Standard Bidding Document

Hiring of Office Accommodation on Rental Basis for NADRA Registration Center (NRC) Adda Band Bosan, Multan
(Non-Consultancy Services)

National

Single Stage-Two Envelope

July 09, 2026

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PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **NADRA (Admin, NADRA Multan)** has reserved Funds for the procurement planned for FY **2026-27**. The **NADRA (Admin, NADRA Multan)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Hiring of Office Accommodation on Rental Basis for NADRA Registration Center (NRC) Adda Band Bosan, Multan** " with the reference of **"P57449"**

2. The **NADRA (Admin, NADRA Multan)** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.

3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Least Cost Based Selection (LCBS)**Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).

4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order, Banker's Cheque, Call at Deposit** or Bid Securing Declaration on the prescribed format described.

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://epads.gov.pk/opportunities/federal/procurements/57449**.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Wednesday, July 29, 2026 10:00 AM**. E-bids will be opened on the same day at **Wednesday, July 29, 2026 10:30 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0,** may register themselves on

https://vendors.epads.gov.pk/. A tutorial to explain the registration process is available at https://www.youtube.com/watch?v=MNW6T38v7tc

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency’s website and also available on **EPADS v2.0** as well as Authority’s website at (www.ppra.org.pk).

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Instructions to Bidders

A. Introduction

1. **Scope of Bids**

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-Two Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. **Source of Funds**

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

3. **Fraudualent & Corrupt Practices**

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. **Eligible Bidders**

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severely liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

5. **Qualification of the Bidder**

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

6. **Contents of Standard Bidding Document**

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued by the Procuring Agency include:

Section I -Invitation to Bid
Section II Instructions to Bidders (ITB)
Section III Bid Data Sheet (BDS)
Section IV Eligible Countries
Section V Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.
Section VI Bidding Forms
Section VII Fraudaulent & Corrupt Practices
Section VIII – Material & Non-material deviation
Section IX General Conditions of Contract (GCC)
Section X Special Conditions of Contract (SCC)
Section XI Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.

7. **Clarifications**

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 1.1.**

7.4. If indicated **in the BDS**, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum.

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.
No change in the prices or substance of the bid shall be sought, offered, or permitted.
The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

7.6.1. evaluation & qualification criteria;

7.6.2. required scope of work or specifications;

7.6.3. all securities requirements;

7.6.4. tax requirements;

7.6.5. terms and conditions of bidding documents; and

7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

8. **Amendment of Bidding documents**

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and shall be uploaded on EPADS v2.0 as well as Authority’s website. The procuring agency shall promptly publish the addendum at the procuring agency’s website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

9.1.2. Documentary evidence established in accordance with BDS that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with BDS that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

10. **Documents Establishing Eligibility of the Services and Conformity to bidding documents**

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

11. **Documents Establishing Eligibility and Qualification of the Bidder**

11.1. Pursuant to BDS, the bidder shall furnish, as part of itsbid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. **Form of Bid**

12.1. **The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.**

13. **Bids Prices**

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

14. **Price Adjustment**

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

14.3. **Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.**

15. **Bids Currencies**

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. **Bid Validity Period**

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

17. **Bid Security or Bid Securing Declaration**

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder’s conduct which would warrant the security’s forfeiture.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. Unsuccessful Bidders’ Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

17.6. **The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.**

18. **Alternative Bids by Bidders**

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

19. **Withdrawal, Substitution, and Modification of Bids**

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. **Format and Signing of Bids**

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through

EPADS v2.0.

20.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

D. Submission of Bids

21. **Submission of Bids through EPADS v2.0 before Dead deadline**

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

22. **Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee**

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004,
The Procuring Agencyis required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids inaccordance with the evaluation criteria, terms and conditions given in the bidding documents.

22.2. The selection technique adopted shall be based on quality and cost, with 70% weightage assigned to quality and 30% to cost. The passing threshold for the technical bid shall be 70%.

23. **Opening of Bids**

23.1. The Bid Evaluation Committee of the Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

23.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

23.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline**.**

23.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

24. **Confidentiality**

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

24.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

25. **Preliminary Examination of Bids**

25.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

25.1.1. meets the eligibility criteria defined in **BDS**;

25.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

25.1.3. is accompanied by the required securities; and

25.1.4. is substantially responsive to the requirements of the bidding document.

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

25.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

26. **Examination of Terms and Conditions, Technical Evaluation**

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS,** to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed inthe bidding document have been met without material deviation or reservation.

26.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with BDS**,** it shall reject the bids.

27. **Correction of Errors**

27.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

27.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

27.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

27.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

27.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed.

28. **Conversion to Single Currency**

28.1. As per Rule 30 of Public Procurement Rules, 2004.

29. **Evaluation of Bids**

29.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive.

29.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

29.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6;**

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

29.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS.**

30. **Determination of Most Advantageous Bids**

30.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

31. **Abnormally Low Financial Bids**

31.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency –

31.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

31.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

32. **Rejection of Bids**

32.1. As per Rule 33 of the Public Procurement Rules, 2004

33. **Single Responsive Bid**

33.1. The procuring agency may consider single responsive bid subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

34. **Arbitration**

34.1. As per Rule 49 of Public Procurement Rules, 2004.

F. Award of Contract

43. **Criteria of Award**

43.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous Bid.

44. **Procuring Agency’s Right to reject All Bids**

44.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

44.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

45. **Notification of Award**

45.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

45.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

45.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

46. **Signing of Contract**

46.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

47. **Performance Guarantee**

47.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS**

and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

48. **Corrupt & Fraudulent Practices**

48.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

53. **Constitution of Grievance Redressal**

53.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.

54. **GRC Procedure**

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

H. Blacklisting/ Debarment

55. **Procedure for Blacklisting/Debarment**

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.

Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number
ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

Name of Procuring Agency: **NADRA (Admin, NADRA Multan)**

The subject of procurement is: **Hiring of Office Accommodation on Rental Basis for NADRA Registration Center (NRC) Adda Band Bosan, Multan**

Expected commencement date: **Tuesday, September 15, 2026**

BDS Clause Number 2

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P57449**

BDS Clause Number 3

JV/Consortium or Association Allowed: **No**
Number of JV/Consortium Members: **Nil**

B. Bidding Documents

BDS Clause Number 4

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Friday, July 24, 2026

BDS Clause Number 5

Any addendum, in case issued, shall be published on **NADRA (Admin, NADRA Multan)** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid:

1. Duly filled, signed and stamped Technical Proposal Form, Duly filled and signed Financial Proposal Form

2. Copy of valid CNIC of the owner/authorized representative, Copy of NTN Certificate issued by FBR, Ownership documents (Registry, Fard Malkiat, Allotment Letter, Lease Deed or other legally valid title documents).

3. Registered Power of Attorney, where the bid is submitted by an authorized representative, Consent of Owner/Co-owner(s), wherever applicable, Affidavit on non-judicial stamp paper stating that the property is free from litigation and encumbrances, the bidder has not been blacklisted/debarred by any Government organization, all information provided is true and correct.

4. Building Fitness Certificate issued by the competent authority, or an undertaking to provide it before execution of the lease agreement, Recent color photographs of the exterior, interior, parking area and surrounding access.

5. Bid Securing Declaration, duly signed, Acceptance of all Tender Terms & Conditions, with every page of the bidding document signed and stamped, any other document specifically required in the bidding document or requested by NADRA during evaluation for verification purposes

BDS Clause Number 7

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8

Services and Their related documents:
See section Required Services and Scope of Work

BDS Clause Number 9

Price schedule will be provided according to the format defined and acquired.
see section price schedule.

BDS Clause Number 10

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11

The price shall be **Fixed**.

BDS Clause Number 12

Currency of the Bids shall be : **PKR**

BDS Clause Number 13

The Bids/Bid Validity period shall be: **180 Days**

BDS Clause Number 14

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**
The Bid Security shall be in the form of: **Pay Order, Banker's Cheque, Call at Deposit**

BDS Clause Number 15

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for 90+28 = 118 days.

BDS Clause Number 16

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

221-A, SRA Colony NADRA Regional Head Office Multan

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Wednesday, July 29, 2026 10:00 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 18

The Bids opening shall take place on **EPADS v2.0**.

Day *:* ***Wednesday***

Date: ***Wednesday, July 29, 2026***

Time *:* ***10:30 AM***

BDS Clause Number 19

Selection technique adopted will be: **Least Cost Based Selection (LCBS)**
see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall: **0%.**

The Performance Guarantee shall be acceptable in the form of: **Nil**

21.

