



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN
Zonal Office, Micro Plaza,
Paris Road, Sialkot. (052-9250104)

Tender Notice # State Life Bancassurance Sector Office – Sialkot / 1-B / 2025

Invitation to Bid

For Hiring of Office Space on Rental Basis

State Life Insurance Corporation of Pakistan, Sialkot Zone intends to acquire office building/commercial property with the minimum required area of 1000 sqft. on purely rental basis at location of Kashmir Road (Sialkot Cantt Entrance to Sublime / China Chowk), Sialkot.

Interested bidders may download the bidding document from the website of PPRA, EPADS & State Life containing all details of this tender procurement, evaluation criteria and other requirements. The bids on prescribed format / proformas should be submitted through EPADS as per following schedule: -

- ❖ **Tender Closing Date & Time: June 11, 2025 at 11:00 Hrs**
- ❖ **Tender Opening Date & Time: June 11, 2025 at 11:45 Hrs**
- ❖ **Procurement Method: Single Stage One Envelope Procedure**

Bids shall be accepted through EPADS only from EPADS registered bidders and having Active Tax Payer

Status on Bids Opening Date.

Secretary,
Zonal Procurement Committee,
State Life Insurance Corporation of Pakistan,
Sialkot Zone.

Terms and Conditions for Bidders for

Tender Notice # State Life Bancassurance Sector Office – Sialkot / 1-B / 2025 .

The Procuring Agency (State Life Insurance Corporation of Pakistan, Sialkot Zone) invites sealed bids from the eligible reputed Landlords/Property Agents/Owners for Hiring of Rental Building for Office use by the Bancassurance Sector Office – State Life Insurance Corporation of Pakistan, Sialkot through EPADS on Single Stage One Envelope Procedure

Bidding Schedule

- ❖ **Tender Closing Date & Time:** June 11, 2025 at 11:00 Hrs
- ❖ **Tender Opening Date & Time:** June 11, 2025 at 11:45 Hrs
- ❖ **Procurement Method:** Single Stage One Envelope Procedure

Scope of Work - Required Premises & Facilities through This Tender

1. Safe & Secure Premises having for Corporate Business at Kashmir Road, (Sialkot Cantt Entrance to Sublime / China Chowk) Sialkot minimum 1000-Sq Ft covered area inclusive of
2. 3-Rooms with indoor separate entrances (Bricks / Wooden / Glass Partition for rooms is also acceptable), Furnished Kitchen, Equipped Washroom, Reception and Vehicle Parking Area
3. Separate Entrance to Premises. If Premises are consisted on a hall, Bidder shall provide above referred required site plan before handing over possession on its own risk & cost.
4. Premises should be neat & clean, whole premises (Indoor & Outdoor) should be painted before handing over activity,
5. Safe & Secure Electricity Wiring including UPS Connectivity Wiring, Leakage free Water & Gas Wiring
6. Separate Electricity Connection, Water Supply Availability / Separate Connection, Sui Gas Connection / Availability (Optional)
7. Premises shall be situated at Main Road (Easy Approach), Offer should be only for Ground floor Building.
8. Emergency Exit should be available at Building / Plaza as per Municipal Corporation By-laws
9. State Life has rights to alter indoor structure regarding room's partition, also install its required equipments etc on its own cost and bidder shall have no objection on such type of activities. And such type of furniture / fixture / equipment's / wiring etc shall be property of Procuring Agency (State Life) and shall dismantle upon vacation of premises.

Bidders Security: -

10. Pay Order / Call Deposit Receipt / Demand Draft in favor of State Life Insurance Corporation of Pakistan, Sialkot Zone for **Rs. 25000/-** is required as earnest money which shall be submitted at undersigned office before tender closing time. In case of failure bid shall not be considered of respective bidder. Earnest money of successful bidder shall be retained by Procuring Agency and subsequent considered as Performance Security w/r to Contract Award. Unsuccessful bidders earnest money shall be released.

