



INVITATION TO BID

RENTING-OUT OF 02 FLOORS (FOR OFFICE USE ONLY)
OF PMA BUILDING OF PAKISTAN METROBUS SYSTEM
(PMBS) LOCATED AT HAIDER ROAD, OPPOSITE
MILLENNIUM MARQUEE, SADDAR, RAWALPINDI



PMA invites Sealed Bids for Renting-out 02 Floors (for office use only) of PMA Building of Pakistan Metrobus System (PMBS) Command and Control Centre (CCC) Located at Haider Road, Opposite Millennium Marquee, Saddar, Rawalpindi from prospective bidders i.e. companies/ firms/ departments/ banks, etc. The Bids shall be received as per **single stage - single envelope procedure**.

Sr. No.	Description of Building Floor	Covered Area (Sq.ft.)	Rate Per month per Sq.ft. (in PKR)	Base Rent Per month per Sq. ft. (in PKR)	Remarks
1.	3rd Floor	4,170	250	1,042,500/-	Reserve Price estimates are exclusive of all applicable taxes.
2.	3rd Floor	4,802		1,200,500/-	

1. The Bidding documents carrying all details can be downloaded from PMA's website <http://pma.punjab.gov.pk>.
2. A clarification meeting is scheduled at **1100 Hours on 2nd September, 2025** at PMA office (address given below) for the prospective bidders who wish to attend.
3. All Bids must be accompanied by a Bid Security of **PKR 100,000 per floor** in the form of CDR/Bank Guarantee / Demand Draft / Pay Order issued by a scheduled bank regulated by State Bank of Pakistan in the name of "**MASSTRANSIT AUTHORITY NON-FARE REVENUE (NFR) FUND ACCOUNT**".
4. A bidder can bid for one or more floor along with additional Bid Security as mentioned in Para-3 above.
5. Bid Security will be returned to the unsuccessful bidders after completion of the bidding process.
6. Bids must be delivered to the address given below on or before **10th September, 2025 at 1500 Hours**.
7. Late bids shall be rejected.
8. The bids will be opened on **10th September, 2025 at 1530 Hours** at the address given below in the presence of the representatives of the bidders who wish to be present.
9. PMA will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of Bids.
10. In case of official holiday on the day of submission, next working day will be treated as closing date with the same submission time indicated are Para-6 above.
11. PMA reserves the right to cancel the bidding process at any time prior to the acceptance of a proposal.

SECRETARY

PUNJAB MASSTRANSIT AUTHORITY (PMA)

5th Floor, Arfa Karim Software Technology Park, Main Ferozpur Road, Lahore, Pakistan
Phone: 0345-1112929, URL: www.pma.punjab.gov.pk

IPL No. 4277

RENT AGREEMENT

RENTING-OUT 02 FLOORS (FOR OFFICE USE ONLY) OF PMA
BUILDING OF PAKISTAN METROBUS SYSTEM (PMBS)
LOCATED AT HAIDER ROAD, OPPOSITE MILLENNIUM
MARQUEE, SADDAR, RAWALPINDI



PUNJAB MASSTRANSIT AUTHORITY (PMA)

Government of the Punjab

5th Floor, Arfa Karim Software Technology Park, Main Ferozpur
Road, Lahore, Pakistan

Phone: 0345-1112329, URL: www.pma.punjab.gov.pk

August 2025

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Section-I: Invitation to Bids



1.1 INVITATION TO BID



RENTING-OUT OF 02 FLOORS (FOR OFFICE USE ONLY) OF PMA BUILDING OF PAKISTAN METROBUS SYSTEM (PMBS) LOCATED AT HAIDER ROAD, OPPOSITE MILLENNIUM MARQUEE, SADDAR, RAWALPINDI

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SECRETARY

PUNJAB MASSTRANSIT AUTHORITY (PMA)

5th Floor, Arfa Karim Software Technology Park, Main Ferozepur Road, Lahore, Pakistan

Phone: 0345-1112929, URL: www.pma.punjab.gov.pk

Section-II: Rent Agreement

2.1 RENT AGREEMENT

THIS AGREEMENT is made at Lahore, on this ___ day of _____, _____ (hereafter referred to as “**Agreement**”) by and between:

Punjab Masstransit Authority (PMA) through its Secretary having its Administration Office at 5th Floor, Arfa Software Technology Park (ASTP), 346-B, Main Ferozpur Road, Lahore (hereinafter referred to as the “**Owner**”, which expression shall, where the context so permits include its successors-in-interest and assigns).

AND

M/s _____ through its _____
Mr./Mrs _____, hereinafter called the “**Tenant**” (which expression shall unless repugnant to the contents and context hereof be deemed to include its successors-in-interest, assigns and nominees etc.).
(The Owner and the Tenant are hereinafter collectively referred to as the “**Parties**”)

WHEREAS

The Punjab Masstransit Authority is the exclusive and the absolute owner-in-possession of the immovable property, situated at Haider Road, Opposite Millennium Marquee, Saddar, Rawalpindi named as **PMA Building of Pakistan Metrobus System (PMBS)**.