51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22

Grievence against this procurement shall be submitted online on EPADS v2.0.

Eligibility Criteria

Bidder's Type	Required Registration
Any	NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN)

Eligibility Criteria	Document
Eligibility Requirement-1 - The bidder shall be the owner, co-owner, or legally authorized attorney of the offered premises and shall submit valid ownership documents including Registry, Fard Malkiat, Allotment Letter, Lease Deed, or registered Power of Attorney (where applicable).	Yes
Eligibility Requirement 2 - The bidder shall possess a valid Computerized National Identity Card (CNIC) and National Tax Number (NTN) issued by the Federal Board of Revenue (FBR) and shall submit copies thereof with the bid.	Yes
Eligibility Requirement 3 - The offered premises shall be located within the notified limits of Adda Band Bosan, Multan, shall be free from litigation, encumbrances, and Government restrictions, and shall be suitable for establishing a NADRA Registration Center.	Yes
Eligibility Requirement 4 - The offered building shall be a commercially approved, structurally sound RCC building having a covered area of approximately 2,000–3,500 sq. ft., preferably on the ground floor, and shall meet the technical specifications prescribed in the bidding documents.	Yes
Eligibility Requirement 5 - The bidder shall submit a Building Fitness Certificate issued by the competent authority or an undertaking to provide the same before execution of the lease agreement, along with recent photographs and the approved building/site plan (where applicable).	Yes

Eligibility Requirement 6 - The bidder shall submit an affidavit on non-judicial stamp paper declaring that the offered property is free from legal disputes, the bidder has not been blacklisted by any Government organization, and all information furnished is true and correct.	Yes
Eligibility Requirement 7 - The bidder shall submit the prescribed Consent of Owner, Bid Securing Declaration, Financial Proposal, and all other mandatory forms/documents duly completed, signed, and stamped as required under the bidding documents.	Yes
Eligibility Requirement 8 - NADRA reserves the right to verify all submitted information, inspect the offered premises, seek clarification from the bidder, and reject any bid found to be non-responsive, incomplete, misleading, or not meeting the prescribed eligibility criteria.	Yes
Eligibility Requirement 9 - The bidder shall undertake to hand over the premises in complete operational condition, including all required civil, electrical, plumbing, networking, accessibility, and renovation works specified in the bidding documents, within the stipulated delivery period after signing of the lease agreement.	Yes

Evaluation Criteria

Least Cost Based Selection (LCBS)

Technical Marks	**100**
Passing Marks	**70**
Renovation of Building	
Proper flooring, False Ceiling & Distemper is available or willing as per NADRA requirement (Quantitative)(Doc Required) Proper flooring, False Ceiling & Distemper is available or willing as per NADRA requirement **(10)** Acceptable flooring, False Ceiling & Distemper already available and not willing to improve **(5)** Without proper Flooring, False Ceiling & Distemper **(1)**	10
Shape Of Building	
In the shape of a hall with independent entrance (Quantitative)(Doc Required) In the shape of a hall with independent entrance **(10)** Can be converted into a hall on commitment **(5)** Neither is, nor can be converted into a hall **(1)**	10
Location	

On main road with spacious front (Quantitative)(Doc Required) On main road with spacious front **(10)** Away/stride the main road with spacious front **(5)**	10
Approach to the Building	
Non-crowded & accessible by public transport (Quantitative)(Doc Required) Non-crowded & accessible by public transport **(10)** Crowded area & accessible by public Transport **(5)** Crowded area & difficult to approach **(1)**	10
Parking Space (Dedicated to the premises)	
Dedicated parking space more than 1600 Sft (Quantitative)(Doc Required) Dedicated parking space more than 1600 Sft **(10)** Dedicated parking space more than 1200 Sft **(7)** Dedicated parking space more than 800 Sft **(4)**	10
Availability of Electric connection with Sanctioned Load	

3-phase meter With sanction load of 50 KV & PMT (personally maintained transformer) available or Committed (Quantitative)(Doc Required) 3-phase meter With sanction load of 50 KV & PMT (personally maintained transformer) available or Committed **(10)** 3-phase meter with sanction load of 25 KVA & PMT (personally maintained transformer) available or committed **(5)** 3-phase meter without required sanction load **(1)**	10
Security wise suitability	
Security wise suitable with boundary wall or owner willing to construct later (Quantitative)(Doc Required) Security wise suitable with boundary wall or owner willing to construct later **(10)** Security wise suitable but without boundary wall **(5)** Not suitable and without boundary wall **(1)**	10
Emergency Exit	
Availability of proper Emergency Exit or willing to provide (Quantitative)(Doc Required) Availability of proper Emergency Exit or willing to provide **(5)** Availability of Emergency Exit not possible **(2)**	5
Availability of roof top for Network Dish & solar System	

Availability of space for Network dish & Solar System (Quantitative)(Doc Required) Availability of space for Network dish & Solar System **(5)** Availability of space for Network dish **(3)** Non-Availability Of space for Network dish **(1)**	5
Tap water and other Utilities	
Potable Tap water with Overhead tank & electric water Pump (Quantitative)(Doc Required) Potable Tap water with Overhead tank & electric water Pump **(5)** Non-Potable Tap water with Overhead tank & electric water pump **(3)**	5
Availability of washrooms & storeroom	
Separate 2x public and Ix staff washrooms with Storeroom (Quantitative)(Doc Required) Separate 2x public and Ix staff washrooms with Storeroom **(5)** 2x public washrooms with Storeroom **(3)**	5
Condition of Property	

Constructed not more than 1 year ago (Quantitative)(Doc Required) Constructed not more than 1 year ago **(7)** Constructed not more than 5 years ago **(5)** Constructed not more than 10 years ago **(2)**	7
Ramp for Wheelchair	
Proper Ramp available or willing to arrange (Quantitative)(Doc Required) Proper Ramp available or willing to arrange **(3)** Neither available not possible **(1)**	3

Required Services

Positions Without Lots :

Position	Delivery Schedule	Quantity	Bid Security
Hiring of Office Accommodation on Rental Basis for NADRA Registration Center (NRC) Adda Band Bosan, Multan	**Address:** 221/A Shah Rukn-i-Alam Colony, Multan City, Multan (District), Multan Division (Division), Punjab (Province). **Schedule:** 120 days **Quantity:** 2500/sqft	2500/sqft	0 PKR

Related Services :

No

Services Specifications

Positions Without Lots :

Position: Hiring of Office Accommodation on Rental Basis for NADRA Registration Center (NRC) Adda Band Bosan, Multan

Specifications / Requirements:

Technical Specification The bidder shall offer a commercially suitable office building/premises located within the notified limits of Adda Band Bosan, Multan, for establishment of a NADRA Registration Center (NRC). The premises shall preferably be situated on the ground floor and have a covered area of approximately 2,000–3,500 square feet. The building shall be a structurally sound RCC structure with proper flooring, false/PVC ceiling, painted walls, adequate ventilation and lighting, one storeroom, one staff washroom and two public washrooms. It shall provide dedicated parking, three-phase electricity with adequate sanctioned load, potable water supply, overhead water tank, sewerage, and space for installation of generator, solar system, networking equipment and NADRA signage. The premises shall be easily accessible to the public, equipped with wheelchair access/ramp, appropriate security arrangements, and shall be free from encumbrances and legal disputes. The successful bidder shall complete all civil, electrical and allied works required by NADRA before handing over the premises in a ready-to-use condition. The initial lease period shall be three (03) years, extendable subject to mutual consent, satisfactory performance, availability of budget, and approval of the competent authority.

Scope of Work

The successful bidder shall provide a commercially suitable office building on rental basis for the establishment of NADRA Registration Center (NRC) Adda Band Bosan, Multan. The offered premises shall have a covered area of 2,000–3,500 sq. ft., preferably on the ground floor, and comply with all technical specifications, including structural stability, utilities, parking, accessibility, security, and operational requirements. The successful bidder shall complete all required renovations and modifications at its own cost and hand over the premises in a fully functional, ready-to-use condition for a minimum lease period of ten (10) years, in accordance with the terms and conditions of the bidding document.

Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		

General Conditions of Contract

A. General

1. **Definitions**

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. "Applicable Law" means the laws and any other instruments having the force of law in the Government's Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. "The Contract" means an agreement enforceable by law;

1.1.3. "The Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. "The Services" means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor's Bid;

1.1.5. "Ancillary Services" means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. "GCC" means the General Conditions of Contract contained in this section;

1.1.7. "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. **"**Day" means calendar day unless indicated otherwise;

1.1.9. "Effective Date" means the date on which this Contract comes into force and effect;

1.1.10. "The Contractor" means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. "The Project Site," where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. "Government" means the Government of Pakistan;

1.1.13. "Local Currency" means the currency of Pakistan;

1.1.14. "In Writing" means communicated in written form with proof of receipt;

1.1.15. "Completion Date" means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. "Foreign Currency" means any currency other than the currency of the country of the Procuring Agency;

1.1.17. “Party” means the Procuring Agency or the Contractor, as the case may be, and “Parties” means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Services.

2. **Applicable Law**

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. **Language**

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractorand the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC** . Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. **Notices**

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

5. **Location**

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in **SCC.**

6. **Authorized Representatives / Authority of Member in charge**

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the **SCC**.

B. Commencement, Completion, Modification, and Termination of Contract

7. **Effectiveness of Contract**

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the **SCC.**

8. **Commencement of Services**

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC.**

9. **Program schedule**

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. **Starting Date/Expiration Date**

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC.**

11. **Entire Agreement**

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. **Modification**

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. **Force Majeure**

13.1. **Definition**
For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. **No Breach of Contract**
The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. **Extension of Time**

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. **Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. **Termination**

14.1. **By the Procuring Agency**

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. **By the Contractor**

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. **General**

15.1. **Standard of Performance**

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. **Law Applicable to Services**
The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. **Conflict of Interests**

16.1. **Contractor Not to Benefit from Commissions and Discounts**
The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. **Contractor and Affiliates Not to be Otherwise Interested in Project**
The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. **Prohibition of Conflicting Activities**
Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

16.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC.**

17. **Insurance to be Taken Out by the Contractor**

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. **Contractor's Actions Requiring Procuring Agency's Prior Approval**

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

18.1.1. appointing such members of the Personnel not provided by the Contractor;

18.1.2. changing the Program of activities; and

18.1.3. any other action that may be specified in the **SCC.**

19. **Reporting Obligations**

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. **Liquidated Damages**

20.1. **Payments of Liquidated Damages**
The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. **Correction for Over-payment**
If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC.**

20.3. **Lack of performance penalty**

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. **Performance Guarantee**

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC.**

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

22. **Sustainable Procurement**

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC.**

D. Contractor's Personnel

23. **Description of Personnel**

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. **Removal and / or Replacement of Personnel**

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. **Change in the Applicable Law**

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the **SCC.**

26. **Services and Facilities**

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. **Contract Price**

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the **SCC**.

28. **Terms and Conditions of Payment**

28.1. Payments will be made to the Contractor according to the payment schedule stated in the **SCC** and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the **SCC**, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the **SCC.** Any other payment shall be made after the conditions listed in the **SCC** for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. **Quality Control Identifying Defects**

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the **SCC.** The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the **SCC**.

30. **Correction of Defects, and Lack of Performance Penalty**

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. **Settlement of Disputes Amicable Settlement**

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. **Dispute Settlement**

32.1. **Arbitration**

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.

Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: NADRA (Admin, NADRA Multan), Deputy Director Admin 221-A, SRA Colony NADRA Regional Head Office Multan

The Supplier is:

The title of the subject procurement is:Hiring of Office Accommodation on Rental Basis for NADRA Registration Center (NRC) Adda Band Bosan, Multan

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

NADRA (Admin, NADRA Multan), Deputy Director Admin
221-A, SRA Colony NADRA Regional Head Office Multan
+92-300-056-5945
abdullah.aslam@nadra.gov.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

NADRA (Admin, NADRA Multan), Deputy Director Admin
221-A, SRA Colony NADRA Regional Head Office Multan
+92-300-056-5945
abdullah.aslam@nadra.gov.pk

For the Bidder:

Name: ………………………

Designation: ……………..

Address: ……………………………..

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within ….. days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be ………………….

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2**.**

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.00%** to **0.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be 0% of the contract price in acceptable form of Nil

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause F

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause F

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Number of GC Clause F 5 & 6

Following is the guidance for Dispute Resolution

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard**.**

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties**.**

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties**.** The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute**.**

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties**.**

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.:***P57449***

To: **NADRA (Admin, NADRA Multan), Deputy Director Admin 221-A, SRA Colony NADRA Regional Head Office Multan**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however 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. Disagreement to 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) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of __________ 20_____ between **NADRA (Admin, NADRA Multan), Deputy Director Admin 221-A, SRA Colony NADRA Regional Head Office Multan**

(hereinafter called “the Procuring Agency”) of the one part and *[name of Bidder]* of *[city and country of Bidder]* (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Hiring of Office Accommodation on Rental Basis for NADRA Registration Center (NRC) Adda Band Bosan, Multan (*P57449*)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

   1. This form of Contract;
   2. the Form of Bids and the Price Schedule submitted by the Bidder;
   3. the Schedule of Requirements;
   4. the Technical Specifications;
   5. the Special Conditions of Contract;
   6. the General Conditions of the Contract;
   7. the Procuring Agency’s Letter of Acceptance; and
   8. [*add here: any other documents*]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by ____________________the __________________ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

………………………………………………

Signed, sealed, delivered by ____________________the __________________ (for the Procuring Agency)

Witness to the signatures of the Bidder: ………………………………………………

Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Performance Guarantee Form

Performance Guarantee Form

To: **NADRA (Admin, NADRA Multan), Deputy Director Admin 221-A, SRA Colony NADRA Regional Head Office Multan**

WHEREAS *[name of Bidder]* (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods*(*hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date}

Annexure

Building fitness Certificate / Affidavit

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Building fitness Certificate / Affidavit** (page number: 75)

General Proposal

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **General Proposal** (page number: 76)

Financial Proposal

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Financial Proposal** (page number: 78)

Instructions to Bidders

Information (Read-Only)

See Form Under Additional Forms and Documents: **Instructions to Bidders** (page number: 79)

Scope of Work

Information (Read-Only)

See Form Under Additional Forms and Documents: **Scope of Work** (page number: 87)

Eligibility Criteria

Information (Read-Only)

See Form Under Additional Forms and Documents: **Eligibility Criteria** (page number: 89)

Agreement Specimen

Information (Read-Only)

See Form Under Additional Forms and Documents: **Agreement Specimen** (page number: 94)

Procurement Forms

Additional Forms and Documents

Official Government Letterhead / Department Name

Office of the District Building Control Authority
[Local Government & Community Development Department]
[Official Administration Complex, Zone-1]

BUILDING FITNESS & STRUCTURAL STABILITY CERTIFICATE

Ref No: ________________________
Date: ____ / ____ / 20___

Official Statement:
Certified that the building structure detailed below has been inspected by the designated engineering and technical teams of this authority. Structural drawings, field test reports, and physical stability parameters have been assessed.

---

1. Property & Ownership Details

- **Name of Owner/Institution:** ____
- **Complete Site Address:** ____
- **Approved Building Plan No:** ____
- **Nature of Occupancy:**
  [ ] ____________ [ ] Commercial [ ] Industrial [ ] Residential

---

2. Structural Assessment Checklist

- **Foundation & Basement:** ____
- **Superstructure (Columns & Beams):** ____
- **Load-Bearing Roof Slabs:**____
- **Fire Safety & Emergency Exits:** ____

3. Official Declaration & Validity

Based on findings, the building is declared **structurally stable and safe** for its intended occupancy. This fitness certification is strictly valid from ___________ to ___________, provided no unauthorized alterations or vertical extensions are made to the approved structure.

---

4. Official Signatures

Inspection Details:

- Inspected By: ____________________________
- Designation: _____________________________

____ ______________________________
____

Sub-Divisional Engineer
Inspection Team In-Charge

Authorized Signatory / Official Seal
Local Government Authority

6 GENERAL PORPOSAL

6.1 Consent of owner must be filled and submitted as per the specimen given as under.

1/2

CONSENT OF OWNER

1. I / We ____

being the owner/co-owner/attorney of the building, which is located/situated at ______________

____

covered area measuring __________Sqft, (i.e. _______Sqft on rent and ______sqft on gratis) hereby given consent to rent out above mentioned building to NADRA for establishing/ operating NADRA Office Adda Band Bosan City at monthly rent as mentioned in financial bid with six month advance for a tenancy period of **10** year/s. Lease period may be extendable with mutual consent after expiry. Moreover, I / we shall provide photocopies of document mentioned in eligibility criteria at (5.1.1 with sub paras') at the time of bid submission: -

2. In case my building, after having been hired by the NADRA is vacated during the currency of agreed lease period, I shall refund the balance of the advance rent, if any. It is hereby affirmed/declared that the building is complete in all respect and habitable. If it is not found so on inspection the occupation allowed by the National Database and Registration Authority (NADRA), Islamabad shall automatically stand withdrawn/cancelled.

