

**NATIONAL DATABASE & REGISTRATION AUTHORITY (NADRA)
REGIONAL HEAD OFFICE KARACHI**

TENDER BIDDING DOCUMENTS

For

Acquiring the Rental Office Space For

Shifting of

NADRA Registration Center Mirpur Sakro

NADRA

PAKISTAN

ADMINISTRATION DEPARTEMENT

**NADRA REGIONAL HEAD OFFICE
29-E, MIRAN MOHAMMAD SHAH ROAD, M.A.C.H.S,
KDA SCHEME-1, KARACHI**

Tender Documents No. Paper/2026/ _____

Issue Date of Tender _____, 2026

Site Details

| S # | Name of Mega/NRC | Location | Covered Area in Sq.Ft |
|-----|------------------|-----------------------------|------------------------|
| 1. | NRC Mirpur Sakro | Vicinity of District Thatta | 2000-3500 (Preferably) |

Instructions to Bidders

| | |
|---------------------------------|--|
| Name of Tender | Rental Office Space Required for Re-Location / Shifting of NADRA Registration Centers Mirpur Sakro |
| Official Address | ADMINISTRATION DEPARTMENT NADRA REGIONAL HEAD OFFICE 29-E, MIRAN MOHAMMAD SHAH ROAD, M.A.C.H.S,KDA SCHEME-1, KARACHI |
| Proposal Submission Date & Time | 8th April, 2026 (Wednesday) on or before 10:30 am |
| Proposal Opening Date & Time | 8th April, 2026 (Wednesday), 11:00 am (only technical proposal will be opened) |
| Bidding Process | Single Stage Two Envelop (Technical Envelop & Financial Bid) |
| Bid Validity | 90 days from the date of submission of tender |



Technical Proposal

1. Tender Form

Owner(s) / firm(s) must fill in all the details as required in the form (Use Capital letters)

Name of Owner(s) / Company(s) / Firm(s): _____

Address of Proposed Building _____

Details of Total Area, _____ Covered Area _____,

Parking area _____ of the building

CNIC#: _____

NTN#: _____

GST#: _____

SRB#: _____

Owner(s) Company(s) Firm(s) Address: _____

Telephone: _____ Fax: _____

Cell No: _____ Email: _____

Authorized Signature/Stamp _____ Date _____

2. Bidder's Eligibility

- a. Bidder must be owner of the building Property documents name of owner, in case of co-share partner shall provide power of attorney in favor of allottee.
- b. Must be Pakistani CNIC Holder.
- c. Must not be Bankrupt or involved in any litigation with any financial institution / Court of Law.
- d. Bidders who are willing to complete furnishing works, within given time frame are also eligible to submit their bids as per agreement upon declare of successful bidder.
- e. Bidder must agree to all terms and conditions detailed in bidding documents.
- f. Bidder must be agreed for tenancy period of minimum 10 years.
- g. Bidder must be registered with FBR, SRB and Active tax payer.

3. Bidder's Responsibilities

- a. Bidder must declare any type of liability payable at present or payable in future, in relation to Building or financial matters, of his own.
- b. All type of applicable Government taxes will be deducted at source. The Bidder will be responsible for all nature of taxes including GST enforceable upon rented premises or rented services thereof, by any federal, provincial or local government, or authority.
- c. Owner will not stop / discontinue any Agreement / Service like insurance of building without consent of NADRA, while bid offered is under process.
- d. Completion of works required to bring building in furnished status.
- e. Liability of the bidder for provision of authentic information / documents shall not be limited to sale deed or maturing of the contract. The Bidder will be considered responsible for authenticity of documents and concealing of any information even after finalization of Tender and signing of contract.
- f. The building owner will be responsible for obtaining all related NOCs / approvals from concerned authorities if any required for Establishment / Shifting of NADRA Centre.
- g. The owner / Bidder / Lessor will be responsible for obtaining prior consent and assent of NADRA & new owner for continuation of rent agreement till expiry of rented period on same terms and conditions as per rent agreement, in case of any transfer of ownership or sale or transfer of rented premises, during rented period.
- h. Increase in rent will be admissible 10% for annually. The any subsequent claim of enhancement of rent on the ground of "Fair rent consideration" will not be acceptable during tenure / period of agreement of agreement at all.

