



THE URBAN UNIT

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

A Public Sector Company.

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



TENDER DOCUMENT FOR PURCHASE OF LED SCREENS AND ACCESSORIES

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

Tender # UU/2016-17/05

**Tender Doc. Fee: Rs. 1000/- only
(Rupees One Thousand Only)**

Sign & Stamp of bidder



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Sign & Stamp of bidder



TERMS & CONDITIONS

The Urban Unit 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 firms / companies (*hereinafter referred to as "Bidder"*) for the specified items 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 documents
 - i) the offer / quoted rates are furnished other than the tender documents
 - j) any additional terms & conditions added by the bidder
 - k) any conditional offer
- 1.2 Only Income & Sales tax registered 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 have to participate for all items as mentioned at Annex-A. Partil bidding is not allowed.
- 1.6 Purchase Order(s) will be placed to overall lowest bidder(s) as per detailed at Annex-A.
- 1.8 The bidder must indicate their National Income Tax No. / Sales Tax No. / circle of Income Tax Department.
- 1.9 Offered rates will be on the basis of complete delivery and installation at The Urban Unit Office, Shaheen Complex, Lahore and shall be inclusive of all taxes.
- 1.10 Purchase order will be issued by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer of The Urban Unit.
- 1.11 The Urban Unit may increase or decrease the ordered quantity under Punjab Procurement Rules.

2. Time Period:

The bidder will have to complete the supply within 02 weeks of the date of issuance of purchase order(s).

3. Extension of Delivery period:

- 3.1 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 of supply, who will be authorized to either accept or reject the request of bidder without assigning any reason.

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4. **Cancellation / Penalty of Delay:**

4.1 In case, bidder fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be encashed and penalty @ 2% of total cost per week will be imposed.

4.2 The goods 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 and The Urban Unit will not be responsible for any costs or expenses incurred by the bidders in connection with the supply of goods.

5. **Payment to the Contractors:**

5.1 Payment will be made through crossed cheque to the bidder against invoice after 100% completion of satisfactory supply of goods. No payment will be made as advance.

5.2 Payment against partial supply of goods will not be made.

6. **Bid Security:**

6.1 Bid security amount of Rs.12,000/- will have to be attached along with tender document. It should be in the form of 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 on the submission of performance bond.

6.3 The bid security shall be forfeited if:

- a. The acceptance of purchase order is not received within two days of issuance of purchase order.
- b. The offer is withdrawn, amended or revised.
- c. 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. 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.

9. **Technical Evaluation Criteria:**

9.1 NTN & GST registration is mandatory.

9.2 Meet the required technical specifications of the equipment.

9.3 Only technically responsive bidders will be eligible for financial bid opening.

10. **Financial Evaluation Criteria:**

10.1 The Financial Bids of 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.

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10.3 The Financial Bids of technically dis-qualified/non-responsive bidder(s) shall be returned un-opened.

11. Bid / Tender opening procedure:

As per PPRA Rules 2014, single stage two envelopes bidding procedure shall be adopted.

12. Performance Bond:

Performance bond against warranty period of each item (service, parts & labor) in the shape of schedule bank guarantee / CDR equivalent to 10% of the total purchase order(s) amount will have to be furnished within one week after the issuance of purchase order. Bank guarantee will be returned after successful completion of the warranty period.

DR. NASIR JAVED

Chief Executive Officer

**Urban Sector Planning & Management
Services Unit (Pvt.) Limited**

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TENDER CHECKLIST				
S. #	DESCRIPTION	Tick Yes / No		Documents Attached at Annexure
1	Copies of Purchase Orders (if any)			
2	Copy of the Proprietor's CNIC			
3	Copy of Valid Tax Clearance Certificate			
4	Affidavit regarding non-involvement in any arbitration/ litigation with any government agency / department and not blacklisted as well.			
5	List of satisfied customers along with their contact numbers			
6	Make, Model, Sub-Model (if any) along with detailed specification / brochure by the Manufacturer			
7	Copy of Income Tax Registration certificate			
8	Copy of Sales Tax Registrations certificate			
9	Detailed specifications on company letter head (signed & stamped) / brochure for the quoted brand / model			

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

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**TECHNICAL SPECIFICATIONS**

LED TV Screen (40")			
Brands		Samsung, Sony OR Equivalent Internationally recognized brands	
S. #	ITEM	DESCRIPTION	QTY
1.	LED TV Screen (40")	Resolution: Full HD (1080p) Color or Higher resolution, Aspect Ratio:16:9, Back-lit LED Technology, View angle 178/178, Screen Diagonal Size = 40" or Higher, Narrow / Thin Bezel, Slim Screen, HD formats Supported, Video System: PAL/SECAM, Min.20W Sound Output, I/O Connectivity: AV In & Out, Component AV, HDMI Min. 2, VGA, Cable/Antenna-In, Auto Tuning, Min.1 USB(Video, Audio, Picture), Audio-Out, Screen Control Panel, OSD=English, Energy Saving Technology. 110~220VAC 50Hz, Fully Functional Remote Control. Wall Mounting kit with onsite installation.	12

ACCESSORIES

2.	Headphone	Branded Headphone, Response Frequency : 20Hz to 20kHz, Headphone type: stereo headphone, Volume Controller, Min. 1.5mtr cable, Plug Type:3.5mm	12
3.	Audio Cable	15Mtr audio extension cable branded with 3.5mm M/F Jack on sides.	12

NOTE:

- 01 (one) Year parts and labor channel warranty for all components on site

Sr#	Item	Quoted Brand	Model
1	LED TV Screen (40")		
2	Headphone		
3	Audio Cable		

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BIDDER INFORMATION	
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 technical proposals:

Receipt of tenders : August 16, 2016 till 11:00 AM

Opening of tenders : August 16, 2016 at 11:30 AM at Committee Room
of The Urban Unit, 503 – Shaheen Complex,
Egerton Road, Lahore

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**THE URBAN SECTOR PLANNING &
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TENDER DOCUMENT

**TENDER DOCUMENT
FOR PURCHASE OF LED SCREENS AND
ACCESSORIES
(Financial Proposal)**

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

Tender # UU/2016-17/

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Quotation

LED TV Screen (40")					
Brands		Samsung, Sony OR Equivalent Internationally recognized brands			
S.#	ITEM	DESCRIPTION	QTY	Rate/Unit(Incl. of all Taxes)	Total Rs. (Inclusive of all Taxes)
1.	LED TV Screen (40")	Resolution: Full HD (1080p) Color or Higher resolution, Aspect Ratio:16:9, Back-lit LED Technology, View angle 178/178, Screen Diagonal Size = 40" or Higher, Narrow / Thin Bezel, Slim Screen, HD formats Supported, Video System: PAL/SECAM, Min.20W Sound Output, I/O Connectivity: AV In & Out, Component AV, HDMI Min. 2, VGA, Cable/Antenna-In, Auto Tuning, Min.1 USB(Video, Audio, Picture), Audio-Out, Screen Control Panel, OSD=English, Energy Saving Technology. 110~220VAC 50Hz, Fully Functional Remote Control. Wall Mounting kit with onsite installation.	12		
2.	Headphone	Branded Headphone, Response Frequency : 20Hz to 20kHz, Headphone type: stereo headphone, Volume Controller, Min. 1.5mtr cable, Plug Type:3.5mm	12		
3.	Audio Cable	15Mtr audio extension cable branded with 3.5mm M/F Jack on sides.	12		
Total					
Amount in Words					

*Amount shall include transportation and installation costs

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