

Tender Document

Hiring of Building/Floor for Office on Rental Basis

For the establishment of

One Window Service Center

Bid Submission Date & Time: 1400 Hours, 18th Jan 2018

Bid Opening Date & Time: 1430 Hours, 18th Jan 2018



Faisalabad Industrial Estate Development and Management Company (FIEDMC)

1st Floor, FCCI Complex, East Canal Road , Canal Park, Faisalabad

Ph # 041-9230231-34

UAN : 041-111-343-362

Important Note:

The FIEDMC has prepared this Bidding Document **to acquire of building / Floor (Free from all encumbrances) for the establishment of One Window Service Center (OWSC) for a period of three (3) years, extendable with mutual consent.** This bidding document does not claim to contain all the information related to the project. However, maximum efforts have been made to incorporate available information relevant to the proposed transaction.

Applicability of Punjab Procurement Rules, 2014

This Bidding Process will be governed by Punjab Procurement Regulatory Authority Act of 2009, PPRA Rules 2009 and Latest amendments in Punjab Procurement Rules 2014 made there under, and any further amended from time to time.

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1. Invitation to Bid

1.1 PPRA Rules to be followed :

The procurement shall be completed in accordance with Punjab procurement rules 2014; on single stage - TWO envelop procedure (the bid shall be single package consisting of two separate envelops, containing, separately the financial and technical proposal). The envelops shall be marked as “Financial Proposal” and “Technical Proposal”.

2. Bidding Details (Instructions to Bidders)

All bids must be accompanied by **2 % Bid Security (Earnest Money) in form of CDR/ Pay order/Demand Draft/Bank guaranty** , as part of Technical bid in favor of “FIEDMC”. The complete bids as per required under this tender document, must be delivered to the FIEDMC OFFICE **as mentioned above** .In case the last date of bid submission falls in / within the official holidays, the last date for submission of the bids shall be the next working day

Queries of the Bidders (if any) for seeking clarifications regarding the specifications of the work must be received in writing to the FIEDMC before 5 days of closing date. Any query received after said date may not be entertained. All queries shall be responded to within due time. FIEDMC may host a Q&A session, if required, at FIEDMC premises. All Bidders shall be informed of the date and time in advance.

The bidder shall submit bids which comply with the Bidding Document. Alternative bids shall

not be considered. It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the works/supplies awarded under this Bid Process will be entertained by the FIEDMC. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the supplies/works and price/cost quoted in the Bid to cover all obligations under this Bid Process.

The FIEDMC will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

TERMS AND CONDITIONS OF THE TENDER

3 Tender Scope

The bidder will provide rental commercial building / Floor (Free from all encumbrances) for the establishment of One Window Service Center (OWSC) for the period of three (3) years, extendable with mutual consent.

3. Tender Cost

The Tenderer shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the FIEDMC shall in no case be responsible / liable for those costs / expenses.

4. Amendment of the Tender Document

- 4.1 The FIEDMC may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
- 4.2 The FIEDMC shall notify the amendment(s) in writing to the prospective Tenderers as per Punjab Procurement Rules, 2014.
- 4.3 The FIEDMC may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per Rule of Punjab Procurement Rules, 2014.

5. Preparation / Submission of Tender

- 5.1 The Tender shall be in two parts i.e. the technical proposal and the financial proposal. The envelopes shall be clearly marked with Technical proposal and Financial proposal in bold and legible letters to avoid any confusion.
- 5.2 Technical Proposal shall comprise all documented evidence as mentioned in Para # 15 “ Eligibility /Technical Evaluation criteria “.
- 5.3 The bid security as mentioned in Para 7 “Bid Security (Earnest Money)” in the form of CDR/ Demand Draft / Pay /Bank Guaranty valid for 60 days, in the name of the FIEDMC shall be attached with Technical Bid.
- 5.4 The Financial Proposal shall comprise duly filled the Financial Form (Annexure C)

6. Tender Price

- 6.1 The quoted price shall be:
 - 6.1.1 Best / final / fixed Amount in Words & Figures and must be in Pak Rupees only;
 - 6.1.2 Rates should be quoted for per Sqft per month.
 - 6.1.3 Inclusive of all taxes, duties, maintenance charges, rent, insurance etc. no claim shall be entertained by FIEDMC in this regard on any ground whatsoever. Payment shall be made as per the quoted price after deduction of all taxes applicable at the time of payment.
- 6.2 Where no prices are entered against any work(s)/Services/goods , the price of that item shall be deemed be free of charge, and no separate payment shall be made for that item(s).

7. Bid Security (Earnest Money)

- 7.1 The Tenderer shall furnish the Bid Security (Earnest Money) with Technical bid as under:
 - 7.1.1 for a sum equivalent to 02% (Rs:126,000/-) of the estimated cost Rs:6,300,000/- . (3 year Rent)
 - 7.1.2 denominated in Pak Rupees;
 - 7.1.3 As part of Technical bid envelope, failing which will cause rejection of bid.
 - 7.1.4 in the form of Demand Draft / Pay Order/bank guaranty valid for 60 days , in the name of the FIEDMC;
- 7.2 The Bid Security shall be forfeited by the FIEDMC, on the occurrence of any / all of the following conditions:
 - 7.2.1 If the Tenderer does not accept the corrections of his Total Tender price; or
 - 7.2.2 If the Tenderer, have been notified of the acceptance of the Tender by the FIEDMC during the period of the Tender validity, fails or refuses to furnish works in accordance with the Tender Document

7.3 The Bid security shall be returned to the technically unsuccessful Tenderer with unopened/sealed financial bid, while the unsuccessful bidders of financial bid will be returned the Bid Security only without Financial Form.

