

MINUTES OF THE BID OPENING MEETING OF THE PROCUREMENT COMMITTEE CONSTITUTED FOR IMPLEMENTATION OF ADP SCHEME NO.1959 (2017-18) NAMELY "RESEARCH & TRAINING WING FOR P&D AND HUMAN RESOURCE DEVELOPMENT.

P&D's SPPRA ID No.2147483647
SPPRA SERIAL NO.36853

Meeting of the Procurement Committee constituted for implementation of ADP Scheme No.1959 (2017-18) namely "Research & Training Wing for P&D and Human Resource Development" was held on **Monday, 05th March, 2018 at 03.00 p.m.** in the office of the Additional Secretary (Admn)/Chairman, of the P.C. for Bid opening/Technical/Financial Evaluation of bids received in respect of "NIT for acquiring of office premises on rental basis for R&T Wing, P&D"

2. In response to advertisement in Daily Newspapers/Corrigendum/hoisting of SPPRA Website, only one bidder submitted the Bid. Last Date of submission of Bid was 05.03.2018 by 2.00 p.m.

BIDDER's ELIGIBILITY AS PER SPPRA INSTRUCTIONS

S.No.	Required Documents	Mrs. Arifa Faisal
1.	Tender Fee Rs.1,000/- (Non-Refundable)	Yes
2.	Valid NTN	Yes
3.	Bid Security 1% of the sum of eleven (11) months rent demanded (Refundable)	Yes (Pay Order amounting to Rs.44,000/-)
4.	Litigation History on Stamp Paper of Rs.50/-	Yes
5.	Covered Area 4,500 to 5,000	4,857 Sq. Ft.

3. Subsequently, the PC opened the financial proposal and read out aloud the bid quoted by the sole Bidder. The Chairman of the PC encircled the rates and all the Members of Procurement Committee signed each and every page of the Financial proposal.

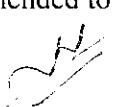
4. Her quoted rates in respect of Mezzanine Floor No.1, Fayyaz Centre, 3-A, Sindh Muslim Cooperative Housing Society, Shahrah-e-Faisal, Karachi.

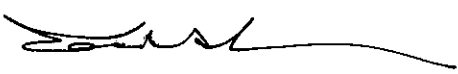
S.No.	Name of Person	Item	Per Month Rent offered	Total Cost offered by the Bidder for eleven (11) Months
01.	Mrs. Arifa Faisal, CNIC No.42201-0349436-4 (House No.A-63, South Circular Avenue, DHA Phase 2, Karachi	Mezzanine Floor No.1, Fayyaz Centre, 3-A, Sindh Muslim Cooperative Housing Society, Shahrah-e-Faisal, Karachi.	Rs.400,000/- (inclusive all taxes)	Rs.4,400,000/- (inclusive all taxes)


5. Procurement Committee evaluated the bid as per following criteria:

Sr. No	Requirements	Max Marks	Marks Obtained as per Documentary Evidence	Marks Obtained After Due Visit by the Premises Committee	Marking Criteria	Documents/Information to be Enclosed
1.	Location	40	40	40	Shahrah-e-Faisal, Karachi.	Site Plan
		20			Away/ Stride the main Location	
2.	Approach to the Building	20	20	20	Easy Approach	Evidence
		10			Crowded Approach	
3.	Area	20	20	20	Between 4,500 Sq.ft. to 5000 Sq.ft. and above	Title document of the Property
		10			4000 Sq.ft. to 5000 Sq.ft.	
4.	Dedicated Parking Space	20	10	10	With Parking	02 Cars
		0			Without Parking	
TOTAL MARKS:		100	90	90	Qualified	

Since the premises Mezzanine Floor No.1, Fayyaz Centre, 3-A, Sindh Muslim Cooperative Housing Society, Shahrah-e-Faisal, Karachi fulfills the office requirement of "Research & Training Wing of Planning & Development Department, Government of Sindh, Karachi and rates offered by the owner Mrs. Arifa Faisal w/o Mr. Faisal Arab (CNIC No.42201-0349436-4) resident of House No.A-63, South Circular Avenue, DHA Phase 2, Karachi i.e. Rs.400,000/- P.M. (inclusive all taxes) were also reasonable and comparable to the prices or rates prevailed in the market and within the budget allocation earmarked in "ADP Scheme No.1959 (2017-18) namely "Research & Training Wing for P&D and Human Resource Development". The Procurement Committee also visited the premises on 06.03.2018 and information provided by the Bidder found to be correct. Subsequently, Quotations from two Estate Agencies, which operate in the area, have also been obtained. Therefore, PC recommended to acquire the premises.

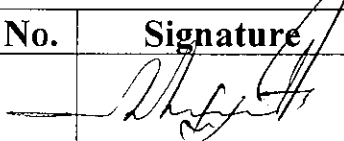

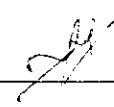

(Müssarat Mokhtar)
 Dy. Director/Member P.C
 Industries Deptt.GoS/Member P.C.


(Saeed Nizamani)
 Procurement Specialist / Member P.C.
 Monitoring & Evaluation Cell (P&D)



(Muhammad Ali Khoso)
 Addl Secretary (Admn)/Chairman P.C.
 Planning & Development Deptt.

ATTENDANCE SHEET

MINUTES OF THE BID OPENING MEETING OF THE PROCUREMENT
COMMITTEE CONSTITUTED FOR IMPLEMENTATION OF ADP SCHEME
NO.1959 (2017-18) NAMELY "RESEARCH & TRAINING WING FOR P&D AND
HUMAN RESOURCE DEVELOPMENT.

S.No.	Name & Designation	Contact No.	Signature
1.	M. Ali Khoso		
2.	_____ Saeed Ahmed Nigami		
3.	Murad Nigami	0304-4097299	
4.			

DAWN FRIDAY FEBRUARY 23, 2018

 **GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**

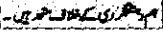
CORRIGENDUM

**SECY PND SINDH
PLANNING & DEVELOPMENT DEPARTMENT
GOVERNMENT OF SINDH, KARACHI**

Reference is made to the Notice Inviting Tender in a section of press on 14th February, 2018.

2. The last date for issuance / submission of bids has been extended till 05th March, 2018.
3. Timings / Venue and other term & conditions shall remain the same as specified in the NIT published on 14-02-2018.

