

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



### **AUCTION DOCUMENT**

### **AUCTION OF IT ASSETS**

**Procurement Reference No. UU/2025-26/27**

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Bidder's Signature and Stamp

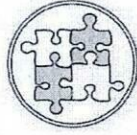


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Bidder's Signature and Stamp



**The Urban Unit**

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



## 1.1 AUCTION NOTICE

### AUCTION OF IT ASSETS

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 IT Assets.**"

Auction Notice / Auction Document containing detailed requirements, terms & conditions is available for the registered bidders on Punjab Procurement Regulatory Authority (PPRA) website: <https://ppra.punjab.gov.pk> and Urban Unit website: <https://urbanunit.gov.pk>.

The auction materials can be inspected at the Urban Sector Planning & Management Services Unit (Private) Limited, Office 503 - Hall, Shaheen Complex, Egerton Road, Lahore, during office hours (09 AM to 05 PM) following the publication of this advertisement. The auction of IT assets will be conducted on an "**as is, where is**" basis at The Urban Unit.

Bids must be delivered to the address Urban Sector Planning & Management Services Unit (Private) Limited, Office 503 - Hall, Shaheen Complex, Egerton Road, Lahore on or before 4th February, 2026, at 11:00 AM. The Auction will be opened on the same day at 11:30 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 Auction. A bid security of 02% (PKR. 10,512/-) of the estimated/reserved (PKR. 525,600/-) must be submitted as elucidated in the auction document.

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 ([www.urbanunit.gov.pk](http://www.urbanunit.gov.pk)) and PPRA websites.

**MUHAMMAD OMAR MASUD**

**Chief Executive Officer**

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

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

Email: [procurement@uu.gop.pk](mailto:procurement@uu.gop.pk), website: <https://urbanunit.gov.pk/>



## 1.2 INSTRUCTIONS FOR BIDDERS

### 1. Terms & Condition:

- i. The interested parties can inspect the **Auction of IT Assets** located at Office 503 - Hall, Shaheen Complex, Egerton Road, Lahore during office hours before the last date of submission of Auction.
- 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 so the bid price offered shall be inclusive of all taxes.
- iv. The bidder shall deposit 2% of price reserved in shape of CDR/Pay Order/Demand Draft against Lump sum rate before the last submission date and time.
- 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 *Office 503 - Hall, Shaheen Complex, Egerton Road, Lahore* Before 11:00 AM by **4<sup>th</sup> February, 2026**. The Disposal / Auction Committee will open the bids by same day **at 11:30 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 on lump sum basis at individual bid price to the highest evaluated bidder.
- x. The successful bidder is bound to collect / receive auction material within 15 days positively from *Office 503 - Hall, Shaheen Complex, Egerton Road, Lahore*.
- 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 Auction 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.

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Bidder's Signature and Stamp



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 and settlement of all payables by the successful bidder.

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 Auction document.
- c. The bidder in any way manipulates or try to interfere with the auction process that is detrimental to public interest.

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 auction item on Lump sum basis including all taxes i.e. advance taxes and GST in the Price Bid Schedule.*** 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:**

To make the auction process more competitive, a lump-sum bidding criterion shall be adopted. Bidders are required to submit bids on a lump-sum basis for all items. Partial bids or selective bidding for individual items shall not be allowed and will be rejected outright.

Notwithstanding the award being made on a lump-sum basis, the auctioning agency reserves the right to withhold the sale of any item or all items from the successful bidder, at its sole discretion.

### **5. Sign and Stamp**

The bidder is required to stamp and sign every page of the auction document and to sign at all designated places. The duly stamped and signed auction document must be submitted along with the proposal/bid. Submission of the bid in this manner shall constitute confirmation that the bidder has carefully read, fully understood, and accepted all terms, conditions, and requirements of the auction document and that the bidder has no objection whatsoever to any part thereof.

