



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

State Life Insurance Corporation of Pakistan

Benazirabad Zone

For

OFFICE RENTAL SPACE

FOR (Benazirabad City)

TenderNo.

P&GS/Hiring/SBA/May/

2019

- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)

Preface

This bidding document has been prepared for use by procuring agencies and their implementing agencies in the procurement of goods and services through National Competitive Bidding (NCB).

In order to simplify the preparation of bidding documents for each procurement, the Bidding Documents are grouped in two parts based on provisions which are fixed and that which are specific for each procurement. Provisions which are intended to be used unchanged are in Part one, which includes Section I, Instructions to Bidders, and Section II, General Conditions of Contract. Data and provisions specific to each procurement and contract are included in Part Two which includes Section I, Invitation for Bids; Section II; Schedule of Requirements; Section III, Technical Specifications; Section IV, Special Conditions of Contract; and the forms to be used in Section V, Sample Forms.

This is Part one which is fixed and contains provisions which are to be used unchanged. Each section is prepared with notes intended only as information for the Procuring agency or the person drafting the bidding documents. They shall not be included in the final documents.

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DEFINITIONS

“Bid” means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by SLIC.

“Bid with Lowest Evaluated Cost” means the bid quoting lowest cost amongst all those bids evaluated to be substantially responsive;

“Bidder” means a person or entity submitting a bid;

“Bidding Documents” means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner;

“Bidding Process” means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract;

“Blacklisting” means barring a bidder, contractor, consultant or supplier from participating in any future procurement proceedings.

“Calendar Days” means days including all holidays;

“Conflict of Interest” means -

- (i) Where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to SLIC to obtain an undue benefit for himself or those affiliated with him;
- (ii) Receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract;
- (iii) Any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with the SLIC under the contract;
- (iv) Where an official of the SLIC engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect manner;

“Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals;

“Consulting Services” means services of an advisory and intellectual nature provided by consultants using their professional skills to study, design, organize, and manage projects, encompassing multiple

activities and disciplines, including the crafting of sector policies and institutional reforms, specialist advice, legal advice and integrated solutions, change management and financial advisory services, planning and engineering studies, and architectural design services, supervision, social and environmental assessments, technical assistance, and program implementation;

“Contract” means an agreement enforceable by law and includes General and Special Conditions, Specifications, Drawings and Bill of Quantities;

“Contractor” means a person, firm, company or organization that undertakes to execute works including services related thereto, other than consulting services, incidental to or required for the contract being undertaken for the works;

“Corrupt and Fraudulent Practices” means either one or any combination of the practices given below;

- (i) “Coercive Practice” means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
- (ii) “Collusive Practice” means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the SLIC to establish prices at artificial, non-competitive levels for any wrongful gain;
- (iii) “Corrupt Practice” means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- (iv) “Fraudulent Practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (v) “Obstructive Practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

“Emergency” means natural calamities, disasters, accidents, war and breakdown of operational equipment, plant, machinery or engineering infrastructures, which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person(s), property or the environment;

“Goods” means articles and object of every kind and description including raw materials, drugs and medicines, products, equipments, machinery, spares and commodities in any form, including solid, liquid and gaseous form, and includes services identical to installation, transport, maintenance and similar obligations related to the supply of goods, if the value of these services does not exceed the value of such goods;

“ Zonal Head ” means the administrative head of the department or corporation;

“Lowest Evaluated Bid” means a bid for goods, works and services having the lowest evaluated cost among the substantially responsive bids

“Lowest Submitted Price” means the lowest price quoted in a bid, which is otherwise not substantially responsive;

“Notice Inviting Tender” means the notice issued by a SLIC through publication in the newspapers or through electronic means for the purpose of inviting bids, or applications for pre-qualifications, or expression of interests, which may include Tender Notice, Invitation for Bids, Notice for Prequalification or Request for Expression of Interests;

“Open Competitive Bidding” means a fair and transparent specified procedure defined under these Rules, advertised in the prescribed manner, leading to the award of a contract whereby all interested persons, firms, companies or organizations may bid for the contract and includes both National and International Competitive Biddings;

“**SLIC**” means the State Life Insurance Corporation of Pakistan;

“Services” means any object of procurement other than goods or works, and includes consultancy services;

“Supplier” means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract;

“Value for Money” means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet SLIC’s requirements.

