



BIDDING/ TENDER DOCUMENT

Vacant Locations / Spaces

Issued by
Office of
The Postmaster General
Northern Punjab Circle,

BIDDING/ TENDER DOCUMENTS

Rawalpindi

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PAKISTAN POST

TENDER APPLICATION FORM FOR RENTING OUT VACANT LOCATIONS / SPACES

In response to the tender notice published in the Daily Dawn Islamabad and Daily Express Islamabad) dated 20-08-2026 and corrigendum published in Daily Dawn Islamabad and Daily Express Islamabad) dated 29-08-2026 & 11-09-2026 uploaded on the PPRA Website regarding invitation of Tender for Renting out vacant Locations / Spaces.

I/We _____ Official Address: _____

_____ hereby submit my/our bid as specified in Evaluation Criteria on per Square Feet rates quoted in "Financial Proposal"

Description	Number	Remarks
National Tax No:		Attach copy
Sales Tax Registration		Attach copy
Active Tax Payer		Attach Print
CNIC No		Attach copy
Earnest Money as Pay order Of 10% of the bid amount.		Attach original

1. I / We have attached an original pay order in the favor of "The Postmaster General Northern Punjab Circle Rawalpindi "amounting to RS. 44000/- (Refundable).
2. I/We is willing to execute an agreement for a period of 10 years with the Postmaster General Northern Punjab Circle Rawalpindi to avail vacant Locations / Spaces as specified.
3. I have gone through the terms and conditions of the agreement as laid down in the Disposal documents.
4. I/We have also read and understood the instructions for tenderer and agree to abide by them.
5. I / We agree to deposit the security money equal to 6 month's rent of vacant locations / spaces in the form of "Bank Guarantee" in the name of the Postmaster General Northern Punjab Circle in case of acceptance of my/ our tender.

SIGNATURE OF TENDERER

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Terms & Condition for Tender	
1	The successful bidder may carry out renovation work, at his own expense to bring the space into use with the approval of the Postmaster General.
2	The business will be operated in these given vacant Locations / Spaces must be a non-production unit. Restaurants, Banks, any established clothing brands, cellular franchise, snooker club, beauty salons, Cash & Carry etc will be entertained. In case any business other than above can be established on specified vacant Locations / Spaces, with mutual consent with the permission of Authority.
3	Any institution or business that is considered as a competitor of the postal department will not be allowed to run its business at specific vacant Locations / Spaces.
4	The successful bidder of the tender will ensure that Pakistan Post is not adversely affected due to their business. If this occurs, the agreement will be canceled.
5	The successful bidder will not be allowed to make any kind of alterations or modifications within the building without the permission of Authority. In case of any alteration found, the agreement shall be cancelled and security money will be forfeited besides taking other appropriate actions under the rules / laws.
6	All bidders must physically submit a pay order of 44,000/- PKR (Refundable) in favor of the Postmaster General, Northern Punjab Circle, Rawalpindi, before closing time of bids.
7	The selection of the tender will be according to PPRA-2004 Section 36 (a) single stage one envelope process.
8	The bidder must provide their NTN and be listed on the ATL (Active Taxpayer List) along with Sales / Income Tax Registration certificate.
9	The duration of the agreement will be 10 years.
10	In case a tender received from a blacklisted bidder or their affiliates then tender will be rejected.
11	The agreed rent, in the form of a 6-month security deposit (via Bank Guarantee), must be submitted to the Postmaster General Northern Punjab Circle Rawalpindi.
12	The Authority has the full discretion to reject all offers under “Disposal of Public Assets Regulation 2026” . The decision of the Authority will be final.
13	The bidder will be responsible for paying the monthly rent at the relevant GPO by the 5th of each month with a 25 % increase after every 03 years.
14	The Authority can make changes to the number of advertised locations / Spaces.
15	The bidder will be responsible for paying all applicable taxes, including federal, provincial, and local government taxes, now or in the future.

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16	For usage of electricity, Sui Gas and water supply from date of agreement the tenant shall affix sub-meter & deposit bills worked out on proportional basis regularly by 10th of every month. In case of non-depositing utility bills, all the connections will be disconnected and dues will be deducted from security money deposited by him in addition to cancellation of agreement.
17	In case of, tenant causing violation of the terms and conditions contained in this agreement, the Postmaster General Northern Punjab Circle Rawalpindi may black list the tenant under blacklisting regulation of PPRA.
18	The successful bidder is responsible to get an NOC from the relevant Municipal Authority in order to run his / her business in a smooth way, if applicable.
19	In case the successful bidder requires a separate entrance for his business, he can build his own entrance with the permission of Postmaster General. The entire cost will be borne by the bidder.

