

# **Sindh Transmission & Dispatch Company (Pvt.) Limited**

**Tender Document  
For Acquiring of Office and Residences-cum-Stores  
Premises on Rental Basis**

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## DEFINITIONS

**“Bid”** means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by Sindh Transmission & Dispatch Company (Pvt.) Limited (STDC).

**“Bid with Lowest Evaluated Cost”** means the bid quoting lowest evaluated cost amongst all those bids evaluated to be substantially responsive;

**“Bidder”** means a person or entity submitting a bid;

**“Bidding Documents”** means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner;

**“Bidding Process”** means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract;

**“Blacklisting”** means barring a bidder, contractor, consultant or supplier from participating in any future procurement proceedings.

**“Calendar Days”** means days including all holidays;

**“Conflict of Interest”** means -

- (i) where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to STDC to obtain an undue benefit for himself or those affiliated with him;
- (ii) receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract;
- (iii) any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with the STDC under the contract;
- (iv) where an official of the STDC engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect manner;

**“Consultant”** means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals;

**“Consulting Services”** means services of an advisory and intellectual nature provided by consultants using their professional skills to study, design, organize, and manage projects, encompassing multiple activities and disciplines, including the crafting of sector policies and institutional reforms, specialist advice, legal advice and integrated solutions, change management and financial advisory services,

planning and engineering studies, and architectural design services, supervision, social and environmental assessments, technical assistance, and programme implementation;

**“Contract”** means an agreement enforceable by law and includes General and Special Conditions, Specifications, Drawings and Bill of Quantities;

**“Contractor”** means a person, firm, company or organization that undertakes to execute works including services related thereto, other than consulting services, incidental to or required for the contract being undertaken for the works;

**“Corrupt and Fraudulent Practices”** means either one or any combination of the practices given below;

**“Coercive Practice”** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

**“Collusive Practice”** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the STDC to establish prices at artificial, non-competitive levels for any wrongful gain;

**“Corrupt Practice”** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

**“Fraudulent Practice”** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

**“Obstructive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

**“Emergency”** means natural calamities, disasters, accidents, war and breakdown of operational equipment, plant, machinery or engineering infrastructures, which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person(s), property or the environment;

**“Goods”** means articles and object of every kind and description including raw materials, drugs and medicines, products, equipments, machinery, spares and commodities in any form, including solid, liquid and gaseous form, and includes services identical to installation, transport, maintenance and similar obligations related to the supply of goods, if the value of these services does not exceed the value of such goods;

**“Government”** means the Government of Sindh;

**“Head of the Department”** means the administrative head of the department or the organization;

**“Lowest Evaluated Bid”** means a bid for goods, works and services having the lowest evaluated cost among the substantially responsive bids

**“Lowest Submitted Price”** means the lowest price quoted in a bid, which is otherwise not substantially responsive;

**“Mis-procurement”** means public procurement in contravention of any provision of Sindh Public Procurement Act, 2009 or Sindh Public Procurement Rules 2010 amended from time to time, any rule, regulation, order or instruction made thereunder or any other law in respect thereof, or relating to, public procurement;

**“Notice Inviting Tender”** means the notice issued by STDC through publication in the newspapers or through electronic means for the purpose of inviting bids, or applications for pre-qualifications, or expression of interests, which may include Tender Notice, Invitation for Bids, Notice for Pre-qualifications or Request for Expression of Interests;

**“Open Competitive Bidding”** means a fair and transparent specified procedure defined under these Rules, advertised in the prescribed manner, leading to the award of a contract whereby all interested persons, firms, companies or organizations may bid for the contract and includes both National and International Competitive Biddings;

**“STDC”** means the Sindh Transmission & Dispatch Company (Pvt.) Limited;

**“Services”** means any object of procurement other than goods or works, and includes consultancy services;

**“Substantially Responsive Bid”** means the bid that contains no material differences or deviations from, or reservations to, the terms, conditions and specifications given in the bidding documents;

**“Supplier”** means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract;

**“Value for Money”** means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet STDC’s requirements.

## **1 INVITATION FOR BIDS (IFB)**

Sindh Transmission & Dispatch Company (Pvt.) Limited (STDC) invites proposal for acquiring of premises on rental basis. 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 amended from time to time, issued thereunder (“**SPPRA**”) which can be found at [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 amended (2013).

