



National Database and Registration Authority (NADRA)
Regional Head Office Karachi,
29-E, Miran Muhammad Shah Road, M.A.C.H.S Karachi



Tender Documents for Procurement of Lands in District and Tehsil for NADRA Offices (Bidding Document)

Tender Notice No. 35/2025/Khi



**Administration Department
Regional Head Office Karachi**

Site Name: _____ Owner/Authorized Name: _____ Signature _____



National Database and Registration Authority (NADRA)
Regional Head Office Karachi,
29-E, Miran Muhammad Shah Road, M.A.C.H.S Karachi



Instructions to Bidders

Name of Tender	Acquisition / Purchase of Land for NADRA Offices
Official Address	ADMINISTRATION DEPARTEMENT NADRA REGIONAL HEAD OFFICE 29-E, MIRAN MOHAMMAD SHAH ROAD, M.A.C.H.S, KDA SCHEME-1, KARACHI 021-34540828
Proposal Submission Date & Time	15 th April, 2026 (Wednesday) at 12:00 pm
Proposal Opening Date & Time	15 th April, 2026 (Wednesday) at 12:30 pm
Bidding Process	Single Stage Two Envelop (Technical Envelop & Financial Envelop, Separate & Sealed)
Bid Validity	90 days from the day of its Technical Bid opening

Site Name: _____ **Owner/Authorized Name:** _____ **Signature** _____

Plots Required by NADRA RHO Karachi

S #	Name of Mega/NRC	District	Plot Size in Kanal	Location	Must tick Single location
1.	DHA Karachi	Karachi South	DHA Karachi	2 Kanal (preferably)	
2.	West Karachi	Karachi West	District West	2 Kanal (preferably)	
3.	East Karachi	Karachi East	Gulshan-e-Iqbal, Gulistan-e-Johar,	2 Kanal (preferably)	
4.	Shahrah-e-Faisal	Karachi East	Main Shahrah-e-Faisal Karachi	1 Kanal (preferably)	
5.	Clifton	Karachi South	Main Road of Clifton	1 Kanal (preferably)	
6.	Gulzar-e-Hijri	Karachi East	Gulzar-e-Hijri	1 Kanal (preferably)	
7.	Saddar	Karachi Keamari	M.A Jinnah Road	1 Kanal (preferably)	
8.	DHA Phase VIII	Karachi South	Phase VIII DHA	1 Kanal (preferably)	
9.	Hyderabad City	Hyderabad	Hyderabad Main City / Latifabad	2 Kanal (preferably)	
10.	Mirpurkhas	Mirpurkhas	Main City of Mirpurkhas	2 Kanal (preferably)	
11.	Mirpur Sakro	Thatta	Mirpur Sakro City	1 Kanal (preferably)	
12.	Kotri	Jamshoro	Kotri City	1 Kanal (preferably)	
13.	Matli	Badin	Matli	1 Kanal (preferably)	
14.	Jhuddo	Mirpurkhas	Jhuddo City	1 Kanal (preferably)	
15.	Mirpur Bathoro	Sujawal	Mirpur Bathoro City	1 Kanal (preferably)	
16.	Manjhand	Jamshoro	Manjhand City	1 Kanal (preferably)	

Note: The bidder is required to select and tick only one site of interest. If the bidder is also interested in any of the other above mentioned sites, separated bid documents is submitted for each additional site. **(One bid shall be submitted for one site only)**

Site Name: _____ **Owner/Authorized Name:** _____ **Signature** _____



Tender Form

Note:

- i. Owner/Bidder must fill in all the details as required in the form.
- ii. Use Capital letters.

Name(s) of Owner(s): _____

CNIC No.: _____

Sales Tax Registration No. (If any): _____

Address: _____

Telephone: _____ **Fax:** _____

Cell No: _____ **Email:** _____

Offered Plot/Land Address: _____

Site Name: _____ **Owner/Authorized Name:** _____ **Signature** _____



National Database and Registration Authority (NADRA)
Regional Head Office Karachi,
29-E, Miran Muhammad Shah Road, M.A.C.H.S Karachi



1. Invitation of Bids:

- a. NADRA RHO Karachi invites interested bidders/owners to offer Land/Plot location and size as mentioned above the page 4 of bid document (1 to 2 kanal) purchase of land for construction of NADRA Offices.
- b. Interested owners/bidders may submit their bids by offering their Land/Plot which fulfills the requirements of NADRA RHO, as details given in this document.

