



# **GOVERNMENT HOLDINGS (PRIVATE) LIMITED**

## Invitation to Bid

for

“Supply and Implementation of Document Management Software and  
Related Hardware for Oil & Gas Sector”



ITB Document No: GHPL/Tech/01/01-23  
Bid Closing Date: January 24, 2022 at 03:00 PM  
Bid Opening Date: January 24, 2022 at 03:30 PM



## Table of Contents

---

<b>INVITATION TO BID .....</b>	<b>3</b>
<b>SECTION 1: INSTRUCTIONS TO BIDDERS .....</b>	<b>4</b>
A. INTRODUCTION .....	4
B. BID DOCUMENTS .....	4
C. PREPARATION OF BIDS .....	4
D. SUBMISSION OF BIDS .....	5
E. OPENING AND EVALUATION OF BIDS.....	6
F. AWARD OF CONTRACT .....	7
<b>SECTION 2: BID DATA SHEET .....</b>	<b>09</b>
<b>SECTION 3: BID SUBMISSION FORM .....</b>	<b>10</b>
<b>SECTION 4: TECHNICAL COMPLIANCE SHEET .....</b>	<b>11</b>
<b>SECTION 5: FINANCIAL COMPLIANCE SHEET .....</b>	<b>12</b>
<b>SECTION 6: GENERAL TERMS AND CONDITIONS.....</b>	<b>14</b>
<b>ANNEX A: ORGANIZATION INFORMATION.....</b>	<b>18</b>
<b>ANNEX B: ELIGIBILITY RESPONSE CHECK LIST .....</b>	<b>19</b>
<b>ANNEX C: EVALUATION CRITERIA .....</b>	<b>20</b>
<b>ANNEX D: FORM OF CONTRACT.....</b>	<b>22</b>
<b>ANNEX E: SCOPE OF WORK AND TECHNICAL SPECIFICATIONS.....</b>	<b>28</b>
<b>ANNEX F: INTERGRITY PACT .....</b>	<b>34</b>



**Government Holdings (Private) Limited**

**Bid for Supply and Implementation of Document Management Software and Related Hardware for Oil & Gas Sector**

**Invitation to Bid**

1. GHPL is a non-operator working interest owner in more than 95 producing Oil & Gas assets with over 175 producing wells, which are expected to increase in future. It is the 5<sup>th</sup> largest Hydrocarbon producing company in Pakistan having its portfolio almost all across the country. It shares the diverse consortiums as a non-operated partner with local and multinational E&P companies.
2. *Government Holdings (Private) Limited* (hereinafter referred to as ‘**GHPL**’ or the ‘**Company**’) hereby invites bids for Supply and Implementation of Document Management Software and related hardware for Oil & Gas Sector at GHPL’s Office 5<sup>th</sup> floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad.
3. Single stage two envelope process will be adopted where the bidders are required to submit their bids in accordance with this Bid Document.
4. The Bids must reach on or before **January 24, 2022** (‘**Closing Date**’) at 03:00pm at GHPL’s office, Administration Department. Bids will be opened at 03:30pm on same day at GHPL’s office and bidders’ authorized representative(s) will be allowed to attend the bid opening.
5. The bidders may download the tender document from the Company’s website i.e. [www.ghpl.com.pk](http://www.ghpl.com.pk).
6. Bidders are requested to go through “Bid Data Sheet” to acquaint themselves with the details on the bidding process including Company’s correspondence details, bid submission deadline, bid opening date, bid validity, deviations, technical and financial bid submission details. Bids to be submitted in accordance with the procedure as set out in the Bid Document.
7. The Bidder must be registered with FBR for the GST and Income tax, if applicable.
8. GHPL reserves the right to accept/reject any or all bids or to annul the bidding process in its entirety without assigning any reason and without assuming any liability as per Rule 33(1) of PPRA Rules.
9. The Bidder must provide the information of its postal address, telephone numbers, fax number, NTN number, sales tax registration number, email address and names of the key person(s) in their organization.
10. This letter is not to be construed in any way as an offer of contract. In case of award of contract, this bid may, however, form the basis for a contract between Bidder and GHPL.
11. Bidders are requested to acknowledge receipt of these BID DOCUMENTS by E-mail to [procurement@ghpl.com.pk](mailto:procurement@ghpl.com.pk) and confirm their intent to bid. This will allow GHPL to send technical clarifications if needed.

Sincerely,

**Dy. General Manager (HR & Administration),**  
Government Holdings (Private) Limited,  
E-mail: [procurement@ghpl.com.pk](mailto:procurement@ghpl.com.pk)



## **SECTION 1: INSTRUCTIONS TO BIDDERS**

### **A. INTRODUCTION**

- 1) **General:** The Company invites sealed bids for Supply and Implementation of Document Management Software and related Hardware for Oil & Gas sector.
- 2) **Eligible Bidders:** Bidders should not be associated, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Company to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this Bid Documents.
- 3) **Cost of Bid:** The Bidder shall bear all costs associated with the preparation and submission of the Bid and GHPL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.

### **B. BID DOCUMENTS**

- 4) **Examination of Bid Documents:** The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Bid Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the result of evaluation of its Bid.
- 5) **Clarification of Bid Documents:** A prospective Bidder requiring any clarification of the Bid Documents may notify the Company in writing to [procurement@ghpl.com.pk](mailto:procurement@ghpl.com.pk). The response will be made in writing to any request for clarification of the Bid Documents that it receives earlier than one (01) week prior to the deadline for the submission of Bids.
- 6) **Amendments of Bid Documents:** Not later than one week prior to the deadline for Submission of Bids, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bid Documents. All prospective Bidders that have acknowledged receipt of the Bid Documents will be notified in writing of any amendment(s). In order to afford prospective Bidders reasonable time in which to take the amendment(s) into account in preparing their offers, the Company may, at its discretion, extend the deadline for the Submission of Bids.
- 7) **Bidder Confirmation for Participation in Bidding Process:** Bidder will confirm participation in bidding process by sending confirmation email to Company on the email address [procurement@ghpl.com.pk](mailto:procurement@ghpl.com.pk) at least one week prior to the deadline for the submission of bids.

### **C. PREPARATION OF BIDS**

- 8) **Language of the Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and the Company shall be written in the English language.
- 9) **Documents Comprising the Bid:** The Bid must provide the following documents establishing Bidder's eligibility and qualification:

- **SECTION 2: Bid Data Sheet**
- **SECTION 3: Bid Submission Form**
- **SECTION 4: Technical Compliance Sheet**
- **SECTION 5: Financial Compliance Sheet**
- **SECTION 6: General Terms and Conditions**
- **Attachments required:**
  - **Annex – A (Organization Information)**
  - **Annex – B (Eligibility Response Check List)**
  - **Annex – C (Technical Evaluation Criteria Sheet)**
  - **Annex – D (Form of Contract)**
  - **Annex – E (Scope of Work and Technical Specifications)**
  - **Annex – F (Integrity Pact)**

**10) Bid Currencies/Bid Prices:** All prices shall be quoted in Pak Rupees. The bidder shall indicate on the appropriate Price Schedule the unit price (where applicable) and total Bid Price (inclusive & exclusive of all taxes) of the goods and services it proposes to supply under the contract. The bidder may quote in other currencies and for evaluation purpose the rate of exchange shall be the selling rate of state bank of Pakistan, prevailing on the date of opening of financial bids. It may, however, be clarified that all payments for the goods and services shall be made in Pak Rupees (including of all applicable taxes) at exchange rate prevailing on the date of payment.

