



**GOVERNMENT OF PAKISTAN  
MINISTRY OF INTERIOR  
NADRA REGIONAL HEAD OFFICE  
QUETTA**

**RENTAL OFFICE SPACE REQUIRED  
FOR 09x NADRA REGISTRATION CENTERES**

1. Official accommodation for 09x NRCs at following tehsils/cities is required with facilities / requirements mentioned as under:-

S#	Site Location /NRC	Tehsil	District	Required Covered Area	Tender Opening	
					Date	Time
a.	Quetta Cantt	Quetta	Quetta	2500 to 4000 Sqft	10 Dec, 2024	10:30 am
b.	Mashkel	Mashkel	Washuk	2000 to 3500 Sqft	10 Dec, 2024	11:00 am
c.	Female Hub	Hub	Hub	2000 to 3500 Sqft	10 Dec, 2024	11:30 am
d.	Shahnoorani	Wadh	Khuzdar	2000 to 3500 Sqft	11 Dec, 2024	10:30 am
e.	Female Naseerabad	Dera Murd Jamali	Naseerabad	2000 to 3500 Sqft	11 Dec, 2024	11:00 am
f.	Usta Muhammad	Usta Muhammad	Usta Muhammad	3500 to 6000 Sqft	11 Dec, 2024	11:30 am
g.	Noshki	Noshki	Noshki	3500 to 6000 Sqft	12 Dec, 2024	10:30 am
h.	Ahmed Wal	Ahmed Wal	Noshki	2000 to 3500 Sqft	12 Dec, 2024	11:00 am
i.	Nokundi	Nokundi	Chaghi	2000 to 3500 Sqft	12 Dec, 2024	11:30 am

- Accommodation should be persisting in the main city.
- Space measuring of covered area as mentioned para 1 (a-i).
- Should be at prominent place having independent entrance.
- Security wise viable location and easily accessible for general public.
- Dedicated Electrical Meter/Connection.
- Proper Outer Door (preferable).
- Ramp for wheel chair for disable citizens.
- Sufficient parking space for staff and general public
- Tenancy for a longer period (i.e 10 years).

**NOTE** Interested parties / owners can purchase the bidding documents on submission of a written application at a cost of Rs. 1000/- (per site) from below mentioned address between 08:30 AM to 4:30 PM (except gazetted holidays). The bids proposal should be submitted duly completed in all respect before half an hour of tender opening date as mentioned in para 1 (a-i) (under **Single Stage - Two Envelope** Bidding Procedure). The envelopes shall be clearly marked as **General** and **Financial** proposals. General Bids / Proposal will be opened as para 1 (a-i) at Regional Head Office NADRA New Zarghoon Road Quetta in respect of available bidder. Bids / Proposals must include the following documents in addition to any other information that the bidder may find necessary. Moreover, detail terms and conditions, required specification, evaluation criteria are mentioned in bidding documents.

- Attested photocopy of ownership / lease leased property documents.
- Attested photocopy of valid approved Site Plan (if available).
- Completion Certificate of the building (if available).
- Undertaking / 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.
- Quoted price shall be inclusive of all taxes, **except GST / SST, which shall be mentioned separately.**
- No brokerage / service charges will be paid in case of real estate agent.
- Opening date / time of **Financial Proposal** will be informed to all successful bidder of **General Proposal** Evaluation.
- NADRA reserves the rights to reject all bids / proposals under PPRA Rules 33 and can cancel the bidding process before acceptance of bid proposal.
- Bid can also be reject if owner of selected building fail to produce acceptable required / property documents.

This advertisement

**Assistant Director (Admin)  
Regional Head Office NADRA  
New Zarghoon Road, Quetta  
Ph: 081-9211853**

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

**RENTAL OFFICE SPACE REQUIRED FOR 09x NRCs**  
**(QUETTA CANTT, MASHKEL, FEMALE HUB, SHAHNOORANI, FEMALE**  
**NASEERABAD, USTA MUHAMMAD, NOSHKI, AHMED WAL AND NOKUNDI)**

**(TENDER DOCUMENT)**

**(Single Stage Two Envelop Procedure)**

**Tender No. RHO/Qta/2024-25/08**



**ADMIN SECTION**  
**Regional Head Office (RHO) NADRA**  
**QUETTA**



## TENDER DOCUMENTS ISSUANCE PERFORMA

TENER No. RHO/Qta/2024-25/08

Name of Tender	Rental Office Space Required For 09x NADRA Registration Centers (Quetta Cantt, Mashkel, Female Hub, Shahnoorani, Female Naseerabad, Usta Muhammad, Noshki, Ahmed Wal and Nokundi)	
Official Address	<b>Assistant Director (Admin)</b> Regional Head Office, New Zarghoon Road, Quetta Ph: 081-9211853 Fax: 081-9211622	
Proposal Fee	Rs. 1000/-	
Date on Tender Published	___, ____, 2024	
Tender Submission Date & Time	As per Tender Notice	
Tender Opening Date & Time	As per Tender Notice	
Bidding Process	Single Stage – Two Envelop	
Bid Validity	150 Working Days for the date of submission of tender	
Documents issued for NADRA Office	NRC Quetta Cantt NRC Mashkel Female NRC Hub NRC Shahnoorani Female NRC Naseerabad	NRC Usta Muhammad NRC Noshki NRC Ahmed Wal and NRC Nokundi

