

REQUEST FOR PROPOSAL (RFP)

HIRING OF OFFICE BUILDING/ACCOMMODATION IN QUETTA FOR CAMP OFFICE AT QUETTA BALUCHISTAN



**M/O PLANNING, DEVELOPMENT & SPECIAL INITIATIVES,
PROJECTS WING,**

**PPMI COMPLEX, SECTOR H-8/1
ISLAMABAD.**

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1: INVITATION FOR BIDS

GOVERNMENT OF PAKISTAN M/O PLANNING, DEVELOPMENT & SPECIAL INITIATIVES

INVITATION OF BIDS OFFICE SPACE REQUIRED IN QUETTA FOR PROJECTS WING STAFF

Sealed bids are invited for office building/accommodation with the minimum required area of 3000 sq ft on rent in Quetta.

Interested bidders may download the bidding document from the website of M/O PD&SI (www.pc.gov.pk) containing terms and conditions, method of procurement, evaluation criteria and other requirements. Copy of tender is also available on the website of PPRA (www.ppra.org.pk).

The bids prepared in accordance with the instruction in the bidding document must be submitted to Director General (Coord/Plan), M/O Planning, Development & Special Initiatives, 2nd Floor, PPMI Complex, Street 1, H-8/1, Islamabad on/or before 1100 hours by **13th April, 2021**. The bids will be opened on the same date at 1130 hours in the presence of the bidders or their authorized representatives, who may choose to be present.

Incomplete bids will not be entertained. Competent authority may reject any or all bids at any time prior to the acceptance of a bid by invoking rule 33 of PPRA-2004.

2: TERMS & CONDITIONS

1. Sealed bids are invited from the owner of the houses for office building / accommodation with minimum required area of 3000 sq. ft on rent in Quetta for initial period of one year for M/o Planning, Development & Special Initiatives, Govt. of Pakistan (here in after referred to as “Lessor”).
2. Single stage two envelope bidding procedure shall be applied, which means that each bid shall comprise of two separate envelopes containing one financial & other technical proposal.
3. The envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion.
4. Initially, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened at 1130 hrs same day in the presence of authorized representatives.
5. The envelope marked as “**FINANCIAL PROPOSAL**” shall be remained in the custody of M/o PD&SI without being opened.
6. The M/o PD&SI shall evaluate the technical proposal as per given evaluation criteria without reference to the price and reject any proposal which does not conform to the specified requirements.
7. During the technical evaluation no amendments in the technical proposal shall be permitted.
8. The financial proposals of bids shall be opened publicly at a time, date and venue communicated to the bidders in advance.
9. After the evaluation and approval of the technical proposal, M/o PD&SI shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non responsive shall be returned un-opened to the respective bidders.
10. The lowest price evaluated bid shall be accepted.
11. The bidder should quote its rent rates for one year (12 Months) in the Financial Proposal.
12. The rates quoted shall remain valid for three (3) months from the date of opening of technical proposal.

13. Bid shall be in Pak rupees only and inclusive of all applicable taxes i.e. income tax etc., and any other tax/duties/surcharge as per current/prevalent GOP rules.
14. No claim on/of Escalation during the currency of contract will be entertained.
15. Payment shall be made in advance (through cross cheque) for six months against the quoted / agreed rent for the hired property.
16. Payment shall be made after deduction of applicable taxes i.e. Income Tax, GST etc. at source as per prevailing Government Rules at the time of payment.
17. M/o PD&SI will initially hire premises for one-year period.
18. The hiring can be extended for further period with mutual consent of both the parties with annually increase in rent @ 10%.
19. Offers are liable to be rejected if there is any deviation from the instructions as laid down in the bidding documents i.e. Incomplete bid shall not be accepted, offers are received after specified date and time, specification and other requirements are not properly adhered to or different from those given in the bidding documents.
20. Any overwriting and cutting should be avoided. However, if it is inescapable then each overwriting/cutting is to be signed and stamped by the bidder and certificate in this regard be attached with the financial bid that these cutting/overwriting had been made prior to submission of bids.
21. In case of any dispute or conflict between bidders and lesser, the case will be referred to Secretary M/o PD&SI, whose decision will be final and could not be challenged at any court of law.
22. M/o Planning, Development & Special Initiatives reserve the right to accept or reject part or whole of the tender any time by invoking rule 33 of PPRA-2004.