Bid Validity Period

11. The bid validity period shall be up to 31 Dec 2025 for finalization of this tender procurement and subsequent signing of valid lease agreement for 1-year which shall be extendable on mutual consent of both parties as per this tender & signed lease agreement T&C

Bids Currency

12. Bidders Quoted amount shall be in Pak rupee only

Attached Documents with this Tender

13. Bidding prescribed form
14. Lease Agreement Specimen (it is hereby clarified that any T&C shall be admissible later in this lease agreement w/r to this tender finalization & as per premises requirement and also shall be deleted which shall be irrelevant. This activity shall be performed as per mutual consent of Lessor & Lessee)

Redressal of Grievance

15. Procuring Agency (State Life) shall redress of Bidders reported Grievances regarding this tender evaluation as per PPRA rules

General Terms & Conditions

16. All bids should be accompanied with bid prescribed format and required affidavits etc.
17. Overwriting, Cutting on bid document is strictly prohibited; such type of bid shall not be considered.
18. Bidder shall submit complete bid through EPADS, Incomplete bidding document shall not be considered without any clarification / explanation
19. Quoted price shall be as per premises requirement mentioned in this tender document
20. Quoted price is final and has not any option of adjustment or amendment.
21. Bid shall be inclusive of all applicable TAXES (W/H & PST) which shall be deducted at source from payment as per Govt prescribed ratio.
22. In case of responsive / most advantageous bidders withdrawal of bid up to final stage of this tender, second lowest responsive bidders bid shall be accepted accordingly, but however earnest money of that bidder shall be forfeited who has knowledge of its bid status as most advantageous bid and withdraw its most advantageous bid before tender finalization
23. Any false information or misstatement on the part of the bidder will lead to disqualification/ blacklisting/ legal proceeding regardless of the price or quality of the product as per the provisions of PP Rules.
24. Landlords/Property Agents/Owners must submit an undertaking with the bid that the he is not blacklisted by any organization.
25. Only registered Landlords/Property Agents/Owners on EPADS and who are on Active Taxpayers List (ATL) of FBR are eligible to bid.
26. The bids received other than EPADS shall not be considered as per PPRA rule.
27. Procuring Agency (State Life) has rights for disqualification of bidder Property Agents/Owners who submit false bid or not realistic data
28. Bidder shall mention its status of premises Owner / Property Dealer / Agent on bid document and also provide its Attorney supporting legal document exclusive to Owner of premises for fulfillment of all codal formalities (signing of lease agreement, monthly rent payment etc)
29. Premises Ownership Deed copy (Registry / Inteqal Document / Power of Attorney etc) should also be enclosed with bidding document for convenience.
30. Acknowledgement shall be required from premises owner / Attorney that quoted premises are free from any type of litigation, family dispute etc.
31. In case of joint property, bid is accepted from EPADS registered bidder but Property Partner Consent is required for bid consideration, otherwise bid shall not be accepted without any clarification. Most advantageous bidder in case of joint property, any type of payment shall be paid as per partner's shares.
32. NOC is required from Bidder regarding Premises Security & Safety
33. EPADS Bidders premises shall be visited by Zonal Procurement Committee and evaluated as per required facilities (mentioned in this tender), if any discrepancy shall be found later, bid shall not be accepted of that bidder which premises has any discrepancy
34. If required, prior to evaluation of the bid, State Life may, within 6-7 days of receipt of the bid, call upon any of the Bidders to discuss or to ask for clarification about anything contained in the bidding document.
35. Bidder shall sign each paper of this tender document as endorsement that bidder has read this tender carefully and has not any obligation in this regard.
36. Zonal Procurement Committee decision regarding this procurement / suitability of offered premises w/r to requirements shall be final as per PPRA rule.

Award Criteria

37. Procuring Agency (State /Life) will award the contract to the successful Bidder, whose bid has been determined to be the most advantageous bid, provided the information given in the bidding document and subsequent least cost based, is on ground verified by the Procurement Committee.

Rejection of Bids

38. Procuring Agency (State Life) may cancel the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidder(s) as per PPRA rule

Signing of Contract /Lease Agreement

39. Upon completion of all codal formalities of PPRA & Procuring Agency, successful bidder shall sign lease agreement (copy available with this tender) within 15-days w/r to receipt of Contract Award letter

Force Majeure

40. The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

Extension of Time

41. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
42. upon sign of lease Agreement, if no advance payment shall be paid to successful bidder, monthly rent shall be paid on regular monthly basis and if advance payment shall be paid on mutual consent of both parties, regular monthly rent payment shall be started after completion of paid advance amount rent period.
43. Routine monthly rent payment shall be paid from premises possession handing over date to Procuring Agency as per signed lease agreement. Tender Evaluation & its Processing time shall not be considered for rent payment.

LEASE AGREEMENT

THIS **AGREEMENT OF LEASE** (the “**Agreement**”) is made at _____ on this _____ day of _____, **2025**.

