



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

| | NAME | SIG. | DATE |
|-----------|----------|--------------------|--------|
| Draft | M. Bilal | <i>[Signature]</i> | 4-6-18 |
| Review I | U. Kaly | <i>[Signature]</i> | 4/6/18 |
| Review II | | | |
| Approved | | | |

URBAN SECTOR PLANNING & MANAGEMENT SERVICES UNIT (PRIVATE) LIMITED



TENDER DOCUMENT FOR PURCHASE OF STEEL CABINETS (Single Stage One Envelope)

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

Tender # UU/2017-18/

Sign & Stamp of bidder



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DISCLAIMER

Urban Sector Planning & Management Services Unit (Private) Limited has prepared this Tender Document to provide information regarding the "Purchase of Steel Cabinets". Maximum efforts have been made to incorporate available information relevant to the goods, however; this tender document does not claim to contain all the information related to the goods. The Client does not make any representations or warranties, express or implied as to the adequacy, accuracy, completeness or reasonability of the information contained in the tender document. No decision should be based solely on the basis of the information provided in the tender document. The Client has no liability for any statements, opinions, information provided in this memorandum. The Client shall have no liability for any statements, opinions, information or matters (expressed or implied) arising out of, contained in or derived from, or for any omission in, the tender document. Furthermore, the Client will not be liable for any written or oral communication transmitted to third parties in relation to the tender document.

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INVITATION TO BIDDERS

Subject: LETTER OF INVITATION FOR PURCHASE OF STEEL CABINETS

Dear Sir/Madam,

Urban Sector Planning & Management Services Unit (Private) Limited (*hereinafter known as "Client" or "Urban Unit"*) has advertised the Tender Document to invite sealed bids from eligible and experienced income tax & sales tax registered sole proprietor / firms / companies (*hereinafter referred to as "Bidder"*) for Purchase of Steel Cabinets as per Annex A (*hereinafter known as "Goods"*).

2. The successful bidder(s) will be selected based on technical responsive lowest evaluated bidder as per terms and conditions in this tender document, in accordance with the Punjab Procurements Rules 2014. No escalation in rates will be permissible during contract period.

3. "Technical Proposal" along with "Quotation" on the prescribed forms given in the tender document, sealed, signed & stamped, must be delivered to the address given below by no later than **June 27, 2018 before 11:00 AM**. The Proposal will be opened on the same day at 11:30 AM in the presence of the representatives of the bidders who may wish to attend.

4. Bid security @ of 4% of estimated cost (estimated cost is Rs.580,000/-) in the shape of Bank Draft/Pay Order/Call Deposit Receipt valid from a scheduled bank in the favor of "Urban Sector Planning and Management Services Unit (Pvt.) Limited" must be furnished along with Technical Proposal.

6. The client reserve the right to reject all the bids at any time prior to the acceptance of a bid as per Rule 35 of Punjab Procurement Rules 2014


CHIEF EXECUTIVE OFFICER

Urban Sector Planning and
Management Services Unit (Pvt) Limited

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TERMS & CONDITIONS

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) the offer is not conforming to specifications indicated in the tender documents
 - h) the offer / quoted rates are furnished other than the tender documents
 - i) any additional terms & conditions added by the bidder
 - j) any conditional offer
- 1.2 Only Income & Sales tax registered sole proprietors/ 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 envelope must indicate particulars of tender and date of opening. The envelope must be properly sealed.
- 1.5 Bidders shall participate for complete supply of goods at Annex-A. Partial bidding is not allowed.
- 1.6 Purchase Order will be placed to the lowest evaluated bidder as per detailed at Annex-A.
- 1.7 Offered rates will be on the basis of goods as detailed at Annex-A and shall be inclusive of all taxes.
- 1.8 Purchase order will be issued by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer of The Urban Unit.
- 1.9 The Urban Unit may increase or decrease the ordered goods under Punjab Procurement Rules, 2014.

2. *Time Period:*

- 2.1 The bidder will have to complete the installation of goods within one (01) month from the date of issuance of LOA / purchase order.
- 2.2 An authorized representative of The Urban Unit will visit for inspection of the items in raw form before completion of paint job and complete delivery of items. Inspection by the authorized representative will be made at the facility of the bidder and the premises of the client.

3. *Extension of Delivery period:*

- 3.1 In special circumstances, request for extension of supply of goods 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 Deduction up to Rs.1,000/- per day shall also be made as penalty in case of late delivery. The Urban Unit will not be responsible for any costs or expenses incurred by the bidders.
- 4.2 In case, bidder fails to supply items in accordance with the terms & conditions laid down in the tender document, bid security will be forfeited.

