Tender Notice for Office Space Required

1. Punjab Daanish Schools and Centers of Excellence Authority (PDS&CEA) an autonomous body established under the PDS&CEA Act 2010, intends to hire office space under the contract for provision of following service:

Sr. No.	Non-Consulting Service Required	Duration	Bid Security	Estimated Cost
1.	Office Space	For a period of 1 year from the date of contract (extendable on yearly basis)	PKR 10,000/-	3.8 million (per year)

2. Following are the mandatory requirements:

a. Legal Property with proof of ownership.
b. Total area should be preferably 8500 - 9000 square ft.
c. Preferably 12-15 rooms with average total covered area of 4500-5500 square ft.
d. Property shall be on main road.
e. Preferably should have parking of 1600-1800 sq. feet.
f. Plaza floor is not required.
g. Preferred locations include Model Town Extension, Faisal Town etc within 1 km radius of Faisal Town signal.

3. Manager Admin/HR, PDS&CE Authority invites sealed bids from eligible Landlords/Property Agents/ Owners for the provision of above mentioned service.

4. Bidding shall be conducted through Open Competitive Bidding (Single Stage-Two Envelope) procedures specified in the Punjab Procure Rules PPR 2014.

5. The bid shall be a single package consisting of two separate envelopes containing separately the financial and the technical proposals;

6. The envelopes shall be marked as "**TECHNICAL PROPOSAL**" and "**FINANCIAL PROPOSAL**" in bold and legible letters.

7. The one envelope should contain the complete Technical Bid and undertaking for technical proposal submission. **Annexure – A.**

8. Interested eligible Landlords/Property Agents/Owners may purchase bidding documents from the Procurement Department, PDS&CE Authority for Rs. 500/-.

9. Sealed Bids must be submitted in the Procurement Department before 1100 am on 07.05.2019 and must be accompanied by a Bid Security as mentioned above in the form of CDR/Demand Draft from a Scheduled Bank of Pakistan.

10. Bids will be opened in the presence of Landlords/Property Agents/Owners representatives at 11:30 am in the Committee Room of PDS&CE Authority, Lahore on the same date.

11. The Landlords/Property Agents/Owners are requested to give their best and final prices as per **Annexure - B**.

12. Taxes will be deducted as applicable under government rules. NTN registration certificate must be provided. In case of exemption from any tax, valid Exemption Certificate has to be provided with the technical proposal.

13. The financial bid of the bidder shall be opened only if the submitted technical proposal meets the mandatory requirements evaluated by the Purchase Committee. (Annexure-A).

14. For obtaining any further information or clarifications, please contact the Procurement Department PDS&CEA.

Manager (Admin/HR & Coordination)
Japanese Cell Building, Research Station
Near Punjab University (New Campus) Canal Bank Road, Lahore.
Tel: 042-99230633, 042-99231740

Annexure- A

Technical Proposal Submission Form

To: Manager (Admin & Procurement)
PDS&CE Authority

Dear Sir,

I / We, the undersigned offer to provide the office space in accordance with your bidding document, we are hereby submitting our Proposal, which includes the Technical Proposal, and a Financial Proposal sealed in separate envelopes.

Attached to the proposal/bid are copies of original documents confirming the mandatory requirements:

a. Valid CNIC of landowner/s
b. Proof of ownership of land
c. Affidavit regarding no court case over the office space offered for rent
d. Space Specifications
e. Approved map of the building

Sr. No.	Requirement	Status
1	Legal proof of ownership of Property (Yes/No)	
2	Total area of the Property in square feet	
3	Available Room (Number)	
4	Covered Area (in Square Feet)	
5	Location	
6	Distance from Faisal Town Signal	
7	Place of Property (Map to be attached)	
8	Area of the Parking Space in square feet	

We hereby declare that all the information and statements made in this technical proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. The client and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. The letter of application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information as deemed necessary and requested by the client or its authorized representative in order to verify statements and information provided in this application, or with regard to the resources and compliance with the applicable law of land.

We understand you are not bound to accept any bid you receive.

Yours sincerely,

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Service Provider: _____

Annexure - B

Bid Proforma
Financial Proposal

Sr. No.	Particulars	Amount (PKR)
1.	Per Month Rent	
2.	Per Year Rent	

Address: _____

Note:

Estimated price must be inclusive of all kind of taxes and quoted in figure as well as in words. All applicable taxes will be deducted from rent payment.

Signature of the Bidder with seal

Address: _____

_____