

**SINDH CIVIL SERVICES ACADEMY  
GOVERNMENT OF SINDH**

**NOTICE INVITING TENDER  
FOR  
OFFICE SPACE REQUIRED IN KARACHI**

Sindh Civil Services Academy, Government of Sindh, invites sealed bid(s) under SPRRA Rules 2010 from interested owners / their representatives, having requisite premises, for acquiring accommodation on rental basis for the establishment of Sindh Civil Services Academy in Karachi.

2. The basic requirements for the premises are as follows:

FEATURES	REQUIREMENTS
Preferred Location	DHA, Clifton, Areas around University Road, Shaheed-Millat Road, PECHS, Kashmir Road, Sindhi Muslim Housing Society & Bahadurabad.
Area / Space	The required premises / bungalow may be on a plot of minimum 600 to a maximum of 1500 sq. yards in good condition.
Parking Space	4 to 5 cars
Necessities & Conditions	<ul style="list-style-type: none"><li>iv. The premises must be vacant and free from all encumbrances, claims and disputes.</li><li>v. The documentary evidence of ownership as well as the copies of duly paid utility bills / taxes including electricity, telephone, water &amp; sewerage, Sui Gas etc should be made available.</li><li>vi. The premises must be neat &amp; clean and freshly whitewashed.</li></ul>

3. The tender documents containing evaluation criteria and other relevant details may be collected, free of cost, from the office of the Secretary (General Administration), 2nd Floor, New Sindh Secretariat, Karachi, during office hours, from **11<sup>th</sup> February, 2016 to 25<sup>th</sup> February, 2016**. The last date of submission of bids is **26<sup>th</sup> February, 2016, up to 11:00 a.m.** The bids shall be opened on the same day at **11:30 AM** in the presence of bidders who wish to attend. The willing bidder can also download the bidding documents from the SPPRA website and submit the same.

4. Enclosing a refundable Pay Order amounting 1% of the total sum of one year's rent demanded for the premises offered, as Bid Security, in the name of the "**Sindh Civil Services Academy**" with the tender documents is mandatory. No tender will be accepted without Bid Security and all such tenders will be rejected on the spot.

5. In case of any unavoidable circumstances on the date or the time of the tender opening or in case the Government declares the day a holiday the tender shall be submitted and opened on the next working day at the same time and venue.

6. The Competent Authority reserves the right to reject any or all proposals at any time subject to provisions as given in SPPRA Rules, 2010.

**DIRECTOR GENERAL  
SINDH CIVIL SERVICES ACADEMY**



**GOVERNMENT OF SINDH  
SERVICES, GENERAL ADMINISTRATION &  
COORDINATION DEPARTMENT**

Karachi, dated 2<sup>nd</sup> December, 2015

**NOTIFICATION**

NO.A.D (G.A)(SGA&CD)Misc/2015.- With the approval of the Competent Authority, the Government of Sindh has been pleased to constitute a Committee under Rule-7 of SPPRA Rules 2010, as per following composition for the purpose of hiring a private premises/bungalow to house the Sindh Civil Services Academy at Karachi in accordance with rules/policy :-

- |   |                   |
|---|-------------------|
| 1. Director General,<br>Sindh Civil Services Academy,<br>Karachi        | Chairman          |
| 2. Superintending Engineer,<br>Works & Services Department<br>Karachi   | Member            |
| OR  |                   |
| Representative not below the rank of<br>BS-18.                          |                   |
| 3. Section Officer (CTC) SGA&CD   | Member            |
| 4. Rep of Finance Department,<br>not below the rank of BS-18            | Member            |
| 5. Assistant Director (Admin),<br>Sindh Civil Services Academy, Karachi | Member/ Secretary |

**TERMS OF REFERNECE**

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

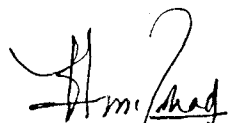
**SECRETARY (G.A)  
GOVERNMENT OF SINDH**

NO.A.D (G.A)(SGA&CD)Misc/2015

Karachi, dated the 2<sup>nd</sup> December,, 2015

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

1. The All members
2. P.S to Chief Secretary Sindh, Karachi.
3. P.S. to Secretary (G.A), SGA&CD, Government of Sindh, Karachi.
4. P.A to Deputy Secretary (B&A), SGA&CD, Government of Sindh, Karachi.
5. Office Order File.

