



The Urban Unit

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



URBAN SECTOR PLANNING & MANAGEMENT SERVICES UNIT (PRIVATE) LIMITED



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



BIDDING DOCUMENT PROVISION OF INTERNET SERVICES DEDICATED CIR WITH LIVE IPs

(Single Stage One Envelope)

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

Tender # UU/2021-22/31

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 Sole Proprietor / firms / companies (*hereinafter referred to as "Bidder"*) for the specified job as per Annex-A (*hereinafter referred to as "services"*).

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 bidding 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 bidding document
 - i) any additional terms & conditions added by the bidder
 - j) any conditional offer
- 1.2 Only Income tax & Sales tax registered Sole Proprietor / 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 for all LOTs as mentioned at Annex-A. Bidders have to bid for complete LOT, partial bidding in any LOT 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 of required items as detailed at Annex-A and shall be inclusive of all taxes.
- 1.8 Site inspection / survey is mandatory for all bidders before submission of bids.
- 1.9 The mentioned quantity may increase or decrease by the Urban Unit under the light of Punjab Procurement Rules.
- 1.10 Contract(s) will be awarded Item-wise to the Lowest Evaluated Bidder by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer of The Urban Unit.

2. Time Period:

The bidder will have to provide the services right after signing of agreement. The response time for any query should never be more than one working day.

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3. Extension of Response Time:

3.1 In special circumstances, request for extension of response time may be considered by the Competent Authority (Chief Executive Officer, Urban Unit) on the written request of the firm before the right time, who is authorized to either accept or reject the request of bidder without assigning any reason.

4. Cancellation / Penalty of Delay:

4.1 The Equipment and Services 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.

4.2 Bill deductions will be as per Annex-A in case of cumulative downtime in any calendar month.

5. Payment to the Contractors:

Payments will be made through crossed cheque to the bidder on monthly basis against invoice after 100% satisfactory services. No payment will be made as advance.

6. Bid Security:

6.1 Bid security of Rs. 71,820/- (3% of the estimated amount i.e. Rs. 2,394,000/-) shall have to be submitted with the tender document and shall be attached with technical proposal in the form of Bank Guarantee / Pay Order / Bank Draft / CDR 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 submission and verification of performance security.

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. Deduction of Taxes:

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions / Notifications.

8. Dispute:

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

9. Technical Evaluation Criteria:

9.1 Registration with Income Tax Authorities and Active Tax Payer Status.

9.2 Registration with Sales Tax Authorities and Active Tax Payer Status.

9.3 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.

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9.4 Copies of five (05) project of similar nature in last three (03) years. (Attach purchase orders / contracts each amounting Rs. 1,200,000/- or more).

9.5 PTA valid ISP license holder.

10. Bid / Tender opening procedure:

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

11. One person one bid:

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

12. Contract Period:

Contract(s) will be awarded initially for the period of twelve (12) months for LOTs, extendable for further period on mutual consent of both parties.

13. Performance Security:

Performance bond against the item (service, parts & labor) for a period of one (01) year in the shape of schedule bank guarantee equivalent to 10% of the total contact(s) amount will have to be furnished after the uploading of evaluation report on PPRA website. Performance guarantee will be returned after successful completion of the contract period.

MUHAMMAD OMAR MASUD
Chief Executive Officer
Urban Sector Planning & Management
Services Unit (Pvt.) Limited

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TECHNICAL SPECIFICATION

| Sr. No | Internet Services Dedicated CIR with Live IPs | | |
|--------|--|---|--------|
| | Services from renowned local ISPs preferably Public Sector | | |
| | ITEM | DESCRIPTION | QTY |
| 01 | Internet Services Dedicated CIR with Live IPs | <ul style="list-style-type: none">• Dedicated Internet bandwidth Committed Information Rate (simultaneous upstream & downstream) (for 24/7, 365 day)• Unlimited upstream & downstream data volume.• 64 live IP Addresses• 99.5% uptime• ISP must have redundant reliable internet connections with auto failover function at their own ends & will also provide at client premises.• Provision of bandwidth on reliable redundant Fiber optic media for primary site and one link on Fiber optic cable and backup link on secured wireless media (for temporary shifting only).• Required at two client premises with auto failover equipment in Lahore described separately.• NMS provision with Onsite Installation of same circuit is required. | 150 MB |

Note: Above Services should include setup cost.

The Client has the right to change the Quantity CIR (Mbps) from the commencement of each month.

