



**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 PURCHASE OF SURFACE LAPTOP, DESKTOP COMPUTERS, UPS, SOFTWARE AND MISC. ELECTRICAL ITEMS (Technical Proposal)

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

**Tender # UU/2017-18/09**

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

\_\_\_\_\_  
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 specified item as per Annex-A (*hereinafter referred to as "good"*).

### 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
- 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 may participate for any or all LOTs at Annex-A.
- 1.6 Purchase Order(s) will be placed to LOT wise lowest evaluated bidder as per detailed at Annex-A.
- 1.8 The bidder must indicate their National Income Tax No. / Sales Tax No.
- 1.9 Offered rates will be on the basis of complete delivery/installation at Shaheen Complex, Egerton Road, Lahore at the places mentioned against each LOT at Annex-A..
- 1.10 Purchase order will be issued by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer of The Urban Unit.
- 1.11 The Urban Unit may increase or decrease the ordered quantity under Punjab Procurement Rules, 2014.

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

The bidder will have to complete the supply/installation within 04-06 weeks for Surface laptops, Desktop & UPS and 02 weeks for all other items after 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 of supply/installation, which will be authorized to either accept or reject the request of bidder without assigning any reason.

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Sign & Stamp of bidder