



OFFICE OF THE
CONTROLLER GENERAL OF ACCOUNTS
CGA Complex, G-5/2, Islamabad

(PROJECT)
**IMPLEMENTATION OF
ONLINE BILLING SOLUTION
(SEHAL)**

UNDER THE PUBLIC FINANCIAL MANAGEMENT REFORMS AT
FEDERAL & PROVINCIAL LEVELS

Tel:92-51-9208808 Fax:92-51-9208896

No.MIS/FABS/Admn/Sehal-Project/29/2024-25/ROB/350

Date: November 12th, 2024

The Director (Advertisement)

Press Information Department

Near Zero Point, Islamabad.

Subject: Publishing of Tender RFB-47 "Procurement of Office Space (700-800 Sq Ft) with facilities"

Please find enclosed a copy of the Request for Competitive Bids (RFB-47) "Procurement of Office Space (700-800 Sq Ft) with facilities" for publishing in minimum Two National Daily Newspapers (One Urdu & One English) having wide circulation on or before 14th November, 2024 as per PID policy and forward the bill to this directorate for payment.

2. The tender will also be published/executed through EPAD System by this office.

Encl: (01 Page)


Admin Officer (Sehal)

Distribution:-

- 1- Director (MIS) PPRA, Islamabad for publishing of Advertisement on PPRA website.
- 2- Accounts Officer (General), CGA to direct the concerned for publishing of Advertisement RFB-47 on CGA website.
- 3- Accounts Officer (FABS) to direct the concerned for publishing of Advertisement RFB-47 and Bidding Document on FABS website.
- 4- Accounts Officer (Admn) MIS Directorate, Islamabad.
- 5- Drawing & Disbursing Officer "Sehal".
- 6- PS to Controller General of Accounts, Islamabad.
- 7- APS to Dy. Controller General of Accounts (FABS), Islamabad.



Online Billing Solution “SEHAL Project”

RFB No-47/MIS/FABS/Admn/Sehal-Project/29/2024-25/ROB

Request for Bids (RFB# 47)

Procurement of Office Space (700-800 Sq Ft or Higher) with facilities

This request for Bids under **RFB-47** for the subject Procurement is to be appeared in Print media vide advertisement dated **14.11.2024**. The **Sehal Administration** intends to procure the Office Space with following facilities and 24hrs *7 days easy access to office :

- i) Premises located on easy access to O/o Controller General Accounts G-5/2 and AGPR G-8/4 Islamabad. ii) Utility Connections (Electricity with backup Generator, Gas, Water)
- iii) High Speed Internet (200 Mbps or more) iv) Parking Space v) Security vi) Emergency Exit
- vii) Provision of boardroom, meeting room & Guest viii) Office furniture
- ix) Air-conditioning (Cool & Warm) x) Maintenance & Janitorial Services xi) Networking/ Telephone ports etc xii) Printing/ Scanning facility xiii) CCTV Surveillance xiv) Sitting/ Waiting Space up to 3 persons/ drivers xv) Provision of Lift service xvi) Kitchen/ Cafeteria/ Dining space

2. The Procuring Agency has reserved the funds for the procurement planned during the financial year **[2024-25]** .This office intends to apply part of the proceeds of the grant to cover eligible payments under the contract. The **Online Billing Solution Project Sehal** now invites separate sealed bids from eligible Suppliers of providing office space on lease/rent.

3. The bidding shall be conducted in line with the **Single stage One envelope** procedure of the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time), and is open to all potential bidders who may submit on EPADS. **SUBMISISON OF BID THROUGH EPADS IS MANDATORY. BIDDERS ARE REQUIRED TO COMPLETE THEIR REGISTRATION WELL BEFORE SUBMISSION OF THE BIDS FOR RFB-47. NO FURTHER EXTENSION IN BID WILL BE ENTERTAINED.**

4. **Pre-bid meeting** will be notified on FABS website (www.fabs.gov.pk) for assistance of bidders to submit bids on EPADS. Bids must be accompanied by signed Bid Securing Declaration form under Section VI, be annexed with the proposals / bids as per PPRA Rules, 2004 on prescribed format given under the bidding document with **bid validity period of 120 days.**

5. The Original Bid (Technical and Financial bid) must be submitted on E-PADS on or before **29.11.2024 (Friday) by 11:00 A.M.** Active Registration with EPAD portal of PPRA is mandatory for submission of consolidated (Technical & Financial) Bids.

