



Oil & Gas Regulatory Authority Government of Pakistan

TENDER NOTICE

SUPPLY AND INSTALLATION OF VIDEO CONFERENCING SYSTEM FOR OGRA'S AUDITORIUM HALL COMPLETE IN ALL RESPECTS ON TURNKEY BASIS AT OGRA'S NEW HEAD OFFICE BUILDING, PLOT NO. 37 & 39, SECTOR G-10/4, MAUVE AREA, ISLAMABAD UNDER TENDER ENQUIRY No. 05 OF 2024

- 1. The Oil and Gas Regulatory Authority (OGRA) hereby invites sealed bids/proposals from well-reputed firms for carrying out the subject works at OGRA's Head Office Building situated at Plot No.37 & 39, Mauve Area, Sector G-10/4, Islamabad, having minimum five (05) years relevant experience, registered with Sales Tax & Income Tax Departments, preferably stationed at Islamabad/Rawalpindi, under Tender Enquiry No. 5 of 2024.
- The Tender Documents containing detailed information, terms and conditions etc. are available on the websites of PPRA <u>(www.ppra.org.pk)</u> and OGRA <u>(www.ogra.org.pk)</u>. These documents can also be obtained from office of the undersigned on any working day i.e. Monday to Friday during office hours.
- 3. The bids shall be received latest by **March 19, 2024** on or before **11:00 a.m**. and will be opened at **11:30 a.m** on the same date in OGRA's office at Plot No.37 & 39, Mauve Area Sector G-10/4, Islamabad by OGRA's Bid Opening Committee.
- In case, the last date of bids submission falls on the closed official day(s) / holiday(s), the date for submission and opening of the bids shall be the next working day.
- 5. OGRA reserves the right to cancel/reject any or all bids or proposals at any time prior to the acceptance of a bid/proposal as per PPRA Rules, 2004.

Joint Executive Director (Admin) Oil and Gas Regulatory Authority Head Office Building, Plot No. 37 & 39, Sector G-10/4, Mauve Area, Islamabad Ph: 051-9108881 Public Service Message: سکیس کیکی جان لیواحاد ثات کا سبب بن سکتی ہے احتیاطی تد ابیریقینی بنا کمیں اور حاد ثات سے بچیں







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Joint Executive Director (Admin) Oil and Gas Regulatory Authority Head Office Building, Plot No. 37 & 39, Sector G-10/4, Mauve Area, Islamabad Ph: 051-9108881





TENDER DOCUMENTS

SUPPLY AND INSTALLATION OF VIDEO CONFERENCING SYSTEM FOR OGRA'S AUDITORIUM HALL COMPLETE IN ALL RESPECTS ON TURNKEY BASIS AT OGRA'S NEW HEAD OFFICE BUILDING, PLOT NO. 37 & 39, SECTOR G-10/4, MAUVE AREA, ISLAMABAD UNDER TENDER ENQUIRY No. 05 OF 2024

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General Terms & Conditions:

- The bidder should submit <u>a single package</u> containing <u>two separate sealed envelopes</u>. 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. 05 of 2024 and marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" respectively.
- 2) The firm should be registered with Income Tax, Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
- 3) The firm should have relevant experience of minimum five (05) years of similar nature projects in subject/video conferencing setup installation etc., preferably stationed at Islamabad/Rawalpindi. Documentary proof e.g copies of purchase orders and list of clientage must be attached in support of relevant experience.
- 4) The bidder will be required to submit a bid security/earnest money equivalent to **3%** of the total quoted value of bid alongwith Financial Proposal in shape of **Call Deposit** from any scheduled Bank of Pakistan in favour of OGRA, payable at Islamabad.
- 5) The bid validity period will be three (03) months, starting from the date of opening of technical bids. The rates quoted by the bidder are final & fixed and no inflation/ escalation in dollar against Pak rupees 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) Sealed bids/ proposals are required to be delivered at OGRA office situated at Plot No. 37 & 39, OGRA Headquarter, Mouve Area, Sector G-10/4, Islamabad latest by March 19, 2024 on or before 11:00 a.m. The Bid Opening Committee of OGRA shall open the Technical/Pre-qualification proposals (Annex-I) in the first instance at 11:30 on the same date i.e. March 19, 2024 in the presence of bidders or their authorized representatives, who may like to be present. Subsequently, technical/pre-qualification proposals shall be evaluated by OGRA's Bid Evaluation Committee as per the terms & conditions of bidding documents & Criteria given at Annex-III.
- 7) The detailed scope of work is at **Annex-IV** which may please be read carefully before submission of bid in a proper way.