BETWEEN

Mr. _____, holding CNIC # _____ S/o _____, R/o _____, hereinafter referred to as the “**LESSOR**” (which expression whenever the context so permits mean and include heirs, legal representatives, successors and assigns and nominees etc.,).

AND

M/s. _____ a company incorporated under the laws of Pakistan, having its registered office at _____, through its Authorized Attorney **Mr.** _____, holding CNIC # _____, duly authorized to sign this agreement, hereinafter referred to as the “**LESSEE**” (which expression shall unless repugnant to the contents & context hereof be deemed to include its successor-in interest, assigns & nominees etc.,).

(The Lessor & the Lessee hereinafter may together be referred to as the “**Parties**” & individually as the “**Party**”)

WHEREAS the Lessor is the lawful owner in possession and holding legal powers & authority, and duly authorized in this regard to let out the demised premises and to execute this agreement of freehold unencumbered immovable commercial / residential property / building, along with services & parking area, detail of which is provided in site **schedule** given below;

AND WHEREAS the Lessee is desirous of opening a Zonal Office / Regional Office to carry out the operations of the Zonal / Regional Office under the name & style of State Life Insurance Corporation of Pakistan, Zonal / Regional Office as per **schedule** (mentioned below) at the Site & has been offered by the Lessor to take on lease the Demised Premises at the site, the detail of which is provided in the **Demised Premises schedule**, given below, more particularly described in the **Site Plan** annexed with this agreement including provision of parking space for customers, electricity, water, sewerage, all fixtures & fittings therein, all rights & easements & the right to use the facilities, amenities, services & conveniences at the said Site.

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The recitals, schedules & annexures shall form the integral part of this Agreement & shall have effect as if set out in full body of this Agreement.

2. SCHEDULE OF SITE & DEMISED PREMISED, AND TERM OF LEASE

2.1 Schedule of name:

“ _____ ”

2.2 Schedule of Site:

- (i) Commercial / Residential building “ _____ ” constructed on a land measuring ____K-____M, Khewat No. _____, Khatooni No. _____ situated at Block _____, _____, _____

OR

Commercial / Residential building “ _____ ” constructed on a land measuring ____K-____M, bearing property No. _____ Block No. _____, Street No. _____ situated at _____

vide registered Sale Deed bearing document No._____, Book No. Vol. No._____dated_____registered with Sub-Registrar _____ (hereinafter referred to as the “Site”).

2.3 Schedule of Demised Premises:

- (i) Commercial / Residential Building comprising of _____approximately measuring_____SQF of the Site comprising of_____Halls_____, Rooms_____, Washrooms_____, Kitchens _____, Store rooms_____, with / without roof top_____, terrace_____, garage _____, (hereinafter referred to as the “Demised Premises”).

2.4 Term of Lease:

- (i) This lease shall be valid & made for a period of 02 year commencing from the handing over possession of the Demised Premises to the Lessee. On expiry the lease may be renewed for a further period @ 10% increase on existing rent with the mutual consent of both parties on such terms & conditions as may be mutually agreed.

3. RENT, TAXES & OTHER FINANCIAL OBLIGATIONS

3.1 Rate of Monthly Rent:

- i. The monthly rent of the Demised Premises payable to the Lessor shall be _____.
- ii. The monthly rent will commence after the expiry of rent free fit-out period & will be payable in advance on **Monthly Basis** by the 10th of each month. The Lessee shall be bound to issue a valid receipt towards acknowledgement of the rent receipt.
- iii. The monthly rent shall be paid through a cross cheque in favour of the Lessor equivalent to the full amount of the rent. No request as to payment of the rent through cash or partial adjustments shall be accepted by the Lessee.

3.2 Advance Rent:

- i. The Lessee on taking over the possession of the demised premises from the lessor shall pay to the Lessor a sum of **Rs._____ (Rupees _____ Only)** through cross cheque(s) less advance income tax deducted at source, being the advance rent for the Demised Premises.
- ii. The lessee shall adjust the advance paid rent amount from the start of operations at rented premises by the Lessee and then after the adjustment /recovery of advance paid rent amount, Lessee will start to pay the rent on monthly basis.

3.3 Taxes

- i. The tax, as required by law, will be deducted / withheld at source by the Lessee from the payment of the monthly rent in accordance with the Federal & Provincial Tax laws & the rates prevailing therein. The Lessee shall be responsible for providing the tax challans to the Lessor.
- ii. The Lessor shall be responsible for paying the Municipal, Government & any other rates, charges, levies, property tax & any other taxes, in respect of the commercial property, adjustments whereof are already covered in the flat rate of rent.

