



NO.SO(Admn-I)/12/(178)/2018  
GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT

Karachi, 16<sup>th</sup> <sup>February</sup> January, 2018

To,

The Assistant Director (Assessment)  
Sindh Public Procurement Regulatory Authority,  
Karachi

**SUBJECT :- NIT FOR HIRING OF OFFICE PREMISES FOR RESEARCH & TRAINING WING, P&D.**

I am directed to refer to the subject noted above and to enclose herewith following documents:

- (i) Notice Inviting Tender (NIT)
- (ii) Annual Procurement Plan
- (iii) Notification of Procurement Committee
- (iv) Notification CRC
- (v) Advertisement
- (vi) Minutes of the Procurement Committee
- (vii) Bidding Document.

2. It is requested to kindly hoist the NIT on the Website of SPPRA:

  
(IMRAN SIBTAIN)  
Section Officer (Admn-I)  
Phone 021-99211926

CC:

- The PS to Chairman, P&D Board, Sindh
- The PS to Secretary (Planning), P&D

SPPRA INWARD DIARY

NO :

5956

DATED :

16-02-2018

SPPRA INWARD DIARY

NO :

DATED :



## CORRIGENDUM

### NOTICE INVITING TENDER

#### REQUIREMENT OF OFFICE PREMISES ON RENTAL BASIS IN THE CLOSE PROXIMITY OF SINDH SECRETARIAT FOR RESEARCH & TRAINING WING, PLANNING & DEVELOPMENT DEPARTMENT, GOVERNMENT OF SINDH, KARACHI

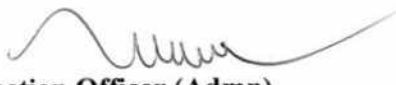
Sealed bids are invited from the eligible and interested bidders / property owners having registration with FBR for the office premises on rental basis for **Research & Training Wing, Planning & Development Department, Government of Sindh, Karachi** in the independent building/portion/Commercial building (free from all encumbrances) preferably in the close proximity of Sindh Secretariat. The requirements for the premises are as under:

Description	Schedule of Issuance of Bidding Documents	Schedule of Submission	Schedule of Opening
4,500 to 5,000 Sq. feet covered area in any commercial building nearer to Sindh Secretariat	w.e.f. the date of publication to <u>05.03.2018</u> at 1:00 pm	<u>05.03.2018</u> by 2:00 pm	<u>05.03.2018</u> at 3:00 pm

The bidding documents containing evaluation criteria and other relevant details may be collected on payment of Rs.1,000/= in shape of Pay Order in favour of "SECTION OFFICER (ADMN), PLANNING & DEVELOPMENT DEPARTMENT, GOVERNMENT OF SINDH, KARACHI " from office of the undersigned and can also be downloaded from SPPRA Website or email:secypndsindh@gmail.com. The bids will be submitted / opened in the office of the Chairman, Procurement Committee.

Attachment of a refundable in the shape of Pay Order / demand draft (1% of the total sum of Eleven (11) months rent demanded for the premises offered) as "Bid Security" in the name of "SECTION OFFICER (ADMN), PLANNING & DEVELOPMENT DEPARTMENT, GOVERNMENT OF SINDH, KARACHI" with the bid is mandatory.

In case of undesirable circumstances on submission / opening date & time or if the Government declares a holiday, the tender shall be submitted/opened on the next working day at the same time & venue. The Procuring Agency may reject all or any bids as per relevant provision of SPP Rules, 2010 (Amended 2017)..

  
Section Officer (Admn)  
Planning & Development Department  
Government of Sindh, Karachi,

**ANNUAL PROCUREMENT PLAN FOR 2017-18**  
**ADP # 1959 OF 2017-18 "RESEARCH & TRAINING WING FOR P&D AND HUMAN RESOURCE DEVELOPMENT"**

Name of Procuring Agency:

Planning & Development Department, GoS

S #	Name of Procurement (Description)	Estd. Cost	Procurement Method	Tentative Date of Procurement Notice Publication	Tentative Date of Award of Contract	Tentative Date of Completion	Remarks (if any)
1	2	3	4	5	6	7	8
1	Purchase of Plant & Machinery - Generator 45 KVA - Photostat Machines - LED TV 42" - Air Conditioners (2.0 Tons) - Air Conditioners (1.5 Tons) - Air Conditioners (1.0 Tons) - Air Conditioners (Floor Standing) (2.5 Tons) - Water Dispensers - Stabilizers 7000 Watts - Stabilizers 5000 Watts - Ceiling Fans - Bracket Fans (Black) - Electric Jugs / Kettle - Laser Fax Machine	3,000,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
2	Purchase of Hardware - Laptop - Core i7 - Destop Computer - Core i7 - LaserJet Printer	2,000,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
3	Furniture & Fixture	2,500,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
4	Printing & Publication	500,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
5	Stationery	1,000,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
6	Others	1,500,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
7	Conference System	1,200,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	
8	Entertainment	500,000.00	On cash basis under quotation limit	As & When required	--	--	
9	Contingent Paid Staff	500,000.00	On cash basis under quotation limit	As & When required	--	--	
10	Hiring of Office Premises	5,000,000.00	On cash basis under quotation limit	As & When required	--	--	
11	Renovation of offices	3,500,000.00	Open Competitive Bidding	February, 2018	March, 2018	June, 2018	



GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT

**NOTIFICATION**

**NO: SO(ADMN-I)(P&D)12(176)/2018:** In pursuance of Rule-7 of SPPRA Rules, 2010 (Amended 2017), the Government of Sindh is pleased to constitute a Goods/Works/ Non-Consulting Services Procurement Committee for implementation of ADP scheme titled "Research & Training for P&D and Human Resource Development (ADP No.1959) 2017-18" with the following composition/ TORs:

1	Additional Secretary (Admin), P&D	Chairman
2	Procurement Specialist, (MEC), P&D Department	Member / Secretary
3	Representative of Industries Department (Not Below the rank of BS-18)	Member

**Terms of Reference:**

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

-MUHAMMAD WASEEM-  
CHAIRMAN, P&D BOARD SINDH

**NO: SO(ADMN-I)(P&D)12(176)/2018:**

**Karachi Dated 12<sup>th</sup> February, 2018**

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

- The Chairman/all Members of Committee.
- The Secretary to Government of Sindh, Industries & Commerce Department, Karachi.
- Deputy Secretary (Staff) to Chief Secretary Sindh, Karachi.
- P.S. to Chairman P&D Board Sindh, Karachi.
- P.S. to Secretary (Planning) P&D Deptt, Govt. of Sindh, Karachi.
- Master File.

  
(IMRAN SIBTAIN)  
SECTION OFFICER (ADMN-I)  
TEL: 021-9211926

12/02/2018



GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT

**NOTIFICATION**

**NO: SO(ADMN-I)(P&D)12(176)/2018:** In pursuance of Rule-31 of Sindh Public Procurement Rules 2010, amended 2017 "**Complaint Redressal Committee**" for Research & Training for P&D and Human Resource Development (ADP No.1959) 2017-18 is hereby constituted with following composition/TORs:-

i)	Secretary (Planning)	Chairperson
ii)	Representative of Office of Accountant General Sindh	Member
iii)	An Independent professional from the relevant field concerning the procurement process in question, to be nominated by the head of procuring agency	Member

**Terms of Reference (TORs):-**

- As provided under Rule-31 of SPPRA Rules 2010 amended in 2017 and to perform any other function ancillary and incidental to the above.

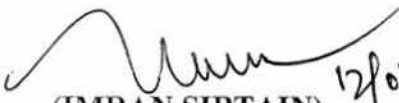
**-MUHAMMAD WASEEM-  
CHAIRMAN, P&D BOARD SINDH**

**NO: SO(ADMN-I)(P&D)12(176)/2018:**

**Karachi Dated 12<sup>th</sup> February, 2018**

A copy is forwarded for information & necessary action to:

1. The Director General, Research & Training Wing, P&D, Govt. of Sindh.
2. The Accountant General Sindh.
3. All Members of the Committee.
4. PS to Chairman P&D Board, Sindh, Govt. of Sindh.
5. PS to Secretary (Planning) P&D, Govt. of Sindh.
6. Master File.

