



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



BID NOTICE

**RENTAL OFFICE SPACE REQUIRED FOR EXECUTIVE PASSPORT
OFFICE (EPO) ISLAMABAD**

(RHO/lsb/Admin-18/2024)

OFFICE ACCOMMODATION WILL HAVE FOLLOWING FEATURES:

- Office accommodation should be in the main vicinity of Islamabad (Blue Area, New Blue Area, G-8, F-8, I-8, F-10, F-11)
- Offered space measuring of minimum covered area **4000 to 5000 Sqft** and space should be at ground floor, in the shape of hall with one room along with public and staff washrooms.
- Prominent, having independent entrance.
- 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. **1000/-** from below mentioned address during office hours from **23rd May, 2024** to **06th June, 2024** (except gazette holidays). The proposal should be submitted duly completed in all aspects by **07th June, 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 by 07th June, 2024 at 1200 hours** in presence of available bidders.

- Offer documents received after submission of due date/time mentioned above will not be entertained.
- A pre-bid meeting will be held on 30th May 2024 at Regional Head Office, NADRA Islamabad.
- 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