



GOVERNMENT OF PAKISTAN  
MINISTRY OF INTERIOR  
NATIONAL DATABASE AND REGISTRATION AUTHORITY  
REGIONAL HEAD OFFICE ISLAMABAD



**REBID NOTICE**

**RENTAL OFFICE SPACE REQUIRED FOR EXECUTIVE NADRA OFFICE  
MUZAFFARABAD DISTRICT MUZAFFARABAD**

**(RHO/Isb/Admin-02/2022)**

**OFFICE ACCOMMODATION WILL HAVE FOLLOWING FEATURES:**

- Office Accommodation should be in the main vicinity of Muzaffarabad city.
- Offered space measuring of total covered area between **1600 - 1900 Sqft** and space should be at ground floor in the shape of hall along with public and staff washrooms.
- Space should be prominent having independent entrance and not in residential area.
- Government Departments will be given preference.
- Tenancy for a longer period (preferably ten years or more)
- Other details are given in bidding documents

**Note: -** Interested parties / owners can purchase the bidding document on submission of a written application at a Cost of Rs.500/- from below mentioned address during office hours from **17<sup>th</sup> January 2022 to 31<sup>st</sup> January 2022** (except gazette holidays). The proposal should be submitted duly completed in all aspects by **01<sup>st</sup> February 2022 at 1130 hours** (under **Single Stage – Two Envelope** offer procedure). The Envelopes shall be clearly marked as **Technical** and **Financial** proposals. Technical proposal will be **opened by 01<sup>st</sup> February 2022 at 1200 hours** in presence of available bidders. Proposals must include the following documents in addition to any other information that the bidder may find necessary:

- Photocopy of ownership/lease property documents.
  - Photocopy of valid approved map & CNIC of Owner.
  - Photocopy of NTN, GST & SST (if applicable).
  - Undertaking on stamp paper of Rs.100/- certifying that owner / building is not temporary / permanently debarred from any Government agency / authority / department (without bearing any responsibility on NADRA whatsoever in this regard).
  - Fitness Certificate.
- Offer documents received after submission of due date/time mentioned above will not be entertained.
- Quoted price shall be inclusive of all taxes, **except GST / SST, which shall be mentioned separately (if applicable)**.
- No brokerage / service charges will be paid in case of real estate agent.
- Opening date/time of **Financial Proposal** will be communicated to all successful bidders of **Technical Proposal** Evaluation.
- NADRA reserves the right to reject all proposals and can cancel the advertisement process before acceptance of bid or proposal.
- Offer can also be rejected if owner of selected building fail to produce acceptable required/property documents.

For Any query contact on following address:

**Director (Admin)**  
**Regional Head Office NADRA, Plot No. 30/31, Mauve Area, G-10/4**  
**Islamabad | Ph. 051-9108124**