3. Offered area exceeding the upper limit of required covered area shall be considered as gratis i.e without rent. Therefore, the rent calculation per sqft will be based on area offered on rent.

Owner/s: -

Signature: ____

Name/s: ____

CNIC: ____

Present Address: ____

____

Phone: _______________ **Mobile:** ________________________________

Fax: ____________________ **Email:** _______________________ **Date:** ________________

NATIONAL DATABASE & REGISTRATION AUTHORITY
NADRA
Government of Pakistan
Regional Headquarters
Multan
Date

2/2

CONSENT OF OWNER

I / we shall agree on the provision & fulfillment of following terms/conditions at the offered building:

1. The building should be on ground floor, in the shape of a hall, having **RCC** building structure with required covered area mentioned as under: -
2. Offered building should not be in residential area.
3. Easily accessible by public transport.
4. 01x room for store & minimum 03x washroom (1x for staff and 2x for applicants) with complete accessories.
5. Complete Flooring i.e Porcelain Tiles of 2x2 inside the premises and tuff tiles outside the premises.
6. Complete PVC ceiling of building of 2x2 Blocks.
7. Wall Partitions with Brick and Porcelain tile work inside the premises as per NADRA requirement.
8. Paint work/PVC wall panels of the complete building before handing over to NADRA.
9. Boundary wall around the premises with Iron Gate & Grill (Preferably).
10. Fencing on the boundary /open walls of the building.
11. 12-mm Glass work with aluminum sections for entrance door and windows as per the requirement of NADRA.
12. Dedicated safe parking area (at least 20 vehicles preferably) for public and Staff.
13. Provision and installation of Shutter Gate as per NADRA requirement.
14. Provision of Ramp for wheel chair of Disable citizens.
15. Availability of Emergency Exit (Preferably).
16. Provision of sufficient space for installation of network equipment, Solar System and Generator on roof top / in front of the demise premises, any tax imposed on such space, the same shall be payable by the bidder.
17. Provision of Space with NOC for installation of direction board, sign board, and heavy generator.
18. Provision and Installation of DSL facility in the premises.
19. Provision of 50 KV electric Load with 3-Phase electric meter (Govt. Tariff "A-3A (66)) and PMT (or as per the requirement of NADRA).
20. Provision of 4 Core (7/52) electricity cable from meter to main DB.
21. Complete electrification of the premises from electricity Meter to DB and within the premises including switch boards for lights, fans and ACs etc.
22. Repair and maintenance of water storage, water pump/Boring/ all type of plumbing and sewerage requirements.
23. Tenancy period not less than 10 years.

Signature: ______________________________

Owner/Attorney Name: ______________________________

CNIC No. ______________________________

Mobile No. ______________________________ **Dated:** ______________

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NADRA
Government of Pakistan
Regional Headquarters
Multan
Date ________

7. FINANCIAL PROPOSAL

PRICE SCHEDULE

Office Name: NRC Adda Band Bosan

Name of the Bidder____

CNIC No. ____

Monthly Rent (Lump Sum) ____________________________________

Monthly Rent Per Square Feet (Monthly Rent / Covered area):____________________

Rent enhancement:

@ 10% annually ☐

OR @ 25% after Three years ☐

NOTE

1. Owner will be liable to pay all municipal, government, non-government and other rates, taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement and assessment which may be levied in respect of the Demised Premises.
2. 6 x month advance rent will be permissible after possession of the building by NADRA.
3. Quoted price shall be inclusive of all applicable taxes and justified with reference to other Offices located in the area.
4. No brokerage / service charges shall be paid in case of real estate agent.
5. Offered area exceeding the upper limit of required covered area shall be considered as gratis i.e. without rent. Therefore, the rent calculation per sqft will be based on area offered on rent.

Owner/s: -

Signature: ____

Name/s: ____

CNIC: ____

Phone/Mobile No.________________________ **Fax:** ____________

Email: __________________________ **Date:** ____________

NATIONAL DATABASE & REGISTRATION AUTHORITY
NADRA
Government of Pakistan
Regional Headquarters
Multan
Date ________

2. INSTRUCTION TO BIDDERS (ITB)

2.1 Bidding Details (Instruction to Bidders)

All bids must be accompanied with Bid Forms, Affidavits, etc. and must be submitted through **EPAD** (**https://eprocure.gov.pk**) on or before **1130 hours** not later than _____ **Jul, 2026.**

The bids will be publicly opened at the **NADRA RHO, Multan**, on same date at **1200 hours**.

The bidder must submit bids on the basis of complete requirements. Failure to meet this condition will cause disqualification of the bidder. The bidder shall submit bids which comply with the Bidding Document. Alternative bids will not be considered.

2.1.1 Correspondence Address

The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:

Primary Contact
Assistant Director (Estate)
Regional Head Office, NADRA
221-A, Shah Rukn-e-Alam Colony, Multan.
Email: - adnan.bashir@nadra.gov.pk
Tel: 061-9220112
Fax: 061-9220111

Secondary Contact
Assistant Director (Admin)
Regional Head Office, NADRA
221-A, Shah Rukn-e-Alam Colony, Multan.
Phone # 061-9220133
Fax: 061-9220111

Bidders are also required to state, in their proposals, the name, title, fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

NADRA: will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

2.2 Eligible Bidders

All the bidders duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan shall be eligible.

2.3 Corrupt Practice

2.3.1 NADRA requires that Bidders / Suppliers / Contractors, observe the highest standard of ethics during the procurement and execution of contract and refrain from undertaking or participating in any corrupt or fraudulent practices.

NATIONAL DATABASE & REGISTRATION AUTHORITY
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Government of Pakistan
Regional Headquarters
Multan
Date

2.3.2 NADRA will reject a proposal for award, if it determines that the Bidder recommended for award was engaged in any corrupt or has been blacklisted under the Public Procurement Rules 2004, in competing for the contract in question.

2.3.3 Any false information or misstatement on the part of the vendor will lead to disqualification/ blacklisting/ legal proceeding regardless of the price or quality of the product as per the provisions of PP Rules.

2.4 Preparation of Bids

2.4.1 Bidding Process

This is the Single Stage – Two Envelope Procedure; the bid shall comprise a single package containing **ELIGIBILITY CRITERIA** (duly filled in all respect) along with **GENERAL PROPOSAL** and **FINANCIAL PROPOSAL** sealed separately in envelops as per Rule 36(b).

2.4.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and NADRA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.4.3 Language of Bid

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and NADRA must be written in English. [PP Rule (6)]

2.4.4 General Proposal

The General Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative. Standard Forms for General Proposal are available at Section-5.1 of this document.

2.4.5 Financial Proposal

The Financial Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative. Standard Forms for Financial Proposal are available in Section-5.2 of this document.

2.4.6 Bid Currencies

For the purpose of comparison of bids quoted in different currencies, price shall be converted in PAK RUPEE (PKR). The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids. [PP Rule 30 (2)]

2.4.7 Bid Security

Bid Security is not required from the bidder in order to participate in the tender.

2.4.8 Bid Validity

Bids shall remain valid for a period of **180 days**, after the date of bid opening prescribed by NADRA; [PP Rule 26 (1)]

Bidders who agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity. [PP Rule 26 (4-a)]

2.5 Submission of Bids

2.5.1 Sealing and Marking of Bids

This is the Single Stage – Two Envelope Procedure; the bid shall comprise a single package containing eligibility criteria (duly filled in all respect) along with **General Proposal** and **Financial Proposal** as per Rule 36(b)

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NADRA
Government of Pakistan
Regional Headquarters Multan
Date

2.5.2 Response Time

Bidders are required to submit their Bids by or before **1130 hours** not later than _____ **Jul, 2026**. Bids will be received by NADRA through **EPAD** (**https://eprocure.gov.pk**) under ITB Section [2.1] within office hours.
[PP Rule 13 (2)]

2.5.3 Clarification of Bidding Documents

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and NADRA shall respond to such queries in writing within three calendar days, provided they are received at least five (5) calendar days prior to the date of opening of bid.

It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained biding documents.