3: EVALUATION CRITERIA

Technical proposals shall be evaluated as per the laid down criteria. All supporting documents must be attached with Technical Proposal.

Bidder must score / achieve 60% as passing marks in technical qualification to become eligible for participating in financial bid opening. Technically qualified bidders shall be allowed to participate in the financial bid opening process. The financial bids of technically qualified bidders shall be returned un-opened as per PPRA Rules. House/premises shall be hired from the technically qualified bidder who has quoted the lowest financial bid and upon the recommendations of the relevant M/o PD&SI Procurement Committee. If two or more bidders quoted the same financial bid, then the contract will be awarded to the one who has scored highest in technical qualification.

Part A) Mandatory Requirement *

1. The covered area of building should be minimum 3000 sq ft. with having five rooms (enclose documentary proof)
2. Owner should be of Pakistani National must have valid CNIC. (Enclose Documentary proof)
3. He must be owner of the premises / building / house. In case of two or more owner's application must be accompanied with the legal / legitimate power of attorney in the name of applicant. (enclose Documentary proof)
4. The building being offered must be free of encumbrances, possession able and free from all types of litigation. No loan has been taken against the property and it has not been pledged anywhere. House/building has been constructed as per the approved by laws of the concerned municipal/cantonment etc. agency. Previous taxes of the building (if any) have been paid by the owner. (enclose Documentary proof)
5. Previous utility bills have been paid by the owner. (enclose Documentary proof)
6. Building has approved building plan from concerned controlling agency. (enclose Documentary proof)
7. Building has all basic amenities like electricity, water and telephone. (enclose Documentary proof)
8. Building has 3 phase electric connection. (enclose Documentary proof)

(PART B) GENERAL CRITERIA

S.NO	DESCRIPTION	EVALUATION CRITERIA	MAX	EARNED MARKS
1	Covered Area	a. Within 3000 to 3500sqft 10Marks b. Less than 3000sqft 00 Marks	10	
2	Location of Premises	Located on main (60 feet or more)road 10Marks Located on main (> 50 Feet and < 60feet)road5Marks Located on main ((> 40 feet and<50)road 3Marks Located on main < 40 feet single road 2Marks	10	
3	Accessibility	a. Public Transport available within 500 feet distance 5Marks b. Public Transport available within 750 feet distance 3 Marks c. Public Transport available within >1000 feet distance 2Marks d. Public Transport available within >1500 feet distance 1Marks	5	
4	Rooms	5rooms10 Marks 4rooms9 Marks 3rooms8Marks	10	
5	Hall/Conference room	Yes 10 Marks No 5 Marks	10	
6	Bath rooms	3bathrooms 5Marks 2bathrooms 3Marks	5	
7	Flooring	Tile/Marble flooring in good condition 5Marks Chips flooring in good condition 3Marks	5	
8	Parking space	a. Parking for2vehicles5Marks b. Parking for1vehicle 3Marks	5	
9	Security arrangement	a. Barbed Wire on all external walls andsecurityroom5Marks b. Security room 3Marks	5	
10	Generator wiring	a. Generator wiring available 10Marks b. Generator wiring not available 0Marks	10	
11	UPS wiring	a. UpsWiring available5Marks b. Ups Wiring not available 0Marks	5	
12	Open Area/Corridor	Open Area available on 200Sqftarea 5Marks Open Area available on 100Sqftarea 3Marks Open Area not available 0Marks	5	
13	Water Connection/Self Boring	a. Self-boring 5Marks b. Water connection govt 3Marks	5	

