

# OIL AND GAS REGULATORY AUTHORITY

37- Mauve Area Sector G-10/4, Islamabad

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## TENDER NOTICE

Subject: **Tender Notice for Supply / Installation / Fixation of Iron Racks under Tender Enquiry No. 02/2025**

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 / Fixation of Iron Racks under Tender Enquiry No. 02/2025

2. The Tender Documents containing detailed information, terms & conditions etc. are available on EPADS web portal of PPRA and official websites of OGRA ([www.ogra.org.pk](http://www.ogra.org.pk)) & PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)).

3. Singal Stage- two Envelope procedure will be adopted under Rule 36(b) of PPRA Rules-2004. The sealed bids complete in all respects should be submitted through EPAD, after uploading the Technical & Financial Bids on EPADS photocopy of Bid Security without amount will be send to OGRA. **No bid shall be entertained if not applied through EPAD.**

4. The closing time for receiving of bids is May 13, 2025 by 11:am, which will be opened publicly on the same date at 11:30 am by OGRA Bid Opening Committee.

5. 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.

6. 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)  
37- Mauve Area Sector G-10/4, Islamabad.  
Ph. 051-9108881

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The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well-reputed firms/suppliers based at Islamabad/Rawalpindi having minimum five (05) years' experience of similar works/assignments and registered with Income Tax and Sales Tax Departments for Supply / Installation / Fixation of Iron Racks under Tender Enquiry No. 02/2025

### **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. 02 of 2025 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 shape 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' experience of similar assignments and should base at Islamabad/Rawalpindi to supply, installation/ Fixation of Iron Racks in office building.
- 6) The bid validity period will be three (03) months, starting from the last date of bid submission.
- 7) Sealed bids/proposals are required to be delivered at OGRA Office, 37-Mauve Area, Service Road South G-10/4, Islamabad latest by May 13, 2025 on or before 11:00 a.m. The Bid Opening Committee of OGRA will open the Technical/Pre-qualification proposals (**Annex-I**) in the first instance at 11:30 on the same date i.e. May 13, 2025 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 Bid Evaluation Committee as per criteria given at **Annex-III**.
- 8) The bidder/firm will be required to submit bid/proposal for supply and installation of Iron Racks as per Scope of Work, Specifications/Descriptions as at **Annex-II**.
- 9) Bids which are not accompanied by the documents mentioned at Clause No. 2 & 3 shall be declared non-responsive and their financial proposal(s) will be returned unopened.
- 10) The Bid Opening Committee will open the financial proposals (**Annex-II**) of only those bidders whose technical/pre-qualification 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.
- 11) Only one authorized representative per bidder shall be allowed to attend the opening of bids.

- 12) 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 favor of OGRA payable at Islamabad. If the bidder fails to deposit Performance Bond within one week of the receipt of the Purchase/Work Order, the same shall be treated as cancelled and the Earnest Money shall be forfeited.
- 13) 3% Earnest Money of the un-successful bidders shall be released within 30 days. However, 5% Performance Bond shall be released to successful bidder after completion of all works in all respects with refer to supply & installation of Iron Racks and after also completion of warranty period of the installed Iron Racks.
- 14) 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.
- 15) **The representative(s) of the firm must manage to visit at OGRA’s Head office for inspection to see the site and to fully understand how installation/fixation of Iron Racks for any working day i.e. from Monday to Friday (9:00 am. to 5:00 p.m). OGRA at any time during working hours (Monday to Friday, 9:00 a.m. to 5:00 p.m.)**
- 16) The successful bidder/firm shall be bound to supply and install subject Iron Racks as per specifications as at **Annex-II**.
- 17) The Work/Purchase Order will be awarded to the lowest evaluated bidder as per final bid.
- 18) The time for completion of supply and install subject Iron Racks in all respects will be four (04) weeks from the date of receipt of Work/Purchase Order, extendable on mutual consent.
- 19) The rates quoted by the bidder are fixed and no inflation/escalation will be paid by OGRA for supply and installation of subject Racks.
- 20) If two or more bidders quote equal lowest price in final proposals the purchase order will be awarded to one having greater technically evaluated marks, in technical/prequalification proposals.
- 21) Payment of the bill(s) will be subject to the completion of task as per specifications at **Annex-II** and deduction of all applicable Government taxes.
- 22) The proposals should not have any over-writings or cutting. The bids with any of the aforementioned deficiencies may not be considered.
- 23) OGRA reserves the right to accept/reject any or all proposals or extend the closing date without assigning any reason as per PPRA Rules 2004.

