



**STATE LIFE INSURANCE
CORPORATION OF PAKISTAN
ABT ZONE MIR ALAM
SHOPPING PLAZA
MANSHERA ROAD JHANGI
ABBOTTABA PH# 0992-
930014 FAX# 0992-
930015**

May 30

2025

**HIRING OF OFFICE BUILDING ON RENT VIDE PPRA TENDER
NO: HR&A/SLIC/GS/G/ABT/ZOB/003/06/2025, ALSO
ADVERTIZED IN NATIONAL DAILIES TENDER ALSO
AVAIABLE ON SLIC WEB SITE, www.statelife.com.pk & e-
mail: www.pgsabtzn@statelife.com.pk**

**TENDER
DOCUMENTS**

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INTRODUCTION OF ABOUT SLIC OF PAKISTAN

The Life Insurance Business in Pakistan was nationalized during March 1972. Initially Life Insurance business of 32 Insurance Companies was merged and placed under three Beema Units named "A", "B" and "C" Beema Units. However, later these Beema Units were merged and effective November 1, 1972 the Management of the Life Insurance Business was consolidated and entrusted to the State Life Insurance Corporation of Pakistan.

State Life Insurance Corporation of Pakistan is headed by a Chairman and assisted by the Executive Directors appointed by Federal Government. Up to July 2000 the Corporation was run by Board of Directors constituted under Life Insurance (Nationalization) Order 1972. In July 2000, under Insurance Ordinance 2000, the Federal Government reconstituted the Board of Directors of State Life which runs the affair of this Corporation.

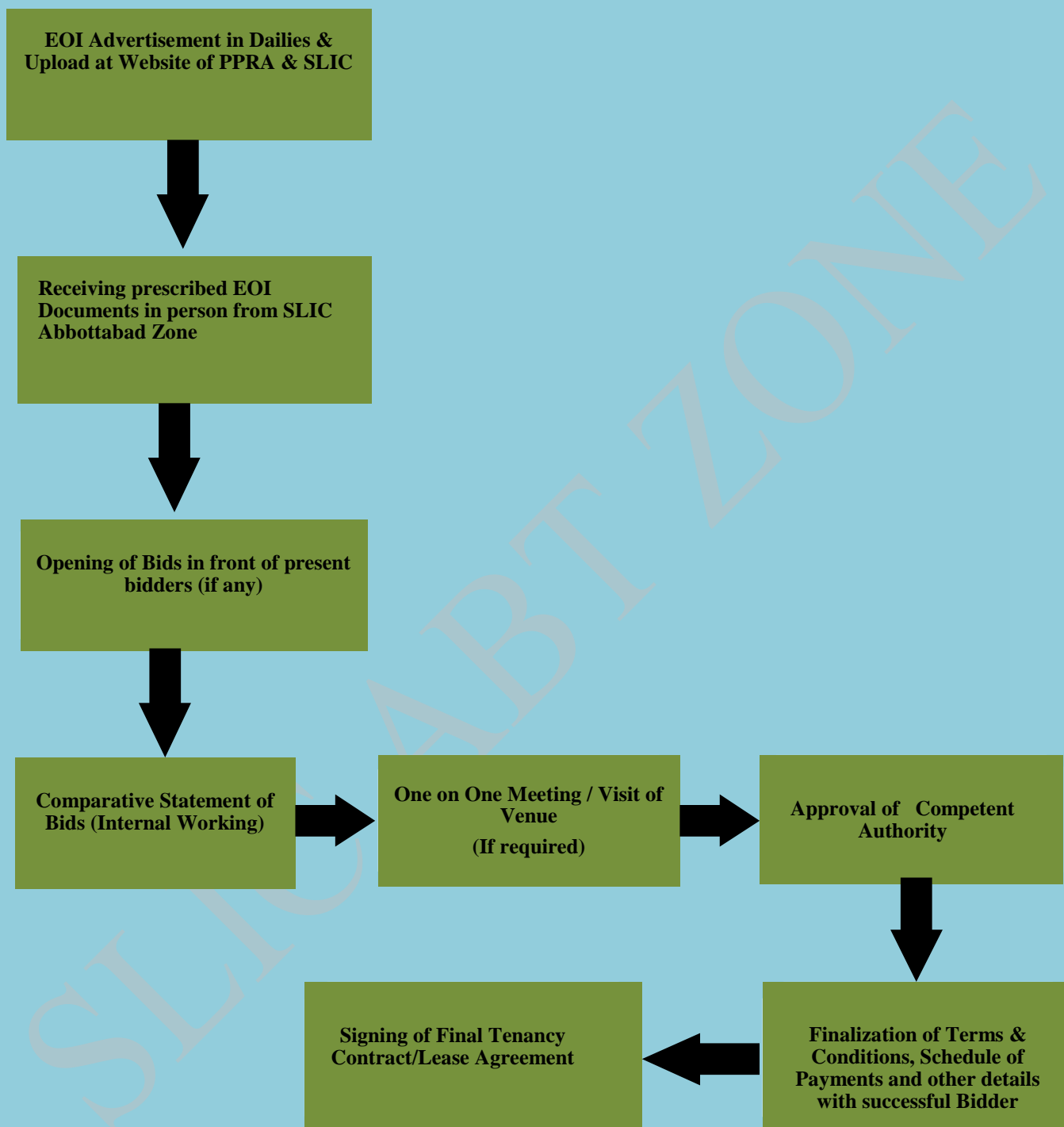
The basic structure of the Corporation consists of Seven Regional Offices, Thirty Three Zonal Offices, a few Sub-Zonal Offices, 200 Sector Offices, and a network of 1329 Area Offices across the country for Individual Life Insurance; Four Zonal Offices and 6 Sector Offices with 20 Sector Heads for Group & Pension are involved in the Marketing of Life Insurance Plans policies and products offered by State Life and a Principal Office. The Zonal Offices deal exclusively with Sales and Marketing. Underwriting of Life Insurance Policies and the Policyholder's Services. Regional Offices, each headed by a Regional Chief, supervise business activities of the Zones functioning under them. The Principal Office, based at Karachi, is responsible for corporate activities such as investment, real estate, actuarial, overseas operations, etc.

