



GOVERNMENT OF SINDH  
DIRECTORATE OF WOMEN DEVELOPMENT

NOTICE INVITING TENDER

ACQUIRING OF OFFICE PREMISES ON RENTAL BASIS IN KARACHI  
FOR DIRECTORATE OF WOMEN DEVELOPMENT SINDH

Sealed bids are invited from the eligible agencies/property owner registered with NTN and other relevant taxes for the requirement of office premises on rental basis for Directorate of Women Development Sindh in the independent building/portion/commercial building (free all encumbrance) for housing its office at Karachi. The requirement for the premises is as under:-

DESCRIPTION	SCHEDULE OF ISSUANCE OF BIDDING DOCUMENTS	SCHEDULE OF SUBMISSION	SCHEDULE OF OPENING
Office space located at Shara-e-Faisal, PECHS, Sindhi Muslim Society or Bath Island approximately 500 to 1000 Sq yards. Having parking area for 3 to 5 cars and open space & garden	With effect from date of publication to 16-02-2017 at 1:00 pm 3	16-02-2017 at 2:00 pm	16:02:2017 at 3:00 pm

The tender documents containing evaluation criteria and other relevant details may be collected on payment of Rs. 1000/- in favor of "Directorate of Women Development Sindh" from office of the undersigned and can also be downloaded from [www.pprasindh.com.pk](http://www.pprasindh.com.pk). The bids will be submitted /opened in the office of the undersigned.

Attachment of a refundable pay order/irrevocable Bank Guarantee (1% of total sum of one year rent demand for the premises offered) as "Bid Security" in the name of "Directorate of Women Development Sindh" with the bid is mandatory.

In case of undersigned circumstance on submission /opening data & time or if the government declare a holiday, the tender shall be submitted opened on the next working day at the same time and venue.

The procuring Agency may reject all or any bids as per relevant provision of SPPRA Rules.

*Mug*  
Director Women Development  
33-C Block-6, PECHS, Near Jaffar  
Building, Shara-e-Faisal, Karachi  
Contact No. 021-34397752



GOVERNMENT OF SINDH  
WOMEN DEVELOPMENT DEPARTMENT  
Karachi, dated 21st November, 2016

**NOTIFICATION**

No. SO(G)/WDD/PC/2-18//2016: In pursuance of Rule 7&8 of SPPRA Rules 2010 (amended 2013), a Procurement Committee is hereby constituted for development schemes/project and consultancy of Women Development Department :-

- |    |  |          |
|----|--|----------|
| 1. | Deputy Director, Women Development Directorate                               | Chairman |
| 2. | Representative of Industries Department<br>(Not below the rank of BS-18)     | Member   |
| 3. | Representative of Social Welfare Department<br>(Not below the rank of BS-18) | Member   |
| 4. | Coordinator Concerned Dev. Scheme  | Member   |
| 5. | Section Officer (General) Women Dev. Department                              | Member   |

**TERMS OF REFERENCE (TOR)**

- (1) Preparing bidding documents;
- (2) Carrying out technical as well as financial evaluation of the bids;
- (3) Preparing evaluation report as provided in Rule 45;
- (4) Making recommendations for the award of contract to the Competent Authority; and
- (5) Perform any other function ancillary and incidental to the above.

MUDASSIR IQBAL  
SECRETARY TO GOVERNMENT OF SINDH

No.S(G)/WDD/CRC/2-18/2015/806 Karachi, dated 21<sup>st</sup> November, 2016

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

1. The Accountant General Sindh, Karachi
2. The Secretary, Industries Department
3. The Secretary, Social Welfare Department
4. The Managing Director, SPPRA, Sindh, Karachi
5. The Director, Women Development, Karachi
6. The PS to Special Assistant to CM Sindh for WD Department
7. All members
8. Office Order File

M/25/11/16  
D/O

  
(MUHAMMAD BUX JOKHIO)  
SECTION OFFICER (GENERAL)



GOVERNMENT OF SINDH  
WOMEN DEVELOPMENT DEPARTMENT  
Karachi, dated 21st November, 2016

**NOTIFICATION**

No. SO(G)/WDD/CRC/2-18//2016: In pursuance of Rule 31(1) of SPPRA Rules 2010 (amended 2013), a Complaint Redressal Committee (CRC) is hereby constituted to address the complains of bidders that may occur during the procurement proceedings:-

- |    |  |          |
|----|--|----------|
| 1. | Additional Secretary, Women Development Department                                     | Chairman |
| 2. | Representative of Accountant General Sindh, Karachi                                    | Member   |
| 3. | An independent professional from the field concerning to the procurement / Consultancy | Member   |

(The names for Sr. No. 2 and 3 shall be notified separately in accordance with the nature of procurement/consultancy at the time of procurement/consultancy).

**TERMS OF REFERENCE (TOR)**

The CRC will act as contained in Rule 31 sub-rule (3), (4), (5), (6) and (7) of the SPPRA Rules 2010.