(Imran Sibtain)
Section Officer (Admn)
Planning & Development Department
Government of Sindh, Karachi,
2nd Floor, Sindh Secretariat Building No. 2, Karachi
Tel: +92 21 99211926 Fax: +92 21 99211423
email: secypndsindh@gmail.com

INF-KRY No. 1039/18  **Say No to Corruption**

Daily

KAWISH

ڪاوش

روزانه

هڪ ٿي وقت ڪراچي، حيدرآباد ۽ سکر مان شايع ٿيندڙ پهرين سنڌي اخبار

جمع 23 في

حڪومت سنڌ

پلاننگ اينڊ ڊولپمينٽ ڊپارٽمينٽ

تصحيح



ريسرچ اينڊ ٽريننگ ونگ، پلاننگ اينڊ ڊولپمينٽ ڊپارٽمينٽ

حڪومت سنڌ، ڪراچي لاءِ سنڌ سيڪريٽريٽ جي ويجهي

علاقتي ۾ مساواڻي بنياد تي آفيس لاءِ جڳهه جي گهرج

ٽينڊر نوٽيس گهراڻن جو حوالو جيڪو 14 فيبروري، 2018 تي اخبارن ۾

شايع ٿيو هو.

2. واکن جاري ڪرڻ/امائن جي آخري تاريخ 05 مارچ، 2018 تائين وڌائي وڃي آهي.

3. وقت/هنڌ ۽ ٻيا شرط ۽ ضابطا ساڳيا رهندا، جيئن 2018-02-14 تي شايع ٿيل اين آؤ تي ڀر ڄاڻايل آهن.

(عمران سبطين)

سيڪشن آفيسر (Admn)

پلاننگ اينڊ ڊولپمينٽ ڊپارٽمينٽ

حڪومت سنڌ، ڪراچي

سيڪنڊ فلور، سنڌ سيڪريٽريٽ پلاننگ نمبر 2، ڪراچي

ٽيليفون: +92 21 99211926، فیکس: +92 21 99211423

اي ميل: secypndsindh@gmail.com

INF/KRY.No:1039/2018

SAY NO TO CORRUPTION

اسان دهشتگردي جي خلاف متحد آهيون

TEXT

سنڌ ۾ تعليم جي بهتري لاءِ علمي ۽ پنهنجو پيغام لکي 8 3 9 8 تي ايس ايس ڪريو





حکومت سندھ

پلاننگ اینڈ ڈیولپمنٹ ڈپارٹمنٹ

ٹینڈر طلبی نوٹس

ریسرچ اینڈ ٹریڈنگ ونگ، پلاننگ اینڈ ڈیولپمنٹ ڈپارٹمنٹ، حکومت سندھ، کراچی کیلئے سندھ سیکرٹریٹ کے نزدیکی قریب وجہ میں کرایہ داری کی بنیاد پر دفتر کی جگہ کی ضرورت اینڈ ٹینڈر بلڈنگ / پورن / کمرشل بلڈنگ (تمام سوانحات سے ہوا) ترقی سندھ سیکرٹریٹ کے نزدیکی قریب وجہ میں ریسرچ اینڈ ٹریڈنگ ونگ، پلاننگ اینڈ ڈیولپمنٹ ڈپارٹمنٹ، حکومت سندھ، کراچی کیلئے کرایہ داری کی بنیاد پر دفتر کی جگہ کیلئے FBR سے رجسٹریشن کے حامل اہل اور دلچسپی رکھنے والے بولی دہندگان / مالکان جانیداروں سے سربراہ پیشکشیں مطلوب ہیں۔

تفصیل	بڈنگ دستاویزات کے اجراء کا شیڈول	مخ کرانے کا شیڈول	کلنے کا شیڈول
سندھ سیکرٹریٹ کے نزدیک ترکرشل بلڈنگ میں 5,000x4,500 مربع فٹ کورڈاریا	اشاعت کی تاریخ سے 01-03-2018 پورن دوپہر 1:00 بجے تک	01-03-2018 دوپہر 2:00 بجے تک	01-03-2018 پورن دوپہر 3:00 بجے تک

معیار جانچ پڑتال اور دیگر تفصیلات پر مشتمل بڈنگ دستاویزات -1000/- روپے آرڈر بک سیکشن آفیسر (ایڈمن) پلاننگ اینڈ ڈیولپمنٹ ڈپارٹمنٹ، حکومت سندھ، کراچی کی ادائیگی پر دفتر زیر دستگی سے حاصل کی جاسکتی ہیں اور SPPRA ویب سائٹ یا ای میل secypndsindh@gmail.com سے ڈاؤن لوڈ بھی کی جاسکتی ہیں، پیشکشیں پختہ میں پروکیورمنٹ کمیٹی کے دفتر میں جمع کرانی کو قبول کیا جائے گی۔ (پیشکش کردہ جگہ کیلئے طلب کردہ گیارہ (11) ماہ کے کرایہ کی کل رقم کی 1% قابل واپسی بڈ سکورٹی شکل ہے آرڈر ڈیمانڈ ڈرافٹ، نام "سیکشن آفیسر (ایڈمن) پلاننگ اینڈ ڈیولپمنٹ ڈپارٹمنٹ، حکومت سندھ، کراچی" کا پیشکش کے ساتھ منسلک کرنا لازمی ہے۔

مخ کرانے / کلنے کی تاریخ اور وقت پر غیر متوقع صورتحال یا حکومت کی جانب سے عام تعطیل قرار دینے کی صورت میں ٹینڈر رہی وقت اور مقام پر آئندہ پورن کارپوریشن کرایا اکھولا جائے گا۔ پروکیورنگ ایجنسی SPP رولز 2010 (ترمیم شدہ 2017) کی متعلقہ شق کے مطابق تمام یا کسی پیشکش کو مسترد کر سکتی ہے۔

سیکشن آفیسر (ایڈمن)

پلاننگ اینڈ ڈیولپمنٹ ڈپارٹمنٹ

حکومت سندھ، کراچی

2nd فلور، سندھ سیکرٹریٹ بلڈنگ نمبر 2، کراچی
فون: +92 21 9921 1926، فیکس: +92 21 9921 1423
ای میل: secypndsindh@gmail.com

INF-KRY:No.878/18

کے پیشکش کی سہولت

8 3 9 8

سندھ میں تعلیم کی بہتری کے لئے، ملی + اپنا پیغام کہہ کر 8 3 9 8 ہمیں ایم ایس کریں۔