3.4 Rent Free Fit Out Period:

- i. There shall be rent free fit-out period of Months starting from the successful handing over the possession of the Demised Premises to the Lessee (under a written acknowledgement to be signed by both the parties) for the renovation of the Demised Premises for making appropriate for commercial use by the Lessee, during which neither the Lessor will charge nor the Lessee will pay the monthly rent of the Demised Premises. The period of lockdown or shut down if any shall be excluded from the rent free fit out period.

4. HANDING OVER THE VACANT POSSESSION OF THE DEMISED PREMISES:

4.1 On execution of this Lease Agreement & receipt of above mentioned advance rent & security, the Lessor has granted lease of the “Demised Premises” under this Lease Agreement to the Lessee & shall handover the complete & exclusive physical, vacant & peaceful possession of the “Demised Premises” to the Lessee on _____ under a written acknowledgement to be signed by both the parties which shall be considered as an integral part of the Agreement.

4.2 The Lessor, before handing over the complete, exclusive physical, vacant & peaceful possession of the Demised Premises to the Lessee, shall ensure and be bound to complete the following items/work:

- a. **Front Glass:** 12 mm tempered Front glass.
- b. **Floor Tiles:** PCC & installation of Floor tiles as per approved samples of lessee.
- c. **Stairs:** External Main Entrance stairs in finished form.
- d. **Slab Cutting:** in case of area expansion to mezzanine and floors, slab cutting will be done by the lessor at its own cost in grey finished form.
- e. **Transformer:** _____KVA with installations & connections to Three-Phase Electricity Meter.
- f. **Commercial Electric Meter(s):** _____ Three-Phase Meter of required load capacity as per regulations.
- g. **Main Electricity Cable:** Installation of main electric cable to DB location as per load requirement of the Lessee.
- h. **Washroom(s)** – Common washrooms for clients & staff.
- i. **AC Outdoor Units:** location for placement of AC outdoor units on side / rooftop of the site.
- j. **Generator:** space for placement of backup Generator of required capacity on the rooftop along with construction of generator base.
- k. **Waterproofing Treatment:** treatment of complete rooftop area + windows + doors (as per the Lessee’s requirements)
- l. **Parking Space:** space for customer parking with parking pavers.
- m. **Signage:** space for display of Lessee’s bill board, main front fascia & others for branding of standard dimensions.
- n. **Civil Works:** plaster & other civil works as per requirements on ceiling, beams, pillars and Walls.
- o. **File racks:** Raising and erection of iron / steel racks for files, papers etc.
- p. **Fixation of grills on the counters:** Fixation of grills on the cash counters etc.
- q. **Installation of grill doors:** Installation of the grill doors for safety purposes
- r. **Installation of fire extinguishers and fire-fighting equipment:** Insulation of fire extinguishers and fire-fighting equipment as per the guidelines of Civil Defense Department.
- s. **Installation of safe passage emergency staircase;** Installation of safe passage emergency staircase on the exterior side of the building;

4.3 If the Lessor is unable to complete any of the said works listed in Clause 4.2 at the time of handover, the Lessee reserves the right at its option to complete all pending items/work and deduct the amount(s) of expenses from the following months’ rent.

4.4 If the Lessor fails to provide & install the required electricity connection(s) before the start of fit out period or thereafter, in that event generator’s total operating cost, inclusive of fuel & maintenance shall be shared share by the lessor on 50% basis till the provision of the same.

4.5 The handing over of the complete, exclusive physical, vacant & peaceful possession of the Demised Premises to Lessee shall be deemed to be valid only if duly notified, signed & acknowledged in writing by the both parties.

5. OBLIGATIONS & WARRANTIES:

5.1 Obligations of the Lessee:

The obligations of the Lessee shall be as follows:

- i. The Lessee shall pay all bills, charges & surcharges at the Demised Premises pertaining to use of telephone, electricity & water directly to the concerned authorities & / or departments from the date of possession of the Demised Premises for the Lease Term..
- ii. The Lessee shall not be responsible for fair wear & tear & any loss or damage caused by Acts of God, war, riots, civil commotions, terrorism, actions of armed forces, mob, irresistible force or any other elements over which the Lessee has no control.
- iii. The Lessee shall permit the Lessor or their designated personnel, with authorization in writing, to enter upon the Demised Premises, after normal working hours for inspection / repairs, provided that the Lessor has given the Lessee a prior written notice of at least **72 (Seventy Two) Hours**. In carrying out any inspection or repairs by the Lessor, the Lessee's convenience & confidentiality of business shall be safeguarded at all times.
- iv. The Lessee shall hand-over the physical vacant possession of the Demised Premises to the Lessor upon the expiry/ termination of the Term, in the same condition in which was handed over to lessee subject to natural wear & tear.
- v. The Lessee shall not sub-let any part or portion of the Demised Premises to any other concern, organization, company, association, person, etc., without the prior written consent of the Lessor.

