



**THE URBAN UNIT**  
Urban Sector Planning & Management Services Unit (Pvt.) Ltd.  
A Public Sector Company.

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



	NAME	SIG.	DATE
Draft	M. Bilal	<i>[Signature]</i>	23-05-18
Review I	M. Kady	<i>[Signature]</i>	23-5-18
Review II	M. Kady	<i>[Signature]</i>	23-5-18
Approved			

### TENDER DOCUMENT Purchase of Summer Uniform – Supporting Staff (Single Stage One Envelop)

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

Tender # UU/2017-18/

*[Handwritten initials]*

Sign & Stamp of bidder



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① Ok.

\_\_\_\_\_  
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 Sole Proprietor / firms / companies (*hereinafter referred to as "Bidder"*) for the specified Uniform for its supporting staff for its office located at 503, 5<sup>th</sup> 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
  - k) non Submission of Samples
- 1.2 Only Income tax & Sales tax registered Sole Proprietor / 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, name of submitting firm/company and date of opening. The envelope must be properly sealed.
- 1.5 Bidders shall participate as per Annex-A. **Item wise bidding is allowed.**
- 1.6 Purchase Order(s) will be placed to the **item wise 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.
- 1.7 **Lowest evaluated bidder(s)** will provide a sample (complete in all respect) of each item for the approval by competent authority within four (04) days from the issuance of LOA/Purchase Order. Following approval of sample the bidder will supply the remaining items of uniform and peshawari chapple.
- 1.8 The bidder must indicate their National Income Tax No. & Sales Tax No.
- 1.9 Offered rates will be on the basis of complete delivery at The Urban Unit, 503 5<sup>th</sup> Floor Shaheen Complex, Egerton Road, Lahore.
- 1.10 The Urban Unit may increase or decrease the ordered quantities under Punjab Procurement Rules, 2014.
- 1.11 The successful bidder will provide the customized stitching for each employee.
- 1.12 The measurement of staff will be taken from the Urban Unit 503-office during office hours.
- 1.13 The supplier will be responsible for availability of the approved fabric.

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

The bidder will have to deliver the items within 3 weeks from the date of issuance of Purchase order.

Sign & Stamp of bidder