

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids from well-reputed Firms/Contractors, registered with income tax and sales tax departments, stationed at Islamabad/Rawalpindi, for carrying out the following works at OGRA Office under Tender Enquiry No. 01 of 2010-11:-

- a) Removal, Installation & Fixing etc. of 10 x Air Conditioning Units having capacity of 2.0 ton each (wall mounted) including cost of copper pipe etc;
- b) Laying/Provision of electrical wiring/points for lights & computers etc.;
- c) Provision of 40 x Computer networking points;
- d) Shifting (loading- unloading, proper placement office furniture, equipments etc.) of Office Furniture like almirah, tables, chairs etc. alongwith provision of transportation etc. from Block-7, Civic Centre, G-6, Islamabad to 54-B, (Old ZTE Building), Fazal-e-Haq Road, Blue Area, Islamabad.

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 cash payment (non-refundable) of Rs. 500/- (Rupees five hundred only), on any working day.

3. The tenders will be received latest by July 26, 2010 by 11:00 a.m, and will be opened on the same date at 11:30 a.m, in the Conference Hall of OGRA.

Deputy Executive Director (Admn)
Oil & Gas Regulatory Authority
54-B, Fazal-e-Haq Road, Blue Area, Islamabad
PH: 051-9221726, FAX: 051-9221721

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54-B, Fazal-e-Haq Road, Blue Area, Islamabad

TENDER DOCUMENTS

General Terms & Conditions:

- 1) The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the Technical Proposal (**Annex-I**) and the other envelope should contain the Financial Proposal (**Annex-II**), both showing the tender enquiry No. 01 of 2010-11 and marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” respectively.
- 2) The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
- 3) The firm should have a minimum of two (02) years experience in Removal, Installation & Fixing etc. of Air Conditioning Units, Laying/Provision of electrical wiring/points for lights & computers, networking, Shifting (loading- unloading, proper placement office furniture, equipment etc.) of Office Furniture like almirah, tables, chairs etc. along-with provision of transportation etc. and should have a proper office at Islamabad/ Rawalpindi.
- 4) The bidder will be required to submit Security Deposit in the shape of Bank’s Pay Order for Rs. 10,000/- (Rupees ten thousand only) payable at Islamabad, in favour of OGRA.
- 5) Sealed tenders are required to be delivered to the office of the undersigned by 11:00 a.m on July 26, 2010.
- 6) The Bid Opening Committee of OGRA will open the Technical Proposals (**Annex-I**) in the first instance for evaluation per criteria given at **Annex-III**, on July 26, 2010 at 11:30 a.m in the presence of the bidders or their authorized representatives, who may like to be present.
- 7) Bids, which are not accompanied by the documents at serial No. 2 & 4, above, shall be declared Non-Responsive and their financial proposals will be returned unopened.
- 8) The Bid Opening Committee will open the Financial Proposals (**Annex-II**) of the bidders whose technical 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 may like to be present.
- 9) Only one authorized representative per bidder will 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.
- 10) The bid validity period will be 45 (Forty-Five) Days, starting from the last date of bid submission.

- 11) The successful bidder will be required to deposit a “Performance Bond” equivalent to 5% of the total value of the contract, through a Pay Order in favour of OGRA payable at Islamabad. If the bidder fails to deposit performance bond within three days of the receipt of the letter awarding the job, the same shall be treated as cancelled and the earnest money shall be forfeited.
- 12) Rs. 10,000/- as earnest money, if not adjusted in the 5% performance bond, will be released to the bidder after deposit of 5% performance bond. However, 5% performance bond will be released within 30 days after successful carrying out the works.
- 13) The successful bidder will be bound to complete his works mentioned at para 3 above at the approved location.
- 14) The proposals should not have any over-writings or cutting. Bids with any of the aforementioned defects will not be considered.
- 15) The contract will be awarded to the lowest evaluated bidder.
- 16) The bidders should examine carefully the terms & conditions of the tender. **They should also visit and inspect the site at their own expenses and responsibility and obtain all necessary information prior to submitting the tender.** Clarification if any, about the tender 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) Payment of the bills will be subject to the deduction of government taxes, within two weeks of receipt of invoice and subject to the acceptance certificate issued the OGRA Inspection Committee.
- 18) OGRA reserves the right to extend the opening date of the bids, cancel/reject any or all bids, without assigning any reason.

(Taslim Khan)
Deputy Executive Director (Admn)

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54-B, Fazal-e-Haq Road, Blue Area, Islamabad

Technical Proposal

Name of the Firm	
Address (Telephone, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
National/Income Tax No. (Annual Turnover supported by Income Tax Return)	
Banker's Name & Contact Details	
Experience related to similar assignments	
Whether Bank Pay Order of Rs. 10,000/- as Earnest Money is enclosed in the Technical Proposal	
Managerial/Technical Capability a). Total No. of Permanent Staff b). Total No. of Contract/Project Staff: (Attach as separate Annexure, if necessary)	
Clientage (Attach separate Annexure, if necessary)	
Assignments in Hand (Current)	
Enlistment Certificate (copy of certificate enlisted with Government/Semi Govt. Organizations, if any)	
Affidavit on Stamp Paper (that the firm has not been blacklisted by private, Govt., Semi Govt. ant Autonomous Body)	
Contact Person Date: _____	<p>_____</p> <p><i>Name & Designation</i></p> <p>_____</p> <p><i>Authorized Signature & Stamp</i></p>

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FINANCIAL PROPOSAL

Name of the Firm & Address:

Sr. No.	Specification	Quantity (in Nos.)	Unit Price	17% GST (if required)	Amount (in Rs.)
01.	Removal, Installation & Fixing etc. of 10 x Air Conditioning Units having capacity of 2.0 ton each (wall mounted) including cost of copper pipe etc.	10 Nos.			
02.	Laying/Provision of electrical wiring/points for lights & computers etc. [Can be determined at site as well as discussion with DED (Admn) and Project Engineer OGRA]	-			
03.	Provision of 40 x Computer networking points	-			
04.	Shifting (loading- unloading, proper placement office furniture, equipment etc.) of Office Furniture like almirah, tables, chairs etc. along-with provision of transportation etc. from Blcok-7, Civic Centre, G-6, Islamabad to 1 st floor, 54-B, (Old ZTE Building), Fazal-e-Haq Road, Blue Area, Islamabad	-			

Time Duration of all above works: [it should not more than four (04) days]
(after receiving purchase order from OGRA)

Authorized Signature with Stamp and

Name: _____

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EVALUATION CRITERIA

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

Sr. No.	Grading	Marks
01.	Experience related to similar assignments	20
02.	Managerial/Technical Capability	30
03.	Clientage	20
04.	Time period required for completion of job	20
05.	Assignment in Hand (Presently)	15

Note: Minimum score required to pass is 60%.