

GOVERNMENT OF PAKISTAN
MINISTRY OF HOUSING & WORKS
ESTATE OFFICE MANAGEMENT, KARACHI

E-BIDDING / REQUEST FOR PROPOSAL

SINGLE STAGE – TWO ENVELOPE PROCEDURE

**HIRING, RENOVATION, REFURBISHMENT,
MODERNIZATION, OPERATION, MANAGEMENT &
MAINTENANCE OF
WORKING WOMEN HOSTEL**

OFFICER COLONY, GARDEN ROAD, KARACHI

KEY PARTICULAR	FINAL REQUIREMENT
Property	Working Women Hostel, Officer Colony, Garden Road, Karachi
Land Area	Approximately 1,073 Sq. Yards
Building	Ground Floor + Two Upper Floors
Accommodation	24 Family Suites
Reserve Monthly Rent	Rs. 300,000/- per month
Reserve Annual Rent	Rs. 3,600,000/- per annum
Bid Security	Rs. 72,000/-
Lease Period	20 Years, extendable subject to satisfactory performance and approval
Submission	Electronic through EPADS v2.0
Closing	30-10-2026 at 09:30 A.M.
Technical Opening	30-10-2026 at 11:30 A.M.

DOCUMENT CONTROL & PROCUREMENT SUMMARY

Item	Details
Procuring Agency	Estate Office Management, Ministry of Housing & Works, Government of Pakistan
Address	Block No. 5-B, Pakistan Secretariat, Saddar, Karachi
Contact	Deputy Director, Estate Office Management
Telephone	021-99206242 / 021-99204975
Tender / EPADS Reference	[To be generated by EPADS]
Procurement	Hiring, renovation, refurbishment, modernization, operation, management & maintenance of Working Women Hostel
Procedure	Single Stage – Two Envelope
Evaluation	Technical 80% + Financial/Public Value 20%
Technical Threshold	35 / 50
Property	Working Women Hostel, Officer Colony, Garden Road, Karachi
Land Area	Approximately 1,073 Sq. Yards
Building	Ground Floor + Two Upper Floors
Accommodation	24 Family Suites
Reserve Rent	Rs.300,000/month; Rs.3,600,000/year
Minimum Rent Offer	Rs.300,000/month / Rs.3,600,000/year
Bid Security	Rs.72,000/-
Bid Validity	180 days from submission deadline
Performance Security	10% of Offered Annual Lease Rent, subject to final approved contractual terms
Closing Date/Time	30-10-2026 at 09:30 A.M.
Technical Opening	30-10-2026 at 11:30 A.M.
Submission Platform	EPADS v2.0

IMPORTANT: The Tender/EPADS Reference Number shall be inserted exactly as generated by EPADS before publication. The final rent-escalation mechanism and final legally vetted Lease Agreement must be approved and made part of the final procurement package before award.

PART I – INVITATION TO e-BID

Estate Office Management, Ministry of Housing & Works, Government of Pakistan invites electronic proposals through EPADS v2.0 from eligible medical/healthcare institutions, educational institutions, trusts/foundations, companies, firms, investors, consortia and joint ventures for the hiring, renovation, refurbishment, modernization, operation, management and maintenance of the existing Working Women Hostel situated at Officer Colony, Garden Road, Karachi.

The premises may be utilized, subject to approval of the Competent Authority and applicable laws/rules, for Medical/Healthcare, Educational, Hostel, Training/Professional or other permissible use as approved by the Government.

Key Procurement Particulars

Particular	Requirement
Procurement Method	Single Stage – Two Envelope Procedure
Technical / Financial Weightage	Technical 80%; Financial/Public Value 20%
Technical Qualification Threshold	35/50
Reserve Monthly Rent	Rs.300,000/-
Reserve Annual Rent	Rs.3,600,000/-
Bid Security	Rs.72,000/-
Bid Validity	180 days
Lease Period	20 years, extendable subject to satisfactory performance and Government approval
Submission	Electronic through EPADS v2.0
Closing	30-10-2026 at 09:30 A.M.
Technical Opening	30-10-2026 at 11:30 A.M.

Permitted / Indicative Use

- Medical/Healthcare Complex
- Educational Institute
- Hostel Facility
- Training / Professional Institute
- Other permissible use, subject to prior approval of the Competent Authority and applicable laws/rules

IMPORTANT: Where alternative proposed uses are permitted, each bidder must clearly identify one principal proposed use and demonstrate compliance with all use-specific statutory, safety, planning and operational requirements. The Government may reject a proposed use that is inconsistent with applicable law, planning controls or Government policy.

