



**The Urban Unit**

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



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



	NAME	SIG.	DATE
Draft	Haris Rafiq	Haris Rafiq	20-3-19
Review I	M. K. J.	M. K. J.	20-3-19
Review II	H. Rafiq	H. Rafiq	21/3/19
Approved		H	

**TENDER DOCUMENT**

**TENDER DOCUMENT  
PURCHASE OF DESKTOP COMPUTER AND UPS**

**(Single Stage Single Envelope)**

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

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

Sign & Stamp of bidder



TERMS & CONDITIONS.....	3
1. <b>General:</b> .....	3
2. <b>Time Period:</b> .....	4
3. <b>Extension of completion period:</b> .....	4
4. <b>Cancellation / Penalty of Delay:</b> .....	4
5. <b>Payment to the Vendor:</b> .....	4
6. <b>Bid Security:</b> .....	4
7. <b>Deduction of Taxes:</b> .....	4
8. <b>Dispute:</b> .....	4
10. <b>Eligibility Criteria (Mandatory)</b> .....	5
11. <b>Bid / Tender opening procedure:</b> .....	5
12. <b>One Person One Bid</b> .....	5
13. <b>Performance Guarantee:</b> .....	5
TENDER CHECKLIST.....	6
TECHNICAL SPECIFICATION.....	7
FINANCIAL PROPOSAL.....	10
BIDDER INFORMATION.....	11

Sign & Stamp of bidder

2/2 R





## **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 the specified items at 503, 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) 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 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 indicate particulars of tender and date of opening. The envelope must be properly sealed.
- 1.5 Bidders shall participate as per list attached 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 503, Shaheen Complex, Edgerton Road, Lahore 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 quantity under Punjab Procurement Rules 2014.

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