

# OIL AND GAS REGULATORY AUTHORITY

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## TENDER NOTICE

### PROVISION OF SECURITY SERVICES FOR OGRA OFFICES UNDER TENDER ENQUIRY NO. 10 OF 2025

1. The Oil and Gas Regulatory Authority (OGRA) invites Electronic bids/proposals for provision of Security Services to OGRA 's Head Office, Islamabad, and its Regional Offices at Lahore, Karachi, Sukkur and Quetta, initially for a period of two (02) years starting from the date of signing of contract, which will be extendable for further one or two years with satisfactory performance and bilateral consent both the parties keeping in view pervasive inflation effect, from well-reputed & valid license holding private security firms/companies having minimum five (05) years relevant experience and duly registered with all relevant Tax Departments/ Authorities, stationed at Islamabad/Rawalpindi.
2. The Tender Documents containing detailed information, terms & conditions etc. are available on EPADS Web-portal of PPRA and official websites of PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) and OGRA ([www.ogra.org.pk](http://www.ogra.org.pk)). Bids should be submitted electronically ONLY through EPADS. Manual bids shall NOT be entertained.
3. The electronic bids/ proposals shall be received through EPADS latest by 08-01-2026 by 11:00 a.m. and will be opened on the same day at 11:30 am. by OGRA's Bid Opening Committee, in presence of bidders who opt to participate in the bid opening process. Bid Security in shape of **Call Deposit/ Pay Order (original)** amounting to Rs. 50,000/- (Rupees fifty thousand only) must be submitted at the given address on or before due time and date, and in case of non-submission of bid security, uploaded proposal on EPAD of the same bidder will be treated as non-responsive.
4. In case the last date of bids submission falls on closed official day (s)/holiday(s), the date for opening of the bids shall be considered the next working day.
5. In case of any technical difficulty during using EPADS, prospective bidders may contact PPRA Team, while procuring agency shall not be responsible for any procedural errors.
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.

Senior Executive Director (Security)  
**Oil and Gas Regulatory Authority (OGRA)**  
Plot No. 37, Mauve Area, Service Road South, G-10/4, Islamabad  
Ph: 051-9108898

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Plot No. 37 & 39, Mauve Area, Service Road South G-10/4, Islamabad

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## TENDER DOCUMENTS

### PROVISION OF SECURITY SERVICES FOR OGRA DOMESTIC OFFICES UNDER TENDER ENQUIRY NO. 10 OF 2025

The Oil and Gas Regulatory Authority (OGRA) invites electronic bids/proposals for provision of Security Services to following OGRA's offices as per **Annex-I, II & III** , initially for a period of two (02) years starting from the date of signing of contract, which will be extendable for further one or two years with satisfactory performance and bilateral consent both the parties keeping in view pervasive inflation effect, from well-reputed & valid license holding private security firms/companies registered with all relevant Tax Departments/ Authorities etc., stationed at Islamabad/ Rawalpindi, having minimum five (05) years relevant experience: -

- i. **OGRA Head Office, Islamabad.** Plot No. 37 & 39, Mauve Area, Sector G-10/4, Isb.
- ii. **OGRA Regional Office, Lahore.** 27-Civic Center, Barkat Market, New Garden Town, Lhr.
- iii. **OGRA Regional Office, Karachi.** House No. 2, Dattari Villas, Bath Island, Clifton, Karachi.
- iv. **OGRA Regional Office, Quetta.** 1<sup>st</sup> Floor, Fida Building, Punj Footy, Samungli Road, Quetta.
- v. **OGRA Regional Office, Sukkur,** Minara Road, Deputy Commissioner Office, Sukkur, Sindh.

Note:- In case of any change in the above addresses or hiring of OGRA's new office building i.e. domestic / Regional area, the terms & conditions/ rates of the contract shall remain the same.

#### Concept of OGRA Security.

OGRA being an extremely important organization, may be subjected to any kind of threats/ eventualities that not only may cause damage to its employees, guests/out-side visitors and material/ assets etc., but will also stir a lot of tremors in the national and international media as well.

