



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.



BIDDING DOCUMENT

FRAMEWORK CONTRACT FOR SUPPLY OF DRINKING WATER

(Single Stage One Envelope)

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

Tender # UU/2021-22/ 29

Sign & Stamp of bidder



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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 Framework Contract of Drinking Water Bottles for its office at 5th Floor, Shaheen Complex, Egerton Road, 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 bidding 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 bidding document
 - i) any additional terms & conditions added by the bidder
 - j) any conditional offer
- 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 120 days from the date of opening the tender. No change in price will be made after opening of tender.
- 1.4 The cover envelop must indicate particulars of tender and date of opening. The envelope must be properly sealed.
- 1.5 The bidder must indicate their National Income Tax No., Sales Tax No.
- 1.6 Offered rates will be on the basis of complete delivery of required items at The Urban Unit, 503-Shaheen Complex, Egerton Road, Lahore and Al-Jazari Academy, Township, Lahore, as per actual requirement of the client.
- 1.7 Contract will be awarded to the Lowest Evaluated Bidder by The Urban Unit after approval of Competent Authority i.e Chief Executive Officer, Urban Unit.
- 1.8 The mentioned quantity may increase or decrease by the Urban Unit under the light of Punjab Procurement Rules.
- 1.9 The successful bidder shall submit a non-judicial e-stamp paper, provided nature and amount of contract for signing of Agreement right after the issuance of Letter of Acceptance.

2. Time Period:

The bidder will have to supply the bottles within three (03) working days from the date of signing of Contract Agreement / Issuance of Letter of Acceptance (LOA).

3. Extension of Response Time:

- 3.1 In special circumstances, request for extension of response time may be considered by the Competent Authority (Chief Executive Officer, Urban Unit) on the written

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request of the firm before the right time, who is 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 tender document, performance security will be encashed after two warning letters and contract will also be terminated.
- 4.2 In case, poor services and fails to provide supply on time per day deduction @ Rs. 1,000/- will be imposed.

5. Payment to the Contractors:

- 5.1 Payments will be made through crossed cheque to the bidder on monthly basis against invoice after approval of 100% satisfactory services by the Administration Department. No payment will be made as advance.

6. Bid Security:

- 6.1 Bid security of Rs. 29,700/- (3% of estimated cost i.e Rs. 990,000/-) shall have to attached with Technical Proposal of the tender document in the form of Pay Order / Bank Draft / CDR / Bank Guarantee 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 after 10 days from the date of uploading of evaluation report on PPRA website, whereas the bid security of successful bidder shall be refunded after the submission and verification of performance guarantee.
- 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) will be deducted while making payment as per Government Rules / Instructions / Notifications.

8. Dispute:

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

9. Technical Evaluation Criteria:

- 9.1 Registration with Income Tax Authorities with Active Tax Payer Status.
- 9.2 Registration with Sales Tax Authorities with Active Tax Payer Status.
- 9.3 Valid registration / license from PSQCA or Punjab Food Authority.
- 9.4 Water test report (latest) from health department laboratory or other relevant authority.
- 9.5 Certificate of Chemical Free product.

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- 9.6 The bidder must have proper water quality monitoring system (verified through documentary evidence i.e. pictures etc.)
- 9.7 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.
- 9.8 Copies of two (02) work orders of similar nature issued in last three (03) years of experience. (Attach purchase orders / contracts each amounting to Rs. 200,000/- or more).

The client may conduct "Field Inspection" of the facility of the bidder. In that case, the designated officials of the client will visit the facility of the bidders to check the technical compliance as defined in Annex B. The bidder will facilitate the client in all respect in this regard;

