



**WOMEN DEVELOPMENT DEPARTMENT,
GOVERNMENT OF SINDH**



NO. DD(ADMN)/DWD/SCSW /2017/416
GOVERNMENT OF SINDH
DIRECTORATE OF WOMEN DEVELOPMENT
NOTICE INVITING TENDER (NIT)

Women Development Department, Government of Sindh, invites sealed tender under SPPRA Rules 2010 from interested owners/their representatives having requisite premises for acquiring accommodation on rental basis for establishment of office of "Sindh Commission on the Status of Women (SCSW)".

The basic requirements are as under

Preferred Location	<ul style="list-style-type: none">- Clifton, Shahra-e Faisal, Saddar (near Sindh Secretariat), PECHS, Defence
Area/Space	<ul style="list-style-type: none">- Preferably 6-8 rooms with at least 3 baths, kitchen- furnished with all fixtures and fittings- Proper electricity, Gas supply, Water supply and drainage system- Parking space for 3-4 vehicles
Necessities	<ul style="list-style-type: none">- The premises must be vacant and free of all encumbrances, claims and disputes.- The documentary evidences of ownership, copy of approved lay out plan as well as up to date copies of duly paid utility bills/ taxes including electricity, telephone, Water & Sewerage and Sui gas should be made available.- The rate/rent quoted should be inclusive of all taxes/levied by FBR & SRB.
Condition	<ul style="list-style-type: none">- The premises must be neat and clean and freshly white washed

Tender documents can be obtained from the office of the Director, Women Development, as mentioned below, on making written request to the "**Chairperson, Sindh Commission on**



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theStatus of Women”to the address9th floor, State Life Building No. 11, Abdullah Haroon Road, Near Zainab Market, Saddar,Karachi on payment of Rs. 1000/- (one thousand) in cash (non-refundable) as cost of document on any working day from 10:00am to 3:00pm from the date of publication of this notice till23rdOctober 2017 as per SPPRA Rules.

Tenders in sealed envelope along with 1% security money in shape of pay order/ demand draft from any scheduled bank in favor of “Director, Women Development Department” should be dropped in the Box placed for this purpose at the address mentioned below.


Proposal (Technical & Financial) shall be received on 24thOctober 2017, till 02:00 pm and shall be opened on same date at 03:00 pm in presence of bidder or their authorized representative who care to be present. The interested parties may submit their sealed envelopes in the” **Committee Room”, Directorate of Women Development,9th floor, State Life Building No. 11, Abdullah Haroon Road, Near Zainab Market, Saddar, Karachi** In case the tender is not opened on scheduled date, due to any force de majeure then the same shall be submitted and opened on next working day as per schedule mentioned above. Financial proposals pertaining to bids found technically non-responsive shall be returned un-opened to the respective bidders.

Deputy Director (Admin)

**Directorate of Women Development
9th floor, State Life Building No. 11, Abdullah Haroon Road, Near Zainab Market,
Saddar,Karachi**

ANNUAL PROCUREMENT PLAN
HIRING OF PREMISIS for SCSW
FINANCIAL YEAR 2017-18

S.No	Description of Procurement	Qty	Estimated proposed unit cost	estimated total cost	Funds Allocated	Source of funds (ADP/Non ADP)	Proposed Procurement method	Timing of procurement				Remark
								1st Qtr.	2nd Qtr	3rd Qtr	4th Qtr	
1	Hiring Premises in Karachi for establishment of office of Sindh Commission on the Status of Women (SCSW)	1	125,000/ per month	1,500,000/-	1,500,000/-	Non ADP	Single Stage one envelop	--	--	--	--	for establishment of office of Sindh Commission on the Status of Women (SCSW) under approved budget KQ 2075, Head of account A-03402


 Deputy Director (Admin)
 Directorate of Women Development
 Government of Sindh



GOVERNMENT OF SINDH
WOEMEN DEVELOPMENT DEPARTMENT
Karachi dated the 7th August, 2017.

NOTIFICATION

NO. SO (G)/WDD/2-4/2017: In pursuance of Rule 31(1) of SPPRA Rules 2010 (amended 2013), a Committee comprising of following officers is hereby constituted regarding hiring of accommodation/space for the establishment of office of Directorate of Women Development and Sindh Commission on Status of Women at Karachi.

- | | |
|---|-------------|
| 1. Mr. Wali Muhammad Qureshi
Deputy Director (BPS-18)
Women Development Department; | Chairperson |
| 2. Deputy Director (BPS-18)
Social Welfare Department; | Member |
| 3. Assistant Engineer (BPS-17)
Works & Services Department; | Member |
| 4. Section Officer (BPS-17)
Women Development Department; | Member |
| 5. Dr. Sadia Farnaz
Manager, Day Care Centre Karachi. | Member |

Term of Committee:

As per Scope of Work.

**MUDASSIR IQBAL
SECRETARY TO GOVT. OF SINDH**

NO.SO(G)/WDD/2-4/2017

Karachi dated 7th August, 2017

A Copy is forwarded for information to:

1. MD SPPRA, Karachi.
2. P.S to Secretary, Women Development Department, Govt. of Sindh.
3. The Director, Women Development Department, Sindh.


