



MINISTRY OF INTERIOR  
NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA)  
REGIONAL HEAD OFFICE, KARACHI



**Rental Office Space Required**  
**For Mega Center at New Karachi**  
**(Tender Notice No. 11/2025/Khi)**

**OFFICE ACCOMMODATION WILL HAVE FOLLOWING FEATURES: -**

- Office Accommodation should be in the vicinity of **New Karachi, North Karachi and Surjani**, Karachi.
- Space measuring of total covered area preferably 15,000 Sq.Ft to 25,000 Sq.Ft at Ground floor + Mezzanine Floor , in the shape of hall, along with Separate public washroom (Male/Female) and staff washroom (Male/Female) in each floor and on approachable main location.
- Prominent, having independent entrance with wide gate and located on main road.
- Security wise viable location and easily accessible by public transport.
- Dedicated 3 Phase Electrical Meter/Connection with PMT (100 KVA).
- Line water facility along with overhead tank and Electric Water Pump.
- Ramp for wheel chair for disable citizens.
- Proper Space and NOC for installation of direction board, sign board solar installation and heavy generator (100 KVA).
- Roof top for satellite dish antenna installation and solar installations.
- Proper Flooring i.e. (Marble, Tiles), Front Glass Door with shutter Gate (Separate Entrance & Emergency Exit) & False Ceiling with electrification.
- Sufficient open space for parking preferably 30 to 40 Vehicles.
- Status of the building must be commercial.
- Tenancy for a minimum period (i.e. 10 years).

**Note:**

Bid document with complete terms and conditions can be collected from address mentioned below against payment of Tender fees of **Rs.1,000/-** (Non Refundable) in the shape of cash from **19<sup>th</sup> March, 2025 (Wednesday) to 21<sup>st</sup> April, 2025 (Monday)**.

The Bidding process is **Single Stage-Two Envelop**. The Envelopes shall be clearly marked as **Technical** and **Financial** proposals separately. Both Envelops shall be properly sealed and stamped and should be reached **21<sup>st</sup> April, 2025 (Monday)** before **12:00 pm** to Admin Branch Regional Head Office Karachi. Bids/ proposal will be closed on **21<sup>st</sup> April, 2025 (Monday)** at **12:00 pm** and the technical bid / proposal will be opened on the same date at **12:30 pm** in presence of available bidders.

Bids/proposals must include the following attested documents in addition to any other information that the bidder may be required to furnish.

- Attested Photocopy of property documents of the owner, in case of co-share partner shall provide power of attorney in favour of allottee.
- Attested Photocopy of valid approved Map, Site plan, CNIC, NTN, GST and SST from the Concerned Authorities.
- Completion and Fitness Certificate of the building from concerned authority.
- Undertaking on Non-Judicial 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).
- Bidding documents received after submission of due date/time mentioned above will not be entertained / accepted.
- Quoted price shall be inclusive of all applicable taxes.
- No brokerage/service charges will be paid in case of real estate agent.
- Opening date/timing of Financial Proposal will be informed to all successful bidders of Technical Proposal Evaluation.
- NADAR reserves the right to reject the bids/proposal (as per PPRA rule 33).
- Bid can also be rejected if owner of selected building fail to produce acceptable required/property documents.
- This advertisement is also available on PPRA Website at [www.ppra.org.pk](http://www.ppra.org.pk).

**Note for bidder**

It must be ensured that Financial & Technical bids are sealed separately in two envelopes and bid security should be kept in Financial bid envelope with no photocopy or original of bid security enclosed with Technical bid.

**For any query contact on following address:**

**Deputy Director (Admin)**

**NADRA Regional Head Office, Karachi**

**29-E, Miran Mohammad Shah Road, M.A.C.H.S KDA Scheme-1, Karachi – 75350 Tel # 021-34540828**