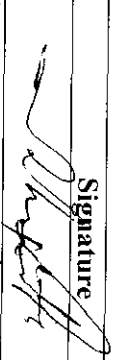


BID EVALUATION REPORT

01. Name of Procuring Agency : PLANNING & DEVELOPMENT DEPARTMENT, GOVERNMENT OF SINDH, KARACHI.
02. Tender Reference No. : INF-KRY NO.878/18
03. Tender Description / Name of work / Item : Acquiring of office Premises on Rental Basis for R&T Wing, P&D.
04. Method of Procurement : Single Stage-one envelope
05. Tender Published : 14.02.2018 and 23.02.2018
- : P&D ID No. 2147483647
- : SPPRA S.No. 36853
06. Total Bid documents sold : 01 No.
07. Total Bids Received : 01 No.
08. Technical Bid Opening date (if applicable) : NA
09. No. of Bid Technically qualified (if applicable) : NA
10. Bid(s) Rejected : —
11. Financial Bid Opening date : 05-03-2018 at 3.00 pm

BID EVALUATION REPORT:-

Sr. No.	Name of Firm/Person	Items	Per Month Rent offered	Total Cost offered by the bidder	Ranking in Terms	Comparison with estimated cost	Reasons for acceptance / rejection	Remarks
01.	Mrs. FAISAL ARIFA W/O FAISAL ARAB (CNIC-NO.42201-0349436-4)	Mezzanine floor Floor-1 Fayyaz Centre, 3-A, SMCHS, Shahr-e-Faisal, Karachi	RS. 400,000/= (Inclusive all Taxes)	Rs.4,400,000/= (11 Months) (Inclusive all Taxes)	01	5,000,000/=	Lowest	Reasonable and within the estimated cost.

APPROVED BY PROCUREMENT COMMITTEE




Name	Designation	Department	Signature
01. Mr. Muhammad Ali Khoso	Additional Secretary (Admn) / Chairman	P&D Department	
02. Mr. Saeed Nizamani	Procurement Specialist / Member	M&EC, P&D	
03. Mr. Musarrat Mokhtar	Deputy Director (Inspection) / Member	Industries Deptt.	

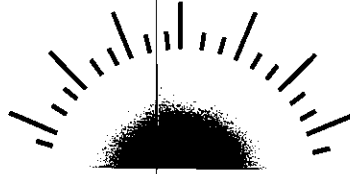
FINANCIAL COMPARATIVE STATEMENT OF RESPONSIVE BIDS

OFFICE PREMISES ON RENTAL BASIS FOR
RESEARCH & TRAINING WING, PLANNING & DEVELOPMENT DEPARTMENT, GOVERNMENT OF SINDH, KARACHI

Sr. #	ITEM DESCRIPTION	QTY.	MRS. ARIFA FAISAL W/O FAISAL ARAB (CNIC-NO.42201-0349436-4)	Remarks
01	Mezzanine Floor-1 Fayyaz Centre, 3-A, SMCHS, Shakra-e-Faisal, Karachi	01	@ 400,000/- P.M Rs.4,400,000/- (11 Months Rent) (Inclusive all Taxes)	Mrs. Arifa Faisal is responsive & lowest evaluated bidder. The rates offered are within the provision kept in the Budget Allocation and comparable with the rates prevailed in the market.

APPROVED BY PROCUREMENT COMMITTEE

Name	Designation	Department	Signature
01. Mr. Muhammad Ali Khoso	Additional Secretary (Admn) / Chairman	P&D Department	
02. Mr. Saeed Nizamani	Procurement Specialist / Member	M&EC, P&D	
03. Mr. Musarrat Mokhtar	Deputy Director (Inspection) / Member	Industries Deptt.	



SUN ENTERPRISES

Property Consultant Rent Purchase & Property Sales

Ref. _____

Date 12th March, 2018

To,

The Section Officer (Admn)
Planning & Development Department,
Government of Sindh,
Karachi

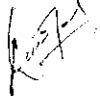
Dear Sir,

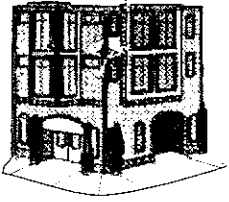
Thank you for approaching us regarding hiring of rental premises for your Research office.

We can offer you a premises of 5,680 Sq ft area in 5th Floor, SIDCO Centre, situated besides Naval HQs, Main Shahrah-e-Faisal, Karachi at the rent of Rs.800,000/- Per Month.

We believe that premises being offered would cater your needs.

Thanking you


Danish Javed
0300-2112773



MAHMOOD REAL ESTATE

5-D, Block - A, S.M.C.H. Society

Muhammad Farooq

Ph: 4393008

4393009

Mobile: 0333-3009177

0333-2118782

The Section Officer (Admin)
Planning and Development Department,
Government of Sindh,
Karachi.

07th March 2018

Dear Sir,

We are grateful for your query. We are pleased to offer
Bungalow NO 239, PFCMS, Block 2, Karachi for establishing
your office.

The owner is demanding rent @ Rs 950,000/- per Month

Mehmoad

Mehmoad Ali
Proprietor



GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT

NOTIFICATION

NO: SO(ADMN-I)(P&D)12(176)/2018:

In pursuance of Rule-7 of SPPRA Rules, 2010 (Amended 2017), the Government of Sindh is pleased to constitute a Goods/Works/ Non-Consulting Services Procurement Committee for implementation of ADP scheme titled "Research & Training for P&D and Human Resource Development (ADP No.1959) 2017-18" with the following composition/ TORs:

1	Additional Secretary (Admin), P&D	Chairman
2	Procurement Specialist, (MEC), P&D Department	Member / Secretary
3	Representative of Industries Department (Not Below the rank of BS-18)	Member

Terms of Reference:

- Preparing of Bidding Documents.
- Carrying out technical as well financial evaluation of the bids.
- Preparing evaluation report provided in Rule-45.
- Making recommendations for the award of contract to the competent authority.
- Perform any other function ancillary and incidental to the above.


**-MUHAMMAD WASEEM-
CHAIRMAN, P&D BOARD SINDH**

NO: SO(ADMN-I)(P&D)12(176)/2018:

Karachi Dated 12th February, 2018

A copy is forwarded for information & necessary action to:-

- The Chairman/all Members of Committee.
- The Secretary to Government of Sindh, Industries & Commerce Department, Karachi.
- Deputy Secretary (Staff) to Chief Secretary Sindh, Karachi.
- P.S. to Chairman P&D Board Sindh, Karachi.
- P.S. to Secretary (Planning) P&D Deptt, Govt. of Sindh, Karachi.
- Master File.


