



Tender Document

HIRING OF OFFICE BUILDING ON RENT CHINIOT CITY

**STATE LIFE INSURANCE
CORPORATION OF PAKISTAN,
SARGODHA ZONE**

Queen's Road, Sargodha
Ph# 048-9330179

INVITATION TO BID
[HIRING OF OFFICE BUILDING ON RENT]
TENDER NO.SGD/07/2024

State Life Insurance Corporation of Pakistan, Sargodha Zone invites E-quotations through E-Pads for hiring of office building on rent for Cash Counter and Sector Office Chiniot under Single Stage – Single Envelope procedure for at least 06 years extendable. The measurement of the covered area should be between 1000 sq.ft to 1600 sq.ft at ground floor. The owner or lawful attorney of the owner having NTN can submit his proposal.

2. Bidding documents, containing detailed terms and conditions, etc. are available at EPADS . Bidding documents can also be downloaded from EPADS and at www.statelife.com.pk free of cost.
3. Bids security is Rs.42,000/- in shape of Bank Draft or Pay Order or CDR only in favour of State Life Insurance Corporation of Pakistan. The original bids security Demand Draft must be reached before closing time.
3. The bids, prepared in accordance with the instructions in the bidding documents, must upload their proposal on E-Pads on or before **30-09-2024 at 11:00 a.m.** Proposals will be opened the same day at **30-09-2024 at 11:30 a.m.**

Ghulam Abbas Maiken
Secretary (ZPC)
State Life, Zonal Office
Queen's Road, Sargodha
048-9330179

1. INSTRUCTION TO BIDDERS (ITB)

1.1 Corresponding Address

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

Secretary Procurement
State Life, Zonal Office,
Queen's Road, Sargodha
Ph: 048-9330179

1.2 Eligible Bidders

An owner or lawful Attorney of the Owner, having active National Tax Number(NTN), of the Property meeting with the Criteria provided in Clause 1.5.2 herein.

1.3 Preparation of Bids 1.3.1

Bidding Process

This is the **Single Stage - Single Envelope Procedure**.

1.3.2 Cost of Bidding

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

1.3.3 Language of Bid

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

1.3.4 Financial Proposal

The Financial Proposal shall be prepared using the standard format provided herein (FORM-B) on a Stamp Paper of valuing Rs.100/-, duly signed by the bidder or lawful Attorney.

1.3.5 Bid Currencies

All prices quoted must be in Pak Rupees.

1.3.6 Bid Validity

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

1.4 Submission of Bids

1.4.1 Sealing and Submission of Bids

The bid shall comprise a Single package containing the followings:

- a) Signed Form – A (Eligibility Criteria);
- b) Signed Form - B (Financial Proposal);
- c) CNIC of the Bidder (Owner of the Property);
- d) Copy of Ownership Documents;
- e) Documentary proof of Commercialization of building;
- f) Any other relevant Document / information.

1.4.2 Clarification of Bids

No bidder shall be allowed to alter or modify his bid after the closing time for submission of the bids.

The State Life may, if necessary after the opening of the bid, seek and accept such clarifications of the bid as do not change the substance of the bid.

Any request for clarification in the bid, made by the State Life and its response, shall invariably be in writing.

State Life shall also have right to ask or demand any additional information or document for the purposes of its satisfaction and clarification during the procurement process.

1.4.3 Rejection of Bidders

State Life shall summarily reject following Bids:

- a) Any Bid received by hand, only uploaded bid on EPADS is accepted.
- b) Any Bid received incomplete;
- c) Any Bid containing false information or fake documents;
- d) Any Bid submitted in contradiction with Bidding Documents, etc.

1.5 Opening and Evaluation of Bids

1.5.1 Opening of Bids by State Life

The date for submission of proposal is **30th September, 2024 upto 11:00 a.m** the proposal will be opened on **30thSeptember, 2024** at **11:30am** in the office of State Life.

Bid shall be opened in the presence of the bidders or their representatives who may wish to be present.

1.5.2 Eligibility Criteria

All bids shall be evaluated as per the following criteria:

No	Features	Requirements
01	Location of Building	Chiniot City
02	Space Required	Covered area between 1000 to 1600 sq.ft.
03	Building Plan	01Room for Sector Head, 01 Room for Sector Office Staff, 01Conference Room, Bathroom(s), Kitchen with allied accessories. 01 Cemented Cash Counter top with glass and sitting area for at least 20 visitors
04	Parking Space	For Atleast 10-Cars outside the building.
05	Desired Amenities	Telephone & internet lines, Electricity Commercial Connection, Sui Gas Connection (Optional),
06	Availability for Shifting	Depends upon approval from higher authorities
07	Minimum Term	06-Years or more
08	Status of Building	Commercial Building, shops, hall, house, nearby the banks

NOTE:

- a) Meeting the eligibility criteria will make a bidder qualify for visit/ inspection of the property by the State Life.
- b) Subsequently, the property will be inspected to satisfy by the State Life for physical verification and suitability of the information given by the bidder.
- c) Location and Property which meets the requirement of State Life after due inspection as per the criteria given above will be considered for evaluation.
- d) The Premises not meeting the Eligibility Criteria shall not be considered for final evaluation or comparison.

