

## **BIDDING DOCUMENTS**

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**Procurement of Land (Open Plots) for the Establishment  
of NADRA Offices in Islamabad Region  
(Single Stage Two Envelop Procedure)**

**RHO/ISB/Admin-10(a)/2026**

**(Open Competitive Bidding)**

- LOT-1      Chakwal City**
- LOT-2      Rawat City**
- LOT-3      Rawalpindi City**
- LOT-4      Jhelum City**
- LOT-5      Wah Cantt City**
- LOT-6      Murree City**
- LOT-7      Taxila City**
- LOT-8      Attock City**
- LOT-9      Gujrat City**
- LOT-10    Bakra Mandi**



# **Administration Department Regional Head Office Islamabad**

**RHO NADRA Islamabad, Plot No. 30 & 31, Mauve Area, G-10/4, Islamabad  
Phone: (051-9108124) Email: [fahim.khan@nadra.gov.pk](mailto:fahim.khan@nadra.gov.pk)**



## NATIONAL DATABASE & REGISTRATION AUTHORITY

### RHO NADRA ISLAMABAD



### **Invitation to Bids** **Acquisition/Purchase of Land/Plot For** **NADRA Registration Centre**

Tender No. RHO/ISB/Admin-10(a)/2026

1. NADRA Regional Head Office Islamabad, invites sealed bids from Firms/Companies/Owner(s) of Land/Plot who are registered with Income Tax departments and are on active tax payers list of the Federal Board of Revenue and are not black listed by any Federal/ Provincial agency/ Department as under:

- i. A land/plot of 1 Kanal located in Chakwal City, Tehsil Chakwal, District Chakwal.
- ii. A land/plot of 1 Kanal located in Rawat City, Tehsil Islamabad/ Rawalpindi, District Islamabad/ Rawalpindi.
- iii. A land/plot of 02 Kanal located in Rawalpindi City (Murree Road or Peshawar Road), Tehsil Rawalpindi, District Rawalpindi.
- iv. A land/plot of 1 Kanal located in Jhelum City, Tehsil Jhelum, District Jhelum.
- v. A land/plot of 1 Kanal located in Wah Cantt City, Tehsil Taxila, District Rawalpindi.
- vi. A land/plot of 1 Kanal located in Murree City, Tehsil Murree, District Murree.
- vii. A land/plot of 1 Kanal located in Taxila City, Tehsil Taxila, District Rawalpindi.
- viii. A land/plot of 1 Kanal located in Attock City, Tehsil Attock, District Attock.
- ix. A land/plot of 1 Kanal located in Gujrat City, Tehsil Gujrat, District Gujrat.
- x. A land/plot of 1 Kanal located in Bakra Mandi (Main Chakri Road), Tehsil Rawalpindi, District Rawalpindi.

2. The Bidding shall be conducted through E-Procurement (**Open Competitive Bidding Single Stage Two Envelope**) as specified in the Public Procurement Rules 2004.

3. Interested and registered eligible bidders/participants may obtain detailed bidding documents from E-PADS and PPRA Website. (<https://eprocare.gov.pk/#/auth/login>).

4. **E-bids must be submitted through E-Procurement (EPADS) on or before 10<sup>th</sup> April, 2026 till 11:00 am.**

5. **E-bids will be opened on 10<sup>th</sup> April, 2026 at 11:30 am** in the presence of bidders or their representatives. If bid closing/opening date falls on local/national holiday, the date of bid closing/opening shall be the next working day on the same time and venue.

6. Bids not complying with the requirements shall be rejected being nonresponsive. Alternate proposals and/or conditional bids shall be considered non-responsive.



7. 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.



**Deputy Director Admin**

RHO NADRA Islamabad, Plot No. 30 & 31, Mauve Area, G-10/4, Islamabad

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**1. GENERAL**  
**1.1 Introduction**

- 1.1.1 **NADRA Regional Head Office Islamabad** hereafter referred to as “**NADRA RHO Islamabad**” desires to seek bid from owner to sell their land located in the municipal limits of the following required city. The requirement of land is as under:

