



**Date: 04-09-2021**

**Tender Document for Acquiring of Rental Space, State Life H&AI Multan**

Sealed technical & financial bids are invited in accordance with PPRA rules, under '**Single Stage-two Envelope Procedure**', from vendors registered with GST/Income Tax Department, for acquiring of office premises on Rental basis (directly or through nominated Estate Agents) for its Health & Accident Insurance Multan Zone.

The sealed bids should reach the office of the under signed on 19-09-2021 at 10:00 AM and bids will be opened on the same day at 10:30 AM in the presence of the bidders or their in writing mentioned representatives.

Details of the specifications of required office premises to be provided are given in the Schedule of requirements at Annexure-A

**ANNEXURE-A**

**SCHEDULE OF REQUIREMENTS**

Sr #	Description of Building	Bidder's Remarks	
		Yes	No
1	Requisite Covered Area measure approximately 8,000 sq. ft to 12,000 sq. ft		
2	Requisite rental space preferably consists of 1 <sup>st</sup> or 2 <sup>nd</sup> Floor with office structure like rooms/cabins		
3	Preferably be an earth quake resistant structure		
4	Should be a secure and peaceful environment		
5	Preferably basement reserved for Car Parking		
6	Preferably well planned cable trays for power, computers and telephone cabling		
7	Should have back-up of electricity for un-interrupted power supply.		

**PRICE SCHEDULE:**

Name of Bidder: \_\_\_\_\_

Monthly Rent (Lump sum):- Total Amount in Words: \_\_\_\_\_

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. Earnest money of 2% (two percent) of one-Year rent demanded of the premises, in shape of pay order or irrevocable Bank Guarantee/ Bank Draft is acceptable to Health and Accident Insurance Multan Zone.

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

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



## Evaluation and Comparison of Bids

The Bids will be evaluated in two steps. The first step would ensure that Technical requirements are met by the bidders as per the technical evaluation criteria. In the second step financial proposals of only those firms which meet the technical requirements will be evaluated.

### Parameters of Technical Bids Evaluation

Sr No	Requirements	Max Marks	Marks Obtained	Marking Criteria	Attachment
1	Commercialization, NTN & NIC (Not in contract) Requirements	<b>20</b>		NIC (Not in contract), NTN & MDA Certificate	Documents
		10		In Process any of above	
2	Location	<b>20</b>		Preferably located in the Vicinity of main City like (Gulghast, Cantt, Abdali Road, Khanewal Road)	Site Plan
		10		Away from the main location	
3	Approach to the building	<b>20</b>		Easy Approach	Image Evidence
		10		Crowded Approach	
4	Total Area	<b>10</b>		Above 10,000 sq. ft	Map of building
		5		Above 8,000 sq. ft Till 10,000 sq. ft	
5	Covered Area	<b>10</b>		Above 10,000 sq. ft	
		5		Above 8,000 sq. ft Till 10,000 sq. ft	
6	Parking Space	<b>20</b>		Parking of at least 10 cars	Porch/ road location
		10		Car Parking, Above 5, below 10	
<b>Total Marks</b>		<b>100</b>			

Note:

1. Acquiring of 60 marks (on the information given by the bidder) will make a bidder qualify for visit of the property by the subcommittee constitutes by ZPC of Health & Accident Insurance, Multan Zone.
2. Subsequently the property will be visited by the procurement committee for the physical verification of the information given by the bidder. Location which acquires minimum 60 marks after due inspection as per criteria given above will be considered as **“Qualified Premises/Bid”**.
3. Attachments of relevant evidences in each of the above requisite are mandatory. In case of non-provision of the evidence to any of the demanded attachments no marks will be awarded.



**Terms & Conditions:**

1. The bids shall comprise of a single envelope containing two separate envelopes inside and each envelope shall contain separately the 'financial proposal' and the 'technical proposal'.
2. Proposals shall accompany a Bank Guarantee / Bank Draft of the **2%** of the total bid amount in favor of Health & Accident Insurance, Multan Zone as earnest money. The same will be returned to un-successful bidders at the end of bidding process and earnest money of successful bidder will be retained and converted into performance security, which shall be returned after winning the bid.
3. No bid will be accepted without earnest money.
4. Bid will not be accepted if a vendor is under litigation with State Life or blacklisted by any of Provincial or Federal Government Department/ Agency/ Organization or autonomous body or Private Sector Organization anywhere in Pakistan. Personal influence will also disqualify bidders.
5. The Bids Prices shall be lowest quoted to win the bid.
6. The successful bidder is bound to handover the possession of space within 30 days after acceptance of bid. Otherwise deposited security will be forfeited.
7. Bid validity period shall be till 31 Dec, 2021.
8. Competent Authority reserves the right to cancel/reject any one or all bids or proposal in accordance with rule (33) of Public Procurement Regulations.

**Undertaking:**

We hereby confirm to have read carefully all the terms and conditions mentioned in the tender documents and we agree to abide by all those conditions.

Signature and stamp: \_\_\_\_\_