

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

SUPPLY AND INSTALLATION OF VIDEO AND AUDIO CONFERENCING SYSTEM UNDER TENDER ENQUIRY NO. 01/2021

1. 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 & Sales Tax Departments for supply and installation of Video and Audio Conferencing System at OGRA's Head Office Building located at 54-B, Fazl-ul-Haq Road, Blue Area, Islamabad under Tender Enquiry No. 01 of 2021.
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 pm on any working day i.e. Monday to Friday.
3. The sealed bids/proposal will be received latest by January 26, 2021 by 11:00 a.m., and will be opened on the same day at 11:30 a.m. at 3rd Floor of OGRA's Office Building by OGRA's Bid Opening Committee, in the presence of bidders who opt to be present.
4. OGRA reserves the right to cancel/reject any or all bids or proposals at any time prior to the acceptance of a bid/proposal, as per PPRA Rules, 2004.

(Ejaz Ahmad Gohar)

Joint Executive Director (Admin

OIL AND GAS REGULATORY AUTHORITY
54-B, Fazl-ul-Haq Road, Blue Area, Islamabad
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54-B, FAZLUL-HAQ ROAD, BLUE AREA, ISLAMABAD

TENDER DOCUMENTS

SUPPLY AND INSTALLATION OF VIDEO AND AUDIO CONFERENCING SYSTEM UNDER TENDER ENQUIRY NO. 01/2021

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 and installation of Video and Audio Conferencing System at OGRA's Head Office Building located at 54-B, Fazl-ul-Haq Road, Blue Area, Islamabad under Tender Enquiry No. 01 of 2021.

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. 01 of 2021 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 be based at Islamabad/Rawalpindi to provide smooth post installation/support services etc. as and when required by OGRA.
- 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, Plot No. 54-B, Faz-lul-Haq Road, Blue Area, Islamabad latest by January 26, 2021 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. January 26, 2021 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 Video and Audio-Conferencing System 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 Video and Audio-Conferencing System and after also completion of warranty period of the equipment/machinery installed and expiry of post support services etc.
- 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) Interested firms may visit the office of OGRA at any time during working hours (Monday to Friday, 9:00 a.m. to 5:00 p.m.) for inspection to see the site and to fully understand how installation of subject Video and Audio-Conferencing System is to be done.
- 16) The successful bidder/firm shall be bound to supply and install subject Video and Audio-Conferencing System as per specifications as at Annex-II.
- 17) The Work/Purchase Order will be awarded to the lowest evaluated bidder **on lump sum** basis as per final bid.
- 18) The time for completion of supply and install subject Video and Audio Conferencing System in all respects will be two (02) 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 system.
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.

(Ejaz Ahmad Gohar)
Joint Executive Director (Admin)

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54-B, FAZAL-UL-HAQ ROAD, BLUE AREA, ISLAMABAD

TECHNICAL/PRE-QUALIFICATION PROPOSAL

SUPPLY AND INSTALLATION OF VIDEO AND AUDIO CONFERENCING SYSTEM UNDER TENDER ENQUIRY NO.01/2021

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 2018-19, 2019-20.	
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: _____	<p>_____</p> <p><i>Name & Designation</i></p> <p><i>Authorized Signature & Stamp</i></p>

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ASSESSMENT CRITERIA

SUPPLY AND INSTALLATION OF VIDEO AND AUDIO CONFERENCING SYSTEM UNDER TENDER ENQUIRY NO.01/2021

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

Grading	Marks
Experience related to similar assignments	40
Clientage	15
Assignment in Hands (Current)	10
Financial Position	15
Capability of Personnel and equipment	10
Managerial capability	10
Total Marks	100

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

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FINANCIAL PROPOSAL

SUPPLY AND INSTALLATION OF VIDEO AND AUDIO-CONFERENCING SYSTEM UNDER TENDER ENQUIRY NO.01/2021

Sr. No	Scope of Work/Description/Specifications	Qty	Rate quoted Rs.
01	Video conferencing system with connections of multipoint station/ 06 sites having following features: a). FULL HD 1080p Camera b). PTZ Camera with 05x Zoom, 1 Mega Pixel, Auto Focus c). Single Camera Input d). Build in Recording with Storage e). Recording Option in USB Flashdrive f). Camera pre-set positions g). Support Video & Voice Calls h). Advance noise reduction i). Echo Cancellation j). Connectivity of Camera with Zoom, Webex, Skype, etc.	01 Set	
02	LED TV 75 inch with wall mount	01 Nos	
03	Audio amplifier/recording system with 12 microphones (wired table microphone set) and 04 speakers for the conference room for seating capacity of 25 persons. Audio system should be use able both with & without above video conferencing system as per requirement.	01 Set	
04	The vendor will install & configure video and audio-conferencing systems at OGRA head office Islamabad	Complete installation on turnkey basis	
05	Provision of operational training to OGRA technical staff.	Hands-on training	
06	Cabinet/rack for video/audio system	01 Nos	
07	Warranty & Support 01 year at OGRA, Islamabad	One-year warranty with labour and parts	
<p>Total Lump Sum Amount with all Taxes: Rs, _____/-</p> <p>Amount in words: (Rupees _____)</p>			