(IMRAN SIBTAIN)
SECTION OFFICER (ADMN-I)
TEL: 021-9211926

12/02/2018



GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT

NOTIFICATION

NO: SO(ADMN-I)(P&D)12(176)/2018: In pursuance of Rule-31 of Sindh Public Procurement Rules 2010, amended 2017 “**Complaint Redressal Committee**” for Research & Training for P&D and Human Resource Development (ADP No.1959) 2017-18 is hereby constituted with following composition/TORs:-

i)	Secretary (Planning)	Chairperson
ii)	Representative of Office of Accountant General Sindh	Member
iii)	An Independent professional from the relevant field concerning the procurement process in question, to be nominated by the head of procuring agency	Member

Terms of Reference (TORs):-

- As provided under Rule-31 of SPPRA Rules 2010 amended in 2017 and to perform any other function ancillary and incidental to the above.

**-MUHAMMAD WASEEM-
CHAIRMAN, P&D BOARD SINDH**

NO: SO(ADMN-I)(P&D)12(176)/2018:

Karachi Dated 12th February, 2018

A copy is forwarded for information & necessary action to:

1. The Director General, Research & Training Wing, P&D, Govt. of Sindh.
2. The Accountant General Sindh.
3. All Members of the Committee.
4. PS to Chairman P&D Board, Sindh, Govt. of Sindh.
5. PS to Secretary (Planning) P&D, Govt. of Sindh.
6. Master File.


(IMRAN SIBTAIN)
SECTION OFFICER (ADMN-I)
Ph: 021-99211926

**ANNUAL PROCUREMENT PLAN FOR 2017-18
ADP # 1959 OF 2017-18 "RESEARCH & TRAINING WING FOR P&D AND HUMAN RESOURCE DEVELOPMENT"**

Name of Procuring Agency: **Planning & Development Department, GoS**

S #	Name of Procurement (Description)	Estd. Cost	Procurement Method	Tentative Date of Procurement Notice Publication	Tentative Date of Award of Contract	Tentative Date of Completion	Remarks (if any)
1	2 Purchase of Plant & Machinery - Generator 45 KVA - Photostat Machines - LED TV 42" - Air Conditioners (2.0 Tons) - Air Conditioners (1.5 Tons) - Air Conditioners (1.0 Tons) - Air Conditioners (Floor Standing) (2.5 Tons) - Water Dispensers - Stabilizers 7000 Watts - Stabilizers 5000 Watts - Ceiling Fans - Electric Jugs / Kettle - Laser Fax Machine	3 3,000,000.00	4 Open Competitive Bidding	5 February, 2018	6 March, 2018	7 June, 2018	8
2	Purchase of Hardware - Laptop - Core i7 - Desktop Computer - Core i7 - LaserJet Printer	2,000,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
3	Furniture & Fixture	2,500,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
4	Printing & Publication	500,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
5	Stationery	1,000,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
6	Others	1,500,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
7	Conference System	1,200,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
8	Entertainment	500,000.00	On cash basis under quotation limit	As & When required	--	--	
9	Contingent Paid Staff	500,000.00	On cash basis under quotation limit	As & When required	--	--	
10	Hiring of Office Premises	5,000,000.00	On cash basis under quotation limit	As & When required	--	--	
11	Renovation of offices	3,500,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	

112
11/11/18
11/11/18

PAKISTAN National Identity Card
 ISLAMIC REPUBLIC OF PAKISTAN
 Name: Anifa Faisal
 Husband's Name: Faisal Ayub
 Gender: F Country of Birth: Pakistan
 Identity Number: 42283-0249436-4 Date of Birth: 13.06.1963
 Date of Issue: 16.01.2014 Date of Expiry: 16.01.2021
 Holder's Signature

Account Payee Only



HBL HABIB BANK
 HIGH COURT, KARACHI 0606
 HIGH COURT BLDG. COURT RD. KARACHI

B.C. No. 18719380
 Stationary No: 18719380

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Pay to S O (ADMIN) PLANNING & DEVELOPMENT DEPT GOVT OF SIND KHI or Order
 Rupees Forty Four Thousand Only.

PKR *****44,000.00

Payable at any HBL Branch in Pakistan
 Centralised Cheque Payable Account
 30019903902586

Signatory PA No. *D. Khan 15332*
 Signatory PA No. *[Signature] 20084*

Please do not write below this line.

⑈ 18719380⑈0543001⑈0030019903902586⑈010⑈

Account Payee Only



HBL HABIB BANK
 HIGH COURT, KARACHI 0606
 HIGH COURT BLDG. COURT RD. KARACHI

B.C. No. 18719379
 Stationary No: 18719379

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Pay to S O (ADMIN) PLANNING & DEVELOPMENT DEPT GOVT OF SIND KHI or Order
 Rupees One Thousand Only.

PKR *****1,000.00

Payable at any HBL Branch in Pakistan
 Centralised Cheque Payable Account
 30019903902586

Signatory PA No. *D. Khan 15332*
 Signatory PA No. *[Signature] 50084*

Please do not write below this line.

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GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT

STANDARD BIDDING DOCUMENTS

**FOR ACQUIRING OF OFFICE PREMISES ON RENTAL BASIS IN THE
CLOSE PROXIMITY OF SINDH SECRETARIAT FOR RESEARCH &
TRAINING WING, PLANNING & DEVELOPMENT DEPARTMENT,
GOVERNMENT OF SINDH, KARACHI**

Address: Planning & Development Department, Government of Sindh, Sindh Secretariat Building No.II, Karachi.

