



PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT

Tender # SFSL/HD/GOV/TD/001/2023

Issued on: \_\_\_\_\_

Issued to: \_\_\_\_\_

# TENDER DOCUMENT

For

**“PROJECT IMPLEMENTATION UNIT OFFICE PREMISES ON RENTAL BASIS”**

UNDER ANNUAL DEVELOPMENT PROGRAMME #2022-23  
**“ESTABLISHMENT OF FORENSIC SCIENCE LABORATORY IN SINDH AT KARACHI”**  
ADP No. 2022-23/1225/UID HMDPL-PP-15-0027

**Last Date of Bid Submission** : **9<sup>th</sup> May, 2023 at 1330 Hours**  
**Date of Bid Opening** : **9<sup>th</sup> May, 2023 at 1400 Hours**

**PROJECT IMPLEMENTATION UNIT**  
**SINDH FORENSIC SCIENCE LABORATORY KARACHI**  
Address: Research & Training Wing, Faiyaz Centre,  
Mezzanine Floor, Opp. FTC Building, Shahrāh-e-Faisal, Karachi  
Telephone: 021-99332155 Email: [procurementincharge1@gmail.com](mailto:procurementincharge1@gmail.com)



## TABLE OF CONTENTS

<u>PART #</u>	<u>DETAILS</u>
PART-I	: Notice Inviting Tender
PART-II	: Instructions for Bidders
PART-III	: Data Sheet
Part-IV	Eligibility Criteria
Part-V	: Scope of Work
Part-VI	: Financial Proposal
Part-VII	Bid Form (Form-I)
Part-VIII	: Lease Agreement (Form-II)
Part-IX	: Affidavit / Declaration (Form-III)
Part-X	: Integrity Pact (Form-IV)



PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT

PART-I

**NOTICE INVITING TENDER**

**PIU OFFICE PREMISES ON RENTAL BASIS**

1. The Sindh Forensic Science Laboratory Karachi has received an allocation from Public Fund in Pak Rupees towards the cost of “**PIU Office Premises on Rental Basis in Karachi**”.
2. The Sindh Forensic Science Laboratory Karachi invites the sealed bids from reputable and financially sound landlords / real estate consultants for the hiring of premises for office on rental basis.

S #	Items	Description/ Specification	Bid Security	Tender Fee
1.	PIU Office Premises on Rental Basis in Karachi (preferable location of either Shahrah-e-Faisal / SMCHS / PECHS / Clifton (maximum in radius of 7km close proximity with Sindh Secretariat Building)	Complete details are given in the tender bidding document	1% of the total quoted bid amount	Rs.1000/-

3. **Supporting Documents:**

- (i) Legal entity proof document of bidder.
- (ii) Proof that the bidder is the original owner/power of attorney holder.
- (iii) Rs.100/- stamp paper affidavit declaring that the bidder is not black listed in any Government, Semi-Government or Private institute along with Technical Bid.

4. **Terms & Conditions:**

- (i) The rates should be quoted in Pak Rupees inclusive all taxes and levies.
- (ii) No Tender will be accepted by Fax or E-mail.
- (iii) Bid should be properly signed, named & stamped by the authorized person.
- (iv) Bid must be accompanied with Bank Guarantee/Pay order/Demand Draft equal to 1% of the total bid as bid security (refundable) in favor of **DDO Project Director Sindh Forensic Science**. The bids received without Bid Security will stand rejected.
- (v) Bids received after the specified date and time shall not be entertained.
- (vi) All Government applicable taxes will be deducted from supplier's payment.
- (vii) The validity of offer and terms of payments should be clearly mentioned otherwise bid will be rejected.



**PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT**

(viii) Fulfillment of all Terms & Conditions as indicated on the NIT are also mandatory to comply

(ix)

**5. Bid Validity:**

Bid validity period should be 90 days.



**PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT**

**6. Procedures of Open Competitive Bidding:**

The procedure for open competitive bidding shall be Single Stage-One Envelope Procedure Rule No.46(1), SPPRA Rules, 2010 (Amended up-to now).