- 8) Bids, which are not accompanied by the documents mentioned at Clause No. 2, 3 & 4 shall be declared **Non-responsive** and their financial proposals will be returned unopened.
- 9) The Bid Opening Committee will open the financial proposals (Annex-II) of the only these bidders who are technically pre-qualified, 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.
- 10) Only one authorized representative per bidder shall be allowed to attend the opening of bids.
- 11) The Successful Bidder should be required to deposit a "**Performance Bond**" equivalent to 10% of the total value of the quoted amount through a **Call Deposit** in favour of OGRA payable at Islamabad. If the bidder fails to deposit the Performance Bond within one week of the receipt of the Purchase/Work Order, the same shall be treated as cancelled and 3% Earnest Money already deposited by the bidder shall be forfeited.
- 12) 3% earnest money of the un-successful bidders shall be released within 30 days. However, 10% Performance Bond shall be released after completion of task and support & service period i.e. satisfactory supply/delivery/installation of subject work at OGRA's building situated at Plot No. 37 & 39, Sector G-10/4, Islamabad and warranty period, if any.
- 13) The proposals should not have any over-writings or cutting. The bids with any of the aforementioned deficiencies may not be considered.
- 14) 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.
- 15) An **undertaking** on affidavit shall be submitted by the bidder/firm, indicating that to accept all terms & conditions given in tender. Acceptance that biding firm has participated in full tender for providing each and every item/solution on turns key basis i.e. the project must be treated as a Turnkey solution and an intended vendor must offer all items, in case of any discrepancy or less item the Bid will be rejected/ work order will be cancelled and earnest money will be forfeited without any responsibility on OGRA for any expenditure already incurred on the project by the vendor.
- 16) An **undertaking** on Company/firm letter head be given 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 etc., the Authority reserves the right to disqualify and blacklist the firm.
- 17) Contract for subject work will be awarded to the bidder whose **bid** will be determined as **most advantageous** bid being substantially responsive and more relevant to the bidding documents/ requirements.
- 18) The successful bidder/ firm shall be bound to complete the subject work at OGRA office situated at Plot No. 37 & 39, OGRA Headquarter, Mouve Area, Sector G-10/4, Islamabad, as per scope of work/ToRs, Bill of Quantity (BOQs), specifications, standard, quality & design as mentioned at Annex-IV of tender documents within a period of two (02) months from the date of receipt of Work/ Purchase Order, however, due to some specific reasons OGRA may allow extension in completion the period without any financial impact.

- 19) The bidders should examine carefully the terms & conditions of the tender, and should also visit the site i.e. OGRA Auditorium on any working day from Monday to Friday from 10:00 a.m to 01:00 p.m, at their own expenses and responsibility and obtain all necessary information prior to submitting the tender. Clarification if any, about the tender may be obtained from OGRA's IT Department on telephone No. 051-9108868 and 051-9108890-98 Ext-333 before submitting tenders. Once the tender is submitted, it will be assumed that no further clarification is required.
- 20) Payment shall be made after completion of entire task/subject work and issuance of completion/satisfactory report by OGRA's IT Department.
- 21) Payment of the bill (s) will be subject to the deduction of all applicable government taxes.
- 22) Any defective/ sub-standard item(s), if delivered, it will be replaced by the bidder in same quoted cost without any claim from OGRA. In case of failure to supply the specific item(s), OGRA reserves the right to deduct the difference of amount from performance bond already submitted by the firm to whom contract has been awarded.
- 23) The firm must have appropriate managerial, supervision & technical staff. (Attach a separate list showing their qualification & experience etc.) for execution of such projects.
- 24) The contract will be awarded on "lump sum basis" and not on "item rate basis".
- 25) In case, the last date of submission of bids 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 cancel/reject any or all bids or proposals at any time prior to the acceptance of a bid or proposals as PPRA rules.

