



Tender Fee: Free of Cost

Expression of Interest
for
Renting Out of HBFC Office Space in Civic Centre, Karachi
EOI No. HBFC/HOK/GSD/2023/01

Date of Issue: February 08, 2023
Last Date of Submission: March 02, 2023 *on or before 11:00 am*
Proposal Opening Date: March 02, 2023 at 11:30 am



Expression of Interest (EOI)

Renting Out of HBFC Office Space in Civic Centre, Karachi

HBFC intends to rent out its office space available at First, Third, Fourth and Fifth Floors located in Civic Center, Karachi. The property is commercially ideal for multinational companies, financial institutions, public sector organizations and corporate entities.

Detailed Terms of Reference (ToRs) and EOI Document along with further details may be downloaded from HBFC website i.e., www.hbfc.com.pk.

Sealed proposals must be prepared and addressed to the Head, General Services Department, House Building Finance Company Limited, 3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi and must be submitted on or before **March 02, 2023 at 11:00 am**.

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.

Head, General Services Department
House Building Finance Company Limited
3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi
Tel: 021-35641752/39

Terms of Reference (TORs)

Renting Out of HBFC Office Space in Civic Centre, Karachi

1. Property Address:

Front Right Wing, Civic Centre, Scheme No. 24, Gulshan-e-Iqbal, Karachi

2. Floors to be Rented out with Area:

- i. First Floor 6,436 sq. ft. Covered Area
- ii. Third Floor 6,436 sq. ft. Covered Area
- iii. Fourth Floor 6,436 sq. ft. Covered Area
- iv. Fifth Floor 6,436 sq. ft. Covered Area

3. Terms & Conditions:

- i. Bidder may quote for any or all floors as cited above.
- ii. Interested Tenant should be a well reputed institution / company of public or private sector.
- iii. interested Tenant must be on the Active Tax Payers List (ATL) of the Federal Board of Revenue (FBR).
- iv. No Objection Certificate (NOC) from Karachi Development Authority (KDA) for the Tenancy Agreement shall be the responsibility of the Tenant.
- v. All the renovation work will be done by the Tenant.
- vi. Annual rent will be paid by the Tenant for twelve (12) Months in Advance.
- vii. Three (03) Months Rent will be deposited by the Tenant as Security Deposit which will be refundable at the time of vacation of the property.
- viii. Tenancy Period will be of five (05) years, renewable with mutual consent of both parties on the same terms and conditions.
- ix. Tenant will not sublet the premises to anyone/entity.
- x. Approximate area is mentioned in the tender, rent will be calculated as per the actual measurements on site with representative of both parties.



House Building Finance Company Limited

- xi. Any additional area in the same premises can be rented out on the same rates to the awardee of the tender (tenant) during the Contract Period subject to the approval of the Competent Authority of HBFC.
- xii. In case of application through a real Estate Agency, one (01) Month Rental Commission will be given to the Real Estate Agency by HBFC.
- xiii. Selection Criteria will be based on the most advantageous bid.
- xiv. All the required renovation works will be done by the successful Tenant.
- xv. Annual rent will be paid by the Tenant for twelve (12) months in Advance.
- xvi. 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.
- xvii. Annual Rent Increment at the rate of 10% (negotiable) of actual quoted rate will be admissible.
- xviii. Sealed proposals must be clearly marked as **"Expression of Interest for Renting Out of HBFC Office Space at First, Third, Fourth and Fifth Floor of Civic Centre, Karachi"** 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 **March 02, 2023 at 11:00 am**.
- xix. 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.
- xx. Interested parties can visit proposed location during working hours i.e., 9:00 AM to 5:30 PM Monday to Friday by contacting with:

For Property Inspection

Mr. Mansoor Ahmed

Accounts Assistant – General Services Department

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

Cell +92-345-2476725

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



House Building Finance Company Limited

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 35641739



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>
Annual Increment (10% annual negotiable)	
Name, Signature and Stamp of Authorized Rep.:	