

OIL AND GAS REGULATORY AUTHORITY

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

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) & PPRA (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)

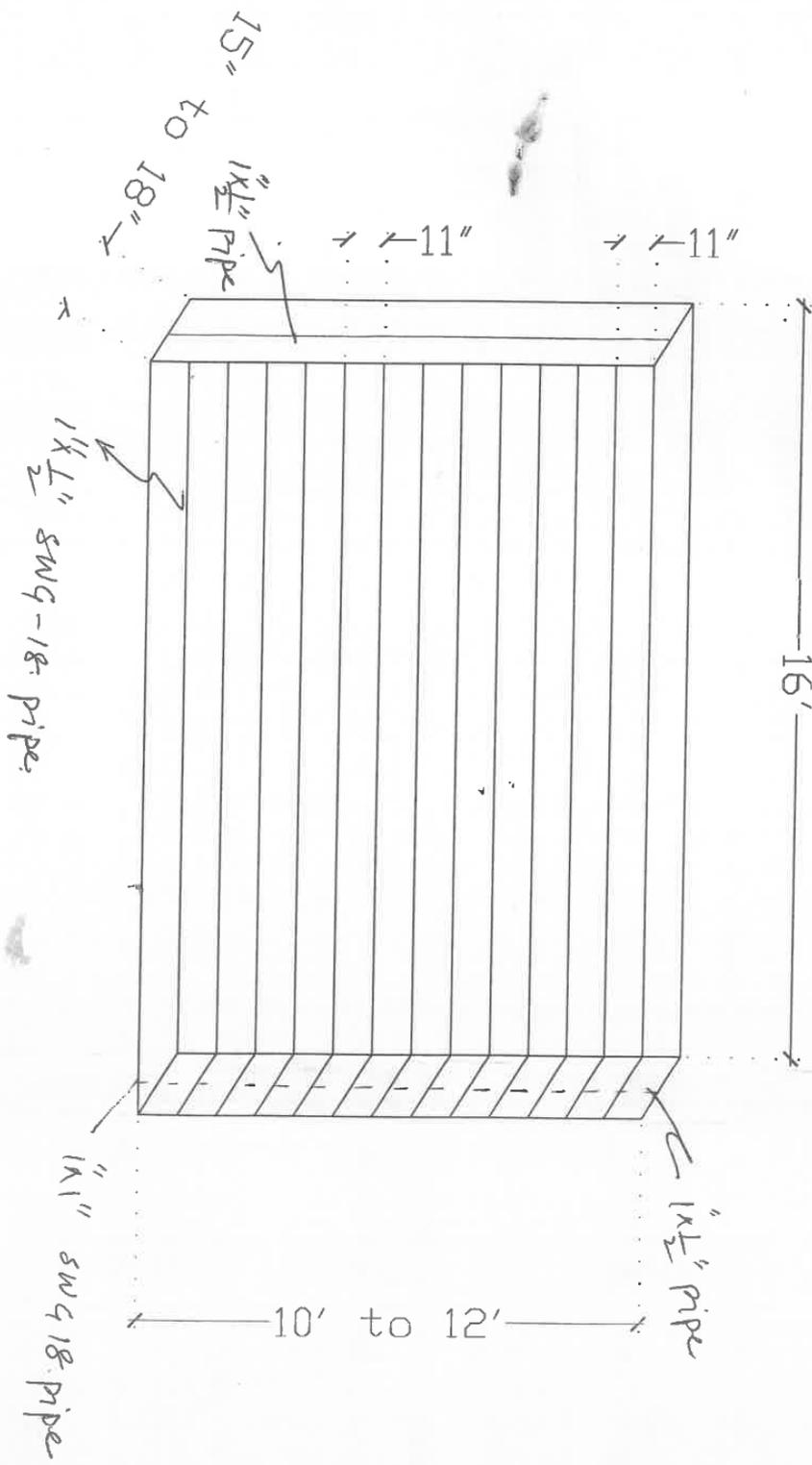
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Name of Firm	
Address (Telephone, Cell, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
NTN No. (attach documentary evidence)	
Annual Turnover supported by Income Tax Return) F.Y 2023-2024.	
Banker's 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>



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 Tender Enquiry No. 02/2025**

Sr. #	Name of Item and specifications	Qty.	Estimated Cost
1.	Iron Racks for Files (Gauge 18 max) 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: -

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%