



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. Bibi	<i>[Signature]</i>	11-9-18
Review I	M. Karim	<i>[Signature]</i>	18-9-18
Review II	A. Karim	<i>[Signature]</i>	12/9/18
Approved			



TENDER DOCUMENT FOR INSTALLATION OF AC's & ELECTRICAL WORK (Single Stage One Envelop)

(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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Sign & Stamp of bidder



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TERMS & CONDITIONS

The Urban Unit 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 job 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) the offer is not conforming to specifications indicated in the tender documents
 - h) the offer / quoted rates are furnished other than the tender documents
 - i) any additional terms & conditions added by the bidder
 - j) any conditional offer
- 1.2 Only Income Tax & 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 envelope must indicate particulars of tender and date of opening. The envelope must be properly sealed.
- 1.5 Bidders shall participate as per Annex-A. Partial bidding is not allowed.
- 1.6 Work Order 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 Offered rates will be on the basis of goods as detailed at Annex-A and shall be inclusive of all taxes.
- 1.8 The Urban Unit may increase or decrease the ordered goods under Punjab Procurement Rules, 2014.

2. Time Period:

The bidder will have to complete the works within ten (10) days from the date of issuance of LOA / work order.

3. Extension of Delivery period:

- 3.1 In special circumstances, request for extension of supply of goods 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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4. **Cancellation / Penalty of Delay:**

- 4.1 Deduction up to Rs.1,000/- per day shall also be made as penalty in case of late delivery. The Urban Unit will not be responsible for any costs or expenses incurred by the bidders.
- 4.2 In case, bidder fails to supply items in accordance with the terms & conditions laid down in the tender document, bid security will be forfeited.

5. **Payment to the Contractors:**

- 5.1 Payment will be made through crossed cheque to the bidder against invoice after 100% supply and installation of satisfactory goods and inspection of goods. No payment will be made as advance.
- 5.2 Payment against partial supply will not be made.

6. **Bid Security:**

- 6.1 The estimated cost of the goods is Rs. 118,000/- and bid security @ 4% of the estimated cost shall have to be attached along with tender document. It should be in the form of Pay Order / Bank Draft / CDR valid for minimum 6 months from a scheduled bank in favor of Urban Sector Planning & Management Services Unit (Pvt.) Limited.
- 6.2 Bid security of unsuccessful bidders shall be refunded on the finalization of the Tender whereas the bid security of successful bidder shall be refunded on the completion of works.
- 6.3 The bid security shall be forfeited if:
 - a. The offer is withdrawn, amended or revised.
 - b. The bidder fails to execute the contract strictly in accordance with terms and conditions of tender document.

7. **Deduction of Taxes:**

Any taxes (if applicable) also including sales tax will be deducted while making payment as per Government Rules / Instructions/ Notifications. Bidder will be responsible for the payment of duties, levies and clearance from customs authorities etc.

8. **Dispute:**

In case of any dispute before or after the execution of contract, matter will be resolved as per Punjab Procurement Rules 2014.

9. **Eligibility Criteria**

- 9.1 Registration with Income Tax and Sales Tax Authorities
- 9.2 Active Tax Payer Status.
- 9.3 Provide proof of at least three (03) similar nature jobs in last five years. (Attach Work Orders)
- 9.4 Affidavit on legal paper regarding non-involvement in any arbitration/ litigation with any government agency / department and not blacklisted as well.

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TENDER CHECKLIST				
S. #	DESCRIPTION	Tick Yes / No		Documents Attached at Annexure
1.	Copies of Work Orders			
2.	Affidavit regarding non-involvement in any arbitration/ litigation with any government agency / department and not blacklisted as well.			
3.	Copy of Income Tax Registration certificate			
4.	Copy of Sales Tax Registrations certificate			
5.	Bid Security			

10. Bid / Tender opening procedure:

As per PPRA Rules 2014, single stage one envelope bidding procedure shall be adopted.

11. One Person One Bid

In any procurement, one person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.

DR. NASIR JAVED

Chief Executive Officer

**The Urban Unit Planning & Management
Services Unit (Pvt.) Limited**

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Annex. A

QUOTATION

Detail and description of works is as under:

Sr. No.	Description	Unit	Quantity	Unit Rate (Rs.) (Incl. of all Taxes)	Total Amount (Rs.) (Incl. of all Taxes)
1	Providing, fixing, testing and commissioning of copper pipe along aero flux of minimum Dia. ½ inch and ¼ inch with suitable control cable for 1.5 and 2 Ton Split AC from indoor to outdoor in UPVC pipe conduits ½ inch Dia.	Rft.	200		
2	Provision, Installation & Termination of MCB 20 Amp 1P breakers.	No.	4		
3	Providing, fixing, laying, connecting, termination, testing and commissioning of Power Cable twin core 4mmsq standard PVC 99.9% pure copper cable in UPVC pipe conduits 1" Dia. with clumping complete in all respects.	Mtr.	60		
4	Providing and Refilling gas of 2 Ton and 1.5 Ton Split AC if required.	No.	4		
5	Providing, fixing and installation of Iron Mounting standard stand for Outdoor 2 Ton and 1.5 Ton AC.	No.	4		
Total Amount (Incl. of Taxes)					
Total Amount in Words					

Note: Bidders must fill-up above mentioned checklist / table and attach copies of required documents with proper annexures along with tender document.
All above documents will be used for technical evaluation.

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<u>BIDDER INFORMATION</u>	
Name of Firm/Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Cell Number	
E-Mail	
Fax Number	
National Tax Number	
Sales Tax Number	

Date of Submission / opening of bids

Receipt of tenders : September 28, 2018 till 03:00 PM

Opening of tenders : September 28, 2018 at 03:30 PM at Committee Room of The Urban Unit, 503 – Shaheen Complex, Egerton Road, Lahore

Sign & Stamp of bidder