Section I. INSTRUCTIONS TO BIDDERS (ITB)

1. Correspondence Address

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

State Life Insurance Corporation
Banglow No. A-49 Housing
Society, Benazirabad . Phone #
0244-9370574

2. Eligible Bidders

All the bidders duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan and Government of Sindh shall be eligible. [.]

3. Corrupt Practice

1. SLIC requires that Bidders / Suppliers / Contractors, observe the highest standard of ethics during the procurement and execution of contract and refrain from undertaking or participating in any corrupt or fraudulent practices. [PPRA Rule]
2. SLIC will reject a proposal for award, if it determines that the Bidder recommended for award was engaged in any corrupt or has been blacklisted under the [PPRA Rules]
3. Any false information or misstatement on the part of the vendor will lead to disqualification/ blacklisting/ legal proceeding regardless of the price or quality of the product.

4. Preparation of Bids

4.1 Bidding Process

This is the Single Stage - Single Envelope Procedure; the bid shall comprise a single package containing two envelopes ELIGIBILITY CRITERIA (duly filled in all respect) and written clearly in legible letters “FINANCIAL PROPOSAL”.

4.2 Cost of Bidding

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

4.3 Language of Bid

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and SLIC must be written in English.

4.4 Financial Proposal

The Financial Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative. Standard Forms for Financial Proposal are available in Part II Section II.

4.5 Bid Currencies

For the purpose of comparison of bids quoted in different currencies, price shall be converted in PAK RUPEE (PKR). The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids.

4.6 Bid Security

The SLIC shall require the bidders to furnish the Earnest Money of 2% of bid price, in shape of Pay Order or Irrevocable Bank Guarantee acceptable to the bank, which shall remain valid for a period of ninety (90) days beyond the validity period for bids, in order to provide the SLIC reasonable time to act, if the security is to be called.

Bid Security should be attached with the bidding document.

Any Bid not accompanied by an acceptable Bid Security shall be rejected by the SLIC 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 withdraws its bid during the period of its validity specified by the Bidder on the BidForm; or
- In the case of a successful Bidder, if the Bidder fails to;
 - Sign the contract in accordance with ITB : or
 - Does not abide by the terms of Contract Agreement.

4.7 Bid Validity

Bids shall remain valid for a period of ninety (90) days, after the date of bid opening.

Whenever an extension of bid validity period is requested, a bidder shall have the right to refuse to grant such an extension and withdraw his bid and bid security shall be returned forthwith;

Bidders who agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity.

5. Submission of Bids

5.1 Sealing and Marking of Bids

This is the Single Stage-Single Envelope Procedure; the bid shall comprise a single package containing two separate envelopes ELIGIBILITY CRITERIA (duly filled in all respect) and written clearly in legible letters “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL”

5.2 Response Time

Bidders are required to submit their Bids within fifteen(15) calendar days from the date of publication of Notice Inviting Tender as per National Competitive Bidding. Bids will be received by SLIC at the address specified under ITB Section [1] within office hours.

5.3 Extension of Time Period for Submission of Bids

SLIC may extend the deadline for submission of bids only, if one or all of the following conditions exist;

- Fewer than three bids have been submitted and SLIC is unanimous in its view that wider competition can be ensured by extending the deadline. In such case, the bids submitted shall be returned to the Bidders un-opened;
- If the SLIC is convinced that such extraordinary circumstances have arisen owing to law and order situation or a natural calamity that the deadline should be extended.

5.4 Clarification of Bidding Documents

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and SLIC 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.

It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained bidding documents.

5.5 Late Bids

Any bid received by SLIC after the deadline for submission of bids prescribed by SLIC pursuant to ITB Section [5.2] will be rejected and returned unopened to the Bidder. The rejection of bids

received after the deadline for submission shall apply regardless of any reason whatsoever for such delayed receipt

5.6 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 SLIC 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 section [4.7].

5.7 Cancellation of Bidding Process

- i. SLIC may cancel the bidding process at any time prior to the acceptance of a bid or proposal;
- ii. SLIC shall incur no liability towards the bidders, solely by virtue of its invoking sub-rule (5.7 - i);
- iii. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation;
- iv. SLIC 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.

