

(BIDDING DOCUMENTS)

FOR

**Procurement of Lands (Open Plot) For Establishment of NADRA
Office At _____**

(Single Stage Two Envelop Procedure)

**Tender No. RHO NADRA/SGD/12/2026
(Open Competitive Bidding)**



NADRA Regional Head Office

6-Gulshan Avenue Link PAF Road Sargodha

Phone No. 048-9230050

Fax: 048-9230070

INVITATION TO THE BIDDERS

1. **GENERAL**

1.1 **Introduction**

1.1.1 NADRA Regional Head Office Sargodha hereby referred to as “NADRA RHO NADRA Sargodha” desires to seek bids from owners to sell their lands located in the urban area following cities as per requirements detailed below:

Sr. #	City	Location	Property Type	Required Area (Preferably)	Offered Site Address
i	Faisalabad	Batala Colony or nearby area	Open Plot	2 Kanal (10880 Sqft)	
ii	Faisalabad	Liaquat Road or nearby area	Open Plot	2 Kanal (10880 Sqft)	
iii	Sargodha	Noori Gate to Aziz Bhatti Town or nearby area	Open Plot	2 Kanal (10880 Sqft)	
iv	Sargodha	Qanchi Mor, 47 Pull or nearby area	Open Plot	2 Kanal (10880 Sqft)	
v	Hafizabad	Sargodha Road or nearby area	Open Plot	2 Kanal (10880 Sqft)	
vi	Khushab	Katha Chowk or nearby area	Open Plot	1 Kanal (5440 Sqft)	

1.1.2 Biddings shall be conducted under Rule 36 (b) of PPRA Rules 2004 **“Single stage – two envelopes procedure”** through EPADS 2.0.

1.2 Initially, only “TECHNICAL PROPOSAL” shall be opened through EPADS 2.0;

1.3 The “FINANCIAL PROPOSAL” shall be also be opened through EPADS 2.0 for technically qualified bidders only

1.4 RHO NADRA shall evaluate the Technical Proposal first (without reference to the this price and reject any proposal which does not meet the specified requirements defined in this Bid document)

1.5 During the technical evaluation no amendments in the technical proposal shall be permitted.

1.6 The Financial Proposals of technically qualified bids shall be opened through EPADS 2.0 of the technically qualified Bidder (s).

1.7 The most advantageous bid shall be accepted for award of Contract / execution of Sale Deed attached at **(Annex-B)**.

INSTRUCTIONS TO THE BIDDERS

1.9 Scope of Work

- 1.9.1 Procurement of Land will be made as per evaluation criteria mentioned in **Clause-14** of this document and fulfilling the required specifications as detailed at (**Annex-A**).
- 1.9.2 Bidders shall submit their bids properly as per instruction mentioned in the bidding documents through EPADS 2.0 and attach / upload all the mandatory / required documents on proper place.
- 1.9.3 Bidders can apply for sale of their lands/ plots in any or both mentioned cities. Bids for each city shall be evaluated independently.

1.10 Source of Funds

- 1.10.1 RHO NADRA shall make payment from its own resources.

2. ELIGIBLE BIDDERS

The bids, which meet the minimum requisite criteria (**Annex-A**), would be declared eligible for further evaluation as per Evaluation Criteria as specified in **Clause 14** of this document. Requisite supporting documents must be submitted/ uploaded with technical bid. Bidders must provide the required documents.

3. COST OF BIDDING

The owner shall bear all costs associated with the preparation and submission of its documents, while RHO NADRA, in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

4. CLARIFICATIONS OF BIDDING DOCUMENTS

If owner/bidder requires any clarification(s) may notify to RHO NADRA through EPADS 2.0. The RHO NADRA i.e procuring agency will respond to any request for clarification, which received well before (approximate 03 working days or more) to the deadline set for the submission of bids through EPADS 2.0.