**11) Period of Validity of Bids:** Bids shall remain valid for 90 days after the date of bid submission described herein. A bid valid for a shorter period may be treated as non-responsive and thus will be rejected. In exceptional circumstances, GHPL may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

#### **D. SUBMISSION OF BIDS**

- a. Bidders shall submit their bids by hand or post at the office of GHPL located at Floor 5<sup>th</sup>, Petroleum House, Ataturk Avenue, G-5/2, Islamabad not later than 03:00pm PST sharp on January 24, 2022.
- b. For sake of clarity it may be noted that single stage two envelope procedure will be adopted. The Bid will comprise a single package containing two separate envelopes. One envelopes shall contain the Financial Bid and the other shall contain the Technical Bid. The Envelopes should be properly sealed and marked as "FINANCIAL BID" and "TECHNICAL BID" in bold and legible letters to avoid ambiguity and confusion. Initially, the Committee constituted by GHPL will open the envelope marked as "Technical Bid". The Committee shall, in line with the criteria mentioned in this Bidding Document will evaluate the Bids and the BIDDERS fulfilling the criteria as prescribed herein will be declared qualified. The envelopes marked "FINANCIAL BIDS" of the technically qualified BIDDERS shall only be opened publicly in the presence of authorized representatives of BIDDERS who wishes to attend the same on the Date to be intimated by GHPL. The Financial Bids of the unqualified BIDDERS will be returned un-opened.
- c. Bids shall be properly sealed, signed on each page and prominently labeled "**Supply and Implementation of Document Management Software & Related Hardware for Oil & Gas Sector**" and marked for the attention of the "DGM (HR & Administration)". Any Bid which does



not fulfill the requirements mentioned in the Bid Documents will be considered as non-responsive and will be rejected.

- d. BIDDERS will not be permitted to withdraw or amend/revise their bids after submission to the GHPL.
- e. Bids must be accompanied by a Bid Bond in form of a demand draft/pay order/bank guarantee equivalent to PKR 500,000/- drawn in favor of "Government Holdings (Private) Limited". This will be forfeited if the SUCCESSFUL BIDDER fails or delays to sign the fully termed contract. The Bid Bond of unsuccessful BIDDERS will be returned in thirty (30) days after bids opening date. The Bid Bond of successful BIDDER will be replaced by performance bond equivalent to 10% of the contract price at the time of signing of work order/contract. The successful bidder will require to sign the contract and submit the performance bond within ten (10) working days after intimation by GHPL to the successful bidder, failing which, the Company shall have the right to announce the second lowest bidder as the successful bidder.
- f. GHPL may, at any time prior to the time specified for submission of bids, issue modification(s) in this Bid Document or any of its *annexes in the form of an addendum*, either in response to a clarification and/or amendment requested by BIDDERS or whenever the GHPL considers it appropriate to issue such clarification and/or amendment to BIDDERS. Clarifications and/or amendments shall be addressed to all BIDDERS who have confirmed to submit the bid.

## 12) Deadline for Submission of Bids/Late Bids:

- 12.1 Bids must be delivered to the Company's office on or before the Bid Closing Date and time specified in Bid Data Sheet Section-2.
- 12.2 The Company may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 6 (Amendments of Bid Documents) of Instructions to Bidders, in which case all rights and obligations of the Company and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 12.3 Any Bid received by the Company after the Bid Closing Date will be rejected and returned unopened to the Bidder. It is the Bidder's responsibility to ensure that bids are received in the office of GHPL well within the specified time. Bids must be submitted by hand or by post.
- 12.4 Any bids sent by fax or by electronic means will not be entertained.

## E. OPENING AND EVALUATION OF BIDS

### 13) Opening of Bids:

- 13.1 The Company will open all Bids, at the time, on the date and at the place specified in Section-2 of this Bid Document, in the presence of Bidders' Representatives who choose to attend. The Bidders' Representatives who are present shall sign attendance sheet evidencing their attendance.



13.2 The Bidders' names, bid modifications (if any) or withdrawals, and the presence or absence of requisite bid security and such other details as the Company, at its discretion, may consider appropriate, will be announced at the opening. Non-responsive bids shall only be rejected after bid opening with reasons to be recorded in written by the Company.

13.3 Bids and modifications sent pursuant to Instructions to Bidders that are not opened and read out at Bid Opening shall not be considered further for evaluation, irrespective of the circumstances.

**14) Clarification of Bids:** To assist in the examination, evaluation and comparison of bids, GHPL may at its discretion ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing.

**15) Evaluation of Bids:**

15.1 Prior to the detailed evaluation, GHPL will determine the substantial responsiveness of each bid. A substantially responsive bid is one which conforms to all the terms and conditions (as provided in Annex-B). Any bidder failing to provide the documents as mentioned in Annex-B shall be technically disqualified from the bidding process.

15.2 GHPL will carry out detailed technical evaluation (As per Annex-C) of the bids so as to confirm that a bid is complete in all respect and whether it conforms to the requirements as set out in the Bid Documents and bidder is technically qualified.

15.3 Arithmetical errors may be rectified subject to the condition that it will not change the financial quotation of the Bids. It may be clarified that in case of any discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail. If the Bidder does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

15.4 **Technical Evaluation Criteria:** The Technical Proposal of eligible bidders will be evaluated using the required specification mentioned in Scope of Work. Technical qualification shall be decided on the basis of criteria as provided with this Bidding Document and enclosed as Annex-C. The bidders securing at least 65 marks shall be declare technically qualify.

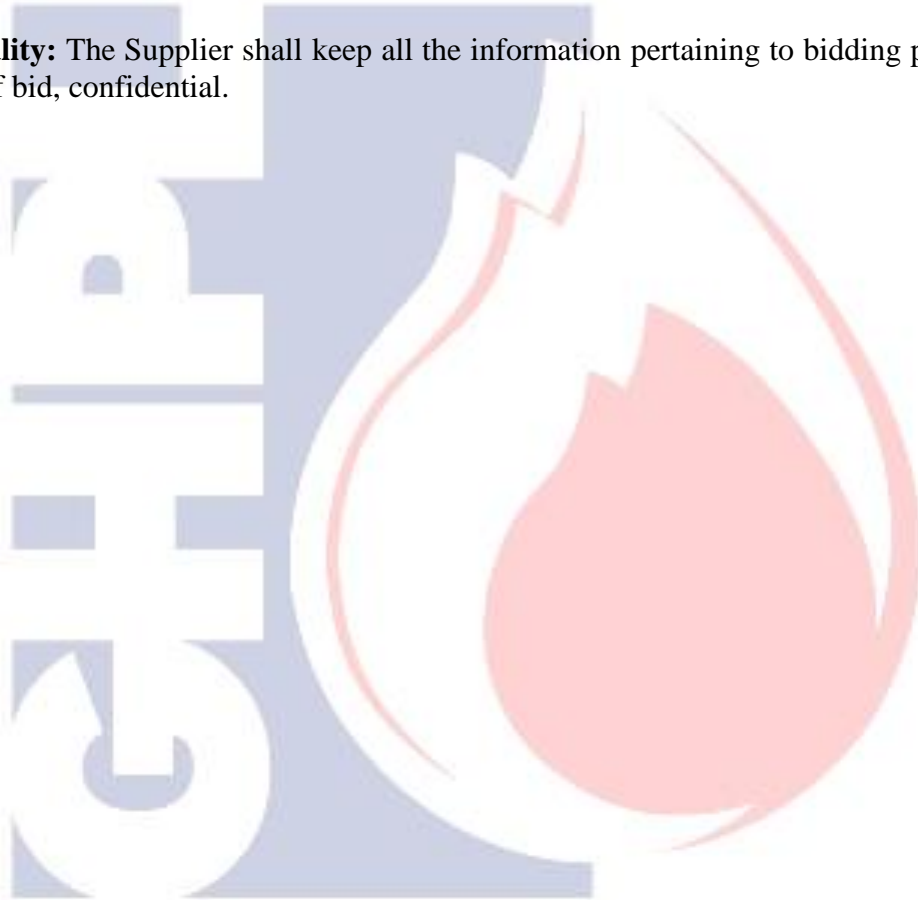
15.5 **Financial Evaluation:** The financial bids of only the technically qualified bidders will be considered for financial evaluation. The work order will be awarded to the bidder whose bid found most advantageous i.e. technically qualified and financially lowest.

**F. AWARD OF CONTRACT**

**16) Notification of Award:** Prior to the expiration of the period of bid validity and after fifteen working days of the publishing of the bid results on PPRA website, the Company will issue the work order to successful bidder. The Bidder may only accept the work order and returning an acknowledgement copy of work order, by timely delivery of the goods in accordance with the terms of the work order/bid document, as herein specified. Acceptance of the work order shall govern the rights and obligations of the parties.



