

## TENDER NOTICE

### **Supply, Fabrication and Installation of Durable, Weather Resistant, Outdoor, Illuminated Acrylic Logo “OGRA” Signage at OGRA office Building Mauve Area G-10/4, Islamabad under Tender Enquiry No. 09 of 2025.**

The Oil and Gas Regulatory Authority (OGRA) invites electronic bids/proposals from well reputed firms having minimum four (04) years relevant experience, registered with Income Tax and Sales Tax departments for Supply, Fabrication and Installation of Durable, Weather Resistant, Outdoor, Illuminated Logo “**OGRA**” Signage at Head Office, of OGRA

2. Tender Documents containing detailed requirements including instruction to bidders, general conditions, evaluation criteria, technical specifications etc. are available on EPADS web portal of PPRA along with on the official website of OGRA ([www.ogra.org.pk](http://www.ogra.org.pk)) and PPRA ([www.ppra.gov.pk](http://www.ppra.gov.pk)).

3. **Single Stage- one Envelope** procedure as contained in Rule 36(a) of PPRA Rules-2004 shall be adopted. The electronic bids/proposals complete in all respects should be submitted through EPADS.

**No bid shall be entertained if not submitted through EPADS**

4. The closing time for receiving of e-bids is **January 05, 2026 by 11:00 a.m.**, which will be opened on the same date at **11:30 a.m.** by OGRA’s Bid Opening Committee.

5. Original Bid Security Instrument in the shape of Call Deposit/Pay Order (Original) amounting to Rs. 40,000 (Rupee forty thousand only) MUST BE submitted at the below address, on or before the bid opening, in case of non-submission of bid security, uploaded proposal on EPADS of the bidder shall be treated as non-responsive.

6. In case of any technical difficulty in uploading the bid/proposal on EPADS, bidders may contact PPRA Team, Director MIS Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.

7. OGRA reserves the right to reject all bids/proposals at any time prior to the acceptance of the bids/proposals as per Rule-33 of PPRA Rules, 2004.

**Joint Executive Director (BMS)**  
Oil & Gas Regulatory Authority (OGRA)  
Plot No. 37,39 Mauve Area Sector G-10/4, Islamabad.  
Ph. 051-9108891-98

**Supply, Fabrication, and Installation of Durable, Weather Resistant, Outdoor, Illuminated Acrylic Logo “OGRA” Signage at OGRA Office Building G-10/4, Islamabad under Tender Enquiry No. 09 of 2025.**

**C O N T E N T S**

1. Check list Performa
2. Instruction to bidders
3. Evaluation Criteria
4. General Conditions of Contract
5. Technical Specification
6. Proposed Drawing
7. Financial Proposal

## **1. CHECK LIST OF PERFORMA**

Name of Firm	
Address of Office in Islamabad. (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 2023-24, 2024-25.	
Banker's Name & Contact Details	
Experience related to similar assignments	
Whether bid security of Rs. 40,000/- (in original) is submitted to OGRA office.	Yes: _____ No: _____
No. of Similar Assignments completed in last 4 years	
No. of similar Assignments in Hand (Current)	
Latest Affidavit (on Judicial paper) (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)	Yes: _____ No: _____
Contact Person:  Contact No. _____  Date: _____	<p>_____</p> <p><i>Name &amp; Designation</i></p> <p><i>Authorized Signature &amp; Stamp</i></p>

