



# OIL & GAS DEVELOPMENT COMPANY LIMITED

## Request For Quotation (LOCAL)

OGDCL House ,  
Jinnah Avenue,  
Islamabad Pakistan

**Header Note:**

Tendor Enquiry No: OGDCL-SCM--6300000160-2022

Evaluation Criteria: Full Consignment Basis

Bidding Procedure: Single Stage Two Envelope

Vendor: OGDCL

**Due Date:**

**Bid Bond Value:** PKR 98,000/-

**Purchase Req:** 30000712

**Attachment (If Any):**

SR#	Material No	Material Description	Unit	Quantity	Make Brand	Unit Price (PKR)	Unit Price (PKR)	Total Price (PKR)	Deviation from Tender Spec. if Any	Plant	
						Incl.usiveOf All Taxes Except GST/PST	Inclusive Of GST/PST	Inclusive of GST/PST		Plant Code	Plant Name
1.	45-00137	Latest Hybrid Tele. Exchange with 192 Analog telephone ext. (Extendable upto 384), 32 digital/IP ext. (Extendable upto 384/ 500 or more) and 24trunk incoming outgoing Lines (Expandable up to 250 channels). Exchange should have an interface / portal for management and have triple power supply units in each Chassis/ Frame. As per TOR	NO	1						0111	I 9 Base Store
2.	45-00138	10 CHANNEL AUTO ATTENDANT ALONG WITH 01 OPERATOR CONSOLE WITH KEY MODULE	NO	1						0111	I 9 Base Store
3.	45-00139	24 PORT FABRICATED CABLE (EPABX)	NO	13						0111	I 9 Base Store
4.	44-00011	Power UPS 2 KVA for continuous power supply (Batteries not included)	NO	1						0111	I 9 Base Store
5	45-00023	TAG Blocks (100 Pairs) with fusestrs (Fuse protection strips)	NO	3						0111	I 9 Base Store

6.		Complete License package including TDM licenses (quantity: 248) with 3 years software Support.	NO	1						0111	I 9 Base Store
7.		Onsite Installation, Configuration, Commissioning (Include MDF Punching) and programming of above equipment and providing training & support as per TOR.	AU	1						0111	I 9 Base Store

Sr. No.	Service Code	Service Description	UOM	Val 1	Val 2	Quantity	Unit Price	Total Price
7 .1	39000020	INSTL, COMMISSIONING MDF, PUNCHING & PROGRAMMING INSTL, COMM MDF, PUNCHING & PROGRAM	AU	-	-	1		
Val 1:								
Val 2:								

**Bid Validity Period:** 180 DAYS  
**Delivery Period:** 18 WEEKS AFTER ISSUANCE OF LPO  
**Payment Terms:** AFTER DELIVERY & INSPECTION

**INSTALLATION/COMMISSIONING OF HYBRID EPABX ALONG WITH  
01 YEAR SOFTWARE / SERVICE SUPPORT WARRANTY AT F-8  
MEDICAL CENTER, ISLAMABAD**

*Terms & Conditions*

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Note: Bidders are requested to read this document carefully and provide complete information required in this T&C. OGDCL reserves the right to reject proposal with in-complete or partial information.



**TERMS OF REFERENCE (TOR) / SCOPE OF WORK**  
**INSTALLATION/COMMISSIONING OF HYBRID EPABX ALONG WITH 01 YEAR**  
**SOFTWARE / SERVICE SUPPORT WARRANTY AT F-8 MEDICAL CENTER,**  
**ISLAMABAD**

**OVERVIEW**

Oil and Gas Development Company Ltd (OGDCL) is Pakistan's largest E&P Company, having operations at more than 60 field locations and in all the four provinces of the country. The detailed information about the Company can be obtained from its website [www.ogdcl.com](http://www.ogdcl.com).

OGDCL intends to purchase latest Hybrid EPABX for 192 analog extensions, 32 digital extensions along with 24 trunk circuits and auto attendant for F-8 Medical Center.

**SCOPE OF WORK**

Provision / Installation / Commissioning of EPABX for 192 analog extensions, 32 digital/ IP extensions along with 24 trunk circuits & auto attendant, with following Hardware / Services & Warranty / Support.

Description	Unit	Qty.	Warranty
Latest Hybrid Telephone Exchange with 192 Analog telephone extensions (Extendable upto 384 or more), 32 digital/ IP extensions (Extendable upto 384/ 500 or more) and 24 trunk for PTCL/ NTC incoming outgoing Lines (Expandable up to 250 channels or more). The offered solution / exchange should have an interface / portal for management. Must have at least triple power supply units in each Chassis/ Frame.	NOS.	01	12 Months
10 Channel Auto Attendant along-with one Operator Console with Key Module.	NOS.	01	12 Months
24 Port Fabricated Cables (13 cables, 10meter)	NOS.	13	
Power UPS 2 KVA for continuous power supply (Batteries not included)	NOS.	01	12 Months
Complete License package including TDM licenses (quantity: 248) with 3 years software Support.	NOS.	01	-
TAG Blocks (100 Pairs) with fuse strips (Fuse protection strips)	NOS.	03	
Onsite Installation, Commissioning, Configuration (Include MDF Punching) and programming of above equipment.	Job.	01	12 Months

One Year standard warranty from manufacturer. (OEM WARRANTY)	NOS.	01	12 Months
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**Note:**

The quoted exchange must have the following features;