Major Achievements

The major function of the State Life Insurance Corporation of Pakistan is to carry out Life Insurance Business; however, it is also involved in the other related business activities such as investment of policyholders fund in Government securities, Stock market, Real Estate etc. The major achievements of State Life are as under:

- On the commencement of the operations, the Corporation took a very important step by effecting reduction up to 33% in the premiums on the past and potential Life Policies for the benefit of the Policyholders.
- State Life is profitable organization and it paid Rs.12 billion as dividend to the Government of Pakistan since its inception in 1972.
- State Life has played very vital role in the economy by providing employment to the people of the country as permanent employees and as part of its marketing force and by investing the huge funds in different sectors of the economy. The Investment Portfolio of State Life as at 31.12.2019 stands at Rs.965.78 billion.
- Investment portfolio also includes investment in Real Estate which stands at a book value of Rs.3.375 billion as at 31.12.2019 whereas its fair value is around Rs.50.459 billion in the same period.
- The Paid up Capital increased from Rs.10 million in 1972 to Rs.4.3 billion in 2019.
- The Premium income increased from Rs.0.317 billion in 1972 to 112.572 billion in 2019. Similarly Investment income including rental income increased from Rs.0.81 billion in 1972 to 95.80 billion in 2019.
- Total statutory fund of State Life stands at Rs.996.401 billion in 2019 as against Rs.1.494 billion in 1972
- State Life is smoothly striving towards its objective of making life insurance available to large section of the society by extending it to common man. As at December, 2019 the total number of policies enforce under individual life were 5.82 million and number of lives covered under group life insurance were 2.50 million, and number of lives covered under health insurance were 47.42 million.

