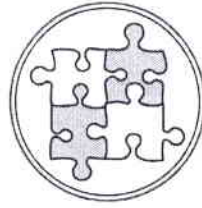


**URBAN SECTOR PLANNING & MANAGEMENT  
SERVICES UNIT (PRIVATE) LIMITED**



**The Urban Unit**

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



**BIDDING DOCUMENT**

(Drafted as per PPRA SBD)

**PROCUREMENT OF LAPTOP COMPUTERS, DESKTOP  
COMPUTERS AND SUPERCOMPUTERS**

**(Single Stage One Envelope)**

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

**Procurement Reference No. UU/2022-23/07**

Bidder's Signature and Stamp



**The Urban Unit**

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



## DISCLAIMER

1. The information contained in this Bidding Document or subsequently provided to Bidder(s), whether verbally or in written form by or on behalf of the Urban Sector Planning and Management Services Unit Pvt. Ltd (The Urban Unit), or any of their employees or advisors, shall be subject to the terms and conditions set out in this Bidding Document and any other terms and conditions subject to which such information is provided.

2. This Bidding Document does not purport to contain all the information each Bidder may require. This Bidding Document may not be appropriate for all persons, and it is not possible for The Urban Unit, their employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder who reads or uses this Bidding Document. Certain Bidders may have better knowledge of the proposed Project than others may. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Bidding Document and obtain independent advice from appropriate sources. The Urban Unit, its Representatives, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the Bidding Document.

3. The Urban Unit may, in their absolute discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this Bidding Document or cancel the present Invitation and call for fresh Invitations. Such changes would be intimated to all Bidders using this Bidding Document.

4. The Urban Unit reserves the right to reject any or all of Bids submitted in response to this Invitation at any stage without assigning any reasons whatsoever before acceptance of any bid. The Urban Unit also reserves the right to hold or withdraw from or cancel the process at any stage up to the final pre-qualification / shortlisting / selection.

5. Neither the Urban Unit nor their employees or representative will have any liability in case of non-receipt of any correspondence from them to the bidders due to the postal delays.

6. Mere submission of this Bid or Pre-qualification or issue of RFP does not vest any right in the Bidder for being selected for the project.

7. All the procurement procedures shall be conducted in accordance with Punjab Procurement Authority Act-2009 and Punjab Procurement Rules-2014. In case of any conflict between the provision of this document and PPRA Act-2009/ PPRA Rules-2014, the later shall prevail.

Bidder's Signature and Stamp



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**The Urban Unit**

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



## Section-I: Invitation to Bids

**Procurement Reference No. UU/2022-23/07**

### **BIDDING DOCUMENT FOR THE PROCUREMENT OF LAPTOP COMPUTERS, DESKTOP COMPUTERS AND SUPERCOMPUTERS**

Sealed Bids for complete items of any LOT or all LOTs are invited from Bidders i.e. firms / companies / sole proprietor / general order suppliers engaged in trading, registered with relevant Registration Authorities and Tax Departments / Authorities (Income Tax and Sales Tax). The Bids shall be received as per **Single Stage One Envelope Bidding Procedure**. Bidding Document, in the English language, can be collected by the interested Bidders from the office of the undersigned.

Bids must be delivered to the addressee below on or before **06<sup>th</sup> February 2023 at 11:00 AM**. Bid Security shall be submitted in the form of Call Deposit Receipt / Bank Guarantee / Demand Draft / Pay Order valid for a period of minimum of six (6) months from a scheduled bank in favor of "Urban Sector Planning & Management Services Unit (Pvt.) Limited". Late Bids shall be rejected. The Bids will be opened on the same day at **11:30 AM** in the presence of the Bidders' representatives who may choose to be present at the address below. Interested eligible Bidders may obtain further information from the Urban Unit at the address given below from date of publishing of advertisement till due date, during office hours 09:00 AM to 05:00 PM. Bid Validity shall be of 120 days.