5.2 Rights of the Lessee:

The rights of the Lessee shall be as follows:

- i. The Lessee has the right to install Generator(s) of required capacity for the Demised Premises, so as to meet additional power requirements.
- ii. That upon termination or expiry of the lease, the Lessee shall have the right to remove all fixtures, fittings, equipment & appliances which were installed or fixed by the Lessee before starting the operations at the Demised Premises.
- iii. The Lessee is entitled to erect, install, attach & display its signage at appropriate places on the inner & outer walls, external façade, etc., of the Demised Premises as it may deem fit without any let, hindrance or objection by the Lessor, provided that the Lessee shall pay the official government charges, if any, to the relevant & concerned authorities.

5.3 Covenants of the Lessor:

The Lessor covenants & represents as follows:

- i. The entire Site including the Demised Premises, has been constructed in accordance with the approved building plans and without committing violations of any rules & regulations of any concerned authority.

- ii. The Lessor warrants that the Demised Premises /the Site is free from any encumbrances, restrictions or limitations, qua ownership, title which might prevent or interfere with his right to lease the Demised Premises, and the lessee shall peaceably hold & enjoy the Demised Premises without any interruption.
- iii. The lessor undertakes that at the time of possession, the Demised Premises with its structure, columns, beams, roof, walls & all joints of the building sealed & water tight, in addition to, all fittings, water, electricity, plumbing, drainage & sewerage connections are safe, sound & working condition.
- iv. That the site including the Demised Premises has been duly commercialized after obtaining from the concerned authorities official approvals & completing all requisite legal formalities, and ready for the lessee to conduct smooth business operations at the Demised Premises without any hindrance or objection. The Lessor hereby undertakes to show a copy of the **“Commercialization Certificate”** to the Lessee.
- v. If the business operation of the Lessee is required to be closed by the lessor for any repair, maintenance or construction in that event neither lessor will charge nor will Lessee pay the rent of the period during which the Lessee’s business remains un-operational.
- vi. The Lessee shall have one time responsibility to bear the cost of installation & fitting of AC outdoor units & generator including its wiring, piping, ducts, etc., but in case the Lessor requires the relocation of the AC outdoor units (its wiring, piping & ducts) & generator due to any change or further construction at the site, then the Lessor shall be responsible to bear the costs incurred on such relocations.

5.4 Obligations of the Lessor:

The obligations of the Lessor shall be as follows:

- i. If the Lessor transfers title of the Demised Premises & / or the Site to any other person / organization, the Lessee shall automatically become the Lessee of the new owner / Lessor on same terms & Conditions. Additionally lessor shall be responsible for the execution of rent agreement for the Demised Premises between the lessee and the new owner on same terms & conditions.
- ii. If the business of the lessee at the Demised Premises is affected whether partially or completely due to initiation of any construction or development work like underpass, fly overs, mass transit or any other unforeseen work by any government authority, in that case lessee shall have the right to terminate the tenancy agreement on 03 (Three) days written notice to lessor. However parties at the option of the lessee may arrive at some understanding for the waiver / relief in rent in proportion to the business suffered by the lessee during the construction period.
- iii. If the Lessor intends to sell the Demised Property, he will make a written offer to the Lessee to purchase it from him. If the Lessee is not interested, or otherwise refuse, to buy the Demised Property (which refusal will be inferred if a written acceptance is not received by the Lessor from the Lessee within six months of the offer made), the Lessor shall have the right to sell it to any other person. However, in case the ownership of the premises is alienated, transferred or assigned in any manner whatsoever, the Lessor will ensure un-interrupted continuation of the tenancy of the

Lessee and covenants that the change in ownership will not affect this lease nor the Lessee will be liable to pay any additional rentals and/or charges to any other person whosoever. The Lessor will ensure that no encumbrances whatsoever is either created or levied on the tenancy of the Lessee.

