

HOSTEL BUILDING(S) REQUIRED ON RENTAL BASIS
FOR CIIT LAHORE CAMPUS

Letter of Invitation

1. COMSATS Institute of Information Technology is a multi-campus public sector higher education institution. Its Lahore Campus located at 1-Km Defence Road, off Raiwind Road, currently enrolls about 6000 students. COMSATS Lahore campus intends to provide safe, secure, affordable and comfortable boarding facility to its students and hereby solicits proposals from individuals, private entrepreneurs, estate developers, hospitality managers, joint ventures and consortia for providing on rent/lease suitable buildings located in its near vicinity for a Hostel Facility of 100-500 capacity.
2. The interested parties/individuals are invited to submit their proposals along with following details at the address given below, which would form the basis for future negotiations and leading to the agreement between the successful bidder(s) and CIIT Lahore:
 - a. Application Letter
 - b. Location of the building/property
 - c. Proof of Property Ownership
 - d. Necessary information as required on the attached Annexure-I duly filled and signed.
3. To enable to submit a proposal, please find enclosed General information & Scope of work.
4. The proposal should follow Guidelines given in the enclosed documents mentioned above. The method of evaluating the proposals will be based on the information provided.
5. CIIT may accept/ reject offer of any or all firms without assigning any reason.
6. Please note that the cost of preparing a proposal and of negotiating a contract, including trips to the site is not reimbursable as a direct cost of the assignment.
7. Your complete proposal along with the required supporting data as mentioned in the advertisement should be addressed to:

**Manager (Planning & Development),
COMSATS Institute of Information Technology, Lahore Campus,
Defence Road, off Raiwind Road, Lahore
Tel: 04299205082, 111-001-007, Ex: 879, Fax: 042-9203100**

8. The last date of submission of the Proposals is 8th November, 2017.

General Information & Scope

- 1.1 COMSATS Institute of Information Technology (CIIT), is a multi-campus public sector higher education institution. Its Lahore Campus located at 1-Km Defence Road, off Raiwind Road, was established in January 2002. At present, the campus enrolls about 6000 students and employs a human resource of about 1200 personnel including its faculty, officers and staff.
- 1.2 CIIT Lahore intends to provide affordable and comfortable boarding facility to its students and for this purpose, has solicited Proposals from interested individuals/parties/bidders for the renting/leasing suitable building(s) located in near vicinity of CIIT, Lahore.
- 1.3 Accordingly, CIIT issues these guidelines inviting interested firms/companies/ individuals to submit proposals for leasing/renting suitable properties/buildings in conformity with Public Procurement Regulatory Authority (PPRA) Rules.
- 1.4 The statements and explanations contained in these guidelines are intended to provide a better understanding to the Bidders about the subject matter and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the Bidder or CIIT's rights to amend, alter, change, supplement or clarify the scope of work. Consequently, any omissions, conflicts or contradictions in these guidelines are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained.
- 1.5 The property/building in the proposal is required to accommodate 100-500 boarding male students of the Institute.
- 1.6 The property/building should have well ventilated and airy rooms with adequate number of wash rooms & toilets.
- 1.7 The building should have suitable provision of kitchen & dining hall and space for common room.
- 1.8 The building should have common area for providing washing and ironing facilities.
- 1.9 Repair work, if any pointed out by the Institute shall be carried out by the owner within 15 days failing which the same shall be done by the Institute and cost of it, up to ceiling of one month's rent, shall be recovered out of the rent payable in the next month.
- 1.10 The Building should be ideally located in and around COMSATS Institute of Information Technology, Lahore Campus, 1-Km, Defence Road, Off Raiwind Road, Lahore, in safe and secure premises suitable for Boys hostel.
- 1.11 No commercial activity other than the Boys Hostel/Paying Guest for Boys will be carried out on the leased/rented premises.
- 1.12 Regular utilities such as water, Sui gas and electricity must be available. Stand by arrangements would be preferred for water & electricity. The utilities supply lines/ connection shall be provided by the owner at his cost and expenses. However, the Institute shall pay all running charges with respect to all utilities during the rent/lease period on the basis of actual consumption.
- 1.13 Selected bidder shall be required to sign a rent/lease agreement with the COMSATS Institute of Information Technology, Lahore for not less than a period of one year which may be extended further on mutually agreed terms and conditions and on the satisfactory report of the Warden/authorized officer of CIIT.

- 1.14 Building/property offered must be free from all encumbrances, claims and legal disputes etc. Documentary proof of ownership of building, payment of all taxes, duties, dues, telephone, water, electricity charges etc. whichever is applicable shall be submitted before the signing of the Agreement.
- 1.15 All existing and future rates, taxes including property taxes, assessment charges and other out-going whatsoever of description in respect of the building/property shall be payable by the owner thereof.
- 1.16 The Institute reserves the right to consider/reject any such proposal without assigning any reason. In case of rejection of application for issue of tender, the decision of competent authority will be final and binding and the party shall not be entitled to any compensation whatsoever for no issue of tender.
- 1.17 The agreement for hiring of buildings/accommodation shall come into force immediately after it is executed and shall remain in force for the period agreed upon.
- 1.18 The rent charges shall be agreed as per the rent/lease agreement entered into on the terms & conditions mutually agreed upon. The payment of rent shall be subject to deduction of applicable taxes as per rules.
- 1.19 Interested parties/individuals/firms should return the complete application, including Annexure - I, duly filled in and signed in token of having accepted the terms and conditions, sealed in an envelope superscripted "Proposal for Hostel Building required by CIIT Lahore Campus on rental basis"
- 1.20 Not limiting the generality and scope of this clause, the building/property offered in this proposal shall be evaluated against the following points:
- Accommodation capacity
 - Distance from the campus
 - Appropriateness of building for use of hostel
 - Surrounding environment including air quality
 - Ease in managing necessary facilities by the Institute
 - Readiness to occupy
 - Exclusive Use by the Institute
 - Analysis of cost per student
 - Security parameters
 - Availability of utilities such as water/electricity etc. round the clock
 - Quality and sufficiency of fixtures and installations
 - Furnishing offered by the bidder
- 1.21 Each proposal/bid shall have to obtain a minimum of 60% score in order to be considered for further negotiations and consideration by the Institute.