5. AMENDMENT OF BIDDING DOCUMENT

- 5.1 At any time prior to the deadline for submission of bids, the RHO NADRA may, for any reason, whether at its own initiative or in response to a clarification requested by the owner, modify the Bidding document by issuing addendum.
- 5.2 Any addendum thus issued shall form eternal part of the Bidding document. To afford owner's a reasonable time frame in which to take an addendum into account in preparing their bids, the RHO NADRA may at its discretion extend the deadline for submission of bids.

6. LANGUAGE OF DOCUMENTS

- 6.1 Bid Documents and related correspondence will always be in the English language.

7. PRICE

- 7.1 Price / bid offer should be quoted in Pak Rupees (PKR).
- 7.2 The price / bid offer quoted should be firm, final and clearly written /typed without any ambiguity.
- 7.3 The bid price should include all the government taxes, as per prevailing taxation rates of provincial / federal governments etc.
- 7.4 The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer / price if required.

8. BID SECURITY

- 8.1 The bidder shall furnish a Bid Securing Declaration duly attested by oath commissioner on Rs.100/- or above non judicial stamp paper and must be attached with the technical proposal of this tender,
- 8.2 Technical bid not accompanied by an acceptable bid security (original) or bid securing declaration shall stand liable to be rejected by the RHO NADRA as non-responsive.
- 8.3

9. VALIDITY OF BIDS

All bids shall remain valid for **(180 x days)** from the date of opening of technical bids.

10. CLARIFICATIONS / CORRECTIONS OF BID

10.1 To assist in the examination, evaluation and comparison of the bids the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought offered or permitted.

11. DEADLINE FOR SUBMISSION OF BID DOCUMENTS

11.1 The bids shall be submitted through EPADs on or before 11:00 am on 11th September, 2026 or as specified in the advertisement / web sites of PPRA.
"The bids delivered in person or sent through Registered Mail/ Courier Service shall not be considered and the same will be returned un-actioned being non-responsive bid"

12. OPENING OF BID

12.1 RHO NADRA's relevant committee will open all bids through **EPADS at 1130 hours on 11th September, 2026** in the presence of bidder/ owner or their representatives who may choose to be present at RHO NADRA Sargodha (6-Gulshan Avenue, Link PAF road, Sargodha).
12.2 RHO NADRA reserves the right to reject any one or all bids / proposals as per PP Rules 2004.

13. EVALUATION OF BIDS

13.1 Bids meeting the mandatory requirement will be declared responsive. A bid determined as non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.
13.2 The relevant Technical Evaluation Committee will evaluate and compare only the bids previously determined to be responsive. The bids will be evaluated as a whole.

- 13.3 The bids will be evaluated technically as per the technical evaluation criteria mentioned at clause 14.
- 13.4 Financial bids of those bidders shall be opened who have at least secured 70% passing marks in technical criteria given at Sr. 14.1.
- 13.5 RHO NADRA Authority reserve the right for the selection of most advantageous bid for land which has met the mandatory requirements and secured minimum 70% marks in technical evaluation, found substantially responsive to the terms and conditions as set out in these bidding documents and evaluated as the highest ranked bid on the basis of Least Cost Base Selection thereof, as specified in these bidding documents.

14. TECHNICAL AND FINANCIAL EVALUATION CRITERIA

(Annex-E)

14.1 Technical Evaluation Criteria:

Only those bids shall be evaluated as per following criteria who have fulfilled the mandatory requirements mentioned at **Annex-A:-**