(Nasrullah Khan) Joint Executive Director (Admin)





TECHNICAL PROPOSAL

SUPPLY AND INSTALLATION OF VIDEO CONFERENCING SYSTEM FOR OGRA'S AUDITORIUM HALL COMPLETE IN ALL RESPECT ON TURNKEY BASIS AT OGRA'S NEW HEAD OFFICE BUILDING, PLOT NO. 37 & 39, SECTOR G-10/4, MAUVE AREA, ISLAMABAD UNDER TENDER ENQUIRY No.05 OF 2024

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)	
Bank's Name	
Experience related to similar assignments	
Whether Bank Call Deposit as Earnest Money @	
3% of the total value of bid is enclosed with	
financial Proposal (Yes or No)	
Annual Turnover (last two years)	
Assignments in Hand (Current)	
Clientage	
(Attach separate Annexure, if necessary)	
Affidavit	Yes:
(that the firm has not been blacklisted by private,	No:
Govt., Semi Govt. ant Autonomous Body)	
Undertakings as demanded under Sr. No.15 & 16	Yes:
of General Terms & Conditions of Tender	No:
Documents.	
Contact Person	
	Name & Designation
Date:	
	Authorized Signature & Stamp





FINANCIAL PROPOSAL

SUPPLY AND INSTALLATION OF VIDEO CONFERENCING SYSTEM FOR OGRA'S AUDITORIUM HALL COMPLETE IN ALL RESPECTS ON TURNKEY BASIS AT OGRA'S NEW HEAD OFFICE BUILDING, PLOT NO. 37 & 39, SECTOR G-10/4, MAUVE AREA, ISLAMABAD UNDER TENDER ENQUIRY No.05 OF 2024

SOLUTION OF WORKS	Amount (PKR)
Supply and Installation of Video Conferencing System complete in all respect on turnkey basis per Scope of Work given at Annex-IV.	/-
Labour Charges.	/-
GST	/-
Lump Sum Basis Grand Total (PKR) (including taxes) In words: (Rupees only)	/-

Note:-

The bidding firm shall quote lump sum rate for complete video conferencing system on turnkey basis. However, the firm shall also quote separate rate with each item to facilitate better tender management to increase or decrease any item. As per detailed scope of work given in - Annex-IV of the tender Document.





ASSESSMENT CRITERIA

SUPPLY AND INSTALLATION OF VIDEO CONFERENCING SYSTEM FOR OGRA'S AUDITORIUM HALL COMPLETE IN ALL RESPECTS ON TURNKEY BASIS AT OGRA'S NEW HEAD OFFICE BUILDING, PLOT NO. 37 & 39, SECTOR G-10/4, MAUVE AREA, ISLAMABAD UNDER TENDER ENQUIRY No.05 OF 2024

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

Grading	Marks
Experience related to similar assignments	25
Clientage	25
Annual Turnover (last two years)	20
Managerial Capability	15
Assignment in Hands (Current)	15
Total Marks	100

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





SCOPE OF WORK

SUPPLY AND INSTALLATION OF VIDEO CONFERENCING SYSTEM FOR OGRA'S AUDITORIUM HALL COMPLETE IN ALL RESPECTS ON TURNKEY BASIS AT OGRA'S NEW HEAD OFFICE BUILDING, PLOT NO. 37 & 39, SECTOR G-10/4, MAUVE AREA, ISLAMABAD UNDER TENDER ENQUIRY No. 05 OF 2024

The specification and key features of the video conferencing system for new OGRA Auditorium are as mentioned as below:-

SUPPLY AND INSTALLATION OF VIDEO CONFERENCING SYSTEM FOR OGRA'S AUDITORIUM HAL COMPLETE IN ALL RESPECT ON TURNKEY BASIS

S. No	Description	Qty	Amount in Rs.
а	Video & Audio Conferencing system to support conne	ctions of	
	zoom meetings having following features:		
	a) Main front camera: 4K Camera 30X Optical	01	
	Zoom IP, HDMI & USB Output, PTZ, Zoom meeting		
	supported.		
	b) Back camera: 2K Camera 20X Optical Zoom IP,	01	
	HDMI, USB OUTPUT, PTZ, Zoom meeting		
	supported.		
	c) Side cameras: 2K Camera with 20X Optical Zoom	02	
	IP, HDMI, USB OUTPUT, PTZ, Zoom meeting		
	supported.		
	d) Camera Matrix Controller: Minimum 3 X USB	01	
	input, 1 X USB Output and BYOD Support.	01	
	e) 4 x Channel HDMI AV Recorder Built in 1 TB	01	
	Storage & USB flash drive support. f) Digital Signal Processor: support all 12 Mic Inputs,	01	
	Output with Advance noise reduction feature Echo	01	
	Cancellation feature & USB Full duplex		
	communication support.		
	g) Wall Speaker 40 Watt each.	08	
	h) Wireless UHF Desktop/ Podium gooseneck	02 Sets	
	Microphone for Authority Head table & Rostrum,		
	each set having 04 x wireless Desktop/Podium		
	gooseneck microphones.		
	i) Wireless UHF Handheld Microphone	02	
	j) Wireless UHF Collar Microphone	02	
	k) 4X4 Port HDMI Matrix Switcher.	01	
	l) Audio Amplifier 450 Watt.	01	