Lot. No	City	Property Type	Size (Land Area)
1	Chakwal City, Tehsil Chakwal, District Chakwal	Plot	1 kanal
2	Rawat City, Tehsil Islamabad/Rawalpindi, District Islamabad/Rawalpindi	Plot	1 kanal
3	Rawalpindi City (Murree Road or Peshawar Road, Tehsil Rawalpindi, District Rawalpindi	Plot	2 kanals
4	Jhelum City, Tehsil Jhelum, District Jhelum	Plot	1 kanal
5	Wah Cantt City, Tehsil Taxila & District Rawalpindi	Plot	
6	Murree City, Tehsil Murree & District Murree	Plot	1 Kanal
7	Taxila City, Tehsil Taxila & District Rawalpindi	Plot	1 Kanal
8	Attock City, Tehsil Attock & District Attock	Plot	1 Kanal
9	Gujrat City, Tehsil & District Gujrat	Plot	1 Kanal
10	Bakra Mandi (Main Chakri Road), Tehsil & District Rawalpindi	Plot	1 Kanal

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**Regional Head Office Islamabad**  
**[RHO/ISB/Admin-10(a)/2026]**

- 1.1.2 Bidding shall be conducted under Rule 36 (b) of PPRA Rules 2004 “Single stage – two envelopes procedure”.
- 1.2 NADRA RHO Islamabad shall evaluate the **Technical Proposal** first (without reference to the price and reject any proposal which does not meet the specified requirements defined in this Bid document);
- 1.3 During the technical evaluation no amendments in the technical proposal shall be permitted;
- 1.4 After the evaluation and approval of the technical proposals **Financial Proposals** of technically qualified bids shall be opened on EPADS at a time, date in presence of Hiring Board and representative of the technically qualified Bidder(s).
- 1.4.1 The most advantageous bid shall be accepted for award of Contract/execution of Sale Deed attached at Annex- B.



## **INSTRUCTIONS TO THE BIDDERS**

### **1.5 Scope of Work**

- 1.5.1 Procurement of Land will be made as per evaluation criteria mentioned in **Clause 14** of this document and fulfilling the required specifications as detailed at **Annex-A**.
- 1.5.2 Bidder shall submit their bid with proper Indexing Table / Page Numbers and attach all the mandatory / required documents in Annex or Tagging format.
- 1.5.3 The bidder shall clearly mention the name of the city on Envelope.

### **1.6 Source of Funds**

- 1.6.1 The NADRA Regional Head Office Islamabad shall make payment from its own resources.

## **2. ELIGIBLE BIDDERS**

The bids, which meet the minimum requisite criteria (**Annex-A**), would be declared eligible for further evaluation as per Evaluation Criteria as specified in **Clause 14** of this document. Requisite supporting documents must be submitted with technical bid. Bidders must provide the required documents:

## **3. COST OF BIDDING**

The owner shall bear all costs associated with the preparation and submission of its documents, while NADRA Regional Head Office Islamabad, in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

## **4. CLARIFICATIONS OF BIDDING DOCUMENTS**

If owner/bidder requires any clarification(s) may notify to NADRA RHO Islamabad through EPADS.

## **5. AMENDMENT OF BIDDING DOCUMENT**

- 5.1 At any time prior to the deadline for submission of bids, the NADRA RHO Islamabad may, for any reason, whether at its own initiative or in response to a clarification requested by the owner, modify the Bidding document by issuing addendum.
- 5.2 Any addendum thus issued shall form eternal part of the Bidding document. To afford owner's a reasonable time frame in which to take an addendum into account in preparing their bids, the NADRA RHO Islamabad may at its discretion extend the deadline for submission of bids.



## **6. LANGUAGE OF DOCUMENTS**

- 6.1 Bid Documents and related correspondence will always be in the English language.
- 6.2 All pages of the bid shall be initiated / signed by the bidder.

## **7. PRICE**

- 7.1 Price / bid offer should be quoted in Pak Rupees (PKR).
- 7.2 The price / bid offer quoted should be firm, final and clearly written / typed without any ambiguity.
- 7.3 The bid price should include all the government taxes, as per prevailing taxation rates of provincial / federal governments etc.
- 7.4 The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer / price if required.

## **8. BID SECURITY**

- 8.1 The bidder shall furnish a bid security against each Lot is mentioned below and submitted **in the form of a Bank / Demand Draft, Pay Order in the name of “NADRA NRC Disbursement Account”** along with technical bid on EPADS and original bid security will be submitted to Admin Branch on or before 10<sup>th</sup> April, 2026 Friday at 11:00 am.

