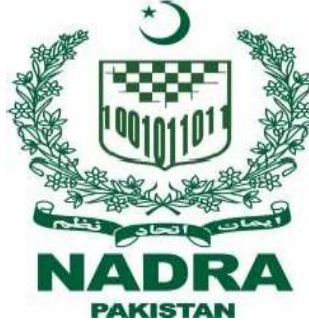


National Database and Registration Authority (NADRA)
Regional Head Office Balochistan (Quetta)



BIDDING DOCUMENT

For

AUCTION OF UNSERVICEABLE / SCRAPED ITEMS

Admin Section
Regional Head Office Quetta

SUMMARY OF CONTENTS

<u>Section</u>	<u>Page No</u>
1. Tender Document Issuance Performa	03
2. Invitation For Bid	04
3. Instruction To Bidders	05
4. Eligibility and Qualification Criteria	06
5. Bidder Applying for the Lots	09
6. Financial Data	10-11
7. Tender Form	14
8. Affidavit	15

Tender No: _____

Dated: _____

TENDER DOCUMENTS ISSUANCE PERFORMA

Name of Tender	AUCTION OF UNSERVICEABLE / SCRAPED ITEMS
Official Address:	Assistant Director (Administration) Regional Head Office, NADRA Quetta. Zarghoon Road Quetta. Tel: 081-9211853, Fax: 081-9211622
Date of Tender issue / Closure:	21 st September, 2024 to 8 th October, 2024
Tender Submission Date &Time:	8 th October, 2024, 11:00 AM
Tender Opening Date &Time:	8 th October, 2024, 11:30 AM
Bid Validity:	90x working days from the date of bid opening
Note:-	All the pages of bidding documents should be signed and duly stamped if not the bids will be rejected.

1. Invitation To Bid



حکومت پاکستان وزارت داخلہ
 نیشنل ڈیٹا بیس اینڈ رجسٹریشن اتھارٹی (نادرا)
 ریجنل ہیڈ آفس کوئٹہ



نیلام عام

- ریجنل ہیڈ آفس نادرا بلوچستان کی طرف سے پرانے سازو سامان کی نیلامی مورخہ 08 اکتوبر 2024 بمقام نادرا ریجنل ہیڈ آفس زرغون روڈ کوئٹہ بوقت 11:30 am کو کی جارہی ہے، نیلامی میں خواہشمند حضرات درج ذیل شرائط کے تحت حصہ لے سکتے ہیں۔
1. کامیاب پیشکش دہندہ کو نیلامی کی کل رقم کا 25% فیصد قبولیت کا خط ملنے پر اسی دن جمع کرنا ہوگا۔ اور باقی رقم 24 گھنٹے (24 Working hours) کے اندر جمع کرانی ہوگی۔ جس کی باقاعدہ رسید جاری کی جائے گی۔
 2. تمام اشیاء "جو ہیں اور جہاں ہیں" کی بنیاد پر نیلام کی جائیں گی۔
 3. کامیاب پیشکش دہندہ تمام سامان (100% رقم کی ادائیگی کے بعد) اپنے خرچ پر 48 گھنٹے کے اندر نادرا ریجنل ہیڈ آفس زرغون روڈ کوئٹہ سے اٹھانے کا پابند ہوگا۔
 4. تمام مریجہ ٹیکسز کامیاب بولی دہندہ کو ادا کرنے ہوں گے۔
 5. پی۔ پی۔ آر۔ اے (PPRA) رول نمبر 33 کے تحت نادرا کو تمام پیشکشوں (بولیوں) کو مسترد کرنے کا حق حاصل ہے۔
 6. نیلامی کے سامان کا معائنہ مورخہ 23 ستمبر سے 07 اکتوبر 2024 صبح 10 بجے سے دوپہر 03:00 بجے تک ریجنل ہیڈ آفس نادرا زرغون روڈ پر کیا جاسکتا ہے۔
 7. دیگر تفصیلات بمعہ قواعد و ضوابط بولی کی دستاویزات میں درج ہیں۔ خواہشمند حضرات مبلغ -/Rs.1000 کے عوض (ناقابل واپسی) بولی دستاویزات ریجنل ہیڈ آفس نادرا زرغون روڈ کوئٹہ سے صبح 09:00 بجے سے شام 4:00 بجے تک (علاوہ تعطیلات) حاصل کر سکتے ہیں۔
 8. یہ اشتہار ریج بولی دستاویزات پی۔ پی۔ آر۔ اے (PPRA) کی ویب سائٹ www.PPRA.org.pk پر بھی موجود ہے۔