## **1 INVITATION FOR BIDS (IFB)**

NADRA invites proposals for acquiring of **09 x Rental Building for RHO Quetta** for NADRA Office. Details of the specifications of related services to be provided are given in the scope of service in Section [3] hereto. Bidder will be selected under procedure described in this Tender Document (TD), in accordance with the Public Procurement Rules 2004 issued there under (“PPRA”) which can be found at [www.ppra.gov.pk](http://www.ppra.gov.pk). All prospective bidders are required to register themselves with the Admin Branch, NADRA Regional Head Office Quetta at above given address. Bid documents with complete detail can be collected from Admin Branch during working hours as per tender notice.

This bidding document includes the following Sections:

- Tender Form
- Instructions to Bidders (ITB)
- Eligibility Criteria
- Scope of Work
- Conditions of Contract
- General Proposal
- Financial Proposal

Proposals must be submitted at the below mentioned address;

Yours sincerely,

**Assistant Director (Admin)**

**Regional Head Office, NADRA**

**New Zarghoon Road, Quetta.**

**Tel: 081-9211853 Fax: 061-9220111**

# 1.1 Tender Form

Firm/Owner/Company must fill in all the details as required in the form.  
Use Capital letters please

Name(s) of Owner(s) Company(s) Firm(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address of Proposed Building \_\_\_\_\_

\_\_\_\_\_

CNIC#/NTN: \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell No: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature/Stamp

Date \_\_\_\_\_



## 2 INSTRUCTION TO BIDDERS (ITB)

### 2.1 Bidding Details (Instruction to Bidders)

All bids must be accompanied with Bid Forms, Affidavits, etc. and must be submitted to Admin Branch, National Database and Registration Authority, Regional Head Office, Quetta as per tender notice.

The bids will be publicly opened at the **NADRA RHO, Quetta**, as per tender notice.

The bidder must submit bids on the basis of complete requirements. Failure to meet this condition will cause disqualification of the bidder. The bidder shall submit bids which comply with the Bidding Document. Alternative bids will not be considered.

Bidders are also required to state, in their proposals, the name, title, fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

**NADRA:** will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

### 2.2 Eligible Bidders

1. All the bidders duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan shall be eligible.
2. Bidder must be owner of the building or Legally Authorized individual/Firm/Company.
3. Must be National/Dual National of Pakistan.
4. Must not be Bankrupt or involved in any litigation with any financial institution.
5. Bidders should be willing to complete furnishing works, within given time frame are also eligible to submit their bids.
6. Bidder must agree to all terms and conditions detailed in bidding documents.

### 2.3 Corrupt Practice

**2.3.1** NADRA requires that Bidders / Suppliers / Contractors, observe the highest standard of ethics during the procurement and execution of contract and refrain from undertaking or participating in any corrupt or fraudulent practices.

**2.3.2** NADRA will reject a proposal for award, if it determines that the Bidder recommended for award was engaged in any corrupt or has been blacklisted under the Public Procurement Rules 2004, in competing for the contract in question.

**2.3.3** Any false information or misstatement on the part of the vendor will lead to disqualification/ blacklisting/ legal proceeding regardless of the price or quality of the product as per the provisions of PP Rules.

### 2.4 Preparation of Bids

#### 2.4.1 Bidding Process

This is the Single Stage – Two Envelope Procedure; the bid shall comprise a single package



containing **ELIGIBILITY CRITERIA** (duly filled in all respect) along with **GENERAL PROPOSAL** and **FINANCIAL PROPOSAL** sealed separately in envelopes as per Rule 36(b).

#### **2.4.2 Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of its bid and NADRA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### **2.4.3 Language of Bid**

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and NADRA must be written in English. [PPRA Rule (6)]

#### **2.4.4 General Proposal**

The General Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative. Standard Forms for General Proposal is available as **Annex-A** of this document.

#### **2.4.5 Financial Proposal**

The Financial Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative. Standard Forms for Financial Proposal is available as **Annex-B** of this document.

#### **2.4.6 Bid Currencies**

For the purpose of comparison of bids quoted in different currencies, price shall be converted in PAK RUPEE (PKR). The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids. [PPRA Rule 30 (2)]

#### **2.4.7 Bid Security**

Bid Security is not required from the bidder in order to participate in the tender.

