METROPOLITAN CORPORATION RAWALPINDI
INVITATION TO INTERESTED PARTIES FOR MANAGEMENT OF STATE OF THE ART FREELANCE TECH HUB

Don't miss the chance to be one of the pioneers of innovation in the IT sector of Rawalpindi

MCR intends to facilitate the information technology sector, freelancers, and startups to promote jobs and innovation economy in Rawalpindi city. MCR has established a purpose-built facility for an IT hub covering a total area of 4 kanals in Chamanzar Colony, Murree Road, behind Moti Mahal Cinema. MCR now intends to lease out said Freelance IT Hub on quarterly rent basis within the purview of Punjab Local Govt. (Property) Rules 2018. The well-reputed and experienced firms are invited to take part in auction that will be held on 10.03.2021 at 11.00 AM in Jinnah Hall, MC, Liaquat Road, Rawalpindi.

<table>
<thead>
<tr>
<th>Descriptions of building</th>
<th>Reserved price</th>
<th>Earnest Money/Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double story building including roof top area for restaurant (total area 4 Kanal)</td>
<td>Rs.9,50,000/- Per Month</td>
<td>Rs. 30,00,000/-</td>
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</tbody>
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Key terms & conditions of “FREELANCE IT HUB” will be as under:-

a) Desirous people/parties must have:-
   a. At least 5 years of co-working space management experience
   b. At least 3 partnership with co-working spaces/companies outside of Pakistan
   c. Housed 50 or more freelancers/start-ups in the past year
   d. At least one MBA qualified senior manager with 5 years of co-working space management experience

b) Only firm technically qualified as per detailed evaluation criteria above can participate in the auction.

c) The earnest money shall be deposited in shape of Bank Draft/Call Deposit/Pay order till 09.03.2021 (cash will not be acceptable) along with certified copy of CNIC.

d) The rent will be received in advance on quarterly basis.

e) The deposited earnest money shall be returned to the unsuccessful participants, however, deposited earnest money of the successful bidder shall be considered as security which will be refundable after completion of lease period subject to clearance of all dues.

f) The lessee/firm/person(s) shall strictly follow the “responsibilities & shared objectives, Revenue model, KPI’s for first 5 years” detailed in document available on PPRA website, MCR Facebook official page www.facebook.com/MetropolitanCorporation & the same are also available on the Notice Board and can also be obtained from office of the MO (Regulations) MC, Rawalpindi.

g) The lease period shall start after 6 months (grace period) from the date of possession.

h) If lessee fails to deposit the rent for 03 consecutive months, the lease shall be cancelled and security will be forfeited.

i) The building can be visited during office hours.
LEASE AGREEMENT
Freelance Hub Rawalpindi

MCR intends to facilitate information technology sector, freelancers and startups to promote jobs and innovation economy in Rawalpindi city. MCR has established a purpose built facility for an IT hub covering a total area of 4 kanals in Chamanzar Colony, Murree Road, behind Moti Mahal Cinema. MCR now intends to lease out said Freelance IT Hub on quarterly rent basis within the purview of the terms written in this lease agreement. Any terms not mentioned in this document shall be governed under the Punjab Local Govt. (Property) Rules 2018.

Features of Building:

1. Two halls with 17000 sft area working space
2. 4 kanals total area
3. Spacious lawn
4. 100 LAN points/ work stations with room for more
5. 4 Meeting Halls
6. 7500 sft Rooftop Restaurant Space
7. 2 Group Discussion Rooms
8. Day care center
9. Cafeteria with Entertainment area
10. 12 Security Cameras
11. Parking of 40 cars

The responsibilities of the Lessee:

1. The firm will recruit startups, IT firms and freelancers from Rawalpindi area to be housed in the facility.
2. The facility will be operated 24/7 with uninterrupted electricity and internet connectivity.
3. Furnishing of the building with partitions and other such accessories for operating the facility as a co-working space on modern lines.
4. The firm will provide uninterrupted high-speed internet facility 24/7.
5. The firm will pay the bills of all utilities including internet, water, electricity, gas among others.
6. The firm will provide mentoring and networking to startups, freelancers and firms.
7. The firm will develop linkages with international development partners, venture funds and other international stakeholders to create opportunities for freelancers, startups and IT firms.
8. In addition to managing the freelance hub, the firm would be required to use the rooftop space only as a restaurant.
9. The restaurant should preferably be run as a start-up for young entrepreneurs.
10. The concept design for use of rooftop area as restaurant must be approved by the administrator while strictly ensuring the space may not be covered with any permanent structure.

11. Access to the restaurant must be given from inside the building only.

12. The firm will hand over the building and the equipment and accessories provided by MCR after the end of the tenure of the partnership/contract.

13. The firm will pay quarterly rent to MCR and there will be an increase of 10 percent every year from the previous year.

14. Any damages to the facility must be repaired by the lessee, otherwise they may be deducted from the security.

15. The contract would stand for 10 years and renewed for 5 years subject to reassessment.

16. The contract may be cancelled by either party with at least 3 months’ notice.

17. A grace period of 6 months will be allowed to the lessee from time of award to bid to facilitate them in making arrangements for furnishing the facility and marketing their services.

18. The firm must ensure at least 50% compliance with the KPI’s enlisted in this document by the end of the first year from award of the contract.

19. From the first year onwards, at least 90% compliance must be met with the KPI’s.

20. The Mechanism of Verification of compliance with the enlisted KPI’s have been attached. The progress of the firm shall be evaluated as per the MOV’s by a third party annually, and failure to meet the targets may result in cancellation of the contract subject to the decision of the Administrator/Mayor MCR.

Shared Objectives:

1. Nurturing a wellspring of economic growth in the software industry of Pakistan.
2. Creating a productive working and learning environment for welfare of youth.
3. Providing freelancers/ startups a centralized platform for collaboration and development.
4. Generating revenue in export of IT services.
5. Skills transfer and professional development of young entrepreneurs into a tech-community.
6. Incubating an innovative and business friendly atmosphere.
7. Generating self-employment opportunities in the software industry.

Revenue Model:

1. The firm will charge month, daily or weekly fee to freelancers, startups and IT sector firms on per seat basis.
2. Per seat fee (per month and per 10 hours per day) of at least 25% of total seats will be fixed at Rs.12,000/- maximum to facilitate lower income groups. Remaining 75% seats may be charged at market rates at the Lessee’s discretion.
3. The firm can adopt innovative pricing strategies within this price limit.
4. All expenditures including rent, utilities and staff will be born through the revenues earned through the fee.

**KPI's for first 5 years to be achieved by lessee**

A. Bookings of an average of 200 seats annually.
B. At-least 03 trainings/community workshop events held in the facility per month.
C. Incubate at-least 05 startups for venture funding per year.
D. Organizing 6 training programs annually for freelancers in sister organizations outside the Freelance Hub Facility.
E. Develop at least 5 international linkages of start-ups in other countries per year.

**Means of Verification (MOV's) of compliance with KPI's**

MCR will conduct annual third party verification of the progress of the lessee to ensure the smooth operation and effectiveness of the Freelance Hub. The third party shall submit the Annual Verification Report reflecting the progress of the firm, achievements and future plans to the Administrator for review of the contract. For this purpose, the management of the lessee must ensure that documentary evidence of targets met in light of the KPI’s is recorded and shared with MCR regularly.