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:

SINDH TRANSMISSION & DISPATCH COMPANY (PVT.) LIMITED  
3<sup>rd</sup> Floor, State Life Building No.3,  
Dr. Ziauddin Ahmed Road, Karachi  
Ph: 021-99207132-33-34

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

### **2.1 Correspondence Address**

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

SINDH TRANSMISSION & DISPATCH COMPANY (PVT.) LIMITED  
3<sup>rd</sup> Floor, State Life Building No.3,  
Dr. Ziauddin Ahmed Road, Karachi  
Ph: 021-99207132-33-34

### **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 Corrupt Practice**

1. STDC requires that Bidders / Suppliers / Contractors, observe the highest standard of ethics during the procurement and execution of contract and refrain from undertaking or participating in any corrupt or fraudulent practices. [SPPRA Rule 2 (q – iii, iv)]
2. STDC will reject a proposal for award, if it determines that the Bidder recommended for award was engaged in any corrupt or has been blacklisted under the Sindh Public Procurement Rules 2010, amended from time to time, in competing for the contract in question.
3. Any false information or misstatement on the part of the vendor will lead to disqualification/ blacklisting/ legal proceeding regardless of the price or quality of the product.

### **2.4 Preparation of Bids**

#### **2.4.1 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 & c)]

#### **2.4.2 Cost of Bidding**

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



### **2.4.3 Language of Bid**

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

### **2.4.4 Company Profile (Not Applicable)**

Bidders are required to submit the Technical Proposal stating a brief description of the bidder's organization outlining their recent experience, the names of Sub-Bidder/Professional Staff who participates during the assignment, the technical approach, sample templates/prototypes of deliverables, methodology, work plan, organization and staff, including workable suggestions that could improve the quality and effectiveness of the assignment. The Technical proposal shall be duly signed by the authorized representative of the Bidder not including any financial information otherwise it will be declared as non responsive.

### **2.4.5 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].

### **2.4.6 Bid Currencies**

For the purpose of comparison of bids quoted in different currencies, price shall be converted in PAK RUPEE (PKR). The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids. [SPPRA Rule 42 (2)]

### **2.4.7 Bid Security**

The STDC shall require the bidders to furnish the Earnest Money of 5% of 11 months' rent demanded of the premises, in shape of Pay Order or Irrevocable Bank Guarantee acceptable to the bank, which shall remain valid for a period of twenty eight (28) days beyond the validity period for bids, in order to provide the STDC reasonable 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 STDC 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 [2.7.4]; or
  - Does not abide by the terms of Contract Agreement.

### **2.4.8 Bid Validity**

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

Whenever an extension of bid validity period is requested, a bidder shall have the right to refuse to grant such an extension and withdraw his bid and bid security shall be returned forthwith; and [SPPRA Rule 38 (6)]

Bidders who agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity. [SPPRA Rule 38 (7-a)]

## **2.5 Submission of Bids**

### **2.5.1 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 & c)]

### **2.5.2 Response Time**

Bidders are required to submit their Bids within fifteen (15) calendar days from the date of publication of Notice Inviting Tender as per National Competitive Bidding. Bids will be received by STDC at the address specified under ITB Section [2.1] within office hours. [SPPRA Rule 18 (2)]

### **2.5.3 Extension of Time Period for Submission of Bids**

STDC may extend the deadline for submission of bids only, if one or all of the following conditions exist;

- Fewer than three bids have been submitted and STDC is unanimous in its view that wider competition can be ensured by extending the deadline. In such case, the bids submitted shall be returned to the Bidders un-opened; [SPPRA Rule 22 (1)]
- If the STDC is convinced that such extraordinary circumstances have arisen owing to law and order situation or a natural calamity that the deadline should be extended. [SPPRA Rule 22 (2)]

### **2.5.4 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 STDC shall respond to such queries in writing within 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.

### **2.5.5 Late Bids**

Any bid received by STDC after the deadline for submission of bids prescribed by STDC pursuant to ITB Section [2.5.2] will be rejected and returned unopened to the Bidder. [SPPRA Rule 24 (1)]. The rejection of bids received after the deadline for submission shall apply regardless of any reason whatsoever for such delayed receipt.

### **2.5.6 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, written notice of Withdrawal, shall be received by STDC 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].