1.6 Evaluation of Bids & Award of Contract

1.6.1 Evaluation of Bids

State Life will evaluate the Bids as per the following criteria:

NO.	FEATURES
1.	Eligibility Criteria
2.	Rate Per Sq.ft.

1.6.2 Award Criteria

State Life will award the contract to the successful Bidder, whose bid has been determined to be the substantially responsive and has been determined to be the lowest evaluated bid, upon the satisfaction of State Life with regard to requirements provided herein.

1.6.3 Signing of Lease Agreement

State Life would enter into Lease Agreement for a Period of 06-Year or more with Successful Bidder, the terms and conditions substantially in form attached as FORM-C.

1.6.2 Rejection of Bids

The State Life may reject all bids or proposals at any time prior to the acceptance of bid or proposal and even revise, retender the same in accordance with law.

2. SCOPE OF WORK

Hiring of office premises / building for Cash Counter + Sector office, Chiniot as per the locations and requirements provided herewith.

3. FINANCIAL PROPOSAL

Every Bidder shall submit Financial Proposal in accordance with the FORM-B provided herewith.



STATE LIFE INSURANCE CORPORATION OF PAKISTAN
SARGODHA ZONE
Queen's Road, Sargodha

FORM – A
(GENRENAL PROPOSAL)

The Secretary (ZPC)
State Life, Zonal Office,
Queen's Road, Sargodha

Subject: HIRING OF OFFICE BUILDING ON RENT

I, _____ (Owner of Property), hereby confirm the availability and offer the following Premises on Rental Basis for 06- Years or more which contains following Features:

No.	Features	Details
01	Location of Building	
02	Space Required	
03	Building Plan	
04	Parking Space	
05	Desired Amenities	
06	Availability for Shifting	
07	Minimum Term	
08	Status of Building	

Following Documents are annexed herewith:

- a) CNIC of the Bidder (Owner of the Property);
- b) Ownership Documents;
- c) Building Plan / Map;
- d) Documentary proof of Commercialization of building;
- e) Any other relevant Document / information.

Particulars of Bidder

Signature

Date:



**STATE LIFE INSURANCE CORPORATION OF PAKISTAN,
SARGODHA ZONE**

Queen's Road, Sargodha

FORM – B (FINANCIAL PROPOSAL)

The Secretary (ZPC)
State Life, Zonal Office,
Sargodha

I, _____ (Bidder), hereby extend my offer to provide the premises measuring _____ sq.ft on rental basis for 06-Years or more on following Rates:

a) RENT PROPOSAL:

Total Area	Rent Per Sq.ft. Per Month	Total Rent Per Month
<i>(Sq.ft)</i>	<i>(in Figures)</i>	<i>(in Figures)</i>
	<i>(In Words)</i>	<i>(In Words)</i>

NOTE:

- a) Financial Proposal shall be prepared and submitted on this Form signed by Bidder;
- b) All government taxes shall be included in quoted prices.
- c) Owner will be liable to pay all municipal, government, non-government and other rates, taxes, etc. which may be levied by any Department, Authority, etc. in respect of the Rented Premises.

Particulars of Bidder

Signature

Date:

FORM - C
(LEASE AGREEMENT)

THIS DEED OF LEASE AGREEMENT made at _____ this the _____, 202__ BETWEEN _____ (hereinafter referred as the "LESSORS", the landlord of the building, now residing at _____ to make a lease agreement on behalf of "LESSORS" on the ONE PART.

AND

STATE LIFE INSURANCE CORPORATION OF PAKISTAN, having its Principal Office at State Life Building No.9, Dr. Zia ud din Ahmed Road, Karachi with one of its Zonal Office at Queen's Road, Sargodha (hereinafter referred as the "LESSEES" which expression shall include their successors-in-interest and assigns (whereas the context so permits) on the OTHER PART.

WHEREAS the Lessor is the exclusive owner of building consisting of _____ situated at Khewat No._____, Khatooni No._____ measuring _____Marlas and _____Feet (as per Register Haqdaran Zameen for the year _____relating to the Revenue Estate of _____, Tehsil _____and Distt._____. The Lessee is interested to hire the First / Second Floor of the building, the covered area of the building is _____square feet.

AND THEREFORE both the parties feel it necessary that the terms and conditions of the Lease Agreement must be reduced into writing so that both of them may be fully aware of their respective rights and obligations. Resultantly, the present indenture is being executed with the consent of both the parties.