#### General Terms and Conditions:

- 1). The bidder should submit electronic proposal i.e. Technical & Financial. One proposal should contain, "**TECHNICAL PROPOSAL**" (**Annex-I**) and the Other should contain "**FINANCIAL PROPOSAL**" (**Annex-II**).
- 2). The firm should be registered with Income Tax and Sales Tax Departments, EOBI and Social Security Department. The company should also be registered with Ministry of Interior/ Concerned Home 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 and should have valid license of all Islamabad Capital Territory (ICT) and respective provinces i.e. Punjab, Sindh and Baluchistan.
- 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 of Rs. 50,000/- in shape of **Call Deposit/ Pay Order etc.** in favour of OGRA payable at Islamabad at the given address on or before due date & time. In case of non-submission of bid security, uploaded proposal on EPAD of the same bidder will be treated as non-responsive.
- 6). The bid validity period will be three (03) months, starting from the date of opening of technical bids.
- 7). An original and latest undertaking/affidavit on judicial paper must be submitted at the office of the undersigned on or before due time and date, that the firm has not been blacklisted by any Government, Semi Government, Autonomous or any State-Owned Organization. Moreover, to ensure that the bidder has read all clauses of the tender documents/ToRs, indicating that all information provided herein and documents attached with the proposal are correct and if any information/documents found incorrect, false or fake or non-satisfactorily services etc., the Authority reserves the right to disqualify & forfeit their security/ performance bond and blacklist the firm.
- 8). 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 through their respective bank accounts as declared by the Federal and Provincial Governments from time to time and accordingly OGRA will also comply to any change/increase of minimum wages, to ensure the payment of prevailing minimum wages to the workers. The Minimum Wage Certificate as per the policy of Federal Government on company's letter head should be attached.
- 9). Bids not complying with the requirements at 1 to 7 above shall be declared as Non-Responsive and their financial proposals shall not be entertained.
- 10). The Contractor Firm will ensure that they have enough financial capacity to pay at least three-month salary timely to the deputed Manpower in OGRA and Contractor Firm should submit such undertaking signed by CEO/CFO or Managing Partner on attested stamp paper of value Rs.100/-.
- 11). The Electronic bids/technical proposals will be received through EPADS latest by January 08, 2025 on or before 11:00 a.m. and will be opened on the same day at 11:30 a.m by OGRA's Bid Opening Committee at OGRA head-office, Islamabad in presence of the bidders, who opt to participate in the bid opening process. Subsequently, the Technical Proposals shall be evaluated by OGRA's Bid Evaluation Committee as per criteria given at **Annex-III**.
- 12). The OGRA's Bid Opening Committee shall open the E-Financial Proposals (**Annex-II**) of only those bidders whose technical proposals are accepted, 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.
- 13). Only one authorized representative per bidder shall be allowed to attend the opening of bids. A representative from a bidder will be required to submit an authority letter in his/her favour by the respective bidders for attending the opening of bids.
- 14). 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** (original) (for a period of one year and after completion of one year the same will be revalidated) in favour of OGRA payable at Islamabad. If the bidder fails to deposit performance bond within one week of the receipt of the Letter of Acceptance, the same shall be treated as cancelled and already submitted bid security/ earnest money shall be forfeited.