### **2.5.7 Cancellation of Bidding Process**

1. STDC may cancel the bidding process at any time prior to the acceptance of a bid or proposal; [SPPRA Rule 25 (1)]
2. STDC 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. STDC 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)]

### **2.5.8 Mechanism for Redressal of Grievances**

STDC has a Committee for Complaint Redressal to address the complaints of bidder that may occur during the procurement proceedings. [SPPRA Rule 31 (1)]

Any bidder being aggrieved by any act or decision of the STDC during procurement proceedings may lodge a written complaint after the decision causing the grievance has been announced. [SPPRA Rule 31(3)]

The complaint redressal committee upon receiving a complaint from an aggrieved bidder may, if satisfied; [SPPRA Rule 31(4)]

1. prohibit the procurement committee from acting or deciding in a manner, inconsistent with these rules and regulations; [SPPRA Rule 31(4-a)]
2. annul in whole or in part, any unauthorized act or decision of the procurement committee; [SPPRA Rule 31(4-b)] and

3. reverse any decision of the procurement committee or substitute its own decision for such a decision;

Provided that the complaint redressal committee shall not make any decision to award the contract. [SPPRA Rule 31(4-c)]

STDC shall announce its decision as to the grievance within seven (7) days. The decision shall be intimated to the Bidder and the Authority within three (3) working days by STDC. [SPPRA Rule 31(5)]

STDC shall award the contract only after the decision of the complaint redressal committee [SPPRA Rule 31 (6)]

More fact of lodging of a complaint by a bidder shall no warrant suspension of the procurement proceedings. [SPPRA Rule 31(7)]

### **IMPORTANT**

**In addition to above it may be added that no complaint will be entertained unless it is:-**

- a) Forwarded on company's original letter head, complete address, NTN of the company and CNIC of the complainant.
- b) Incriminating evidence of the complaints.

#### **2.5.9 Review Panel**

The Authority shall maintain a list of Review Panelists for the purpose of reviewing a bidder's complaint. The Panelist shall be appointed on such terms and conditions as the Authority may from time to time notify with the approval of the Chief Secretary. [SPPRA Rule 32(1)]

The List of Specialists shall be formed from a number [SPPRA Rule 32(2)]

1. persons who have been legal professionals; [SPPRA Rule 32(2-a)]
2. persons who have been senior officers in the service of the Government with experience in the procurement area, [SPPRA Rule 32(2-b)] and
3. Persons from a list of specialists with experience in the relevant field. [SPPRA Rule 32(2-c)]

Also see [SPPRA Rule 32(3)] & [SPPRA Rule 32(4)].

#### **2.5.10 Matters not subject to Appeal or Review**

The following actions of the STDC shall not be subject to the appeal or review: [SPPRA Rule 33]

- Selection method adopted by the STDC; [SPPRA Rule 33 (1)]
- Decision by the STDC under ITB section [2.5.7]. [SPPRA Rule 33 (2)]

## 2.6 Opening and Evaluation of Bids

### 2.6.1 Opening of Bids by STDC

The opening of bids shall be as per the procedure set down in Section 2.4.1 dealing with Bidding Process.

### 2.6.2 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, STDC 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]

### 2.6.3 Preliminary Examination

STDC will examine the bids to determine whether the bids are complete and the documents have been properly signed and whether the bids are generally in order.

STDC may waive any minor informality; nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder and further provided that such waiver will be at the complete and sole discretion of STDC.

If a bid is not substantially responsive, it will be rejected by STDC and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

### 2.6.4 Eligibility Criteria

All bids shall be evaluated as per the criteria given in para 2.6.5.

**2.6.5 Eligibility Criteria.** STDC shall evaluate the offers using the following eligibility criteria.

#### **1. FOR STDC OFFICE PREMISES NEAR LOCATION OF DR. ZIAUDDIN AHMED ROAD CHIEF MINISTER HOUSE KARACHI:**

S. No.	Requisite	Max Marks	Marks Obtained as per Documentary Evidence	Marks Obtained After Due Official Visit	Marking Criteria		Documents/ Information to be enclosed
					Location (Please Tick)	Dr. Ziauddin. Ahmed Road near CM House Karachi	
1	Location	<b>30</b>			On main location (Commercial point of view) Within 500 Meters radius distance from CM House		Site Plan