5.8 Mechanism for Redressal of Grievances

SLIC has a Committee for Complaint Redressal to address the complaints of bidder that may occur during the procurement proceedings.

Any bidder being aggrieved by any act or decision of the SLIC during procurement proceedings may lodge a written complaint after the decision causing the grievance has been announced.

The complaint redressal committee upon receiving a complaint from an aggrieved bidder may, if satisfied;

- i. Prohibit the procurement committee from acting or deciding in a manner, inconsistent with these rules and regulations;
- ii. Annul in whole or in part, any unauthorized act or decision of the procurement committee;
- iii. Reverse any decision of the procurement committee or substitute its own decision for such a decision;

Provided that the complaint redressal committee shall not make any decision to award the contract.

SLIC shall announce its decision as to the grievance within appropriate time. The decision shall be intimated to the Bidder and the Authority within three (3) working days by SLIC.

SLIC shall award the contract only after the decision of the complaint redressal committee

More fact of lodging of a complaint by a bidder shall no warrant suspension of the procurement proceedings.

IMPORTANT

In addition to above it may be added that no complaint will be entertained unless it is:

- a) Forwarded on company's original letter head, complete address, NTN of the company and CNIC of the complainant.
- b) Incriminating evidence of the complaints.

6. Opening and Evaluation of Bids

6.1 Opening of Bids by SLIC

The opening of bids shall be as per the procedure set down in Section[4.1] dealing with Bidding Process.

6.2 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, SLIC 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 or substance of bid shall be sought, offered or permitted.

6.3 Preliminary Examination

SLIC will examine the bids to determine whether the bids are complete and the documents have been properly signed and whether the bids are generally in order.

SLIC may waive any minor informality; nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder and further provided that such waiver will be at the complete and sole discretion of SLIC.

If a bid is not substantially responsive, it will be rejected by SLIC and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

6.4 Eligibility Criteria

All bids shall be evaluated as per the criteria given in section[6.5]

6.5 Eligibility Criteria.

SLIC shall evaluate the offers using the following eligibility criteria.

01	Preferred Location	Easily accessible to the public and located near main road area.
02	Space Required	Space with approx. covered area between 10,000 to 12,000 square feet with adequate parking area for at least 10 vehicles. 16 or 18 rooms and 4 or 5 lounges 2 or 3 large Halls
03	Advance Rent	Preferably monthly
04	Preferable Amenities	Separate Electricity Meter, Water connection, secure boundary wall, availability of public transport
05	Status of Building	Commercial

Note

1. Property will not be considered, if it does not fall in the commercial status.
2. The property will be visited by the Procurement Committee, Zonal Head SLIC for physical verification of the information given by the bidder. Location which meets the

requirement of SLIC after due inspection as per the criteria given above will be considered as “Qualified Premises/Bid”.

3. Copies of Title Documents of property, all utility bills are mandatory at the time of submission of Bids, otherwise bidder will be disqualified.

6.6 Discussions Prior to Evaluation

If required, prior to evaluation of the bid, SLIC may, within 6-7 days of receipt of the bid, call upon any of the Bidders to discuss or to ask for clarification about anything contained in the bidding document.

7. Award of Contract

7.1 Award Criteria

Subject to ITB Section [7.2], SLIC will award the contract to the successful Bidder, whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided the information given in the bidding document is on ground verified by the Procurement Committee of the SLIC.

7.2 SLIC’s Right to Accept Any Bid and to reject any or all Bids

SLIC annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidder(s).

7.3 Notification of Award

Prior to the expiration of the period of bid validity, SLIC will notify the successful Bidder in writing by letter, to be confirmed in writing by letter, that his/her bid has been accepted.

The notification of award will constitute the formation of the Contract.

Upon the successful Bidder’s furnishing of the Performance Security pursuant to Section [7.5], SLIC will promptly notify each unsuccessful Bidder and will discharge his/her bid security, pursuant to ITB Section [4.7].

7.4 Signing of Contract

Within 5 Days from the date of notification of the award the successful bidder shall furnish to SLIC particulars as may be asked by the SLIC Management.

