

TENDER NOTICE

Pakistan Bait-ul-Mal (PBM), a body corporate of the Federal Government is contributing towards poverty reduction through its various poor focused projects. One of these projects is Dar-ul-Ehsas (orphanages) through which free boarding/lodging and education is provided to 100 orphan children in each center for their rehabilitation. PBM Balochistan invites Sealed Bids comprising under the single stage-two envelope procedure which contains two separate envelopes, each for the Technical and Financial bids for hiring of centrally located building for Dar-ul-Ehsas at Kharan and Zhob.

The Bidding documents, containing detailed terms and conditions, etc. are available free of cost from office of the Director PBM Provincial Office, Balochistan within 15 days from the date of publication of this advertisement. Bidding documents can also be downloaded from PBM's Website i.e. www.pbm.gov.pk free of cost.

The bids, prepared in accordance with the instructions in the bidding document, must reach at the below mentioned address before or on 16th day of publication of this advertisement by 11:30 A.M. Proposals will be opened the same day at 12:00 P.M. This advertisement is also available on PBM website www.pbm.gov.pk and PPRA website www.ppra.org.pk

Director
Pakistan Bait-ul-Mal,
Provincial Office, Balochistan
House No.C-59, Railway Housing Society,
Joint Road, Quetta.
Phone: 081-2446108; Fax: 081-2472877.
E-mail: pbmqta@gmail.com



BIDDING DOCUMENT

**FOR HIRING OF BUILDING ON RENT FOR “DARUL EHSAS” (ORPHANAGES)
KHARAN AND ZHOB**

Government of Pakistan
Poverty Alleviation & Social Safety Division
Pakistan Bait-ul-Mal
Provincial Office, Balochistan.
House No. C-59, Railway Housing Society,
Joint Road, Quetta
Phone No.081-2886108, Fax No.081-2472877
E-mail: pbmqta@gmail.com

Government of Pakistan
Poverty Alleviation & Social Safety Division
PAKISTAN BAIT UL MAL, PROVINCIAL OFFICE, BALOCHISTAN

BIDDERS INFORMATION

Note: (1) Firm / Individual must fill in all the details as required in the form
(2) Use capital letters.

NAME (S) OF OWNER (S) / AUTHORIZED ATTORNEY:

CNIC NO:

ADDRESS:

TELEPHONE & FAX NO:

E-MAIL:

NTN (IF AVAILABLE)

AUTHORIZED SIGNATURE / STAMP (Owner or the person authorized to sign on his / her behalf)

Bidder

Assistant Director (Admin)

1. INVITATION TO BIDS:

Sealed proposals are invited for hiring of building for “Dar-ul-Ehsas” (Orphanage) at Kharan and Zhob districts, Balochistan for accommodation of 100 children. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. All proposals shall be submitted at the office of the Director PBM, Balochistan before or on 16th day of publication of tender advertisement by 11:30 a.m. Date and time of opening of tender is as under:

- i. Date of opening of tender: April, 2020
- ii. Time of opening of tender: 11:30 a.m.

2. TERMS AND CONDITIONS:

- i. The person / property firm shall be the owner or direct authorized person to conclude the deal;
- ii. The building must be located in municipal limits of the District preferably near to district head quarter;
- iii. The building should comprise at least 8000 sq ft, with attached washroom and open lawns;
- iv. Proposed building should be fully fitted with all necessary electrification, gas fittings, water connection etc;
- v. Required number of rooms is 15-20 rooms with attached washrooms;
- vi. Income tax and other government taxes (if applicable) shall be deemed to have been included in the quoted rate and shall be deducted at source as admissible under the government rules from time to time. If tax is not applicable on the locality, then tax exemption shall be provided by the building owner /authorized representative;
- vii. The owner shall be responsible to pay all other taxes/ duties to concerned authority at his own. PBM shall not be liable to pay any taxes and duties on behalf of the owner;
- viii. The successful bidder shall be responsible to hand over possession of the building in accordance with the terms and conditions of lease / rent agreement which shall be signed by both parties. The lease agreement shall be for a period of three years, extendable to another three years, which may be terminated after issuance of three months prior written notice in writing from either side;
- ix. In case of non-continuation / non-extension of the lease agreement beyond three years, the Lessor shall give a grace period of three months to the Lessee, if required by the latter, for vacation of the premises on the terms and conditions and running rent as agreed in the agreement;
- x. The Lessor shall provide the premises with all utility bills cleared up to the date of occupancy by the Lessee. PBM shall not be liable to pay arrears of utility bills pertaining to pre-occupation period of the premises;

Bidder

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- xi. PBM shall not be responsible if during the period of lease, any damage to the structure or installations in the leased premises is caused due to force majeure, which may include natural catastrophes and calamities, earthquakes, rain, flood, fire, war, act of violence and terrorism, etc;
- xii. That during the lease period, timely and prompt major repairs and maintenance of the building e.g. cracks in the building, leakages and seepages in roof/ wall and underground pipes and installations, termite, major faults in electrical circuits, etc. shall be the responsibility of the lessor and the Lessee shall not be liable for the same;
- xiii. The lesser is under obligation to get the subject premises white washed / polished on yearly basis;
- xiv. An inventory list shall be prepared by the landlord and handed over to tenant and signed by both parties;
- xv. The Lessor shall be responsible for the provision/installation of Electric, Gas and Water connections, whereas during the period of lease, the lessee should pay the bills within time;
- xvi. That by the end of contract period, the Lessee shall have the right of taking away all additions/parties/fixtures in the said premises constructed / fixed by her at her own cost, if the Lessor declines to pay its market value;
- xvii. The lessor shall have no objection regarding installation of Telephone/NTC telephone connection/Cable/any other installation as per office requirements by the lessee;
- xviii. That the Government Rent Restriction Rules are applicable for the determination of any issue regarding the said lease agreement and Rent Controller of the area where the subject property is situated shall have the legal jurisdiction to decide the matter is in accordance with law.