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		10			Away / stride the main location Above 500 Meters radius distance from CM House		
2	Area	20				3,000 sq.ft to 4,000 sq ft	Title document of the property Give details
3	Availability of Standby Generator	10					
4	Availability of Elevators	10					
5	Banks in Close Proximity	10			Names of the Bank Branch		Within 500 Meters radius distance from CM House
		5					Above 500 Meters radius distance from CM House
6	Advance Rent Required	10			1 Year		Mention rent & Tick the appropriate column
		7			2 Years		
		3			3 Years		
7	Parking Space (Dedicated to the premises)	10			5 and Above Vehicles		Give Numbers
		5			Below 5 Vehicles		Charged /uncharged Parking
		3			Below 3 Vehicles		
Total Marks		100			Qualified / Disqualified		

**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 Procurement Committee of the STDC.
2. Subsequently the property will be visited by STDC 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. FOR STDC RESIDENCES-CUM-STORES PREMISES NEAR LOCATION MENTIONED BELOW:**

- **Location near Afghan Basti KDA-33 Scheme Grid Station Karachi AND Location near Main Stop Nooriabad Sindh (easy access to M-9 motorway)**
- OR**
- **Location in between Main Stop Nooriabad Sindh to Karachi Tool Plaza.**

S. No.	Requisite	Max Marks	Marks Obtained as per Documentary Evidence	Marks Obtained After Due Official Visit	Marking Criteria		Documents/ Information to be enclosed
					Location (Please Tick)	Locations mentioned above	
1	Location	40			On main locations mentioned above Within 3 KM radius distance from locations mentioned above		Site Plan
		20			Away / stride the main location Above 3 KM radius distance from locations mentioned above		
2	Area	20				9,000 sq.ft to 15,000 sq ft	Title document of the property Give details
3	Ten (10) standard size rooms	10			10 or above rooms		
		5			5 or below rooms		
4	Four (04) Bathrooms	5			4 or above		
		2			3 or below		
5	One (01) Kitchen	5					
6	Advance Rent Required	10			1 Year		Mention rent & Tick the appropriate column
		7			2 Years		
		3			3 Years		
7	Parking Space (Dedicated to the premises)	5			10 and Above Vehicles		Give Numbers
		3			Below 10 Vehicles		
		1			Below 5 Vehicles		
8	Condition of Property	5			15 years And below	Commercial / Residential building Constructed	Attach completion plan
		3			Above 15 years	Commercial / Residential building Constructed	
Total Marks		100			Qualified / Disqualified		

**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 Procurement Committee of the STDC.
2. Subsequently the property will be visited by STDC 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.

## **2.6.6 Discussions Prior to Evaluation**

If required, prior to evaluation of the bid, STDC 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.

## **2.7 Award of Contract**

### **2.7.1 Award Criteria**

Subject to ITB Section [2.7.2], STDC will award the contract to the successful Bidder, whose bid has been determined to be 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 STDC.

### **2.7.2 STDC’s Right to Accept Any Bid and to reject any or all Bids**

STDC annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidder(s).

### **2.7.3 Notification of Award**

Prior to the expiration of the period of bid validity, STDC will notify the successful Bidder in writing by letter, email or by facsimile, to be confirmed in writing by letter, that his/her bid has been accepted.

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

Upon the successful Bidder’s furnishing of the Performance Security pursuant to Section [2.7.5], STDC will promptly notify each unsuccessful Bidder and will discharge his/her bid security, pursuant to ITB Section [2.4.7].



#### **2.7.4 Signing of Contract**

Within 5 Days from the date of notification of the award the successful bidder shall furnish to STDC particulars as may be asked by the bank management.

The Contract shall be signed by the parties at Head Office, STDC, Karachi, within 10 Days of award of contract. Copy of the agreement enclosed as Annexure "A" required to be signed by the lessor at this stage.

#### **2.7.5 Performance Security (Not Applicable)**

Within 15 DAYS of receipt of the notification of award from STDC, the successful Bidder shall furnish to STDC the Performance Security of 10 % of contract price which shall be valid for at least ninety (90) days beyond the date of completion of contract to cover defects liability period or maintenance period. The Performance Security shall be in the form of a pay order or demand draft or bank guarantee issued by a reputable commercial bank, acceptable to STDC, located in Pakistan. [SPPRA Rule 39 (1)]

Failure of the successful Bidder to comply with the requirement of ITB Section [2.7.4] shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event STDC may make the award to the next lowest evaluated Bidder or call for new bids.

The Performance Security forms at Annexure "C" shall not be completed by the bidders at the time of their bid submission. Only the successful Bidder will be required to provide Performance Security.

The Performance Security will be discharged by STDC and returned to the Supplier not later than thirty (30) days following the date of successful completion of the Supplier's performance obligation under the Contract.