اسسٹنٹ ڈائریکٹر (ایڈمن)

ریجنل ہیڈ آفس، نیو زرغون روڈ کوئٹہ

رابطہ نمبر 081-9211853

1.1 Instruction to Bidder:-

1.2 All the bidders duly incorporated and based in Pakistan Governed by rules, laws and statutes of Government of Pakistan, CNIC holders, NTN holders shall be eligible

1.3 All bids must be accompanied by Earnest Money i.e. 5% of total bidding amount in respect of “**NADRA NSRC DISBURSEMENT ACCOUNT**”. The bids along with Earnest Money, Bidding Documents, etc. must be submitted to Admin Branch, National Database and Registration Authority, Regional Head Office, Quetta on **8th October, 2024 not later than 11:00 AM**

On same day, The bids will publicly be opened at RHO NADRA Quetta at 11:30 AM.

The bidder must submit bids on the basis of complete requirements as per bidding documents. Failure to meet this condition will cause disqualification of the bidder. The bidder shall submit bids which comply with the Bidding Document.

1.4 Correspondence Address

The Primary Contact for all correspondence in relation to this bid is as follows:

Primary Contact

Assistant Director (Administration)

Regional Head Office, NADRA

Zarghoon Road, Quetta

Email address; saeed.islam_01@nadra.gov.pk

Phone # 081-9211853

Fax # 081-9211622

2. ELIGIBILITY AND QUALIFICATION CRITERIA

AUCTION OF UNSERVICEABLE / SCRAPED ITEMS (NADRA, RHO QUETTA)

- a. Sealed bids/offers are invited for the auction of condemn items. Bid containing necessary documents, CDR, Bidding Documents duly completed in all aspects shall be submitted by 8th October, 2024 at 11:00 am in the sealed envelope **Under Single Stage One Envelope Bidding Procedure** (Bid submit after due date shall not be entertained)
- b. The bids will be opened on 8th October, 2024 at 11:30 am at Regional Head Office NADRA, Zarghoon Road Quetta.
- c. All the condemned items to be disposed of on **“As and Where It is Basis”**
- d. The interested parties can be visited RHO NADRA Zarghoon Road Quetta for inspection of disposal items from 23rd September to 7th October, 2024 between 10:00AM to 03:00PM except Saturday & Sunday in the presence of Auction Board.
- e. Bidder will have to deposit 5% of Quoted bid amount as Earnest Money (Refundable) through CDR/ Pay Order in respect of NADRA NSRC DISBURSEMENT ACCOUNT at the time of submission of bidding documents.
- f. Earnest Money will be released to un-successful bidder once bid will be awarded to successful bidder.
- g. Offers not supported by earnest money will not be entertained
- h. 25% amount of the total bid shall be paid / deposited by successful bidder in bank (NADRA Account) on same day as letter of acceptance received by procuring agency. Otherwise earnest money shall be forfeited. Moreover, 75% remaining amount shall be paid / deposited by the successful bidder within 24 working hours.
- i. WHT (10% for filer or 20 % for non-filer) shall be included in the offered bid.
- j. Bidder or representative may attend the opening of bid on due date.
- k. The highest bid (Lot Wise) above the reserve price will be accepted.
- l. Successful bidder shall also pay All Govt Taxes in addition to the total bid amount
- m. Successful bidder shall be responsible to pull out all items / equipment etc from Regional Head Office NADRA (Zarghoon Road Quetta) within 48 hours after complete payment by their own expense.
- n. If the successful bidder(s) fails to remove the stores within stipulated period, NADRA has the right to charge demurrage to the bidder @ 2% per day of the total bid amount.
- o. The competent authority reserves the right to reject all bids / tender without assigning any reasons as per PPRA Rule - 33
- p. Bidder will submit copy of valid Computerized National Identity Card (CNIC).
- q. Cutting & over writing of bids will be liable to rejection.
- r. Bidder will submit the copy of National Tax Number (NTN).

- s. Bid with incomplete / fake supporting documents will not be entertained, and furnishing of incorrect information shall be liable to legal action.
- t. Declaration/Undertaking of Non-blacklisting and authenticity of all documents on Non-Judicial Stamp paper duly attested by oath commissioner / notary public to be attached (as per format attached in this bidding documents)
- u. NADRA employees and their flood relatives will not be allowed to participate in auction. Bidders will render a certificate to the effect that he has no blood relative/serving in NADRA. (Attached with tender form).

Note

Bidder is required to fulfill the defined criteria (Eligibility & Qualification) mentioned above at Para # 2 (a to u) of this bidding documents. In case of failure the bid shall lead to disqualified.

(Signature of Bidder)



3.

BIDDER APPLYING FOR THE LOTS

(to be marked by bidder and should be attached with bid)

S #	Item Name	Qty	Yes / No
Lot-1	3-Seater Steel	16	
	4- Seater Plastic	20	
	Wheel Chairs	2	
	Wooden Amirah	2	
	Wooden Chairs	10	
	Tables	40	
	Officer Chairs	13	
	Pigeon Hole	5	
	Side Rack Wooden	1	
	Applicant Stools	177	
	Card Deliver Box	7	
	Chair/ Table & Amirah (Pieces)	Lumsum	
	Counter Table Wooden	2	
	DEO Chairs	108	
	Visitor Chair	54	
Lot-2	Marpho Device Covers	7	
	Network Rack	8	
	Q Matic Machine	22	
	Toners	675	
Lot-3	AC Inners	7	
	AC Outers	9	
	Air Coller Irani	9	
	Air Freshener Machine	7	
	Almirah Steel	4	
	Aluminum Door With Frame & Glass	3	
	Aluminum Window	1	
	Bags	3	
	Blower Heater	2	
	Bracket Fans	34	
	Camera Stand	13	
	Carpet	1	
	Celling Fans	17	
	Celling Sheets	450	
	Chang Over	2	
	Commode	2	
	Corona Glass Stands	45	
	Electric Items	Lumsum	
	Folding Chairs	20	
	Gas Heater	9	
Geyser	2		
Pedestal Fan	1		

Room Bell	5
Safe locker	3
Sign Board	3
Tarpal	1
Telephone Set	15
Water Cooler Plastic Irani	23
Water Dispenser	14
Water Pump Machine	4

Signature of bidder



3.1 FINANCIAL DATA**List of Auction / Disposal Items**
(Lot Wise)

Lot #	Item	Qty	Unit Price	Total Amount
Lot-1	3-Seater Steel	16		
	4- Seater Plastic	20		
	Wheel Chairs	2		
	Wooden Amirah	2		
	Wooden Chairs	10		
	Tables	40		
	Officer Chairs	13		
	Pigeon Hole	5		
	Side Rack Wooden	1		
	Applicant Stools	177		
	Card Deliver Box	7		
	Chair/ Table & Almirah (Pieces)	Lumsum		
	Counter Table Wooden	2		
	DEO Chairs	108		
Visitor Chair	54			
Total (Lot-1)				
Lot-2	Marpho Device Covers	7		
	Network Rack	8		
	Q Matic Machine	22		
	Toners	675		
Total (Lot-2)				
Lot-3	AC Inners	7		
	AC Outers	9		
	Air Cooler Irani	9		
	Air Freshener Machine	7		
	Almirah Steel	4		
	Aluminum Door With Frame &	3		