5.5 Covenants, Warranties and Indemnities by the Lessor:

The Lessor undertakes to indemnify and keep the Lessee harmless, safe and secured in the following events;

- i. The damage or loss caused to the Lessee's articles & / or other material, pursuant to defects in construction, i.e. cracks in slabs, seepage from the joints or walls, slabs of the building, sewerage or rain water at Demised Premises. However Lessor shall not be held liable for the damage / loss if occurred due negligence of the lessee).
- ii. The loss or damage or expenses that may be incurred by the Lessee consequent to any legal proceedings resulting from any unauthorized or unlawful construction by the lessor or non-commercialization at the Site. In case Lessee is subjected to any fine or penalty on account of that legal proceeding same shall be recovered from the rent payable to Lessor along with the cost. Additionally lessee shall be entitled to terminate agreement after serving 07 days' notice in writing to lessor.
- iii. In the event where the Demised Premises is sealed or closed by any government authority or any legal complications arises due to any building rules violations by the Lessor or non-commercialization or due to any other reason attributable to the Lessor. In that event Lessor apart from restoring the demised premises immediately shall not charge the rent for the period during which the demised premises remained sealed or closed. Additionally rent amount equivalent to period of seal or closure shall also be recovered by the lessee from the payment of rent payable to Lessor as a compensation for business loss of the lessee for the period it remained un- operational or closed.
- iv. From all losses, detriments, risks, damages sustained by the Lessee owing to any defect in the title of the Lessor qua the ownership of the property, or due to any actions, suits or demands preferred by any other person, in respect of the demised premises causing any interruption in the smooth business operations of the Lessee.
- v. For any losses or damages incurred to lessee as a result of disruptions in business operations at the leased premises due to disputes, closures, or legal actions stemming from claims by third parties regarding ownership, interests, or any rights related to the leased premises. Furthermore, no rent shall be payable to the lessor for the duration in which the business activities at the leased premises are affected.

TERMINATION / VACATION OF DEMISED PREMISES:

- i. The Lessee shall have the right to terminate this Lease Agreement during the lease term by serving a **03 (Three) Months** prior written notice to the Lessor.
- ii. The Lessor will have the right to terminate this lease agreement only if the Lessee fails to pay the monthly rent of the demised premises for **03(Three)**

consecutive months by serving a **03 (Months)** advance notice in writing to the Lessee.

- iii. Furthermore, if the Lease Agreement is terminated by either party, the Lessor is obligated to refund the amount of security deposit & any unappropriated advance rent paid by the Lessee for the unexpired term of the lease, after deduction of any amounts due to the Lessor, in accordance with the terms of this Agreement, within **14 (FOURTEEN) Days'** time.

6. FORCE MAJEURE:

- i. Neither party shall be considered in breach of this Contract to the extent that performance of their respective obligations is prevented by an Event of Force Majeure like fire, earthquakes, tempest, war, storm, civil commotion, riots, political disturbances out spread of pandemic or epidemic or any act of God.
- ii. If the Demised Premises or any portion thereof is partially or substantially damaged due to abovementioned Force Majeure events, in that event Lessor shall restore the Demised Premises within a reasonable time, and if the lessor fails to do so, the Lessee will have the right to terminate the lease agreement by serving a written notice of 07 days to Lessor. Neither Lessor will charge nor will the lessee pay the rent of the Demised Premises of the affected period in proportion to damage occurred.

7. ENTIRE AGREEMENT:

This agreement contains all the agreement and shall supersede all prior agreements, understandings, letter of intent, documents or communications between the Parties regarding the demised premises. Neither Party shall bring forward any claims against the other Party regarding such superseded agreements, understandings, letter of intent, documents or communications.

8. CONFIDENTIALITY:

The terms of this Agreement shall be kept confidential by the parties & shall not be disclosed to any other person, legal entity or organization except when absolutely necessary, or where required by law.

9. COUNTERPARTS:

This Agreement has been executed in **02 (TWO) counterparts**; one counterpart has been handed over to the Lessee & other counterpart has been retained by the Lessor after the execution. Both counterparts so executed shall for all purposes constitute one agreement with same legal effect, binding on both the parties hereto.

10. NOTICE

Any notice to be given under this Lease Agreement shall be in writing and shall be delivered personally or sent by registered mail, return receipt requested, to the person and address set out below or to any other person and address as notified by one party to the other:

On behalf of Lessor _____
On behalf of Lessee _____

11. Waiver

The failure of any of the parties to exercise any rights upon default hereunder shall not be deemed a waiver of such default or of any subsequent default.