#### **2.4.8 Bid Validity**

Bids shall remain valid for a period of **150 days**, after the date of bid opening prescribed by NADRA; [PPRA Rule 26 (1)]

Bidders who agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity. [PPRA Rule 26 (4-a)]

### **2.5 Submission of Bids**

#### **2.5.1 Sealing and Marking of Bids**

This is the Single Stage – two Envelope Procedure; the bid shall comprise a single package containing **ELIGIBILITY CRITERIA** (duly filled in all respect) along with **General Proposal** and **Financial Proposal** sealed separately in envelopes. As per Rule 36(b)

#### **2.5.2 Response Time**

Bidders are required to submit their Bids as per tender notice. Bids will be received by NADRA at the address specified under ITB Section [2.1] within office hours. [PPRA Rule 13 (2)]

#### **2.5.3 Clarification of Bidding Documents**

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and NADRA shall respond to such queries in writing within three

calendar days, provided they are received at least five (5) calendar days prior to the date of opening of bid.

It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained bidding documents.

#### **2.5.4 Late Bids**

Any bid after the deadline for submission of bids prescribed by NADRA will not be received.

#### **2.5.5 Withdrawal of Bids**

The Bidder may withdraw their bids after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and/or by an authorized representative, and shall include a copy of the authorization. Provided that, written notice of Withdrawal, shall be received by NADRA prior to the opening of bids.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB section [2.4.8].

#### **2.5.6 Cancellation of Bidding Process**

1. NADRA may cancel the bidding process at any time prior to the acceptance of a bid or proposal as per PPRA Rules.
2. NADRA shall incur no liability towards the bidders, solely by virtue of its invoking sub- rule (1) as per PPRA Rules.
3. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security if any shall be returned along with such intimation as per PPRA Rules.
4. NADRA shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds as per PPRA Rules.

#### **2.5.7 Mechanism for Redresses of Grievances**

NADRA has a Committee for Complaint redress to address the complaints of bidder that may occur during the procurement proceedings. [PPRA Rule 48 (1)]

Any bidder being aggrieved by any act or decision of the NADRA during procurement proceedings may lodge a written complaint concerning his grievances within seven days of announcement of the technical evaluation report and five days after issuance of final evaluation report. [PPRA Rule 48(3)]

In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings. [PPRA Rule 48(4)]

In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:

Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage single envelope bidding procedure is adopted. [PPRA Rule 48(5)]

The GRC shall investigate and decide upon the complaint within ten days of its receipt. [PPRA Rule 48(6)]

Any bidder or party not satisfied with the decision of the GRC, may file an appeal before the Authority within thirty days of communication of the decision subject to depositing the prescribed fee and in accordance with the procedure issued by the Authority. The decision of the Authority shall be considered as final. [PPRA Rule 48(7)]

In addition to above it may be added that no complaint will be entertained unless it is:-

- a) Forwarded on company's original letter head, complete address, NTN of the company and CNIC of the complainant.





- b) Incriminating evidence of the complaints.

### **2.5.8 Review Panel**

The Authority shall maintain a list of Review Panelists for the purpose of reviewing a bidder's complaint. The Panelist shall be appointed on such terms and conditions as the Authority may from time to time notify with the approval of the Competent Authority. [PPRA Rule 48(1)]

### **2.5.9 Matters not subject to Appeal or Review**

The following actions of the NADRA shall not be subject to the appeal or review:

- Selection method adopted by the NADRA;
- Decision by the NADRA under ITB section [2.5.6].

## **2.5 Opening and Evaluation of Bids**

### **2.6.1 Opening of Bids by NADRA**

The opening of bids shall be as per the procedure set down in Section 2.4.1 dealing with Bidding Process. The bids will be publicly opened in the **National Database and Registration Authority, Regional Head Office, Quetta**, as per tender notice.

### **2.6.2 Clarification of Bids**

No Bidder shall be allowed to alter or modify his bids after the expiry of deadline for the receipt of the bids unless, NADRA may, at its discretion, ask a Bidder for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted. [PP Rule 31 (1)]

### **2.6.3 Preliminary Examination & Basic Eligibility**

NADRA will examine the bids to determine whether the bids are complete and the documents have been properly signed and whether the bids are generally in order.

If a bid is not responsive, it will be rejected by NADRA and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

All requirements mandatory for the basic eligibility of all bidders is attached at **(5.1.1)**. Bidder not providing/fulfilling any one of the stated requirements & documents, will be declared as not responsive and will not be considered for evaluation criteria.

### **2.6.4 Evaluation Criteria**

All bids shall be evaluated as per the criteria given at **(2.6.5)**.

