1st Floor, Tower B,
Finance & Trade Center,
Shahrah-e-Faisal, Karachi,
Pakistan.

+92 21 99207512-4
+92 21 99207515
info@sezmc.gos.pk
www.sezmc.gos.pk

SEZMC
Special Economic Zones Management Sindh

NOTICE INVITING TENDER
FOR OFFICE SPACE

A Public Sector Company requires an office space on rental basis measuring 5000 Sq.ft. (Approximate) **dedicated parking slots, centralized Air Conditioning, Foolproof Security, dedicated Car parking at reasonable rates** in Karachi, preferably **in or around Punjab Chowrangi/Ghizri in Clifton** area. Interested parties are invited to received bidding document and submit their detail proposal on company letter head in sealed envelope along with 1% Bid Security , at the below mentioned address by November 27, 2020 at 11:00am.

Tender Documents will be available from:	12th November, 2020 0900 hours.
Last date of Tender Documents issued:	27th November, 2020 1000 hours.
Date of Submission of Bidding Documents:	27th November, 2020 1100 hours.
Opening of Bidding Documents:	27th November, 2020 1130 hours.

The company reserves the right to accept or reject any or all proposals or terminate the proceeding at any stage according to the rules and regulations framed by SPPRA.

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Document Fee: **FOC**

BIDDING DOCUMENT

FOR

OFFICE SPACE REQUIRED IN KARACHI

SEZMC/001/2020-21

Sindh Economic Zones Management Company
Telephone: +92-21-99225126-28
Fax: +92-21-99207529
Address: SEZMC - 1st Floor, Block B, FTC Building, Shahrah-e-Faisal, Karachi.

1st Floor, Tower B,
Finance & Trade Center,
Shahrah-e-Faisal, Karachi,
Pakistan.

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Sindh Economic Zones Management Company

Government of Sindh

Request for Proposal for Office Space

Sindh Economic Zones Management Company (SEZMC) has been established by Government of Sindh aims to facilitate local, foreign investors and relevant stakeholders to ensure a conducive and enabling business environment through Special Economic Zones under SEZ Act-2012.

SEZMC requires an office space on rental basis measuring 5000 Sq.ft. (Approximate) along with **parking slots**, **centralized Air Conditioning, Foolproof Security, dedicated Car parking** at **reasonable rates in Karachi, preferably in or around Punjab Chowrangi/Ghizri in Clifton** area. Interested parties are requested to submit their detail proposal on company letter head in sealed envelope along with 1% Bid Security, at the below mentioned address by November 27, 2020 at 11:00am.

SEZMC reserves the right to accept or reject any or all proposals or terminate the proceeding at any stage according to the rules and regulations framed by SPPRA.

Deputy Manager

Sindh Economic Zones Management Company
Telephone: +92-21-992225126-28
Fax: +92-21-99207529
Address: SEZMC - 1st Floor, Block B, FTC Building, Shahrah-e-Faisal, Karachi.

1st Floor, Tower B,
Finance & Trade Center,
Shahrah-e-Faisal, Karachi,
Pakistan.

+92 21 99207512-4
+92 21 99207515
info@sezmc.gos.pk
www.sezmc.gos.pk

Bidding Form

Name of the Tender	Office Space Required in Karachi
Official Address	SEZMC -1st Floor, Block B, FTC Building, Shahrah-e-Faisal, Karachi.
Date of Tender Issue	November 12, 2020
Date of Tender Closure	November 27, 2020 at 11:00am
Bid Opening	November 27, 2020 at 11:30am
Bidding Process	Single Stage Single Envelope
Bid Validity	90 Working days from the date of opening of bid.
Date of availability of premises	Must be made available within one month of signing of contract or letter of award.
Bid Security	1% of the total sum of 12 months' rent demanded

2. INSTRUCTIONS TO BIDDERS (ITB)

2.1 CORRESPONDENCE ADDRESS

The contact number and the correspondence address for submitting the proposals are as follows:

Deputy Manager
Sindh Economic Zones Management Company
Telephone: +92-21-99225126-28
Fax: +92-21-99207529
Address: 1st Floor, Block B, FTC Building, Shahrah-e-Faisal, Karachi.