**(Asmat Ullah Panezai)**  
Joint Executive Director (Admin)

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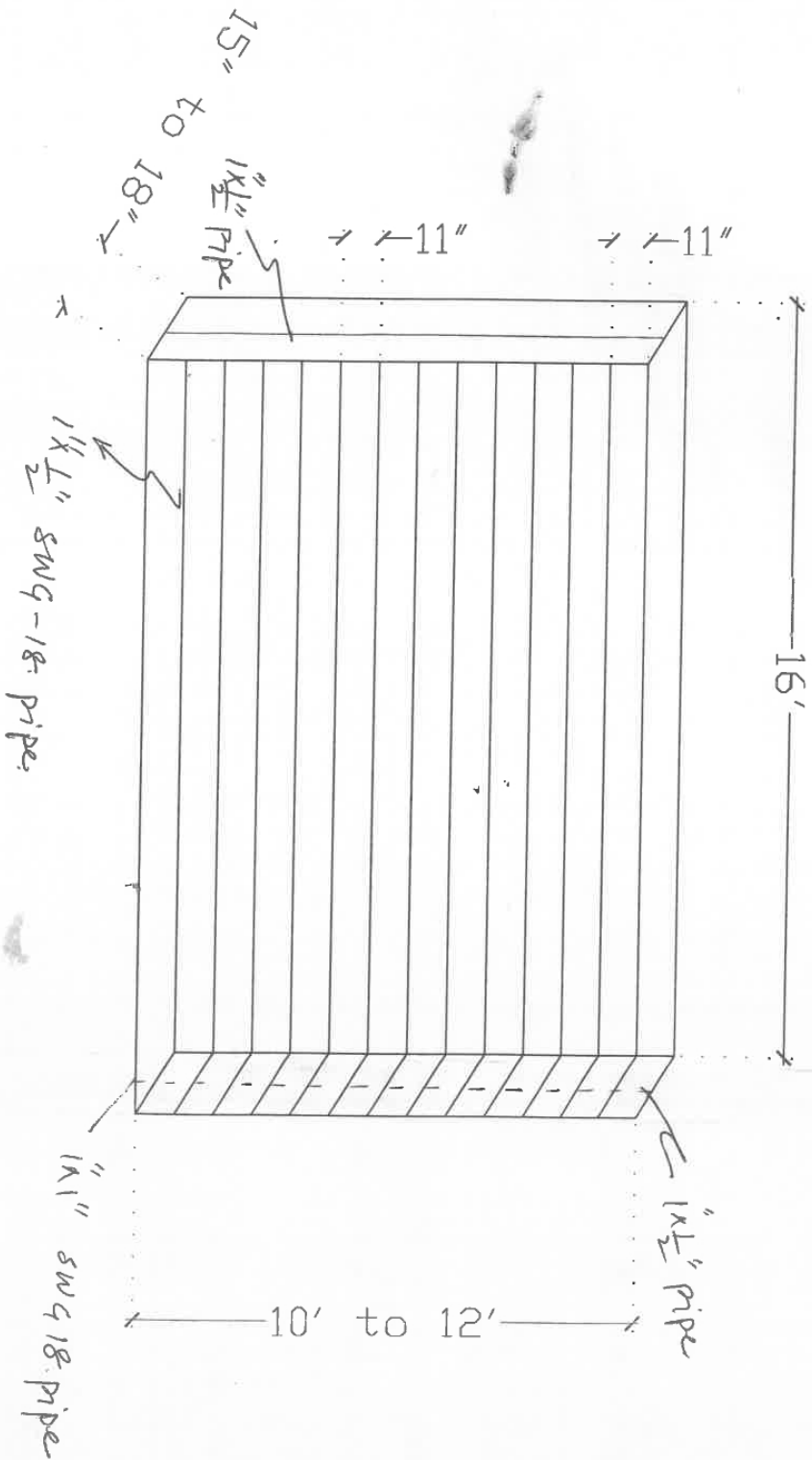
## TENDER NOTICE

Subject: **Tender Notice for Supply / Installation / Fixation of Iron Racks under Tender Enquiry No. 02/2025**

|   |   |
|---|---|
| Name of Firm  |   |
| Address<br>(Telephone, Cell, Fax & E-mail)  |   |
| Year of Establishment   |   |
| Sales Tax Registration No.<br>(attach documentary evidence)   |   |
| NTN No.<br>(attach documentary evidence)  |   |
| Annual Turnover supported by Income Tax Return)<br>F.Y 2023-2024.   |   |
| Banker's Name & Contact Details   |   |
| Experience related to similar assignments   |   |
| Whether bid security/earnest money at the rate of<br>Rs. 3% is enclosed with Financial Proposal.  | Yes: _____<br>No: _____   |
| Assignments in Hand (Current)   |   |
| Clientage<br>(Attach separate Annexure, if any)   |   |
| Latest Affidavit<br>(that the firm has not been blacklisted by private,<br>Govt., Semi Govt. and Autonomous Body etc. and<br>is not involved in any litigation throughout the<br>country) |   |
| Contact Person:<br>Contact No. _____<br>Date: _____   | _____<br><br><i>Name &amp; Designation</i><br><i>Authorized Signature &amp; Stamp</i> |

# IRON RACKS

## Sketch



Measurement  
 16' x 10' x 15"  
 L x H x W (D)

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## FINANCIAL PROPOSAL

Subject: **Tender Notice for Supply / Installation / Fixation of Iron Racks under  
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| Sr. #                      | Name of Item and specifications   | Qty.                  | Estimated Cost |
|----------------------------|---|-----------------------|----------------|
| 1.                         | Iron Racks for Files (Gauge 18 max)<br>Main frame made of MS pipe, size 1"x1" with internal rack MS. pipes of 1"x 1/2" shelf size 15" depth, Height 11" one side partition of racks Approx- Length 16' and Height approx. 10' to 12' up top roof with door and door lock fitting, paint complete in all respect as per physical inspection. | 2212 Cub ft (approx.) | Rs.            |
| 2.                         | Fiberglass 3ply with fitting/fixation   | 1355 Sqft (approx.)   | Rs.            |
| Grant Total with all taxes |   |                       | Rs.            |

- Note:**
- i) The purchase Order will be awarded to lowest bidder" 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**

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

| <b>Grading</b>                            | <b>Marks</b> |
|---|--------------|
| Experience related to similar assignments | 50           |
| Clientage                                 | 25           |
| Assignment in Hands (Current)             | 25           |

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