



ESTATE OFFICE

LAHORE

BIDDING DOCUMENTS FOR
RENTAL AUCTION OF SHOP NO.02
& SHOP NO.06, PAK PWD COLONY,
LAHORE

ESTATE OFFICE MANAGEMENT LAHORE.

REQUIREMENTS OF DOCUMENTS FOR ISSUANCE OF TOKEN.

Category “A” (Individual/Sole purchaser)

- I.** Application for token. (Annexure-II)
- II.** Bank Draft/Pay Order for Rs. 30,000/- (Shop No.02 & Shop No.06, Pak PWD Colony, Lahore).
- III.** Attested copy of C.N.I.C

Category “B” (Individual/Sole purchaser through attorney)

- I.** Application for token (Annexure-II)
- II.** Bank Draft/ Pay Order for Rs. 30,000/-
- III.** Power of Attorney (Annexure-III)
- IV.** Attested copy of C.N.I.C. of Attorney

Category “C” (Firm/Company).

- I.** Application for token (Annexure-II).
- II.** Bank Draft/Pay Order for Rs. 30,000/-
- III.** Attested copy of partnership deed/memorandum along with photo copy of C.N.I.C of each partner/ share-holder.
- IV.** Attested copy of power of Attorney if not mentioned in the deed/ memorandum.
- V.** Attested copy of C.N.I.C of Attorney.

Serial No. Annexure-I

ESTATEOFFICE MANAGEMENT
LAHOR

In the name of -----
-----Resident of -----
-----Receipt of Bank/Pay Order/ Call Deposit No -----
-----dated----- Drawn on -----
----- For Rs. 30,000/- is hereby acknowledged.

Date. _____

Name & Designation of token

Issuing official with date.

Application for token

1. Name of the Bidder -----
2. National Identity Card ----- Date of Issue -----
-----Place of issue-----
3. Name of Father/Husband-----
4. Permanent Address -----

5. Present Address-----

In case the Bidder is not in a position to participate in the auction personally, the following particulars of the attorney who will collect the token and take part in the auction on his/her behalf be supplied.

1. Name of attorney -----
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2. National Identity Card ----- Date of Issue -----
Place of issue-----
3. Name of Father/Husband-----

4. Permanent Address -----

5. Present Address-----

I, ----- hereby enclose Bank Draft/ Payment Order/Call Deposit
No. ----- Dated ----- Drawn on -----
----- for Rs. 30,000/- on account of security for participation in the auction after having
read and accepted the terms and conditions of auction.

Signature of the Attorney with date	Signature of the proposed Bidder with date.
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SPECIAL POWER OF ATTORNEY

Know all men by these present that I, -----son/daughter/wife
of ----- Adult aged ----- years, resident of hereby
appointee Mr. Mrs. Miss ----- and holder of CNIC No. -----
----- on my behalf to the extent of the power hereby give.

WHEREAS I INTEND TO PARTICIPATE IN THE OPEN AUCTION OF SHOP IN LAHORE
AND WHEREAS I am unable to participate personally due to my other engagement on the
scheduled dates.

I HEREBY appoint the above-named person as my authority him/her to offer bid at the auction
on my behalf and to do all act, deeds and things requisite for the purpose.

I HEREBY undertake to ratify and confirm all acts, deeds and tings lawfully done or cussed to
be done by my said attorney by virtue of power hereby given and all such acts, deeds and things
shall be deemed and constructed to have been done or caused to be done by me.

IN WITNESS WHEREOF I have set may hand into this deed this -----
day of ----- 2026.

Witness No. 1----- 2-----3-----

Attach copy of CNIC

Attach copy of CNIC

Executant

**Note: This power of attorney should be on non-judicial stamp paper of Rs. 20/ duly attested
by an Oath Commissioner, Notary Public/Civil Judge.**

ESTATEOFFICE MANAGEMENT

LAHORE

PREAMBLE

1. Two (02) commercial shops in Estate Office situated in PAK PWD Colony, Lahore having area detailed below are available for sale through open auction:

Sr.No.	Type	Size	Covered area (Sq ft)	Date of Auction
01	A	09*15	135	Thursday 17 September,2026 at 11:00 AM
02	A	09*15	135	

2. The auction will take place at the **Estate Office Lahore**, as per schedule advertised in the National press and as given above.

ELIGIBILITY

3. The auction is unrestricted and is open to all Pakistani citizens and citizens of AJK & GB, nationals whether in Pakistan or abroad. Companies/firms and societies can also participate in the auction. ESTATE OFFICE Employees /Contractors are not entitled to participate in the auction.
4. Only such persons can participate in the auction /bid , who will obtain token after depositing the token money of the rupees 30,000/- per shop in the shape of demand Draft/Pay order, in favour of **“Drawing Disbursing Officer Estate Office Lahore”** on fulfilling of prescribed requirements (annexure-I). Token shall also be available at place of auction on the day of auction but before the start of auction proceeding. The amount of token money will be adjusted in case of successful bidders and refunded to the successful bidders without any deduction /charges, compensation or markup etc. The successful bidder will be required to obtained additional token

for participation in the bidding of another shop. If any bid is rejected by the chairman auction committee, the same token money may be used for any subsequent bid. The token shall be submitted on the original form annexed to this brochure at annexure-II.