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**2.6.5- Building Evaluation Criteria For Hiring of Official Building**

NADRA WILL EVALUATE THE OFFERS USING THE FOLLOWING ELIGIBILITY CRITERIA					
Sr. No	Requisite	Max	Marks Obtained After Due Visit by the Premises committee	Marking Criteria	Remarks
1	Renovation of Building	10		Proper flooring, False Ceiling & Distemper is available or willing as per NADRA requirement	
		5		Acceptable flooring, False Ceiling & Distemper already available and not willing to improve	
		0		Without proper Flooring, False Ceiling & Distemper	
2	Shape of Building	10		In the shape of a hall with independent entrance	
		5		Can be converted into a hall on commitment	
		0		Neither is nor can be converted into a hall	
3	Location	10		On main road with spacious front	
		7		Away/stride the main road with spacious front	
4	Approach to the Building	10		Non-crowded & accessible by public transport	
		7		Crowded area & accessible by public Transport	
		0		Crowded area & difficult to approach	
5	Parking Space (Dedicated to the premises)	10		Above 30 Vehicles	
		7		15-20 Vehicles	
		4		10-15 Vehicles	
6	Availability of Emergency Exit	10		Availability of emergency exit from building	
		5		Non-availability of emergency exit from building.	

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7	Security wise suitability	10		Security wise suitable	
		5		Security wise feasible	
		0		Security wise not suitable	
08	Availability of roof top for Network Dish & Solar System	10		Availability of space for Network dish & Solar System	
		7		Availability of space for Network dish	
		0		Non-Availability of space for Network dish	
09	Availability of washrooms & store room	10		Separate Public and Staff Washroom	
		5		Combined washroom	
10	Condition of Property	10		Constructed not more than 1 year ago	
		7		Constructed not more than 5 year ago	
		3		Constructed not more than 10 year ago	
<b>Total Marks</b>		<b>100</b>		<input type="checkbox"/> <b>Qualified</b> <input type="checkbox"/> <b>Disqualified</b>	

**Note:**

1. The offered sites will be visited by NADRA Evaluation Committee for physical verification of the information given by the bidder. Location which acquires minimum of 60% marks after due inspection as per the criteria given above will be considered as “Qualified Premises/Bid”.
2. Financial bids will be taken as per square feet of covered area and open area or lump sum.

**2.6.6 Bidder’s Responsibilities**

1. Bidder will be responsible to provide any document or verification required for processing of Building hiring proceedings, either it is mentioned in bidding documents or not.
2. Any type of liability payable at present.
3. Payment of all type of applicable Government taxes.
4. Completion of works required to bring building in furnished status.
5. Owner will not stop/discontinue any Agreement/Service like insurance of Building without consent of NADRA, while processing bid offered.
6. Liability of the bidder for provision of authentic information/documents shall not be limited to sale deed or ever maturing of the contract. Bidder will be considered responsible for authenticity of documents and concealing of any information ever after.

## **2.7 Award of Contract**

### **2.7.1 Award Criteria**

Subject to ITB Section [2.7.2], NADRA will award the contract to the successful Bidder, whose bid has been determined to be the most advantageous bid, provided the information given in the bidding document is on ground verified by the Evaluation/Procurement Committee of the NADRA.

### **2.7.2 NADRA's Right to reject all Bids**

NADRA may cancel the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidder(s) [PPRA Rule 33]

### **2.7.3 Notification of Award**

Prior to the expiration of the period of bid validity, NADRA will notify the successful Bidder in writing by letter or by facsimile, to be confirmed in writing by letter, that his/her bid has been accepted.

The notification of award will constitute the formation of the Contract.

Subsequent to the intimation to successful Bidder, NADRA will promptly notify each unsuccessful Bidder and will discharge his/her bid security, pursuant to ITB Section [2.4.7].

### **2.7.4 Signing of Contract**

The Contract shall be signed by the parties at Central Office, NADRA, Quetta, after the approval of competent authority.

### **2.7.5 General Conditions of Contract**

For detailed General Condition of Contract refer to Section [4.1] of this TD.

### **2.7.6 Special Conditions of Contract (Same as General Conditions of the Contract)**

For detailed Special Condition of Contract refer to Section [4.2] of this TD.

### **2.7.7 Non-Disclosure Agreement**

The successful bidder shall upon the award of the contract execute a Non-Disclosure Agreement with NADRA.

### 3 SCOPE OF WORK

Hiring of offices by NADRA as per the location & parameters given in the advertisement and as under with required documents as part of Technical Bid.

1. The Offered building/buildings must be furnished and should be located in the City, preferably at ground floor, Hall Shape, separate wash rooms for staff and general public and 1x store room, with required covered area mentioned as under:

#### SCHEDULE OF REQUIREMENTS

Lot#	Site Location /NRC	Tehsil	District	Required Covered Area	Tender Opening	
					Date	Time
1.	Quetta Cantt	Quetta	Quetta	2500 to 4000 Sqft	10 Dec, 2024	10:30 am
2.	Mashkel	Mashkel	Washuk	2000 to 3500 Sqft	10 Dec, 2024	11:00 am
3.	Female Hub	Hub	Hub	2000 to 3500 Sqft	10 Dec, 2024	11:30 am
4.	Shahnoorani	Wadh	Khuzdar	2000 to 3500 Sqft	11 Dec, 2024	10:30 am
5.	Female Naseerabad	Dera Murd Jamali	Naseerabad	2000 to 3500 Sqft	11 Dec, 2024	11:00 am
6.	Usta Muhammad	Usta Muhammad	Usta Muhammad	3500 to 6000 Sqft	11 Dec, 2024	11:30 am
7.	Noshki	Noshki	Noshki	3500 to 6000 Sqft	12 Dec, 2024	10:30 am
8.	Ahmed Wal	Ahmed Wal	Noshki	2000 to 3500 Sqft	12 Dec, 2024	11:00 am
9.	Nokundi	Nokundi	Chaghi	2000 to 3500 Sqft	12 Dec, 2024	11:30 am

