

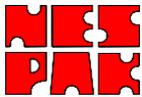


**OFFICE SPACE AVAILABLE FOR RENT AT THIRD FLOOR
OF NESPAK HOUSE LOCATED IN SECTOR G-5/2,
ISLAMABAD**



BIDDING DOCUMENTS

January, 2026



NATIONAL ENGINEERING SERVICES PAKISTAN (PVT.) LIMITED
NESPAK House, Sector G-5/2, Islamabad, TEL: 051-9221910-13 Fax: 051-9221914

TERMS OF REFERENCE:

Bids are invited from financially sound firms, registered with Income & Sales Tax Department, for renting Office Space of about 3403 sq.ft available on Third Floor at NESPAK House, Sector G-5/2, Islamabad.

TERMS & CONDITIONS:

1. Bidders shall quote their Rate per Square Foot (Sq.ft) against the office space of 3403 Sq.ft as per standard form of Letter of Price Bid enclosed with @ 10% increase per year.
2. Bid must be accompanied with requisite Bid Security.
3. Bid shall remain valid for one hundred twenty (120) days from the deadline for submission of Bids.
4. Bid Security of the successful Bidder shall be retained till signing of the Contract. The Bid Security of unsuccessful Bidders would be returned as promptly as possible but not later than 28-days after expiration of the period of Bid Validity.
5. Price offered by the Bidders shall be inclusive of all prevailing taxes such as Income Tax, Sales Tax / Tax on Services, etc., duties and other levies payable by the Bidder.
6. The Contract shall be awarded to the Bidder whose Bid is determined substantially responsive to the terms and conditions of the Bidding Documents offering the highest evaluated Bid Price.
7. The Bidder's staff and incoming / outgoing staff will be subjected to routine security check.
8. Successful Bidder shall be invited to enter in to an Agreement as per attached specimen.
9. This Contract shall take effect from the date of its signing.
10. The Client reserves the right to annul the bidding process and reject all Bids as per Rule 33 of Public Procurement Rules, 2004.
11. If the above terms and conditions are acceptable to the Bidder, he may submit his Bid on EPAD.
12. Site visit to the property will be arranged for interested parties.
13. Electricity, Sui Gas & Water/Allied Services Bills of last 12-months can be provided to interested parties for reference.

QUALIFICATION CRITERIA:

A substantially responsive Bid is one which meets the minimum criteria given hereunder;

1. Bid Security of PKR: 35,000/- (Rupees: Thirty Five Thousand only) should be attached in the form of Deposit at Call or Pay Order or Banker's Cheque in the favour of NESPAK. Any Bid not accompanied by an acceptable Bid Security shall be rejected by the Client as non-responsive.
2. Valid NTN Certificate of the Company.
3. Bidder shall provide information on any litigation or arbitration history. In case, the firm has never been involved in litigation, an affidavit on Rs.100/- judicial stamp paper to such effect should be provided. Sample specimen attached
4. Undertaking on Rs.100/- judicial stamp paper of Not Blacklisting by any Federal / Provincial Government Department/ Organization, Corporation / Authority. Sample specimen attached.

LEASE DEED

THIS DEED OF LEASE is made on this the _____ day of _____, 2026 at Islamabad.

BETWEEN

National Engineering Services Pakistan (Pvt) Ltd (NESPAK) Regional Office, Islamabad, a Company existing under the Companies Ordinance 1984 and having its registered office at NESPAK House, 1-C, Block N, Model Town, Lahore through its authorized representative General Manager / Head, Islamabad Office, (hereinafter referred to as the “**LESSOR**”, which expression shall include its successors-in-interest and assigns) of the one part

AND

_____, a Company incorporated in Pakistan under the Companies Ordinance 1984 (hereinafter referred to as the “**LESSEE**”, which expression shall include its successors-in-interest and assigns) of the other part.

WHEREAS the LESSOR is the lawful and exclusive owner in possession of a building situated in Sector G-5/2, Islamabad, generally known as NESPAK House Islamabad (hereinafter referred to as the NESPAK House).

