



**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**PROCUREMENT DEPARTMENT (LOCAL), ISLAMABAD**  
**SCHEDULE OF REQUIREMENT**

**Due Date:**

Bid Bond Value : RS. 1,014,000/-

Attachment(if any) : YES

Material : **BUSINESS CONTINUITY SOLUTION FOR CRITICAL APPLICATIONS**

Tender Enquiry No: **PROC-LH/PT/SYS-17960- 0**

EVALUATION WILL BE CARRIED OUT ON FULL

Sr No	Description	Quantity	Make/Brand offered	Unit	Unit Price (PKR) Inclusive Of All Taxes Except GST	Unit Price (PKR) Inclusive of GST	Total Price (PKR) Inclusive of GST	Delivery Period Offered	deviation from Tender Spec. If Any
1	Business Continuity Solution / Software alongwith Licenses / Subscriptions for 03 years	1		Number					
2	Solution, Installation, Configuration & Migration Services	1		Number					
3	Training, Testing and Resident Engineer Services for 06 months	1		Number					
4	Maintenance & Support Services for 03 years after successful implementation	1		Number					

**Special Note:-** The prospective bidders also download the master set of Tender Document

- The prospective bidders may keep in touch with OGDCL web site for downloading the clarifications/amendments (if any) issued by OGDCL.
- DELIVERY PERIOD: AS PER ATTACHED T.O.R ON F.O.R BASE STORE, ISLAMABAD. PAYMENT TERM : AS ATTACHED T.O.R. BID VALIDITY: 120 DAYS FROM THE OPENING DATE OF TECHNICAL BID

Discount (if any) shall only be entertained on Schedule of Requirement of Bidding Document (Financial Proposal). If the discount is mentioned elsewhere in the bid, the same shall not be entertained.



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**Mandatory Checklist**

Please confirm the compliance of the following mandatory information along with the bid(s) (failing which bids(s) will not be accepted)

Documents	To be Attached with the Technical/Financial Bids	Compliance	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Original Bid Bond	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of NTN Certificate	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of GST Certificate	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Confirmation that the Firm is appearing on FBR's Active Taxpayer List	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped <b>Annexure-A (Un-priced)</b>	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-B</b>	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-D</b>	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-L</b> on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped <b>Annexure-M</b> on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped <b>Annexure-N</b> on Non-Judicial Stamp Paper duly attested by Notary Public	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-A (Priced)</b>	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-C</b>	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-E</b>	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>



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For the Vendors/Contractors who opt to submit Bank Draft/Call Deposit/Pay order against Bid Bond/Performance Bond, our Accounts Department has finalized an arrangement for online payment to such Vendors/Contractors, which will be processed through (IBFT & LFT) for which following information is required:

i.	IBAN No. (International Bank Account Number 24 Digits)	
ii.	Vendor Name as per Title of their Bank Account	
iii.	Contact No.of Company's CEO/ Owner (Mobile & Landline)	
iv.	Bank Name.	
v.	Bank Branch Name and Code	

Name, Sign and Stamp of the authorized official of the Bidder(s) \_\_\_\_\_

**Business Continuity Solution for Critical Applications**

*Terms & Conditions*

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*Note: Bidders are requested to read this document carefully and provide complete information required in this T&C. All information required in the Vendor Qualification & Professional Staff details must be provided. OGDCL reserves the right to reject Proposals with in-complete or partial information.*

## **OVERVIEW**

Oil and Gas Development Company Ltd (OGDCL) is Pakistan's leading National E&P sector company, having operations at remote locations and fields in all the four provinces. The detailed information about the Company can be obtained from its website [www.ogdcl.com](http://www.ogdcl.com)

To cope with the growing business operations, the Company intends to engage a vendor to provide a business continuity solution (HA/DR) for its key critical business applications/DBs running in its Main or Disaster Recovery Sites to overcome the challenges of downtime. To achieve this objective, the existing available infrastructure needs to be standardized on a solution which can work across all OS platforms by providing visibility, more control and simplicity.

This Business Continuity (HA/DR Solution) project will be awarded on a turnkey basis, where the selected firm will be responsible for supply, installation, configuration and deployment of the proposed solution which should be comprises on software fully compatible with the hardware installed at OGDCL's data center.

Vendors are invited to submit their proposals as per detailed requirements given in this T&C.

## **INTRODUCTION TO WORK**

Bids are invited for Supply of software licenses, installation, configuration, & Implementation for the following Apps/DBs:

1. Oracle ERP Solution
2. MAXIMO
3. Medical Management System
4. Email System (One time job, DAG already configured)

## **PROPOSALS**

The firms are required to send Financial Proposal as well as Technical Proposal for this project in separate sealed envelopes.