EVALUATION & FLOW OF PROCESS



1. INSTRUCTION TO BIDDERS (ITB)

1.1 Corresponding Address

The contact number and the correspondence address for submitting the bids are as follow:

Incharge Human Resource and Administration
State Life Insurance Corporation of Pakistan (SLIC) Mir
Alam Shopping Plaza Manshera Road Jhangi Abbottabad
Postal Code-22010, Ph: 0992-930014-13, Fax: 0992-930015, 930010

1.2 Eligible Bidders

An owner or lawful Attorney of the Owner, having active National Tax Number (NTN), of the Property meeting with the Criteria provided in Clause 1.5.2 herein.

1.3 Preparation of Bids

1.3.1 Bidding Process

This is the **Single Stage - Single Envelope Procedure**.

1.3.2 Cost of Bidding

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

1.3.3 Language of Bid

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and SLIC must be written in English.

1.3.4 Financial Proposal

The Financial Proposal shall be prepared using the standard format provided herein (FORM-B) on a Stamp Paper of valuing Rs.100/-, duly signed by the bidder or lawful Attorney.

1.3.5 Bid Currencies

All prices quoted must be in Pak Rupees.

1.3.6 Bid Validity

Bids shall remain valid for a period of ninety (90) days, after the date of bid opening prescribed by SLIC Abbottabad Zone.

1.4 Submission of Bids

1.4.1 Sealing and Submission of Bids

The bid shall comprise a Single package containing the followings:

- a) Signed Form – A (Eligibility Criteria);
- b) Signed Form - B (Financial Proposal);
- c) CNIC of the Bidder (Owner of the Property);
- d) Copy of Ownership Documents;
- e) Documentary proof of Commercialization of building;
- f) Any other relevant Document / information.

1.4.2 Clarification of Bids

No bidder shall be allowed to alter or modify his bid after the closing time for submission of the bids.

The SLIC Abbottabad Zone may, if necessary after the opening of the bid, seek and accept such clarifications of the bid as do not change the substance of the bid.

Any request for clarification in the bid, made by the SLIC Abbottabad Zone and its response, shall invariably be in writing.

SLIC Abbottabad Zone shall also have right to ask or demand any additional information or document for the purposes of its satisfaction and clarification during the procurement process.

1.4.3 Rejection of Bidders

SLIC shall summarily reject following Bids:

- a) Any Bid received after the Closing Date & Time i.e. **16TH June, 2025 @ 11:30 AM;**
- b) Any Bid received in Open or unsealed Envelope;
- c) Any Bid received incomplete;
- d) Any Bid containing false information or fake documents;
- e) Any Bid not received at the office of HR&A SLIC Abbottabad Zone;
- f) Any Bid submitted in contradiction with Bidding Documents, etc.

1.5 Opening and Evaluation of Bids 1.5.1. Opening of Bids by SLIC Abbottabad Zone.

The last date for the submission of bids in physical form before opening of bids shall be i.e. **16TH June, 2025, at 11:00am**) acceptable if the bidder have already launched it also on Epad/PPRA than we treat it otherwise no bid will be accepted on the bases of only materially submission of the bid; and bid shall be opened **on 16th June, 2025 at 11:30am** at the office of HR&A SLIC Abbottabad Zone respectively.

Bid shall be opened in the presence of the bidders or their representatives who may wish to be present with authority letter on Rs.100/- stamp paper.

1.5.2 Eligibility Criteria

All bids shall be evaluated as per the following criteria:

No	Features	Requirements
01	Preferred Location	Main Manshera Road Abbottabad from supply bazar to Missile Chowk Mandian Abbottabad
02	Space Required	Covered area must be of atlas 20000sqft.
03	Building Plan	01-Room of 16x16 for Zonal Head with attached bathroom with English and Indian commode & ceramic shank, and at least 10 Rooms of 12x14sqft, for Senior Officers & 30 rooms of 12x12sqft for Junior officers with halls for staff with 4ft partitions. 02-Conference Halls, separate Bathrooms (for Males & Females), Kitchen with allied necessities. Layout/design can be provided if needed.
04	Parking Space	For At least 40-Cars and for 10-Motor Cycles in the vicinity.
05	Desired Amenities	Air Conditioners if possible , Telephone lines, Networking and main frame wiring VGA Cabling for office working in entire Zonal Office premises Electricity Connection, CCTV Cameras, Security Gadgets, Generator and Electric Lift (in case of multi-story building) Networking for the connection of linking with internet PTCL etc.
06	Availability for Shifting	First Week of October, 2025 or earlier or as agreed upon by both parties.
07	Minimum Term	10 Years, renewal able after every 03-Years