  
**(MUHAMMAD IRSHAD)  
ASSISTANT DIRECTOR (G.A)**

*DC, Sindh  
Civil Service  
Academy*



SINDH CIVIL SERVICES ACADEMY  
GOVERNMENT OF SINDH

**NOTIFICATION**

Karachi Dated. 30/10 - 2014

No.AD(Admn&Act.)/01-02/2014-15/ 90 : The competent authority has constituted following Redressal of Grievances Committee for Sindh Civil Services Academy as per Rule-31(1) of the SPPRA Rules, 2010 (Amended 2013):

- |  |           |
|--|-----------|
| 1. Director General (SCSA) Sindh.  | Chairman. |
| 2. Additional Secretary, Industries or the representative not below the rank of BS-18. | Member.   |
| 3. Representative of Accountant General, Sindh, not below the rank of BS-18            | Member    |

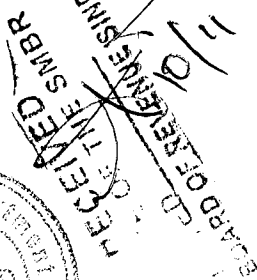
The above Committee will ensure redressal of grievances as per SPPRA Rules 2010.

(ASIF HYDER SHAH)  
Director General

Copy to:-

1. The Secretary to Govt. of Sindh (General Administration & Coordination), Karachi.
2. The Secretary to Govt. of Sindh (Finance Department), Karachi.
3. The Accountant General Sindh, Karachi.
4. The Section Officer (Staff) to Senior Member, BOR, Sindh.
5. All Members of the Committee

(GHULAM MUSTAFA JUEJJO)  
Assjstant Director  
Admin & Accounts



SINDH CIVIL SERVICES ACADEMY  
GOVERNMENT OF SINDH  
*Tender Documents for Acquiring of Office Premises on Rental Basis*

NO: AD (A & A)/01-25/2014-15  
ACCOMMODATION



SINDH CIVIL SERVICES ACADEMY  
GOVERNMENT OF SINDH

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*TENDER DOCUMENT  
FOR ACQUIRING OF OFFICE PREMISES ON RENTAL BASIS*

**SINDH CIVIL SERVICES ACADEMY  
GOVERNMENT OF SINDH**

*Tender Documents for Acquiring of Office Premises on Rental Basis*

**Tender No:** NO: AD (A & A)/01-25/2014-15, Karachi **Dated:** 14.12.2015

**Tender Documents issuance Performa**

Name of Tender:	Acquiring of Office Space in Karachi.
Official Address:	Secretary (General Administration), SGA & CD 2 <sup>nd</sup> Floor, New Sindh Secretariat, Karachi Contact Person: Mr. Ghulam Mustafa Junejo (AD) Cell #: 0300-9256914
Date of Tender issue / Closure:	11-02-2016 to 25-02-2016
Tender Submission Date & Time:	26-02-2016 at 11:00 AM
Tender Opening Date & Time:	26-02-2016 at 11:30 AM
Bidding Process:	Single Stage – One Envelop
Bid Validity:	90 Working days from the date of submission of tender
Date of availability of Premises:	Must be made available within one month of publication of this N.I.T.
Bid Security:	1% of the total sum of one year's rent demanded
Cost of Bidding Document:	Free of Cost

## 1. INVITATION FOR BIDS (IFB)

Sindh Civil Services Academy, Government of Sindh, invites proposal for acquiring of Office on Rental Basis (directly or through estate agents) for the Establishment of Sindh Civil Services Academy, Government of Sindh. 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, 2010, issued there under ("SPPRA") which can be found at [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk). For the purpose of this documents, any reference to the term "Act" shall means 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.