## **TECHNICAL PROPOSAL**

Technical Proposal should be submitted covering/considering the following details;

- i. Brief about the Firm, its support facilities with years of service in Pakistan.
- ii. Details about the software solution provided as per Annex I
- iii. Details of services and training as per Annex II
- iv. Expertise available with brief CVs of the professionals within Pakistan as per Annex III

- v. Details regarding Mandatory Requirements & Technical Evaluation Criteria as per Annex- IV
- vi. Details of servers which needs to be make highly available at Annex-V.
- vii. Experience of working in large public sector organization.
- viii. Provide the detailed mechanism of annual technical support.
- ix. Schedule of Supply, installation, configuration, testing and commissioning of the proposed solution.

#### **FINANCIAL PROPOSAL**

Financial Proposals should give the costs for maintenance & support of all the items associated with the offered solutions for 03 years as detailed below.

- i. Software purchase, licenses fee and implementation cost including maintenance and support from principal.
- ii. Training, Testing & Resident Engineer for six months after completion of the deployment.
- iii. Annual Charges for continuous vendor technical support for three years.
- iv. Training Costs (Hands-on Local) if any

#### **DURATION OF PROJECT/DELIVERY PERIOD:**

- The delivery of software solution should be made within 40 (Forty) days after issuance of Purchase Order.
- Installation/Configuration, Training & Testing Services should be completed in 80 days (Eighty) after delivery of software solution.
- Three years Support Services period will start after completion/signing off of the project.
- Bidder is required to furnish fortnightly progress reports of the activities under taken in due course of time.
- The bidder shall submit detailed project plan defining activities, sub-activities etc. in the form of Gantt chart.

#### **PAYMENT TERMS:**

- The 40% of total amount (excluding three years support services) will be paid after delivery of hardware/software licenses.
- 60% payment of project cost (excluding three years support services) will be made after completion of project including Installation/Configuration, Testing & Training.
- Payment of Support Services will be made on quarterly bases, after performance of services.

### **PROJECT DELIVERABLES:**

1. Documentation for installation/configuration related to complete project. All the documentation should be comprehensive and well-structured to be submitted both soft and hard copy format. It should include but not limited to
  - a. Detail Project Plan/Project Schedule
  - b. Pre-requisite document for installation of the solution
  - c. High Level Design Document
  - d. Low Level Design Document
  - e. Customized guide (Step by step installation/configuration Guide)
  - f. Proposed Solution's Presentation in PDF
  - g. Migration Plan of Apps on new solution
  - h. User Acceptance Tests
  - i. SOP's for switching from PR to DR & DR to PR
  - j. BCP Document for 04 applications mentioned in T&C

### **IMPLEMENTATION & TRAINING:**

The selected bidder will be responsible for complete implementation and deployment of the new proposed solution.

The bidder will share a complete migration plan for shifting of all existing applications/DBs from standalone to high availability mode.

The Bidder will also provide hands-on training to ODGCL's nominated staff members leading to certification in any authorized trainings center of Pakistan.

### **TESTING OF SOLUTION:**

In testing phase, the bidder is required to perform the switchover between sites (PR and DR Sites). This testing (Fire Drill) must be complete from all aspects to meet the challenges/requirement of the ODGCL.

### **DEPENDENCIES & RISKS:**

The bidder is required to submit dependencies & risks involved in project proposal. The bidder can visit the existing data centre of ODGCL before submission of proposal.

**Annex I**  
**Solution Requirements**

**TECHNICAL & FUNCTIONAL REQUIREMENTS**

The proposed solution should meet the following minimum requirements:

**Solution/Software Requirements:**

The proposed solution/software should meet the following minimum criteria:

- The proposed solution/software must have the clustering features.
- The clustering should support to manage local, campus/metro and global cluster.
- Have the capability of automatic and manual failover between sites.
- Proposed solution should be able to replicate the production data between sites.
- Support the clustering/high availability for major operating systems like Windows, Linux and all key flavors of UNIX platform.
- The proposed solution should have the capability of switchover/failover from physical to physical, physical to virtual or vice versa.
- Proposed solution/software should have pre-defined templates to deploy applications faster.
- Provide the auto tiering support for major DBs like Oracle.
- The proposed solution should be able to create clone of the existing data.
- Should have the capability of to manage thick and thin storage.
- Should continuously re-claim all unused storage.
- Should have the Centralize management of the entire environment, regardless of locations.
- Migrate storage between Linux and UNIX platform.
- Can help in server migration.
- Can replicate the data between sites.
- Should have the capability of creating Checkpoint for instant recovery.
- Have the capability of optimize storage with deduplication and compression.
- Should have the capability to standardize and maximizes storage efficiency, availability and performance across operating systems.



