

**UNIVERSITY OF ENGINEERING AND TECHNOLOGY MARDAN
KHYBER PAKHTUNKHWA**



**STANDARD BIDDING DOCUMENTS
FOR
SERVICES HIRING OF INTERNET FOR UET MARDAN**

PROCUREMENT REF. NO.29/2025/UETM

Last Date/Time for Submission: 3rd February, 2025 at 11:00 AM

Bid Opening Date/Time: 3rd February, 2025 at 11:30 AM

Venue: Conference Hall, UET Mardan

Email: AssistantPurchaser@uetmardan.edu.pk

Price: 2000/-

University of Engineering & Technology, Mardan

CHECKLIST

| S# | Description | Yes | No |
|----|--|-----|----|
| • | Covering Letter/Application (on the letter head of the firm) | | |
| • | Profile of the Firm/Company | | |
| • | Certificate of active taxpayer (Mandatory) | | |
| • | Registration with KPRA (Mandatory) | | |
| • | Registration with National/Income Tax Department (Mandatory) | | |
| • | Professional Tax Certificate, if any (Optional) | | |
| • | Earnest Money @2% of the quoted bid value (Mandatory) | | |
| • | Non- Black listing certificate on Judicial stamp paper attested by Oath Commissioner (Mandatory) | | |
| • | Financial Proposal as per Annexure-II | | |
| • | Agreement (For successful bidder only) as per Annexure-III | | |

| | |
|--|---------------------------------------|
| Contact Person Name & Designation _____ | _____ Authorized Signature & Stamp |
|--|---------------------------------------|

Note: This checklist duly filled and signed by authorized person, shall be submitted with the covering letter.

I. Terms and Conditions for hiring of Internet Services for UET Mardan

UET Mardan intends to hire firms for providing services of Internet for UET Mardan as per details and required specification mentioned in *annexure II*.

- 1) Bid/rate may be quoted for the providing internet services along with accessories (items) (including all taxes) entirely in Pak rupees transparently and clearly according to the prescribed specification available in the bidding documents. The rates should be mentioned in both words and figures. Rates with cutting or overwriting will be considered as non-responsive. No tender with conditional, ambiguous and alternative price will be considered.
- 2) Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.
- 3) The bidder must attach copies of registration with income tax, sale tax department. The Supplier should produce NTN with the bill.
- 4) The tender documents can be obtained from the office of the Procurement Officer on cash payment of Rs.2000/- as tender fee.
- 5) The University Purchase Committee will open tenders received till “**11.00 A.M**” on **3rd February, 2025** and will be open on the same day at **11.30 A.M** in the Conference Room in the presence of the bidders desiring to attend the opening meeting.
- 6) An earnest money in the form of Call Deposit equal to 2 % of the quoted value must accompany with the bid, otherwise bid will be considered as nonresponsive. The Call Deposit should be in favour of the Treasurer, University of Engineering & Technology, Mardan. The Call Deposit amount should be deposited on formula as $b = \text{unit price} \times \text{qty required} = b * 2\%$. Cheques and insurance guarantees will not be accepted. The Call Deposits shall be verified before the preparation of comparative statements and if found fake, legal action will be taken against the firm as per rules.
- 7) The firm will be bound to providing internet services within time limit as mentioned in work order order failing which their call deposit will be forfeited and the orders will be cancelled / withdrawn.
- 8) All applicable Govt. Taxes will be deducted from the approved firm’s bill.
- 9) In case of fraudulent practice by the supplier, strict action will be taken against the supplier i.e. forfeit of Security, penalty and blacklisting.
- 10) The black listed suppliers are not eligible to participate in the bidding OR the firm blacklist in the last (02) Two years by the university will not Eligible. The suppliers are bound to provide an undertaking of non-blacklisting from any department.
- 11) All documents relating to the bid and contract shall be in English Language.
- 12) The bidding documents should be signed and stamped by a person duly authorized on behalf of the suppliers on every page.

