TENDER DOCUMENT

PURCHASE OF SPECTRO-RADIOMETER
FOR
SPACE TECHNOLOGY APPLICATIONS IN SOCIO-ECONOMIC
DEVELOPMENT PROGRESS

(Technical Proposal)
(Single Stage Two Envelope)

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

Tender # UU/2020-21/15

Sign & Stamp of bidder
# Table of Contents

- **TERMS & CONDITIONS** .................................................................................................................. 3  
- **1. General:** ....................................................................................................................................... 3 
- **2. Time Period:** ................................................................................................................................. 4 
- **3. Extension of Delivery period:** ...................................................................................................... 4 
- **4. Penalty of Delay / Cancellation:** ................................................................................................. 4 
- **5. Payment to the Contractors:** ....................................................................................................... 5 
- **6. Bid Security:** .................................................................................................................................. 5 
- **7. Deduction of Taxes:** ..................................................................................................................... 5 
- **8. Dispute:** ........................................................................................................................................ 5 
- **9. Technical Evaluation Criteria (Mandatory):** ................................................................................ 6 
- **10. Financial Evaluation Criteria:** .................................................................................................... 6 
- **11. Bid / Tender opening procedure:** ............................................................................................... 6 
- **11. One person, one bid:** .................................................................................................................. 7 
- **12. Performance Security:** ............................................................................................................... 7 

**BIDDER INFORMATION** .............................................................................................................. 10  
**FINANCIAL QUOTATION** ........................................................................................................... 12  
**BIDDER INFORMATION** .............................................................................................................. 13

---


Sign & Stamp of bidder
TERMS & CONDITIONS

Urban Sector Planning & Management Services Unit (Pvt.) Limited (hereinafter referred to as "The Urban Unit" or Client") invites sealed bids from well reputed eligible and experienced GST registered and income tax registered sole proprietor / firms / companies (hereinafter referred to as "Bidder") for the specified items for its office located at 503, 5th Floor, Shaheen Complex, Egerton 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) 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 registered firms / companies are eligible to participate in the tender. (Provision of Active Status certificate / proof Mandatory)

1.3 Only Sales tax registered firms / companies are eligible to participate in the tender. (Provision of Active Status certificate / proof Mandatory)

1.5 Bid will remain valid for a period of 90 days from the date of opening the tender. No change in price will be made after the opening of tender.

1.6 The cover envelop must indicate particulars of tender, name of submitting firm/company and date of opening. The envelope must be properly sealed.

1.7 Bidders shall participate for complete items mentioned at Annex-A. Partial bidding is not allowed.

Sign & Stamp of bidder

1.8 Purchase Order(s) will be placed to technically responsive lowest evaluated bidder as per detailed at Annex-A by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer of the Urban Unit.

1.9 Offered rates will be on the basis of complete delivery, installation and deployment onsite one year standard local warranty of all parts.

1.10 The bidder must indicate their National Income Tax No. and Sales Tax No.

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

1.12 The bidder shall be responsible for 02 Years Parts availability for all components on site.

1.13 The bidder shall provide 02 training sessions (each of five (05) working days on multiple fields and on-site laboratory (without any additional charges).

2. Time Period:

2.1 The bidder will have to complete the supply within 08 weeks from the date of issuance of Purchase Order(s).

3. Extension of Delivery period:

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.

4. Penalty of Delay / Cancellation:

4.1 Penalty @ 0.1% of total cost per day (maximum up to 10% of total value of the order) shall also be made as penalty in case of late delivery.

4.2 In case, supplier fails to deliver the requisite goods, the Bid Security may be forfeited by the client.

4.3 The goods will be inspected by The Urban Unit through an authorized personnel / Inspection Committee and will be rejected, if not found according to the given specifications as mentioned at Annex-A. The Urban Unit will not be responsible for any cost or expenses incurred by the bidders.

Sign & Stamp of bidder
5. Payment to the Contractors:

5.1 70% payment will be made through crossed cheque to bidder against on-site delivery of item(s) and testing and commissioning of item(s). 30% after the completion of successful training against the delivered item(s). No payment will be made as advance.

5.2 Payment against partial delivery will not be made. Payment will be made after the submission of Performance Security as per clause 13 of this Tender Document.

6. Bid Security:

6.1 Bid security of Rs. 75,000/- (3% of the estimated amount i.e. Rs. 2,500,000/-) shall have to be attached along with (technical proposal) of bidding document. It should be in the form of Bank Guarantee / Pay Order / Bank Draft / CDR 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.

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 upon submission of Performance Guarantee.

6.3 The bid security shall be forfeited if:
   a. The offer is withdrawn, amended or revised after submission time.
   b. The bidder fails to execute the contract strictly in accordance with terms and conditions of tender document.

7. 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.

