



## Invitation To Bids

### For Procurement of Office Buildings for Establishment of PTA Offices

Pakistan Telecommunication Authority, Islamabad a public sector organization invites sealed bids for procurement of buildings/premises for establishment of its Office in following cities from owners who wish to sell their Building / Premises to Pakistan Telecommunication Authority:-

S#	City Name	S#	City Name
1	Gilgit	2	Muzaffarabad
3	Abbottabad	4	Rawalpindi
5	Faisalabad	6	Multan
7	Sukkur	8	Gwadar

Bidding shall be conducted as per "Single Stage - Two Envelope" of Rule 36 (b) of Public Procurement Rules, 2004 ('PP Rules, 2004'). Bidding documents, containing detailed terms & conditions etc. are available for the interested bidders at PTA HQs, F-5/1, Islamabad. Price of the bidding documents is Rs. 500/- (non-refundable in shape of pay order in favor of PTA). Bidding documents can also be downloaded from the website of Pakistan Telecommunication Authority at [www.pta.gov.pk](http://www.pta.gov.pk), free of cost.

The bids, prepared in accordance with the instructions in the bidding documents, must reach at the office of undersigned at PTA HQs, F-5/1, Islamabad, by 9th February, 2022 at 11:00 hrs. Technical bids will be opened on the same day at 11:30 hrs in the presence of bidder's representatives who choose to be present. This advertisement is also available on the website of Public Procurement Regulatory Authority ('PPRA') at [www.ppra.org.pk](http://www.ppra.org.pk).

**Engr. Asif Saeed, Director (Civil Works)**

PTA HQs, F-5/1, Islamabad

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**14x2**



**(BIDDING DOCUMENT)**

**FOR**

**PROCUREMENT OF BUILDINGS FOR PTA in Gilgit,  
Muzaffarabad, Abbottabad, Rawalpindi,  
Faisalabad, Multan, Sukkur & Gwadar Cities**

Government of Pakistan

**Pakistan Telecommunication Authority (PTA)**

Headquarters, F-5/1,

Islamabad.

Phone No. 051-2878114, 9225352

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## INVITATION TO THE BIDDERS

### 1. GENERAL

#### 1.1 Introduction

1.1.1 **Pakistan Telecommunication Authority** (hereafter referred to as “**PTA**”) desires to seek bids from owners to sell their premises located in the municipal limits of the required cities. The general requirements of premises are as under:

Sr. No	City	Property Type	Preferred Areas	Size
I	Gilgit	Building	<ul style="list-style-type: none"> <li>• Quaid e Azam Road</li> <li>• Bab-e-Gilgit, Gilgit to Khumar Chowk</li> <li>• River Road</li> </ul>	<b>Building:</b> Min: 2- Kanal (9000 sq.ft) land area
li	Muzaffarabad	Building	<ul style="list-style-type: none"> <li>• Upper Chattar</li> <li>• Domail</li> <li>• Jalalabad</li> </ul>	<b>Building:</b> Min: 2- Kanal (9000 sq.ft) land area
lii	Abbottabad	Building	<ul style="list-style-type: none"> <li>• Main Mansehra Road</li> <li>• Jinnah Town</li> <li>• Mirpur Area, Mansehra Road</li> </ul>	<b>Building:</b> Min: 2- Kanal (9000 sq.ft) land area
Iv	Rawalpindi	i). Building or ii). Plaza	<ul style="list-style-type: none"> <li>• GT Road/ Peshawar Road (T-Chowk to Ketcheri)</li> <li>• GT Road/ Peshawar Road (GPO Saddar Chowk to Pir Wadahi Morr)</li> </ul>	<b>Building:</b> Min: 2- Kanal (9000 sq.ft) land area <b>Plaza:</b> 4 - 8 Marlas (900 to 1800 sq.ft) hving min covered area 4500 sq.ft
V	Faisalabad	i). Building or ii). Plaza	<ul style="list-style-type: none"> <li>• Canal Road</li> </ul>	<b>Building:</b> Min: 2- Kanal (9000 sq.ft) land area <b>Plaza:</b> 4 - 8 Marlas (900 to 1800 sq.ft) hving min covered area 4500 sq.ft
Vi	Multan	i). Building or ii). Plaza	<ul style="list-style-type: none"> <li>• Multan Public School Road</li> <li>• Model Town Commercial Area</li> <li>• Shalimar Colony</li> </ul>	<b>Building:</b> Min: 2- Kanal (9000 sq.ft) land area <b>Plaza:</b> 4 - 8 Marlas (900 to 1800 sq.ft) hving min covered area 4500 sq.ft
vii	Sukkur	i). Building or ii). Plaza	<ul style="list-style-type: none"> <li>• Airport Road/Nisar Ahmed Siddiqui Road</li> <li>• 100 feet Road/Imdad Ali Awan Road</li> </ul>	<b>Building:</b> Min: 2- Kanal (9000 sq.ft) land area <b>Plaza:</b> 4 - 8 Marlas (900 to 1800 sq.ft) having min covered area 4500 sq.ft.

