



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



BID NOTICE

RENTAL OFFICE SPACE REQUIRED FOR NADRA OFFICES

(RHO/Isb/Admin- 52/2024)

Office Space Required at Following Locations: -

S. No	Location	Required Covered Area in Sqft
01	NRC IJP/Peshawar Road	3500 to 6000
02	NRC Rondou	2000 to 3500
03	Female NRC & Zonal Office Diamir	2000 to 3500
04	NRC Kotli Sattian	2000 to 3500
05	NRC Executive Jhelum	3500 to 6000
06	NRC Bhimber	2000 to 3500
07	NRC Authmuqam	2000 to 3500
08	NRC Leepa	800 to 1800
09	Zonal Office Ghanche	Up to 1500
10	Zonal Office Ghizer	Up to 1500

OFFICE ACCOMMODATION WILL HAVE FOLLOWING FEATURES:

- Offered space should be in the shape of hall with independent entrance.
- Government departments will be given preference.
- Tenancy for a longer period (preferably ten years or more).
- Other details are given in bidding document.

Note: - Interested parties / owners can purchase the bidding document against each location at a cost of **Rs.1000/-** from below mentioned address during office hours from **18th November, 2024** to **02nd December 2024** (except gazette holidays). The proposal should be submitted duly completed in all aspects by **03rd December, 2024 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 03rd December, 2024 at 1200 hours** in presence of available bidders (in case of public holiday tender will be opened on next working day).

- 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 **General 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