

# OIL AND GAS REGULATORY AUTHORITY

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

\*\*\*\*\*

## TENDER NOTICE

Subject: **Tender Notice for Purchase/Supply and Assembling of Furniture Items under Tender Enquiry No.01 of 2026**

Oil and Gas Regulatory Authority (OGRA) invites electronic bids/proposals from well reputed sole manufacturers or authorized dealers and general order suppliers having minimum 10 (ten) years of relevant experience, registered with Income Tax and Sales Tax departments based at Islamabad/Rawalpindi for Purchase/Supply and assembling of furniture items at its Islamabad and Regional Offices i.e. Karachi, Lahore, Multan, Peshawar, Quetta and Sukkur under Tender Enquiry No. 01 of 2026

2. The Tender Documents containing detailed information, terms & conditions etc. are available on E-PADS web portal of PPRA and official website of OGRA ([www.ogra.org.pk](http://www.ogra.org.pk)) & PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)).

3. Single Stage- two electronic bid procedure (Technical & Financial) will be adopted under Rule 36(b) of PPRA Rules-2004. The E-bids complete in all respects should be submitted through E-PAD. **Paper based manual bids will not be considered**

4. The closing date/time for receiving of E-bids through E-PAD is January 22, 2026 by 11:00 a.m. which will be opened publicly on the same day/date at 11:30 a.m by OGRA's Bid Opening Committee. Bid Security in shape of Call Deposit/Pay Order (in original) amounting to **Rs.500,000/-**(Rupees five hundred thousand only) be submitted at given address on or before due time and date. In case of non-submission of bid security, up loaded proposal on E-Pad of the same bidder will be considered as non-responsive.

5. In case, the last date of submission of E-bids falls on closed official day(s)/ holiday(s), the date for submission & opening of the bids shall be the next working day.

6. In case of any technical difficulty during using EPADS, prospective bidders may contract PPRA Team, procuring agency shall not be responsive for any procedural errors.

7. OGRA reserves the right to cancel/reject any or all bids/proposals at any time prior to their acceptance as per PPRA Rules, 2004.

**Executive Director (Admin)**  
Oil & Gas Regulatory Authority (OGRA)  
37- Mauve Area, Sector G-10/4, Islamabad.  
Ph. 051-9107893

# OIL AND GAS REGULATORY AUTHORITY

\*\*\*\*\*

## TENDER DOCUMENTS

Subject: **Tender Notice for Purchase/Supply and Assembling of Furniture Items under Tender Enquiry No.01 of 2026**

The Oil and Gas Regulatory Authority (OGRA) invites electronic bids/proposals from well reputed sole manufacturers or authorized dealers and general order suppliers having minimum ten (10) years relevant experience, registered with Income Tax and Sales Tax Departments for purchase, supply and assembling of office furniture items for its Head Office Islamabad and Regional Offices Karachi, Lahore, Multan, Peshawar, Quetta and Sukkur under Tender Enquiry No.01 of 2026 as per sample available in the OGRA Head Office Islamabad.

### **General Terms & Conditions**

1. The bidder should submit two electronic proposals separately i.e. “**Technical Proposal**” (**Annex-I**) and “**Financial Proposal**” (**Annex-II**).
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 submit a Bid Security in shape of Call Deposit/Pay Order (in original) amounting to Rs.500,000/-(Rupees five hundred thousand only) in favour of OGRA payable at Islamabad at given address on or before due time and date. In case of non-submission of bid security, up loaded proposal on E-PAD of same bidder will be consider as non-responsive.
4. The firm should have a minimum of ten (10) years’ relevant experience and should have a well-equipped office set-up/workshop at Islamabad / Rawalpindi.
5. The E-bid validity period will be three (03) months, starting from the date of opening of technical bids. The rates quoted by the bidder will be final & fixed and no inflation / escalation will be paid by OGRA and any increase in price shall also not be borne by OGRA. No such claim from the bidder will be entertained.
6. E-bids / proposals are required to be submitted trough E-PAD latest by January 22, 2026 on or before 11:00 a.m. The Bid Opening Committee of OGRA shall open the technical proposals (**Annex-I**) in the first instance at 11:30 on the same date i.e. January 22, 2026, in the presence of bidders or their authorized representatives, who may like to be present at OGRA’s Head office 37-Mauve Area, Sector G-10/4, Islamabad. Subsequently, technical proposals shall be evaluated by OGRA’s Bid Evaluation Committee as per the terms & conditions of bidding documents and laid down criteria (**Annex-III**).
7. Bids, which are not accompanied by the documents mentioned at Clause No. 2, 3 & 4 shall be declared non-responsive and their E-financial proposals will not be opened/download.
8. The Bid Opening Committee will open the E-financial proposals (**Annex-II**) of the only 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.
9. Only one authorized representative per bidder shall be allowed to attend the opening process of bids.