Viii	Gwadar	i). Building or ii). Plaza	<ul style="list-style-type: none"> <li>• Airport Road</li> <li>• Marine Drive Road</li> <li>• Singhar Town</li> <li>• New</li> <li>• Town</li> </ul>	<b>Building:</b> Min: 2- Kanal (9000 sq.ft)land area <b>Plaza:</b> 4 - 8 Marlas (900 to 1800 sq.ft) having min covered area 4500 sq.ft

- 1.1.2 Bidding shall be conducted under Rule 36 (b) of PP Rules 2004 “Single stage – two envelopes procedure”.
- 1.1.3 The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
- 1.1.4 The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
- 1.2 Initially, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened;
- 1.3 The envelope marked as “**FINANCIAL PROPOSAL**” shall be retained in the custody of the PTA HQs without being opened;
- 1.4 PTA shall evaluate the **Technical Proposal** first (without reference to the price and reject any proposal which does not meet the specified requirements defined in this Bid document);
- 1.5 During the technical evaluation no amendments in the technical proposal shall be permitted;
- 1.6 The **Financial Proposals** of technically qualified bids shall be opened publicly at a time, date in presence of ----- and representative of the technically qualified Bidder(s).
- 1.7 After the evaluation and approval of the technical proposals, PTA shall, at a time within the bid validity period, publically open financial proposals of the technically accepted bids only.
- 1.8 The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders;

The most advantageous bid shall be accepted for award of Contract/execution of Sale Deed attached at **Annexure- B.**

# INSTRUCTIONS TO THE BIDDERS

## **1.9 Scope of Work**

- 1.9.1 Procurement of Building will be made as per evaluation criteria mentioned in **Clause 14** of this document and fulfilling the required specifications as detailed at **Annex-A**.
- 1.9.2 Bidders shall submit their bids with proper Indexing Table / Page Numbers and attach all the mandatory / required documents in Annex or Tagging format.
- 1.9.3 Bidders can apply for sale of their buildings/ premises in any or all mentioned cities. However, the bidders shall submit separate bid(s) for each city. Bids for each city shall be evaluated independently.
- 1.9.4 The bidder shall clearly mention the name of the city on Envelope.

## **1.10 Source of Funds**

- 1.10.1 The Pakistan Telecommunication Authority shall make payment from its own resources.

## **2. ELIGIBLE BIDDERS**

The bids, which meet the minimum requisite criteria (**Annex-A**), would be declared eligible for further evaluation as per Evaluation Criteria as specified in **Clause 14** of this document. Requisite documents must be submitted with technical bid.

## **3. COST OF BIDDING**

The owner shall bear all costs associated with the preparation and submission of its documents, while Pakistan Telecommunication Authority, in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

## **4. CLARIFICATIONS OF BIDDING DOCUMENTS**

If owner/bidder requires any clarification(s) may notify to PTA or an Officer authorized (**Engr. Asif Saeed, Director (Civil Works), PTA HQs, Islamabad. Email: asifsaeed@pta.gov.pk**) on its behalf in writing. The PTA or concerned Officer authorized on its behalf will respond to any request for clarification, which is received well before (approximate **05 working days** or more) to the deadline set for the submission of bids. Copies of PTA response will be forwarded to the owner (if not already clarified in the Bidding document or deemed necessary for the owner).

## **5. AMENDMENT OF BIDDING DOCUMENT**

- 5.1 At any time prior to the deadline for submission of bids, the PTA may, for any reason, whether at its own initiative or in response to a clarification requested by the owner, modify the Bidding document by issuing addendum.
- 5.2 Any addendum thus issued shall form eternal part of the Bidding document. To afford owner's a reasonable time frame in which to take an addendum into account in preparing their bids, the PTA may at its discretion extend the deadline for submission of bids.