PART II – BID DATA SHEET (BDS)

BDS Item	Requirement
Procuring Agency	Estate Office Management, Ministry of Housing & Works, Government of Pakistan
Address	Block No. 5-B, Pakistan Secretariat, Saddar, Karachi
Project Site	Working Women Hostel, Officer Colony, Garden Road, Karachi
Land Area	Approximately 1,073 Sq. Yards
Building Structure	Ground Floor + Two Upper Floors
Accommodation	24 Family Suites
Ownership	Government of Pakistan
Proposed Use	Medical/Healthcare, Educational, Hostel, Training/Professional or other permissible use, subject to approval
Lease Term	20 years, extendable subject to satisfactory performance and Government approval
Reserve Monthly Rent	Rs.300,000/-
Reserve Annual Rent	Rs.3,600,000/-
Minimum Rent Offer	Not less than Rs.300,000/month and Rs.3,600,000/year
Rent Payment	Payable in advance as prescribed in the Lease Agreement
Rent Escalation	As specified in the final approved Lease Agreement; the mechanism shall be disclosed before bid submission
Bid Security	Rs.72,000/- in prescribed form
Performance Security	10% of Offered Annual Lease Rent, subject to final approved contractual terms
Proposal Validity	180 days from submission deadline
Technical Qualifying Score	35/50
Combined Weightage	Technical 80%; Financial/Public Value 20%
Clarifications	Through EPADS; requests up to 3 days before bid deadline
Site Visit	Strongly recommended; certificate to be submitted if prescribed
Closing	30-10-2026 at 09:30 A.M.
Technical Opening	30-10-2026 at 11:30 A.M.

PART III – ELIGIBILITY & QUALIFICATION REQUIREMENTS

3.1 Mandatory Eligibility

- Be legally registered/incorporated in Pakistan under applicable laws, where applicable.
- Possess a valid NTN and be on the Active Taxpayers List (ATL), where applicable.
- Not be blacklisted, suspended or debarred by any Government department, organization, regulatory authority or competent body.
- Demonstrate adequate financial capacity to undertake approved renovation, refurbishment, modernization and operations.
- Submit documentary evidence of financial standing.
- Demonstrate relevant experience appropriate to the proposed use.
- Possess, or undertake to obtain before commencement of operations, all required registrations, licences, NOCs, certifications and statutory approvals.
- Comply with building, fire safety, environmental, health, labour, municipal, accessibility and other statutory requirements.
- Submit all mandatory forms, declarations and supporting documents.

3.2 Eligible Forms of Applicant

- Medical/healthcare institutions
- Educational institutions
- Trusts / foundations
- Companies / firms
- Investors
- Consortia / Joint Ventures

3.3 Consortium / JV

- One member shall be designated Lead Member.
- Members shall be jointly and severally responsible for obligations arising from the bid and Lease Agreement.
- A signed Consortium/JV Agreement or MoU and Power of Attorney shall be submitted.
- Each member shall satisfy applicable mandatory eligibility requirements unless the bidding document expressly provides otherwise.
- Participation shares and responsibilities shall be clearly stated.

3.4 Financial Qualification Evidence

- Audited Financial Statements for the last three financial years, where applicable.
- Latest Income Tax Return, where applicable.
- Banker's Certificate / evidence of financial standing.
- Evidence of proposed sources of financing and access to financing.
- Documentary evidence sufficient to demonstrate capacity for proposed capital works and operations.

3.5 Relevant Experience Evidence

- List of comparable facilities/projects.
- Client/employer name and contact details.
- Location, capacity, scope and period of operation.
- Completion/operation certificates or other credible evidence.
- Description of bidder's role where the experience is through a consortium/JV.

PART IV – SCOPE OF WORK / EMPLOYER'S REQUIREMENTS

4.1 Core Scope

- Detailed inspection and assessment of existing buildings, services and facilities.
- Renovation, refurbishment and modernization as required by the approved proposal.
- Interior fit-out, furniture, fixtures, equipment and operational installations.
- Operation, management, housekeeping and routine/preventive maintenance.
- Electrical, water, sewerage, drainage, HVAC and plumbing works as applicable.
- Fire and life-safety systems, emergency exits, emergency lighting and evacuation arrangements.
- Security, access control/CCTV where appropriate, boundary protection and visitor management.
- Landscaping, parking, external works and site upkeep where applicable.
- Accessibility/universal access improvements where required.
- Handback of the property and transfer of records/assets in accordance with the Lease Agreement.