**7. Bidding / Tender Documents Availability Schedule:**

- (i) **Issuance:** Documents will be issued from date of publication / hoisting on SPPRA website till \_\_\_\_\_, 2023 during office hours on the payment of Rs.1,000/- as tender fee (Non-Refundable).
- (ii) **Last Submission Date:** Last date will 9<sup>th</sup> May, 2023 at 1330 Hours.
- (iii) **Bids Opening Date:** 9th May, 2023, 14.00 Hours  
Place of bid issuance, submission, inquiries opening is:

**Address for collection of Tender Documents as under:**

Procurement & Contract Management Officer,  
Project Implementation Unit (PIU), Sindh Forensic Science Laboratory, Karachi  
Address: Research & Training Wing, Faiyaz Centre,  
Mezzanine Floor, Opp. FTC Building, Shahrah-e-Faisal, Karachi  
Telephone: 021-99332155.  
Email: [procurementincharge1@gmail.com](mailto:procurementincharge1@gmail.com)

**Address for submission/venue of opening of Tender Documents as under:**

Procurement Officer, Planning & Development Department  
Address: Room # 337, 2<sup>nd</sup> Floor, Sindh Secretariat # 02 (Tughlaq House), Karachi.  
Telephone: 021-99211337 Fax No. 021-99211423  
Email: [procurementincharge1@gmail.com](mailto:procurementincharge1@gmail.com)

**8.** The complete details of bidder's eligibility & evaluation criteria are given in tender bidding document.

**9.** Interested bidders can obtain the bidding document either from the abovementioned office address or download the same from the SPPRA website ([www.ppms.pprasingh.gov.pk](http://www.ppms.pprasingh.gov.pk)) or procuring agency's website ([www.home.sindh.gov.pk](http://www.home.sindh.gov.pk)) and submit it along with the Pay Order amounting to Rs. 1,000/- (Non-refundable) from SBP scheduled Bank in favour of "DDO Project Director Sindh Forensic Science"

**10.** PIU, Sindh Forensic Science Laboratory Karachi reserves the right to cancel the bidding process at any time before the award of contract as per Rule 25, Sindh Public Procurement Rules, 2010 (Amended up-to now) without thereby incurring any liability to the bidder.

**PROJECT DIRECTOR**



**PART-II**

**Part-A: Instructions for Bidders**

**1. Introduction**

- (i) Name of Procuring Agency: ***Project Implementation Unit  
Sindh Forensic Science Laboratory  
Karachi, Home Department,  
Government of Sindh.***
- (ii) Name of Project: ***Establishment of Forensic Science  
Laboratory in Sindh at Karachi***
- (iii) Name of Contract: ***PIU Office Premises on Rental Basis***
- (iv) Address of Procuring Agency: ***Procurement & Contract Management  
Officer, Research & Training Wing,  
Planning & Development, Government of  
Sindh, Faiyaz Centre, Mezzanine Floor,  
Opp. FTC Building, Shahrah-e-Faisal,  
Karachi.  
Tel: 021-99332155.  
Email: [procurementincharge1@gmail.com](mailto:procurementincharge1@gmail.com)***
- (v) The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchanged by the Bidder and the Sindh Forensic Science Laboratory Karachi, Government of Sindh, shall be written in English. Supporting documents furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.

**2. Bid Price & Currency**

- (i) Bids are invited in Pak Currency.
- (ii) Price shall be written in figures as well as in words.
- (iii) The price shall be fixed and final and shall include all applicable Government taxes, duties and other levies as of the date of Bid opening. In case of any change in rates due to imposition of new taxes by the Federal or Provincial Government, change in existing tax rates on the Contract services, the rate differential shall be payable by the Bidder.
- (iv) If there is a discrepancy between words and figures, the amount in words will prevail and figures shall be corrected. If the Bidder/Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.



**PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT**

**3. Validity Period for Bid**

Bids shall remain valid for the period of **90 days** after the date of opening of bids. Any bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

**4. Bid Security**

- (i) Bid Security at the rate of 1% of the quoted value, should accompany the tender in the shape of Pay Order from a SBP scheduled bank drawn in favor of **“DDO Project Director Sindh Forensic ”**. The Tenders received without Bid Security or not in required format shall be rejected.
- (ii) Bid Security shall remain valid for a period of 28 days beyond the validity period for bids.