10. 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/Pay order in favour of OGRA payable at Islamabad. If the bidder fails to deposit the Performance Bond/pay order within one week of the receipt of the Purchase/ Work Order, the same shall be treated as cancelled and the bid security already deposited by the bidder shall be forfeited.
11. Bid security of the un-successful bidders shall be released within 30 days. However, 5% Performance Bond of successful bidder shall be released after completion of task i.e. satisfactory supply/ delivery/ assembling of furniture items at OGRA's office building situated at OGRA's Head Office 37 Mauve Area, Sector G-10/4, Islamabad, along with Regional Offices destination i.e. Karachi, Lahore, Multan, Peshawar, Quetta and Sukkur.
12. The proposals should not have any over-writings or cuttings. The bids with any of the aforementioned deficiencies may not be considered.
13. The firm should have to upload copy of attach Original and latest undertaking/ Affidavit on judicial paper that the firm has not been blacklisted by any Government, Semi-Govt., Autonomous body or by any state-owned organization. Hard copy of original affidavit be submitted to given address as or before opening date & time.
14. An undertaking on company's letter head pad shall be submitted, indicating that all information provided herein and documents attached with the proposal are correct and if any information/ documents found incorrect, false or fake etc at any stage, the Authority reserves the right to disqualify and blacklist the firm.
15. The successful bidder/ firm shall be bound to supply the furniture items to OGRA Head Office, as per sample, specification and quality given in Annex-II of the tender, situated at 37- Mauve Area, Sector G-10/4, Islamabad & Regional Offices Karachi, Lahore, Multan, Peshawar, Quetta and Sukkur as per specifications, standard, quality & design as mentioned in the tender documents.
16. Contract for purchase & supply of furniture items will be awarded to bidder whose bid has been determined as most advantageous bid being substantially responsive and more relevant to the bidding documents/ requirements.
17. The successful firm will provide one years' guaranty / warranty & free of cost, replacement of items onsite after sale.
18. Delivery of items will be free of charges at OGRA's Head office building, situated at 37- Mauve Area, Sector G-10/4, Islamabad & Regional Offices Karachi, Lahore, Multan, Peshawar, Quetta and Sukkur during the office hours accompanied with a signed copy of the delivery challan.
19. The OGRA reserves the right to change/modify goods specifications/ quantity at any time before the award of contract. In case of demand of any additional item(s) after award of purchase order, it will be provided on same rate/quality as per PPRA Rules 2004
20. If the delivered goods / services are not according to the required sample/quality, standards and specifications, the same shall be liable to be rejected after inspection. The vendor would be required to replace the same as per specifications mentioned in the Tender Documents, otherwise the purchase/ work order will be cancelled with confiscation of performance bond.

21. The firm/ bidder will certify that they have read and completely understood the Tender Notice as well as the Terms & conditions of this Tender/ Bidding Documents including Criteria, Technical/ Pre-qualification & Financial Proposal etc. and hereby accept the same unconditionally.
22. The purchase order will be issued on “lump sump basis” and not on “item rate basis”.
23. **Before submission of the E-Bids, the representative(s) of the firm must manage to visit at OGRA’s Head office to see/inspect the required furniture samples on any working day i.e. from Monday to Friday (9:00 am. to 5:00 p.m) at his own cost.**
24. Any difference of opinion or disputes arising between the parties i.e. OGRA & the Successful Bidder in relation to this contract shall be settled amicably by the parties. In case of any difference/ dispute arising between the parties, the matter shall be referred to the Chairman, OGRA as Arbitrator, whose decision shall be final and binding upon both the parties. No dispute once decided by the Arbitrator shall be agitated at any forum including in any Court of Law.
25. In case, the last date of submission of E-bids/proposals falls on closed official day(s)/ holiday(s), the date for submission & opening of the bids shall be the next working day.
26. OGRA reserves the right to accept or reject any or all proposals before its acceptance or extend the closing date without assigning any reason as per PPRA Rules 2004.

