

## PIA HOLDING COMPANY LIMITED (PIAHCL)

### REQUEST FOR PROPOSAL FOR LEASE/RENT OF PIAHCL'S COMMERCIAL PROPERTIES

PIA Holding Company Limited (PIAHCL) invites sealed bids from interested individuals, firms, and organizations for the tenancy of vacant office spaces (on partial or whole basis) situated as follows:

| Sr. No. | Property         | Address                                    | Floor                  | Area         |
|---------|------------------|--------------------------------------------|------------------------|--------------|
| 1       | PIA Sales Office | Plot No 65, Ahmed Shah Abdali Road, Multan |                        | 6,000 Sq. Ft |
| 2       | PIA Building     | Block Side, Edgerton Road, Lahore          | 04 <sup>th</sup> Floor | 800 Sq. Ft   |
| 3       |                  | Tower Side, Edgerton Road, Lahore          | Ground Floor           | 1,600 Sq. Ft |
| 4       |                  | Tower Side, Edgerton Road, Lahore          | 04 <sup>th</sup> Floor | 2,472 Sq. Ft |
| 5       |                  | Tower Side, Edgerton Road, Lahore          | 06 <sup>th</sup> Floor | 5,000 Sq. Ft |
| 6       |                  | Tower Side, Edgerton Road, Lahore          | 07 <sup>th</sup> Floor | 4,000 Sq. Ft |
| 7       |                  | Tower Side, Edgerton Road, Lahore          | 08 <sup>th</sup> Floor | 2,500 Sq. Ft |

- Interested parties must submit their bids as per Clause 36(a) of Public Procurement Rules 2004, whereby each bid shall comprise of a single-stage, containing mandatory eligibility documents and financial proposal respectively. These will be received latest by **20-01-2026, 1100 hours** at office of **General Manager Coordination and Portfolio Management, 4<sup>th</sup> floor, PIA Building, AK Fazle Haq Road, Blue Area, Islamabad**. Bids will be opened the same day at **11 30 hours** in the office of the undersigned, in the presence of individuals, firms or their authorized representatives, who may wish to be present.
- The RFP documents can be downloaded from [www.piahcl.com.pk](http://www.piahcl.com.pk) and [www.ppra.org.pk](http://www.ppra.org.pk)
- Bidders are required to submit their proposals electronically through the PPRA E-PADS Portal. In addition to electronic submission, a corresponding hard copy may also be submitted. Hard copy bids must reach latest by 20-01-2026, 11:00 AM at the office of General Manager (Coordination and Portfolio Mgmt, 4th floor, PIA Building, AK Fazle Haq Road, Blue Area, Islamabad).

**General Manager (Coordination & Portfolio Management)**

**4<sup>th</sup> floor, PIA Building, AKM Fazal-e-Haq Road, Blue Area, Islamabad.**

**Contact no: 051-9059435,**

**Email: [gm.assetmgt@piahcl.com.pk](mailto:gm.assetmgt@piahcl.com.pk)**

## TERMS OF REFERENCE (TOR) FOR TENANCY

### 1. Introduction

PIA Holding Company Limited (PIAHCL) aims to foster a transparent, compliant, and mutually beneficial leasing relationship with its tenants/lessees. These Terms of Reference (ToR) delineate the rights, responsibilities, and obligations of tenants occupying PIAHCL properties, ensuring adherence to applicable laws and regulations, and promoting the proper management and utilization of leased assets.

### 2. Objectives

- To ensure tenants comply fully with all legal, regulatory, and contractual obligations related to their occupancy.
- To promote the maintenance and proper use of leased properties.
- To facilitate effective communication and prompt resolution of tenancy-related matters.

### 3. Scope of Tenancy

Tenants/Lessees shall adhere to the following obligations and standards:

#### 1. Use of Premises

- Utilize the rented premises solely for the purpose specified in the tenancy agreement.
- Refrain from subletting, assigning, or otherwise transferring occupancy without prior written consent from PIAHCL.
- Maintain the property in a clean, safe, and well-kept condition, reporting any damages or required repairs on timely basis.

#### 2. Financial Commitments

- Pay rent and all allied charges in accordance with the lease terms lined out in the tenancy agreement.
- Provide any required guarantees, security deposits, or guarantees as stipulated in the lease agreement.
- Comply with procedures regarding rent adjustments, deposits, and other financial obligations.