08	Status of Building	Commercial Building Ready to shift equipped with all requirements of the offices as mentioned above in details.
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NOTE:

- a) Meeting the eligibility criteria will make a bidder qualify for visit/ inspection of the property by the ZPC, SLIC Abbottabad Zone.
- b) Subsequently, the property will be inspected to satisfy by the ZPC, SLIC Abbottabad Zone for physical verification and suitability of the information given by the bidder.
- c) Location and Property which meets the requirement of SLIC Abbottabad Zone after due inspection as per the criteria given above will be considered for evaluation.
- d) The Premises not meeting the Eligibility Criteria shall not be considered for final evaluation or comparison.

1.6 EVALUATION OF BIDS & AWARD OF CONTRACT**1.6.1 Evaluation of Bids**

SLIC will evaluate the Bids as per the following criteria:

NO.	FEATURES
1.	Eligibility Criteria
2.	Rate

1.6.2 Award Criteria

SLIC will award the contract to the successful Bidder, whose bid has been determined to be the substantially responsive and has been determined to be the lowest evaluated bid, upon the satisfaction of SLIC Abbottabad Zone with regard to requirements mentioned in tender published in news papers and uploaded on PPRA /Epad provided herein.

1.6.3 Signing of Lease Agreement

SLIC Abbottabad Zone would enter into Lease Agreement for a Period of 01-Year initially, renewable after every 01-Year with an increase of 8.33% per year or 25% after three years and rental period will be of at least ten years must engaged, with Successful Bidder, the terms and conditions substantially in form attached as FORM-C.

1.6.2 Rejection of Bids

The SLIC Abbottabad Zone may reject all or any of bids or proposals at any time prior to the acceptance of bid or proposal and even revise, retender the same in accordance with PPRA law/rules.

2. SCOPE OF WORK

Hiring of office premises / building by the SLIC Abbottabad Zone as per the locations and requirements provided herewith.

3. FINANCIAL PROPOSAL

Every Bidder shall submit Financial Proposal in accordance with the FORM-B provided herewith.

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

MIR ALAM SHOPPING PLAZA MANSHERA ROAD
ABBOTTABAD

FORM – A (GENRENAL PROPOSAL)

The Incharge
HR&A
State Life Insurance Corporation of
Pakistan Mir Alam Shopping Plaza
Main Manshera Road Jhangi
Abbottabad

Subejct: HIRING OF OFFICE BUILDING ON RENT

I, _____ (Owner of Property), hereby confirm the availability and offer the following Premises on Rental Basis for 10-Years, renewable after every 03-Years, which contain following Features:

No.	Features	Details
01	Preferred Location	
02	Space Required	
03	Building Plan	
04	Parking Space	
05	Desired Amenities	
06	Availability for Shifting	
07	Minimum Term	
08	Status of Building	

Following Documents are annexed herewith:

- a)* CNIC of the Bidder (Owner of the Property);
- b)* Ownership Documents;
- c)* Building Plan / Map;
- d)* Documentary proof of Commercialization of building;
- e)* Any other relevant Document / information.

