



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-19/2024)**

**Office Space Required at Following Locations: -**

S. No	Location	Required Covered Area in Sqft
01	NRC & DRO Chakwal	5000 to 6000
02	NRC Kahuta	2500 to 4000

**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.500/- from below mentioned address during office hours from **24<sup>th</sup> May, 2024** to **07<sup>th</sup> June, 2024** (except gazette holidays). The proposal should be submitted duly completed in all aspects by **10<sup>th</sup> 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 10<sup>th</sup> June, 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**