Sr.	Criteria	Marks	100	
1	Distance of Signature value of land/site, well known area	At zero point/center of city or at desired location of a metropolitan/big city	25	
		Within 1 KM from desired location/center of city	15	
		Within 1.1 KM to 5 KM from desired location/center of city	10	
		More than 5 KM away from desired location/center of city	1	
2	Availability of utility services WAPDA, PTCL, Sewerage, Gas, Water Supply etc.	Available WAPDA, PTCL, Sewerage, Water Supply, Gas	20	
		Available WAPDA, PTCL, Sewerage, Water Supply	15	
		Available WAPDA, PTCL, Sewerage	10	
		Non-availabilities of utilities	1	
3	Land/Site must be in a commercially declared area (preferably commercial documents)	Commercial area	15	
		Residential Area but declared as Commercial (for rural /Tehsil areas only)	10	
		Agriculture land used as Commercial area (for rural Tehsil areas only)	5	
		Non-commercial area	1	
4	Accessible are particularly through public transport	3 or more routes of local public transport	15	
		2 routes of local public transport	10	
		1 route of local public transport	5	
		No public transport available	1	
5	Availability of Bank	Within distance of 1 KM	10	
		Distance between 1.1 to 2 KM	7	
		Distance between 2.1 to 3 KM	5	
		More than 5 KM	1	
6	Land/site should be at road level as compared with carpeted road and away from sensitive area	Road level land and away from sensitive area	10	
		1 feet down from road level and away from sensitive area	7	
		1.1 to 5 feet down from road level and away from sensitive area	5	
		More than 5 feet down from road level and nearby sensitive area	1	
7	Ground water is potable	Yes	5	
		No	1	
Total Obtained Marks- Bidder Evaluation				

- 14.1.1 The offered site (s) will be visited by the NADRA evaluation board/ committee for physical verification of the information given by the bidder. Locations which acquire minimum of 70% marks after due inspection as per criteria given above will be considered as “Qualified Land”.
- 14.1.2 Financial Bid of the bidder scoring 70% and above in Technical evaluation shall be opened and bids of non-qualified owners/ bidder shall be returned un-opened.
- 14.1.3 RHO NADRA committee shall visit the premises and marks shall be awarded as per criteria.
- 14.1.4 Financial proposal which shall be read/ filled carefully, the page must be signed by the bidder and is to be submitted / uploaded through EPADS 2.0 as per specimen at Annex-D.

14.2 Financial Evaluation Criteria:

- 14.2.1 The Bids, quotations, or proposals shall be evaluated by the respective evaluation committees as per evaluation criteria described in the Bidding Documents in accordance with Rule 29 and 30 of the Public Procurement Rules, 2004.
- 14.2.2 **Least Cost Based Selection (LCBS)** After meeting the requirements of eligibility, qualification and substantial responsiveness, the bid in compliance with all the mandatory (technical) specifications/requirements and/or requisite quality threshold (if any), and having lowest evaluated cost (or financial proposal) shall be considered Successful Bid
- 14.2.3 Only technically qualified bidders will be invited / eligible for financial opening and financial evaluation
- 14.2.4 Contract will be awarded to the successful bidder on the Bases of Least Cost Based Selection

15. PROCESS TO BE CONFIDENTIAL

- 15.1 No owner / bidder shall contact RHO NADRA on any matter relating to its tendering process from the time of opening of bids to the time of announcement of technical evaluation report.
- 15.2 Any effort by a bidder to influence RHO NADRA in the evaluation, comparison or selection decision may result in the rejection of its bid.

16. RHO NADRA’S RIGHT

The RHO NADRA reserves the right to reject all bids in the light of Rule-33, at any time prior to award of contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the RHO NADRA's action.

17. OWNER'S / BIDDERS RESPONSIBILITIES

- 17.1 The successful bidder shall provide the land in accordance with the purchase order.
- 17.2 The successful bidder will be responsible for payment of all dues/fee applicable on transfer of land as seller as per law.
- 17.3 The allotment/registry of land must be transferred in the name of NADRA.

18. TIME FOR COMPLETION

- 18.1 The bidder shall transfer the land within **8 x weeks time** from the date of issuance of purchase/work order and submit bill along with all relevant documents. The same may be extended on provision of valid justification.
- 18.2 Late/ delay in transfer of land:
If the bidder fails to transfer the land within the specified time, the bidder liability to the RHO NADRA for such failure shall be to pay @ 01 % of the contract price per day subject to a maximum of 10% value. The same shall be deducted from the final payment of the bidder.

19. TERMS OF PAYMENT

- 19.1 100% Payment of the land as per contract shall be payable to the owner (s) upon transfer of ownership of the land in favor of NADRA and upon handing over the premises possession.
- 19.2 All the payment shall be made through crossed cheque/ direct transfer in the PAK Rupees (PKR).