  
(IMRAN SIBTAIN) 12/02/2018  
SECTION OFFICER (ADMN-I)  
Ph: 021-99211926



**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT**

**NOTICE INVITING TENDER**

**REQUIREMENT OF OFFICE PREMISES  
ON RENTAL BASIS IN THE CLOSE  
PROXIMITY OF SINDH SECRETARIAT  
FOR RESEARCH & TRAINING WING,  
PLANNING & DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF SINDH, KARACHI**

Sealed bids are invited from the eligible and interested bidders / property owners having registration with FBR for the office premises on rental basis for **Research & Training Wing, Planning & Development Department, Government of Sindh, Karachi** in the independent building/portion/Commercial building (free from all encumbrances) preferably in the close proximity of Sindh Secretariat. The requirements for the premises are as under:

Description	Schedule of Issuance of Bidding Documents	Schedule of Submission	Schedule of Opening
4,500 to 5,000 sq. feet covered area in any commercial building nearer to Sindh Secretariat.	w.e.f. the date of publication to 01-03-2018 at 1:00 pm	01-03-2018 by 2:00 pm	01-03-2018 at 3:00 pm

The bidding documents containing evaluation criteria and other relevant details may be collected on payment of Rs.1,000/- in shape of Pay Order in favour of "SECTION OFFICER (ADMN), PLANNING & DEVELOPMENT DEPARTMENT, GOVERNMENT OF SINDH, KARACHI" from office of the undersigned and can also be downloaded from SPPRA Website or email:secypndsindh@gmail.com. The bids will be submitted / opened in the office of the Chairman, Procurement Committee.

Attachment of a refundable in the shape of Pay Order / demand draft (1% of the total sum of Eleven (11) months rent demanded for the premises offered) as "Bid Security" in the name of "SECTION OFFICER (ADMN), PLANNING & DEVELOPMENT DEPARTMENT, GOVERNMENT OF SINDH, KARACHI" with the bid is mandatory.

In case of undesirable circumstances on submission / opening date & time or if the Government declares a holiday, the tender shall be submitted/opened on the next working day at the same time & venue.

The Procuring Agency may reject all or any bid as per relevant provision of SPP Rules, 2010 (Amended 2017).

**Section Officer (Admn)**  
**Planning & Development Department**  
**Government of Sindh, Karachi,**  
2nd Floor, Sindh Secretariat Building No.2, Karachi.  
Tel: +92 21 99211926 Fax: +92 21 99211423  
email:secypndsindh@gmail.com

INF-KRY: 878/18

Say No to Corruption

ہم دہشت گردی کے خلاف کام کریں۔






No.SO(Admn-I)/(P&D)12(176)/2018  
GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT


Karachi, 13<sup>th</sup> February, 2018

**MINUTES OF MEETING OF PROCUREMENT COMMITTEE CONSTITUTED  
FOR IMPLEMENTATION OF ADP SCHEME NO.1959 (2017-18) NAMEDLY  
"RESEARCH & TRAINING WING FOR P&D AND HUMAN RESOURCE  
DEVELOPMENT"**

Meeting of the Procurement Committee constituted vide P&D's Notification No.SO(ADMN-I)/(P&D)12(176)/2018, dated 12.02.2018 for implementation of ADP Scheme No.1959 (2017-18) namely "Research & Training Wing for P&D and Human Resource Development" was held on 13.02.2018 at 10.00 a.m. in the office of the Chairman, P.C./Additional Secretary (Admn), P&D.

2. List of Participants of the Meeting is attached.
3. Opening the discussion, the chair apprised the participants that in order to ensure effective public service delivery, enhance the capacity of the human resource and meet the modern day development challenges by adopting modern techniques and tools of planning and development and bring the Province of Sindh to the path of sustained economic growth and prosperity, the Government of Sindh is revamping its Research & Training Wing of P&D. The Wing will now act as an in-house research, policy-advice and capacity development body for P&DD helping it to improve functioning and quality of Public Investment Management. It has been decided in the meeting of P&D Board that existing Offices of R&T i.e. Barrack No.91 & 92 are in dilapidated condition and it would not be economical to renovate the existing offices as Government Government has plans to demolish the Barracks of Sindh Secretariat 4-A & B for launching some mega project. Therefore, rental premises in the close proximity of Sindh Secretariat would be hired to house the revamped R&T Wing. For the purpose 4,500 to 5,000 Sq. feet covered area in any commercial building nearer to Sindh Secretariat. The property should be clear from all liabilities and free from legal and family disputes.
4. Accordingly, Draft Bidding/Tender documents were placed before the members of the Procurement Committee. After due deliberations and in-put of the members of the committee the documents were finalized and it was decided to furnish them to Information & Archives Department/SPPRA for appropriate advertisement.
5. Meeting ended with a vote of thanks to and from the chair.

