



**THE URBAN UNIT**

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

A Public Sector Company.

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



### TENDER DOCUMENT FOR THE PURCHASE OF OFFICE FURNITURE (Technical Proposal)

(Single Stage Two Envelopes)

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

**Tender # UU/2017-18/07**

**Tender Document Price Rs:1,000/-  
(One Thousand Only)**

Sign & Stamp of bidder



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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 firms / companies (*hereinafter referred to as "Bidder"*) for the specified items/Works at Ground & 8<sup>th</sup> Floor of Shaheen Complex, Egerton Road, 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 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
  - l) Samples are not submitted
- 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 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 LOT at Annex-A. Partial bidding is not allowed.
- 1.6 Work/Purchase Order(s) will be placed to the lowest bidder(s) as per detailed at Annex-A.
- 1.10 The bidder must indicate their National Income Tax No. / Sales Tax No. / PRA registration numbers.
- 1.11 Offered rates will be on the basis of complete works/delivery/installation at Shaheen Complex, Lahore as detailed at Annex-A and shall be inclusive of all taxes and costs.
- 1.12 Purchase order(s) will be issued by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer of The Urban Unit.
- 1.13 The Urban Unit may increase or decrease the ordered works under Punjab Procurement Rules, 2014.

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

The bidder will have to complete delivery/installation within 04 weeks from the date of issuance of purchase order(s).

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

- 3.1 In special circumstances, request for extension of works completion period may be considered by the Competent Authority on the written request of the firm before

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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 work order will be imposed.

4.2 The goods 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% completion of satisfactory delivery of goods. No payment will be made as advance.

5.2 Payment against partial goods delivery will not be made.

6. **Bid Security:**

6.1 Bid security of **Rs.200,000/-** 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 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.

6.3 The bid security shall be forfeited if:

a. The offer is withdrawn, amended or revised.

b. 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 GST (applicable on works/services) will be deducted while making payment as per Government Rules / Instructions/ Notifications. Bidder will be responsible for the payment of duties, levies and clearance from customs authorities etc.

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 NTN and GST Registration

10. **Evaluation Criteria:**

10.1 Meet the required technical specifications of furniture.

10.2 NTN & GST registration.

10.3 Technically responsive and least cost bidder shall be declared as lowest evaluated bidder.

10.4 Bidder will have to provide the furniture sample along with technical proposal.

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## 11. **Financial Evaluation Criteria:**

- 11.1 The Financial Bids of technically responsive bidders will be opened in presence of bidder(s) representative(s), who opt to participate.
- 11.2 The Least Cost Method will be adopted for financial evaluation.
- 11.3 The Financial Bids of technically dis-qualified/non-responsive bidder(s) shall be returned un-opened.

## 12. **Bid / Tender opening procedure:**

As per PPRA Rules 2014, single stage two envelopes bidding procedure shall be adopted.

- 12.1 The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- 12.2 The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters;
- 12.3 Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- 12.4 the envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
- 12.5 The technical proposal shall be evaluated in a manner prescribed in advance, without reference to the price and any proposal may be rejected which does not conform to the specified requirements / specifications;
- 12.6 During the technical evaluation no amendments in the technical proposal shall be permitted;
- 12.7 The financial proposals of bids meeting the technical specifications shall be opened publicly at a time, date and venue announced and communicated to the Firms in advance.

## 13. **One Person One Bid**

- (1) In any procurement, one person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.
- (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**

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<b>TENDER CHECKLIST</b>				
<b>S. #</b>	<b>DESCRIPTION</b>	<b>Tick Yes / No</b>		<b>Documents Attached at Annexure</b>
1.	Copies of work Orders/agreements			
2.	Copy of the Proprietor's CNIC (if applicable)			
3.	Affidavit regarding non-involvement in any arbitration/ litigation with any government agency / department and not blacklisted as well.			
4.	List of satisfied customers along with their contact numbers			
5.	Copy of Income Tax Registration certificate			
6.	Copy of Sales Tax Registrations certificate			
7.	Bid Security			

**Note:** Bidders must fill-up above mentioned checklist / table and attach copies of required documents with proper annexures along with tender document.  
All above documents will be used for technical evaluation.

