



National Database and Registration Authority (NADRA)
Regional Head Office,
A-89, Sindhi Co-Operative Housing Society Airport Road Sukkur

Tender Documents for Procurement of Land for RHO Sukkur (Bidding Document)

Tender No. NADRA/2023-24

Issue Date: _____ Issuance No: _____



**Administration Department
Regional Head Office Sukkur**



National Database and Registration Authority (NADRA)
Regional Head Office,
A-89, Sindhi Co-Operative Housing Society Airport Road Sukkur

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Tender Form

Note:

- i. Owner/Bidder must fill in all the details as required in the form.
- ii. Use Capital letters.

Name(s) of Owner(s): _____

CNIC No.: _____

NTN No.: _____

Sales Tax Registration No. (If any): _____

Address: _____

Telephone: _____ **Fax:** _____

Cell No: _____ **Email:** _____

Offered Plot/Land Address: _____

Authorized Signature

Date _____



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1. Invitation of Bids:

- 1.1 NADRA RHO Sukkur invites interested bidders/owners to offer Land/Plot measuring 1½ to 2 Acres (12 – 16 Kanals) for the construction of NADRA Regional Head Office in Sukkur.
- 1.2 Interested owners/bidders may submit their bids by offering their Land/Plot which fulfill the requirements of NADRA RHO, as details given in Section-5 of this document.

2. Eligibility Criteria for Land/Plot:

Sr.	Eligibility Requirement	Documentary Proof
2.1	Plot Size measuring 1½ to 2 Acres (12 – 16 Kanals)	Location map / Plot Map issued by the concerned authorities shall be submitted after the shortlisting of plot through evaluation criteria.
2.2	Offered Land may be within the radius of Sukkur (Sukkur/New Sukkur)	
2.3	Bidder must be the owner of the Land or Legally Authorized by the owner/Firm/Company.	Valid Ownership / Authorization Document / legal Documents shall be submitted with the bid documents.
2.4	In case of multiple ownership, consent from all owners must be provided.	Power of Attorney executed by owners/co-sharer in favor of any one duly attested by the notary public may be submitted after the shortlisting of plot through evaluation criteria.
2.5	Offered Land must be in possession of the bidder.	
2.6	The land/plot must be cleared from all types of liability i.e. mortgage, pledge, taxes etc.	Undertaking affidavit on Stamp paper (as per format) duly attested by Oath Commissioner may be submitted after the shortlisting of plot through evaluation criteria.
2.7	The land/plot must be cleared from any type of litigation or any dispute on ownership. Disputed property shall not be eligible for procurement.	

Note: Plot will be shortlisted on the basis of Evaluation Criteria by Committee.



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3. Documents to be submitted with Bid:

Following documents are required to be attached with the Bid. In case of Non submission of any Mandatory document the Procurement board reserves the right to reject the Bid. These documents shall be submitted as part of Technical Bid (Envelop marked Technical Bid).

a.	Completely filled bidding documents issued by NADRA RHO Sukkur.	(Mandatory)
b.	Bid Security Rs.50,000/- (refundable).	(Mandatory)
c.	Copy of CNIC of Owner/Authorized Person	(Mandatory)
d.	Copies of Ownership Document	(Mandatory)
e.	Any other Allied / relevant documents, if available.	

4. Responsibilities of Land Owners/Bidders:

- 4.1 The owner(s) shall have a time of 20 (twenty) days from the date of opening of technical bid to complete and provide all the documents mentioned in eligibility criteria. In case of delay of more than the prescribed period, NADRA shall have the right to cancel the proposal of the owner, or extend the period for further 15 day one time only.
- 4.2 As per the approved plan, NADRA shall procure Plot in commercial category only. In case, at the time of evaluation, if the plot is found in Non-commercial category, the owner shall be liable to get the plot commercialized, if it is selected for purchase by NADRA.
- 4.3 The cost of commercializing of plot in revenue record shall be borne by owner(s). NADRA shall not bear any costs involved in change of category of plots whatsoever, i.e; agricultural / residential to that of commercial category.
- 4.4 The owner(s) shall have a time of 90 (ninety) days from the date of issuance of purchase order to change the category of plot. In case of delay of more than the prescribed period, NADRA shall have the right to cancel the proposal of the owner or extend the period.
- 4.5 In case owner to whom purchase order has been issued, fails to provide the requisite documents or convert the category as per 4.1 to 4.4 above, then NADRA has the right to issue purchase order to the next most advantageous bidder or reject all bids.



