



DOCUMENTS FOR RENTAL AUCTION OF
STAFF WELFARE ORGANISATION'S
PETROL PUMP SITE, SITUATED AT
TUGHLAQ HOUSE, ADJACENT TO SINDH
SECRETARIAT, COURT ROAD, KARACHI.

DISCLAIMER

The Staff Welfare Organization, Establishment Division has prepared this Auction Document for rental auction of petrol pump site situated at Tughlaq House adjacent to Sindh Secretariat, Court Road, Karachi on yearly rental basis for 10 years. This auction document does not claim to contain all the information as per government policy/regulations needed to be adhered during auction of the said premises. However, maximum efforts have been made to incorporate available information relevant to the proposed transaction.

The Staff Welfare Organization, Establishment Division does not make any representations or warranties, express or implied as to the adequacy, accuracy, completeness or reasonability of the information contained in this auction document. No decision should be based solely on the basis of the information provided in this auction document. The Staff Welfare Organization, Establishment Division, has no liability for any statements, opinions, information provided in this auction document. The Staff Welfare Organization, Establishment Division shall have also no liability for any statements, opinions, information or matters (expressed or implied) arising out of, contained in or derived from, or for any omission, in this auction document. Furthermore, Staff Welfare Organization, Establishment Division will not be liable for any written or oral communication transmitted to third parties in relation to this auction document.

IMPORTANT NOTE

All Oil Marketing Companies complying with criteria given in this document are eligible for this bid, hereafter referred to as Bidders.

Prospective bidders must ensure submission of all the required documents indicated in this auction document. Applications received without undertakings, valid documentary evidence, supporting documents and various requirements mentioned in the auction document will be rejected at the initial stage. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny. It is intimated that no objection/revisions/supplements shall be entertained regarding the terms and conditions of the Auction document submitted by the bidder.

The Oil Companies will be selected according to the criteria specified in this document.

1. INTRODUCTION.

The Staff Welfare Organization is an attached department of the Establishment Division with Headquarter located at Islamabad, whereas, the sub offices are located at four provincial capitals. The department is headed by Director General. The department is primarily concerned with the provision of welfare services to the Federal Government employees and their dependents.

2. PURPOSE OF AUCTION.

The Staff Welfare Organization, Establishment Division invites applications from well reputed Oil Marketing Companies (OMCs) registered/licensed by Government of Pakistan and also with FBR(NTN/STRN) for renting out its petrol pump site situated at Tughlaq House adjacent to Sindh Secretariat, Court Road, Karachi measuring 1584 sq. yards for 10 years on yearly rental basis through open auction. The contract period can be extended for another period of 10 years if considered feasible by the SWO with the approval of Establishment Division on such increase in yearly rent as assessed by SWO.

3. TYPE OF OPEN COMPETITIVE AUCTION

The open auction procedure shall be followed. Some of the salient features of the said procedure are reproduced as follows:

- a) The Oil Marketing Companies (OMCs) complying with the minimum criteria specified in the auction document shall be invited to participate in the open auction process as per date and time fixed by this Organization.
- b) The representative of the company would be required to submit the company nomination letter along-with National Identity Card for participation in the auction.
- c) The successful bidder shall be required to deposit one fourth of the highest bid within seven working days after culmination of auction process.
- d) In case the highest bidder fails to deposit the one fourth of the bid amount, the earnest money deposited with this Organization shall be forfeited.
- e) The successful bidder shall be liable to sign the tenancy agreement/deed on stamp paper at his own expense within one month of the acceptance of the bid.
- f) The successful bidder shall be required to pay all the government taxes including income tax etc. to the concerned department. The possession of the said premises shall be handed over on production of such receipts. After possession, the successful bidder shall be liable to pay all the utility bills, taxes etc and bid offered shall be exclusive of such taxes.

4. AUCTION ELIGIBILITY/QUALIFICATION CRITERIA

The following eligibility/qualification criteria is minimum requirement for participation in the auction process:

- a) Oil Marketing Companies (OMCs) registered with/licensed by Government of Pakistan.
- b) Registered with FBR for income tax, sales tax and other relevant departments.
- c) Authorized/registered with OGRA.
- d) Not blacklisted from any department.

5. BID SECURITY:

The Bidder shall furnish the Bid Security (Earnest Money) as under:

- a) For an amount of Rs. Rs.1,500,000/- (Rupees one million and five hundred thousand only)
- b) Denominated in Pak Rupees;
- c) At the time of submitting application, failing which will cause rejection of bid;
- d) In the form of Demand Draft/Pay Order in favor of "Drawing & Disbursing Officer, Staff Welfare Organization, Headquarter, G-6 Sector, Aabpara, Islamabad and have a minimum validity period of one hundred and twenty days from the date of auction.

6. CONTRACT DURATION.

The contract duration shall be for a period of Ten (10) years on payment of advance yearly rental basis. The contract period can be extended for another period of 10 years if considered feasible by the SWO with the approval of Establishment Division on such increase in yearly rent as assessed by SWO. The date of effectiveness of contract will be with effect from handing over of site to the successful bidder. The company will have to establish the petrol pump with its own resources and will have to operate by itself. No subletting of the premises or running the pump through agent/dealer will be allowed.