2. Bidder's Eligibility

- a. Bidder must be owner of the plot (property documents in the name of owner with clear title).
- b. Must be Pakistani CNIC Holder / Citizen of Pakistan.
- c. Must not be Bankrupt or involved in any litigation with any financial institution/Court of Law.
- d. Bidders must clear all dues i.e. Electricity, Gas, water and any other government charges (if any)
- e. Bidder must agree to all terms and conditions detailed in bidding documents.
- f. Bidder must be registered with FBR, SRB and Active tax payer.

3. Responsibilities of Land Owners/Bidders:

- a. As per the approved plan, NADRA shall procure Plot in **commercial category only**.
- b. The owner shall execute registered sale deed of the property in favor of NADRA before the Sub Registrar Office from concerned district and shall be bound to fulfill all the legal obligations on his part for peaceful transfer of the said property in favor of NADRA.
- c. That after sale by the owner of the property and purchase by NADRA, if any kind of dispute arises, the seller of the said property shall be responsible to get resolved the said dispute on his own of all type of responsibilities.

Site Name: _____ **Owner/Authorized Name:** _____ **Signature** _____



National Database and Registration Authority (NADRA)
Regional Head Office Karachi,
29-E, Miran Muhammad Shah Road, M.A.C.H.S Karachi



- d. If owner of short listed Land/Plot does not fulfill his/her responsibilities as detailed above, NADRA RHO Karachi reserves the right to consider the next / subsequent most advantageous bid.
- e. The Owner / Bidder will indemnify the purchaser for all future claim or actions of any third party arisen from implication and any dispute over entitlement and right of property.
- f. The Owner shall be entitled for sale and transfer of property in all respect including mutation and completion of all entries in his favor in relevant record of rights.
- g. The Owner / Bidder will be responsible for provision of title documents including the Authority, title, mutation and fresh NOC and status of concerned custodian department of record of rights.
- h. Bidder must declare any type of liability payable at present or payable in future, in relation to plots / land or financial matters, of his own.
- i. All type of applicable Government previous taxes and maintenance charges will be paid by owner / landlords.
- j. The Bidder will be considered responsible for authenticity of documents and concealing of any information even after finalization of Tender and NADRA can verify the documents from concern office / department.

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 reject the Bid as per PPRA Rule-33.

- a. Completely filled bidding documents with signature of owner / landlord in all bidding documents (Mandatory).
- b. In the absence of the owner, the representative must bring the Authority letter from owner / landlord (**draft authority letter attached in this bidding document page 14**).
- c. **Bid Security declaration (draft attached in this bid document page 18).**
- d. Attested and valid CNIC copy of Owner/ landlord and authorized person by Owner/ landlord.

Site Name: _____ Owner/Authorized Name: _____ Signature _____



National Database and Registration Authority (NADRA)
Regional Head Office Karachi,
29-E, Miran Muhammad Shah Road, M.A.C.H.S Karachi



- e. Attested copies of Property / Ownership title document including all type of Deeds, Lease, Sub Lease, Government Transfer Order, Mutation Order, Allotment Order, Fresh Search Form and Registered General Power of Attorney etc. (Mandatory).
- f. Approved and attested **Map/Site Plan** from concerned authorities, whichever is Applicable (Mandatory).
- g. Property Tax receipt and Encumbrance Certificate (if any).
- h. Copy of NTN, GST, SST, SRB Certificates (Mandatory whichever is applicable).
- i. Photographs of the Plots / Land (Mandatory).
- j. Electricity, Water bills in the name of owner (s) and also attached copies of last paid bills in case of connections installed (Mandatory if any).
- k. All types of No Objection Certificate (NOC) from concerned authorities.
- l. Affidavit / Undertaking on Non-Judicial stamp paper of Rs.200/- certifying/ declaring the land is free from disputes (Mandatory) (draft undertaking attached in page 15).
- m. Must be Free from all encumbrance and litigation with clean title of ownership from concerned authority by law complied.

5. General Instruction for Land

Kindly note the followings: -

- a. Signature value of land / site, well known area.
- b. Security wise viable location and easily accessible by public transport.
- c. Near to city area for with convenience to the general public.
- d. Land / site must be within the boundaries of respective District or Tehsil.
- e. Availability of utility services and facilities like WADPA / K –Electric, sewerage, gas, PTCL, water, Bank etc.
- f. Land / site must be in possession of the landlord and must be clear from litigation, all types of liabilities i.e. (mortgage / pledge) etc.