6. The Technical and financial bids will be opened promptly on same day (**29.11.2024**) thereafter in public and in the presence of bidders’ representatives who choose to attend the bids opening meeting at the Sehal, Online Billing Solution Project , Directorate General MIS/FABS, Office of the Controller General of Accounts, Islamabad by 11:00 A.M. Contract will be awarded on Quality and Cost Based Selection method against bid evaluation criteria. The Project Director SEHAL reserves the right to accept or Cancel tender as per PPRA Rules 2004. Contract may be signed with the Most Advantageous bidder as per QCBS method.

Admin Officer (SEHAL)

Online Billing Solution “SEHAL Project”

Ground Floor, Directorate General MIS, Office of the Controller General of Accounts,
Sector G-5/2, Islamabad’ Ph: 051-9208808, Fax: 051-9208896

IMPLEMENTATION OF ONLINE BILLING SOLUTION (SEHAL)

Qualification/Technical Bid Evaluation Criteria for acquiring Rental Office Space & facilities Project “Sehal”

Sr #	Technical Attributes Evaluation Criteria	Technical Attributes Evaluation Criteria	Allocated Marks
1.	Covered Area	Covered area of minimum 700-800 sqft. Executive Office (100 sqft) (Qty 01) Senior Manager (100 sqft) (Qty 02) Staff (400 sqft) (Qty 01)	MUST
2.	Utility Connections (Electricity with backup Generator, Gas, Water)	(Electricity with backup Generator, Gas & Sufficient water availability i.e. Functional water bore facility or operational Govt. water connection)	MUST
3.	Location of the Premises/ Easy Accessibility	Building is located on easy access to O/o Controller General Accounts G-5/2 and AGPR G-8/4 Islamabad.	25 Marks
4.	Physical appearance/ Building Condition	If building structure condition is less than 03 years old (15 marks), between 3-10 years old (10 marks), above 10 years old (5 marks)	15 Marks
5.	Amenities and Communication	24/7 Access to the facility Office furniture Air-conditioning (Cool & Warm) Maintenance & Janitorial Services Networking/ Telephone ports High Speed Internet (200 Mbps or more) Printing/ Scanning facility Provision of boardroom, meeting room & Guest Engaging room CCTV Surveillance Sitting/ Waiting Space upto 3 persons/ drivers Provision of Lift service Kitchen/ Cafeteria/ Dining space	35 Marks
6.	Parking Space	Sufficient Parking space (7 marks) & valet parking of 3-5 cars (3 marks)	10 Marks
7.	Security wise suitability (24/7)	Security wise suitable with security guard (10 Marks) Security wise suitable but without security guard (05 Marks) Not suitable (0 Marks)	10 Marks
8.	Emergency Exit	Availability of proper Emergency Exit or willing to provide (5 Marks) Availability of Emergency Exit not possible (2 Marks)	05 Marks
Total			100 Marks

Note:

1. The offered sites will be visited by Project “Sehal” Evaluation Committee for physical verification of the information given by the bidder. Location which acquires minimum of 70% marks after due inspection as per the criteria given above will be considered as “Qualified Premises/Bid”.
2. If a bidder acquires ‘0’ marks in any of the above-mentioned category then he/she will be considered as disqualified.
3. Property will not be considered, if it is located in a residential area.
4. Other services (Reception/Beverages, Hygienic Drinking Water) at no additional cost.
5. Evaluation will be cost and Quality based with the ratio of 25% to 75% respectively.

Terms and Conditions

- The successful service provider/bidder will lease office space/facility must be minimum for One year and six months (extendable on mutual agreement).
- Payment will be made on mutual negotiations between the parties.
- Notice period by the occupant will be furnished prior to vacation of office facility i.e 60 days.
- Payment will be made (Quarterly/monthly) subject to deduction of all applicable taxes.

Checklist of documents to be submitted with Bid

- CNIC of the Bidder (Owner of the Property);
- Copy of Ownership Documents;
- Approved Building Plan / Map;
- Documentary proof of Commercialization of building;
- Any other relevant Document / information;
- Active registration on EPADS;
- Active Tax payer registration Certificates (NTN & STRN);
- Beneficial ownership form (PPRA).
- Authorization letter to participate in bid with (Form No 1 under Section IV
- Bank/Branch Name, Account No. & IBAN No.
- Signed Price Schedule must be attached (inclusive of taxes)
- No Litigation/No Black listing Certificate must be provided.
- Signed copy of Bid securing declaration by the owner of firm/authorized person.

Form of Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: *[date (as day, month and year)]*

No.: *[number of bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[complete name of Procuring Agency]*

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid validity, (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security (or guarantee), if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder* _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder** _____

Title of the person signing the Bid _____

Signature of the person named above _____

Date signed _____ day of _____, _____