

OIL AND GAS REGULATORY AUTHORITY

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

Ph: 051-9244373

HIRING OF FIBER OPTIC INTERNET SERVICES TO OGRA HEAD OFFICE BUILDING UNDER TENDER ENQUIRY NO. 14 OF 2017-18

TENDER NOTICE

1. The Oil and Gas Regulatory Authority (OGRA) hereby invites sealed bids for hiring of Fiber Optic Internet Services (Web and E-mail hosting) at OGRA Head Office at Plot No. 54-B, Fazal-e-haq road, Blue Area, Islamabad, initially for a period of two years (extendable subject to mutual consent), under Tender Enquiry No. 14 of 2017-18, from well-reputed Internet firms, having five (05) years minimum relevant experience registered with Sales Tax & Income Tax Department, stationed at Islamabad/Rawalpindi
2. The Tender Documents containing detailed information, terms and 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 (Monday to Friday) (9:00 am to 5:00 pm)
3. The bids shall be received latest by 11:00 a.m on January 2, 2018 and opened at 11:30 a.m on the same date in OGRA's office by the Bid Opening Committee. In case, the last date of bids submission falls in the official holidays, the date for submission of the bids shall be the next working day.

(Ejaz Ahmad Gohar)

Deputy Executive Director (Admn)

Oil and Gas Regulatory Authority

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TENDER DOCUMENTS

HIRING OF FIBER OPTIC INTERNET SERVICES TO OGRA HEAD OFFICE BUILDING UNDER TENDER ENQUIRY NO. 14 OF 2017-18.

The Oil and Gas Regulatory Authority (OGRA) hereby invites tenders, for hiring of Fiber Optic Internet Services (Web and E-mail hosting), as per **Annex-I & II**, for its Head Office, located at Plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad.

TORs for Fiber Optic Internet Connectivity, Email Boxes/Hosting and Website/Domain Hosting

Sr.No.	Description	Qty	Features
1.	Internet speed 7 Mbps volume 250 GB per month, Fiber Optic Internet Connection, complete installation & configuration at OGRA's site in Blue Area, Islamabad, each connection includes ONT with UPS and Wifi router. (the firm is required to mention extra charges per month for additional usage of 250 GB data volume)	04 with static IPs and CIR link.	<ul style="list-style-type: none">• Three connections are active whereas one connection shall be installed/activated on OGRA's confirmation and ISP will be paid accordingly after activation confirmation/installation.• One connection will be extra with Wifi router (one Wifi/ Wireless router will be installed on the left side of Authority's floor and second (new-additional) on the right side of Authority's floor) for which there will be required to lay down five (05) network nodes/cabling with ducting at Member(Finance), Member(Oil), Member (Gas), Chairperson and Conference Rooms/offices. <p style="text-align: center;"><u>Additional features/services</u></p> <ul style="list-style-type: none">• Dealing with all concerning authorities for the installation/acquiring of fiber optic connections.• This will include all services required for installation of software and hardware <p style="text-align: center;"><u>Note: -</u></p> <p>There is available infrastructure for two/three fiber optic connections in OGRA's building. Participating firm is requested to give discount (if any) to OGRA by making assessment of existing</p>

			hardware/infrastructure and its reusability and <u>quote one final price for all four (04) fiber optic connections inclusive of all taxes, service charges, hardware, software, infrastructure, etc.</u>
2.	Domain Registration (www.ogra.org.pk) for two years subscription charges	01	<ul style="list-style-type: none"> • Payment will be made on yearly basis. • It also includes dealing with PKNIC, etc.
3.	Email Hosting including Anti-spam and virus filtration (150 email boxes of 4GB each, UC SAN SSL certificate, per annum charges.	600 GB email hosting space.	<ul style="list-style-type: none"> • Email box shall be supported web based interface, mobile based interface, and configurable on outlook/Ms outlook. • ISP support/service 24x7x365
4.	Web hosting space support of PHP (lara frame work 5.4 / support of latest & old versions for hosting backup/old website: bk.ogra.org.pk) and mySQL database, per annum charges.	15 GB	<ul style="list-style-type: none"> • ISP will be responsible for backup of website at-least twice a month. • ISP support/service 24x7x365 <p><u>Additional standard features</u></p> <ul style="list-style-type: none"> • Support of dynamic website alongwith domain registration (yearly fee) • Hosting support of ASP, MS Accesses and MySQL, SQL data base, also support of VB. Net, ASP. Net, PHP4/5.4 (latest version), ODBC connectivity and Windows/Linux/Unix hosting platforms; • Unlimited data access per month; • Antivirus support; • Firewall Support; • Web usage statistics log; • High speed access links; • All type of configurations alongwith shifting of complete OGRA's website www.ogra.org.pk including its online modules on the website. • All other standard features of web hosting.

Note: Participating ISP firm shall provide all above services/installations/infrastructure from its own Servers/company for trouble-free/high-speed fiber optic internet connections, email service, website hosting and its online modules access. No third-party firm shall be involved to provide any of these services, installations, infrastructure, etc. The firm shall provide to OGRA all standard features/services/warranty as per policy.