**5. Last Date & Place for Submission of Bid**

The bids should be submitted to the ***“Procurement Officer, Planning & Development Department, Room # 322, 2nd Floor, Sindh Secretariat # 02 (Tughlaq House), Karachi*** latest by **9<sup>th</sup> May, 2023 at 1330 Hours**. The tender bids received after that time & date will not be entertained.

**6. Date & Place of Bid Opening**

Bids shall be opened on **9<sup>th</sup> May, 2023 at 1400 Hours** in the presence of bidders / representatives of bidders (having proper authorization letter) in the office of ***“Procurement Officer, Planning & Development Department, Room # 322, 2nd Floor, Sindh Secretariat # 02 (Tughlaq House), Karachi”***.

**7. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and PIU Sindh Forensic Science Laboratory Karachi will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**8. Clarification of Bidding Documents**

Interested Bidder requiring any clarification of the bidding documents may notify PIU Sindh Forensic Science Laboratory Karachi in writing no later than five working days prior to the deadline mentioned in the bidding documents.

**9. Amendment of Bidding Documents**

- (i) At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by interested Bidder, may modify the bidding documents by amendment.



**PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT**

- (ii) All interested bidders that have received the bidding documents will be notified of the amendment in writing, and will be binding on them.
- (iii) In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.

**10. Bid Submission & Opening Guidelines.**

- (i) The Tender shall be typed or written indelible black ink and shall be numbered, signed and stamped by the person or persons duly authorized to sign on behalf of the Bidder. Bid shall be submitted in a sealed, opaque envelope.
- (ii) **A Single Stage-One Envelope Procedure Rule No.46(1) SPPRA Rules, 2010 (Amended up-to now)** shall be adopted in ranking of bids and following shall be observed:

- (a) Each bid shall comprise one single envelope containing the financial proposal and required information mentioned at clause (a) above.
- (b) All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tenders or bidding document.

- (iii) Bid envelope should inscribed with:

Tender/NIT # & Date: \_\_\_\_\_

Last date & time: \_\_\_\_\_, **2023 @ 1330 Hours**

- (vi) Address: **Procurement Officer,**  
Planning & Development Department,  
Room# 322, 2nd Floor, Sindh Secretariat  
# 02 (Tughlaq House), Karachi.  
Tel: 021-99211337  
Email: [procurementincharge1@gmail.com](mailto:procurementincharge1@gmail.com)
- (iv) Envelope shall be marked by name of the assignment, and sealed. If the bid is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the bid as non-responsive.
- (v) During the evaluation of bids, the Procuring agency may, at its discretion, 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 prices or substance of the bid shall be sought, offered, or permitted.
- (vi) The Procurement Committee will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- (vii) Arithmetical errors will be rectified on the following basis. If there is a discrepancy between words and figures, the amount in words will prevail and



**PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT**

figure shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.

- (viii) The Procurement Committee may waive 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.

**11. Bid Evaluation / Eligibility Criteria**

(i) **Pre-screening of bids for Substantial Responsiveness:**

The eligible bids, which closely conform to the Eligibility criteria given in bidding documents and are substantially responsive to the other terms & conditions of bidding documents, will be compared on the basis of their evaluated costs. The bid with the lowest evaluated cost, which may not necessarily be the lowest priced bid, shall be selected for award of contract.

