

TENDER NOTICE

PROVISION OF SECURITY SERVICES FOR OGRA OFFICES UNDER TENDER ENQUIRY NO. 07 OF 2023

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals for provision of Security Services to OGRA's Head Office at Plot No. 37 & 39, Mauve Area, Sector G-10/4, Islamabad, and its Regional Offices at Lahore, Karachi and Quetta, initially for a period of two (02) years extendable for tentative period, from well-reputed & valid license holding private security firms/companies having minimum five (05) years relevant experience and duly registered with Income Tax Department etc., stationed at Islamabad/Rawalpindi.
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). The 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 shall be received latest by **January 2, 2024** on or before **11:00 a.m.** on the address given below and will be opened on the same day at **11:30 a.m** in OGRA's office by the OGRA's Bid Opening Committee.
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 & Gas Regulatory Authority (OGRA)

Plot No. 37 & 39, Mauve Area, Service Road South, G-10/4, Islamabad

Ph: 051-9108898

Public Service Message:

گیس لیچ جان لیوا حادثات کا سبب بن سکتی ہے احتیاطی تدابیر یقینی بنائیں اور حادثات سے بچیں

14x3

ٹینڈر نوٹس

اوگرافا ترکیلے سیکورٹی خدمات کی فراہمی زیرتحت ٹینڈر انکوائری نمبر 07/2023

- 1۔ آئل اینڈ گیس ریگولیٹری اتھارٹی (اوگرا) کو زیرتحت ٹینڈر انکوائری نمبر 07/2023، اپنے دفتر واقع پلاٹ نمبر 37 اور 39 ماؤ ایریا، سیکٹر G-10/4 اسلام آباد اور لاہور، کراچی اور کوئٹہ میں واقع علاقائی دفاتر میں سیکورٹی خدمات کے لئے ابتدائی طور پر 02 سال کے لئے جس میں باہمی رضامندی سے توسیع ہو سکتی ہے کی فراہمی کیلئے معروف فرموں/کمپنیوں جو کم از کم 05 سالہ متعلقہ تجربہ رکھتے ہوں، انکم ٹیکس ڈیپارٹمنٹ سے رجسٹرڈ ہوں اور راولپنڈی/اسلام آباد میں اپنا دفتر رکھتے ہوں سے سربمہر پیشکشیں مطلوب ہیں۔
- 2۔ ٹینڈر دستاویزات جن میں تفصیلی معلومات، شرائط و ضوابط وغیرہ موجود ہیں پیپرا ویب سائٹ (www.ppra.org.pk) اور اوگرا ویب سائٹ (www.ogra.org.pk) پر دستیاب ہیں۔ ٹینڈر دستاویزات دفتر زیر دستخطی سے بھی کسی بھی یوم کاری یعنی سوموار تا جمعہ دن 09:00 تا شام 05:00 بجے حاصل کی جاسکتی ہیں۔
- 3۔ سربمہر پیشکشیں 02 جنوری 2024 دن 11:00 بجے تک درج ذیل پتہ پر موصول کی جائیں گی اور اسی روز دن 11:30 بجے اوگرافا دفتر میں بڈ اوپننگ کمیٹی کی جانب سے کھولی جائیں گی۔
- 4۔ پیشکش جمع کروانے کی آخری تاریخ پر تعطیل ہونے کی صورت میں پیشکشیں جمع کروانے اور کھلنے کی تاریخ آئندہ یوم کار ہوگا۔
- 5۔ اوگرا کسی ایک یا جملہ تجاویز کو پیپرا قوانین 2004 کے تحت مسترد کرنے کا حق محفوظ رکھتا ہے۔

جوائنٹ ایگزیکٹو ڈائریکٹر (ایڈمن)

آئل اینڈ گیس ریگولیٹری اتھارٹی (اوگرا)

پلاٹ نمبر 37 اور 39 ماؤ ایریا، سروس روڈ، سیکٹر G-10/4 اسلام آباد

فون نمبر: 051-9108898

پیغام برائے عوامی آگاہی:

گیس لیکج جان لیوا حادثات کا سبب بن سکتی ہے احتیاطی تدابیر یقینی بنائیں اور حادثات سے بچیں

14x3

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

PROVISION OF SECURITY SERVICES FOR OGRA OFFICES **UNDER TENDER ENQUIRY NO. 07 OF 2023**

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals for provision of Security Services to OGRA's Head Office at Plot No. 37 & 39, Mauve Area, Sector G-10/4, Islamabad, and its Regional Offices at Lahore, Karachi and Quetta, initially for a period of two (02) years extendable for tentative period, from well-reputed & valid license holding private security firms/companies having minimum five (05) years relevant experience and duly registered with Income Tax Department etc., stationed at Islamabad/Rawalpindi.
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). The 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 shall be received latest by January 2, 2024 on or before 11:00 a.m. on the address given below and will be opened on the same day at 11:30 a.m in OGRA's office by the OGRA's Bid Opening Committee.
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. 37 & 39, Mauve Area, Service Road South, G-10/4, Islamabad

Ph: 051-9108898

OIL AND GAS REGULATORY AUTHORITY

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TENDER DOCUMENTS

PROVISION OF SECURITY SERVICES FOR OGRA OFFICES UNDER TENDER ENQUIRY NO. 07 of 2023

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals for provision of Security Services to OGRA's Head Office at Plot No. 37 & 39, Mauve Area, Service Road South, Sector G-10/4, Islamabad, and its Regional Offices at Lahore, Karachi and Quetta, initially for a period of two (02) year extendable subject to mutual consent, from well-reputed & valid license holding private security firms/companies registered with Income Tax Department etc., stationed at Islamabad/Rawalpindi, having minimum five (05) years relevant experience.

