GOVERNMENT OF PAKISTAN
NATIONAL INSTITUTE OF HEALTH (NIH), ISLAMABAD

BIDDING DOCUMENT

DISPOSAL THROUGH SEALED BIDS – SINGLE STAGE TWO ENVELOPE LEASE, DEVELOPMENT, OPERATION, MANAGEMENT AND MAINTENANCE OF RESTAURANT / COFFEE SHOP AT NIH, ISLAMABAD

Through e-Pak Acquisition and Disposal System (EPADS) Version 2.0

Bidding Particular	Details
Procuring / Disposing Entity	National Institute of Health (NIH), Park Road, Chak Shahzad, Islamabad
Tender / Disposal Activity No.	D11553- EPADS v2.0
Disposal Method / EPADS Workflow	Electronic competitive disposal / sealed e-bids; exact activity type to be selected in EPADS in accordance with the applicable Disposal of Public Assets Regulations, 2026
Bid Submission Deadline	26.11.2026 at 11:00 a.m.
Technical Bid Opening	26.11.2026 at 11:30 a.m. (online through EPADS)
Financial Bid Opening	To be notified through EPADS after approval of technical evaluation
Bid Validity	120 days from the bid submission deadline
Site Visit / Meeting	Estate Officer, NIH, Islamabad
Contact Officer	Director Procurement NIH

ISSUED BY
DIRECTOR, PURCHASE & PROCUREMENT
NATIONAL INSTITUTE OF HEALTH, ISLAMABAD

IMPORTANT NOTICE TO BIDDERS

This bidding document is for the grant of a time-bound lease / operating right over the NIH premises described herein for establishment and operation of a restaurant / coffee shop. Ownership and title of the land shall remain vested in NIH at all times. The transaction shall be processed as disposal of a public asset by lease through EPADS v2.0, using sealed bids under the Single Stage–Two Envelope procedure.

Bidders shall submit their bids electronically through EPADS v2.0. Manual bids shall not be accepted. Any original security instrument, where required by the EPADS workflow and this document, shall be delivered to the Director Procurement, NIH office within the stated deadline; submission of a physical bid in place of the electronic bid is not permitted.

Bidders are advised to read the complete bidding document, inspect the site, verify all dimensions and conditions, and obtain any required clarification through EPADS before the bid closing date.

SECTION I – INVITATION TO e-BIDS

1. National Institute of Health (NIH), Islamabad (hereinafter referred to as “NIH” or the “Procuring Agency / Asset Owner”), invites electronic bids from eligible firms, companies, partnerships and other legally competent business entities for lease, development, operation, management and maintenance of the designated premises for a restaurant / coffee shop within NIH, Islamabad.

2. The premises comprise approximately 3.5 kanals of land adjacent to the NIH Welfare Shopping Market, with frontage towards Park Road, Chak Shahzad, Islamabad. The exact boundaries, access, area and site plan shall be as shown in Annex-A and verified during the site visit.

3. The disposal method shall be “Disposal Through Sealed Bids – Single Stage Two Envelope” through EPADS v2.0. The technical proposal shall be opened and evaluated first. Financial proposals shall remain unopened and shall only be opened through EPADS v2.0 for technically responsive / qualified bidders, in accordance with the applicable regulations and this document.

4. The successful bidder shall be the highest evaluated responsive bidder offering the highest acceptable monthly rent, subject to meeting all mandatory technical, legal and financial requirements and obtaining approval of the Competent Authority.

5. The minimum reserve monthly rent shall be PKR 1500000/- per month, based on an approved valuation / assessment. Bids below the reserve rent shall be rejected as non-responsive.

6. Bids shall be submitted on or before 2611.2026] at [11.00. am through EPADS v2.0. Technical bids shall be opened online on 26.11.2026 at 11.30.am.The financial bids of technically qualified bidders shall be opened on a date and time notified through EPADS v2.0.

7. EPADS v2.0 vendor registration is mandatory. Bidders shall ensure their registration and electronic submission well before the closing date. Late submissions shall not be entertained.

8. The bidding documents and any addenda / clarifications shall be available through EPADS v2.0 under Disposal Activity ID- D11553.