- 13) The Agreement between UET, Mardan & Firm, will be valid for a period of 90 days from the issuance of work order.
- 14) The suppliers belong from any other province will provide the complete address and phone numbers of their branch office at Khyber Pakhtunkhwa, otherwise **quotation will not be considered** for bidding.
- 15) The tender should be in sealed cover envelope clearly written thereon ““Bid/Proposal for Purchase of Stationary Items required to Main Store UET Mardan”. The name of the suppliers with full address and telephone / fax number must be written on the back of the quotation. If the envelope is not sealed and marked as above, the University will not be responsible for misplacement or pre-mature opening of bid. Sealed bids should be addressed to the Procurement Officer, UET Mardan.
- 16) The Purchase Committee reserves the right to accept or reject any bid and cancel the process of completion and reject all bids, at any stage, as per KPPRA rules.
- 17) In case of supply of defective or used item, the firm will be dealt with as per Government rules and regulations.
- 17) UET Inspection Committee and satisfactory report submitted by the end user will release the payment after inspection. If any item is rejected by UET Inspection Committee, the supplier will be bound to replace it within 20 days at his own risk and cost.
- 19) The Payment will be made after providing services to UET Mardan.
- 20) Incomplete tenders and those received after due date and time will not be accepted.
- 21) In case of closed/holiday, tender opening time/date will be considered as the next working day.
- 22) Tender will be awarded on the basis of lowest quoted rate(s) as per desired specifications of quality.

II. SPECIAL TERMS AND CONDITIONS:-

1. The Service Provider must have an experience of at least 20 years in providing internet services.
2. At least 200 Mbps CIR/ dedicated internet bandwidth is required over Fiber Optic Cable. .
3. The internet connectivity along with all related device/ equipment like switches, routers, modules, convertors etc. will be directly terminated in the above mentioned Data Center.
4. Vendor / firm will also provide a pool of 6 live IPs to UET Mardan
5. The ISP should be of category ‘A’ and should have sufficient International Gateways to maintain uninterrupted connectivity and also having experience in the Services of System Integration, IP Core, Network Security & Surveillance System, Video Conferencing, Hosted and Communication Solution

6. To keep the internet connectivity up to its maximum extent of running, Services Level Agreement (SLA) uptime should be 95%
7. The company will be responsible for deputing qualified personnel for installation, configuration and testing of the said project.
8. The services provided by the vendor/ firm must support all kinds of error-free network traffic including Voice, Data, and Video Streaming etc.
9. The dedicated line/ service over Fiber Optic Cable so provided to UET Mardan will not be utilized by any other party/ firm/ person etc. during the period of contract agreement.
10. The second party will be responsible for installation/ setting-up of the equipment/ devices i.e. ODF (Optical Fiber Distribution Frame), Joint Enclosure and Media Convertor etc.
11. All quotations must be reviewed to ensure that the minimum technical requirements are met. Any submission which fails to meet the defined requirements will be disqualified.

III. EVALUATION CRITERIA:

| S. No. | Evaluation Criteria | |
|--------|--|-----------|
| 1 | Service Provider should have its own buried fiber infrastructure in Pakistan | Mandatory |
| 2 | Service Provider must have Redundant International Landing Station | Mandatory |
| 3 | Service Provider should provide 1 link over fiber optic | Mandatory |
| 4 | Laid optical fiber network must comply with ITU-T Standard or equivalent | Mandatory |
| 5 | Service Provider should have PTA LDI License | Mandatory |
| 6 | Service Provider should have 14 Region Local Loop License | Mandatory |
| 7 | Service provider should have Controls implemented for InfoSec with relevant certification is required (ISO270001, PCI-DSS etc.). | Mandatory |
| 8 | Service Provider licensing history with the concerned regulatory authority (ies) should be clean during last three (03) years and none of the licenses ever been cancelled / terminated/withdrawn/blacklisted by any authority (ies). (Affidavit on stamp paper required). | Mandatory |
| 9 | Service provider shall allocate a dedicated account manager for UET Mardan. Complete contact information of person shall be provided. | Mandatory |
| 10 | Registration with Khyber Pakhtunkhwa Revenue Authority (KNTN) | Mandatory |

| | | |
|----|--|-----------|
| 11 | Nationwide support offices in at least 8 cities of Pakistan | Mandatory |
| 12 | Operator should have 24x7x365 helpdesk and technical support | Mandatory |

