



**The Urban Unit**

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



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



	NAME	SIG.	DATE
Draft	Kashtif Zia	[Signature]	05/07/19
Review I	M. Kamil	[Signature]	05/07/19
Review II	Bilal	[Signature]	07/07/19

**TENDER DOCUMENT**

**FRAMEWORK CONTRACT FOR SUPPLY OF  
DRINKING WATER BOTTLES**

**(Single Stage Two Envelope)**

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

**Tender # UU/2019-29/01**

Sign & Stamp of bidder

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Sign & Stamp of bidder

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



## **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 Framework Contract for Supply of Drinking Water Bottles for its office at 5<sup>th</sup> Floor, Shaheen Complex Lahore as per Annex-A (*hereinafter referred to as "supply"*).

### **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 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 and date of opening. The envelope must be properly sealed.
- 1.5 The bidder must indicate their National Income Tax No. and Sales Tax No.
- 1.6 Offered rates will be on the basis of complete delivery at Urban Sector Planning & Management Services Unit (Pvt.) Ltd., 503-Shaheen Complex Egerton Road, Lahore, Al-Jazari Academy Township, Lahore, as detailed at Annex-A and shall be inclusive of all taxes.
- 1.7 Contract will be signed with the lowest evaluated bidder by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer of The Urban Unit.
- 1.8 The ordered quantity may increase or decrease by the Urban Unit under the light of Punjab Procurement Rules.

### **2. Time Period**

The bidder will have to supply the bottles within one (01) day of the date of signing of contract agreement.

### **3. Extension of Delivery period**

- 3.1 In special circumstances, request for extension of delivery period may be considered by the Competent Authority (Chief Executive Officer, Urban Unit) on the written request of the firm before the target date of supply, which is authorized to either accept or reject the request of bidder without assigning any reason.

### **4. Cancellation / Penalty of Delay**

- 4.1 Deduction up to Rs.500/- per day shall also be made as penalty in case of failing to provide the items as per terms & condition of tender document.

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Sign & Stamp of bidder

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