The Contract shall be signed by parties within 07 Days of award of contract. Copy of the agreement enclosed as Annexure "A" required to be signed by the lessor at this stage.

7.5 Performance Security

Within 15 DAYS of receipt of the notification of award from SLIC, the successful Bidder shall furnish to SLIC the Performance Security of 2% of contract price which shall be valid for at least ninety (90) days beyond the date of completion of contract to cover defects liability period or

maintenance period. The Performance Security shall be in the form of a pay order or demand draft or bank guarantee issued by a reputable commercial bank, acceptable to SLIC, located in Pakistan. [

Failure of the successful Bidder to comply with the requirement of ITB Section [7.4] shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event SLIC may make the award to the next lowest evaluated Bidder or call for new bids.

The Performance Security forms shall not be completed by the bidders at the time of their bid submission. Only the successful Bidder will be required to provide Performance Security.

The Performance Security will be discharged by SLIC and returned to the Supplier not later than thirty (30) days following the date of successful completion of the Supplier's performance obligation under the Contract.

7.6 General Conditions of Contract

For detailed General Condition of Contract refer to Part I Section II of this TD.

7.7 Special Conditions of Contract (Same as General Conditions of the Contract)

For detailed Special Condition of Contract refer to Part II Section IV of this TD.

7.8 Integrity Pact (Not Applicable)

The successful bidder shall upon the award of the contract execute an Integrity Pact with SLIC.

7.9 Non-Disclosure Agreement

The successful bidder shall upon the award of the contract execute a Non-Disclosure Agreement with SLIC.

Section II. GENERAL CONDITIONS OF CONTRACT

1. Definitions

In this contract, the following terms shall be interpreted as indicated:

Applicable Law means the Sindh Public Procurement Rule 2009.

“Procuring Agency” or “PA” means State Life Insurance Corporation of Pakistan.

“Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is General Conditions of Contract (GCC), and the Special Conditions of Contract (SCC).

“Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

“Effective Date” means the date on which this Contract comes into force.

“Government” means the Government of Pakistan. “Currency” means Pak Rupees.

“Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.

“Party” means the PA or the Contractor, as the case may be, and “Parties” means both of them.

“Personnel” means persons hired by the Contractor or by any Sub-Contractors and assigned to the performance of the Services or any part thereof.

“SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.

“The Goods” means all of the furniture, fixture, equipment, machinery, and/or other materials, which the Supplier is required to supply to the Procuring agency under the Contract.

“Services” means the services to be performed by the Contractor pursuant to this Contract, as described in the scope of services.

“In writing” means communicated in written form with proof of receipt.

2. Law Governing Contract

This Contract, its meaning and interpretation must be in accordance with the PPRA Rules 2009.

3. Notice

- Any notice, request or consent required or permitted to be given or made pursuant to this

Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the bidding document.

- A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the bidding document.

4. Authorized Representative

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the SLIC or the Supplier may be taken or executed by the officials.

5. Taxes and Duties

The Supplier shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the bidding document, the amount of which is deemed to have been included in the Contract Price.

6. Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.

7. Expiration of Contract

Unless terminated earlier pursuant to Contract, this Contract shall expire at the end of such time period after the Effective Date as specified in the lease agreement.

8. Modifications or Variations

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

9. Force Majeure

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

10. No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this

Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

11. Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

12. Termination of Contract by lessor/lessee.

As per clause 7 of GCC

13. Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

14. Settlement of Disputes

14.1 Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

14.2 Arbitration

If the SLIC and the Supplier fail to amicably settle any dispute arising out of or in connection with the Contract within ten (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

15 Obligations of the Supplier

The Supplier shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Supplier shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the SLIC, and shall at all times support and safeguard the SLIC legitimate interests in any dealings with Sub-Suppliers or third Parties.

16 Conflict of Interest

The Supplier shall hold the SLIC's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

17 Confidentiality

Except with the prior written consent of the SLIC, the Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

18 Standard

The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.

19 Incidental Services

The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- Performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- Furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract.

20 Incidental Services

The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- Performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- Furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract;

21 Payment

- The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.
- The Supplier's request(s) for payment shall be made to the Procuring agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and upon fulfillment of other obligations stipulated in the Contract.
- Payments shall be made promptly by the Procuring agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier.
- The currency of payment is Pak. Rupees.

