

ISSUED ON: _____

ISSUED TO: _____



GOVERNMENT OF SINDH

SINDH HIGHER EDUCATION COMMISSION

F-60/I, Near Abdullah Shah Ghazi Shrine, Shahrah-e-Attar,
Clifton, Block-4 Karachi, Ph: 021-99332669-71
info@sindhhec.gov.pk, www.sindhhec.gov.pk



BIDDING DOCUMENTS

**“ACQUIRING OF OFFICE PREMISES ON RENTAL BASIS IN
KARACHI FOR SINDH HEC”**

TECHNICAL PROPOSAL

TENDER NO.AD(ADMIN)/SHEC/OFFICE PREMISES/12-34/2025



GOVERNMENT OF SINDH
SINDH HIGHER EDUCATION COMMISSION
F-60/I, Near Abdullah Shah Ghazi Shrine, Shahrah-e-Attar, Clifton,
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NO.AD(ADMIN)/SHEC/Office Premises/12-34/2025

Karachi dated: 25th August, 2025

NOTICE INVITING TENDER

"ACQUIRING OF OFFICE PREMISES ON RENTAL BASIS IN KARACHI FOR SINDH HEC"

Sindh Higher Education Commission (Sindh HEC) invites sealed bids **electronically** on **-Single Stage Two Envelope-** bidding procedure from the registered and well-reputed parties/firms, having valid/active registration with SRB & FBR, for **Acquiring of Office Premises in Karachi on rental basis** in the independent building / portion / commercial building (free from all encumbrances) for its office at Karachi with following requirements:

S.NO.	FEATURES	REQUIREMENTS
1.	Preferred Location	Shahrah-e- Faisal near Sindh Secretariat
2.	Space Required	At least 10,000 sq.ft. Adequate to accommodate 120 people with minimum five Executive rooms. Spacious Basement Rooms not less than 30.
3.	Parking Space	Dedicated car parking space for 20 to 30 cars.
4.	Quality of Construction	Well maintained building with easy access
5.	Preferable Amenities	Operational Kitchen with gas, electricity, water & Sewerage connections.

- Interested bidders may seek further information by obtaining bidding document upon submitting the written application along with a pay order / demand draft amounting to Rs.2000/- in favor of Sindh Higher Education Commission, Government of Sindh from the office of the Assistant Director (Admin), Sindh HEC, or downloading it from the websites <http://sindhhec.gov.pk/> and <http://portalsindh.eprocure.gov.pk/>.
- Bidders are required to submit their bids, including all requisite information or supporting information, **electronically** on or before **11:00 AM** on **22nd September, 2025** through designated e-procurement system i.e. E-Pak Acquisition and Disposal System (E-PADS) of Sindh Public Procurement Regulatory Authority by registering their company in advance at <http://portalsindh.eprocure.gov.pk/> prior to the bid opening date which is 22nd September, 2025 at 11:30 AM.
- Physical bids shall neither be allowed nor accepted. Bid submitted after the specified date & time will not be considered.
- Bidders are requested to be given their Best and Final Price as "No" negotiation is permitted.
- Bid Security of an amount equivalent to 5% of the total quoted bid amount must be attached with the bid(s) in the shape of Pay Order/Demand draft/Call deposit in the name of Sindh Higher Education Commission, Government of Sindh. However, the original bid security instrument shall be required physically in separate sealed envelope from all the prospective bidders on or before bid opening date and a copy of the same instrument without disclose the bid security amount, to be required electronically. Non-compliance will cause the rejection of the bid(s).
- In case, date of opening of bids is declared as a public holiday or non-working day due to force Majeure, the next official working day shall be deemed to be date for issuance, submission and opening of tender. The time and venue shall remain unchanged.
- The procuring agency reserves the right to reject all or any bid or cancel the bidding process, in whole or in part, at any time prior to the acceptance of a proposal, subject to the relevant provisions of SPP Rules, 2010 (Amended from time to time).

-Sd/-

Assistant Director (ADMIN), SINDH HEC

BIDDING DATA	
Name of Work	ACQUIRING OF OFFICE PREMISES ON RENTAL BASIS IN KARACHI FOR SINDH HEC, GOVT. OF SINDH
Procedure of Open Competitive Bidding	SINGLE STAGE TWO ENVELOPE bidding procedure
Date for Issuance of Bid document	28 th August, 2025
Date and time of Submission ELECTRONICALLY	22 nd September, 2025 at 11:00 AM
Date and time of Technical Bid Opening	22 nd September, 2025 at 11:30 AM
Date and time of Financial Bid opening	Will be announced after announcing technical evaluation as per SPPRA rule 46(2)(e)
Place of opening	Committee Room, Bungalow No. 01, Sindh HEC
Name of Procuring Agency	Sindh Higher Education Commission, Government of Sindh, Karachi
Address, Telephone#, E-mail, & Website	F-60/I, Near Abdullah Shah Ghazi Shrine, Shahrah-e-Attar, Clifton, Block-4 Karachi, Ph: 021-99332669-71 info@sindhhec.gov.pk, www.sindhhec.gov.pk
Method & Procurement Procedure	National Open Competitive Bidding Single Stage – Two Envelope Bidding Procedure
Bid Validity	90 Days
Availability of Premises	Within two months of Publication of Tender Notice.
Bid Security	Not exceeding 5% of the total bid amount (The bid security of successful party shall be verified from the issuing agency as per SPPRA rule 39(3)).
Performance Security	10% of total bid amount (The performance security of successful party shall be verified from the issuing agency as per SPPRA rule 39(3)).

-Sd/-

Assistant Director (ADMIN), SINDH HEC

INSTRUCTIONS TO BIDDERS

1. GENERAL

1.1 Introduction

Sindh Higher Education Commission (Sindh HEC), Government of Sindh intends to hire private party/firm for providing office space to Sindh HEC in Karachi on rental basis.

1.2 Scope of Work

1.1.2 The bidder would be selected as per the evaluation criteria of this document to provide services as. The successful bidder would enter into a **Framework Contract** as per Rule-15 (B) of SPPRA Rules (Amended time to time).

1.2.2 Bidding shall be conducted under Rules 46 (2) "**Single Stage–Two Envelope**" (Technical and Financial Bids) procedure laid down in SPPRA Rules 2010 (amended time to time). The contract shall be awarded as per the evaluation criteria mentioned in this document.

1.2.3 The bidder shall submit their bids with proper Indexing Table / Page Numbers and attach all the mandatory / required documents in Annex or Tagging format.

1.3 Source of Funds

1.3.1 The Sindh HEC has allocated funds towards the cost of "**Acquiring of Office Premises for Sindh HEC on rental basis**" from its budget for the current financial year 2025-2026.

2. ELIGIBLE BIDDERS

The bids that meet the following minimum **ELIGIBILITY CRITERIA (MANDATORY REQUIREMENT)** would be declared responsive for further evaluation as per the Evaluation Criteria specified in this bidding document. **Documentary Evidences are mandatorily required to be attached thereof:**

2.1 Original Tender Purchase Receipt / Pay Order of Tender Fee.

2.2 The office of bidder should be based in Karachi or should have a branch in Karachi.

Details of its office details at Karachi and in other Provincial Headquarters (if any) with Phone Numbers /Addresses.

2.3 Copy of CNIC of the signatory of the Bid Forms.

2.4 The Bidder must be available on the "**List of Active Tax Payers**" of the **FBR website** (for Income Tax).

2.5 The bidder must be available on the "**List of Active Tax Payers**" **SRB website** (for Service Sales Tax).

2.6 Bidder / Company Profile / Details.

2.7 Bidder should have to provide full name & address of principal banker along with letter for confirmation that SINDH HEC, TIEST can approach your bankers for financial references.

3. COST OF TENDERING

3.1 The company shall bear all costs associated with the preparation and submission of its documents, while Sindh HEC, in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering

process.

4. CLARIFICATIONS OF TENDERING DOCUMENTS

4.1 A bidder or an Officer authorized on its behalf in writing requiring any clarification(s) may notify to SINDH HEC. The SINDH HEC or concerned Officer authorized on its behalf will respond to any request for clarification, which is received within **05 working days** or more before the deadline set for the submission of bids.

5. AMENDMENT OF TENDER DOCUMENT

5.1 At any time before the deadline for submission of bids, the SINDH HEC may, for any reason, whether at its initiative or in response to a clarification requested by a prospective company, modify the tender document by issuing a corrigendum/addendum.

5.2 Any corrigendum/addendum thus issued shall form an eternal part of the tender document. To offer bidders a reasonable time frame in which to take a corrigendum/addendum into account in preparing their bids, the SINDH HEC may at its discretion extend the deadline for submission of bids.

6. LANGUAGE OF DOCUMENTS

6.1 Bid Documents and related correspondence will always be in the English language.

6.2 All the relevant technical literature in the English Language should be attached to the bid.

7. BID PRICE

7.1 Price/bid offer should be quoted in Pak Rupees as per the given format.

7.2. The price/bid offer quoted should be firm, final, and written/typed without any ambiguity.

7.3 The bid price should include all the government taxes, as per prevailing taxation rates of provincial/federal/local governments, etc. (e.g., SST/GST, Income Tax, Withholding Tax, etc.).

7.4 If there is no mention of taxes or calculation error, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the Income Tax / SST / GST or other taxes during the contract period shall be passed on to the Procuring Agency.

7.5 The price/bid offer shall be entered against each personnel/material/equipment for the whole duration of the contract period.

7.6 The bidder shall be deemed to have obtained all related information as to the requirements thereto which may affect the bid offer/price if required.

8. BID SECURITY / EARNEST MONEY

8.1 The Bidder shall furnish, as part of its bid, a bid security in the amount in the shape of a Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee in favor of Sindh Higher Education Commission issued by a scheduled bank in Pakistan. The Bid Security shall be attached to the Financial Proposal. No interest will be paid on Bid Security. A photocopy of the Bid Security shall be attached to the Technical Proposal after hiding the amount.

8.2 Any bid not accompanied by an acceptable bid security shall be rejected by the SINDH HEC as non-responsive.

- 8.3 The bid securities / earnest money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid security whichever is earlier.
- 8.4 The bid security of the successful contractor will be returned only when the bidder furnishes the required Performance Security and signs the relevant contract agreement.
- 8.5 **The bid security / earnest money may be forfeited/confiscated:**
- i. If a bidder withdraws his bid during the period of bid validity.
 - ii. If the bidder does not accept the correction of his bid price.
 - iii. In the case of a successful bidder, if he fails to furnish the required performance security or sign the contract agreement.
 - iv. If the bidder fails to provide the requisite services.
 - v. If the bidder fails to fulfill the mandatory requirements upon which he has given certificates/affidavits etc.

9. **VALIDITY OF BIDS**

- 9.1 All bids shall remain valid for **90 (ninety) days** from the date of opening of bids.

10. **CLARIFICATIONS / CORRECTIONS OF BID**

- 10.1 To assist in the examination, evaluation and comparison of the bids the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought offered or permitted.
- 10.2 Arithmetical errors will be rectified on the following basis:
- i. If there is a discrepancy between unit price and total price that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected.
 - ii. If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid security will be forfeited.

11. **RESPONSIVENESS OF BIDS**

- 11.1 The valid bid security / earnest money is submitted (**A copy of the requisite Bid Security without showing the rates must be submitted physically without attaching the Financial Bid**).
- 11.2 The bid is valid till the required period.
- 11.3 The bid prices are firm during their validity and inclusive of all taxes, duties, etc.
- 11.4 Compliance with all terms and conditions of a tender document in specified formats.
- 11.5 The bidder is eligible for tendering and possesses the requisite experience.
- 11.6 The bid does not deviate from basic requirements.
- 11.7 The bidder submitted all mandatory/requisite documents as mentioned in the tender document.

12. **SUBMISSION OF BIDS**

12. Bids should be submitted as per SPPRA Rules 46 (2) **Single Stage – Two Envelope “ELECTRONICALLY”** on the website of SPPRA <http://portalsindh.eprocure.gov.pk/>. Procedure as under:

- a) While submitting the technical documents, the firms/companies are requested to avoid including financial documents in the technical criteria.
 - b) Initially, only the **"TECHNICAL PROPOSAL"** shall be opened on the presence of bidders/representatives **ELECTRONICALLY**;
 - c) The **"FINANCIAL PROPOSAL"** shall not be opened before the evaluation of technical criteria;
 - d) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price, and reject any proposal that does not confirm to the specified requirements;
 - e) No amendments in the technical proposal shall be permitted during the technical evaluation;
 - f) Financial proposals of technically qualified bids shall be opened publicly at a time, date and venue as mentioned in the Notice Inviting Tender.
- 12.2 The technical bid should contain all the relevant information and desired enclosures in the prescribed format. The Financial Bid should contain only the Financial Proposal. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.

13. **DEADLINE FOR SUBMISSION OF BID**

- 13.1 Bids must be received **ELECTRONICALLY** by the Procuring agency no later than the time and date specified in the Re-tender Notice.

14. **OPENING OF BID**

- 14.1 Procurement Committee will publicly open the Bids first at the date, time, and place given in the NIT / Bidding Documents **electronically** in the presence of the bidder's representatives who choose to be present.
- 14.2 The name of the bidder, bid price, and such other details as the committee at its discretion may consider appropriate, will be announced at the time of the Bid opening
- 14.3 The relevant committee will resolve any issue raised by the bidders, on the spot. Any issue related to the proceeding after the same has concluded, shall not be entertained verbally or in writing.
- 14.4 The SINDH HEC reserves the right to reject any one or all bids/proposals or scrap / cancel the tender as per relevant SPPRA Rules 2010 (Amended time to time).

15. **EVALUATION OF BIDS**

- 15.1 The bids not responsive to the MANDATORY ELIGIBILITY CRITERIA provided in Clause 2 and Responsiveness of Bid according to Clause 11 shall not be eligible for further Technical Evaluation.
- 15.2 The relevant Committee will evaluate and compare only the bids previously determined to be responsive and submitted by an eligible bidder.
- 15.3 The bids shall be evaluated on a complete package basis (all groups basis). The bids for partial/limited items / limited groups shall not be considered and rejected.
- 15.4 It will be examined in detail whether the office premises offered by the company comply with the provisions of this tender document. For this purpose, the company's data will be compared with the tender document eligibility and evaluation criteria along with a visit to company facilities/offices for physical

- inspection (if required).
- 15.5 It will be examined in detail whether the documents comply with the conditions of the tender document. It is expected that no deviation/stipulation shall be taken by the company.
- 15.6 Technically qualified/successful bidder(s) / Tenderer(s) shall be eligible for Financial Proposal(s).
- 15.7 The Price evaluation will include all duties, taxes (Federal/Provincial/Local) and expenses, etc. In case of any exemption of duties and taxes made by the Government (Federal/Provincial/Local), the contractor shall be bound to adjust the same in the Financial Proposal. The benefit of exemption from or reduction in the SST / GST / Income Tax during the contract period shall be passed on to the SINDH HEC.
- 15.8 SINDH HEC shall not be responsible for any erroneous calculation of taxes and all differences arising out as above shall be fully borne by the Successful Bidder.
- 15.9 Bidder shall be bound to produce the original documents for verification at the request of SINDH HEC. If the bidder fails to produce the original documents within the prescribed schedule their Bid will be rejected.

16. **BID EVALUATION CRITERIA**

- 16.1 If the bidder/firm/party is in non-responsive, the technical evaluation of that firm will not be conducted due to non-compliance with MANDATORY ELIGIBILITY CRITERIA.
- 16.2 The merit point system will be created for evaluation of technical criteria of all parties.

17. **REJECTION / ACCEPTANCE OF BID**

- 17.1 A bid determined as non-responsive will be rejected and will not be made responsive by the bidder by correction of the non-conformity.
- 17.2 The bid shall be rejected if:
- i. it is substantially non-responsive in a manner prescribed in this tender document; or
 - ii. it is against Pakistani Laws, Rules, Regulations, Policies, Permits, Codes, etc.; or
 - iii. bidder has a conflict of interest with the SINDH HEC; or
 - iv. bidder engages in corrupt or fraudulent practices in competing for Contract awards; or
 - v. bidder tries to influence the bid evaluation / Contract award; or
 - vi. bid submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
 - vii. unsigned, incomplete, partial, ambiguous, conditional, alternative, late; or
 - viii. subjected to interlineations/cuttings/corrections/erasures/overwriting; or
 - ix. any bidder encloses the financial bid within the technical bid, the same shall be rejected, as bids are invited according to the Single Stage – Tow Envelope Bidding Procedure following sub-rule 2 of rule 46 of the Sindh Public Procurement Rules, 2010 (Amended time to time). In case; or
 - x. qualified by vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly; or

- xi. without verifiable proofs against the mandatory as well as general documentary, qualification, and eligibility-related requirements; or
- xii. bidder fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-2); or
- xiii. bids submitted for partial/limited services/items as specified in the Format for Quoting the Rates / Schedule of Requirements / BoQ; or
- xiv. bid submitted with a shorter bid validity period; or
- xv. bidder fails to meet the minimum evaluation criteria requirements; or
- xvi. bid not accompanied by the Bid Security (Earnest Money) of required amount and form; or
- xvii. bidder refuses to accept the corrected Total Bid Amount / Price; or
- xviii. the Bidder has been blacklisted by any public or private sector organization; or
- xix. bidder has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations; or

18. PROCESS TO BE CONFIDENTIAL

- 18.1 No company shall contact SINDH HEC on any matter relating to its tendering process from the time of opening to the time of tendering announcement.
- 18.2 Any effort by a bidder to influence SINDH HEC in the evaluation, comparison, or selection decision may result in the rejection of its bid.

19. COMPLIANCE CERTIFICATE

- 19.1 The company should agree with the terms and conditions as mentioned in this bidding document.

20. AWARD CRITERIA

- 20.1 Subject to Clause 21, the Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

21. THE PROCURING AGENCY'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- 21.1 The Procuring agency reserves the right to accept or reject any bid, as per Rule 25 of SPPRA Rules 2010 (Amended time to time) and to annul the bidding process and reject all bids at any time before contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency's action.

22. THE PROCURING AGENCY'S RIGHT TO VARY QUANTITIES

- 22.1 The Procuring agency reserves the right to increase and/or decrease the quantity and/or to drop any or multiple services(s) originally specified in the Format for Quoting the Rates / Schedule of Requirements / BoQ without any change in unit price or other terms and conditions during the contract period.

23. REQUIREMENT / FORMAT OF BID

23.1 All bidders shall quote their firm and final rates including all the taxes, duties, levies, etc. and attach the requisite Bid Security / Earnest Money in the form of a Pay Order / Demand Draft / Bank Guarantee as per this Tender Document requirement/obligations.

24. ALTERNATIVE BIDS

24.1 Alternate Bids shall not be allowed, if any bidder elects to submit alternative bid(s) / proposal(s), both bids viz. ORIGINAL and ALTERATIVE will be rejected straightaway.

25. NOTIFICATION OF AWARD OF CONTRACT

25.1 Before the expiration of the bid validity period or extended bid validity period, The SINDH HEC will notify the successful bidder in writing about the acceptance of the offer delivery by hand, by registered letter, by Courier, or by email. The notification of the award will constitute the formation of the contract.

26. PERIOD OF CONTRACT

26.1 Initially contract shall be signed for a period of one year (12 months), however, SINDH HEC at its discretion can extend the contract for a further period. The contractor shall be bound to provide the services for an extended period without change in rate and other terms & and conditions.

27. CONTRACT AGREEMENT

27.1 Subject to the fulfillment of all codal formalities, the SINDH HEC will award the contract to the successful bidder whose bid has been determined to be qualified to perform the contract satisfactorily. Both parties i.e. SINDH HEC and Bidder will sign the Contract Agreement on the stamp paper.

27.2 SINDH HEC reserves the right to cancel the agreement with or without giving notice (depending on the nature of the violation of the contract agreement) and forfeit the Security Deposit / Performance Bond and any amount due to the Contractor/Agency. The Contractor / Agency shall reproduce the draft contract agreement provided by SINDH HEC on stamp paper with stamps affixed of the value equal to the prevailing Government rules/rates.

27.3 The Contractor / Agency shall not alter/add/delete any article, clause, or chapter of the draft contract agreement. However, the Service Provider may rephrase any clause, article, or chapter with the consent of the SINDH HEC for clarity, legality, or otherwise except where the scope of work, terms & and conditions, and service charges are not adversely affected against the SINDH HIGHER EDUCATION COMMISSION.

27.4 Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the SINDH HEC.

28. PERFORMANCE SECURITY

28.1 The Successful bidder shall submit the Performance Security / Guarantee in the amount specified in the Bid Data Sheet in the shape of a Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee in favour of the SINDH HEC issued by a scheduled bank in Pakistan. No interest will be paid on Performance Security.

28.2 FORFEITURE OF PERFORMANCE SECURITY

- (a) In the event of failure to provide services as per the Contract Agreement / Work Order within the stipulated period, the security deposit may be forfeited.
- (b) In that event, acquiring of the said services may be taken from the next lowest bidder vide the same Work Order at the contractor's risk and cost without any further reference, so that the loss incurred would be recoverable from the Performance Security of the said contractor or from any sum due of which may become due to the contractors.
- (c) If any equipment/instrument or property of SINDH HEC is damaged by the representative of the approved firm, the cost of the same will be deducted from the performance security money / pending bills of the contractor.

28.3 Refund of Performance Security: After the successful completion of services in the contractual period, performance security will be refunded within six months if not extended for a further period.

29. CANCELLATION OF CONTRACT

29.1 If the successful bidder fails to provide satisfactory services, the SINDH HEC shall be entitled at his option to cancel the contract and recover the damages besides forfeiture of the Performance Guarantee. The SINDH HEC shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.

30. TERMINATION FOR DEFAULT

30.1 SINDH HEC without prejudice to any other remedy for breach of Contract, by written notice of default sent to the contractor may terminate this Contract in whole or in part:

- (a) if the contractor fails to deliver any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the SINDH HEC; or
- (b) if the contractor fails to perform any other obligation(s) under the Contract.
- (c) if the contractor, in the judgment of the SINDH HEC has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. 12 For this clause:

"Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or contract execution.

"Fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (before or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

31. FORCE MAJEURE

31.1 The contractor shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the

extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

31.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Contractor not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the SINDH HEC in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

31.3 If a Force Majeure situation arises, the contractor shall promptly notify the SINDH HEC in writing of such condition and the cause thereof. Unless otherwise directed by the SINDH HEC in writing, the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

32. TERMINATION FOR INSOLVENCY

32.1 SINDH HEC may at any time terminate the Contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the SINDH HEC.

33. TERMINATION FOR CONVENIENCE

33.1 The SINDH HEC, by written notice sent to the Contractor, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the SINDH HEC's convenience, the extent to which the performance of the Contractor under the Contract is terminated, and the date upon which such termination becomes effective.

34. RESOLUTION OF DISPUTES

34.1 In the case of a dispute between the SINDH HEC and the Contractor, the dispute shall be referred to the dispute resolution mechanism as defined in rules 31, 32, and 34 of the SPP Rules, 2010 (Amended time to time).

35. GOVERNING LANGUAGE

35.1 The Contract shall be written in the ENGLISH language. All correspondence and other documents about the Contract which are exchanged by the parties shall be written in the English language.

36. APPLICABLE LAW

36.1 The Contract shall be governed by the Laws of Pakistan and the Courts of Karachi - Pakistan shall have exclusive jurisdiction.

BID DATASHEET

The following specific data for the goods/services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

- ITB 1.1 Name and address of Procuring Agency:**
Sindh Higher Education Commission, Government of Sindh, Karachi
- ITB 1.2 Name of Contract:**
Acquiring of Office Premises for Sindh HEC on rent
- ITB 4.1 Postal Address:**
F-60/1 Shahrah-e-Attar, Clifton Block-4,
Karachi-75600. Phone: (9221) 99332669 Ext: 105
Email: mail@sindhhec.gov.pk
- ITB 6.1** The language of the bid shall be ENGLISH.
- ITB 7.1** The price quoted shall be in **Pakistani Rupee**
- ITB 7.2** The price shall be fixed during the contract period.
- ITB 8.1** The amount of bid security **should not be more than 5% of the total bid price.**
- ITB 9.1** Bid validity period shall be **90 days**
- ITB 13.1 Deadline for bid submission:**
As notified in the NIT.
- ITB 14.1 Date, Time, and Place of Bid opening**
As notified in the NIT
Procurement Cell, Office of Assistant Director Administration, Sindh Higher Education Commission, Govt. of Sindh, Karachi.
- ITB 28.1** The amount of Performance Security **shall be 10% of the total contract value of one year (12 months).** The Contract is extendable on the basis of satisfactory performance of 12 months.

TECHNICAL SPECIFICATION

S.NO.	FEATURES	REQUIREMENTS
1.	Preferred Location	Shahrah-e- Faisal near Sindh Secretariat
2.	Space Required	At least 10,000 sq.ft. Adequate to accommodate 120 people with minimum five Executive rooms. Spacious Basement Rooms not less than 30.
3.	Parking Space	Dedicated car parking space for 20 to 30 cars.
4.	Quality of Construction	Well maintained building with easy access
5.	Preferable Amenities	Operational Kitchen with gas, electricity, water & Sewerage connections.

Note

1. Meeting the technical specification will make a bidder qualify for visit of the property by the Sub-Committee constituted by the Procuring Agency.
2. Post qualification process will be adopted on Quality and Cost Based Selection Method Quality parameters include feasible-design of premises for establishing office.
3. Subsequently the property will be visited by the Procurement Committee for physical verification of the information given by the bidder. Location which meets the requirement of Sindh HEC after due inspection as per the criteria given above will be considered as "Qualified Premises / Bid".
4. Non Encumbrances Certificate is mandatory is to be attached.



GOVERNMENT OF SINDH
SINDH HIGHER EDUCATION COMMISSION
F-60/I, Near Abdullah Shah Ghazi Shrine, Shahrah-e-Attar,
Clifton, Block-4 Karachi, Ph: 021-99332669-71
info@sindhhec.gov.pk, www.sindhhec.gov.pk



BIDDING DOCUMENTS

**“ACQUIRING OF OFFICE PREMISES ON RENTAL BASIS IN
KARACHI FOR SINDH HEC”**

FINANCIAL PROPOSAL

TENDER NO. AD(ADMIN)/SHEC/OFFICE PREMISES/12-34/2025

PRICE SCHEDULE IN PAK RUPEES

Name of Bidder _____

Amount per square feet _____

Monthly bid amount (*inclusive taxes*) in words _____

Monthly bid amount (*inclusive taxes*) in figure _____

Total bid amount (*inclusive taxes*) for one year in words _____

Total bid amount (*inclusive taxes*) for one year in figure _____

NOTE:

1. The amount must be quoted in **/sq.ft.** No bid shall be entertained if the amount is not provided in prescribed manner as mentioned in the bidding documents.
2. In case of a discrepancy between the unit price and the total, the unit price shall prevail.
3. The unit and total prices delivered at _____ should include the price of incidental services. No separate payment shall be made for the incidental services.
4. Owner will be liable to pay all municipal, government, non-government and other rates, taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement and assessment which may be levied in respect of the demised Premises.
5. Rate must be quoted both in figure and words otherwise liable to be rejected.
6. Overwriting and correction, if any, must be initialed and stamped by the bidder

Signature & Stamp of Party/Bidder _____

FORMAT OF BANK GUARANTEE FOR PERFORMANCE BOND

Bank Guarantee No.: _____
Dated of issue: _____
Valid up to: _____
Value (Rs.): _____

To: [Name & Address of the Procuring Agency]

Whereas **[Name of Bidder]** (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. **[Number]** dated **[date]** to supply **[description of services]** (hereinafter called "the Contract").

And whereas it has been stipulated in the said Contract that the Bidder shall furnish to the Sindh HEC with a Bank Guarantee by a scheduled bank for the sum of 10% of the total Contract amount as Security for compliance with the Bidder's performance obligations following the Contract.

And whereas we have agreed to provide a Guarantee: for the said Bidder

Therefore, we hereby unconditionally and irrevocably guarantee, on behalf of the Bidder, up to a total of **[Amount of the Guarantee in Words and Figures]** and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without requiring the Sindh HEC to initiate action against the Bidder and without cavil or argument any sum or sums within the limits of **Amount of Guarantee]** as aforesaid. The amount stated in the demand made under this guarantee shall be conclusive proof of the amount payable by the Guarantor under this guarantee.

The obligations of the Guarantor under this guarantee shall be valid for one month after the completion of contractual obligations by the Bidder to the Sindh HEC for which this Guarantee is being given, and until all and any obligations and sums due have been paid in full.

Yours faithfully,

Name of the Bank: _____
Authorized officer's Signature & Seal: _____

Witness 1: _____

Witness 2: _____

Sworn & Sign before me

This day of

INTEGRITY PACT

Contact Number: _____ Dated: _____

Contract Value: _____

Contract Title: _____

[Name of Supplier/Contractor/Consultant] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege, or other obligation or benefit from the Government of Sindh (GoS) or an administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier/Contractor/Consultant] represents and warrants that it is fully declared the brokerage, commission, fees, etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent associate, broker, consultant, director, promoter, shareholder, sponsor of subsidiary any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA) except that which has been expressly declared pursuant thereto.

[Name of Supplier/Contractor/Consultant] certifies that it has been made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, presentation or warranty.

[Name of Supplier/Contractor/Consultant] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts, or taking any action likely to defeat the purpose of this declaration, representation, and warranty. It agrees that any contract, right, interest, privilege, or other obligations or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract, or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, [Name of Supplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier/Contractor/Consultant] as aforesaid to obtain or induce the procurement of any contract, right interest, privilege or other obligation or benefit, in whatsoever form from PA.

(Procuring Agency)

(Supplies/Contractor/Consultant)