8. Dispute:

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

Sign & Stamp of bidder

9.1 Income Tax Registered Company (Active status mandatory)

9.2 Sales Tax Registered Company (Active status mandatory)

9.3 Meet the required technical specification of the equipment (Annex-A)

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

9.5 Criteria mentioned in tender checklist.

9.6 Only technically responsive bidder will be eligible for financial bid opening.


10.1 The Financial Bids of the technically responsive bidders will be opened in 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 dis-qualified/non-responsive bidders(s) shall be returned un-opened.

11. Bid / Tender opening procedure:
As per PPRA Rules 2014, single stage two envelope bidding procedure shall be adopted.

a. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;

b. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters;

c. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;

d. the envelope marked as "FINANCIAL PROPOSAL." shall be retained in the custody of the procuring agency without being opened;

Sign & Stamp of bidder
e. 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;

f. During the technical evaluation no amendments in the technical proposal shall be permitted;

g. 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.

12. One person, one bid:

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

13. Performance Security:

Performance security against the item (service, parts & labor) in the shape of schedule bank guarantee equivalent to 10% of the total Purchase Order(s) amount will have to be furnished after issuance of Purchase Order(s). Performance guarantee will be returned after successful completion of the warranty period which is two years.

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

Sign & Stamp of bidder
## TECHNICAL SPECIFICATIONS

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spectro-Radiometer</td>
<td><strong>Wavelength Sensitivity:</strong> 220 to 1100nm or more</td>
</tr>
<tr>
<td></td>
<td><strong>Irradiance Calibration Range:</strong> 300 to 1000nm or more</td>
</tr>
<tr>
<td></td>
<td><strong>Wavelength Resolution:</strong> 1.5nm (full width, half maximum) or better</td>
</tr>
<tr>
<td></td>
<td><strong>Grating Type:</strong> Holographic and aberration corrected</td>
</tr>
<tr>
<td></td>
<td><strong>Detector Type:</strong> CCD 2048 pixel or better</td>
</tr>
<tr>
<td></td>
<td><strong>Digitizer:</strong> 16bit or better</td>
</tr>
<tr>
<td></td>
<td><strong>Signal to Noise Ratio:</strong> 1000:1 or better</td>
</tr>
<tr>
<td></td>
<td><strong>Stray light:</strong> 0.02% at 435nm, 0.2% at 200nm or better</td>
</tr>
<tr>
<td></td>
<td><strong>Measurement Repeatability:</strong> &lt;1%</td>
</tr>
<tr>
<td></td>
<td><strong>Calibration Uncertainty:</strong> +/- 10% or better</td>
</tr>
<tr>
<td></td>
<td><strong>Integration Time Range:</strong> 1ms to 65s</td>
</tr>
<tr>
<td></td>
<td><strong>Field of View (FOV):</strong> Cosine-corrected detector: 180 deg.</td>
</tr>
<tr>
<td></td>
<td><strong>Fiber optic cable:</strong> 30 deg</td>
</tr>
<tr>
<td></td>
<td><strong>Directional (cosine) response:</strong> +/- 5% at 80 deg zenith angle</td>
</tr>
<tr>
<td></td>
<td><strong>Operating environment:</strong> 0 to 60 deg Celsius</td>
</tr>
</tbody>
</table>

The following must be included:

- Fiber optic cable
- All required standard accessories
- Compatible Software
- Compatible reflectance probe and standard

---

Sign & Stamp of bidder

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>DESCRIPTION</th>
<th>Tick YES / NO</th>
<th>Documents Attached at Annexure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Copy of Income Tax Registration Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Active Status of Income Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Copy of Sales Tax Registration Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Active Status of Sales Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Bid Security (Rs. 75,000/-)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Detailed Specification on company letterhead (signed &amp; stamped)/ brochure for the quoted brand / model.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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
### BIDDER INFORMATION

<table>
<thead>
<tr>
<th>Name of Firm/Company</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Postal Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Contact Person / Designation</td>
<td></td>
</tr>
<tr>
<td>Cell Number</td>
<td></td>
</tr>
<tr>
<td>E-Mail</td>
<td></td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>National Tax Number</td>
<td></td>
</tr>
<tr>
<td>GST Number</td>
<td></td>
</tr>
</tbody>
</table>

### Date of Submission / opening of bids:
- **Receipt of bids**: 03rd March, 2021 till 11:00 AM
- **Opening of bids**: 03rd March, 2021 at 11:30 AM at Committee Room of The Urban Unit, 503 – Shaheen Complex, Egerton Road, Lahore

---

Sign & Stamp of bidder
TENDER DOCUMENT

PURCHASE OF SPECTRO-RADIOMETER
FOR
SPACE TECHNOLOGY APPLICATIONS IN SOCIO-ECONOMIC DEVELOPMENT PROGRESS

(Financial Proposal)

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

Tender # UU/2020-21/15

Sign & Stamp of bidder
FINANCIAL QUOTATION

PURCHASE OF SPECTRO-RADIOMETER
FOR
SPACE TECHNOLOGY APPLICATIONS IN SOCIO-ECONOMIC DEVELOPMENT PROGRESS

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Total Amount (Rs.) (Incl. of all taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spectro-Radiometer</td>
<td>01</td>
<td></td>
</tr>
</tbody>
</table>

