

**Addendum**

**for**

**Property Management Services for Underpass Shops at Faisal Colony and Gulbahar Chowk in Peshawar BRT Stations**

**Tender No. TPC/BD/RFP/2020/002**

Date: January 7, 2020



## SECTION 4 – PROPERTY MANAGEMENT SERVICES REQUIREMENTS

### 4.1 Required Services

The detail of services to be provided by the Property Management Service Provider for Underpass shops located at Faisal Colony and Gulbahar Chowk at BRT Stations are follows. (No. of Shops with tentative dimensions, pictures etc. are attached as Appendix A)

- (a) Tenant management, including lease administration/enforcement; lease renewal; tenant communications; rent collection; utility expense administration; and all related tenant management services and issues management;
- (b) Maintenance, and repair services like lighting, white washing etc. as indicated by TransPeshawar;
- (c) Janitorial/cleaning services, including but not limited to trash removal; pest control, and related services;
- (d) Regulatory/legal compliance with local administration departments, as required;
- (e) Keeping and presenting, as and when requested, complete accounting record for all expenses incurred, income and other revenue received etc.;
- (f) All other services as required in the ordinary course of business in managing and operating the property.

### 4.2 Qualification Requirement / Criteria

4.2.1 The bidder meeting the following criteria shall be considered as qualified for consideration of financial price:

- (a) Registered as a firm/company with registrar of firms or SECP (In case of JV mandatory of all partners) with date of registration shall not be later than January 1, 2017;
  - (b) Registered with FBR and reflected on the Active Tax Payer List of FBR (In case of JV mandatory of all partners);
  - (c) Registered with KPRA for Sales Tax on Services (In case of JV mandatory of all partners);
  - (d) Minimum Average annual turnover or recurring revenues demonstrated by audited statement or financial statement for the last three (03) years to the amount of PKR.20 Million (In case of JV meet at least one partner);
  - (e) Service provider is not blacklisted (In case of JV apply to all members);
  - (f) Bid Bond to the amount of PKR.100,000/- in shape of demand draft, CDR, or banker Cheque in favour of "Chief Executive Officer TransPeshawar"
  - (g) Submission of Schedule 1 through 7 in conformity with provided formats.
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