AND WHEREAS the Lessor has agreed to give on lease and the Lessee has agreed to take on lease the office space measuring approximately 3403 sq.ft, on Third Floor (hereinafter referred to as the Demised Premises) along with the right to use on Third Floor common entrances, staircases, common passages, lifts, toilets, lobbies, corridors, terraces and allocated space (on payment) in basement car parking.

NOW AGREEMENT WITNESS AS FOLLOWS

1. This agreement shall come into force with effect from _____, 2026, and shall be valid for a period of three (03) years with an increase of 10% rent per year.
2. The rent of the space available on Third Floor shall be at the rate of Rs.____/- per Sft, per month for first year Rs.____/- per Sft, per month for 2nd year & Rs.____/- per Sft, per month for 3rd year for 3403 sq.ft. In addition to the above rent, the Lessee shall pay 4.5% of the actual Monthly Electricity, Sui Gas & Water/Allied services Consumer Bills of each month for the entire NESPAK House, Islamabad & consumable items will be managed by the tenant.
3. Above rates are inclusive of various services which are to be provided by the Lessor, as contained in the Annexure “A” attached hereto, which shall form an integral part of this Deed.
4. In consideration of granting of his lease, the Lessee has agreed to pay to the Lessor a sum of Rs._____-/- being an advance rent for three (03) months.
5. The Lessee agrees to pay rent in every three months in advance. This rent will be payable in advance within the first 10 days of expiry of advance rental period. If the rent is not paid within this period, the Lessor shall be entitled to recover the same along with 10% of the total amount of advance rent due as liquidated damages and may also terminate the lease subject to issuance of three months’ notice in writing, in which case the Lessee undertakes to handover the full, complete and peaceful vacant possession of the Demised Premises to the Lessor who shall be entitled to re-enter the Demised Premises and take possession hereof.
6. The Lessee shall pay to the Lessor a sum equivalent to three (03) months rent i.e., Rs._____-/- as security deposit which shall be retained by the Lessor for the entire term of the lease and will be refunded subject to clause 15 on vacation of the Demised Premises.

7. The lease may be renewed with the consent of both the parties at mutually agreed rates and on such further terms and conditions as may be agreed. For the renewal of lease for the next period, the Lessee must give three months advance notice in writing to the Lessor, failing which the lease shall stand terminated automatically. In case of renewal of lease, advance quarterly rent for the next period of lease will have to be paid 15 days before the expiry of the current period of lease.
8. The lease may be terminated by either party by giving at least three months' notice in writing to the other party. In the case of such termination of lease, the Lessor shall refund to the Lessee the amount of security deposit already received after recovering any expenses incurred by the lessor on making good any damage caused to the Demised Premises during the period of occupation by the Lessee.
9. The Lessor covenants that at the time of the commencement of the lease, the Demised Premises, the plumbing sanitation and electrical installations of the "Demised Premises" and structurally sound and are in first class tenantable condition. The Demised Premises are properly painted, waxed and polished and all fixtures, fittings, appliances, doors, windows, glasses, locks, lights, electrical wiring, plumbing, water sanitary connection are in good, safe and working conditions.
10. Reinstallation, replacement and maintenance of electrical fixtures like switches, sockets, light fixtures, additional wiring etc., within the demised premises shall not be responsibility of the Lessor.
11. The Lessee covenants to keep the interior of the "Demised Premises" including flooring and the fixtures of the Lessor and fittings thereon, including doors, windows, glasses, locks, fastenings, electric wires, installations, fittings and other fixtures, in good condition, normal wear and tear and damage caused by ACT OF GOD or by elements over which the Lessee has no control, however excepted, and be borne by the Lessor.
12. The Lessee shall not make or permit to be made any alteration or addition to the "Demised Premises" or the fixtures and fittings of the Lessor without first having obtained the written consent of the Lessor. The Lessee shall carry out permitted changes at its own cost and expense. The Lessee shall use its best endeavour to carry out any changes or redecoration at such times and as far as possible in such manner so as not to interfere with or impair the use of other portions of the building by the Lessor and/or by some other Lessee of the building. All alterations, installations, additions and improvements made and installed by either the Lessor or the Lessee upon or in the "Demised Premises" which are of a permanent nature and which cannot be removed without damage to the building shall become the property of the Lessor and shall remain upon and be surrendered with the "Demised Premises" as a part thereof at the end of the term of this lease (or any renewal) or termination thereof. The fixtures and lease holding improvements purchased by the Lessee from its predecessor of the same space at the time of taking over the "Demised Premises" shall be treated as property of the Lessee and as if constructed by the lessee itself. The Lessor may at its own option require such permanent fixtures to be removed and as such, the Lessee shall on or before the last day of the term of this lease or its renewal, restore the said Demised Premises to its equivalent condition, normal wear and tear damage caused by the ACT OF GOD or beyond the control of the Lessee, however excepted. This clause is however subject to over-riding provisions of clause No. 14 herein.
13. The Lessee shall use the "Demised Premises" for office/business purpose only.
14. The Lessee shall possess, use occupy and enjoy the "Demised Premises" in a reasonable manner and shall not do or cause to be done anything which may be a nuisance, disturbance or annoyance to the Lessor or to the occupants of the adjacent Premises nor indulge in any unlawful of immoral activity.