4. Documents to be submitted

Please attached the documents with Bid. If any of the Mandatory documents is found missing, then evaluation board reserve the right to exercise the power of PPRA Rule-33.

- a. Completely filled bidding documents with signature of owner in all bidding documents (Mandatory).
- b. In the absence of the owner, the representative must be accompanying the Authority letter from owner.
- c. Attested and valid CNIC copy of Owner and authorized person by Owner (if any like Govt. Entity– Mandatory).
- d. Attested copies of Ownership Document including all type of Deeds, Authority letters, Certificate etc. (Mandatory).
- e. Approved and attested **Map / Site Plan** from concerned authorities. Whichever is Applicable (Mandatory).
- f. Fitness and Completion Certificate of Building.
- g. Copy of NTN, GST, SST, SRB Certificates (Mandatory whichever is applicable).
- h. Photographs of the internal and external view of the building. (Mandatory).
- i. Electricity, Water bills in the name of owner (s) and also attached copies of last paid bills in case of connections installed (Mandatory).
- j. 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). **Must**.
- k. Form of Bid Securing Declaration (**Annex-C**) (page 19) **Must**.

5. Status of the Building for Possession

Kindly note the followings: -

- a. Office Accommodation should be in the vicinity of Mirpur Sakro **District Thatta**
- b. Office Space measuring of total covered area preferably **2000 sqft to 3500 sqft**, at Ground Floor + Mezzanine floor (preferably) in the shape of hall with public and staff washroom and on approachable main location.
- c. Property should be in the name of owner with clear title of ownership. In case of co-share partner, should be provided Power of Attorney (if more than one owner).
- d. Prominent, having independent entrance with wide gate and located on main road.
- e. Security wise viable location and easily accessible by public transport.
- f. Dedicated 3 Phase Electrical Meter/Connection with PMT (25 to 50 KVA).

- g. Line water facility along with overhead tank and Electric Water Pump.
- h. Ramp for wheel chair for disable citizens.
- i. Proper Space and No Objection Certificate (NOC) for installation of direction board, sign board, Solar Installation and heavy generator (25 to 50 KVA).
- j. Availability of Roof Top for Satellite Dish Antenna installation and Solar installations.
- k. Proper Flooring i.e. (Marble, Tiles), Front Glass Door with shutter Gate (Separate Entrance & Emergency Exit) & False Ceiling with electrification.
- l. Proper Parking Space and proper public queue space.
- m. Status of the building must be commercial.
- n. Installation of Fire Fighting Equipment.
- o. Tenancy for a minimum period (i.e. 10 years).
- p. Free access to NADRA Staff for service and maintaining repair work of outer air conditioning and electricity systems as well as emergency exist.
- q. Bid should be given with square ft rate inclusive of all taxes.

Important Note:-

- a. Bidder (s) / Owner(s) / Company, willing to complete above stated furnishing/renovation works, strictly within given time frame may also submit their bids.

6. General Eligibility Criteria for rental space

NADRA shall evaluate the offers using the following eligibility criteria.

| Sr No | Requisite | Max Marks | Obtain Marks | Marking Criteria | Documents/ Information to be endorsed |
|-------|---|-----------|--------------|--|--|
| 1. | Location | 10 | | On approachable main location in the Vicinity of Mirpur Sakro District Thatta with security wise viable and easily approach of public transport | Approved Map of the premises and Site Plan |
| | | 05 | | Away / stride the main location | |
| 2. | Covered Area | 10 | | Covered area preferably 2000 to 3500 sqft | Title documents of the property |
| | | 00 | | Covered area less than 2000 sqft | |
| 3. | Installation of Fire Fighting Equipment | 05 | | Installation of Reel & Fire Extinguishers | Evidence (Photographs) |
| | | 00 | | Not Available | |
| 4. | Availability of Electric Connection | 05 | | Dedicated 3 x phase Electrical Meter/ Connection with PMT (25 to 50 KVA). | Evidence Electricity bill to be enclosed |

