

Terms of Reference

for Registration of suitable Buildings as SOFTWARE TECHNOLOGY PARKS (STPS)

December 2025

Pakistan Software Export Board

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1 Pakistan Software Export Board (G) Ltd, An Introduction

Pakistan Software Export Board (PSEB) is an entity under the Ministry of IT & Telecom mandated to act as one-stop shop on behalf of the Government of Pakistan and ensure sustainable growth, development of the industry, and enhancing IT & ITeS exports. One of the objectives of PSEB is the provision of IT-enabled office space equipped with a reliable and high speed ICT infrastructure. In order to achieve this objective, PSEB has been establishing Software/Information Technology Parks since 1999. Such parks facilitate the clustering of knowledge-based firms and stakeholders providing access to IT infrastructure, human/intellectual capital, research and innovation, promote technology and knowledge transfer, public policy incentives, attract venture capitalists and service providers, creates business synergies and massive employment opportunities, enhance IT& ITeS exports, brings in substantial foreign investment and accelerate economic activities at one place.

2 Introduction to the Initiative

With the objective to facilitate and encourage participation of new and upcoming IT SMEs, startups, freelancers, and fresh graduates in the knowledge economy, the Pakistan Software Export Board (PSEB) is expanding its Software Technology Parks (STPs) program to all cities of Pakistan. These new STPs will be established across the country in addition to the existing ones in Karachi, Lahore, and Islamabad, ensuring balanced regional growth and inclusion in the national digital ecosystem.

The concept of establishing STPs in all regions aims to facilitate IT startups, freelancers, SMEs, and IT companies by providing rental subsidies to help overcome high operating costs and resolve workspace challenges. This initiative will also address workspace shortages in major cities such as Karachi, Lahore, and Islamabad by creating alternative, affordable, and technology-ready work environments in other cities.

Each STP will offer reliable and secure infrastructure equipped with high-speed internet connectivity, uninterrupted power supply, and 24/7 operational support. Furthermore, this program will strengthen linkages between the IT

industry and local universities to produce synergies, enhance employability, and upgrade IT competitiveness at the regional level.

This initiative will also boost IT sector growth, encourage export-oriented activities, and promote international business collaborations.

The Infrastructure Department of PSEB is currently operating 50 Software Technology Parks nationwide, providing more than 1.9 million square feet of office space and facilitating over 350 IT and IT-enabled Services (ITeS) companies. These parks collectively support more than 18,000 IT professionals, offering them a modern and secure environment conducive to innovation and productivity.

Through the continued expansion of the STP program, the Infrastructure Department aims to extend PSEB's footprint across all major and emerging cities, ensuring that the benefits of digital infrastructure, innovation, and entrepreneurship reach every part of Pakistan, in line with the Government's Digital Pakistan Vision.

3 Objectives of the initiative

The objective of this initiative is to identify and declare suitable buildings as Software Technology Parks (STPs) under the supervision of the Infrastructure Department of PSEB. After the declaration, PSEB will market these buildings to the IT industry and offer office spaces to well-established IT and IT-enabled Services (ITeS) companies at affordable rates.

To ensure world-class infrastructure, PSEB will provide fiber optic connectivity and guarantee high-speed internet access within these facilities. This will create a reliable and technology-enabled environment for IT operations. The initiative will also ensure optimal utilization of existing infrastructure, promoting the establishment of modern, connected, and fully functional technology parks across Pakistan.

4 Terms of Reference (ToRs) for selection of STP's

The purpose of establishing Software Technology Parks (STPs) in existing building facilities across secondary and tertiary cities of Pakistan, as well as in Karachi, Lahore, and Islamabad, is to ensure the availability of cost-effective and affordable office spaces equipped with reliable ICT infrastructure, uninterrupted high-speed internet connectivity, and continuous electric power supply for IT SMEs and startups.

4.1 Requirements for conversion of buildings into STP

- a. Any existing vacant or under-utilized public/ privately owned building facility, or dilapidated, defunct office building, factory or warehouse.
- b. In secondary and tertiary cities of Pakistan the building should have a minimum office space/covered area of 5,000 square feet.
- c. Depending upon availability minimum office space/covered area requirements for existing buildings in Karachi, Lahore, and Islamabad will be 50,000 square feet.
- d. Ready for occupancy and having adequate civic amenities.
- e. Building should be easily accessible and located in the safe and secure locality.
- f. Free from litigation.
- g. Preferably within or in close vicinity of IT university.
- h. Adequate power supply with backup power arrangements.
- i. Adequate car parking & washroom facilities.
- j. Provisioning for indoor LAN cabling.
- k. Available for at least five (5) years (extendable).