SECTION II – BID DATA SHEET

S. No.	Particulars	Details
1	Procuring Agency / Asset Owner	National Institute of Health (NIH), Islamabad
2	Disposal Title	Lease, Development, Operation, Management and Maintenance of Restaurant / Coffee Shop at NIH, Islamabad
3	Disposal Activity ID	D11553 EPADS v2.0]
4	Disposal Method	Disposal Through Sealed Bids – Single Stage Two Envelope
5	Submission Platform	EPADS v2.0 only; manual bids shall not be accepted
6	Site Location	Approx. 3.5 kanals adjacent to NIH Welfare Shopping Market / Bachelors Hostel, Park Road, Chak Shahzad, Islamabad
7	Reserve Monthly Rent	PKR 1500000. per month
8	Bid Security	PKR 150,000
9	Performance / Lease Security	Equivalent to three (03) months of accepted monthly rent
10	Initial Lease Term	10 years
11	Extension	Up to three (03) years, only with prior written approval and subject to satisfactory performance and applicable approvals
12	Grace Period for Construction	Up to six (06) months,
13	Annual Rent Escalation	10% annually on the immediately preceding year's monthly
14	Bid Validity	120 days from bid closing date, unless extended in accordance with applicable regulations
15	Employer's Representative	Estate Officer, NIH, Islamabad

S. No.	Particulars	Details
16	Clarification Contact	Director, Purchase & Procurement Department, NIH, Islamabad; contact details to be inserted
17	Site Visit	By appointment with Estate Office, NIH; date/time and focal person to be inserted
18	Financial Bid Opening	Through EPADS v2.0; date/time to be notified to technically qualified bidders

SECTION III – INSTRUCTIONS TO BIDDERS

A. General

- These instructions shall be read with the Invitation to e-Bids, Bid Data Sheet, Eligibility and Evaluation Criteria, Lease Requirements, Bid Forms and draft Lease Agreement.
- "Bidder" means a legally competent person or entity submitting an electronic bid through EPADS v2.0. A bidder may be a sole proprietorship, partnership, registered firm, company or other legal entity permitted by applicable law and the EPADS disposal workflow.
- The bidder shall bear all costs associated with preparation, uploading, site inspection and submission of its bid. NIH shall not be responsible for such costs.
- The premises are offered for lease on the basis and condition described in the bidding document and site inspection. The bidder shall verify the site, access, existing utilities, boundaries and physical condition before submitting its bid.
- All communications, clarifications, addenda, submission and bid-opening actions shall be conducted through EPADS v2.0, except where the system or applicable regulations require delivery of an original security instrument.

B. Two-Envelope Submission

- The bidder shall upload a Technical Proposal and a Financial Proposal separately in the respective envelopes / fields provided in EPADS v2.0.
- The Technical Proposal shall contain all eligibility documents, declarations, evidence of experience, development and operation plan, proposed design / concept, implementation schedule and other non-price information required by this document.
- The Financial Proposal shall contain only the offered monthly rent and other financial information expressly required in the Financial Bid Form. The offered rent or any price information shall not be disclosed in the Technical Proposal.
- Initially, only the Technical Proposals shall be opened. Financial Proposals shall remain unopened and secured in EPADS v2.0 until completion and approval of technical evaluation.
- No amendment or substitution of a Technical Proposal shall be permitted after bid closing, except where expressly allowed under applicable law / regulations.
- After technical evaluation and approval, the Financial Proposals of technically qualified bidders shall be opened through EPADS v2.0 at the date and time notified to the participating bidders.

C. Clarifications and Addenda

- A bidder requiring clarification shall submit its query through EPADS v2.0 within the period specified in the Bid Data Sheet.
- NIH may issue clarifications or addenda through EPADS v2.0. All such addenda shall form part of the bidding document and shall be binding on bidders.
- If an addendum materially affects bid preparation, NIH shall extend the bid submission deadline where required by the applicable rules / regulations.

D. Bid Security

The bid shall be accompanied by bid security of PKR 150,000/- (Rupees One Hundred & Fifty Thousand only), subject to confirmation by the Competent Authority and EPADS configuration. The acceptable form(s), beneficiary, validity, submission method and deadline shall be stated in the EPADS notice and the final Bid Data Sheet. Where an original instrument is required, it shall be delivered to the Director, Purchase & Procurement Department, NIH, before the bid closing time. A scanned copy shall be uploaded with the bid where required.

Bid security of unsuccessful bidders shall be released in accordance with the applicable Disposal of Public Assets Regulations, 2026 and the conditions stated in the final bidding document. The successful bidder's bid security may be retained / adjusted only as expressly provided in the applicable regulations and contract.

Bid security may be forfeited only in the circumstances expressly stated in the applicable regulations and bidding document, including withdrawal during bid validity or failure by the successful bidder to execute the lease agreement / furnish required security after award, where such forfeiture is legally authorized.

E. Site Inspection

Bidders are strongly advised to inspect the site before submission. Site visits shall be arranged through the Estate Officer, NIH. The bidder shall independently verify the approximate area, boundaries, access, utilities, topography, drainage, existing structures and any restrictions affecting development and operation. Any site information supplied by NIH shall be read together with the actual site condition and approved site plan.

