



MINISTRY OF INTERIOR  
NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA)  
REGIONAL HEAD OFFICE, KARACHI



**Rental Office Space Required For**  
**NADRA Registration Centre Matiari**  
(Tender Notice No. 04/2025/Khi)

**OFFICE ACCOMMODATION WILL HAVE FOLLOWING FEATURES:**

- Office Accommodation should be in the vicinity of District Matiari.
- Space measuring of total covered area from 3500 Sq.Ft to 6000 Sq.Ft preferably at Ground floor, in the shape of hall along with public and staff washroom (Male & Female) and proper parking space.
- Prominent, having independent entrance with wide gate and located on main road will be preferred.
- Security wise viable location and be easily accessible by public transport.
- Dedicated 3 Phase 50 KVA Electrical Meter/Connection.
- Line/Tap water facility along with overhead tank and Electric water pump.
- Ramp for wheel chair for disable citizens.
- Proper space & NOC for installation of direction board, sign board, solar installation and heavy generator (up to 50 KVA).
- Roof top for satellite dish antenna installation and solar installation.
- Proper flooring (i.e. Marble, Tiles) Front Glass door with shutter gate & False ceiling with electrification.
- Sufficient space for maintaining the public queue.
- 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 **13<sup>th</sup> February, 2025 (Thursday) to 3<sup>rd</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 **3<sup>rd</sup> March, 2025 (Monday)** before **12:00 pm** to Admin Branch Regional Head Office Karachi. Bids/ proposal will be closed on **3<sup>rd</sup> March, 2025 (Monday)** at **12:00 pm** and the technical bid / proposal will be opened on the same date at **12:30 pm** 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.

1. Attested copies of Property / Ownership Document in the name of owner.
2. Attested Photocopy of valid approved Map, Site plan, CNIC, NTN, GST and SST from the Concerned Authorities.
3. Must be Fitness and Completion Certificate of Building from Concerned Authority.
4. 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).
5. Quoted price shall be inclusive of all applicable taxes.
6. Bidding documents received after submission of due date/time mentioned above will not be entertained / accepted.
7. No brokerage/service charges will be paid in case of real estate agent.
8. Opening date/timing of Financial Proposal will be informed to all successful bidders of Technical Proposal Evaluation.
9. NADRA reserves the right to reject the bids/proposal (as per PPRA rule 33).
10. Bid can also be rejected if owner of selected building fail to produce acceptable required/property documents.
11. 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**