This TD includes the following Sections:

- ✓ Instructions to the Bidders (ITB)
- ✓ Eligibility Criteria
- ✓ Scope of work
- ✓ Financial Proposal
- ✓ Conditions of Proposal
- ✓ Conditions of Contract

Proposal must be submitted at the below mentioned address;

**Secretary (General Administration), SGA & CD**

2<sup>nd</sup> Floor, New Sindh Secretariat, Karachi

Contact Person: Mr. Ghulam Mustafa Junejo, Assistant Director (Admin), SCSA,

Cell #: 0300-9256914

## 2. INSTRUCTION TO BIDDERS (ITB)

### 2.1 Correspondence Address

The Contact number and the correspondence address for submitting the proposals are as follows:

**Secretary (General Administration), SGA & CD**

2<sup>nd</sup> Floor, New Sindh Secretariat, Karachi

Contact Person: Mr. Ghulam Mustafa Junejo, Assistant Director (Admin), SCSA,

Cell #: 0300-9256914

### 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 Single Stage - One Envelope Procedure: that bid shall comprise a single packages 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 Sindh Civil Services Academy, Government of Sindh, 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 Sindh Civil Services Academy Government of Sindh must be written in English. [SPPRA Rule 6(1)].

#### 2.3.5 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].

#### 2.3.6 Bid Currencies

All prices quoted must be in Pak Rupees.



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**2.3.7 Bid Security**

The Sindh Civil Services Academy Government of Sindh shall require the bidders to furnish the Earnest Money of 1% of one year rent demanded of the premises, in shape of Pay Order or Irrevocable Bank Guarantee acceptable to Sindh Civil Services Academy, which shall remain valid for a period of twenty eight (28) days beyond the validity period for bids, in order to provide the Sindh Civil Services Academy, Government of Sindh, reasonable time to act, if the security is to be called. [SPPRA Rule 37(10)].

Bid Security should be attached with the bidding-documents. Any bid not accompanied by an acceptable Bid Security Shall be rejected by the Sindh Civil Services Academy, Government of Sindh, as non-responsive. Bid security shall be released to the unsuccessful bidders once the contract shall be signed with the successful bidder or the validity period expires, whichever will be earlier. [SPPRA Rule 37(2)].

The Bid Security shall be forfeited if a bidders withdraws its bid during the period of its validity specified by the bidders on the Bid Form or in case of a successful bidder if the bidder fails to:

- i. Sign the contract in accordance with FFB Section [2.4.6]; or
- ii. Does not abide by the terms of Contract Agreement.

**2.3.8 Bid Validity**

Bids shall remain valid for a period of ninety (90) days, after the date of bid opening prescribed by Sindh Civil Services Academy, Government of Sindh; [SPPRA Rule 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) an **FINANCIAL PROPOSAL**. [SPPRA Rules 46 (1-a & b)]

**2.4.2 Clarification of Bidding Documents**

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing and Sindh Civil Services Academy, Government of Sindh, shall respond to such queries in writing within three calendar days, provided they are received at least five (05) 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 an authorized representative, and shall include a copy of the authorization provided that the written notice of withdrawal shall be received by the Sindh Civil Services Academy, Government of Sindh, 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. Sindh Civil Services Academy, Government of Sindh, may cancel the bidding process at any time to the acceptance of a bid proposal; [SPPRA Rule 25(1)].

2. Sindh Civil Services Academy, Government of Sindh, 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 shall be returned along with such intimation; [SPPRA Rule 25(3)].

4. On request by any of the bidders, Sindh Civil Services Academy, Government of Sindh, shall communicate to such bidders, 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 SCSSA, GOS**

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 Sindh Civil Services Academy, Government of Sindh, may asks a bidder for a clarification of the 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 paragraph 2.5.4

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2.5.4 Eligibility Criteria. Sindh Civil Services Academy, Government of Sindh, shall evaluate the offers using the following eligibility criteria:

S. #	Requisite	Max Marks	Marks Obtained as per Documentary Evidence	Marks Obtained After due visit by the Premises Committee	Marking Criteria	Documents/ Information to be enclosed
01	Location	40			On main location	Site Plan
		20			Away / stride the main location	
02	Approach to the building	20			Easy approach	Evidence
		10			Crowded area	
03	Area	20			1000 sq. yards	Title documents of the property
		10				
		0				
04	Parking space (Dedicated to be)	20			With parking	Numbers
		0			Without parking	
	<b>TOTAL Marks</b>	<b>100</b>				

**Note:-**

1. Acquiring of 70% marks (on the information given by the bidder) will make a bidder qualify for visit of the property by the Sub-Committee constituted by the Hiring Committee / Procurement Committee of the Sindh Civil Services Academy, Government of Sindh.
2. Post qualification process will be adopted on least cost.
3. Subsequently, the property will be visited by the Hiring Committee / 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".
4. 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.