General Terms and Conditions:

- 1). The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the Pre-qualification Proposal and the other envelope should contain the Financial Proposal, both showing the tender enquiry No. 14 of 2017-18 and marked as "PRE-QUALIFICATION PROPOSAL" and "FINANCIAL PROPOSAL".
- 2). The firm should be registered with Income Tax & Sales Tax Departments (Registration Number should be clearly mentioned and valid documentary evidence be attached).
- 3). The firm should have a minimum of five (05) years experience of similar assignment and should have a proper setup/office at Islamabad/Rawalpindi.
- 4). The bidder shall be required to deposit bid security equal to 3% of total bid value along with financial proposal in shape of **Call Deposit** in favour of OGRA payable at Islamabad. Cash/Cheque will not be accepted.
- 5). An original and latest undertaking/affidavit on judicial paper that the firm is not blacklisted by any Government, Semi Government, Autonomous or any State Owned Organization.
- 6). Sealed tenders are required to be delivered to the office of the undersigned by on or before January 2, 2018 till 11:00 a.m.
- 7). The Bid Opening Committee of OGRA shall open the Pre-qualification proposals (**Annex-I**) at 11:30 a.m on January 2, 2018 in the 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**. 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
- 8). The Bid Opening Committee shall open the financial proposals (**Annex-II**) of the bidders whose 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 of bids.
- 10). The contract shall be awarded to the lowest evaluated bidder.
- 11). The bid validity period shall be (03) months, starting from the last date for receipt of bids.
- 12). The successful bidder shall be required to deposit a "performance bond" equivalent to 5% of the total value of the contract (two years), through **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 letter award, 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 within 30 days after successful completion of one year contract period.
- 14). The successful bidder shall 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 years which shall be

- extendable on same terms & conditions with mutual consent of both the parties.
- 15). The proposals should not have any over-writing or cutting. The Bid opening committee of OGRA reserves the right not to consider the proposal having aforementioned deficiencies.
 - 16). Payment of the bills shall be subject to the deduction of mandatory government taxes/levies.
 - 17). During the currency of the contract, the firm shall provide Fiber Optic Internet Services as per terms and conditions, to be settled later-on in the shape of contract agreement, for OGRA Head Office building Islamabad, failing which the performance bond shall be forfeited by the Authority.
 - 18). In case the additional Internet connections are required at OGRA head office, the firms shall provide the services on same terms and conditions.
 - 19). Interested firms may visit the offices of OGRA at any time during working hours.
 - 20). The bidders should examine carefully the terms & conditions of the tender. Once the tender is submitted, it will be assumed that no further clarification is required.
 - 21). Bids prepared carefully in accordance with the instructions in the bidding documents & the bidder should quote final rates both in words as well as figures.
 - 22). The quoted rates should be in PKR (Pakistani Rupees) inclusive of all taxes including GST, duties, carriage, handling etc. Moreover, quoted rates must be clearly legible, duly signed by authorized signatories.
 - 23). The company will be responsible for deputing qualified personnel for installation, configuration and testing of the said project.
 - 24). The equipment/hardware supplied by the supplier shall be brand new and complete with all respects. The devices/equipment delivered by the vendor must be compatible to the existing network connectivity. Moreover, the technical staff of the vendor/company shall be involved in installation and configuration of same equipment provided.
 - 25). The services provided by the vendor/firm must support all kinds of error-free network traffic (24/7) including Voice, Data and Video Streaming etc.
 - 26). The maximum period allowed for installation of complete Internet Services are set to be 15 days from the award of the contract to the Vendor.
 - 27). OGRA reserves the right to cancel/reject any or all bids or proposals at any time prior to the acceptance of a bid of proposal as per PPRA Rules, 2004.

(Ejaz Ahmad Gohar)
Deputy Executive Director (Admn)

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Pre-Qualification Proposal Proforma

HIRING OF FIBER OPTIC INTERNET SERVICES TO OGRA HEAD OFFICE BUILDING UNDER TENDER ENQUIRY NO. 14 OF 2017-18.

Name of the Firm	
Address (Telephone, Landline, Cell, Fax & E-mail)	
Year of Establishment (Attach documentary evidence)	
Sales Tax & Income Tax Registration No. (Attach documentary evidence)	
Income Tax No. (Annual Turnover supported by Income Tax Return)	
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 Pay Order as Earnest Money @ 3% of the total value of bid is enclosed with financial proposal.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Clientage (Attach as separate Annexure, if necessary)	
Experience related to similar assignments	
Managerial Capability a). Total No. of Permanent Staff: b). Total No. of Contract/Project Staff: (Attach as separate Annexure, if necessary)	a) _____ b) _____
Assignment in Hand (Presently)	
Banker's Name & Contact Details	
Contact Person Date: _____	_____ Name & Designation _____ Authorized Signature & Stamp

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FINANCIAL PROPOSAL

HIRING OF FIBER OPTIC INTERNET SERVICES TO OGRA HEAD OFFICE BUILDING UNDER TENDER ENQUIRY NO. 14 OF 2017

1. Fiber Optic connection (04 Nos) one time installation charges:-
Rs. _____ Rupees _____

2. Fiber Optic connection (04 Nos) Per month charges:-
Rs. _____ Rupees _____

3. Domain Registration charges (for two (02) years):-
Rs. _____ Rupees _____

4. Email Hosting (150 email boxes of 4GB each) per annum charges:-
Rs. _____ Rupees _____

5. Web Hosting Space (15 GB) charges per annum:-
Rs. _____ Rupees _____

A. Total (Sr. No. 1 to 5). Rs. _____ Rupees: _____

B. GST if applicable Rs. _____ Rupees: _____

Grand total (A+B). (including all taxes): Rs. _____ Rupees: _____

Authorized Signature with Stamp

Name: _____

Date: _____

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**HIRING OF FIBER OPTIC INTERNET SERVICES TO OGRA HEAD OFFICE BUILDING
UNDER TENDER ENQUIRY NO. 14 OF 2017****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 including Technical Staff)	20
Equipments	20
Total marks	100

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