ANNEXURE – 1

1	a)	Name of the person(s)/party(s) holding title to the property		
	b)	Contact Information		
2	a)	Full postal address of property		
	b)	Location (please tick)	<input type="checkbox"/> Rural	<input type="checkbox"/> Urban
3	a)	Total covered area in square feet	Constructed	To be constructed
b)	Allied Open area/lawns etc. (Sq. ft.)			
4	Description of built-up area			
	No. of rooms with area/dimensions of each room		<i>With attached washrooms</i>	<i>Without attached washrooms</i>
a)	Ground Floor			
b)	First Floor			
c)	Second Floor			
d)	Third Floor			
e)	Any other (specify)			
f)				
g)				
5	Distance (in KM) from COMSATS Institute of Information Technology, 1-km Defence Road, Off Raiwind Road, Lahore.			
6	General Amenities			
a)	Available utilities and nature of connection (domestic or commercial)	<input type="checkbox"/> Electricity <input type="checkbox"/> Sui Gas <input type="checkbox"/> Water supply <input type="checkbox"/> Telephone line		
b)	Provision for kitchen and mess	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		Area:		
c)	Facility of Common Room	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		Area:		

	d)	Availability of geezers for hot water	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	e)	Availability of Parking Space	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			M/bikes:	Cars:
	f)	Availability of nearby public transport	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	g)	Availability of shelter/post for guards	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	h)	Availability and details of Back-up power supply	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			Capacity:	
7	Essential / Documents to be furnished			
	a)	Copy of the title deed of the property:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b)	Copy of CNIC of the Owner	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	c)	Copy of building plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	d)	Particulars of completion certificate/stage of construction, year of construction, age of the building etc. (enclose copy of completion certificate)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	Please Indicate			
	a)	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes, due or like	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b)	Whether all Govt. dues/taxes, electricity/gas/ telephone/water bills are paid up as on date of application (attach documentary proof)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	c)	Whether the property is ready to occupy.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			If not when:	
	d)	Whether it is an independent building for exclusive use of the Institute or otherwise	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	e)	Is furnishing offered with the proposal.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			If yes, provide details.	
10	Demand of lease/rent PKR per square foot of the covered area.		<i>(The amount should be inclusive of all applicable taxes)</i>	
	a)	Amount in numbers		
	b)	Amount in words		

ANNEXURE – II

Parameters	Scoring Criteria					
	N/A	Poor	Fair	Good	V. Good	Excellent
	0	1	2	3	4	5
Accommodation capacity	No Proof	< 50	50-100	100-200	200-300	300+
Distance from the campus (km)	10+	7 - 10	5 - 7	3 - 5	1 - 3	< 1
Appropriateness of building for use of hostel	No	Site visit	Site visit	Site visit	Site visit	Site visit
Surrounding environment including air quality	Site visit	Site visit	Site visit	Site visit	Site visit	Site visit
Ease in managing necessary facilities by Institute	Site visit	Site visit	Site visit	Site visit	Site visit	Site visit
Readiness to occupy (months)	12+	9 - 12	6 - 9	3 - 6	1 - 3	< 1
Exclusive Use by the Institute	No	Site visit	Site visit	Site visit	Site visit	Site visit
Impact of cost per student (per month)	4500+	4000-4500	3500-4000	3000-3500	2500-3000	< 2500
Security of the site/building/surrounding area	No	Site visit	Site visit	Site visit	Site visit	Site visit
Provision of Kitchen	No	Site visit	Site visit	Site visit	Site visit	Site visit
Provision of Mess	No	Site visit	Site visit	Site visit	Site visit	Site visit
Availability of Parking	No	Site visit	Site visit	Site visit	Site visit	Site visit
Nearby availability of public transport	No	Site visit	Site visit	Site visit	Site visit	Site visit
Electricity Connection	No	_	Comm.	_	_	Domestic
Water Supply connection	No	_	Comm.	Domestic	Own	Turbine
Sui Gas Connection	No	_	Comm.	_	_	Domestic
Telephone Connection	No	_	_	_	_	Yes
Backup power/electricity arrangements	No	UPS	GenSet 10 kVA+	GenSet 25 kVA+	GenSet 50 kVA+	GenSet 100 kVA+
Quality/sufficiency of fixtures and installations	Site visit	Site visit	Site visit	Site visit	Site visit	Site visit
Quality of Furnishing offered	No	Site visit	Site visit	Site visit	Site visit	Site visit

Note: In order to qualify for further consideration, the Bids/Proposals shall have to secure a minimum of 60% scores in total.