

i- Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery

(i) DDP is applicable.

In order to determine the correct date of delivery hereafter specified, the Procuring Agency has taken into account the additional time that will be needed for international or national transit to the Project Site or to another common place.

Sr	Description	Quantity (Estimated)	Tentative Date of Supply/Order	Tentative Delivery Date	Delivery Locations
1	Within City	Rental Building For (1. Adda Plot Lahore, Roundabout-II 1 Kilometer towards Raiwind Road Lahore or 500 Meters on Allama Iqbal Road Lahore, 2. Shalamar Bagh Lahore, 3. Badami Bagh Lahore, 4. Multan Road Lahore Scheme More to Awan Town or adjacent areas Lahore, 5. Bedian Road 1 Kilometer or adjacent areas from each side of Nawaz Sharif Interchange Lahore, 6. Gujranwala Eastern Bypass Ferozewala Bridge/ Chichar Wali, 7. Gujranwala Western Bypass (Pindi Bypass to Ali Pur Chowk/ Alam Chowk/ Awan Chowk), 8. Sialkot City Pasrur Road Area, 9. Sialkot Cantt) ten (10) Years as per requirement Covered area 2500 to 4000 Sqft	As per release of funds and identification of need.	Same day or as per delivery type	Located in (1. Adda Plot Lahore, Roundabout-II 1 Kilometer towards Raiwind Road Lahore or 500 Meters on Allama Iqbal Road Lahore, 2. Shalamar Bagh Lahore, 3. Badami Bagh Lahore, 4. Multan Road Lahore Scheme More to Awan Town or adjacent areas Lahore, 5. Bedian Road 1 Kilometer or adjacent areas from each side of Nawaz Sharif Interchange Lahore, 6. Gujranwala Eastern Bypass Ferozewala Bridge/ Chichar Wali, 7. Gujranwala Western Bypass (Pindi Bypass to Ali Pur Chowk/ Alam Chowk/ Awan Chowk), 8. Sialkot City Pasrur Road Area, 9. Sialkot Cantt)

- Offered building must be in furnished condition and should be located in following location with following facilities in furnished buildings (1. Adda Plot Lahore, Roundabout-II 1 Kilometer towards Raiwind Road Lahore or 500 Meters on Allama Iqbal Road Lahore, 2. Shalamar Bagh Lahore, 3. Badami Bagh Lahore, 4. Multan Road Lahore Scheme More to Awan Town or adjacent areas Lahore, 5. Bedian Road 1 Kilometer or adjacent areas from each side of Nawaz Sharif Interchange Lahore, 6. Gujranwala Eastern Bypass Ferozewala Bridge/ Chichar Wali, 7. Gujranwala Western Bypass (Pindi Bypass to Ali Pur Chowk/ Alam Chowk/ Awan Chowk), 8. Sialkot City Pasrur Road Area, 9. Sialkot Cantt)

- a. Covered area 2500 to 4000 Sqft.
- b. Quality plumbing and availability of basic utilities including water, sanitation, electricity with three phase meter and 50KVA transformer etc.
- c. Complete/functional Electrical earthing of building in all aspects
- d. Indoor & Outdoor Flooring Marble or Tiles
- e. Indoor & Outdoor Paint Work
- f. Installation of Doors, Grills & Windows
- g. Water Pumps & Storage system (Storage Tank)
- h. Basic Fixtures and all other necessary works & installations.
- i. Having independent entry.
- j. Ramp for disable citizen and roof top for satellite dish antenna installation.

Note: Bidder/s willing to complete above stated furnishing/renovation works, within given time frame may also submit their bids.

ii- Terms & Conditions:

- a. Single stage two envelope process.
- b. Bid Submitted should be valid for 180 days.
- c. The commercial space should be in the shape of hall preferably at ground floor, 2500 upto 4000 sqft. as per requirement.
- d. The commercial space should easily be accessible by public transport and must have sufficient space for parking area.
- e. Tenancy period should not be less than ten years.
- f. Have a separate 3 phase electric connection with **50KVA** dedicated Transformer and availability of tap water facility along with overhead tank and having independent entrance. Ramp for wheel chair for disable citizens and having proper outer shutter/door.
- g. Complete/functional Electrical earthing of building in all aspects
- h. Quoted rent shall be inclusive of all taxes.
- i. Place should be prominent and not in residential area and security wise viable to operate a Government office.

- j. It is the responsibility of building owner to provide NOC for installation of direction board, sign board and Heavy Duty generator.
- k. Availability of roof top for satellite dish antenna installation is **mandatory**.
- l. There should be appropriate provisions/arrangements for periodic maintenance (civil/electrical wear & tear as well as whitewashing/painting etc) of the building/property offered and these provisions/arrangements should be elaborately indicated in the Technical Bid submitted.
- m. Technical Evaluation will be performed on pass or fail basis only and technically successful bids will be considered for Financial Evaluation. If all of the technical bids of a firm/supplier are rejected by Technical Evaluation Board then Financial Bids will be returned unopened.
- n. The competent authority reserves the right to reject all bids on the basis of assessment criteria or any other reason (as per PPRA rule 33) disclosed to Competent Authority.
- o. The property offered should have adequate space outside for installation of heavy duty Genset and outers of split AC etc.
- p. The responsibility for payment of all kind of taxes such as property tax, Municipal tax etc. in connection with the property offered shall be responsibility of the Owner/Bidder and updated copies of all tax receipts should be attached with the bids.
- q. Possession of the accommodation will be handed over to NADRA within 30 days from the award of contract and rent shall be payable from the date of possession.
- r. Clearance/No Objection Certificates from all relevant Central/State Government and Municipal authorities for use as office premises conforming to the municipality Rule/Bye-laws along with the documents in support of ownership of Building/Land and construction thereon must be submitted with the Technical Bid. Also, copies of approved map of the accommodation offered should be submitted along with the Bid.
- s. Overwriting, alterations, if any, in the Bids should be signed by the authorized signatory. Preferable, the Bids should be in the typed form.
- t. All the bidders duly incorporated and based in Pakistan governed by rules, laws

and statutes of Government of Pakistan shall be eligible.

- u. The bidder shall bear all costs associated with the preparation and submission of its bid and NADRA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- v. The General Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative. Standard form for General Eligibility criteria should be filled by the bidder.
- w. The Financial Proposal shall be prepared using the standard form attached in price schedule, duly signed by the bidder or authorized representative.
- x. Increase in rent will be admissible up to 10% annually on base rent.

iii- Bidder's Responsibilities

- a. Bidder will be responsible to provide any document or verification required for processing of Building hiring proceedings, either it is mentioned in bidding documents or not.
- b. Any cost incurred on the appraisal of short listed Buildings through evaluators (approved by PBA/PEC) will be borne by the bidders.
- c. Any type of liability payable at present or payable in future.
- d. Payment of all type of applicable Government taxes.
- e. Completion of works required to bring building in furnished status.
- f. Owner will not stop/discontinue any Agreement/Service like insurance of Building without consent of NADRA, while processing bid offered.
- g. Liability of the bidder for provision of authentic information/documents shall not be limited to sale deed or ever maturing of the contract. Bidder will be considered responsible for authenticity of documents and concealing of any information ever after.