\* Nature Lot wise

**BIDDER APPLYING FOR THE LOTS**

(to be marked by bidder and should be attached with technical/General proposal of bid)

<b>Lot#</b>	<b>Site Location /NRC</b>	<b>Tehsil</b>	<b>District</b>	<b>YES/No</b>
1.	Quetta Cantt	Quetta	Quetta	
2.	Mashkel	Mashkel	Washuk	
3.	Female Hub	Hub	Hub	
4.	Shahnoorani	Wadh	Khuzdar	
5.	Female Naseerabad	Dera Murd Jamali	Naseerabad	
6.	Usta Muhammad	Usta Muhammad	Usta Muhammad	
7.	Noshki	Noshki	Noshki	
8.	Ahmed Wal	Ahmed Wal	Noshki	
9.	Nokundi	Nokundi	Chaghi	

2. Have a separate electricity connection and availability of tap water facility along with overhead tank and having independent entrance. Ramp for wheel chair for disable citizens.
3. Quoted price shall be inclusive of all taxes.
4. Security wise viable.
5. Easily accessible by public transport.
6. Parking area for public and Staff.
7. Tenancy period not less than 10 years.
8. A Separate connection of 3-Phase meter/connection and transformer (preferably).
9. Complete sanitation work and water tank with electric water pump.
10. Provision of Space, NOC for installation of direction board, sign board, and heavy generator.
11. Availability of roof top for installation of network equipment and Solar System (preferably).
12. Complete Flooring i.e. Porcelain Tiles, shutter gates & False Ceiling with complete electrification.
13. Availability of Emergency Exit (Preferably).
14. Provision and Installation of DSL in the premises.
15. Wall Partitions with Porcelain tile work inside the premises as per NADRA requirement.
16. Proper paint work of the complete building before handing over to NADRA.

## **4 Contract** will be executed if the bid qualifies

### **4.1 Conditions of Contract.**

#### **4.1.1 Definitions**

In this contract, the following terms shall be interpreted as indicated:

“Applicable Law” means the Public Procurement Rules 2004.

“Procuring Agency” or “PA” means NADRA.

“Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is General Conditions (GC), and the Special Conditions (SC).

“Contract Price” means the monthly rent of the premises. “Effective Date” means the date on which this Contract comes into force?

“GC” mean these General Conditions of Contract. “Government” means the Government of Pakistan “Currency” means Pak Rupees.

“Member” means any of entities that make up the joint venture/consortium/association, and “Members” means all these entities.

“Party” means the PA or the Contractor, as the case may be, and “Parties” means both of them.

“Personnel” means persons hired by the Contractor or by any Sub- Contractors and assigned to the Performance of the Services or any part thereof.

“SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.

“Services” means the services to be performed by the Contractor pursuant to this Contract, as

Described in the scope of services.

“In writing” means communicated in written form with proof of receipt.

#### **4.1.2 Law Governing Contract**

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of the Islamic Republic of Pakistan.

#### **4.1.3 Notice**

- Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the bidding document.
- A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the bidding document.

#### **4.1.4 Authorized Representative**

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the NADRA or the Supplier may be taken or executed by the officials.

#### **4.1.5 Taxes and Duties**

The Lessor shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the bidding document, the amount of which is deemed to have been included in the Contract Price.

#### **4.1.6 Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.

#### **4.1.7 Expiration of Contract**

Unless terminated earlier pursuant to Lease agreement, this Contract shall expire at the end of such time period after the Effective Date as specified in the lease agreement.

#### **4.1.8 Modifications or Variations**

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

#### **4.1.9 Force Majeure**

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

### **4.2 No Breach of Contract**

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

#### **4.2.1 Extension of Time**

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

#### **4.2.2 Termination of Contract by lessor/lessee. As per clause 5.**

#### **4.2.3 Good Faith**

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

### **4.2.4 SETTLEMENT OF DISPUTES**

#### **4.2.4.1 Amicable Settlement**

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

#### **4.2.4.2 Arbitration**

If the NADRA and the Supplier fail to amicably settle any dispute arising out of or in connection with the Contract within ten (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Quetta, Pakistan and proceedings of arbitration shall be conducted in English.



#### 4.2.4.3 Conflict of Interest

The Supplier shall hold the NADRA's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

#### 4.2.4.4 Confidentiality

Except with the prior written consent of the NADRA, the Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

## 5.1 GENERAL PORPOSAL

General Proposal Annex-A includes Eligibility Criteria and Owners' Consent:

### 5.1.1 ELIGIBILITY CRITERIA:

Documents and requirements/conditions mentioned as under must be checked/fulfilled and submitted with General Proposal and Owner's Consent.