| | | | | | |
|-----|--|------------|--|---|------------------------------------|
| | | 02 | | 3 Phase Electrical Meter/ Connection | |
| 5. | Advance Rent and Security Deposit Required | 08 | | Six Months Rent Advance | Tick the Appropriate column |
| | | 00 | | Six Months Rent Advance and One Months Security Deposit | |
| 6. | Proper Space & NOC for installation of direction board, sign board and Generator (50 to 100 KVA) | 10 | | Separate proper space | NOC from Concerned Authority |
| | | 00 | | On Footpath / Encroachment | |
| 7. | Availability of Roof Top for Satellite dish and Solar installation | 05 | | Secure and proper roof top | Evidence Photograph of Roof Top |
| | | 00 | | No access to roof top | |
| 8. | Independent Entrance with wide gate and proper flooring (Marble, tiles) | 05 | | Available | Evidence Photograph |
| | | 00 | | Not Available | |
| 9. | Line water & overhead tank | 08 | | Line water & overhead Tank | Evidence Water Bill |
| | | 00 | | Not Availability | |
| 10. | Proper Parking Space and proper public queue space | 05 | | 10-15 Vehicles | Evidence (Photographs) |
| | | 02 | | Less than 10 Vehicles | |
| 11. | Availability of 2 x Washrooms (Male / Female) | 10 | | 2 x Washroom | Evidence (Photographs) |
| | | 05 | | 1 x Washroom | |
| 12. | Construction / Condition of Property | 05 | | 1 to 10 years old | Completion and Fitness Certificate |
| | | 03 | | Above 10 years old | |
| 13. | Availability of Ramp / NOC for Ramp | 04 | | Available | Tick the Appropriate column |
| | | 00 | | Not Available | |
| 14. | Proper drainage of rain / stormy water | 05 | | Available | Tick the Appropriate column |
| | | 00 | | Not Available | |
| 15. | Ventilation of Premises | 05 | | Available | Tick the Appropriate column |
| | | 00 | | Not Available | |
| | Maximum Marks | 100 | | | |

Note

- Only Technically qualified Owner (s) Company (s) offered building will be finalized after boards visit report.
- Acquiring of 60% marks and also qualifying the mandatory points i.e. (Documents to be submitted) will make a bidder qualify for visit of the property by NADRA Premises Committee.
- Subsequently the property will be visited by NADRA Evaluation Committee for physical verification of the given information 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”.

- d. Attachment of relevant evidence in each of the above requisite is mandatory. In case of non-provision of evidence to any of the demand, no marks will be awarded.

7. TERMS & CONDITIONS

- a. Bidding process will be followed under Single Stage – Two Envelope process.
- b. Bid Submitted should be valid for 90 days.
- c. Quoted price shall be inclusive of all applicable taxes.
- d. Bid should be given with square ft rate.
- e. Technical Evaluation will be performed on pass or fail basis only and technically successful bids will be considered for Financial Evaluation. If all of the technical bids of a firm / individual are rejected by Technical Evaluation Board then Financial Bids will be returned unopened.
- f. The responsibility for payment of all kind of taxes such as property tax, municipal tax, tax upon rented services and GST etc of any Federal, Provincial or local Govt. or Authority in connection with the property offered shall be responsibility of the Owner / Bidder and updated copies of all tax receipts should be attached with the bids.
- g. Rent of the building will start from the date of possession.
- h. **Overwriting, alterations**, if any, in the Bids should be signed by the authorized signatory. Preferable, the Bids should be in the typed form.
- i. All the bidders duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan shall be eligible.
- j. 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.
- k. The General/Technical Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative. Standard form for General / Technical Eligibility criteria should be filled by the bidder.
- l. The Financial Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative. Standard form for Financial Proposal is attached as Annexure “A”
- m. Increase in rent will be admissible 10% for annually. The any subsequent claim of enhancement of rent on the ground of “Fair rent consideration” will not be acceptable during tenure / period, at all.
- n. The owner / Lessor will be responsible for obtaining prior consent and assent of NADRA &

new owner for continuation of rent agreement till expiry of rented period on same terms and conditions as per rent agreement, in case of any transfer of ownership or sale or transfer of rented premises, in duration of rent agreement period.