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Instructions for Bidder	
1	The tenderer must quote the rates per square feet.
2	The last date of submission of tender on EPADs (Version 2.0) is 01-10-2026 up to 10:30 a.m. and it will be opened on the same day i.e 01-10-2026 at 11 a.m. Further information can be obtained during office hours at phone number 051-9271558 .
3	According to the instructions, Original CDR placed in a sealed envelope addressed to (the Advertising Authority) must be submitted before closing hours in this office. The envelope must have "Tender for Vacant Locations / Spaces" written in bold letters on the top-right corner.
4	Incomplete tenders will be rejected.
5	The bidder's business should not have any connection with person(s) associated with Pakistan Post directly or indirectly. If such a connection is found, the tender will be considered rejected and security money deposited will be forfeited.
6	In case of equal competitive bids, Clause 23 of the "Disposal of Public Assets Regulation 2026" will be followed.
7	No bid will be accepted manually.

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Reserved Prices of Available Spaces in Per Sq. Ft Along with Detail of Focal Persons

Available Locations / Spaces	Specific area of Available Locations / Spaces	Total Area in Sq. Ft	Reserved Prices / Sq. Ft	Focal Persons
Post Plaza Commercial Market, Satellite Town Rawalpindi	Hall and rooms on the second floor	3668	Rs.120/-	Daud Ahmed Satti Assistant Engineer (Civil)

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Evaluation Criteria

Criteria	Detail
ATL	Attached Print
NTN	
STRN	
Attach CNIC Copy of Owner	
Attach latest Bank statement for 3 years	
Earnest Money detail	
Black listed if any	
Litigation if any	
Name of owner Business / Company	
Attach Experience of 5 years with any brand	

FINANCIAL

CRITERIA	Price to be quoted from Firm/ Company
Rate of bid	/ per Sq. Ft. (highest)

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FINANCIAL PROPOSAL

Name of Place	Vacant Locations / Spaces	Rate Rs. Per Sq. Feet
Post Plaza Commercial Market, Satellite Town Rawalpindi	Hall and rooms on the second floor	

SIGNATURE OF TENDERER

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RENT / TENANCY AGREEMENT

This Rental Agreement is made on the ___ day of _____, 2026,

BETWEEN

THE PRESIDENT OF THE ISLAMIC REPUBLIC OF PAKISTAN, represented through the Pakistan Post Office Department, Ministry of Communication Government of Pakistan (hereinafter referred to as the “**Lessor**”), which expression shall include its successors-in-interest, executors, administrators, and permitted assignees of the FIRST PARTY.

AND

Mr. _____, (hereinafter referred to as “**Lessee**”) which expression shall include successors in interest: executors, administrators, and permitted assignees of the SECOND PARTY.

WHEREAS:

1. Terms and Conditions set out in the bidding documents shall be integral part of this agreement.
2. The Lessor is the lawful Owner of the premises described below and has agreed to give on rent the specified area to the Lessee.
3. The Lessee has agreed to take the said area on rent, subject to the terms and conditions stated herein for ten (10) years w.e.f. _____.
4. The rent will be increased by **25 % every three years** during the agreement period.

Building	Area in sq.ft.	Rate per sq. ft.	Rent Per Month
2 nd floor Satellite Town Post Plaza Commercial Market Rawalpindi.	3668 sq. ft.		

DEFINITIONS:

I. Department: It refers to the “Pakistan Post Office Department (PPOD)”

II. Regulation: It refers to the “Disposal of Public Assets Regulations 2026”

TERMS & CONDITIONS OF THE AGREEMENT

The Lessor and Lessee agree as follows:

- i. The rent shall be at the rate and with effect from the dates as indicated above and shall be payable in advance on a monthly basis by the fifth (5th) of each **month through cheque in the name of Postmaster General Northern Punjab Circle Rawalpindi.**
- ii. The Lessee Tenant shall register the agreement with the Rent Controller Rawalpindi under section 5 (2) of “The Punjab Rented Premises Act 2009” within **30 days** of signing of the agreement.
- iii. The Lessee shall deposit a security deposit (refundable) equivalent to **six months** rent in the form of Savings Certificates in the name of Postmaster General Northern Punjab Circle Rawalpindi, within **30 days** of signing the agreement.
- iv. The Lessee shall not be authorized to make any structural alterations in the rented area without the prior approval of the Lessor.