1. Completely filled bidding documents (Mandatory)
2. Copy of Owner/Authorized Owner CNIC (Mandatory)
3. Verified/Attested copies of Ownership Document including all type of Deeds, Fard-e-Malkiat/Registry/Allotment Letter, Authority letters, Certificate etc. (Mandatory)  
(3.1) In case of co-owners "power of attorney" is required (Specimen placed at **Annex-C**)
4. Approved Map of Building from concerned Authority/s (Mandatory)
5. NOCs form concerned Regulatory Authority/Institute of the area/jurisdiction where applicable.
6. Details of Total Area, Covered Area, Parking etc. of the Building (Mandatory).
7. Commercialization certificate of building from concerned authority.
8. Building must be fit for the use and Building Fitness Certificate issued by the concerned authority must be submitted.
9. Technical Evaluation will be performed on pass or fail basis. Only technically successful bids will be considered for Financial Evaluation. If the technical bids of a firm/owner are rejected by Technical Evaluation Board then Financial Bids will be returned unopened.
10. The competent authority reserves the right to reject all bids on the basis of assessment criteria or any other reason (as per PPRA rule 33) disclosed to Competent Authority.
11. The property offered should have adequate space outside for installation of Generator and outers of split AC etc.
12. The responsibility for payment of all kind of taxes in connection with the property offered shall be responsibility of the Owner/Bidder.
13. Possession of the accommodation will be handed over to NADRA after the completion of all necessary proceedings and rent shall be payable from the date of possession.
14. Overwriting, alterations, if any, in the Bids should be signed by the authorized signatory. Preferable, the Bids should be in the typed form.
15. All the bidders duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan shall be eligible.
16. The bidder shall bear all costs associated with the preparation and submission of its bid and NADRA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
17. The General Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative. Standard form for General Proposal is attached as **Annex-A**.

18. The Financial Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative. Standard form for Financial Proposal is attached as **Annex-B.**
19. Increase in rent will be admissible either up to 10% annually or 25% after three years.
20. Submission of an Undertaking on Legal 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).
  - 20.1 In case of single owner specimen placed at **Annex-C.**
  - 20.2 In case of co-owners specimen placed at **Annex-E.**
21. Bid Declaration form shall be submitted on stamp paper of Rs.100/- as part of General Proposal, specimen placed at **Annex-F.**
22. The bids should reach this office as Tender notice. General Proposal will be opened on as per tender notice in the presence of bidders or representatives of bidders who wish to participate, after finalization of technically qualified bidders by NADRA Premises Committee, date for opening of financial bid will be communicated to the successful bidders.
23. Any bid after the deadline for submission of bids prescribed by NADRA will not be received.

**NOTE: NON-COMPLIANCE OF THE CITED ABOVE CONDITIONS AND CRITERIA SHALL RESULT INTO DISQUALIFICATION OF THE BID.**

- 5.1.2** Consent of owner must be filled and submitted as per the specimen given as under.

**CONSENT OF OWNER**

1. I / We \_\_\_\_\_  
being the owner/co-owner/attorney of the building, which is located/situated at \_\_\_\_\_  
\_\_\_\_\_ covered area measuring \_\_\_\_\_ Sqft, (i.e. \_\_\_\_\_ Sqft on rent and \_\_\_\_\_ sqft along with \_\_\_\_\_ sqft parking/open space on gratis) hereby given consent to rent out above mentioned building to NADRA for establishing/operating NADRA Registration Center \_\_\_\_\_ on monthly rent as mentioned in financial bid with six month advance for a tenancy period of \_\_\_ year/s. Monthly rent will increase @ 10%  per annum or 25%  after every 3x years. Lease period may be extendable with mutual consent after expiry. Moreover, I / we shall provide photocopies of document mentioned in eligibility criteria at (5.1.1 with sub paras') at the time of bid submission: -

2. In case my building, after having been hired by the NADRA is vacated during the currency of agreed lease period, I shall refund the balance of the advance rent, if any. It is hereby affirmed/declared that the building is complete in all respect and habitable. If it is not found so on inspection the occupation allowed by the National Database and Registration Authority (NADRA), Islamabad shall automatically stand withdrawn/cancelled.

**Owner/s:-**

**Signature:** \_\_\_\_\_

**Name/s:** \_\_\_\_\_

**CNIC:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**CONSENT OF OWNER**

**I / we shall agree on the provision & fulfillment of following terms/conditions at the offered building:**

1. Tenancy period not less than 10 years.
2. Provisioning of dedicated Electricity meter and Gas Connection/meter.
3. Provisioning of overhand tank for water.
4. Provisioning of ramp for wheel chair for disable citizens.
5. Provisioning of Space, NOC for installation of direction board, sign board and heavy generator.
6. Provisioning of roof top for satellite dish antenna installation
7. Quoted price shall inclusive of all applicable taxes and justified with reference to other offices located in the area.
8. No brokerage / service charges shall be paid by NADRA in case of real estate agent.