- 15). Bid Security of the un-successful bidders shall be released within 30 days. However, 5% performance bond submitted by the successful bidder shall be released after successful completion of contract period.
- 16). The bidders should examine carefully the terms & conditions of the tender. Interested firms may visit the OGRA Head Office, Islamabad located at Plot No. 37 & 39, Mauve Area, Service Road South, Sector G-10/4, Islamabad 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. Once the tender is submitted, it will be assumed that no further clarification is required.
- 17). The firm while quoting the bids will ensure that Security Guards/Supervisor provided are duly enlisted with EOBI and Social Security Departments.
- 18). The contract shall be awarded to the bidder whose evaluated bid will be determined as most advantageous bid being substantially responsive and more relevant to the bidding documents/ requirements.
- 19). The proposals should not have any over-writing or cutting. The bids with any of the aforementioned deficiencies will not be considered.
- 20). The successful bidder will be required to enter into a formal Contract Agreement, to be executed with mutual consent of both the parties. The contract shall be awarded initially for a period of two (02) years starting from the date of signing of contract which shall be extendable for further one or two years with satisfactory performance and bilateral consent both the parties keeping in view pervasive inflation effect.
- 21). 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 on both Eids.
- 22). Minimum two (02) pairs of uniforms and shoes per year must be provided by the Security Company to each individual. **Winter:** Shirts, Trousers, Pullover, Belt, Jockey cap or Barret, Shoes; and **Summer:** T-Shirts, Trousers, Jockey Cap or Barret, Belt, Shoes.
- 23). Increase and decrease in number of Security Guards etc. as per work load can be made by OGRA i.e. in case of emergencies or as per OGRA's requirement, on prevailing rates, terms and conditions.
- 24). No payment shall be made in advance and payment of the bills will be subject to the deduction of mandatory government taxes/levies. Monthly Invoice would be submitted with covering letter & with attached daily Attendance sheet of the Guards duly signed & stamped by authorized officer.
- 25). The security company shall ensure availability of reserve security personnel, and will provide the required strength at site as a substitute guard in-time at site, in case of any type of absence/ un-availability of the personal from duty otherwise the OGRA reserve the right to impose the penalty as per agreement/ tender document.

- 26). The OGRA will not be liable to make any extra payment if the Security Company is to provide services in the event of any civil commotion, war, enemy action, hostilities, act of God or any other circumstance etc.
- 27). The Security Company/Firm will keep the OGRA free of any liability for the cause of compensation/ legal course, if any employee of the Security Company claims in case of their health injury, physical operation, death etc. and shall be settled by the company.
- 28). 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.
- 29). 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.

**(Brig. Shahbaz Ahmad (R))**  
Senior Executive Director (Security)

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Plot No. 37 & 39, Mauve Area, Service Road South G-10/4, Islamabad

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### Technical Proposal Proforma

#### PROVISION OF SECURITY SERVICES FOR OGRA DOMESTIC OFFICES UNDER TENDER ENQUIRY NO. 10 of 2025

1.	Name of the Firm	
2.	Address (Telephone, Fax & E-mail)	
3.	Year of Establishment <i>(Attach documentary evidence)</i>	
4.	Income Tax No. (Annual Turnover supported by Income Tax Return) (F.Y 2023-24 & 2024-25)	
5.	Registration/ Licenses No. issued by Ministry of Interior <i>(Attach documentary evidence)</i>	
6.	EOBI & Social Security Department Registration No. <i>(Attach documentary evidence/certificate)</i>	
7.	National Tax Number (NTN) certificate FBR and should be an active tax payer	
8.	ISO Certification (latest)	Yes. <input type="checkbox"/> No. <input type="checkbox"/>
9.	Experience related to similar assignments (attach 3 good performance certificates from clients)	
10.	Whether affidavit /undertaking on stamp paper to ensure payment of minimum wages announced/fixed by Federal Govt and province Govt attached.	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	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"/>
12.	Whether Earnest Money as <b>Call Deposit/ Pay Order Rs. 50,000/-</b> is enclosed with financial proposal.	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.	Trainings, if any, give detail individual wise	Yes <input type="checkbox"/> No <input type="checkbox"/>
14.	Type and No. of Semi-automatic Weapons with Licenses <i>(Attach as separate Annexure)</i>	
15.	Whether Security Guards are Ex-Army Men or Civilian (Give their ratio)	Ex-Army Men: _____ Civilian: _____ Ratio: _____
16.	Clientage <i>(Attach as separate Annexure, if necessary)</i>	
17.	Managerial Capability a). Total No. of Permanent Staff: b). Total No. of Contract/Project Staff: <i>(Attach as separate Annexure, if necessary)</i>	a) _____ b) _____
18.	Assignments in Hand (Presently)	
19.	Banker's Name & Contact Details	
20.	Contact Person: _____ Cell No. _____ Date: _____	_____ <b>Name &amp; Designation</b> _____  _____ <b>Authorized Signature &amp; Stam</b>

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**FINANCIAL PROPOSAL**

**PROVISION OF SECURITY SERVICES FOR OGRA DOMESTIC OFFICES**  
**UNDER TENDER ENQUIRY NO. 10 of 2025**

The monthly rate for provision of 03 x Security Supervisors and 39 x Security Guards (17 x Armed Security Guards and 22 x Un-Armed) on 08 hours basis with availability to reach the duty place 15 minutes prior and bound to replace another security guard, as per given schedule;

**Deployment location (i)**

OGRA's Head Office Plot No. 37 & 39, Mauve Area, Sector G-10/4, Islamabad.