2.5.4 Late Bids

Any bid after the deadline for submission of bids prescribed by NADRA will not be received.

2.5.5 Withdrawal of Bids

The Bidder may withdraw their bids after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and/or by an authorized representative, and shall include a copy of the authorization. Provided that, written notice of Withdrawal, shall be received by NADRA prior to the opening of bids.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB section [2.4.8].

2.5.6 Cancellation of Bidding Process

1. NADRA may cancel the bidding process at any time prior to the acceptance of a bid or proposal as per PP Rules.
2. NADRA shall incur no liability towards the bidders, solely by virtue of its invoking sub- rule (1) as per PP Rules.
3. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security if any shall be returned along with such intimation as per PP Rules.
4. NADRA shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds as per PP Rules.

2.5.7 Mechanism for Redressal of Grievances

NADRA has a Committee for Complaint Redressal to address the complaints of bidder that may occur during the procurement proceedings. [PP Rule 48 (1)]

Any bidder being aggrieved by any act or decision of the NADRA during procurement proceedings may lodge a written complaint concerning his grievances within seven days of announcement of the technical evaluation report and five days after issuance of final evaluation report. [PP Rule 48(3)]

In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings. [PP Rule 48(4)]

In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:
Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage single envelope bidding procedure is adopted. [PP Rule 48(5)]

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The GRC shall investigate and decide upon the complaint within ten days of its receipt. [PP Rule 48(6)]

Any bidder or party not satisfied with the decision of the GRC, may file an appeal before the Authority within thirty days of communication of the decision subject to depositing the prescribed fee and in accordance with the procedure issued by the Authority. The decision of the Authority shall be considered as final. [PP Rule 48(7)]

In addition to above it may be added that no complaint will be entertained unless it is: -

a) Forwarded on company's original letter head, complete address, NTN of the company and CNIC of the complainant.
b) Incriminating evidence of the complaints.

2.5.8 Review Panel

The Authority shall maintain a list of Review Panelists for the purpose of reviewing a bidder's complaint. The Panelist shall be appointed on such terms and conditions as the Authority may from time to time notify with the approval of the Competent Authority. [PP Rule 48(1)]

2.5.9 Matters not subject to Appeal or Review

The following actions of the NADRA shall not be subject to the appeal or review:

- Selection method adopted by the NADRA;
- Decision by the NADRA under ITB section [2.5.6].

2.6 Opening and Evaluation of Bids

2.6.1 Opening of Bids by NADRA

The opening of bids shall be as per the procedure set down in Section 2.4.1 dealing with Bidding Process. The bids will be publicly opened in the **National Database and Registration Authority, Regional Head Office, Multan**, on **____ Jul, 2026** at **1200 hrs**.

2.6.2 Clarification of Bids

No Bidder shall be allowed to alter or modify his bids after the expiry of deadline for the receipt of the bids unless, NADRA may, at its discretion, ask a Bidder for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted. [PP Rule 31 (1)]

2.6.3 Preliminary Examination & Basic Eligibility

NADRA will examine the bids to determine whether the bids are complete and the documents have been properly signed and whether the bids are generally in order.

If a bid is not responsive, it will be rejected by NADRA and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

All requirements mandatory for the basic eligibility of all bidders is attached at (**5.1.1**). Bidder not providing/fulfilling any one of the stated requirements & documents, will be declared as not responsive and will not be considered for evaluation criteria.

2.6.4 Evaluation Parameters

All bids shall be evaluated as per the criteria given at (**2.6.5**).

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Office Name: ____________________ **1/2**

Bid No. ______________________________ **Bidder Name:** ____________________________

2. 6.5-Building Evaluation Criteria for Hiring of Official Buildings

NADRA WILL EVALUATE THE OFFERS USING THE FOLLOWING ELIGIBILITY CRITERIA

Sr. No.	Requisite	Max	Marks Obtained After Due Visit by the Premises committee	Marking Criteria	Remarks
1	Renovation of Building	10		Proper flooring, False Ceiling & Distemper is available or willing as per NADRA requirement	
		5		Acceptable flooring, False Ceiling & Distemper already available and not willing to improve	
		0		Without proper Flooring, False Ceiling & Distemper	
2	Shape of Building	10		In the shape of a hall with independent entrance	
		5		Can be converted into a hall on commitment	
		0		Neither is nor can be converted into a hall	
3	Location	10		On main road with spacious front	
		5		Away/stride the main road with spacious front	
4	Approach to the Building	10		Non-crowded & accessible by public transport	
		5		Crowded area & accessible by public Transport	
		0		Crowded area & difficult to approach	
5	Parking Space (Dedicated to the premises)	10		Dedicated parking space more than 1600 Sft	
		7		Dedicated parking space more than 1200 Sft	
		4		Dedicated parking space more than 800 Sft	
6	Availability of Electric connection with sanctioned load	10		3-phase meter with sanction load of 50 KV & PMT (personally maintained transformer) available or committed	
		5		3-phase meter with sanction load of 25 KVA & PMT (personally maintained transformer) available or committed	
		1		3-phase meter without required sanction load	

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Office Name: ____________________ **2/2**

Bid No. ____________________________________ **Bidder Name:** _______________________________

Sr. No.	Requisite	Max	Marks Obtained After Due Visit by the Premises committee	Marking Criteria	Remarks
07	Security wise suitability	10		Security wise suitable with boundary wall or owner willing to construct later	
		5		Security wise suitable but without boundary wall	
		0		Not suitable and without boundary wall	
08	Emergency Exit	5		Availability of proper Emergency Exit or willing to provide	
		2		Availability of Emergency Exit not possible	
09	Availability of roof top for Network Dish & Solar System	5		Availability of space for Network dish & Solar System	
		3		Availability of space for Network dish	
		0		Non-Availability of space for Network dish	
10	Tap water and other utilities	5		Potable Tap water with Overhead tank & electric water pump	
		3		Non-Potable Tap water with Overhead tank & electric water pump	
11	Availability of washrooms & store room	5		Separate 2x public and 1x staff washrooms with Store room	
		3		2x public washrooms with Store room	
12	Condition of Property	7		Constructed not more than 1 year ago	
		5		Constructed not more than 5 year ago	
		2		Constructed not more than 10 year ago	
13	Ramp for Wheel Chair	3		Proper Ramp available or willing to arrange	
		0		Neither available not possible	
Total Marks		**100**		☐ **Qualified**	☐ **Disqualified**

Note:

1. The offered sites will be visited by NADRA Evaluation Committee for physical verification of the information given by the bidder. Location which acquires minimum of 60% marks after due inspection as per the criteria given above will be considered as "Qualified Premises/Bid".
2. If a bidder acquires '0' marks in any of the above-mentioned category, then he/she will be considered as disqualified.
3. Property will not be considered, if it is located in a residential area.
4. Financial bids will be taken as lump sum.
5. Evaluation will be cost and Quality based with the ratio of 20% to 80% respectively.

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2.6.6 Discussions Prior to Evaluation

If required, prior to evaluation of the bid, NADRA may, within 6-7 days of receipt of the bid, call upon any of the Bidders to discuss or to ask for clarification about anything contained in the bidding document. Evaluation method after technical and financial bid opening is mentioned as under.

2.6.7 Evaluation Method

a. **General Proposal:**

Sr.	**BID NO.**	**Technical Marks Obtained**	**Weighted Technical Score** (Marks obtained x 80 ÷ 100)
1			

b. **Financial Proposal:**

Sr.	**BID NO.**	**Lowest Bid Price (Rs.)**	**Given Bid Price (Rs.)**	**Financial Score** (Lowest Bid Price ÷ Given Bid Price x 100 = Financial Score)	**Weighted Financial Score** (Financial Score x 20 ÷ 100)
1					

c. **Marks Obtained:**

Sr.	**Bid No.**	**Technical Weightage**	**Financial Weightage**	**Marks Obtained** (Technical Weightage + Financial Weightage)
1				

2.7 Award of Contract

2.7.1 Award Criteria

Subject to ITB Section [2.7.2], NADRA will award the contract to the successful Bidder, whose bid has been determined to be the most advantageous bid, provided the information given in the bidding document is on ground verified by the Evaluation/Procurement Committee of the NADRA.

2.7.2 NADRA's Right to reject all Bids

NADRA may cancel the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidder(s) [PP Rule 33]

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2.7.3 Notification of Award

Prior to the expiration of the period of bid validity, NADRA will notify the successful Bidder in writing by letter or by facsimile, to be confirmed in writing by letter, that his/her bid has been accepted.

