



GOVERNMENT OF SINDH
PLANNING AND DEVELOPMENT DEPARTMENT
MONITORING AND EVALUATION CELL
KARACHI

Tender No. NIT # Dir (A&A)/435/M&E/NIT/P&D/2016 Date 01st April, 2016

Tender Document For
OFFICE SPACE REQUIRED ON RENT

Last date for Bid Submission: 26th April, 2016 @ 1500 hours
Date of Bid Opening: 26th April, 2016 @ 1530 hours

Under the project Scheme
“Support for Implementation of World Bank Reform (under T.A.) to
enhance capacity of M&E Cell in P&D, Govt of Sindh”

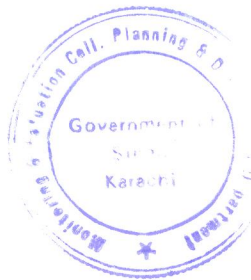
April, 2016

Director General
Monitoring & Evaluation Cell,
P&D Department, Government of Sindh
Room No. 430, 3rd Floor, Sindh Secretariat No. 2, (Tughlaque House), Karachi
Phone: 021-99211418



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Disclaimer

This tender document ('Tender') does not constitute a binding agreement or an offer or invitation by the Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh to any party other than the qualified bidders to submit the Bids. The principle purpose of this Tender is to provide the bidders with information that shall form the basis of their proposals or bids. This Tender contains the minimum requirements and information desired by the Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh. The contents hereof may be supplemented by the Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh as it deems appropriate. Each bidder may conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information given in this Tender to its satisfaction. The Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh makes no representation or warranty and shall incur no liability under any law, rules or regulations as to the accuracy, reliability or completeness of the Tender. The Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh may, at its sole discretion but without being under any obligation to do so, update, improve or supplement the information in this Tender.





GOVERNMENT OF SINDH
PLANNING AND DEVELOPMENT DEPARTMENT
MONITORING AND EVALUATION CELL
KARACHI

**NOTICE INVITING TENDER
(OFFICE SPACE REQUIRED ON RENT)**

NIT NO: _____

Karachi, Date _____

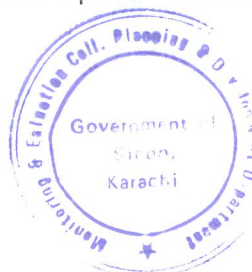
1. The Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh has received an allocation from Public Fund in Pak rupees towards the cost of **"Support for Implementation of World Bank Reform (under T.A.) to enhance capacity of M&E Cell in P&D, Govt of Sindh"**. It is intended that part of the proceeds of this allocation will be applied to eligible payments under the contract for the **"Office Space required on rent"**.

2. The Monitoring & Evaluation Cell, Planning & Development Department, Government of Sindh now invites sealed bids from interested eligible bidders for to lease office space, separate/ independent building in Karachi from original owners/ power of attorney holders or their authorized agents as per following details:

- Locality:** Shahra-e-Faisal/Nearby vicinity within the limit of 8 km from Sindh Secretariat
- Space:** 3,500 sq.ft. Unfurnished space in a Building on a single floor, 2 separate washroom, kitchen
- Parking:** Reserved car parking for at least 5 vehicles inside building
- Security:** CCTV, Guards, Reception
- Features:**
- Earthquake resistant structure
 - Fire Fighting System
 - Noise proof tempered glasses in elevation/windows
 - Atleast 03 elevators, operational on standby backup generator
 - Space for keeping Canopy Generator Set
 - Nearby fiber optic node for bandwidth
 - PTCL and NTC telephone connectivity
 - Provision of separate Emergency Exit
 - Natural Ventilation feature would be preferred
 - Ample water supply without any additional cost
 - Three phase K-E electricity connection.
 - Proposed building project should not be older than 05 years.

3. Eligibility:

- (i) Proposals for office space on rental basis only from reputable and financially sound original owners / power of attorney holders of building on Shahra-e-



Faisal within the limit of 8 km from Sindh Secretariat.

- (ii). The firm should be registered with the Income Tax, Sindh Revenue Board, Sales Tax Departments.

4. Terms & Conditions

- (i) The space offered should be free of any liability and litigation with respect to ownership, utility dues, etc.
- (ii) The rates should be quoted in Pak Rupees inclusive of all taxes, space rent and service/maintenance charges.
- (iii) No tender will be accepted by fax or e-mail.
- (iv) The responsibility for payment of all taxes in connection with the property offered shall be of the owner/ bidder.
- (v) Possession of the accommodation shall be handed over to MEC on the date of signing of the agreement.

5. Supporting Documents

Documents in support of ownership of building.

