



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	SHUJA	[Signature]	27/09/17
Review I	Babar	[Signature]	27/9/17
Review II	Alam	[Signature]	29/9/17
Approved			

TENDER DOCUMENT FOR PRINTING OF BOOK (PAKISTAN JOURNAL OF URBAN AFFAIRS) (Single Stage One Envelop)

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

Tender # UU/2017-18/21

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 its office at 503, 5th 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) any additional terms & conditions added by the bidder
- i) any conditional offer

1.2 Only Income tax & 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 Purchase Order(s) will be placed to the lowest evaluated bidder as per detailed at Annex-A.

1.6 The bidder must indicate their National Income Tax No. / Sales Tax No.

1.7 Offered rates will be on the basis of complete delivery at The Urban Unit, 503 5th Floor Shaheen Complex, Egerton Road Lahore.

1.8 Purchase order(s) will be issued to the lowest evaluated bidder by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer of The Urban Unit.

1.9 The Urban Unit may increase or decrease the ordered quantities under Punjab Procurement Rules, 2014.

2. **Time Period:**

The bidder will have to deliver the books within ³⁸01 week 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.

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.

Sign & Stamp of bidder