2.2 ELIGIBLE BIDDERS

All the bidders duly incorporated and based in Pakistan governed by rules, laws and states of Government of Pakistan and Government of Sindh shall be eligible. (SPPRA Rule 29)

2.3 PREPARATION OF BIDS

2.3.1 BIDDING PROCESS

This is the Single Stage Single Envelope procedure; the bid shall comprise a single package containing **Eligibility Criteria** (Duly filled in all respect) and **Financial Proposal**.

2.3.2 COST OF BID

The bidder shall bear all costs associated with the preparation and submission of the bid. Sindh Economic Zones Management Company will in no case be responsible or liable for those costs, regardless of the conduct of outcome of the bidding process.

2.3.3 LANGUAGE OF BID

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidders and Sindh Economic Zones Management Company must be written in English.

2.3.4 FINANCIAL PROPOSAL

The Financial Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative. Standard Form for Financial Proposal is available in Section [4].

2.3.5 BID CURRENCIES

All prices quoted must be in Pak Rupees (PKR)

2.3.6 BID SECURITY

Sindh Economic Zones Management Company shall require the bidders to furnish the **Bid Security** of 1% of one year rent demanded of the premises, in shape of Pay Order or Irrevocable Bank Guarantee acceptable to Sindh Economic Zones Management Company, which shall remain valid for a period of twenty eight (28) days beyond the validity period of the bid, in order to provide Sindh Economic Zones Management Company reasonable time to act, if the security is to be called.

Bid Security should be attached with the bid.

Any Bid, not accompanied by an acceptable Bid Security, shall be rejected by Sindh Economic Zones Management Company as non-responsive.

Bid Security Shall be released to the unsuccessful bidders once the contract will be signed with the successful bidder or the validity period has expired.

The Bid Security shall be forfeited:

- If a bidder withdrawn its bid during the period of its validity specified by the Bidder on the Bid Form; or
- In the case of successful bidder, if the Bidder fails to:
  - Sign the contract in accordance with ITB Section [2.6.4]; or
  - Does not abide by the terms of Contract Agreement.

2.3.7 BID VALIDITY

Bids shall remain valid for a period of Ninety (90) days after the date of bid opening, prescribed by Sindh Economic Zones Management Company.

2.4 SUBMISSION OF BID

2.4.1 SEALING AND MARKING OF BID

This is the Single Stage Single Envelope procedure; the bid shall comprise a single package containing **Eligibility Criteria** and **Financial Proposal** (duly filled in all respect)

2.4.2 CLARIFICATION OF BIDDING DOCUMENTS

An interested bidder, who has obtained bidding document, may request for clarification of contents of the bidding document in writing, and Sindh Economic Zones Management Company shall respond to such queries in writing within three calendar days provided they are received at least five (5) calendar days prior to the date of opening of bid.

2.4.3 WITHDRAWAL OF BIDS

The Bidder may withdraw their bids after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and / or by an authorized representative, and shall include a copy of the authorization. Provided that, written notice of Withdrawal, shall be received by Sindh Economic Zones Management Company prior to the opening of bids.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB.

2.4.4 CANCELLATION OF BIDDING PROCESS

1. Sindh Economic Zones Management Company may cancel the bidding process at any time prior to the acceptance of a bid or proposal.

2. Sindh Economic Zones Management Company shall incur no liability towards the bidders whatsoever.

3. Intimation of the cancellation of bidding process shall be given promptly to all the bidders and bid security shall be returned along with such intimation.

4. Sindh Economic Zones Management Company shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds.

2.5 OPENING AND EVALUATION OF BIDS

2.5.1 OPENING OF BIDS BY SINDH ECONOMIC ZONES MANAGEMENT COMPANY

The opening of bids shall be as per the procedure set down in Section [2.3.1] dealing with bidding process

2.5.2 CLARIFICATION OF BIDS

No Bidder shall be allowed to alter or modify his bids after the expiry of deadline for the receipt of the bids unless, Sindh Economic Zones Management Company may, at its discretion, ask a Bidder for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing and no change in the prices of substance of bid shall be sought, offered or permitted.

2.5.3 ELIGIBILITY CRITERIA

All bids shall be evaluated as per the criteria given in para 2.6.5

2.5.4 SCOPE OF WORK

Hiring of Office Space by Sindh Economic Zones Management Company, Karachi as per the location given in the advertisement.

