



**THE URBAN UNIT**

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

A Public Sector Company.

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



### TENDER DOCUMENT FOR PURCHASE AND PRINTING OF SHOULDER HANGING BAGS (Single Stage One Envelop)

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

Tender # UU/2016-17/

Tender Document Price Rs:1,000/-  
(One Thousand Only)

Sign & Stamp of bidder



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*Signature*

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 Purchase/printing 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 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
- l) Bag sample is not submitted

1.2 Only Income & Sales tax 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 Goods at Annex-A. Partial bidding is not allowed.

1.6 Work Order(s) will be placed to the lowest bidder(s) as per detailed at Annex-A.

1.10 The bidder must indicate their National Income Tax No. / Sales Tax No.

1.11 Offered rates will be on the basis of complete delivery of items at Shaheen Complex, Egerton Road, Lahore as detailed at Annex-A and shall be inclusive of all taxes.

1.12 Purchase order will be issued by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer of The Urban Unit.

1.13 The Urban Unit may increase or decrease the ordered quantity under Punjab Procurement Rules.

### **2. Time Period:**

The bidder will have to complete delivery within 02 weeks from the date of issuance of work order(s).

### **3. Extension of Delivery period:**

- 3.1 In special circumstances, request for extension of delivery 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.

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Sign & Stamp of bidder



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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 items 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 purchase & printing.
5. **Payment to the Contractors:**
  - 5.1 Payment will be made through crossed cheque to the bidder against invoice after 100% completion of satisfactory delivery and inspection of items. No payment will be made as advance.
  - 5.2 Payment against partial delivery will not be made.
6. **Bid Security:**
  - 6.1 Bid security of Rs.8,000/- shall have to be attached along with tender document. It should be in the form of Pay Order / Bank Draft / CDR 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 delivery of goods.
  - 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. 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.
9. **Eligibility Criteria**

Income tax registration  
Sales tax/PRA registration (if applicable)
10. **Evaluation Criteria:**
  - 10.1 Submitted sample must be as per sample shown
  - 10.2 Experience of printing for at least one similar job
  - 10.2 Financials of only technically responsive bidder(s) shall be considered and least cost bidder shall be declared as 1<sup>st</sup> lowest evaluated bidder.
11. **Bid / Tender opening procedure:**

As per PPRA Rules 2014, single stage one envelope bidding procedure shall be adopted.
12. **One Person One Bid**

(1) In any procurement, one person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.

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Sign & Stamp of bidder



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(2) If a consortium of persons has submitted a bid in any procurement, 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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Sign & Stamp of bidder



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<b>TENDER CHECKLIST</b>				
<b>S. #</b>	<b>DESCRIPTION</b>	<b>Tick Yes / No</b>		<b>Documents Attached at Annexure</b>
1.	Copies of work Orders/agreements			
2.	Copy of the Proprietor's CNIC (if applicable)			
3.	Affidavit regarding non-involvement in any arbitration/ litigation with any government agency / department and not blacklisted as well.			
4.	List of satisfied customers along with their contact numbers			
5.	Copy of Income Tax Registration certificate			
6.	Copy of Sales Tax/PRA Registrations certificate (if applicable)			

**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.

*[Handwritten signature]*

Sign & Stamp of bidder



**QUOTATION**

Detail and description of items/works is as under:

Sr. No	Description of Work	Unit	Qty.	Rate/Unit (Incl. of all taxes) Printing included	Total Amount (Incl. of all taxes) Printing included
1.	<b>Back Hanging Bag and Printing of text and Logos</b> As per sample	Nos.	300		
<b>Total Amount Rs. (Inclusive of all Taxes)</b>					
<b>Amount in Words:</b>					

*(Handwritten mark)*

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*(Handwritten mark)*

*(Handwritten signature)*



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<b><u>BIDDER INFORMATION</u></b>	
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 technical proposals:**

Receipt of tenders : March 27, 2017 till 11:00 AM  
Opening of tenders : March 27, 2017 at 11:30 AM at Committee Room  
of The Urban Unit, 503 – Shaheen Complex,  
Egerton Road, Lahore

Sign & Stamp of bidder