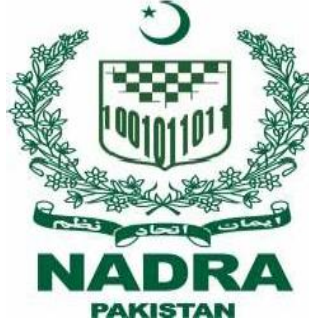


National Database and Registration Authority (NADRA)
Regional Head Office Balochistan (Quetta)



BIDDING DOCUMENT

For

AUCTION OF CONDEMN, FAULTY / BROKEN FURNITURE, FIXTURE,
ITEMS

Admin Section
Regional Head Office Quetta

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Tender No: _____

Dated: _____

TENDER DOCUMENTS ISSUANCE PERFORMA

Name of Tender	AUCTION OF CONDEMN, FAULTY / BROKEN FURNITURE, FIXTURE 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:	8 th May, 2024 to 27 th May, 2024
Tender Submission Date & Time:	27 th May, 2024, 11:00 AM
Tender Opening Date & Time:	27 th May, 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 سازوسامان کی نیلامی مورخہ 27 مئی 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. نیلامی میں حصہ لینے کیلئے مبلغ ایک ہزار روپے -/1000 Rs. (نا قابل واپسی) بطور بولی دستاویزات فیس جمع کروانے ہونگے۔
 2. کامیاب پیشکش دہندہ کو نیلامی کی کل رقم کا 25% فیصد قبولیت کا خط ملنے پر اسی دن جمع کرانا ہوگا۔ اور باقی رقم 48 گھنٹے کے اندر جمع کرانی ہوگی۔ جس کی باقاعدہ رسید جاری کی جائے گی۔
 3. تمام اشیاء "جو ہیں اور جہاں ہیں" کی بنیاد پر نیلام کی جائیں گی۔
 4. کامیاب پیشکش دہندہ تمام سامان اپنے خرچ پر 48 گھنٹے کے اندر نادرا ریجنل ہیڈ آفس زرغون روڈ کوئٹہ سے اٹھانے کا پابند ہوگا۔
 5. تمام مریجہ ٹیکسز کامیاب بولی دہندہ کو ادا کرنے ہوں گے۔
 6. نیلامی کے سامان کی تعداد میں کمی بیشی کی جاسکتی ہے۔
 7. پی۔ پی۔ آر۔ اے (PPRA) رول نمبر 33 کے تحت نادرا کو تمام پیشکشوں (بولیوں) کو مسترد کرنے کا حق حاصل ہے۔
 8. نیلامی کے سامان کا معائنہ مورخہ 13 مئی سے 20 مئی 2024 صبح 10 بجے سے دوپہر 02:00 بجے تک ریجنل ہیڈ آفس نادرا زرغون روڈ پر کیا جاسکتا ہے۔
 9. دیگر تفصیلات بمعہ قواعد و ضوابط بولی کی دستاویزات میں درج ہیں۔ خواہشمند حضرات مبلغ -/1000 Rs. کے عوض (نا قابل 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۔
 10. یہاں شہر جمع بولی دستاویزات پی۔ پی۔ آر۔ اے (PPRA) کی ویب سائٹ www.PPRA.org.pk پر بھی موجود ہے۔

اسٹنٹ ڈائریکٹر (ایڈمن)

ریجنل ہیڈ آفس، نئے 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 **27th May, 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.

TERMS & CONDTIONS

AUCTION OF CONDEMNED / FAULTY FIXTURE & FURNITURE 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 27th May, 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 27th May, 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. 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.
- e. Earnest Money will be released to un-successful bidder once bid will be awarded to successful bidder.
- f. Offers not supported by earnest money will not be entertained
- g. 25% amount of the total bid shall have to paid / deposited by successful bidder in shape of cash/bank draft or pay order on same day as letter of acceptance received by procuring agency. Otherwise earnest money shall be forfeited. Moreover, 75% remaining amount in shape of cash/bank draft or pay order shall be paid / deposited by the successful bidder within 48 hours days before pullout the condemned items.
- h. WHT (10% for filer or 20 % for non-filer) shall be included in the offered bid.
- i. Bidder or representative may attend the opening of bid on due date.
- j. The highest bid (Lot Wise) above the reserve price will be accepted.
- k. Successful bidder shall also pay All Govt Taxes in addition to the total bid amount
- l. 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.
- m. 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.
- n. The competent authority reserves the right to reject all bids / tenders without assigning any reasons as per PPRA Rule - 33
- o. Bidder will submit copy of valid Computerized National Identity Card (CNIC).
- p. Cutting & over writing of bids will be liable to rejection.
- q. Bidder will submit the copy of National Tax Number (NTN).

- r. Bid with incomplete / fake supporting documents will not be entertained, and furnishing of incorrect information shall be liable to legal action.
- s. 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)

Note

Bidder is required to fulfill the defined criteria (Eligibility & Qualification) mentioned above at Para # 2 (a to m) 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)

Lot	Item	Yes / No
Lot-1.	Wheel Chairs	
	Four Seater Waiting Chairs	
	Waiting Plastic Chairs	
	DEO Revolving chairs	
	Applicants Chairs	
Lot-2.	DEO Tables	
	Executive Tables	
Lot-3.	Steel Almirah	
	Water Cooler	
	Pigeon Holes	
Lot-4.	Broken pieces of chair, tables	

Signature of bidder

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

Lot	Item	Quantity	Unit Price	Total Amount
1.	Wheel Chairs	3		
	Four Seater Waiting Chairs	3		
	Waiting Plastic Chairs	515		
	DEO Revolving chairs	180		
	Applicants Chairs	94		
Total Lot-1				
2.	DEO Tables	57		
	Executive Tables	2		
Total Lot-2				
3.	Steel Almirah	2		
	Water Cooler	4		
	Pigeon Holes	6		
Total Lot-3				
4.	Broken pieces of chair, tables	Lump Sum		
Total Lot-4				

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

Lot-2

- d. Bid Amount: _____
- e. Advance 10% Tax: _____
(10% for filer 20% for non-filer)
- f. Total bid Amount (including all taxes): _____

Lot-3

- g. Bid Amount: _____
- h. Advance 10% Tax: _____
(10% for filer 20% for non-filer)
- i. Total bid Amount (including all taxes): _____

Lot-4

- j. Bid Amount: _____
- k. Advance 10% Tax: _____
(10% for filer 20% for non-filer)
- l. Total bid Amount (including all taxes): _____

4.1 Financial Bid Form

m. Tender Submission Date: _____

n. Total Bid Amount: _____

o. Advance 10% Tax: _____
(10% for filer 20% for non-filer)

p. Total Bid Amount (including all taxes): _____

q. Earnest Money (5%) _____

r. 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 of condemn & broken fixture / furniture.

(Signature of Bidder)



TENDER FORM

(Auction of Condemn / Broken Fixture & Furniture)

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 auction of condemn, condemned / broken fixture & furniture etc, 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 auction of condemn, condemned / broken fixture & furniture etc, from M/S _____

Phone No. _____

Cell No. _____

RECEIVED BY

Signature: _____

Name: _____

Designation: _____

Dated: _____