## **6. LANGUAGE OF DOCUMENTS**

- 6.1 Bid Documents and related correspondence will always be in the English language.
- 6.2 The bid should have a covering letter. All pages of the bid shall be initiated / signed.

## **7. PRICE**

- 7.1 Price / bid offer should be quoted in Pak Rupees (PKR).
- 7.2 The price / bid offer quoted should be firm, final and clearly written / typed without any ambiguity.
- 7.3 The bid price should include all the government taxes, as per prevailing taxation rates of provincial / federal governments etc.
- 7.4 The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer / price if required.

## **8. BID SECURITY**

- 8.1 The bidder shall furnish a bid security of Rs. 10,000/- in the form of a Bank / Demand Draft, Pay Order in favour of the Pakistan Telecommunication Authority, HQ, Islamabad along with technical bid.
- 8.2 Technical bid not accompanied by an acceptable bid security shall stand liable to be rejected by the PTA as non-responsive.
- 8.3 The bid securities of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid security whichever is earlier.
- 8.4 **The bid security / earnest money may be forfeited / confiscated:**
  - i. If a bidder withdraws his bid during the period of bid validity.
  - ii. If the bidder fails to fulfill the mandatory requirements upon which he has given certificates / affidavits etc.

## **9. VALIDITY OF BIDS**

All bids shall remain valid for (03 x months) from the date of opening of technical bids.

## **10. CLARIFICATIONS / CORRECTIONS OF BID**

10.1 To assist in the examination, evaluation and comparison of the bids the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought offered or permitted.

10.2 Arithmetical errors will be rectified on the following basis:

10.2.1 If there is a discrepancy between the words and figures, the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected.

10.2.2 If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid security will be forfeited.

## **11. DEADLINE FOR SUBMISSION OF BID DOCUMENTS**

11.1 The bids shall be delivered in person or sent by Registered mail / Courier service, which should reach Pakistan Telecommunication Authority Headquarters, F-5/1, Islamabad, on or before 11:00 am on \_\_\_\_\_, the \_\_\_\_\_, 2021 or as specified in the advertisement / web sites of PPRA / PTA.

11.2 Bids should be submitted in sealed envelopes containing necessary information regarding Bidding notice and warning message "DO NOT OPEN BEFORE 1130 hours \_\_\_\_\_, 2022".

11.3 Opened, e-mailed or faxed bids will not be accepted.

11.4 Any bid received by the PTA after the date and time of bid opening will be returned as unopened to sender / bidder.

## **12. OPENING OF BID**

12.1 PTA's relevant committee will open all bids at 1130 hrs, on \_\_\_\_\_(day), the \_\_\_\_\_ (Date) in the presence of bidder/ owner or their representatives who may choose to be present at PTA HQs.

12.2 The relevant committee will respond to any query raised by the bidders, on the spot.

12.3 The PTA reserves the right to reject any one or all bids / proposals as per PP Rules 2004.

### **13. EVALUATION OF BIDS**

- 13.1 Bids meeting the mandatory requirement will be declared responsive. A bid determined as non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.
- 13.2 The relevant Technical Evaluation Committee will evaluate and compare only the bids previously determined to be responsive. The bids will be evaluated as a whole.
- 13.3 The bids will be evaluated technically as per the technical evaluation criteria mentioned at clause 14.
- 13.4 There are separate evaluation criteria for Plazas and buildings. It means if bidder has quoted the plaza then it will be evaluated as per criteria of Plaza and if bidder has quoted the building then it will be evaluated as per the criteria of the building.
- 13.5 Financial bids of those bidders shall be opened who have at least secured 70% passing marks in technical criteria given at Sr. 14.1.
- 13.6 PTA Authority reserve the right for the selection of **most advantageous bid** for plaza or building which has met the mandatory requirements, secured minimum 70% marks in technical evaluation, found substantially responsive to the terms and conditions as set out in these bidding documents and evaluated as the highest ranked bid on the basis of cost and quality thereof, as specified in these bidding documents.