5. In case of more than one person intending to participate in bidding of one shop jointly, they may do so by purchasing independent token and clubbing them together. After fall of hammer there would be no addition or deletions of the tokens already issued.
6. If a person intends to participate in auction on behalf on another person, He/ She shall have to submit at the time of purchase of token, special power of attorney as per specimen at annexure-II to annexure-I.

SCOPE:

7. The Bid will be offered in terms of Pak rupees per shop.
8. The shop will be auctioned and allotted to highest Bidder and possession will be handed over on 100% completion of payment. The site/location of the shop will not be changed on any ground, what-so-ever, and at any stage.
9. The chairman auction committee of the auction reserves the right to withdraw any shop from the auction without assigning any reason.
10. The chairman auction committee also reserves the right to reject any Bid on the spot without assigning any reason. The acceptance of the highest Bid would be subject to approval of the committee.
11. The chairman auction committee can disqualify any Bidder and reserves the right to amend/delete any of the provisions to any extent and further reserves the right or introduced new terms and condition at the time of auction or amend, modify or delete any term and conditions in the brochure without assigning any reason thereon.

MODE OF PAYMENT:

12. The successful Bidder will be required to pay one year advance rent and 3 months settled rent as security within 10 days after the approval of auctioned shop and shall strictly bound to the TOR's of the lease agreement. In case the highest Bidder fails to deposit the requisite amount as above, the token money deposited by him/her shall be forfeited and the Bid will be treated as cancelled. In addition to the price of the shop, the successful Bidder will also be required to pay all taxes, duties or sub charges etc. That may be leviable on such auction under any law for the time being in force and formal allotment letter will be issued only after receipt of 100% off the full payment including taxes, etc
13. No compensation what-so-ever will be paid by the Estate Office Management in case delivery of possession of shop is delayed form any reason. Non delivery of possession or absence of any infrastructure facility at site will be no justification for nonpayment for price and other dues/charges of the Estate Office Management.
14. No charges markup or compensation shall be payable by Estate Office Management on account of any amount that would have remained with the Estate Office Management by the time of refund for any reason.
15. All the payment shall be made through crossed bank drafts/pay orders in favour of **Drawing & Disbursing officer** Estate Office, Lahore.
16. The allottee is not allowed to use the shop site for any purpose other than specified in allotment.
17. The Bidder will deem to have read and accepted the terms and conditions enumerated in the foregoing paragraphs and would abide the same.
18. Bidding will start from base price.
19. Allotment of lease letters will be issued on provisional basis and will be confirmed only on full payment of price and other dues that might have accrued in the meanwhile.

20. The allottee /lessee will purchase the brochure containing application form from Estate Office Management after depositing the requisite charges and sign the said form containing terms and conditions of allotment which will be binding contract between the allottee/lessee and Estate Office, Lahore.

TERMS AND CONDITIONS:

21. Bidder will submit the copy of his CNIC to auction committee.
22. Bidder will have to deposit the aforementioned token money in BD/Pay Order prior to giving Bid.
23. Submission of physical copy of tender documents should also be dropped in the office of the undersigned on the date fixed for submission of Bids. Bids shall be open on the same day at 11:00 AM in the presence of Bidders or there authorized representative who will like to be present.
24. The successful Bidder shall pay advance rent of one (01) year and three (03) months settled rent as security within 10 days of the approval of auctioned shop and shall strictly bound to TOR's of lease agreement.
25. In case the present lessee of the occupant fails to accept the offer under shop rental auction policy 2017(as Amendment 2023) ejectment proceedings may be initiated against him under federal Government land and building recovery of Pakistan ordinance LIV of 1965 to get the shop/ site vacated to rent out through auction under guide lines of PPRA rules,
26. The rent may be assessed as per square feet by the Pak PWD for newer sites and in case of previously allotted shops the rent to be enhanced according to rented premises ordinance or relevant laws enforced in respective province but not less than 10% on existing rents after one year/annually.
27. The existing rent rate shall enhance @ 10% after one year/annually and should be regular feature.
28. Terms of the new lease be for three years from the date of Occupation of shop.
29. The allottee of shops is in arrear of rents for three consecutive months, the allotments of shops shall be liable to cancellation and the allottee shall be evicted thereafter:
Provided such allottee shall give one month notice before eviction:

30. The advance rent of one year security which is kept by the Estate Office as security shall be fortified and adjusted after deduction of arrears against the shops.
31. Tender of bidder shall be cancelled if the bidder is found blacklisted by any organization at any stage during process or execution of the contract.
32. The bid of any bidder shall declared non responsive if he is found involved in any litigation with any Government of semi Government.
33. Incomplete, conditional tender without appropriate token money shall not be considered.
34. Further, personal canvassing recommendation or unauthorized practices for getting the contract will also disqualify the bidder.
35. Estate Office, Lahore will process all the procurement in accordance with the policy defined and specified under PPRA Rules by the Government of Pakistan.