**(Ejaz Ahmad Gohar)**  
Executive Director (Admin)

# OIL AND GAS REGULATORY AUTHORITY

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

\*\*\*\*\*

Subject: **Tender Notice for Purchase/Supply and Assembling of Furniture Items under Tender Enquiry No.01 of 2026**

Name of Firm	
Address (Telephone, Cell, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
NTN No. (attach documentary evidence)	
02 years Annual Turnover (2023-24 & 2024-25) (supported by Income Tax Return)	
Banker's Name & Contact Details	
Experience related to similar assignments (attach documentary evidence)	
Whether Bid Security of Rs.500,000/- (in original) submitted to OGRA.	Yes: _____ No: _____
Assignments in Hand (Current)	
Clientage (Attach separate Annexure, if any)	
<b>Latest Affidavit on Stamp Paper</b> (that the firm has not been blacklisted by private, Govt., Semi Govt., Autonomous Body or state-owned organization etc. and is not involved in any litigation throughout the country)	Yes: _____ No: _____
<b>An undertaking</b> on company's letter head Pad indicating that all information and documents attached are correct and if any information/ documents found incorrect, false or fake etc., the Authority reserves the right to disqualify and blacklist the firm.	Yes: _____ No: _____
<b>A Certificate</b> on company's letter head pad that the firm has read and completely understood the Tender Notice with its all Terms & Conditions including Criteria, Technical/ Pre-qualification & Financial Proposal etc. and accepted the same unconditionally, is attached	Yes: _____ No: _____
<b>A Certificate</b> on company's letter head pad that the items provided by the firm, if found sub-standard, below prescribed specifications or anything mis-stated deliberately, the Authority shall have the right to forfeit their security/ performance bond, is attached.	Yes: _____ No: _____
<b>A List of</b> appropriate managerial, supervision & production staff after Sale Service and Customer Care Staff with their qualification & experience etc. is attached.	Yes: _____ No: _____
Contact Person: _____  Contact No. _____  Date: _____	_____  Name & Designation  Authorized Signature & Stamp

# OIL AND GAS REGULATORY AUTHORITY

\*\*\*\*\*

## FINANCIAL PROPOSAL (BoQ)

### Purchase, Supply & Installation of Furniture Items under Tender Enquiry No. 01 of 2026

1. Name of Office: Member (Gas)'s Office					
Sr.#	Name of Item	Description	Qty.	Unit Price in Rs. (with Tax)	Total Price in Rs. (with Tax)
1a.	SOFA 2-SEATER	<p>Size: L:1678mm W:807mm H:785mm</p> <p><u>Paste/annex color picture with design of this item</u></p> <p>Overall structure has been made of Ply Wood.</p> <p>Seat, backrest and armrest are covered with best quality foam. Wood should be proper seasoned with 8 to 10 percent moisture with termite treatment. Complete finished with high quality polish and lacquers for a longer lasting shine. 1 base and 1 top coat. Legs has been made of Beech Wood or equivalent. Overall structure has been covered with high quality velvet.</p> <p>The Furniture supplier will carry out all the works as per approval of the client.</p>	01		
2. Name of Office: SED Office's					
Sr.#	Name of Item	Description	Qty.	Unit Price in Rs. (with Tax)	Total Price in Rs. (with Tax)
2a.	SOFA 1 SEATER	<p>Size: - L: 889mm W:787mm H:711mm</p> <p><u>Paste/annex color picture with design of this item</u></p> <p>Fully Upholstered with foam and leatherite. Inner structure made of acacia or equivalent wood, legs in solid oak wood/red meranti or equivalent + polish finish.</p> <p>The Furniture supplier will carry out all the works as per approval of the client.</p>	02		