2. The security services are required for the following offices of OGRA its regional offices:

- i. **OGRA Head Office, Islamabad.** Plot No. 37 & 39, Mauve Area, Sector G-10/4, Isb.
- ii. **OGRA Regional Office, Lahore.** 27-Civic Center, Barkat Market, New Garden Town, Lhr.
- 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.

3. The required No. of security personnel and their category has been given at **Annex-II**.

Concept of OGRA Security.

OGRA being an extremely important organization, may be subject to any kind of threats/ eventualities that not only may cause damage to its employees, guests/out-side visitors and material/ assets etc., but will also stir a lot of tremors in the national and international media as well.

General Terms and Conditions:

- 1). The bidder should submit a single package containing two separate sealed envelopes under Tender Enquiry No. 07 of 2023. One envelope should contain pre-qualification proposal (**Annex-I**) and marked as **"TECHNICAL/PRE-QUALIFICATION PROPOSAL"** and the other envelope should contain the financial proposal (**Annex-II**) and marked as **"FINANCIAL PROPOSAL"**.
- 2). The firm should be registered with Income Tax Department, EOBI and Social Security Department (Registration Number should be clearly mentioned & attested valid documentary evidence be attached).
- 3). The firm must be a license holder from Ministry of Interior, Government of Pakistan and should have valid license of all Islamabad Capital Territory (ICT) and respective provinces i.e. Punjab, Sindh and Baluchistan.
- 4). The firm should have a minimum of five (05) years experience of similar assignments and should have a proper setup/office at Islamabad/Rawalpindi.
- 5). The bidder shall be required to submit bid security/earnest money equal to 2% of total bid value along with financial proposal in shape of **Call Deposit** in favour of OGRA payable at Islamabad.

- 6). An 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.
- 7). Bids not complying with the requirements at 2 to 6 above shall be declared as Non-Responsive and their financial proposals shall be returned un-opened.
- 8). 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.
- 9). Sealed bids/proposals are required to be delivered at OGRA office Plot No. 37 & 39, Mauve Area, Service Road South, Sector G-10/4, Islamabad latest by January 2, 2024 on or before 11:00 a.m. The OGRA's Bid Opening Committee shall open the Pre-qualification proposals (**Annex-I**) at 11:30 a.m on the same day i.e. January 2, 2024 in presence of the bidders or their authorized representatives, who may like to be present. The technical proposals shall be evaluated as per criteria given at **Annex-III**.
- 10). The OGRA's Bid Opening Committee shall open the Financial Proposals (**Annex-II**) of only technically pre-qualified firms, on the date and time to be communicated to them in advance in the presence of bidders or their authorized representative, who may like to be present.
- 11). Only one authorized representative per bidder shall be allowed to attend the opening of bids.
- 12). The successful bidder shall 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 performance bond within one week of the receipt of the award letter, the same shall be treated as cancelled and the earnest money already deposited by the bidder shall be forfeited.
- 13). 2% earnest money of the un-successful bidders shall be released within 30 days. However, 5% performance bond shall be released within 30 days after successful completion of one year contract period.
- 14). The proposals should not have any over-writing or cutting. The bids with any of the aforementioned deficiencies will not be considered.
- 15). The successful bidder will be required to enter into a formal Contract Agreement, to be executed between both the parties. The contract shall be awarded initially for a period of two (02) 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 effect of inflation & devaluation of rupee.

- 16). The bidders should examine carefully the terms & conditions of the tender. Interested firms may visit the offices 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.
- 17). The contract for provision of security services will be awarded to the bidder/firm whose bid has been determined as Most Advantageous Bid being substantially responsive and more relevant to the bidding documents/requirements.
- 18). The firm while quoting the bids will ensure that Security Guards/Supervisor provided are duly enlisted with EOBI and Social Security Department.
- 19). An undertaking on Company/firm letter head be given to ensure that the bidder has read all clauses of the tender documents/ToRs, indicating that all information provided herein and documents attached with the proposal are correct and if any information/documents found incorrect, false or fake or non-satisfactorily services etc., the Authority reserves the right to disqualify and blacklist the firm.
- 20). 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 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.
- 21). OGRA at its discretion keeping in view inflation & other such factors etc., may grant an incentive to the workers of security firm in terms of Meal charges per day on actual number of days performed and/or Eidhi etc.,
- 22). Increase and decrease in number of manpower including Security Guards 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
- 23). No payment shall be made in advance and payment of the bills shall be subject to the deduction of applicable government taxes/levies.
- 24). Security company shall ensure that the security personnel to be deputed for security duty in OGRA establishments has the following factors:
 - a). Professionally trained & equipped / armed;
 - b). Active, smart, tall and physically/mentally fit;
 - c). Well dressed/Neat & clean Uniform etc.
- 25). The security company shall ensure availability of reserve security personnel.
- 26). The Security Company shall ensure the verification of character & antecedents of the security personnel including their fitness in terms of physical & mental.
- 27). 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.
- 28). OGRA reserves the right to increase/reduce the number of Security Guards as per its requirements.
- 29). 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 (Admn)

