



BIDDING/ TENDER DOCUMENT

Vacant Locations / Spaces

Issued by
Office of
The Postmaster General
Northern Punjab Circle,
Rawalpindi

BIDDING/ TENDER DOCUMENTS

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TENDER FORM SALE CERTIFICATE

Name of Office Postmaster General Northern Punjab Circle Rawalpindi

Date of Purchase

Time

Name of Tenderer

Official Address

Phone :(off)

(Res)

Cell No.

C.N.I.C No

Certified that this application form has been issued to
Mr./Mrs./M/S_____ on
production of receipt of (ACG-67) Rs.2000/- (Two Thousand only non-refundable) as cost
of tender form deposited in _____GPO
vide Book No_____ Receipt No. _____ Dated _____

Signature _____

Name _____

Designation _____

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TENDER FORM NO.

PAKISTAN POST

TENDER APPLICATION FORM FOR RENTING OUT VACANT LOCATIONS / SPACES

In response to the tender notice published in the _____
_____)" dated 18-08-2026 and uploaded on the PPRA Website
regarding invitation of Tender for Renting out vacant Locations / Spaces.

I/We _____ Official Address: _____

_____ hereby submit my/our bid as specified in
Evaluation Criteria on per Square Feet rates quoted in "Financial Proposal"

Description	Number	Remarks
National Tax No:		Attach copy
Sales Tax Registration		Attach copy
Income Tax Registration		Attach copy
Active Tax Payer		Attach Print
CNIC No		Attach copy
Earnest Money as Pay order Of Rs. 100,000/-		Attach original

1. I / We have attached an original pay order in the favor of "The Postmaster General Northern Punjab Circle Rawalpindi "amounting to Rs. 100,000/-as Earnest Money (Refundable).
2. I/We is willing to execute agreement for a period of 10 years with the Postmaster General Northern Punjab Circle Rawalpindi to avail vacant Locations / Spaces as specified.
3. I have gone through the terms and conditions of the agreement as laid down in the tender documents, provided to me along with the form of application.
4. I/We have also read and understood the instructions for tenderer and agree to abide by them.
5. I / We agree to deposit the security money equal to 6 month's rent of vacant locations / spaces on ACG-67 Receipts in the name of the Postmaster General Northern Punjab Circle in case of acceptance of my/ our tender.

SIGNATURE OF TENDERER

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Terms & Condition for Tender	
1	The successful bidder will be allowed to carry out renovation work at his own expense to bring the space into use.
2	The business will be operated in these given vacant Locations / Spaces must be a non-production unit. Restaurants, Banks, any established clothing brands, cellular franchise, snooker club, beauty salons, Cash & Carry etc will be entertained. In case any business other than above can be established on specified vacant Locations / Spaces, with mutual consent with the permission of Authority.
3	Any institution or business that is considered as a competitor of the postal department will not be allowed to run its business at specific vacant Locations / Spaces.
4	The successful bidder of the tender will ensure that Pakistan Post is not adversely affected due to their business. If this occurs, the agreement will be canceled.
5	The successful bidder will not be allowed to make any kind of alterations or modifications within the building without the permission of Authority. In case of any alteration found, the agreement shall be cancelled and security money will be forfeited besides taking other appropriate actions under the rules / laws.
6	All bidders must submit a pay order of 100,000/- PKR (Refundable) in favor of the Postmaster General, Northern Punjab Circle, Rawalpindi, in order to participate in the tender.
7	The selection of the tender will be according to PPRA-2004 Section 36 (a) single stage one envelope process.
8	The bidder must provide their NTN and be listed on the ATL (Active Taxpayer List) along with Sales / Income Tax Registration certificate.
9	The duration of the agreement will be 03 years, and it may be renewed by mutual consent under PPRA-2004 and Disposal of Public Assets Regulation 2024.
10	In case a tender received from a blacklisted bidder or their affiliates then tender will be rejected.
11	The agreed rent, in the form of a 6-month security deposit (via CDR), must be submitted to the Postmaster General Northern Punjab Circle Rawalpindi.
12	The Authority has the full discretion to reject all offers under PPRA-2004. The decision of the Authority will be final.
13	The bidder will be responsible for paying the monthly rent at the relevant GPO by the 5th of each month.
14	The Authority can make changes to the number of advertised locations / Spaces.
15	The bidder will be responsible for paying all applicable taxes, including federal, provincial, and local government taxes, now or in the future.
16	For usage of electricity, Sui Gas and water supply from date of agreement the tenant shall affix sub-meter & deposit bills worked out on proportional basis regularly by 10th of every

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	month. In case of non-depositing utility bills, all the connections will be disconnected and dues will be deducted from security money deposited by him in addition to cancellation of agreement.
17	In case of, tenant causing violation of the terms and conditions contained in this agreement, the Postmaster General Northern Punjab Circle Rawalpindi may black list the tenant under clause 19 of PPRA Rules 2004.
18	The successful bidder is responsible to get NOC from relevant Municipal Authority in order to run his / her business in a smooth way, if applicable.
19	In case the successful bidder requires a separate entrance for his business, he can build his own entrance with the permission of Authority. The entire cost will be borne by the bidder.

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Instructions for Bidder	
1	The tenderer must quote the rates per square feet.
2	The original receipt, issued by the GPO as ACG-67, must be attached with the tender.
3	The last date of obtaining documents from office of Postmaster General Northern Punjab Circle Rawalpindi is 14-09-2026 in office hours of and it must be submitted on 15-09-2026 before 10:30 am and it will be opened on the same day i.e 15-09-2026 at 11:00 am in the presence of the bidders or their authorized representatives. Tenders received after the specified time will not be considered. Vague or conditional tenders will not be entertained. Further information can be obtained during office hours at phone number 051-9271571 .
4	If a representative is participating, the bidder must submit a Power of Attorney or an Authority Letter.
5	According to the instructions, the complete tender form should be placed in a sealed envelope addressed to (the Advertising Authority). The envelope must have "Tender for Vacant Locations / Spaces" written in bold letters on the top-right corner.
6.	The original receipt issued by the GPO (ACG-67) must be attached with the tender.
7.	Incomplete tenders received without a bid will be rejected.
8	The bidder's business should not have any connection with person associated with Pakistan Post directly or indirectly. If such a connection is found, the tender will be considered rejected and security money deposited will be forfeited.
9	The bidder has an option to offer separate rate for all or any number of locations / spaces.

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Reserved Prices of Available Spaces in Per Sq. Ft Along with Detail of Focal Persons

Available Locations / Spaces	Specific area of Available Locations / Spaces	Total Area in Sq. Ft	Reserved Prices / Sq. Ft	Focal Persons
Post Plaza Commercial Market, Satellite Town Rawalpindi	Hall and rooms on the second floor	3668	Rs.120/-	Atif Naveed APMG (Admn)

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Evaluation Criteria

Criteria	Detail
ATL	Attached Print
NTN	
STRN	
Income Tax Registration Certificate	
Attach CNIC Copy of Owner	
Attach latest Bank statement for 3 years	
Earnest Money detail	
Black listed if any	
Litigation if any	
Name of owner Business / Company	
Attach Experience of 5 years with any brand	

FINANCIAL

CRITERIA	Price to be quoted from Firm/ Company
Rate of bid	/ per Sq. Ft.

FINANCIAL PROPOSAL

Name of Place	Vacant Locations / Spaces	Rate Rs. Per Sq. Feet
Post Plaza Commercial Market, Satellite Town Rawalpindi	Hall and rooms on the second floor	3668

SIGNATURE OF TENDERER