**Signature:** \_\_\_\_\_

**Owner/Attorney Name:-** \_\_\_\_\_

**CNIC:** \_\_\_\_\_

GENERAL PROPOSAL

Name of the Bidder \_\_\_\_\_

Total Covered Area of the building (sqft) \_\_\_\_\_

Total Number of Rooms (sqft) \_\_\_\_\_

Total Number of Halls (sqft) \_\_\_\_\_

Parking / Open Space (sqft) \_\_\_\_\_

Building Address \_\_\_\_\_

Remarks (if any) \_\_\_\_\_

\_\_\_\_\_

Signature & Stamp of the Bidder \_\_\_\_\_

Date: \_\_\_\_\_

*Note:-General Proposal (Annexure "A") along with required / necessary documents (except financial proposal) shall be submitted in separate envelop. Moreover, financial proposal shall be submitted in separate envelope. Both the envelopes are marked in bold letters with subject "**General Proposal**" and "**Financial Proposal**" both the envelopes must be enclosed in single sealed envelope.*

**FINANCIAL PROPOSAL**

**PRICE SCHEDULE**

Name of the Bidder \_\_\_\_\_

Total Covered Area of the building (sq / ft) \_\_\_\_\_

Monthly Rent (Lump Sum) \_\_\_\_\_

Monthly Rent (Per Square Feet) \_\_\_\_\_

Remarks (if any) \_\_\_\_\_

**IMPORTANT NOTE**

Owner will be liable to pay all taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement and assessment which may be levied in respect of the Demised Premises.

Signature & Stamp of the Bidder \_\_\_\_\_

Date: \_\_\_\_\_

**Note:-**

1. *Financial bid (Only Annexure "B") shall be submitted in separate envelope and marked in bold letters with subject "Financial Proposal"*
2. Owner will be liable to pay all municipal, government, non-government and other rates, taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement and assessment which may be levied in respect of the Demised Premises.
3. 6 x months advance rent will be permissible after possession of the building by NADRA.
4. Quoted price shall be inclusive of all applicable taxes and justified with reference to other Offices located in the area.

**Annex-C**

**مختار خاص**

1. منکہ مسمی / مسماٹ \_\_\_\_\_ ولد/دختر/زوجہ \_\_\_\_\_

قومی شناختی کارڈ نمبر \_\_\_\_\_ سکھ \_\_\_\_\_

2. منکہ مسمی / مسماٹ \_\_\_\_\_ ولد/دختر/زوجہ \_\_\_\_\_

قومی شناختی کارڈ نمبر \_\_\_\_\_ سکھ \_\_\_\_\_

3. منکہ مسمی / مسماٹ \_\_\_\_\_ ولد/دختر/زوجہ \_\_\_\_\_

قومی شناختی کارڈ نمبر \_\_\_\_\_ سکھ \_\_\_\_\_

ہم \_\_\_\_\_ کے مشترکہ وارث ہیں۔ ہم اپنی جانب سے

مسمی / مسماٹ \_\_\_\_\_ ولد/دختر/زوجہ \_\_\_\_\_

قومی شناختی کارڈ نمبر \_\_\_\_\_ سکھ \_\_\_\_\_

کو اپنا مختار خاص مقرر کرتے ہیں اور اختیار دیتے ہیں کہ مختار خاص موصوف/موصوفہ مذکورہ مکان کی دیکھ بھال کرے سرکاری ادارہ "نادرا" کو کرائے پر دے اور طے شدہ ماہانہ کرایہ وصول کرے۔ لہذا بقائمی ہوش و حواس خمسہ برضا رغبت خود بلا جبر و کرائے غیر روبرو گواہان حاشیہ سند کرایا ہے۔

العبد : \_\_\_\_\_ العبد : \_\_\_\_\_

ولد/دختر/زوجہ \_\_\_\_\_ ولد/دختر/زوجہ \_\_\_\_\_

قومی شناختی کارڈ نمبر \_\_\_\_\_ قومی شناختی کارڈ نمبر \_\_\_\_\_  
(مختار خاص دہندہ) (مختار خاص دہندہ)

العبد : \_\_\_\_\_ العبد : \_\_\_\_\_

ولد/دختر/زوجہ \_\_\_\_\_ ولد/دختر/زوجہ \_\_\_\_\_

قومی شناختی کارڈ نمبر \_\_\_\_\_ قومی شناختی کارڈ نمبر \_\_\_\_\_  
(مختار خاص موصوف/موصوفہ) (مختار خاص دہندہ)

Annex-D

بیان حلفی

ازاں: \_\_\_\_\_ ولد/دختر/زوجہ \_\_\_\_\_ قوم \_\_\_\_\_  
سکنہ \_\_\_\_\_ شناختی کارڈ نمبر \_\_\_\_\_ ہے۔