- o. In case Real Estate agent is involved, no commission will be paid by NADRA.
- p. The bids should reach to this office on or before **8th April, 2026 (Wednesday)** at **10:30 am** which will be opened on the same day at **11:00 am**.
- q. Any bid submitted after the deadline for submission of bids prescribed by NADRA will not be received.
- r. **Each paper of bid documents and provided supporting documents must be signed by respective owner / authorized Power of Attorney.**
- s. If any dispute arises and beyond the NADRA Resolution Committee, will be settled within the premises of Karachi City. Notwithstanding the existence of any difference or dispute, or the commencement or continuance of any Arbitration under (Act -1940) proceeding, duties to be performed under this Contract shall not be suspended or discontinued by the lessor nor shall any payment be with-held by NADRA except the amount in dispute, which is the subject matter of such proceedings.
- t. **NADRA reserves the right to amend any of the Tender Documents** / prior to issue date for submitting tenders. It is mandatory that the tender shall include the latest amendment and / or addition to the Tender Documents. All the amendments shall be shared to all bidders who collected the bid documents.
- u. **The competent authority reserves the right to reject any or all the bids on the basis of assessment criteria or any other reason (as per PPRA rule 33).**
- v. The entire bid document will be integral part of lease agreement/contract for the purpose of standardization and liabilities of parties.

8. Evaluation Proceedings

(a) Award Criteria

NADRA will award the contract to the successful Bidder, whose bid has been determined to be the General Technically Criteria Qualified (mandatory requirements of the building mentioned in tender documents evaluated bid, provided the information given in the bidding document is on ground verified by the NADRA Premises Committee) with lowest cost (Per Sqft).

(b) 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 mail, that his / her bid has been accepted. NADRA will promptly notify each unsuccessful Bidder and will discharge his / her bid security (if any).

(c) Signing of Contract

Within 60 Days from the date of notification of the award, the successful bidder shall furnish particulars to NADRA as may be asked by the NADRA Management. The Contract shall be signed by the parties at Regional Head Office NADRA, Karachi, once after the approval for hiring of building is received from the Competent Authority.



Financial Proposal

PRICE SCHEDULE

Name of the Bidder / Owner _____

Total Covered Area of the building (sq/ft) _____

Monthly Rent (Lump Sum) inclusive of all taxes _____

Monthly Rent (Per Square Feet) _____

Yearly enhancement % age _____

Security Deposit _____ for _____ months

Advance Rent _____ for _____ months

NOTE

1. Owner will be liable to pay all municipal, government, non-government and other rates, taxes, stamp duty (as applicable) duly stamped on the contract agreement and assessment which may be levied in respect of the Demised Premises.
2. For each property separate pay order has to be enclosed as per the amount mentioned in the advertisement given in the newspaper.

Signature & Stamp of the Bidder _____ Date: _____

Consent of Owner

1. I / We _____ being the owner(s) of the building, which is located / situated at _____ covered area measuring _____ sqft hereby given consent to rent out my / our building to _____ for establishing / operating _____ at monthly rent _____ with _____ month advance and _____ % increase after every period of _____ for a tenancy period _____ year(s). Lease period may be extended with mutual consent after expiry. I / we shall provide following photocopies of following document. If my / our building is selected:

- | | | | |
|----|----------------------------------|----|---|
| a. | Ownership / Property Documents | e. | NTN, GST, & SST (if applicable) |
| b. | Approved Site Plan | f. | Power of Attorney (if more than one owner) |
| c. | Completion & Fitness Certificate | g. | Bank / Account No. Of owner |
| d. | Valid CNIC of owner(s) | h. | Any other relevant Information document(s) owner find necessary |

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 along with security, 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 & Registration Authority (NADRA) shall automatically stand withdrawn / cancelled.

