



# THE URBAN UNIT

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

A Public Sector Company.

	NAME	SIG.	DATE
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Approved			

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



### TENDER DOCUMENT PRINTING OF FILE FOLDER, ENVELOPES & DIARIES (Single Stage Two Envelope)

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

Tender # UU/2017-18/

(P) [Signature]

Sign & Stamp of bidder



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Sign & Stamp of bidder



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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 the specified items for its office located at 503, 5<sup>th</sup> 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
  - k) Non submission of samples.
- 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 envelope must indicate particulars of tender, name of submitting firm/company and date of opening. The envelope must be properly sealed.
- 1.5 Bidders may participate in any one or more items as per Annex-A.
- 1.6 Purchase Order(s) will be placed to the 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. & Sales Tax No.
- 1.8 Offered rates will be on the basis of complete delivery at The Urban Unit, 503 5<sup>th</sup> Floor Shaheen Complex, Edgerton Road, Lahore.
- 1.9 The successful bidder will have to provide a dummy of all awarded items before the delivery of the complete order. The dummy shall be provided within 3 working days after the issuance of LOA/PO.
- 1.10 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 10 days (including off days) 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.

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Sign & Stamp of bidder