12. Invalidity of Clause

Any provision or part of any provision of this Lease Agreement which is determined by a court of competent jurisdiction to be invalid, unenforceable, or in breach of any law may be severed from this Agreement and the remaining provisions or parts of provisions will remain in full force and effect.

13. Governing Law

This Lease Agreement shall be governed by the laws of Pakistan. The competent courts of _____ shall be the courts of exclusive jurisdiction.

14. REGISTRATION OF THE LEASE AGREEMENT:

This Lease Agreement will be registered in accordance with the relevant law and the cost relating to the stamp duty and registered etc. shall be borne by both the parties in equal proportion.

IN WITNESS WHEREOF, THE PARTIES HAVE SET THEIR RESPECTIVE HANDS ON THE DAY AND PLACE MENTIONED ABOVE.

_____	_____
LESSOR	LESSEE
<u>WITNESSES:</u>	
1. _____	2. _____
_____	_____

Bidding Form

Tender Notice # State Life Bancassurance Sector Office – Sialkot / 1-B / 2025

Bidder Info:-

Sr. #	Particulars				Detail			
1	Bidder / Firm Name							
2	Bidder's CNIC & NTN Number							
	NTN Status				<u>Active or Inactive</u>			
3	Bidders Status				<u>Owner / Property Agent / Landlord Etc</u>			
	<u>Property Agent / Attorney, Pls Enclose Power of Attorney (legal Document), Owners / Landlords Pls enclose Registry / Inteqal Copy</u>							
	<u>Also Enclose Partner NOC in case of Joint Property, Rent shall be paid as per partners shares</u>							
	<u>Also enclose Building Safety & Security Certificate</u>							
4	Correspondence Address							
5	Active Phone Number							
6	Offered Premises Location							
	Building Approach Status (Tick)				<u>Public Transport Approach / Private Transport Approach</u>			
	Offered Premises Status				<u>Individual / Joint (No, of Partners)</u>			
7	Offered Premises Total Area in Sq Ft				<u>Covered</u>	<u>Open</u>	<u>Total</u>	
8	Offered Premises Floor & Entrance				<u>Ground</u>	<u>Separate Entrance</u>		
9	Building Type				House / Shop / Hall / Plaza Etc			
10	Required Site Plan			Rooms	Kitchen	W Room	Reception	Parking
11	Utilities			Electricity Connection	Water Supply Availability	Sui Gas Availability (Optional)		
	Painted	Building Condition	Electricity Wiring	UPS Connectivity / Wiring	Water Supply Wiring			
12	Emergency Exit Availability							
14	Bidders Black list Status			Also Enclose Affidavit on Stamp Paper Rs. 100/-				
15	Affidavit for Premises Clearance			Any type of Litigation with Family / Partner / any institution (Govt or Private)				
16	Building Safety & Security Certificate							

Bidders Financial Offer Including Taxes

Tender Notice # State Life Bancassurance Sector Office – Sialkot / 1-B / 2025

<u>Per Sq Ft Monthly Rent per Month</u>	<u>Financial Offer Including Tax for whole offered premises (up to 1000 sq ft) on monthly basis</u>
<u>Yearly Financial Impact for Whole Premises (up to 1000 sq ft) Including Taxes</u>	

Earnest Money Detail

<u>CDR / PO / DD Number</u>	<u>Issued in Favor Of State Life</u>	<u>Amount</u>	<u>Dated</u>	<u>Issued Bank</u>
		Rs. 25000/-		

Bidders Signature:-

Official Seal & Stamp

- ❖ Overwriting, Cutting on bid document is strictly prohibited, such type of bid shall not be considered.

Tender Notice # State Life Bancassurance Sector Office – Sialkot / 1-B / 2025

Annex-A

مختار خاص

1. منکہ مسمیٰ / مسمات _____ ولد/دختر/زوجہ _____ قومی

شناختی کارڈ نمبر _____ سکھ

2. منکہ مسمیٰ / مسمات _____ ولد/دختر/زوجہ

قومی شناختی کارڈ نمبر _____ سکھ

3. منکہ مسمیٰ / مسمات _____ ولد/دختر/زوجہ

قومی شناختی کارڈ نمبر _____ سکھ _____ ہم

کے مشترکہ وارث ہیں۔ ہم اپنی جانب سے مسمیٰ / مسمات

ولد/دختر/زوجہ _____ قومی شناختی کارڈ نمبر _____ سکھ کو اپنا مختار

خاص مقرر کرتے ہیں اور اختیار دیتے ہیں کہ مختار خاص موصوف/موصوفہ مذکورہ مکان کی

دیکھ بھال کرے سرکاری ادارہ State Life Insurance Corporation of Pakistan کو کرائے پر دے اور طے شدہ ماہانہ کرایہ وصول کرنے۔ لہذا بقائمی