*(Morning, Evening & Night duty - on 08 hours basis)*

03 x Armed Security Supervisors

14 x Armed Security Guards.

14 x Security Guards each

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**Deployment location (ii)** (03 x Security Guards - 08 hours basis)

OGRA's Regional Office, Lahore, 27-Civic Center, Barkat Market, New Garden Town, Lahore.

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**Deployment location (iii)** (03 x Security Guards - 08 hours basis)

OGRA's Regional Office, Karachi House No. 2, Dattari villas Bath Island, Karachi.

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**Deployment location (iv)** (03 x Armed Security Guards - 08 hours basis)

OGRA's Regional Office, Quetta, 1<sup>st</sup> Floor, Plot No. 10, Fida Building Punj Footy, Samungli Road, Quetta.

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**Deployment location (v)** (02 x Security Guards)

OGRA's Regional Office, Sukkur, Minara Road, Deputy Commissioner Office, Sukkur, Sindh.

\_\_\_\_\_  
**Authorized Signature with Stamp**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Continue

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**Pg: 2/2****FINANCIAL PROPOSAL****PROVISION OF SECURITY SERVICES FOR OGRA DOMESTIC OFFICES UNDER TENDER ENQUIRY NO. 10 of 2025**

The monthly rate for provision of **03 x Security Supervisors** and **39 x Security Guards** (*17 x Armed Security Guards and 22 x Un-Armed*) on 08 hours basis with availability to reach the duty place 15 minutes prior and bound to replace another security guard, as per given schedule;

**Name of the Firm & Address & Mob. #:**

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**Rates to be charged on monthly basis: As per declared minimum wages (incl. All taxes)**

- i. Monthly salary of 03 x Armed Security Supervisor at Islamabad (ICT): Rs. \_\_\_\_\_/-
- ii. Monthly salary of 14 x Armed Security Guards at Islamabad: Rs. \_\_\_\_\_/-
- iii. Monthly salary of 14 x Un-armed Security Guards at Islamabad: Rs. \_\_\_\_\_/-
- iv. Monthly salary of 03 x Un-armed Security Guards at Punjab: Rs. \_\_\_\_\_/-
- v. Monthly salary of 03 x Un-armed Security Guards at Baluchistan: Rs. \_\_\_\_\_/-
- vi. Monthly salary of 05 x Un-armed Security Guards at Sindh: Rs. \_\_\_\_\_/-
- vii. Rs. \_\_\_\_\_/- EOB Contribution
- viii. Rs. \_\_\_\_\_/- Social Security Contribution
- ix. Rs. \_\_\_\_\_/- Company margins, if any
- x. Rs. \_\_\_\_\_/- Any-other expense

{The elements like to pay minimum wages to the Guards and their subscription towards EOB, Social Security & ISO certification etc., are mandatory in nature. Therefore, in-case of non-response of amount(s) against these items may lead dis-qualification of any firm(s)}

**GRAND TOTAL COST PER MONTH** Rs. ....../-

(Rupees.....)

*(including all applicable taxes)*

Dated: \_\_\_\_\_

**Authorized Signature with Stamp**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

No. of Contact person: \_\_\_\_\_

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**ASSESSMENT CRITERIA**

**PROVISION OF SECURITY SERVICES FOR OGRA DOMESTIC OFFICES**  
**UNDER TENDER ENQUIRY NO. 10 of 2025**

**Assessment Criteria:**

The bids shall be evaluated as per the following criteria:

<b>Grading:-</b>	<b>Marks</b>
Experience related to similar assignments	40
Clientage and assignments in hand	20
Managerial Capability (Regular Manpower)	10
Types of Weapons/Equipments	10
Annual Turnover <i>(supported by income tax return FY 2023-24 &amp; FY: 2024-25)</i>	10
ISO certification	10
<b>Total Marks:</b>	<b>100</b>

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