8 . Performance guarantee

Bid security of successful bidder shall be retained as performance guarantee.

9. Tender Validity

The Tender shall have a minimum validity period of **60 days** from the last date for submission of the Tender.

10. Duration

The duration of the contract is 03 year extendable up with mutual consent.

11. Modification / Withdrawal of the Tender

11.1 The Tenderer may, by written notice served to the FIEDMC, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.

11.2 The Tender withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

12. Opening of the Tender

12.1 Tenders shall be opened **as mentioned above** in the presence of the Tenderer(s)/Bidders/Vendors, In case the last date of bid submission falls in / within the official holidays / weekends of the FIEDMC, the last date for submission of the bids shall be the next working day.

12.2 The Tenderer's name, modifications, withdrawal, security, attendance of the Tenderer and such other details as the FIEDMC may, at its exclusive discretion, consider appropriate, shall be announced and recorded.

13. Clarification of the Tender

The FIEDMC shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such Correction is sole discretion of the FIEDMC.

14. Correction of errors / Amendment of Tender

14.1 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the tenderer.

15. ELIGIBILITY / TECHNICAL EVALUATION CRITERIA

- a) Copies of Valid Tax Registration's, NTN Certificate etc.
- b) Non-Encumbrances Certificate.
- c) Fire Insurance policy of building/floor.
- d) Proper Address of Premises.
- e) Submission of undertaking on legal valid and attested stamp paper that the firm/individual and building/floor is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- f) Documentary Proof of property ownership of bidder or valid power of attorney.
- g) Building/Floor Features/requirements.

| Sr | Features | Requirement |
|----|------------------------|---|
| 1 | Location | Faisalabad City |
| 2 | Environment | Environment of building/floor and its surroundings should be clean. |
| 3 | Covered Area | Space with approx. covered area 5000 Sqft with bathrooms, guard room and generator space etc. |
| 4 | Parking Capacity | Parking Capacity |
| 5 | Amenities | Interior & exterior of premises coated with high quality Paint, Excellent quality of fitted floor tiles . Kitchen with gas. Guard Room Telephone, electricity, water and availability of public transport in the vicinity. |
| 6 | Approach's | Easily approachable from main road, situated on wide road for easy in/out of vehicles. |
| 7 | Status of Building | Commercial |
| 8 | Electric Lift/Elevator | Electric lift/elevator with standby generator must be operational/functional for access to all up floors of building/complex. |
| 9 | Generator | Separate space should be available for installation of Generator within the premises. |

- h) Meeting the eligibility criteria will make a bidder qualify for visit of the property by the Committee constituted by the Procuring Agency.
- i) Subsequently the property will be visited by the Procurement Committee for physical verification of the information given by the bidder. Location which meets the requirement of FIEDMC after due inspection as per the criteria given above will be considered as "Qualified Premises / Bid".

16. FINANCIAL PROPOSAL EVALUATION

16.1 Technically qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue mentioned above. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.

16.2 Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the FIEDMC, the contractor shall be bound to adjust the same in the Financial Proposal.

16.2.1 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the them will be considered.

16.3 The FIEDMC will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.

17 Rejection / Acceptance of the Bid

17.1 The FIEDMC shall have the right, at his exclusive discretion, to increase / decrease the quantity without any change in unit prices or other terms and conditions, at the time of order placement. The FIEDMC may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The FIEDMC shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The FIEDMC shall incur no liability, solely, by virtue of its invoking Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Punjab Procurement Rules, 2014).

18. Acceptance Letter

As per Punjab Procurement Rules 2014, the FIEDMC shall issue the Acceptance Letter/Purchase order to the successful Tenderer, at least after 10 days of announcement of bid evaluation reports and prior to the expiry of the original validity period or extended validity period of the Tender.

19. Taxes and Duties

The bidder shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

Financial Proposal

| <u>Sr</u> | <u>Description</u> | <u>Total Area</u> <u>Sqft</u> | <u>Rate/Sqft/month</u> <u>Rs :</u> (inclusive of all taxes/maintenance etc) | <u>Advance/Security to be deposited by FIEDMC</u> <u>(if any)</u> Rs: |
|--|--|----------------------------------|---|--|
| 01 | Building/Floor Address/Description | | <u>(In figure)</u> <u>(In Words)</u> | |
| Total Cost in Figure) Rs. _____ Total Cost (in words) Rupees. _____ | | | | |

Notes to Price Table:

1. The rate must be inclusive of all Tax's, rent charges ,maintenance charges ,insurance etc.
(No claim shall be entertained by FIEDMC in this regard on any ground whatsoever)
2. Advance/security deposit (if any) submitted by FIEDMC should not be more the 3 months rent
3. All Govt Taxes shall be applicable.
4. For each property, separate CDR/Pay Order/Demand Draft/Bank Guaranty has to be enclosed as per the amount mentioned.

Date _____

Signature of authorized person
Name:

(Company Seal)

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.