11. Bid opening procedure:

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

12. Other Terms & Conditions:

1. The bidder shall provide the Supply of Drinking Water Bottles (19 Liters) at 503-Shaheen Complex, Edgerton Road, Lahore, and Al-Jazari Academy, Township, Lahore, as per actual requirement of the client.
2. The bidder will provide ten (10) water dispensers (Hot & Cold) without any security deposit immediately after signing of contract.
3. The bidder will be responsible to visit twice in a month for inspection of water dispensers for repair and maintenance purpose (without any extra charges). Water dispensers will be returned after the completion of contract period. The supplier will provide monthly cleanliness of water dispensers.
4. The client will deduct income tax and sales tax or any other applicable taxes, as per prescribed rates of the Government of Pakistan and shall provide deduction certificate.
5. That the bidder shall be responsible for only the maintenance (mechanical and electrical but not physical damagers of any kind) of all water dispensers provided under the Contract.
6. In case of repair, if the water dispenser takes more than two days, the Bidder shall provide alternate similar water dispenser on urgent basis without any delay and in regard no extra charges shall be paid by the client.
7. The bidder shall share the water test result of batch with the Client on fortnightly basis.
8. The bidder shall provide the Goods according to the needs and requirements of the Client and in case of poor quality Goods; the client has the right to cancel the contract and may withheld the one month pending dues.
9. That Client will make payments to bidder through crossed cheque within thirty days after billing in accordance with the Contract.

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10. That the bidder will provide One Hundred (100) 19 Liter (approx.) bottles to the Client without any security charges.
11. The bidder has the right to verify/reconcile its deposited stock with the Client on monthly basis in the premises of Client.
12. In case of any loss, physical damages and theft of water bottle and dispenser caused inside the premises of client, the client will bear that loss/damages/theft. The bidder will provide the invoice of water bottle and dispenser within 15 days of the signing of contract (for information only).
13. That Water Bottles and Water Dispensers provided by the Bidder to Client shall remain the property of Bidder and in case of dissolution of business relation; Client will return all the Water bottles and Water Dispensers within seven days to the bidder.
14. Bidder must provide quarterly water quality test reports.
15. Water must be in accordance with PSQCA/Punjab Food Authority standards and free from any chemical addition;
16. Supply of non-compliant water bottles or water that does not meet the standards may lead to necessary action as outlined in the bidding document and contract agreement;
17. The bidder must also provide details about its supply chain mechanism as per the requirement of client. The client reserves the right to investigate the supply chain or water source;

13. 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.

14. Contract Period:

Contract(s) will be awarded initially for the period of twelve (12) months, extendable for further period on mutual consent of both parties.

15. Performance Security:

Performance bond against the item (service, parts & labor) for a period of one (01) year in the shape of schedule bank guarantee equivalent to 10% of the total contract(s) amount will have to be furnished after the issuance of Letter of Acceptance. Performance guarantee will be returned after successful completion of the contract period.

MUHAMMAD OMAR MASUD
Chief Executive Officer
Urban Sector Planning & Management
Services Unit (Pvt.) Limited

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BIDDING CHECKLIST				
Sr. #	DESCRIPTION	Tick Yes / No		Documents Attached at Annexure
1.	Copies of two (02) work orders of similar nature issued in last three (03) years of experience. (Attach purchase orders / contracts each amounting to Rs. 200,000/- or more).			
2.	Copy of the Proprietor's CNIC			
3.	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.			
4.	Water test report (latest) from health department laboratory or any other relevant authority.			
5.	Valid registration / license from PSQCA or Punjab Food Authority.			
6.	Registration with Sales Tax Authorities and Active Tax Payer Status.			
7.	Registration with Income Tax Authorities and Active Tax Payer Status.			
8.	Bid Security of Rs. 29,700/-			
9.	Proper water quality monitoring system (attach pictures etc.)			
10.	Certificate of Chemical Free product.			

Note: Bidders must fill-up above mentioned checklist / table and attach copies of required documents with proper annexures along with tender document.

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(ANNEX – A)

Sr. #	ITEMS	ESTIMATED YEARLY QTY
1.	Drinking Water Bottle 19 Liter (approx.) with delivery at mentioned offices (Clause No.1.6)	4,500

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(ANNEX – B)

TECHNICAL COMPLIANCE CHECKLIST

Item	Compliance / Existing Situation
Registration with Department	
Quality test report	
Registration with PSQCA	
Treatment Process	
Mineral Composition	
Chlorine	
Magnesium	
Sodium	
Calcium	
TDS onsite test	
Arsenic Removal System	
Packaging (Bottle Conditions)	
Health and Safety	

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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: 16 May, 2022 till 11:00 AM

Opening of bids: 16 May, 2022 at 11:30 AM at Committee Room of The Urban Unit, 503 – Shaheen Complex, Egerton Road, Lahore

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