

PUNJAB GOVERNMENT SERVANTS HOUSING FOUNDATION

(PGSHF)



OPEN AUCTION BIDDING DOCUMENT

For

**LEASE OF CONSTRUCTED SHOPS AT PGSH SCHEME RAKH
DHAMIAL, ADIALA ROAD, RAWALPINDI**

*Date of Submission & opening: **January 26, 2026***

Issued to _____ CNIC # _____

Authorized Sign & Stamp

OPEN AUCTION TENDER NOTICE

LEASE OF CONSTRUCTED SHOPS AT PGSH SCHEME RAKH DHAMIAL, ADIALA ROAD, RAWALPINDI

The Punjab Government Servants Housing Foundation (PGSHF) intends to lease out the constructed Shops at its PGSHF Scheme Adiala Road, Rawalpindi through **OPEN AUCTION**, for which applications are invited from the interested persons/parties as per the details given below;

Assets	Area	No.	Location	Reserve Rent	Lease Period
Shops (Constructed)	1 Marla Each	05 (Shop No. 01 to 05)	Main Boulevard near OHR 1	Rs.40,000/ Month/Shop	To be Leased out through open auction for 10 years with 10% annual increase in monthly rent.

- Interested persons/parties can download the tender application forms/ bidding documents from the official website of PPRA or PGSHF separately for each shop immediately after publication of this advertisement.
- All prospective bidders are required to submit separate applications for each Shop up to or on **26.01.2026 at 11:00 AM**, along-with Earnest Money **equal to three-month reserved rent of each asset** in the form of CDR/Bank draft/Pay order favoring "Project Director, Punjab Government Servant Housing Scheme Adiala Road, Rawalpindi". Auction proceedings will be held by the Tender Opening Committee of PGSHF, at Site Office of PGSHS Adiala Road, Rawalpindi on **26.01.2026 at 11:30 AM** in the presence of interested bidders.
- The bids will be announced and accepted through open auction on the above-mentioned date, time & venue, for which the bidders are invited to physically participate in the open auction.
- The earnest money of unsuccessful bidders will be returned after completion of the auction proceedings.
- The interested bidders may download the attached bidding documents to consult the Terms & Conditions and other relevant information on this account.
- Any additional information or detail, if required in this regard, can be sought from the office of the undersigned at any working day during the office hours from 09:00 AM to 04:00 PM.
- The PGSHF may reject all proposals or may cancel all bidding process at any stage before acceptance of any particular proposal under Rule-35 of the PPRA Rules, 2014 (amended up to date).

Project Director,
Punjab Government Servant Housing Scheme, Adiala Road, Rawalpindi.
Contact: 0345-8880980, Email: imran.fiedmc@gmail.com

1. **BIDDING DETAILS (INSTRUCTIONS TO BIDDERS):**

- All prospective bidders are required to submit separate applications for each Shop up to or on **26.01.2026 at 11:00 AM**, along-with Earnest Money **equal to three-month reserved rent of each asset** in the form of CDR/Bank draft/Pay order favoring "Project Director, Punjab Government Servant Housing Scheme Adiala Road, Rawalpindi". Auction proceedings will be held by the Tender Opening Committee, PGSHF at Site Office of PGSHS Adiala Road, Rawalpindi on **26.01.2026 at 11:30 AM** in the presence of interested bidders. In case the last date of bid submission falls in /within the official holidays/ weekends of the Auctioneer, the last date for submission of the bids shall be the next working day.
- Queries of the Bidders (if any) seeking clarifications regarding the specifications of the premise(s) must be received in writing to the Auctioneer and can be sought from the office of the undersigned at any working day during the office hours from 09:00 AM to 04:00 PM. Any query received after said date may not be entertained.
- The bidder shall submit bid which complies with the Bidding Document.
- It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract/Letter of Acceptance awarded under this Bid Process will be entertained by the Auctioneer. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:

Primary Contact

Name: Muhammad Imran
 Designation: Deputy Director (WAM)
 Email: imran.fiedmc@gmail.com
 Contact: 0345-8880980

Secondary Contact

Name: Muhammad Anees
 Designation: Project Director
 Email: anees.pgshf@gmail.com

- Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact, all queries should be communicated via Primary Contact and in writing only. In the case of an urgent situation where Primary Contact cannot be contacted, the bidder may alternatively direct their enquiries through the Secondary Contact.
- Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated (Template is attached).
- The Auctioneer will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

2. **SCOPE OF AUCTION:**

- The Punjab Government Servants Housing Foundation (PGSHF) intends to lease out the constructed Shops at its PGSH Scheme Rakh Dhamial, Adiala Road, Rawalpindi through **OPEN AUCTION**, for which applications are invited from the interested persons/parties as per the details given below.