The notification of award will constitute the formation of the Contract.

Subsequent to the intimation to successful Bidder, NADRA will promptly notify each unsuccessful Bidder and will discharge his/her bid security, pursuant to ITB Section [2.4.7].

2.7.4 Signing of Contract

Within 7 Days from the date of notification of the award the successful bidder shall furnish to NADRA particulars as may be asked by the NADRA management.

The Contract shall be signed by the parties at Central Office, NADRA, Multan, within 15 Days of award of contract. Copy of the agreement enclosed as Annexure "A" required to be signed by the lessor at this stage.

2.7.5 General Conditions of Contract

For detailed General Condition of Contract refer to Section [4.1] of this TD.

2.7.6 Special Conditions of Contract (Same as General Conditions of the Contract)

For detailed Special Condition of Contract refer to Section [4.2] of this TD.

2.7.7 Non-Disclosure Agreement

The successful bidder shall upon the award of the contract execute a Non-Disclosure Agreement with NADRA.

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4 SCOPE OF WORK

Hiring of offices by NADRA as per the location & parameters given in the advertisement and as under with required documents are part of Technical Bid.

1. The building should be on ground floor, in the shape of a hall, having **RCC** building structure with required covered area mentioned as under: -

Sr.	Site Name	Required Covered Area		Location
		Minimum Covered Area	Maximum Covered Area	
1.1	NRC Adda Band Bosan	2000	3500	Main City Adda Band Bosan

2. Offered building should not be in residential area.
3. Easily accessible by public transport.
4. 01x room for store & minimum 03x washroom (1x for staff and 2x for applicants) with complete accessories.
5. Complete Flooring i.e. Porcelain Tiles of 2x2 inside the premises and tuff tiles outside the premises.
6. Complete PVC ceiling of building of 2x2 Blocks.
7. Wall Partitions with Brick and Porcelain tile work inside the premises as per NADRA requirement.
8. Paint work/PVC wall panels of the complete building before handing over to NADRA.
9. Boundary wall around the premises with Iron Gate & Grill (Preferably).
10. Fencing on the boundary /open walls of the building.
11. 12-mm Glass work with aluminum sections for entrance door and windows(with grill) as per the requirement of NADRA.
12. Dedicated safe parking area (Preferably for at least 20 vehicles) for public and Staff.
13. Provision and installation of Shutter Gate with paint work as per NADRA requirement.
14. Provision of Ramp for wheel chair of Disable citizens.
15. Availability of Emergency Exit (Preferably).
16. Provision of sufficient space for installation of network equipment, Solar System and Generator on roof top / in front of the demise premises, any tax imposed on such space, the same shall be payable by the bidder.

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17. Provision of Space with NOC for installation of direction board, sign board, and heavy generator.
18. Provision and Installation of DSL facility in the premises.
19. Provision of 50 KV electric Load with 3-Phase electric meter (Govt. Tariff "A-3A (66)) and PMT (or as per the requirement of NADRA).
20. Provision of 4-Core (7/52) electricity cable from meter to main DB.
21. Complete electrification of the premises from electricity Meter to DB and within the premises including switch boards for lights, fans and ACs etc.
22. Repair and maintenance of water storage tank, water pump/Boring/ all type of plumbing and sewerage requirements.
23. Tenancy period not less than 10 years.

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3. ELIGIBILITY CRITERIA:

Documents and requirements/conditions mentioned as under must be checked/fulfilled and submitted with Owner's Consent and Bid declaration form as General Proposal.

3.1 Building structure must be RCC and should not be in residential area.

3.2 Bidder must be active tax payer.

3.3 Provision of DSL facility is mandatory.

3.4 Building must be fit for the use and Building Fitness Certificate issued by the concerned authority must be submitted.

3.5 Photocopy of ownership/lease documents i.e. (Fard-e-Malkiat / Registry / Allotment Letter) must be submitted.

3.4.1 In case of co-owners "power of attorney" is required (Specimen placed at **Annex-A**)

3.6 Photocopy of valid (Preferably approved) site plan and CNIC must be submitted.

3.7 Submission of an Undertaking on Legal 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).

3.7.1 In case of single owner specimen placed at **Annex-B.**

3.7.2 In case of co-owner's specimen placed at **Annex-C.**

3.8 Bid Declaration form shall be submitted on stamp paper of Rs.100/- as part of General Proposal, specimen placed at l **Annex-D**.

3.9 Five Pictures (i.e. 2x pics of front elevation & 3x pics of interior) of the offered building in post card size.

NOTE: NON-COMPLIANCE OF THE CITED ABOVE CONDITIONS AND CRITERIA SHALL RESULT INTO DISQUALIFICATION OF THE BID.

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Annex-A

مختار خاص

1. منکہ مسمی / مسمات ____________________ ولد/دختر/زوجہ ____________________
قومی شناختی کارڈ نمبر ____________________ سکنہ ____________________

2. منکہ مسمی / مسمات ____________________ ولد/دختر/زوجہ ____________________
قومی شناختی کارڈ نمبر ____________________ سکنہ ____________________

3. منکہ مسمی / مسمات ____________________ ولد/دختر/زوجہ ____________________
قومی شناختی کارڈ نمبر ____________________ سکنہ ____________________

ہم ایک عمارت واقع ____________________ تعمیر شدہ رقبہ _____ مربع فٹ کے مشترکہ مالک ہیں- ہم اپنی جانب سے مسمی مسمات ____________ ولد/دختر/زوجہ ____________ قومی شناختی کارڈ نمبر ____________ سکنہ ____________ کو اپنا **مختار خاص** مقرر کرتے ہیں اور اختیار دیتے ہیں کہ **مختار خاص** موصوف/موصوفہ مذکورہ مکان کی دیکھ بھال کرے سرکاری اداراہ **"نادرا"** کو کرائے پر دے اور طے شدہ ماہانہ کرایہ وصول کرئے۔ لہذا بقائمی ہوش و حواس خمسہ برضا رغبت خود بلا جبر و کرائے غیر روبرو گواہان حاشیہ سند کرایا ہے-

العبد : ____________________
ولد/دختر/زوجہ ____________________
قومی شناختی کارڈ نمبر ____________________
(مختار خاص دہندہ)

العبد : ____________________
ولد/دختر/زوجہ ____________________
قومی شناختی کارڈ نمبر ____________________
(مختار خاص دہندہ)

العبد : ____________________
ولد/دختر/زوجہ ____________________
قومی شناختی کارڈ نمبر ____________________
(مختار خاص دہندہ)

العبد : ____________________
ولد/دختر/زوجہ ____________________
قومی شناختی کارڈ نمبر ____________________
(مختار خاص موصوف/موصوفہ)

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Annex-D

Form of Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: ____________________
Tender No: [**NADRA/ACCN/2026-27/01**]

To: NADRA REGIONAL HEAD OFFICE
221/A SHAH RUKN-E-ALAM
MULTAN.

I, the undersigned, declare that:

I understand that, according to your conditions, Bids must be supported by a Bid- Securing Declaration.

I accept that i will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if I am in breach of our obligation(s) under the Bid conditions, because I:

(a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or

(b) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid validity, (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security (or guarantee), if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if I am not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder: ____________________

Name of the person duly authorized to sign the Bid on behalf of the Bidder: ____________________

Title of the person signing the Bid: ____________________

Signature of the person named above: ____________________

Date: ____________________

- In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder
- Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

[***Note:*** *In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid.]*

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Annex-B

بیان حلفی

ازاں: ____

ولد/دختر/زوجہ________________**قوم**________ **سکنہ** ________________________

شناختی کارڈ نمبر____________________ ________ ہے۔

1. میں حلفا بیان کرتا ہوں کہ میرا نام ولدیت قومیت اور سکونت بالکل درست ہے۔

میں حلفا بیان کرتا ہوں کہ ایک عمارت کا تعمیر شدہ رقبہ ______ مربع فٹ ہے اور جس کا پتہ ______ ____________________ ________________________________ کا میں بلا شرکت غیر مالک ہوں۔

2. میں حلفا بیان کرتا ھوں کہ مذکورہ عمارت **بطور مالک** اڈا بند بوسن شہر میں نادرا دفتر کیلئے کرایہ پر دینے کے لیے رضا مند ہوں۔