(hereinafter referred to as BUILDING).

- A. The Tenant has requested the Owner to allow it to use a space measuring ___ Sq. ft. (Floor No. ____). (hereinafter referred to as the "Premises").
- B. The Owner has agreed to allow the Tenant to use the Premises, and the Tenant has agreed to use the Premises, for the period, rent and purpose, and subject to the terms and conditions hereinafter mentioned.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In consideration of the rent hereby agreed and the Tenant covenants hereinafter mentioned, the Owner hereby allows the Tenant to use the Premises along with the use and enjoyment of common passages, entrances, stair cases, landings, janitorial services, security services and lighting of the common areas, operation of elevators, water supply and air-conditioning for ___ to ___ hours (10 hours), for an initial period of Three (03) years extendable up to the years further on mutual consent, commencing from DATE and ending on DATE both dates inclusive at a monthly rent of PKR. _____/- (Rupees _____ Only) at the rate of PKR. _____ / Sq. Ft. (Rupees per Sq. Ft.).
2. The Tenant shall pay the Six months’ rent in advance a sum of Rs. _____/- (Rupees: _____ Only) and a Security Deposit amounting to PKR. (equal to rent of six months) /- (Rupees: _____ Only) as soon as the Lease Agreement is fully executed. The Tenant hereby further agrees to pay the rent in advance on six monthly bases within Fifteen (15) days of receiving the invoice generated by the Owner.

3. Every year starting from DATE, the Tenant hereby agrees to pay the Owner the monthly rent at an increase of 10% of monthly rent payable. The outstanding rent, if any, shall be paid by the Tenant accordingly.
4. The Tenant is allowed to use the Premises strictly for his business only and any violation in this regard will lead to termination of agreement and vacation of premises immediately without the refund of security.
5. The Owner does not give the Tenant any estate, right or interest in the Premises and is personal to the Tenant and the Tenant shall not transfer the benefits of this Agreement or sub-let the premises to any other person. However, the Owner shall provide the following facilities to the Tenant:
 - a. The agreed rent includes Air Conditioning and other maintenance charges for normal office working hours i.e. 10 hours between TIME and TIME. The Owner will provide to the Tenant a parking space for 03 cars in the car parking free of charge. The Tenant shall have to pay extra charges if the services for air- conditioning, janitorial, generators, lifts and sui gas etc. are required on Sundays and holidays or beyond the normal working hours.
 - b. A regular three phase metered electric power for the premises and emergency power supply during normal working hours from standby generators, will be made available in the event of non-availability of power from WAPDA. All electricity charges billed by WAPDA as well as standby generator expenses in respect of the Premises shall be payable by the Tenant.
 - c. The additional utility services shall only be provided by the Owner to the Tenant upon receiving a formal request.
6. The Tenant shall not construct any permanent structure on the said premises. Notwithstanding any provision contrary to this Agreement, any fixtures, fittings, installations etc. installed by the Tenant shall remain the Tenant's property and the Tenant shall have the right to remove the same at any time. Upon termination or expiration of Lease Term, Tenant shall vacate and transfer the premises to Owner free and clear of persona effects in as the condition as is at the time of this Agreement considering normal wear and tear.
7. The Owner shall pay, bear and discharge, diligently and promptly, all current and future taxes, levies and other impositions charged with respect to the Premises.

Whereas, the Tenant shall pay all taxes and rents levied on his Business as per the law.

8. The Tenant shall have the right to put up its sign boards, name plates, logo, emblems etc. of prescribed dimensions, with prior approval of the Owner, at designated and pre-approved place of the Premises of BUILDING.
9. The Tenant shall, within forty-eight (48) hours of receiving a written/verbal request by the Owner for the purpose of inspection of the Premises, accommodate such a visit, provided such visit does not affect or interrupt the smooth running of the Business.
10. The Tenant may get a comprehensive insurance of the leased Premises and the contents under this agreement and provide a copy of the Insurance Policy to the Owner within twenty (20) days of the execution of this Agreement.
11. Take prompt and reasonable action for resolution of each complaint – including complaints received from the Owner related to its services or personnel under intimation to the Owner.
12. The Tenant hereby covenants as follows:
 - a. To pay the amount equivalent of Six (6) months' rent as advance and six months' rent as security deposit.
 - b. Not sub-let, sell, dispose of, transfer by way of mortgage, or assign the whole or any part of his right and interest in the Premises.
 - c. To use the Premises in such manner that the same is not damaged, destroyed or negatively affected in any manner whatsoever, and ensure that the premises remain in good condition, save for normal wear and tear.
 - d. Not to cause any nuisance or disturbance to other persons working /present in the Premises or occupants of the adjoining premises.
 - e. To pay all charges at prevailing rate in respect of electricity, telephone, gas and water or any other service availed by the Tenant in the Premises during the period of this Agreement, and provide copy of paid utility bills to the Owner on monthly basis.
 - f. Not to make any alteration, addition or destruction in the structure of the Premises, and/or carry out a work of permanent character therein. However, Tenant is entitled to make certain customizations of the Premises as reasonably required by the Tenant, and as approved by the Owner in advance.

