



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	M. Kayat	M. Kayat	23/04/18
Review I	Nadia	(Signature)	11
Review II	Sabman	(Signature)	24/08/18
Approved			

TENDER DOCUMENT FOR THE SUPPLY OF DRINKING WATER BOTTLES

(Single Stage Two Envelope)

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

Tender # UU/2017-18/

Oh.
Oh.

Sign & Stamp of bidder



Table of Contents

TERMS & CONDITIONS.....	3
1. General:	3
2. Time Period:	3
3. Extension of Delivery period:	3
4. Cancellation / Penalty of Delay:	4
5. Payment to the Contractors:	4
6. Bid Security:	4
7. Performance Security:	4
8. Deduction of Taxes:	4
9. Dispute:	4
10. Evaluation Criteria:	4
11. Bid / Tender opening procedure:	5
12. One Person One Bid	5
13. Other Terms & Conditions	5
TENDER CHECKLIST	7
BIDDER INFORMATION.....	8

Sign & Stamp of bidder



THE URBAN UNIT

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

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 supply of drinking water bottles for its office at 5th Floor, Shaheen Complex Lahore as per Annex-A (*hereinafter referred to as "supply"*).

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 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 and date of opening. The envelope must be properly sealed.
- 1.5 The bidder must indicate their National Income Tax No. and Sales Tax No.
- 1.6 Offered rates will be on the basis of complete delivery at Urban Sector Planning & Management Services Unit (Pvt.) Ltd., 503-Shaheen Complex Egerton Road, Lahore, P & D Department, Lahore, Town Hall Mall Road, Lahore, Al-Jazari Academy Township, Lahore, Local Government Lahore, Commissioner Office, Lahore as detailed at Annex-A and shall be inclusive of all taxes.
- 1.7 Contract will be signed with the lowest evaluated bidder by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer of The Urban Unit.
- 1.8 The ordered quantity may increase or decrease by the Urban Unit under the light of Punjab Procurement Rules.
- 1.9 Contract will be enforced for a period of one year which may be extended with mutual consent of both parties as per Punjab Procurement Rules.

2. Time Period:

The bidder will have to supply the bottles within one (01) day of the date of signing of contract agreement.

3. Extension of Delivery period:

- 3.1 In special circumstances, request for extension of delivery period may be considered by the Competent Authority (Chief Executive Officer, Urban Unit) on the written request of the firm before the target date of supply, which is authorized to either accept or reject the request of bidder without assigning any reason.

Sign & Stamp of bidder

Dr.
M
D