



## National Engineering Services Pvt. Ltd. (NESPAK)

### Notice Inviting Bids

NESPAK invites sealed bids from the Landlords/Owners/Property Agents for Hiring of Rental Building for Office use by NESPAK through Single Stage Two Envelopes Method.

Buildings on rent are required within municipal limits of cities as per details mentioned hereunder: -

<b>a. AJ&amp;K</b>	<b>Required Covered Area (Sqft.)</b>
i. Muzaffarabad city	5,000 - 6,000
ii. Bagh city	2,500 - 3,500
iii. Rawalakot city	3,500 - 4,500
<b>b. KP</b>	
i. Abbottabad city	5,000 - 6,000
ii. Battagram city	2,000 - 3,000
iii. Besham city	2,000 - 3,000

The bids prepared in accordance with the instructions in the bidding documents as per Annexures given below, must reach the office of undersigned **on or before May 17, 2022 by 1400hrs** and technical bids will be opened on the same day at **1430hrs** in the presence of the bidders/ their authorized representatives, who choose to attend.

Financial bid of technically qualified bidders will be opened after technical evaluation and will be informed later on.

<b>Bidding Documents</b>		
<b>1.</b>	<b>Terms and Conditions</b>	<b>Annex "A"</b>
<b>2.</b>	<b>Evaluation Criteria</b>	<b>Annex "B"</b>
<b>3.</b>	<b>Technical Bid</b>	<b>Annex "C"</b>
<b>4.</b>	<b>Financial Bid</b>	<b>Annex "D"</b>

For any query, please contact Admin Department on Telephone No. 051-2874018-21 (Ext-337) during office hours.

**General Manager / Head**  
**NESPAK DM&R Division**  
**NESPAK House, 3<sup>rd</sup> Floor, Sector G-5/2**  
**Near State Bank of Pakistan, Islamabad**

## **TERMS & CONDITIONS**

1. The Procuring Agency has the right to reject all bids as per provisions of PPRA Rule 33.
2. Procedure of open competitive bidding will be single stage two envelope in accordance with PPRA Rules 36(b). One main envelope should contain two separate sealed envelopes marked as technical and financial bids.
3. Financial bids of technically qualified bidders will only be opened. Financial bids will be returned unopened to the technically unqualified bidders.
4. The amount of the bid must be in Pak rupees. The language of the bid is English and alternative bids shall not be considered. The bid validity period shall be 90 days.
5. The rate quoted shall correspond to 100% of the requirements specified in Annexure-B and must remain valid for 12 months.
6. Bids must be inclusive of all applicable taxes and the same will be deducted as per prevailing rules of FBR.
7. The bids received after the due date and time will not be entertained.
8. In light of PPRA Rule 18, NESPAK shall disqualify Property Agents/Owners if it finds at any time that the information submitted by the Landlords/Property Agents/Owners is false and materially inaccurate.
9. Sealed bids must be submitted on or before **May 17, 2022, 3<sup>rd</sup> Floor, NESPAK House, Sector G-5/2, Islamabad** and only technical bids will be opened on the same day on 1430hrs in the presence of bidder or their representatives who may choose to attend.
10. The most advantageous bidder shall be engaged in an agreement.
11. The envelopes shall be clearly mentioned, **“Confidential - “Name of the City” only to be opened by the authorized person(s)”**.
12. The building being offered must be free of encumbrances and from all types of litigation.
13. Previous utilities bills of the building must be paid by the owner prior to signing of lease agreement.
14. Bidders should clearly mention total Sqft. area of the house, location, complete address, monthly rent, and detail of other facilities like availability of water, electricity, gas etc. Owner’s complete name, address, CNIC number and contact number. Advance security deposit will be paid for One Month only.
15. The successful bidder will have to sign an extendable annual lease agreement on mutually agreed terms and time period.
16. Any bidder(s) may quote for any or all of the required locations.
17. Property Agent’s commission(s) if any will be paid by the owner of the building.

Evaluation Criteria

	<b>Technical Attributes</b>	<b>Evaluation Criteria</b>
1.	Owner's CNIC	Duly attested.
2.	Ownership of the premises	The owner of the property must have confirmed ownership/power of attorney of the building, should not be a disputed building.
3.	Location of the Premises/ easy accessibility	Building should be located on easy access road and preferably nearby established commercial area.
4.	Parking Space	Sufficient Parking space should be available for minimum parking of 02 cars.
5.	Covered area	Total covered area in square feet
6.	Utilities	Sufficient water availability i.e. Functional water bore facility or operational Govt. water connection, dedicated legal electric and Sui Gas connection.
7.	Building Condition.	Building should be in good condition with no material or latent defect.
8.	NTN certificate	Owners

1. Bids if found eligible and in compliance with the “**Evaluation Criteria**” shall only be considered for further evaluation and shall be visited for physical inspection.
2. Bids fulfilling the “**Evaluation Criteria**” and the lowest per sq.ft. rate (per month) will be selected for agreement with the Owner/Property Agent.

**TECHNICAL BID**

<b>Sr. #</b>	<b>Description</b>	<b>Attached Yes/No</b>
1.	Owner's CNIC dully attested	
2.	Ownership proof / Power of attorney	
3.	NTN Certificate	
4.	Address of the building being offered on monthly rental basis	

**Name of the bidder:** \_\_\_\_\_

**Bidder's CNIC:** \_\_\_\_\_

**Signature of the bidder:** \_\_\_\_\_

**Contact # of the bidder:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FINANCIAL BID**

<b>Sr. #</b>	<b>Address of the building being offered</b>	<b>Total covered Area (offered building in Sqft)</b>	<b>Rent per month (RS) (inclusive of all taxes)</b>	<b>Owner's Signature</b>
1.				

**Name of the bidder:** \_\_\_\_\_

**Bidder's CNIC:** \_\_\_\_\_

**Signature of the bidder:** \_\_\_\_\_

**Contact # of the bidder:** \_\_\_\_\_

**Date:** \_\_\_\_\_