Tel: +92 21 99211926 Fax: +92 21 99211423 email:secypndsindh@gmail.com

Date of Tender Issue/Closure: Tender

From the date of publication up to 5th March, 2018 till 1:00 P.M

Submission Date and time: Tender

5th March, 2018 by 2:00 P.M

Opening Date and Time:

5th March, 2018 at 3:00 P.M

Bidding Process

Single Stage - One Envelope

Bid Validity

90 days

Bid Security:

1% of the total sum of Eleven (11) months rent demanded

Cost of Bidding Document

Rs. 1,000/- (Rupees: One Thousand) Only

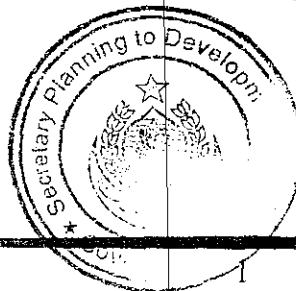




TABLE OF CONTENTS:

Sr. No.	Description	Page No.
1.	Introduction	03
2.	Invitation for Bids	04
3.	Instruction to Bidders	05-12
4.	Eligibility / Evaluation Criteria	09-10
5.	Financial Proposal Submission Form (Annexure-F).	13
6.	Terms & Conditions of the Contract	14-16
7.	Lease Agreement Format.	17
8.	Lease Agreement Terms & Conditions	18-19
9.	Undertaking Format.	20
10.	Integrity Pact Form	21





**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**

IMPORTANT NOTE:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny. It is intimated that no objection shall be entertained regarding the terms and conditions of the Bidding Documents at the later stages during Tender process.

APPLICABILITY OF SINDH PUBLIC PROCUREMENT RULES:

This Bidding Process will be governed under Sindh Public Procurement Rules, as amended from time to time. Bidder will be selected under procedure described in this Tender Document (TD), in accordance with the Sindh Public Procurement Rules issued there under ("SPPRA") which can be found at www.pprasindh.gov.pk. For the purposes of this document, any reference to the term "Act" shall mean a reference to the Sindh Public Procurement Act 2009 and any reference to the Rules shall mean a reference to the Sindh Public Procurement Rules 2010 (Amended-2017).





**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**

1. INVITATION FOR BIDS (IFB):

The Planning & Development Department, Government of Sindh, Karachi invites sealed proposal for acquiring of office premises on rental basis in Karachi for Research & Training Wing, Planning & Development Department, Government of Sindh for a period (11) Eleven Months, extendable (with mutual consent / terms & conditions as per mentioned in agreement) in the independent building/portion/Commercial building (free from all encumbrances) for housing its office at Karachi. Details of the specifications of related services to be provided are given in the scope of service in Section [3] hereto. Bidder will be selected under procedure described in this Tender Document (TD), in accordance with the Sindh Public Procurement Rules issued thereunder ("SPPRA") which can be found at website www.pprasindh.gov.pk For the purposes of this document, any reference to the term "Act" shall mean a reference to the Sindh Public Procurement Act 2009 and any reference to the Rules shall mean a reference to the Sindh Public Procurement Rules.

This TD includes the following Sections:

- ⇒ Instructions to Bidders (ITB)
- ⇒ Eligibility Criteria
- ⇒ Scope of Work
- ⇒ Financial Proposal
- ⇒ Conditions of Contract



Proposals must be submitted at the below mentioned address;

Yours sincerely,

**Section Officer (Admn)
Planning & Development Department,
Government of Sindh, Karachi**

Tel: +92 21 99211926 Fax: +92 21 99211423

email:secypndsindh@gmail.com



2. INSTRUCTION TO BIDDERS (ITB)

2.1 Corresponding Address

The contact number and the correspondence address for submitting the proposals are as follow:

**Section Officer (Admn)
Planning & Development Department,
Government of Sindh,
Sindh Secretariat Building No.II Karachi**

Tel: +92 21 99211926 Fax: +92 21 99211423 email:secypndsindh@gmail.com

2.2 Eligible Bidders

All the bidders duly incorporated and based in Pakistan Governed by rules, laws and statutes of Government of Pakistan and Government of Sindh shall be eligible.
[SPPRA Rule 29]

2.3 Preparation of Bids 2.3.1 Bidding Process

This is the Single Stage - One Envelope Procedure; the bid shall comprise a Single package containing **ELIGIBILITY CRITERIA** (duly filled in all respect) and **FINANCIAL PROPOSAL**. [SPPRA Rule 46(1-a & b)]

2.3.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and Planning & Development Department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.3.3 Language of Bid

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and Planning & Development Department must be written in English. [SPPRA Rule 6 (1)]





**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**

2.3.4 Financial Proposal

The Financial Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative. Standard Forms for Financial Proposal are available in Section [4].

2.3.5 Bid Currencies

All prices quoted must be in Pak Rupees.

2.3.6 Bid Security

The Planning & Development Department shall require the bidders to furnish the Bid Security of 1% of Eleven (11) month rent demanded of the premises, in shape of Pay Order or Irrevocable Bank Guarantee acceptable to the Planning & Development Department, Government of Sindh, Karachi, which shall remain valid for a period of twenty eight (28) days beyond the validity period for bids, in order to provide the Planning & Development Department, Government of Sindh, Karachi time to act, if the security is to be called. [SPPRA Rule 37(1)]

Bid Security should be attached with the bidding document.

Any Bid not accompanied by an acceptable Bid Security shall be rejected by the Planning & Development Department, Government of Sindh, Karachi as non - responsive.

Bid security shall be released to the unsuccessful bidders once the contract will be signed with the successful bidder or the validity period has expired. [SPPRA Rule 37(2)]

The bid security shall be forfeited:

- ⇒ If a Bidder withdraws its bid during the period of its validity specified by the bidder on the Bid Form;
- or
- ⇒ In the case of a successful Bidder, if the Bidder fails to;
 - Sign the contract in accordance with ITB Section [2.6.4]; or
 - Does not abide by the terms of Contract Agreement.





**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**

2.3.7 Bid Validity

Bids shall remain valid for a period of ninety (90) days, from the date of bid opening prescribed by Planning & Development Department, Government of Sindh, Karachi 38 (1)]

2.4 Submission of Bids

2.4.1 Sealing and Marking of Bids

This is the Single Stage - One Envelope Procedure; the bid shall comprise a single package containing **ELIGIBILITY CRITERIA** (duly filled in all respect) and **FINANCIAL PROPOSAL** [SPPRA Rule 46(1-a & b)]

2.4.2 Clarification of Bidding Documents

Interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and shall respond to such queries in writing with three calendar days, provided they are received at least five (5) calendar days prior to the date of opening of bid. [SPPRA Rule 23(1)]

It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained bidding documents.