## **2. INSTRUCTIONS TO BIDDERS**

1. The bidder should submit electronic bids/proposals “**TECHNICAL**” and “**FINANCIAL**” through E-PADS web portal of PPRA.
2. The bidder will be required to submit a Bid Security amounting to Rs. 40,000/- in the form of **Call Deposit/Pay Order** (in original) in favor of OGRA, payable at Islamabad.
3. Any bid not accompanied by the required Bid Security and the requisite documents mentioned in check list shall be declared as non-responsive.
4. The firm should have a minimum of four (04) years relevant experience and should have a well-equipped & maintained office set-up.
5. The bid validity period will be 90 days, starting from the date of opening of bids. The rates quoted by the bidder will be final & fixed and no inflation/ escalation of any kind will be paid by OGRA. No such claim from the bidder will be entertained.
6. The Bid Opening Committee will open the proposals of the bidders on the date and time as provided in the advertisement.
7. Interested bidders may visit OGRA’s Office to assess the work prior to submission of their bids/proposals.
8. The proposals shall not have any over-writings or cutting. The bids with any of the deficiencies will not be considered.
9. The firm should have to attach Original and latest undertaking/ Affidavit on judicial paper that the firm has not been blacklisted by any Government, Semi-Govt., Autonomous body or any state-owned organization.
10. Before submission of bid, all bidders are advised to read carefully the terms & conditions of the tender documents and attach legible copies of all documents/ pages etc. with their respective bids / proposals.
11. Contract for Supply, Fabrication, and Installation of Durable, Weather Resistant, Outdoor, Illuminated Acrylic Logo “OGRA” Signage at OGRA Office Building G-10/4, Islamabad, will be awarded to the bidder whose bid will be determined as most advantageous bid (technically sound and financially lowest).
12. The successful firm will provide standard guaranty / warranty & free of cost, on site rectification services of Logo Signage for one (1) year after completion of the job.
13. In case, the last date of submission of bids falls on closed official day(s)/ holiday(s), the date for opening of the bids shall be the next working day.
14. OGRA reserves the right to accept/reject all proposals prior to acceptance or extend the closing date without assigning any reason as per Rule-33 of PPRA Rules 2004.
15. Only unconditional bid shall be accepted.

### **3. TECHNICAL EVALUATION/ASSESSMENT CRITERIA**

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

<b>Description</b>	<b>Marks (100)</b>
Office in Islamabad/Rawalpindi	10
Similar projects of worth Rs. 200,000/-or above completed in last four years (05 points/project)	40
Similar projects in hand (05 points/project)	20
Clientage (2 Marks/Client)	10
Financial Standing (20 marks /million (working capital) during last 2 years).	20

**Note:** Minimum score required to qualify technically is 60%

The financial proposal of only those bidders shall be considered, who will qualify technically as per the above-mentioned criteria.

#### **4. GENERAL CONDITIONS OF CONTRACT**

1. All Communications related to the Contract shall be in English language.
2. The Contractor shall comply with the Laws of Islamic Republic of Pakistan.
3. The Client shall provide the Site and right of access thereto at the times during the execution period.
4. The Contractor shall comply with all instructions given by the Client, in respect of the Works including the suspension of all or part of the Works.
5. The Contractor shall carry out the Works properly and in accordance with the Contract. The Contractor shall provide all supervision, labor, Materials and Contractor's Equipment which may be required for execution of the works.
6. The Client shall not be responsible for any arrangements required for the execution of the works. The Contractor shall make all necessary arrangements at his own cost, including scaffolding, cranes (if required), tools, equipment, and any other resources needed for the proper and safe execution of the works.
7. The Contractor shall take full responsibility of safety of his workers, all necessary safety measures/practices shall be strictly implemented during the execution of work.
8. The Contractor shall indemnify the Client against the losses and claims in respect of
  - a) Death or injury to any person.
  - b) Loss or damage to any property.
  - c) The Client shall not be liable for any damage or compensation payable to any workman.
  - d) The contractor shall indemnify the Client against any claim, proceedings, damages, costs, charges and expensive in respect of the above.
9. The successful bidder/ firm shall be bound to complete the job, as per layout plan, specifications/ standard, quality & design as mentioned in the contract documents within a period of fifteen (15) days from the date of receipt of P.O and will co-operate with the Client in time management during and after office hours.
10. If the Contractor fails to complete the Works within the Time for Completion, the Client may impose penalty as deemed appropriate and the Contractor has no objection on it maximum upto 5% of contract price.
11. The Contractor shall for a period of one (1) year from the date of Completion carry out, at no cost of the Client, repair and rectification work.
12. Failure to remedy any defects or complete outstanding work within a reasonable time shall entitle the Client to carry out all necessary works at the

Contractor's cost.

