



The Urban Unit

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



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



The Urban Unit

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



**TENDER 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/2021-22/11

Sign & Stamp of bidder



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BIDDER INFORMATION.....	Error! Bookmark not defined.

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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 & PRA 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 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 document
 - i) any additional terms & conditions added by the bidder
 - j) any conditional offer
- 1.2 Only Income tax & Sales tax (PRA) registered Sole Proprietor / firms / companies are eligible to participate in the tender.
- 1.3 Bid will remain valid for a period of 120 days from the date of opening the tender. No change in price will be made after opening of tender.
- 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 as mentioned at Annex-A. Partial bidding is not allowed.
- 1.6 The bidder must indicate their National Income Tax No., Sales Tax No (PRA).
- 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.

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

Signature & Stamp of bidder



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. 23,000/- (5% of the estimated amount i.e. Rs. 460,000/- *(Inclusive of all taxes)*) 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 PRA 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.
- 9.4 Copies of three (03) projects of similar nature issued or executed in last three (03) years. (Attach purchase orders / contracts / completion certificate each amounting to Rs. 100,000 /- or more).
- 9.5 PTA valid ISP license holder.

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



10. Financial Evaluation Criteria:

- 10.1 The financial Bids of the technically responsive bidders will be opened in the presence of bidder(s) representative(s).
- 10.2 The Least Cost Method will be adopted for Financial Evaluation.
- 10.3 The financial bids of technically disqualified / non-responsive bidder(s) shall be returned un-opened.

11. Bid / Tender opening procedure:

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

13. 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.

14. Contract Period:

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

15. 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 contract(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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<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 three (03) projects of similar nature issued in last three (03) years. (Attach purchase order / contracts / completion certificate each amounting to Rs. 100,000/- or more)			
4.	Copy of Income Tax Registration certificate			
5.	Copy of PRA Registration certificate			
6.	Bid Security Rs. 23,000/-			

Note: Bidder must fill-up above mentioned checklist / table and attach copies of required documents (Signed & Stamped) with proper annexures along with tender document.

Sign & Stamp of bidder



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.• 04 live IP Addresses• 99.5% or above 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 the site and one backup link on secured wireless media (for temporary shifting only).• Required at premises with auto failover equipment.• NMS provision with Onsite Installation of same circuit is required.• Contract will be signed for a period of One (01) year.	25 Mbps

Note: Above Services should include setup cost.

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Sign & Stamp of bidder



Offered Services (Attachments):	Provide Description	YES	NO	Annex
ISPs Upstream Service Provider Names 1:				
ISPs Upstream Service Provider Names 2:				
ISPs setup details				
ISPs node & bandwidth availability at desired site details				
ISPs qualified engineer's details				
Agreed to undergo with an SLA for the provision of the same with 99.5% 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. AL-JAZARI Water & Sanitation Academy, Behind Cinestar Cinema, Township, Lahore.				

- 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:

Note: The Bidder must fill up the Above Columns.

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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Quotation

Sr. No.	Item	Quantity CIR (Mbps)	Number of Months	Monthly Cost (Inclusive of all taxes)	Total Amount (Inclusive of all taxes)
1	As per Annex A	25	12		
Total Amount in Words:					

[Handwritten signatures and initials in blue ink]

Sign & Stamp of bidder



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

Date of Submission / opening of bids:

Receipt of bids : 26th October, 2021 till 11:00 AM

Opening of bids : 26th October, 2021 at 11:30 AM at Committee

Room of

The Urban Unit, 503 – Shaheen Complex, Egerton
Road,
Lahore

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