



NATIONAL TELECOMMUNICATION CORPORATION

TENDER DOCUMENTS

OF

RENTING OUT OF 1ST FLOOR (AREA: 8230 SQ.FEET)
NTC RHQ BUILDING 6- RACE COURSE ROAD LAHORE

Tender Notice No. DNTC-LH/Renting Bldg/2025-26

Issued to M/s. _____

Date / Time of Submission: _____

Date / Time of Opening: _____

Venue of Tender Opening: _____

Note:*Please check before submission of bid*

- Amount 5% (as per Tender Notice) as bid value in shape of Bank Draft/Pay Order is attached.*
- Indemnity bond (of value Rs.100) has been signed& Attached.*
- Every page of the bid has been signed by the bidder or his representative*
- Certificate of non black listed from any Govt./Semi Govt department is attached.*
- NTN Certificate is attached with copy of CNIC*

INSTRUCTION TO THE BIDDERS

SECTION-I

1. SCOPE OF WORK:

1.1 RENTING OUT OF OPEN SPACE / COVERED SPACE AT NTC MICROWAVE STATION: _____

1.2 Land / Building required for _____

1.3 Following area is required to be rented out as per conditions mentioned below (for the period of 03 Years extendable with mutual consent of both parties) which can be terminated with 03 months prior notice from either side.

S#	Description of Area (Open/Covered/Whole)	Leasable/Available Area (Sq-Ft/kanal)	Offered Rate (per Sq-Ft/kanal) /Per month including all tax	Monthly Rent (in Rs) of Total Area (8230 sq ft) including all tax	Earnest Money @ 5 % of Monthly Bid Value	Tentative / Requisite Business Plan	Bidder Signature
1	Open Area/Covered Area/Whole Compund	8230 Sq.Feet (Approx.) 1 st Floor	Rs. _____ —	Rs. _____ —	Rs. _____ —		
2							

2. PREPARATION OF TENDER / BID DOCUMENTS

2.1 Tender security / earnest money of 5% of monthly Bid Value (refundable) in shape of Bank Draft/Pay Order must be attached with bid.

2.2 Any Bid not accompanied by tender security shall be rejected by the NTC at the time of opening of bid.

2.3 Separate undertaking will be obtained on stamp paper from the tenant for timely payments of advance rent.

2.4 Every page/document of the bid shall be numbered & duly signed by the authorized personal along with the company seal

2.5 The tender security may be forfeited:

- i. If a bidder withdraws his bid during the period of bid validity.
- ii. If the bidder does not accept the correction of his bid price.

- iii. In case of successful bidder, fails to furnish the required advance rent as security or fail to sign the contract as per LOI

3: **VALIDITY OF BID**

- 3.1 Bid shall remain valid for a period of 120 Days from the date of tender opening.

4. **PRICE / RENTAL VALUE**

- 4.1 Prices /lease amount should be quoted in Pak Rupees.
- 4.2 The rate quoted should be firm, final, and clearly written/typed without any ambiguity.
- 4.3 The rental rate mentioned at Section - I (Clause 1.3) are exclusive of Taxes, Right of Way (ROW), NOC, utility charges i.e. Electricity, gas, water, POL, telephone etc, janitorial services charges, commercialization fee, design approval fee etc., which are payable by the Lessee.
- 4.4 Taxes should be applied as per Government rules at the time of payment of rent.

5. **DEADLINE FOR SUBMISSION OF BID**

- 5.1 The bid shall be delivered in person or sent by the registered mail which should reach at the office of **Director NTC Lahore at 06-Race Course Road Lahore.**
- 5.2 Bid should be submitted in sealed envelope having necessary information regarding tender notice till **11:00 Hrs** Dated **02-07-2026** and warning message "DO NOT OPEN BEFORE, Dated **02-07-2026** at **11:30 Hrs.**"
- 5.3 No open, e-mailed or faxed bid will be accepted.
- 5.4 Any bid received by the NTC concerned officer after the date and time of tender submission will be returned unopened to such bidder.

6. **MODIFICATION & WITHDRAWAL OF BID**

- 6.1 Any bidder may modify or withdraw his bid after bid submission provided that written notice of the modification or withdrawal is received by the concerned officer prior to the deadline for submission of bids.
- 6.2 No bid may be modified or withdrawn by a bidder after the deadline for submission of bids.

7. **OPENING OF BID**

- 7.1 The NTC tender opening committee will open the bids at **1130** hours on dated: **02-07-2026** in the presence of bidders representatives who choose to attend at NTC office, 06-Race Course Road Lahore.
- 7.2 The bidder's name, bid prices, any discount, the presence or absence of tender security and such other details as the committee at its discretion may consider appropriate, will be announced at the time of tender opening.
- 7.3 The tender committee will resolve any issue raised by the bidders, on the spot.
- 7.4 The tender committee reserves the right to reject all bids as per Public Procurement Rules, 2004 33(1).