4.2 Technical Investigations

- Building condition assessment
- Structural assessment where required
- Utility/services survey
- Electrical and MEP assessment
- Fire & life-safety assessment
- Environmental assessment where applicable
- Topographic/specialist survey where required

4.3 Building / MEP / ICT / Safety

- Existing structurally sound buildings shall be utilized/adapted to the maximum practical extent.
- Electrical, water, sewerage, drainage, HVAC, plumbing and firefighting systems shall be upgraded as required.
- Safe and fit-for-purpose accommodation/service areas shall be provided.
- ICT/internet systems may be provided according to approved use.
- CCTV/access-control/security systems shall be provided as appropriate.
- Fire detection, alarm, suppression, emergency exits, emergency lighting, evacuation plans and drills shall be provided as required.
- Relevant statutory/fire authority certifications shall be obtained before commencement where required.

4.4 Sustainability

- Energy efficiency and LED lighting
- Solar energy where feasible
- Water conservation
- Waste segregation/recycling
- Green/native landscaping
- Climate-resilient and low-maintenance solutions

4.5 Operation & Maintenance

- Building maintenance
- Utilities
- Roads/parking and external areas
- Landscaping
- Security
- ICT systems where installed
- Fire-safety systems
- Housekeeping and hygiene
- Preventive and corrective maintenance
- Asset registers and maintenance records

4.6 Statutory Compliance

The Lessee shall comply with all applicable federal, provincial and local laws, building and planning requirements, fire and life-safety requirements, environmental requirements, labour laws, accessibility requirements and licences/NOCs applicable to the approved use.

PART V – TECHNICAL PROPOSAL REQUIREMENTS

IMPORTANT: The Technical Proposal shall contain no pricing, rent, financial offer or other information that belongs exclusively in the Financial Proposal.

Section	Required Content
A	Letter of Technical Proposal
B	Applicant Information
C	Legal Status and Registration
D	Organizational Profile
E	Financial Capability – non-price evidence only
F	Relevant Experience
G	Proposed Use and Service Delivery Plan
H	Concept Renovation / Refurbishment Plan and Phasing
I	Management and Operations Plan
J	Quality, Safety, Security and Safeguarding Plan
K	Sustainability and Resource Efficiency Plan
L	Regulatory Compliance and Business Continuity Plan
M	Proposed Project Team
N	Implementation Schedule
O	Supporting Documents

5.1 Technical Proposal Checklist

- Signed Letter of Technical Proposal
- Applicant Information Form
- Registration/incorporation documents
- NTN and ATL evidence
- Non-blacklisting declaration
- Conflict of interest declaration
- Organizational profile
- Audited financial statements / financial-capacity evidence
- Relevant experience evidence
- Proposed Use / Service Delivery Plan
- Concept Renovation / Site Layout Plan
- Implementation methodology and phasing
- Operations & Maintenance Plan
- Sustainability plan
- Regulatory/business continuity plan
- Health, safety, security and safeguarding plan
- Project team and CVs
- Implementation schedule
- Supporting certificates/references/licences
- Consortium/JV agreement and Power of Attorney, if applicable
- Site Visit Certificate, if prescribed

PART VI – EVALUATION CRITERIA & SELECTION METHODOLOGY

6.1 Evaluation Stages

Stage	Description
1	Preliminary examination / completeness
2	Eligibility and qualification review
3	Technical evaluation out of 50
4	Opening of Financial/Public Value Proposals of technically qualified bidders
5	Financial/Public Value evaluation out of 50
6	Combined evaluation: Technical 80% + Financial/Public Value 20%
7	Due diligence / verification
8	Evaluation Report and recommendation to Competent Authority

6.2 Technical Evaluation – 50 Marks

Criterion	Marks
A. Organizational Profile & Capacity	5
B. Relevant Experience in Proposed Use / Comparable Facility Operations	8
C. Financial Strength & Capacity	5
D. Proposed Use, Service Delivery Plan & Public Utility	10
E. Renovation, Refurbishment, Modernization & Compliance Approach	5
F. Management, Governance, Quality Assurance & Implementation	5
G. Operations, Maintenance & Service Quality Plan	5
H. Sustainability & Environmental Management	2
I. Regulatory Compliance, Safety, Security & Business Continuity	2
J. Innovation & Value Addition	3
TOTAL	50

6.3 Recommended Detailed Technical Sub-Bifurcation

IMPORTANT: The following sub-bifurcation is a proposed detailed scoring matrix derived from the marks in the existing Bid Document. It should be approved by the competent procurement/evaluation authority and then reproduced exactly in EPADS and the final published document.

