



URBAN SECTOR PLANNING & MANAGEMENT SERVICES UNIT (PRIVATE) LIMITED



TENDER DOCUMENT HIRING OF TRANSPORT SERVICES

(Technical Proposal)
(Single Stage two envelopes)

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

Tender # UU/2017-18/04A

**Tender Doc. Fee: Rs. 1000/- only
(Rupees One Thousand Only)**

Sign & Stamp of bidder



THE URBAN UNIT

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

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Handwritten signature in blue ink.

Two handwritten signatures in blue ink.

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 & PRA tax registered firms / companies (*hereinafter referred to as "Bidder"*) for the specified services as per Annex-A (*hereinafter referred to as "services"*).

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) 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 tax and PRA 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, submitting firm/company and date of opening. The envelope must be properly sealed.
- 1.5. The bidder must indicate their National Income Tax and PRA registration numbers.
- 1.6. Offered rates shall be on the basis of transportation services in Lahore as detailed in Annex-A and shall be inclusive of all taxes and costs.
- 1.7. Agreement will be signed by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer, Urban Unit.
- 1.8. The services quantum may increase or decrease by the Urban Unit under the light of Punjab Procurement Rules, 2014.

2. Time Period of Contract:

The agreement will be signed initially for a period of one year extendable upon satisfactory services for further period on mutual consent of both parties with or without reasonable increase in price if agreed by the Client.

3. Extension of Services period:

- 3.1 In special circumstances, request for extension of services 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.

Sign & Stamp of bidder