2. Name of Office: SED's Office's <span style="float: right;">Continue.....</span>					
Sr.#	Name of Item	Description	Qty.	Unit Price in Rs. (with Tax)	Total Price in Rs. (with Tax)
2b.	FILING CABINET WITH DOOR	<p>Size: L:1000mm W:425mm H:1200mm  <u>Paste/annex color picture with design of this item</u></p> <p>Structure made of veneer pressed on particle board + solid wood + polish finish. Oak wood /red meranti or equivalent finish.</p> <p>The Furniture supplier will carry out all the works as per approval of the client.</p>	02		
3. Name of Office: For HoD (E-5/ED (E-5) and Regional Incharge					
Sr.#	Name of Item	Description	Qty.	Unit Price in Rs. (with Tax)	Total Price in Rs. (with Tax)
3a.	Executive Office Table	<p>Size: - L: 1600mm W: 800mm H: 742mmP  <u>Paste/annex color picture with design of this item</u></p> <p>Material: Laminate            Finish: Classic ash            Base            Size:L:1580mmW:780mm            H:725mm            Material: Metal            Finish: Gray powder Coat            Vanity            Size:12mm W;500mm H:400mm            Material: Laminate            Finish: The Furniture supplier will carry out all the works as per approval of the client.</p>	10		
3b.	SIDE RACK (RIGHT+LEFT) Computer Table	<p>Size: - L: 1400mm W: 603mm H:450mm  <u>Paste/annex color picture with design of this item</u></p> <p>Material: Lamination            Finish: Classic ash &amp; Grey            Base: Gray Powder            The Furniture supplier will carry out all the works as per approval of the client.</p>	10		

3. Name of Office: For HoD (E-5/ED (E-5) and Regional Incharge <i>Continue.....</i>					
Sr.#	Name of Item	Description	Qty.	Unit Price in Rs. (with Tax)	Total Price in Rs. (with Tax)
3c.	EXECUTIVE CHAIR	<p><b>Arc Econo Executive Chair</b></p> <p>Size :- L: 597mm W: 483mm H: 940mm</p> <p><u>Paste/annex color picture with design of this item</u></p> <p>Seat and back of the chair is fully upholstered with best quality foam and leatherette in black color there are special decorative buttons on chair back. Solid wooden arms. The armrest is UV polish in Jacobean stain 2K poly urethane finish and has scratch resistant. Polish has 3 base coats and two top coats. The chair has the revolving reclining PU gas lift mechanism the pedestal has five wheels heavy duty casters in black color.</p> <p>The Furniture supplier will carry out all the works as per approval of the client.</p>	29		
3d.	CENTER TABLE	<p>Size:- L: 1200mm W:600mm H:460mm</p> <p><u>Paste/annex color picture with design of this item</u></p> <p>Made of laminated board with PVC edging, M.S pipe power coated frame and legs.</p> <p>The Furniture supplier will carry out all the works as per approval of the client.</p>	29		
3e.	FILING CABINET WITH DOOR	<p>Size: L:1000mm, W:425mm, H:1200mm</p> <p><u>Paste/annex color picture with design of this item</u></p> <p>Made of laminated board with matching PVC edging, including power coated metal fitting.</p> <p>The Furniture supplier will carry out all the works as per approval of the client.</p>	29		
3f.	Sofa 2 X Seater	<p>Size:- L:1395mm, W:760mm, H:635mm</p> <p>Upholstered with best quality foam and leatherite/ fabric,</p> <p>M. s Pipe powder coated frame and legs</p>	20		

4. Name of Office: JED's Room (Head Office & Regional Offices)					
Sr.#	Name of Item	Description	Qty.	Unit Price in Rs. (with Tax)	Total Price in Rs. (with Tax)
4a.	SIDE TABLE	<p>Size: L:600mm, W:600mm, H:460mm  <u>Paste/annex color picture with design of this item</u></p> <p>Made of laminated board with PVC edging, M.S pipe powder coated frame and legs.            The Furniture supplier will carry out all the works as per approval of the client.</p>	22		
4b.	MANAGER CHAIR HIGH-BACK (Striped back) (Black leathrite with patches)	<p>Size: L:560mm, W:585mm, H:1195mm  <u>Paste/annex color picture with design of this item</u></p> <p>Structure made of nylon seat and ply wood back Upholstered with best quality foam &amp; fabric + arm in pp + revolving reclining PU gas lifter mechanism pedestal.            The Furniture supplier will carry out all the works as per approval of the client.</p>	22		
5. Name of Office: OGRA Regional Offices					
Sr.#	Name of Item	Description	Qty.	Unit Price in Rs. (with Tax)	Total Price in Rs. (with Tax)
5a.	MEETING TABLE 10 PERSON RECTANGULAR	<p>Size: L:3000mm, W:1200mm, H:760mm  <u>Paste/annex color picture with design of this item</u></p> <p>Structure made of veneer pressed on particle board with solid wood + polish finish. The Furniture supplier will carry out all the works as per approval of the client.</p>	04		
5b.	MANAGER CHAIR HIGH-BACK (Striped back) (Black leathrite with patches)	<p>Size: L:560mm, W:585mm, H:1195mm  <u>Paste/annex color picture with design of this item</u></p> <p>Structure made of nylon seat and ply wood back Upholstered with best quality foam &amp; fabric + arm in pp + revolving reclining PU gas lifter mechanism pedestal.            The Furniture supplier will carry out all the works as per approval of the client.</p>	04		

