



THE URBAN UNIT

Urban Sector Planning & Management Services Unit (Pvt.) Ltd.

A Public Sector Company.

**URBAN SECTOR PLANNING & MANAGEMENT
SERVICES UNIT (PRIVATE) LIMITED**



**TENDER DOCUMENT
IT/ELECTRICAL ITEMS & WORKS AND
RENOVATION & MISC. WORKS
(Technical Proposal)**

(Single Stage Two Envelopes)

(Note: Procurement is done by Urban Unit in line with PPRA Rules 2014)

Tender # UU/2017-18/08

**Tender Document Price Rs:1,000/-
(One Thousand Only)**

Sign & Stamp of bidder



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TERMS & CONDITIONS

Urban Sector Planning & Management Services Unit (Pvt.) Limited (*hereinafter referred to as "The Urban Unit" or "Client"*) invites sealed bids from eligible and experienced income tax & sales tax registered firms / companies (*hereinafter referred to as "Bidder"*) for the specified items/Works at Ground & 8th Floor of Shaheen Complex, Egerton Road, Lahore as per Annex-A (*hereinafter referred to as "Goods/works"*).

1. **General:**

1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:

- a) received without bid security
- b) it is received after the time and date fixed for its receipt
- c) not signed & stamped by authorized person on each page of tender document
- d) the offer is ambiguous
- e) the offer is received by fax or e-mail
- f) the offer is from a black listed firm
- g) offer received with shorter validity than required
- h) the offer is not conforming to specifications indicated in the tender documents
- i) the offer / quoted rates are furnished other than the tender documents
- j) any additional terms & conditions added by the bidder
- k) any conditional offer

1.2 Only Income & Sales tax registered firms / companies are eligible to participate in the tender.

1.3 Bid will remain valid for a period of 90 days from the date of opening the tender. No change in price will be made in case of Pak rupees variation against US\$ and any other case as may be.

1.4 The cover envelop must indicate particulars of tender and date of opening. The envelope must be properly sealed.

1.5 Bidders shall participate for complete LOT at Annex-A. Partial bidding in any not allowed.

1.6 Work/Purchase Order(s) will be placed to the lowest bidder(s) as per detailed at Annex-A.

1.10 The bidder must indicate their National Income Tax No. / Sales Tax No. / PRA registration numbers.

1.11 Offered rates will be on the basis of complete works/delivery/installation at Shaheen Complex, Lahore as detailed at Annex-A and shall be inclusive of all taxes and costs.

1.12 Work/Purchase order(s) will be issued by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer of The Urban Unit.

1.13 The Urban Unit may increase or decrease the ordered works under Punjab Procurement Rules, 2014.

2. **Time Period:**

The bidder will have to complete works/delivery/installation within 08-10 weeks from the date of issuance of work/purchase order(s).

3. **Extension of Delivery period:**

3.1 In special circumstances, request for extension of works completion period may be considered by the Competent Authority on the written request of the firm before the target date, which will be authorized to either accept or reject the request of bidder without assigning any reason.

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4. **Cancellation / Penalty of Delay:**

- 4.1 In case, bidder fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be encashed and penalty @ 0.5% of total cost per week maximum up to 10% of total value of work/purchase order will be imposed.
- 4.2 The items/works will be inspected by The Urban Unit through an authorized personnel and will be rejected, if not found according to the given specifications as mentioned at Annex – A and The Urban Unit will not be responsible for any costs or expenses incurred by the bidders in connection with the preparation and fixation.

5. **Payment to the Contractors:**

- 5.1 Payment will be made through crossed cheque to the bidder against invoice after 100% completion of satisfactory works/delivery of goods and inspection of works. No payment will be made as advance.
- 5.2 Payment against partial works will not be made.

6. **Bid Security:**

- 6.1 Bid security as per following detail shall have to be attached along with tender document. It should be in the form of Pay Order / Bank Draft / CDR valid for minimum 6 months from a scheduled bank in favor of Urban Sector Planning & Management Services Unit (Pvt.) Limited:

LOT	Bid Security Rs.	LOT	Bid Security Rs.
LOT-1	70,000		
LOT-2	105,000	LOT-3	30,000
LOT-4	55,000	LOT-5	15,000
LOT-6	30,000	LOT-7	100,000
LOT-8	20,000	LOT-9	50,000
LOT-10	12,000	LOT-11	20,000

- 6.2 Bid security of unsuccessful bidders shall be refunded on the finalization of the Tender whereas the bid security of successful bidder shall be refunded on the completion of works/performance security (in case of IT/Electrical items if warranty is required).

- 6.3 The bid security shall be forfeited if:

- The offer is withdrawn, amended or revised.
- The bidder fails to execute the contract strictly in accordance with terms and conditions of tender document.