Glass			
Aluminum Window	1		
Bags	3		
Blower Heater	2		
Bracket Fans	34		
Camera Stand	13		
Carpet	1		
Ceiling Fans	17		
Ceiling Sheets	450		
Chang Over	2		
Commode	2		
Corona Glass Stands	45		
Electric Items	Lumsum		
Folding Chairs	20		
Gas Heater	9		
Geyser	2		
Pedestal Fan	1		
Room Bell	5		
Safe locker	3		
Sign Board	3		
Tarpal	1		
Telephone Set	15		
Water Cooler Plastic Irani	23		
Water Dispenser	14		
Water Pump Machine	4		
Total (Lot-3)			

Important Note: In case of award to a Single Bidder of multiple lots; the methodology of evaluation to determine as Highest Quoted Bid in Each Lot.

4. Lot Wise Quoted Amount

Lot-1

- a. Bid Amount: _____
- b. Advance Tax: _____
(10% for filer 20% for non-filer)
- c. Total bid Amount (including all taxes): _____

Lot-2

- a. Bid Amount: _____
- b. Advance Tax: _____
(10% for filer 20% for non-filer)
- c. Total bid Amount (including all taxes): _____

Lot-3

- a. Bid Amount: _____
- b. Advance Tax: _____
(10% for filer 20% for non-filer)
- c. Total bid Amount (including all taxes): _____

4.1 Financial Bid Form

- a. Tender Submission Date: _____
- b. Total Bid Amount: _____
(All Lots as participated by bidder)
- c. Advance Tax: _____
(10% for filer 20% for non-filer)
- d. Total Bid Amount (including all taxes): _____
- e. Earnest Money (5%) _____
- f. CDR / Par Order No: _____

4.2 CERTIFIED THAT

- a. I have no blood relative serving in NADRA
- b. Particulars given above are correct to the best of my knowledge
- c. I abide by all rules and regulation set by NADRA for this auction.

(Signature of Bidder)



TENDER FORM
(AUCTION OF UNSERVICEABLE / SCRAPED ITEMS)

Name / Firm Name _____

Father Name _____

CNIC No _____

Address: _____

GST / NTN Registration No _____

Active Cell No: _____

Email Address (if any): _____

- Note:** (1) Bidder must fill in all the details as required in the form
(2) Print in black ink, use capital letters

(Signature of Bidder)



Affidavit

I We / M/S, _____ solemnly declare that:

1. The firm is not involved in any case in any court of law in all over Pakistan.
2. The firm is not blacklisted on any ground by any Government Department (Federal/Provincial/District), a local body or a public sector organization. On account of submission of false statement the bidder shall be disqualified forthwith and subsequently black listed.
3. The firm / Undersigned owned and authenticated all attached documents with this bid, in case of any fake & unverified documents found in attached bid the firm shall be responsible and stands disqualified from this bidding process.
4. The Firm / Undersigned will not go against NADRA in any court of law.

M/S XYZ

Office Address

Contact

Important Note

(This Affidavit should be filled in stamp paper and attested by oath commissioner)

RECEIPT

It is Certified that I, the undersigned have received cash of Rs. 1000.00 (Rupees One thousand only) on account of fee of Tender Form for auction of unserviceable / scraped items, from M/S _____

Phone No. _____

Cell No. _____

RECEIVED BY

Signature: _____

Name: _____

Designation: _____

Dated: _____

RECEIPT

It is Certified that I, the undersigned have received cash of Rs. 1000.00 (Rupees One thousand only) on account of fee of Tender Form for auction of unserviceable / scraped items etc, from M/S _____

Phone No. _____

Cell No. _____

RECEIVED BY

Signature: _____

Name: _____

Designation: _____

Dated: _____