5. Name of Office: OGRA Regional Offices <i>Continue.....</i>					
Sr.#	Name of Item	Description	Qty.	Unit Price in Rs. (with Tax)	Total Price in Rs. (with Tax)
5c.	MANAGER CHAIR BLACK (LOW-BACK)	<p>Size: L:575mm W:625mm H:1090mm  <u>Paste/annex color picture with design of this item</u></p> <p>Upholstered with best quality foam &amp; leatherite, revolving &amp; reclining gas lifter mechanism with aluminum pedestal &amp; wheel caster + arm rest black &amp; silver.</p> <p>The Furniture supplier will carry out all the works as per approval of the client.</p>	32		
5d.	ADD ON SLIDING SOCKET WITH WIRELESS CHARGER	<p>Size: L:350mm W:100mm H:40mm  <u>Paste/annex color picture with design of this item</u></p> <p>Color Silver   Configuration:            2 x Power Socket, 1 x Cat6,            1 x HDMI, 1 x Mic, 1 x USB (data),            1 x Wireless Charger.</p> <p>The Furniture supplier will carry out all the works as per approval of the client.</p>	08		
6. Name of Office: E-1 to E-3 (Head Office & Regional Offices)					
Sr.#	Name of Item	Description	Qty.	Unit Price in Rs. (with Tax)	Total Price in Rs. (with Tax)
6a.	MANAGER CHAIR BLACK (LOW-BACK)	<p>Size: L:575mm W:625mm H:1090mm  <u>Paste/annex color picture with design of this item</u></p> <p>Upholstered with best quality foam &amp; leatherite, revolving &amp; reclining gas lifter mechanism with aluminum pedestal &amp; wheel caster + arm rest black &amp; silver.</p> <p>The Furniture supplier will carry out all the works as per approval of the client.</p>	97		

6. Name of Office: E-1 to E-3 (Head Office & Regional Offices) <i>Continue.....</i>					
Sr.#	Name of Item	Description	Qty.	Unit Price in Rs. (with Tax)	Total Price in Rs. (with Tax)
6b.	OFFICE TABLE	<p>Size: L:1350mm W:760mm H: 685mm  <u>Paste/annex color picture  with design of this item</u></p> <p>Made of laminated board with matching PVC edging and metal fins with powder coated finish. The Furniture supplier will carry out all the works as per approval of the client.</p>	51		
6c.	SIDE RACK WITH KEYBOARD TRAY	<p>Size: L:1065mm W:670mm H:400mm  <u>Paste/annex color picture  with design of this item</u></p> <p>Made of laminated board with matching PVC edging with round wire cup. The Furniture supplier will carry out all the works as per approval of the client.</p>	51		
6d.	Visitor Chairs (MESH)	<p>L:620mm W:590mm H:850mm  <u>Paste/annex color picture  with design of this item</u></p> <p>Black mesh upholstery, PParm, Black painted metal frame. The Furniture supplier will carry out all the works as per approval of the client.</p>	112		

# OIL AND GAS REGULATORY AUTHORITY

\*\*\*\*\*

## ASSESSMENT CRITERIA

### Purchase, Supply & Installation of Furniture Items under Tender Enquiry No. 01 of 2026

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

GRADING	MARKS
Experience related to the similar assignments	30
Clientage	20
Assignment in Hands (Current)	20
Managerial Capability	10
Financial Position	10
Workshop	10

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