7. **Deduction of Taxes:**

Any taxes (if applicable) also including PRA (applicable on works/services)/Sales tax will be deducted while making payment as per Government Rules / Instructions/ Notifications. Bidder will be responsible for the payment of duties, levies and clearance from customs authorities etc.

8. **Dispute:**

In case of any dispute before or after the execution of contract, matter will be resolved as per Punjab Procurement Rules, 2014.

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9. Eligibility Criteria

Criteria for LOT-1

This invitation for bids is open to all bidders meeting the following requirements (All supporting documents to be attached):

- 9.1 Duly licensed by the Pakistan Engineering Council (PEC) in the C-6 or above category value of the works.
- 9.2 Register with Income Tax and PRA departments.
- 9.3 Not blacklisted by any agency and provide litigation history if any on affidavit.

Criteria for LOT-2 to 11

- 9.1 NTN and GST Registration
- 9.2 Not blacklisted by any agency and provide litigation history if any on affidavit.

10. Evaluation Criteria:

Evaluation Criteria for Lot-01 (Renovation & Misc. Works)

Sr. No	Description	Document Provided		Marks (Full marks for compliance)	Remarks
		Yes	No	Max Marks	
A	General Experience [Bidder must attach copies of completion certificate(s)/work order(s)/agreement(s) along with bid document]				
	Experience as a contractor in the execution of two (02) project civil works and interior renovation works of similar nature /scope completed and financial outlay of PKR 3 Million completed over the last three (03) years. Marks will be distributed proportionately against each relevant project.			300	150 Marks for each project.
B	Financial Soundness [Documentary evidence to be attached]				
	Available Bank Credit Line (Rs 3 Million or more) (Evidenced by recent letter from scheduled bank of Pakistan)			100	Less than 1 Million = 0 marks 1 to 2 = 50 marks 2 to 3 = 100 marks
	Average annual turnover of PKR 3 Million or more in last three (03) years			100	Less than 1 Million = 0 marks 1 to 2 = 50 marks 2 to 3 = 100 marks
TOTAL				500	

Passing Marks = 65%

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Evaluation Criteria for Lot-02 to 16 (IT / Electrical Items & Misc. Works)

Sr. No	Description	Document Provided		Marks (Full marks for compliance)	Remarks
		Yes	No	Max Marks	
A	General Experience [Bidder must attach copies of completion certificate(s)/work order(s)/agreement(s) along with bid document]				
	Experience as a contractor in the execution of three (03) relevant assignments for supplies, installation & execution of works for (electrical, Computer Networking, Sound System) only of similar nature /scope completed works only.			300	100 Marks for each
B	Financial Soundness [Documentary evidence to be attached]				
	Available Bank Credit Line (Rs 2 Million or more) (Evidenced by recent letter from scheduled bank of Pakistan)			100	Less than 1 Million = 0 marks 1 to 2 = 50 marks 2 to 3 = 100 marks
	Average annual turnover of PKR 2 Million or more in last three (03) years			100	Less than 1 Million = 0 marks 1 to 2 = 50 marks 2 to 3 = 100 marks
C	Work Execution Plan Requirements				
	Work Plan: To be provided by bidder			100	
	TOTAL			600	

Passing Marks = 65%

11. **Financial Evaluation Criteria:**

- 11.1 The Financial Bids of technically responsive bidders will be opened in presence of bidder(s) representative(s), who opt to participate.
- 11.2 The Least Cost Method will be adopted for financial evaluation.
- 11.3 The Financial Bids of technically dis-qualified/non-responsive bidder(s) shall be returned un-opened.

12. **Bid / Tender opening procedure:**

As per PPRA Rules 2014, single stage two envelopes bidding procedure shall be adopted.

- 12.1 The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- 12.2 The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters;
- 12.3 Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;

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- 12.4 The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
- 12.5 The technical proposal shall be evaluated in a manner prescribed in advance, without reference to the price and any proposal may be rejected which does not conform to the specified requirements / specifications;
- 12.6 During the technical evaluation no amendments in the technical proposal shall be permitted;
- 12.7 The financial proposals of bids meeting the technical specifications shall be opened publicly at a time, date and venue announced and communicated to the Firms in advance.

13. One Person One Bid

- (1) In any procurement, one person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.
- (2) If a consortium of persons has submitted a bid in any procurement, it shall be construed that each member of the consortium submitted the bid.

12. Performance Bond:

Performance bond against warranty period of the item(s) against which warranty is mentioned at Annex-A (service, parts & labor) in the shape of schedule bank guarantee / CDR equivalent to 10% of the purchase order amount of that item will have to be furnished after the issuance of purchase order. Bank guarantee/CDR will be returned after successful completion of the warranty period.

