

BIDDING DOCUMENT

FOR HIRING OF BUILDING FOR “DAR UL EHSAS”
DIR (UPPER)



PAKISTAN BAIT UL MAL (PBM),
Provincial office, Khyber Pakhtunkhwa
Syed Zada House Opposite NBP, Peshawar Inn Hotel Street,
Main University Road Peshawar.
Phone No.091-9218085 Fax No.9218154



Government of Pakistan
Poverty Alleviation & Social Safety Division
PAKISTAN BAIT UL MAL

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 Ehsaas" district Dir (Upper), Khyber Pakhtunkhwa 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, Khyber Pakhtunkhwa 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: _____
- ii. Time of opening of tender: 12:00 p.m.

2. OPENING OF BIDS:

Initially, only the envelope marked as "TECHNICAL PROPOSAL" will be opened and the envelope marked as "FINANCIAL PROPOSAL" will be retained in the custody of the PBM without being opened. Any bid/proposal which is found technically non-responsive or does not conform to the specified requirements, will be rejected without reference to the price and will be returned un-opened to the respective bidders. Financial proposals of the technically accepted bids will be opened after the evaluation and approval of the technical proposals.

3. TECHNICAL PROPOSALS AND ITS EVALUATION CRITERIA:

The technical proposals shall have the following documents.

- i. Copy of CNIC of Owner / Authorized Attorney.
- ii. 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.
- iii. Dealership Certificate shall be provided by the representative / dealer of the building.
- iv. Surety certificate may be provided to the effect that the property / building is not under any litigation / dispute.
- v. An attested photocopy of the ownership documents
- vi. An attested photocopy of the map of the building
- vii. Detail information of the building as per "Annex-A"

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After checking of the technical proposals by the technical committee, physical verification visits of the buildings will be conducted by the committee to verify the feasibility of the building in the light of the information provided in the technical proposals. Buildings that do not meet the requirements of PBM, or do 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 un-opened after approval of the technical evaluation report.

4. FINANCIAL PROPOSALS:

Financial proposals shall contain per month rent as well as total rent for the year as per **Annex-B**. Financial proposals of the technically accepted bidders will be opened publicly and its time, date and venue will be announced and communicated to the bidders in advance. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.

5. AWARD OF CONTRACT:

The bid found to be the lowest evaluated bid if it is technically responsive and the building meets the requirements of PBM, will be accepted.

6. 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 required covered area of building is 7000-9000 sq.ft.
- iv. 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. If tax is not applicable on the locality, then tax exemption shall be provided by the building owner /authorized representative.
- v. 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 notice in writing from either side.

Bidder

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- vi. 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.
- vii. 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.
- viii. 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.
- ix. 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.
- x. 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.

7. 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 in advance.
- 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.
- 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.

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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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Annex-B

Financial Proposal

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

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