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Bidder's Signature and Stamp

**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 Office 503 - Hall, Shaheen Complex, Egerton Road, Lahore.

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Bidder's Signature and Stamp



**1. Total Estimated Auction Price: PKR 525,600/-**

<b>Sr. No.</b>	<b>Description / Asset Group</b>	<b>Final Estimated Quantity</b>	<b>Auction Estimated Prices</b>	<b>Bid Security Amount</b>
1.	Dry Batteries	240	<b>525,600</b>	<b>PKR 10,512/- (2% of Average Auction Cost)</b>
2.	Biometric Devices	19		
3.	Cameras	43		
4.	CCTV Equipment	66		
5.	Computer Accessories	2		
6.	Console	1		
7.	Desktop Computers	98		
8.	GPS Devices	1		
9.	Laptops without HDDs	134		
10.	LCD/LED	4		
11.	Mobile Phones	29		
12.	Network Equipments Patch Cables	85		
13.	Network Equipments Wireless AP	5		
14.	Network Equipments Switches	23		
15.	Network Equipments Bridges	8		
16.	Network Security Firewall	2		
17.	Wireless Outdoor Tower	1		
18.	Photocopy Machine	4		
19.	Plotter	2		
20.	Printers	14		
21.	Projectors	7		
22.	Scanners	26		
23.	Servers	10		
24.	Shoe Cover Machine	1		
25.	Sound System	1		
26.	UPS & Batteries	46		

Bidder's Signature and Stamp



## 2.1. SCHEDULE –PRICE SCHEDULE

Sr. No.	Description / Asset Group	Estimated Quantity	Quoted Unit Price (PKR)	Total Lump sum Price (PKR)
1.	Dry Batteries	240		
2.	Biometric Devices	19		
3.	Cameras	43		
4.	CCTV Equipment	66		
5.	Computer Accessories	2		
6.	Console	1		
7.	Desktop Computers	98		
8.	GPS Devices	1		
9.	Laptops without HDDs	134		
10.	LCD/LED	4		
11.	Mobile Phones	29		
12.	Network Equipments Patch Cables	85		
13.	Network Equipments Wireless AP	5		
14.	Network Equipments Switches	23		
15.	Network Equipments Bridges	8		
16.	Network Security Firewall	2		
17.	Wireless Outdoor Tower	1		
18.	Photocopy Machine	4		
19.	Plotter	2		
20.	Printers	14		
21.	Projectors	7		
22.	Scanners	26		
23.	Servers	10		
24.	Shoe Cover Machine	1		
25.	Sound System	1		
26.	UPS & Batteries	46		

**Total Price in Words:**

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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. Quoted price must be mentioned inclusive of all taxes mentioned therein.
2. Evaluation shall be done at Individual Bid Price for lump sum basis.
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 Urban Sector Planning & Management Services Unit (Private) Limited, Office 503 - Hall, Shaheen Complex, Egerton Road, Lahore, during office hours before the last date of submission of bids.

**Stamp and Signature of Bidder**\_\_\_\_\_

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Bidder's Signature and Stamp



**The Urban Unit**

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



## 2.2. BID SECURITY FORM

The Total Bid Security @2% of Reserved Auction Price amounting to **Rs. 10,512/-** in shape of “Bid Security” of the Bank (Name) \_\_\_\_\_ is attached in, accordance with the Instruction to Bidder for the Auctioned items.

**Stamp and Signature of Bidder** \_\_\_\_\_

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Bidder's Signature and Stamp



### 2.3. BID DATA SHEET

Sr. No.	Description	Detail
1	Auction For	Auction of IT Assets
2	Commencement of Sale of items	From the date of advertisement.
3	Last Date & Time for Obtaining and submitting of Auction Documents	4 <sup>th</sup> February, 2026 till 11:00 AM
4	Time for the Opening of Auction Bids	4 <sup>th</sup> February, 2026 at 11:30 AM
5	Venue	Office 503 - Hall, Shaheen Complex, Egerton Road, Lahore
6	Bid Security	2% of Total Estimated Auction Amount
7	Language of the bid	English
8	Auction Procedure	Highest Bid Method
9	Name of Auction Agency	The Urban Unit

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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.	

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Bidder's Signature and Stamp