

TERMS & CONDITIONS

1. The e-bids must be submitted through EPADS **on or before Sep 11, 2026 upto 1100hrs. Bids will be opened on the same day on 1130hrs** in the presence of bidder or their representatives who may choose to attend.
2. The bids will be accepted only through EPADS within the due dates. Bid in hard form (in original) containing all the required documents must also be submitted in sealed envelope at address given below. Furthermore, bids having missing documents, not downloadable, or inaccessible due to technical issues on EPADS will not be accepted.
3. Bidders may submit bids for any of the specified locations. Each location shall be evaluated and awarded separately in accordance with the evaluation criteria specified in the bidding documents. The most advantageous responsive bid for each individual location shall be considered for award.
4. The Procuring Agency has the right to reject any or all bids as per provisions of PPRA Rule(s).
5. Procedure of open competitive bidding will be single stage one envelope in accordance with PPRA Rules 36(a).
6. For Technical requirements, please ensure that the listed requirements in Annexure “C” are provided.
7. For Financial Proposal, please ensure that the listed requirements in Annexure “D” are provided
8. The amount of the bid must be in Pak rupees. The language of the bid is English and alternative bids shall not be considered. The bid validity period shall be 90 days.
9. The rate quoted shall correspond to 100% of the requirements specified in Annexure-B and must remain valid for 12 months.
10. Bids must be inclusive of all applicable taxes and the same will be deducted as per prevailing rules of FBR.
11. In light of PPRA Rule 18, NESPAK shall disqualify Landlords/Owners/Property Agents, if it finds at any time that the information submitted by the Landlords/Owners/Property Agents is false and materially inaccurate.
12. The building being offered must be free of encumbrances and from all types of litigation.
13. Previous utilities bills of the building must be paid by the Landlords/Owners/Property Agents prior to signing of lease agreement.
14. Bidders should clearly mention total Sqft. area of the house, location, complete address, monthly rent, and detail of other facilities like availability of water, electricity, gas etc. Landlords/Owners/Property Agents complete name, address, CNIC number and contact number.
15. The most advantageous bidder who fulfills technical requirements as mentioned in Annex-C shall be engaged in an agreement. The successful bidder will sign a formal contract with NESPAK, which shall be based on the terms and conditions in this document, PPRA contractual guidelines and NESPAK's contractual requirements.
16. The Lease may be extended for the second (2nd) and third (3rd) years, subject to the mutual agreement of the Parties and continuation of the terms and conditions of this Agreement. The monthly rent for the second (2nd) year shall be increased by ten percent (10%) over the monthly rent agreed for the first (1st) year, and the monthly rent for the third (3rd) year shall be increased by twenty percent (20%) over the monthly rent agreed for the first (1st) year.
17. Property Agent's commission(s) if any will be paid by the owner of the building.

For any query, please contact Admin Department on Telephone No. 051-9007422 during office hours.

Administration (Procurement)
NESPAK Islamabad
NESPAK House, 3rd Floor, Sector G-5/2