Assets	Area	No.	Location	Reserve Rent	Lease Period
Shops (Constructed)	1 Marla Each	05 (Shop No. 01 to 05)	Main Boulevard near OHR 1	Rs.40,000/ Month/Shop	To be Leased out through open auction for 10 years with 10% annual increase in monthly rent.

Note: All prospective bidders can participate in a single or more shops. Highest competitive bidder against each shop will be announced separately.

All prospective bidders are required to purchase bidding documents for Rs. 2000/- separately for each shop and submit separate bids (duly signed stamped) for each shop, accompanied by mentioned bid security in the name of "Project Director - Punjab Government Servants Housing Scheme (PGSHS) Adiala Road, Rawalpindi".

3. TERMS AND CONDITIONS:

- 3.1. Only NTN holder individuals, sole proprietors, firms, AOP etc. shall be eligible for participation in the auction.
- 3.2. An affidavit on legal stamp paper (original) shall be provided by the bidder that he / she is not blacklisted from any Government Department.
- 3.3. Highest bidder shall be considered as a successful bidder.
- 3.4. The Auctioneer shall reserve the right to accept or reject the highest bid if the highest bid is lower than the reserve price mentioned in the bidding document.
- 3.5. The whole process of auction will be governed under applicable laws and by Open Auction.
- 3.6. The Auctioneer will hand-over premises/building/infrastructure to the successful bidder without any further renovation/amendment and in the same condition as it was at the time of bidding process.
- 3.7. After completion of contract period or sooner determination of the contract in the event of breach of any of the conditions as mentioned in this document, the premises and the building/structure etc. shall be returned to Auctioneer in same condition as it was initially handed over to successful bidder. In case of any damage to the premises and building/structure etc. or any part thereof (including the fixtures and the fitting therein) is damaged or disfigured the same shall be replaced or repaired by the successful bidder, within such reasonable time and to such extend may be required to the satisfaction of the auctioneer. If the successful bidder fails to carry out the repairs and replacement to the satisfaction of the auctioneer, the auctioneer shall be entitled to carry out such repairs and replacement at the cost of successful bidder, which shall be deducted from the performance security of the successful bidder.
- 3.8. Contract period will be for ten (10) years and can be extended up to three (03) years subject to satisfactory performance of the successful bidder. Extension in the contract period shall be sole prerogative of the Auctioneer. In case of **extension, annual rental will be increased at the rate of 10% per annum as in normal case as well.**
- 3.8.a As the case may be, upon successful completion of the original lease award period, the Foundation will undertake a fresh auction for the next period. It is noted that in case the existing lessee matches the highest auction bid, he/ she shall have the first right of refusal at the highest auction/ bid received.
- 3.9. Successful bidder will be bound to deposit advance rent (as performance security) of the period of Six (06) months of the offered bid value within seven (07) working days after the issuance of acceptance letter. Failing to respond, bid security will be confiscated.
- 3.10. All Government taxes whether Federal or Provincial, duty, levy, if promulgated, will be the responsibility of the successful bidder.
- 3.11. Auctioneer can reject all proposals or may cancel the bidding process at any stage before acceptance of any proposal or may cancel all bidding process at

any stage.

- 3.12. Bid Security / Earnest money will be converted to Performance security and will be refundable only on successful completion of contract, on clearance of all dues including electricity charges and other utilities.
- 3.13. Before acceptance of any proposal, bid security of first three bidders will be withheld and will be returned after successful completion of bidding process.
- 3.14. Auctioneer will have the Authority to supervise all the operations of successful bidder in connection with the contract and may impose suitable penalty on any violation which may include fine or closure of business in case of any act of successful bidder against the standing instructions of the Auctioneer. In case of overcharging, misbehavior with customers or lack of cleanliness at site, encroachments (temporary and permanent), etc. a fine up-to Rs.2,000/- per day shall be imposed on him/her till such time, instructions of auctioneer are to be fully complied.
- 3.15. The successful bidder shall neither sub-let, nor carryout any additional business. In case of violation Auctioneer shall have the Authority to seal the premises forthwith.
- 3.16. In case the Successful bidder desires to abandon his/her business or running the establishment before expiry of the period of contract, he/she shall have to surrender the security deposit (performance security) against this agreement. He/she shall not be entitled for refund of advance payment made to the Authority on any account relating to the contract.
- 3.17. The successful bidder shall have to comply with directions of the Auctioneer in connection with periodic upkeep of by the Successful bidder. He/she shall not cause nuisance to the neighbors or the visiting public.
- 3.18. The successful bidder shall not use any place other than the designated premises/building/infrastructure that as may be allowed by the auctioneer.
- 3.19. The successful bidder shall not use the allocated premises/building, infrastructure for the storage of unlawful goods, ammunition, gun powder or any explosive or combustible substance.
- 3.20. The successful bidder shall not use the allocated premises/building, infrastructure for any unlawful purpose.
- 3.21. The successful bidder shall be responsible for the security and safety of allocated premises and its equipment, stores and such other items.
- 3.22. The successful bidder shall not destroy greenery / plants around surrounding and in case of any harmful act by the successful bidder or his/her Staff, the successful bidder shall be responsible to replace the same at their cost.
- 3.23. Size and design of the board of the establishment shall be approved from Auctioneer.
- 3.24. Annual maintenance in respect of repair, painting, etc. will be carried out by the successful bidder at its own expense.
- 3.25. In case the successful bidder desires to utilize facilities such as electricity,