**Annex II**  
**Support Services & Warranty**

**Software Licenses/Subscriptions:**

All quoted software licenses/subscriptions should be valid for 03 years.

**Services:**

The following services shall be provided and the selected firm will also be required to provide maintenance and support services for a period of 3 years, extendable to further 02 years on annual basis with mutual consent:

1. **Solution Installation, Configuration and Migration Services:**
  - a. Installation, configuration and customization of provided solution
  - b. Performing the failover/switchover between sites.
  - c. Testing and hand over to the OGDCL staff.
  - d. Providing the services of Resident Engineer for six for smooth operations.
  
2. **Training Services:**
  - a. Vendor has to provide administrator level training for 06 OGDCL IT staff for Solution installation, configuration and customization for UNIX/Linux and windows environment.
  - b. The training should be conducted in OGDCL's premises.

**Annex III**

**Professional Staff Details**

The bidder shall provide Resumes of the following staff:

<b><u>S.No</u></b>	<b><u>Role</u></b>	<b><u>Experience (Yrs.)</u></b>	<b><u>No.</u></b>
1	Project Manager	Min 10	01
2	Solution Implementors	Min 03	02
3	Post-Sales Support	Min 03	02

**Annex IV**

**Mandatory Requirements & Technical Evaluation Criteria**

**Note:** Bidders are advised to carefully read the Mandatory Requirements, Evaluation Criteria and provide complete information in each category in their Technical Proposal. Incomplete or partial information will not be weighed up.

**Mandatory Requirements**

1. SECP Registration in Pakistan
2. Registered business in Pakistan with an NTN and GST
3. Presence at Islamabad/ Rawalpindi
4. Manufacturer authorization letter

**Technical Evaluation Criteria**

<b>Sr. #</b>	<b>Description</b>	<b>Allocated Score</b>	<b>Remarks</b>
1	<b>Company profile</b> Years of experience in providing IT solutions in Pakistan/Abroad.	35	Firm having 5 year experience will get 30 marks. For each additional one year experience 01 mark will be given. up to maximum of 35 marks. Firm with less than 05 years' experience will get zero marks.
2	<b>Average Turnover for last 03 Years Pak Rupees in Million</b> Please enclose last 03 years audited financial statements	15	Firm with average turnover of Rs.50 Million will get 11 marks. For each additional 50 Million turnover. 01 mark will be given. up to maximum of 15 marks. Firm with average turnover less than Rs.50 Million will get zero marks.
3	<b>Professional Experience</b> List of DR/BC services projects (at least 03) Valid documentary proofs/Certificates must be attached	25	Firm having 3 projects will get 20 marks. Firms having more than 3 projects will get prorated score. up to maximum of 25 marks. Firm having less than 03 projects will get zero marks.
4	<b>Project team</b> for project design and delivery must include as under: - 1 x Project Manager - 2 x Implementation Specialist - 2 x Post-Sales Support Engineer	25	Bidder with full compliance will get 25 points. other will get prorated score. (5+10+10)
	<b>Total Score</b>	<b>100</b>	
	<b>Qualifying Score</b>	70	70% marks are mandatory for each above Serial No.

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**Financial Bid Evaluation Criteria**

Only technical qualified bidders will be considered for financial evaluations. Financial bids will be evaluated on full consignment wise.

**Annexure V**

Below are the details of servers which needs to be make highly available.

ORACLE ERP (PR Site)	Oracle 11i	Physical	Solaris 11 (SPARC)			08
ORACLE ERP (DR Site)	Oracle 11i	Physical	Solaris 11 (SPARC)			08
MAXIMO (PR Site)	Oracle 11g	Physical	Windows 2012 R2			04
MAXIMO (DR Site)	Oracle 11g	VM/ VMWare	Windows 2012 R2			04
Medical Management System (PR Site)	Oracle 11g	Physical	RHEL 6.4			04
Medical Management System (DR Site)	Oracle 11g	Physical	RHEL 6.4			04
Email System (PR Site)	Ms Exchange 2016	VM/ VMWare	Windows Server 2016	As Email System is running on MS Exchange, DAG is already configured & running, databases are being replicated from PR to DR so one time job regarding proper configuration of DAG with respect to HA/DR (business continuity) is required.		
Email System (DR Site)	Ms Exchange 2016	VM/ VMWare	Windows Server 2016			

Other details regarding the equipment/application/software can be provided on written request, if required.