Site Name: _____ **Owner/Authorized Name:** _____ **Signature** _____



National Database and Registration Authority (NADRA)
Regional Head Office Karachi,
29-E, Miran Muhammad Shah Road, M.A.C.H.S Karachi



- g. Area or Society must be approved from concerned Authorities.
- h. Land / Site preferably at road level.
- i. Land / Site should not be located at any closed-end street /road.
- j. Land / Site should not be located in or near any flood-prone/flood-path declared area.
- k. Land / site must be in a commercially used area (Preferably commercial documents).
- l. Land / Site should not be located at domestic or residential area.
- m. Land / Site should not be in or near restricted / sensitive area / building (Cantonment), law – enforcement building / area, imam bargah / Masjid, Jail, Air-path or any other hazardous aspect.
- n. Land / Site should be clear from electric / high power transmission lines, main gas line, water course and any other installations.
- o. The department reserved the right to accept or reject any / all bids without assigning any reason.

6. Evaluation Criteria for Purchase of Land/Plot:

NADRA shall evaluate the offers using the following eligibility criteria.

S r. No.	Requisite	Bid Evaluation	Marks Division	Max Marks
	MANDATORY REQUIREMENTS			
1	Land / site must be in possession of the landlord and must be clear from litigation, all types of liabilities i.e. (mortgage / pledge) etc	Undertaking		
2	Land / site must be within the boundaries of respective District or Tehsil.			
3	Area or Society must be approved from concerned Authorities.	Documents proof		
4	Land / Site should not be located in or near any flood-prone/flood-path declared area.			
5	Land / Site should not be located at any closed-end street /road.			
6	Land / Site should not be located at domestic or residential area.			
7	Land / Site should not be in or near restricted / sensitive area / building (Cantonment), law – enforcement building / area, imam bargah / Masjid, Jail, Air-path or any other hazardous aspect.			
8	Land / Site should be clear from electric / high power			

Must comply

Site Name: _____ **Owner/Authorized Name:** _____ **Signature** _____



National Database and Registration Authority (NADRA)

Regional Head Office Karachi,

29-E, Miran Muhammad Shah Road, M.A.C.H.S Karachi



	transmission lines, main gas line, water course and any other installations.			
9	Owner of the land in possession of valid CNIC/NICOP/POC and tax payer			
10	Availability of electricity i.e.(K-Electric, WAPDA)			
Additional Criteria		Marks		100
1	Distance of signature value of land / site, well known area	At Zero point / center of city or at desired location of a Metropolitan / Big city	25	25
		Within 1 KM from zero point / center of city	15	
		Within 1.1 KM to 5 KM from zero point / center of city	10	
		More than 5 KM away from zero point / center of city	0	
2	Availability of utility services, WADPA / K –Electric, PTCL, sewerage, gas, water supply etc.	Available WADPA / K – Electric, PTCL, sewerage, water supply, Gas	20	20
		Available WADPA / K – Electric, PTCL, sewerage, water supply	15	
		Available WADPA / K – Electric, PTCL	10	
		Non availabilities of utilities	0	
3	Land / site must be in a commercially declared area (Preferably commercial documents).	Commercial Area	15	15
		Residential Area but declared as commercial area (for rural Tehsils area only)	10	
		Agriculture land used as commercial area (for rural Tehsils area only)	5	
		Non commercial area	0	
4	Accessible area particularly through public transport	3 or more routes of local public transport	15	15
		2 routes of local public transport	10	
		1 route of local public transport	7	
		No public transport available	5	
5	Availability of Bank	Within distance of 1 KM	10	10
		Distance between 1.1 KM to 2 KM	7	
		Distance between 2.1 KM to 5 KM	5	
		More than 5 KM	0	
6	Land / Site should be at road level as compared with carpeted road	Road level land	10	10
		1 feet down from road level	7	
		1.1 to 5 feet down from road level	5	

Site Name: _____ **Owner/Authorized Name:** _____ **Signature** _____



National Database and Registration Authority (NADRA)

Regional Head Office Karachi,

29-E, Miran Muhammad Shah Road, M.A.C.H.S Karachi



		More than 5 feet down from road level	0	
7	Ground water is potable	Yes	5	5
		No	0	
Total Obtained Marks – Bidder Evaluation				100