- 17) **Award Criteria:** The Company will issue a work order to the successful bidder. The Company reserves the right to accept or reject any bid, to annul the bid process and reject all Bids at any time prior to award of Contract/issuance of work order, without thereby incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the Company's action.
- 18) **Signing of Work order/Contract:** Within ten (10) working days of receipt of the work order the successful bidder shall sign, date and return it to the Company.
- 19) **Performance Security:** The successful bidder shall provide the performance bond equivalent to 10% of the work order/contract price at the time of receiving of the work order in the form of a demand draft/pay order in favor of "Government Holdings (Private) Limited". The Performance Bond will be returned after three months of successful delivery of goods/services under the work order/contract.
- 20) **Confidentiality:** The Supplier shall keep all the information pertaining to bidding process especially evaluation of bid, confidential.





**SECTION 2: BID DATA SHEET**

The following specific data for the goods and services to be procured shall complement, supplement or amend the provisions in the Instructions to Bidders. Whenever there is a conflict, the provisions herein shall prevail.

Deadline for Submission of Bids:	<b>03:00 PM on January 24, 2022 (Pakistan Standard Time)</b>	
Opening of Bids	<b>03:30 PM on January 24, 2022 (Pakistan Standard Time)</b>	
Bids to be received at:	<b>Government Holdings (Private) Limited (GHPL), 5<sup>th</sup> Floor, Petroleum House, Ataturk Avenue G-5/2, Islamabad</b>	<b>Attention: “DGM (HR &amp; Administration)” Sealed Bid No: <u>GHPL/Tech/01/01-23 - Bid for Supply and Implementation of Document Management Software and Related Hardware for Oil &amp; Gas Sector</u> Deadline: On or before January 24, 2022 at 03:00pm (Pakistan Standard Time)</b>
Delivery:	7 <sup>th</sup> Floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad.	
Goods for use in (Country):	Pakistan.	
Bid Validity Period:	90 days.	
Language of the Bid:	English.	
Written communication must be directed to GHPL office:	Attention; DGM (HR & Administration) GHPL Islamabad E-Mail: <a href="mailto:procurement@ghpl.com.pk">procurement@ghpl.com.pk</a>	
Requests for additional information:	Must be received at least seven (07) working days before the Deadline for Submission of bids. Bidders are encouraged to raise queries as early as possible.	



**SECTION 3: BID SUBMISSION FORM**

**Must be duly completed by the Bidder and returned with the Bid**

**To:**

**DGM (HR & Administration)  
Government Holdings (Private) Limited  
5<sup>th</sup> Floor, Petroleum House, Ataturk Avenue G-5/2, Islamabad  
+92-51-9211236-37, +92-51-92112 39-40**

Dear Sir/Madam,

Having examined the above referenced Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver goods/services.

**We undertake, if our Bid is accepted, to deliver the goods/services in accordance with all requirements mentioned in this TOR will be fulfilled** and to deliver same to the designated point(s) within the delivery time.

We understand that you are not bound to accept any Bid you may receive.

Name of Bidder		
Address of Bidder		
Authorised Signature		Date:
Name of Representative		
Signature (Representative)		



**SECTION 4: TECHNICAL COMPLIANCE SHEET TO BE COMPLETED BY BIDDER**

<b>To be filled and attached with the Technical Bid in order to Qualify</b>		
<b>Sr. No.</b>	<b>Attributes</b>	<b>Status/Response of the Bidder</b>
1	Principal/ Authorized Dealer/ Re-seller	
2	Office Detail / Outlets	
3	Major Cliental list	
4	Technical Assistance & Support Details	
5	OEM Certifications	
6	Warranty Period	
6	Delivery Timelines in terms of weeks/months	

**Note:** The bidder must provide the supporting documents.

**Signature and Stamp of the Bidder:** \_\_\_\_\_



**SECTION 5: FINANCIAL COMPLIANCE SHEET**

**Financial Compliance Sheet (FCS) to be completed by Bidders. Separate Financial Cost including all Taxes and allied charges must be provided.**

Sr.No.	Description	Quantity	Unit Price Excluding of Taxes (PKR)	Total Price Excluding of Taxes (PKR)	Applicable Taxes (PKR)	Total Price Including of all Applicable Taxes (PKR)
1	Supply and installation of software with 1 (One) Admin license and 10 (Ten) user licenses and related training of the Company staff with training manual & software documentation	11 users				
2	Configuration and customization of the software, workflow diagram for data entry, quality checks, outputs, etc.	Lumpsum				
3	Legacy Data Scanning/ Loading/ Migration/ Cataloging etc. as per requirement (Well Logs), refer Item S. No. 4 of Table under Article 23 of Section-I)	Lumpsum				
4	Legacy Data Scanning/ Loading/ Migration/ Cataloging etc. as per requirement (Images), refer Item S. No. 5 of Table under Article 23 of Section-I)	Lumpsum				
5	Legacy Data Scanning/ Loading/ Migration/ Cataloging etc. as per requirement (Seismic Sections) refer Item S. No. 6 of Table under Article 23 of Section-I)	Lumpsum				
6	Loading/ Migration/ Cataloging/ Indexing etc. as per requirement (Compact Discs) refer Item S. No. 7 of Table under Article 23 of Section-I	Lumpsum				
7	Legacy Data Scanning/ Loading/ Migration/ Cataloging etc. of Documents (for Items S. No. 1, 2 & 3) 99% A4 Size & 1% A3 Size (See Note i to iv below)	200,000 pages				
		(200,001 to 500,000) pages		Rate only		Rate only
		(500,001 to 1,000,000) pages		Rate only		Rate only
		1,000,000 to 1,500,000		Rate only		Rate only
8	<b>Server with 5 Years Parts/labor OEM Onsite Warranty and Supplier Onsite Support</b>	01 No				



9	<b>Operating System RHEL Linux) with 5 Years OEM and supplier support</b>	01 No.				
10	<b>Virtualization Software with 5 Years OEM and Supplier support</b>	01 No.				
11	<b>Installation Service</b>	01 No.				
12	<b>Scanner with standard warranty and support</b>	01 No.				
	<b>Total Price Including of all Applicable Taxes (PKR)</b>					

**Note:**

- i. Bidder to provide Software Annual Maintenance Fee, including software support, on per year basis for next 10 years after the first year (first year fee would be considered included into the quoted price of the bidder). This fee will be considered in the financial evaluation of the bid, however, the annual maintenance fee would not be part of this Contract. Based on this information, software maintenance to be renewed on yearly basis.
- ii. Quantity of scanning of documents may vary from 200,000 to 1,500,000 number of pages. Bidder to provide their unit rates and amounts according to these quantities. Company will finalize the number of pages at the time of award of contract and the payment shall be made on actual basis. For Financial Evaluation & comparison purposes, bidder’s average unit rates against Item #7 shall be used. Rates against Item #7 shall be valid throughout the validity of the Contract and GHPL will have rights to award scope of additional number of pages through change order on the rates against Item No. 7.
- iii. All prices may be quoted in PKR/US Dollars, however, the payment shall be made in Pak Rupees (including of all applicable taxes) at exchange rate prevailing on the date of payment. For the purpose of comparison of bids quoted in different currencies, the price shall be converted into US Dollars and for evaluation purposes the rate of exchange shall be the selling rate, prevailing on the date of opening of financial bids.
- iv. Applicable taxes (Sales Tax, Levies, Duties etc.) shall be on account of buyer as per prevailing rates.

Please confirm hereafter:

Payment terms: \_\_\_\_\_

Offer Validity: \_\_\_\_\_

Name of the Supplier: \_\_\_\_\_

Address of Supplier: \_\_\_\_\_

Name of authorised Representative: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature and Stamp:** \_\_\_\_\_



## **SECTION 6: GENERAL TERMS AND CONDITIONS OF CONTRACT**

The terms and conditions applicable to the contract will be considered.

**1. GOODS AND SERVICES DEFINED:** Goods/Services are hereinafter deemed to include, without limitation, as specified above, which the Bidder is, required to supply under the Contract. Services are hereinafter deemed to include services ancillary to the supply of the Goods/services including, without limitation, transportation and such other obligations as required under the Contract.

**2. ACCEPTANCE OF THE CONTRACT:** The Contract may only be accepted by the supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods/services in accordance with the terms of the contract, as herein specified. Acceptance of the work order shall form a contract between the parties under which the rights and obligations of the parties shall be governed, including these general conditions. No additional or inconsistent provisions proposed by the supplier shall bind GHPL unless agreed to in writing by a duly authorized official of GHPL.