## 14. TECHNICAL AND FINANCIAL EVALUATION CRITERIA

### 14.1 Technical Evaluation Criteria:

Only those bids shall be evaluated as per following criteria who have fulfilled the mandatory requirements mentioned at Annex-A :-

#### A- For Normal Building (G +1)

S. No	Attributes	Points Earned	Max Score
(1)	Covered Area	a. Above 6000 sq ft. (10 Marks) b. From 5500 to 6000 sq ft. (08 Marks) c. From 5000 to 5499 sq ft. (06 Marks) d. Below 5000 sq.ft. (0 Marks)	10
(2)	Construction Year / (Finished/ Completed)	a. Within last 1 Year (5 Marks) b. More than 1 year and less than 3 years (04 Marks) c. More than 3 Years and less than 5 years (03 Marks) d. More than 5 years (01 Marks)	5
(3)	Location	a. Located on main (100 feet or more) road 10 Marks b. Located on secondary (> 60 Feet and < 100 feet) road 8 Marks c. Located on secondary (> 40 feet and <60 ) road 5 Marks d. Located on < 40 feet single road (1 Marks)	10
(4)	Type of Structure	a. Frame structure (05 Marks) b. Frame and Brick Masonry Mix structure (03 Marks) c. Brick Masonry structure (01 Marks) d. Cracks in Building (0 Marks and building will be rejected)	05
(5)	Corner Plot	a. Yes (05 Marks) b. No (Normal Category Plot) (0 Marks)	05
(6)	Number of Rooms and Lounge	a. 05 rooms and above with attached bath and tiles in washrooms in good condition (05 Marks) b. 04 rooms with attached bath and tiles in washrooms in good condition (03 Marks) c. 03 rooms with attached bath and tiles in washrooms in good condition (02 Marks)	05

(7)	Flooring	a. Tile/Marble/Wooden flooring in full house in good condition (05 Marks) b. Chips flooring in good condition (03 Marks) c. Plain Cement flooring in good condition (01 Marks) c. Cracks in floor (0 Marks)	05
(8)	Water Supply	a. Water Bore with Scheme Water Supply (05 Marks) b. Only Scheme Water Supply (03 Marks) c. Only Water Bore (01 Marks)	05
(9)	Electricity and Gas Connection	a. 3 Phase x Electric Meter and 1x Gas Meter (if available in area) (05 Marks) b. Single Phase Electric Meter or 1x Gas Meter (if available in area) (03 Marks)	05
(10)	Internal Parking Space	a. 2x Corolla and 2x Double Cabin (05 Marks) b. 1x Corolla and 2x Double Cabin (03 Marks) c. 1x Double Cabin 1 x Double Cabin (01 Marks)	05
(11)	Green Lawn	a. More than 700 Sq.ft area (05 Marks) b. More than 500 Sq.ft area and less than 700 sq.ft (03 Marks) c. Below 500 Sq.ft area (01 Marks) d. No green lawn (0 Marks)	05
(12)	Wood Cabinets in Rooms	a. Wooden Cabinets in each room from floor to Roof full height (05 Marks) b. Wooden Cabinets in each room from floor to Roof half height (03 Marks) c. Smaller size Cabinet in each room (01 Marks) d. No cabinet (0 Marks)	05
(13)	Sanitary fittings and appliances	a. Imported (Porta or equivalent) (05 Marks) b. Master or equivalent (02 Marks) c. others (01 Marks)	05
(14)	Store Room	a. Available (05 Marks) b. Not available (0 Marks)	05
(15)	Guard Room with attached bath	a. Available (05 Marks) b. Not available (0 Marks)	05
(16)	Physical Inspection	Physical inspection of the house by PTA's Team.	15
<b>TOTAL MARKS</b>			<b>100</b>

