

TENDER NOTICE

PROVISION OF SECURITY SERVICES FOR OGRA OFFICES UNDER TENDER ENQUIRY NO. 08 OF 2021.

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals for provision of Security Services to OGRA's Head Office at Plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad, and its regional offices at Lahore, Karachi and Quetta, initially for a period of one (01) year extendable subject to mutual consent under the same Tender Enquiry, from well-reputed & valid license holding private security firms/companies registered with Income Tax Department etc, stationed at Islamabad/Rawalpindi, having minimum five (05) years relevant experience.
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). The documents can also be obtained from office of the undersigned on any working day i.e. Monday to Friday from 9:00 a.m to 5:00 p.m.
3. The sealed bids/proposals shall be received latest by **September 6, 2021** on or before **11:00 a.m.** and opened on the same day at **11:30 a.m** in OGRA's office by the OGRA's Bid Opening Committee.
4. In case the last date of bids submission falls on closed official day (s)/holiday(s), the date for submission and opening of the bids shall be the next working day.
5. OGRA reserves the right to cancel/reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA Rules, 2004.

JOINT EXECUTIVE DIRECTOR (ADMIN)
OIL AND GAS REGULATORY AUTHORITY
54-B, FAZAL-E-HAQ ROAD, BLUE AREA, ISLAMABAD
PH: 051-9244373 Fax: 051-9244143

پیغام برائے عوامی آگاہی
کورونا ویکسین لگوانیں اور زندگیاں بچائیں

ٹینڈر نوٹس

اوگرا دفاتر کیلئے سیکیورٹی سروسز کی فراہمی
ٹینڈر انکوائری نمبر 08 / 2021

- 1- آئل اینڈ گیس ریگولیٹری اتھارٹی (اوگرا) کو اوگرا کے ہیڈ آفس بمقام پلاٹ نمبر B-54، فضل حق روڈ، بلیو ایریا، اسلام آباد اور اپنے رجسٹرڈ دفاتر بمقام لاہور، کراچی اور کوئٹہ کیلئے سیورٹی سروسز کی فراہمی کیلئے، راولپنڈی / اسلام آباد میں موجود اور متعلقہ شعبہ میں کم از کم 5 سالہ تجربہ، اچھی شہرت کی حامل اور منوٹر لائنس یافتہ، انکم ٹیکس ڈیپارٹمنٹ وغیرہ کے ساتھ رجسٹرڈ پرائیویٹ سیورٹی فرمز / کمپنیز سے ایک سال کی مدت کیلئے جو باہمی رضامندی سے مزید قابل توسیع ہے اسی ٹینڈر انکوائری کے مطابق سربمہر پیشکشیں / پروپوزلز مطلوب ہیں۔
- 2- تفصیلی معلومات اور شرائط و ضوابط وغیرہ پر مشتمل بولی دستاویزات پیپرا کی ویب سائٹ (www.ppra.org.pk) اور اوگرا کی ویب سائٹ (www.ogra.org.pk) پر دستیاب ہے۔ دستاویزات زیر تخطی کے دفتر سے کسی بھی پوم کارپوریٹ بیروتا جمعہ صبح 9:00 بجے تا شام 5:00 بجے تک حاصل کی جاسکتی ہیں۔
- 3- سربمہر پیشکشیں / پروپوزلز 06 ستمبر، 2021 تک صبح 11:00 بجے تک پہنچ جانی چاہئیں اور جو اس دن 11:30 اوگرا کے دفتر میں اوگرا کی بڈ اوپننگ کمیٹی میں کھولی جائیں گئیں۔
- 4- پیشکشیں جمع کرانے کی آخری تاریخ پر سرکاری چھٹی / چھٹیاں ہونے کی صورت میں، پیشکشیں جمع کرانے اور کھولنے کی تاریخ آئندہ پوم کار ہوگی۔
- 5- اوگرا کو پیپرا رولز 2004 کے تحت کسی ایک یا تمام پیشکشوں یا پروپوزلز کو قبول کرنے سے قبل کسی بھی وقت کنسل / مسٹر دکرے کا حق حاصل ہے۔

جوائنٹ ایکزیکیوٹو ڈائریکٹر (ایڈمن)

آئل اینڈ گیس ریگولیٹری اتھارٹی

B-54، فضل حق روڈ، بلیو ایریا، اسلام آباد، فون: 051-9244373 فیکس: 051-9244143

پیغام برائے عوامی آگاہی

کورونا ویکسین لگوانیں اور زندگیاں بچائیں

OIL AND GAS REGULATORY AUTHORITY

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4. In case the last date of bids submission falls on closed official day (s)/holiday(s), the date for submission and opening of the bids shall be the next working day.
5. OGRA reserves the right to cancel/reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA Rules, 2004.

