



**SINDH EDUCATION FOUNDATION**  
**GOVT. OF SINDH**  
PLOT NO.21-A, BLOCK-7& 8, OCHS,  
AMEER KHUSRO ROAD, KARACHI-75600 PAKISTAN.  
PH: 021-34169141-2, 021-34169144-5, FAX #: (92-21) 99251652



## **Bidding documents**

**For**

## **National Competitive Bidding**

### **TENDER NOTICE FOR RENT BASIS SEF REGIONAL**

### **OFFICE AT KARACHI**

### **Tender# SEF/NP/15-16/45**

#### **Part Two**

#### **(Procurement specific provisions)**

- Invitation of Bids (IFB),
- Bid Data Sheet (BDS),
- Conditions of the Contract (SCC),
- Schedule of requirements,
- Technical Specifications,
- Sample Form,
- Eligibility.



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## **TENDER NOTICE FOR RENT BASIS SEF REGIONAL OFFICE AT KARACHI**

The Invitation for Bids provides information that enables interested bidders to decide whether to participate. Apart from the essential items listed in the Standard Bidding Documents (SBD), the Invitation for Bids should also indicate any important bid evaluation criteria or qualification requirement (for example, a requirement for a minimum level of experience in manufacturing a similar type of goods for which the Invitation for Bids is issued) and that the bidders should give their best and final prices as no negotiations are allowed.

The Invitation for Bids should be incorporated into the bidding documents. The information contained in the Invitation for Bids must conform to the bidding documents and in particular to the relevant information in the Bid Data Sheet.



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**TENDER NOTICE OF RENT BASIS SEF REGIONAL OFFICE AT KARACHI**

**Tender Ref SEF/NP/15-16/45**

Sealed bids, addressed to the Procurement Department, Sindh Education Foundation, are invited from estate agencies/property owners for the requirement of Office premises at Karachi on rental basis as per below mentioned details;

Strong background firms are required to provide a best proposal, they are allowed to participate as per below mentioned schedule:

DESCRIPTION OF JOB	TENDER DOCUMENTS	AVAILABILITY OF TENDER DOCUMENTS	LAST DATE OF SUBMISSION	TENDER OPENING DATE
Rent Basis SEF Regional Office at KARACHI Preferred Areas are : Overseas Cooperative Housing Society (OCHS) & (P.E.C.H.S) Pakistan Employees Housing Society	Exact details & Specifications are available in the bidding documents.	11 <sup>th</sup> April 2016 to 2 <sup>nd</sup> May, 2016  from 09:30 am to 04:00 pm (working days only)	3rd May, 2016 up to 03:00 pm  In case of any holiday/law-an-order situation/mishaps the last date of submission will be on next working day & above timing	3rd May, 2016 up to 03:30 pm  In case of any holiday/law-an-order situation/mishaps the last date of Tender opening date will be on next working day & above timing

Interested Vendors/Contractors are requested to give their best & final prices as negotiations on the prices once quoted/offered are not permissible under the rules.

Bidding documents containing terms and conditions with a prescribed Performa can be obtained from Procurement Department, Sindh Education Foundation **Karachi**, against pay order of Rs.1000/- (non-refundable) in favor of "SINDH EDUCATION FOUNDATION" and in case of download bidding documents from SPPRA or SEF website, at the time of submitting of bid, the pay order of tender fee Rs.1000/-(non-refundable) must be enclosed along with the bid in favor of "SINDH EDUCATION FOUNDATION".

All bids should be submitted in single package containing one envelope each under Single stage – One envelope procedure specified in SPPRA rules, 2010 amended 2013. Envelope shall contain the TECHNICAL & FINANCIAL PROPOSAL duly attached a 1% Bid Security (refundable) pay order of the total bid cost in the name of SINDH EDUCATION FOUNDATION Govt. **The address on the envelope should be marked to the Procurement Department of SEF.** No tender will be accepted without Bid Security & such tender(s) will be rejected at the spot.

Bids shall be opened at the **HEAD OFFICE OF SEF PLOT NO.21, BLOCK-7/8, OVERSEASE HOUSING, AMEER KHUSRO ROAD KARACHI, PAKISTAN.** on the time & date given above in the presence of Purchase Committee, SEF, Govt. of Sindh, Karachi and those authorized Persons/Firms who wish to be present.

**The Procuring Agency may reject any bid subject to relevant provision of SPP rules 2010 and may cancelled the bidding process at any time prior of acceptance of bid or proposal as per rule 25(i) of the said rules.**

This advertisement is also available on the websites of Sindh Education Foundation & SPPRA Govt. of Sindh i.e. [www.sef.org.pk](http://www.sef.org.pk) & [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) respectively.

S/d



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Deputy Director (Procurement)

## **Bid Data Sheet**



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## **Bid Data Sheet**

The following specific data for the goods/material/services to be procured shall complement, supplement, or amend the provisions in the **IFB I**. Whenever there is a conflict, the provisions herein shall prevail over those in **ITB**.

### **Procuring Agency (PA)**

Sindh Education Foundation (SEF), Government of Sindh  
Purchase of office premises on rent.

#### **PA ADDRESS**

**Sindh Education Foundation (HO)** Plot # 21-A, Block – 7& 8, O.C.H.S AmeerKhusro Road, Karachi-75600. PH: 021-34169141-2, 021-34169144-5, FAX #: (92-21) 99251652.

### **Bid Price and Currency**

**Bid Price is Pak Rupees and** the price shall be fixed

### **Preparation and Submission of Bids**

Technical Qualification requirements

N/A



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Amount of bid security.