3. PROPOSAL EVALUATION:

- i. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Financial Proposal and the Technical Proposal;
- ii. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- iii. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
- iv. The procuring agency shall evaluate the Technical Proposal in a manner prescribed in clause No. 3 below, without reference to the price and reject any proposal which does not conform to the specified requirements;
- v. During the Technical Evaluation no amendments in the Technical Proposal shall be permitted;
- vi. The financial proposals of bids shall be opened publicly at a time, date announced and communicated to the bidders in advance at the premises of the Provincial Office;
- vii. After the evaluation and approval of the Technical Proposal the procuring agency, shall at a time within the bid validity period, publicly open the Financial Proposals which contains amount of rent per month as well as total amount of rent for the year as per **Annex-B** of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned unopened to the respective bidders; and
- viii. The bid found to be the lowest evaluated bid shall be accepted.

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4. **TECHNICAL PROPOSAL:**

The technical proposals shall have the following documents. Kindly tick (✓) the box for “Yes” or “No” against each document mentioned submitted with your bid.

S. #	REQUIRED DOCUMENTS LIST	YES	Doc. placed
1.	Copy of CNIC of Owner / Authorized Attorney	<input type="checkbox"/>	<input type="checkbox"/>
2.	If owner is not available in the country or could not personally deal with PBM due to any reason, then power of attorney shall be provided on judicial stamp of Rs.250/- duly signed by the class-I magistrate.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Dealership Certificate shall be provided by the representative / dealer of the building.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Surety certificate may be provided to the effect that the property / building is not under any litigation / dispute.	<input type="checkbox"/>	<input type="checkbox"/>
5.	An attested photocopy of the ownership documents.	<input type="checkbox"/>	<input type="checkbox"/>
6.	A certificate by the owner as per Annex-C that s/he is the exclusive owner of the mentioned property and that there neither exist any type of bar on the legal title of the owner of the mentioned property.	<input type="checkbox"/>	<input type="checkbox"/>
7	An attested photocopy of the map of the building.	<input type="checkbox"/>	<input type="checkbox"/>
8	Detail information of the building as per “ Annex-A ”.		

After checking of the technical proposals by the technical committee, physical verification visits of the building will be conducted by the committee to verify the suitability of the building in the light of the information provided in the technical proposals. Buildings that do not meet the requirements of PBM, or don not conform to the information provided in the building information form (**Annex-A**), or other documents provided in the technical proposal will be rejected on technical grounds and the financial proposals of such bidders shall be returned unopened after approval of the technical evaluation report.

5. **TERMS OF PAYMENT:**

- i. Rent of the building will be paid through crossed cheque in the name of the lessor or his authorized attorney;
- ii. Payment of rent will be made on quarterly basis after completion of each quarter;
- iii. Rent will be enhanced as per Government of Pakistan/Pakistan Bait ul Mal rules (i.e. 25% increase after every three years) or as per government rules from time to time;

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- iv. Income tax as per government rules from time to time shall be deducted from the rent by Pakistan Bait-ul-Mal and the lessor shall be responsible to pay all other taxes/duties to concerned authority at his own. PBM shall not be liable to pay any taxes and duties on behalf of the lessor.

Annex-A

Building Information Form

1.	Location of Building (On main road/Distance from the main road)	
2.	Approach to the Building (Accessibility/Crowdedness)	
3.	Condition of the Building (Renovation, flooring, ceiling, ventilation, date of construction)	
4.	Parking Space in the premises (Number of vehicles that could be parked)	
5.	Availability of Utility Services (Gas, electricity, water)	
6.	Availability of own water bore	
7.	Security-wise suitability (boundary wall with razor wire, Access to security agencies)	
8.	Number of floors above the ground floor	
9.	Number of basements in the building	
10.	Number of rooms in the building	
11.	Number of attached wash rooms	
12.	Number of separate wash rooms	
13.	Number of halls	
14.	Security Guard room / quarter	
15.	Availability of Playground	
16.	Floor wise covered area of building	
17.	Total covered area of the building	
18.	Open area of the building	
19.	Total area of building	

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Financial Proposal

Rent per month Amount (PKR)	
Amount in Words (PKR)	
Total Rent for one year Amount (PKR)	
Amount in Words (PKR)	

AFFIDAVIT

(To be printed out on Judicial/stamp paper of Rs 100/-)

I Mr/Mrs.Ms_____ S/O,W/O, D/O Mr._____ holding CNIC_____, resident of _____ address do hereby solemnly affirm on oath:

1. That the deponent is exclusive owner of the house comprising of cover area----- square feet, size of plot_____ Square Feet/Marlas with_____ separate entry gates and situated at _____Address_____ (hereinafter referred as subject premises);
2. That there any neither type bar on the legal title of the deponent of the said premises nor there is any shadow of any other legal title;
3. That the above mentioned statement is true to the best extent of deponent's title and nothing has been concealed thereof.

Deponent: Name_____.

CNIC: _____.

Address: _____.

Date: _____.

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