



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



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Approved			

URBAN SECTOR PLANNING & MANAGEMENT SERVICES UNIT (PRIVATE) LIMITED



The Urban Unit

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



TENDER DOCUMENT OFFICE PRINTING SOLUTION

**(Technical Proposal)
(Single Stage Two Envelope)**

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

Tender # UU/2019-20/13

Sign & Stamp of bidder



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Sign & Stamp of bidder



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



TERMS & CONDITIONS

The 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 specified job as per Annex-A (*hereinafter referred to as "services"*).

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 registered sole proprietor /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 envelop must be properly sealed.
- 1.5 Bidders can participate for complete items of any LOT or for all LOTs as mentioned at Annex-A. Bidders have to bid for complete LOT, partial bidding in any LOT is not allowed.
- 1.6 The bidder must indicate their National Income Tax No., Sales Tax No.
- 1.7 Offered rates will be on the basis of complete delivery of required items at The Urban Unit, 503-Shaheen Complex, Egerton Road, Lahore as detailed at Annex-A and shall be inclusive of all taxes.
- 1.8 Contract will be awarded LOT wise to the lowest evaluated bidder by the Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer, Urban Unit.
- 1.9 The mentioned quantity may increase or decrease by the Urban Unit under the light of Punjab Procurement Rules.

2. Time Period:

The bidder will have to provide the services right after the signing of agreement. The response time for any query should never be more than one working day.

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

Sign & Stamp of bidder