Particulars of Bidder

Signature: _____ **Date:** _____ /

Full Name: _____ **CNIC No:** _____
(IN BLOCK LETTERS)

STATE LIFE INSURANCE
CORPORATION OF PAKISTAN
ABBOTTABAD ZONE

MIR ALAM SHOPPING PLAZA MANSHERA ROAD
 ABBOTTABAD

FORM – B

(FINANCIAL PROPOSAL)

The Incharge
 HR&A
 State Life Insurance Corporation of
 Pakistan Mir Alam Shopping Plaza
 Main Manshera Road Jhangi
 Abbottabad

I, _____ (Bidder), hereby extend my offer to provide the premises measuring
 _____ Sqft, on rental basis for 10-Years renewable after every 03-Years on following Rates:

a) RENT PROPOSAL:

Total Area	Rent Per Sq.ft. Per Month	Total Rent Per Month
<i>(Sq.ft)</i>	<i>(in Figures)</i>	<i>(in Figures)</i>
	<i>(In Words)</i>	<i>(In Words)</i>

b) OTHER AMOUNTS:

i. Rent in Advance (for 10-Months) _____ (In words)

NOTE:

- a) Financial Proposal shall be prepared and submitted on this Form signed by Bidder;
- b) All government taxes regarding commercial property shall apply.
- c) Owner will be liable to pay all municipal, government, non-government and other rates, taxes, etc. which may be levied by any Department, Authority, etc. in respect of the Rented Premises.

Particulars of Bidder

Signature

Date:

FORM - C

(LEASE AGREEMENT)

This Lease Agreement is made at ABBOTTABAD on this (date)

BY AND BETWEEN

Lessor Name, Address, herein after referred to as the **LESSOR**, includes his legal heirs, successors in interest, assignees, transferees and administrators of the **ONE PART**.

State Life Insurance Corporation of Pakistan Abbottabad Zone, herein after referred to as the **LESSEE**, includes its legal representative, nominees, successors in interest, assignees, transferees and administrators of the **OTHER PART**.

WHEREAS the lessor is owner in possession to the exclusion of others of commercial building namely **(Name)** constructed on **(Address)**.

The Lessor has offered the Lessee for leasing on monthly rent the building having an area of **(Area)** sq.ft.(hereinafter referred to as the **Rented Premises**) on the following Terms and Conditions.

1. PERIOD OF TENANCY

In consideration of the Rent herein reserved and the lessee's covenants herein contained, the lessor has agreed to lease to the lessee the rented premises with all the rights, amenities and easements appurtenant thereto for a period of **Ten years** initially **three years** from **the date of execution of this Lease Agreement or handing over the physical possession of the Rented Premises whichever is later**, herein called as **Term**.

2. RATE OF RENT

- a) The Monthly Rent payable by the Lessee to the Lessor in respect of the Rented Premises shall be Rs, _____ (**"Rent"**). Effective from the date of execution of this Agreement or handing over the physical possession of Rented Premises to Lessee whichever is later, in pursuant to this Lease Agreement.
- b) That the Lessee has agreed to pay to the Lessor an amount mentioned as **Advance Rent** in Bid/ Financial Proposal to the tune of **10 months**.

- c) That the Lessor shall not vacate the premises affecting the Lease Agreement before the Term i.e. Three (03) Years; and if the Lessee wants to vacate the Rented Premises, the Lessee shall give **One (1) Year** Prior Notice of its intention/s to terminate this Lease Agreement as the vacation of such huge office needs ample time and subject to the availability of such rented space to be moved in.
- d) That the advance rent (**Ten Month Rent Amount**) from the commencement of the Lease or at the date of signing of this Agreement, whichever is earlier, and after ten months regular Rent will be paid on monthly basis as agreed upon.

3. RATE OF ENHANCEMENT

That going forward there will be an increase in the rent at the rate of **8.33% after the expiry of each year or 25% increase after three years term if both parties agreed to do so** for further renewal of lease agreement.

4. MODE OF PAYMENT

The Lessee shall pay the Rent on monthly basis through Cross Cheque on or before **15th** of every month in the name of (**Lessor**). Monthly Rent shall be paid after deduction of applicable taxes and levies as may be applicable under the Laws of government of Pakistan through FBR.

The Lessor shall pay such direct or indirect taxes, duties, fees and other impositions levied under the Applicable Laws of Pakistan.

