



The Urban Unit

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



URBAN SECTOR PLANNING & MANAGEMENT SERVICES UNIT (PRIVATE) LIMITED



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



AUCTION DOCUMENT

AUCTION OF RECYCLABLES MATERIALS AT SAHIWAL FACILITY

Bidder's Signature and Stamp

Office 503 - Hall, Shaheen Complex, Egerton Road, Lahore
Tel: +92-42-99205316-22 Fax: +92-42-99205323



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Bidder's Signature and Stamp



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1.1 AUCTION NOTICE

Urban Sector Planning & Management Services Unit (Pvt.) Ltd., hereinafter referred to as "the Urban Unit," invites sealed bids/proposals from suppliers, firms, and contractors registered with the Tax Department for the "**Auction of Recyclable Materials at the Sahiwal Facility.**"

Interested bidders wishing to participate in the auction must obtain the auction documents, which are available in the English language. These documents can be obtained free of cost from the Urban Unit website or from the office specified below. To acquire the auction documents from the office, bidders are required to submit a written request on the company's official letterhead.

The auction materials can be inspected at the *Sahiwal Facility, located near, View Hotel on Bonga Hayat Road, Sahiwal*, during office hours (09 AM to 05 PM) following the publication of this advertisement. The auction of recyclable materials and organic compost will be conducted on an "**as is, where is**" basis at the Sahiwal Facility.

Bids must be delivered to the address *Sahiwal Facility, located near, View Hotel on Bonga Hayat Road, Sahiwal*, on or before 03rd July, 2024, at 10:30 AM. The bids will be opened on the same day at 11:00 AM in the presence of the bidders' representatives who choose to attend, at the same address. The Urban Unit will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of their bids.

Bidding/Auction Documents are immediately available after date of publication. In case of official holiday on the day of submission, next working day will be treated as closing date. Auction notice and Auction document has also been posted on the Urban Unit website (www.urbanunit.gov.pk).

MUHAMMAD OMAR MASUD

Chief Executive Officer

Urban Sector Planning & Management Services Unit Pvt. Ltd.

Contact: Ph: +92 42-99205316-22 Fax: +92 42-99205323

Email: Zohaib.omer@gmail.com, *Manager Procurement*

website: <https://urbanunit.gov.pk/>

Bidder's Signature and Stamp

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1.2 INSTRUCTIONS FOR BIDDERS

1. Terms & Condition:

- i. The interested parties can inspect the auction material (recyclables and organic compost) at Sahiwal facility located at Bonga Hayat Road during office hours before the last date of submission of bids.
- ii. The auction items will be sold “**as is where is**” basis.
- iii. Advance Income Tax & GST along with all other taxes will be charged other than the price and separately paid by the bidder / vendor / firm.
- iv. The bidder shall deposit 2% of price reserved in shape of CDR/Pay Order/Demand Draft against each item or accumulate whole items.
- v. Any bid without earnest / bid security or with any condition shall be rejected.
- vi. The successful bidder shall deposit 100% of the offered bid amount within 15 days during office hours after award of Sales Order.
- vii. The bids are required to be delivered at *Sahiwal Facility, located near, View Hotel on Bonga Hayat Road, Sahiwal*, Before 10:30 AM by 03rd July 2024. The Disposal / Auction Committee will open the bids by same day at 11:00 AM in the presence of the bidders, or their authorized representatives, who may like to be present.
- viii. Interested parties must bring their original and photocopy of CNIC with them at the time of opening of bids.
- ix. The auction items will be sold item wise at individual bid price against each item to the highest evaluated bidder.
- x. The successful bidder is bound to collect / receive auction material within 15 days positively from Sahiwal facility.
- xi. Any other government taxes if levied or applicable will be charged as per government policy & regulations.
- xii. Employees of the Urban Unit are not eligible to participate in the said auction.
- xiii. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

2. Bid Security:

Each bidder will be required to submit an original bid security amounting to 2% of the total estimated cost, along with their bid. This bid security must be provided in the form of a Bank Guarantee, Cash Deposit Receipt (CDR), Pay Order, Demand Draft, or Call Deposit receipt, made payable to the Urban Unit, Lahore. Bid security is a mandatory requirement for the aforementioned work.

The bid security of the participants will be released after the issuance of the award letter to the successful bidder. Whereas, the bid security of the successful bidder will be returned upon the completion of the Auction document.

Bidder's Signature and Stamp



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.

Note: Bid will be considered as Non-Responsive in case of non-submission of Original Bid Security along with Bid.

3. Filling of Price Schedule:

Bidders are required to quote rates for all or any items listed in the Price Bid Schedule, indicating "NIL" against any item not quoted. Conditional or incompletely filled Price Schedules will not be accepted. The price quoted by the bidder must encompass all expenses that may be incurred during the auction or the purchase of materials. The Urban Unit will not compensate for any costs incurred by the bidder in this regard.

4. Evaluation of Bids:

Evaluation shall be done at Individual Bid Price for Each Lot. Bidders can participate in one or more items. Incomplete or partially and Conditional filled bids against Price schedule will be considered as non-responsive for that Item.

5. Sign and Stamp

Bidder is required to stamp every page of the auction document along with signature at the required pages and submit back along with the proposal/bid.

