



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



	NAME	SIG.	DATE
...	Zoraz	Z. (Signature)	9/11
Review I	SHUJA	(Signature)	09/11
Review II	Hanow	(Signature)	10/11
Approved			

TENDER DOCUMENT
Purchase of Uniform – Supporting Staff
(Single Stage One Envelop)

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

Tender # UU/2017-18/33

Sign & Stamp of bidder



THE URBAN UNIT

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

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Sign & Stamp of bidder



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 firms / companies (*hereinafter referred to as "Bidder"*) for the specified Uniform for its supporting staff 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
 - k) non Submission of Samples
- 1.2 Only Income tax & Sales tax registered 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 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 5th Floor Shaheen Complex, Egerton Road, Lahore.
- 1.9 The Urban Unit may increase or decrease the ordered quantities under Punjab Procurement Rules, 2014.
- 1.10 The successful bidder will provide the customized stitching for each employee.
- 1.11 The measurement of staff will be taken from the Urban Unit 503-office during office hours.
- 1.12 The supplier will be responsible for availability of the approved fabric.

2. Time Period:

The bidder will have to deliver the items within 2-3 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

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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, bid security will be encashed and penalty @ 0.5% of total cost per week (maximum up to 10% of total value of order) will be imposed.

4.2 The goods 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.

5. **Payment to the Contractors:**

5.1 Payment will be made through crossed cheque to the bidder against invoice after 100% completion of delivery and inspection. 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.7000/- shall have to be attached along with bidding document. It should be in the form of Pay Order / Bank Draft / CDR valid for a period of minimum of six (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 after complete delivery, inspection and approval of received goods.

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:**

All applicable taxes 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 PPRA Rules 2014 and Arbitration act 1940.

9. **Evaluation Criteria (Mandatory):**

9.1 NTN and GST registration certificate

9.2 Affidavit on non-judicial stamp paper of worth Rs. 50/- regarding non-involvement in any legal actions or dispute and firm is not black listed by any firm/company.

9.3 Relevant 02 years past experience of similar nature of job. (Attach Purchase/Work Orders/completion certificate/contract.)

9.4 Attach signed & stamped samples.

10. **Bid / Tender opening procedure:**

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

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11. *One person one bid:*

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

11.2 If a consortium of persons/Joint Venture has submitted a bid, it shall be construed that each member of the consortium/Joint Venture submitted the bid.



DR. NASIR JAVED
Chief Executive Officer
Urban Sector Planning & Management
Services Unit (Pvt.) Limited

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TENDER CHECKLIST				
S. #	DESCRIPTION	Tick Yes / No		Documents Attached at Annexure
1.	Affidavit on non-judicial stamp paper of worth Rs. 50/- regarding non-involvement in any legal actions or dispute and firm is not black listed by any firm/company			
2.	Copy of Sales Tax Registration certificate			
3.	Copy of Income Tax Registration certificate			
4.	Bid Security			
5.	Copy of PO's/WO's/Completion certificate/Contract			
6.	Provision of samples.			

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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QUOTATION
Uniform- Supporting Staff

Sr. No	Item	Description	Quantity	Unit Rate (Rs.) (Incl. of all Taxes)	Total Amount (Rs.) (Incl. of all Taxes)
1	Qameez - Shalwar	For 38 staff members, 2 suit for each member. Fabric & Stitching quality as per Sample	76 Suits		
2	Sweater	As per Sample	38 Pairs		
3	High Neck	As per Sample	38 Pairs		
4	Shoes	As per sample	38 Pairs		
Total Amount in Words:					

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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	
GST Number	

Date of Submission / opening of bids:

Receipt of bids : November 29, 2017 till 3:00 PM

Opening of bids : November 29, 2017 at 3:30 PM at Committee Room
of The Urban Unit, 503 – Shaheen Complex,
Egerton Road, Lahore

Sign & Stamp of bidder