



Government of Pakistan
Ministry of Interior
NATIONAL DATABASE AND REGISTRATION AUTHORITY
(REGIONAL HEAD OFFICE ISLAMABAD)



REBID NOTICE

**RENTAL OFFICE SPACE REQUIRED FOR ESTABLISHMENT OF SUCCESSION FACILITATION
UNIT, RAWALPINDI**

(RHO/Isb/Admin-8/2022)

OFFICE ACCOMMODATION WILL HAVE FOLLOWING FEATURES:

- Office Accommodation should be in the vicinity of Peshawar Road (From GPO Chowk till Chour Chowk) Rawalpindi Cantt.
- Offered space measuring covered area between 2000 – 3000 Sqft and space should be at ground floor in the shape of hall along with public and staff washrooms.
- Prominent, having independent entrance and not in residential area.
- Government Departments will be given preference.
- Tenancy for a longer period (preferably ten years or more)
- Other details are given in bidding documents

Note: - Interested parties / owners can purchase the bidding document on submission of a written application at a Cost of Rs.**500/-** from below mentioned address during office hours from **28th March 2022** to **11th April 2022** (except gazetted holidays). The proposal should be submitted duly completed in all aspects by **12th April 2022 at 1130 hours** (under **Single Stage – Two Envelope** offer procedure). The Envelopes shall be clearly marked as Technical/General and Financial proposals. Technical/General proposal will be **opened by 12th April 2022 at 1200 hours** in presence of available bidders. Proposals must include the following documents in addition to any other information that the bidder may find necessary:

- Photocopy of ownership/lease property documents.
 - Photocopy of valid approved site plan & CNIC of owner
 - Photocopy of NTN, GST & SST (if applicable)
 - Undertaking on Non-judicial stamp paper of Rs.100/- certifying that owner / building is not temporary / permanently debarred from any Government agency / authority / department (without bearing any responsibility on NADRA whatsoever in this regard).
 - Fitness Certificate
- Offer documents received after submission of due date/time mentioned above will not be entertained.
- Quoted price shall be inclusive of all taxes except GST / SST which shall be mentioned separately (if applicable).
- No brokerage / service charges will be paid in case of real estate agent.
- Opening date/time of Financial Proposal will be communicated to all successful bidders of General/Technical Proposal evaluation.
- NADRA reserves the right to reject all proposals and can cancel the advertisement process before acceptance of bid or proposal.
- Offer can also be rejected if owner of selected building fail to produce acceptable required/property documents.

For Any query contact on following address:

Director (Admin)
Regional Head Office NADRA, Plot No. 30/31, Mauve Area, G-10/4
Islamabad | Ph. 051-9108124