### **B- For Plaza**

<b>S. No</b>	<b>Attributes</b>	<b>Points Earned</b>	<b>Max Score</b>
(1)	Covered Area	a. Above 8000 sq ft. (10 Marks) b. From 6001 to 8000 sq ft. (08 Marks) c. From 5401 to 6000 sq ft. (06 Marks) d. 4500 sq ft. to 5400 sq.ft. (3 Marks) e. Below 4500 sq.ft (0 Marks)	10
(2)	Construction Year / (Finished/ Completed)	a. Within last 1 Year (5 Marks) b. More than 1 year and less than 3 years (04 Marks) c. More than 3 Years and less than 5 years (03 Marks) d. More than 5 years (01 Marks)	5
(3)	Location	a. Located on main (100 feet or more) road 10 Marks b. Located on secondary (> 60 Feet and < 100 feet) road 8 Marks c. Located on secondary (> 40 feet and <60 ) road 5 Marks d. Located on < 40 feet single road (1 Marks)	10
(4)	Type of Structure	a. Frame structure (05 Marks) d. Brick masonry (0 Marks and building will be rejected)	05
(5)	Corner Plot	a. Yes (05 Marks) b. No (Normal Category Plot) (0 Marks)	05
(6)	Lift	a. Lift available (10 Marks) d. No Lift (0 Marks and building will be rejected)	10
(7)	Flooring	a. Tile/Marble/Wooden flooring in full house in good condition (05 Marks) b. Chips flooring in good condition (03 Marks) c. Cracks in floor (0 Marks)	05
(8)	Water Supply	a. Water Bore with Scheme Water Supply (05 Marks) b. Only Scheme Water Supply (03 Marks) c. Only Water Bore (01 Marks)	05
(9)	Electricity and Gas Connection	a. 3 Phase x Electric Meter and 1x Gas Meter (if available in area or city) (05 Marks) b. Single Phase Electric Meter or 1x Gas Meter (if available in area or city) (03 Marks)	05

(10)	Basement Car Parking	a. Yes (05 Marks) b. No ( 0 marks and building will be rejected)	05
(11)	Washroom at each floor	a. Yes (05 Marks) b. No (0 Marks)	05
(12)	Sanitary fittings and appliances	a. Imported (Porta or equivalent) (05 Marks) b. Master or equivalent (02 Marks) c. others (01 Marks)	05
(13)	Kitchen	a. Available (05 Marks) b. Not available (0 Marks)	05
(14)	Physical Inspection	Physical inspection of the plaza by PTA's Team.	20
<b>TOTAL MARKS</b>			<b>100</b>

- 14.1.1 Minimum qualifying marks are 70% in technical bid.
- 14.1.2 Financial Bid of the bidder scoring 70% and above in Technical Evaluation shall be opened and bids of non-qualified bidders/ owners shall be returned un-opened.
- 14.1.3 PTA committee shall visit the premises and marks shall be awarded as per criteria.
- 14.1.4 **Financial proposal** which shall be read/ filled carefully, the page must be signed by the bidder and is to be submitted with the envelope containing the financial proposal as per specimen at **Annex-D**.

**14.2 Financial Evaluation Criteria:**

- 14.2.1 In accordance with bidding documents to qualify for financial evaluation, the bidders must secure **70% points in Technical Evaluation**.
- 14.2.2 Furthermore, the formula for financial scoring is that the bidder offering lowest price gets **20 points** and the other bidders score 20 multiplied by the ratio of the lowest bid divided by their quoted price.
- 14.2.3 The evaluation of technical and financial bids shall be based on quality and cost. The total score of technical and financial bids evaluation will be 100, out of which, technical bid shall have 80% weightage and financial bid shall have 20% weightage.
- 14.2.4 Contract will be awarded to the Responsive Bidder obtaining **maximum accumulative points** (Technical Score + Financial Score)/ most advantageous bidder as defined under Rule 2 (h) of PP Rules, 2004.
- 14.2.5 The evaluation of technical and financial bids is explained in following example:

**Example:**

Value quoted by lowest bidder = A

Value quoted by second lowest bidder = B

Value quoted by third lowest bidder = C

Financial scoring of the lowest bidder will be = 20

Financial scoring of the second lowest bidder will be =  $(A/B)*20$

Financial scoring of the third lowest bidder will be =  $(A/C)*20$

Technical scoring out of 100 = A

Carried Forward & Prorated Technical scoring =  $A \times 0.80$

**15. PROCESS TO BE CONFIDENTIAL**

- 15.1 No owner/ bidder shall contact PTA on any matter relating to its tendering process from the time of opening of bids to the time of announcement of technical evaluation report.
- 15.2 Any effort by a bidder to influence PTA in the evaluation, comparison or selection decision may result in the rejection of its bid.

**16. PTA'S RIGHT**

- 16.1 The PTA reserves the right to accept or reject any submitted bid, as per PP Rules, 2004 and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the PTA's action.