15. Any damage to the Demised Premises, which may be caused due to the negligence of the Lessee or on the part of its staff, will be made good by the Lessee at its own expense. The Lessee shall also make good the loss and defects caused to the "Demised Premises" by its acts or defaults or by the acts or defaults of its agents and servants, within the period of eviction notice in this behalf.
16. The Lessee shall not sublet, relet or underlet the "Demised Premises" of any portion under any circumstances.
17. The Lessee shall not use the said Demised Premises for the sale or storage of goods and merchandise other than a limited quantity for use as samples and not to store upon the Demised Premises area (except for the use of Security Guards) any ammunition, gun powder or any explosive or combustible substances without the knowledge and approval of the Lessor. Any goods prohibited under any law or any unlawful material shall not be brought on the Demised Premises under any circumstances. The Lessee shall not place any rubbish in the common area of the building.
18. The Lessor shall ensure that the "Demised Premises" is provided with the adequate power and electricity, but shall, however, not be responsible for any temporary load-shedding, caused by general shortage of electricity by WAPDA or any authority responsible in that behalf in Islamabad or due to sudden breakdown in the standby generation plant of the Building.
19. The Lessor shall provide uninterrupted supply of water to the Lessee under its occupation during the period of the tenancy and in case of shortage, the charges of supply of sufficient water will be borne by Lessor at its own cost.
20. The Lessor shall be entitled to engage staff for the cleaning and maintenance of air conditioning equipment and lift services of the Demised Premises, at all reasonable times of the day and the Lessee shall allow access to the authorized staff of the Lessor engaged for this purpose, provided the comfort and security of the Lessee are safe guarded at all times.
21. The Lessee undertakes not to permit its employees or agents to repair or attend to air conditioning equipment but all such work shall be reported to the Lessor and carried out by it, but if the air-conditioning equipment and the accessories located in the "Demised Premises" are manhandled by the Lessee or by its staff, the cost of such repairs shall be borne by the Lessee.
22. The Lessor shall pay the Municipal and Government rates, taxes, cesses in respect of the "Demised Premises" which are hitherto in force, adjustment whereof is covered in the flat rate of rent. In case of any further rates, taxes or cesses are levied, the Lessor shall not be entitled to increase the rent/charges proportionate to the amount of such rates, taxes or cesses levied by the Government, Municipal or any other competent authority.
23. The Lessee shall permit the Lessor or its duly accredited or authorized agents to inspect the "Demised Premises" at reasonable times of the day on the Lessor giving 12 hours prior intimation in writing to the Lessee in that behalf and view the condition hereof and to carry out any repair, alterations, improvements to the "Demised Premises" or any other parts of the Building. Any defects for which the Lessee is exclusively liable under this lease, a written notice shall be given to the Lessee for carrying out the inspection or repairs, the convenience and privacy of the Lessee shall be safeguarded to the practicable and reasonable extent, however, the Lessor shall not be responsible for any damage or injury caused to the employees of the Lessee in the process of such inspection repairs.
24. In the event of "Demised Premises" wholly or partly destroyed or damaged by fire, earthquake, lightning, storm, riot or civil commotion, act of terrorism or any other ACT OF GOD so as to render it unfit for the purpose for which it has been let out, the rent hereby agreed for a fair and just proportion thereof according to the nature and extent of damage sustained shall as from the date of such damage or destruction stand suspended until the "Demised Premises" have been