- Full feature transparency of systems feature, like callback, hold, conference calling etc in case of system network tie in future (with EPABX of OGDCL Head Office (Hipath 4000) and OGTI(Hipath 3800))
- Full hardware compatibility of PABX (like digital telephone sets (Unify 15T/40T), analog telephone sets(Panasonic KX-T7705), modules, power supplies) with PABX installed in (OGDCL Head office and OGTI)
- Capability of mobility (Mobile on the Go), UC Feature and ITSP Channel (SIP Provider) for future.
- **Installation & Commissioning**
  - This solution will cover complete installation, configuration and commissioning of all the equipment.
  - After installation and commissioning of equipment Vendor will provide free of cost 01 Year Operations & Maintenance Support and 05 days onsite training of hardware/ software.
  - Vendor will provide layout drawings in Visio format of all Hardware / Cabling / MDF etc. showing all requisite information.
  - OGDCL has right to add / delete any item during installation process.

**Proposals**

Bidders are required to send Technical as well as Financial Proposals in Separate sealed envelope.

**Technical Proposal**

Bidders are required to submit their Technical Proposals covering the following.

- Company Profile with Expertise available and numbers of years in business.
- OEM Partner certificate/ Letter.
- PTA type approval Certificate.
- List with brief description of similar projects completed.
- List of clients.
- List of support offices available throughout the country.
- List of offices with brief description of facilities available.
- List of technical resource located in Islamabad.

## **TECHNICAL EVALUATION CRITERIA**

Technical and financial proposals will be submitted in separate sealed envelope and then technical evaluation will be carried out by an evaluation committee. Financial evaluation will be made on full consignment wise and technical proposal will be evaluated as per Mandatory Requirements/Summary Rejection Criteria and criteria given at **Annexure-I & SOR**. The bidders are required to provide detail in each category mention in the criteria. Contract will be awarded to technically responsive and financially lowest bidder.

## **FINANCIAL PROPOSAL**

Financial Proposals includes costs Inclusive all applicable Taxes, duties, Levies, etc except PST/ICT/GST as per format at **Annexure II** for the following.

- Itemized cost of the Equipment (Hardware).
- Installation, Configuration and Commissioning Charges.
- Any other.

**Note:** - The vendor will be responsible for all project cost including price, cost of transportation etc.

## **CONTRACT PERIOD/ SERVICE ORDER**

Contract/ SO will be for 6 months from the date of signing/ issuance of P.O. Extendable with mutual consent.

## **DELIVERY PERIOD**

Bidders will have to complete the project within 18 Weeks after issuance of Purchase Order.

## **PAYMENT TERMS**

100% payment will be made in Pak Rupee after completion of project as per Scope of work and SOR.

## **SUPPORT/WARRANTY LEAD TIME**

The items quoted shall be covered under 12 Months warranty from the time of Installation.



**Mandatory Requirements/Summary Rejection Criteria**

NOTE: Bidders are advised to carefully read the Mandatory Requirements/Summary Rejection Criteria and provide complete information in each category in their Technical Proposal. Incomplete or partial information will not be considered. Bidders who will not fulfill below criteria are considered as rejected.

- Minimum 02 years' experience in installation/ commissioning and support for similar Job.
- Registered with NTN / GST.
- Minimum 03 similar projects completed, provide evidence.
- Vendor should not be black listed from any of the Organization, provide affidavit on stamp paper.
- Must have Support Services facilities in Islamabad/ Rawalpindi.
- Vendor must have technical expert available in Islamabad region. (attach certificate of expert)

Annexure - I

**Technical Evaluation Criteria**

Technical Proposals will be opened first and a technical evaluation will be carried out. This evaluation will be based upon firm's relevant standing with respect to the project as given below.

<b>S/No</b>	<b>Criterion</b>	<b>Maximum Score</b>	<b>Marks Distribution</b>
i	Company Profile with Years of Experience. (Minimum 02 years)	25	x = 2 years (15 Marks) x > 2 years <= 7 years (20 marks) x > 7 (25 marks) 'x' is number of experience
iii	Supply of Similar equipment to the firms in the past. (Minimum 03)	25	x = 3 (15 Marks) x > 3 <= 8 (20 marks) x > 8 (25 marks) 'x' is purchase order of similar nature equipment.
iv	Support Services Contracts. (Minimum 02)	25	x = 2 (15 Marks) x > 2 <=7 (20 marks) x > 7 (25 marks) 'x' is support service contract
v	No of Support Offices in each province of Pakistan.	25	10 marks for office in Islamabad. 05 marks for Sindh office 05 marks for Punjab office 05 marks for KPK office
	<b>Total Score</b>	<b>100</b>	
	<b>Each section minimum Score</b>	<b>10</b>	
	<b>Total Qualifying Score</b>	<b>60</b>	





3	24 Port Fabricated Cables (13 cables, 10meter)								
4	Power UPS 2 KVA for continuous power supply (Batteries not included)								
5	Complete License package including TDM licenses (quantity: 248) with 3 years software Support.								
6	TAG Blocks (100 Pairs) with fuse strips (Fuse protection strips)								
<b>Services</b>									
1	Onsite Installation, Commissioning, Configuration (Include MDF Punching) and programming of above equipment and provide training and support as per SOW of TOR.								



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

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) \_\_\_\_\_





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

**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 Annexure-A (Un-priced)	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-B	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-D	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-L on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped Annexure-M on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped Annexure-N 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 Annexure-A (Priced)	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-C	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-E	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>