Must be a pay order of 1% Bid Security of the total bid cost, in the name of SINDH EDUCATION FOUNDATION.

Bid validity periods is 90 days, from date of Opening of Bid.

**Number of copies .**

One original sealed in one envelope

Deadline for bid submission is 3<sup>rd</sup> May, 2016.

## **Bid Evaluation**

Criteria for bid evaluation.

*Least cost of eligible bidder*

Tenancy Agreement may Commence from .....2016

## **Contract Award**

Initial Contract shall be of Eleven months may be extendable as per conditions of contract



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## **Conditions of Contract**





## Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the is indicated in parentheses.

### 1. Performance Security

N/A

### 2. Payment

The method and conditions of payment to be made to the Supplier under this Contract: Monthly Payment before 10<sup>th</sup> of every month through Cross Cheque in the name of signee of the contract

### 3. Prices

Prices / rent shall be inclusive of all government taxes, if applicable transportation, Stamp Duty 0.3% stamps duty, shall be borne by the etc.

### 4. Delivery & Documents

Copy of lay out plan with sublease / registration in the name of

### 5. Liquidated Damages

N/A

6(i). ... Obligation shall provide paid bills of Water Electricity and Gas till handover of the premises to .....  
... shall also ensure the premises is free from any liability, loan and any claim and supply of water, electricity and gas without interruption. .... Shall allow tenant to temporary modify, renovate as per his requirement without disturbing, damaging the structure and lay out.

(ii) Tenant shall pay utility bills regularly and shall responsible for any damage liability on the premises

### 7. Resolution of Disputes

The dispute resolution mechanism to be applied as per Arbitration Act 1940:

In the case of a dispute between the Procuring agency and the Service Provider, the dispute shall be referred to Managing Director SEF, and his/her decision will be treated as final.

### 8. Applicable Law

The Contract shall be interpreted in accordance with the laws of land (Islamic Republic of Pakistan).

Extension in the Contract

Contract may be extended for another period if both parties agreed and at the rate of 10 increases in the monthly rent.

### 10. Notices

Purchaser's address for notice purposes:



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## **Schedule of Requirements**



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## **SCHEDULE OF REQUIREMENTS**

**Hire for Eleventh months tentatively from ....2016 and extendable as conditions of the contract.**

<b>S. No.</b>	<b>Cities/Offices for Rent Basis, SEF</b>	<b>Area Specifications</b>
<b>1</b>	<b>RENT BASIS SEF REGIONAL OFFICE AT KARACHI</b>	At least Covered area 1,000 Sq.yd Bungalow, 8 to 10 rooms preferably, 02 Big Hall, With suitable space for Car Parking area. <b>Preferred Areas are: Overseas Cooperative Housing Society (OCHS) &amp; (P.E.C.H.S) Pakistan Employees Housing Society.</b>

**Note:**

**The Renovation work will be carried out as per SEF approved plan.**



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## **Technical Specifications**



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## TECHNICAL SPECIFICATIONS

S. No.	Cities/Offices for Rent Basis, SEF	Area Specifications
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## Bid Form and Price Schedules

Date: .....  
 IFB No: .....

To:

**MANAGING DIRECTOR,**  
**SINDH EDUCATION FOUNDATION,**  
**GOVT. OF SINDH,**  
 PLOT NO.21-A, BLOCK-7& 8, OCHS,  
AMEER KHUSRO ROAD, Karachi-75600 Pakistan.  
**KARACHI.**

Dear Sir / Madam:

Having examined the bidding documents including Addenda Nos.*[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[the specific & the required Services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____

(if none, state "none")

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

*[signature] [in the capacity of]*



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Duly authorized to sign Bid for and on behalf of

### Price Schedule in Pak. Rupees

Name of Bidder ..... IFB Number ..... Page of.

*To be filled in Annex-A attached herewith*

*(Amount in PKRs)*

1	2	3	4	5	6	7
Item	Description	Country of origin	Quantity	Unit price DDP/EXW named place	Total DDP/EXW per item	Unit price of Delivered duty paid (DDP) / (EXW) to final destination plus price of other incidental services if required <sup>3</sup>
	<b>Office Premises require on rent. (As per technical specification mentioned)</b>	<b>Pakistan</b>				

<b>GRAND TOTAL</b> (Inclusive of all kinds of taxes, transportation & other service charges)	
---	--

**Grand Total amount in Words: Rupees.....**



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**CERTIFICATE**

We, ..... have been prepared above bid with understanding and the unit prices quoted above are inclusive of Income Tax, Sales Tax & other taxes & levies, if any. We also certify that the unit rates quoted above are valid up to 30 June 2016 & that no price escalation will be claimed for the valid time period & that any increase/implementation/imposition in tax(es) by Govt. of Pakistan will not be charged to the procuring agency separately. We, the bidder should be responsible to pay the applicable & contemporary taxes by the Govt. of Pakistan without any variation in unit rates quoted above for the FY 2015-16.

It is to declare that we, .....have examined and have no reservations to this bidding document.

In case, We, M/s ..... become successful bidder in this tender, we accept that the procuring agency (SEF) is not liable to give purchase orders of the all items and/or the quantity mentioned above against each item.

.....  
Seal & Signature of Bidder

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.  
Must be included if required under ITB 11.2





### 3. Contract Form

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [*name of Procuring Agency*] of [*country of Procuring agency*] (hereinafter called “the Procuring agency”) of the one part and [*name of Supplier*] of [*city and country of Supplier*] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., [*brief description of goods and services*] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures*] (hereinafter called “the Contract Price”).

#### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the 1 Conditions of Contract; and
  - (e) the Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)