A certificate of deduction of income tax shall be provided by the Lessee upon request of the Lessors.

5. PROVISION OF UTILITIES CONNECTIONS & FITTINGS

That the Lessor agrees to provide connections of three phase 04 commercial electricity meters along with 50KVA building own transformer, 05 gas meters, water boring along with 04 water tanks, base for generator to be placed on (roof top or on ground), ceiling fans , electric or gas geysers for warm water along with bath rooms along with fittings.

CAR PARKING

That the Lessor shall provide a Car Parking Space of **for at least 40-Cars**; and for at least 10-motorcycles the Rented Premises to be exclusively used by the Lessee, its employees.

6. THE LESSEE COVENANTS WITH LESSORS AS UNDER

- a) To be liable for payment of electric, gas, water, sewerage, telephone and any other charges, as per monthly bills/consumption, without any delay or default.
- b) That rented premises has been and (**quantity of glass portioning if any**) partition of glass which shall be responsibility of lessee to keep in rented premises in good condition, and to maintained in good condition all of the equipment and superstructures, installed by the Lessor at the time of handing over the physical possession of the Rented Premises, but in case of any disaster earth quick electric wiring issue causes fire which may result in heavy lose to building not covered by the lessee for the accountability of it.

- c) To permit the Lessor or his authorized agent to enter the Rented Premises at all reasonable hours of the day to inspect the same and to allow reasonable structural repairs to be undertaken by the Lessor at the convenience of the Lessee, provided that the Lessor shall give the Lessee at least **24 hour** notice of their intention to make such inspections and repairs.
- d) Not to use the Rented Premises for any other purpose except for running / managing its business and activities related thereto.
- e) To keep and maintain the Rented Premises in a neat and tidy condition and to use the same in a manner that does not cause interference or obstruction to the use of other premises in and around the building.
- f) The Lessee and the Lessor agree to execute and register the Lease Agreement on the terms and conditions provided herein & in accordance with Rent Laws government of Pakistan. All costs charges and expenses in connection with the registration of Lease Agreement including payment of stamp duty shall be borne by the Lessor in accordance with Rent Laws.
- g) The lessee will take all possible measures to save the building from fire. The Fire Extinguishers and Hydrants would be installed by the Lessee and so shall be maintained by the Lessee with training by the concerned staff.
- h) The Security would be sole responsibility of lessee who will hire/appoint its own security staff for rented premises. The Lessor will not be responsible for any kind of theft from the rented premises including parking space.
- i) The replacement of all fixtures such as sanitary, electric and other fittings must be the responsibility of the lessor during the lease period.

7. THE LESSOR CONVENANTS WITH THE LESSEE AS UNDER

- a) Lessor shall be fully responsible for all structural faults in the building and/or the Rented Premises and shall pay for all repairs on account of such structural faults and shall carry out all structural and major repairs to the Rented Premises as may be required from time to time. Provided, however, that any structural fault resulting from any inappropriate action of the Lessee shall be repaired and put right by the Lessee.
- b) That the Lessor shall get the paint work done after every one year of tenancy and if the same is not done within the time specified or agreed, the Lessee shall be entitled to do the same job at the expenses of Lessor after giving seven (07) days' notice in writing.