All Bids must be accompanied by a Bid Security for each LOT as mentioned below:

LOT	Description	Estimated Amount	Bid Security Amount
1.	Laptop (Type – A)	9,450,000/-	Rs. 189,000/- (2% of estimated cost)
2.	Laptop (Type- B)	1,020,000/-	Rs. 30,600/- (3% of estimated cost)
3.	Laptop (Type – C)	3,000,000/-	Rs. 90,000/- (3% of estimated cost)
4.	Laptop (Type – D)	700,000/-	Rs. 21,000/- (3% of estimated cost)
5.	Super Computer	9,450,000/-	Rs. 189,000/- (2% of estimated cost)
6.	Desktop Computer	2,000,000/-	Rs. 60,000/- (3% of estimated cost)

Bidding Documents are immediately available after date of publication. The Urban Unit will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of Bids. In case of official holiday on the day of submission, next

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**The Urban Unit**

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



day will be treated as closing date. The Bidding document carrying all details can also be downloaded from the Urban Unit's website <https://urbanunit.gov.pk/> and website of Punjab Procurement Regulatory Authority <https://ppra.punjab.gov.pk>.

**MUHAMMAD OMAR MASUD**  
Chief Executive Officer

**Urban Sector Planning & Management Services Unit Pvt. Ltd.**

**Contact:** Ph: +92 42-99205316-22 Fax: +92 42-99205323  
Email: [procurements@urbanunit.gov.pk](mailto:procurements@urbanunit.gov.pk), website: <https://urbanunit.gov.pk/>

Bidder's Signature and Stamp



## Section-II: Instructions to Bidders (ITB)

### 2.1. Introduction

#### 2.1.1 Scope of Bid

- i) The Procuring Agency (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of Goods as specified in the Section-IV Bid Data Sheet (BDS) and Section III - Technical Specifications & Section VII- Schedule of Requirements. The successful Bidders will be expected to deliver, install/ commissioning) the goods within the specified period and timeline(s) as stated in the BDS.

#### 2.1.2 Source of Funds

- i) The Procuring Agency named in the Bid Data Sheet has received budget from the Government of Punjab. The Procuring Agency intends to apply the provided funds / a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued.

#### 2.1.3 Eligible Bidders

- i) The Invitation to Bids is open to all suppliers i.e. association of firms / companies / sole proprietor / general order suppliers / JVs, registered with relevant Registration Authorities and Tax Departments / Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.), except as provided hereinafter.
- ii) Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consultancy services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation to Bids [if applicable].
- iii) Government-owned enterprises may participate only if they are duly / legally authorized in this regard by the respective / relevant competent forum / authority.
- iv) Bidders shall not be under a declaration of blacklisting by any Government department / other Procuring Agency or by Punjab Procurement Regulatory Authority (PPRA). During the Procurement Process / execution of the Contract, if the firm / bidder is blacklisted by any Government department / other Procuring Agency or by Punjab Procurement Regulatory Authority (PPRA), if such blacklisted bidder wants to execute the contract awarded after its blacklisting, the bidder / firm shall provide 100% Bank Guarantee against the awarded Contract

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**The Urban Unit**

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value and in case the bidder regret to do so then the Procuring Agency may proceed with second lowest evaluated bidder.

- v) In the case of a Joint Venture, Consortium, or Association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The Joint Venture, Consortium, or Association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.
- vi) The appointment of Lead Member in the Joint Venture, Consortium, or Association shall be confirmed by submission of a valid JV or Consortium agreement to the Procuring Agency.
- vii) Any agreement that form a Joint Venture, Consortium or Association shall be required to be submitted as part of the Bid and shall be attested.
- viii) Any bid submitted by the Joint Venture, Consortium or Association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated or post qualified with respect to its contribution only and the responsibilities of each party and shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.
- ix) The invitation for Bids is open to all prospective Supplier, Manufacturers or Authorized Agents/Dealers/Distributors subject to any provisions or licensing/regulatory requirements issued by the respective National/ Provincial Professional Statutory Body established for that particular trade or business as mentioned in bid data sheet.
- x) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be Non-Responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
  - a) Are associated or have been associated for the procurement of the goods to be purchased under this Invitation for Bids, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation

Bidder's Signature and Stamp



- of the design, specifications and other documents to be used.
- b) Have controlling shareholders in common; or
  - c) Receive or have received any direct or indirect subsidy from any of them; or
  - d) Have the same legal representative for purposes of this Bid; or
  - e) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
- xii) A Bidder may be ineligible if –
- (a) The Bidder is declared bankrupt or, in the case of company or firm, insolvent;
  - (b) Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
  - (c) Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;
  - (d) The Bidder is convicted, by a final judgement, of any offence involving professional conduct;
  - (e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.
  - (f) The Bidder is debarred and blacklisted in general (i.e. to the extent of all public procurement) due to consistent performance failure in accordance with the section 17A of

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