7. PAYMENT DETAILS:

- a) The successful bidder shall be required to deposit one fourth of the highest bid within seven working days. The remaining bid amount shall be deposited in lump-sum within one month after approval of the bid.
- b) Successful bidder shall deposit rent as a security equal to 6 months' rent which shall be returned on successful completion of the rent agreement period of ten years.
- c) The successful bidder shall be liable to pay one year's advance rent before the commencement of the rent agreement. A grace period maximum of fifteen (15) days to deposit the advance rent for the next twelve months will be given failing which SWO shall initiate the proceedings to get the premises vacated from the tenant.
- d) The rent shall be increased on yearly basis minimum @10% per year.

8. BID VALIDITY

The offer shall have a minimum validity period of one hundred and twenty days from the date of auction.

9. BLACKLISTING

If any company is indulged in following activities it will be blacklisted adopting the mechanism laid down in PPRA rules.

- (a) Acted in a manner detrimental to the public interest or good practices;
- (b) Consistently failed to perform his obligation under the contract;
- (c) Not performed the contract up to the mark; or
- (d) Indulged in any corrupt and fraudulent practices.

- (e) Failure in handing over of possession immediately after / on expiry of the contract/lease agreement.
- (f) Non deposit of yearly advance rent.
- (g) Non clearance of outstanding dues.

10. GENERAL TERMS & CONDITIONS OF THE AUCTION.

- I. Applications received after due date shall not be entertained and will be returned to the bidder(s);
- II. Certificate on stamp papers worth Rs.100/- duly attested by the notary public regarding non involvement in any court of law, investigation agencies including NAB, FIA, shall also be attached with application.
- III. The Auction Committee reserves the right to declare disqualified a company if it finds, at any time, that the information submitted was false and materially inaccurate;
- IV. All pages of application must be properly signed and stamped. Any overwriting may result into the rejection of bid.
- V. In case the bidder fails to execute the contract strictly in accordance with the Terms and Conditions laid down in the contract, the earnest money/security deposited by him will be forfeited.
- VI. All the proceedings shall be conducted as per the provisions of PPRA rules.
- VII. After expiry of the rental period the complete site along with buildings, equipment and installations etc will become the property of Staff Welfare Organization and will be handed over to Staff Welfare Organization in running condition.
- VIII. The bidder shall not sublet the petrol pump to any other party.
- IX. Telephone, electricity and all other utility connections shall be installed by the tenant on his own expense without involving SWO.
- X. In case of dispute between Staff Welfare Organization and the tenant, the Secretary Cabinet Division shall be the sole arbitrator, whose decision shall be final and binding on both the parties.
- XI. Lease agreement between the parties shall be signed and registered at Islamabad.
- XII. Parties shall only invoke the jurisdiction of ICT Courts as a legal remedy in the instant lease agreement.

11. DOCUMENTS REQUIRED ALONGWITH APPLICATION

- 1. Company profile.
- 2. CNIC of company's authorized representative.
- 3. NTN certificate.
- 4. Income Tax returns for the last three years.
- 5. Sales Tax Certificate.
- 6. Demand Draft/Pay Order amounting Rs.1,500,000/- (Rupees one million and five hundred thousand only) as earnest money is attached with the application.
- 7. Affidavit on legal stamp paper that the firm is not-blacklisted.
- 8. Authorization / Registration certificate by OGRA.
- 9. Bank Statements of at least last 05 years.
- 10. Details of company owned and operated petrol pump sites.
- 11. Audited accounts of the company of last three years.
- 12. Details of any penalty, imposed by regulatory authority during the last three years.

13. Details of pending litigation.
14. Affidavit on stamp paper that there is no outstanding amount liable against the Staff Welfare Organization.

12. SUBMISSION CRITERIA& SCHEDULE

The application along with all essential documents are required to be submitted in sealed envelope addressed to: **Director (IM&E), Staff Welfare Organization, Headquarter, Sector G-6, Aabpara, Islamabad.** Envelope should be marked as "Confidential". The Auction Committee can reject any application/proposal in accordance with the PPRA Rules.

13. AWARD OF CONTRACT

The successful bidder will have to sign an Agreement on stamp paper with the Staff Welfare Organization, Establishment Division which will be registered with lawful authority prior to take over the site and payment of all dues along with all documents.

APPLICATION SUBMISSION FORM

To:

Director (IM&E),
 Staff Welfare Organization,
 Headquarter, Sector G-6, Aabpara
Islamabad

Gentlemen: 1. We (Name and Address of the bidder), having read, understood and accepted the auction document including the Addendum (s), if any, offer to be your tenants against the petrol pump site situated at Tughlaq House adjacent to Sindh Secretariat, Court Road, Karachi in conformity with your auction Document dated _____.

2. We undertake that the bid shall have a minimum validity period of one hundred and twenty days from the date of auction for submission of the bid and may be accepted at any time before the expiration of that period.

3. We undertake to provide the Performance Security to give satisfactory assurance of our ability and intention, for due performance execution of the Contract in accordance with the terms and conditions of the contract.

4. We undertake that we are / shall be represented by an agent in Pakistan and carry out the obligations prescribed in the Terms and Conditions of the contract.

5. We undertake to be bound by the bid offered and the Acceptance Letter, which shall constitute a contract, until execution of the formal contract. Date this _____ day of _____ 2023.

6. The proof of earnest money amounting to Rs.1,500,000/- (Rupees one million and five hundred thousand only) is attached in the shape of Bank draft/pay order No. _____ Dated _____

BIDDER

Signature _____

CNIC No. _____

Name _____

Designation _____

Address _____

WITNESS-I

Signature _____

CNIC No. _____

Name _____

Designation _____

Address _____

WITNESS-II

Signature _____

CNIC No. _____

Name _____

Designation _____

Address _____

Note: This auction form should be on the letter head of the Bidder.