6. One person one bid:

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

7. Collection of the Material:

The successful bidder is required to collect the auction material within 15 days of receiving the Letter of Intention/Acceptance or any other notification provided by the Urban Unit in this regard from the Sahiwal facility.

Bidder's Signature and Stamp



1. Total Estimated/Reserved Price:

The Estimated Price of the Auction Items is **PKR 2,551,859/-**.

Items No.	Description of Recyclable Materials form Municipal Solid Waste	Location	Estimated QTY in KGs	Estimated RATE PER KG.	Total Estimated Cost	Bid Security @ 2 %
1	Paper/Cardboard/ TetraPak	Sahiwal Facility / Plant	3,475	24	83,400	51,037
2	Textile/Nylon	Sahiwal Facility / Plant	25,225	6	151,350	
3	Plastic/PET	Sahiwal Facility / Plant	9,205	80	736,400	
4	Polythene Bags	Sahiwal Facility / Plant	99,890	13	1,298,570	
5	Metal	Sahiwal Facility / Plant	513/	127	65,151	
6	Wrapper	Sahiwal Facility / Plant	13,835	10	138,350	
7	Glass	Sahiwal Facility / Plant	1,087	10	10,870	
8	Bones	Sahiwal Facility / Plant	365	43	15,695	
9	Human Hair	Sahiwal Facility / Plant	7	7,439	52,073	
Total					2,551,859	51,037

Bidder's Signature and Stamp



2.1. SCHEDULE –PRICE SCHEDULE

Item no.	Description of Recyclable Materials form Municipal Solid Waste	Location	QTY in KGs	Quoted Unit Price (PKR) per Kg.	Total Price (PKR)
1	Paper/Cardboard/ Tetra Pak	Sahiwal Facility/ Plant	3,475		
2	Textile/Nylon	Sahiwal Facility/ Plant	25,225		
3	Plastic/PET	Sahiwal Facility/ Plant	9,205		
4	Polythene Bags	Sahiwal Facility/ Plant	99,890		
5	Metal	Sahiwal Facility/ Plant	513		
6	Wrapper	Sahiwal Facility/ Plant	13,835		
7	Glass	Sahiwal Facility/ Plant	1,087		
8	Bones	Sahiwal Facility/ Plant	365		
9	Human Hair	Sahiwal Facility/ Plant	7		
Total					

Total Price in Words:

Bidder's Signature and Stamp



Note:

1. Advance Income Tax & GST along with all other taxes will be charged other than the price and separately paid by the bidder / vendor / firm.
2. Evaluation shall be done at Individual Bid Price for Each Item. Bidders can participate in one or more items.
3. Overwriting, cutting, use of fluid etc., are not allowed which may lead to cancelation of bid offered.
4. Conditional or Incomplete bid shall be treated as Non-Responsive.
5. Interested bidders may see the items before submission of bids available at Sahiwal facility located at Bonga Hayat Road, Sahiwal during office hours before the last date of submission of bids.

Stamp and Signature of Bidder_____

Bidder's Signature and Stamp



2.2. BID SECURITY FORM

The Total Bid Security (2% of Reserved Price amounting to Rs. **2,551,859/-** in shape of “Bid Security” of the Bank (Name) _____ is attached in, accordance with the Instruction to Bidder for the following items.

Sr. No.	Description of Materials	Location	QTY in KGs	Estimated Cost	Required Bid Security @2% of Reserved Price
1	Paper/Cardboard/TetraPak	Sahiwal Facility / Plant	3,475	83,400	51,037
2	Textile/Nylon	Sahiwal Facility / Plant	25,225	151,350	
3	Plastic/PET	Sahiwal Facility / Plant	9,205	736,400	
4	Polythene Bags	Sahiwal Facility / Plant	99,890	1,298,570	
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7	Glass	Sahiwal Facility / Plant	1,087	10,870	
8	Bones	Sahiwal Facility / Plant	365	15,695	
9	Human Hair	Sahiwal Facility / Plant	7	52,073	

Stamp and Signature of Bidder _____

Bidder's Signature and Stamp



2.3. BID DATA SHEET

Sr. No.	Description	Detail
1	Bid For	Auction of Recyclables Materials
2	Commencement of Sale of Advertisement	From the date of advertisement.
3	Last Date & Time for Obtaining and submitting of Auction Documents	03 rd July 2024 till 10:30 AM
4	Time for the Opening of Bids	03 rd July 2024 at 11:00 AM
5	Venue	Sahiwal Facility, located near, View Hotel on Bonga Hayat Road, Sahiwal. Tel: +92-42-99205316-22 Fax: +92-42-99205323
6	Bid Security	2% of Total Estimated Amount
7	Language of the bid	English
8	Auction Procedure	Open Competitive Bidding
9	Name of Auction Agency	The Urban Unit

Bidder's Signature and Stamp



2.4. BIDDER DATA SHEET

Bidder must fill the following data sheet complete in all respect for personal information.

Bidder's Full Name	
Bidder's CNIC No	
Bidder's Commercial/ Office Address	
Bidder's Residential Address	
Bidder's Contact Landline No.	
Bidder's Contact Mobile No.	

Bidder's Signature and Stamp