**MUDASSIR IQBAL**  
**SECRETARY TO GOVERNMENT OF SINDH**

No.S(G)/WDD/CRC/2-18/2015 / 1809 Karachi, dated 21<sup>st</sup> November, 2016

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

1. The Accountant General Sindh, Karachi
2. The Managing Director, SPPRA, Sindh, Karachi
- ✓ 3. The Director, Women Development, Karachi
4. The PS to Special Assistant to CM Sindh for WD Department
5. All members
6. Office Order File

M/25/11/16  
D/D

  
(MUHAMMAD RIZX JOKHIO)  
SECTION OFFICER (GENERAL)



DIRECTORATE OF WOMEN DEVELOPMENT,  
WOMEN DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF SINDH

DIRECTORATE OF WOMEN DEVELOPMENT,  
**STANDARD BIDDING DOCUMENTS**

**FOR ACQUIRING OF OFFICE PREMISES ON RENTAL BASIS IN  
KARACHI FOR DIRECTORATE OFFICE**

**Official Address:** Directorate of Women Development, Government of Sindh,  
Bungalow No. 33-C, P.E.C.H.S Block-6, Karachi.  
Tel: +92 2134397752

Date of Issuance of bidding document:	With effect from date of publication to 16 <sup>th</sup> of February, 2017.
Submission Date and time:	16 <sup>th</sup> of February, 2017 at 2:00 P.M
Opening Date and Time:	16 <sup>th</sup> of February, 2017 at 3:00 P.M
Bidding Process	Single Stage - One Envelope
Bid Validity	90 days
Bid Security:	1% of the total sum of one year's rent demanded
Cost of Bidding Document	Rs. 1,000/- (Rupees: One Thousand) Only



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**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-2010  
(AMENDED-2013):**

This Bidding Process will be governed under Sindh Public Procurement Rules-2010, 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 2010 issued there under ("SPPRA") which can be found at [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk). For the purposes of this document, the 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-2013).



**DIRECTORATE OF WOMEN DEVELOPMENT,  
WOMEN DEVELOPMENT DEPARTMENT,  
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**1. INVITATION FOR BIDS (IFB):**

The Directorate of Women Development invites sealed proposal for acquiring of office premises on rental basis in Karachi for its Directorate office, 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, 2010 issued thereunder ("SPPRA") which can be found at website [www.pprasindh.gov.pk](http://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.

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,

**Director**

Directorate of Women Development Department, Government of Sindh, Bungalow No. 33-C,  
P.E.C.H.S Block-6, Karachi.

Tel: +92 2134397752



**DIRECTORATE OF WOMEN DEVELOPMENT,  
WOMEN DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF SINDH**

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## **2. INSTRUCTION TO BIDDERS (ITB)**

### **2.1 Corresponding Address**

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

#### **Director**

Directorate of Women Development Department, Government of Sindh, Bungalow No. 33-C,  
P.E.C.H.S Block-6, Karachi.  
Tel: +92 2134397752

### **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 the Directorate Women Development, 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 the Directorate must be written in English.  
[SPPRA Rule 6 (1)]

#### **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].



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**2.3.5 Bid Currencies**

All prices quoted must be in Pak Rupees.

**2.3.6 Bid Security**

The Directorate of Women Development, 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 the Directorate, which shall remain valid for a period of twenty eight (28) days beyond the validity period for bids, in order to provide the Directorate 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 Directorate 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.

**2.3.7 Bid Validity**

Bids shall remain valid for a period of ninety (90) days, after the date of bid opening prescribed by the Directorate. [SPPRA Rule 38 (1)]

**2.4 Submission of Bids**

**2.4.1 Sealing and Marking of Bids**



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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 the Directorate of Women Development, Government of Sindh 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 the Directorate of Women Development, 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. The Directorate of Women Development, Government of Sindh may cancel the bidding process at any time prior to the acceptance of bid or proposal; [SPPRA Rule 25(1)]
2. the Directorate of Women Development, 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 returned along with such intimation; [SPPRA Rule 25(3)]
4. The Directorate of Women Development, Government of Sindh shall, upon request by any of the bidders, communicate to such bidder, grounds



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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 the Directorate of Women Development,  
Government of Sindh**

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, Directorate of Women Development, Government of Sindh 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.



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**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 one year's rent demanded
3	Tender Fee Rs.1000/=
4.	Undertaking should be on the Letter Head of the Bidder/Firm/Nominated State Agent and should be signed by a person competent (Attached)

**EVALUATION CRITERIA & COMPARISON OF BIDS:**

The bids shall be evaluated the offers 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/Information to be Enclosed
1.	Location	40			Preferably located at Shara-e-faisal, PECHS, Sindhi Muslim Society or Bath Island.	Site Plan
		20			Away/ Stride the main Location	
2.	Approach to the Building	20			Easy Approach	Evidence
		10			Crowded Approach	
3.	Area	20			500 to 1000 Sq. yards	Title document of the Property
		10			500 Sq.ft.	
		0			Below 500 Sq.ft.	
4.	Parking Space (Dedicated to the)	20			Parking area for 3 to 5 cars	Numbers
		0			Parking area below 3 cars	
<b>TOTAL MARKS:</b>		<b>100</b>			<b>Qualified/ Disqualified</b>	



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**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.



