



**OFFICE OF THE PROJECT DIRECTOR
DISASTER & CLIMATE RESILIENCE IMPROVEMENT PROJECT (DCRIP)
NEAR CHINAR SHOPE, SHOKAT LINE,
MUZAFFARABAD AZAD KASHMIR**

Date : 16-05-2016

Procurement Reference : RFQ/PIU/OE-i/05/2016

Request for Quotation (RFQ) for

Renting of office Building in Muzaffarabad.

The Project Implementation Unit (PIU) Disaster and Climate Resilience Improvement Project (DCRIP) AJK intends to rent a premise to be used for office. PIU therefore invites eligible property owners/authorized representative who have quality buildings with the following minimum specifications.

- Not less than 8 Rooms (more Rooms will be preferred)
- Should be in position to handover the office within 01 Month from date of submission.
- Building is includes Stores, Kitchen and Separate Toilets
- To have a Car parking of at least 05 Vehicles,
- Locations, Upper Chattar, Jalalabad,,Naluchi Bypass Road and lower plate.
- Should Have the Internet Connectivity.
- Provision of UPS/Generator Wiring System
- Space for Generator Room.
- Centralized AC system will be preferred.
- Property should be un disputed.

Interested eligible Offerors may obtain Request for Quotations (including detailed specifications for above supplies) and further information from the office of the Project Director, Disaster and Climate and Resilience Improvement Project (PIU), Near Chinar Shop Shoukat Line Muzaffarabad A.K; RFQ can be downloaded from the **website [http: www.pndajk.gov.pk](http://www.pndajk.gov.pk)**

Eligible legal Property owners/attorney or authorize representative to submit their offers in sealed envelopes clearly marked "Quotation for Building for office rent " to the Project Director ,Project Implementation Unit (PIU), Near Chinar Shop Shoukat Line Muzaffarabad A.K Ph:+92-5822-920868, by **23rd May 2015 till 03:30 PM sharp.**

PIU does not bind itself to accept the lowest, highest or any Quotation and reserves the right to exercise choice in accordance with what it considers to be its best interest,

Date of Advertisement 16th May 2015

Invitation of Proposal for Accommodation of Office (Bidding Document)

Disaster and Climate Resilience Improvement Project (DCRIP) AJ&K

May 2016

BIDDING FORM

Note: (1) Firms/Individuals must fill in all the details as required in this form.

(2) Use capital letters.

Name(s) of Owner(s)/ Authorized Attorney: _____

Total Covered Area of the Building (SFT) _____

Quoted Rate per SFT (Rs) _____ Total Per Month Rent (Rs) _____

NTN (If Applicable): _____

Sales Tax Registration No. (If Applicable): _____

Date of Registration (In case of firm): _____

Business Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Mobile # _____

Authorized Signature/Stamp

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

Terms and Conditions:

1. The person/firm should be direct authorized person to conclude the deal.
2. Following documents/information should accompany the bid:
 - a. Copy of CNIC of owner /Authorized Attorney
 - b. Owner Ship/Attorney Documents
 - c. Dealership Certificate, if applicable
 - d. An affidavit to the effect that;
 - i. the bidder is not black listed/banned by any of the Federal/Provincial Government or any of their organizations.
 - ii. the bidder registration has not been cancelled by the relevant entity (if applicable).
 - iii. the property is not under any litigation/dispute.
3. Bidder will have to produce map of building and certificate from authority for commercial use of building (if applicable).
4. Income tax and other all applicable government taxes will be deducted at source at the time of payments, as admissible under the government rules.
5. The validity of the offer must not be less than 60 days from the opening of tender/ bid date.
6. The bid securing maximum marks in evaluation criteria shall be the lowest evaluated bid and be ranked as number one. Accordingly, the bidder whose bid has been evaluated as the lowest bid shall be the successful bidder. In case the deal fails to materialize with the successful bidder, the bidder next in rank will be considered.
7. The successful bidder shall be responsible to hand over possession of the building in accordance with the terms and conditions of lease/rent agreement. The bidder shall attach sample of lease agreement to be signed by both parties. The lease agreement shall be for a period of three years with notice period as per norms.
8. DCRIP reserves the right to reject any bid.

Building Information Form

Name of Building:	
Address of Building:	
Year of Completion of Building	
No. of Basements in the Building (if available)	
No. of Floors above the Ground Floor	
Floor Wise Covered Area of Building	
Number of Lifts	
Floor Wise Covered Area offered to DCRIP:	

<p>Total Parking Space in Basement(s):</p> <p>Parking Space In Belt :</p> <p>Description of Parking in Open:</p> <p>Availability of Own Tube Well/ Bore</p>	
<p>Main Facilities in the Building: The required facilities in the Ranking Criteria at page # 6 (plus any other) may be detailed in the next column.</p>	

Ranking Criteria

A-Technical: Weightage (70%)

S.No.	Description
1	Distance From AJK Secretariat (Km)
2	Car parking (No. of cars)
3	Accessibility
4	Number of Lifts
5	Availability of Standby Generator
6	Condition of Façade (Architecture Mapping of Building)
7	Condition of Electrical Fixtures
8	Condition of Plumbing Fixtures
9	Availability of Fire Fighting, Security, Networking System
10	Availability of Emergency Stairs
11	Availability of Emergency Exits,
12	Condition of False Ceiling
13	Availability of own Tube Well/Bore
14	HVAC
15	Flooring Condition and Partitioning
16	Contractual Terms

B-) Rate Per Square Foot Rs. Weightage (30%)

Total (A+B) = 100

*** DCRIP committee to physically visit and verify the facilities. Total Score**