



**The Urban Unit**

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



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



	NAME	SIG.	DATE
Draft	Harry Rana	[Signature]	20-3-19
Review I	M. Khan	[Signature]	20-3-19
Review II	A. Rana	[Signature]	21/3/19
Approved		[Signature]	

## TENDER DOCUMENT PURCHASE OF ANDROID TABLET

(Single Stage One Envelope)

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

**Tender # UU/2018-19/18**

via [Signature]

Sign & Stamp of bidder



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## Table of Contents

TERMS & CONDITIONS.....	3
1. <b>General:</b> .....	3
2. <b>Time Period:</b> .....	3
3. <b>Extension of Delivery period:</b> .....	3
4. <b>Cancellation / Penalty of Delay:</b> .....	3
5. <b>Payment to the Contractors:</b> .....	4
6. <b>Deduction of Taxes:</b> .....	4
7. <b>Dispute:</b> .....	4
8. <b>Eligibility Criteria</b> .....	4
9. <b>Bid / Tender opening procedure:</b> .....	4
10. <b>One Person One Bid</b> .....	4
<b>TENDER CHECKLIST</b> .....	5
<b>ANNEX-A</b> .....	6
<b>FINANCIAL PROPOSAL</b> .....	6
<b>BIDDER INFORMATION</b> .....	8

219

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 sole proprietors / firms / companies (*hereinafter referred to as "Bidder"*) for purchase of Android Tablet 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) it is received after the time and date fixed for its receipt
  - b) not signed & stamped by authorized person on each page of tender document
  - c) the offer is ambiguous
  - d) the offer is received by fax or e-mail
  - e) the offer is from a black listed firm
  - f) offer received with shorter validity than required
  - g) the offer is not conforming to specifications indicated in the tender documents
  - h) any additional terms & conditions added by the bidder
  - i) 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 envelop must be properly sealed.
- 1.5 Bidders shall participate for complete items at Annex-A. Partial bidding is not allowed.
- 1.6 Purchase Order(s) will be placed to the technically responsive lowest bidder (s) as per detailed at Annex-A.
- 1.7 The bidder must indicate their National Income Tax No. and Sales Tax No. registration numbers.
- 1.8 Offered rates will be on the basis of complete delivery at the office of Shaheen Complex 5<sup>th</sup> floor as detailed at Annex-A and shall be inclusive of all taxes, transportation and labor costs.
- 1.9 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.

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

The bidder will have to complete delivery within fourteen (14) days from the date of issuance of purchase order.

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

In special circumstances, request for extension of delivery of goods, completion 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.

### **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, penalty @ 0.5% of total cost per day maximum up to 10% of total value of work/purchase order will be imposed.

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

*Handwritten signature*