



**Rental Office Space Required**  
**For Establishment of NADRA Registration Center at Gulzar-e-Hijri (Scheme-33)**  
**District East Karachi**  
(Tender Notice No. 08/2025/Khi)

**OFFICE ACCOMMODATION WILL HAVE FOLLOWING FEATURES:**

- Office Accommodation should be in the vicinity of Gulzar-e-Hijri (Scheme-33) District East Karachi.
- Space measuring of total covered area preferably 2,500 sqft to 4,000 sqft at Ground floor, in the shape of hall with public and staff washroom and on approachable main location.
- Prominent, having independent entrance with wide gate and located on main road.
- Security wise viable location and easily accessible by public transport.
- Dedicated 3 Phase Electrical Meter/Connection with PMT (50 KVA).
- Line water facility along with overhead tank and Electric Water Pump.
- Ramp for wheel chair for disable citizens.
- Proper Space and NOC for installation of direction board, sign board, Solar Installation and heavy generator (50 KVA).
- Roof top for satellite dish antenna installation and solar installations
- Proper Flooring i.e. (Marble, Tiles), Front Glass Door with shutter Gate (Separate Entrance & Emergency Exit) & False Ceiling with electrification.
- Proper Parking Space and proper public queue space.
- Status of the building must be commercial.
- Tenancy for a minimum period (i.e. 10 years).

**Note:**

Bid document with complete terms and conditions can be collected from address mentioned below against payment of Tender fees of **Rs.1,000/-** (Non Refundable) in the shape of cash from **4<sup>th</sup> March, 2025 (Tuesday) to 24<sup>th</sup> March, 2025 (Monday)**.

The Bidding process is **Single Stage-Two Envelop**. The Envelopes shall be clearly marked as **Technical** and **Financial** proposals separately. Both Envelops shall be properly sealed and stamped and should be reached **24<sup>th</sup> March, 2025 (Monday)** before **10:30 am** to Admin Branch Regional Head Office Karachi. Bids/ proposal will be closed on **24<sup>th</sup> March, 2025 (Monday)** at **10:30 am** and the technical bid / proposal will be opened on the same date at **11:00 am** in presence of available bidders.

Bids/proposals must include the following attested documents in addition to any other information that the bidder may be required to furnish.

- Attested Photocopy of property documents of the owner, in case of co-share partner shall provide power of attorney in favour of allottee.
- Attested Photocopy of valid approved Map, Site plan, CNIC, NTN, GST and SST from the Concerned Authorities.
- Completion and Fitness Certificate of the building from concerned authority.
- Undertaking on 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 / accepted.
- Quoted price shall be inclusive of all applicable taxes.
- No brokerage/service charges will be paid in case of real estate agent.
- Opening date/timing of Financial Proposal will be informed to all successful bidders of Technical Proposal Evaluation.
- NADAR reserves the right to reject the bids/proposal (as per PPRA rule 33).
- Bid can also be rejected if owner of selected building fail to produce acceptable required/property documents.
- This advertisement is also available on PPRA Website at [www.ppra.org.pk](http://www.ppra.org.pk).

**Note for bidder**

- It must be ensured that Financial & Technical bids are sealed separately in two envelopes and bid security should be kept in financial bid envelope with no photocopy or original of bid security enclosed with technical bid.

**For any query contact on following address:**

**Dy. Director (Admin)**

**NADRA Regional Head Office, Karachi**

**29-E, Miran Mohammad Shah Road, M.A.C.H.S KDA Scheme-1, Karachi, Tel # 021-34540828**