



No:SBEP/PD/PROC//2019  
Program Management and Implementation Unit  
**SINDH BASIC EDUCATION PROGRAM**  
SCHOOL EDUCATION DEPARTMENT  
*Government of Sindh*

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Date: 28-10-2019

## **TENDER DOCUMENT**

### **FOR ACQUIRING OF OFFICE PREMISIS ON RENT BASIS -SBEP**

**PROGRAM MANAGEMENT AND IMPLEMENTATION UNIT  
OF SINDH BASIC EDUCATION PROGRAM**

**TENDER DOCUMENT ISSUANCE  
PROFORMA**

NAME OF TENDER:

ACQUIRING OF OFFICE ACCOMODATION  
IN KARACHI

OFFICIAL ADDRESS:

PROGRAM MANAGEMENT AND IMPLEMENTATION  
UNIT, SINDH BASIC EDUCATION PROGRAM, UNDER  
EDUCATION AND LITERACY DEPARTMENT,  
GOVERNMENT OF SINDH, KARACHI  
D-66, Block 2, Clifton, Karachi

DATE OF TENDER ISSUANCE/CLOSURE  
TENDER SUBMISSION DATE AND TIME  
AND TENDER OPENING DATE

12<sup>TH</sup> NOVEMBER, 2019

13<sup>TH</sup> NOVEMBER 2019 at 11.30 am

**SINGLE STAGE-ONE ENVELOPE**

BID VALIDITY

90 DAYS FROM THE DATE OF  
SUBMISSION OF TENDER

DATE OF AVAILABILITY OF PREMISES

MUST BE MADE AVAILABLE WITHIN  
ONE MONTH OF SUBMISSION OF  
THIS N.I.T.

COST OF BIDDING DOCUMENTS

Rs.1000

### **OFFICE ACCOMMODATION REQUIRED**

1. Sindh Basic Education Program (SBEP) at Program Management and Implementation Unit, Karachi invites sealed offers for providing office accommodation on rent basis to establish the office. The requirement is 500 sq. yds. to 1000 sq. yds. Office space may have multiple floors (having at least one hall measure 20 x 30 feet for conference /meeting).The good condition bungalow preferably located in the vicinity of Block 2 Clifton, Karachi for 11 months (Extendable).
2. The Bungalow offered on rent must be vacant, free from all encumbrances / claims and legal disputes etc. Documentary evidences of ownership, payment of all duties/ taxes and dues, telephone, electricity / water charges must be produced.
3. The premises should be in nice and secured vicinity with all necessary facilities, ample car parking and availability of public transport in the vicinity.
4. Tender documents can be obtained from SBEP office at Program Management and Implementation Unit, D-66, Block- 2, Clifton, Karachi w.e.f 21st October 2019 to 12<sup>th</sup> November 2019, 01:00 PM on any working day. The same is also available on SBEP website [www.SBEP.gos.pk](http://www.SBEP.gos.pk)
5. Sealed offers must be sent to the office of the Program Director PMIU at Sindh Basic Education Program, Karachi up to 13<sup>th</sup> November, 2019 at 11 am and will be opened on same date at 11.30 am.
6. The interested owners / parties are requested to give their best and final as no negotiation and provision of commission are expected.
7. The tenancy Agreement shall be executed in accordance with prevailing Govt. of Sindh Rent Laws and Rules / Regulation. Initially the Agreement will be made for 11 months period (Extendable).
8. The Competent Authority reserves the right to reject any or all offers subject to the relevant provision of SPPRA Rules, 2010 (Amendment 2013).

**Senior Procurement Specialist  
SBEP**

## **2. INSTRUCTION TO BIDDERS ( ITB)**

### **CORRESPONDANCE ADDRESS**

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

SBEP @ SINDH BASIC EDUCATION PROGRAM, KARACHI.

Tel: +92-21-35296931-33-40

Fax: +92-21-35296935

### **ELIGIBLE BIDDERS**

All the bidders, based in Pakistan governed by rule, laws and statutes of Government of Pakistan and Government of Sindh shall be eligible.

### **PREPARATION OF BIDS**

#### **BIDDING PROCESS**

This is the Single Stage one Envelope Procedure; the bid shall comprise a single package containing EVALUATION CRITERIA (duty filled in all respect) and Financial Proposal.

### **COST OF BIDDING**

The bidder shall bear all costs associated with the preparation and submission of its bid and SBEP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **LANGUAGE OF BID**

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and SBEP must be written in English.

### **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 copy attached.

### **BID CURRENCIES**

All prices quoted must be in Pak Rupees, including taxes and duties.

**BID VALIDITY**

Bids shall remain valid for a period of ninety (90) days after the date of bid opening prescribed by SBEP.

**SUBMISSION OF BIDS****SEALING AND MARKING OF BIDS**

This is the Single Stage – One Envelope Procedure; the bid shall comprise a single package containing EVALUATION CRITERIA (duly filled in all respect) and FINANCIAL PROPOSAL together.