#### 3. Legal and Regulatory Compliance

- The parties shall abide by all ancillary laws including municipal, local, provincial and federal laws relevant to the occupancy and use of the rented premises.
- Obtain and maintain all necessary permits, licenses, or approvals for lawful occupancy and use.

#### 4. Property Maintenance and Repairs

- Conduct routine maintenance as outlined in the tenancy agreement.
- Notify PIAHCL of major repairs or damages for action.
- Not undertake structural or significant modifications without prior written approval from PIAHCL.

#### 5. Vacation of Premises and Termination

- Comply with notice periods and procedures for lease renewal or termination.
- Vacate the premises in good condition upon expiry or termination of the agreement, respecting all obligations.

### 4. Obligations of PIAHCL

- To ensure that a clear, legally compliant tenancy agreement shall be executed with all supporting documentation.
- Ensure the rented premises are in a condition suitable for occupancy at the commencement of the agreement.
- Facilitate necessary maintenance and repairs within legal and contractual boundaries.
- Respect the rights of tenants and address concerns promptly and professionally.

## **5. Communication and Dispute Resolution**

- Maintain open, professional channels of communication for tenancy matters.
- Report issues, damages, or disputes in a timely manner.
- Engage in good-faith negotiations or arbitration procedures for resolution of disagreements.

## **6. Duration and Renewal of Lease**

- Lease terms shall be specified in the tenancy agreement.
- Renewals shall be considered based on mutual agreement, compliance, and ongoing obligations.

## **7. Submission Requirements for Prospective Tenants**

- Completed tenancy application form, including relevant personal and business details.
- Valid identification, business registration, licenses, and permits.
- Proof of financial capacity or guarantees as required.
- References or creditworthiness documentation, if applicable.
- Any additional documents deemed necessary by PIAHCL

## REQUEST FOR PROPOSAL

### BIDDING DATA SHEET

|    |                                                                         |                                                                                                                                                                                                                                         |
|----|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Name of Tender                                                          | LEASE/RENT OF PIAHCL's IMMOVABLE PROPERTIES                                                                                                                                                                                             |
| 2  | Contact Person of PIAHCL and Address for obtaining & submission of bids | General Manager Coordination and Portfolio Management, 4 <sup>th</sup> floor, PIA Building, AK Fazle Haq Road, Blue Area, Islamabad                                                                                                     |
| 3  | No, of copies of bids                                                   | 01 No. Original                                                                                                                                                                                                                         |
| 4  | Availability of Tender documents RFP                                    | Upto 20 <sup>th</sup> January 2026, at 11:00 am, from the office of General Manager Coordination and Portfolio Management, 4 <sup>th</sup> floor, PIA Building, AK Fazle Haq Road, Blue Area, Islamabad, and PIAHCL's official website. |
| 5  | Bid Submission deadline                                                 | 11.30. a.m. on 20 <sup>th</sup> January 2026                                                                                                                                                                                            |
| 6  | Place of Bid opening                                                    | Office of General Manager Coordination and Portfolio Management, 4 <sup>th</sup> floor, PIA Building, AK Fazle Haq Road, Blue Area, Islamabad                                                                                           |
| 7  | Bidding process                                                         | Single stage single envelope procedure (as per Rule 36(a) of Public Procurement Rules, 2004)                                                                                                                                            |
| 8  | Bid validity                                                            | 120 days                                                                                                                                                                                                                                |
| 9  | Time for availability of premises                                       | At the time of signing of agreement                                                                                                                                                                                                     |
| 10 | Location                                                                | The premises are located at Multan and Lahore                                                                                                                                                                                           |
| 11 | Survey visit date and time                                              | The bidder can visit premises on any working days during office hours. Parties may contact Mr. Shahid Raza on 051-9059435                                                                                                               |
| 12 | Participation                                                           | Every Pakistani company individual/firm can Participate in the tender proceeding except defaulter/blacklisted of any government Department.                                                                                             |
| 13 | Agent Fees                                                              | No fees will be paid to any agent                                                                                                                                                                                                       |

#### 1. Instruction to Bidder

##### 1.1. Corresponding Address

**Mailing address:** Office of General Manager Coordination and Portfolio Mgmt, 4<sup>th</sup> floor, PIA Building, AK Fazle Haq Road, Blue Area, Islamabad.

