

Expression of Interest

For

Acquiring Space for Strong Room / Record Room on Rental Basis in Karachi

EOI No. HBFC/HOK/GSD/2022/451

Date of Issue: March 02, 2022
Last Date of Submission: March 21, 2022 11:00 am
Date of Proposal Opening: March 21, 2022 11:30 am

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HBFC/HOK/GSD/2022/451

March 02, 2022

Expression of Interest (EOI)

Acquiring Space for Strong Room / Record Room on Rental Basis in Karachi

House Building Finance Company (HBFC) is country's premier housing finance institution, providing affordable housing finance solutions, preferably to the low and middle income groups of population. HBFC invites sealed bids from interested parties for acquiring Space for Strong Room / Record Room on Rental Basis in Karachi.

EOI document containing detailed Terms of Reference (ToRs) and evaluation criteria etc. may be downloaded free of cost from HBFC website i.e., www.hbfc.com.pk. This EOI is also available at PPRa website www.ppra.org.pk.

Document must reach at address given below on or before **March 21, 2022 at 11:30 am**. The EOI will be opened on same day at **11:30 am** in the presence of interested parties or their representatives (who choose to attend) at the address given below. Late/ incomplete/ conditional proposals will not be entertained.

HBFC reserves the right to accept or reject any or all expressions in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Head, General Services Department
House Building Finance Company Limited
3rd Floor, FTC Building, Shahrāh-e-Faisal, Karachi
Tel: 021-35641752/39

General

1. Scope of Bid

House Building Finance Company (HBFC) is country's premier housing finance institution, providing affordable housing solutions, preferably to the low and middle income groups of population. HBFC invites sealed bids from interested parties for acquiring Space for Strong Room / Record Room on Rental Basis in Karachi. Detailed ToRs are at **Annexure – A**.

2. Deadline for Submission of EoI

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. The Company may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and bidders pertaining to the original deadline will then be subject to the new deadline.

3. Late submission

Any expression / proposal received by the interested party after the deadline will be returned unopened.

4. Evaluation

The expressions / proposals will be evaluated as per **Annexure – B** of this document. HBFC Committee may visit the site for evaluation purpose. Those who secure minimum 50% marks shall be considered for further processing.

5. Award Criteria

Contract will be awarded to the most advantageous bid as per **Annexure – B**.

6. Company's Right to Reject All the Bids

The Company reserves the right to annul the process and reject expressions / proposals at any time prior to the award of contract as per PPRA Rules.

Data Sheet

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions. Whenever there is a conflict, the provisions herein will prevail.

S#	Details
1.	Acquiring Space for Strong Room / Record Room on Rental Basis in Karachi EOI No. HBFC/HOK/GSD/2021/2948
2.	<p><u>Contact Information and Communication</u> The contact detail for all correspondence in relation to this bid is as follows: Name: Asad Baber Khan Designation: Manager Procurement - GSD Email: asad.baber@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p><u>Technical Contact:</u> Name: Mr. Waseem Anwar Designation: AVP – Property Management Department Email: waseem.anwar@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641731</p>
3.	The expressions / proposals will be evaluated as per Annexure – B of this document. HBFC Committee will visit the property for evaluation purpose. Those who fail to secure 50% marks shall not be considered and will be disqualified for further processing.
4.	<p>The Company's address for the purpose of bid submission is:</p> <p style="text-align: center;">Head of General Services Department, House Building Finance Company Limited, 3rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641752</p>
5.	<p>The deadline for submission of expressions / profiles will be March 21, 2022 at 11:00am. Bids will be opened on same day at 11:00 am at the following address:</p> <p style="text-align: center;">Head – General Services Department House Building Finance Company Limited, 3rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi –Pakistan.</p>

Terms of Reference

Acquiring Space for Strong Room / Record Room on Rental Basis in Karachi

Sealed quotations are invited from interested parties (owners/estate agents/property dealers) for acquiring Space for Strong Room / Record Room on Rental Basis in Karachi.

1. The locations will be evaluated on the HBFC eligibility scoring criteria.
2. Proposed location must be located on Ground Floor.
3. HBFC reserves the right to reject any or all proposals as per PPRA Rules.
4. Title documents are required with the proposal.
5. Annual increment will be admissible maximum upto 10% of monthly rent (Negotiable).
6. In case the participating bidder is an Estate Agent, the commission is admissible equivalent to one (01) month rent payable only after contract signing between both parties.
7. Estate Agent must be registered with FBR.

Strong Room Selection Criteria

Acquiring Space for Strong Room / Record Room on Rental Basis in Karachi

1. Location:

Site must be located in an area with good business prospects, easy approach and prominent visibility.

S. No.	Criteria	Max. score
1	Easy Access	05
2	Located on Main Road	05
3	Accessible 24/7	05
	Total	15

2. Building condition:

Building should be well maintained. Poor elevation, spalling of plaster, dampness and open drains must be avoided

S. No.	Criteria	Max. score
1	Raise from Existing Ground Level minimum 2ft	06
2	No spalling of plaster	03
3	No dampness on surface	03
4	No open drains	03
	Total	15

3. Security and Safety:

Preferably a 3-phase meter should be available:

S. No.	Criteria	Score
1	CCTV Monitoring	10
2	24/7 Security	10
3	Fire Safety	10
4	Controlled Access	10
5	Security and Safety Protocols	10
	Total	50

4. Available space:

Appropriate space availability for the specific requirements of the concerned department. Max Score is 10.

Area (sq.ft)	Score
2000	10
>2000	5
<2000	5

5. Rent:

Rent value (fixed Score)

Monthly Rent (PKR) per sq. ft	Score
Upto 100/-	10
101/- to 150/-	7
> 150/-	5

Offer Sheet
Acquiring Space for Strong Room / Record Room on Rental Basis in Karachi
(To be filled by applicants)

Applicant: Owner/Property Dealer / Estate Agent	
NTN and CNIC Number: <i>(in case of submitted by Estate Agent)</i>	
Property Address:	
Owner Name:	
Owner CNIC:	
Total Area Offered:	
Monthly Rent Offered:	
Title Documents Attached:	

Name and signature: _____

Dated: _____