#### **2.7.6 General Conditions of Contract**

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

#### **2.7.7 Special Conditions of Contract (Same as General Conditions of the Contract)**

For detailed Special Condition of Contract refer to Section [5.2] of this TD.

#### **2.7.8 Integrity Pact**

The successful bidder shall upon the award of the contract execute an Integrity Pact with STDC. *[Specimen is attached in Annexure "D"]* [SPPRA Rule 89]

#### **2.7.9 Non Disclosure Agreement**

The successful bidder shall upon the award of the contract execute a Non-Disclosure Agreement with STDC.

### **3 SCOPE OF WORK**

Hiring of premises by Sindh Transmission & Dispatch Company (Pvt.) Limited as per the locations given in the advertisement.

## 4 FINANCIAL PROPOSAL

### PRICE SCHEDULE

Name & Contact Details of the Bidder \_\_\_\_\_

Monthly Rent (Lump Sum inclusive of all applicable taxes) \_\_\_\_\_

Monthly Rent (Per Square Feet inclusive of all applicable taxes) \_\_\_\_\_

### 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. It will be desirable that the property is offered directly by the owners of the premises.
3. For each property separate pay order has to be enclosed as per the amount mentioned in the advertisement given in the newspaper.
4. Rent will commence after one month of signing of agreement.
5. If the financial evaluation are the same, then then successful bidder will be the one who has Acquired maximum marks in evaluation phase.

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

Date \_\_\_\_\_

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

### **5.1 Conditions of Contract.** As per clause 5

#### **5.1.1 Definitions**

In this contract, the following terms shall be interpreted as indicated:

“Applicable Law” means the Sindh Public Procurement Act 2009 and the Sindh Public Procurement Rules 2010 amended from time to time.

“Procuring Agency” or “PA” means STDC Contractor.

“Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is General Conditions (GC), and the Special Conditions (SC).

“Contract Price” means the monthly rent of the premises. “Effective Date” means the date on which this Contract comes into force.

“GC” mean these General Conditions of Contract.

“Government” means the Government of Sindh.

“Currency” means Pak Rupees.

“Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.

“Party” means the PA or the Contractor, as the case may be, and “Parties” means both of them.

“Personnel” means persons hired by the Contractor or by any Sub- Contractors and assigned to the performance of the Services or any part thereof.

“SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.

“Services” means the services to be performed by the Contractor pursuant to this Contract, as described in the scope of services.

“In writing” means communicated in written form with proof of receipt.

#### **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 STDC 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 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 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 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, 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 precautions, 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 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 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**

If the SNDB and the Supplier 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.

#### **5.1.13 Data Ownership (Not Applicable)**

The data in the implemented Computer System shall at all times remain the exclusive property of STDC. The Supplier is hereby required to transfer all necessary passwords, access codes or other information required for full access to the data to STDC upon successful commissioning of the Computer System and should not be available to any other party including the employees of the supplier.

#### **5.1.14 Obligations of the Supplier (Not Applicable)**

The Supplier shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Supplier shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the STDC, and shall at all times support and safeguard the STDC legitimate interests in any dealings with Sub-Suppliers or third Parties.

##### **5.1.14.1 Conflict of Interest**

The Supplier shall hold the STDC's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

##### **5.1.14.2 Confidentiality**

Except with the prior written consent of the STDC, the Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

#### **6. Lease Agreement**

Copy of Agreement is enclosed as Annexure "A" which will be signed between the qualified Lessor & the Sindh Transmission & Dispatch Company (Pvt.) Limited at the time of possession of Premises. It is the mandatory for the lessor to agree all clauses of this agreement. In case of any disagreement at any stage of Contract, the bid will stand cancelled.

**Annexure "A"**

## **7. SPECIMEN OF LEASE AGREEMENT**

### **LEASE AGREEMENT**

This Lease Agreement is made at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

#### **BETWEEN**

Mr. ----- S/o -----, Muslim, adult, holding CNIC No.-----  
-----, R/o. ----- (hereinafter referred to as the “**Lessor**”) which  
expression shall, where the context so permits, means and includes its successors,  
administrators, executors and assigns) of the **ONE PART**;

#### **AND**

SINDH TRANSMISSION & DISPATCH COMPANY (PVT.) LIMITED, incorporated  
under the Companies Ordinance, 1984, having its registered office at 3<sup>rd</sup> Floor, State Life  
Building No.3, Dr. Ziauddin Ahmed Road, Karachi, as the “**Lessee**” which expression shall,  
where the context so permits, means and includes its successors, administrators, executors  
and assigns) of the **OTHER PART**.