3. میں حلفا بیان کرتا ھوں کہ میری مذکورہ عمارت پر کسی قسم کا کوئی قانونی تنازع نہ ہے اور مستقبل میں مذکورہ عمارت سے متعلق کوئی بھی قانونی تنازع یا پریشانی ہوئی تومیں بحیثت مالک اسکا ذمہ دار ہوں گا۔

4. میں حلفا بیان کرتا ھوں کہ میری اس عمارت پرکسی بھی سرکاری و نیم سرکاری ادارے سے کوئی قرضہ نہ لیا گیا ہے۔

5. میں حلفا بیان کرتا ہوں کہ اگر کسی قانونی تنازع یا مذکورہ عمارت کی کوئی خرابی یا میری کسی بھی ذمہ داری کی وجہ سے کوئی جانی یا مالی نقصان ہوا یا عمارت کو خالی کرنا پڑا تو تمام قسم کے نقصانا ت اور عمارت کی تزئین و آرائش پر نادرا کی طرف سے خرچ کی گئی رقم کی ادائیگی کا ذمہ دار ہوں گا۔

6. میں حلفا بیان کرتا ھوں کہ میں مسمی ____________ ____کو کبھی کسی ادارے نے کسی بھی معاملے میں بلیک لسٹ نہیں کیا اور نہ ہی کسی ادارے کا نادہندہ ہوں۔

7. میں حلفا بیان کرتا ہوں کہ مذکورہ عمارت کی تعمیر یا خرید سے متعلق کوئی سرکاری یا نجی واجبات یا اجازت نامہ میرے ذمہ نہ ہیں اور مستقبل میں بھی تمام قسم کے واجبات / اجازت نامہ لینے کا ذمہ دار ہوں گا۔

8. میں حلفا بیان کرتا ہوں کہ درج بالا بیان میرے علم و یقین کی حد تک درست ہے اورکوئی رازپوشیدہ نہ رکھا گیا ہے۔

العبد: ____________________ ولد/دختر/زوجہ ________________________

قومی شناختی کارڈ نمبر____________________سکنہ ______________________________

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Annex-C

بیان حلفی

از ان: ____

ولد/دختر/زوجہ ____________ قوم ________ . سکنہ ________________________ شناختی

کارڈ نمبر ________________ ہے۔

1. میں حلفا بیان کرتا ہوں کہ میرا نام ولدیت قومیت اور سکونت بالکل درست ہے۔

میں حلفا بیان کرتا ہوں کہ ایک عمارت کا تعمیر شدہ رقبہ ______ مربع فٹ ہے اور جس کا پتہ ______________________

______________________________________ کا میں مختار خاص مقرر ہوں.

2. میں حلفا بیان کرتا ہوں کہ مذکورہ عمارت بطور مختار خاص __________ شہر میں نادرا دفتر کیلئے کرایہ پر دینے کے لیے رضا مند ہوں۔

3. میں حلفا بیان کرتا ہوں کہ میری مذکورہ عمارت پر کسی قسم کا کوئی قانونی تنازع نہ ہے اور مستقبل میں مذکورہ عمارت سے متعلق کوئی بھی قانونی تنازع یا پریشانی ہوئی تومیں بحیثیت مختار خاص اسکا ذمہ دار ہوں گا.

4. میں حلفا بیان کرتا ہوں کہ میری اس عمارت پرکسی بھی سرکاری و نیم سرکاری ادارے سے کوئی قرضہ نہ لیا گیا ہے۔

5. میں حلفا بیان کرتا ہوں کہ اگر کسی قانونی تنازع یا مذکورہ عمارت کی کوئی خرابی یا میری کسی بھی ذمہ داری کی وجہ سے کوئی جانی یا مالی نقصان ہوا یا عمارت کو خالی کرنا پڑا تو تمام قسم کے نقصانا ت اور عمارت کی تزئین و آرائش پر نادرا کی طرف سے خرچ کی گئی رقم کی ادائیگی کا ذمہ دار ہوں گا.

6. میں حلفا بیان کرتا ہوں کہ میں مسمی __________________ کو کبھی کسی ادارے نے کسی بھی معاملے میں بلیک لسٹ نہیں کیا اور نہ ہی کسی ادارے کا نادہندہ ہوں.

7. میں حلفا بیان کرتا ہوں کہ مذکورہ عمارت کی تعمیر یا خرید سے متعلق کوئی سرکاری یا نجی واجبات یا اجازت نامہ میرے ذمہ نہ ہیں اور مستقبل میں بھی تمام قسم کے واجبات / اجازت نامہ لینے کا ذمہ دار ہوں گا.

8. میں حلفا بیان کرتا ہوں کہ درج بالا بیان میرے علم و یقین کی حد تک درست ہے اورکوئی رازپوشیدہ نہ رکھا گیا ہے.

العبد: ____________________ ولد/دختر/زوجہ ______________________

قومی شناختی کارڈ نمبر__________________ سکنہ ______________________

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5 Contract will be executed if the bid qualifies

5.1 Conditions of Contract. As per clause 5

5.1.1 Definitions

In this contract, the following terms shall be interpreted as indicated:

Applicable Law" means the Public Procurement Rules 2004.

"Procuring Agency" or "PA" means NADRA.

"Contract" means the Contract signed by the Parties and all the attached documents listed In its Clause 1 that is General Conditions (GC), and the Special Conditions (SC).

"Contract Price" means the monthly rent of the premises. "Effective Date" means the date on Which This Contract comes into force?

"GC" mean these General Conditions of Contract. "Government" means the Government of Pakistan "Currency" means Pak Rupees.

"Member" means any of entities that make up the joint v enture/consortium/association, and "Members" means all these entities.

"Party" means the PA or the Contractor, as the case may be, and "Parties" means both of them.

"Personnel" means persons hired by the Contractor or by any Sub- Contractors and assigned to the Performance of the Services or any part thereof.

"SC" means the Special Conditions of Contract by which the GC may be amended or supplemented.

"Services" means the services to be performed by the Contractor pursuant to this Contract, as Described in the scope of services.

"In writing" means communicated in written form with proof of receipt.

5.1.2 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of the Islamic Republic of Pakistan.

5.1.3 Notice

- Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the bidding document.
- A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the bidding document.

5.1.4 Authorized Representative

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the NADRA or the Supplier may be taken or executed by the officials.

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5.1.5 Taxes and Duties

The Lessor shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the bidding document, the amount of which is deemed to have been included in the Contract Price.

5.1.6 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.

5.1.7 Expiration of Contract

Unless terminated earlier pursuant to Lease agreement, this Contract shall expire at the end of such time period after the Effective Date as specified in the lease agreement.

5.1.8 Modifications or Variations

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

5.1.9 Force Majeure

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

5.2.0 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

5.2.1 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

5.2.2 Termination of Contract by lessor/lessee. As per clause 5.

5.2.3 Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

5.2.4 SETTLEMENT OF DISPUTES

5.2.4.1 Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

5.2.4.2 Arbitration

If the NADRA and the Supplier fail to amicably settle any dispute arising out of or in connection with the Contract within ten (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Multan, Pakistan and proceedings of arbitration shall be conducted in English.

5.2.4.3 Conflict of Interest

The Supplier shall hold the NADRA's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

5.2.4.4 Confidentiality

Except with the prior written consent of the NADRA, the Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

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LEASE AGREEMENT

BY AND BETWEEN

This agreement of tenancy is made at [**city name**], on this [**date**] day of [**Month**] 2021**. BETWEEN [Owner's Name]**, son of ____________________________ resident of _____________ CNIC No. ____________________ (hereinafter called "the lessor", which expression shall, unless repugnant to the context and meaning include his heirs, successors, administrators and assigns) of the **ONE PART**.

AND

"National Database & Registration Authority – [NADRA] a statutory body corporate established pursuant to section 3 of National Database and Registration Authority Ordinance, 2000 (Viii of 2000) having its headquarters at the State Bank of Pakistan Building, Shahrah-e-Jamhuriat, G-5/2, Islamabad (hereinafter called "the lessee". (Which expression shall where the context so admit shall include it administrator, official, successors-in-interest and any person or person through or under it) of the **OTHER PART.**

WHEREAS, LESSOR is absolutely seized and possessed or otherwise well and sufficiently entitled to the building bearing Municipal No. ________________________________ situated at ________________________________
____.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, LESSOR and LESSEE hereby covenant and witness as under: -

1. TERM.

a. LESSOR hereby leases the leased Premises to LESSEE, and LESSEE hereby leases the same from LESSOR. The LESSOR has agreed to grant lease in respect of the demised premises for a term of ________ years, commencing from _____________ to ______________.

b. Lessee may renew the Lease for one extended term of ____[years]______ . Lessee shall exercise such renewal option, if at all, by giving written notice to Lessor not less than ninety **(90)** days prior to the expiration of the Initial Term. The renewal term shall be at the rental set forth below and otherwise upon the same covenants, conditions and provisions as provided in this Lease.

c. Contract termination period by the owner shall be depended on the cost of renovation incurred by NADRA (one million for each year after initial three years).

