



# THE URBAN UNIT

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

A Public Sector Company.

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



	NAME	SIG.	DATE
Draft	Ahsan	Ahsan	6/7/17
Review I	Babar	B	6/6/17
Review II	Ahsan	A	7/10/17
Approved			

### TENDER DOCUMENT Purchase of Surface Laptop Computer

(Single Stage One Envelope)

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

Tender # UU/2017-18/25

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 purchase of Surface Laptop for its office located at 5<sup>th</sup> Floor, Shaheen Complex, Edgerton 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) any additional terms & conditions added by the bidder
  - i) any conditional offer
- 1.2 Only Income tax & 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 items at Annex-A. Partial bidding is not allowed.
- 1.6 The bidder must indicate their National Income Tax No. / Sales Tax No.
- 1.7 Offered rates will be on the basis of complete delivery at the office located at Shaheen Complex 5<sup>th</sup> floor, Edgerton Road, Lahore as detailed at Annex-A and shall be inclusive of all taxes.
- 1.8 Purchase order(s) will be issued to technically responsive and lowest evaluated bidder 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 quantities under Punjab Procurement Rules, 2014.

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

The bidder will have to deliver the goods within 01-02 weeks from the date of issuance of Purchase order(s).

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

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, which will be authorized to either accept or reject the request of bidder without assigning any reason.

\_\_\_\_\_  
Sign & Stamp of bidder