  
(SAEED NIZAMANI)  
PROCUREMENT SPECIALIST  
MEMBER OF P.C.

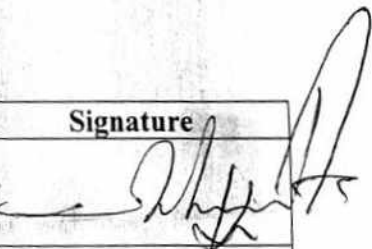


  
REPRESENTATIVE OF  
INDUSTRIES & COMMERCE  
MEMBER OF P.C.

  
(MUHAMMAD ALI KHOSO)  
ADDITIONAL SECRETARY (ADMN)  
CHAIRMAN OF P.C.

**MINUTES OF MEETING OF PROCUREMENT COMMITTEE CONSTITUTED  
FOR IMPLEMENTATION OF ADP SCHEME NO.1959 (2017-18) NAMELY  
"RESEARCH & TRAINING WING FOR P&D AND HUMAN RESOURCE  
DEVELOPMENT"**

**13<sup>th</sup> February, 2018 at 10.00 a.m.**

**ATTENDANCE SHEET**

S.No.	Name & Designation	Contact No.	Signature
1	A.S. (Admin) (41) Muband Ali Khan	0300/8214887	
2	Saeed Nizami Procurement Specialist (MSE)	913-2984900	
3-	Musant Muzee	0304-4097299	





**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT**

**PLANNING & DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SINDH**

**STANDARD BIDDING DOCUMENTS**

**FOR ACQUIRING OF OFFICE PREMISES ON RENTAL BASIS IN THE  
CLOSE PROXIMITY OF SINDH SECRETARIAT FOR RESEARCH &  
TRAINING WING, PLANNING & DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF SINDH, KARACHI**

**Address:** Planning & Development Department, Government of Sindh, Sindh Secretariat Building No.II, Karachi.

Tel: +92 21 99211926 Fax: +92 21 99211423 email:secypndsindh@gmail.com

Date of Tender Issue/Closure: Tender	From the date of publication up to 1 <sup>st</sup> March, 2018 till 1:00 P.M
Submission Date and time: Tender	3 <sup>rd</sup> March, 2018 by 2:00 P.M
Opening Date and Time:	3 <sup>rd</sup> March, 2018 at 3:00 P.M
Bidding Process	Single Stage - One Envelope
Bid Validity	90 days
Bid Security:	1% of the total sum of Eleven (11) months 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:**

This Bidding Process will be governed under Sindh Public Procurement Rules, 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 issued there under (“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-2017).



**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT**

**1. INVITATION FOR BIDS (IFB):**

The Planning & Development Department, Government of Sindh, Karachi invites sealed proposal for acquiring of office premises on rental basis in Karachi for Research & Training Wing, Planning & Development Department, Government of Sindh 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 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.

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,

**Section Officer (Admn)  
Planning & Development Department,  
Government of Sindh, Karachi**

Tel: +92 21 99211926 Fax: +92 21 99211423

email:secypndsindh@gmail.com



## 2. INSTRUCTION TO BIDDERS (ITB)

### 2.1 Corresponding Address

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

**Section Officer (Admn)  
Planning & Development Department,  
Government of Sindh,  
Sindh Secretariat Building No.II Karachi**

Tel: +92 21 99211926 Fax: +92 21 99211423 email:secypndsindh@gmail.com

### 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 Planning & Development Department 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 Planning & Development Department 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].

**2.3.5 Bid Currencies**

All prices quoted must be in Pak Rupees.