**17. OWNER'S/ BIDDERS'S RESPONSIBILITIES**

- 17.1 The successful bidder shall provide the house/property in accordance with the purchase order.
- 17.2 The successful bidder will be responsible for payment of all dues/fee applicable on transfer of property/house as seller as per law.
- 17.3 The allotment/registry of Land / House must be transferred in the name of Pakistan Telecommunication Authority.

**18. TIME FOR COMPLETION**

- 18.1 The bidder shall transfer the building/ premises/ house within **8 x Week's time** from the date of issuance of purchase/work order and submit Bill along with all relevant documents. The same may be extended on providing valid justification of delay.
- 18.2 **Late/ delay in transfer of house/ plaza:**  
If the bidder fails to transfer the house within the specified time, the bidder liability to the PTA for such failure shall be to pay @ 0.1% of the contract price per day subject to a maximum of 10% value. The same shall be deducted from the final payment of the owner.

## **19. TERMS OF PAYMENT**

- 19.1 Payment of the house as per contract shall only be payable to the owner as per following schedule.
- 19.1.1 2% payment shall be made upon signing of Agreement / Sale Deed.
  - 19.1.2 98% payment shall be made upon Transfer of ownership of the house in favour of PTA and upon Handing over of premises Possession.
- 19.2 All the payment shall be made through crossed cheque/ Direct transfer in the Pak Rupees.

## **20. DEFAULT BY SUPPLIER**

- 20.1 If the owner refuses or fails to comply with a valid instruction of the PTA, the PTA may give notice and stating the DEFAULT.
- 20.2 If the owner has not taken all practicable steps to remedy the default within 07 working days (gazetted holidays or circumstances under Clause 21 of this tender documents are excluded) after receipt of PTA notice, PTA may cancel the order within next 07 x days (gazetted holidays or circumstances under Clause 22 of this Bidding documents are excluded). If the owner, even thereafter do not comply with the valid instructions of PTA, the earnest money will be confiscated, leading further towards Blacklisting of the owner.

## **21. FORCE MAJEURE**

- 21.1 Force majeure shall mean any event, act or other circumstances not being an event, act or circumstance under the control of the PTA or of the owner i.e, Earthquake, Flood, or any other Severe Climatic circumstances.
- 21.2 If by reasons of Force Majeure, the required house can not be transferred by the due handover date, then the handover date may be extended appropriately by the PTA keeping in view its all the circumstances and requirements.
- 21.3 The owner shall not be liable for liquidated damages, forfeiture of its bid security, blacklisting for future Biddings, termination for default, if and to the extent of his failure / delay in performance /discharge of obligations is the result of an event of Force Majeure.
- 21.4 If a Force Majeure situation arises, the owner shall, by written notice served on the PTA, indicate such condition and the cause thereof. Unless otherwise directed by the PTA in writing, the successful bidder shall continue to perform under the **purchase order** as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**MANDATORY REQUIREMENTS**

- i. Quoted Premises has met the area requirements mentioned in the table of para 1.1.1  
**(Enclose Documentary Proof)**
- ii. Bidder must be the sole owner of Premises/ property/Plaza/house. **(Enclose Documentary Proof)**
- iii. Latest Record of Right (Fard) for sale of the property is to be attached, in case the property is located under control of land revenue authorities.
- iv. Non-Encumbrance Certificate issued by competent revenue officer/tehsildar as the case may be.
- v. Mutation in favour of bidder attested by respective revenue officer.
- vi. In case the property falls under the jurisdiction of any local body/ authority/society, then registered sale deed along with allotment letter will be attached.
- vii. approved Building Plan, including Architectural & Structural copies
- viii. Copies of NOC issued by respective authority
- ix. Must have valid Pakistani / AJK CNIC, NICOP etc.
- x. All previous government taxes (Property Tax etc) related to the building have been paid/cleared by the owner. **(Enclose Documentary Proof)**
- xi. All previous utility bills have been paid/cleared by the owner. **(Enclose Documentary Proof)**
- xii. Building has approved building plan from concerned controlling agency. **(Enclose Documentary Proof)**
- xiii. Completion certificate of the building from the concerned building control department.
- xiv. Building has all basic amenities like electricity, gas (if available in the area) and water.
- xv. Affidavit on non-Judicial Stamp Paper of Rs. 100 or above, duly attested by Notary Public that the owner is the sole legal owner and the property \_\_\_\_\_  
(address)\_\_\_\_\_ being offered is free of encumbrances, possession able and is free from all types of litigation, shall be attached with technical proposal. In addition, no loan has been taken against the property and it has not been pledged anywhere as per Specimen at **Annex-C.**