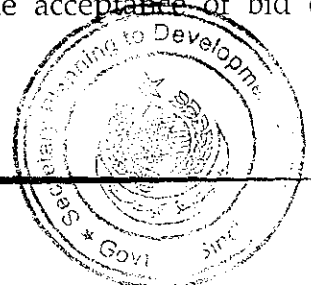
2.4.3 Withdrawal of Bids

The Bidder may withdraw their bids after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and / or by and authorized representative, and shall include a copy of the authorization. Provided that, written notice of withdrawal, shall be received by Planning & Development Department, Government of Sindh, Karachi prior to the opening of bids.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB Section [2.4.8].

2.4.4 Cancellation of Bidding Process

1. Planning & Development Department, Government of Sindh, Karachi may cancel the bidding process at any time prior to the acceptance of bid or proposal; [SPPRA Rule 25(1)]





**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**

2. Planning & Development Department, Government of Sindh, Karachi shall incur no liability towards the bidders, solely by virtue of its invoking sub-rule (2.5.7 - 1); [SPPRA Rule 25 (2)]
3. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security returned along with such intimation; [SPPRA Rule 25(3)]
4. Planning & Development Department, Government of Sindh, Karachi shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds. [SPPRA Rule 25 (4)]

2.5 Opening and Evaluation of Bids

2.5.1 Opening of Bids by Planning & Development Department, Government of Sindh, Karachi.

The opening of bids shall be as per the procedure set down in Section 2.3.1 dealing with Bidding Process.

2.5.2 Clarification of Bids

No Bidder shall be allowed to alter or modify his bids after the expiry of deadline for the receipt of the bids unless, Planning & Development Department, Government of Sindh, Karachi may, at its discretion, ask a Bidder for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted. [SPPRA Rule 43]

2.5.3 Eligibility Criteria

All bids shall be evaluated as per the criteria given in para 2.5.4.





**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**

2.5.4 Eligibility / Evaluation Criteria

PRELIMINARY REQUIREMENTS:

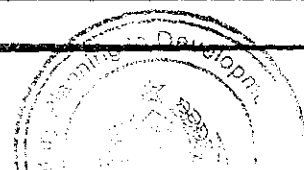
This form will be used by Procuring Agency for Preliminary Screening. Tenders which do not pass the Preliminary Screening requirements shall be eliminated from Tender Process. Bidders should be advised to provide all the below requirements in its Technical proposals of each section:

Sr. #.	Required Documents
1	Valid NTN / all other relevant taxes
2	Bid Security 1% of the total sum of Eleven (11) months rent demanded (Refundable)
3	Tender Fee Rs.1000/= (Non-Refundable)
4.	Authorization of Bidder/Firm/Nominated State Agent and should be signed by a person competent on stamp paper of Rs.200/= (Format Attached)
5.	Litigation history on stamp paper of Rs.200/=
6.	Covered area below 4500 Sq. ft. shall be disqualified

EVALUATION CRITERIA & COMPARISON OF BIDS:

The received bids shall be evaluated using the following eligibility criteria

Sr. No	Requirements	Max Marks	Marks Obtained as per Documentary Evidence	Marks Obtained After Due Visit by the Premises Committee	Marking Criteria	Documents/Informa to be Enclosed
1.	Location	40			Clifton area, Karachi	Site Plan
		20			Away/ Stride the main Location	
2.	Approach to the Building	20			Easy Approach	Evidence
		10			Crowded Approach	
3.	Area	20			Above 5000 Sq.ft. to 6000 Sq.ft. and above	Title document of t Property
		10			4000 Sq.ft. to 5000 Sq.ft.	
4.	Dedicated Parking Space	20			With Parking	Numbers
		0			Without Parking	
TOTAL MARKS:		100				Qualified/ Disqualified





GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT

Note:

1. Acquiring of 70% marks (on the information given by the Bidder) will make a bidder qualify for visit of the Property by Procurement Committee.
2. Subsequently the property will be visited by the Procurement Committee for Physical verification of the information given by the Bidder. Location which acquires minimum of 70% marks after due inspection as per the criteria given above will be considered as "Qualified Premises / Bid".
3. Attachment of relevant evidence in each of the above requisite is mandatory. In case of non-provision of evidence to any of the demand, no marks will be awarded.





2.5.5 Discussions Prior Evaluation

If required, prior to evaluation of the bid, within 6-7 days of receipt of the bid, call upon any of the Bidders to discuss or to ask for clarification about anything contained in the bidding document.

2.6 Award of Contract

2.6.1 Award Criteria

Subject to ITB Section [2.6.2], Planning & Development Department, Government of Sindh, Karachi will award the contract to the successful Bidder, whose bid has been determined to be the substantially responsive and has been determined to be the lowest evaluated bid, provided the information given in the bidding document is on ground verified by the Procurement Committee of the Planning & Development Department, Government of Sindh, Karachi.

2.6.2 Procuring Agency may reject any or all Bids.

Planning & Development Department, Government of Sindh, Karachi may annul the bidding process and reject any or all Bids at any time prior to Contract award, subject to provision of SPP Rules.

2.6.3 Notification of Award

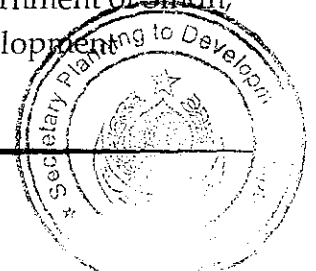
Prior to the expiration of the period of bid validity, Planning & Development Department, Government of Sindh, Karachi will notify the successful Bidder in writing by letter or by facsimile, to be confirmed in writing by the letter, that his/her bid has been accepted.

The notification of award will constitute the formation of the Contract.

Planning & Development Department, Government of Sindh, Karachi will promptly notify each unsuccessful Bidder and will discharge his/her bid security, pursuant to ITB Section [2.4.7].

2.6.4 Signing of Contract

Within 7 Days from the date of notification of the award, the successful bidder shall furnish to Planning & Development Department, Government of Sindh, Karachi particulars as may be asked by the Planning & Development Department, Government of Sindh, Karachi.





**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**

The Contract shall be signed by the parties at above said address, Karachi, within 15 Days of award of contract.

2.6.5 General Conditions of Contract

For detailed General Conditions of Contract refer to Section [5.1] of the TD.

2.6.6 Special Conditions of Contract

(Same as General Condition of the Contract)

3. SCOPE OF WORK

Hiring of office by Planning & Development Department, Government of Sindh, Karachi as per the locations given in the advertisement.





GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT

4. FINANCIAL PROPOSAL

PRICE SCHEDULE

Name of Bidder _____

Monthly Rent (Lump Sum) Rs. 400,000/- (Including all applicable Taxes)

(In word Rupees Four hundred thousand only)

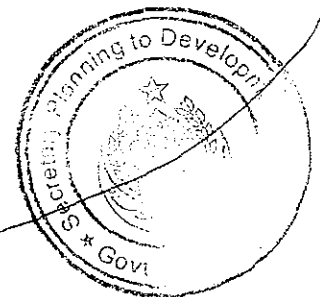
Rent in Advance (If any) _____

NOTE

1. Owner will be liable to pay all municipal, government, non-government and other rates, taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement and assessment which may be levied in respect of the Demised Premises.
2. For each property separate pay order has to be enclosed as per the amount mentioned in the advertisement given in the newspaper.
3. Bid security of 1% of Eleven (11) months rent demanded of the premises, in shape of pay order or irrecoverable Bank Guarantee acceptable to the Planning & Development Department, Government of Sindh, Karachi is to be attached with Financial Proposal.

Signature & Stamp of the Bidder Anje

Date _____





**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**

5 Contract (As will be executed if the bid qualifies)

5.1 Conditions of Contract. As per clause 5

5.1.2 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Laws of the Islamic Republic of Pakistan.

5.1.3 Notice

- Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the bidding document.
- A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the bidding document.

5.1.4 Authorized Representative

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Planning & Development Department, Government of Sindh, Karachi or the Owner may be taken or executed by the officials.

5.1.5 Taxes and Duties

The Lessor shall pay such direct or indirect taxes, duties, fees and other impositions levied under the Applicable Law as specified in the bidding document, the amount of which is deemed to have been included in the Contract Price.

5.1.6 Effectiveness of the Contract

This Contract shall come into effect on the date the Contract is signed by the both Parties. The date the Contract comes into effect is defined as the Effective Date.

5.1.7 Expiration of Contract

Unless terminated earlier pursuant to Lease agreement, this Contract shall expire at the end of such time period after the Effective Date as specified in the lease agreement.

5.1.8 Modifications or Variations

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the services, may only be made by





written agreement between the Parties. However, each Party shall give due consideration to any proposal for modification or variation made by the other Party.

5.1.9 Force Majeure

The failure of the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

5.1.9.1 No Breach of Contract

The failure of a Party to fulfill any of its obligation under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precaution, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract and (b) has informed the other Party as soon as possible about the occurrence of such an event.

5.1.9.2 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task shall be extended for a period equal to the during which such Party was unable to perform such action as a result of Force Majeure.

5.1.10 Termination of Contract by lessor/lessee. As per clause 5

5.1.11 Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measure to ensure the realization of objectives of this Contract.

5.1.12 Settlement of Disputes

5.1.12.1 Amicable Settlement

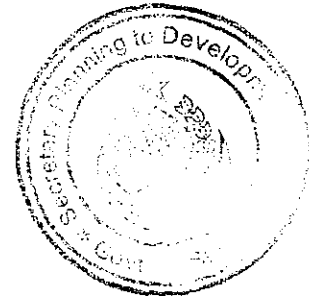
The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

5.1.12.2 Arbitration



**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**

If the Planning & Development Department, Government of Sindh, Karachi and the Bidder / Party fail to amicably settle any dispute arising out of or in connection with the Contract within ten (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.





GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT

TENANCY AGREEMENT

This **TENANCY AGREEMENT** is made at _____ on this _____ day of _____ 2018.

BETWEEN

Mr. _____ S/o _____, Muslim, adult
holding CNIC No. _____, resident of _____

_____ (OR through his Special Power of Attorney Mr./ Ms. _____

S/o. _____ holding CNIC No. _____, residing at _____

_____, (hereinafter referred to as "the OWNER", which
expression shall include its successors in interest, nominees, representatives and assigns) of the
OWNER.

AND

THE _____ **[PROCURING AGENCY]**

_____, through its duly authorized attorney
Mr. _____ having their office located
_____, Karachi. (hereinafter referred to as "the
TENANT" which expression shall include their successors-in-interest and Assigns) of the **TENANT.**

WHEREAS the Owner is the undisputed owner-in-possession of _____
_____ BUNGALOW / _____ HOUSE/FLOOR
CONSTRUCTED ON PROPERTY NO. _____ KARACHI
MEASURING _____ SQUARE YARDS, comprising
_____ as per SITE PLAN ATTACHED.

LANDLORD



TENANT:



GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT

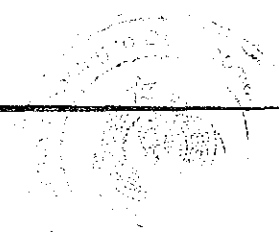
(2)

AND WHEREAS the TENANT has agreed to take the aforesaid premises on rent with effect from _____ 2018, at the monthly rent of Rs. _____ and both above parties have agreed on following terms and conditions:

LESSOR:

LESSEE:

1. That the period the tenancy shall be initially for (11) Eleven months effective from _____ 2018, and renewable on such terms and conditions as may be mutually agreed upon.
2. That the rent at the rate of Rs. _____ per month shall be payable by the TENANT maximum for eleven months in advance on signing of this Agreement.
3. THAT in case of renewal the rent will be increased @ 10% per month.
4. That either party shall serve one months prior written notice to the other in case the said premises is being vacated or is required to be vacated, ON OR BEFORE expiry of tenancy period of (11) ELEVEN MONTH.
5. THAT the premises shall be used for office or residential or both purpose but the tenant shall not indulge into such activity that may be offensive to the legal right of easement to which the adjoining neighbors are entitled to.
6. THAT the Tenant shall not make any structural alternations, modification additions or damages including to the floors, walls, interior and exterior of said premises without prior permission of the landlord.
7. THAT no offensive material shall be stored in the said premises that are prohibited by law.
8. THAT adequate fire-fighting arrangements shall be made by the Tenant so that the fire accidental or otherwise, may be extinguished.
9. THAT all property tax, stamp duty, Sindh revenue board, income tax, rates , assessments, levied by the Government or its agencies shall be payable by the owner. If such bills are received by the Tenant, these should be transmitted to the owner immediately.
10. THAT on receipt of the bills of electricity, water, gas etc the same shall be paid by the Tenant promptly and a copy shall be transmitted to the owner.





GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT

- 11. THAT the Tenant shall in no case let out or sub-let premises collectively or individually to any other person or persons or handover the premises to any outsider.
- 12. THAT the premises would be handed over to the Tenant with serviceable electricity, fixtures, in immaculate condition.