14	Wooden Cabinets in rooms for files	a. Wooden cabinet in each room 5Marks b. Wooden cabinet per room 1Marks	5	
15	Kitchen	a. Yes 5Marks b. No 0Marks	5	
d.Total			100	
<p>i. Minimum qualifying marks are 60% in above table. Attach Supporting documents.</p> <p>ii. Financial Proposals, having 60% Marks and above in qualification shall be opened and non-qualified bids shall be returned unopened.</p> <p>iii. M/o PD&SI procurement committee shall visit the premises and marks shall be awarded as per criteria given above.</p>				

4: FINANCIAL PROPOSAL

The bidder should quote its rent rates for one year in figures as well as in words. Bid shall be in Pak rupees only and inclusive of all applicable taxes i.e. income tax etc. and any other tax/duties/surcharge as per current/prevalent GoP rules

Name of Owner: _____

CNIC No. _____

Premises Address (Which is to be sublet) _____

Residential Address _____

Telephone No _____ Fax No. _____

Mobile No. _____

National Tax No _____

Rent Per Month Rs _____

LEASE AGREEMENT

This Agreement of Lease is made at District _____ on _____ of _____ 2021.

BETWEEN

Mr _____ s/o _____ CNIC # _____, Muslim Adult, resident of House No _____, Street No. _____, Tehsil _____, District _____, hereinafter to as the Lessor / Landlord of the one part.

AND

M/O Planning, Development & Special Initiatives, Islamabad represented by Mr. _____ s/o, d/o _____, Director General M/o PD&SI, hereinafter referred to as the Lessee / Tenant of the other part (The expression Lessor / Land lord and Lessee / Tenant where ever context so permits shall always mean and include their Respective heirs , successors legal representative and assigned).

WHEREAS the Lessor / Landlord is lawful owner in possession of the House No _____, Street No., Sector _____, District _____, comprises of _____ rooms, hall, _____ kitchen and _____ bath rooms hereinafter collectively called the demised premises.

And whereas the Lessor / Land lord has agreed to Lease / rent out and the Lessee / Tenant have agreed to take on lease / rent the demised premises on the terms and conditions as given below: -

ARTICLE 1 TERM

This agreement shall be effective once signed by the parties and shall remain valid for a period of year (From _____ to _____) unless either party terminates it by one (1) month's advance written notice. This agreement may be renewed or extended by another written agreement between the parties.

ARTICLE 2 PRICE, PAYMENT CONDITIONS, SECURITY DEPOSIT

(i) The Lessee shall enjoy peaceful possession of the Premises without disturbance by the Lessor.

(ii) The rent of the Premises shall be Rs.(Rupees _____ only) per month.

(iii) Payment will be made on six-month basis (in advance).

iv) That the rent will be paid by the Lessee to the Lessor after deduction of withholding tax, if so required under the Taxation Laws.

(v) The Lessor designated bank account shall be in his own name and not in the name of another individual.

(vi) 10% increment will be made on annual basis

2.1 CONTRACTUAL OBLIGATIONS

- i. The Lessee shall not damage or make any structural alterations to the Premises.
- ii. The Lessor shall be entitled to inspect the premises after giving reasonable notice.
- iii. The Lessee shall maintain the Premises in a good condition and shall be responsible for minor repairs.
- iv. In case the Lessor disposes off the property, the Lessee shall sign a new lease agreement, strictly on the same terms and conditions, with the new owner.
- v. Tax shall be withheld as per prevailing rules & regulations and deposited into Govt Treasury.

ARTICLE 3 TERMINATION OF THE AGREEMENT

3.1 EXCUSABLE DELAYS.

The following causes shall be accepted as excusable delays if they impede either party in performing this agreement by circumstances beyond its control i.e., force majeure; which is requisition, embargo, currency restrictions, non-receipt of payments, civil commotion, floods or acts of ALLAH Almighty. In such case, either party shall be granted reasonable extension of time.

3.2. NON-EXCUSABLE DELAYS.

If performances of a party's obligations are delayed by circumstances within its control, the other party shall have the option to cancel this agreement after the expiry of a period of one (1) month.

3.3 TERMINATION

Either party shall be entitled to terminate this agreement without judicial recourse in case of the following contingencies:

In case of two (2) months' default in payment of rent, the Lessor shall be entitled to disconnect the utilities supplied under this agreement.

