

OIL & GAS DEVELOPMENT COMPANY LIMITED



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TENDER ENQUIRY NO. PROC-SERVICES/CB/SYSTEM-4992/2021

HIRING OF SERVICES FOR RENEWAL OF MICROSOFT ENTERPRISES AGREEMENT

OIL AND GAS DEVELOPMENT COMPANY LIMITED

Terms & Conditions (T&C) for Renewal of Microsoft Enterprise Agreement

1.0 OVERVIEW

Oil and Gas Development Company Limited (OGDCL) is Pakistan's leading E&P Sector Company, having operations at above 50 locations and fields in all the four provinces of the Country. The detailed information about the Company can be obtained from its website www.ogdcl.com

OGDCL executed Enterprise Agreement (EA) with Microsoft for three years effective June 29, 2018 for Microsoft products like Windows Server, Windows Operating System, MS Office, MS Exchange Server, Share Point Server, SQL Server, and other MS Products.

The MS EA provides best value for MS products/Software Licenses, automatic upgrade of latest software/technologies with Software Assurance, 24x7 technical support, planning services, end-user technical training, minimize up-front costs and budget more effectively by locking in pricing and spreading payments over three years.

Proposals are invited through Press Tender from Microsoft Authorized Licensing Solution Providers (LSP) who can provide Technical support services for renewal of above Microsoft Enterprise Agreement with Software Assurance for a period of three (03) years.

2.0 SCOPE OF WORK

The intended services are required for renewal of Microsoft Enterprise Agreement with Software Assurance for three years. The detail BOQ of Microsoft products is given in Schedule of Requirement (SOR).

3.0 COMMENCEMENT DATE

The Enterprise Agreement will commence from 29th June 2021.

4.0 MICROSOFT TECHNICAL SUPPORT SERVICES

The successful Contractor will be required to provide comprehensive Microsoft Technical Support services covered under Enterprise agreement and Software Assurance for a period of 03 years included but not limited to the following:

- a) 24x7 problem resolution support
- b) Latest Software Releases, software updates, critical fixes and patches.
- c) End user technical Training
- d) Training Vouchers
- e) Provide consulting services to plan new, on-premises and cloud-based deployments.
- f) Windows Fundamentals for Legacy PCs media/Download
- g) Provide consulting services to plan new, on-premises and cloud-based deployments.



5.0 BIDDING PROCEDURE

The procedure for bidding will be Single stage – one envelope procedure.


Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal.

TECHNICAL PROPOSAL

Technical Proposal must cover following details.

- i. Company Profile with brief about the firm with years of establishment.
- ii. Provide last 02 years audited financial statement
- iii. Microsoft Licensing Solution Provider (LSP) Certificate
- iv. Technical expertise available for this support (complete list of technical manpower to be provided indicating position, qualification, certification and experience)
- v. List of support offices available throughout the country
- vi. List of clients where bidder has provided the same nature of services

6.0 SELECTION OF FIRM/MANDATORY REQUIREMENT

- Bidder must be providing services in Pakistan for at least 03 Years.
 - Bidder must provide an undertaking for never been black listed from any government organization.
 - Quoted Prices must be in USD.
 - Bidder must be Microsoft Licensing Solution Provider (LSP)
 - Last two years minimum average Turnover of the Company must be 200 (Two hundred Million PAK Rupees).
 - Bidder must have Support Services facilities in Islamabad
 - OGDCL reserve the right to reject any or all the bids without assigning any reason.
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7.0 FINANCIAL PROPOSAL AND BID FORMAT

Financial Proposal must provide cost for all quoted items/products as per enclosed Financial Bid Format. However Financial Evaluation will be carried out on complete package wise.

Financial Bid Format

Sr. No.	Item Description (License)	License Quantity	Unit Price	Total Cost Inclusive of all taxes
1	WINE3perDVC ALNG UpgrdSAPk MVL Pltfrm	1,300		
2	CoreCALBridgeO365 ALNG LicSAPk MVL Pltfrm UsrcAL	1,300		
3	ExchgSvrEnt ALNG LicSAPk MVL	4		
4	SfBSvr ALNG LicSAPk MVL	2		
5	SfBSvrEnCAL ALNG LicSAPk MVL DvcCAL	50		
6	SfBSvrPlusCAL ALNG LicSAPk MVL UsrcAL	50		
7	O365E1 ShrdSvr ALNG SubsVL MVL PerUsr	800		
8	O365E3 ShrdSvr ALNG SubsVL MVL PerUsr	500		
9	VisioOnlnP2 ShrdSvr ALNG SubsVL MVL PerUsr	2		
10	ProjOnlnEssntls ShrdSvr ALNG SubsVL MVL PerUsr	1		
11	ProjOnlnProf ShrdSvr ALNG SubsVL MVL PerUsr	2		

Note: Itemized cost of each item is required separately as per above format

8.0 DELIVERY OF LICENCE KEYS

Bidder will provide Microsoft Licenses Keys within two weeks after issuance of Purchase Order.

9.0 PAYMENT TERMS

Payment will be made annually in 100 % Pak Rupees on official exchange rate prevalent on the date of payment against verified invoices.

10.0 Duration of Contract

The contract will be made for a period of three (03) years.

OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on 'Single Stage One, Enevelop'

AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to US\$ 14,000/= is to be attached / provided with the Technical bid. Please see Master Set of Tender Document for further details.

BID PRICE:

- i. Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) in Pakistan.
- ii. The prices quoted by the successful bidder (contractor) for required services shall remain firm and final throughout contract period. The price charged by the successful bidder (contractor) for required services shall not vary from the prices quoted by the service company.

MANDATORY REQUIREMENT

For online payment to vendors/contractors through (IBFT & LFT). Following info is required from your company: -

1. IBAN (INTERNATIONAL BANK ACCOUNT NUMBER 24 DIGITS).
2. VENDOR NAME AS PER TITLE OF THEIR BANK ACCOUNT.
3. NTN NO WITH INCOME TAX CERTIFICATE
4. CONTACT # OF COMPANY CEO/OWNER (MOBILE & LANDLINE).
5. POSTAL ADDRESS.
6. BANK NAME.
7. BANK BRANCH NAME & ADDRESS.

The master set of tender documents (services) uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR.

Bidders are requested to read TOR & Master Set to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid.

Following is the link for Master Set of Tender Documents for Services:

file:///C:/Users/OGDCL/AppData/Local/Temp/Tender%20Document%20Services%20Press%20for%20Webloading-Discout%20clause%20added%20dated%2011-08-2020.pdf