3. The rented premises and property will not be sold out, transferred or alienated during rented period without prior consent and ascent of NADRA and new owner for continuation of rent agreement and completion of rented period on same terms and conditions of rent agreement without any further claim and interruption, if the tender is granted.

4. Increase in rent will be admissible 10% for annually. The any subsequent claim of enhancement of rent on the ground of "Fair rent consideration" will not be acceptable during tenure / period, at all.

5. If any dispute arises and beyond the NADRA Resolution Committee, will be settled within the premises of Karachi City. Notwithstanding the existence of any difference or dispute, or the commencement or continuance of any Arbitration under (Act-1940) proceeding, duties to be performed under this Contract shall not be suspended or discontinued by the lesser.

Owner (s) Signature: _____

Name (s): _____ CNIC: _____

Present Address: _____

Bank _____ City _____ Account _____

(Where rent is to be disbursed)

Phone: _____ Mobile: _____ Fax: _____

Email _____ Dated _____



**SPECIMEN – LEASE AGREEMENT
BY AND BETWEEN**

This agreement of tenancy is made at _____, on this _____ day of _____, 2025

BETWEEN

I _____, Son of _____ resident of
_____ CNIC _____

(Hereinafter called “the lessor / land lord” which expression shall, unless repugnant to the context and meaning including his heir, successors, administrators and assigns) of the **ONE PART**.

AND

“National Database & Registration Authority – [NADRA] Regional Head Office, Karachi” 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-Jamhurit, G-5/2, Islamabad (hereinafter called “the lessee/tenant”. (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 /LAND LORD, in absolutely seized and possessed or otherwise well and sufficiently entitled to the building bearing Plot No. _____ situated at _____

NOW, THEREFORE In consideration of the mutual covenants and agreements contained herein, LESSOR/LAND LORD and LESSEE/TENANT hereby covenant and witness as under:-

1. **TERM**

- a. LESSOR/LAND LORD hereby leases the leased premises to LESSEE/TENANT, and LESSEE/TENANT hereby leases the same from LESSOR/LAND LORD. The LESSOR/LAND LORD has agreed to grant lease in respect of the demised premises for a term of ___ __ years, commencing from _____ to _____.
- b. Lessee/Tenant may renew the lease for one extended term of _____. Lessee/Tenant shall exercise such renewal option, if at all, giving written notice to Lessor/Land Lord not less than ninety (____) 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 covenant, condition 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 shall be considered when lessee/tenant contractor 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 said premises shall be _____ (Rupees _____)
- c. Lessee/Tenant shall pay the lessor "Six Month advance in the amount of _____
- d. Lessee/Tenant shall also pay to Lessor _____ month rent as "Security Deposit".
- e. Rent will be in increase, at a rate of 10% for annually.

3. **The LESSEE/TENANT Covenants with LESSOR/LAND LORD 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. While for earlier all dues, default, arrears of electricity or any other charges, if any, the Lessee/Tenant will not be responsible 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/Land Lord, in writing.

3.3 **NON CONFIRMATION USE OF PRIMISES:** 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/Tenant will be entitled to carryout, at its expenses, such temporary alteration and to install such fixtures and fittings as may be required by the Lessee/Tenant and it will be removable at the time of vacation of rented premises, on the option of lessee/tenant.

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/Land Lord 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/Tenant and to hand over vacant possession of the said premises in the same condition to the Lessor/Land Lord, normal wear and tear expected, as at the time the Lessee/Tenant took over possession of the premises pursuant to this

agreement.

4. The LESSOR/LAND LORD covenants with LESSEE/TENANT 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/Tenant 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 levible on the premises, including GST Upon rented- services and all other applicable present or future taxes and charges arising out of the said premises imposed by the any Federal, Provincial or Local Government or Authority from time to time, with all other levible taxes upon rented services of rented premises.