Barring excusable delays, if either party defaults in performing any of the terms of this agreement and such default is not cured within thirty (30) days of receipt of written notice by the other party.

Such termination shall be effective after thirty (30) days of receipt of a termination notice by either party.

That the one month written notice in the advance in the writing will be necessary by the either party in the connections with the vacation of the said premises during the lease period.

ARTICLE 4 TAXES

The Lessor shall pay all taxes and charges due on the Premises prior to commencement of the term of this lease, after which the Lessee shall be liable for getting a telephone connection installed and for paying utility bills. The Lessor shall be entitled to see the receipts after every three (3) months.

ARTICLE 5 ASSIGNMENTS, WAIVER, AND AUTHORIZATION

This agreement shall inure to the benefit of and shall be binding on each of the parties hereto. But neither party shall assign any part of this agreement to a third party or delegate any obligation without the prior written consent of the other party, provided such consent shall not be unreasonably withheld.

5.1 WAIVER

No waiver by either party, of any rights arising out of this agreement, shall be binding on any subsequent occasion. No concession shall be treated as a variation of the contract unless specifically agreed by means of an amendment signed by both parties.

ARTICLE 6 REPRESENTATIONS AND WARRANTIES

Each party warrants and represents that:

- a. The transaction contemplated in this agreement does not constitute a default under any applicable laws nor does it create a charge or encumbrance on any credit agreement signed by either party.
- b. Each party has complied with the requirements of authorization, registration or

- giving prior notice to any Federal or Provincial Government authority.
- c. Both parties are entitled to enter into and are bound by the terms of this agreement.
 - d. Neither party nor its assets are entitled to sovereign immunity.
 - e. The provisions of Art. 8, regarding applicable law and arbitration are valid and binding and no provision of this agreement is unenforceable.

ARTICLE 7 MISCELLANEOUS

- i. Headings are for the purpose of convenient reference and shall not limit the terms of the agreement. Singular words impute plural and vice versa.
- ii. This agreement constitutes the entire agreement between the parties in respect of the matters set forth.
- iii. This agreement shall be deemed to be severable. The invalidity of one provision shall not affect the validity of the remaining provisions.
- iv. Both parties agree not to disclose the terms of this agreement to a third-party.

ARTICLE 8 APPLICABLE LAW AND ARBITRATION

This agreement shall at all times be implemented in compliance with the prevailing laws and regulations.

8.1 ARBITRATION

- i. Any dispute arising out of the terms of this agreement shall be referred to an arbitrator, appointed by the consensus of both parties, whose decision shall be final.
- ii. Both parties exclude a right of application/ appeal to a court of law in connection with a question arising out of such arbitration award.

ARTICLE 9 AGENTS/ COMMISSIONS

No Commission shall be paid by either party to any one in executing this rent agreement.

ARTICLE 10 NOTICES

Both parties shall communicate with each other through email or post at the following addresses:

M/O Planning, Development & Special Initiatives, Projects Wing, PPMI Complex,
Sector H-8/1
Islamabad.

Mr _____, House No. _____, Street No. _____, Sector _____,

District _____ (The Lessor)

10.1 The meter readings of the various utilities at the time of handing over the building, are as given below, while the lesser will be liable for the payment of utilities bills of the lease period only:

UTILITY	Meter Number	Today's Reading	Date
a) Electricity	_____	_____	_____
b) Gas	_____	_____	_____

10.2 The aforementioned terms of the agreement are effective immediately on signing thereof.

In witness where of the parties hereto have executed these presents on the day and year above written.

For M/o Planning, Development & Special Initiatives for the Lessee

1. Signature:_____

2. Name:_____

Director General-Coord/Plan
Projects wing, M/O PD&SI, Islamabad

3. Signature_____

4. Name:_____

5. s/o_____ (Lawful Owner)

CNIC NO_____

WITNESSES 1:

Signature_____

Name_____

CNIC #_____

WITNESSES 2:

Signature:_____

Name_____

CNIC#_____