**3. INVOICE AND PAYMENT:** Bidder shall submit invoice in respect of the Contract. This invoice must include Goods Delivery Note/Goods & Services Receiving Note/Final Acceptance Note (post installation and testing)/Project Completion Certificate (issued by the Company). GHPL shall, on fulfillment of the Delivery Terms mentioned in BID DATA SHEET - SECTION 2, make payment within 30 days of receipt of invoice. The prices shown in the Contract may not be increased except by express written agreement of GHPL.

**4. INSPECTION AND ACCEPTANCE:** All Goods/Services shall be subject to inspection and testing by GHPL or its designated representatives, to the extent practicable, at all times and places, including the period of manufacture and, in any event, prior to final acceptance by GHPL.

If any inspection or test is made on the premises of the Bidder or its Supplier with the consent of GHPL, the Bidder, without additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspection and tests on the premises of the Bidder or its supplier shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the Bidder. Final acceptance or rejection of the goods/services shall be made as soon as practicable after delivery, but failure to inspect and accept or reject Goods/Services shall neither relieve the Bidder from responsibility for non-conforming Goods/Services nor impose liabilities on GHPL therefor. The Bidder shall provide and maintain an inspection, quality, and control system covering the Goods/Services which is acceptable to GHPL. Records of all inspection work by the Bidder shall be kept complete and made available to GHPL during the performance pursuant to this Order and for twenty-four (24) months thereafter or for such other period as may be specified in this Order. Copies of all material certifications and test results shall be submitted to GHPL upon request.

**5. FITNESS OF GOODS & SERVICES INCLUDING PACKAGING:** Bidder warrants that the Goods/services conform to the specifications and are fit for the purposes for which the Goods/services are specifically used, as well as for purposes, in locations and under circumstances made known to the Bidder by GHPL. Bidder warrants that the Goods/services are new, of current manufacture and free from defects.

The Bidder also warrants that the Goods are securely contained, packaged and marked, taking into consideration the mode(s) of shipment, in a manner so as to protect the Goods during delivery to their ultimate destination. Any deviation from agreed specification will not be accepted. Immediate replacement would be made if the products will not be found original and as per specification document.



**6. WARRANTY:** The bidder warrants and certifies that it will repair or replace without expense to GHPL, any Goods/Services or components which prove to be defective in Quality/Functionality, within warranty period, from the date such Goods/Services are delivered to and accepted at the final destination indicated in the Contract.

**7. INDEMNIFICATION:** The Bidder shall indemnify, hold and save harmless and defend at its own expense GHPL, its personnel, agents, representatives, and its affiliates from and against all suits, claims, demands, and liability of any nature or kind, including costs and expenses arising out of acts or omissions of the Bidder or its personnel or others responsible to the Bidder in the performance pursuant to this Order.

**8. INTEGRITY PACT:** The Bidder will be required to sign and stamp Integrity Pact as per PPRA Rules, attached at Annex-F.

**9. VARIATION IN QUANTITIES:** The quantities specified in this Order must not be exceeded or decreased without the prior written authorization of GHPL.

**10. CHANGES:** GHPL may at any time by written instruction make changes within the general scope of the Contract. If any such change causes an increase or decrease in the price of or the time required for performance pursuant to the Contract, an equitable adjustment shall be made in the Contract price, or delivery schedule, or both and the Contract shall either be amended or terminated or reissued accordingly.

Any claim for adjustment under this paragraph must be asserted within thirty (30) days from the date of receipt by the Bidder of the notification of change: providing, however, that GHPL may, at its sole discretion, receive and act upon any such claim asserted at any time prior to final payment under the Contract. Failure to agree to any adjustments shall be a controversy within the meaning of Clause 21. However, nothing in this Clause shall excuse the Bidder from proceeding with the Contract as changed.

No modification of or change in the terms of the Contract shall be valid or enforceable against GHPL unless it is in writing and signed by a duly authorized representative of GHPL.

**11. TERMINATION FOR CONVENIENCE:** GHPL may terminate the Contract, in whole or in part, upon notice to the Bidder. Upon receipt of notice of termination, the Bidder shall take immediate steps to bring the work and services to a close in a prompt and orderly manner and shall not undertake any forward commitment from the date of receipt of notice of termination.

In the event of Termination for Convenience, no payment shall be due from GHPL to the Bidder except for Goods/Services already delivered prior to termination and for the cost of such necessary work as GHPL may request the Bidder to complete.

**12. REMEDIES FOR DEFAULT:** In case of failure by the Bidder to perform according to the Contract, including but not limited to failure to obtain necessary licenses or to make delivery of all of the Goods/Services by the agreed delivery date, GHPL may, after giving the Bidder reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- i. Procure all or part of the Goods/Services from other sources, in which event GHPL may hold Bidder responsible for any excess costs occasioned thereby;
- ii. Refuse to accept delivery of all or part of the Goods/Services;
- iii. Terminate the Contract;



- iv. Require Bidder to ship via premium means, at Bidder's expense, to meet the delivery schedule;
- v. Impose liquidated damages pursuant to para 13.

**13. LIQUIDATED DAMAGES FOR DELAY:** If the Bidder fails to deliver any or all of the Goods/Services or perform any of the services within the time period specified in the Contract, GHPL may, without prejudice to any other rights and remedies deduct from the total price stipulated in the Contract, an amount of 1.25% per week for 8 weeks (with a cap of 10%). Thereafter GHPL shall have the right to terminate the Contract and recover the damages by way of forfeiting the Performance Security.

**14. FORCE MAJEURE:** The Bidder shall not be liable for default or liquidated damages, if and to the extent that its failure to perform its obligations under this Order is the result of an event of Force Majeure. For purposes of this Order, Force Majeure is defined as an event beyond the control of the Bidder, not involving the Bidder's fault or negligence and not foreseeable and includes acts of God, natural disasters, war (whether or not declared) and other events of a similar nature or force. Force Majeure shall not include Bidder's inability to procure materials, equipment etc. or to pay its Bidders, vendors or workers etc. or any other event involving Bidder's financial disability or inconvenience.

**15. SOURCE OF INSTRUCTION:** The Bidder shall neither seek nor accept instructions from any authority external to GHPL in connection with the performance pursuant to the Contract. The Bidder shall refrain from any action which may adversely affect GHPL.

**16. OFFICIALS NOT TO BENEFIT:** The Bidder warrants that no official of GHPL has received or will be offered by the Bidder any direct or indirect benefit of any kind, or any gift, payment or other consideration in connection with or arising from the Contract or the award thereof. The Bidder agrees that breach of this provision is a breach of an essential term of the Contract.

**17. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF GHPL:** Unless authorized in writing, the Bidder shall not advertise or otherwise make public the fact that it is performing, or has performed, services for GHPL or use the name (or any abbreviation thereof), emblem or official seal of GHPL for advertising or for any other purpose.

**18. ASSIGNMENT AND INSOLVENCY:** The Bidder shall not, except after obtaining the prior written approval of GHPL, assign, transfer, pledge or make other disposition of the Contract or any part hereof or any of the Bidder's rights or obligations under the Contract to any third party.

Should the Bidder become insolvent or should control of the Bidder change by the virtue of insolvency, GHPL may, without prejudice to any other right or remedy, terminate the Contract by giving the Bidder written notice of such termination.

**19. PRIVILEGES AND IMMUNITIES:** Nothing in or relating to the Contract shall be deemed a waiver of any of the privileges and immunities of GHPL.

