

PAKISTAN INSTITUTE OF MANAGEMENT



EXPRESSION OF INTEREST PIM/PRQ-REG/RENTAL/02/2022



PAKISTAN INSTITUTE OF MANAGEMENT



GOVERNMENT OF PAKISTAN, MINISTRY OF INDUSTRIES
MANAGEMENT HOUSE, SHAHRAH IRAN, CLIFTON, KARACHI-75600
Tel: (9221) 99251711-14 **Fax:** (9221) 99251715-16 **E-Mail:** pimkhi@pim.com.pk

INTRODUCTION:

Pakistan Institute of Management (PIM) is a pioneer in the field of executive development in Pakistan. PIM's primary mission is to serve the growing and complex needs of organizational managers to achieve managerial excellence. Towards this end, PIM seeks to contribute to the enhancement of managerial skills through training, education, consultancy and research. Since its inception in 1954 around 200,000 managers have participated in PIM's training and education programs.

PIM is a self-sustaining non-profit organization. Its linkage in the past with the Harvard Business School and with Arthur D. Little, P-E International and Ashridge Management College gives it strong international institutional support. PIM is widely recognized in Pakistan and abroad as the leading management development institute in the country.

The Institute desires to seek registrations from reputed companies for Pre-Qualification / Registration of Suppliers / Vendors/ Service Providers/Contractors at PIMs Head Office and its campuses at Lahore and Islamabad as per requirements given in this document in the areas of operation already advertised in the leading newspapers by the Institute (Copy enclosed)



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BRIEF INTRODUCTION OF THE ORGANIZATION /COMPANY

Sr, No	Factors	Description
01	Name of the Organization/ Contractor / Dealer / Supplier	
02	Date of Establishment	
03	Corporate Status	
04	Owner / Proprietor / MD / CE Name	
05	Contact person CNIC No.	
06	Mailing Address	
07	Contact No(s).	
08	Cell No(s).	
09	Fax No(s).	
10	Email Address	
11	NTN/GST etc.	
12	Bank Name & Account No. (for which statement is enclosed)	



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ATTACHMENTS:

- Attested copy of Registration / Incorporation Certificate;
- Attested copy of valid NTN & G.S.T Certificate etc.
- Affidavit that company had never been black-listed;
- Financial Soundness Proof (Bank Reference or Bank Statement or Audited Report / Accounts)

Company Stamp	Signature



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TECHNICAL EVALUATION DOCUMENTATION REQUIREMENT

Following documents are required and would be used for **Technical Evaluation:**

1. Covering Letter;
2. Copy of Company Registration Certificate;
3. Copy of valid NTN Certificate;
4. Copy of valid Sales Tax Registration Certificate (if applicable);
5. Complete Profile / Introduction of Organization (including name of Chief Executive, Partners, Professionals, etc.);
6. Financial Soundness Proof (Bank Reference or Bank Statement or Audited Report / Accounts);
7. Space utilization purpose (Office purpose, training purpose, etc.)
8. Number of staff to be deployed.

I / we hereby confirm that required documents are provided with the EOI / proposal.

Company Stamp	Signature



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QUOTATION

Rate (Per sq. ft)	Total Covered Area	Total Amount (Rate X Total Cover Area)
	7200/- (Sq. ft)	

Note : Utilities payment will be charged separately.

Company Stamp	Signature



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TERMS & CONDITIONS FOR PARTICIPATION

1. Procurement method will be single stage single envelop procedure.
2. Tenders should be submitted on PIM's prescribed format with stamp of the organization otherwise will be rejected.
3. The participants must submit valid NTN & GST certificate, last 6-month bank statement or certificate of financial soundness or annual report and list of clients with contact person (regular and occasional).
4. PIM reserves the rights to accept or reject any or all organizations as per relevant clause of PRA-2004.
5. 02 Year Contract will be sign with 10 % increase after 01 year. Payment will be 06 monthly bases in advance.
6. Utilities will not be included in the rate quoted by the bidders.
7. Preference will be given to organization who will use the facility for training purpose.
8. The documents can be obtained till 31 March, 2022 from the following addresses.
9. The documents (Sealed Envelope) can be submitted before 11:00 a.m on 31 March, 2022.
10. The documents (Sealed Envelope) will be open at 11:30 a.m on 31 March, 2022 in the presence of bidders or their authorized representatives who wish to attend.

Hammad Rashid

Dy. Manager Administration

Pakistan Institute of Management,

Management House, Shahrah e Iran, Clifton Block 05, Karachi.

Ph# 021-99215711-14

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EVALUATION CRITERIA

The bidders will be evaluated on the following criteria.

S.No	Description	Total Marks (100)	Marks Obtained (To be filled by PIM Procurement committee)
1	Financials (Quoted rate per sq. ft)	35	
2	Financial stability of the firm	25	
3	Space utilization purpose	25	
4.	Number of staff to be deployed at facility	15	