

TERMS & CONDITIONS

1. The e-bids must be submitted through EPADS. The bids must be **uploaded on EPADS on or before Dec 17, 2025 1400hrs. Bids will be opened on the same day on 1430hrs** in the presence of bidder or their representatives who may choose to attend.
2. The bids will be accepted submitted only through EPADS within the due dates. Furthermore, bids that are missing documents, not downloadable, or inaccessible due to technical issues on EPADS will not be accepted.
3. In case the last date for submission of the proposal is declared a public holiday then the next working day will be considered for proposal submission and opening day.
4. The Procuring Agency has the right to reject all bids as per provisions of PPRA Rule 33.
5. Procedure of open competitive bidding will be single stage one envelope in accordance with PPRA Rules 36(a). Two separate bids marked as technical and financial bids.
6. For Technical Proposal, please ensure that the listed requirements in Annexure “C” are provided.
7. For Financial Proposal, please ensure that the listed requirements in Annexure “D” are provided
8. The amount of the bid must be in Pak rupees. The language of the bid is English and alternative bids shall not be considered. The bid validity period shall be 90 days.
9. The rate quoted shall correspond to 100% of the requirements specified in Annexure-B and must remain valid for 12 months.
10. Bids must be inclusive of all applicable taxes and the same will be deducted as per prevailing rules of FBR.
11. In light of PPRA Rule 18, NESPAK shall disqualify Property Agents/Owners if it finds at any time that the information submitted by the Landlords/Property Agents/Owners is false and materially inaccurate.
12. The building being offered must be free of encumbrances and from all types of litigation.
13. Previous utilities bills of the building must be paid by the owner prior to signing of lease agreement.
14. Bidders should clearly mention total Sqft. area of the house, location, complete address, monthly rent, and detail of other facilities like availability of water, electricity, gas etc. Owner’s complete name, address, CNIC number and contact number.
15. The most advantageous bidder who fulfills technical requirements as mentioned in Annex-C shall be engaged in an agreement. The successful bidder agree and sign a formal contract with NESPAK, which shall be based on the terms and conditions in this document, PPRA contractual guidelines and NESPAK's contractual requirements.
16. Property Agent’s commission(s) if any will be paid by the owner of the building.

For any query, please contact Admin Department on Telephone No. 051-9007422 during office hours.

Administration (Procurement)
NESPAK Islamabad
NESPAK House, 3rd Floor, Sector G-5/2

Evaluation Criteria

	Technical Attributes	Evaluation Criteria
1.	Owner's CNIC	Duly attested.
2.	Ownership of the premises	The owner of the property must have confirmed ownership/power of attorney of the building, should not be a disputed building.
3.	Location of the Premises/ easy accessibility	Building should be located on easy access road and preferably nearby established commercial area.
4.	Parking Space	Sufficient Parking space should be available for minimum parking of 03 cars.
5.	Covered area	Total covered area in square feet (not less than 3000 Sqft)
6.	Utilities	Sufficient water availability i.e. Functional water bore facility or operational Govt. water connection, dedicated legal electric and Sui Gas connection.
7.	Building Condition.	Building should be in good condition with no material or latent defect.
8.	NTN certificate	Owners / or Agent

1. Bids if found eligible and in compliance with the “**Evaluation Criteria**” shall only be considered for further evaluation and shall be visited for physical inspection.
2. Bids fulfilling the “**Evaluation Criteria, Technical Requirements (Annex-C)**” and the lowest per sqft rate (per month) will be selected for agreement with the Owner/Property Agent.

TECHNICAL BID

Sr. #	Description	Attached Yes/No
1.	Owner's CNIC dully attested	
2.	Ownership proof / Power of attorney	
3.	NTN Certificate	
4.	Address of the building being offered on monthly rental basis	
5.	Covered Area	
6.	Bedrooms	
	Washrooms	
	Kitchen	
	Parking Space	

Name of the bidder: _____

Bidder's CNIC: _____

Signature of the bidder: _____

Contact # of the bidder: _____

Date: _____

FINANCIAL BID

Sr. #	Address of the building being offered	Total covered Area (offered building in Sqft)	Rent per month (RS) (inclusive of all taxes)	Owner's Signature
1.				

Name of the bidder: _____

Bidder's CNIC: _____

Signature of the bidder: _____

Contact # of the bidder: _____

Date: _____