Joint Executive Director (Admin)

Oil and Gas Regulatory Authority

Plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad

Ph: 051-9244373, Fax: 051-9244143

OIL AND GAS REGULATORY AUTHORITY

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TENDER DOCUMENTS

PROVISION OF SECURITY SERVICES FOR OGRA OFFICES UNDER TENDER ENQUIRY NO. 08 of 2021

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids/proposals from well-reputed & valid license holding private security firms/companies registered with Income Tax Department etc, stationed at Islamabad/Rawalpindi, having minimum five (05) years relevant experience for provision of Security Services (the detail of manpower alongwith No. of armed Security Guards have been given at **Annex-II**) to following OGRA offices as per **Annex-I&II** under Tender Enquiry No. 08 Of 2021.

- i. **OGRA Head Office, Islamabad.** Plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad.
- ii. **OGRA Regional Office, Lahore.** 27-Civic Center, Barkat Market, New Garden Town, Lahore.
- iii. **OGRA Regional Office, Karachi.** House No. 2, Dattari Villas Bath Island Clifton, Karachi.
- iv. **OGRA Regional Office, Quetta.** 1st Floor, Fida Building, Punj Footy, Samungli Road, Quetta.

General Terms and Conditions:

- 1). The bidder should submit a single package containing two separate sealed envelopes under Tender Enquiry No. 08 of 2021. One envelope should contain pre-qualification proposal and marked as **“TECHNICAL/PRE-QUALIFICATION PROPOSAL”** and the other envelope should contain the financial proposal and marked as **“FINANCIAL PROPOSAL”**.
- 2). The firm should be registered with Income Tax Department, EOBI and Social Security Department (Registration Number should be clearly mentioned & attested valid documentary evidence be attached).
- 3). The firm must be a license holder from Ministry of Interior, Government of Pakistan.
- 4). The firm should have a minimum of five (05) years experience of similar assignments and should have a proper setup/office at Islamabad/Rawalpindi.
- 5). The bidder shall be required to submit bid security/earnest money equal to 2% of total bid value along with financial proposal in shape of **Call Deposit** in favour of OGRA payable at Islamabad.
- 6). An 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.
- 7). The bid validity period will be three (03) months, starting from the last date of bid submission.
- 8). Sealed bids/proposals are required to be delivered at OGRA office Plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad latest by September 6, 2021 on or before 11:00 a.m. The OGRA's Bid Opening Committee shall open the Pre-

qualification proposals (**Annex-I**) at 11:30 a.m on the same day i.e. September 6, 2021 in presence of the bidders or their authorized representatives, who may like to be present. The technical proposals shall be evaluated as per criteria given at **Annex-III**.

- 9). Bids not complying with the requirements at 1 to 6 above shall be declared as Non-Responsive and their financial proposals shall be returned un-opened.
- 10). The OGRA's Bid Opening Committee shall open the Financial Proposals (**Annex-II**) of only technically pre-qualified firms, on the date and time to be communicated to them in advance in the presence of bidders or their authorized representative, 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 shall 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 performance bond within one week of the receipt of the award letter, the same shall be treated as cancelled and the earnest money shall be forfeited.
- 13). 2% earnest money of the un-successful bidders shall be released within 30 days. However, 5% performance bond shall be released within 30 days after successful completion of one year contract period.
- 14). The proposals should not have any over-writing or cutting. The bids with any of the aforementioned deficiencies will not be considered.
- 15). The successful bidder shall be required to enter into a formal Contract Agreement mentioning all terms & conditions/ToRs/Scope of work etc, to be executed between OGRA & successful bidder for provision of Security Guards for OGRA Head Office, Islamabad and its Regional Offices at Lahore, Karachi & Quetta. The contract shall be awarded initially for a period of one year which shall be extendable on the same terms & conditions with mutual consent of both parties.
- 16). The bidders should examine carefully the terms & conditions of the tender. Interested firms may visit the office of OGRA at any time during working days/hours (Monday to Friday – 9:00 a.m to 5:00 p.m) at their own expenses and obtain all necessary information prior to submitting the tender. Clarification if any, about the job 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). The contract shall be awarded to the lowest evaluated bidder.
- 18). The firm while quoting the bids will ensure that Security Guards/Supervisor provided are duly enlisted with EOBI and Social Security Department.
- 19). Minimum Wages for un-skilled workers fixed by the Federal and Provincial Governments of Pakistan are to be followed. The successful bidder will be required to submit affidavit/undertaking on stamp paper that the firm will pay minimum wages to workers as declared by the Federal and Provincial Governments from time to time.