F. Language, Currency and Taxes

The bid and all correspondence shall be in English or Urdu. The financial bid shall be quoted in Pakistani Rupees (PKR). The offered monthly rent shall be stated exclusive of / inclusive of applicable taxes as specified in the final Financial Bid Form. NIH shall specify the tax treatment before publication; bidders shall separately identify applicable taxes where required by law.

G. Conflict of Interest and Integrity

- A bidder shall disclose any actual or potential conflict of interest with NIH officials or the disposal process.
- A bidder shall not engage in collusion, canvassing, inducement, misrepresentation, corruption or any practice prohibited under applicable law.

- The bidder shall submit the required integrity / non-collusion declaration and beneficial ownership information, where applicable under the notified regulations.
- Any false, forged, materially misleading or concealed information may result in rejection, cancellation of award or other action permissible under applicable law.

SECTION IV – DESCRIPTION OF PREMISES AND REQUIRED OUTCOME

A. Premises

The premises comprise approximately 3.5 kanals of NIH land adjacent to the NIH Welfare Shopping Market / Bachelors Hostel area, facing Park Road, Chak Shahzad, Islamabad. Exact area, boundaries, access and any existing structures shall be confirmed by NIH through an authenticated site plan attached as Annex-A. The bidder shall not rely solely on the approximate area stated in this document.

B. Permitted Use

The premises shall be used only for development, establishment and operation of a restaurant / coffee shop and directly ancillary facilities approved in writing by NIH. No other commercial, residential, industrial or unauthorized activity shall be permitted. The successful bidder shall obtain all statutory approvals, licences, registrations, food safety clearances, fire and building permissions required for its business.

C. Development and Operation Obligations

- Prepare and submit a concept plan, architectural layout, structural design, service layouts, landscaping and development schedule for prior written approval of NIH before commencement of construction.
- Develop the premises at the bidder's own cost in accordance with approved drawings, applicable building codes, fire and life-safety requirements, accessibility requirements, environmental standards and NIH security protocols.
- Provide a high-quality restaurant / coffee shop facility, including kitchen, food preparation, dining, customer service, washrooms, waste-management arrangements, storage, staff facilities and parking / circulation arrangements to the extent approved by NIH.
- Provide and maintain adequate security arrangements, CCTV / surveillance, lighting and access controls as approved by NIH, while complying with NIH security instructions.
- Maintain cleanliness, hygiene, pest control, waste segregation and safe disposal arrangements throughout the lease period.
- Maintain the building, fixtures, fittings, landscaping, utilities and all developed facilities in good repair and operational condition.
- Operate during hours approved by NIH and comply with any reasonable changes in operating hours required for institutional security or operational reasons.
- Ensure that all employees are properly identified, vetted where required, trained and compliant with NIH access and security protocols.
- Pay all utility consumption charges, applicable taxes, fees, licences and operating expenses relating to the business, except for any charges expressly assigned to NIH in the approved lease agreement.

- Obtain NIH's prior written approval before making any structural alteration, addition, renovation, change of layout, signage, branding or installation affecting the premises.
- Not sublet, assign, transfer, mortgage, license or part with possession of the premises or any part thereof without prior written approval of NIH.
- Not cause nuisance, obstruction, pollution, excessive noise, traffic congestion or any activity inconsistent with the institutional environment of NIH.

D. Ownership of Improvements

The land shall remain the property of NIH. The final lease agreement shall expressly determine the ownership and handover treatment of permanent structures, fixtures and improvements constructed by the lessee. Unless otherwise approved in writing by the Competent Authority and expressly stated in the lease agreement, the lessee shall have no right to remove permanent improvements or claim compensation for them upon expiry or termination of the lease.

E. Utilities

The successful bidder shall arrange, install and maintain utility connections and meters at its own cost, subject to prior approval and applicable utility-provider requirements. Meters may be installed in NIH's name only where the utility provider and NIH so require. The lessee shall pay all consumption charges, connection charges, security deposits and recurring charges attributable to the premises, unless the final approved lease agreement expressly provides otherwise. No adjustment against rent shall be made without prior written approval and documentary verification by NIH.

F. Grace Period

A construction / mobilization grace period of up to six (06) months is included in the source draft. Its approval, commencement date, treatment of utilities and whether rent is waived or payable during this period must be expressly decided by NIH before publication. No grace period shall be presumed unless stated in the final Bid Data Sheet and Lease Agreement.