OIL AND GAS REGULATORY AUTHORITY

Plot No. 37 & 39, Mauve Area, Service Road South, G-10/4, Islamabad

Ph: 051-9108898

Technical/Pre-Qualification Proposal Proforma

PROVISION OF SECURITY SERVICES FOR OGRA OFFICES UNDER TENDER ENQUIRY NO. 07 of 2023

1.	Name of the Firm	
2.	Address (Telephone, Fax & E-mail)	
3.	Year of Establishment <i>(Attach documentary evidence)</i>	
4.	Income Tax No. (Annual Turnover supported by Income Tax Return) (F.Y 2021-22 & 2022-23)	
5.	Registration/Licenses No. issued by Ministry of Interior <i>(Attach documentary evidence)</i>	
6.	EOBI & Social Security Department Registration No. <i>(Attach documentary evidence)</i>	
7.	ISO Certification (latest)	Yes. <input type="checkbox"/> No. <input type="checkbox"/>
8.	Experience related to similar assignments	
9.	Whether affidavit /undertaking on stamp paper to ensure payment of minimum wages announced/fixed by Federal Govt and province Govt attached.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	Whether an 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 is enclosed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	Whether Earnest Money as Call Deposit @ 2% of the total value of bid is enclosed with financial proposal.	Yes <input type="checkbox"/> No <input type="checkbox"/>
12.	Trainings, if any, give detail individual wise	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.	Type and No. of Weapons <i>(Attach as separate Annexure)</i>	
14.	Whether Security Guards are Ex-Army Men or Civilian (Give their ratio)	Ex-Army Men: _____ Civilian: _____ Ratio: _____
15.	Clientage <i>(Attach as separate Annexure, if necessary)</i>	
•	Managerial Capability a). Total No. of Permanent Staff: b). Total No. of Contract/Project Staff: <i>(Attach as separate Annexure, if necessary)</i>	a) _____ b) _____
16.	Assignments in Hand (Presently)	
17.	Banker's Name & Contact Details	
18.	Contact Person _____ Cell No. _____ Date: _____	_____ Name & Designation _____ _____ Authorized Signature & Stam

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FINANCIAL PROPOSAL

PROVISION OF SECURITY SERVICES FOR OGRA OFFICES UNDER TENDER ENQUIRY NO. 07 of 2023

The monthly rate for provision of 03 x Security Supervisor and 28 Security Guards (15 x Armed Security Guards and & 13 x without Armed) on 08 hours basis as per given schedule:-

Deployment location (i)

OGRA's Head Office Plot No. 37 & 39, Mauve Area, Sector G-10/4, Islamabad.

03 x Security Supervisor (Morning, Evening & Night duty);

28 x Security Guards (on eight hours basis). (15 x Armed & 13 x without Armed)

03 x Security Guards each (8 hours basis) will be deployed at each **Regional Office** i.e. Lahore, Karachi & Quetta.

Deployment location (ii)

OGRA's Regional Office, Lahore, 27-Civic Center, Barkat Market, New Garden Town, Lahore.

Deployment location (iii)

OGRA's Regional Office, Karachi House No. 2, Dattari villas Bath Island, Karachi.

Deployment location (iv)

OGRA's Regional Office, Quetta, 1st Floor, Plot No. 10, Fida Building Punj Footy, Samungli Road, Quetta.

Rates to be charged

i. Rs. _____/- each Guard.

ii. Rs. _____/- each Security Supervisor.

Total Rs. _____/-

03 x Security Supervisors and 28 x Security Guards)

GST if applicable Rs. _____/- (Rupees.....)

Grand Total per month Rs. _____/- (Rupees.....)

(including all taxes)

Authorized Signature with Stamp

Name: _____

Date: _____

OIL AND GAS REGULATORY AUTHORITY

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ASSESSMENT CRITERIA

PROVISION OF SECURITY SERVICES FOR OGRA OFFICES
UNDER TENDER ENQUIRY NO. 07 of 2023.

Assessment Criteria:

The bids shall be evaluated as per the following criteria:

Grading:-	Marks
Experience related to similar assignments	40
Clientage and assignments in hand	20
Managerial Capability (Regular Manpower)	10
Types of Weapons/Equipments Clientage	10
ISO certification	10
Ratio of Civilian and Ex-Army Man	10
Total Marks:	100

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