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- 4.6 NADRA reserves the right to get the Revenue Record of the said property verified from the concerned departments of the Revenue.
- 4.7 The owner shall execute registered sale deed of the bidded/proposed property in favor of NADRA before the Sub Registrar Office Sukkur and shall be bound to fulfill all the legal obligations on his part for peaceful transfer of the said property in favor of NADRA.
- 4.8 That after sale by the owner of the property and purchase by NADRA, if any kind of dispute arises, the seller of the said property shall be responsible to get resolved the said dispute on his own of all type of responsibilities.
- 4.9 The owner will be responsible to provide fresh certified True copy of Land/Plot documents for processing of Land/Plot Procurement proceedings, or any other document required during the procurement.
- 4.10 The owner / bidder is responsible to clear the land/plot from any type of liability prior to formalization of the purchase/sale deed.
- 4.11 The owner / bidder is responsible to make the payment of all type of pending dues and Govt. Taxes under the prevailing law.
- 4.12 If owner of short listed Land/Plot does not fulfill his/her responsibilities as detailed above, NADRA RHO Sukkur reserves the right to consider the next / subsequent most advantageous bid.
- 4.13 The plot should be open and clear from any sort of electric/High Tension power line, main gas line, water courses or any other installation going through the proposed plot. In case of any Installation passing through the plot, the bidder shall be responsible to get the plot cleared at his own cost.
- 4.14 No Brokerage of any sort shall be paid by NADRA.

Authorized Signature

Date _____



5. Evaluation Method

- 5.2 **Evaluation method will be quality (Technical evaluation) & cost (Financial evaluation) based selection.**
- 5.3 Quality and cost weightage will be 60:40 (60 for Quality & 40 for Cost).
- 5.4 Maximum marks for quality are 100 and marks obtained by each bidder will be given weightage of 60% to calculate the weighted technical score with this formula;

$$\textit{\underline{Technical Score X 60 \div 100 = Weighted Technical Score}}$$

- 5.5 Bidder scoring less than 40 Technical Score will be considered as Unsuccessful/rejected. Financial Proposal of rejected bidders will be returned unopened.
- 5.6 For Financial Payment and accuracy of Land, Unit of Measurement of Plot will be calculated in Yards/Sqft.
- 5.7 One Square Yard will be considered as 9 Sqft.
- 5.8 Financial marks will be calculated with the procedure given below:-
- 5.8.1 Financial bid of lowest price (per Yard) will be given financial score of 100.
- 5.8.2 Other financial bids will be proportion to lowest bid and calculation will be done with this formula;

$$\textit{\underline{Lowest Bid Price \div Given Bid Price X 100 = Financial Score}}$$

- 5.8.3 Obtained financial score will be given due weightage by this formula;

$$\textit{\underline{Financial Score X 40 \div 100 = Weighted Financial Score}}$$

- 5.9 Technical & Financial weighted scores obtained by each bidder will be summed up and bidder with maximum score will be considered as most advantageous bid.

Authorized Signature

Date _____



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6. Evaluation Criteria (office use only)