SECTION V – ELIGIBILITY AND QUALIFICATION REQUIREMENTS

The following shall be treated as mandatory pass/fail requirements. A bidder failing any mandatory requirement shall be declared technically non-responsive, subject to the applicable rules and the stated evaluation procedure.

1	Tax registration. NTN	Valid NTN and evidence of active income-tax status on the relevant date.
2	Tax registration. GST	STRN / sales-tax registration
3	Financial capacity	Bank statement demonstrating 1000 million minimum turnover annual, transaction and bank-balance threshold must be 100 million before publication or bid opening.

4	Relevant experience	Documentary evidence of experience in Restaurants, Coffee shop, hotel, event venue, hospitality, facility management or comparable commercial operations, including contracts / completion certificates / client references.
5	Operational Proposal	Concept note showing proposed facility implementation schedule and operational model
6	Site acknowledgment	Signed site-visit / site-condition acknowledgment and acceptance of the identified asset, subject to the verified site plan and handover record.

SECTION VI – TECHNICAL EVALUATION Total marks 50, Passing Marks- 40

The Technical Proposal shall be evaluated first, without reference to the offered rent. The following objective requirements shall be checked and recorded by the duly notified Evaluation Committee. A bidder shall qualify for financial opening only if it meets all mandatory requirements.

Criterion	Marks
Bank statement demonstrating 1000 million minimum turnover annual, transaction and bank-balance threshold must be 100 million before publication or bid opening.	25
Operational Proposal	10
Site visit certificate.	05
Experience to execute similar projects	10

The Evaluation Committee shall prepare a reasoned technical evaluation report identifying each requirement, evidence examined and pass/fail outcome. The report shall be approved and communicated through EPADS v2.0 in accordance with applicable regulations before financial proposals are opened.

SECTION VII – FINANCIAL BID AND METHOD OF SELECTION

A. Financial Bid

The bidder shall quote a single monthly lease rent in PKR for the premises. The offered rent shall not be lower than the reserve monthly rent stated in the Bid Data Sheet.

B. Opening of Financial Proposals

After approval of technical evaluation, the financial proposals of technically qualified bidders shall be opened through EPADS v2.0 at the date and time notified to all such bidders. Financial proposals of technically non-responsive bidders shall remain unopened and shall be dealt with in accordance with the EPADS workflow and applicable regulations.

C. Ranking and Award

- The highest monthly rent offer among technically qualified and otherwise responsive bidders shall be ranked first, provided it is equal to or higher than the approved reserve rent.
- In case of identical highest rent offers, NIH shall apply the tie-break procedure stated in the applicable Disposal of Public Assets Regulations, 2026 and the final bidding document. The tie-break mechanism must be approved and disclosed before publication; it shall not be improvised after bid opening.
- The award shall remain subject to verification of submitted information, approval of the Competent Authority, furnishing of required security and execution of the lease agreement.
- NIH may reject all bids or annul the disposal process only in accordance with the applicable regulations, with reasons recorded and communicated as required.
- The bidder confirms that the above rent offer is firm and shall remain valid for the bid validity period. The bidder has included all costs, duties, taxes and obligations for which the bidder is responsible under the bidding document.
- The annual rent escalation shall be applied as stated in the Bid Data Sheet and Lease Agreement.

SECTION VIII – RENT, SECURITY AND PAYMENT TERMS

1. The successful bidder shall pay monthly rent in advance on or before the fifth (5th) day of each calendar month, through the payment mechanism / designated government account notified by NIH.
2. Rent shall increase by 10% annually on the immediately preceding year's monthly rent, if this escalation rate is approved and retained in the final Bid Data Sheet.
3. The successful bidder shall deposit performance / lease security equivalent to three (03) months of the accepted monthly rent within seven (07) days of issuance of the Letter of Acceptance / Intent, or such other period approved by NIH. The final document shall specify acceptable form, beneficiary, validity, refund and adjustment conditions.
4. The source draft separately refers to a refundable security equal to three months' rent and performance security equal to three months' rent. To avoid duplicate or ambiguous recovery, NIH shall decide whether one combined security is intended or two distinct securities are required. Unless expressly approved and justified, the revised draft treats the three-month amount as one performance / lease security.
5. All utility bills, taxes, duties, licence fees, CDA / municipal charges and other operating charges attributable to the premises shall be paid by the lessee, except those expressly assigned to NIH in the executed lease agreement.
6. Any adjustment of documented meter-installation charges or pre-existing utility dues against rent or security shall require prior written approval of NIH and documentary verification by the Estate Office. No unilateral deduction shall be allowed.
7. Non-payment of rent, repeated late payment or failure to pay utility charges shall constitute breach and may lead to notice, recovery, suspension or termination in

accordance with the lease agreement and applicable law. Automatic termination without notice or due process shall not be applied unless specifically authorized by law.