<b>LOT-1</b>	<b>Rs. 100,000/- Chakwal City</b>
<b>LOT-2</b>	<b>Rs. 100,000/- Rawat City</b>
<b>LOT-3</b>	<b>Rs. 100,000/-Rawalpindi City</b>
<b>LOT-4</b>	<b>Rs. 100,000/- Jhelum City</b>
<b>LOT-5</b>	<b>Rs. 100,000/- Wah Cantt City</b>
<b>LOT-6</b>	<b>Rs. 100,000/- Murree City</b>
<b>LOT-7</b>	<b>Rs. 100,000/-Taxila City</b>
<b>LOT-8</b>	<b>Rs. 100,000/- Attock City</b>
<b>LOT-9</b>	<b>Rs. 100,000/- Gujrat City</b>
<b>LOT-10</b>	<b>Rs. 100,000/- Bakra Mandi</b>

- 8.2 Technical bid not accompanied by an acceptable bid security shall stand liable to be rejected by the NADRA RHO Islamabad as non-responsive.
- 8.3 The bid securities of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid security whichever is earlier
- 8.4 The bid security / earnest money may be forfeited / confiscated:**
- If a bidder withdraws his bid during the period of bid validity.
  - If the bidder fails to fulfill the mandatory requirements upon which he has given certificates / affidavits etc.



## **9. VALIDITY OF BIDS**

All bids shall remain valid for (06 x months) from the date of opening of technical bids.

## **10. CLARIFICATIONS / CORRECTIONS OF BID**

- 10.1 To assist in the examination, evaluation and comparison of the bids the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought offered or permitted.
- 10.2 Arithmetical errors will be rectified on the following basis:
- 10.2.1 If there is a discrepancy between the words and figures, the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected.
- 10.2.2 If the bidder does not accept the corrected amount of bid, his/her bid will be rejected and his/her bid security will be forfeited.

## **11. DEADLINE FOR SUBMISSION OF BID DOCUMENTS**

- 11.1 The bids shall be submitted through EPADS on or before 11:00 am on **10<sup>th</sup> April, 2026** or as specified in the advertisement / web sites of PPRA / NADRA RHO Islamabad.
- Bids delivered in person or sent by Registered mail / Courier service shall not be considered and the same will be returned un-actioned being Non-responsive bid.***
- 11.2 Any bid received by the NADRA RHO Islamabad after the date and time of bid opening will be returned as unopened to sender / bidder.

## **12. OPENING OF BID**

- 12.1 NADRA RHO Islamabad's relevant committee will open all bids at **1130 hrs, on Friday, the 10<sup>th</sup> April, 2026** in the presence of bidder/ owner or their representatives who may choose to be present at NADRA RHO Islamabad (address as mentioned above).
- 12.2 The relevant committee will respond to any query raised by the bidders, on the spot.
- 12.3 NADRA RHO Islamabad reserves the right to reject any one or all bids / proposals as per PP Rules 2004.

## **13. EVALUATION OF BIDS**





- 13.1 Bids meeting the mandatory requirement will be declared responsive. A bid determined as non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.
- 13.2 The relevant Technical Evaluation Committee will evaluate and compare only the bids previously determined to be responsive. The bids will be evaluated as a whole.
- 13.3 The bids will be evaluated technically as per the technical evaluation criteria mentioned at clause 14.
- 13.4 Financial bids of those bidders shall be opened who have at least secured **75%** passing marks in technical criteria given at Sr. 14.1.
- 13.5 NADRA RHO Islamabad Authority reserve the right for the selection of most advantageous bid for land which has met the mandatory requirements and secured minimum 75% marks in technical evaluation, found substantially responsive to the terms and conditions as set out in these bidding documents and evaluated as the highest ranked bid on the basis of cost and quality thereof, as specified in these bidding documents.