restored or provided and if the circumstances are such that if the Lessor is not prepared or is unable to restore or renovate the “Demised Premises” as aforesaid, the Lessee shall have the right to terminate the lease by giving three months notice in writing and on the expiry of such notice, the Lessor shall repay and refund the advance rent, if any, and security deposit to the Lessee after deducting all expenses or damages or costs on any antecedent breach or breach of any of the covenants herein contained on the part of the Lessee.

25. The Lessee may get its own property, articles, machinery and equipment lying therein, comprehensively insured through a recognized insurance company against fire, destruction civil commotions, accidental damages etc. for an amount equal to the value of such property and in the event of any damage caused to the Demised Premises and property and in the event of any damage caused to the Demised Premises and property so insured, the cover eventually shall be claimed from the insurers and the Lessor shall not, in any circumstances, be liable for such loss, damages or for reasons of non-use of the Demised Premises for any period whatsoever.
26. Displaying of sign-board, name-plate, logo emblem, insignia, advertisement and neon-signs, flag, etc. placed thereon under and over by the Lessee on the external sides of the building is not allowed (and only the indication on the main entrance of the stairs is permissible on the Directory Board.
27. The Lessee should employ its own staff for the protection of its properties and the Demised Premises. The regular cleaning and sanitation of the “Demised Premises” (except lift and services areas) and 24 hours routine thorough of the area rented out to the Lessee will be responsibility of the Lessee.
28. Any failure by the Lessor of the Lessee to insist upon the strict performance of any covenant in this lease, shall not be considered as a waiver of the concerned party’s right to enforce strict performance thereof.
29. The Lease Deed shall be drawn up in two copies. One copy shall be retained by the Lessee and the other copy by the Lessor.
30. In the event of any dispute or difference arising as to the interpretation, meaning and effect of any of the clauses herein contained or in any manner during these presents or claim arising out to this agreement shall be referred to the sole Arbitrator on mutual agreement.

**PERIOD OF EFFECTIVENESS:
FROM _____ 1st Year:**

Description of Area:	Area (sq.ft):	Rate per sq.ft per month:	Amount PKR Per Month:
Third Floor	3403 sq.ft		
Electricity Charges:		4.5% of actual monthly electricity bill (IESCO) of entire NESPAK House, Islamabad.	
Sui Gas Charges:		4.5% of actual monthly sui gas bill (SNGPL) of entire NESPAK House, Islamabad.	
Water Charges:		4.5% of actual quarterly water bill (CDA) of entire NESPAK House, Islamabad.	

PERIOD OF EFFECTIVENESS:
FROM _____ 2nd Year:

Description of Area:	Area (sq.ft):	Rate per sq.ft per month:	Amount PKR Per Month:
Third Floor	3403 sq.ft		
Electricity Charges:		4.5% of actual monthly electricity bill (IESCO) of entire NESPAK House, Islamabad.	
Sui Gas Charges:		4.5% of actual monthly sui gas bill (SNGPL) of entire NESPAK House, Islamabad.	
Water Charges:		4.5% of actual quarterly water bill (CDA) of entire NESPAK House, Islamabad.	