S.#	Requisite	Bid evaluation	Marks Division	Max Marks
Mandatory Requirements				
1.	Land/ Site must be in possession of the Land / Lord and must be clear from litigation, all types of liabilities i.e mortgage / piedad ets	Under Taking		Must Comply
2.	Land/Site must be within the boundaries of respective District Headquarters of Tehsil Headquarters			
3.	Area of Society must be approved from concerned authorities	Documentary proof		
4.	Land / Site should not be located in or near flood prone / flood path declared			
5.	Land / Site should be preferably in commercially used area			
6.	Land / Site should not be in or near restricted / sensitive area / building (cantonment, law-enforcement building / area, Masjid / Imam Bargah, Jail Air path or any other hazardous aspect)			
7.	Land / Site should be clear / away from electric / high power transmission lines, main gas line, water course or any other installations.			
8.	Owner of the Land in passion of valid CNIC/NICOP/POC and tax payer			
9.	Availability of Electricity (WAPDA services)			
Additional Criteria		Marks		100
1	Distance of Signature Value of Land / Site, well known area	Upto 5 KM from Zero Point / Centre of City	25	25
		Within 5.1 KM to 10 KM from Zero Point / Centre of City	15	
		Within 10.1 KM to 15 KM from Zero Point / Centre of City	10	
		Within 15.1 KM to 20 KM from Zero Point / Centre of City	5	
		More than 20 KM from Zero Point / Centre of City	0	
2	Availability of utility services, WAPDA, PTCL Sewerage, Gas, Water supply etc	Available WAPDA, PTCL, Sewerage, Water supply, Gas	20	20
		Available WAPDA, PTCL, Sewerage, Water supply	15	
		Available WAPDA, PTCL	10	
		Non-availability of Utility	0	
3	Land / Site should be preferably in commercially used area (With preferably Commercial Documents)	Commercial area	15	15
		Residential /Agricultural Area with Commercial activity on	10	
		Non-Commercial area with domestic category documents	0	
4	Accessible area particularly through public transport	3 or more routs of local public transport	15	15
		2 Routes of local public transport	10	
		1 Rout of local public transport	7	
		No public transport	5	
5	Face/Front of Plot	More than 200 Feet	10	10
		From 199 to 150 Feet	7	
		From 149 to 100 Feet	5	
		From 99 to 80 Feet	3	
		Less than 80 feet	0	
6	Land / Site should be at road level as compared with carpeted road	Road Level Land	10	10
		Upto 3 Feet down from road level	7	
		Upto 6 Feet down from road level	5	
		More than 6 feet down from road level	0	
7	Ground water	Potable/ Drinkable Water	5	5
		Not Drinkable boring water	2	
Total Obtained Marks – Bidder Evaluation				

Note: The offered sites will be visited by the NADRA Evaluation Board / Committee for physical verification of the information given by the bidder. Location which acquires minimum of 40 marks after due inspection as per criteria given above will be considered as "Qualified Land". Obtaining zero (0) mark in any category shall automatically disqualify the bidder.

Authorized Signature

Date



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7. Terms & Conditions

- 7.1 **"Single stage Two Envelop Procedure"** will be used for the procurement of land/plot for NADRA RHO Sukkur.
- 7.2 If you have doubt as to the meaning of any portion of the tender documents, you may seek clarification of the same from Procurement Section NADRA RHO Sukkur, Phone No.071-9310864.
- 7.3 Selection/evaluation criteria has been defined in Section-6. Owners/Bidders will be responsible to provide all required documents and details for analysis.
- 7.4 Price of Plot/Land offered in bids must be inclusive of all type of applicable taxes on bidder's end. Any other charges, liabilities disclosed later on will also be paid by the bidder
- 7.5 Payment of the Plot/Land price will be paid as per PPRA Rule after completion of all documental clearance, transfer and possession; however, the Owner/Bidder will be responsible for clearance of all type of liabilities.
- 7.6 NADRA will have the right to get the bids evaluated of the offered plot from specified Govt. evaluators / independent evaluators. The owner is legally bound to provide any documents required by the independent evaluators as & when required.
- 7.7 Technical Evaluation will be performed as per criteria defined in above sections and technically successful bids will be considered for Financial Evaluation. If technical bid of owners is rejected by Evaluation Board, then Financial Bids will be returned unopened.
- 7.8 Bid Security (refundable), Rs.50,000/- of offered bid in favor of "NADRA Regional Head Office Sukkur" should accompany the Technical Bid. Bidders with less bid security may be rejected as per PPRA Rules.

