

OIL AND GAS REGULATORY AUTHORITY

TENDER NOTICE

PURCHASE OF LICENSED ANTI-VIRUS SOFTWARE UNDER TENDER ENQUIRY NO. 04 OF 2018.

1. The Oil and Gas Regulatory Authority (OGRA) invites sealed bids from well-reputed Authorized Suppliers/Dealers of Anti-virus Software, duly registered with Income Tax and Sales Tax Department, having minimum (05) years relevant experience in same brand stationed at Islamabad/Rawalpindi for supply, installation & support of Anti-virus software with 1x Server and 150x client licenses (32/64-bit windows platform) at OGRA head office, Islamabad for a period of three years with standalone installation feature for laptops and on computers placed on remote locations.
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). These documents can also be obtained from office of the undersigned on any working day during working hours.
3. Sealed bids will be received latest by July 26, 2018 on or before 11:00 a.m, and will be opened on the same day at 11:30 a.m, in OGRA Office by the OGRA Bid Opening Committee. In case the last date of bids submission/opening falls on the official holidays, the date for submission/opening of the bids shall be the next working day.

Deputy Executive Director (Admn)
Oil and Gas Regulatory Authority (OGRA)
54-B, Fazal-e-Haq Road, Blue Area, Islamabad
Ph: 051-9244373

OIL AND GAS REGULATORY AUTHORITY

TENDER DOCUMENTS

Supply/installation/support of Licensed Anti-virus Software from Authorized / Dealers / Suppliers at OGRA head office Islamabad under OGRA Tender Enquiry No. 04 of 2018.

The Oil and Gas Regulatory Authority (OGRA) invites sealed bids from well-reputed Authorized Dealers / Suppliers or registered partners of Anti-virus Softwares, duly registered with Income Tax and Sales Tax Department, having minimum five (05) years relevant experience in same brand stationed at Islamabad/Rawalpindi for supply /installation/support of Anti-virus software with 1x server and 150 Client Licenses (32/64-bit windows platform) at OGRA head office, Islamabad for a period of three years with standalone installation features for laptops and on computers placed on remote locations;-

General Terms & Conditions:

- 1) The firm should be registered with Income Tax and Sales Tax Department (Registration Numbers should be clearly mentioned and valid documentary evidence be attached) and should have a proper office at Islamabad/Rawalpindi.
- 2) The firm should have relevant experience of minimum five years in supply/installation & support of Anti-virus software, relevant documents shall be attached.
- 3) The bidder should be an authorized dealer/supplier or registered partner of principal Antivirus vendor, for which, documentary proof must be attached.
- 4) An undertaking is required from the bidder stating that they will facilitate OGRA on regular basis with technology/product updates and extend full support for contract period.
- 5) The payment of bill shall be processed after successful trial of the software for 15 working days and as per requirements of OGRA.
- 6) The Antivirus software must cover a minimum licensing/subscription period of three years from the date of installation. The upgradation of the software must be online/downloadable through internet which includes updating of antivirus software and virus signature/definition updates.
- 7) The bids must be quoted in Pak Rupees and must be of latest version of Antivirus software as available in the market.
- 8) The bidder will be required to submit **Call Deposit** equivalent to 3% of the total quoted value of bid as earnest money in favor of OGRA, payable at Islamabad.
- 9) Any bid not complying with the terms & conditions at serial No. 1, 2, 3, 6, 7 & 8 may be declared non-responsive by the Bid Evaluation Committee of OGRA and their offer will not be entertained.

- 10) Sealed tenders are required to be delivered at OGRA office 54-B, Fazal-e-Haq Road Blue Area, Islamabad by July 26, 2018 on or before 11:00 a.m. which will be opened by the Bid Opening Committee at 11:30 a.m on the same date and venue in presence of the bidders or their authorized representatives, who may like to be present.
- 11) The bid validity period will be three (03) months, from the last date of submission 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 favor of OGRA payable at Islamabad. If the bidder fails to deposit performance bond within one week of the receipt of the offer letter, OGRA reserves the right to cancel the offer and forfeit the earnest money.
- 13) 3% earnest money, if not adjusted in the 5% performance bond, will be released to the bidder after deposit of 5% performance bond. However, 5% performance bond shall be released after completion of three years contract period, renewable after every year.
- 14) The proposals shall not have any over-writings or cutting, OGRA reserves the right not to consider the bids with any of the aforementioned deficiencies.
- 15) The bidders must quote competitive price for item(s) listed in Annex-II.
- 16) The bidders should examine carefully the terms & conditions of the tender documents, and may also visit the office on any working day (Monday to Friday from 9:00 a.m to 5:00 p.m) and obtain all necessary information prior to submitting the tender.
- 17) Payment of the bills will be subject to the deduction of all government taxes.
- 18) The delivery period for Antivirus software & installation at OGRA office Islamabad will be one month from the date of receipt of purchase order, however, due to any specific reasons OGRA may allow extension in the period. After installation of the software the firm will execute contract with OGRA on judicial paper to ensure back up support and provision of authorization key of the software for 150 clients for three years without any hassle/interruption in renewals
- 19) The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the Pre-qualification/Technical Proposal (**Annex-I**) and the other envelope should contain the Financial Proposal (**Annex-II**), both showing the tender enquiry No. 04 of 2018 and mark as “PRE-QUALIFICATION/TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” respectively.
- 20) The Technical Proposals shall be evaluated as per criteria given at **Annex-III**.
- 21) 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.
- 22) The Contract should be awarded to the lowest evaluated bidder.