(M. Bakhsh Jokhio)
Section Officer (General)



GOVERNMENT OF SINDH
WOMEN DEVELOPMENT DEPARTMENT

Karachi dated the 21st November, 2016
G/R Den

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. 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 to be nominated by
head of the procurement agency | Member |

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. SO(G)/WDD/CRC/2-18/2015/809

Karachi, dated 21st 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 Women Development Department.
5. All Members.
6. Officer Order File.

(MUHAMMAD BUX JOKHIO)
SECTION OFFICER (GENERAL)
21/12/2016



**WOMEN DEVELOPMENT DEPARTMENT,
GOVERNMENT OF SINDH**

**WOMEN DEVELOPMENT DEPARTMENT
GOVERNMENT OF SINDH**

STANDARD BIDDING DOCUMENT

**FOR HIRING OF PREMISES IN KARACHI
FOR ESTABLISHMENT OF OFFICE OF
SINDH COMMISSION ON THE STATUS OF WOMEN (SCSW)**

Asif

**Directorate of Women Development
9th floor, State Life Building No. 11, Abdullah Haroon Road, Near Zainab Market, Saddar,
Karachi**



**WOMEN DEVELOPMENT DEPARTMENT,
GOVERNMENT OF SINDH**

NO.DD(ADMN)/DWD/SCSW /2017/4184

Title of Tender	Hiring of Premises in Karachi for establishment of office of Sindh Commission on the Status of Women (SCSW).
Official Address	Directorate of Women Development 9 th floor, State Life Building No. 11, Abdullah Haroon Road, Near Zainab Market, Saddar, Karachi
Date of Issuance of bidding document:	With effect from date of publication to 23 rd of October, 2017.
Submission Date and time:	24 th of October, 2017 at 2:00 P.M
Opening Date and Time:	24 th of October, 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. 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).



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1. INVITATION FOR BIDS (IFB):

The Women Development Department, Government of Sindh invites sealed proposal for hiring of premises for establishment of office of Sindh Commission on the Status of Women (SCSW) in Karachi, preferably in the locations described in NIT, for a period of (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). 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 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,

Deputy Director (Admin)
Directorate of Women Development
9th floor, State Life Building No. 11, Abdullah Haroon Road,
Near Zainab Market, Saddar, Karachi



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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:

Deputy Director (Admin)
Directorate of Women Development
9th floor, State Life Building No. 11, Abdullah Haroon Road,
Near Zainab Market, Saddar, Karachi

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

2.3.4 Financial Proposal



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

2.3.5 Bid Currencies

All prices quoted must be in Pak Rupees.

2.3.6 Bid Security

The Women Development Department, 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 Department, which shall remain valid for a period of twenty eight (28) days beyond the validity period for bids, in order to provide the Department 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 described by the Directorate. [SPPRA Rule 38 (1)]



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2.4 Submission of Bids

2.4.1 Sealing and Marking of Bids

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

2.4.2 Clarification of Bidding Documents

Interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and 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 an authorized representative, and shall include a copy of the authorization. Provided that, written notice of withdrawal, shall be received by the Women Development Department, 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 Women Development Department, 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 Women Development Department, 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)]



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4. The Women Development Department, Government of Sindh shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds. [SPPRA Rule 25 (4)]

2.5 Opening and Evaluation of Bids

2.5.1 Opening of Bids

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, Women Development Department, 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 Clifton, Shahra-e Faisal, Saddar (near Sindh Secretariat), PECHS, Defence	Site Plan
		20			Away/ Stride the main Location	
2.	Approach to the Building	20			Easy Approach	Evidence
		10			Crowded Approach	
3.	Area	20			200-240 Sq. yards and above, Preferably 6 to 8rooms with at least 3 baths, one Store Room, kitchen fully equipped with Cabinet, Sink, Gas and Water connection, Geyser, Boundary Wall around the premisesfurnished with all fixtures and fittings	Title document of the Property 



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					Proper electricity, Gas supply, Water supply and drainage system	
		10			Between 150 to 200Sq.yd..	
		5			Below 150Sq.yd.	
4.	Parking Space (Dedicated to the)	20			Parking area for 3-4 vehicle	Numbers
		10			Parking area for 2 vehicle	
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 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 Women Development Department, 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 Women Development Department 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 Women Development Department, Government of Sindh.

2.6.2 Procuring Agency may reject any or all Bids.

The Women Development Department, 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 Women Development Department, 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 Women Development Department, 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 Women Development Department,



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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 Women Development Department, 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 Women Development Department, Government of Sindh as per locations given in the advertisement.



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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 Women Development Department, 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 Women Development Department, 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.

5.1.8 Modifications or Variations



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Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposal for modification or variation made by the other Party.

5.1.9 Force Majeure

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

5.1.9.1 No Breach of Contract

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

5.1.9.2 Extension of Time

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

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

5.1.11 Good Faith

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

5.1.12 Settlement of Disputes

5.1.12.1 Amicable Settlement

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



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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.

Amir



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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 _____ 2017

Signature

In the capacity of

(Bidder/Company/Nominated State Agent Seal)

Duly authorized to sign Bids for and on behalf of: