

**TENDER NOTICE FOR OFFICE ACCOMMODATION OF GWADAR PORT
AUTHORITY (GPA) NUCLEUS OFFICE ON RENTAL BASIS IN KARACHI**

1. Gwadar Port Authority (GPA), Ministry of Maritime Affairs, Government of Pakistan invites Sealed Bids from interested Estate Agencies/Property Owners for office accommodation on rental basis. The requirement of office premises/ Space in Bungalow or Commercial Building. Office space may have multiple rooms (having at least one hall measuring 20x30 feet for conference/meeting) preferably located in the peaceful vicinity, Karachi for 11 months (Extendable).
2. The Bungalow offered on rent must be vacant, free from all encumbrances / claims and legal disputes etc. Documentary evidences of ownership, payment of all duties / taxes and dues, telephone, electricity/ water charges must be produced.
3. The premises should be in nice and secured vicinity with all necessary facilities, ample car parking and availability of public transport in the vicinity.
4. Interested Bidders i.e. Estate Agencies/ Property Owners with strong professional background and registered with BRA, Income Tax, Sales Tax Department etc. are required to provide their best proposal.
5. Interested bidders can obtain the bidding documents at the office of Deputy Director (Estate), GPA, Head office Gwadar Port Authority, Pak-China Friendship Avenue, Gwadar Port at the cost Rs. 500/- upto 12:00 Noon on 17-04-2023.
6. Sealed Bids must be delivered to the above office on or before 12:00 Noon on 17-04-2023, and must be accompanied by bid security @ 2% of bid cost in shape of Pay Order/ Demand Draft. Bids will be opened at 12:30 p.m on same day in the presence of bidders/ their representatives who choose to attend.
7. Procuring Agency Reserves the Right to accept or Reject any or All Bids without assigning any reason prior to award of Contract as per PPRA Rule.
8. The rates quoted should be inclusive of all Taxes which would be deducted at Source as per prescribed rates.
9. No Rental Commission would be paid to the Estate Agency/ Broker.
10. Invitation for Bids/ Tender Notice can also be downloaded from PPRA www.ppra.gov.pk and GPA www.gwadarportauthority.gov.pk websites accordingly.

Bidding Data Sheet

1	Name of Tender	Procurement of office accommodation for Gwadar Port Authority (GPA) Nucleus office on rental basis in Karachi
2	Contact Person of GPA and Address for obtaining & submission of bids	Office of Deputy Director (Estate), GPA, Head office Gwadar Port Authority, Pak-China Friendship Avenue, Gwadar Port
3	No, of copies of bids	01 No. Original
4	Availability of Tender documents RFP	From 03/04/2023 to 17-04-2023 @ 12.00 noon, from the Office of Deputy Director (Estate), GPA, Head office Gwadar Port Authority, Pak-China Friendship Avenue, Gwadar Port, or can be downloaded from: www.ppra.gov.pk and www.gwadarportauthority.gov.pk
5	Bid Submission deadline	12:00 Noon on 17-04-2023
6	Place of Bid opening	Office of Deputy Director (Estate), GPA, Head office Gwadar Port Authority, Pak-China Friendship Avenue, Gwadar Port
7	Bidding process	Single stage one envelope procedure
8	Bid Security	2% of the Total Sum of eleven (11) months' rent amount, in the form of Pay Order / Demand Draft in favor of Gwadar Port Authority
9	Bid validity	90 days
10	Time for availability of premises	At the time of signing of agreement
11	Cost of Bidding Document	Rs. 500
12	Security Deposit	03 months (refundable)

1. INSTRUCTION TO BIDDERS

1.1. CORRESPONDENCE ADDRESS

Office of Deputy Director (Estate), GPA, Head office Gwadar Port Authority, Pak-China Friendship Avenue, Gwadar Port

1.2. ELIGIBLE BIDDERS

All the bidders duly incorporated and based in Pakistan governed by rule, laws and statutes of Government of Pakistan and registered with BRA, Income Tax, & Sales Tax Department shall be eligible.

PREPARATION OF BIDS

1.3.1. BIDDING PROCESS

(a) Notice Inviting Tenders and bidding documents of this method shall contain the following eligibility criteria:

i) Relevant experience;

ii) Registration with Federal Board of Revenue (FBR) for Income Tax, Sales, Tax BRA.

(b) Each bid shall comprise one single envelope containing the financial proposal and required information mentioned at clause (a) above.

(c) All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tenders or bidding document.

(d) Quoted bids are subject to approved rent assessor/evaluator.

1.3.2. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of its bid and the Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. No Rental Commission would be paid to the Estate Agency/ Broker.

1.3.3. LANGUAGE OF BID

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidders and the Procuring Agency shall be in English language.

1.3.4. BID CURRENCIES

All prices quoted must be in Pak Rupees.