5. Payment to the Contractors:

- 5.1 Payment will be made through crossed cheque to the bidder against invoice after 100% supply and installation of satisfactory goods and inspection of goods. No payment will be made as advance.
- 5.2 Payment against partial supply will not be made.

6. Bid Security:

- 6.1 The estimated cost of the goods is Rs. 580,000/- and bid security @ 4% of the estimated cost 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 works.
- 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 sales tax 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 Registration with Income Tax and Sales Tax Authorities
- 9.2 Active Tax payer status.
- 9.3 Provide proof of at least three (03) similar nature jobs. (Attach Purchase Orders)
- 9.4 Affidavit on legal paper that the firm is not blacklisted by any Government Agency/Firm.

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10. Bid / Tender opening procedure:

As per PPRA Rules 2014, single stage one envelope bidding procedure shall be adopted.

11. 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.

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| TENDER CHECKLIST | | | | |
|-------------------------|---|----------------------|--|---------------------------------------|
| S. # | DESCRIPTION | Tick Yes / No | | Documents Attached at Annexure |
| 1. | Copies of Purchase Orders | | | |
| 2. | Affidavit regarding non-involvement in any arbitration/ litigation with any government agency / department and not blacklisted as well. | | | |
| 3. | Copy of Income Tax Registration certificate | | | |
| 4. | Copy of Sales Tax Registrations certificate | | | |
| 5. | 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.

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QUOTATION

Detail and description of works is as under:

| Sr. No. | Description | Qty. | Estimated Unit Cost (PKR) | Estimated Total Cost (PKR) incl. of taxes |
|---------|--|------|---------------------------|---|
| 1. | <p>Double-Sided: Steel Sliding Cabinet Units Providing, fabrication, delivery and installation of double-sided sliding steel file cabinet unit(s) complete in all respects including configuration/orientation of sliding cabinets as per attached drawings. Size of One Unit (01): 3'-6" (L) x 2'-6" (D) x 7'-6" (H) Each Unit having 2 pair of sliding door on each side with handle(s) including locks as per requirement and all necessary hardware as per the approved sample. The M.S Sheet Body panels for the top, bottom, side, shelves etc. to be 18 SWG. The sliding door panels and center partition(s) to be M.S Sheet 20 SWG. Including accessories, fittings etc. For the sliding door(s). Strong and sturdy base to be made of M.S 18 SWG is to be provided for supporting the cabinet frame structure as per the attached drawings. The finish surface is to be durable and scratch-resistant including spray paint as per the approved sample and as per the approved sample as directed by engineer in charge.</p> <p>All necessary miscellaneous fittings, accessories, hardware etc. shall be included to make the unit operation.</p> | 13 | | |

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| | | | | |
|--------------------|--|---|--|--|
| 2. | <p>Single-Sided: Steel Sliding Cabinet Units Providing, fabrication, delivery and installation of single -sided sliding steel file cabinet unit(s) complete in all respects including configuration/orientation of sliding cabinets as per attached drawings. Size of One Unit (01): 3'-6" (L) x 1'-3" (D) x 7'-6" (H)</p> <p>Each Unit having 2 pair of sliding door on single side with handle(s) including locks as per requirement and all necessary hardware as per the approved sample. The M.S Sheet Body panels for the top, bottom, side, shelves etc. to be 18 SWG. The sliding door panels and back side t (s) to be M.S Sheet 20 SWG. Including accessories, fittings etc. For the sliding door(s). Strong and sturdy base to be made of M.S 18 SWG is to be provided for supporting the cabinet frame structure as per the attached drawings. The finish surface is to be durable and scratch-resistant including spray paint as per the approved sample and as per the approved sample as directed by engineer in charge.</p> <p>All necessary miscellaneous fittings, accessories, hardware etc. shall be included to make the unit operation.</p> | 8 | | |
| Total Cost: | | | | |

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| <u>BIDDER INFORMATION</u> | |
|----------------------------------|--|
| Name of Firm/Company | |
| Complete Postal Address | |
| Phone | |
| Contact Person / Designation | |
| Cell Number | |
| E-Mail | |
| Fax Number | |
| National Tax Number | |
| GST Number | |

Date of Submission / opening of bids

Receipt of tenders : June 27, 2018 till 11:00 AM
Opening of tenders : June 27, 2018 at 11:30 AM at Committee Room of
The Urban Unit, 503 – Shaheen Complex, Egerton
Road, Lahore

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