WHEREAS the Lessor is fully seized and possessed of and entitled to all that piece and  
parcel of Property -----.

AND WHEREAS the Lessor has agreed to let and the Lessee has agreed to take on lease the  
aforesaid premises measuring ----- sq.ft. for opening of -----.  
(hereinafter referred to as the “**Demised Premises**”) on the terms and conditions as set forth  
hereunder:

NOW, THEREFORE, THIS AGREEMENT WITNESSETH AS UNDER:

In consideration of the Lessee paying the rent herein after reserved in the manner hereinafter  
mentioned and the covenants hereinafter written to be observed by the Lessor and the Lessee,  
the Lessor doth hereby demise upon the Lessee the Demised Premises for a term of Eleven  
(11) months commencing from ----- and ending on -----.



**SECTION – I**  
**(GENERAL TERMS)**

Term

1. The Lessor hereby demises unto the Lessee the Demised Premises for a period of Eleven (11) months commencing from ----- and ending on ----- (both days inclusive), renovation for further terms as per terms agreed between parties.

Rent

2. The monthly rent of the Demised Premises will be Rs.-----/- (Rupees ----- only) which shall be subject to 8% increase if the parties agree to renew the lease beyond one year period..

Advance Rent

3. The Lessee will pay the rent to the Lessor on monthly basis/quarterly basis. The Lessee shall deduct income tax from all amounts payable to the Lessor towards rent of the Demised Premises.

Renewal of Lease

3. On expiry of the term of Lease hereunder, the Lease shall be extended at the option of the Lessee on the terms and conditions to be mutually agreed upon by the parties hereto provided the Lessee has served upon the Lessor a notice of its intention to renew the Lease at least 90 days prior to the expiry of the tenure of the Lease as aforesaid.

Termination

4. The Lessee shall have a right to terminate this Agreement upon giving to the Lessor 90 days' notice in writing.

Ejectment

5. The Lessor hereby expressly waives all its statutory and other rights of ejecting the Lessee from the Demised Premises except in the event Lessee fails to fulfill its commitments as appearing in Section II hereafter.

Indemnity

3. The Lessor hereby declares that the Demised Premises are free from all encumbrances, charges, claims and demands and that the Lessor have not done or omitted to do any act, deed or thing whatsoever whereby the Demises Premises may be subject to any charge, lien or attachment by any Bank, Court of Law, authority or person whosoever. The copies of title documents provided to the lessee are genuine and valid. If any discrepancy is found at a later stage affecting the lessee's rights, the lessor undertakes

to rectify the same with in seven (7) days, failing which the lessee reserves the right to terminate the agreement, whereupon the lessor shall be bound to immediately refund the advance rent for the unexpired period.

**SECTION – II**  
**(LESSEE’S COVENANTS)**

The Lessee hereby covenants with the Lessor that it shall:

- i) Not assign or sub let the Demised Premises or any part thereof to any other party;
- ii) Use the Demised Premises for exclusive purpose of its office only;
- iii) Pay on or before the due date all water, tanker charges, electricity, gas and telephone bills and any incidental charges or amounts claimed in respect thereof pertaining to the term of lease hereunder and handover copies of bills to the Lessor;
- iv) Handover vacant and peaceful possession of the Demised Premises to the Lessor on expiry of the lease term as aforesaid or extended lease term as the case may be.
- v) On termination of the lease as provided herein above in the same condition in which it was handed over to Lessee; except normal wear and tear;
- vi) Carry out at its cost civil and/or electrical repair work as may be necessary for restoration and rehabilitation of the Demised Premises to the same condition when it was taken over by the Lessee if the same are damaged by fire or other mishap during the term of lease;
- vii) Not carry out any structural alterations to the Demised Premises without the permission of the Lessor save those expressly authorized hereunder.
- viii) To pay timely and regular rent as per lease agreement.

