

GOVT. OF PAKISTAN

PAKISTAN BAIT-UL-MAL

Ministry of Poverty Alleviation & Social Safety

STANDARD BIDDING DOCUMENTS (SBDs)

(Single Stage Two Envelopes Procedure)

(Competitive Bidding)

TENDER FOR HIRING OF BUILDINGS FOR “PBM-GB PROJECTS”.

**Pakistan Bait-ul-Mal (PBM)
Provincial Office, Gilgit Baltistan, Main Khomer Chowk Gilgit.**

PREFACE

Public Acquiring of the building is carried out in Pakistan in accordance with the provisions laid down in Public Acquiring of the building Regulatory Frame work consisted of Public Acquiring of the building Ordinance-2002; Public procurement Rules-2004 and allied Regulations, Regulatory Guides and Guidelines.

This document has been prepared in line with standard bidding documents for Hiring of Building for residential/office purpose of PBM Shelter Home-Skardu, PSH-Ghizer and PBM Provincial Office GB, Gilgit (single stage or single stage two envelope procedure) available at PPRA website. The clauses of this document may be applied where applicable/case to case basis for hiring of building for residential/Official purpose of Pakistan Bait-ul-Mal PBM Shelter Home-Skardu, PSH-Ghizer and PBM Provincial Office GB, Gilgit.

National Standard Bidding/Acquiring of the building Documents are developed for standardizing the Acquiring of the building procedures and practices in the procuring agencies of the Federation of Pakistan and has the status of the Regulations in terms of section 27 of the PPRA Ordinance read with Rule-23(4) of Public Acquiring of the building Rules.

The document consists of general as well as specific provisions to be applicable for the Acquiring of the building of General Building. The specific provisions supplement to the general provisions and may be amended or opted by the procuring agencies in the manner and to the extent prescribed in the respective sections.

This document is a live document, and may be updated on quarterly basis considering the regulatory experience feedback based on monitoring the Acquiring of the building practices and valuable suggestions of the stakeholders (i.e. procuring agencies, vendors and general public).

STANDARD BIDDING DOCUMENTS FOR HIRING OF BUILDING FOR RESIDENTIAL/OFFICIAL PURPOSE OF PBM SHELTER HOME-SKARDU, PSH-GHIZER AND PBM PROVINCIAL OFFICE GB, GILGIT.

PART-A-BIDDING PROCEDURE & REQUIREMENTS

Section I- Invitation to Bids

Section II- Instructions to Bidders (ITB)

This Section provides information to help Bidders prepare their Bids. Information is also provided on the submission, opening, and evaluation of Bids and on the award of Contracts.
This Section contains provisions that are to be used without modifications.

Section III- Technical Specifications, Schedule of Requirements

This Section includes the details of specifications for the services / Building to be procured and schedule of requirements.

Section IV- Financial Specifications, Schedule of Requirements

This Section includes the details of financial specifications for the services / Building to be procured and schedule of requirements.

PART – A
BIDDING PROCEDURE & REQUIREMENTS

SECTION 1: INVITATION TO BIDS



[PBM Provincial Office GB]
Bid No.PBM/GB/SH/Building-Tender/2025

HIRING OF BUILDING FOR RESIDENTIAL/OFFICIAL PURPOSE OF PBM SHELTER HOME-SKARDU, PSH-GHIZER AND PBM PROVINCIAL OFFICE GB, GILGIT.

Invitation to Bids

Date: _____, 2026

1. This Invitation to Bids follows the Acquiring of the building Notice (PN) or Acquiring of the building Advertisement (PA) which appeared on PPRA & PBM Website and National Daily/Local Newspapers as per detail below:
2. The PBM Provincial Office GB has reserved the funds for the building rent planned during the Financial Year 2025-2026. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the hiring of building for the **SHELTER HOME SKARDU, PSH-GHIZER AND PBM PROVINCIAL OFFICE GB, GILGIT**. functional under PBM Provincial Office GB and located at GB.
3. The PBM Provincial Office GB now invites e-bids from eligible owners of building. The building owners must be on Active Taxpayer List (ATL) of Income Tax (Not Applicable in GB). Detail / requirement of PBM required buildings is at page _____.
4. The bidding shall be conducted in line with the single stage two envelopes procedure of the Public Acquiring of the building Rules 2004 (through open tender) and any Regulations, Regulatory Guides, Acquiring of the building Guidelines or Instructions issued by the Authority (from time to time), and is open to all potential bidders.
5. Technical bids will be opened on the same day i.e. 30-03-2026 at 11:00 A.M in Pakistan Bait-ul-Mal, Provincial Office, main khomer chowk, Gilgit in the presence of bidders or their representatives.
6. Date and time for opening financial bids, will be communicated later to the technically qualified building owners. The original Financial Bid can be uploaded on or before this date and time at on PPRA E-PAD (www.eprocure.gov.pk).
7. The bids (or technical part of the bids as the case may be) will be opened in public and in the presence of bidders' representatives who choose to attend in the opening at the PBM Provincial Office GB.
8. The owners will be selected his building on the basis of the lowest rates. However, successful building owners will be bound to provide the building at rent on approved rates at designated places as per instructions of PBM-Provincial Office, GB, after inspection.
9. Grievances Redressal Committee, in terms of Rule-48 of PPRA Rules, 2004, has already be constituted for bidders to file e-complaint (if any), as per format.
10. PBM reserves the right to reject any bid or all bids at any time in accordance with PPRA's Rules.

*[Director Pakistan Bait-ul-Mal Provincial Office - GB]
Main Khomer Chowk Gilgit.
(Ph # 05811-922673)*

SECTION II: INSTRUCTION TO BIDDERS (ITBs)

INTRODUCTION

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| 1. Scope of Bid | 1.1 | The PBM Provincial Office GB, as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of Services (Hiring of Building for Rent) as specified in the BDS and Section-III-Technical Specifications & Schedule of Requirements . The successful Building Owner will be expected to provide the building for residential purpose as stated in the BDS . |
| 2. Source of Funds | 2.1 | Source of funds is referred in Clause-2 of Invitation for Bids. |
| 3. Eligible Bidders | 3.1 | A Bidder may be neutral person, company or firm or public or semi-public agency of Pakistan, or any combination of with a formal existing agreement (on Judicial Papers) in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture, consortium, or association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract. <i>(The limit on the number of members of Jv or Consortium or Association may be prescribed in BDS, in accordance with the guidelines issued by the PPRA).</i> |
| | 3.2 | The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the PBM Provincial Office GB . |
| | 3.3 | Verifiable copy of the agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid. |
| | 3.4 | Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to performed by each party and each party shall be evaluated (or post qualified if required) with respect to its contribution only, and the responsibilities of each party shall not be substantially altered without prior written approval of the PBM Provincial Office GB and in line with any instructions issued by the Authority. |
| | 3.5 | The invitation for Bids is open to all prospective suppliers, manufacturers or authorized agents/dealers subject to any provisions of incorporation or licensing by their respective national incorporating agency or statutory body established for that particular trader business. |
| | 3.6 | A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they: a) Are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the PBM Provincial Office GB to provide consulting services for the preparation of the design, specifications and other documents to be used for the Acquiring of the building of the Building to be purchased under this Invitation for Bids. b) Have controlling shareholders in common; or c) Receive or have received any director in direct subsidy from any of them; or d) Have the same legal representative for purposes of this Bid ; or e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the PBM Provincial Office GB |

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| | | regarding this Bidding process; or f. Submit more than one Bid in this Bidding process. |
| | 3.7 | A Bidder may be in eligible if– a) He is declared bankrupt or, in the case of company or firm, in solvent; b) Payments in favor of the Bidder issues pended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property; c) Legal proceedings are in suited against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property; d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct; e) The Bidder is blacklisted and hence debarred due to involvement in corrupt and fraudulent practices or performance failure or due to breach of bid securing declaration. f) The firm, supplier and contractor is blacklisted or debarred by a foreign country, international organization, or other foreign institutions for the period defined by them. |
| | 3.8 | Bidders shall provide to the PBM Provincial Office GB evidence of their eligibility, and proof of compliance with the necessary legal requirements to carry out the contract effectively. |
| | 3.9 | Bidders shall provide such evidence of their continued eligibility to the satisfaction of the Procuring Agency, as the PBM Provincial Office GB shall reasonably request. |
| | 3.10 | Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to the more than ten (10) percent of the Bid price is envisaged. |
| 4. One Bid per Bidder | 4.1 | A bidder shall submit only one Bid, in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement. |
| | 4.2 | No bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process. |
| | 4.3 | A person or a firm cannot be a sub-contractor with more than one bidder in the same bidding process. |
| 5. Cost of Bidding | 5.1 | The Bidder shall be at all costs associated with the preparation and submission of its Bid, and the PBM Provincial Office GB shall in no case be responsible or liable for those costs, regardless of the conductor outcome of the bidding process. |

B. BIDDING DOCUMENTS

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| 6. Contents of Bidding Documents | 6.1 | <p>The Building/items required, bidding procedures, and terms and conditions of the contract are prescribed in the Bidding Documents. In addition to the Invitation to Bids, the Bidding Documents which should be read in conjunction with any addend an issued in accordance with ITB8. 2 include:</p> <p>Section I- Invitation to Bids Section III- Instructions to Bidders (ITBs) - Bid Data Sheet (BDS) Section IV- Technical Specifications, Schedule of Requirements Section V- Forms – Bid Section VI- General Conditions of Contract (GCC) Section VII- Special Conditions of Contract (SCC) Section VIII- Contract Forms</p> |
| | 6.2 | <p>The number of copies to be completed and returned with the Bid is specified in the BDS.</p> |
| | 6.3 | <p>The PBM Provincial Office GB is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the PBM Provincial Office GB or the signed PDF version downloaded from the website of the Procuring Agency PPRA. However, PBM Provincial Office GB shall place both the PDF and same editable version to facilitate the bidder for filling the forms.</p> |
| | 6.4 | <p>The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all the information required in the Bidding Documents will beat the Bidder's risk and may result in the rejection of its Bid.</p> |
| 7. Clarification of Bidding Documents | 7.1 | <p>A prospective Bidder requiring any clarification of the Bidding Documents may notify the PBM Provincial Office GB in writing or in electronic form that provides record of the content of communication at the Procuring Agency's address indicated in the BDS.</p> |
| | 7.2 | <p>The PBM Provincial Office GB will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than three (03) days prior to the deadline for the submission of Bids as prescribed in ITB22.1. However, this clause shall not apply in case of alternate methods of Acquiring of the building.</p> |
| | 7.3 | <p>Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through an identified source of communication, including a description of the inquiry, but without identifying its source. In case of downloading the Bidding Documents from the website of Procuring Agency, the response of all such queries will also be available on the same link available at the website.</p> |
| | 7.4 | <p>The PBM Provincial Office GB deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB 8.</p> |
| | 7.5 | <p>If indicated in the BDS, the Bidder's designated representative is invited at the Bidder's cost to at tender pre-Bid meeting at the place, date and time mentioned in the BDS. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.</p> |
| | 7.6 | <p>Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective Bidders who have obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary</p> |

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| | | as a result of the pre-Bid meeting shall be made by the PBM Provincial Office GB exclusively through the use of an Addendum pursuant to ITB8 . Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder. |
| 8. Amendment of Bidding Documents | 8.1 | Before the deadline for submission of Bids, the PBM Provincial Office GB for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda. |
| | 8.2 | <p>Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents pursuant to ITB6.1 and shall be communicated in writing or in any identified electronic form that provide record of the content of communication to all the bidders who have obtained the Bidding Documents from the PBM Provincial Office GB.</p> <p>The PBM Provincial Office GB shall promptly publish the Addendum at the Procuring Agency's web page identified in the BDS:</p> <p>Provided that the bidder who had either already submitted their bid or handed over the bid to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed bid and submit the revised bid prior to the original or extended bid submission deadline.</p> |
| | 8.3 | <p>To give prospective Bidders reasonable time in which to take an addendum/corrigendum in to account in preparing their Bids, the PBM Provincial Office GB may at its discretion, extend the deadline for the submission of Bids:</p> <p>Provided that the PBM Provincial Office GB shall extend the deadline for submission of Bid, if such an addendum is issued within last three (03) days of the Bid submission deadline.</p> |

C. PREPARATION OF BIDS

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| 9. Language of Bid | 9.1 | The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the PBM Provincial Office GB shall be written in the English language unless specified in the Bid Data Sheet (BDS). Supporting documents and printed literature furnished by the Bidder in other language provided they are accompanied by an accurate translation of the relevant pages in the English language unless specified in the BDS, in which case, for purposes of interpretation of the Bidder, the translation shall govern. |
| 10. Documents and Sample(s) Constituting the Bid | 10.1 | <p>The Bid prepared by the Bidder shall constitute the following components:-</p> <p>a) Form of Bid and Bid Prices completed in accordance with ITB13 and 14;</p> <p>b) Documentary evidence established in accordance with ITB12 that the Bidder is eligible and/or qualified for the subject bidding process;</p> <p>c) Duly Notarized Power of Attorney authorizing the signatory of the Bidder to submit the bid; and</p> <p>d) Any other document required in the BDS</p> |
| 11. Documents Establishing of Building | 11.1 | Pursuant to ITB10, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all Building and related services which the Bidder proposes to deliver. |

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| and Related Services and Conformity to Bidding Documents | | |
| | 11.2 | The documentary evidence of conformity of the related services to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of: a detailed description of the essential technical specifications and performance characteristics of the building; |
| 12. Documents Establishing Eligibility and Qualification of the Bidder | 12.1 | Pursuant to ITB10, the Bidder shall furnish, as part of its Bid, all those documents establishing the Bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its Bid is accepted. |
| | 12.2 | The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall establish to the satisfaction of PBM Provincial Office GB that: The Bidder has the technical capability necessary to perform the Contract, meets the qualification criteria specified in BDS. That the Bidder meets the qualification criteria listed in the Bid Data Sheet. |
| 13. Form of Bid | 13.1 | The Bidder shall fill the Form of Bid furnished in the Bidding Documents. The Bid Form must be completed without any alterations to its format and no substitute shall be accepted. |
| 14. Bid Prices | 14.1 | The Bid Prices and discounts quoted by the Bidder in the Form of Bid and in the Price Schedules shall conform to the requirements specified below in ITB Clause 14 or exclusively mentioned hereafter in the bidding documents. |
| | 14.4 | The Bid price to be quoted in the Form of Bid in accordance with ITB 14.1 shall be the total price of the Bid, excluding any discounts offered. |
| 15. Bid Currencies | 15.1 | 1. Prices shall be quoted in Pakistani Rupees. |
| 16. Bid Validity Period | 16.1 | Bids shall remain valid for a period of 180 days, BDS after the Bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the PBM Provincial Office GB as non-responsive. The period of Bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be. |
| | 16.2 | Under exceptional circumstances, prior to the expiration of the initial Bid validity period, the PBM Provincial Office GB may request the Bidders' consent to an extension of the period of validity of their Bids only once, for the period not more than the period of initial bid validity. The request and the Bidders responses shall be made in writing or in electronic forms that provide record of the content of communication. The Bid Security provided under ITB17 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security or causing to be executed its Bid Securing Declaration. A Bidder agreeing to the request will not be required nor permitted to modify its Bid, but will be required to extend the validity of its Bid Security or Bid Securing Declaration for the period of the extension, and in compliance with ITB17 in all respects. |
| | 16.3 | If the award is delayed by a period exceeding Sixty (60) days beyond the expiry of |

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| | | the initial Bid validity period, the contract price may be adjusted by a factor specified in the request for extension. However, the Bid evaluation shall be based on the already quoted Bid Price without taking in to consideration on the above correction. |
| 17. Bid Security or Bid Securing Declaration | 17.1 | The Bid Security for the submission of bid for offering building shall be 0% . |
| 18. Alternative Bids by Bidders | 18.1 | Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic Bidder's technical design as indicated in the specifications and Schedule of Requirements. Alternatives will not be considered, unless specifically allowed for in the BDS. If so allowed, ITB 18.2 shall prevail. |
| 19. Withdrawal, Substitution and Modification of Bids | 19.1 | Before bid submission deadline, any bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and the corresponding substitution or modification must accompany the respective written notice. |
| | 19.2 | Bids requested to be withdrawn in accordance with ITB shall be returned unopened to the Bidders |
| 20. Format and signing of Bid | 20.1 | The Bidder shall prepare an original and the number of copies of the Bid as indicated in the BDS, clearly marking each "ORIGINAL" and "COPY," as appropriate. In the event of any discrepancy between them, the original shall prevail: Provided that except in Single Stage One Envelope Procedure, the Bid shall include only the copies of technical proposal. |
| | 20.2 | The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the BDS and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, except for un-amended printed literature, shall be initialed by the person or persons signing the Bid. |
| | 20.3 | Any interrelations, erasures, or over writing shall be valid only if they are signed by the person or persons signing the Bid. |

D. SUBMISSION OF E-BIDS

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| 21. Sealing and Making of Bids | 21.1 | In case of Single Stage One Envelope Procedure, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and re sealing cannot be achieved undetected. Note: The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred in Rule-36 of PPR-2004. |
| | 21.2 | The inner and outer envelopes shall: a) be addressed to the Director PBM Provincial Office GB at the address given in the BDS; and b) Bear the title of the subject Acquiring of the building or Project name, as the case may be as indicated in the BDS, the Invitation to Bids (ITB) title and number indicated in the BDS, and a statement: "DONOT OPEN BEFORE," to be completed with the time and the date specified in the BDS, pursuant to ITB22.1. |
| | 21.3 | In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted, one called the Technical Proposal and the other Financial Proposal. Both envelopes to be closed together in an outer single envelope called the Bid. Each Bidder shall submit his bid asunder: a) Bidder shall submit this TECHNICAL PROPOSAL and FINANCIAL PROPOSAL in separate inner envelopes and enclosed in a single outer envelope. b) ORIGINAL and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such. c) The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed / identified as given in Sub-Clause 22.2. |
| | 21.4 | The inner and outer envelopes shall: a) Be addressed to the Director PBM Provincial Office GB at the address provided in the Bidding Data; b) Bear the name and identification number of the contract as defined in the Bidding Data; and provide a warning not to open before the time and date for bid opening, as specified in the Bidding Data. Pursuant to ITB 22.1. c) In addition to the identification required in Sub-Clause 21.2 hereof, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late" pursuant to Clause IB.24 If all envelopes are not sealed and marked as required by ITB21.2, ITB 21.3 and ITB21.4 or incorrectly marked, the Procuring Agency will assume no responsibility for the misplacement or premature opening of Bid. |
| 22. Deadline for submission of Bids | 22.1 | Bids shall be received by the Procuring Agency no later than the date and time specified in the BDS. |
| | 22.2 | The PBM Provincial Office GB may, in exceptional circumstances and at its discretion, extend the dead line for the submission of Bids by amending the Bidding Documents in accordance with ITB8, in which case all rights and obligations of the PBM Provincial Office GB and Bidders previously subject to the deadline will thereafter be subject to the new deadline. |
| 23. Late Bids Evaluation | 23.1 | The PBM Provincial Office GB shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids, in accordance with ITB22 |
| | 23.2 | Any Bid received by the PBM Provincial Office GB after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder. |

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| 24. Withdrawal of Bids | 24.1 | A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid is received by the PBM Provincial Office GB prior to the deadline for submission of Bids. |
| | 24.2 | Revised bid may be submitted after the withdrawal of the original bid in accordance with the provisions referred in ITB21. |

E. OPENING AND EVALUATION OF BIDS

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| 25. Opening of Bids | 25.1 | The PBM Provincial Office GB will open all Bids, in public, in the presence of Bidders' or the representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the BDS . The Bidders' representatives present shall sign a register as proof of their attendance. |
| | 25.2 | First, envelopes marked "WITHDRAWAL" shall be opened and readout and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is readout at bid opening. |
| | 25.3 | Second, outer envelopes marked "SUBSTITUTION" shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelopes shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is readout and recorded at bid opening. |
| | 25.4 | Next, outer envelopes marked "MODIFICATION" shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is readout and recorded at the opening of the Bids. Any Modification shall be readout along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, readout, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date. |
| | 25.5 | Other envelopes holding the Bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, the presence or absence of Bid Security, and such other details as the PBM Provincial Office GB may consider appropriate, will be announced by the Acquiring of the building Evaluation Committee. |
| | 25.6 | In case of Single Stage Two Envelope Procedure, the PBM Provincial Office GB will open/download the Technical Proposals in public at the address, date and time specified in the BDS in the presence of Bidders' designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened until the specified time of their opening. |
| | 25.7 | The envelopes holding the Technical Proposals shall be opened at a time, and the following read out and recorded: (a) the name of the Bidder; (b) whether there is a modification or substitution; (c) the presence of a Bid Security, if required; and (d) any other details as the PBM Provincial Office GB may consider appropriate. |
| | 25.8 | Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information readout from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the PBM Provincial Office GB against any claim or failure to readout the correct information contained in the Bidder's Bid. |
| | 25.9 | No Bid will be rejected at the time of Bid opening except for late Bids which will be |

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| | | returned unopened to the Bidder, pursuant to ITB23 . |
| | 25.1 0 | The PBM Provincial Office GB shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable, including any discounts and alternative offers and the presence or absence of a Bid Security. |
| | 25.1 1 | The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record. A copy of the attendance sheet shall be distributed to all the Bidders. |
| | 25.1 2 | A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request |
| | 25.1 3 | In case of Single Stage Two Envelop Bidding Procedure, after the evaluation and approval of technical proposal the PBM Provincial Office GB, shall at a time within the bid validity period, publicly open the financial proposal so the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders subject to redress of the grievances |
| 26. Confidentially | 26.1 | Information relating to the examination, clarification evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report. |
| | 26.2 | Any effort by a Bidder to influence the PBM Provincial Office GB processing of Bids or award decisions may result in the rejection of its Bid. |
| | 27.3 | Not with standing ITB26.2 from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the PBM Provincial Office GB on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication. |
| 27. Clarification of Bids | 27.1 | To assist in the examination, evaluation and comparison of Bids (and post-qualification if applicable) of the Bidders, the PBM Provincial Office GB may, ask any Bidder for a clarification of its Bid including breakdown of prices. Any clarification submitted by a Bidder that is not in response to a request by the PBM Provincial Office GB shall not be considered. |
| | 27.2 | The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted, whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the PBM Provincial Office GB in the evaluation of Bids should be sought in accordance with ITB 30 . |
| | 27.3 | The alteration or modification in the bid which in any affect the following parameters will be considered as a change in the substance of a bid: <ul style="list-style-type: none"> a) Evaluation & qualification criteria; b) Required scope of work or specifications; c) All securities requirements; d) Tax requirements; e) Terms and conditions of bidding documents. f) Change in the ranking of the bidder |
| | 27.4 | From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication. |

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| <p>28. Preliminary Examination of Bids</p> | <p>28.1</p> | <p>Prior to the detailed evaluation of Bids, the PBM Provincial Office GB will determine whether each Bid:</p> <ul style="list-style-type: none"> a) Meets the eligibility criteria defined in ITB 3 and ITB3; b) has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents; c) has been properly signed; d) is accompanied by the required securities; and e) is substantially responsive to the requirements of the Bidding Documents. |
| | | <p>The PBM Provincial Office GB's determination of a Bid's responsiveness will be based on the contents of the Bid it self</p> |
| | <p>28.2</p> | <p>A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding Documents, without material deviation or reservation. A material deviation or reservation is one that:-</p> <ul style="list-style-type: none"> a) affects in any substantial way the scope, quality, or performance of the Services; b) limits in any substantial way, inconsistent with the Bidding Documents, the PBM Provincial Office GB's rights or the Bidders obligations under the Contract; or c) PBM Provincial Office GB would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids. |
| | <p>28.3</p> | <p>The PBM Provincial Office GB will confirm that the documents and information specified under ITB10, 11 and 12 have been provided in the Bid. If any of these documents of information is missing, or is not provided in accordance with the Instructions to Bidders, the Bid shall be rejected.</p> |
| | <p>28.4</p> | <p>The PBM Provincial Office GB may waive off any minor informality, non conformity, or irregularity in a Bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.</p> <p>Explanation: A minor informality, non-conformity or Irregularity is one that is merely a matter off or mand not of substance. It also pertains to some immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial too there bidders. The defector variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the supplies or services being acquired. The PBM Provincial Office GB either shall give the bidder an opportunity to cure any deficiency resulting from a minor in formality or irregularity in a bid or waive the deficiency, whichever is advantageous to the PBM Provincial Office GB. Examples of minor in formalities or irregularities include failure of a bidder to :-</p> <ul style="list-style-type: none"> (a) Submit the number of copies of signed bids required by the invitation; (b) Furnish required information concerning the number of its employees; (c) The firm submitting a bid has formally adopted or authorized, before the date set for opening of bids, the execution of documents by type written, printed, or stamped signature and submits evidence of such authorization and the bid carries such a signature. |
| | <p>28.5</p> | <p>Provided that a Technical Bid is substantially responsive, the PBM Provincial Office GB may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify non material nonconformities or omissions in the Technical Bid related to documentation requirements. Requesting information or documentation on such non conformity shall not be related to any such aspect of the technical Proposal linked with the ranking of the bidders. Failure of the Bidder to comply with the request may result in the rejection of its Bids</p> |

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| | 28.6 | Provided that a Technical Bid is substantially responsive, the PBM Provincial Office GB shall rectify quantifiable non material non conformities or omissions related to the Financial Proposal. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of the missing or non conforming item or component. |
| | 28.7 | If a Bid is not substantially responsive, it will be rejected by the PBM Provincial Office GB and may not subsequently be evaluated for complete technical responsiveness |
| 29. Examination of Terms and Conditions ; Technical Evaluation | 29.1 | The PBM Provincial Office GB shall examine the Bid to confirm that all terms and conditions specified in the General Condition Contract (GCC) and the Special Conditions of Contract (SCC) have been accepted by the Bidder without any material deviation or reservation |
| | 29.2 | The PBM Provincial Office GB shall evaluate the technical aspects of the Bid submitted in accordance with ITB21 , to confirm that all requirements specified in Section IV– Schedule of Requirements, Technical Specifications of the Bidding Documents have been met without material deviation or reservation |
| | 29.3 | If after the examination of the terms and conditions and the technical evaluation, the PBM Provincial Office GB determines that the Bid is not substantially responsive in accordance with ITB28 , it shall reject the Bid. |
| 30. Correction of Errors | 30.1 | Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:- a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the PBM Provincial Office GB there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub totals shall prevail and the total shall be corrected; and shall prevail and the c) where there is a discrepancy between the amounts in figures and in words, the amounting words will govern. d) Where there is discrepancy between grand total of prices schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors |
| | 30.2 | The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors and, with, the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with ITB 17.9 . |
| 31. Evaluation of Bids | 31.1 | The PBM Provincial Office GB shall evaluate and compare only the Bids determined to be substantially responsive, pursuant to ITB 28 . |
| | 31.2 | In evaluating the Technical Proposal of each Bid, the Procuring Agency shall use the criteria and methodologies listed in the BDS and in terms of Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted. |
| 33. Determination of Most Advantageous Bid | 33.1 | In case where the PBM Provincial Office GB adopts the Cost Based Evaluation Technique and, the Bid with the lowest evaluated price—from amongst those which are eligible, compliant and substantially responsive shall be the Most Advantageous Bid. |
| | 33.2 | The PBM Provincial Office GB may adopt the Quality & Cost Based Selection Technique due to the following reason: |

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| | | <p>i. Where the PBM Provincial Office GB, in addition to the mandatory requirements and mandatory technical specifications, requires parameters specified in Evaluation Criteria to be evaluated while determining the quality of the Building:</p> <p>In such cases, the PBM Provincial Office GB may allocate certain weight age to these factors as a par to Evaluation Criteria, and may determine the ranking of the bidder son the basis of combined evaluation in accordance with provisions of Rule 2(1) (h) of PPR-2004.</p> |
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F. AWARD OF CONTRACT

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| 35. Criteria of Award | 35.1 | <p>Subject to ITB34 and 36, the PBM Provincial Office GB will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the Bidding Documents and who has been declared as Most Advantageous Bidder, provided that such Bidder has been determined to be:</p> <p>a) Eligible in accordance with the provisions of ITB3;</p> <p>b) is determined to be qualified to perform the Contract satisfactorily; and</p> <p>c) Successful negotiations have been concluded, if any</p> |
| 36. Negotiations | 36.1 | <p>Negotiations may be under taken with the Most Advantageous Bid relating to the following are as:</p> <p>a) A minor alteration to the technical details of the statement of requirements;</p> <p>b) Reduction of quantities for budgetary reasons, where the reduction is in excess of any provided for in the Biding documents;</p> <p>c) A minor amendment to the special conditions of Contract;</p> <p>d) finalizing payment arrangements;</p> <p>e) delivery arrangements;</p> <p>f) the methodology for provision of related services; or</p> <p>g) clarifying details that were not apparent or could not be finalized at the time of Bidding;</p> |
| | 36.2 | <p>Where negotiation fails to result in to an agreement, the PBM Provincial Office GB may invite the next ranked Bidder for negotiations. Where negotiations are commenced with the next ranked Bidder, the PBM Provincial Office GB shall not reopen earlier negotiations.</p> |
| 37. Procuring Agency's Right to reject All Bids | 37.1 | <p>Not with standing ITB 35, the PBM Provincial Office GB reserves the right to reject all the bids, and to annul the Bidding process at any time prior to award of contract, without there by incurring any liability to the affected Bidder or Bidders. However, the Authority (i.e. PPRA) may call from the Procuring Agency the justification of those grounds.</p> |
| | 37.2 | <p>Notice of the rejection of all Bids shall be given promptly to all Bidders that have submitted Bids.</p> |
| | 37.3 | <p>The PBM Provincial Office GB shall upon request communicate to any Bidder the grounds for its rejection of its Bids, but is not required to justify those grounds.</p> |
| 39. Notification of Award | 39.1 | <p>Prior to the award of contract, the PBM Provincial Office GB shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.</p> |
| | 39.2 | <p>Where no complaints have been lodged, the Bidder whose Bid has been accepted will be notified of the award by the PBM Provincial Office GB prior to expiration of the Bid Validity period in writing or electronic forms that provide record of the content of communication. The Letter of Acceptance will state the sum that the PBM Provincial Office GB will pay the successful Bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).</p> |
| | 39.3 | <p>The notification of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Security (or guarantee) in accordance with ITB 41 and signing of the contract in accordance with ITB 40.2.</p> |

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| 40. Signing of Contract | 40.1 | Promptly after notification of award, PBM Provincial Office GB shall send the successful Bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. |
| | 40.2 | Immediately after the Redressal of grievance by the Grievance Redressal Committee (GRC), and after fulfillment of all conditions precedent of the Contract Form, the successful Bidder and the PBM Provincial Office GB shall sign the contract. |
| 42. Advance Payment | 42.1 | Advance building rent will be paid on quarterly basis. |
| 43. Arbitrator | 43.1 | The Arbitrator shall be appointed by mutual consent of the both parties as per the provisions specified in the SCC. |
| 44. Corrupt & Fraudulent Practices | 44.1 | Procuring Agencies (including beneficiaries of Government funded projects and Acquiring of the building) as well as Bidders/Suppliers/Contractors under Government financed contracts, observe the highest and bioethics during the Acquiring of the building and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices. |

F. GRIEVANCE REDRESSAL & COMPLAINT REVIEW MECHANISM

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| 45. Constitution of Grievance Redressal | 45.1 | PBM Head Office, Islamabad had constituted a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. |
| 46. GRC Procedure | 46.1 | Any party can file its written complaint against the Eligibility parameters or any other terms and conditions prescribed in the pre-qualification or bidding documents found contrary to provision of Acquiring of the building Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline. |
| | 46.2 | Any Bidder feeling aggrieved by any act of the PBM Provincial Office GB after the submission of his bid may lodge a written complaint concerning his grievances not later than seven days of the announcement of technical evaluation report and five days after issuance of final evaluation report. |
| | 46.3 | In-case, the complaint is filed against the technical evaluation report, the GRC shall suspend the acquiring of the building proceedings |
| | 46.4 | In-case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted. |
| | 46.5 | The GRC, in both the cases shall investigate and decide upon the complaint with in ten days of its receipt. |
| | 46.6 | Any bidder or the PBM Provincial Office GB not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the Prescribed fee. |
| | 46.7 | The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal. |
| | 46.8 | The committee shall call the record from the concerned PBM Provincial Office GB or the GRC as the case may be, and the same shall be provided within prescribed time. |
| | 46.9 | The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal. |
| | 46.10 | The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final. |

G. MECHANISM OF BLACKLISTING

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| 47.Mechanism of Blacklisting | 47.1 | <p>The PBM Provincial Office GB shall bar for not more than the time prescribed in Rule-19 of the Public Acquiring of the building Rules, 2004, from participating in the irrespective Acquiring of the building proceedings, bidder or contractor who either:</p> <ul style="list-style-type: none"> i. Involving corrupt and fraudulent practices as defined in Rule-2 of Public Acquiring of the building Rules; ii. Fail stopper form his contractual obligations; and iii. Fails to a bide by the bids acquiring declaration; |
| | 47.2 | <p>The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the PBM Provincial Office GB proposes to debar the bidder or contractor from participating in any public Acquiring of the building of the Procuring Agency; and (c) the statement, if needed, about the intention of the PBM Provincial Office GB to make a request to the Authority for debarring the bidder or contractor from participating in public Acquiring of the buildings of all the procuring agencies.</p> |
| | 47.3 | <p>The PBM Provincial Office GB shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice.</p> |
| | 47.4 | <p>In case, the bidder or contractor fails to submit written reply within there requisite time, the PBM Provincial Office GB may issue notice for personal hearing to the bidder or contractor/authorize representative of the bidder or contractor and the PBM Provincial Office GB shall decide the matter on the basis of available record and personal hearing, if availed.</p> |
| | 47.5 | <p>In case the bidder or contractor submits written reply of the show cause notice, the PBM Provincial Office GB may decide of file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.</p> |
| | 47.6 | <p>The PBM Provincial Office GB shall give minimum of seven days to the bidder or contractor for appearance before the specified officer of the PBM Provincial Office GB for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed.</p> |
| | 47.7 | <p>The PBM Provincial Office GB shall decide the matter with in fifteen days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.</p> |
| | 47.8 | <p>The PBM Provincial Office GB shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public Acquiring of the building with a statement that the bidder or contractor may, within thirty days, prefer are presentation against the order before the Authority.</p> |
| | 47.9 | <p>Such blacklisting or barring action shall be communicated by the PBM Provincial Office GB to the Authority and respective bidder or bidder sin the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in black listing and debarment mechanism has been adhered to by the PBM Provincial Office GB.</p> |
| | 47.10 | <p>The bidder may file the review petition before the Review Petition Committee Authority within thirty days of communication of such black listing or barring action after depositing the prescribed fee and in accordance with“ Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case</p> |

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| | | and decide within ninety days of filing of review petition. |
| | 47.11 | The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the PBM Provincial Office GB. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit. |
| | 47.12 | The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public Acquiring of the building process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final. |

Government of Pakistan
Poverty Alleviation & Social Safety Division
PAKISTAN BAIT UL MAL

SECTION III to VIII
BIDDERS INFORMATION / (BDS)

Note: (1) Firm / Individual must fill in all the details as required in the form
(2) Use capital letters.

NAME (S) OF OWNER (S) / AUTHORIZED ATTORNEY:

CNIC NO: _____.

ADDRESS:

TELEPHONE & FAX NO:

E-MAIL:

NTN (IF AVAILABLE)

AUTHORIZED SIGNATURE / STAMP (Owner or the person authorized to sign on his / her behalf)

INVITATION TO BIDS:

Online proposals are invited for hiring of building for PBM-PSHs, Shelter Home and Provincial Office GB for residence of 100 students in PSHs each and 100 persons residence at Shelter Home Skardu and atleast 25@ rooms for Provincial Office GB. The bidding shall be conducted inline with the single stage two envelopes procedure of the PPRA rule 2004 (Through open tender) and any regulation, regulatory guides, Acquiring of the building guidelines or instructions issued by the authority (from time to time), and is open to all potential bidders. The bids shall be submitted online on the relevant bidding form i.e for “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL”. All proposals shall be submitted on PPRA E-PAD (www.eprocure.gov.pk) by **12-03-2026** till 10:30 A.M. Date and time of opening of tender is as under:

- i. Date of opening of tender: **30-03-2026**
- ii. Time of opening of tender: **11:00 A.M**

1. OPENING OF BIDS:

Initially, “TECHNICAL PROPOSAL” shall be opened and “FINANCIAL PROPOSAL” shall be retained un-opened. Any bid/proposal which is found technically non-responsive or does not conform to the specified requirements, shall be rejected without reference to the price and shall be returned un-opened to the respective bidders. Financial proposals of the technically accepted bids shall be opened after the evaluation and approval of the technical proposals.

2. TECHNICAL PROPOSALS AND ITS EVALUATION CRITERIA:

The technical proposal shall have the following documents:

- i. Attested copy of ownership document of the building
- ii. Special Power of Attorney in case of more than one owner.
- iii. Approved Map of the building.
- iv. Attested copy of CNIC of the owner of the building.
- v. Contact No. of owner.
- vi. If owner is not available in the country or cannot personally deal with PBM due to any reason, then power of attorney on stamp paper of at least **Rs.1250/-**
- vii. Surety certificate to the effect that the property / building is not under any litigation / dispute.
- viii. Detail information of the building as per “**Annex-A**”

After checking of the technical proposals by the technical committee, physical verification visits of the buildings shall be conducted by the committee to verify the feasibility of the building in the light of the information provided in the technical proposals. Buildings that do not meet the requirements of PBM, or do not conform to the information provided in the building information form (**Annex-A**), or other documents provided in the technical proposal shall be rejected on technical grounds and the financial proposals of such bidders shall be returned un-opened after approval of the technical evaluation report.

3. FINANCIAL PROPOSALS:

Financial proposals shall contain per month rent as well as total rent for the year as per **Annex-B**. Financial proposals of the technically accepted bidders shall be opened publicly and its time, date and venue shall be announced and communicated to the bidders in advance. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.

4. AWARD OF CONTRACT:

The bid found to be the lowest evaluated bid, if it is technically responsive and the building meets the requirements of PBM, will be accepted.

5. TERMS AND CONDITIONS:

- i. The person /firm, who is the owner of the property or direct authorized person can conclude the deal.
- ii. The building must be located in limits of the district preferably near to well reputed health institutions.
- iii. Income tax and other government taxes (if applicable) shall be deemed to have been included in the quoted rate and shall be deducted at source as admissible under the government rules. If any tax is not applicable on the locality, then tax exemption shall be provided by the building owner /authorized representative.
- iv. The successful bidder shall be responsible to hand over possession of the building in accordance with the terms and conditions of lease / rent agreement, which shall be signed by the both parties. The lease agreement shall be for a period of three (3) years, extendable to another three years, which may be terminated after issuance of three (3) months prior notice in writing from Lessor side & One month prior notice from Lessee side.

In case of non-continuation / non-extension of the lease agreement beyond three years, the Lessor shall give a grace period of three months to the Lessee, if required by the later, for vacation of the premises on the terms and conditions and running rent as agreed in the agreement.

- v. The Lessor shall provide the premises with all utility bills cleared up to the date of occupancy by the Lessee. The Lessee shall not be liable to pay arrears of utility bills pertaining to pre- occupation period of the premises.
- vi. PBM shall not be responsible if during the period of lease, any damage to the structure or installations in the leased premises is caused due to force Majeure, which may include natural catastrophes and calamities, earthquakes, rain, flood, fire, war, act of violence and terrorism, etc. and PBM shall not pay the rent in that case (if applicable).
- vii. Yearly white wash of the building shall be responsibility of Lessor.
- viii. During the lease period, timely and prompt major repairs and maintenance of the building e.g. cracks in the building, leakages and seepage in roof/ wall and underground pipes and installations, termite, major faults in electrical circuits, etc. shall be the responsibility of the Lessor and the Lessee shall not be liable for the same.

- ix. By the end of contract period, the Lessee shall have the right of taking away all additions/partitions/fixtures in the said premises constructed / fixed by Lessee, if the Lessor declines to pay its market value.

6. TERMS OF PAYMENT:

- i. Rent of the building shall be paid through crossed cheque in the name of the Lessor or his/ her authorized attorney.
- ii. Payment of rent shall be made on quarterly basis in advance.
- iii. Rent shall be enhanced as per Government of Pakistan/Pakistan Bait ul Mal rules (i.e. 25% increase after every three years) or as per government rules from time to time.
- iv. Income tax as per government rules from time to time shall be deducted from the rent by Pakistan Bait ul Mal and the Lessor shall be responsible to pay all other taxes/ duties to concerned authority at his/ her own. PBM shall not be liable to pay any taxes and duties on behalf of the Lessor.

SECTION IV: SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS

1. Scope of Requirement

The PBM GB intends to hire/procure a suitable building for institutional/residential use. The building offered by the bidder/owner must strictly conform to the minimum technical specifications mentioned below. Non-compliance with any mandatory requirement may lead to rejection of the bid.

2. Location & Accessibility

- The building must be located near the main road.
- A proper access road from the main road to the building must be available.

3. Accommodation Requirements

- Minimum 20 to 25 rooms suitable for residential/institutional use.
- Rooms must be in serviceable condition.

4. Halls

- At least one (01) hall is mandatory.
- Two (02) halls shall be preferred.

5. Kitchen Facilities

- Functional kitchen with adequate cooking facilities.
- Capacity to cater for at least 120 persons (for PSHs).
- Proper ventilation and safety arrangements are mandatory.

6. Sanitary Facilities

- Minimum ten (10) washrooms.
- Washrooms must be functional, hygienic, and connected to proper drainage.

7. Parking Facilities

- Parking space for at least ten (10) or more vehicles (For Provincial Office).

8. Open Space / Playground

- Playground, courtyard, or sufficient open space must be available (for PSHs).

9. Furnishing Requirements

- Minimum furnishing; including carpets and curtains.
- Furnishings must be in usable condition.

10. Power Supply & Backup

- Regular electricity connection is mandatory.
- UPS wiring must be installed.
- Solar power system availability shall be preferred.

11. Ventilation

- All rooms must have proper ventilation with windows and/or exhaust systems.

12. WATER CONNECTION

- Proper water connection must be installed. Boring shall be preferred.

12. Inspection & Compliance

- The Procuring Agency reserves the right to inspect the premises.
- Misrepresentation may result in disqualification under PPRA Rules.

SCHEDULE OF REQUIREMENTS

| Sr# | Description | Minimum Requirement |
|------------|--------------------|---|
| 1 | Location | Near main road |
| 2 | Rooms | 20–25 |
| 3 | Halls | 01 mandatory, 02 preferred (Dinning hall for PSHs) |
| 4 | Kitchen Capacity | 120 persons(Cooking for PSHs) |
| 5 | Washrooms | Minimum 10 |
| 6 | Parking | 10+ vehicles |
| 7 | Open Space | Playground/Open area |
| 8 | Furnishing | Atleast Carpets & curtains |
| 9 | Electricity | Mandatory |
| 10 | UPS Wiring | Mandatory |
| 11 | Solar System | Preferred |
| 12 | Ventilation | Mandatory |
| 13 | Water connection | Mandatory (Boring/Private line will be preferred). |
| 14 | Sewrage/Drainage | Proper Sewrage/drainage system must be installed. |
| 15 | Store | Proper (Sizable store) must be available. |
| 16 | Security measures | Security-wise suitability (boundary wall with razor wire, Access to security agencies) |

Annex-A

Building Information Form

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| 1. | Location of Building (name of locality) (On main road/Distance from the area(s) mentioned above) | |
| 2. | Approach to the Building (Accessibility/ Crowdedness) | |
| 3. | Condition of the Building (Renovation, flooring, ceiling, ventilation, date of construction) | |
| 4. | Parking Space in the premises (Number of vehicles that could be parked) | |
| 5. | Availability of Utility Services (Gas, electricity, water) | |
| 6. | Availability of own water bore/ source | |
| 7. | Security-wise suitability (boundary wall with razor wire, Access to security agencies) | |
| 8. | Number of floors above the ground floor | |
| 9 | Number of kitchen(s) with necessary fixtures | |
| 10 | Dining room (s) | |
| 11 | Laundry area | |
| 12 | Number of rooms in the building (Size of each room at least <u>12x14</u> feet) and halls atleast (14*20/25). | |
| 13 | Number of attached wash rooms | |
| 14 | Number of separate wash rooms | |
| 15 | Number of halls | |
| 16 | Open area of the building | |
| 17 | Total area of the building | |

Annex-B

Financial Proposal

| | |
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| Rent per month (inclusive of all taxes) Amount (PKR) | |
| Amount in Words (PKR) | |
| Total Rent for one year (inclusive of all taxes) Amount (PKR) | |
| Amount in Words (PKR) | |

Selection Criteria/Weightage

| S. No. | Description | Evaluation Criteria | Max | Earned Marks |
|--------|------------------------------|--|-----|--------------|
| 1 | Location of Premises | a. Located on main (60 feet or more) road 15 Marks b. Located on main (50 feet and < 60 feet) road 10 Marks c. Located on main (40 feet and < 50 feet) road 8 Marks d. Located on main (40 feet single road) 5 Marks | 15 | |
| 2 | Accessibility | a. Near to Bus stop/grain/veg. market/hospital/construction site/edu. institute within 500 meter distance 15 Marks b. -do- within 750 meter distance 10 Marks c. -do- within < 1000 meter distance 8 Marks d. -do- within < 1500 meter distance 5 Marks | 15 | |
| 3 | Rooms/Halls | a. Halls in lieu of rooms 15 Marks b. 15-20 rooms 10 Marks | 15 | |
| 4 | Bath room | a. 6 or more bath rooms 15 Marks b. 5-4 bath rooms 10 Marks c. 4-3 bath rooms 5 Marks d. Less than 3 bath rooms 0 Marks | 15 | |
| 5 | Flooring | a. Tile/Marble flooring in good condition 5 Marks b. Chips flooring in good condition 3 Marks | 5 | |
| 6 | Parking space | a. Parking for 6 vehicles 5 Marks b. Parking less than 6 vehicles 3 Marks | 5 | |
| 7 | Generator wiring | a. Generator wiring available 5 Marks b. Generator wiring not available 0 Marks | 5 | |
| 8 | UPS wiring | a. UPS wiring available 5 Marks b. UPS wiring not available 0 Marks | 5 | |
| 9 | Open Area/Corridor | a. Open Area available on 200 sq ft area 5 Marks b. Open Area available on 160 sq ft area 3 Marks c. Open Area not available 0 Marks | 5 | |
| 10 | Water Connection/Self Boring | a. Self boring 5 Marks b. Water connection Government 3 Marks | 5 | |
| 11 | Cabinets in rooms | a. Cabinet in each room 5 Marks b. Cabinet per room 1 Marks | 5 | |

COMMENTS / REMARKS: -

RECOMMENDATIONS: -

LEASE AGREEMENT

This lease agreement is made at Gilgit/ Ghizer/ Skardu on _____ between 'Pakistan Bait-ul-Mal' working Under Ministry of Poverty Alleviation & Social Safety, Government of Pakistan through Director PBM Provincial Office GB (hereinafter called as lessee).

AND

Mr. _____ S/O _____ R/O _____ (hereinafter called "lessor")

1. **DESCRIPTION OF THE PROPERTY.**

House comprising of covered area Approx _____ Sq. ft, Total area of Plot Approx. _____ Sq. ft, situated at _____, Lahore.

2. **PERIOD OF LEASE:**

That the lease of premises is for period of _____ - years from the date of possession i.e. _____ to _____.

3. **RATE OF RENT:**

That the subject premises are leased out to the lessee at the rate of monthly rent of Rs. _____ /- (Rupees: _____ including all taxes).

4. **PAYMENT OF RENT:**

That the rent of the building will be paid in advance through pay order / cheque in favour of lessor on quarterly basis.

5. **ENHANCEMENT OF RENT**

Rent will be enhanced in accordance with the rules and regulations of the Government of Pakistan / as per PBM policy (i.e. 25% increases after three year).

6. **TAX DEDUCTION.**

- i. That the Pakistan Bait-ul-Mal will pay the rent of the subject premises after deduction of income tax.
- ii. That the lessor shall be responsible to pay all other taxes if any to the concerned authorities at his own.

7. **APPLICATION OF RENT LAWS:**

That government rent restriction rules are applicable for the determination of any issue regarding the said lease agreement and rent controller of the area where the subject property is situated shall have the jurisdiction to decide the matter in accordance with law.

8. **MAINTANCE:**

That the lessee is responsible for minor wear tear of the subject premises and the lessor is under obligation to get the subject premises whitewashed / paint doors, windows after every year(s) and before handing over of the building. Where the said premises or any essential part thereof is destroyed or damaged by earthquake, war, civil disturbance, fire or any other natural calamity or due to faulty construction, so as to make it unfit for further tenancy, the lessor will bear all the repairing cost.

9. **TERMINATION:**

- i. That the lessee can terminate the said lease agreement after issuance of one month prior notice in writing.
- ii. That the lessor can terminate the said lease agreement after issuance of three months prior notice in writing.

10. PURPOSE OF LEASE:

That the subject premises can only be utilized for establishment of PBM Shelter Home Skardu or any other part in accordance with law.

11. CONNECTION OF ELECTRICITY, GAS AND WATER:

The lessor shall be responsible to provide connection / Installation of Electricity, Gas and Water whereas during the period of lease, the lessee should pay the bills within due date and time.

12. INSTALLATION OF TELEPHONE:

In case telephone line is available in subject premises then lessor shall transfer the line in the name of lessee. However, in case of non-availability of telephone connection the lessor shall have no objection on installation of Telephone line by the lessee.

IN WITNESS WHERE OF, both the parties here to have set their respective hands the day and the year first mentioned above.

Lessor

Name: _____
 S/O _____
 Pakistan Bait-ul-Mal

Witness-I: _____
 CNIC No. _____

Lessee

Director _____
 on the behalf of CNIC No. _____
 PBM Provincial Office GB,

Witness-I. _____
 CNIC No. _____