Code	Criterion	Marks	Sub-criteria
A	Organizational Profile & Capacity	5	Legal/organizational capacity 2; management capacity 1; systems/resources 1; governance 1
B	Relevant Experience	8	Comparable projects 3; duration/scale 1; performance/completion evidence 3; relevant specialist experience 1
C	Financial Strength	5	Financial statements 2; liquidity/financial standing 1; financing access 1; financial sustainability 1
D	Proposed Use / Service / Public Utility	10	Suitability of proposed use 3; service model 2; capacity/beneficiary value 2; accessibility/user experience 2; measurable public utility 1
E	Renovation / Modernization	5	Condition response 1; design/technical approach 2; phasing 1; statutory/fire compliance 1
F	Management / Governance / Implementation	5	Management structure 2; governance/QC 1; project team 1; implementation controls 1
G	O&M / Service Quality	5	O&M plan 2; housekeeping/security 1; preventive maintenance 1; service standards/KPIs 1
H	Sustainability	2	Energy 1; environmental/green measures 1
I	Regulatory / Safety / Business Continuity	2	Regulatory compliance 1; H&S/fire/security 1; continuity 1
J	Innovation / Value Addition	3	Innovation 1; technology 1; additional value 1

6.4 Technical Qualification Threshold

Minimum Technical Qualifying Score: 35/50. Financial/Public Value Proposals of bidders scoring below 35 shall not be opened/evaluated.

6.5 Financial/Public Value Score – 50 Marks

Sub-Criterion	Marks	Basis
Annual Lease Rent	17	Proportionate score against highest responsive offer
Credible Capital Improvements / CAPEX Commitment	10	Proportionate score against highest responsive eligible commitment, subject to feasibility and verification
Service / Accommodation Capacity	8	Proportionate score against highest responsive eligible commitment
Direct Employment Generation	5	Proportionate score against highest responsive eligible commitment
Service Quality / Institutional Value	5	Documented commitments with technical evidence and measurable indicators
Operational Sustainability	3	Measurable sustainability and operational commitments
Community / Public Benefit	2	Measurable public-value commitments
TOTAL	50	

6.6 Financial/Public Value Scoring Formulas

For proportionately scored quantitative criteria, the score shall be calculated as:

IMPORTANT: Score = (Bidder's Eligible Offer / Highest Eligible Responsive Offer) × Maximum Marks

- Annual Lease Rent: bidder's annual rent ÷ highest responsive annual rent × 17.5.
- Eligible CAPEX: bidder's verified eligible CAPEX commitment ÷ highest responsive verified eligible CAPEX × 10.
- Service/Accommodation Capacity: bidder's verified capacity ÷ highest responsive verified capacity × 7.5.
- Direct Employment: bidder's verified direct employment commitment ÷ highest responsive verified commitment × 5.

6.7 Combined Score

Combined Score = (Technical Score × 80%) + (Financial/Public Value Score × 20%). Final selection remains subject to due diligence, Competent Authority approval and compliance with applicable procurement rules.

6.8 Due Diligence / Verification

The Procuring Agency may verify registrations, financial information, experience certificates, client references, proposed CAPEX, financing arrangements, statutory approvals and other material information. Material misrepresentation may result in disqualification and/or action under applicable rules.

6.9 Tie

In case of a tie in the final combined score, the tie shall be resolved through the mechanism prescribed by applicable PPRA rules and EPADS, including a best and final monetary offer where applicable.

6.10 Single Responsive Bid

A single responsive bid may be considered where permitted under applicable PPRA rules and where the bidder meets the published evaluation criteria and the offered terms are considered responsive and reasonable.

PART VII – FINANCIAL PROPOSAL REQUIREMENTS

7.1 Mandatory Financial Offer

The bidder shall quote one unconditional lease offer. The monthly offer shall not be less than Rs.300,000/- and the corresponding annual offer shall not be less than Rs.3,600,000/-. The monthly and annual figures shall reconcile arithmetically.

Financial Item	Bidder to Quote
Monthly Lease Rent (PKR)	_____
Annual Lease Rent (PKR)	_____
Annual Rent in Words	_____
Total Proposed CAPEX (PKR)	_____
Estimated Annual OPEX (PKR)	_____
Proposed Service / Accommodation Capacity	_____
Direct Employment Generation	_____

7.2 Rent Escalation

The bidder shall accept the rent-escalation mechanism specified in the final approved Lease Agreement. The final mechanism shall be disclosed to all bidders before submission of bids. No alternative escalation formula shall be offered unless expressly permitted.