☆ میں حلفا بیان کرتا ہوں کہ میرا نام ولدیت قومیت اور سکونت بالکل درست ہے۔

☆ میں حلفا بیان کرتا ہوں کہ ایک عمارت رقبہ \_\_\_\_\_ مربع فٹ پتہ \_\_\_\_\_  
کا میں مالک ہوں۔

☆ میں حلفا بیان کرتا ہوں کہ مذکورہ عمارت بطور مالک \_\_\_\_\_ شہر میں نادرا دفتر کے لیے  
کرایہ پر دینے کے لیے رضا مند ہوں۔

☆ میں حلفا بیان کرتا ہوں کہ میری مذکورہ عمارت پر کسی قسم کا کوئی قانونی تنازع نہ ہے اور نہ  
سرکاری، نیم سرکاری، نجی یا پی پی آر اے کی دیندار کسی بھی طور پر دیندار ہے اور نہ ہی کسی  
ادارے کے تحت بلیک لسٹ ہے۔

☆ میں حلفا بیان کرتا ہوں کہ میری اس عمارت پر کسی بھی سرکاری و نیم سرکاری ادارے سے  
کوئی قرضہ نہ لیا گیا ہے۔

☆ میں حلفا بیان کرتا ہوں کہ اگر مستقبل میں مذکورہ عمارت سے متعلق کوئی بھی قانونی تنازع یا  
پریشانی ہوئی تو میں بحیثیت مالک اس کا ذمہ دار ہوں گا۔

☆ میں حلفا بیان کرتا ہوں کہ درج بالا بیان میرے علم و یقین کی حد تک صحیح درست ہے اور کوئی  
راز پوشیدہ نہ رکھا گیا ہے۔

العبد:

\_\_\_\_\_ ولد/دختر/زوجہ \_\_\_\_\_

\_\_\_\_\_ قومی شناختی کارڈ نمبر \_\_\_\_\_



## بیان حلفی

- ازاں: \_\_\_\_\_ ولد/دختر/زوجہ \_\_\_\_\_ قوم \_\_\_\_\_
- سکنہ \_\_\_\_\_ شناختی کارڈ نمبر \_\_\_\_\_ ہے۔
- ☆ میں حلفا بیان کرتا ہوں کہ میرا نام ولدیت قومیت اور سکونت بالکل درست ہے۔
- ☆ میں حلفا بیان کرتا ہوں کہ ایک عمارت رقبہ \_\_\_\_\_ مربع فٹ پتہ \_\_\_\_\_
- \_\_\_\_\_ کا میں مشترکہ مالک اور مختار خاص مقرر ہوں۔
- ☆ میں حلفا بیان کرتا ہوں کہ مذکورہ عمارت بطور مختار خاص \_\_\_\_\_ شہر میں نادرا دفتر کے لیے کرایہ پر دینے کے لیے رضا مند ہوں۔
- ☆ میں حلفا بیان کرتا ہوں کہ مذکورہ عمارت پر کسی قسم کا کوئی قانونی تنازع نہ ہے۔
- ☆ میں حلفا بیان کرتا ہوں کہ اس عمارت پر کسی بھی سرکاری و نیم سرکاری ادارے سے کوئی قرضہ نہ لیا گیا ہے۔
- ☆ میں حلفا بیان کرتا ہوں کہ اگر مستقبل میں مذکورہ عمارت سے متعلق کوئی بھی قانونی تنازع یا پریشانی ہوئی تو میں بحیثیت مختار خاص اس کا ذمہ دار ہوں گا۔
- ☆ میں حلفا بیان کرتا ہوں کہ درج بالا بیان میرے علم و یقین کی حد تک صحیح درست ہے اور کوئی راز پوشیدہ نہ رکھا گیا ہے۔

العبد: \_\_\_\_\_

\_\_\_\_\_ ولد/دختر/زوجہ \_\_\_\_\_

\_\_\_\_\_ قومی شناختی کارڈ نمبر \_\_\_\_\_

**Form of Bid-Securing Declaration**

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: [ \_\_\_\_ / \_\_\_\_ / \_\_\_\_ ]  
No: [RHO/Qta/2024-25/08]

To: NADRA REGIONAL HEAD OFFICE  
NEW ZARGHOON ROAD,  
QUETTA.

I, the undersigned, declare that:

I understand that, according to your conditions, Bids must be supported by a Bid- Securing Declaration.

I accept that i will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if I am in breach of our obligation(s) under the Bid conditions, because I:

- (a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid validity, (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security (or guarantee), if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if I am not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder\* \_\_\_\_\_

Name of the person duly authorized to sign the Bid on behalf of the Bidder\*\* \_\_\_\_\_

Title of the person signing the Bid \_\_\_\_\_

Signature of the person named above \_\_\_\_\_

Date signed \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

\*\* : Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid.]



NADRA Regional Office Quetta