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**2.5.5 Discussions Prior to Evaluation**

If required prior to evaluation of the bid Sindh Civil Services Academy, Government of Sindh, may call any of the bidders to discuss, within 6-7 days of receipt of the bid, or to ask clarification about anything contained in the bidding documents.

**2.6 Award of Contract**

**2.6.1 Award Criteria**

Subject to ITB Section [2.6.2], Sindh Civil Services Academy, Government of Sindh, will award the contract to the successful bidder whose bid has been determined to be subsequently 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 Sindh Civil Services Academy Government of Sindh.

**2.6.2 SCSA's Right to Accept Any Bid and to reject any or all Bids**

Sindh Civil Services Academy, Government of Sindh, may annul the bidding process and reject all bids at any time prior to the awarding of the contract without incurring any liability to the bidder(s).

**2.6.3 Notification of Award**

Prior to the expiration of the validity of the bid Sindh Civil Services Academy, Government of Sindh, will inform the successful bidder through letter / facsimile, to be confirmed through a formal letter that his / her bid stands accepted. The notification of award will constitute the formation of the Contract.

Sindh Civil Services Academy, Government of Sindh, will promptly inform each unsuccessful bidder and will discharge his / her bid security, pursuant to ITB Section [2.4.7].

**2.6.4 Signing of Contract**

Within 5 days from the date of notification of the award the successful bidder shall furnish to Sindh Civil Services Academy, Government of Sindh, particulars as may be asked by the Sindh Civil Services Academy, Government of Sindh.

The contract shall be signed by the parties at the office of Secretary (General Administration), SGA & CD, 2<sup>nd</sup> Floor, New Sindh Secretariat, Karachi, within 15 days of the award of the contract. Copy of the agreement as enclosed at "Annexure-A" shall required to be signed by the lessor at this stage.

**2.6.5 General Condition of Contract**

For detailed General Condition of Contract refer to Section [5.1] of this TD.

**2.6.6 Special Conditions of Contract**

(Same as general condition of the contract)

**3. SCOPE OF WORK**

Hiring of office by Sindh Civil Services Academy, Government of Sindh, as per locations given in the advertisement.

#### 4. FINANCIAL PROPOSAL

PRICE SCHEDULE

Name of Bidder .....

Monthly Rent (lump sum) .....

**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. Earnest money of 1% of one year rent demanded of the premises, in shape of pay order or in recoverable Bank Guarantee acceptable to the Sindh Civil Services Academy, Government of Sindh, is to be attached with the Financial Proposal.

Signature & Stamp of the Bidder .....

Date: .....

**5 CONTRACT (As will be executed if the bid qualifies) – Annexure – A**

**5.1 Condition of Contract.** As per clause 5

**5.1.2 Law Governing Contract**

This Contract, its meaning and impression 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 give 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 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 or 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 Sindh Civil Services Academy, Government of Sindh, or the Supplier may be taken or executed by the officials.

**5.1.5 Taxes and Duties**

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

**5.1.6 Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by 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 Effective Date as specified in the lease agreement.

**5.1.8 Modification 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 proposals for modification or variation made by the other Party.

**5.1.9 Force Majeure**

The failure on 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 obligations under the contract shall not be considered to be a breach of / 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) had taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract and (b) had informed the other party as soon as possible about the occurrence of such an event.

**5.1.9.2 Extension of Time**

Any Party within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time 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 measures to ensure the realization of the 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 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**

If the Sindh Civil Services Academy, Government of Sindh, and the landlord fail to settle amicably any dispute arising out of or in connection with the Contract within ten (10) days of the commencement of an informal negotiations, then 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.

ANNEXURE-A

TENANCY AGREEMENT

THIS AGREEMENT OF TENANCY is made at \_\_\_\_\_ on this \_\_\_\_\_ of \_\_\_\_\_, 2015.

BETWEEN

Mr. \_\_\_\_\_ Son of \_\_\_\_\_ resident of \_\_\_\_\_  
Muslim, adult holding CNIC No. \_\_\_\_\_ (OR through his Special Power of  
Attorney) Mr./Ms. \_\_\_\_\_ S/o \_\_\_\_\_  
holding CNIC No. \_\_\_\_\_ residing at \_\_\_\_\_  
\_\_\_\_\_ hereinafter referred to as Owner,  
which expression shall, wherever the context so requires or permits, include his/her successors, done,  
executors, administrators and assigns of the OWNER.