20. DEFAULT BY SUPPLIER

- 20.1 If the owner refuses or fails to comply with a valid instruction of the RHO NADRA, the RHO NADRA may give notice and stating the DEFAULT.

20.2 If the owner has not taken all practicable steps to remedy the default within 07 working days (gazetted holidays or circumstances under Clause 21 of this tender documents are excluded) after receipt of RHO NADRA notice, RHO NADRA may cancel the order within next 07 x days (gazetted holidays or circumstances under Clause 22 of this Bidding documents are excluded). If the owner, even thereafter do not comply with the valid instructions of RHO NADRA, the earnest money will be confiscated, leading further towards Blacklisting of the owner.

21. FORCE MAJEURE

- 21.1 Force majeure shall mean any event, act or other circumstances not being an event, act or circumstances under the control of the RHO NADRA or of the owner i.e, Earthquake, Flood, or any other Severe Climatic circumstances.
- 21.2 If by reasons of Force Majeure, the required land is not transferred by the due handover date, then the handover date may be extended appropriately by RHO NADRA keeping in view its all the circumstances and requirements.
- 21.3 The owner shall not be liable for liquidated damages, forfeiture of its bid security, blacklisting for future Biddings, termination for default, if and to the extent of his failure / delay in performance / discharge of obligations is the result of an event of Force Majeure.
- 21.4 If a Force Majeure situation arises, the owner shall, by written notice served on the RHO NADRA, indicate such condition and the cause thereof. Unless otherwise directed by the RHO NADRA in writing, the successful bidder shall continue to perform under the purchase order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

MANDATORY REQUIREMENTS

- i. Quoted land has met the area requirements mentioned in the table of para 1.1.1
(Enclose Documentary Proof)
- ii. Bidder (s) must be the sole owner of land. **(Enclose Documentary Proof)**
- iii. Must have valid Pakistani CNIC/NICOP, Active Tax Payer in FBR etc.
(Enclose Documentary Proof)
- iv. Latest record of right (**Fard**) for sale of the property is to be attached, in case the property is located under control of land revenue authorities.
- v. Non-Encumbrance Certificate(**NEC**)issued by Competent Revenue Officer/ Tehsildar
- vi. Mutation in favor of bidder attested by respective Revenue Officer.
- vii. In case the property falls under the jurisdiction of any local body / authority / society, then registered sale deed along with allotment letter will be attached.
- viii. All previous Government taxes (Property tax etc.) related to the land have been paid / cleared by the owner. **(Enclose Documentary Proof)**
- ix. All previous utility bills (if any) have been paid / cleared by the owner. **(Enclose Documentary Proof)**
- x. Offered area/society must be approved from the concerned authorities.
(Enclose Documentary Proof).
- xi. Offered land must not located at domestic or residential area and not be located at any closed end street road (**Commercialization certificate issued by concerned authority/department must be provided**)
- xii. Affidavit on non-Judicial Stamp Paper of **Rs. 100 or above**, duly **attested by Notary Public** that the owner is the sole legal owner (s) and the property _____(address)_____

_____ being offered is free of encumbrances, possession able and is free from all types of litigation, shall be attached with technical proposal. In addition, no loan has been taken against the property and it has not been pledged anywhere as per Specimen at **Annex-C.**

ANNEX-B

SALE DEED

This DEED **OF ABSOLUTE SALE** executed at _____ on this the ____ day of

_____, 2026 by Mr. _____ S/O _____

residing at _____
(hereinafter called the “Seller” of the one part which expression shall include his executors, administrators, legal representatives, successor-in- interest and assignee) on the First Part,

TO AND IN FAVOR OF

RHO NADRA Sargodha having its principle office at 6-Gulshan Avenue Link PAF Road Sargodha (hereinafter referred to as the “**Purchaser**” and includes its administrators, and assignee) on the Second Part.