**SALE DEED**

This DEED **OF ABSOLUTE SALE** executed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_, 2021 by **s/o \_\_\_\_\_ residing at** hereinafter called the “**Seller**” of the one part which expression shall include his executors, administrators, legal representatives, successor-in-interest and assignee

**TO AND IN FAVOUR OF**

Pakistan Telecommunication Authority (PTA) a statutory body established under Pakistan Telecommunication (Re-organization) Act, 1996, having its principle office at PTA HQs, F-5/1, Islamabad (hereinafter referred to as the “**Purchaser**” and includes its administrators, successor-in-interest and assignee) on the second Part.

(If, when and where applicable, each of the two parties shall, hereinafter, be referred to individually as “**Party**” and collectively as “**Parties**” as the context of this Sale Deed requires).

WHEREAS Seller is absolute and lawful Owner in possession of the building \_\_\_\_\_ admeasuring \_\_\_\_\_ sqft, situated at-----through and by sale deed dated - ----- and registered on \_\_\_\_\_ as Document No. \_\_\_\_\_ of (year) of Book 1 volume No. filed at pages \_\_\_\_\_ to \_\_\_\_\_ on the file of the Sub Registrar of .....

Or

the Seller is the absolute and lawful Owner in possession of property. \_\_\_\_\_ admeasuring \_\_\_\_\_ = \_\_\_\_\_ sqft, situated at \_\_\_\_\_ vide allotment / transfer letter No \_\_\_\_\_ Dated \_\_\_\_\_.

WHEREAS the Seller herein has been in exclusive possession and enjoyment of the property more fully described in the Schedule which is free from all sorts of liens / encumbrances, hypothecation, mortgages, pledges and other liabilities and he has absolute right to dispose of the same as in the manner he wishes;

AND WHEREAS Seller has agreed for sale the above said land to the purchaser and the purchaser has also agreed to purchase the said plot (hereinafter called the “**Said Property**”) at a mutually settled/ bidding price of Rs. \_\_\_\_\_ /-(Rupees \_\_\_\_\_)

**NOW THIS DEED OF SALE WITNESSETH**

1. **THAT** in pursuance of the aforesaid Agreement and in consideration of a sum of **Rs. (Rupees only)** received by the **Seller through pay order No..... dated.....** and the receipt of the said entire consideration of **Rs. (Rupees only)**.
2. The **Seller** doth hereby admit, acknowledge, acquit, release and discharge the **Purchaser** from making further payment thereof and the **Seller** doth hereby sell, convey, transfer, and assigns unto and to the use of the **Purchaser**, the property more fully described in the **Schedule** hereunder together with the water ways, easements, advantages and appurtenances, and all estate, rights, title and interest of the **Seller** to and upon the said property **TO HAVE AND TO HOLD** the said property hereby conveyed unto the **Purchaser** absolutely and forever.
3. THE **SELLER** DOTH HEREBY COVENANT WITH THE **PURCHASER** AS FOLLOWS:
  - i. **That** the property more fully described in the **Schedule** hereunder shall be quietly and peacefully entered into and held and enjoyed by the **PURCHASER** without any interference, interruption, or disturbance from the **SELLER** or any person claiming through or under him.
  - ii. **That** the **SELLER** has absolute right, title and full power to sell, convey and transfer unto the **PURCHASER** by way of absolute sale and that the **SELLER** has not done anything or knowingly suffered anything whereby his right and power to sell and convey to the **PURCHASER** the property hereby conveyed.
  - iii. **That** the property is not subjected to any encumbrances, mortgages, charges, lien, attachments, all sorts of claims, hypothecations, demand, acquisition proceedings by Government or any kind whatsoever and should thereby and the **SELLER** shall discharge the same from and out of his own funds and keep the **PURCHASER** indemnified.
  - iv. **That** the **SELLER** hereby declares with the **PURCHASER** that the **SELLER** has paid all the taxes, rates and other outgoings due to Local bodies, revenue, urban and other authorities in respect of the property more fully described in the **Schedule** hereunder up to the date of execution of this Sale Deed and the **PURCHASER** shall bear and pay the same hereafter. If any arrears are found due to the earlier period, the same shall be discharged by the **SELLER**.
  - v. **That** the **SELLER** has handed over the vacant possession of the property more fully described in the **Schedule** hereunder to the **PURCHASER** on \_\_\_\_\_ and delivered the connected original title document in respect of the schedule mentioned property hereby conveyed on the date of execution of these presents.