5 Purpose of this Document

The purpose of this document is to specify the approach that PSEB will adopt to evaluate and select a building facility to be declared as Software Technology Park (STP). This document also describes the requirements that the applicant building owner and tenant IT concerns have to fulfill in order to be considered for evaluation.

5.1 Mandatory Documents required from building / facility owner:

- **Application:** Cover letter including duly filled application from building owner providing necessary information on prescribed format issued by PSEB.
- **Ownership documents:** Clearly establishing ownership of the building facility.
- **Layout plan:** The layout plan should show the dimensions and area of the facility proposed for conversion into Software Technology Park (STP).
- **Approved Building layout plan/Map:** The layout plan/map of the building approved by the concerned authority/municipality/local government/city administration
- **Status:** Relevant document from concerned authority/municipality/local government/city administration declaring the building as commercial or industrial property.
- **Declaration:** A declaration by the building owner on notarized stamp paper stating that the building is free from litigation.

5.2 Process for evaluation of building facility:

Advertisement(s) will be published in national daily newspapers and uploaded on PSEB & PPRA website to invite applications from building/facility owners that are interested in converting their facility into Software Technology Park (STP).

- a. The STP Building Selection committee will scrutinize the applications and conduct shortlisting on following criteria the be:
 - Minimum office space requirement for Islamabad, Lahore and Karachi is 50,000 square feet.
 - Minimum office space requirement for other cities is 5,000 square feet.
 - Building should be ready to occupy with adequate civic amenities.
 - The building should be free from any litigation.
 - Preferably within or in close vicinity of IT University.
 - The building should have adequate power supply with backup power arrangements.

- Sufficient car parking
 - Provisioning for indoor LAN cabling
 - Available for at least (05) years (extendable)
- b. The Infrastructure team will visit the shortlisted buildings to check the availability of fiber and allied telecom services before announcing the suitability of the building for STP status.
- c. An open house/building inspection of each shortlisted applicant's facility will be conducted, and local IT companies and startups will be invited to inspect the building and provide their valuable feedback in writing on the prescribed survey form provided by the PSEB Infrastructure Team as per Annexure-C. Buildings that comply with the mandatory requirements and receive positive interest from IT companies for occupancy during the open house will be further processed by the Building Selection Committee. The Committee will review all applications, conduct rent negotiations with the building owners, and upon completion of the process, recommend the finalized buildings as STPs to the Steering Committee. The Steering Committee will serve as the final approving authority. After obtaining approval from the Steering Committee, agreements will be signed with the building owners for the establishment of the Software Technology Park.
- d. PSEB Building Selection team may also carry out due diligence for assessment of optimum rent of the building.
- e. Software Technology Park agreement will be signed with finally selected building facility/s in each city and IT companies & startups shall be invited to occupy the office space.

5.3 Tenant IT companies:

- a. Software Technology Parks established through above mentioned process will be available for occupancy by IT companies and startups. Tenancy agreement between owner and IT companies and startups will

be signed on a first come first serve basis. PSEB shall be witness to the tenancy agreement.

- b. In order to qualify as a tenant for STP, small and medium sized IT concerns must be registered as a sole proprietor/ firm / association of partners / or private/public limited company and duly registered with Pakistan Software Export Board.

5.4 Proposal Requirements

- a. Applications may be submitted in English or Urdu language only.
- b. The applications shall be clear and elaborate and must provide relevant information as per ANNEXURE-A & ANNEXURE-B of the terms of reference.
- c. Submission of all documents as mentioned under clause#5.1. as mandatory requirements.
- d. Applicants may request in writing, for clarification of any of the provisions of the terms of reference (TOR's) up till 05 (five) days before the submission date. All queries may be sent to makbar@pseb.org.pk . Responses to queries will be emailed.
- e. The costs of preparing the application and of negotiations including visits for discussion with the PSEB are not reimbursable.
- f. Expected monthly rent per sq. ft. quoted in the financial proposal should be valid for 180 days.