(ii) **Bidder's Pre-Screening Criteria**

- (a) The Procurement Committee shall perform pre-screening to determine the substantial responsiveness of each bid to the bidding documents and under following conditions bid will be rejected and declared as Non-Responsive: -
- i. If a bid is not properly signed, named & stamped by the authorized person or written with lead pencil.
  - ii. If bid is received after the specified due date and time.
  - iii. If Rs.100/- stamp paper affidavit declaring that the bidder has never been black listed in any Government, Semi-Government or Private institute is not attached.
  - iv. If the validity of bid offer is either not clearly mentioned or is less than the required period.
  - v. If the bid offer is conditional.
- (b) During Bid Evaluation, the Procurement Committee shall reject the bid and declare it as Non-responsive if: -
- i. If Bid is not accompanied by Bid Security of required amount and Form.
  - ii. Terms of Payment are either not clearly mentioned or payment schedule deviate.
- (c) If the Bid is Non-responsive, it will be rejected by the Procurement Committee and cannot subsequently be made responsive by the Bidder by correction of the non-conformity.
- (d) Only Bids that qualified in pre-screening evaluation shall be considered for further Evaluation.



**PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT**

(iii) **Financial Bid Evaluation:**

During, Bid Evaluation, the bids, which closely conform to the Specifications given in bidding document and are substantially responsive to the bidding documents, shall be compared on the basis of their evaluated costs. The bid with the lowest evaluated cost, which may not necessarily be the lowest priced bid, shall be selected for award of contract.

**12. Acceptance of Offers**

The Sindh Forensic Science Laboratory Karachi reserves the right to cancel the bidding process at any time prior to the award of contract as per Rule 25 of SPP Rules, 2010 (Amended up-to now), without thereby incurring any liability to the affected Bidder or bidders.

**13. Inspection & Acceptance**

- (i) Premises shall be acceptable only after inspection report carried out by the Inspection Team nominated by the PIU Sindh Forensic Science Laboratory Karachi.
- (ii) The Sindh Forensic Science Laboratory Karachi reserves the right to reject premises if it does not conform to the provided Specifications given in bidding documents.

**14. Corrupt or Fraudulent Practices**

- (i) ***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 in contract execution; and
- (ii) ***“fraudulent practice”*** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Sindh Forensic Science Laboratory Karachi, Government of Sindh, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Sindh Forensic Science Laboratory Karachi, Government of Sindh of the benefits of free and open competition;
- (iii) ***“collusive practices”*** means a scheme or arrangement between two or more bidders, with or without the knowledge of the Sindh Forensic Science Laboratory Karachi, Government of Sindh, designed to influence the action of any party in a procurement process or the execution of a contract.
- (iv) ***“Coercive practices”*** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.



**PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT**

**Note:** *Sindh Forensic Science Laboratory Karachi, will reject a bid for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusive or coercive practices in competing for the contract in question and will declare that firm ineligible, either indefinitely or for a stated period of time, to be awarded a government-financed contract.*

**PROJECT DIRECTOR**



**PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT**

**PART-III  
[Bid Data Sheet]**

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

<b>INTRODUCTION</b>	
<b>1</b>	<b>Name of Procuring Agency:</b> Project Implementation Unit (PIU), Sindh Forensic Science Laboratory Karachi, Faiyaz Centre, Mezzanine Floor, Opp. FTC Building, Shahrah-e-Faisal, Karachi. Ph# 021-99332155 Procuring Agency's website <a href="http://www.home.sindh.gov.pk">www.home.sindh.gov.pk</a>
<b>1.2</b>	<b>Name of Project:</b> Establishment of Forensic Science Laboratory in Sindh at Karachi
<b>1.3</b>	<b>Name of Contract:</b> PIU Office Premises on Rental Basis
<b>Bid Price and Currency</b>	
<b>2</b>	Prices quoted by the Bidder shall be <b>“fixed” an in “Pak Rupees”</b>
Preparation and Submission of Bids	
<b>3</b>	<b>Amount of Bid Security:</b> 1% amount of Bid Value in the shape of Bank Guarantee/Pay order/Demand Draft having validity period not less than 6 months drawn in favour of <b>“DDO Project Director Sindh Forensic Science”</b>
<b>4</b>	<b>Bid validity period:</b> 90 days <b>Note:</b> In exceptional circumstances prior to expiry of the original bid validity period, the bidder may be requested in writing for an extension of the period of validity. A bidder agreeing to such request will not be permitted to modify his bid. A bidder not agreeing to such request may be withdrawn at the discretion of Procuring Agency.
<b>5</b>	<b>Submission of Bids and Opening Guidelines:</b> A <b>Single Stage-One Envelope Procedure Rule No.46(1) SPPRA Rules, 2010 (Amended up-to now)</b> shall be adopted in ranking of bids and following shall be observed:  a) Each bid shall comprise one single envelope containing the financial proposal and required information mentioned at clause (a) above. b) All bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tenders or bidding document.
	<ul style="list-style-type: none"> <li>i. Envelope shall be marked by name of the assignment, and sealed. If the bid is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the bid as non-responsive.</li> <li>ii. During the evaluation of bids, the Procuring agency may, at its discretion, 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 prices or substance of the bid shall be sought, offered, or permitted.</li> <li>iii. The Procurement Committee will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.</li> <li>iv. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between words and figures, the amount in words will prevail, and the figures shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.</li> <li>v. The Procurement Committee may waive any minor informality, non-conformity, or</li> </ul>



**PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT**

	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.
<b>8</b>	<b>Place &amp; Date for bid submission &amp; opening:</b> Bids must be delivered to the in the office of Procurement Officer, Planning & Development Department, Room# 322, 2nd Floor, Sindh Secretariat No. 02, (Tughlaq House), Karachi on latest by <b>9th May 2023, 1330 Hours</b> and will be opened on same day at <b>9th May 2023 1400 Hours</b>

**PROJECT DIRECTOR**



**PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT**

## Part-IV: Eligibility Criteria

PIU Office Premises on Rental Basis in Karachi (preferable location of either Shahrah-e-Faisal / SMCHS / PECHS or Clifton (maximum in radius of 7km close proximity with Sindh Secretariat Building).

S. No.	Requisite	Max Marks	Marks Obtained as per Documentary Evidence	Marks Obtained After Due Visit by the Premises Committee	Marking Criteria	Documents/Information to be enclosed
1	Preferable Location: (Shahrah-e-Faisal / SMCHS / PECHS or Clifton)	25			Maximum in radius of 7km close proximity with Sindh Secretariat Building	Site Plan
		0			7km away from Sindh Secretariat Building	
2	Area	25			1800 sq.ft. to 2000 sq.ft.	Title document of the property
		15			Above 2000 sq.ft.	
		5			Below 1800 sq.ft.	
3	Terms of Payment (Demand - Advance Rent)	25			1 Years	Details
		15			2 Years	
4	Condition of Property (subject to site visit inspection)	25			Very Well maintained (05 Years old Construction)	Map of the premises
		15			Normal maintained (More than 05 Years old Construction)	
<b>Total Marks</b>		<b>100</b>			<b>Qualified / Disqualified</b>	

**Note**

- (i) Acquiring of 80% marks (on the information given by the bidder) will make a bidder qualify for visit of the property by the Procuring Agency.
- (ii) Subsequently the property will be visited by Procuring Agency for physical verification of the information given by the bidder. Location which acquires minimum of 80% marks after due inspection as per the criteria given above will be considered as “Qualified Premises / Bid”.
- (iii) Attachment of relevant evidence in each of the above requisite is mandatory to submit. In case of non-provision of evidence to any of the demand, no marks will be awarded.



## **Part-V: Scope Work**

Hiring of Office premises by PIU Sindh Forensic Science Laboratory Karachi as per the locations given in the tender document.



PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT

**Part-VI:**

**Financial Proposal / Price Schedule**  
**PIU OFFICE PREMISES ON RENTAL BASIS**

Name of the Bidder \_\_\_\_\_

Monthly Rent (Lump Sum) \_\_\_\_\_

Monthly Rent (Per Square Feet) \_\_\_\_\_

**NOTE**

1. Owner will be liable to pay all municipal, government, non-government and other rates, taxes and assessment which may be levied in respect of the Demised Premises.
2. It will be desirable that the property is offered directly by the owners of the premises, however forwarding of the same through estate agents will also be acceptable, if so nominated by the owner(s), however in this case the commission of the agent will be paid by the owner and the agent will not claim any amount form the procuring agency, whatsoever on this account.
3. For each property separate pay order has to be enclosed as per the amount mentioned in the advertisement given in the newspaper.
4. Bid Security of 1% of one year rent demanded of the premises, in shape of Pay Order or Irrevocable Bank Guarantee acceptable to the procuring agency is to be attached with Financial Proposal.