2. RENTAL

a. Rent shall be start from the date of possession. Possession date shell be considered when lessee contractors will start renovation / rehabilitation E&M work of the premises. However, it shall not exceed three months for the date of signing of the contract.

b. The monthly rent payable by the Lessee to the Lessor from the date of possession in respect of the said premises shall be [monthly rent] (Rupees).

c. Lessee shall pay to Lessor a "Six Month Advance" in the amount of ________________________.

d. Rent will be in increase, at a rate of ten percent (10%) per annum or 25% after three years as decided.

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3. The LESSEE Covenants with LESSOR as under: -

3.1 UTILITIES: To be liable for payment of electric, gas, water, sewerage, telephone and any other conservancy charges, as per monthly bills/consumption, without fail from the occupation of demised premises earlier all dues, default, arrears of electricity or any other charges if any the Lessee not liable thereof.

3.2 SUBLEASE OF HIRED PREMISES: Not to assign, sublease wholly or partially with the possession of the premises without prior consent of the Lessor, in writing.

3.3 NON CONFIRMATION USE OF HOUSE: Not to use the premises for any other purpose except for running an office, as per requirements of its functioning.

3.4 ALTERATION AND IMPROVEMENTS IN PREMISES: The Lessee will be entitled to carry out, at its expenses, such temporary alteration and to install such fixtures and fittings as may be required by the Lessee, and it will be removable at the time of vacation of rented premises, on the option of lessee.

3.5 STRUCTURAL ALTERATION: Not to make any structural alterations into or upon the demised premises or make any alterations or addition to the external appearance or any part of the demised premises without the previous consent of the Lessor in writing.

3.6 HANDING OVER OF THE PREMISES: Upon expiry of the lease period to remove all such fixtures and fittings installed by the Lessee and to hand over vacant possession of the said premises in the same condition to the Lessor, normal wear and tear expected, as at the time the Lessee took over possession of the premises pursuant to this agreement.

4. The LESSOR covenants with LESSEE as under: -

4.1 STRUCTURAL AND MAJOR REPAIR. To carry out all structural and major repairs to the premises as may require from time to time.

4.2 PERMISSION FOR RENOVATION. To permit the Lessee to install or affix fixtures or fitting in the premises and to detach and repossess the same at the expiration or termination of the lease.

4.3 PAYMENT OF TAXES: To pay the property tax leviable on the premises. Also to pay all other future taxes and charges arising out of the said premises imposed by the Government from time to time.

4.4 USAGE OF THE PREMISES: To ensure that Lessee shall peacefully enjoy use of the premises without any hindrance or interference from the Lessor or any quarters / co-owner/neighbors/bodies person.

4.5 PROVISION OF ELECTRIC UTENSILS: The lessor shall provide 50 KV electric load with 3-Phase electric meter (or as per requirement) for Lessee's use. Another meter will be made available with owner consent, if required. The lessor shall provide the sufficient space for generator on the front side of the demise premises, any tax imposed on such space, the same shall be payable by the lessor. (As all the taxes is responsibility of the owner).

4.6 WHITE WASH/COLOUR OF THE PREMISES: The lessor shall bear white wash/color expenses every year in the demise premises.

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5. THE LESSOR WARRANTS THAT: -

5.1 NECESSARY APPROVALS FROM AUTHORITIES: That there are no restriction or impediments in the Lessor's rights/entitlement to lease the premises to the Lessee for the purpose mentioned and that if all necessary Approvals/permission/consents of the relevant Government Department/Municipal Authority/Development Authority etc. are required, at the Lessor will not hesitate to extent all their support in this regards to ensure free, smooth and unrestricted use of the premises by the Lessee for the purpose of running an office and to provide copies of entitlement and documents for such purpose, whenever required.

5.2 UNDERTAKING OF THE BUILDING: The premises at the time of handing over, is structurally sound in every respect and may be used for the purpose which is leased and the Lessor undertakes that the structure has been erected in accordance with the necessary approvals/premises/ consents/plants/permits of the relevant Government Department/ Municipal Authority /Development Authority/Housing Authority.

Lessor is under an obligation to provide building fitness certificate of the demise premises on annual basis.

5.3 EFFECTS OF NATURAL DISASTERS ON PREMISES: "If, during the period of this lease agreement, the premises are destroyed or damaged due to structural defects or damages by an earthquake, civil commotion, nots, war, political disturbance, storm or any other disaster beyond the control of the Lessee, the Lessee at its sole discretion shall have the right to terminate this lease agreement on one-month notice and upon such termination no further rent shall be payable by the Lessee. In case the advance rent already paid to the Lessor (owner of the building) it will be returned for remaining period of time to the Lessee by the owner of the building.

5.4 PAYMENT OF TAXES: That property tax or any other taxes levied on the Demised Premises by the Central and /or Provincial or Local Government shall be paid and born by the Lessor. In the event of the Lessor being declared a defaulter thereof by, and in response to a legal notice in this context received by the LESSEE from, the relevant tax authorities, the Lessee shall so inform the Lessor in writing. If the Lessor fails to pay the said tax within the period stipulated in the notice, the Lessee may elect to pay the outstanding taxes accruing against the Lessor and deduct the paid amount from next future rental payments.

5.5 Change Of Ownership During Rent Period: The **LESSOR/LAND LORD/OWNER** will be responsible for prior consent of new owner for continuation of rent agreement on same terms & conditions for the remaining period of rent agreement till expiry, in case of any change of ownership or transfer of rented premises, during lease period of rented premises.

5.6 Provision of Utilities & Immunities: The **LESSOR/LAND LORD/OWNER** will ensure the continuity of all utilities and immunities as well as access to all control penal or area in his custody, necessary to regulate such utilities and immunities without any disturbance.

5.7 Commercial Status Of Rented Premises: The status of rented property as commercial will be sole responsibility of **LESSOR/LAND LORD/OWNER** and he will bear all future claims and effects relates to any such dispute, if any for usage and functioning of rented premises.

5.8 Indemnity Against Third Party Litigation or Claims: The **LESSOR/LAND LORD/OWNER** indemnifies the **LESSEE/TENANT (NADRA)** against any action, claim & litigation of third party arisen upon rented premises during either period of tenancy of subject Rent Agreement or beyond relates to any claim, action or litigation for the same period.

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5.9 Fair Rent Consideration: The any subsequent claim of enhancement of rent on the ground of "Fair rent consideration" will not be acceptable during tenure/period of agreement at all, either from lessor /landlord or any other person on his behalf or from new owner's in case of change of ownership.

6. HANDING TAKING OVER OF THE BUILDING: Upon expiry of the lease or upon its earlier termination, the parties at time of handing over possession will carry out a joint survey of the premises to confirm that the premises is being handed over in good condition, normal wear and tear expected. In case any damages is identified and agreed by the parties during the joint inspection, the Lessee will have this repaired at its own cost.

7. TERMINATION OF THE CONTRACT: The **Lessor** and **Lessee** agree to strictly abide by the terms and conditions as laid down in this agreement. Contract termination period by the Lessor shall be depended on the cost of renovation incurred by NADRA (one million for each year after initial three years). The Lessee may terminate the lease after giving **(90 days)** written notice to this effect.

IN WITNESS WHEREOF the parties here unto have set and subscribed their respective hands at [city name]. On the day month and year first, mentioned above.

LESSEE:

For and on behalf **NADRA**

Signature:________________________

Designation: ________________________

NADRA RHO Multan

In the presence of:
WITNESSES-1

Signature: ________________________

Name: ________________________

Address: ________________________

CNIC No. ________________________

In the presence of:
WITNESSES-1

Signature: ________________________

Name: ________________________

Address: ________________________

CNIC No. ________________________

LESSOR:

For and on behalf of **lessor**

Signature:________________________

Name: ________________________

CNIC: ________________________

In the presence of:
WITNESSES-1

Signature: ________________________

Name: ________________________

Address: ________________________

CNIC No. ________________________

In the presence of:
WITNESSES-1

Signature: ________________________

Name: ________________________

Address: ________________________

CNIC No. ________________________

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