



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	Naem	<i>[Signature]</i>	21/1/18
Review I	SHUJA	<i>[Signature]</i>	03/01
Review II	imf	<i>[Signature]</i>	03/01/18
Approved			

TENDER DOCUMENT TILE WORKS AT P & D DEPARTMENT (Single Stage One Envelop)

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

Tender # UU/2017-18/38

Sign & Stamp of bidder



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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/PRA registered firms / companies (*hereinafter referred to as "Bidder"*) for the specified Works at Planning & Development Department, Civil Secretariat, Lahore as per Annex-A (*hereinafter referred to as "works"*).

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/PRA 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 and date of opening. The envelope must be properly sealed.
- 1.5 Bidders shall participate for complete works at Annex-A. Partial bidding is not allowed.
- 1.6 Work Order(s) will be placed to the technically responsive lowest evaluated bidder(s) as per detailed at Annex-A.
- 1.7 The bidder must indicate their National Income Tax No. / Sales Tax/PRA No.
- 1.8 Offered rates will be on the basis of complete works at P&D Department, Lahore as detailed at Annex-A and shall be inclusive of all taxes.
- 1.9 Work order will be issued by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer of The Urban Unit.
- 1.10 The Urban Unit may increase or decrease the ordered works under Punjab Procurement Rules.

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2. Time Period:

The bidder will have to complete the work within 03 weeks from the date of issuance of work order(s) and time may be extended in case access to the site not granted without penalty.

3. Extension of completion period:

3.1 In special circumstances, request for extension of works completion 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, 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 works 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 and inspection of works. No payment will be made as advance.

5.2 Payment against partial works will not be made.

6. Bid Security:

6.1 Bid security of Rs.10,000/- shall have to be attached along with tender document. It should be in the form of Pay Order / Bank Draft / CDR valid for a period of 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:

- The offer is withdrawn, amended or revised.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

7. Deduction of Taxes:

Any 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 Punjab Procurement Rules 2014.

9. Eligibility Criteria (Mandatory)

9.1 Registration with Income Tax and PRA Authorities

[Handwritten signature]

Sign & Stamp of bidder



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9.2 Valid Registration with PEC in Category "C-6 or above"

9.3 Affidavit on stamp paper of worth Rs. 50/- that the firm is not blacklisted or not involved in any litigation with any Government Agency/department/Firm.

10. Evaluation Criteria:

General Experience [Bidder must attach copies of completion certificate(s)/work order(s)/agreement(s) along with bid document]	
Experience as a contractor in the execution of three (03) project civil works with at least one (01) interior renovation works of similar nature /scope completed and financial outlay of PKR 3 Million completed over the last three (03) years. Marks will be distributed proportionately against each relevant project	150
Financial Soundness [Documentary evidence to be attached]	
Available Bank Credit Line (Rs 3 Million or more) (Evidenced by recent letter from scheduled bank of Pakistan)	30
Average annual turnover of PKR 3 Million or more in last three (03) years (Evidenced by Audited Financial Statements/Tax returns)	20
Major Equipment	
Digital Leveler 1	05
Generator 5KVA 1	05
Grinder 1	40
Total:-	250

Note: Bidder have to secure 65% to be declare technically responsive.

11. Bid / Tender opening procedure:

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

12. One Person One Bid

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

12.2 If a consortium of persons has submitted a bid, it shall be construed that each member of the consortium submitted the bid.

DR. NASIR JAVED

Chief Executive Officer

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

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<u>TENDER CHECKLIST</u>				
Sr. #	DESCRIPTION	Tick Yes / No		Documents Attached at Annexure
1.	Copies of work Orders/agreements (as per evaluation criteria)			
2.	Affidavit on stamp paper of worth Rs. 50/- that the firm is not blacklisted or not involved in any litigation with any Government Agency/department/Firm.			
3.	Valid Registration with PEC in Category "C-6 or above"			
4.	Copy of Income Tax Registration certificate			
5.	Copy of PRA Registrations certificate			
6.	Bid Security			

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.

Sign & Stamp of bidder



QUOTATION

TILE WORKS AT P&D BUILDING ENTRANCE AND RECEPTION

Sr. No	DESCRIPTION	UNIT	Qty.	Unit Rate (Inclusive of all taxes)	Amount (Inclusive of all Taxes)
Civil Works					
1	Dismantling / Removal of 2" thick chips flooring and disposal at designated place, complete in all respects and as directed by the engineer in charge.	Sft	300		
2	Dismantling / Removal of marble flooring and disposal at designated place, complete in all respects and as directed by the engineer in charge.	Sft	650		
3	Providing and fixing 1/2" thick porcelain tiles (Code K6NS103) size (24"x24") of approved color and design on floor & main entrance steps, laid in white cement with best quality dry bond over a bed of 1" thick cement sand mortar 1:2 i/c filling joints with white cement and matching pigment complete in all respect etc. as per drawings and specifications and as directed by the Engineer In charge.	Sft	900		
4	Providing and fixing 3/4" thick standard best quality marble for floor and entrance stairs as per pattern of approved size, shade, color and texture laid in white cement with best quality dry bond over a bed 1/2" thick cement sand mortar 1:3 complete in all respects; followed by laying, fixing and jointing with white cement slurry mixed with matching pigment, including rubbing, curing, polishing, making mouldings of approved profile and polishing of mouldings and edges by best quality chemical to give high gloss finish etc, as per approved drawings and as directed by the Engineer In-charge.	Sft	100		
5	Providing best quality chemical polishing on existing marble including grinding, buffing etc. to give high gloss shine and finish as per approved sample complete in all respects and as directed by the engineer in charge.	Sft	250		
Total Amount (Rs.)					
In Words					