7.3 CAPEX Schedule

- Civil Works
- Structural Rehabilitation
- Architectural Works
- Mechanical Works
- Electrical Works
- Plumbing
- Fire Safety
- ICT / Communication Systems
- Furniture & Equipment
- External Development
- Landscaping
- Parking
- Operational / Service Facilities
- Contingency

7.4 Sources of Financing

Source	Amount (PKR)	% of Total
Equity	_____	_____
Internal Resources	_____	_____
Bank / Financial Institution	_____	_____
Development Finance / Grant	_____	_____
Other Lawful Source	_____	_____
TOTAL	_____	100%

7.5 Five-Year Financial Projection

Year	Revenue	OPEX	EBITDA	Net Profit	Cash Flow
Year 1	_____	_____	_____	_____	_____
Year 2	_____	_____	_____	_____	_____
Year 3	_____	_____	_____	_____	_____
Year 4	_____	_____	_____	_____	_____
Year 5	_____	_____	_____	_____	_____

7.6 Financial Assumptions

- Revenue assumptions and capacity/occupancy assumptions
- Rent escalation assumption consistent with the final Lease Agreement
- Staffing and payroll assumptions
- Utilities and maintenance assumptions
- CAPEX deployment schedule
- Financing and interest assumptions, where applicable
- Tax and statutory cost assumptions

PART VIII – EPADS SUBMISSION & OPENING PROCEDURE

8.1 Electronic Bid Structure

EPADS Component	Documents to Upload
Technical Proposal	Technical proposal, eligibility/qualification documents, declarations, experience, proposed use/service plan, renovation plan, schedules and supporting documents
Financial/Public Value Proposal	Financial offer, CAPEX, financing, projections, public-value commitments and financial declaration
Bid Security	Scanned copy of prescribed instrument and original where specifically required by the Procuring Agency

8.2 Bidder Responsibility

- Complete EPADS vendor registration before the deadline.
- Select the correct procurement/tender reference.
- Upload documents in the correct Technical and Financial/Public Value sections.
- Do not upload rent/pricing information in the Technical Proposal.
- Complete all mandatory EPADS fields and attachments.
- Submit before closing time and retain the system acknowledgement.

8.3 Technical Opening

Technical Proposals shall be opened electronically through EPADS at the date/time published in EPADS. Only the Technical Proposal shall initially be opened.

8.4 Financial/Public Value Opening

Financial/Public Value Proposals of only technically qualified bidders shall be opened/evaluated at the date/time notified through EPADS. Proposals of technically non-qualified bidders shall remain unopened/handled as permitted by EPADS and applicable rules.

8.5 Evaluation Reports / Grievance

Evaluation reports, bidder communications and grievances shall be processed through the mechanism prescribed under applicable PPRA rules and EPADS. The notified Grievance Redressal Committee shall govern procurement-related grievances.

PART IX – COMMERCIAL & LEASE TERMS

9.1 Ownership

Ownership/title of the property shall remain vested in the Government of Pakistan throughout the Lease Period.

9.2 Possession and Use

The successful Lessee shall receive possession/use for the approved purpose subject to the Lease Agreement and Government inspection/regulatory rights.

9.3 Rent

Rent shall be paid in advance in the manner specified in the Lease Agreement. Taxes, duties, utilities, municipal charges and other lawful charges shall be borne as allocated in the Lease Agreement.

9.4 Rent Escalation

Rent shall be adjusted strictly in accordance with the final approved escalation mechanism disclosed before bid submission.

9.5 Capital Improvements

Permanent improvements shall require prior written Government approval where required. Treatment of approved permanent improvements, removable assets and approved CAPEX at expiry/termination shall be governed by the Lease Agreement.

9.6 Insurance

The Lessee shall maintain adequate insurance for operations, employees, public liability and approved works as required by the Lease Agreement.

9.7 Default and Cure

Contractual notice and cure periods shall apply before termination for default, except where immediate action is legally necessary.

9.8 Handback

Property shall be handed back free from Lessee-created encumbrances and in the condition specified in the Lease Agreement, subject to fair wear and tear, with manuals, maintenance records and asset registers.

9.9 Dispute Resolution

Disputes shall be addressed through the escalation and dispute-resolution mechanism stated in the final Lease Agreement and applicable law.

9.10 Assignment / Subletting

No assignment, transfer, subletting, licensing or material change of control/use shall be permitted without prior written Government approval.

9.11 Government Inspection

The Government shall have lawful access for inspection, verification, safety, compliance and asset protection.

9.12 Utilities

All utilities and operational charges allocated to the Lessee shall be paid by the Lessee from the applicable date stated in the Lease Agreement.