NOW THIS AGREEMENT WITNESSES AND IT IS AGREED BY AND BETWEEN THE PARTIES AS UNDER:-

1. That the Lease Agreement will be operative with effect from _____from an initial term of _____YEARS (_____202_ to _____20_).
2. That the total monthly rent payable to the "LESSORS" regarding the "DEMISED PREMISES" shall be Rs._____/-(Rupees _____Only) commencing from _____, 202_ which will be regularly payable by the 5th day of each month through crossed cheque and due increase of 25% will be effective as per rule after the expiry of 03 years of Lease Agreement.
3. That the duration of tenancy shall be renewable for any further period on the terms and conditions to be mutually settled and agreed upon by the parties.
4. That if the hired hall of "DEMISED PREMISES" or any part thereof will be destroyed uninhabitable or unfit for use by fire, tempest or any other cause during the term of this ease or the extended term a just portion of the rent hereby reserved according to the extent of damage sustained, shall be suspended so long as the demised premises or any part thereof shall remain uninhabitable or unfit for use. In the event of advance rent, if any, having been paid the excess amount shall be refunded by the "LESSORS" to the "LESSEES" on the occurrence of the events herein mentioned.
5. **THAT THE "LESSEES" UNDERTAKE AND COVENANT AS FOLLOWS:-**
 - a) To pay the charges for the water, Electricity power and Gas consumed in the "DEMISED PREMISES" by the "LESSEES" according to the meters. The said meters shall be provided by the "LESSORS" at their cost.
 - b) To permit the "LESSORS" or their authorized agents to enter the demised premises at reasonable time during the day with previous notice to "LESSEES" to check the state of the "DEMISED PREMISES".
 - c) To use the "DEMISED PREMISES" for Commercial purpose only.
6. **THE "LESSORS" UNDERTAKE AND COVENANT AS FOLLOWS:-**
 - a) To keep the "DEMISED PREMISES" in good and tenantable conditions at their cost.
 - b) To pay all taxes , assessments and Urban Property Tax in any form, imposed and claimed by any authority in respect of the "DEMISED PREMISES" presently payable or which may hereinafter be payable and keep the "LESSEES" indemnified against payment of such taxes, if paid by the "LESSEES". But it is clearly agreed by the "LESSEES" that if any tax is imposed or levied by the Local Authorities or any Provincial or Federal Authority in connection with the Advertisement Boards, Notice Boards, Hoarding Boards and or Neon Signs affixed by the "LESSEES" on the "DEMISED PREMISES", the same shall be borne and paid by the "LESSEES".
7. That the "LESSEES" on payment of the monthly rent and observance of the terms hereinabove stated shall be entitled to remain in occupation and use the "DEMISED PREMISES" without any let or hindrance by the "LESSORS" and persons claiming through the "LESSORS".
8. That the "LESSEES" may with the consent of the "LESSORS" construct affix, erect in or upon or fasten to the demised premises temporary wooden partition, counter and all office business fixtures and fittings, iron grills and iron sheets, doors including construction of a strong room and locker room etc. to suit their business and office

requirements provided that the "LESSEES" shall be at liberty to dismantle, remove and take any or all such partitions, counters and other fixtures and fittings and iron sheets, doors installed by them without damaging the premises.

9. That the rent paid by the "LESSEES" through pay slip, cheque, pay order, draft or any other instrument shall be deemed to have been made in due course and shall be binding on the "LESSORS".
10. That, the "LESSEES" may put and display "LESSEES" name Board, Neon Signs etc., on the demised premises and on such other portion of the property as the "LESSEES" may deem fit including the roof top of the said property without payment of extra rent of the same.
11. That the "LESSORS" shall carry out at their cost every TWO year distemping to the internal and external walls and roof of the "DEMISED PREMISES" and polishing and painting to the doors and windows owned by the landlord. The "LESSORS" shall at their cost carry out such repairs to the "DEMISED PREMISES" in good and tenatable conditions. If the "LESSORS" in spite of Registered AD Notices(s) sent to them on the addresses recorded in this indenture fail to do so, the "LESSEES" shall carry out the aforesaid work and the cost thereof shall be paid by the "LESSORS" to the "LESSEES".
12. That the "LESSEES" shall have the right to vacate the "DEMISED PREMISES" prior to the expiry of the lease term or the extended term of the lease by giving "ONE MONTH" notice in writing to the "LESSORS".
13. That in the event of any dispute and difference arising as to the interpretation, meaning and effect of any of the clauses herein contained or in any manner touching these presents, the same shall be referred to Arbitrators to be appointed by the parties mutually and the award of the Arbitrator or Arbitrators or the umpire, as the case may be shall be binding upon parties hereto.

IN WITNESSES WHEREOF the parties hereto have set and subscribed their respective hands to this indenture of the day, month and year first above written.

"LESSORS" _____

"LESSEES" _____

WITNESSES:

1. _____
Name. _____
NIC No. _____

2. _____
Name. _____
NIC No. _____