

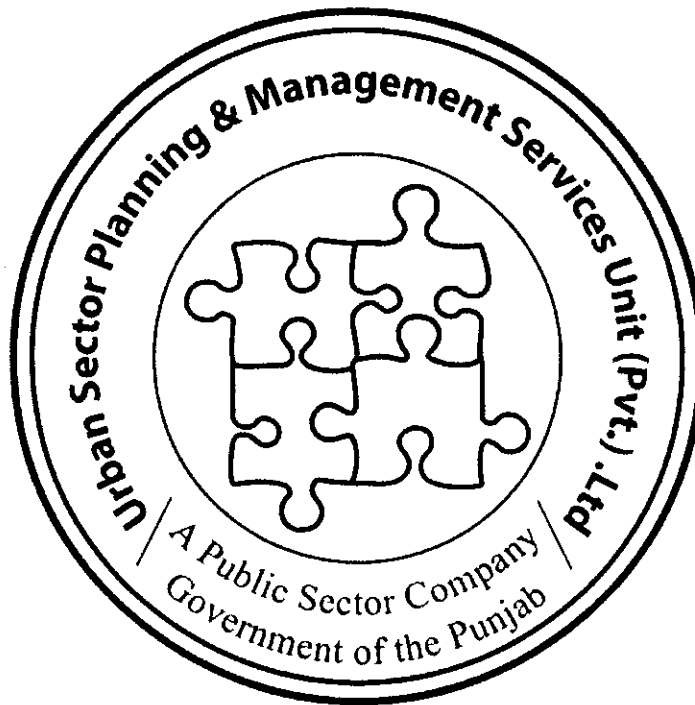


THE URBAN UNIT

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

A Public Sector Company.

URBAN SECTOR PLANNING & MANAGEMENT SERVICES UNIT (PRIVATE) LIMITED



	NAME	SIG.	DATE
Draft	Asimul	Asimul	10/11/17
Review I	Hussain		
Review II	Sahar	S	13/10/17
Approved			

TENDER DOCUMENT Purchase of Crockery & Electric Items (Single Stage One Envelope)

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

Tender # UU/2017-18/27

Sign & Stamp of bidder



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Sign & Stamp of bidder



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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 "Goods" 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) any additional terms & conditions added by the bidder
 - j) 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 of 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 complete items at Annex-A. Partial bidding is not allowed.
- 1.6 Purchase Order(s) will be issued to the technically responsive lowest evaluated bidder as per eligibility criteria after the approval of Competent Authority i.e. Chief Executive Officer of The Urban Unit.
- 1.7 The bidder must indicate their National Income Tax and Sales Tax registration Number.
- 1.8 Offered rates will be on the basis of complete delivery at The Urban Unit, 5th Floor, Shaheen Complex, Egerton Road, Lahore and shall be inclusive of all taxes.
- 1.9 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 of items within 02 weeks from the date of issuance of purchase order.

3. Extension of Delivery period:

- 3.1 In special circumstances, request for extension of completion of work 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.

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%

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of total cost per week maximum up to 10% of total value of work/purchase order will be imposed.

4.2 The delivered items 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 preparation and fixation.

5. **Payment to the Contractors:**

5.1 Payment will be made through crossed cheque to the bidder against invoice after 100% complete delivery and inspection of items. No payment will be made as advance.

5.2 Payment against partial delivery of items will not be made.

6. **Bid Security:**

6.1 Bid security for **Pak Rs.8,500/-** shall have to be attached along with tender document. It should be in the form of Pay Order / Bank Draft / CDR valid for minimum 6 months from a scheduled bank of Pakistan 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 completion of delivery and inspection by the Urban Sector Planning and Management Services Unit Pvt. Ltd.

6.3 The bid security shall be forfeited if:

- The offer is withdrawn, amended or revised.
- 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) also including Sales Tax will be deducted while making payment as per Government Rules / Instructions/ Notifications.

8. **Dispute:**

In case of any dispute before or after the execution of contract, matter will be resolved as per Punjab Procurement Rules 2014.

9. **Eligibility Criteria**

9.1 Registration with Income Tax and Sales Tax Authorities and active tax payer status (Mandatory)

9.2 Business status i.e. company or partnership/JV/ Association (optional)

10. **One Person One Bid**

10.1 One person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.

10.2 If a consortium of persons has submitted a bid in any procurement, it shall Be construed that each member of the consortium submitted the bid.



DR. NASIR JAVED
Chief Executive Officer

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

Sign & Stamp of bidder



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TENDER CHECKLIST

S. #	DESCRIPTION	Tick		Documents Attached at Annexure
		Yes	No	
1.	Affidavit on legal stamp paper regarding non-involvement in any arbitration/ litigation with any government agency / department and not blacklisted as well.			
2.	Copy of Income Tax Registration certificate			
3.	Copy of GST Registrations certificate			
4.	Bid Security			

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SPECIFICATIONS

Sr #	Crockery and Electric Items *	Required Qty	Unit Price (Inclusive of all taxes)	Total Price (Inclusive of all taxes)
1.	Flat Plate Large with Urban Unit Logo	150		
2.	Deep Plate Large with Urban Unit Logo	150		
3.	Flat Plate Small with Urban Unit Logo	150		
4.	Rice Dishes (made of ceramic)	12		
5.	Bowls Large (made of Glass)	12		
6.	Bowls Small (made of Glass)	12		
7.	Ladle (made of steel/Plastic)	12		
8.	Spoons (made of stainless steel)	150		
9.	Spoons Small (made of stainless steel)	150		
10.	Forks (made of stainless steel)	150		
11.	Jugs (made of glass)	12		
12.	Water Glass Simple (made of Glass)	170		
13.	Water Glass Fancy (made of Glass)	70		

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Sr #	Crockery and Electric Items *	Required Qty	Unit Price (Inclusive of all taxes)	Total Price (Inclusive of all taxes)
14.	Milk Jars (made of Glass)	15		
15.	Sugar Jars (made of Glass)	15		
16.	Covering Box (made of Plastic)	16		
17.	Knives (made of stainless steel)	5		
18.	Cups with Urban Unit Logo	120		
19.	Saucers with Urban Unit Logo	120		
20.	Tea Mugs with Urban Unit Logo	400		
21.	Electric Tea Kettle (3.5 liter Thermostat control, Energy efficient class, 220VAC, overheat protector)	6		
22.	Butter Knives	7		
23.	Salt and Pepper Set (made of ceramic)	4		
24.	Microwave Oven 20liter , Grill function, Glass Door, Thermostat control, Energy efficient class, 220VAC.	5		
Total Amount (Inclusive of all Taxes)				

*(All crockery items as per Sample)

Sign & Stamp of bidder



<u>BIDDER INFORMATION</u>	
Name of Firm/Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Cell Number	
E-Mail	
Fax Number	
National Tax Number	
GST Number	
PRA Registration	

Date of Submission / opening of technical proposals:

Receipt of tenders : November 2nd, 2017 till 11:00 AM

Opening of tenders : November 2nd, 2017 at 11:30 AM at Committee Room
of The Urban Unit, 503 – Shaheen Complex,
Egerton Road, Lahore

Sign & Stamp of bidder