22 Prices

Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.

23 Delivery and Documents

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping/ transportation and/or other documents to be furnished by the Supplier are specified in SCC.

24 Liquidated Damages

If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 18.

Part Two

Section I. Invitation for Bids

Notes on the Invitation for Bids

The Invitation for Bids (IFB) shall be issued as an advertisement in at least three newspaper of general circulation in the Province of Sindh or Authorities web site as the case may be, allowing at least fifteen days for NCB and forty five days(45) ICB for bid preparation and submission ;

The Invitation for Bids provides information that enables interested bidders to decide whether to participate. Apart from the essential items listed in the Standard Bidding Documents (SBD), the Invitation for Bids should also indicate any important bid evaluation criteria or qualification requirement (for example, a requirement for a minimum level of experience in manufacturing a similar type of goods for which the Invitation for Bids is issued) and that the bidders should give their best and final prices as no negotiations are allowed.

The Invitation for Bids should be incorporated into the bidding documents. The information contained in the Invitation for Bids must conform to the bidding documents and in particular to the relevant information in the Bid Data Sheet.

Section II. Financial Proposal

PRICE SCHEDULE

Name & Contact Details of the Bidder

Bidder Name _____

CNIC No _____

Premises Name _____

Full Address of Premises _____

Monthly Rent (Lump Sum) _____

Monthly Rent (Per Square Feet) _____

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. For each property separate pay order has to be enclosed as per the amount mentioned in the advertisement given in the newspaper.
3. Rent will commence after one month of signing of agreement.
4. During process of renovation if any NOC is required from the government agencies the lessor is liable to get its approval. 25% amount of the total rent may be withheld at SLIC discretion till the needful is met.
5. Tenders may be submitted directly by the owners or their representatives of the premises. No tenders will be entertained if submitted by or through brokers/ agents.
6. If the financial evaluation is the same, then successful bidder will be the one who has acquired maximum marks in evaluation phase.
7. Writing of tender reference as given in the NIT on the Envelop, carrying tender document is must or the SLIC will not be responsible if the documents are not received by the Procurement Committee on time.
8. All clauses of the agreement (Attached as Annexure "A") are part of the tender documents.

Signature & Stamp of the Bidder

Date _____

Section III. Schedule of Requirements

Notes for Preparing the Schedule of Requirements

The Schedule of Requirements shall be included in the bidding documents by the Procuring agency, and shall cover, at a minimum, a description of the goods and services to be supplied and the delivery schedule.

The objective of the Schedule of Requirements is to provide sufficient information to enable bidders to prepare their bids efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section II. In addition, the Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract pursuant to ITB Clause 7.

The date or period for delivery should be carefully specified, taking the date prescribed herein from which the Procuring agency's delivery obligations start (i.e., notice of award, contract signature, opening or confirmation of the letter of credit).

Schedule of Requirements

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

Number	Description	Quantity	Delivery schedule (shipment) in weeks/months from
1	Office on Rental Basis (Benazirabad)	01	Hiring office space of about 10,000 to 12,000 square feet area with adequate parking of at least 10 vehicles for 05 to 10 years tentatively

Section IV. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for bidders to respond realistically and competitively to the requirements of the Procuring agency without qualifying their bids. The specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the goods be new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided for otherwise in the contract.

Samples of specifications from previous similar procurements in the same country are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods, although not necessarily to be used in a particular procurement. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards of the Borrower's country or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest current edition or revision of the relevant shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “or at least equivalent.”

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring agency with the bidding documents. Similarly, the Supplier may be requested to provide drawings or samples either with its bid or for prior review by the Procuring agency during contract execution.

Technical Specifications

S. No.	SLIC Offices for Rent Basis	Area Specifications
1	Office on Rental Basis (Benazirabad)	Hiring office space of about 10,000 to 12,000 square feet area with adequate parking of at least 10 vehicles for 05 to 10 years tentatively

Section V. Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions (GCC Clause 1)

GCC 1 —The Procuring Agency is: Office of the Directorate of the Business Support – State Life corporation of Pakistan

2. Applicable Law (GCC Clause 2)

Contract shall be interpreted in accordance with the PPRA Rules.

