



GOVERNMENT OF PAKISTAN
NATIONAL DATABASE AND REGISTRATION AUTHORITY
(Regional Head Office Peshawar - Khyber Pakhtunkhwa)



RENTAL OFFICE SPACE REQUIRED
FOR NADRA Offices, Khyber Pakhtunkhwa
(Tender Notice No. 2025-26/Estate/6 x NRCs)

OFFICE ACCOMMODATION WILL HAVE FOLLOWING FEATURES:

- Office Accommodation should be in the below mentioned locations: -

S#	NADRA Registration Center	Required Covered Area
1	Dandey (District Shangla)	1500-3000 sq ft
2	Olandar (District Shangla)	1500-3000 sq ft
3	Korora (District Shangla)	1500-3000 sq ft
4	Tordehr (District Swabi)	2000-3500 sq ft
5	Koza Banda (District Batagram)	1500-3000 sq ft
6	Patrak (District Dir Upper)	1500-3000 sq ft

- Space measuring of total covered area mentioned against each with public and staff washrooms.
- Prominent, having independent entrance and proposed building should be on main road.
- Security wise viable location and easily accessible by public transport.
- Dedicated 3 Phase Electrical Meter / Connection
- Preference will be given to the building in which dedicated transformer is installed.
- Water facility along with overhand tank.
- Ramp for wheel chair for disable citizens.
- Space for installation of direction board, sign board and heavy generator.
- Provisioning of Rooftop for installation of Satellite Dish Antenna / Transmitter / Solarization System etc.
- Building must not be constructed on encroached land
- Sufficient space for maintaining the public queue & parking area.
- Tenancy for a longer period (Preferably 10 years).

Note: -

- The bidding shall be conducted through E-Procurement (Open Competitive Bidding Single Stage Two Envelope) as specified in the Public Procurement Rules-2004.
- Interested and registered eligible bidders may obtain detailed bidding documents from E-PADS at PPRA Website (<https://eprocure.gov.pk/#/auth/login>).
- E-bids must be submitted through E-Procurement (EPADS) on or before **06th January 2026 till 11:00 am** as define in advertisement. Manual bids shall not be accepted.
- E-bids will be opened on **06th January 2026 at 11:30 am** in the presence of bidders or their representatives.
- Bids not complying with requirements shall be rejected being non responsive. Alternate proposals and / or conditional bids shall be considered non-responsive.
- Bids which are incomplete, not E-Bids through EPADS, not signed and / or not stamped, late or submitted by other than specified mode will be rejected.
- E-Bid / proposals must include the following documents in addition to any other information that the bidder may find necessary: -

Technical Bid (Separate Envelope):

- Photocopy of property ownership documents [Fresh Fard-e-Jaidad/Mutation/Allotment letter/Relevant Certificate by concerned authority (where settled revenue record is not available)].
- Photocopy of valid CNIC.
- Fitness Certificate of the building
- 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).
- Pictures of the building offered for lease.
- Valid Site Plan / Map of the building duly approved from concerned authority.
- In case of absence of owner, authority letter for representative duly signed by property owner, permitting him to attend tender process.

Financial Bid (Separate Envelope):

- Owner's consent showing monthly rent & offered area of the building.
- Quoted price shall be inclusive of all taxes.
- No brokerage / service charges will be paid in case of real estate agent.
- Opening date / time of **Financial Proposal** will be informed to all successful bidders of General Proposal Evaluation.
- Bidding documents received after submission of due date / time mentioned above, will not be entertained.
- NADRA reserves the right to reject all bids / proposals under PPRA Rule 33 and can cancel the bidding process before acceptance of bid or proposal.
- Bid can also be rejected if owner of selected building fail to produce acceptable required / property documents.
- This advertisement is also available on PPRA website at www.ppra.org.pk

For any query contact on following address:

Director (Admin & HR)
NADRA Regional Head Office, Peshawar - Khyber Pakhtunkhwa
Plot No. 05 Sector B-1, Phase-V Hayatabad Peshawar | Telephone: 051-90395850