telephone, water supply, etc, he will have to make his own arrangement for the same by referring directly to the concerned agency for which NOC would be issued by the auctioneer. The successful bidder shall have to clear the bills well in time and maintain record of such payments that can also be checked by auctioneer. The successful bidder will not be provided with any remedy on behalf of these facilities in any court of law.

- 3.26. If the Successful bidder fails to deposit rent within the stipulated date, i.e. 07 days prior to the beginning of the next term contract shall be deemed as cancelled. However the Auctioneer under special circumstances if finds any justification for delay, can condone the same upto 15 days. No condonation shall be made beyond such period and agreement shall remain cancelled. The possession shall be taken over by the Auctioneer after issuance 7 days' notice to the successful bidder so that anything lying inside could be handed over to the successful bidder. In case of failure of successful bidder to join possession proceedings and to receive his stock / article if any lying inside, will be deemed as confiscated and will be disposed of by the Authority as per his own choice without intervention of the court after a period of one month.
- 3.27. If the successful bidder does not pay rent as per schedule, he shall be deemed as willful defaulter of the Auctioneer and the contract shall stand cancelled; the security deposit (performance security) by the Successful bidder shall stand forfeited in favor of the Auctioneer.
- 3.28. The tenure of this agreement shall be ten (10) year extendable upto three (03) years subject to satisfactory performance. **Extension in contract period shall be sole prerogative of the auctioneer.** The Successful bidder hereby undertakes that he shall immediately leave possession of the site on the expiry/termination of contract period, simultaneously handing it over to the Authority or on the expiry of the extended period, if any. If the Successful bidder continues to occupy the project site after expiry of the contract period, he shall be bound to pay rent @ three times the rent of the previous year beside any other remedy available to the Authority.
- 3.29. The Auctioneer reserves the right to shift the allocated area to any other suitable place or dismantle the same to provide space for development as and when required due to unavoidable circumstances in public interest through a written notice with due time.
- 3.30. This contract can be terminated at any stage by the Auctioneer, in case of violation of any of the clauses of this agreement. The Auctioneer can terminate this contract after giving 07 days' notice to the successful bidder to fix the violation/issue, and in case the successful bidder is unable rectify the violation within 03 days, the Auctioneer may terminate this agreement. In which case the security and advance rentals paid by the successful bidder to the Auctioneer under the agreement shall stand forfeited and Auctioneer shall take over possession of the allocated premises/building /infrastructure.

- 3.31. The successful bidder shall solely be responsible for any loss or damage to building/his business at the site of the establishment and the Auctioneer is indemnified to the fullest extent. The Successful bidder shall be responsible for ensuring safety of the visiting public and his own employees and auctioneer shall in no way be responsible for any damage to the life and property of the visiting public or his employees caused by the use for visit to the establishment and the successful bidder hereby indemnifies auctioneer and all its employees against any damage to life and property of the visiting public and his employees.
- 3.32. The successful bidder shall furnish all information regarding its employees / staff deployed at the premises along with attested photocopies of their National Identity Card to the Auctioneer.
- 3.33. All shops shall be used for providing basic amenities/necessities, such as a General Store (Grocery/ Bakery/ Stationery/ Cosmetic), Medical, Fruits/ Vegetables, Butcher, Dairy, Barber and Laundry shops only.
- 3.34. Allottees /residents of PGSHF who are defaulters in payment of user/maintenance charges shall not be allowed to participate in the lease auction unless all outstanding liabilities are cleared in full.
- 3.35. In case of any dispute between the parties including the termination of agreement it shall be referred for arbitration to Executive Director (Engg.), PGSHF (Auctioneer), who will be sole arbitrator his decision shall be binding upon the parties which will not be challenged before any authority whatever that may be.
- 3.36. Any other matter connected with this contract that has not been specified in the aforementioned clauses, shall be dealt with and decided by the Auctioneer after affording opportunity of hearing to the successful bidder. The successful bidder shall abide by such decision and shall not go in litigation against such decision before arbitration.