	m) HDMI cables at full length for connectivity with Laptop at 02 Rostrums and one main desk/ workstation to run Zoom, Webex, Skype, etc meetings.	03	
	n) Connectivity of Cameras with Zoom, Webex, Skype, etc.	-	
b	Indoor SMD Screen P 2.5 size 13 width x 10 height in feet approx. with Video Wall Processor complete installation including cabling & metal wall brackets for Auditorium as main screen.	01 Nos	
С	LED TV approx. 55 inch 4k in front of the Authority head table in slant position on Movable Trolley for optimal view by the Authority.	01 Nos	
d	Wireless desktop microphone Charging Dock 06 Batteries can be charge simultaneously	01 Nos	
e	The vendor will provide the video & audio conferencing system with complete installation, integration, configuration, cables, testing and commissioning at OGRA Head Office building, Plot No. 37 & 39, Mauve Area, G-10/4, Islamabad	Complete installation on turnkey basis	
f	Provision of operational training to OGRA technical staff	Hands-on training	
g	Cabinet rack for video & audio system along-with electric/UPS & network wiring, ducting and all fittings with all civil work for the installation and commissioning of video & audio-conferencing system including cameras and speakers	01 Nos	
h	Provision and installation of 10 KVA UPS approx. with dry batteries to support back-up with the system along-with complete ducting, wiring and main power wiring with all fittings with all civil work.	01 Nos	
i	Power sockets along with cabling and ducting for LEDs, desks, rostrums and head table.	07 Nos	
j	Branded Desktop core i5 (11 th / 12 th generation), 16 GB RAM, windows 10 (licensed), SSD 512 Hard Disk, GPU 4 GB (graphic card), approx. 19" LED Display, keyboard & mouse. (Desktop to operate video conferencing system).	01 Nos	
k	Complete laying down of UTP cable along with face plate & I/O for 03 (three) network nodes along-with ducting, etc. each for workstation desk, rostrums & head table. Complete installation & configuration with fixture of Ethernet network switch/ Wifi router (4 ports LAN & 1 port WAN) will be required with the video conferencing system.	-	
I	The vendor will provide complete cables length and quantity as per requirements for microphones, cameras, speakers, electricity, HDMI, USB 3.0, Rostrum, Podium, etc. for the video conferencing system complete solution.	All cables length and quantity as per requirements	

m	All items Warranty & Support will be provided at OGRA Office, Islamabad. The performance bond submitted by the successful bidding firm, will be released on the successful completion of warranty & support period.	Two years with labour and parts
n	The firm/vendor will provide/perform complete installation, testing and commissioning of entire system, including all conduit or ducting, wiring, PVC insulated cables, civil work, etc. and accessories like cabinets, racks, bends, slab, sockets, junctions boxes, pull boxes, etc.	-
0	The completion timeline shall be two months from the date the contract is awarded. However, under substantial circumstances, both the vendor and OGRA may mutually agree to extend the completion period.	-

Note:-

- a. The vendor shall quote separate rate with each item to facilitate better tender management.
- b. The vendor shall be authorized distributor on the core video conferencing equipments i.e. Camera, Camera Matrix Controller, Microphone, Speakers, AV Recorder and Digital Signal Processor.
- c. All items required must be quoted by the bidding firm, and any partial biddings will result in the rejection of the bids.
- d. The vendor is advised to visit the site for survey before participation in the bidding, and shall provide video conferencing system for OGRA's Auditorium complete in all respect with installation on turnkey basis.