8. **SITE VISIT & SURVEY**

- 8.1 All prospective bidders may carry out physical site survey /visit at their own expenses for clarity purposes and for proper preparation of bid. However, after award of contract, the bidder shall be bound to comply with the RFT & contract terms and conditions.
- 8.2 For survey, prospective bidders may coordinate with Assistant Director A&HR NTC Lahore.

9. **AWARD CRITERIA & NTC'S RIGHT**

- 9.1 The contract will be awarded to substantially responsive highest evaluated bidder, on the basis of high rates and compliance.
- 9.2 The NTC reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to justify the affected bidders of the grounds for the NTC's action.

NOTE: "Any bidder found non-complaint in any of above mentioned conditions will be declared as non responsive and will not be considered for further education proceedings. A bidder once declared "non-responsive" shall not subsequently be made responsive by the NTC"

GENERAL CONDITIONS OF CONTRACT

1. SECURITY

- 1.1.1 Security equal to six months' rent to be deposited at the time of signing of agreement and the same will remain with Lessor and will be returned after taking back possession from lessee and issuance of clearance certificate.

2. LESSEE RESPONSIBILITIES

- 2.1 All payments shall be made subject to deduction of taxes as per the applicable law and shall be on the account of the Leaser. Lessee shall provide original paid challan (3rd copy) to the Leaser immediately after depositing withholding tax.
- 2.2 The lease will arrange electric meter at its own however NTC will issue NOC.
- 2.3 The lessee will arrange security Guard at his own charge and expense.
- 2.4 The Lessee shall permit the Lessor and its agents with or without workmen to enter upon the NTC premises upon 24 hour prior written notice to the lessee and view the condition thereof, and to carry out repairs, alterations, improvements to the NTC Premises or any other parts of the premises. For any defect for which the lessee is liable under this lease, a written notice shall be served on the lessee at the NTC premises.
- 2.5 In carrying out the inspection or repair/maintenance, the lessee's convenience and privacy shall be safeguarded to practicable and responsible extent and the lessee shall not be responsible for any damage or injury caused to the Lessor or its agent(s) engaged in the process of such inspections or repairs.
- 2.6 The lessee shall have the right to install or fix additional fixtures and fittings for office use including but not limited to temporary partition, screens, cabinet, storage racks office equipments business machines, telephones, telexes and such other items or equipments deemed necessary by the lessee. Notwithstanding any provision to be contrary in this lease agreement, these fixtures, fittings, installations shall remain the property of the lessee and the lessee shall have the right to remove the same at any time.
- 2.7 Permanent construction is not allowed to the tenant, however, the tenant are only allowed to build a temporary structure at his own cost, which will be non-refundable on expiry of the agreement as per following:

- i. **Roof Slab:** Roof slab may be constructed with pre-cast beams and slab or GI Sheet with Mild steel truss.
 - ii. **Walls:** The walls may be constructed with burnt brick masonry / cement concrete blocks.
 - iii. **Floor:** Plain cement concrete, tiles and tuff pavers. Permanent construction may be allowed case to case basis keeping in view nature of business/ investment involved. The tenant has also submit detailed business plan for analysis of NTC management for seeking approval for permanent construction. Tenant may construct permanent structure as per its requirement and at its own cost without any claim for refund. However the lease shall be bound to hand over the land in original condition at the end of leased period or else the cost of building be paid by NTC if required by NTC after mutual agreement.
- 2.8 The lessee shall also be allowed for storage of food items, utility items through various vendors within the premises rented out.
- 2.9 The Lessee shall not store in the NTC premises arms, except for the use of security guards, any ammunition, or unlawful goods gun powder or any explosive or combustible substance or other dangerous goods and not to place or leave rubbish in the common area of the building.
- 2.10 The tenant must restrain from performing any act or thing which may cause nuisance to the lessor and any other adjoining tenant in the building or permit the same to be used for the purpose of holding a public or political gathering.
- 2.11 The Lessor shall not in any way be responsible or liable for any injury, loss, damage, theft or inconvenience sustained by the lessee or any employee, executive, staff or any other person, visitors by fire, theft, rains, damp, leakage or stopped breakage or bursting of any pipelines etc.
- 2.12 The Lessee shall have the right to put up name plate, logo at a place mutually agreed with the Lessor. Any charges if any shall be borne by the lessee.
- 2.13 The lessee will access the site from the front side along main road. Provision of Gate(s) and remaining fallen / tilted portions of wall of the leased premises will be re-constructed or arrange any other safe guard by lessee without any cost to NTC. The re-constructed wall or safe guard will be property of NTC and lessee will not demolish / damage the same on vacation of site.

- 2.14 Lessee can install a standby Generator, Electric meter, gas meter, water connection and telephone connection for its own requirements at its own risk and these bills payments and cost, after prior approval from the lessor.
- 2.15 Right of Way /permission from any Department in connection with lease business will be obtained by the lessee at his own cost & risk.
- 2.16 The lessee agrees to hand over the vacant possession of the NTC Premises in good and tenable conditions (normal wear & tear excepted) at the time of termination of original lease term or applicable renewal thereof. The lessee shall be responsible to clear all the utility phone bills, electricity, gas and proportionate water bills as of the date of their vacating the NTC Premises. The lessee shall restore the premises to its original condition at the time of vacating the premises as it comes at the time of occupation with normal wear & tear excepted.
- 2.17 The lessee covenants to keep the interior of the NTC Premises including walls, flooring, etc Normal wear and tear and damage caused by the Act of God are, excepted. The lessee shall be responsible for maintenance of the fixtures & fittings provided by the Lessor.
- 2.18 If the NTC premises is partially or totally damaged and becomes wholly untenable by any Act of God, fire or any other causes beyond the lessee's control, such actions rendering the NTC premises incapable of use by Lessee, the Lessee, shall have the right to terminate the lease agreement without claiming any damage compensation and the Lessor shall refund the unutilized advance rent, pro-rated to the nearest month remaining in the terms of this lease or its renewals.
- 2.19 The Lessee shall be allowed access to the premises 24 hours a day / 7 days a week.
- 2.20 That lease shall be subject to renewal on the expiry of the lease term at the sole option of the Lessor on such terms and conditions, determined by the Lessor at the time of renewal.
- 2.21 The Lessee shall not sub-let or assign the lease rights.
3. **EXTENSION OF CONTRACT**
- 3.1 The Contract shall be subject to renewal on the expiry of the lease with consent of lessor on mutual terms and conditions.

3.2 Annual increase in rent will be up to @ 10% of the preceding year rent.

4. **ARBITRATION AND AMICABLE LAW**

4.1 This Agreement shall be governed under Pakistani law and the Courts at ----*-
--- shall have exclusive jurisdiction over any matter that may be referred to a Court under this Agreement.

4.2 In the event that any dispute arises between the Parties under this Agreement, one Party shall issue notice to the other Party to mutually negotiate a resolution to the dispute. If the negotiations fail to resolve the dispute within seven (7) days of receipt of the notice, the dispute shall be referred to the Managing Director, National Telecommunication Corporation (“MD”) or his nominee who shall provide a personal hearing to Contractor and render a decision thereon within a period of thirty (30) days. In the personal hearing conducted pursuant to this clause, the Contractor shall not be represented by a legal practitioner within the meaning of the Legal Practitioners and Bar Councils Act, 1973..

4.3 If the Contractor is aggrieved of the decision of the MD or his nominee rendered under clause (10.2) hereof, the Contractor may refer the dispute to arbitration within thirty (30) days of the date of the decision of the MD or his nominee under the Arbitration Act, 1940 or any law that the Arbitration Act, 1940 is repealed, amended, or modified by at the time of referral of the dispute to arbitration. The arbitration shall be conducted before a Sole Arbitrator to be appointed by the consent of the Parties. The seat and venue of arbitration shall be at the National Telecommunication Corporation Headquarters, Sector G-5/2, Islamabad. The arbitration and the award thereof shall be conducted in the English language.

4.4 The costs and fees of the Sole Arbitrator shall be shared by the Parties equally. A Party shall bear the costs and fees of its legal practitioners and other personnel that a Party engages for the arbitration unless otherwise awarded by the Sole Arbitrator.

* **Name of relevant city (where contract to be signed).**

THE LESSOR HEREBY FURTHER CONVENANTS AND AGREES TO PROVIDE ALL OF THE FOLLOWING SERVICES DURING THE FULL TERM OF THE LEASE OR FOR AS LONG AS THE LESSEE IS OCCUPYING THE LEASED PREMISES:

- a. The Lessor reserves the right to check and make suggestion for the cleaning and upkeep of the NTC premises including kitchenette. If the cleaning is found below the required standards, the Lessor will send notice to the lessee to rectify the same. If the notice is ignored the Lessor shall be entitled to take necessary steps to set things right at the lessee's expense.
- b. All persons employed by the leaser in conjunction with the building or the services herein provided shall be under the supervision and control of the Lessor to whom all complaints about such persons shall be made.
- c. The Leaser will issue NOC for installation of telephone lines and lessee shall be responsible for all chargers/bills of telephone lines.
- d. Corporate social responsibilities shall be abided by both the parties.

INDEMNITY BOND

(On Stamp Paper Of Rs.100)

KNOW ALL MEN BY THESE PRESENTS THAT
I, MR. _____ S/o _____
CNIC _____ Resident of _____

Owner/ Partner/proprietor of M/s _____

Telephone number _____ do hereby solemnly
declare that I have read and understood the terms & conditions for renting of covered space
(8230 Sq. Feet Approx.) at 1st Floor NTC Regional Headquarters Building 6- Race Course
Road Lahore.

I accept these terms & conditions unconditionally and will participate in the tender in
accordance with these terms. I also undertake that I shall **NOT** involve in any litigation in
this matter at any later stage.

CONTRACTOR

Name: _____

CNIC: _____

Signature: _____

Date: _____

Company Name: _____

Office Address: _____

Stamp: _____

Cell.# _____