



The Urban Unit

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



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



**TENDER DOCUMENT
FOR HIRING OF EVENT MANAGEMENT
FIRM**

(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

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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 applications from eligible and experienced income tax & sales tax registered Firms (*hereinafter referred to as "Firm"*) for event management lunch (*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 firms 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 bid. The envelope must be properly sealed.
- 1.5 Bidders shall as per list attached at Annex-A. Partial bidding is not allowed
- 1.6 The Firm must indicate their National Income Tax No and Sales Tax No.
- 1.7 Offered rates will be on the basis of complete delivery at location specified by the client.
- 1.8 Purchase/Work 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.

2. Time Period:

The bidder will have to complete the job within stipulated time as the Competent Authority will approve the case.

Sign & Stamp of bidder



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4. **Extension of completion 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. **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 order will be imposed.

4.2 The goods/work will be inspected by The Urban Unit through an authorized personnel and will be rejected, if not found according to the given specifications as mentioned at Annex – A and The Urban Unit will not be responsible for any costs or expenses incurred by the bidders in connection with the preparation and fixation.

5. **Payment to the Contractors:**

5.1 Payment will be made through crossed cheque to the bidder against invoice after 100% completion of satisfactory works or inspection of goods. No payment will be made as advance.

5.2 Payment against partial delivery will not be made.

6. **Bid Security:**

6.1 Bid security of Rs. 8,000/- (2% of estimated budget – Estimated Budget is Rs 400,000/-) shall have to be submitted with the tender document in the form of Pay Order / Bank Draft / CDR from a scheduled bank in favor of “Urban Sector Planning & Management Services (Pvt.) Limited”.

6.2 Bid security of unsuccessful bidders shall be refunded on the finalization of the bids whereas the bid security of successful bidder shall be refunded on the successful completion of work.

6.3 The bid security shall be forfeited if:

- The offer is withdrawn, amended or revised;
- The bidder fails to execute the contract strictly in accordance with terms and conditions of tender document / work order.

7. **Deduction of Taxes:**

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications.

8. **Dispute:**

In case of any dispute before or after the execution of contract, matter will be resolved as per PPRA Rules.

10. **Eligibility Criteria (Mandatory)**

10.1 Registration with Income Tax Authorities and active taxpayer status.

Sign & Stamp of bidder

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