



# 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 LOT-1 OFFICE FURNITURE (Single Stage One Envelope)

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

Tender # UU/2017-18/03

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

AX

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Sign & Stamp of bidder

Handwritten signature and stamp of the bidder.



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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 eligible and experienced income tax & sales tax registered firms / companies (*hereinafter referred to as "Bidder"*) for the items specified at 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 shall participate for all items at Annex-A. Partial bidding is not allowed.
- 1.6 Purchase Order(s) will be placed to the lowest evaluated bidder as per detailed at Annex-A.
- 1.7 The bidder must indicate their National Income Tax No. / Sales Tax No. / PRA registration
- 1.8 Offered rates will be on the basis of complete delivery and installation at Punjab Saaf Paani Company 5-Ahmed Block, Garden Town, Lahore, as detailed at Annex-A and shall be inclusive of all taxes.
- 1.9 Purchase order will be issued by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer of The Urban Unit.
- 1.10 The Urban Unit may increase or decrease the ordered quantity under Punjab Procurement Rules, 2014.

### **2. Time Period:**

The successful bidder will have to complete the delivery within 02-03 weeks from the date of issuance of purchase order.

### **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, which will be authorized to either accept or reject the request of bidder without assigning any reason.

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Sign & Stamp of bidder