



Tender Fee: Free of Cost

Expression of Interest

For

**Renting Out of HBFC Office Space at First Floor, Civic Centre,
Hyderabad**

EOI No. HBFC/HOK/GSD/2021/3080

Date of Issue: September 23, 2021

Last Date of Submission: October 20, 2021 *on or before 11:00 am*

Proposal Opening Date: October 20, 2021 at 11:30 am



Terms of Reference (TORs)

Renting Out of HBFC Office Space at First Floor, Civic Centre, Hyderabad

1. The interested Tenant should be a well reputed institution / company of public or private sector.
2. interested Tenant must be on the Active Tax Payers List (ATL) of the Federal Board of Revenue (FBR).
3. Useable area apart from the Stairs and passages offered for rent is approximately 5,000 sq. ft
4. All bidder must quote the rent @ per sq.ft.
5. All bidders are required to submit a Bid Security along with their proposal @05% of the quoted monthly rent in the form of a Pay Order in favor of HBFC which will be refundable after completion of selection process.
6. Final payable rent will be calculated as per the actual measurements carried out on site with the successful bidder's representative(s) and HBFC designated officials at the time of agreement.
7. No Objection Certificate (NOC) from Hyderabad Development Authority (HDA) for the Tenancy Agreement shall be the responsibility of the successful Tenant.
8. Interested Tenant will arrange separate Power Meter. 100 KVA dedicated PMT is available for HBFC from which New Meter connection can be obtained from WAPDA.
9. All the required renovation works will be done by the successful Tenant.
10. Annual rent will be paid by the Tenant for twelve (12) months in Advance.
11. Three (03) months rent will be deposited by the Tenant as Security Deposit which will be refundable at the time of peaceful vacation of the property.
12. Tenancy Period will be of Five (05) Years, renewable with mutual consent of both parties on the same Terms and Conditions.
13. Annual Rent Increment at the rate of 10% (negotiable) of actual quoted rate will be admissible.
14. The premises can be vacated on a three (03) months' notice period either from the Tenant or HBFC.
15. Tenant will not sublet the premises to anyone.



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16. Any additional area in the same premises can be rented out on the same rates to the tenant during the Contract Period subject to the approval of the Competent Authority of HBFC.
17. In case of a proposal is submitted through a Real Estate Agency, one (01) month rent as Service Charges will be paid to the Real Estate Agency by HBFC after the successful signing of contract agreement with the Tenant.
18. Selection will be based on the merit and compliance to the ToRs.
19. In case of multiple bids are received for various area requirements, allocation of area will be at the discretion of HBFC.
20. Interested parties can visit proposed location during working hours i.e., 9:00 AM to 5:30 PM Monday to Friday by contacting with:

Mr. Imran Memon

Branch Manager, Hyderabad

1st Floor, Civic Centre, Thandi sarak, Hyderabad

Tel: 022-2783826 | Cell +92-3353036855,

21. In case of any query related to the process, interested parties can contact:

Tender Process:

Name: Mr. Asad Baber Khan

Designation: Manager Procurement – General Services Department (GSD)

Email: asad.baber@hbfc.com.pk

Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi.

Phone: +92 21 35641752

Technical Matters:

Name: Mr. Waseem Anwar Arain

Designation: Head – Property Management Department (PMD)

Email: waseem.anwar@hbfc.com.pk

Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi.

Phone: +92 21 35641731



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22. Sealed proposals must be clearly marked as **“Expression of Interest for Renting Out of HBFC Office Space at First Floor, Civic Centre, Hyderabad”** and sent to **Head, General Services Department, House Building Finance Company Limited, 3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi** and must be submitted on or before **October 20, 2021 at 11:00 am**.
23. Proposals will be opened on same day at **11:30 am** in the presence of interested parties or their representatives (who wish to attend) at the address given below. Late/ incomplete/ conditional proposals will not be entertained.
24. All bidders are required to submit a Bid Security along with their proposal @05% of the quoted monthly rent in the form of a Pay Order in favor of HBFC which will be refundable after completion of selection process. Any proposal received without the Bid Security shall be rejected.
25. HBFC reserves the right to accept or reject any or all expressions in accordance with relevant clause of Public Procurement Rules (PPR-2004).



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Expression of Interest Form

Applicant: (Please Tick any one)	Owner: <input type="checkbox"/> Property Dealer / Estate Agency: <input type="checkbox"/>
Name of Bidder / Estate Agency	
Name of Company / Organization (Proposed Tenant)	
Company Address (Tenant):	
Contact Person Name and CNIC	
Contact Details: (Phone number/s and Email)	
Propose Rent Per sq. ft. in Figures:	Rs. _____ / - *
Proposed Rent Per sq. ft. in Words:	Rupees _____ *
Total Area Required (sq. ft.):	
Monthly Rent:	Rs. _____ / - * <i>(Inclusive of all applicable Govt. taxes)*</i>
Bid Security 05% of the Quoted Monthly Rent (in the form of a Pay Order in favor of HBFC) (Refundable)	Rs. _____ / -
Name, Signature and Stamp of Authorized Rep.:	

Drawing Layout