PERIOD OF EFFECTIVENESS:
FROM _____ 3rd Year:

Description of Area:	Area (sq.ft):	Rate per sq.ft per month:	Amount PKR Per Month:
Third Floor	3403 sq.ft		
Electricity Charges:		4.5% of actual monthly electricity bill (IESCO) of entire NESPAK House, Islamabad.	
Sui Gas Charges:		4.5% of actual monthly sui gas bill (SNGPL) of entire NESPAK House, Islamabad.	
Water Charges:		4.5% of actual quarterly water bill (CDA) of entire NESPAK House, Islamabad.	

IN WITNESS WHEREOF the parties having signed and executed this deed at Islamabad on the day and date mentioned herein above in the presence of witness.

LEESSOR:-

For & on behalf of National Engineering Services Pakistan Regional Office, Islamabad:

LESSEE:-

For & on behalf of _____

Name:

Name:

Designation:

Designation:

Seal:

Seal:

WITNESS:-

WITNESS:-

Name:

Name:

Designation:

Designation:

Annexure "A"

NESPAK HOUSE, ISLAMABAD

Following services shall be provided by the LESSOR:

1. Cleaning and maintenance of Prayer Hall.
2. Cleaning of stairs, lift, lobbies and common areas.
3. General security services.
4. Operation and maintenance of machinery / plants of the building system.
5. Operation and maintenance of lifts.
6. Operation and maintenance of standby Generator.
7. Supply of hot & cold water to the washbasins in toilet, sinks and ablution area of prayer hall.
8. 01 reserved car-parking in Basement Parking Area on payment and 10 non-reserved free parking in open car-parking area around the building.
9. Facility of centralized air conditioning system (heating & cooling). However, facility of split air-conditioner(s), if any, **shall not be** provided by the Lessor neither shall be maintained.
10. Payment of energy charges (Sui Gas & Electricity) of the building including water & allied service charges of CDA. However, the Lessee shall pay 4.5% of the actual Monthly Consumer Bills of each month for the entire NESPAK House, Islamabad
11. Sewerage charges.
12. Portable Water Supply except for drinking purposes.
13. Operation and maintenance of Fire Alarm and Fire Fighting System.

NOTE: All above facilities shall be available from 0700 Hrs to 1700 Hrs daily except Saturday & Sunday and on Gazetted Holidays. Extra payment shall be charged other than above specified days and timings.

Letter of Price Bid

Name of Contract: "OFFICE SPACE TO BE USED AS DEMISED PREMISES"

To: Mr. MUKHTAR ARSHAD,
General Manager / Regional Manager,
National Engineering Services Pakistan Pvt Ltd.
NESPAK House,
G-5/2, Regional Office, Islamabad.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Terms of Reference.
(b) The total price of our Bid, offered is Rs: per sq.ft per month for First Year Rs: per sq.ft per month for Second Year Rs: per sq.ft per month for Third Year for area of 3403 sq.ft.
(c) Our Bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
(d) If our Bid is accepted, we commit to deposit three (03) months advance rent & (03) months rent as security deposit in accordance with the Terms of Reference.
(e) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
(f) We understand that you are not bound to accept the highest evaluated bid or any other bid that you may receive.
(g) We agree to permit Lessor or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors. This permission is extended for verification of any information provided in our Bid which comprises all documents enclosed herewith in accordance with Terms of Reference.
(h) If accepted our Bid, the person named below shall act as Lessee's Representative.

Name
In the capacity of
Signed
Duly authorized to sign the Bid for and on behalf of
Date
Address.....

Declaration- Blacklisting and Litigation

Date:

To: **Mr. Mukhtar Arshad,**
General Manager / Regional Manager,
National Engineering Services Pakistan Pvt Ltd.
NESPAK House,
G-5/2, Regional Office, Islamabad.

We hereby declare and undertake that our company _____ has never been Blacklisted nor involved in any litigation /arbitration with any International OR Federal / Provincial Government Department/ Organization, Corporation / Authority.

Name: _____

Designation: _____

Signature: _____

Notes (Below text, not to be included in your Letter):

'This form serves as a template only for your guidance. The content above needs to be incorporated into your Bid as a separate form (on Rs. 100/- Judicial Stamp Paper)'