**20. OBSERVANCE OF THE LAW:** The Bidder shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of the Contract.

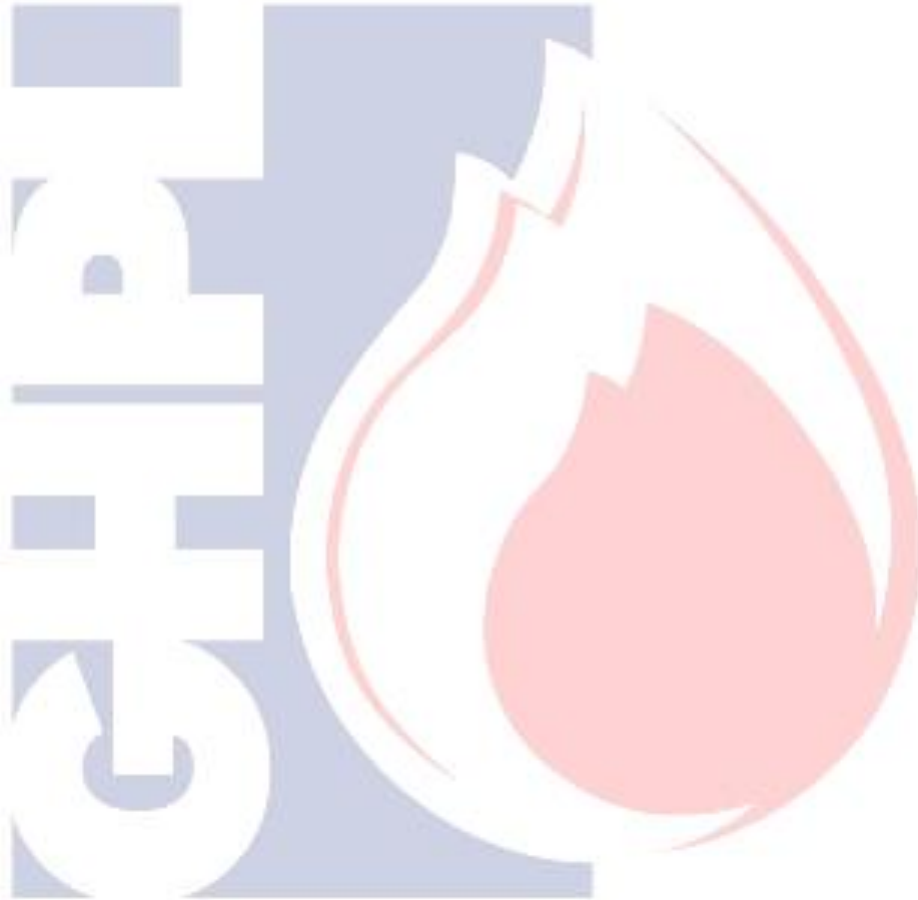
**21. AUTHORITY TO MODIFY:** Only the GHPL's Authorized Official possesses the authority to agree on behalf of GHPL to any modification of or change in the Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Bidder. Accordingly, no modification or





change in the Contract shall be valid and enforceable against GHPL unless provided by an amendment to the Contract signed jointly by the Bidder and the GHPL's Authorized Official.

**22. GOVERNING LAW:** The work order/contract shall be governed and interpreted in accordance with the laws of Pakistan. Any dispute or confusion arising out of the work order/contract shall be resolved amicably. Failing an amicable settlement, the dispute shall be resolved through arbitration by sole arbitrator under the *Arbitration Act 1940*.





**Annex – A**

**Organization Information**

<b>Organization Information</b>		
<b>Sr. #</b>	<b>Required Information</b>	<b>Response</b>
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organization	
3	National Tax Number	
4	General /Sales Tax Number	
5	Status of Organization (whether company, partnership or otherwise)	
6	Name and designation of 'Head of Organization'	
7	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	
8	Name and designation of 'Contact Person':	
	Phone/s:	
	Email:	
	Fax:	
	Mobile:	

**Annex – B****Eligibility Response Check List**

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Attach the documents YES /NO	
1	Scope of Work as per Para-G		
2	The bidder must provide previous supply and implementation of document management software		
3	Authorized Dealer/reseller		
4	Evidence of companies Registration / Incorporation (Copy required)		
5	The bidder must provide project implementation plan		
6	Affidavit on stamp paper, declaring that company is not blacklisted by any government agency/authority. (Original required)		
7	Proof of NTN/GST (if applicable)		
8	Integrity Pact		
9	Bid Bond of Rs. 500,000/- (In shape of Demand Draft/Pay Order/bank guarantee)		

**Note: The bidder must provide the supporting documents.**

**Annex – C**

**Technical Evaluation**

Bidders to provide all relevant information in sufficient detail in order to evaluate their proposals on the basis of Bid Evaluation Criteria provided in this Annex-C. In case of insufficient details, the company may or may not ask the Bidder for provision of additional information. Therefore, it is bidder responsibility in its own interest to provide all relevant information on which its proposal shall be technically evaluated.

S.No	Description	Points Allocated	
		Max Points in Sub Category	Max Points
A.	<b>Firm is incorporated since:</b>		<b>10</b>
	More than 20 Years	10	
	16 to 20 Years	7	
	11 to 15 Years	5	
	6 to 10 Years	2	
	1 to 5 Years	1	
B.	<b>Software is in use by E&amp;P Operators in Pakistan</b>		<b>10</b>
	<b>Bidder's proposed Document Management Software is a proven software and is in use in Pakistan with E&amp;P Operators</b>		
	In use with 4 and more major operators	10	
	In use with 2 to 3 major Operators	7	
	In use upto 1 Operator	4	
	Not in use with any major operator	0	
C.	<b>Software is in use by E&amp;P Operators in Worldwide</b>		<b>30</b>
	<b>Bidder's proposed Document Management Software is a proven software and is in use in Pakistan with E&amp;P Operators</b>		
	Clients 30+	30	
	Clients 26 to 30	25	
	Clients 21 to 25	20	
	Clients 15 to 20	15	
	Clients 1 to 14	10	
D.	<b>Manpower Related Information</b>		<b>10</b>
	<b>Bidder has experienced manpower for installation and training of the software:</b>		
	more than 10 years of working experience	10	
	more than 7 years of working experience	7	
	more than 5 years of working experience	5	
	5 or less working experience	0	
E.	<b>Functionalities of the proposed software</b>		<b>40</b>
	<b>1) Bidder's proposed software has Critical functionalities as detailed in the ITB Documents</b>		
	All 6 Critical Functionalities are provided	35	

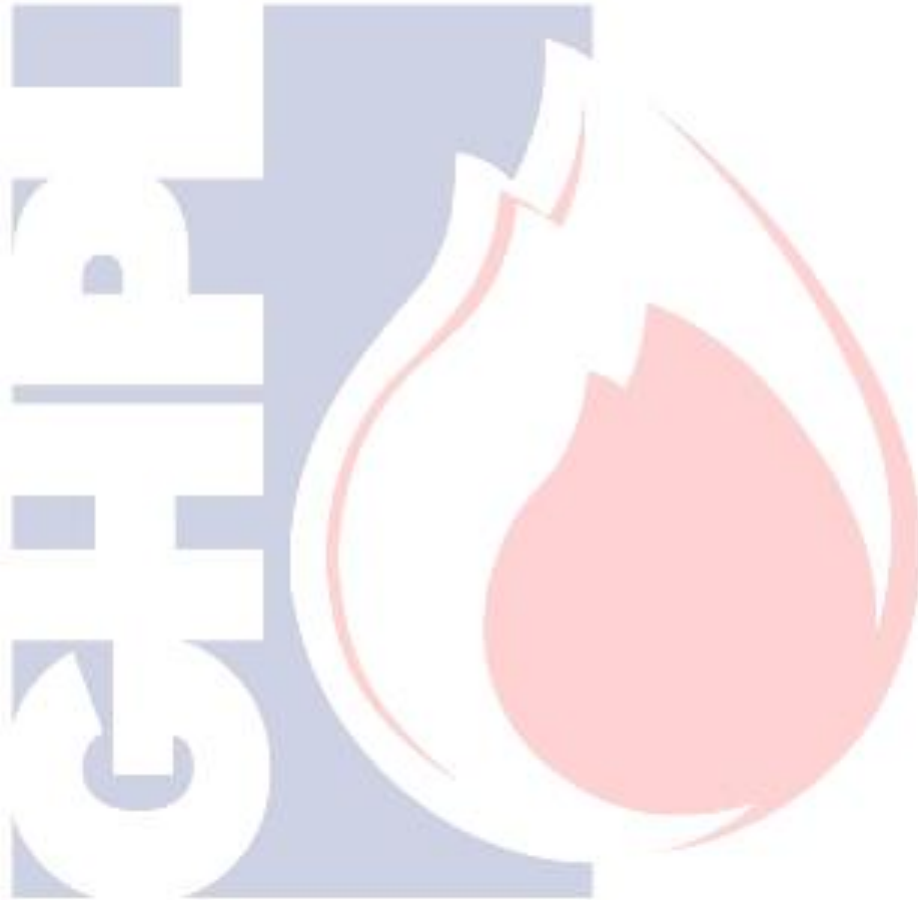


	(35 points for all 6, otherwise Zero points)		
	Additional Non-Critical Functionality is provided	5	
	<b>Grand Total</b>		<b>100</b>

**Mandatory Requirements:**

- Bidder who has been blacklisted by the Government / Semi-Government / Autonomous body shall be considered ineligible (affidavit confirming this to be provided with the proposal).
- Bidder who has not submitted affidavit that the information provided in their bid proposal is true shall be considered ineligible.
- Information submitted by the bidder without documentary evidences shall not be considered for award of points.