Note

- Only Technically qualified Owner (s) Company (s) offered land will be finalized for financial bidding after Boards visit report.
- Obtaining 60% marks and also qualifying the Mandatory Points i.e. (Documents to be submitted) will make a bidder qualify for visit of the property/land by NADRA Evaluation Committee.
- Subsequently the property/land 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 Land/Bid” for financial proposal.
- 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

- "Single stage Two Envelop Procedures" will be used for the procurement of land/plot for NADRA RHO Karachi.
- If you have doubt as to the meaning of any portion of the tender documents, you may seek clarification of the same from Procurement Section NADRA RHO Karachi.
- Selection/evaluation criteria have been defined in Section-6. Owners/Bidders will be responsible to provide all required documents and details for analysis.
- Price of Plot/Land offered in bids must be exclusive of all type of applicable taxes on bidder's end. Any other charges, liabilities disclosed later on will also be paid by the bidder
- Payment of the Plot/Land price will be paid as per PPRA Rule after completion of all documental clearance, transfer and possession; however, the Owner/Bidder will be responsible for clearance of all type of liabilities.

Site Name: _____ Owner/Authorized Name: _____ Signature _____



National Database and Registration Authority (NADRA)
Regional Head Office Karachi,
29-E, Miran Muhammad Shah Road, M.A.C.H.S Karachi



- f. **Overwriting, alterations**, if any, in the Bids should be signed by the authorized signatory. Preferable.
- g. All the bidders duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan shall be eligible.
- h. 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.
- i. In case Real Estate agent is involved, no commission will be paid by NADRA.
- j. Minimum required **Bid validity is 90 Days** from the day of its Technical Bid opening.
- k. In case of disqualification of most advantageous bid due to submission of fake information/documents, procurement of Plot/Land may be proceed on 2nd most advantageous bid after approval from Competent Authority. Bidder will be responsible for his bid cost in case of disqualification at any stage.
- l. Termination of procurement in case of *force majeure*, NADRA will not be responsible for any loss at owner's end.
- m. The competent authority reserves the right to reject all bids as per PPRA Rule 33.

8. Evaluation Method

- a. 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 Land / plot mentioned in tender documents evaluated bid, provided the information given in the bidding document is on ground verified by the NADRA Purchase Committee) with lowest cost
- b. The offered sites must be visited by the NADRA, Evaluation Board / Committee for physical verification of the information given by the bidder

Site Name: _____ **Owner/Authorized Name:** _____ **Signature** _____



9. For Procurement of Plot/Land

- The electronic bids must be submitted by using EPADs on or before by **15th April, 2026 at 12:00 pm** and Manual Bids **will not be accepted** for further tender process. Electronic Bids will be open on same day i.e. **15th April, 2026 at 12:30 pm**. Otherwise bid will not be accepted.
- The interested Firm/Company will submit bid on **Single Stage Two Envelopes** basis. The Technical bids shall be evaluated first. Financial bid(s) of only technically qualified bidders will be opened and also available for the register bidders on EPADs at <http://eprocare.gov.pk>.
- This advertisement is also available on PPRA website at www.ppra.gov.pk.

10. General Proposal/Technical Bid for offered Land/Plot

Details of Land/Plot Offered	Total Plot Size	Plot Size offered	Remarks, if any
	In Kanal (Sq.Yd)	In Kanal (Sy.Yd)	

Note:

- One Square Yard will be considered as 9 Sqft.
- There should be no overwriting or cutting.

Site Name: _____ Owner/Authorized Name: _____ Signature _____



11. Financial Bid for offered Land/Plot

Details of Land/Plot Offered	Plot Size in	Rate offered In Kanal (per Sq.Yard)	Total Price
	In Kanal (Sq.Yd)		
Total Price in words			

Note:

1. Price of Plot/Land offered in bids must be exclusive of all type of applicable taxes on bidder's end.
2. There should be no overwriting or cutting.

Site Name: _____ **Owner/Authorized Name:** _____ **Signature** _____



AUTHORITY LETTER

I, _____ S/o _____, (Religion) _____, adult, by caste
 _____, R/O _____

holding CNIC# _____ being the owner/co-owner of property bearing No:
 _____ situated at _____

Authorized Mr. _____ S/o _____,
 (Religion) _____, adult holding CNIC# _____ to participate in the
 Tender Bid for procurement of land for NADRA RHO Karachi and submit all the
 documents as and when required by the NADRA.

This Authority letter is issued on _____ for the above purpose.