Authorized Signature

Date _____



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- 7.9 Bid Security of all owners/bidders will be retained until an owner is selected.
- 7.10 Bid security of unsuccessful bidders shall be refunded after completion of proceeding or as decided by the board.
- 7.11 10% of total payable amount of successful bidder will be retained by NADRA for One Year as performance guarantee to ensure the payment of liabilities by owner, if any, which are disclosed later on after transfer/possession of Land/Plot.
- 7.12 Minimum required Bid validity is 120 Days from the day of its Technical Bid opening.
- 7.13 In case of disqualification of most advantageous bid due to submission of fake information/documents, procurement of Plot/Land may be proceeded on 2nd most advantageous bid after approval from Competent Authority. Bidder will be responsible for his losses and forfeiting of Bid Security in case of such disqualification at any stage.
- 7.14 The rates quoted should be inclusive of all type of Govt. taxes and duties.
- 7.15 All type of terms & conditions submitted with technical/general or financial/commercial bids of owners will be considered as null & void if found contradictory with terms & conditions mentioned in the documents of this tender issued by NADRA RHO Sukkur.
- 7.16 Termination of procurement in case of *force majeure*, NADRA will not be responsible for any loss at owner's end.
- 7.17 The competent authority reserves the right to reject all bids as per PPRA Rule 33.

Authorized Signature

Date _____



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7.18 SEALING AND MARKING OF BIDS:

- 7.18.1 The Technical and Financial Bids shall be submitted in separate sealed envelopes marked as under, after mentioning the type of bid on top i.e. **Technical Bid or Financial Bid:**

Dy. Director (Admin)
NADRA RHO, A-89 Sindhi Co-Operative Housing Society
Airport Road Sukkur

- 7.18.2 Both the envelopes shall bear the word “CONFIDENTIAL” and following identifications:-

Tender No. NADRA/RHO/SUK/08, Dated 9 June 2024

For Procurement of Plot/Land

- 7.18.3 If the envelope is not marked, as instructed above, NADRA will assume no responsibility for the misplacement or premature opening of the bid.
- 7.18.4 The bids should reach this office before or by **26 June 2024** at **1400** Hrs. Technical/General Bids will be opened on the same day at **1430** Hours in the presence of representatives of bidders who wish to participate.
- 7.18.5 Financial Bids of successful bidders will be opened after completion of the evaluation of Technical Bids. Opening date/time of Financial Bids will be conveyed to all successful bidders of Technical Evaluation accordingly.

Authorized Signature

Date _____



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Name of Owner/Bidder _____

9. Financial Bid for offered Land/Plot

Details of Land/Plot Offered	Plot Size in		Rate offered (per Acre)	Total Price
	Acres	Yards		
Total Price in words				

Note:

1. All applicable taxes on sale of offered Plot/Land will be paid by owner/bidder.
2. There should be no overwriting or cutting.

Authorized Signature

Date



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AUTHORITY LETTER

I, _____ S/o _____, (Religion) _____, adult,
by caste _____, R/O _____

_____ holding CNIC# _____ being the owner/co-owner of property bearing
No: _____ situated at _____

Authorized Mr. _____ S/o _____,
(Religion) _____, adult holding CNIC# _____ to participate
in the Tender Bid for procurement of land for NADRA RHO Sukkur and submit
all the documents as and when required by the NADRA.

This Authority letter is issued on _____ for the above purpose.

Executant

Name:- _____

S/o _____

CNIC# _____



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UNDERTAKING AFFIDAVIT

I, _____ S/O _____, (Religion) _____,
adult, by caste _____, R/O _____

holding CNIC # _____ do hereby state on oath as under:-

1). That I being the owner/co-owner of property bearing No: _____
situated at _____

Undertakes and to state that my/our aforesaid property is cleared from all types of liabilities i.e, Mortgage, Pledge, Taxes, Arrears etc and the said property is neither under any tittle dispute nor under any legal litigation before any Honourable Courts upto the level of Honourable Supreme Court of Pakistan, Revenue department, Banks, Tribunals, Cooperative Societies or any other department of the Provincial & Federal Government.

2). That I say that my/our aforesaid property is in my/our physical possession which is free from any others physical possession dispute with anybody, whatsoever.

3). That whatever is stated above is true & correct to the best of my own knowledge & belief.

Sworn and signed at _____ on this _____ day of _____ 20____.