**CLARIFICATION OF BIDDING DOCUMENTS**

An interested bidder, who has obtained bidding document, may request for clarification of contents of the bidding documents in writing, and SBEP shall respond to such queries in writing within three calendar days provided they are received at least five (5) calendar days prior to the date of opening of bid.

It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained bidding document.

**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 an authorized representative, and shall include a copy of the authorization. Provided that, written notice of Withdrawal shall be received by Sindh Basic Education Program (SBEP) 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.

**CANCELATION OF BIDDING PROCESS**

1. SBEP may cancel the bidding process at any time prior to the acceptance of a bid or proposal.
2. SBEP shall incur no liability towards the bidders.
3. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation.
4. SBEP shall, upon requested by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds.

## **OPENING AND EVALUATION OF BIDS**

### **OPENING OF BIDS**

The opening of bids shall take place in conference room of SBEP on 13<sup>th</sup> November 2019 at 2. PM

### **CLARIFICATION OF BIDS**

No Bidder shall be allowed to modify his bids after the expiry of deadline for the receipt of the bids unless, SBEP may, at its discretion, ask a Bidder for a clarification of bid for evaluation propose. 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.

### **EVALUATION CRITERIA:**

All bids shall be evaluated as per the criteria given in bidding documents.

### **Tender document Acquiring of Office Accommodation on Rent Basis.**

**EVALUATION CRITERIA:** Sindh Basic Education Program (SBEP) shall evaluate the offers using the following evaluation criteria.

Sr. #	Requisite	Max Marks	Marks obtained as per documentary evidence	Marks obtained after due visit by the premises committee	Marking criteria	Documents/information to be enclosed
1	Location	20			Preferably located in the Block 2, Clifton Area or within 02 KM radius.	Site plan
		10			Within the vicinity of above areas, thickly populated/ congested (at any corner sites of the above mentioned areas)	

2		20			Rental space having a Conference hall at minimum measurement 20 X 30 feet	
3	Approach to the building	20			Easy approach/ availability of appropriate parking space up to 07 vehicles or above Inside area of the rental Space	Evidence
		10			Crowded area with outside parking space less than 07 vehicles	
4	Area	20			500 sq yards to 1000 sq Yards	Title document of property
		10			Less than 1000 sq yards	
		<i>If any rental area is based on multiple story building then sum of all (floors) will be taken into consideration.</i>				
5	Parking	20			With Parking more than 06	

	space (Dedicat ed to the)				vehicle inside the building	Number
		10			With Parking between 05-06 vehicles	
	Total Marks	100			Qualified/ Disqualified	

## **Overall Requirements:**

- a. Area = 800 - 1200 Yards.**
- b. Rooms with attached washrooms = 05 (minimum)**
- c. Rooms without washrooms = 04**
- d. Conference Hall = 01**
- e. Car Parking (inside) = 05-06 (Vehicles)**
- f. Car Parking (outside) = 07 (vehicles)**
- g. Watchman Quarter = 01**
- h. Lawn / Garden = 01**
- i. Generator Space.**
- j. Main Gates = 02**
- k. Overhead and underground water tanks = 01.**

## **Note:**

- 1.** Acquiring of 70% marks (on the information given by the bidder) will make a bidder qualify for a visit of property by the subcommittee constituted by the procurement committee of SBEP.
- 2.** Post qualification process will be adopted on least cost method.
- 3.** Subsequently the property will be visited by the procurement committee for physical verification of the information given by the bidder. Location which requires minimum of 70% marks after due inspection as per criteria given above will be considered as “Qualified Premises/Bid”.
- 4.** Attachment of relevant in each of the above requisite is mandatory. In case non provision of evidence to any of the demand, no marks will be awarded.

## **DISCUSSIONS PRIOR TO EVALUATION**

If required prior to evaluation of the bid SBEP may within 6-7 days of the receipt of the bid, call upon any of the Bidders to discuss or to ask for clarification about anything contained in the bidding document.

## **AWARD OF CONTRACT**

### **AWARD CRITERIA**

SBEP will award the contract to the successful Bidder, whose bid has been determined to be substantially responsive and has been determined is on ground verified by the Procurement committee of SBEP.

### **SBEP’S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

SBEP annul the bidding process and reject all Bids at any time prior to contract award without thereby incurring any liability to the bidder(s).

### **NOTIFICATION OF AWARD**

Prior to the expiration of the period of bid validity, SBEP will notify the successful



bidder in writing by letter or by facsimile, to be conformed in writing by letter, that his/her bid has been accepted.

### **SIGNING OF CONTRACT**

Within 5 days from the date of notification of the award the successful shall finish to SBEP particulars as may be asked by the SBEP.

The contract may be signed by the parties at SBEP within 15 days of award of contract  
Copy of award enclosed as Annexure “A” required to be signed by the less or at this stage.

### **SCOPE OF WORK**

Hiring of office by SBEP as per location given in the advertisement.

**FINANCIAL PROPOSAL**

**PRICE SCHEDULE**

*Name of Bidder*\_\_\_\_\_

*Monthly Rent (lump Sum)* \_\_\_\_\_

**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.*

*Signature & Stamp of the Bidder*\_\_\_\_\_

*Date:*\_\_\_\_\_