- 20). OGRA at its discretion keeping in view inflation & other such factors etc., may grant an incentive to the workers of security firm in terms of Meal charges per day on actual number of days performed alongwith Eidhi.
- 21). Increase and decrease in number of manpower including Security Guards etc as per work load can be made with mutual consent of both the parties i.e. OGRA and successful bidder /firm on same terms and conditions
- 22). No payment shall be made in advance and Payment of the bills shall be subject to the deduction of mandatory government taxes/levies.
- 23). It shall be responsibility of the security company to ensure that the security guards, whose services are to be provided to the OGRA, are armed, physically fit, honest, well trained, having knowledge of safety, security procedures/protocol etc.,.
- 24). The security company shall ensure availability of reserve security personnel.
- 25). The security company will be responsible for arranging neat and clean uniforms to the guards including security supervisor.
- 26). Submission of false statements/documents as well as concealing of any information shall lead to, inter alia, disqualification of respective firm.
- 27). In case the last date of bids submission falls on closed official day(s)/holiday(s), the date for submission and opening of the bids shall be the next working day.
- 28). OGRA reserves the right to increase/reduce the number of Security Guards as per its requirements.

(Ejaz Ahmad Gohar)
Joint Executive Director (Admin)

OIL AND GAS REGULATORY AUTHORITY

Plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad

Ph: 051-9244373, Fax: 051-9244143

Technical/Pre-Qualification Proposal Proforma

PROVISION OF SECURITY SERVICES FOR OGRA OFFICES
UNDER TENDER ENQUIRY NO. 08 of 2021.

Name of the Firm	
Address (Telephone, Fax & E-mail)	
Year of Establishment (Attach documentary evidence)	
Income Tax No. (Annual Turnover supported by Income Tax Return) (F.Y 2019-20 & 2020-21)	
Registration/Licenses No. issued by Ministry of Interior (Attach documentary evidence)	
EOBI & Social Security Department Registration No. (Attach documentary evidence)	
Experience related to similar assignments	
Whether an 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 is enclosed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Whether Earnest Money as Call Deposit @ 2% of the total value of bid is enclosed with financial proposal.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Type and No. of Weapons (Attach as separate Annexure)	
Clientage (Attach as separate Annexure, if necessary)	
Managerial Capability a). Total No. of Permanent Staff: b). Total No. of Contract/Project Staff: (Attach as separate Annexure, if necessary)	a) _____ b) _____
Assignments in Hand (Presently)	
Whether Security Guards are Ex-Army Men or Civilian (Give their ratio)	Ex-Army Men: _____ Civilian: _____ Ratio: _____
Banker's Name & Contact Details	
Contact Person _____ Cell No. _____ Date: _____	_____ Name & Designation _____ Authorized Signature & Stamp

OIL AND GAS REGULATORY AUTHORITY

Plot No. 45-B, Fazal-e-Haq Road, Blue Area, Islamabad

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FINANCIAL PROPOSAL**PROVISION OF SECURITY SERVICES FOR OGRA OFFICES UNDER TENDER ENQUIRY NO. 08 of 2021.**

The monthly rate for provision of 18 x Security Guards on 08 hours basis, 01 x Security Manager/Officer of Major @ level & 01 x Security Supervisor as per given schedule;-

Deployment location (i)OGRA's Head Office Plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad.

01 x Security Manager/Officer of Major @ level (8:00 a.m. to 5:00 p.m.)

01 x Security Supervisor (8:00 a.m. to 5:00 p.m.)

03 x Guards from 7:00 a.m. to 3:00 p.m.

03 x Guards from 3:00 p.m. to 11:00 p.m.

03 x Guards from 11:00 p.m. to 7:00 a.m.

Deployment location (ii)OGRA's Regional Office, Lahore, 27-Civic Center, Barkat Market, New Garden Town, Lahore.**Deployment location (iii)**OGRA's Regional Office, Karachi House No. 2, Dattari villas Bath Island, Karachi.**Deployment location (iv)**OGRA's Regional Office, Quetta, 1st Floor, Plot No. 10, Fida Building Punj Footy, Samungli Road, Quetta.

03 x Security Guards (8 hours basis) will be deployed at each Regional Office i.e. Lahore, Karachi & Quetta.

Rates to be charged

i. Rs. _____/- each Guard. ii. Rs. _____/- Security Supervisor

iii. Rs. _____/- Security Manager/Officer of Major @ level

Total Rs. _____/- (01 x Security Manager/Officer of Major @ level, 01 x Security Supervisor & 18 x Security Guards)

GST if applicable Rs. _____/-

Grand Total (including all taxes) per month Rs. _____/-

(Rupees. _____/-)

Authorized Signature with Stamp

Name: _____

Date: _____

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ASSESSMENT CRITERIA

PROVISION OF SECURITY SERVICES FOR OGRA OFFICES
UNDER TENDER ENQUIRY NO. 08 of 2021.

Assessment Criteria:

The bids shall be evaluated as per the following criteria:

Grading:-	Marks
Experience related to similar assignments	40
Clientage and assignments in hand	20
Managerial Capability (Regular Manpower)	20
Types of Weapons/Equipments Clientage	20
Total Marks:	100

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