**Email:** [gm.assetmgt@piahcl.com.pk](mailto:gm.assetmgt@piahcl.com.pk)

##### 1.2. Eligible Bidders (Mandatory)

All the bidders duly incorporated and based in Pakistan governed by rule, laws and statutes of Government of Pakistan and registered with FBR shall be eligible.

#### Preparation of Bids

##### 1.3.1. Bidding process

Notice Inviting Tenders and bidding documents of this method shall contain the following eligibility criteria/responsiveness:

- Each bid shall comprise a single envelope containing both the required documents and financial proposals.
- All bids received shall be opened and evaluated in the manner prescribed in the Request for Proposal.

### **1.3.2. Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of its bid and the Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **1.3.3. Language of Bid**

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidders and PIAHCL shall be in English language.

### **1.3.4. Bid Currency**

All prices quoted must be in Pak Rupees.

## **2. Submissions of Bids**

Submission of bids through the PPRA e-PADS portal shall be mandatory. Hard copy submission, where required, shall be supplementary only and shall not be accepted in lieu of electronic submission through e-PADS. Bids not submitted in compliance with the e-PADS requirements shall be declared non-responsive.

## **3. Late Bids**

Any bid received after the stipulated date and time for submission, for any reason whatsoever, shall not be entertained and shall be rejected.

## **4. Number of Copies of Bid(s)**

One (01) original.

## **5. Cancellation of Bidding Process**

- i. PIAHCL may cancel the bidding process at any time prior to the acceptance of a bid or proposal, in accordance with Public Procurement Rules; and
- ii. PIAHCL shall incur no liability towards the bidders as per Public Procurement Rules.

## **6. Opening of Bids**

Bids shall be opened in the presence of Bidders' designated representatives who choose to attend, at the time, date, and location stipulated in the Bid Data Sheet. The Bidders' representatives shall bear identification and authorization documents issued by the Bidder. The Bidders' representatives who are present shall sign a register evidencing their attendance; The Procurement & Evaluation Committee shall open the bid envelope sign the first page of the submitted bid(s) marked as "ORIGINAL". The Procurement & Evaluation Committee shall then declare the Bid opening proceedings ended and shall dismiss the Bidders' representatives present; at the opening of each bid, the Procurement & Evaluation Committee shall announce the Bidders' names and any other details that it may consider appropriate. The Procurement & Evaluation Committee shall then proceed to the evaluation of the Bids.

## **7. Award Criteria**

Submission of a bid shall be deemed as acceptance in principle of PIAHCL's standard Tenancy / Rent Agreement, subject to execution upon award. No material deviation shall be permissible at the post-award stage.

## 8. Grievance Redressal

Any grievance or complaint arising during the bidding process shall be dealt with strictly in accordance with the applicable provisions of the Public Procurement Rules, 2004.

## 9. Letter of Award

Prior to the expiration of the validity period of Bid, the Authority shall notify the Successful Bidder in writing that its Bid has been accepted by the Authority (the Letter of Award).

## 10. Signing of Contract

The Successful Bidder shall sign the Rent Agreement.

## 11. Eligibility / Responsiveness Criteria (Mandatory)

Bids shall be evaluated on a **Responsive / Non-Responsive**. Only bidders meeting **all mandatory eligibility requirements** shall be declared responsive and considered for financial evaluation.

Bidders shall be required to furnish the following documents with their bid:

- i) Profile of the Company / Firm / Individual;
- ii) Valid registration / incorporation documents (SECP certificate, where applicable) or CNIC (for individuals);
- iii) Proof of NTN and Active Taxpayer List (ATL) status issued by FBR;
- iv) Proof of financial capacity, in the form of any one of the following:
  - a. Bank statement for the last three (03) months along with Bank support letter; or
  - b. Audited financial statements (for companies / firms) along with Accountant's certificate confirming financial standing;
- v) Undertaking / affidavit on judicial stamp paper of PKR 500/- confirming that the bidder is not blacklisted by any Government, Semi-Government organization, PPRA, or financial institution, and is not involved in any litigation that may affect eligibility (Annexure-I);
- vi) Nomination of authorized person along with CNIC and authority letter, where applicable.