DR. NASIR JAVED

Chief Executive Officer

**Urban Sector Planning & Management
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TENDER CHECKLIST				
S. #	DESCRIPTION	Tick Yes / No		Documents Attached at Annexure
1.	Copies of work Orders/agreements (As per clause 9 & 10)			
2.	Copy of the Proprietor's CNIC (if applicable)			
3.	Affidavit regarding non-involvement in any arbitration/ litigation with any government agency / department and not blacklisted as well.			
4.	List of satisfied customers along with their contact numbers			
5.	Copy of Income Tax Registration certificate			
6.	Copy of Sales Tax/PRA Registrations certificate			
7.	Bid Security			
8.	LOT wise Make/Model and sub-model details and specifications of IT/Electrical items with warranty details and country of origin on firm/company letter head must be attached			
9.	Brushers/Flyer issued by brand for IT/Electrical item (if available)			

Note: Bidders must fill-up above mentioned checklist / table and attach copies of required documents with proper annexures along with tender document.
All above documents will be used for technical evaluation.

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**Technical Specifications**

Detail and description of works is as under:

RENOVATION & MISC. WORKS (LOT-01)			
S. No.	Description	Unit	Qty.
AUDITORIUM AT GROUD FLOOR			
16	Providing, fabrication and installation of wooden stage size 20'x7'x12" using deodar seasoned structural wood with termite proofing, wooden section with headless nails Including high glass polish coated complete in all respect as per drawing / design.	Job	1.00
17	Providing, fabrication and installation stage back view display frame 1-1/2" x 1-1/2" M.S box section frame 16 SWG fixed at wall with rowel bolts, huks or clumps including painting complete in all respect as per drawing.	Job	1.00
18	Providing and laying carpet at Auditorium hall with complete in all respect as per quality / design.	Sft	2,475.00
19	Providing and laying door mat of jute material for Auditorium hall.	Nos	8.00
20	Providing, laying and installation of acoustic panels for walls with felt fiber and pet plastic composite material with all fitting, fixtures and coat, painting complete in all respect as per drawing / design.	Sft	575.00
21	Providing and fixing 1/2" thick moisture resistant gypsum board ceiling tile (2'x2') with aluminum foil backing Elephant Brand or Approved Equivalent i/c GI channel frame 2'x2', 1"x1" GI angle for hanging, rowel bolts, fisher with complete hanging system required at site, i/c finishing and making POP gola, complete in all respects as per drawings.	Sft	1,350.00
22	Provision and fixing Plaster of Paris suspending false ceiling fire resistant as per approved design and shade including paint three coats (ICI, Deluxe or equivalent) with complete GI suspension system with rowel bolts, kangee and frame etc, complete in all respects.	Sft	950.00
DATA ENTRY CENTER AT 8TH FLOOR			
23	Providing, fabrication and Installation of 1200mm height office Partition wall upper half panel 10-mm poly carbonate sheet & other half lower panel is in lamination #101 (FX) texture, extruded aluminum channel powder coated white 55% gloss. Table top laminated 101 with matching pvc edging with all fitting and fixtures complete in all respect as per drawing / design.	Sft	325.00
24	Providing, fabrication and Installation of 12mm thick glass fixed on 3" thick partition wall of lamination sheet having aluminum frame 1"x1" with all fitting and fixtures complete in all respect as per drawing / design.	Sft	112.00
25	Providing, fabrication and Installation of Credenza 2' deep and 2'-6" high credenza of laminated sheets with lockable doors with all fitting and fixtures complete in all respect as per drawing /	Sft	160.00

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	design.		
26	P/L and Supply SS cover Planters 14 SWG as per design.	Nos	25.00
27	Providing and fixing manual fabric roller Blinds made 100% polyester with aluminum tube having 50mm dia For Windows with complete hanging system as required at site, i/c finishing, complete in all respect as per design.	Sft	2,089.73
28	Providing and applying three coats of semi glass paint of approved quality and colour (Master / ICI / Berger / Nipon or equivalent) including preparation of surface, application of filling as per colour and shades provided by the manufacture complete in all respect.	Sft	2,830.00

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IT & ELECTRICAL ITEMS FOR GROUND FLOOR AUDITORIUM AND DATA ENTRY CENTER 8TH FLOOR, LAHORE