- 23) One key of 150x clients shall be valid up to 03 years so that each year key shall not be required to replace with new one.
- 24) The Bid Opening Committee of OGRA will open the financial proposals **(Annex-II)** of the bidders whose technically 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.
- 25) 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.

(Ejaz Ahmad Gohar)
Dy. Executive Director (Admn)

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PRE-QUALIFICATION TECHNICAL PROPOSAL

Supply/installation/support of Licensed Anti-virus Software from Authorized Dealers/Suppliers at OGRA office Islamabad under Tender Enquiry No. 04 of 2018.

Name of the Firm	
Address (Telephone, Fax & E-mail)	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
National/Income Tax No. (attach documentary evidence)	
Relevant experience, please attached supporting document.	
Whether Call Deposit as Earnest Money @ 3% of the total value of bid is enclosed (Yes or No)	
Copy of dealership/distribution certificate	
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) _____
Assignment in Hand (Presently)	
Banker's Name & Contact Details.	
Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
Contact Person Date: _____	_____ <i>Name & Designation</i> _____ <i>Authorized Signature & Stamp</i>

OIL AND GAS REGULATORY AUTHORITY

FINANCIAL PROPOSAL

Supply/installation/support of Licensed Anti-virus Software from Authorized Dealers / Suppliers at OGRA office Islamabad under Tender Enquiry No. 04 of 2018.

The specifications and services for supply/installation of Anti-virus software are given as below:-

Brands of Antivirus Softwares	Number of Licensed Required	License validity period
Any licensed Anti Virus Software i.e. AVAST Kaspersky, Symantec, Endpoint, ESET, or Equivalent.	<p>i) 1x server and 150x Client Licenses (32/64-bit windows platform), with standalone installation feature for laptops and on computers placed on remote locations and it should also support windows server 2008/12/16.</p> <p>ii) 3 years license validity period for 1x Server with 150x Clients.</p> <p>iii) Provide real-time anti-virus protection against the latest threats including ransomware attacks.</p> <p>iv) Vendor must provide the service to recover/repair the lost or damage data if it is caused by virus.</p> <p>v) It must include the ability to protect from phishing and malware websites.</p> <p>vi) Preferably not slow down the computer, with a less overhead (with less system resources/processes).</p> <p>vii) The Anti-Virus shall support Host-based intrusion prevention system (HIPS).</p> <p>viii) It must have the capability of Network Attack Blocking.</p> <p>ix) Centralized web control with ability to restrict access to predefined categories of websites and to restrict downloads by the types of data.</p> <p>x) Provide the Anti-Spamming facility to IMAP, SMTP or POP3 protocols to prevent/minimize the loss or damage of E-mails.</p> <p>xi) The supplier of the product/vendor will provide the services of installation/deployment on server and all client computers and also uninstall the previously installed Anti-virus.</p> <p>xii) It must include the feature of Automatic exploit prevention for the protection against any vulnerability or security breach.</p>	<p>03 years</p> <p>(From the date of delivery)</p>

	<ul style="list-style-type: none">xiii) The Anti-virus must provide web, application or software level security.xiv) It must analyze the data from various users to detect any unknown service running on the network.xv) It must include the Safe Reboot options during the system crashes.xvi) It must include the support of Device Control features to prevent unauthorized access to devices that might compromise the security or could cause to spread virus into the network.	
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** The Antivirus software should be internationally top ranking brand, the evidence must be attached. The OGRA evaluation committee will decide the equiency. The decision of the committee will be final.*

Brand Quoted: _____

Total Lumpsum (Including all Taxes) Rs. _____

Authorized Signature & Stamp _____

OIL AND GAS REGULATORY AUTHORITY

54-B, FAZAL-E-HAQ ROAD, BLUE AREA, ISLAMABAD

ASSESSMENT CRITERIA

**SUPPLY / INSTALLTION / SUPPORT OF LICENSED ANTI-VIRUS SOFTWARE TO
OGRA UNDER TENDER ENQUIRY No. 04 OF 2018**

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

Grading	Marks
Experience related to similar assignments	30
Managerial/Technical Capability	25
Clientage	25
Assignment in Hands (Current)	20

Note: Minimum score required to pass for Pre-qualification is 70%.