3. Settlement of Disputes (GCC Clause 14)

In the case of a dispute between the Procuring agency and the Supplier, the dispute shall be referred to the dispute resolution mechanism as defined in rule 31, 32 and 34 of the (SPPR 2010) Amended 2013

4. Inspections and Tests (GCC Clause 22)

Representative of Procuring Agency or his nominee shall inspect the procured good / services and ensure that it meets the tender specifications before its acceptance.

5. Warranty (GCC Clause 27)

The equipment shall bear Standard warranty (with free parts & labor) from the date of installation / acceptance. Upon expiration of warranty, Purchaser at its option may enter into a Service Level Maintenance Agreement upon expiry of the warranty period in accordance with terms embodied in Appendix-A hereto

6. Payment (GCC Clause 28)

Hundred percent (100%) of the Contract Price shall be paid upon delivery of goods, and satisfactory services, Installation, integration and testing of the products at the Project site (s), subject to the production of installation and Operational Acceptance certificates duly signed by authorized Representative of the SLIC.

7. Delivery and Documents (GCC Clause 30)

Supplier shall supply and install the good/services within 30 Days after signing the contract and shall submit the following.

- i. Property/Title documents on the name of bidder
- ii. All the current utility bills

8. Liquidated Damages (GCC Clause 31)

If the Supplier fails to deliver the goods or perform the services within the time period(s) specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.07 percent of the Contract Price for each day of delay until actual delivery or performance, up to a maximum deduction of 10% of the Contract Price. Once the maximum is reached, the purchaser may consider termination of the contract.

SECTION - I
(GENERAL TERMS)

Term

1. The Less or hereby demises unto the Lessee the Demised Premises for a period of Ten(10) years commencing from _____ and ending on _____ (both days inclusive), renovation for further terms as per terms agreed between parties.

Rent

2. The monthly rent of the Demised Premises will be Rupees _____ which shall be renewed with mutual consent of both parties.

Advance Rent

3. The Lessee will pay the rent to the Less or preferably on monthly basis. The Lessee shall deduct income tax, Sindh Sales Tax & any other applicable levies/taxes from all amounts payable to the Less or towards rent of the Demised Premises.

Renewal of Lease

4. On expiry of the term of Lease hereunder, the Lease shall be extended at the option of the Lessee on the terms and conditions to be mutually agreed upon by the parties here to provided the Lessee has served upon the Less or a notice of its intention to renew the Lease at least 90 days prior to the expiry of the tenure of the Lease as aforesaid.

Termination

5. The Lessee shall have a right to terminate this Agreement upon giving to the Less or 90 days' notice in writing.

Adjustment

6. The Less or hereby expressly waives all its statutory and other rights of ejecting the Lessee from the Demised Premises except in the event Lessee fails to fulfill its commitments as appearing in Section II hereafter.

Indemnity

7. The Less or hereby declares that the Demised Premises are free from all encumbrances, charges, claims and demands and that the Lessor have not done or omitted to do any act, deed or thing whatsoever whereby the Demises Premises may be subject to any charge, lien or attachment by any Bank, Court of Law, authority or person whosoever. The copies of title documents provided to the lessee are genuine and valid. If any discrepancy is found at a later stage affecting the lessee's rights, the lessor undertakes to rectify the same with in seven (7) days, failing which the lessee reserves the right to terminate the agreement, whereupon the lessor shall be bound to immediate lyre fund the advance rent for the unexpired period.

IMPORTANT:

It is the mandatory for the lessor to agree all clauses of this agreement. In case of any disagreement at any stage of Contract, the bid will stand cancelled.

Annexure "B"

Bid Security Form

Whereas *[name of the Bidder]* (hereinafter called "the Bidder") has submitted its bid dated *[date of submission of bid]* for the supply of *[name and/or description of the goods]* (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called "the Bank"), are bound unto *[name of Procuring agency]* (hereinafter called "the Procuring agency") in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this day of 20 _____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:
 - (a) Fails or refuses to execute the Contract Form, if required; or
 - (b) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring agency up to the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (90) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]