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- v. Rented premises shall not be used for residential or any other forbidden purpose and the tenant will enjoy usage of: common passage, entrances, stair cases, landing without affecting other tenants; to the extent approved by the owner.
- vi. The Lessee shall be responsible for maintaining the premises in good shape and a clean and tidy condition.
- vii. It will be Tenant's responsibility to acquire NOC, license or any work permit regarding his type of business for concerned Government departments, if such is required to run the business.
- viii. Any improvement within the premises carried out by the tenant would not entitle the tenant to any financial claim/compensation or deduction in rent.
- ix. Payment of all utilities bills will be the responsibility of the tenant.
- x. The Owner has the right to visit/inspect the premises.
- xi. Any damage/harm would be considered for claim by the owner. The cost of reasonable remedial measures may be assessed by 3rd party quotation.
- xii. The Lessee shall use the premises in a manner that it does not cause nuisance or hindrance to the use of other lessees of the premises.
- xiii. The Lessee shall be bound to manage its security arrangements, and there shall be no responsibility of the Department in case of any loss or damage arising due to security lapses or unforeseen events.
- xiv. The Lessee shall be exclusively responsible for all claims for damages, etc., of whatever nature concerning the use of the Leased premises. The Lessee shall itself defend litigation and pay the damages.
- xv. The Lessee shall be bound to pay utility bills, taxes applied by the Federal Government/Provincial Government, and shall be responsible for all repair and maintenance.
- xvi. The Lessee may vacate the premises by giving a notice in writing **two months** before vacation. The Lessee shall ensure clearance of all utility bills and all other applicable dues.
- xvii. Lessor may terminate the Agreement, forfeit the security deposit, and get the premises vacated if the Lessee:
 - a) Breaches any of its obligations under the Agreement or the terms and conditions.
 - b) Misuses the premises and failed to maintain cleanliness.
 - c) sublets the premises;
 - d) makes any structural changes without prior approval in writing from the Lessor
 - e) or installs such appliances, or conduct such activity or business, which may cause structural damages
 - f) causes damages to the property either intentionally or negligently;
 - g) if found to be blacklisted by any other Government entity, and
 - h) Fails to deposit rent for **two months**.
 - i) **The lessor may terminate the agreement if provisions of the agreement are violated by the tenant.**
- xviii. The Lessor may also terminate the Agreement and get the premises vacated if the premises are required by it for its own use by giving a notice of 90 days.
- xix. In case of non-vacation of the premises by Lessee after expiry or termination of the Tenancy agreement. The department will be entitled to get **double** of the monthly rent for **two months**, and **four times** of the monthly rent thereafter from the Lessee, for the use and occupation of the premises by the Lessee besides taking legal action.

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- xx. The contract shall be terminated if he makes default for payment of rent upto two months. Additionally penalty @1% per day of the outstanding rent shall also be recovered from the tenant..
- xxi. The Lessor may proceed against the tenants for violating any or all of the terms and conditions of this agreement, under the following rules, apart from other applicable rules/laws.
- Section 3 (1 &2) of the Illegal Dispossession Act, 2005.
 - Section 9 of the specific Relief Act 1877.
 - Section 145, 146, and 544-A of the Code of Criminal procedure, 1898.
 - Section 447 of the Pakistan Penal Code.
 - Section 19 of Public Procurement Rules, 2004.
- xxii. The Lessee as well as the Lessor do hereby irrevocably commit themselves not to dispute or raise any objection to the agreed amount of rent and to the terms and conditions throughout the lease period except as hereby agreed.
- xxiii. This Agreement shall be governed by the **Disposal of Public Assets Regulations, 2026 and PPRA rules 2004**, laws of Pakistan, and the Civil Courts of Pakistan shall have exclusive jurisdiction concerning all matters pertaining to or arising from the Agreement.
- xxiv. In case of any dispute the Director General Pakistan Post Office or his nominee will be arbitrator whose decision would be binding on both the parties.
- xxv. Changes in the agreement can be made with mutual consent of both the parties.
- IN WITNESSES WHEREOF the Lessor and the Lessee have executed this Agreement through their authorized representatives at the place and date first above written.

Lessor/ Owner:_____

Tenant:- _____

Asstt. Postmaster General,

CNIC No. - -

Northern Punjab Circle,

Address:- _____

-,
Rawalpindi.

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Witness from lessor:-_____

Witness from tenant:- _____

Divisional Superintendent
Murree Kahuta Division,

Name:-_____

Phone No._____

CNIC No._____

Address:-_____

Witness from lessor:-_____

Witness from tenant:- _____

Sr. Postmaster,

Name:-_____

Murree GPO.

CNIC No._____

Phone No._____

Address:-_____