**SECTION – III**  
**(LESSORS’ COVENANTS)**

The Lessor hereby covenants with the Lessee that he shall:

The Lessor hereby covenants with the Lessee that he shall:

- i) Hand over the possession of the Demised Premises to the Lessee at the time of signing of this agreement;
- ii) To provide place for Emergency Exit. for any emergency situation in branch;
- iii) To provide NOCs/Permissions for establishment of Bank’s Branch at the Demised Premises from all concerned local/ town/ city administration departments and onward submission to the concerned departments for power, telephone, DXX and ISDN lines, etc., at their cost and risk. In case the branch premises are sealed

during construction by any govt. department or stay order is issued by court, the rent will not be paid of the period the premises remained closed.

- iv) To provide proper place for Earth Bore/Earth Pits.
- v) Be responsible to resolve any issue, if arises regarding ownership of cited property, in case of failure to do so , lessor will be liable to return the advance rent of remaining period along with all expenses incurred by the bank for renovation of its branch at the demised premises.
- vi) Allow the Lessee to enjoy peaceful possession of the Demised Premises without any let or hindrance;
- vii) Allow the Lessee to construct RCC lockers room/ vaults, toilet(s) and one kitchen in the Demises Premises as per its requirement;
- viii) Allow installation of radio/TV/PTCL/DISH antenna and Network Tower (100 feet approximately) on the roof top of the Demised Premises without any extra charges;
- ix) Allow installation of Solar PV Panels, at roof top for solar operated power system of Branch, which may take about 400 sq.ft. without any extra charges.
- x) Provide suitable space (around the premises or on the roof top ) in Demised Premises without any extra charges for the installation of generator 60 KVA OR below and also provide Tax Certificate for permission of concerned departments for installation of generator.
- xi) Pay all municipal, government, non-government and other rates, taxes and assessments which may be levied in respect of the Demised Premises;
- xii) Not do or cause to be done by himself or his agent, workman or employee anything which may be or may become a nuisance value for the Lessee and/or its customers;
- xiii) Ensure that the Demised Premises are and continue to remain structurally sound and undertake at his cost such major structural repairs as may be deemed necessary by the Lessee;
- xiv) Allow installation of outer of the ACs at a technically suitable place without any extra charges;
- xv) Allow the placement of Lessee's signage/signboard on the roof top and front of the Demised Premises without any monetary claim.

- xvi) Keep the Lessee indemnified from any loss(es) sustained on account of any defect in the Lessor's title to the Demised Premises or any misrepresentation and concealment of fact at the time of entering into this Lease Agreement;
- xvii) Allow installation of any machinery, equipment, apparatuses, communication system etc. as may be required by the Lessee to carry out its normal business and operational activities;
- xviii) Allow Lessee to paint, display, affix or exhibit signs and insignia as may be appropriate and necessary for its various activities at its own cost;
- xix) Allow Lessee to make partitions in the hall and convert the Demised Premises into workable condition as per its requirement. Any approval or permission required in this respect from any official authority, the lessor will obtain such approval / permission at his own cost.
- xx) Provide at his expense running sweet water connection throughout the tenancy period;
- xxi) Provide at his expense sewerage line (outer point) and also arrange repairing/shifting of drainage lines of upper floor, from demised premises, if any at lessor's expense.

IN WITNESS WHEREOF the parties have signed these presents on the day, month and year first above mentioned.

**LESSOR**

**LESSEE**

**Sindh Transmission & Dispatch Company (Pvt.) Ltd.  
For & behalf of Sindh Transmission & Dispatch  
Company (Pvt.) Ltd.**

\_\_\_\_\_  
Name :  
S/o :  
CNIC :

**WITNESSES**

Full Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
NIC No.: \_\_\_\_\_  
Address : \_\_\_\_\_

Full Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
NIC No.: \_\_\_\_\_  
Address : \_\_\_\_\_

**IMPORTANT:**

**It is the mandatory for the lessor to agree all clauses of this agreement. In case of any disagreement at any stage of Contract, the bid will stand cancelled.**

## **Annexure “B”**

### **8. SCHEDULE OF AVAILABILITY, SUBMISSION & OPENING OF BIDS**

For details refer to Newspaper Advertisement published on the subject matter.

## **Annexure “D”**

### **8. SPECIMEN OF INTEGRITY PACT**

## **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.*

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE  
SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS. 10.00  
MILLION OR MORE**

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

..... [name of Contractor] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative department or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Contractor] 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 inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

[name of Contractor] 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 GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[*name of Contractor*] 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 rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [*name of Contractor*] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [*name of Contractor*] 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 GoS.

Name of Procuring Agency: .....

Name of Contractor: .....

Signature: .....

Signature: .....

[Seal]

[Seal]