**12. The Financial Proposal:**

1. The Bidder shall quote the area required for rent and the quoted rent per square foot in the right column.
2. The quoted rent per square foot must be inclusive of all taxes.
3. The highest rent per square foot quoted by the bidders shall be considered for the following properties on whole or partial basis:

| <b>Sr. No.</b> | <b>Property</b>  | <b>Address</b>                             | <b>Floor</b>                 | <b>Area</b>  | <b>QUOTED RENT PER SQ. FT. (PKR)</b> |
|----------------|------------------|--------------------------------------------|------------------------------|--------------|--------------------------------------|
| 1              | PIA Sales Office | Plot No 65, Ahmed Shah Abdali Road, Multan |                              | 6,000 Sq. Ft |                                      |
| 2              | PIA Building     | Block Side, Edgerton Road, Lahore          | <b>04<sup>th</sup> Floor</b> | 800 Sq. Ft   |                                      |
| 3              |                  | Tower Side, Edgerton Road, Lahore          | <b>Ground Floor</b>          | 1,600 Sq. Ft |                                      |
| 4              |                  | Tower Side, Edgerton Road, Lahore          | <b>04<sup>th</sup> Floor</b> | 2,472 Sq. Ft |                                      |
| 5              |                  | Tower Side, Edgerton Road, Lahore          | <b>06<sup>th</sup> Floor</b> | 5,000 Sq. Ft |                                      |
| 6              |                  | Tower Side, Edgerton Road, Lahore          | <b>07<sup>th</sup> Floor</b> | 4,000 Sq. Ft |                                      |
| 7              |                  | Tower Side, Edgerton Road, Lahore          | <b>08<sup>th</sup> Floor</b> | 2,500 Sq. Ft |                                      |

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp: \_\_\_\_\_

## APPLICATION FORM FOR TENANCY OF PIAHCL'S OFFICE SPACES

Tender Reference No: PIAHCL/RNT/001

### 1. Applicant Details

Name of Individual / Firm / Organization: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_

Alternate Contact No: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. Business Profile

NTN No.: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

### 3. Details of Authorized representative/focal person (if any)

Name: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Designation/Relationship: \_\_\_\_\_

Contact No: \_\_\_\_\_

### 4. Declaration

I/We hereby confirm that the information provided is true and correct. I/We agree to abide by all terms and conditions of the RFP and PIAHCL's tenancy agreement.

Signature & Stamp: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Attachments:

1. Single combined proposal comprising:
  - a. Documents to meet Eligibly Requirements (including undertaking on judicial stamp paper of PKR 500/-); and
  - b. Financial proposal;both enclosed in one sealed envelope



**(ANNEXURE- 'I')**

**UNDERTAKING / AFFIDAVIT**

***(ON JUDICIAL STAMP PAPER OF PKR 500/-)***

I/We, \_\_\_\_\_ CNIC No. \_\_\_\_\_ representing M/s \_\_\_\_\_ (Firm/Company), having registered office/address at \_\_\_\_\_, do hereby solemnly declare and undertake as under:

1. That I/our firm/company, its directors, partners, and authorized representatives:

- a. Have never been convicted of any crime, fraud, forgery, corruption, money laundering, or any unlawful activity.
- b. Presently not blacklisted, debarred, or suspended by any Government Department, Semi-Government Organization, Regulatory Authority, Public Sector Entity, or private organization under any applicable laws, including the Public Procurement Regulatory Authority (PPRA) Rules, 2004.
- c. Are not in conflict with Government institutions, PIAHCL, or any of their subsidiaries/affiliates, and have no pending litigation or disputes which may affect our eligibility to participate in this bidding process.

2. That all information, documents, and statements submitted with our bid are true, complete, and correct to the best of our knowledge and belief.

3. That in case of any misrepresentation, false information, concealment of facts, or violation of this declaration, PIAHCL shall have the right to reject our bid and take any legal or administrative action under the applicable rules and laws of Pakistan.

Authorized Signatory: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company/Firm: \_\_\_\_\_

Date: \_\_\_\_\_

Official Stamp/Seal:

## **AGREEMENT OF TENANCY**

THIS AGREEMENT of Tenancy is made at Islamabad on \_\_\_\_\_.