**Notes:** Minimum Passing Marks is 65%





**Annex-D**

**Form of Contract**

CONTRACT FOR SUPPLY AND IMPLEMENTATION OF DOCUMENT MANAGEMENT  
SOFTWARE

BETWEEN

GOVERNMENT HOLDINGS PRIVATE LIMITED

AND

---



THIS CONTRACT is made the \_\_\_\_\_ (“Effective Date”) by and BETWEEN:

1. Government Holdings (Private) Limited, a company registered under the laws of Pakistan and having its registered office at Petroleum House, 5<sup>th</sup> & 7<sup>th</sup> Floors, Ataturk Avenue, Sector G-5/2, Islamabad 44000, Pakistan (“**Company**”); which expression wherever the context so permits shall mean and include its successor-in-interest and permitted assignees of the one part; and
2. \_\_\_\_\_, a company registered under the laws of Pakistan and having its registered office at \_\_\_\_\_ (“**Contractor**”); which expression wherever the context so permits shall mean and include its successor-in-interest and permitted assignees of the one part.

“Party” means the Contractor, as the context so requires, and “Parties” shall include both GHPL and Contractor, unless the context otherwise so requires;

**Whereas**, the Company initiated the bidding process to secure the “Supply and Implementation of Document Management Software”;

**Whereas**, the Contractor, selected through bidding process, has agreed to provide the same to the Company.

**Now, therefore**, in consideration of mutual covenants and agreements the parties hereby agree as follows:

NOW IT IS HEREBY AGREED as follows:

### **1. SOFTWARE AND RELATED SERVICES**

- A. Supply and Implementation of Document Management Software (“Software”) are hereinafter deemed to include, without limitation, the following
  - i. Supply of Software (Detailed Functionalities of the software is provided in later sections) and after sales support; (In case the proposed software required any third-party software/ license – like SQL, Oracle, etc., that shall also be provided by the software provider without any extra cost to the Company)
  - ii. Installation, configuration and customization of the software including generation of hierarchy for documentation, user profiles for access, etc.
  - iii. Legacy Data Migration, including but not limited to scanning, quality checks, data loading, etc. (as per requirement);
  - iv. Organization of the physical record and easy retrieval of both electronic and physical documents;
  - v. On the Job training of the Company staff;
  - vi. Related hardware as specified (Refer Serial No. 26 and Section 5 of ITB)
- B. Contractor further agrees to supply under this Contract and shall also include services and goods ancillary to the supply of the Software including, without limitation, transportation and such other obligations as required under this Contract.

### **2. EFFECTIVE DATE AND PERIOD**

The Contract shall come into force on the effective date and will remain effective for a period of ten years which may be extended further by the mutual consent of the Parties.

### **3. CONTRACT PRICE**



The Contract Prices will be PKR \_\_\_\_\_ as fixed for the term of this Contract. The applicable taxes will be charged prevailing at the time of payment.

#### **4. INVOICE AND PAYMENT**

- i. Upon successful completion of the project, Contractor shall raise an invoice with respect to Software supplied to the Company. This invoice must include provided Software Delivery Note, Receiving Note, Final Acceptance Note (post installation and testing). GHPL shall, on fulfilment of the Delivery Terms mentioned in BID DATA SHEET - SECTION 2, make payment within 30 days of receipt of invoice.
- ii. For the subsequent/extended years, the Contractor shall raise invoices within 15 days before the completion of the contract year. GHPL, after requisite verification and satisfactory performance of the contract, will make payment within 30 days of receipt of invoice.

#### **5. INSPECTION AND ACCEPTANCE:**

- i. The Software shall be subject to inspection and testing by GHPL or its designated representatives, to the extent practicable, at all times and places, including the period of manufacture and, in any event, prior to final acceptance by GHPL.
- ii. If any inspection or test is made on the premises of the Contractor or its Contractor with the consent of GHPL, the Contractor, without additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspection and tests on the premises of the Contractor or its Contractor shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the Contractor. Final acceptance or rejection of the software/services shall be made as soon as practicable after delivery, but failure to inspect and accept or reject software/ shall neither relieve the Contractor from responsibility for non-conforming software nor impose liabilities on GHPL therefrom. The Contractor shall provide and maintain an inspection, quality, and control system covering the Software/Services which is acceptable to GHPL. Records of all inspection work by the Contractor shall be kept complete and made available to GHPL during the term of this agreement as specified in the Work order. Copies of all material certifications and test results shall be submitted to GHPL upon request.

#### **6. FITNESS OF SOLUTION INCLUDING PACKAGING**

- i. Contractor warrants that the Software and hardware conform to the specifications and are fit for the purposes for which the Software/hardware is specifically used, as well as for purposes, in locations and under circumstances made known to the Contractor by GHPL. Contractor warrants that the Software/Hardware is free from defects.
- ii. The Contractor also warrants that the Software/Hardware are securely contained, packaged and marked, taking into consideration the mode(s) of shipment, in a manner so as to protect the Software/Hardware during delivery to their ultimate destination. Any deviation from agreed specification will not be agreed. Immediate replacement would be made if the products will not be found original and as per specification document.





## **7. WARRANTY**

The Contractor warrants and certifies that it will provide all the repair/maintenance and support services without expense to Company, any software or hardware components which prove to be defective in Quality/Functionality within a period of 36 months from the date such software/hardware are delivered to and accepted at the final destination indicated in the Contract.

## **8. INDEMNIFICATION**

The Contractor shall indemnify, hold and save harmless and defend at its own expense Company, its personnel, agents, representatives, and its affiliates from and against all suits, claims, demands, and liability of any nature or kind, including costs and expenses arising out of acts or omissions of the Contractor or its personnel or others responsible to the Contractor in the performance pursuant to this Order.

## **9. CHANGES**

- i. Company may at any time by written instruction make changes within the general scope of this Contract. Subject to PPRA Rules 2004, If any such change causes an increase or decrease in the price of or the time required for performance pursuant to this Contract, an equitable adjustment shall be made in the Contract price, or delivery schedule, or both and the Contract shall either be amended or terminated or reissued accordingly.
- ii. Any claim for adjustment under this paragraph must be asserted within thirty (30) days from the date of receipt by the Contractor of the notification of change: providing, however, that Company may, at its sole discretion, receive and act upon any such claim asserted at any time prior to final payment under this Contract. Failure to agree to any adjustments shall be a controversy within the meaning of scope of contract. However, nothing in this Clause shall excuse the Contractor from proceeding with the Contract as changed. No modification of or change in the terms of this Contract shall be valid or enforceable against the Company unless it is in writing and signed by a duly authorized representative of the Company.

## **10. TERMINATION**

- i. Company may terminate this Contract, in whole or in part, upon notice to the Contractor. Upon receipt of notice of termination, the Contractor shall take immediate steps to bring the work and services to a close in a prompt and orderly manner and shall not undertake any forward commitment from the date of receipt of notice of termination.
- ii. In the event of Termination for Convenience, no payment shall be due from the Company to the Contractor except for Software and Hardware already delivered prior to termination and for the cost of such necessary work as Company may request the Contractor to complete.

## **11. REMEDIES FOR DEFAULT**

In case of failure by the Contractor to perform according to this Contract, including but not limited to failure to obtain necessary licenses or to make delivery of all of the Software and/or Hardware by the agreed delivery date, Company may, after giving the Contractor reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:



- i. Procure all or part of the Software/Services or Hardware from other sources, in which event Company may hold Contractor responsible for any excess costs occasioned thereby;
- ii. Refuse to accept delivery of all or part of the Software/Services or Hardware;
- iii. Terminate this Contract;
- iv. Require Contractor to ship Hardware via premium means, at Contractor's expense, to meet the delivery schedule;
- v. Impose liquidated damages pursuant to para 12.