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| Offered Services (Attachments): | Provide Description | YES | NO | Annex |
|---|---------------------|-----|----|-------|
| ISPs Upstream Service Provider Names 1: | | | | |
| ISPs Upstream Service Provider Names 2: | | | | |
| ISPs setup details with diagram | | | | |
| ISPs node & bandwidth availability at site details with sketch | | | | |
| ISPs qualified engineer's details (Min. 05) | | | | |
| Agreed to undergo with an SLA for the provision of the same with 99% uptime & penalties upon non-compliance | | | | |
| Agreed to provide the requisite service within prescribed time frame | | | | |
| Agreed to provide the requisite 24/7 support service | | | | |
| Premises: 1. The Urban Unit Office No: 508-Shaheen Complex, Egerton Road Lahore, Pakistan. | | | | |

- Service provider will ensure 99.5% guaranteed uptime till CPE.
- The Client will provide rack space, cable pathways services, power from UPS & backup generator, earthing point for termination.
- In the event that service levels fall below the percentage level, the following compensation shall be payable:

| Cumulative Downtime in any Calendar Month | Bill Deductions |
|---|---|
| 99.5% or above | 0% |
| 96% to 99.49% | 7.5% |
| 90% to 95.99% | 10% |
| Below 90% | Termination of Contract and Encashment of Performance Guarantee |

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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 : _____, 2022 till 11:00 AM

Opening of bids: _____, 2022 at 11:30 AM at Committee Room of The Urban Unit, 503 – Shaheen Complex, Egerton Road, Lahore

Sign & Stamp of bidder



| <u>TENDER CHECKLIST</u> | | | | |
|--------------------------------|--|----------------------|--|---------------------------------------|
| Sr. # | DESCRIPTION | Tick Yes / No | | Documents Attached at Annexure |
| 1. | PTA valid ISP license holder | | | |
| 2. | Affidavit regarding non-involvement in any arbitration / litigation with any government agency / department and not blacklisted as well. | | | |
| 3. | Copies of Five (05) project of similar nature in last three (03) years. (Attach purchase order / contracts each amounting Rs. 1,200,000/- or more) | | | |
| 4. | Copy of Income Tax Registration certificate | | | |
| 5. | Copy of Sales Tax Registration certificate | | | |
| 6. | Bid Security Rs. 71,820/- | | | |

Note: Bidders must fill-up above mentioned checklist / table and attach copies of required documents with proper annexures along with tender document.

Sign & Stamp of bidder



ANNEX C: FORMAT OF BANK GUARANTEE

**FORM OF PERFORMANCE SECURITY
(Bank Guarantee/Insurance Bond)
FORM OF PERFORMANCE BANK GUARANTEE
Bank / Insurance Guarantee**

Date: _____
Guarantee No: _____
Executed on: _____
Expiry Date: _____
(This “**Guarantee**”)

[By the Guarantor to the Employer]

The Chief Executive Officer

Urban Sector Planning and Management Services Unit (Pvt.) Ltd
Office Suite # 503, 5th Floor, Shaheen Complex,
Egerton Road, Lahore,

Name of Guarantor (Bank / Insurance Company) with address (the “**Guarantor**”):

Name of Contractor with address: [●] (the “**Contractor**”):

Guaranteed Amount (express in words and figures): [●]

Agreement Name, Reference No. and Date _____ (the
“**Agreement**”)

1. The above premised, we the Guarantor, understand that the Employer and the Contractor have entered into the Agreement and that this Guarantee is required to be issued in favor of the Employer in accordance with the terms of the Agreement.
2. The above premised, we the Guarantor hereby undertake irrevocably and unconditionally on demand to pay to the Employer, without any notice, reference or recourse to the Contractor or to any other entity and without any recourse or reference to any document, agreement, instrument or deed, any sum or sums (or any part thereof) equivalent in aggregate up to but not exceeding a maximum amount of: [●] [●]/- ([●] [●]) (the “**Guaranteed Amount**”) at sight and immediately, however not later than 05 business days from the date of receipt of the Employer’s first written demand (the “**Demand**”) at the Guarantor’s offices located at [●] or through SWIFT instructions transmitted by the Employer’s bank (i.e [●]), on behalf of the Employer, to the Guarantor. We acknowledge and agree that the Guaranteed Amount shall be revised by us upon receipt by us of a notice duly signed by the Employer and the Contractor of the revised guaranteed amount.

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