**PUNJAB GOVERNMENT SERVANTS HOUSING SCHEME ADIALA
ROAD, RAWALPINDI**
Leasing out the Constructed Shops

REGISTRATION FORM

1	Name of Bidder	
2	Father's / Company Name	
3	CNIC / NTN	
4	Address	
5	Mobile / Email	
6	Shop No(s) Interested In	
7	Earnest Money	
8	Mode of Payment (CDR/ Pay Order/Bank Draft)	
Note: Attach copies of CNIC, CDR/ Pay Order/Bank Draft (in original), and other documents.		

Date _____

Signature _____

TERMS & CONDITION OF THE CONTRACT

CONTRACT TITLE

LEASE AGREEMENT

[NAME OF CONTRACTOR]

Dated:

LEASE AGREEMENT

(To be printed on the legal stamp paper of required value for contracts)

This agreement of lease is made at Rawalpindi on _____ day of _____ 2026

BETWEEN

Punjab Government Servants Housing Foundation (PGSHF), 14/A Upper Mall Scheme, Lahore through its Project Director, PGSH Scheme Rawalpindi (hereinafter called the **Landlord**)

AND

Name of Lessee _____ S/O, D/O, W/O _____ having CNIC # _____ and R/O _____

(hereinafter called the **Lessee**) of Shop No. _____ in Punjab Government Servants Housing Scheme Rawalpindi.

Expression Landlord and the Lessee wherever the context so permits shall always mean and include their representatives, heirs, successor, legal representatives and assignees.

The Landlord has agreed to lease out the **Shop No.** _____ measuring _____ Sft size (____x____) situated at Main Boulevard, Block D near OHR - 01 in Punjab Government Servants Housing Scheme, Rawalpindi to the lessee on a monthly rent of Rs. _____ (Rupees _____) with the following terms & conditions.

1. That this lease agreement will be for a period of 10 Years starting w.e.f _____ and ending on _____. However the period of agreement can be enhanced with the mutual understanding of both the parties subject to entire satisfaction of the Landlord.
2. That the lessee has agreed to pay the monthly rent of Rs. _____ in advance for each month which will be paid positively before 7th of each month.
3. That the rent shall be increased by 10 percent per year.
4. That the landlord has only leased-out the ground floor of the shop with internal dimension of ____x____; the corridor/veranda and roof of the shop are excluded. Encroachment or erection of structures at veranda or roof is strictly prohibited.
5. That Lessee shall regularly pay the Monthly user charges of shops as approved by the Board of Directors, PGSHF.
6. That Lessee shall obtain electricity and gas connections for shop from the concerned departments at his own expense; PGSHF shall however issue the NOC if required in this regard.
7. That Lessee may obtain the Water supply connection (if required) from the society office against the approved user charges.
8. That the Lessee shall not do any kind of illegal, hazardous, explosive, or prohibited business activities in the shop.
9. That the Lessee in any case cannot sublet or transfer the possession of shop to any other party/person without getting written approval from PGSHF.

10. That no alteration in the constructed shop shall be made without prior written permission of the Project Director. Any approved alteration must be removed before vacation.
11. That all the applicable Government taxes/duties (except the Property Tax) shall be borne by the lessee.
12. That violation of lease terms may result in cancellation and forfeiture of security of the lessee.
13. That in case the Lessee fails to pay the rent for three consecutive months, the PGSHF shall have the rights to get the shop vacated through its resources and the lessee shall not have any legal rights to challenge it in any court of law.
14. That the lessee shall comply with all municipal, commercial, and public safety regulations.
15. That PGSHF shall not be responsible for any loss due to theft, fire, or force majeure.
16. That both the parties may terminate the agreement with one-month prior written notice to the other party.
17. That the Managing Director, PGSHF/competent authority may issue any additional instructions/orders for the smooth operation of the shops which will be binding on the lessee with true spirit.

SIGN & STAMP

**Project Director, PGSHS
Rawalpindi
(In Person)**

WITNESS NO.1

Name: _____

CNIC # _____

Signature _____

SIGN & THUMB IMPRESSION

Lessee:
Name _____
S/O, D/O, W/O _____
CNIC # _____
(In Person)

WITNESS NO.2

Name: _____

CNIC # _____

Signature _____