9.13 Permits / NOCs

The Lessee shall obtain and maintain approvals within its control and shall not commence an activity requiring statutory approval until such approval is obtained.

9.14 Asset Register

The Lessee shall maintain an asset register and records of Government and Lessee-funded assets as required.

9.15 No Encumbrance

The Lessee shall not create any lien, charge, mortgage or other encumbrance over Government property.

9.16 Termination

Termination events, Government/Lessee default, cure periods, force majeure, change in law, treatment of CAPEX and handback shall be as stated in the final Lease Agreement.

IMPORTANT: The commercial terms above shall be read with the final legally vetted Lease Agreement. No material commercial term should be left for post-bid negotiation.

PART X – DRAFT LEASE AGREEMENT

IMPORTANT: This draft is the contractual framework forming part of the bidding package. It must be legally vetted and approved by the competent Government authority before publication/award. The final approved version shall prevail.

10.1 Parties

This Lease Agreement is made between the Government of Pakistan through Estate Office Management (the “Lessor”) and _____ (the “Lessee”).

10.2 Premises

Working Women Hostel, Officer Colony, Garden Road, Karachi, approximately 1,073 Sq. Yards, comprising Ground Floor + Two Upper Floors and 24 Family Suites, together with existing structures, access, utilities and facilities identified in the final handover record.

10.3 Term

Twenty (20) years commencing from the Effective Date/handover date specified in the final Lease Agreement, extendable subject to satisfactory performance, compliance, applicable law and approval of the Competent Authority.

10.4 Rent

Monthly Rent: Rs. _____. Annual Rent: Rs. _____. Rent shall not be below the reserve amount notified in the bidding documents and shall be payable in advance.

10.5 Escalation

Rent shall be adjusted in accordance with the final approved rent-escalation mechanism disclosed in the bidding documents before submission.

10.6 Performance Security

Performance Security shall be 10% of the Offered Annual Lease Rent, in the form approved by the Lessor and maintained for the period prescribed in the final Lease Agreement, subject to applicable PPRA requirements.

10.7 Permitted Use

The Premises shall be used only for the approved Medical/Healthcare, Educational, Hostel, Training/Professional or other approved permissible use. Material change of use requires prior written approval.

10.8 Lessee's Obligations

- Finance approved renovation/refurbishment/capital works.
- Obtain approvals within its control.
- Operate and maintain the premises.
- Pay rent, utilities, taxes and charges allocated to it.
- Maintain insurance, safety, security and fire compliance.
- Maintain records and asset registers.
- Permit lawful inspections.
- Prevent unauthorized transfer, subletting and change of use.

10.9 Lessor's Obligations

- Confirm Government ownership/title and lawful possession to the extent within its control.
- Provide available property records reasonably required for approved planning.
- Provide reasonable cooperation for Government-controlled approvals/NOCs.
- Provide possession in accordance with the agreed handover record.

10.10 Development and Approvals

The Lessee shall submit detailed renovation/operational plans within the period specified by the Lease Agreement. Material structural alteration or new construction requires prior written approval.

10.11 KPIs

KPIs shall cover development schedule, building availability, utility availability, fire safety, preventive maintenance, security, housekeeping, statutory compliance and other approved service standards. Bidder commitments used for scoring shall be incorporated into the KPI schedule.

10.12 Termination

Termination events, notice, cure periods, Government convenience/default, Lessee default, force majeure, change in law, treatment of approved CAPEX and handback shall be detailed in the final approved Lease Agreement.

10.13 Handover / Handback

At expiry or termination, the Lessee shall hand back the premises in the contractual condition, free of Lessee-created encumbrances, together with required manuals, records and asset registers.

10.14 Governing Law

The Lease Agreement shall be governed by the laws of the Islamic Republic of Pakistan.

10.15 Signatures

For Lessor	For Lessee
Name: _____	Name: _____
Designation: _____	Designation: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

PART XI – FORMS & SCHEDULES

FORM T-1 – LETTER OF TECHNICAL PROPOSAL

To: Estate Office Management, Government of Pakistan

We, the undersigned, having examined the complete e-Bidding Documents for the Working Women Hostel, submit our Technical Proposal. We confirm that the Technical Proposal contains no financial offer or rent information, that the Proposal is valid for 180 days, and that we undertake to execute the Lease Agreement if selected.