### **BETWEEN**

**M/s PIA Holding Company Limited**, having its registered address at 4<sup>th</sup> Floor, PIA Building, 49-A. K. Fazal e Haq Road Blue Area , Islamabad, through its **General Manager Asset Management** (hereinafter referred to as the **Landlord**) of the one part.

### **AND**

**M/s** \_\_\_\_\_ having its office \_\_\_\_\_, through its \_\_\_\_\_ (hereinafter referred as the **Tenant**) of the other part.

The expressions Landlord and Tenant wherever the Context so permits shall also mean and include the successors, assigns and administrators.

The Landlord and the Tenant are hereinafter collectively referred to as the “Parties” and each individually as the “Party”.

WHEREAS the Landlord is the sole and exclusive owner of the premises i. e. office situated at \_\_\_\_\_ and has agreed to give on Rent the said premises to the Tenant hereunder (hereinafter referred to as the “Rented Premises”) and the Tenant agreed to take on rent the rented premises on the terms and conditions hereinafter appearing.

### **NOW THIS DEED WITNESSETH AS FOLLOWS:**

1. The Landlord has agreed to charge rent for the rented premises along with the use of designated passages, entrance, stairs cases landing etc.
2. The Agreement shall be **effective from** \_\_\_\_\_ and shall **terminate on** \_\_\_\_\_. The **rent of the rented premises shall be** \_\_\_\_\_ per month, inclusive of Taxes/ Duties, for total area measuring \_\_\_\_\_ for a **period of** \_\_\_\_\_ **years**. Security deposit of Rs. \_\_\_\_\_ shall be furnished in advance by the Tenant at the time of signing the agreement. All associated charges (utilities/common space) will be charged as per Annex ‘A’. Three months’ advance rent shall be deposited by the Tenant not later than 10<sup>th</sup> day of every month. A \_\_\_\_\_ % increase in rent shall be applicable after every \_\_\_\_\_ year(s). The possession of the rented

premises shall remain subject to (1) furnishing the amount of Security and (2) payment of advance monthly Rent for three months.

3. The rent would be deposited in the bank account of the Landlord **No.** \_\_\_\_\_ maintained in \_\_\_\_\_ located at \_\_\_\_\_.
4. The Tenant may apply for the renewal of the Agreement three months prior to the date of the expiry thereof. The Landlord shall not be liable to respond any such request and/or application, and shall remain entitled to, out of its discretion, renew the agreement subject to its requirements and on such terms and condition as may be mutually agreed upon or otherwise. Provided, if no such agreement is reached between the parties the Tenant shall deliver the peaceful, uninterrupted, vacant possession at the expiry of this Agreement.
5. The rent mentioned hereinabove includes all taxes, cess, and levies, imposed by local governmental authorities. The Tenant shall pay the electricity charges to the Landlord consumed as per sub-meter installed for/on the rented premises. However, for the avoidance of doubt in any case, Landlord shall only be liable to pay any tax and/or levy imposed on the rented premises under the applicable laws.
6. At the time of commencement of the Agreement the rented premises' plumbing, sanitation and electrical installation are structurally sound, serviceable and the rented premises is in perfect and suitable condition, if any damage or loss is caused to the structure, fitting, sanitary, plumbing etc., by Tenant, its officer, employee, agent, client or any third party, Tenant shall bear all the cost involved in the repair of such damage or loss.
7. The Tenant also covenants that the premises shall not be used for any other purpose except the normal business of the Tenant. The Tenant also covenants that the rented premises shall not be used in such a way that it causes nuisance or hindrance for the Landlord, any of its agents, other occupants or any third party.
8. The Tenant hereby irrevocably and unconditionally agrees to indemnify the Landlord (including its directors, employees, agents, representatives and other officers) from and against all suits, claims, (including attorney's fee) damages, liabilities, losses, costs and expenses, whether direct or indirect, arising out of or resulting from any violations, breach and disregard of the terms of this agreement, covenants, representations and warranties agreed and made by the Tenant under this Agreement or from any intentional or negligent act or omission by the Tenant in connection with (a) the performance of the obligations under this Agreement; and/or (b) any claim or dispute or complaint or grievance of any third person against Landlord or to which Landlord is made party to.
9. The Tenant shall permit the Landlord and its agents to enter upon rented premises during the office hours or any other time with prior reasonable intimation to the Tenant and view the condition thereof and to view whether any repair, alteration, improvement to the rented premises or any other part of the building is / will be required. In carrying out the inspection or repair / maintenance, the Tenant convenience and privacy shall be safeguarded to practicable and reasonable extent.
10. The Tenant shall have right to install or fix additional fixture and fitting for its use including temporary partitions, screens, cabinets, storage racks, office equipment, business machines, telephone, telex and other items or equipment deemed necessary by the Tenant provided that such installation etc. cause no damage whatsoever to the rented premises or the building and further that the Tenant shall obtain permission in writing from the Landlord while installing Air conditioning units notwithstanding any provision to the contrary to this Agreement these fixture and fitting installation etc. installed by the Tenant shall remain the Tenant's property and Tenant shall have the right to remove the same at any time. All alterations, installations, additions and improvement made and installed by the Tenant upon and in the rented premises which are of permanent nature and which cannot be removed shall be surrendered with the rented premises as a part thereof, at the end of the term of this Agreement or any renewal or termination thereof the Tenant may at his option required permanent fixture to be removed and the Tenant shall on or before the last day of the Agreement or its renewals, or restore the said premises to its original conditions normal wear and tear damage beyond the Tenant's reasonable control is however expected.
11. The Tenant shall use the rented premises for the specific purposes for which it has been acquired. Tenant shall not use the premises for any unlawful or political purpose and shall not permit any act or thing which cause nuisance to any occupant tenant or adjoining building or permit the same to be used for the purpose of holding a public or political gathering.