- vi. **That the SELLER will at all times and at the cost of the PURCHASER execute, register or cause to be done, all such acts and deeds for perfecting the title to the PURCHASER in the property hereby sold and conveyed herein.**
- vii. **That the SELLER does hereby covenants and assures that the PURCHASER is entitled to have mutation of his name in all public records, local body and also obtain patta in the name of the PURCHASER and undertakes to execute any deed in this respect.**
- viii. That all expenses of this Sale deed such as stamp duty, execution and registration fee, etc, has been paid by the Purchaser.
- ix. That the Seller has not stood surety or guarantor or indemnifier of any person or organization in respect of any bail or loan or other encumbrance from any financial or non-financial institution, Bank or organization in respect of any form or manner against the said property and it is also certified that the said property has not been sold / mortgaged or any other charge or lien to anyone.
- x. The Seller further covenant that the property is free from all sorts of encumbrances, charges, cess or attachment of whatsoever nature and as such the Seller hereby gives warranty of title and If any claim is made by any person either claiming through the Seller or otherwise in respect of the property, it shall be the responsibility of the Seller alone to satisfy such claims. In the event of Purchaser being put to any loss on account of any claims on the Property, the Vendors shall indemnify the Purchaser fully for such losses.
- xi. That the Seller confirms and declares that this is entire and exclusive agreement, and Seller has not entered into any deal overtly or and covertly with any person / party in respect of said property.

SCHEDULE OF PROPERTY LOCATION AND BOUNDARY OF PROPERTY IN DETAIL WITH MATCHING DESCRIPTION OF NORTH, SOUTH, EAST AND WEST AS IN SKETCH MAP/REVENUE RECORD.....

SCHEDULE OF CONSIDERATION THE MARKET VALUE OF THE PROPERTY IS RS..... MODE OF PAYMENT IN DETAIL.....

IN WITNESS WHEREOF, the parties have signed and affixed their signatures, thump mark on this Sale Deed after understanding the contents of the same on the day, month and year first above written in the presence of the following witnesses:

**Signed By**

Seller Name:- \_\_\_\_\_ Purchaser Name:- \_\_\_\_\_

Director (Admin)

Pakistan Telecommunication Authority, HQs

CNIC:- \_\_\_\_\_ CNIC:- \_\_\_\_\_

**WITNESSES**

1 ( ..... )  
CNIC # .....

( ..... )  
CNIC # .....  
**Pakistan Telecommunication Authority, HQs**

2 ( ..... )  
CNIC # .....

( ..... )  
CNIC # .....  
**Pakistan Telecommunication Authority, HQs**

**(Must be Printed on Rs. 100/- or Above Stamp Paper)**

**UNDERTAKING / CERTIFICATE**

THAT THE OWNER IS THE SOLE LEGAL OWNER OF THE PREMISES AND THE  
PROPERTY \_\_\_\_\_ (ADDRESS)

\_\_\_\_\_ BEING  
OFFERED IS FREE OF ENCUMBRANCES, POSSESSIONABLE AND IS FREE FROM ALL TYPES OF  
LITIGATION. IN ADDITION, NO LOAN HAS BEEN TAKEN AGAINST THE PROPERTY AND IT HAS  
NOT BEEN PLEDGED ANYWHERE.

Name \_\_\_\_\_

Authorized Person: \_\_\_\_\_

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

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

**ATTESTED BY NOTARY PUBLIC**

**FORM OF FINANCIAL BID**

S. No.	Building/ Premises along with Covered area with Address	Total Amount (including all Taxes) in PKR	
		In Figure	In Words

**Must be filled by the Bidder under authorized signatures**

Name of Bidder : \_\_\_\_\_

CNIC # \_\_\_\_\_

Contact Numbers : (Landline : \_\_\_\_\_ , Mobile : \_\_\_\_\_)

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

SIGNATURES \_\_\_\_\_