IV. GENERAL REQUIREMENTS: -

| S.No. | Particulars | QTY/Volume | Description / Remarks |
|-------|---------------------|-------------------------------------|--|
| a. | Bandwidth | 200 Mbps | i. To be installed at Data Center, UET Mardan ii. C.I.R Unlimited iii. At least 200 Mbps for both upload and download iv. Also per MB rates as well |
| b. | IP Pool | 6 IPs | |
| c. | Media | | a. Primary media Optical Fiber |
| d. | Layer 3 Router | | b. A compatible Layer 3 router |
| e. | Necessary Equipment | Any other required devices or items | As per service requirement |

V. Method of Procurement:

Bidding will be conducted through “**Open Competitive Bidding**” process, specified in Rules of the Khyber Pakhtunkhwa Public Procurement Goods, Works and Services Rules. Bidding is open to all eligible bidders as defined in the KPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “**Single Stage, One Envelop procedure**”.

University of Engineering & Technology, Mardan

Financial Proposal (I)

Name of the Firm/Company: _____

Address _____

For Supply one time

| S.no | Item | Quantity | Unit Rate With taxes | Total Price with Taxes |
|--------------------|------|----------|-------------------------|---------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Grand Total | | | | |

Name & Designation

Authorized Signature & Stamp

University of Engineering & Technology, Mardan

Financial Proposal (II)

Name of the Firm/Company: _____

Address _____

For Services

| S.no | Name of Services | Total Price inclusive of taxes per month |
|--------------------|------------------|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Grand Total | | |

Name & Designation

Authorized Signature & Stamp

AGREEMENT (on stamp paper)

“Hiring of Internet Services for UET Mardan”

1. This Agreement is executed at Mardan on ----- between UET Mardan through Procurement Officer (hereinafter called the Purchaser) and M/S. ----- (hereinafter called the firm) which shall include their successors/assignees on either part on the following terms and conditions:

2. Whereas the UET Mardan decided for the hiring of Internet services UET Mardan to be furnished by the above noted supplier/firm and as the supplier/firm has agreed to complete the assignment as per terms and conditions, hereinafter approved with total cost of Rs. _____. Payment will be released subject to the provision of Inspection Committee report by the relevant committee.

3. Any increase or decrease in the agreed quantity shall be acceptable to the successful bidder as per requirement of the Purchaser at the same agreed rates and terms including freight and other charges.

4. The successful bidder shall complete the assignment, as per approved specifications and time mentioned in the work order. Any item found substandard or below specification will be rejected and the supplier will replace the items within 10 days without any additional cost.

5. Payment will be made within 30 working days on the satisfactory receipt of complete order and after satisfactory inspection report of all items by the inspection committee.

6. **Performance security @ 10%** shall be deposited by the successful bidder within 10 days after signing the agreement which shall be discharged by the Purchaser and returned to the successful bidder/supplier after satisfactory completion of the task.

7. Any violation of the agreement by the supplier will entitle the Purchaser to forfeit the whole security or part of the amount to make up losses to the Procuring Entity.

8. All taxes and duties levied by the government from time to time shall be deducted as per rules.

9. In case of failure in completion of task as per agreed time schedule the Purchaser reserves the right to complete the same at successful bidder's/supplier's risk & cost including legal course of action, (if any). Penalty will also be imposed on the successful bidder.

10. Penalty @ 0.5% per day of the contract value will be charged after expiry of service/work period up to the maximum of 30 days, failing which work order will be treated as cancelled and 10% performance security / guarantee shall be forfeited.

IN WITNESS thereof, the parties hereto have signed the agreement on the date and year first mentioned above.

On behalf of firm:

Name: ----- Signature: -----

Witness 1----- Witness 2-----

On behalf of UET Mardan

Name----- Signature-----

Designation----- Witness 1-----