Field	Bidder Response
Authorized Signatory	
Name	
Designation	
Organization	
Date	

FORM T-2 – APPLICANT INFORMATION

Field	Bidder Response
Legal Name	
Legal Status	
Registered Address	
Postal Address	
NTN	
ATL Status	
Sales Tax Registration, if applicable	
Authorized Representative	
Telephone	
Email	
Website	

FORM T-3 – RELEVANT EXPERIENCE

Project / Facility	Client	Location	Scope / Proposed Use	Capacity	Start	Current Status	Evidence

FORM T-4 – PROPOSED PROJECT TEAM

Position	Name	Qualification	Experience	Proposed Role
Project / Institutional Lead				
Operations / Mobilization Lead				
Facility Manager				
Finance Manager				
Health & Safety / Security Officer				
Architect / Engineer, if required				

FORM T-5 – IMPLEMENTATION SCHEDULE

Milestone	Planned Date	Duration	Dependency / Remarks
Mobilization			
Surveys / investigations			
Renovation / operational plan			
Detailed design, if required			
Statutory approvals			
Phase-I works commencement			
Phase-I completion			
Full operational readiness			

FINANCIAL FORMS

FORM F-1 – LETTER OF FINANCIAL PROPOSAL

We hereby submit our Financial/Public Value Proposal for the Working Women Hostel. Our offered rent is unconditional, is not lower than the Reserve Annual Lease Rent, and shall be governed by the approved rent-escalation mechanism. We accept the commercial basis of the bidding documents and undertake to execute the Lease Agreement if selected.

Field	Details
Authorized Signatory	
Name	
Designation	
Organization	
Date	

FORM F-2 – FINANCIAL OFFER SUMMARY

Item	Bidder's Offer
Monthly Lease Rent (PKR)	
Annual Lease Rent (PKR)	
Annual Rent in Words	
Total CAPEX (PKR)	
Annual OPEX (PKR)	
Proposed Service / Accommodation Capacity	
Direct Employment	

FORM F-3 – CAPITAL INVESTMENT SCHEDULE

Component	Amount (PKR)
Civil Works	
Structural Rehabilitation	
Architectural Works	
Mechanical Works	
Electrical Works	
Plumbing	
Fire Safety	
ICT / Communication Systems	
Furniture & Equipment	
External Development	
Landscaping	
Parking	
Operational / Service Facilities	
Contingency	
TOTAL CAPEX	

FORM F-4 – SOURCES OF FINANCING

Source	Amount (PKR)	Percentage
Equity		
Internal Resources		
Bank / Financial Institution		
Development Finance / Grant		
Other Lawful Source		
TOTAL		

FORM F-5 – FIVE-YEAR FINANCIAL PROJECTION

Year	Revenue	OPEX	EBITDA	Net Profit	Cash Flow
Year 1					
Year 2					
Year 3					
Year 4					

Year 5					
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FORM F-6 – PUBLIC VALUE COMMITMENTS

Commitment	Bidder's Commitment	Measurement / Milestone
Service / Accommodation Capacity		
Direct Employment		
Service Quality		
Operational Sustainability		
Community / Public Benefit		

ANNEX A – SITE VISIT CERTIFICATE

Certified that M/s / Institution _____ represented by _____ visited the Working Women Hostel, Officer Colony, Garden Road, Karachi on _____ and was given reasonable access to inspect the site for purposes of preparing its proposal.

Field	Details
Bidder Representative	
Name	
Designation	
Procuring Agency Representative	
Date	

ANNEX B – BID SECURITY

Particular	Details
Beneficiary	Estate Office Management, Government of Pakistan
Bidder	
Tender / EPADS Reference	
Amount	Rs.72,000/-
Validity	As prescribed in the bidding documents/EPADS
Purpose	Bid Security for Working Women Hostel e-Bidding

The instrument shall be issued by a Scheduled Bank in the prescribed form/wording and shall comply with the final EPADS/procurement requirements.

ANNEX C – PERFORMANCE SECURITY

Particular	Details
Beneficiary	Estate Office Management, Government of Pakistan
Successful Bidder / Lessee	
Amount	10% of Offered Annual Lease Rent, subject to final approved terms
Purpose	Performance Security for Lease of Working Women Hostel
Form / Validity	As approved and specified in the final Lease Agreement

ANNEX D – NON-BLACKLISTING / ELIGIBILITY DECLARATION

We certify that the Applicant is not blacklisted, suspended or debarred by any Government Department, regulatory authority or public sector organization and satisfies all mandatory eligibility requirements stated in the e-Bidding Documents.

Field	Details
Authorized Signatory	
Name	
Designation	
Organization	
Date	

ANNEX E – NO CONFLICT OF INTEREST DECLARATION

We declare that no actual or potential conflict of interest exists that would improperly affect our participation in this procurement. Any conflict arising subsequently shall be disclosed immediately.