SECTION IX – LEASE PERIOD, EXTENSION AND HANDOVER

The initial lease period shall be 10 years from the effective date stated in the executed lease agreement. The source draft contains both a ten-year term extendable by three years and a fifteen-year term extendable by three years. NIH must select and approve one initial term before publication. An extension of up to three (03) years shall not be automatic and may be considered only on the lessee's written request, satisfactory performance, absence of material breach, approval of the Competent Authority and execution of an extension instrument.

The lease shall specify the date for possession, construction milestones, commencement of rent, grace-period treatment, completion / commissioning requirements and handover obligations. The lessee shall not take possession or commence construction until the lease agreement is executed and the required security is furnished.

Upon expiry or termination, the lessee shall hand over the premises, keys, access devices, records and all assets / improvements that are required under the lease agreement to vest in NIH, free from occupants, liabilities and unauthorized encumbrances.

SECTION X – MONITORING, DEFAULT AND TERMINATION

A. Monitoring

- NIH may inspect the premises during reasonable hours, and at any time in case of emergency, security concern or suspected breach.
- Performance shall be monitored against cleanliness, maintenance, food hygiene, customer / institutional conduct, security compliance, payment of rent and utilities, statutory approvals and adherence to approved plans.
- NIH may issue written directions to rectify deficiencies within a reasonable period, having regard to the nature and seriousness of the deficiency.

B. Default

- Failure to pay rent or other sums when due.
- Use of premises for an unauthorized purpose or subletting / transfer without written approval.
- Unauthorized construction, alteration or encroachment.
- Failure to maintain required licences, food safety approvals, fire safety compliance or other statutory permissions.
- Serious or repeated breach of NIH security, safety, hygiene or access instructions.
- Abandonment, insolvency or material misrepresentation in the bid or during the contract.

C. Termination

NIH may terminate the lease for material breach, persistent default, unauthorized use, public interest or any other ground permitted by law and the lease agreement. Except where immediate action is lawfully required for safety, security or public interest, NIH shall issue a written notice specifying the breach and provide a reasonable opportunity to remedy it. The final lease agreement shall set out notice periods, cure periods, recovery of dues, treatment of security and handover consequences.

The lessee may seek termination only by giving the notice period specified in the lease agreement and obtaining written approval of NIH. The lessee shall remain liable for rent, utilities, damages and other obligations up to the effective date of termination and handover.

SECTION XI – FORCE MAJEURE AND DISPUTE RESOLUTION

Neither party shall be liable for failure to perform an obligation to the extent such failure is caused by an event beyond its reasonable control, including natural disaster, war, civil disturbance, epidemic-related government restrictions or other events recognized under applicable law. The affected party shall notify the other party promptly and take reasonable steps to mitigate the effects.

Any dispute arising out of the bidding process shall be addressed through the Grievance Redressal Committee constituted and notified in accordance with the Disposal of Public Assets Regulations, 2026. Disputes arising during the lease shall first be referred to the designated NIH authority for resolution. Nothing in the lease shall exclude the jurisdiction of a competent court or statutory forum.

The GRC notification, contact details and complaint submission method shall be published on EPADS v2.0 and NIH's website, where available, before the disposal notice is issued.

SECTION XII – BID FORMS AND DECLARATIONS

ACCEPTANCE OF TERMS

We have read and understood the bidding document, including the description of premises, eligibility requirements, technical evaluation, financial bid requirements, rent escalation, security, lease period, construction and operating obligations, and draft lease agreement. We agree that, if selected and upon approval by the Competent Authority, we shall execute the lease agreement and comply with all its terms.

Name of bidder:
_____

Authorized signatory: _____ Date: _____

Signature and stamp:
_____

ON SITE VISIT PROFORMA

Sr. No.	Name of Firm	Name of visitor	Place visited	Date

Instructions: -

i. All tender participants are hereby informed that the properties, including NIH Community Centre, Dana Pani Canteen and other NIH-owned properties, shall be handed over to the successful bidders in their existing condition and on an “as-is-where-is” basis.

ii. The successful bidders/lessees shall be solely responsible for carrying out all required construction, renovation, development and allied works at their own cost and expense, in accordance with the approved plans, applicable building regulations and the terms and conditions prescribed by NIH.

iii. No financial compensation, reimbursement or adjustment against construction or development expenses shall be admissible from NIH. Furthermore, no construction or structural alteration shall be undertaken without prior written approval of NIH and the relevant competent authorities.

Acknowledgement

Name of visitor: _____

CNIC: _____

Signature: _____

Estate Officer, NIH, Islamabad