1.3.5. BID SECURITY

The Bid submitted by the bidder must be accompanied by a Bid Security in an amount equal to Two percent (2%) of the Total Sum of 11 Months' Rent amount (Demand), Pakistani Rupees, which shall remain valid for at least one hundred and twenty (120) days from the Bid Submission Deadline. The Bid Security shall be in the form of Pay Order/ Demand Draft in favor of Procuring Agency Gwadar Port Authority. If the Bid is not accompanied by a Bid Security in accordance with this Request for Proposal, shall be rejected by the Authority as being non-responsive. The Procuring Agency shall release the Bid Security of the unsuccessful Bidder, once the Rent Agreement has been signed or upon expiry of the validity period of the bid. The Bid Security shall be forfeited:

i. If a bidder withdraws its bid during the validity period of the bid, as specified in this Request for Proposal;

OR

ii. In the case of successful Bidder, if the Bidder fails to: a. sign the contract in accordance with this Request for Proposal; b. abide by the terms of Contract Agreement.

1.3.6. BID VALIDITY

The Bids shall remain valid for a period of ninety (90) days from the date of Bid Submission Deadline, as mentioned in this Request for Proposal.

2. SUBMISSION OF BIDS

(a) Notice Inviting Tenders and bidding documents of this method shall contain the following eligibility criteria:

i) Relevant experience;

ii) Registration with Federal Board of Revenue (FBR) for Income Tax, Sales Tax, registration with the BRA.

(b) Each bid shall comprise one single envelope containing the financial proposal and required information mentioned at clause (a) above.

(c) All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tenders or bidding document.

2.2. BID SUBMISSION DEADLINE

Bids shall be received by the Procuring Agency at the address specified in the Bid Data Sheet no later than the time and date stated in the Bid Data Sheet.

2.3. LATE BIDS

Any Bid received by the Procuring Agency after the Bid Submission Deadline (as stated in the Bid Data Sheet) for any reason will be rejected and returned unopened to the Bidder.

2.4. CLARIFICATION OF BIDDING DOCUMENTS

An interested bidder, who has obtained bidding document, may request for clarification of contents of the bidding documents in writing, and the Procuring Agency shall respond to such queries in writing within three (03) calendar days provided that the queries are received at least five (5) calendar days prior to the date of opening of bids. 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.

2.5. NUMBER OF COPIES OF BIDS One (01) original.

2.6. WITHDRAWAL OF BIDS

The Bidder shall not withdraw its Bid after submission until after the expiry of bid validity period. Any withdrawal of a Bid in the interval between the Bid Submission Deadline and the expiration the bid validity period specified in the Bid Date Sheet above shall result in the Bidder's forfeiture of its Bid Security.

2.7. CANCELATION OF BIDDING PROCESS

- i. The Procuring Agency may cancel the bidding process at any time prior to the acceptance of a bid or proposal, in accordance with PPRA Rule;
- ii. The Procuring Agency shall incur no liability towards the bidders, solely by virtue of its invoking 2.4.5.1, in accordance with PPRA Rule;
- iii. Intimation of the cancelation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation, in accordance with PPRA Rule;
- iv. The Procuring Agency 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, in accordance with PPRA Rule;

3. OPENING AND EVALUATION OF BIDS

3.1. OPENING OF BIDS

The Procurement Committee shall open the Bids in presence of Bidders' designated representatives who choose to attend, at the time, date, and location stipulated in the Bid Data Sheet. The Bidders' representatives shall bear identification and authorization documents issued by the Bidder. The Bidders' representatives who are present shall sign a register evidencing their attendance; The Procurement Committee shall open the bid envelopes sign the first page of the submitted bid(s) marked as "ORIGINAL". The Procurement Committee shall then declare the Bid opening proceedings ended and shall dismiss the Bidders' representatives present; No Bid shall be rejected at the Bid opening except for late Bid as well as without Bid Security. At the opening of each bid, the Procurement Committee shall announce the Bidders' names and any other details that it may consider appropriate. The Procurement Committee shall prepare minutes of the Bid opening, including the information disclosed to those present. The Evaluation Committee shall then proceed to the evaluation of the Bids.

3.2. EVALUATION REPORT

The results of the evaluation of the Bids conducted by the Procurement shall be reflected in the Bid Evaluation Report, which shall be published on the Authority's official website and communicated to the Bidders.

4. AWARD OF CONTRACT

4.1. AWARD CRITERIA The procuring Agency shall execute Rent Agreement with the Successful Bidder who's bid has been determined to be substantially responsive and has quoted the Lowest Monthly Rent.

4.2. PROCURING AGENCY'S RIGHT TO ACCEPT OR REJECT

The Procuring Agency may, in its sole discretion,

- i. accept any Bid;
- ii. reject any Bid;
- iii. annul the Bidding Process and reject all Bid; or
- iv. annul the Bidding Process and commence a new process.

4.3. LETTER OF AWARD

Prior to the expiration of the validity period of Bid, the Authority shall notify the Successful Bidder in writing that its Bid has been accepted by the Authority (the Letter of Award).

4.4. SIGNING OF CONTRACT

The Successful Bidder shall sign the Rent Agreement with the Authority.