Signature & Stamp of the Bidder or Property Dealer \_\_\_\_\_

Date \_\_\_\_\_

**PROJECT DIRECTOR**



PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT

**Part-VII:**

**Bid Form**

**Form-I**

Tender / NIT # \_\_\_\_\_

Dated \_\_\_\_\_

To,

Procurement & Contract Management Officer,  
PIU, Sindh Forensic Science Laboratory Karachi,  
Faiyaz Centre, Mezzanine Floor,  
Opp. FTC Building, Shahrah-e-Faisal,  
Karachi. Ph# 021-99332155

Gentleman:

Having examined the bidding documents [*including Addenda Nos. (insert numbers), the receipt of which is hereby duly acknowledged*] we, the undersigned, offer to supply and deliver (Branch Premises on Rental Basis) in complete conformity with the said bidding documents for the sum of Rs. \_\_\_\_ (total bid amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid. We undertake, if our Bid is accepted, we provide the premises on a time.

We agree to abide by this Bid for period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2023.

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of

Address: \_\_\_\_\_

GST No. \_\_\_\_\_



PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT

Form-II

**LEASE AGREEMENT**

This Lease Agreement is made at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

**BETWEEN**

Mr. ----- S/o -----, Muslim, adult, holding CNIC No.----- R/o. -----  
----- (hereinafter referred to as the “**Lessor**”) which expression shall,  
where the context so permits, means and includes its successors, administrators, executors and  
assigns) of the **ONE PART**;

**AND**

Project Implementation Unit (PIU) Sindh Forensic Science Laboratory Karachi, Home  
Department, Government of Sindh, having its registered office at Faiyaz Centre, Mezzanine  
Floor, Opp. FTC Building, Shahrah-e-Faisal, Karachi, as the “**Lessee**” which expression shall,  
where the context so permits, means and includes its successors, administrators, executors and  
assigns) of the **OTHER PART**.

WHEREAS the Lessor is fully seized and possessed of and entitled to all that piece and parcel  
of Plot No.-----

AND WHEREAS the Lessor has agreed to let and the Lessee has agreed to take on lease the  
premises measuring ----- **sq.ft.** for opening of ----- PIU Sindh  
Forensic Science Laboratory Office. (hereinafter referred to as the “**Demised Premises**”) on  
the terms and conditions as set forth hereunder:

NOW, THEREFORE, THIS AGREEMENT WITNESSETH AS UNDER:

In consideration of the Lessee paying the rent herein after reserved in the manner hereinafter  
mentioned and the covenants hereinafter written to be observed by the Lessor and the Lessee,  
the Lessor hereby demise upon the Lessee the Demised Premises for a term of Two (02) years  
commencing from ----- and ending on -----2023.



**PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT**

**SECTION – I  
(GENERAL TERMS)**

- Term
1. The Lessor hereby demises unto the Lessee the Demised Premises for a period of Two (02) years commencing from ----- and ending on ----- (both days inclusive), subject to handing over possession of the Premises.
- Rent
2. The monthly rent of the Demised Premises for the first years will be Rs.----- /- (Rupees ----- only) which shall be subject to 10% increase on expiry of 1<sup>st</sup> year.
- Advance Rent/  
Subsequent Rent
3. The Lessee will pay to the Lessor an advance rent of Rs.-----/-(Rupees --- ----- only) equal to 06 months advance rent starting on the date of taking over physical possession of the Demised Premises. The advance rent will be adjustable 100% from the monthly rent of ---- months. After ----years the rent will be paid on monthly basis. The Lessee shall deduct income tax from all amounts payable to the Lessor towards rent of the Demised Premises. An amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) shall be released after satisfaction / completion of terms and conditions herein-below.
4. Renewal of Lease
5. On expiry of the term of Lease hereunder, the Lease shall be extended at the option of the Lessee on the terms and conditions to be mutually agreed upon by the parties hereto provided the Lessee has served upon the Lessor a notice of its intention to renew the Lease at least 90 days prior to the expiry of the tenure of the Lease as aforesaid.
- Termination
6. The Lessee shall have a right to terminate this Agreement upon giving to the Lessor 90 days' notice in writing of its intention to do so and Lessor shall return the rent for the unexpired period to the Lessee on the day the Lessee delivers possession of the Demised Premises to the Lessor.
- Ejectment
7. The Lessor hereby expressly waives all their statutory and other rights of ejecting the Lessee from the Demised Premises except in the event Lessee fails to fulfill its commitments as appearing in Section II hereafter.
- Indemnity
8. The Lessor hereby declares that the Demised Premises are free from all encumbrances, charges, claims and demands and that the Lessor have not done or omitted to do any act, deed or thing whatsoever whereby the Demises Premises may be subject to any charge, lien or attachment by any Bank, Court of Law, authority or person whosoever. The copies of title documents provided to the lessee are genuine and valid. If any discrepancy is found at a later stage affecting the lessee's rights, the lessor undertakes to rectify the same with in seven (7) days, failing which the lessee reserves the right to terminate the agreement, whereupon the lessor shall be bound to immediately refund the advance rent for the unexpired period.



**PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT**

**SECTION – II  
(LESSEE’S COVENANTS)**

The Lessee hereby covenants with the Lessor that it shall:

- i) Not assign or sub let the Demised Premises or any part thereof to any other party;
- ii) Use the Demised Premises for exclusive purpose of its office;
- iii) Pay on or before the due date all water, sewerage, electricity, gas and telephone bills and any incidental charges or amounts claimed in respect thereof pertaining to the term of lease hereunder and handover copies of bills to the Lessor;
- iv) Handover vacant and peaceful possession of the Demised Premises to the Lessor on expiry of the lease term as aforesaid or extended lease term as the case may be  
OR
- v) On earlier termination of the lease as provided herein above in the same condition in which it was handed over to Lessee; except normal wear and tear;
- vi) Carry out at its cost civil and/or electrical repair work as may be necessary for restoration and rehabilitation of the Demised Premises to the same condition when it was taken over by the Lessee if the same are damaged by fire or other mishap during the term of lease;
- vii) Not carry out any structural alterations to the Demised Premises without the permission of the Lessor save those expressly authorized hereunder.

**SECTION – III  
(LESSORS’ COVENANTS)**

The Lessor hereby covenants with the Lessee that he shall:

- i) Hand over the possession of the Demised Premises to the Lessee at the time of signing of this agreement;
- ii) Be responsible to resolve any issue, if arises regarding ownership of cited property, in case of failure to do so , lessor will be liable to return the advance rent of remaining period along with all expenses incurred by the PIU Office for renovation of its office at the demised premises.
- iii) Allow the Lessee to enjoy peaceful possession of the Demised Premises without any let or hindrance;
- iv) Allow the Lessee to construct toilet(s) and one kitchen in the Demises Premises as per its requirement;
- v) Allow installation of radio/TV/PTCL/DISH antenna on the roof top of the Demised Premises;
- vi) Allow provision of electricity generator and provide suitable space for the same in the Demised Premises;
- vii) Pay all municipal, government, non-government and other rates, taxes and assessments which may be levied in respect of the Demised Premises;



**PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT**

- viii) Not do or cause to be done by himself or his agent, workman or employee anything which may be or may become a nuisance value for the Lessee and/or its staff;
- ix) Ensure that the Demised Premises are and continue to remain structurally sound and undertake at his cost such major structural repairs as may be deemed necessary by the Lessee;
- x) Allow installation of standing AC and / or split units on the walls or any other suitable location of the Demised Premises including the roof top;
- xi) Allow the placement of Lessee's neon signs on the roof top and walls of the Demised Premises;
- xii) Keep the Lessee indemnified from any loss(es) sustained on account of any defect in the Lessor's title to the Demised Premises or any misrepresentation and concealment of fact at the time of entering into this Lease Agreement;
- xiii) Allow installation of any machinery, equipment, apparatuses, communication system etc. as may be required by the Lessee to carry out its normal business and operational activities;
- xiv) Allow Lessee to paint, display, affix or exhibit signs and insignia as may be appropriate and necessary for its various activities at its own cost;
- xv) Allow Lessee to make partitions in the hall and convert the Demised Premises into workable condition as per its requirement. Any approval or permission required in this respect from any official authority, the lessor will obtain such approval / permission at his own cost.
- xvi) Provide at his expense sweet water connection;
- xvii) Provide at his expense sewerage line (outer point);