(If, when and where applicable, each of the two parties shall, hereinafter, be referred to individually as “Party” and collectively as “Parties” as the context of this Sale Deed requires).

WHEREAS Seller is absolute and lawful Owner and in possession of the Plot No. _____ admeasuring _____ = _____ Sqft, situated at _____ through and by sale deed dated _____ and registered on _____ as Document No. of (____ Year _____) of Book I volume No. _____ filed at pages ____ to ____ on file of the Sub Registrar of _____

Or

the Seller is the absolute and lawful Owner in possession of Plot No. _____ admeasuring _____ = _____ Sqft, situated at _____ vide allotment / transfer letter No. _____ Dated _____.

WHEREAS the Seller herein has been in exclusive possession and enjoyment of the property more fully described in the Schedule which is free from all sorts of liens / encumbrances, hypothecation, mortgages, pledges and other abilities and he has absolute right to dispose of the same as in the manner he wishes;

AND WHEREAS Seller has agreed for sale of the above said land to the purchaser and the purchaser has also agreed to purchase the said plot (hereinafter called the “Said

Property”) at a mutually settled / bidding price of Rs. _____/- (Rupees _____)

NOW THIS DEED OF SALE WITNESS

1. **THAT** in pursuance of the aforesaid Agreement and in consideration of a sum of Rs. _____ (Rupees _____ **only**) received by the Seller through pay order No. _____ dated _____ and the receipt of the said entire consideration of Rs. _____ (Rupees _____ **only**).
2. The Seller doth hereby admit, acknowledge, acquit, release and discharge the Purchaser from making further payment thereof and the **Seller** doth hereby sell, convey, transfer, and assigns unto and to the use of the **Purchaser**, the property more fully described in the **Schedule** hereunder together with the water ways, easements, advantages and appurtenances, and all estate, rights, title and interest of the Seller to and upon the said property **TO HAVE AND TO HOLD** the said property hereby conveyed unto the **Purchaser** absolutely and forever.
3. **THE SELLER DOTH HEREBY COVENANT WITH THE PURCHASER AS FOLLOWS:**
 - i. **That** the property more fully described in the **Schedule** hereunder shall be quietly and peacefully entered into and held and enjoyed by the **PURCHASER** without without any interference, interruption, or disturbance from the **SELLER** or any person claiming through or under him.
 - ii. **That** the **SELLER** has absolute right, title and full power to sell, convey and transfer unto the **PURCHASER** by way of absolute sale and that the **SELLER** has not done anything or knowingly suffered anything whereby his right and power to sell and convey to the **PURCHASER** the property hereby conveyed.
 - iii. **That** the property is not subjected to any encumbrances, mortgages, charges, lien, attachments, all sorts of claims, hypothecations, demand, acquisition proceedings by Government or any kind whatsoever and should thereby and the **SELLER** shall discharge the same from and out of his own funds and keep the **PURCHASER** indemnified.
 - iv. **That** the **SELLER** hereby declares with the **PURCHASER** that the **SELLER** has paid all the taxes, rates and other outgoing due to local bodies, revenue, urban and other authorities in respect of the property more fully described in the **Schedule** hereunder up to the date execution of this Sale Deed and the **PURCHASER** shall bear and pay the same hereafter. If any arrears are found due the earlier period, the same shall be discharged by the **SELLER**.