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**2.5.5 Discussions Prior Evaluation**

If required, prior to evaluation of the bid, the Directorate of Women Development, Government of Sindh may, 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], the Directorate of Women Development, Government of Sindh 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 Directorate of Women Development, Government of Sindh.

**2.6.2 Procuring Agency may reject any or all Bids.**

The Directorate of Women Development, Government of Sindh 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, the Directorate of Women Development, Government of Sindh 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.

The Directorate of Women Development, Government of Sindh 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 5 Days from the date of notification of the award, the successful bidder shall furnish to the Directorate of Women Development,



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Government of Sindh particulars as may be asked by the Directorate of Women Development, Government of Sindh.

The Contract shall be signed by the parties at the Directorate of Women Development, Government of Sindh Office, 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 the Directorate of Women Development, Government of Sindh as per the locations given in the advertisement.



DIRECTORATE OF WOMEN DEVELOPMENT,  
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4. FINANCIAL PROPOSAL

PRICE SCHEDULE

Name of Bidder \_\_\_\_\_

Monthly Rent (Lump Sum) \_\_\_\_\_ (Including all applicable Taxes)

(In word Rupees) \_\_\_\_\_

\_\_\_\_\_

Rent in Advance (If any) \_\_\_\_\_

Security Deposit (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. Earnest money of 1% of one year rent demanded of the premises, in shape of pay order or irrecoverable Bank Guarantee acceptable to the Directorate of Women Development, Government of Sindh is to be attached with Financial Proposal.

Signature & Stamp of the Bidder \_\_\_\_\_

Date \_\_\_\_\_



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**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 Directorate of Women Development, Government of Sindh or the Supplier 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.



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**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



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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 Directorate of Women Development, Government of Sindh 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.



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**TENANCY AGREEMENT**

This **TENANCY AGREEMENT** is made at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

**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 CONSTRUCTED  
ON PROPERTY NO. \_\_\_\_\_ KARACHI MEASURING  
\_\_\_\_\_ SQUARE YARDS, comprising  
\_\_\_\_\_ as per SITE PLAN ATTACHED.

**LANDLORD**

**TENANT:**



**DIRECTORATE OF WOMEN DEVELOPMENT,  
WOMEN DEVELOPMENT DEPARTMENT,  
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(2)

**AND WHEREAS** the TENANT has agreed to take the aforesaid premises on rent with effect from \_\_\_\_\_ 2017, 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 \_\_\_\_\_ 2017, 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 six months in advance on signing of this Agreement.
3. THAT in case of renewal the rent will be increased @ 7.5% 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.



**DIRECTORATE OF WOMEN DEVELOPMENT,  
WOMEN DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF SINDH**

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**

\_\_\_\_\_  
**Full Name,  
 Designation,  
 Complete Address,  
 CNIC No.....**

\_\_\_\_\_  
**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.....

\_\_\_\_\_  
**landlord**

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

\_\_\_\_\_  
**Tenant**



DIRECTORATE OF WOMEN DEVELOPMENT,  
WOMEN DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF SINDH

**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 \_\_\_\_\_ 2016

Signature

\_\_\_\_\_  
In the capacity of (Bidder/Company/Nominated State Agent Seal)

Duly authorized to sign Bids for and on behalf of:

**INTEGRITY PACT:**



**DIRECTORATE OF WOMEN DEVELOPMENT,  
WOMEN DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF SINDH**

**(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: \_\_\_\_\_ Dated: \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

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)

## ANNUAL PROCUREMENT PLAN

S.NO.	NAME OF THE SCHEME	TOTAL COST IN MILLION	ALLOCATION FOR THE CURRENT YEAR	REMARKS
1	Implementation of Gender Reforms Action Plan Sindh (GRAP)	544.770	68.500	Approved
2	Establishment of Working Women Hostel at SBA	13.762	13.232	Approved
3	Establishment of Women Development Complex at SBA	44.767	30.715	Approved
4	Advocacy for Women Empowerment in Sindh	49.386	35.056	Approved
5	Women Development Complex at Sukkur	210.307	10.000	Approved
6	Mediation for Women in all Divisional H.Q in Sindh through institutionalized Alternate Dispute Resolution (ADR)	11.502	0.101	Approved
7	Establishment of Day Care Centers Three in Karachi and One each at Divisional Headquarter in Sindh (Karachi, Hyderabad, Sukkur, Larkana and Mirpurkhas)	95.575	45.000	Approved
8	Establishment of Women Development Complex at Karachi	250.000	62.500	Unapproved
9	Establishment of Complaint Cells at Sanghar, Kamber, ShahdadKot, Kashmore, Jamshoro, Khairpur, Shikarpur, Badin, Ghotki, NausheroFeroze, Thatta, TandoAllahyar, Umerkot, Tharparkar, Dadu and Matiari	70.000	29.000	Approved
10	Project for empowerment livelihood and well being of Female Home Based Workers (FHBWs) JICA	465.000	116.896	Unapproved
11	Establishment of Skills Development Centre for Women with disabilities in Karachi	60.000	15.000	Unapproved