Total amount in words

Sign & Stamp of bidder

<table>
<thead>
<tr>
<th><strong>BIDDER INFORMATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Firm/Company</td>
</tr>
<tr>
<td>Complete Postal Address</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Contact Person / Designation</td>
</tr>
<tr>
<td>Cell Number</td>
</tr>
<tr>
<td>E-Mail</td>
</tr>
<tr>
<td>Fax Number</td>
</tr>
<tr>
<td>National Tax Number</td>
</tr>
<tr>
<td>GST Number</td>
</tr>
</tbody>
</table>

Sign & Stamp of bidder
ANNEX B: 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

Sign & Stamp of bidder
revised by us upon receipt by us of a notice duly signed by the Employer and the Contractor of the revised guaranteed amount.

3. Such Demand shall state:
   a) That the Contractor is in breach of its obligations towards the Employer; and
   b) The total amounts demanded.

4. A Demand shall only be honored by us: (i) in the case of a written Demand; if it is made by and bears the signature of an authorized officer or other representative of the Employer; or (ii) in the case of a Demand transmitted through SWIFT, if it is transmitted through authenticated SWIFT instructions by the Employer’s bank (i.e. [●]), on behalf of the Employer.

5. We, the Guarantor, shall unconditionally honor a Demand hereunder made in compliance with this Guarantee at sight and immediately on the date of receipt of your Demand, as stated earlier, and shall transfer the amount specified in the Demand to the bank account, as notified in the Demand, in immediately available and freely transferable funds, free and clear of and without any set-off or deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, deductions or withholdings of any nature whatsoever and by whomsoever imposed. Multiple Demands may be made by the Employer under this Guarantee, but our aggregate liability will be restricted up to the Guaranteed Amount.

6. Such Demand must be received by us on or before the [●] (the “Expiry Date”), when this Guarantee shall expire and shall be returned to us, and in the event that the Employer issues a Demand to us on or immediately prior to the Expiry Date, we shall honor that Demand.

7. We have been informed that the Employer may require the Contractor to extend this Guarantee in accordance with the Agreement. We undertake to immediately pay you the Guaranteed Amount upon receipt by us of your Demand in writing stating that such extension has not been made by the Contractor in accordance with the Agreement. The Guarantor acknowledges and agrees that the Expiry Date may be extended from time to time upon receipt by the Guarantor of a written notice from the Contractor, however, at no time whatsoever shall the term of this Guarantee expire before the then stated Expiry Date.

8. We hereby agree that any amendment, renewal, extension, modification, compromise, release or discharge by the Employer, the Contractor or any other entity of any document, agreement, instrument or deed (including the Agreement) shall not in any way impair or affect or liabilities hereunder and may be undertaken without notice to us and without the necessity for any additional endorsement, consent or guarantee by us.

9. This Guarantee for its validity period shall not be affected in any manner by any change in our constitution or of the Contractor’s constitution or of their successors.

Sign & Stamp of bidder

503 – Shaukom Complex, Egerton Road, Lahore. Ph: 042-99205316-22 Fax: 042-99205323, Web: www.urbanunit.gov.pk

Page 15 of 16
and assignees and this Guarantee shall be legally valid, enforceable and binding on each of their successors and permitted assignees.

10. All references to any contract, agreement, deed or other instruments or documents are by way of reference only and shall not affect our obligations to make payment under the terms of this Guarantee.

11. If one or more of the provisions of this Guarantee are held or found to be invalid, illegal or enforceable for any reason whatsoever, in any respect, any such invalidity, illegality, or unenforceability of any provision shall not affect the validity of the remaining provisions of this Guarantee.

12. We hereby declare and confirm that under our constitution and applicable laws and regulations, we have the necessary power and authority, and all necessary authorizations, approvals and consents thereunder to enter into, execute, deliver and perform the obligations we have undertaken under this Guarantee, which obligations are valid and legally binding on and enforceable against us under the laws of Pakistan [and under the laws of the jurisdiction where this Guarantee is issued]¹. Further, we hereby declare and confirm that the signatory (ies) to this Guarantee is / are our duly authorized officer(s) to execute this Guarantee.

13. This Guarantee and all Rights and Obligations arising from this Guarantee shall be governed and construed in all respects in accordance with the laws of Pakistan. The courts in Pakistan shall have exclusive jurisdiction in respect of any dispute relating to any matter contained herein.

14. The issuance of this Guarantee is permitted according to the laws of Pakistan [and the laws of jurisdiction where this Guarantee is issued]².

For and on Behalf of the Guarantor:

Name:  
Designation: 

Witness 1: 
Name:  
Designation: 

Witness 2 
Name:  
Designation: 

¹Insert if the Guarantee is issued outside the Pakistan
²Insert if the Guarantee is issued outside the Pakistan

Sign & Stamp of bidder

503 - Shabeen Complex, Egerton Road, Lahore. Ph: 042-99205316-22 Fax: 042-99205323, Web: www.urbanunit.gov.pk

Page 16 of 16