2.6 AWARD OF CONTRACT

2.6.1 AWARD OF CRITERIA

Subject to ITB Section [2.6.2] Sindh Economic Zones Management Company will award the contract to the successful Bidder, whose bid has been determined to be substantially responsive and has been verified by the Procurement Committee

2.6.2 SINDH ECONOMIC ZONES MANAGEMENT COMPANY'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BID

Sindh Economic Zones Management Company annul the bidding process and reject all Bids at any time prior to Contract Award, without thereby incurring any liability to the bidder(s).

2.6.3 NOTIFICATION OF AWARD

Prior to the expiration of the period of bid validity, Sindh Economic Zones Management Company will notify the successful Bidder in writing by letter or by facsimile, to be confirmed in writing by letter, that their bid has been accepted. The notification of award will constitute the formation of the Contract. Sindh Economic Zones Management Company will promptly notify each unsuccessful Bidder and will discharge their bid security.

2.6.4 SIGNING OF CONTRACT

Within 5 days from the date of notification of the award, the successful bidder shall furnish to Sindh Economic Zones Management Company particulars.

The Contract shall be signed by the parties at Sindh Economic Zones Management Company office within 15 days of award of contract copy of the agreement.

2.6.5 ELIGIBILITY CRITERIA

Sindh Economic Zones Management Company shall evaluate the offers using the following Eligibility Criteria.

S No	Requisites	Max. Marks	Marks Obtained as per Documentary Evaluation	Marks Obtained after Visit of the Premises	Marking Criteria
1	Location	20			In or around Clifton
		20			Centrally Air Conditioned
2	Approach to the Road	10			Easy approach
3	Area/Space	10			Around/above 5000 sq.ft.
		00			Below 4500 sq.ft.
4	Dedicated Parking	10			With Parking
		00			Without Parking
5	Security Services, Lifts & Maintenance	15			Subject to visit of the premises
6	Condition of the Property i.e., ready to move or not.	15			Subject to visit of the premises
Total Marks		**100**			**80% Minimum Marks for qualification is required.**
QUALIFIED				**DISQUALIFIED**	

Note:

1. Acquiring of 80% Marks (on the information given by the bidder) will make a bidder qualify for visit of the property by the Procurement Committee of the Sindh Economic Zones Management Company.

2. Post qualification process will be adopted on least cost method.

3. Subsequently, the property will be visited by the Procurement Committee for physical verification of the information given by the bidder. Location which acquires minimum 80% marks after due inspection as per the criteria given above will be considered as **Qualified Premises / Bid.**

4. Attachment of relevant in each of the above requisite in mandatory. In case of non-provision of evidence to any of the demand, no marks will be awarded.

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4. FINANCIAL PROPOSAL

S. No	Area Offered	Monthly Rent Per Sqft.	Monthly Rent in Total
1	_____ Sq. ft.	Rs. _____ / Sq. ft.	Rs. _____

Monthly Rent per Sq. ft. In Words:

Monthly Rent in Total:

Note:

1. Owner will be liable to pay all municipal, government, non-government and other rates, taxes stamp duty (as applicable) duly stamped on the contract agreement and assessment which may be levied in respect of the demised premises.

2. Bid Security of 1% of One Year Rent demanded of the premises, in shape of Pay Order or irrevocable Bank Guarantee acceptable to the Sindh Economic Zones Management Company is to be attached with Financial Proposal.

3. Integrity Pact at **Annex-A** has to be signed and stamp.

_____
SIGNATURE & STAMP OF BIDDER

Date: _____

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BIDDER INFORMATION

It is hereby certified that the terms and conditions have been read, agreed upon.

M/s _____.

Contact Person/ Company: _____.

N.T.N #_____. S-Tax:_____.

Address : _____.

Tel #_____. Fax: _____.

Mobile_____. Email: _____

_____
SIGNATURE & STAMP OF BIDDER

ANNEX–A

INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS. 10.00 MILLION OR MORE

Contract No._____ Dated: _____
Contract Value: _____
Contract Title: _____

…… [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

…… [name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

…… [name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [name of Supplier] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Buyer: _____ Name of Seller/Supplier: _____
Signature: _____ Signature: _____
[Seal] [Seal]