AND

M/s. Sindh Civil Services Academy, Government of Sindh, Karachi through its Director General  
Syed Tariq Mahmud Jaffery s/o Syed Akhtar Hussain Jaffery, Muslim adult, holding CNIC No. \_\_\_\_\_  
Resident of \_\_\_\_\_  
Karachi, hereinafter referred to as the TENANT, which expression shall, wherever the context so  
required or permits, include their successors, executors, administrators and assign of TENANT.

WHEREAS the OWNER is the undisputed owner-in-possession of  
PROPERTY NO: \_\_\_\_\_ BUNGALOW / HOUSE CONSTRUCTED ON  
\_\_\_\_\_ Karachi, Measuring \_\_\_\_\_ Sq. Yards,  
comprising such bedrooms, drawing room, dining room, lounges, attached bathrooms, garden,  
servant quarters as per SITE PLAN ATTACHED.

LANDLORD / OWNER

TENANT

Contd...P/2



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GOVERNMENT OF SINDH**

*Tender Documents for Acquiring of Office Premises on Rental Basis*

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AND WHEREAS, the TENANT has agreed to take the aforesaid premises on rent with effect from \_\_\_\_\_, 2015 at the monthly rent of Rs. \_\_\_\_\_ and both the above parties have agreed on the following terms and conditions:

1. THAT the period of tenancy shall be initially for 3 (three) Years effective from \_\_\_\_\_, 2015 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 for the eleven months in advance of signing of this Agreement.
3. THAT in case of renewal the rent will be increased @ 5% per annum subject to mutual agreement.
4. THAT either party shall serve ONE MONTH prior written notice to the other in case said premises is being vacated or is required to be vacated, ON OR BEFORE expiry of tenancy period of 3 years.
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 alterations, modifications, 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 arrangement shall be made by the Tenant so that the fire, accidental or otherwise, may be extinguished.
9. THAT all property 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.
11. THAT the Tenant shall in no case let out or sub-let the 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 / OWNER

TENANT

Contd...P/3

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13. THAT the Tenant shall keep the premises in its present order, and will not cause any damages to the rented premises.
14. THAT the Tenant shall allow the owner or his representative / agent to inspect the said premises during any reasonable time of the day with prior appointment with the Tenant.
15. THAT the Tenant is authorized to put cabins, partitions etc. of wood or synthetic material without causing any damages to the floors or the four walls of the premises.
16. THAT on the expiry of tenancy period, the Tenant shall handover to the Owner vacant possession of the rented premises in its original condition in which it was let out, except normal wear and tear.

IN WITNESS WHEREOF the Owner and the Tenant have set their respective hands on this day of ..... Two Thousand and Fifteen.

WITNESSES:

1. ....

LANDLORD/ OWNER

Mr. ....  
S/O .....  
CNIC #: .....

2. ....

TENANT

M/s Sindh Civil Services Academy,  
Government of Sindh, Karachi

Through its Director General

SYED TARIQ MAHMUD JAFFERY

S/O .....  
CNIC #: .....

**ANNUAL PROCUREMENT PLAN**  
(Services)

**SINDH CIVIL SERVICES ACADEMY**  
**GOVERNMENT OF SINDH**  
**FOR FINANCIAL YEAR 2015-16**

(Rs in millions)

Sr. #	Description of Procurement	Quantity (Where applicable)	Estimated Unit Cost (where applicable)	Estimated total cost	Funds allocated	Source of funds (ADP / Non ADP)	Proposed procurement method	Timing of procurements				Remarks
								1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	
1	Hiring of premises	1	-	-	Rs:6,000	Non ADP	Single Stage One Envelope	-	-	-	-	Hiring of premises to accommodate the Academy was decided after the handing over of existing building for the establishment of Anti-Terrorist Courts as desired by the Sindh High Court.

*(Signature)*  
8/10/15

(SYED TARIQ MEHMOOD JAFFERY)  
DIRECTOR GENERAL

**Syed Tariq Mahmud Jaffery**  
Director General  
Sindh Civil Services Academy  
Government of Sindh  
Karachi