8. THE LESSOR COVENANTS WITH THE LESSEE AS UNDER

- c) Lessor shall authorize the Lessee to undertake any alteration in the Rented Premises in order to comply with the international health and safety standards for the safety of its staff and customers.
- d) Subject to the Lessee performing its obligations hereunder, to ensure that the Lessee shall peacefully enjoy use of the Premises for commercial purposes without any hindrance or interference from the Lessor and/or any person and/or Authority and Government.
- e) Any sale / transfer and / or assignment of the said Premises or a portion thereof by the Lessor to any person in any manner, whatsoever, shall not in any way affect or prejudice the rights of the Lessee as contained in this Lease Agreement. Every purchaser / transferee / assignee shall be bound by the said Lease Deed and all the terms and conditions and covenants herein contained. The Lessors shall further be bound to disclose the Terms and Conditions of this Lease Agreement and covenants herein provided to purchaser / transferee / assignee.
- f) That the Lessor has a legal and valid title of the Rented Premises and have the right to lease the Rented Premises for commercial purposes which is free from all encumbrances and charges/liens and shall submit copies of all property documents along with any necessary approvals and sanctions of the concerned authority in respect of the Rented Premises prior to execution of this Lease Deed or at any time as and when required by the Lessee.
- g) Disputes of any kind between the Lessor and any third party shall not affect the rights of the Lessee under this Lease Agreement or any renewals thereof.
- h) The Lessor shall provide all approvals and necessary assistance to the Lessee for obtaining of any utilities at the Rented Premises as and when required by the Lessee.
- i) The Lessor will paid all the utility bills and taxes liabilities outstanding at the end of owner befor signing the lease agreement, which related to the Rented Premises (as brought to the knowledge of the Lessee) as provided in the Schedule II of this Lease Agreement at the time of handing over the Rented Premises to the Lessee.
- j) The Lessee shall be entitled to erect or install the neon sign board and/or other publicity boards / skins / hoarding and / or advertising boards in front of the Rented Premises subject to provision of appropriate space, initially the lessor is bound to display the signboard of the corporation front facing towards main road by own cost of the lessor.
- k) Lessor confirms and acknowledges to the Lessee that said plot and the Rented Premises have been permitted by the relevant authority or authorities to be used in the Permanent Commercial category by the Lessor.
- l) Lessor will arrange and confirms all the safety measures which are necessary declared by the government Pakistan in multi-story building for example emergency exit fire alarm systems etc.

9. THE LESSOR WARRANTS

- a. There are no restrictions or impediments in the Lessor's rights to lease the Rented Premises to the Lessee and / or as provided anywhere under this Lease Agreement and that all necessary lawful authority / approvals / permissions / consents / permits of the relevant Government Department / Municipal Authority / Development Authority been obtained and fulfilled by the Lessor in respect of leasing/renting out the Rented Premises to the Lessee for the use of the Rented Premises for commercial purposes and all such conditions imposed by any of the above for the commercialization and use of the Rented Premises have been duly fulfilled.
- b. The Lessor warrants that Rented Premises, at the time of handing over, is structurally sound in every respect and may be used for the purpose for which it is leased out and the Lessor undertakes that the structure has been erected in accordance with the necessary approvals / permissions / consents / plans / permits of the relevant Local Government District Abbottabad / Abbottabad Development Authority thereby allowing for lawful utilization of the same for purposes mentioned.
- c. The Lessor shall, when called upon by the Lessee, acquire any necessary approvals/plans/permissions/permits from the relevant Local Government/ District Abbottabad / Abbottabad Development Authority for making any additions to the structure of the Rented Premises as and when required by the Lessee provided that the cost of such approvals / permissions shall be borne by the Lessee.
- d. If during the period of this lease agreement, the Rented Premises are destroyed and / or damaged due to any structural defects and / or damaged by an earthquake, civil commotion, riots, war, political disturbances, fire, storm or any other cause beyond the control of Lessee which may impede use of the Rented Premises by the Lessee, the Lessee at its sole discretion shall have the right to terminate this Lease Agreement with one month prior notice. Upon such termination of the lease, no further rent shall be due and payable by the Lessee and if any advance rent paid by the Lessee in respect of the remaining period of this Lease Deed or any renewals thereof and / or under any other agreement(s) between the Lessee and the Lessor with respect to the Premises shall be refunded forthwith by the Lessors within **30 days** of such termination.

- e. The Lessee shall on the termination of the lease deliver possession of the Rented Premises to the Lessor. However, if the Lessee is unable to carry on running the business at the Premises due to any Federal/Provincial/Municipal/Cantonment Board/Local Bodies, Institutions, authorities, Regulations or Court order, the Rented Premises will be vacated accordingly of such termination.
- f. At the completion of term of this Lease Agreement and upon receipt of **90 days** advance written Notice from the Lessee of its intentions to renew the Lease Agreement, the lease may be further extended by mutual consent of both the parties on the terms and conditions mutually agreed at the time of the expiry of this Lease Agreement.