Deponent

S/o _____
(CNIC # _____)

Attested by Oath Commissioner



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UNDERTAKING AFFIDAVIT

I, _____ S/O _____, (Religion) _____, adult,
by caste _____, R/O _____
holding CNIC # _____ do hereby state on oath as under:-

1). That I say that Mr/M/s _____ S/O _____ and Mr/M/s
_____ S/O _____ and Mr/M/s _____ S/O
_____, _____ adult, R/O _____

Holders of CNIC # _____ is/are sole and exclusive owner/co owners of property
bearing No: _____ situated at _____

2). That I being the attorney of Mr/Ms _____ and Mr/Ms _____ and
Mr/Ms _____ in respect of property bearing No: _____ situated at

Undertakes and to state that the aforesaid property is cleared from all types of liabilities i.e, Mortgage,
Pledge, Taxes, Arrears etc and the said property is neither under any title dispute nor under any legal
litigation before any Honourable Courts upto the level of Honourable Supreme Court of Pakistan,
Revenue department, Banks, Tribunals, Cooperative Societies or any other department of the
Provincial & Federal Government.

3). That I say that the aforesaid property is in physical possession of the aforementioned owners
which is free from any others physical possession dispute with any body, whatsoever.

4). That whatever is stated above is true & correct to the best of my own knowledge & belief.

Sworn and signed at _____ on this _____ day of _____ 20 ____.

Deponent

S/O _____
(CNIC # _____)

Attested by Oath Commissioner



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POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS THAT

I/We _____ S/O _____ Muslim, Adult

Resident of _____, do hereby appoint, nominate and constitute Mr. _____ S/O _____, Muslim, adult, aged about _____ years by caste _____, resident of _____ property

_____ holding CNIC No. _____ as my/our true and lawful attorney for on my/our behalf and I/we do hereby empower him to do any or all of the following acts, deeds and things in respect of my/our property fully described in the schedule mentioned below, for me/our behalf, under his own signature and sole discretion.

SCHEDULE:-

IN RESPECT OF PROPERTY 'BEARING' _____

1. To enter into look-after, hire, reside, examine, make it's parts through sub-division plan, as the case may be, on my/our behalf.
2. To participate in the Tender Bid for procurement of land for NADRA RHO Sukkur and submit all the documents as and when required by the NADRA.
3. To file application, in any office of Central, Provincial or Semi/District Government departments relating to the said property therein and before him personally.



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4. To Swear affidavits, to give statements and produce evidence (oral and documentary), to enter into agreements including agreement of sale, to compromise and compound all disputes and matter initiated in respect of my/our said property on my/our behalf and or against me/us as the case may be, in any court of Law or Office or before any concerned authority / authorities.
5. To sign all paper, deeds, documents, Agreements, affidavits, transfer deeds, and documents, receipts, notice statements etc, on my/our behalf, as and when so needed.
6. My/our said attorney is hereby empowered generally to do any other act, as considered proper and expedient in connection with my said property, through his sole discretion and under his signatures.
7. I/We do hereby certify and confirm that all acts; deeds and things done and executed or caused to be done and executed by me/us by virtue of the powers hereby conferred upon him, shall be constructed as acts, deeds and thins personally done and executed by me/us.
8. IN WITNESSES **WHEREOF I/We**, with my/our free will, in good faith and same mind without any pressure have set and subscribed my/our hands hereunto, at _____ on this _____ the day of

EXECUTANT

1. _____
2. _____
3. _____

SPECIMEN SIGNATURE OF ATTORNEY

WTTNESSES

1. _____

2. _____

Attested by Notary Public



National Database and Registration Authority (NADRA)
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ADMIN BRANCH
NADRA REGIONAL HEAD OFFICE SUKKUR

BANK DRAFT RECEIPT

Tender No. NADRA/____/____

(Office Copy)

Certified that I, the undersigned have received a cash Rs. 500/- (Rupees Five Hundred only) on account of tender documents fee from _____

Mobile# _____

Bid issuance Register Record: -

Sr. No: _____ Dated: _____. Signature of Issuer: _____

STAMP

ADMIN BRANCH
NADRA REGIONAL HEAD OFFICE SUKKUR

BANK DRAFT RECEIPT

Tender No. NADRA/____/____

(Bidder Copy)

Certified that I, the undersigned have received a cash Rs. 500/- (Rupees Five Hundred only) on account of tender documents fee from _____

Mobile# _____

Bid issuance Register Record:-

Sr. No: _____ Dated: _____. Signature of Issuer: _____

STAMP