



URBAN SECTOR PLANNING & MANAGEMENT SERVICES UNIT (PRIVATE) LIMITED



	NAME	SIG.	DATE
Draft	Zorai3	Zc	3-1-18
Review I	S.H.U.S.A	[Signature]	4/1/18
Review II	Farhan	[Signature]	4/1/18
Approved			

TENDER DOCUMENT Purchase of Laptop (Single Stage One Envelop)

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

Tender # UU/2017-18/40

Sign & Stamp of bidder

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THE URBAN UNIT

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

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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 purchase of Laptop for its office at 5th Floor, Shaheen Complex Lahore as per Annex-A (*hereinafter referred to as "goods"*).

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) any additional terms & conditions added by the bidder
 - i) any conditional offer
- 1.2 Only Income tax & 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 items at Annex-A. Partial bidding is not allowed.
- 1.6 The bidder must indicate their National Income Tax No. / Sales Tax No.
- 1.7 Offered rates will be on the basis of complete delivery at the office of Shaheen Complex 5th floor as detailed at Annex-A and shall be inclusive of all taxes.
- 1.8 Purchase order(s) will be issued to the lowest evaluated bidder by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer of The Urban Unit.
- 1.9 The Urban Unit may increase or decrease the ordered quantities under Punjab Procurement Rules, 2014.

2. Time Period:

The bidder will have to deliver the goods within 01 week from the date of issuance of Purchase order(s).

3. Extension of Delivery period:

- 3.1 In special circumstances, request for extension of delivery 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 order will be imposed.
- 4.2 The goods 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.

5. **Payment to the Contractors:**

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

6. **Bid Security:**

- 6.1 Bid security of Rs.3, 000/- shall have to be attached along with tender document. It should be in the form of Pay Order / Bank Draft / CDR valid from a scheduled bank in favor of Urban Sector Planning & Management Services Unit (Pvt.) Limited.
- 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 after complete delivery, inspection and approval of received goods.
- 6.3 The bid security shall be forfeited if:
 - a. The offer is withdrawn, amended or revised.
 - b. The bidder fails to execute the contract strictly in accordance with terms and conditions of tender document.

7. **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 total 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.

8. **Deduction of Taxes:**

All applicable taxes 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.

9. **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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10. Evaluation Criteria:

9.1 NTN and GST registration

9.2 Affidavit on non-judicial stamp paper of worth Rs. 50/- regarding non-involvement in any legal actions or dispute and firm is not black listed by any firm/company.

9.3 Meet the required technical specifications of the item(s).

9.4 Technically responsive and least cost bidder shall be declared as lowest evaluated bidder .

11. Bid / Tender opening procedure:

As per PPRA Rules 2014, single stage one envelope bidding procedure shall be adopted.

12. One Person One Bid

11.1 One person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.

11.2 If a consortium of persons bid, it shall be that each member of the consortium submitted the bid.

DR. NASIR JAVED

Chief Executive Officer

**Urban Sector Planning & Management
Services Unit (Pvt.) Limited**

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TENDER CHECKLIST				
S. #	DESCRIPTION	Tick Yes / No		Documents Attached at Annexure
1.	Copy of the Proprietor's CNIC (if applicable)			
2.	Affidavit on non-judicial stamp paper of worth Rs. 50/- regarding non-involvement in any legal actions or dispute and firm is not black listed by any firm/company.			
3.	Copy of Income Tax Registration certificate			
4.	Copy of Sales Tax Registration certificate			
5.	Bid Security			

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.

Sign & Stamp of bidder



QUOTATION

LAPTOP COMPUTERS						
Brands		Internationally top recognized brands in white color			Unit Rate (Incl of all Taxes)	Total Rate (Incl of all Taxes)
Sr. No	ITEM	DESCRIPTION	QTY	Make/ Model		
1.	Processor	Intel® Core™ i7 multi core processor or higher, 2.7GHz base frequency with TB or higher Speed, Min. 4M Cache, latest Generation Processor	01 Nos			
2.	Mother Board	Intel Chipset supporting above processor OR Integrated with processor				
3.	Memory	8GB DDR4 RAM upgradable to 16GB or higher memory				
4.	Hard Disk Drive	Drive. Min. 1TB SATA OR Higher				
5.	Optical Drive	High Speed Super Multi-DVD Burner (Int /Ext)				
6.	Video Display Card	Dedicated Graphic display card Min.4GB memory				
7.	Integrated I/O Interfaces	Two or more USB 2.0/3.0 Port, 1 RJ45 Jack for Ethernet, HDMI and other standard features, Mic/ Speaker, AC Power In.				
8.	Network Adapter	Built-In Ethernet Card 10/100/1000BaseT or higher (Microsoft Windows 7/XP/8.1/10, Red Hat Linux Supportive).				
9.	Wireless Adapter	Wireless Ethernet Adapter 802.11 b/g/n/ac (Microsoft Windows 7/XP/8.1/10, Red Hat Linux Supportive).				
10.	Display Monitor	15.6" FHD or 4K, ultra-sharp colors, WLED backlit display or higher				
11.	Sound, Mic & Camera	Built-in (Sound, Microphone & HD or Higher Camera).				
12.	Keyboard & Mouse	Integrated : English QWERTY backlit keypad, integrated Touch Pad with keys				
13.	Battery & Power Adopter	Lithium-ion Re-chargeable Min.4 Cell or Higher Battery with min. 2-3 hr backup with manufacturer standard power adopter.				
14.	External Mouse & Carry case	Brand Wireless Optical Mouse of the same brand, Brand top load carry case of the same brand with separate compartments for documents & charger etc.				

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15.	Operating System	Microsoft Windows 10 Pro. 64bit (English) or Latest (Licensed)			
		Total Amount (Inclusive of all Taxes)			
		Total Amount in Words:			
Note: 01(One) Years Parts and Labor warranty for all components onsite including battery.					

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<u>BIDDER INFORMATION</u>	
Name of Firm/Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Cell Number	
E-Mail	
Fax Number	
National Tax Number	
GST Number	

Date of Submission / opening of bids:

Receipt of bids : January 22, 2018 till 11:00 AM

Opening of bids : January 22, 2018 at 11:30 AM at Committee Room
of The Urban Unit, 503 – Shaheen Complex,
Egerton Road, Lahore

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