- (i) Proof that the bidder is the original owner/power of attorney holder.
- (ii) Certificate of authorized signatory if the owner is a firm, society etc.
- (iii) Copies of approved plan of the accommodation offered.
- (iv) Registration with FBR and SRB

6. Procedures of Open Competitive Bidding

The procedure for open competitive bidding shall be Single Stage – One Envelope Procedure Rule No. 46 (1) SPPRA Rules 2010 (amended – 2013).

7. Bidding/Tender Documents Schedule

Availability schedule:

- (i) **Issuance:** Documents shall be issued from 11th April, 2016 (during working hours) to 25th April, 2016 (during working hours) on payment of Rs. 1000/- as tender fee.
- (ii) **Submission Date:** Last date will be 26th April, 2016 before 1500 Hours.
- (iii) **Opening Date:** will be opened on 26th April, 2016 at 1530 Hours.
- (iv) Place of bid issuance, submission, inquiries & opening is: -

ADDRESS:

DIRECTOR GENERAL (MEC),
P&D Department, Room No. 410, 3rd Floor,
Tughlaq House, Sindh Secretariat No. 2, Karachi.
Phone: 021-99211418
Fax: 021-99211416
Email: imtiazshah08@yahoo.com



8. Terms & Conditions:

(a) Under following conditions bid will be rejected:

- (i) Conditional or Fax/E-mail/ Telegraphic bids/tenders;
- (ii) If a bid is not properly signed, named & stamped by the authorized person or written with lead pencil.
- (iii) Bids not accompanied by bid security of required amount and form;
- (iv) Bids received after the specified date and time.
- (v) If Non-Black listing & true information declaration on stamp paper not attached.
- (vi) If NTN registration number along with certificate is not attached.
- (vii) If Sales Tax Registration number along with certificate is not attached.
- (viii) If the validity of offer, terms of payment is not clearly mentioned.
- (ix) If the bid validity is less than the required period.
- (x) If the bid offer is conditional.
- (xi) If the bidder does not attach a documentary proof of the original ownership, authorized dealership or power of attorney.
- (xii) If Certificate of authorized signatory (in case the owner is a firm, society etc) is not attached.
- (xiii) If the copy of approved plan of the accommodation offered is not attached.

(b) Bid validity Period: - (90) days.

(c) Acceptance/ Rejection of bids

- (i) Only suitable building(s) will be considered to lease for the office accommodation.
- (ii) MEC has right to reject any or all the bids or proposals i.r.o unsuitable buildings in light of the relevant provisions of Sindh Public Procurement Rules 2010 (amended 2013).

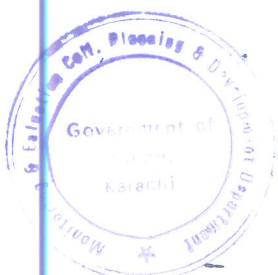
10. Bidding documents

Interested bidders can obtain tender bidding documents on the submission of written application to the above upon payment of Rs. 1000/= (non-refundable) in the shape of Pay Order in the name of DDO (MEC), P&D Department, Government of Sindh, Karachi.



(SYED IMTIAZ ALI SHAH)
DIRECTOR GENERAL
MONITORING & EVALUATION CELL,
PLANNING & DEVELOPMENT DEPARTMENT
GOVERNMENT OF SINDH

TELE: 021-99211418





GOVERNMENT OF SINDH
PLANNING AND DEVELOPMENT DEPARTMENT
MONITORING AND EVALUATION CELL
KARACHI

Part A: Instruction For Bidders

1. INTRODUCTION

- i. Name of Procuring Agency is "Monitoring & Evaluation Cell (MEC), P&D Department, Government of Sindh".
- ii. Name of Project is "Support for Implementation of World Bank Reform (under T.A.) to enhance capacity of M&E Cell in P&D, Govt of Sindh"
- iii. Name of Contract is "Office space required on rent"
- iv. Address of procuring agency is as under:

DIRECTOR GENERAL (MEC),
P&D Department, Room No. 410, 3rd Floor,
Tughlaq House, Sindh Secretariat No. 2, Karachi.
Phone: 021-99211418
Fax: 021-99211416
Email: imtiazshah08@yahoo.com

- v. The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchanged by the Bidder and the Monitoring & Evaluation Cell, P&D Department, GoS, shall be written in English. Supporting documents furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.