10. INDEMINITY AND UNDERTAKINGS

- a. The Lessor hereby indemnify the Lessee and agrees to keep the Lessee safe, secured and harmless against all costs, charges, liabilities, expenses, litigations/legal actions, losses, claims and detriments (including but not limited to as hereinabove defined) that may be suffered by or made against or incurred by the Lessee owing to any breach of the conditions of this Lease Agreement or as a result of any act or omission on part of the Lessor which directly, or indirectly shall prejudice the rights, privileges and benefits of the Lessee.
- b. The Lessor agrees/undertakes to indemnify the Lessee against any claims, liabilities dues or charges accrued or accruing and claimed by any person / party or authority in respect of the Rented Premises.

11. MISCELLANEOUS

- a) The Lessee may terminate this Lease Agreement at any time by giving the other Part a **Three month prior** Notice in writing at the address specified under this Agreement / Deed. On the happening of such an event, Lessor undertakes to return all unutilized amount of rent received in Advance (if any) from Lessee hereunder upon taking over physical possession of the Rented Premises on the date of termination mentioned in the notice.
- b) In the event the Lessee commits default in the payment of rent for more than **Ninety (90) days** when it becomes due on the dates as prescribed in the Lease Agreement, the Lessor shall give the other part a Notice for the reimbursement of the outstanding rent. However, if the Lessee does not make the rental payment within the notice period, the Lessor shall have the right to terminate this Lease Agreement by giving the other part a **One (01) Year** prior Notice in writing at the address specified under this Agreement.

- c) In case the Lessee reduce its operations and/or the premises become surplus, the Lessee shall communicate his intention of vacation of premises to the Lessor and both the parties shall mutually decide the mode of vacation of the premises, which in any case shall not exceed One (01) Year. The Lessor undertakes to return all proportionately unutilized amount of Rent received in Advance (if any) from Lessee hereunder within **30 days** of the said date of vacation.
- d) Upon expiry of this Lease Deed or upon its earlier termination, the parties at the time of handing over possession will carry out a joint survey of the Rented Premises to confirm that the Rented Premises is being handed over in good condition, normal wear and tear excepted. In case any major damage is identified by the parties during the joint inspection, the Lessee will have the damage repaired at its own cost.
- e) The Lessor and the Lessee agree to strictly abide by the terms and conditions as laid down in this Lease Agreement. In case of any breach of any of the conditions and covenants to be observed and performed by the Lessor, the Lessee may terminate this Lease Agreement immediately after giving a written Notice to this effect provided that a time of **30 working days** is given to the Lessor to rectify the breach. Any unutilized payment (if any) made by the Lessee to the Lessors under this Lease Agreement or any renewals thereof and/or on account of any other agreement with respect to the Rented Premises shall be returned to the Lessee within **60 days** of such termination.
- f) This Agreement has been drawn up in duplicate, one original to be retained by the Lessee and other to be retained by the Lessor.
- g) Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the bidding document.
- h) A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the bidding document.

12.ASSIGNMENTS

Save as herein expressly provided, the rights and obligations of Lessor and Lessee under this Lease Agreement may not be assigned or transferred by either Party without the prior approval in writing of the other Party; which approval shall not be withheld unreasonably.

13.APPLICABLE LAW AND JURISDICTION

- a. This Lease Agreement and any matters relating to this Agreement shall be governed by and construed in accordance with the Laws of Pakistan.
- b. The Parties submit and agree to the exclusive jurisdiction of the Honorable Courts at Abbottabad, Pakistan.

**IN WITNESS WHEREOF THE PARTIES HAVE SIGNED THIS LEASE AGREEMENT ON
THE (DATE)**

LESSOR

LESSEE

WITNESSES:-

For Lessor:

For Lessee:
