, Sector G-10/4, Islamabad, under Tender Enquiry No. 06 of 2023. The detail scope of work is at **Annex-III** of the bidding document.

2. The Tender Documents containing detailed information and 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 from 09:00 a.m. to 05:00 p.m. on any working day i.e. Monday to Friday.

3. The sealed bids shall be submitted on single stage one envelope procedure and will be received till November 15, 2023 by **11: 00 a.m.** at OGRA's Head Office, located at Plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad. The bids 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 (Admn)
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 two years relevant experience, registered with Income Tax and Sales Tax departments based at Islamabad/ for shifting of office files/record, furniture/fixtures, machinery & equipments, wooden/glass partitions and other misc. scrap items/material etc. from existing OGRA building (54-B, Fazal-e-Haq Blue Area, Islamabad) to newly OGRA's constructed office building, located at Plot No. 37 & 39, Mauve Area, Sector G-10/4, Islamabad, under Tender Enquiry No. 06 of 2023, under single stage – one envelope procedure of PPRA Rules.

General Terms & Conditions

1. The bidder should submit the bid on the basis of a single stage one envelope procedure containing separately "Technical/Prequalification Proposal" (**Annex-I**) and "Financial Proposal" (**Annex-II**), both showing the Tender Enquiry No.06 of 2023,
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 3% 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. 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 3% Earnest Money already deposited by the bidder shall be forfeited.
5. 3% 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 shifting of office files/record, furniture/fixture & machinery & equipment and other misc. items/material etc. from existing OGRA building (54-B, Fazal-e-Haq Blue Area, Islamabad) to newly OGRA's constructed office building, located at Plot No. 37 & 39, Mauve Area, Sector G-10/4, Islamabad.
6. The firm should have a minimum of two (02) years' relevant experience and should have a well-equipped & maintained office set-up at Islamabad / Rawalpindi.
7. The bid validity period will be three (03) months, starting from the date of opening of 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 labour charges and transportation shall also not be borne by OGRA. No such claim from the bidder will be entertained.

8. 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 November 15, 2023 on or before **11:00 a.m.** Both the proposals i.e. technical/pre-qualification and financial proposals will be opened on the same date & time by OGRA's Bid Opening Committee at 11:30 i.e. on November 15, 2023 in the presence of bidders or their authorized representatives, who may like to be present.
9. Bids, which are not accompanied by the documents mentioned at Clause No. 2 & 3 shall be declared non-responsive.
10. The proposals should not have any over-writings or cutting. The bids with any of the aforementioned deficiencies may not be considered.
11. The firm should have to attach an undertaking that the firm has not been blacklisted by any Government, Semi-Govt., Autonomous body or any state-owned organization.
12. The successful bidder/ firm shall be bound to shift of office article, furniture, fixture and machinery/equipments etc. from existing Office building to OGRA office situated at Plot No. 37 & 39, OGRA Headquarter, Mauve Area, Sector G-10/4, Islamabad in a swift & safe manner.
13. 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.
14. It will be the sole responsibility of firm for any damage, theft, loss etc. of goods during shifting as well as any physical injury to any laborer during the shifting process shall solely be responsibility of the firm.
15. The firm is required to demonstrate utmost care in packing/shifting of the office record/articles etc. during shifting enabling to avoid any kind of damage to the workers, if any, as well as office items/articles.
16. 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.
17. 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.
18. 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.
19. OGRA reserves the right to accept or reject any or all proposals at any time as per PPRA Rules 2004 prior to the acceptance of the bids/proposals

(Nasrullah Khan)
Joint Executive Director (Admin)

OIL AND GAS REGULATORY AUTHORITY

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

TECHNICAL/PRE-QUALIFICATION PROPOSAL

Shifting of Office Files/Record, Furniture Fixtures and Machinery/Equipments etc. under Tender Enquiry No. 06/2023

Name of Firm	
Address (Telephone, Cell, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
NTN No. (attach documentary evidence)	
Banker's Name & Contact Details	
Experience related to similar assignments	
Whether bid security/earnest money at the rate of Rs. 3% is enclosed with Financial Proposal.	Yes: _____ No: _____
Assignments in Hand (Current)	
Clientage (Attach separate Annexure, if any)	
Undertaking (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>

OIL AND GAS REGULATORY AUTHORITY

FINANCIAL PROPOSAL

**Shifting of Office Files/Record, Furniture Fixtures and Machinery/Equipments etc.
under Tender Enquiry No. 06/2023**

Description	Detail of Items
Shifting of office files/record, furniture/fixtures, machinery & equipments, wooden/glass partitions and other misc. scrap items/material etc. from existing OGRA building (54-B, Fazal-e-Haq Blue Area, Islamabad) to newly OGRA's constructed office building, located at Plot No. 37 & 39, Mauve Area, Sector G-10/4, Islamabad, under Tender Enquiry No. 06 of 2023, under single stage – one envelope procedure of PPRA Rules.	As Per detailed list- Annex III
Lump Sum Total Bid Amount: (inclusive of all Labour, Transportation, Expenses & Taxes etc.)	Rs.: _____
In Words (Rupees ----- -----) -----)	

- Note:**
- i) Before submission of Bids, all interested parties are advised to visit the existing OGRA office building & assess the actual load/volume of material including office files/record etc. and as well as OGRA's new office premises for putting the same material/items/files/record etc.
 - ii) The completion time for shifting and placing the items on proper places at different floors at specific areas departments (04 x floors & 02 x basements) will be 05-07 days from the date of issuance of the Work Order.
 - iii) The firm shall be responsible to arrange the vehicle(s) for transportation, hiring manpower, packing & un-packing, placement of items at the appropriate places etc.
 - iv) The payment shall be made after satisfactory completion of the entire shifting work.

Contact Person: Contact No. _____ Date: _____	_____ <i>Name & Designation</i> _____ <i>Authorized Signature & Stamp</i>
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List of Furniture Items and other Machinery & Equipments etc.

Sr.#	Name of Item	Total Qty As per record	Remarks
1	Back Display Storage Unit (Cafeteria)	03	
2	Book Shelf Double Side (Library)	05	
3	Book Shelf Single Side (Library)	08	
4	Book Shelf Small	03	
5	Book Shelf with Glass (Executive)	03	
6	Back Unit Lower Shetter upper with Shelving	17	
7	Chair Revolving High Back	61	
8	Chair Revolving (Low Back)	223	
9	Chair Visitor (Tubular)	168	
10	Chair Visitor (Wooden)	166	
11	Chair Dining	24	
12	Credenza (wooden)	17	
13	Counter Stool/Hydraulic	02	
14	Coat Hanger	19	
15	Conference Table	03	
16	Side unit with Keyboard Tray/Computer Desk	210	
17	Coffee/Centre Table Small	19	
18	File Rack	01	
19	Chair Medium for IT	05	
20	Executive Double Pedestal Desk	56	
21	End Shef /W-Notice Board	04	
22	Computer Table Desk Smart (IT)	03	
23	File Cabinet (wooden)	86	
24	File Cabinet (Steel)	167	
25	Foot Rack	01	
26	File Trolley	01	
27	Iron Safe	02	
28	Electronic Safe 1500D	01	
29	Insect Killer (Electric)	01	
30	Key Box	01	
30	L-Shape (Unit/Shelving above/rack)	12	
31	Office Table (single side)	168	
32	Office Table Smart (IT)	03	
33	Portrait of Quaid-e-Azam	02	
34	Plastic Table & Chairs	01+20	
35	Reception Table/Desk	01	
36	Restroom with Stand	01	
37	Sofa (Single Seater)	32	
38	Sofa (2 Seater)	23	
39	Sofa (3 Seater)	01	
40	Side Unit with Keyboard Tray (Executive)	09	
41	Side Table (Centre Table Small)	23	
42	Square Table (Box Type)	08	
43	Stand Wooden	06	
44	Table Side unit (5"x4"X2½")	10	
45	Storage Unit Back	37	
46	Study Stand	02	
47	Table Round	01	
48	Wooden Box	04	
49	Wooden File Rack (Cabinet)	10	
50	Wooden Rack for UPS & Batteries (IT)	01	

List of Building Fixture, Machinery & Equipments etc.

Sr.#	Name of Item	Total Qty As per record	Remarks
1	AC Grill In	65	
2	AC Grill out	35	
3	AC Split (Indoor) (outdoor)	92	
4	AC Thermostat	24	
5	Aluminum Door	16	
6	Aqua Water Filter	03	
7	Aluminum Strip	02	
8	AC Adopter	03	
9	Angle Iron Safe	10	
10	Allan Key	01	
11	Audio System Comprising	01	
12	Bracket Fan	73	
13	Blinder/Mixture (Food)	01	
14	Blinds	7111Sqft	
15	Burner	04	
16	Battery (For UPS/Exchange/Vans)	24	
17	Board (No Parking)	03	
18	Bags	16	
19	Carpet	4500 sqft (Approx)	
20	Canopy	01	
21	CNG Cylinder (40W, 198/1 & Grageted)	08	
22	CLI Telephone Set	41	
23	Drill Machine	01	
24	Diesel Generator (KSA APD110C)	01	
25	Digital Camera	04	
26	Digital Scales	01	
27	Electric Pannel	06	
28	Energy Saver (Bulb)	57	
29	Door	22	
30	Exhausts Fans	42	
30	Executive Telephone Sets	04	
31	Exercise Bench with Dumbbells	01x bench Each 02x 3.6Kg	
32	Electric Board	02	
33	Electric Oven	12	
34	Electric Water Collar/Geyser	08	
35	External Charger for UPS	01	
36	Emergency Fire Alarm Sounder	06	
45	Fan Heater/Lower	166	
46	Fire Extinguishers	69	
47	Flag with Pole	02	
48	First Aid Box	05	
49	Gas Filler A/C	02	
50	Gas Cylinder	03	
51	Gas Heater	01	
52	Hand Drier	01	
53	Humidifier	01	
54	Iron Door	07	
55	Iron Ladder	02	
56	Junction Box (Telephone)	01	
57	Jai-a-Namaz	31	
58	Iron Bracket A/C	07 (2300 feet)	
59	Incumbency Honor Board	02	
60	Kitchen Sink	01	
61	Light Assembly	08	

List of Building Fixture, Machinery & Equipments etc.

62	Mirror (Face)	17	
63	Motor With Pump	02	
64	Mirror Door	14	
65	Multi Meter	01	
66	Mobile Set	07	
67	LCD 46"	03	
68	LPG Regulator/Stove	3+3	
69	Pedestal/Bracket Fan	08/67	
70	Refrigerator	05	
71	Saff (Jay-e-Namaz)	200 Sqft	
72	Telephone DB	04	
73	Telephone Exchange	03	
74	Telephone/Set Steno	190/28	
75	Tape Audio Sony	01	
76	TV Sony/LCD	08	
77	TV Trolley	02	
78	VCR (Panasonic)	01	
79	UPS	05	
80	Umbrella	1	
81	Wooden Door	20	
82	Water Cooler	02	
83	Wooden Partition	3200 Sqft	
84	Sign Board	02	
85	Window Aluminum	03	
86	Wall Clock	01	
87	Tennis Table	02	
88	Water Dispenser	04	
89	CCTV Camera	17	
90	Camera (Tripod)	01+01	
91	Video Splitter	01	
92	Voice Recorder	03	
93	Bio Matric Machine	08	
94	Cross Trainer Sprint 155	01	
95	Ladder (For complaints)	01	
96	Video Conference System	01	
97	Measurement Glass Beaker	02	
98	Telephone Set 15 T Digital open stage	01	
99	Vehicle Tyre	120	

List of Computers, Machinery & Equipments etc.

Sr.#	Name of Item	Total Qty As per record	Remarks
1	Computer Dell and Server	23+02	
2	Computer Acer	30	
3	Computer HP	40	
4	Electric Typewriter	01	
5	Fax Machines	09	
6	Hard Disk/USB	44	
7	Keyboard	06	
8	Laptops HP, Dell, Lenovo	12	
9	Printers HP Model 1200	02	
10	Printer HP 1300	11	
11	Printer HP 1022	47	
12	Printer HP 4200	01	
13	Photocopier Machines	24	
14	Paper Shredder	17	
15	LCD/LED Monitor	43	
16	Printer MFP (HP 01x 1319, 03x 1312, 02x 1212, 01x 1415)	06	
17	Printer HP 1102	27	
18	Scanner (Normal)	28	
19	TP Link	08	
20	Multimedia Project Screen	03	
21	Time Attendance Machine	04	
22	Wireless Router (Nayatel)	03	
23	Wireless USB Device	01	
24	Mikrotik Router Board Hardware	01	
25	Server with Software	06	
26	Scanner (Heavy Duty)	17	
27	LCD T.V Device	01	
28	Printer Color (MF) 01x Pro 200, M276NW, M277DW and 03x M177FW,	06	
29	PVC Card Printer	01	
30	iPads for Authority (Apple Air Pad4)	03	
30	CPU (computer)	02	
31	Printer HP Laserjet M203dw/dn	20	
32	HP Laserjet M402DNE (Heavy Duty)	01	
33	Desktop Computers HP IDS 280 G3	50	
34	Lenovo Desktop Computer with Software	25	
35	Printer HP Laserjet M12a	05	
36	Network Card	02	
45	Load Balancer	01	
46	HP Laserjet Printer color M454 DN	01	
47	Printer HP Laserjet 107A	10	
48	Lenovo Laptops	04	
49	Laptops HP, Dell, Lenovo and apple mac book	64	
50	Laptops HP Probook 450 G8	75	