Field	Details
Authorized Signatory	
Name	
Designation	
Organization	
Date	

ANNEX F – POWER OF ATTORNEY

The Applicant hereby authorizes _____, CNIC/Passport No. _____, to sign and submit the Technical and Financial/Public Value Proposals, provide clarifications, receive communications and execute documents in connection with this procurement, subject to the Applicant's constitutional/organizational authority.

Field	Details
Authorized Signatory	
Name	
Designation	
Organization	
Date	

ANNEX G – CONSORTIUM / JV UNDERTAKING

We confirm the identity of the Lead Member, participation shares, joint and several responsibility and authorization arrangements in accordance with the bidding documents.

Member	Participation %	Role	Authorized Signatory
Lead Member			
Member 2			
Member 3			

ANNEX H – BIDDER SUBMISSION CHECKLIST

No.	Requirement	Yes/No
1	EPADS vendor registration completed	
2	Technical Proposal uploaded in Technical Envelope	
3	Financial/Public Value Proposal uploaded in Financial Envelope	
4	Bid Security uploaded/submitted in prescribed manner	
5	Registration/incorporation documents	
6	NTN and ATL evidence	
7	Non-blacklisting declaration	
8	Conflict of interest declaration	
9	Financial statements / financial capability evidence	
10	Relevant experience evidence	
11	Proposed Use / Service Delivery Plan	
12	Concept Renovation / Site Layout Plan	
13	Operations & Maintenance Plan	
14	Sustainability/resource-efficiency plan	
15	Regulatory/business continuity plan	
16	Health & safety/security plan	
17	Project team and CVs	
18	Implementation schedule	
19	Financial offer and CAPEX schedule	
20	Sources of financing	
21	Five-year financial projection	
22	Public value commitments	
23	Financial declaration	

24	Consortium/JV documents, if applicable	
25	Power of Attorney, where required	
26	Site Visit Certificate, if prescribed	

ANNEX I – FINANCIAL DECLARATION

We certify that the financial information submitted in our Financial/Public Value Proposal is true, complete and based on reasonable assumptions. We confirm that the rent offered is unconditional and not below the reserve rent. We undertake that all commitments used for evaluation shall be honoured in accordance with the final Lease Agreement and applicable contractual KPIs.

Field	Details
Authorized Signatory	
Name	
Designation	
Organization	
Date	

ANNEX J – TECHNICAL COMPLIANCE MATRIX

Requirement	Complied (Yes/No)	Reference in Proposal / Page
Proposed use identified and justified		
Renovation/refurbishment approach		
Implementation methodology		
O&M plan		
Fire/life-safety plan		
Security plan		
Sustainability plan		
Regulatory approvals plan		
Business continuity plan		
Project team/CVs		
Implementation schedule		

ANNEX K – PUBLIC VALUE COMMITMENTS

The bidder shall state measurable commitments that are directly relevant to the proposed use. Commitments accepted for scoring may be incorporated into the final Lease Agreement/KPI schedule.

Commitment	Baseline / Current	Bidder Commitment	Measurement	Target Date
Service / Accommodation Capacity				
Direct Employment				
Service Quality				
Operational Sustainability				
Community / Public Benefit				

FINAL PROCUREMENT CELL CHECK – NOT FOR ISSUE TO BIDDERS

IMPORTANT: This page is an internal control checklist and must be removed from the bidder-facing version before publication.

- Confirm EPADS Tender/Procurement Reference.
- Confirm procurement category and correct EPADS configuration.
- Confirm closing date/time: 30-10-2026 at 09:30 A.M.
- Confirm technical opening: 30-10-2026 at 11:30 A.M.
- Confirm Advertisement and Bidding Document carry identical dates/times.
- Confirm reserve monthly rent Rs.300,000 and annual rent Rs.3,600,000.
- Confirm bid security Rs.72,000 and prescribed instrument requirements.
- Confirm exact rent-escalation mechanism and insert it before publication.
- Complete legal vetting and approval of Lease Agreement.
- Confirm performance security amount/form/validity against applicable rules and final contract.
- Approve detailed technical sub-bifurcation and reproduce exactly in EPADS.
- Approve financial/public-value scoring formulas and EPADS configuration.
- Constitute Bid Evaluation Committee as required.
- Constitute/notify Grievance Redressal Committee as required.
- Confirm publication requirements under applicable PPRA Rules 2026.
- Upload final bidding documents immediately after procurement notice as required.
- Remove this internal checklist and all internal draft notes before publication.