Executant

Name:- _____

S/o _____

CNIC# _____

Site Name: _____ **Owner/Authorized Name:** _____ **Signature** _____



UNDERTAKING AFFIDAVIT

I, _____ S/O _____, (Religion) _____, adult, by caste _____, R/O _____ holding CNIC # _____ do hereby state on oath as under:-

1). That I say that Mr/M/s _____ S/O _____ and Mr/M/s _____ S/O _____ and Mr/M/s _____ S/O _____, _____ adult, R/O _____

Holders of CNIC # _____ is/are sole and exclusive owner/co owners of property bearing No: _____ situated at _____

2). That I being the attorney of Mr/Ms _____ and Mr/Ms _____ and Mr/Ms _____ in respect of property bearing No: _____ situated at _____

Undertakes and to state that the aforesaid property is cleared from all types of liabilities i.e, Mortgage, Pledge, Taxes, Arrears etc and the said property is neither under any title dispute nor under any legal litigation before any Honourable Courts upto the level of Honourable Supreme Court of Pakistan, Revenue department, Banks, Tribunals, Cooperative Societies or any other department of the Provincial & Federal Government.

3). That I say that the aforesaid property is in physical possession of the aforementioned owners which is free from any others physical possession dispute with anybody, whatsoever.

4). That I say that the Land / Site should not be in or near restricted / sensitive area / building (cantonment, law-enforcement building / area, Jail Air path) and away from electric / high power transmission lines, main gas line, water course or any other hazardous aspect.

5). That I say that the Availability of utility services, WAPDA, PTCL, Sewerage, Gas, Water supply / Ground water etc.

6). That whatever is stated above is true & correct to the best of my own knowledge & belief. Sworn and signed at _____ on this _____ day of _____ 20____.

Deponent

S/O _____
(CNIC # _____)

Attested by Oath

Site Name: _____ **Owner/Authorized Name:** _____ **Signature** _____



POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS THAT

I/We _____ S/O _____ Muslim, Adult Resident of _____, do hereby appoint, nominate and constitute Mr. _____ S/O _____, Muslim, adult, aged about _____ years by caste _____, resident of property _____ holding CNIC No. _____ as my/our true and lawful attorney for on my/our behalf and I/we do hereby empower him to do any or all of the following acts, deeds and things in respect of my/our property fully described in the schedule mentioned below, for me/our behalf, under his own signature and sole discretion.

SCHEDULE:-

IN RESPECT OF PROPERTY 'BEARING' _____

1. To enter into look-after, hire, reside, examine, make it's parts through sub-division plan, as the case may be, on my/our behalf.
2. To participate in the Tender Bid for procurement of land for NADRA RHO Karachi and submit all the documents as and when required by the NADRA.
3. To file application, in any office of Central, Provincial or Semi/District Government departments relating to the said property therein and before him personally.
4. To Swear affidavits, to give statements and produce evidence (oral and documentary), to enter into agreements including agreement of sale, to compromise and compound all disputes and matter initiated in respect of my/our said property on my/our behalf

Site Name: _____ **Owner/Authorized Name:** _____ **Signature** _____



National Database and Registration Authority (NADRA)

Regional Head Office Karachi,

29-E, Miran Muhammad Shah Road, M.A.C.H.S Karachi



and or against me/us as the case may be, in any court of Law or Office or before any concerned authority / authorities.

- 5. To sign all paper, deeds, documents, Agreements, affidavits, transfer deeds, and documents, receipts, notice statements etc, on my/our behalf, as and when so needed.
- 6. My/our said attorney is hereby empowered generally to do any other act, as considered proper and expedient in connection with my said property, through his sole discretion and under his signatures.
- 7. I/We do hereby certify and confirm that all acts; deeds and things done and executed or caused to be done and executed by me/us by virtue of the powers hereby conferred upon him, shall be constructed as acts, deeds and thins personally done and executed by me/us.
- 8. IN WITNESSES **WHEREOF I/We**, with my/our free will, in good faith and same mind without any pressure have set and subscribed my/our hands hereunto, at _____ on this _____ the day of

EXECUTANT

- 1. _____
- 2. _____
- 3. _____

SPECIMEN SIGNATURE OF ATTORNEY

WTTNESSES

1. _____

2. _____

Attested by Notary Public

Site Name: _____ **Owner/Authorized Name:** _____ **Signature** _____



National Database and Registration Authority (NADRA)
 Regional Head Office Karachi,
 29-E, Miran Muhammad Shah Road, M.A.C.H.S Karachi
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.]

Site Name: _____ **Owner/Authorized Name:** _____ **Signature** _____