15. Required features of Video Conference System for Auditorium:

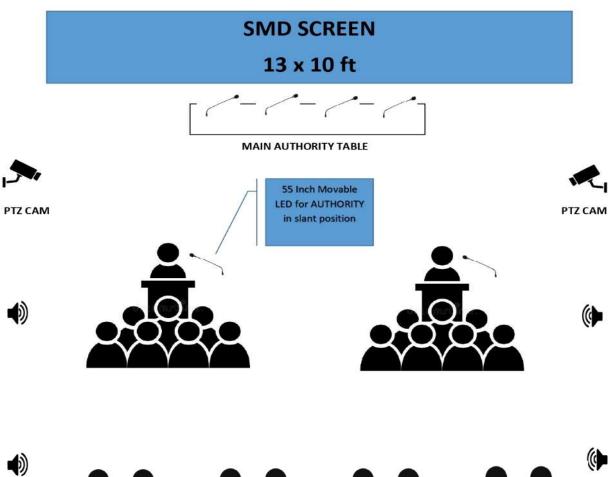
- a. System Requirements:
 - The video conference system should be suitable for an auditorium setting with a large seating capacity.
 - It should support high-definition (HD) video and audio quality to ensure clear communication during conferences.
- b. Video Display:
 - The system should be capable of displaying high-quality video on large screens within the auditorium.
 - It should support video layouts for flexible presentation options.
- c. Camera:
 - The system should include a PTZ (Pan-Tilt-Zoom) camera capable of capturing wide-angle views of the stage and audience area.
 - The camera should have smooth and accurate pan, tilt, and zoom functionality to capture different perspectives during conferences.
- d. Audio System:
 - The system should have a professional-grade audio system capable of delivering clear and balanced sound throughout the auditorium.
 - It should include high-quality microphones and speakers to capture and reproduce audio accurately.
- e. Content Sharing:

- The system should allow for easy sharing of presentation materials, documents, and multimedia content during conferences.
- It should support screen sharing from various devices, such as laptops or tablets, to display presentations on the auditorium screens.
- f. Control System:
 - The system should include a user-friendly control interface, such as a remote control, for easy operation and management of the conference system.
 - It should offer intuitive controls for adjusting audio levels, camera settings, and video layouts.
- g. Recording and Streaming:
 - The system should have the capability to record video conferences for archival purposes.
 - It should support live streaming of conferences to allow remote audiences to participate and view the conference in real-time.
- h. Connectivity and Compatibility:
 - The system should support standard video conferencing protocols for clouds platform video conferencing such as a zoom meetings, etc.
 - It should have connectivity options such as Ethernet, Wi-Fi, and HDMI for seamless integration with existing network infrastructure and AV equipment.
- i. Maintenance and Support:
 - The system should come with a comprehensive maintenance and support of two years, including regular updates, technical assistance, and troubleshooting services.
 - It should provide reliable after-sales support to address any issues or concerns that may arise during the usage of the video conference system.

OGRA AUDIRTORIUM



PTZ CAM









Optional (quote separate rate including all taxes)

a.	LED TV approx. 85-inch 4K will be positioned in the center of the Auditorium Hall, mounted on a strong wall-mounted bracket. The bracket will feature movable angle arms on both the left and right sides, allowing the audience to view the screen, including all fitting, cabling, ducting, installation, configuration with Video Conferencing System.	02 Nos
b.	Quote optional separate rate for the addition two 85inch LEDs to the video conferencing system.	







OPTIONAL FINANCIAL PROPOSAL FOR LED TVs

SUPPLY AND INSTALLATION OF LED TV APPROX. 85-INCH IN AUDITORIUM AT OGRA'S NEW HEAD OFFICE BUILDING, PLOT NO. 37 & 39, SECTOR G-10/4, MAUVE AREA, ISLAMABAD UNDER TENDER ENQUIRY No.05 OF 2024

Description	Amount (PKR)
02 Nos LED TV approx. 85-inch 4K will be positioned in the center of the Auditorium Hall, mounted on a strong wall-mounted bracket. The bracket will feature movable angle arms on both the left and right sides, allowing the audience to view the screen, including all fitting, cabling, ducting, installation, configuration with Video Conferencing System.	/-
Labour Charges.	/-
GST	/-
Total (PKR) (including taxes) In words: (Rupees only)	/-

Note:-

Please also quote separately for above LEDs, which may be considered or not at the time of installation of conferencing system however it shall not be part of the main Financial Proposal.