13. The OGRA reserves the right to decrease/increase/delete the scope of work.
14. Contract prices are firm and fixed no escalation/variation shall be permitted during the contract period.
15. Payments will be made as per following detail.
  - i. **Delivery of Signage and other Material at Site:** Fifty (50) percent of the Contract Price (P.O).
  - ii. **Upon Completion of the Job:** Forty-five (45) percent of the Contract Price.
  - iii. **Upon successful completion of one year maintenance period:** Five (5) percent of the contract Price.
16. Payments will be released after deduction of all prevailing taxes and other necessary deductions. Payment time will be fifteen (15) days after submission of the bill.
17. If the Contractor abandons the Works, refuses to comply with the instruction of Client, fails to proceed expeditiously, or is in breach of the P.O, the Client may give notice stating the default.
18. The Contractor shall take full responsibility for the care of the Works from the Commencement date until the date of Completion. If any loss or damage happens to the Works during the above period, the Contractor shall rectify such loss or damage so that the Works conform with the P.O. The contractor will also be liable to rectify any damage or loss to existing building or property of the Client occurred due to his workers/staff.
19. If a dispute of any kind whatsoever arises between the Client and the Contractor in connection with the Works, the matter in dispute shall be resolved amicably.
20. In case of any dispute among the parties, Chairman, OGRA will act as an arbitrator.

## 5. TECHNICAL SPECIFICATIONS

The illuminated logo signage shall conform to the following detailed technical specifications, ensuring superior quality, structural stability, electrical safety, and long-term outdoor performance:

1. **Structural Construction:**

All primary structural elements including front face, returns, and back enclosure shall be fabricated from 18-gauge Mild Steel (MS), precision-cut and formed to meet approved design drawings.

2. **Front Display Panel:**

The signage face shall consist of 6 mm Acrylic Glass, accurately cut, shaped, and finished to deliver a high-clarity, premium appearance consistent with the approved layout.

3. **LED Illumination System:**

Illumination shall be achieved through high-beam LED modules installed to provide uniform brightness, optimal visibility, and energy-efficient performance. The system shall ensure consistent illumination across all viewing angles.

4. **Automatic Lighting Control:**

An integrated auto-control lighting system shall be provided to automate operational cycles.

5. **Support Frame:**

A fully welded base iron frame, treated for corrosion resistance, shall be fabricated to support the signage assembly. The frame shall be engineered to withstand environmental loads and ensure long-term structural integrity.

6. **Waterproof & Dustproof Design:**

The signage shall have fully waterproof, dustproof, and corrosion-resistant, designed specifically for outdoor installation. All joints, edges, and electrical components must be completely sealed to prevent moisture, dust, and environmental ingress.

7. **Electrical Safety & Wiring:**

All electrical wiring shall be heat-proof, fully insulated, and compliant with applicable electrical safety standards. Wiring shall be neatly routed, protected, and securely fastened within the signage assembly.

8. **Surface Treatment & Aesthetic Finish:**

All exposed MS components shall be coated with a premium-grade color powder-coated finish, ensuring protection against UV exposure, corrosion, fading, and environmental wear & tear, while maintaining a high-quality appearance.