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

4.5 **PROVISION OF ELECTRIC UTILITIES:** The lessor/land lord shall provide **Dedicated 3 x Phase electrical meter/connection with 50 KVA PMT** (or as per requirement) for Lessee's/Tenant's use. Another meter will be made available with owner consent, if required. The lessor/land lord 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/land lord. (As all the taxes is responsibility of the owner).

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

5. **THE LESSOR WARRANTS THAT**

5.1 **NECESSARY APPROVALS FROM AUTHORITIES:** That there are no restriction or impediments in the Lessor's/Land Lord's rights/entitlement to lease the premises to the Lessee/Tenant for the purpose mentioned and that if all necessary Approvals/permission /consents of the relevant Government Department/Municipal Authority/Development Authority etc, are required, the Lessor/Land Lord will not hesitate to extend all their support in this regards to ensure free, smooth and unrestricted use of the premises by the Lessee/Tenant for

the purpose of running an office and to provide copies of entitlement and documents for such purpose, whenever required, or giving necessary procedural consent for approvals of authorities.

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 / Land Lord 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.

5.3 EFFECTS OF NATURAL DISASTERS OR ANY OTHER REASON RENDERS THE RENTAL UN-FIT RENTAL PURPOSE PREMISES: "If, during the period of this lease agreement, the premises is destroyed or damaged due to structural defects or damages by an earthquake, civil commotion, riots, war, political disturbance, storm or any other disaster beyond the control of the Lessee / Tenant, or any other reason renders the rental premises unfit for the rental purpose the Lessee / Tenant 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 / Tenant. In case the advance rent already paid to the Lessor/Land Lord (owner of the building) it will be returned for remaining period of time to the Lessee / Tenant 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 / Land Lord. In the event of the Lessor / Land Lord being declared a defaulter thereof by, and in response to a legal notice in this context received by the LESSEE / TENANT from, the relevant tax authorities, the Lessee / Tenant shall so inform the Lessor / Land Lord in writing. If the Lessor / Land Lord fails to pay the said tax within the period stipulated in the notice, the Lessee / Tenant may elect to pay the outstanding taxes accruing against the Lessor / Land Lord and deduct the paid amount from next future rental payments.

5.5 Change Of Ownership During Rent Period : The Lessor / Land Lord 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 rented period.

5.6 Provision of Utilities & Immunities:

The lessor / Land lord 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 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 indemnifies the Lessee / Tenant 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.

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 / Tenant will have this repaired at its own cost.

7. **TERMINATION OF THE CONTRACT:** The **Lessor / Land Lord** and **Lessee / Tenant** agree to strictly abide by the terms and conditions as laid down in this agreement. Contract termination period by the Lessor / Land Lord shall be depended on the cost of renovation incurred by NADRA (_____). The Lessee / Tenant may terminate the lease after giving (90 days) written notice to this effect.

8. **Increase in rent** will be admissible 10% for annually. The any subsequent claim of enhancement of rent on the ground of "Fair rent consideration" will not be acceptable during tenure / period, at all.

9. **In Case Of Any Dispute:** If any dispute arises and beyond the NADRA Resolution Committee, will be settled within the premises of Karachi City. Notwithstanding the existence of any difference or dispute, or the commencement or continuance of any Arbitration under (Act-1940) proceeding, duties to be performed under this Contract shall not be suspended or discontinued by the lessor nor shall any payment be with-held by NADRA except the amount in dispute, which is the subject matter of such proceedings.

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.

FOR AND ON BEHALF OF
LESSEE /TENANT

LESSOR / LAND LORD

RHO NADRA Karachi
CNIC#

Owner
CNIC#

Witness No.1

Signature: _____

Name _____

Designation: _____

Witness No.1

Signature: _____

Name: _____

CNIC: _____

Witness No.2

Signature: _____

Name _____

Designation: _____

Witness No.2

Signature: _____

Name: _____

CNIC: _____



Form of Bid-Securing Declaration

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

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

No.: [number of Bidding process]

Alternative No.: [insert identification No if this is a Bid for an alternative]

To:[complete name of Procuring Agency]

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:

- (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 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 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 signed _____ day of _____, _____

*: 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.]