BILL OF QUANTITY

S. No.	Description	Unit	Quantity
Electrical Works (LOT-02)			
AUDITORIUM AT GROUD FLOOR			
	Electrical		
1	Provision & Installation of indoor ceiling recessed SMD down light (5~14 Watt), 3~4" round, white / warm with built-in heat sink, high performance driver, Min.120 degree light distribution, L/W Min. 60, input voltage 220~230VAC, 50Hz. (Branded) Philips/Pierlite/ Sunlight/ Envirogreen or equivalent recognized brands with one year replacement warranty.	Each	80.00
2	Installation of Ceiling recessed SMD light fittings in ceiling with (Branded) flexiable cable & electrical connector, (NEWAGE/PAKISTAN/FAST CABLE or equivalent recognized brands with (Branded) PVC flex pipe and connector, ceiling cutting at site.	Each	80.00
3	Provision of 6.0 mm2 (4core) cable standard PVC 99.9% copper cable (Red/Black/Green/Yellow) (Branded) NEWAGE/PAKISTAN/ FAST CABLE or equivalent recognized brands.	RMTR	120.00
4	Installation & termination of 3 numbers of 6mm (4core) electrical cables	RMTR	120.00
5	Provision & installation of indoor SMD based spotlight (16~30W) with mounting, High Performance driver for protection & safety, Instant start-up, Input voltage 220~230VAC, 50Hz with manufactuer standard housing & fittings, (Branded) Philips/Pierlite/ Sunlight/ Envirogreen or equivalent recognized brands with one year replacement warranty.	Each	8.00
6	Provision of Power Cable 4core 6mm2 for ac standard PVC 99.9% copper cable (Red/Black/Green) (Branded)(NEWAGE/PAKISTAN/ FAST CABLE or equivalent recognized brands	RFT	300.00
7	Provision & installation of locally fabricating 4"x4"sizes MS steel 16-SWG sheet derusted phosphated with electrostatic painted cable trays with cover including supports ceiling hangers / wall brackets, bend, tee, joints, earthing jump connections with 6mm2 copper cable on both sides of cable tray at every joint, nut bolts etc, joining with building earthing system, complete in all respects.	RFT	300.00

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8	Provision & installation of locally fabricating 3"x3" sizes MS steel 16-SWG sheet derusted phosphated with electrostatic painted cable trays with cover including supports ceiling hangers / wall brackets, bend, tee, joints, earthing jump connections with 6mm ² copper cable on both sides of cable tray at every joint, nut bolts etc, joining with building earthing system, complete in all respects.	RFT	200.00
9	Provision & installation of Power Plug Socket with backbox (Branded) Philips/Pierlite/ Sunlight/ Envirogreen/Shneider or equivalent recognized brands. With installation at site.	Each	8.00
10	Provision & installation of Light Plug Socket (13/6Amp) with backbox (Branded) Schneider/Philips/Pierlite/ Sunlight/Envirogreen/Orient or equivalent recognized brands.	Each	24.00
11	Provision & Installation of Silicone based SMD rope light (WARM) with connectors.	RMTR	220.00
12	Provision & Installation of PVC pipe 1 1/2 inch with extender sockets above false ceiling for power, data & voice cabling etc.	RFT	1,000.00
13	Provision of 2.5mm single core standard PVC 99.9% copper cable coil 90Mtr. (Red/Black/Green/Yellow) (Branded) NEWAGE/PAKISTAN/ FAST CABLE or equivalent recognized brands	Each	10.00
14	Provision of 4mm single core standard PVC 99.9% copper cable coil 90Mtr. (Red/Black/Green) (Branded) (NEWAGE/PAKISTAN/FAST CABLE or equivalent recognized brands	Each	6.00
15	Installation & termination of power cables 2.5mm & 4mm (Red/yellow, black, green) 3 wires in 1-1/2 inches PVC pipe / duct / cable tray with clumping, socket glue, corss sockets etc. complete in all aspects.	MTR	480.00
16	Provision & installation of locally febricated, MS Powder coated, Sub-Distribution Box with one main 40 Amp MCCB three pole breaker and 8 sub breakers single pole (4/6/10Amp each), Digital MultiMeter (Volts, Amp, Frequency) (Branded) Schneider/ Philips/ Pierlite/ Sunlight/Envirogreen/Orient or equivalent recognized brands.	Each	2.00
17	Installation of 1 1/2 inches PVC pipe on behind PVC wall panneling, with grinder based wall cutting, installation with plaster finishing, complete in all aspects	RFT	200.00
18	Provision & installation of locally febricated, MS Powder coated, Sub-Distribution Box with one main 40 Amp MCCB three pole breaker and 8 sub breakers single pole (4/6/10Amp each), Digital MultiMeter (Branded) Schneider/ Philips/ Pierlite/ Sunlight/Envirogreen/Orient or equivalent recognized brands.	Each	2.00
19	Provision & Installation of Switch board with 6x(5-10Amp) (Branded) with backbox and complete in all aspects at site Phillips/Pearlight/Sunlight or equivalent recognized brands	Each	6.00

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