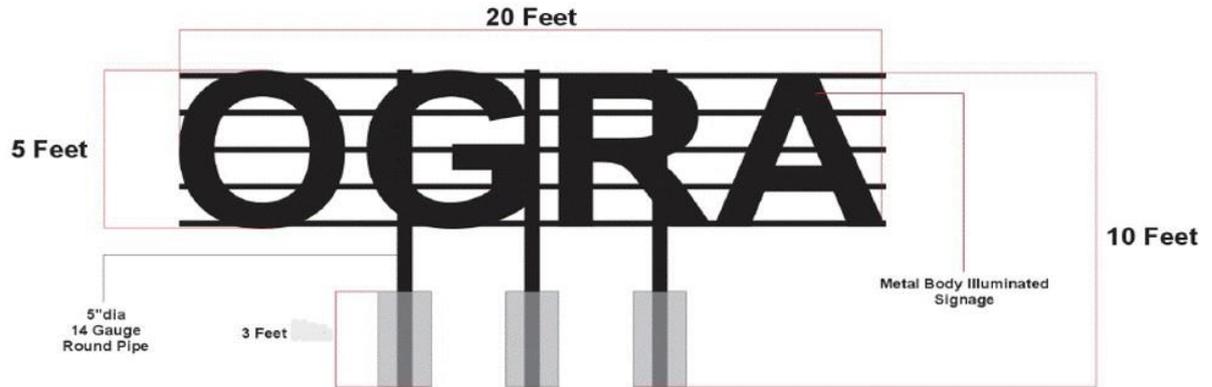
**9. Civil Structure:**

The Contractor shall perform all civil works necessary for the construction and installation of the signage logo mounting structure, ensuring structural integrity & durability.

**10. Complete Installation, Testing & Commissioning:**

The Contractor shall provide complete supply, installation, mounting, wiring, testing, and commissioning of the signage, including all accessories, fasteners, supports, and materials required to deliver a fully functional signage logo in accordance with the Client's instructions.

## 6. PROPOSED DRAWING



## 7. FINANCIAL PROPOSAL

Description	Nos	Amount (Rs)
<p>Supply, Fabrication, and Installation of Durable, Weather Resistant, Outdoor, Illuminated Acrylic Logo "<b>OGRA</b>" Signage at OGRA Office Building G-10/4, Islamabad.</p> <p><b>Dimension:</b>            Total Length of Logo =20',            Height of one (1) letter=5'(Minimum),            Width of one (1) letter= As per site/font but shall not less than 4',            Thickness of one word=4".</p> <p><b>Mounting System:</b>            The signage shall be installed on the concrete rooftop slab using two (02) base plates, each of size 10" x 10", 25 mm thick MS steel. The plates shall be anchored into concrete with high-strength anchor bolts and steel epoxy grout.</p> <p><b>Supporting Steel Structure:</b>            The main support poles shall be of 5-inch diameter, 14 SWG MS steel.            Secondary framing shall consist of 18 SWG MS angle iron of size 2"x2" for back of logo, 18 SWG MS Pipe of size 3"x3" for support of structure on front and back, 18 SWG MS Pipe of size 1"x2" for support of logo from back.</p> <p><b>Logo Fabrication:</b>            The front face of the logo shall be made with 6 mm high-quality acrylic sheet, <u>pure white</u> in color, providing a clean, uniform illuminated appearance.</p> <p>The back, sides, and front corners of the logo will be made from 18 SWG MS sheet. The back side will have a double layer, where one sheet is fixed with the steel structure and the other is fixed with the logo body. Both sheets will then be welded and bolted together.</p> <p><b>Illumination System:</b>            The signage shall be internally illuminated using high-performance LED modules of <u>pure white</u> color. All internal wiring shall be of high-grade, heat-resistant, and flame-retardant insulation to ensure safety during prolonged operation.</p> <p><b>Protection &amp; Durability:</b>            The logo shall be waterproof and dustproof, ensuring reliable performance in outdoor rooftop conditions.</p> <p><b>Automatic Switch:</b>            The logo shall have automatic on/off system which turn it on at night and off at day times.</p> <p><b>Civil Structure:</b>            The logo will be mounted in concrete slab and concrete columns of size 18"x18"x36" shall be construed around the main support poles with high strength concrete, all necessary arrangement for the concrete work will be the responsibility of the contractor.</p> <p><b>Testing &amp; Commissioning:</b>            Complete Installation, Testing &amp; Commissioning of the Logo shall be the responsibility of the Contractor. The Contractor shall complete the job as per quality standards, approved drawing and technical specification, complete in all respects and as approved by the Client.            Maintenance/servicing arrangements for logo will be the responsibility of the Contactor.</p>	01	
<b>Total Amount</b> (Including all applicable taxes)		

**Note:** Technical Specifications given at No. 5 of Contract Documents will construe an integral part of Financial Proposal.

Name & Contact No. of the Firm: \_\_\_\_\_  
 \_\_\_\_\_

Stamp of the Firm: \_\_\_\_\_