- v. **That** the **SELLER** has handed over the vacant possession of the property more fully described in the Schedule hereunder to the **PURCHASER** on _____ and delivered the connected original title document in respect of the schedule mentioned property hereby conveyed on the date of execution of these presents.
- vi. **That** the **SELLER** will at all times and at the cost of the **PURCHASER** execute, register or cause to be done, all such acts and deeds for perfecting the title to the **PURCHASER** in the property hereby sold and conveyed herein.
- vii. **That** all expenses of this Sale Deed such as stamp duty, execution and registration fee, ect, has been paid by the **PURCHASER**.
- ix. **That** the **SELLER** has not stood surety or guarantor or indemnifier of any person or organization in respect of any bail or loan or other encumbrance from any financial or non-financial institution, Bank or organization in respect of any form or manner against the said property and it is also certified that the said property has not been sold / mortgaged or any other charge or lien to anyone.
- x. The **SELLER** further covenant that the property is free from all sorts of encumbrances, charges, cess or attachment of whatsoever nature and as such the SELLER hereby gives warranty of title an if any claim is made by any person either claiming through the SELLER or otherwise in respect of the property, it shall be the responsibility of the SELLER alone to satisfy such claims. In the event of **PURCHASER** being put to any loss on account of any claims on the Property, the Vendors shall indemnify the **PURCHASER** fully for such losses.
- xi. **That** the **SELLER** confirms and declares that this is entire and exclusive agreement, and **SELLER** has not entered into any deal overtly or and covertly with any person / party in respect of said property.

SCHEDULE OF PROPERTY LOCATION AND BOUNDARY OF PROPERTY
IN DETAIL WITH MATCHING DESCRIPTION OF NORTH, SOUTH, EAST
AND WEST AS IN SKETCH MAP/REVENUE RECORD.....

SCHEDULE OF CONSIDERATION THE MARKET VALUE OF THE
PROPERTY IS RS..... MODE OF PAYMENT IN DETAIL.....

IN WITNESS WHEREOF, the parties have signed and affixed their signatures; thump mark on this Sale Deed after understanding contents of the same on the day, month and year first above written in the presence of the following witnesses:

Signed By

Seller Name:- _____ Purchaser Name:- _____

Director (Admin)
RHO NADRA, Sargodha

CNIC No:- _____ CNIC No:- _____

WITNESSES

1. Name: _____ Name: _____

CNIC No:- _____ CNIC No:- _____

RHO NADRA Sargodha

2. Name: _____ Name: _____

CNIC No:- _____ CNIC No:- _____

RHO NADRA Sargodha

ANNEX-C

(Must be printed on Rs. 100/- or Above Stamp Paper)

UNDERTAKING / CERTIFICATE

THAT THE OWNER IS THE SOLE LEGAL OWNER OF THE PREMISES AND THE PROPERTY
_____ (ADDRESS) _____

_____ BEING
OFFERED IS FREE OF ENCUMBRANCES, POSSESSION-ABLE AND IS FREE FROM ALL TYPES
OF LITIGATION. IN ADDITION, NO LOAN HAS BEEN TAKEN AGAINST THE PROPERTY AND
IT HAS NOT BEEN PLEDGED ANYWHERE

Name: _____

Authorized Person: _____

Address: _____

Contact Numbers: (Landline: _____ Mobile: _____)

Fax No: _____ Email: _____

Signature: _____ Dated: _____

ATTESTED BY NOTARY PUBLIC

ANNEX-D

FORM OF FINANCIAL BID

S. No.	Land Area in SQFT with Address	Total Amount (including all Taxes) in PKR	
		In Figure	In Words

Must be filled by the Bidder under authorized signatures

Name of Bidder: _____

CNIC No. _____

Contact Numbers: (Landline: _____ Mobile: _____)

Address: _____

SIGNATURES _____

FORM BID SECURING DECLARATION (Annex-F)

Date	
Bid No.	Tender No. RHO NADRA/SGD/12/2026

To: [NADRA Regional Head Office Sargodha]

I, the undersigned, declare that:

I understand that, according to the conditions of the bidding documents, our Bid must be supported by a Bid Securing Declaration.

I accept that we will be blacklisted and henceforth cross-debarred for participating in the respective category of public procurement proceedings for a period of not more than six (06) months, if we fail to abide by this Bid Securing Declaration, without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. disagree with the arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) fail to sign the Contract, if required by the Procuring Agency to do so, or (ii) fail or refuse to furnish the Performance Security/Guarantee or to comply with any other condition precedent to signing the Contract specified in the Bidding Documents.

We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of: (i) our receipt of notification from the Procuring Agency of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid Validity.

Name of Bidder	
Authorized Representative	
Signature	_____
Company/Firm Stamp	_____
Date	