

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

Purchase & Supply of Office Furniture Items **under Tender Enquiry No.09/2023**

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well reputed original manufacturers, authorized dealers and general order suppliers having minimum ten (10) years relevant experience, registered with Income Tax and Sales Tax departments for purchase & supply of Office furniture items under Tender Enquiry No. 09 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 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 **January 16, 2024 by 11: 00 a.m.** at OGRA's Head Office, located at Plot No. 37&39 Mauve Area G-10/4, 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 (Admn)

Oil & Gas Regulatory Authority (OGRA)
Plot No. 37&39 Mauve Area Sector G-10/4, Islamabad
Ph.51-9108890

OIL AND GAS REGULATORY AUTHORITY

TENDER DOCUMENTS

Purchase & Supply of Office Furniture Items under Tender Enquiry No. 09/2023

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well reputed original manufacturers or authorized dealers and general order suppliers having minimum ten (10) years relevant experience, registered with Income Tax and Sales Tax departments for purchase & supply of office furniture items as per sample available in the OGRA, under Tender Enquiry No. 09, 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. 09 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 3% of the total quoted value of bid along 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 ten (10) years' relevant experience and should have a well-equipped office set-up/workshop 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 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. 37&39 Mauve Area Sector G-10/4, Islamabad latest by January 15, 2024 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. January 16, 2024 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 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 3% Earnest Money already deposited by the bidder 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 task i.e. satisfactory supply/ delivery/ installation of furniture items at OGRA's newly constructed office building situated at Plot No. 37&39 Mauve Area 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 Affidavit on Stamp paper shall be submitted, 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 the furniture items to OGRA office **as per sample**, specification and quality given in Annex-ii situated at Plot No. 37 & 39, OGRA Headquarter, Sector G-10/4, Islamabad, as per specifications, standard, quality & design as mentioned in the tender documents.
17. Before submission of bid, 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 for purchase & supply of furniture items will be awarded to the bidder whose 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 of the requisite furniture items. 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 successful firm will provide one years' guaranty / warranty & free of cost, replacement of items onsite after sale.

21. Delivery 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.
22. 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.
23. 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.
24. 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 item while the difference of amount will be deducted from performance bond already submitted by the firm to whom contract has been awarded.
25. 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.
26. The purchase order will be issue on "lump sump basis" and not on "item rate basis".
27. Any difference of opinion or disputes arising between the parties i.e. OGRA & the Successful Bidder in relation to this contract 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.
28. 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.
29. 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 (Admn)

OIL AND GAS REGULATORY AUTHORITY

TECHNICAL/ PRE-QUALIFICATION PROPOSAL

Purchase & Supply of Office Furniture Items under Tender Enquiry No. 09/2023

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. 3% 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>

OIL AND GAS REGULATORY AUTHORITY

FINANCIAL PROPOSAL

Purchase & Supply of Office Furniture Items under Tender Enquiry No.09/ 2023

Sr. #	Item with size/specifications	Qty.	Rate in Rs. (per item)	18%GST Rs.	Total Amount including GST (Rs.)
1	<p><u>Executive Chair</u> Size: L:560mm W:625mm H:950mm</p> <p>Structure seat to be made of high quality imported 5 mm thick plywood mounted over a seasoned solid mahogany or equivalent wood structure, Wood has been proper seasoned with 8 to 10 percent moisture with termite treatment. The chair is to be upholstered with high quality imported foam & covered with green color leatherette. Armrests are made of solid mahogany or equivalent wood. The chair has revolving reclining PU gas lift mechanism. Wooden pedestal has 5 wheels' heavy duty casters in black color. Complete finished with high quality polish and lacquers for a longer lasting shine. 1 base and 1 top coat. Polish is from Hesse, GmbH which is scratch resistant has 2k, Poly-Urethane finish. The Furniture suppliers will carry out all the works as per approval of the client.</p>	03 Nos.			
2.	<p><u>Visitor Chair</u> Size: L:560mm W:625mm H:950mm</p> <p>Structure seat to be made of high quality imported 5 mm thick plywood mounted over a seasoned solid mahogany or equivalent wood structure, Wood has been proper seasoned with 8 to 10 percent moisture with termite treatment. The chair is to be upholstered with high quality imported foam & covered with green color leatherette. Armrests are made of solid mahogany wood. The chair has revolving reclining PU gas lift mechanism. Wooden pedestal has 5 wheels' heavy duty casters in black color. Complete finished with high quality polish and lacquers for a longer lasting shine. 1 base and 1 top coat. Polish is from Hesse, GmbH which is scratch resistant has 2k, Poly-Urethane finish. The Furniture suppliers will carry out all the works as per approval of the client</p>	12 Nos			
Total amount (including all taxes)					

- Note:**
- i) The purchase will be placed on “lump sum basis” and not on “item rate basis” and total bill will be paid on supply/installation of above said items”.
 - ii) Before submission of Tender Documents, the representative of firm may visit OGRA office for see/inspection of samples from any working days from Monday to Friday (9:00 am. to 5:00 p.m).

OIL AND GAS REGULATORY AUTHORITY

ASSESSMENT CRITERIA

Purchase & Supply of Office Furniture Items under Tender Enquiry No.09/2023

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%