ہوش و حواس خمسہ برضا رغبت خود بلا جبر و کرائے غیر روبرو گواہان حاشیہ سند کرایا ہے۔

العید : _____ العید :

ولد/دختر/زوجہ _____ ولد/دختر/زوجہ

قومی شناختی کارڈ نمبر _____ قومی شناختی کارڈ نمبر _____ (مختار
خاص دہندہ) (مختار خاص دہندہ)

العید : _____ العید :

ولد/دختر/زوجہ _____ ولد/دختر/زوجہ

قومی شناختی کارڈ نمبر _____ قومی شناختی کارڈ نمبر _____ (مختار
خاص دہندہ) (مختار خاص موصوف/موصوفہ)

Annex-B

ازاں: _____ ولد/دختر/زوجہ _____ قوم _____

سکنہ _____ شناختی کارڈ نمبر ہے۔

☆ میں حلفا بیان کرتا ہوں کہ میرا نام ولدیت قومیت اور سکونت بالکل درست ہے۔

☆ میں حلفا بیان کرتا ہوں کہ ایک عمارت رقبہ (تعمیر شدہ) _____ مربع فٹ (پتہ)

_____ کا میں مالک ہوں۔

☆ میں حلفا بیان کرتا ہوں کہ مذکورہ عمارت بطور مالک _____ شہر میں State Life Insurance Corporation of Pakistan دفتر کے لیے

کرایہ پر دینے کے لیے رضا مند ہوں۔

☆ میں حلفا بیان کرتا ہوں کہ میری مذکورہ عمارت پر کسی قسم کا کوئی قانونی تنازع نہ ہے میری اس عمارت پر کسی بھی سرکاری و نیم سرکاری ادارے سے ☆ میں حلفا بیان کرتا ہوں کہ

کوئی قرضہ نہ لیا گیا ہے۔

☆ میں حلفا بیان کرتا ہوں کہ اگر مستقبل میں مذکورہ عمارت سے متعلق کوئی بھی قانونی تنازع یا

پریشانی ہوئی تو میں بحیثیت مالک اس کا ذمہ دار ہوں گا۔

☆ میں حلفا بیان کرتا ہوں کہ درج بال بیان میرے علم و یقین کی حد

تک درست ہے اور کوئی

راز پوشیدہ نہ رکھا گیا ہے۔

العبد :

_____ ولد/دختر/زوجہ

قومی شناختی کارڈ نمبر

Annex-C

ولد/دختر/زوجہ

قوم

ازاں:

سکنہ _____ شناختی کارڈ نمبر ہے۔

☆ میں حلفا بیان کرتا ہوں کہ میرا نام ولایت قومیت اور سکونت بالکل درست ہے۔

☆ میں حلفا بیان کرتا ہوں کہ ایک عمارت رقبہ (تعمیر شدہ) _____ مربع فٹ (پتہ)

_____ کا میں مشترکہ مالک اور مختار خاص مقرر
ہوں۔

☆ میں حلفا بیان کرتا ہوں کہ مذکورہ عمارت بطور مختار خاص _____ شہر میں State Life Insurance Corporation of Pakistan دفتر کے

لیے کرایہ پر دینے کے لیے رضا مند ہوں۔

☆ میں حلفا بیان کرتا ہوں کہ مذکورہ عمارت پر کسی قسم کا کوئی قانونی

تنازع نہ ہے۔ ☆ میں حلفا بیان کرتا ہوں کہ اس عمارت پر کسی بھی سرکاری و نیم سرکاری ادارے سے کوئی

فرضہ

نہ لیا گیا ہے۔ ☆ میں حلفا بیان کرتا ہوں کہ اگر مستقبل میں مذکورہ عمارت سے متعلق

کوئی بھی قانونی تنازع یا

پریشانی ہوئی تو میں بحیثیت مختار خاص اس کا ذمہ دار ہوں گا۔ ☆

میں حلفا بیان کرتا ہوں کہ درج بالا بیان میرے علم و یقین کی حد تک صحیح

درست ہے اور کوئی

راز پوشیدہ نہ رکھا گیا ہے۔

العبد :

_____ ولد/دختر/زوجہ

قومی شناختی کارڈ نمبر۔