LANDLORD

TENANT

Arfa
 Full Name,
 Designation,
 Complete Address,
 CNIC No... 42201-0348436-4

 Full Name,
 Designation,
 Complete Address,
 CNIC No.....

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands the day and year first above written.

WITNESSES:

- 1. Name,
Designation,
Complete Address,
CNIC.....
- 2. Name,
Designation,
Complete Address,
CNIC.....

landlord

Tenant





UNDERTAKING:

(This undertaking should be on the Letter Head of the Bidder/Firm/Nominated State Agent and should be signed by a person competent. It should be included by the Bidder in its Technical Bids)

It is certified that the information furnished here in and as per the Document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of Tender and are liable to any punitive action for furnishing false information / Documents.

Dated this _____ day of _____ 2018

Signature



(Bidder/Company/Nominated State Agent Seal)

In the capacity of

Duly authorized to sign Bids for and on behalf of:



GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT

INTEGRITY PACT:

(This Integrity Pact Form should be on the stamp Paper valuing Rs. 100/- submitted by the successful Bidder with attestation of Notary Public.

Contract Number: _____
Contract Value: _____
Contract Title: _____

Dated: _____

1. M/s. _____ hereby declares that it has no obtained or induced the Procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any Administrative subdivision or Agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

2. Without limiting the generality of the foregoing, M/s. _____ represents and warrants that it has fully declared the brokerage, commission, fees etc paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its Affiliate, Agent, Associate, Broker, Consultant, Director, Promoter, Shareholder, Sponsor, or Subsidiary, any Commission, Gratification, Bribe, Finder's Fee or Kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from _____ [Procuring Agency], except that which has been expressly declared pursuant hereto.

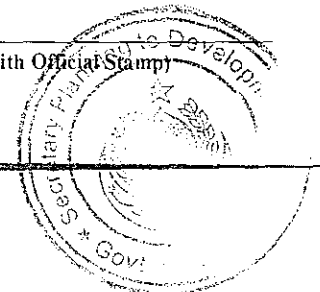
3. M/s. _____ Certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with _____ [Procuring Agency] and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

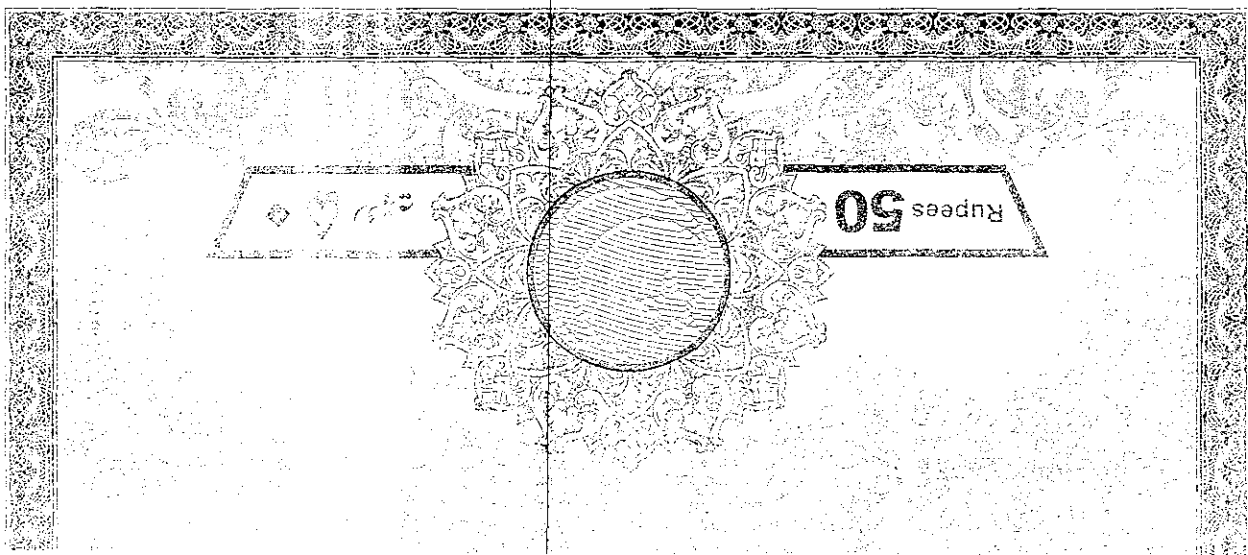
4. M/s. _____ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to _____ [Procuring Agency] under any law, contract or other instrument, be voidable at the option of _____ [Procuring Agency].

5. Notwithstanding any rights and remedies exercised by _____ [Procuring Agency] in this regard, M/s. _____ agrees to indemnify _____ [Procuring Agency] for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to _____ [Procuring Agency] in an amount equivalent to Ten Time the sum of any commission, Gratification, Bribe, Finder's Fee or Kickback given by M/s. _____ as aforesaid for the purpose of obtaining or inducing the Procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from _____ [Procuring Agency].

(Procuring Agency)

(Bidders Authorized Signatures with Official Stamp)





Stamp Vendors Signature:
 Value Rs. 500
 Purpose:
 Through With Address: Advocate, HC/8309/KH1
 Issued To With Address: MUHAMMAD SABIR
 Date: 01 MAR 2018
 Place: H.H.A., Karachi.
 Licence No. 82 (S-14) Spanish Homes
 REGISTRATION & STAMP VENDOR

AFFIDAVIT

I, Mrs. Arita Faisal W/o Faisal Arab, muslim, adult, holding CNIC# 42201-0349436-4, resident of Karachi, do hereby solemnly affirm as under:-

1. That I am the deponent of this affidavit and well conversant with the facts as shown herein.
 2. That I say that I am the owner of the property bearing office Mezzon Floor 1, Fayyaz Centre, 3-A, SMCHS, Shaira-e-Faisal Karachi.
 3. That I say that my above mentioned property is not blacklisted with any Autonomous or any Semi or Government Organization.
 4. That my above property is not a defaulter with any Government Department.
 5. That there is no case pending against my above property in the court of Law.
- Whatever stated above is true and correct to the best of my knowledge and belief.

Deponent
Arita

ATTESTED
 8/11/18
 Muhammad Shoukat Ali
 B.A.L.L.R.
 OATH COMMISSIONER

(RUPEES FIFTY ONLY)