5.5 Submission

- a. The envelopes containing the application including mandatory documents and ANNEXURE - A shall be marked as "MANDATORY DOCUMENTS" and the envelope containing ANNEXURE - B marked as "PROPOSED RENTAL" in bold and legible letters to avoid confusion; initially, only the envelope marked "MANDATORY DOCUMENTS" shall be opened; the envelope marked as "PROPOSED RENTAL" shall be retained in the custody of the INFRASTRUCTURE DEPARTMENT without being opened;
- b. A soft copy of the proposal should be provided on USB drive, enclosed in the proposal.
- c. Applications must be delivered at the address given below before 6th January, 2025 at 3:00pm.

- d. The documents must be submitted to PSEB through courier or by hand. Applications received through email will not be entertained.

6 Declaration Format

I/We declare that the information provided in the “application” is accurate and can be proved whenever required. I/We further declare that if in case the information provided by me/us in this “application” is proved to be false at any point, PSEB reserves the right to take any action deemed feasible by the PSEB authorities against me/us as per rules.

7 Contact Information

Manager Infrastructure

Pakistan Software Export Board (G) Ltd
Ministry of Information Technology & Telecom
Evacuee Trust Complex, 2nd Floor, office No 207
F-5/1, Agha Khan Road, Islamabad
Phone: 051- 9204074
Direct: 051-9220811
Cell: 0345-5556777
Email: makbar@pseb.org.pk

8 Building Details **Annexure – A**

PAKISTAN SOFTWARE EXPORT BOARD		Application for participating in PSEB Software Technology Park Program	
Sr. #	Description	Response	
1.	Name(s) of Owner/Entity:		
2.	Name/Title of Building:		
3.	Address of Building:		
4.	Contract Number:		
5.	Email:		
6.	City:		
7.	Total covered Area of the building/facility in sq.ft.		
8.	Number of Floors:		
9.	Area offered for STP in sq.ft:		
10.	Ready for occupancy with adequate civic amenities	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11.	Free from litigation	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12.	Preferably within or close vicinity of IT university.	<input type="checkbox"/> YES	<input type="checkbox"/> NO



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Infrastructure Department

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13.	Is parking area available	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14.	Mention total area available for parking in square feet.		
15.	Provisioning for indoor LAN cabling.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
16.	Power backup / generator	<input type="checkbox"/> YES	<input type="checkbox"/> NO
17.	Available for atleast (5) years (extendable).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
18.	Free space for PSEB to set up and operate Data Node (approx. 500 sq.ft)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Date: _____

Signature: _____



9

Proposed Rental

ANNEXURE – B

Sr. #	Description	Response
1.	Name(s) of Owner/Entity:	
2.	Name/Title of Building:	
3.	Address of Building:	
4.	City:	
5.	Total covered Area of the building/facility in sq.ft.	
6.	Rent per square foot in Pak Rupees	Rs. _____ /sq. ft. <u>In words:</u>
No te:	Other charges including air-conditioning, electricity charges, backup power, internet bandwidth and janitorial services should NOT be included in the rent and it may be charged separately to the tenants.	

Date: _____

Signature: _____

Pakistan Software Export Board (PSEB)
Feedback on suitability/facility of New Proposed Building for
Software Technology Park

10 FEEDBACK FORM FOR OPEN HOUSE Annexure – C

Name of IT firm /company			
Current Address			
Contact Person			
E-Mail Address			
Contact Number			
Number of Employees	IT Professionals	Non-IT Professionals	
Building & location	suitable <input type="checkbox"/>	not-suitable <input type="checkbox"/>	
If suitable, how will you rate the building location	Your score: <input type="checkbox"/>	Total marks: 50	
Please allocate scores based on your assessment of facilities in the building	Air Conditioning	<input type="checkbox"/>	Total marks: 10
	Back up power generator	<input type="checkbox"/>	Total marks: 15
	Civic Amenities	<input type="checkbox"/>	Total marks: 15
	Parking	<input type="checkbox"/>	Total marks: 10



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Office space (sq.ft) required by your firm/company in this building	<input data-bbox="963 264 1286 367" type="text"/> (please mention area in sq. ft.)
In your opinion what should be the maximum affordable monthly rent (Rs) / sq.ft. for this building.	RS. <input data-bbox="963 461 1286 564" type="text"/>
Remarks	

Name: _____

Signature: _____