

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 th 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 11 th September 2025, at 11:00 am, from the office of General Manager Coordination and Portfolio Management, 4 th floor, PIA Building, AK Fazle Haq Road, Blue Area, Islamabad, and PIAHCL's official website.
5	Bid Submission deadline	11.30. a.m. on 11 th September 2025
6	Place of Bid opening	Office of General Manager Coordination and Portfolio Management, 4 th floor, PIA Building, AK Fazle Haq Road, Blue Area, Islamabad
7	Bidding process	Single stage two envelope procedure
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 Management, 4th floor, PIA Building, AK Fazle Haq Road, Blue Area, Islamabad.

Email: 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:

- Each bid shall comprise single stage containing the technical & financial proposals in separate envelopes.
- 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. Late Bids

Any Bid received by PIAHCL after the Bid Submission Deadline for any reason will be rejected and returned unopened to the Bidder.

3. Number of Copies of Bid(s)

One (01) original.

4. 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 PPRA Rule; and
- ii. PIAHCL shall incur no liability towards the bidders as per PPRA Rules.

Opening and Evaluation of Bids

5. 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 envelopes 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.

6. Award Criteria

PIAHCL shall execute Rent Agreement with the Successful Bidder who's bid has been determined to be substantially responsive and most advantageous bid.

7. PIAHCL's Right to Accept or Reject

PIAHCL may, in its sole discretion,

- i. accept any Bid;
- ii. reject any Bid;
- iii. annul the Bidding Process and reject all Bid; or
- iv. annul the Bidding Process and commence a new process.

8. 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).

9. Signing of Contract

The Successful Bidder shall sign the Rent Agreement.

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. Technical proposal (including undertaking on judicial stamp paper of PKR 500/-).
2. Financial proposal (to be submitted in a separate, sealed envelope).

Technical Proposal:**Evaluation Criteria:**

Qualification status shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 70 marks score in the overall.

S.No	Attributes	Max Score	Score obtained
1	Company/individual profile	60	
2	Valid NTN and Proof of Active Taxpayer status		
3	CNIC (for individuals)/business registration		
4	Proof of financial capacity (Bank statement for last 3 months or certificate (for individuals)/Audited financial reports (for organizations) or Accountant's letter or Bank's letter		
5	(Mandatory) An affidavit on stamp paper Rs. 500/-stating that the bidder is not blacklisted by any Government/Semi-Government organization/PPRA/Banks, nor are in conflict with Government. Format for affidavit can be downloaded from official website of PIAHCL as well as PPRA, placed as Annexure - I	40	

Name: _____

Designation: _____

Signature: _____

Stamp: _____

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: _____

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:

S.NO	PROPERTY ADDRESS/DETAILS	APPROX. AVAILABLE AREA (SQ FT)	AREA SOUGHT FOR RENT (SQ. FT.)	QUOTED RENT PER SQ. FT. (PKR)
1	PIA SALES OFFICE, PLOT NO 65, AHMED SHAH ABDALI ROAD, MULTAN	6000		
2	02 ND FLOOR, PIA TOWER BUILDING, EDGERTON ROAD, LAHORE	2222		
3	04 TH FLOOR, PIA BUILDING, BLOCK SIDE, EDGERTON ROAD, LAHORE	800		
4	04 TH FLOOR, PIA TOWER BUILDING, EDGERTON ROAD, LAHORE	2528		
5	06 TH FLOOR, PIA TOWER BUILDING, EDGERTON ROAD, LAHORE	5000		
6	07 TH FLOOR, PIA TOWER BUILDING, EDGERTON ROAD, LAHORE	4000		
7	08 TH FLOOR, PIA TOWER BUILDING, EDGERTON ROAD, LAHORE	2500		

Name: _____

Designation: _____

Signature: _____

Stamp: _____