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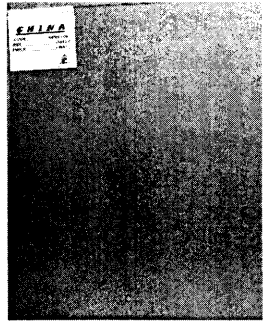
<u>BIDDER INFORMATION</u>	
Name of Firm/Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Cell Number	
E-Mail	
Fax Number	
National Tax Number/GST	
PRA Number	

Date of Submission / opening of bids:

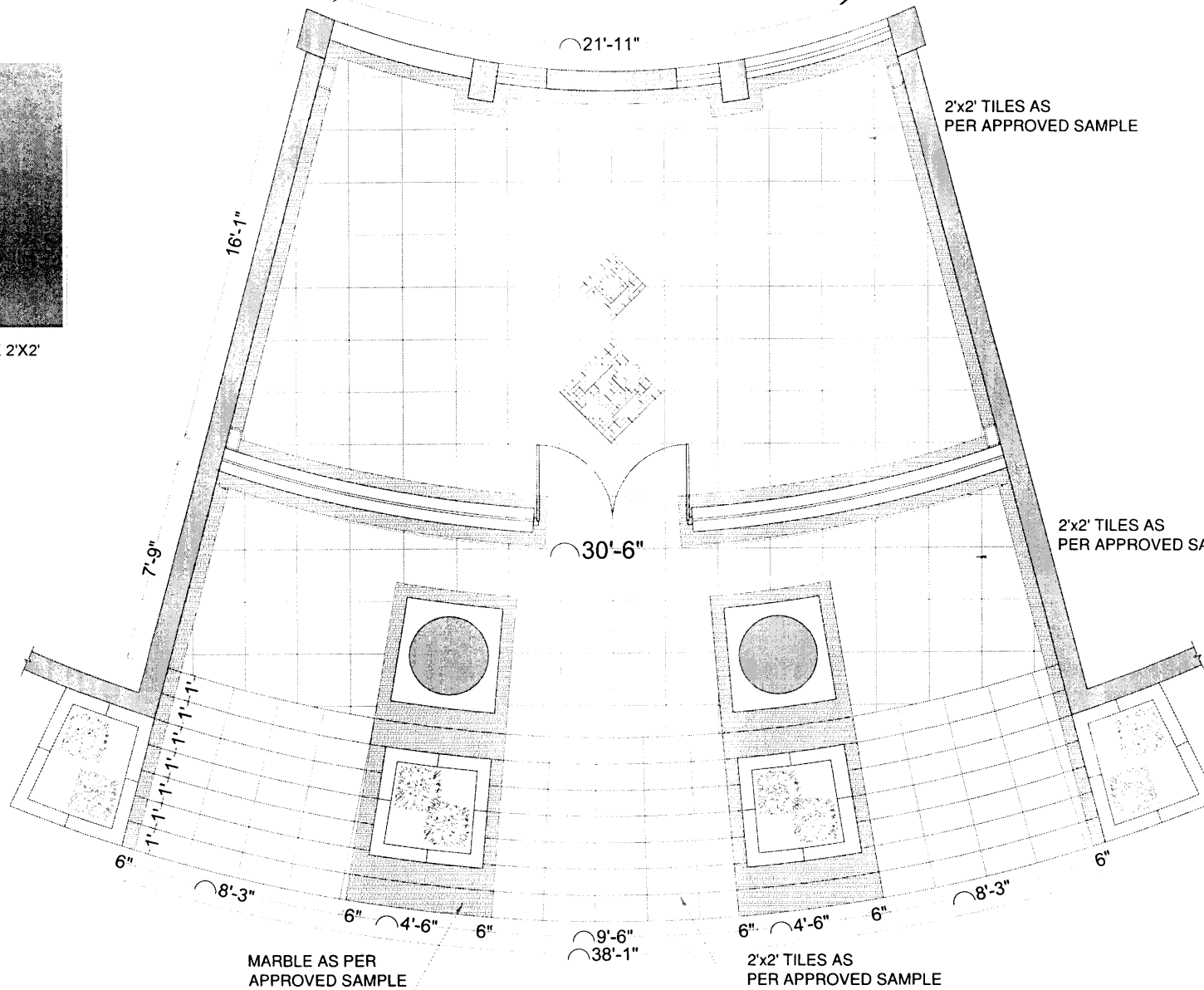
Receipt of tenders : Jan 22, 2018 till 11:00 AM

Opening of tenders : Jan 22, 2018 at 11:30 AM at Committee Room of
The Urban Unit, 503 – Shaheen Complex, Egerton
Road, Lahore

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PROPOSED TILE 2'X2'



2'x2' TILES AS PER APPROVED SAMPLE

2'x2' TILES AS PER APPROVED SAMPLE

MARBLE AS PER APPROVED SAMPLE

2'x2' TILES AS PER APPROVED SAMPLE

NO.	REVISION	DRAWN	CHECKED	APPROVED	DATE



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CLIENT

PROJECT:

PROPOSED TILE PATTERN PLANS
 P&D RECEPTION TILE WORK

PROJECT NO.

DRAWING NUMBER:

01

REV
 A

ABDUL QADIR

ZAIGHUM ALI

Nadia Qureshi

NTS

19/12/2017

01 OF 01