## **12. LIQUIDATED DAMAGES FOR DELAY**

If the Contractor fails to deliver any or all of the Goods/Services or Hardware or perform any of the services within the time period specified in the Contract, Company may, without prejudice to any other rights and remedies deduct from the total price stipulated in this Contract, deduct an amount of 1.25% per week for 8 weeks (with a cap of 10%). Thereafter the Company shall have the right to terminate the Contract and recover the Liquidated Damages by forfeiting the Performance Security. Contractor will maintain a performance guarantee in form of corporate guarantee during the Warranty Period.<sup>1</sup>

## **13. FORCE MAJEURE**

The Contractor shall not be liable for default or liquidated damages, if and to the extent that its failure to perform its obligations under this Order is the result of an event of Force Majeure. For purposes of this Order, Force Majeure is defined as an event beyond the control of the Contractor, not involving the Contractor's fault or negligence and not foreseeable and includes acts of God, natural disasters, war (whether or not declared) and other events of a similar nature or force. Force Majeure shall not include Contractor's inability to procure materials, equipment etc. or to pay its Contractors, vendors or workers etc. or any other event involving Contractor's financial disability or inconvenience.

## **14. ASSIGNMENT AND INSOLVENCY**

- i. The Contractor shall not, except after obtaining the prior written approval of the Company, assign, transfer, pledge or make other disposition of this Contract or any part hereof or any of the Contractor's rights or obligations under this Contract to any third party.
- ii. Should the Contractor become insolvent or should control of the Contractor change by the virtue of insolvency, Company may, without prejudice to any other right or remedy, terminate this Contract by giving the Contractor written notice of such termination.

## **15. PRIVILEGES AND IMMUNITIES**

Nothing in or relating to this Contract shall be deemed a waiver of any of the privileges and immunities of the Company.

## **16. OBSERVANCE OF THE LAW**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.



**17. DISPUTE RESOLUTION**

Any dispute arising out of this agreement shall, as far as possible, be settled through mutual resolution. However, in case a dispute is not resolved through amicable settlement the dispute will be resolved in accordance with the provisions contained in Arbitration Act 1940. The place of Arbitration will be Islamabad.

IN WITNESS WHEREOF the Contract has been executed for and on behalf of the Parties on the date first written above by their duly authorized representatives as evidenced below.

For and on behalf of **the Company**

For and on behalf of **the Contractor**

.....  
(Signature)

.....  
(Signature)

.....  
(Name in block capitals)

.....  
(Name in block capitals)

.....  
(Position in Company)

.....  
(Position in Company)

Witness 1: \_\_\_\_\_

Witness 1: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness 2: \_\_\_\_\_

Witness 2: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Annex – E****SCOPE OF WORK**

1. GHPL intends to acquire a professional Document Management Software and related hardware specific to E&P segment of Oil & Gas Sector to establish and upgrade its documentation process in digital library of documents including but not limited to general correspondences, reports, studies, approval notes, forms, TCM/FCM/OCM/MCM working papers/presentations, approvals, resolutions, etc. for better safekeeping, archival, easy access usage, etc.

Keeping in view the above scope of work and Services, the Company intends to acquire bids from reputable bidders as follows:

- i. Supply of Software (Detailed Functionalities of the software is provided in Section 21 below) and after sales support; (In case the proposed software required any third-party software/license like SQL, Oracle, etc., that shall also be provided by the solution provider without any extra cost to the Company)
  - ii. Installation, configuration and customization of the software including generation of hierarchy for documentation, user profiles for access, etc.
  - iii. Legacy Data Migration, including but not limited to scanning, quality checks, data loading, etc. (as per requirement);
  - iv. Organization of the physical record and easy retrieval system of both scanned and physical documents;
  - v. On the Job training of the Company staff.
  - vi. Related hardware as specified (Refer Serial no. 26 and Section 5)
2. **Functionalities of Required Software:** The software should be specifically designed for E&P data types that will be used for documents archival, management, tracking, retrieval & withdrawal. The intended software will have functionalities as follows:

Sr. No.	Functionalities	Requirement
1	General	<ul style="list-style-type: none"><li>• Enables company-wide consistency and efficiency with one common view of all digital data in terms of document management, archival, search &amp; retrieval facility.</li><li>• Capable to provide full lifecycle data management from data acquisition to disposition for E&amp;P Sector.</li><li>• Capable to provide user friendly graphical desktop/ web-based interface, allowing users to adopt the system quickly &amp; easily</li><li>• Capable to have a user-friendly data loader for saving time and efforts</li></ul>
2	Data Security & User Profiling	<ul style="list-style-type: none"><li>• Capable to have a profile-based security model for sharing of company information among the users to ensure security &amp; integrity of information.</li><li>• Capable of restricting unauthorized access to information</li><li>• Integration with LDAP</li></ul>
3	Search Criteria	<ul style="list-style-type: none"><li>• Capable to provide powerful search criteria, optimizing ease and speed of access to users</li></ul>

		<ul style="list-style-type: none"> <li>Capable to provide search features like the user can search the content of the registered electronic documents for specific words or phrases, just like popular web-based search engines (open text searching) in the main as well as in the attachments</li> <li>Capable to provide sophisticated search criteria including text, fuzzy, phonetic and proximity (besides standard search criteria) for optimal ease and speed of access.</li> <li>Capable to tag records with different attributes to facilitate searching</li> </ul>
4	Data Structure Flexibility	<ul style="list-style-type: none"> <li>Capable to provide flexible and easily configurable/ tailored data structure and hierarchy to fulfil E&amp;P Sector needs</li> <li>Support E&amp;P Specific data structure &amp; hierarchy</li> </ul>
5	File Handling & Attachments	<ul style="list-style-type: none"> <li>Capable to open files (MS Office, pdf, etc.) in their respective software seamlessly.</li> <li>Capable to support and attach any type of electronic files e.g. text files, pdf, Excel, Word &amp; PowerPoint documents, TIF, JPEG, PNG, etc.</li> <li>Capable to support and attach scanned images of a variety of physical assets and digital data</li> </ul>
6	Customization	<ul style="list-style-type: none"> <li>Offers a variable data storing &amp; archiving model tailored/ configured to E&amp;P precise requirements</li> </ul>
7	Email Support	<ul style="list-style-type: none"> <li>System should support email notification capability on data loading to defined users.</li> </ul>
8	Data Retrieval	<ul style="list-style-type: none"> <li>Capable of tracing the physical record through integrated/barcoded retrieval system and easy retrieval of physical record when needed.</li> </ul>

**Note:** Functionalities Nos. 1 to 6 are critical (Refer Bid Evaluation Criteria)

- Installation and Configuration of Software:** The Bidder shall provide, install and configure the software on 10 user machines.
- Legacy Data Migration:** Bidder shall provide services, including but not limited to scanning, quality checks, loading into software, documentation hierarchy, user profiling, customized screens, etc. for migration of all legacy data as detailed in this section. The hardcopy documents will be properly barcoded, scanned, catalogued, and indexed into the Document data management software system. These technical documents consist of maps, well logs, well bore diagrams, seismic sections, well test and BHP survey reports, reservoir studies, core analysis reports, reservoir fluid analysis reports, etc. and available in various formats as tabulated below.

