



# THE URBAN UNIT

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

A Public Sector Company.

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



### TENDER DOCUMENT FOR PURCHASE OF OFFICE CHAIRS (Technical Proposal)

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

**Tender # UU/2016-17/ 27**

**Tender Document Price Rs:1,000/-  
(One Thousand Only)**

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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 Office chairs 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 may participate for complete items mentioned at Annex-A.
- 1.6 Purchase Order(s) will be placed to the 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 at Urban Unit Office, Shaheen Complex, Egerton Road, Lahore as detailed at Annex-A 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 deliver items within 01 week from 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 delivery, which 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 @ 0.5% of total cost per week maximum up to 10% of total value of order 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 delivery 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 delivery of items. No payment will be made as advance.
- 5.2 Payment against partial delivery will not be made.
6. **Bid Security:**
- 6.1 Bid security of Rs.20,000/- shall 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 (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. (f guarantee/warrantee of items is mentioned at Annex-A)
- 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. 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 Punjab Procurement Rules.
9. **Technical Evaluation Criteria:**
- 9.1 Meet the required technical specifications of the chairs.
- 9.2 Bidder will bring a chair as sample on the day of bid opening. Bidder whose chair sample will be approved will be declared technically responsive.
- 9.2 NTN & GST registration.
- 9.3 Technically responsive and least cost bidder shall be declared as lowest evaluated bidder.
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.
- 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 envelope bidding procedure shall be adopted.

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<b>TENDER CHECKLIST</b>			
<b>S. #</b>	<b>DESCRIPTION</b>	<b>Tick Yes / No</b>	<b>Documents Attached at Annexure</b>
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	Copy of Income Tax Registration certificate		
7	Copy of Sales Tax Registrations certificate		

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

**DR. NASIR JAVED**  
Chief Executive Officer  
Urban Unit Planning & Management  
Services Unit (Pvt.) Limited

Sign & Stamp of bidder



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Annex. A

## QUOTATION

Detail and description of chairs is as under:

Sr. No	Description of Item	Estimated Quantity	Unit
1	Imported mesh back multifunction, hydraulic system with arms and revolving mechanism	100	Nos.

**A sample chair must be presented by bidder in bid opening meeting.**

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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 : October 17, 2016 till 11:00 AM

Opening of tenders : October 17, 2016 at 11:30 AM at Committee Room of The Urban Unit, 503 – Shaheen Complex, Egerton Road, Lahore

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## Quotation

OFFICE CHAIRS					
S · #	ITEM	DESCRIPTION	QTY	Rs./Chair (Inclusive of all Taxes)	Total Rs. (Inclusive of all Taxes)
2.	Chair	Imported mesh back multifunction, hydraulic system with arms and revolving mechanism	100		
<b>Total</b>					
Amount in Words:					

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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	

Sign & Stamp of bidder