

TENDER DOCUMENT

Office Space required in Karachi Port Qasim for PLTL

Tender No. PLTL/01/off/2020



Pakistan LNG Terminals Limited (PLTL)
5th Floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad.

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1. INVITATION FOR BIDS

Pakistan LNG Terminals Limited

Tender No.: PLTL/01/Off/2020

OFFICE SPACE REQUIRED IN PORT QASIM KARACHI

Sealed bids are invited for office building/accommodation with the minimum required area of 600 sq ft or between 600 sq ft to 800 sq ft, on rent at Port Qasim Karachi.

Interested bidders (i.e; owners of building / space or authorized property dealers) may download the bidding documents from the website of PLTL (www.paklngterm.com) containing terms and conditions, method of procurement, evaluation criteria and other requirements.

The bids prepared in accordance with the instruction in the bidding document must reach at the office of, Pakistan LNG Terminals Limited, 5th Floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad. on/or before 1100 hours by **17th March 2020**.

Any bids received after the said time shall be returned unopened. It is the bidder's responsibility to ensure that the bid documents sent via courier reaches the office of PLTL within the specified time. Late bids shall not be accepted.

The bids will be opened on the same date at 1130 hours in the presence of the bidders/ their authorized representatives, who may choose to be present.

Incomplete bids will not be entertained. Competent authority may reject any or all bids at any time prior to the acceptance of a bid by invoking rule 33 of PPRA-2004.

Pakistan LNG Terminals Limited
5th Floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad.
Telephone No. 051-9216901,
Email: info@paklngterm.com

2. TERMS & CONDITIONS

1. Sealed bids are invited for office building / accommodation with minimum required area of 600 sq. ft or between 600 sq ft to 800 sq ft, on rent in Port Qasim Karachi for the initial period of 1 year (extendable) for Pakistan LNG Terminals Limited (hereinafter referred to as “Lessor”).
2. Single stage – two envelope bidding procedure shall be applied, which means that each bid shall comprise of **two separate sealed envelopes** containing one financial & other technical proposal.
3. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
4. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened at 1130 hrs on same day in the presence of authorized representatives.
5. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of PLTL without being opened.
6. The PLTL shall evaluate the technical proposal as per given evaluation criteria without reference to the price and reject any proposal which does not conform to the specified requirements.
7. PLTL designated staff may visit the proposed building to ascertain the veracity of technical proposal.
8. During the technical evaluation no amendments in the technical proposal shall be permitted.
9. The financial proposals of bids shall be opened publicly at a time, date and venue communicated to the bidders in advance.
10. After the evaluation and approval of the technical proposal, PLTL shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non responsive shall be returned un-opened to the respective bidders.
11. The lowest price evaluated bid shall be accepted subject to the suitability as per requirement of the organization.
12. The bidder should quote its rent rates for one year in the Financial Proposal.
13. The rates quoted shall remain valid for three (3) months from the date of opening of technical proposal.
14. Bid shall be in Pak rupees only and inclusive of all applicable taxes i.e. income tax etc., and any other tax/duties/surcharge as per current/prevalent GOP rules.
15. No claim on/of Escalation during the currency of contract will be entertained.
16. Written agreement (specimen annexed) will be made with the owner of the selected building or his Attorney based on legal proof , as the case may be.
17. Payment of rent shall be made in advance (through cross cheque) upto six months against the quoted / agreed rent for the hired property.
18. Payment shall be made after deduction of applicable taxes i.e. Income Tax, GST etc. at source as per prevailing Government Rules at the time of payment.
19. PLTL will initially hire premises for one year period.
20. The hiring can be extended for further period with mutual consent of both parties with annually increase in rent @10%.
21. Offers are liable to be rejected if there is any deviation from the instructions as laid down in the bidding documents i.e. Incomplete bid shall not be accepted, Offers are received after specified date and time, Specification and other requirements are not properly adhered to or different from those given in the bidding documents.

22. Any overwriting and cutting should be avoided. However, if it is inescapable then each overwriting/cutting is to be signed and stamped by the bidder and certificate in this regard be attached with the financial bid that these cutting/overwriting had been made prior to submission of bids.
23. Any dispute arising out of the terms of this agreement shall be referred to an arbitrator.
24. Pakistan LNG Terminals Limited reserves the right to accept or reject part or whole of the tender any time by invoking rule 33 of PPRA-2004.

3. EVALUATION CRITERIA

Technical proposals shall be evaluated as per the laid down criteria. All supporting documents must be attached with Technical Proposal.

Bidder must score / achieve **60%** as passing marks in technical qualification to become eligible for participating in financial bid opening. Technically qualified bidders shall be allowed to participate in the financial bid opening process. The financial bids of technically unqualified bidders shall be returned un-opened as per PPRA Rules. Building / premises shall be hired from the technically qualified bidder who has quoted the **lowest financial bid** and upon the recommendations of the relevant PLTL Procurement Committee, based on the suitability of the property to meet the needs of PLTL. If two or more bidders quoted the same financial bid, then the contract will be awarded to the one who has scored highest in technical qualification.

Part A) Mandatory Requirement *

1. The covered area of building should be 600 sq ft or between 600 sq ft to 800 sq ft. (Enclose Documentary proof)
2. Owner should be of Pakistani National must have valid CNIC. (Enclose Documentary proof)
3. He or She must be owner of the premises / building. In case of two or more owners application must be accompanied with the legal / legitimate power of attorney in the name of applicant. (Enclose Documentary proof)
4. The building being offered must be free of encumbrances, possession able with immediate effect and free from all types of litigation/dispute. No loan has been taken against the property and it has not been pledged anywhere. House/building has been constructed as per the approved by laws of the concerned municipal / cantonment etc. agency. Previous taxes of the building (if any) have been paid by the owner. (Enclose Documentary proof)
5. Previous utility bills have been paid by the owner. (Enclose Documentary proof)
6. Building has approved building plan from concerned controlling agency. (Enclose Documentary proof)
7. Building has all basic amenities like electricity, water and telephone etc. (Enclose Documentary proof)
8. Building has 3 phase electric connection. (Enclose Documentary proof)
9. Location of office must be in Port Qasim Authority at main road facing area which is easy to approach with necessary basic utilities.
10. Timely payment of property and all other taxes to be ensured by the land lord.
11. Decision regarding selection of the premises for renting and the terms of Bid Form/ BOQ will be finalized after the physical visit of site by PLTL representatives.
12. Location of office must be within Port Qasim Authority (PQA) territory.
13. Mandatory services required:
 - Electricity
 - Back up Generator
 - Water
 - Internet
 - Telephone
 - Lift (if required)
 - Parking (if dedicated for atleast two cars.)

14. Any additional services can be quoted in Bill of Quantity (BOQ) with its description and company reserves the right to avail it or not.

Part B) General Criteria

S. No	Description	Evaluation Criteria Criteria and	Max	Earned Marks
1	Covered Area	a. Within 600 to 800 sq ft b. Less than 2500 sq ft	10 Marks 0 Marks	10
2	Location of Premises	a. Located on main (60 feet or more) road b. Located on main (> 50 Feet and < 60 feet) road c. Located on main (>= 40 feet and <50) road d. Located on main < 40 feet single road	10 Marks 5 Marks 3 Marks 2 Marks	10
3	Distance from LNG Terminal	a. Within 4 Km b. Between 4 Km to 8 Km c. Beyond 8 km	20 Marks 10Marks 0 Marks	20
4	Accessibility	a. Public Transport available within 500 feet distance b. Public Transport available within 750 feet distance c. Public Transport available within >1000 feet distance d. Public Transport available within >1500 feet distance	5Marks 3 Marks 2 Marks 1 Marks	5
5	Already constructed Rooms (if available)	a. 2 rooms b. 1 rooms c. No rooms	10 Marks 5 Marks 0 Marks	10
6	Hall/Conference room	a. Yes b. No	10 Marks 0 Marks	10
7	Bath rooms	a. 1 bath room b. 0 bath room	5 Marks 0 Marks	5
8	Flooring	a. Wooden/Tile/Marble/Carpet flooring in good condition b. Chips flooring in good condition	5 Marks 3 Marks	5
9	Outside Parking space	a. Parking for 2 vehicles b. Parking for 1 vehicles	10 Marks 5 Marks	10
10	Generator wiring	a. Generator wiring available b. Generator wiring not available	5 Marks 0 Marks	5
11	UPS wiring	a. UPS Wiring available	5 Marks	

		b. UPS Wiring not available	0 Marks	5	
12	Water Connection / Self Boring	a. Self-boring	5 Marks		
		b. Water connection govt	3 Marks	5	
d. Total				100	
Minimum qualifying marks are 60% in above table. Attach Supporting documents.					

4. FINANCIAL PROPOSAL

Bill of Quantities (BOQ)

Tender Enquiry No. _____

Description of Items	Size of premises (Sq. Ft./Sq. Yd.)	Rent per Sq. Ft./ Sq. Yd.	Monthly rent (in Rs.)	Annual Rent (in Rs.)
XXXXXXXXXXXX				

Any other utility/ facility available at the premises and the payment included in rent (details must be attached hereto)	a. _____ b. _____ c. _____ d. _____
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Note:

1. The quoted rent-price shall be inclusive of all duties and Federal/ Provincial taxes
2. Bidders are essentially required to quote the rent-rate on this bid form. Rent-rate quoted other than bid form will not be entertained.

LEASE CONTRACT AGREEMENT

This Agreement of Lease is made at _____ on date _____, between _____ S/o
R/o _____ holding CNIC # _____ adult, (hereinafter collectively referred to
as the “Lessor”) which expression shall unless repugnant to this subject or context, mean and include as his heirs, executors,
administrator and assigns on of the one part.

AND

PAKISTAN LNG TERMINALS LIMITED, a Limited Company registered under the Company Ordinance, 1984 and
having its registered office at 5th Floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad. (hereinafter referred to as
the “Lessee”, which expression shall unless repugnant to the subject or context, mean and include its successors-in-interest
and assigns) of the other part.

NOW THEREFORE WITNESSED AS FOLLOWS:

Whereas the Lessor above named is the rightful owner (Copy of all the title document attached herewith as Annexure-A)
of the premises situated at _____. measuring _____ Sq. ft., and the Lessee has agreed to take
on lease the said premises (hereinafter referred to as “Demised Premises”).

NOW THEREFORE, it is hereby agreed between the Lessor and the Lessee as follows:-

1. LESSEE’S COVENANTS WITH THE LESSOR

- a. The Lessee shall pay unto the Lessor initially an amount of Rs. _____ /- (Rupees
_____) as one year rent in ADVANCE @ Rs. _____ /-
(Rupees _____) per month adjustable 100% Thereafter, the Lessor will be paid rent of each
consecutive year in advance at the beginning of the year subject to the satisfactory business relations with the
Lessor.
- b. That the rent of the premises shall not be changed/ increased during the tenancy period of three years as mentioned
in this agreement.

- c. That the conservancy, electricity, water, telephone gas and fire charges pertaining to demised Premises incurred by the Lessee shall be paid by the Lessee direct to the Departments (s) concerned for the period it stays under the use of the Lessee.
- d. That the Lessee shall use the Demised Premises as office only and the yard for storage of line pipe , engineering material , other related materials etc and also for parking of official vehicles or for any other official purpose as may be necessitated from time to time .
- e. That the Lessee shall not sub-let the Demised Premises without the prior permission of the Lessor in writing .

2. LESSOR'S COVENANTS WITH THE LESSEE:

- a. Before handing over the possession of the Demised Premise to the Lessee the Lessor shall have it properly painted and repaired to the satisfaction of Lessee along with electricity, emergency exit gates, elevators and thereafter every year from the date of occupation, unless not required by the lessee .
- b. That the Lessor shall also be responsible to carry out such structural works, masonry works, paint works and any other works/repair of the Demised Premises as any be necessitated / required by normal wear & tear and / or caused by any acts of nature. i.e. whether , earthquake, rains, floods, tsunami, cyclone, riots, insurrection, civil commotion, act of terrorism or sabotage or activities of any social elements or declared or undeclared war or war like situation.
- c. That the Lessor shall be responsible for all taxes, charges and out goings in respect of the Demised Premises, except for those which the Lessee may be responsible as provided for under Clause 1(2) of this agreement.
- d. That the lessee performing its obligations under this agreement, shall during the subsistence of the agreement peaceably enjoy the Demised Premises without any interruption, let or hindrance from the Lessor or anybody claiming through or under him.

3. LESSOR'S AND LESSEE'S COVENANTS WITH EACH OTHER.

- a. That this agreement shall become effective from _____ to _____, but this agreement may be renewed for further period as mutually agreed in writing, at the option of either the Lessor or the Lessee, provided that a notice of intention to renew the agreement is given by the Lessor or the lessee as the case may be at the time of expiry of this agreement.
- b. Either party may terminate this agreement by giving a ninety (90) days advance written notice of its intention to do so, subject to refund of rent by the Lessor to the Lessee for the un-expired period, if any representing the period of rent paid in advance.
- c. This Agreement shall be governed in accordance with the laws of Islamic Republic of Pakistan and the Competent Courts of Karachi shall have exclusive jurisdiction.
- d. This Agreement may be amended or modified at any time through mutual written consent of the Lessor and the Lessee.

- e. All disputes and controversies arising out of or concerning the interpretation or application of this agreement shall be settled through mutual negotiations between the Lessor and Lessee. In the event that a dispute or the controversy is not resolved within the period of 30 days from the date of notification of such a dispute or controversy then the matter shall be referred to a court of law having competent jurisdiction. Good faith negotiations shall be condition precedent to any action or remedy under the relevant law.

4. LEASE TENDER/ CONTRACT DOCUMENTS:

It is understood and agreed that the documents which comprise the Lease Contract submitted by the Lessor with the bid are attached hereto and made a part hereof.

It is agreed by the parties to the Lease Agreement that this Lease Contract shall be executed in two counterparts; one copy to be retained in the office of the Pakistan LNG Terminals Limited and one given to the Lessor.

IN WITNESS WHEREOF the parties hereto have executed this Lease Agreement at Karachi in two counterparts by their duly authorized representatives as of the day and year herein above set forth.

Signed for and on behalf of

Signed for and on behalf of

M/s. (PLTL) _____

FF M/s. _____

Signature : _____

Signature : _____

Name : _____

Name : _____

In the presence of :

Signature : _____

Signature : _____

Name : _____

Name : _____

Signature : _____

Name : _____