Sign & Stamp of bidder

**Technical Specifications**

Detail and description of works is as under:

<b>BILL OF QUANTITY</b>			
<b>S. No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>
<b>OFFICE FURNITURE (LOT-01)</b>			
<b>AUDITORIUM AT GROUND FLOOR</b>			
1	P/L and Supply Auditorium Chairs (615W x 600D x 890H) wooden use oak wood and fabric poshish with all fitting and fixtures complete in all respect as per approved sample by client.	Nos	225.00
2	P/L and Supply Stage Chairs wooden use oak wood and leather poshish with all fitting and fixtures complete in all respect as per approved sample by client. (590W x 540D x 1050H)	Nos	8.00
3	P/L and Supply stage Dias wooden use oak wood and glass made with all fitting and fixtures complete in all respect as per approved sample by client. (580W x 355D x 1180H)	Nos	1.00
<b>DATA ENTRY CENTER AT 8TH FLOOR</b>			
4	Supply Office (Chair) important mesh back multifunction, hydraulic system with arms and 360 revolving mechanism, adjustable high and tilting mechanism with all fitting and fixtures complete in all respect as per approved sample by client. (580W x 580D x 1040H)	Nos	175.00
5	Providing, fabrication of Table wooden section and base made of MS powder coated 101 (FL) texture, extruded aluminum channel powder coated with all fitting and fixtures complete in all respect as per approved sample by client. (600W x 1200D x 760H)	Nos	135.00
6	Providing, fabrication of Sr. Specialist Officer desk with side rack wooden section and base made of Ms powder coated 101 (FL) texture, extruded aluminum channel powder coated with all fitting and fixtures complete in all respect as per approved sample by client. (1400W x 700D x 760H & 1500W x 425D x 760H)	Nos	2.00

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7	Providing, fabrication of L-shape Workstation - One Person Module Made of 25mm thick lamination # 101, Texture: SH 18 (SG) with matching PVC edging. Stand on Pedestals which made of M.S triangle pipe 16-Swg, white powder coated 55% gloss & on Partition height of 1206mm of which Upper half panel 10-mm Polycarbonate sheet & other half is in Aluminum & lower panel in lamination # 101 (FL) texture, extruded aluminum channel powder coated white 55% gloss. The Drawer unit which include in it is made of steel thickness 0.7mm, with one pen tray and white epoxy powder coated layer as per approved sample by client. (1500W x 600D x 760H)	Nos	26.00
8	Providing, fabrication of meeting table made of lamination with matching PVC. Base made of MS powder coated of juton complete in all respects as per design and approved sample by client. .Approx. Size: (2400W x 1200D x 760H)	Nos	4.00
9	Providing and fixing of Reception Desk wooden use oak wood and glass made with all fitting and fixtures complete in all respect as per approved sample by client. (1550W x 850D x 1175H)	Nos	1.00
10	P/L and Supply Sofa single seated Made of High Quality Imported Leatherette in 1st quality Seat and back foam, Inside high quality belts and acacia wood structure. Thin fine thread double stitching square design double padded on seat and back, front side plastic plate gliders. W850 x D760 x H635 with all fitting and fixtures complete in all respect as per approved sample by client.	Nos	18.00

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

**Date of Submission / opening of technical proposals:**

Receipt of tenders : August 04, 2017 till 11:00 AM

Opening of tenders : August 04, 2017 at 11:30 AM at Committee Room  
of The Urban Unit, 503 – Shaheen Complex,  
Egerton Road, Lahore

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### Final Invoice preparation guidelines to be followed by the contractor

A general list of guidelines to eliminate irregularities is shared below:

- Unapproved variations out of scope of BOQ must not be included in bills. For such case a proper variation order approval request need to be submitted separately with complete details, cost impact and justification etc.. MRS unit rates are suggested to be used for such variations where applicable. Else a detailed rate analysis with scheduled input rates need to be attached. Such variation items must be mentioned separately from original BOQ. The approved variation order copy duly signed and stamped need to be attached with bills.
- Photocopied papers of bill claims, quotations etc. must not be attached. Pls. note that no claim on photocopy of bill is acceptable. All such things must be attached in original.
- Handwritten claims and not signed and stamped must be avoided.
- Material Test reports need to be attached where applicable.
- Site QA/QC inspection reports duly signed by your coordinator showing satisfactory quality works executed need to be attached with bill.
- All papers of bill must be signed and stamped in original by the Contractor before submission
- All cuttings need to be signed and stamped by the concerned person.
- For claimed quantity of each item, clear calculations based upon actual measurements on site need to be attached in a proper sequence and easy to be checked.
- Bills should be in proper format and matching to BOQ item listing.
- Bills should be prepared and verified in professional manner.

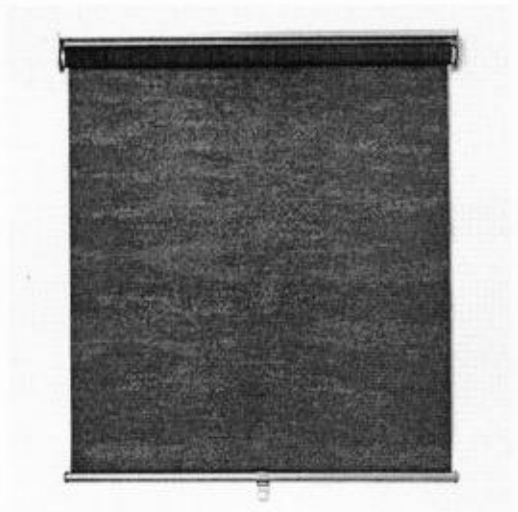
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Seminar / Conference Chairs



Stage Chairs wooden



Roller Blinds for Windows



Revolving Chair

*Handwritten signature*

*Handwritten signature*



Revolving Chair



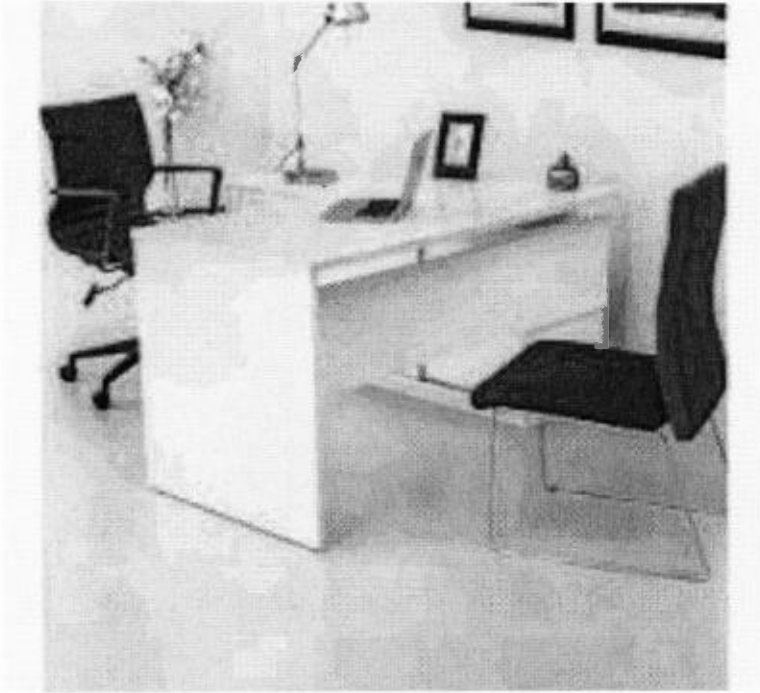
Table 2'x4' size



Workstation - One Person Size: 5' x 5'

*HP*

*\$*



Sr. Specialist desk



Meeting table

HP

S



Reception Desk 3'-6"x6' size



Planter



Sofa Made of High Quality Imported Leatherette

8

HP



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### TENDER DOCUMENT FOR THE PURCHASE OF OFFICE FURNITURE (Financial Proposal)

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

Tender # UU/2016-17/

Sign & Stamp of bidder

*Handwritten signature and stamp*