2. BID PRICE & CURRENCY:

- i. Bids are invited in Pak Currency.
- ii. Price shall be written in figures as well as in words.
- iii. The price shall be fixed and final and shall include all applicable government taxes, duties and other levies as of the date of Bid opening. In case of any change in rates due to imposition of new taxes by the federal or provincial government, change in existing tax rates on the Contract goods, the rate differential shall be payable by the Bidder.



iv) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder/ Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

3. VALIDITY PERIOD FOR BID

Bids shall remain valid for the period of **ninety (90) days** after the date of opening of bids. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

4. BID SECURITY MONEY

i. Bid Security Money at the rate of 2 % of the quoted value, should accompany the tender in the shape of Pay Order from a SBP scheduled bank drawn in favor of DDO (MEC), P&D Deptt, Government of Sindh. **The Tenders received without Bid Security Money will stand rejected.**

ii. Bid Security Money shall remain valid for a period of 28 days beyond the validity period for bids.

5. LAST DATE & PLACE FOR BID SUBMISSION

Last date for bid submission is **26th April, 2016** at 1500 hours at Director General (MEC), P&D Department, Room No. 410, 3rd Floor, Sindh Secretariat No. 2, (Tughlaque House), Karachi. The tender received late will not be entertained.

6. BID OPENING DATE & PLACE

Tender will be opened on **26th April, 2016** at 1530 hours at Director General (MEC), P&D Department, Room No. 410, 3rd Floor, Sindh Secretariat No. 2, (Tughlaque House), Karachi..

7. BID SUBMISSION & OPENING GUIDELINES

i. A **Single Stage-One-Envelope Procedure** shall be adopted in ranking of bids. The Tender shall be typed or written in indelible black ink and shall be numbered, signed and stamped by the person or persons duly authorized to sign on behalf of the Bidder. Bid shall be submitted in a sealed, opaque envelope.

ii. Bid envelope should be inscribed with:

Tender/NIT No & Date:

Last date & time:

Address as follows:

_____ dated _____
Date _____ Time _____

Director General (MEC),
Room No. 410, 3rd Floor,
Sindh Secretariat No. 2, (Tughlaq House),
Karachi Phone No. 021-99211418



iii. Envelopes shall be marked by name of the assignment, and sealed. If the bid is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the bid as non-responsive.

iv. During the evaluation of bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

v. The Procuring agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

vi. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

vii. The Procuring agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

8. EVALUATION & COMPARISON OF BIDS:

a) Pre-Screening for substantial responsiveness:

i. Prior to detailed evaluation, the Procuring agency shall perform pre-screening on the Yes / No basis to determine the substantial responsiveness of each bid to the bidding documents and under following conditions bid will be rejected and declared as Non-Responsive:

1. Conditional and Fax/E-mail/ Telegraphic bids/tenders;
2. If a bid is not properly signed, named & stamped by the authorized person or written with lead pencil.
3. Bids not accompanied by bid security of required amount and form;
4. Bids received after the specified date and time.
5. If Non-Black listing & true information declaration on stamp paper not attached.
6. If NTN registration number along with certificate is not attached.
7. If Sales Tax Registration number along with certificate is not attached.
8. If the validity of offer, terms of payment is not clearly mentioned.
9. If the bid validity is less than the required period.
10. If the bid offer is conditional.
11. If the bidder does not attach a documentary proof of the original ownership, authorized dealership or power of attorney.
12. If Certificate of authorized signatory (in case the owner is a firm, society etc) is not attached.
13. If the copy of approved plan of the accommodation offered is not attached.



ii. If a bid is Non-Responsive, it will be rejected by the Procuring agency and can not subsequently be made responsive by the Bidder by correction of the nonconformity.

iii. Only bids that qualify pre-screening evaluation shall be considered for Technical Evaluation.

b) Technical Evaluation:

i. A technical evaluation shall be made to evaluate responsiveness of bids for conformance to the technical specifications on Yes/No Basis.

c) Financial Evaluation:

During Financial Evaluation, the bids, which closely conform to the technical specifications and are substantially responsive to the bidding documents, shall be compared on the basis of their evaluated costs. The bid with the lowest evaluated cost, which may not necessarily be the lowest priced bid, shall be selected for award of contract.

9. ACCEPTANCE OF OFFERS

(i) Only suitable building (s) will be considered to lease for the office accommodation.

(ii) The Monitoring & Evaluation Cell, P&D Department, GoS reserves the right to accept or reject part or whole bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Monitoring & Evaluation Cell, P&D Department, GoS's action.

10. Corrupt or Fraudulent Practices

(i) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Monitoring & Evaluation Cell, P&D Department, GoS, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Monitoring & Evaluation Cell, P&D Department, GoS of the benefits of free and open competition;

(iii) "collusive practices" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Monitoring & Evaluation Cell, P&D Department, GoS, designed to influence the action of any party in a procurement process or the execution of a contract.


(iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons



or their property to influence their participation in a procurement process, or affect the execution of a contract.

Note: Monitoring & Evaluation Cell, P&D Department, GoS will reject a bid for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusive or coercive practices in competing for the contract in question and will declare that firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract.

Yours faithfully,



(SYED IMTIAZ ALI SHAH)
DIRECTOR GENERAL
MONITORING & EVALUATION CELL,
PLANNING & DEVELOPMENT DEPARTMENT
GOVERNMENT OF SINDH

TELE: 021-99211418





GOVERNMENT OF SINDH
PLANNING AND DEVELOPMENT DEPARTMENT
MONITORING AND EVALUATION CELL
KARACHI

Part B: Schedule of Requirement

- Possession of the accommodation shall be handed over to Monitoring & Evaluation Cell (MEC) in P&D Deptt, Government of Sindh on the date of signing of the agreement.
- Building rent contract period shall be initially for one year that may be extended on satisfactory performance through out the project period.

Yours faithfully,

(SYED IMTIAZ ALI SHAH)
DIRECTOR GENERAL
MONITORING & EVALUATION CELL,
PLANNING & DEVELOPMENT DEPARTMENT
GOVERNMENT OF SINDH

TELE: 021-99211418





GOVERNMENT OF SINDH
PLANNING AND DEVELOPMENT DEPARTMENT
MONITORING AND EVALUATION CELL
KARACHI

Part C: Technical Specifications

Locality:	Shahra-e Faisal/nearby vicinity within the limit of 8 km from Sindh Secretariat
Space:	3,500 sq. ft. unfurnished space on a single floor, 2 separate washroom, kitchen
Parking Space:	Reserved car parking for at least 5 vehicles inside building
Security:	CCTV, Guards, Reception
Features:	<ul style="list-style-type: none">➤ Earthquake resistant structure➤ Fire Fighting System➤ Noise proof tempered glasses in elevation/windows➤ Atleast 03 elevators, operational on standby backup generator➤ Space for keeping Canopy Generator Set➤ Nearby fiber optic node for bandwidth➤ PTCL and NTC telephone connectivity➤ Provision of separate Emergency Exit➤ Natural Ventilation feature would be preferred➤ Ample water supply without any additional cost➤ Three phase K-E electricity connection.➤ Proposed building project should not be older than 05 years.➤ The space offered should be free of any liability and litigation with respect to ownership.➤ The rates should be quoted in Pak Rupees inclusive of all required features, space rent, service/maintenance charges.➤ No tender will be accepted by fax or e-mail.➤ The responsibility for payment of all taxes in connection with the property offered shall be of the owner/ bidder.➤ Possession of the accommodation shall be handed over to MEC on the date of signing of the agreement.
Terms & Conditions	


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PLANNING AND DEVELOPMENT DEPARTMENT
MONITORING AND EVALUATION CELL
KARACHI

Part D (I): Bid Form

Date:-----

NIT No: -----

To:

Director General (MEC),
P&D Department,
3rd Floor, Room No. 410
Sindh Secretariat No. 2 (Tughlaq House),
Karachi.

Gentleman:

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 [description of goods and 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.

If our Bid is accepted, we will furnish a Pay Order (refundable) from SBP scheduled banks in favor of DDO (MEC), P&D Deptt, Government of Sindh in a sum equivalent to 10% of the Contract Price for the due performance of the Contract

We agree to abide by this Bid for a period of ninety [90] days from the date fixed for Bid opening 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.

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

Dated this _____ day of April, 2016.

[signature] [in the capacity of]
Duly authorized to sign Bid for and on behalf of

Address: _____

GST No: _____





GOVERNMENT OF SINDH
PLANNING AND DEVELOPMENT DEPARTMENT
MONITORING AND EVALUATION CELL
KARACHI

Part D (II): Price Schedule in Pak Rs.

Name of Bidder: _____ NIT NO _____ Karachi,

Opening Date: _____ Date: _____

Name of the Building: _____

Per month rent charges (including all taxes): _____

Per month Maintenance charges: _____

Total cost of contract for one year Rs. _____ (in words:) _____

Please Note:

Quoted Price:

- The rates should be quoted in Pak Rupees inclusive of all required features, space rent, service/maintenance charges
- The rates quoted for the building shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder/ Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- Corrections if any shall be made by crossing out, initialing, dating and rewriting
- Building rent contract period shall be initially for one year that may be extended on satisfactory performance.

[signature] [in the capacity of]
Duly authorized to sign Bid for and on behalf of

Address: _____

GST No: _____