**2.3.6 Bid Security**

The Planning & Development Department shall require the bidders to furnish the Bid Security of 1% of Eleven (11) month rent demanded of the premises, in shape of Pay Order or Irrevocable Bank Guarantee acceptable to the Planning & Development Department, Government of Sindh, Karachi, which shall remain valid for a period of twenty eight (28) days beyond the validity period for bids, in order to provide the Planning & Development Department, Government of Sindh, Karachi 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 Planning & Development Department, Government of Sindh, Karachi 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, from the date of bid opening prescribed by Planning & Development Department, Government of Sindh, Karachi 38 (1)]

## **2.4 Submission of Bids**

### **2.4.1 Sealing and Marking of Bids**

This is the Single Stage - One Envelope Procedure; the bid shall comprise a single package containing **ELIGIBILITY CRITERIA** (duly filled in all respect) 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 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 Planning & Development Department, Government of Sindh, Karachi 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. Planning & Development Department, Government of Sindh, Karachi may cancel the bidding process at any time prior to the acceptance of bid or proposal; [SPPRA Rule 25(1)]



**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT**

2. Planning & Development Department, Government of Sindh, Karachi 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. Planning & Development Department, Government of Sindh, Karachi 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 by** Planning & Development Department, Government of Sindh, Karachi.

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, Planning & Development Department, Government of Sindh, Karachi 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.



**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT**

**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 Eleven (11) months rent demanded (Refundable)
3	Tender Fee Rs.1000/= (Non-Refundable)
4.	Authorization of Bidder/Firm/Nominated State Agent and should be signed by a person competent on stamp paper of Rs.200/= (Format Attached)
5.	Litigation history on stamp paper of Rs.200/=
6.	Covered area below 4500 Sq. ft. shall be disqualified

**EVALUATION CRITERIA & COMPARISON OF BIDS:**

The received bids shall be evaluated 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/Informa to be Enclosed
1.	Location	40			Clifton area, Karachi	Site Plan
		20			Away/ Stride the main Location	
2.	Approach to the Building	20			Easy Approach	Evidence
		10			Crowded Approach	
3.	Area	20			Above 5000 Sq.ft. to 6000 Sq.ft. and above	Title document of t Property
		10			4000 Sq.ft. to 5000 Sq.ft.	
4.	Dedicated Parking Space	20			With Parking	Numbers
		0			Without Parking	
<b>TOTAL MARKS:</b>		<b>100</b>			<b>Qualified/ Disqualified</b>	



**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT**

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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.



### **2.5.5 Discussions Prior Evaluation**

If required, prior to evaluation of the bid, 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], Planning & Development Department, Government of Sindh, Karachi 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 Planning & Development Department, Government of Sindh, Karachi.

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

Planning & Development Department, Government of Sindh, Karachi 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, Planning & Development Department, Government of Sindh, Karachi 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.

Planning & Development Department, Government of Sindh, Karachi 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 7 Days from the date of notification of the award, the successful bidder shall furnish to Planning & Development Department, Government of Sindh, Karachi particulars as may be asked by the Planning & Development Department, Government of Sindh, Karachi.



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The Contract shall be signed by the parties at above said address, 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 Planning & Development Department, Government of Sindh, Karachi as per the 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) \_\_\_\_\_

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. Bid security of 1% of Eleven (11) months rent demanded of the premises, in shape of pay order or irrecoverable Bank Guarantee acceptable to the Planning & Development Department, Government of Sindh, Karachi is to be attached with Financial Proposal.

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

**5.1.2 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 Planning & Development Department, Government of Sindh, Karachi or the Owner 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**

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.

##### **5.1.12.2 Arbitration**



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If the Planning & Development Department, Government of Sindh, Karachi 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 \_\_\_\_\_ 2018.

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

**LANDLORD**

**TENANT:**



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(2)

**AND WHEREAS** the TENANT has agreed to take the aforesaid premises on rent with effect from \_\_\_\_\_ 2018, 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 \_\_\_\_\_ 2018, 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 eleven months in advance on signing of this Agreement.
3. THAT in case of renewal the rent will be increased @ 10% 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.





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- 11. THAT the Tenant shall in no case let our or sub-let premises collectively or individually to any other person or persons of 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**



## **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 \_\_\_\_\_ 2018

Signature

\_\_\_\_\_  
In the capacity of

(Bidder/Company/Nominated State Agent Seal)

Duly authorized to sign Bids for and on behalf of:



## 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.)*

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)