IN WITNESS WHEREOF the parties have signed these presents on the day, month and year first above mentioned.

**LESSEE**

**Project Implementation Unit (PIU)  
Sindh Forensic Science Laboratory Karachi**

**LESSOR**

**For Bidder**

\_\_\_\_\_  
Name:  
CNIC

\_\_\_\_\_  
Name:  
CNIC



PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT

**WITNESSES**

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

NIC No.: \_\_\_\_\_

Address : \_\_\_\_\_

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

NIC No.: \_\_\_\_\_

Address: \_\_\_\_\_

**IMPORTANT:**

**It is the mandatory for the lessor to agree all clauses of this agreement. In case of any disagreement at any stage of Contract, the bid will stand cancelled.**

**In Addition to this, the bidder *will* be bound by *all terms, conditions &* specifications as detailed in the *tender documents*.**



PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT

**Form-III**

**AFFIDAVIT/UNDERTAKING**

To be typed on Rs.100/- Stamp Paper

**AFFIDAVIT / DECLARATION**

**(AS REQUIRED BY THE STATE BANK OF PAKISTAN THROUGH  
BPRD CIRCULAR NO.13, DATED DECEMBER, 11, 2014)**

I, \_\_\_\_\_ S/o \_\_\_\_\_, Proprietor/Authorized  
Representative/Partner/Director of M/s \_\_\_\_\_, having NTN #  
\_\_\_\_\_, holding CNIC # \_\_\_\_\_, do hereby state on solemn affirmation  
as under: -

1. That the above-named firm/company has not been adjudged an insolvent from any Court of law.
2. That no execution of decree or order of any Court remains unsatisfied against the firm/company.
3. That the above-named bidder/firm/company has not been compounded with its creditors.
4. That my/our firm/company has not been convicted of a financial crime.

That whatever stated above is true and correct as to the best of my knowledge and belief.

City: \_\_\_\_\_

Dated. \_\_\_\_\_

**DEPONENT**

(PROPRIETOR / REPRESENTATIVE)/DIRECTOR

Solemnly affirmed and stated by the above-named deponent, personally, before me, on this  
\_\_\_\_\_ day of \_\_\_\_\_ 2022, who has been identified as per his CNIC.



PROJECT IMPLEMENTATION UNIT  
SINDH FORENSIC SCIENCE LABORATORY KARACHI  
GOVERNMENT OF SINDH  
HOME DEPARTMENT

Form-VI

INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.  
PAYABLE BY THE SUPPLIERS/CONTRACTOR/CONSULTANTS.

Dated:

Contract Number

Contract Value:

Contract Title:

1. hereby declares that it has no obtained or induced the Procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any Administrative subdivision or Agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.
2. Without limiting the generality of the foregoing, represents and warrants that it has 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, or Subsidiary, any Commission, Gratification, Bribe, Finder's Fee or Kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from except that which has been expressly declared pursuant hereto.
3. Certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with \_\_\_\_\_ and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.
4. 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 obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to under any law, contract or other instrument, be voidable at the option of \_\_\_\_\_
5. Notwithstanding any rights and remedies exercised by agrees to indemnify for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to in an amount equivalent to Ten Time the sum of any commission, Gratification, Bribe, Finder's Fee or Kickback given by as aforesaid for the purpose of obtaining or inducing the Procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from \_\_\_\_\_

---

**ON BEHALF OF**

,  
Government of Sindh,  
Karachi.