12. Tenant shall not do or permit anything to be done, whereby the policy or policies of insurance against damage by fire on the rented premises or the building may become voidable or whereby the premium thereof may be increased. The premium and all expenses incurred by them in or about any renewal of such policies rendered necessary by any deliberate breach or willful non observance of this convenience without prejudice to other right of the Landlord. It is hereby agreed that the Landlord shall upon commencement of this Agreement notify the Tenant as to the relevant term of all insurance policies for Tenant to be observed including amendment made there to from time to time.
13. Tenant shall not sublet the Rented Premises or any part thereof of the rented premises without the prior written consent of the Landlord. Notwithstanding the above, if either party for any reason whatsoever during the term of this Agreement or renewal thereof, wishes to terminate the Agreement shall give a notice in writing (through registered mail or generally accepted electronic means of communication duly acknowledged by the other party) of not less than 60 days. Upon termination of the Agreement specified hereinabove, the Tenant shall handover the vacant, uninterrupted peaceful possession of the rented premises to the Landlord in same condition and state in which it was originally acquired by the Tenant upon commencement of this Agreement.
14. Any failure by the Landlord or the Tenant to insist upon the strict performance of any covenant in the Agreement shall not be considered as a waiver of the concerned party right to enforce strict performance thereof.
15. The Tenant shall abide by all the municipal and government rules regarding building and related affair made applicable from time to time, relating to the maintenance services of the rented premises and the entire building. The Tenant shall also abide by the instructions and rules indicated by the Landlord in writing from time to time relating to the usage of common facilities and its maintenance and services.
16. The Landlord hereby covenant with the Tenant that Tenant performing their obligations hereunder shall peacefully enjoy the possession of rented premises without any interruption from the Landlord or any other person.
17. The Tenant shall observe and follow the security measures (if any) taken and enforced by the Landlord from time to time and would not object to the process of identification of clients, visitors or employee of the Tenant. Failure to comply with the instructions, may result in refusal of entry of such visitors by the security personnel.
18. If the Landlord sells, transfer, assigns, bequeath, mortgages or in any manner transfer ownership or control of the rented premises, then the full terms and conditions and option of this Agreement shall remain in effect for full period of the lease and / or renewal thereto.
19. The Tenant shall all times during the period of this Agreement, keep the rented premises at his own cost and expenses, including sanitary fittings such as WC basin, urinal etc., in good tenantable state and conditions to the satisfactions of the Landlord and carryout repair work which shall be necessary to keep the rented premises in good conditions and in the event of the Tenant fails to carry out such repair work within 15 days after notice by the Landlord, the Landlord shall have the right to evict the Tenant and to carry out necessary repairs and/or works at the cost of the Tenant and deduct the full cost (including supervisor, and/or departmental expenses) from any sum due to the Landlord under this agreement without prejudice to any other rights and remedies of the Landlord to terminate the Agreement for such failure on the part of the Tenant, provided further that wherein the option of the Landlord or it's duly accredited representative, any immediate execution of repair is required in order to safeguard the rented premises or the safety or the health of the occupants hereof, the Landlord shall be at liberty to execute such repairs without any notification to the Tenant at the cost and expenses of the Tenant. The Landlord shall thereof recover the cost from any sum due to the Landlord under this Agreement or otherwise through lawful means.
20. In the event of any dispute arising between the parties hitherto relating to arising out of and in connection with this agreement, such dispute shall be referred to the arbitration of CEO PIAHCL or his nominee and the award of the arbitrator shall be final and binding upon the parties.
21. Any notice required to be given under this Agreement shall be in writing to be served through registered post or through the generally accepted electronic means of communication. Such notice shall be served with proper address to the other party and delivered to their following addresses:

| A) M/s PIA Holding Company Limited                                                                                                                                                                                                     | B) M/s |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| General Manager<br>Coordination & Portfolio<br>Management<br>PIA Holding Company Head<br>Office.<br>4 <sup>th</sup> Floor, PIA Building, 49<br>A. K. Fazal e Haq Road, Blue Area.<br>Islamabad.<br>Email:<br>gm.assetmgt@piahcl.com.pk |        |

The parties shall be liable to update the addresses in case of any change of addresses and inform each other in such case. In case no correspondence for the change of address is made, the parties shall continue to make the correspondence on the address provided hereinabove. The format of integrity pat is attached as Annexure-‘B’ to be signed by both parties and shall remain and integral part of this agreement.

IN WITNESS WHEREOF, the parties have hereunder set their hands the day and year first above written

**For and on behalf of PIA Holding  
Company Limited**

**For and on behalf of M/s**

\_\_\_\_\_  
**(LANDLORD)**

\_\_\_\_\_  
**(TENANT)**

GM Asset Management  
PIAHCL

|  |  |  |
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**IN THE PRESENCE OF**

**WITNESS 1.**

**WITNESS 1.**

\_\_\_\_\_

\_\_\_\_\_

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|--|--|--|

**WITNESS 2.**

**WITNESS 2.**

\_\_\_\_\_

\_\_\_\_\_

**Allied Charges (Common Usage)**

| Item                                  | Charge                                                                                                                                                                       |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Electricity Bill                      | Actual units consumed as per sub meter (in case a separate meter is not installed). Govt. taxes/charges/adjustments to be divided proportionally as per monthly consumption. |
| Electricity Service Charges           | Additionally, common usage (building lighting etc.) bill and Govt. taxes/charges/adjustments to be divided proportionally as per monthly consumption.                        |
| Water Bill                            | Total bill divided proportionally as per occupied/rented area.                                                                                                               |
| Gas Bill                              | Total bill divided proportionally as per occupied/rented area.                                                                                                               |
| Lift                                  | Fixed charges of Rs. _____                                                                                                                                                   |
| Stair                                 | Fixed charges of Rs. _____                                                                                                                                                   |
| Security (in case provided by PIAHCL) | Fixed charges of Rs. _____                                                                                                                                                   |
| Maintenance                           | Fixed charges of Rs. _____                                                                                                                                                   |

➤ The fixed charges will be revised @ actual.

**INTEGRITY PACT / DISCLOSURE CLAUSE**  
**DECLARATION OF FEE, COMMISSION AND BROKERAGE ETC PAYABLE BY THE CONTRACTOR & SERVICE PROVIDERS**

The contractor hereby declares its intention not to obtain the procurement of any contract, right interest, privilege or other obligation or benefit from Government of Pakistan or any administrative sub-division or agency thereof or any other entity owned or controlled by it (GOP) through any corrupt business practice.

Without limiting the generality of the forgoing the contractor represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever from Government of Pakistan, except that which has been expressly declared pursuant hereto.

The contractor certifies that it has made and will make full disclosure of all agreements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall without prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument, be voidable at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by GoP in this regard, the contractor agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in any amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from government of Pakistan.

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**Buyer / Agency**

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**Supplier / Contractor**