Sr.No.	Type of Data	Description of Data	Existing Paper Size	Format & Qty
1	Documents	Presentations of Technical Committee Meetings, Operating Committee Meetings, Financial Committee Meetings, JV Workshops,	99% - A4 1% - A3	Hardcopies ranging from 200,000 to > 1,500,000



		Recommendations, Resolutions, etc.		Rest are in ppt. word, excel and pdf formats
2	Technical Reports	Geological Study, Geological Prognosis, Well Proposal, Final Well Report, Well Completion Report, Post Well Analysis, Well Test Reports, Well Logs, Seismic Sections, Commerciality Document, Field Development Plans, Reserve Certification, etc.		
3	General Correspondence	Technical, Finance, Procurement, HR and Legal & Commercial in nature		
4	Well Logs	Well logs	8" width x around 50' length	Hardcopies 3395
5	Images	Well Images	various sizes ranging from 2'-4' width and 10'-20' in length	Hardcopies 250
6	Seismic Sections	Seismic Sections	various sizes ranging from 2'-4' width and 2'-4' in length	Hardcopies 500
7	Compact Discs (CDs)	These CDs contain various technical data and has to be uploaded/ migrated/ catalogued/ nomenclature in the system for linking with the software for archiving and accessing.		Digital format, 1842

5. **Documentation Hierarchy & User Profiling:** During the course of implementation of the software, the Bidder will understand the Company requirements for generation of Data Classification, Documentation Hierarchy, User Profiling and other customization requirements for implementation with no extra cost to the Company. The Bidder to carry out these Works & Services keeping in view 5-6 main departments and around 65 personnel of the Company.
6. **On the Job Training to the Company Staff:** Bidder shall provide competent trainers with an approach of train the trainer towards the Company's designated staff of around 10 in numbers. The training sessions would be conducted at Company premises or at a mutually agreed location with hands on training during & after software installation and during migration/ transferring of legacy data. The training would cover sessions for main software administrator, users, IT requirements, data entry & retrieval processes, data quality checks, etc. During any software customization, Bidder to impart training to the Company's designated staff.



- 7. **After Sales Support:** Bidder shall provide support after the complete implementation of the software for a period of 12 months with no extra cost to the Company. Further, service level agreement will be executed with the vendor.
- 8. Supply of Computer Hardware: Bidder shall supply and install the related Computer Hardware for the software as per following details:
- 9. **a. Server Hardware**

Sr.No.	Description	Quantity
01	Server	01
<b>Specifications</b>		
Processor	2 x Intel® Xeon® Gold 6346 Processor (2 x 16 Cores) 36M Cache, 3.10 GHz	
Memory	256 GB (DDR4, ECC)	
Storage	20 TB useable storage SAS with 10K RPM 12Gbps or Above (with Raid 6)	
Chassis	2U Rack Mountable 2.5" Chassis with up to 16 SAS/SATA Drives, 2 CPU	
Raid Controller:	Front PERC H755 Rear Load	
Optical Drive	DVD Writer	
Display Card	As per manufacturer standards	
	KVM Kit to integrate with existing KVM	
Network Adapter	2 x Dual Port 10GE (SFP+) + 1 x Quad Port 1GE (Separate Cards)	
Network Cord:	2 x (Multimode fiber optic OM3/4) 5 Meter cable	
Mouse & Key Board	As per manufacturer standards	
Rail Kit:	Ready Rails Sliding Rails with Cable Management Arm	
Power Supply	Redundant Power Supply as manufacturer's standard	
Warranty & Support	Support onsite warranty & support as offered by manufacturer for five years (whichever is higher) with parts and labor	
OS	(Microsoft Windows Server 2019 R2 (64 Bit) – 16 cores support (2 VMs)/	

**b. Virtualization & OS licenses (for Application and Database):**

Sr.No.	Description	Quantity
1	Operating System RHEL Linux for 2 sockets with 5 Years OEM and Supplier onsite support	01
2	Virtualization Software	01
	<b>Specifications</b>	
	Provided Virtualization solution must have features Up to 3 hosts with up to 2 CPU's each Central console to manage hosts, VMs and Virtual Network Central monitoring of resources including (CPU, storage, memory, etc.) Snapshot, Clone, Migration	

**10. Scanner:**

Duty cycle	Minimum 3000 pages per day
Paper Size	A4, Legal, Up to A3 size



Paper Feeding	Automatic feeding and automatic double side scanning
Speed (Minimum)	100 PPM or more
	Black & White, Gray and Colored
	Resolution Up to 600 dpi
	ADF Minimum 300 sheets Automatic document feeder capacity
	Connectivity USB and LAN for network connectivity
	Capable of storing on shared folders with NTFS permission, scan to PC, scan to Email, scan to Network Folder
	Scanning Software to scan in multiple format (jpeg, tif, pdf), ability to combine file/separate files with compression, built in OCR
	Brand: HP, Cannon or equivalent

**11. Deliverables:** Following list of deliverables are included, but not limited to, the implementation scope, at no extra cost to the Company:

- i. Supply of software media and its installation along with 1 Admin license and 10 user licenses
- ii. Configuration and customization of the software including Customized Screens, Documentation Hierarchy & User Profiling etc. as per requirements. Workflow diagram for data entry, quality checks, outputs, etc.
- iii. Legacy Data Loading/ Migration as per requirement.
- iv. Supply, installation & configuration of related hardware and OS as per requirements.
- v. Software training including on-the-Job Training of the Company staff with training manual.
- vi. Software Manuals/documentation
- vii. Complete project implementation plan document.

**12. Miscellaneous:**

Bidder to consider following while bidding against this ITB:

- i. Although, it is difficult to accurately estimate, however, for cataloging purposes bidder may consider taking around 10 pages per document as an average. At the same time, bidder should keep some margin in their estimates as GHPL foresee that the bidders of this bidding exercise are prudent contractors in their field in providing such services to the E&P Sector and are best in estimating such estimates/ costs. No claim in this respect shall be allowed after award of contract to the successful bidder. Furthermore, quantities against scanning in the ITB are provided for single sided pages.
- ii. Quantities against scanning in the ITB are for single sided pages. Double sided pages shall be considered 2 in quantity. Colored copies shall be scanned in color.
- iii. All data/ documents are located in GHPL's office at Petroleum House. Shelves are already available and are not in contractor's scope.
- iv. Hardcopies are available in binders, files and in loose condition. Contractor to collect the same in this condition and shall return in the same condition.
- v. All equipment & resources required for scanning/ OCR/ Cataloging etc. services (like desktops/ laptops computers, temporary data storage/ hard drives, scanners, manpower, etc.)



- shall be arranged and provided by the contractor as part of the scope of work of this contract without any extra cost to the Company.
- vi. All documents along with its attachments (wherever attachments are provided) shall be Scanned/ OCR'ed for better searching function of main as well as attachments.
  - vii. Bidder may consider 30 datatypes, upto 100 words per data types and around 6 attributes for cataloging to cover all types of data/ documents (Technical, Legal, Finance, Procurement, HR, Commercial, Information Systems, etc.).
  - viii. Maps/ Logs/ Images shall be scanned at 300-600 DPI while documents at 150-300 DPI depending on quality/ contents of the hardcopy.
  - ix. GHPL would provide suitable place to the contractor at its office in Petroleum House for carrying out the job. Library, where most of the data is placed, is at the basement in the same building. Contractor to get the data from the basement to the office place and shall return the same unharmed to the library after scanning/ uploading. The bidder is responsible to cater for all necessary HSE measures while performing this job.
  - x. The bidder is responsible to maintain the data confidentiality at all times during and after the execution of this project. It is clarified that the data is sole property of GHPL and the bidder shall not use such information for any other purpose whatsoever. The successful bidder shall provide and sign a confidentiality agreement in this regard.
  - xi. Project Schedule: Bidder shall provide delivery schedule of the project (for provision/ installation/ configuration/ implementation of software, scanning jobs, etc.) as part of its bid based on number of scanning jobs (i.e. separately for 200,000, 200,001-500,000, 500,001-1,000,000 and 1,000,000 to 1,500,000 scanning job). Bidder may plan its project schedule on two shifts basis for earliest completion of the project.
  - xii. Well logs/ Images/ Seismic Sections shall be scanned and uploaded in any optimized image format like TIF, JPEG, PNG, etc.



**Annex-F**

**Integrity Pact**

Contract No: \_\_\_\_\_

Dated: \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

M/s \_\_\_\_\_ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government Holdings (Private) Limited (GHPL) or any of its officers and employees or any other entity owned or controlled by GHPL through any corrupt business practice.

Without limiting the generality of the foregoing, M/s \_\_\_\_\_ represents and warrants that it has fully declared the fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GHPL, except that which has been expressly declared pursuant hereto.

M/s \_\_\_\_\_ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GHPL and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/s \_\_\_\_\_ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GHPL under any law, contract or other instrument, be voidable at the option of GHPL.

Notwithstanding any rights and remedies exercised by GHPL in this regard, M/s \_\_\_\_\_ agrees to indemnify GHPL for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GHPL in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by M/s \_\_\_\_\_ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GHPL.

Name of Buyer: Government Holdings (Private) Limited

Signature: \_\_\_\_\_

Name of Seller/Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_