- g. The Tenant shall make reasonable efforts not to harm the legitimate interests of the Owner. Any harm to interests would be considered a potential claim for damages, the cost of reasonable remedial measures as approved by the Owner and supported by 3rd party quotation for remedial works.

13. The Parties hereby agree that:

- i. On the expiry of the term of this Agreement, or its earlier revocation by the Owner, the Tenant shall as promptly as reasonably possible leave the Premises along with any equipment and a person that he has placed/posted in the Premises.
- ii. The Tenant shall request for renewal of the Agreement to the Owner in writing at least Ninety Days (90) before the expiry of this Agreement, if agreed by both the parties, the Agreement may be renewed for another period of three years (03).
- iii. At any time during the period of this Agreement or any extension thereof, the parties may terminate this Agreement, by giving ninety (90) days written notice of such termination.
- iv. The Owner may with mutual consent of the Tenant, at any time, by written notice served on the Tenant, alter and amend this contract.
- v. Notwithstanding anything to the contrary contained in this Agreement, the Owner may, after the first Three (3) years and ten months have elapsed, or if Tenant at any time commits a material breach of this Agreement which goes remedied before expiry of the ninety (90) days written notice period, revoke this Agreement by giving ninety (90) days written notice to the Tenant, and on the expiry of the notice period, this Agreement shall stand terminated provided that in case of a major breach of any part of this Agreement by the Tenant, where such breach is not capable of remedy, the Owner may revoke this Agreement on immediate basis. This clause shall be deemed to be sufficient advance notice of revocation in the case of such breach.
- vi. Security deposit, as mentioned in clause 2 above, will be refunded to the Tenant by the Owner with in sixty (60) days after expiry/termination of the lease agreement and vacation of premises after adjustment/deduction of dues payable by the Tenant.

- vii. If the Tenant fails / delays in performance of any of the obligations, under the Contract / violates any of the payment terms of the Contract, the Owner will have the exclusive right to charge at the rate of 2% per week of defaulted amount on account of rent and any other charges in consequence of the failure. In case of default by Tenant, the Owner has the right to disconnect the services being provided to the Tenant under this contract such as disconnection of utilities.
- viii. The Agreement will be governed and interpreted by and according to the laws of Pakistan. Any disputes or differences arising out of or relating to the interpretation or effect of any term of Agreement, and/or breach of any term of the Agreement shall, unless amicably settled, be referred to the arbitration of two (2) arbitrators, one to be appointed by each party. In the event of either party failing to nominate an arbitrator within seven (7) days from being called upon by the other party through a written notice served by registered AD at the address of the respective parties, the other party may appoint the second arbitrator, and the decision given by the arbitrators shall be final and binding on the Parties. In case of disagreement between the arbitrators, the matter shall be referred to Managing Director PMA whose decision shall be final and binding on the Parties. The venue of arbitration shall be at Lahore.
- ix. The Courts of competent jurisdiction in Lahore shall have exclusive jurisdiction to entertain any dispute or difference arising out of or relating to arbitration under the Agreement which under the law cannot be adjudged upon by the arbitrators.
- x. If intended for the Owner, the notice shall be addressed to: Secretary, PMA

Building

Address:

Lahore

- ix. If intended for the Tenant, the notice shall be addressed to:

M/S _____

Address:

Lahore

14. All expense in respect of the execution and registration of this Agreement shall be borne by the Tenant.

IN WITNESS WHEREOF, the Parties have put their signatures on this Agreement on the day, month and year mentioned above.

Signature: _____

Signature: _____

(Mr. _____)

(Mr. _____)

Secretary, PMA

Director

CNIC No:

CNIC No:

Witnesses:

Signature: _____

Signature: _____

(Mr. _____)

(Mr. _____)

CNIC No:

CNIC No:

2.2 Financial Bid Form/Price Schedule

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid.]

Sr. No.	Description of Building Floor	Covered Area (Sq. ft.)	Offered Rate Per month per Sq. ft. (in PKR)	Total Rent offered Per month "X" (in PKR)	Remarks
1.	3 rd Floor	4,170			Prices are exclusive of all applicable taxes.
2.	4 th Floor	4,802			

Total Bid value "X" (against which a Bid shall be evaluated) in words _____.

Total Bid value "X" (against which a Bid shall be evaluated) in figures _____.

Note:

- In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.
- Highest value of "X" will determine the successful bidder, provided mandatory requirements are met and bidder has qualified technical evaluation successfully.
- The quoted prices are **exclusive of all applicable taxes.**

Stamp & Signature of Bidder _____