

1. NOTICE

OFFICE ACCOMMODATION REQUIRED

An office building located at a suitable place in Hyderabad like Qasimabad, Saddar, Civil Lines, Hirabad, SMCHS or Citizens Colony is required on rent for establishment of Regional Directorate of Sindh Technical Education and Vocational Training Authority, Hyderabad Region. The office building should be spread over an area of 400 to 500 sq yards and comprise the following:

1.	Rooms:	07 No.
2.	Meeting Hall	01 No.
3.	Waiting/Visitors Room	01 No.
4.	Staff Room	01 No.
5.	Guest Room	01 No.
6.	Kitchen	01 No.
7.	Toilets (Common)	02 No.
8.	Covered parking:	For 06 Vehicles.

TORs and other details can be obtained from the office of the undersigned during office hours. Interested parties/owners are advised to apply according to prescribed format on or before 15th September 2010.

Sd/-
(Engr. Ghulam Muhammad Memon)
DIRECTOR

2. DATE SHEET

1. Publication of Notice on SPPRA and STEVTA Websites on 27th August 2010.
2. Last date of Receipt of bids 15th September.
3. Opening and Evaluation of bids received on 16th September.
4. Selection of premises by the purchase/hiring committee up to: 20th September 2010.
5. Signing of Agreement between lessor and lessee up to 23th September 2010.
6. Possession of the building by the lessee on 1st October 2010.

3. FORMAT FOR SUBMISSION OF BIDS.

1. Name of Owner(s): _____
2. CNIC of Owner(s) _____
3. Name of Attorney _____
4. CNIC of Attorney: _____
5. Plot/Survey No: _____
6. Location of Building: _____
7. Total Area of Building: _____
8. Covered Area of Building: _____
9. Year of Construction of Building: _____
10. Type of building: (Single/Double Storey) _____
11. Description of Rooms etc: _____
12. Additional facilities available: _____
13. Information about adjacent Buildings: _____
14. Details of Electricity Connection: _____
15. Sanctioned Electricity Load: _____
16. Details of Gas Connection: _____
17. Details of Water Supply Connection: _____
18. History of Occupants since construction: _____
19. Monthly rate of rent expected: _____
20. Terms and Conditions (if any): _____

(Signature of Bidder)

Name of Bidder: _____

Enclosures:

1. Proof of ownership/property documents.
2. Plan of Building explicitly mentioning the details and sizes of various rooms/parts of the building.
3. Copy of CNIC
4. Tax payment receipts.
5. Copies of latest Utility Bills.

(Signature of Bidder)

Name of Bidder: _____

4. TERMS OF REFERENCE

1. The building should be well maintained and in excellent condition preferably located at prominent place of Hyderabad like, Qasimabad, Saddar, Civil Lines, Hirabad, SMCHS or Citizens Colony etc.
2. Connections for utility services like electricity, gas and water should already be installed.
3. The lessor should be responsible for payment of any liabilities in any form before the possession of the building by the lessee. However, during the period of occupation lessee should be responsible for payment of utility charges.
4. The lessor should be responsible for execution of any renovation, alterations and repairs if deemed necessary by the lessee before the date of possession.
5. The building should at least comprise of the rooms etc as specified in the notice for invitation of bids.
6. A standard agreement will be signed between the owner (lessor) and the Director, STEVTA, Hyderabad (lessee) initially for a period of 11 months further extendable according to the conditions laid down in such agreement.
7. All the fixtures (Electric/Gas) should be listed before the possession and the maintenance of the same will be responsibility of the lessee during the time of possession.
8. The lessee will have the right to make any minor alteration in the building if deemed necessary at any stage under intimation to the lessor.
9. The property should be free from any mortgage, litigation or any such matter.
10. The bidder should be responsible for providing for necessary proof of ownership and property documents
11. The bidder will provide site plan and detailed architectural plan of the building, type of structure and other information related to the building.
12. The lessee will pay only agreed monthly rent of the building after first month of possession and similarly for consecutive months whereas, no advances will be paid in any form.
13. Income Tax and other taxes applicable will be paid by the owner (lessor) of the building himself.

5. BID DATA SHEET

Name of Contract	Office Accommodation for Establishment of Office of Regional Directorate of STEVTA, Hyderabad Region, Hyderabad
Name of Purchaser /Tenant	Director, STEVTA, Hyderabad Region.
Purchaser's Address, Telephone and Fax No:	Near Capri Cinema, Hirabad Hyderabad. Phone No: 022-9210406 Fax No: 022-2630819
Language /Format of Bid	The bid should be prepared in English according to the format as in '3'.
Price Quoted for Monthly Rent	Fixed per month
Currency	Pak Rupees
Bid Validity Period	30 days
Number of Copies	Original + Photostat copies
Address of Bid Submission	Near Capri Cinema, Hirabad Hyderabad. Phone No: 022-9210406 Fax No: 022-2630819
Deadline for Bid Submission	As given in Notice
Date, Time and Place for Bid Opening:	As given in Date Sheet
Evaluation Criteria	A committee constituted by the Director, STEVTA Hyderabad Region, will examine the bids and visit the short listed premises of buildings and ascertain the suitability of the building according to the requirement/specified rate of monthly rent/location of the building. The committee will finally select the building and further necessary process will be initiated.