



The Urban Unit

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



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Approved			

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



The Urban Unit

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



**TENDER DOCUMENT
PURCHASE OF AUTOMATIC SHOE COVER
DISPENSING MACHINE
(Single Stage One Envelope)**

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

Tender # UU/2019-20/03

Sign & Stamp of bidder

[Handwritten signature]



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Sign & Stamp of bidder



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



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 proprietor / firms / companies (*hereinafter referred to as "Bidder"*) for the specified items for its office located at 503, 5th Floor, Shaheen Complex, Egerton 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 document
 - i) any additional terms & conditions added by the bidder
 - j) any conditional offer
- 1.2 Only Income tax & Sales tax registered sole proprietor / 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, name of submitting firm/company and date of opening. The envelope must be properly sealed.
- 1.5 Bidders shall participate for complete items as per Annex-A. Partial bidding is not allowed.
- 1.6 Purchase Order(s) will be issued to the technically responsive lowest evaluated bidder as per detailed at Annex-A by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer of The Urban Unit.
- 1.7 The bidder must indicate their National Income Tax No. and Sales Tax No.
- 1.8 Offered rates will be on the basis of complete delivery at The Urban Unit, 503 5th Floor Shaheen Complex, Egerton Road, Lahore.
- 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 items within 04 weeks from the date of issuance of Purchase order.

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.

4. Penalty of Delay / Cancellation:

- 4.1 Penalty @ 0.5% of total cost per day (maximum up to 10% of total value of order) shall also be made as penalty in case of late delivery.

Sign & Stamp of bidder