#### **14. TECHNICAL AND FINANCIAL EVALUATION CRITERIA**

##### **14.1 Technical Evaluation Criteria:**

Only those bids shall be evaluated as per following criteria who have fulfilled the mandatory requirements mentioned at **Annex-A: -**

**Site Name** \_\_\_\_\_ **Lot No. & Name** \_\_\_\_\_

Sr.	Evaluation Criteria	Marks	Total
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
		Within 1KM 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, WAPDA, PTCL, DSL, Sewerage, Gas, Water supply etc.	Available WAPDA, PTCL, DSL, Sewerage, Water Supply, Gas	20
		Available WAPDA, PTCL, DSL, Sewerage, Water Supply	15
		Available WAPDA, PTCL, DSL	10
		Non-availabilities of utilities	0
3	Land/site must be in commercially declared area (preferably commercial documents)	Commercial area	15
		Residential Area but declared as Commercial (for rural Tehsils area only)	10
		Agricultural land used as Commercial area (for rural Tehsils areas only)	5
		Non-Commercial area	0
4		3 or more routs of local public transport	15

	Accessible area particularly through public transport	2 Routs of local public transport	10
		1 Rout of local public Transport	7
		No public transport available	5
5	Availability of Bank	Within distance of 1 KM	10
		Distance between 1.1 to 2 KM	7
		Distance between 2.1 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
		1 Feet down from road level	7
		1.1 to 5 Feet down from road level	5
		more than 5 feet down from road level	0
7	Ground water is potable	Yes	5
		No	0
<b>Total Obtained Marks – Bidder Evaluation</b>			

14.1.1 The offered sites will be visited by the NADRA Evaluation Board/Committee for physical verification of the information given by the bidder. Location which acquire minimum of 75% marks after due inspection as per criteria given above will be considered as “Qualified Land”.

14.1.2 Financial Bid of the bidder scoring 75% and above in Technical Evaluation shall be opened and bids of non-qualified owners shall be returned unopened.

14.1.3 NADRA RHO Islamabad committee shall visit the premises and marks shall be awarded as per criteria.

14.1.4 **Financial proposal** which shall be read/ filled carefully, the page must be signed by the bidder and is to be submitted with the envelope containing the financial proposal as per specimen at **Annex-D**.

#### 14.2 **Financial Evaluation Criteria:**

14.2.1 In accordance with bidding documents to qualify for financial evaluation, the bidders must secure 75% points in Technical Evaluation. Furthermore, the formula for financial scoring is that the bidder offering lowest price gets 20 points and the other bidders score 20 multiplied by the ratio of the lowest bid divided by their quoted price.

14.2.2 The evaluation of technical and financial bids shall be based on quality and cost. The total score of technical and financial bids evaluation will be 100, out of which, technical bid shall have 80% weightage and financial bid shall have 20% weightage.

14.2.3 Contract will be awarded to the Responsive Bidder obtaining **maximum accumulative points** (Technical Score + Financial Score)/ most advantageous bidder as defined under Rule 2 (h) of PP Rules, 2004.



14.2.4 The evaluation of technical and financial bids is explained in following example:

**Example:**

Value quoted by lowest bidder = A

Value quoted by second lowest bidder = B

Value quoted by third lowest bidder = C

Financial scoring of the lowest bidder will be = 20

Financial scoring of the second lowest bidder will be =  $(A/B)*20$

Financial scoring of the third lowest bidder will be =  $(A/C)*20$

Technical scoring out of 100 = A

Carried Forward & Prorated Technical scoring =  $A \times 0.80$

## **15. PROCESS TO BE CONFIDENTIAL**

- 15.1 No owner/ bidder shall contact NADRA RHO Islamabad on any matter relating to its tendering process from the time of opening of bids to the time of announcement of technical evaluation report.
- 15.2 Any effort by a bidder to influence NADRA RHO Islamabad in the evaluation, comparison or selection decision may result in the rejection of its bid.

## **16. NADRA RHO Islamabad's RIGHT**

- 16.1 The NADRA RHO Islamabad reserves the right to accept or reject any submitted bid, as per PPRA rules and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the NADRA RHO Islamabad action.

## **17. OWNER'S/ BIDDER'S RESPONSIBILITIES**

- 17.1 The successful bidder shall provide the land in accordance with the purchase order.
- 17.2 The successful bidder will be responsible for payment of all dues/fee applicable on transfer of land as seller as per law.
- 17.3 The allotment/registry of Land must be transferred in the name of NADRA Regional Head Office Islamabad.

## **18. TIME FOR COMPLETION**

- 18.1 The bidder shall transfer the land within **8 x Weeks' time** from the date of issuance of purchase/work order and submit Bill along with all relevant documents. The same may be extended on provision of valid justification.

### **18.2 Late/ delay in transfer of Land:**



If the bidder fails to transfer the land within the specified time, the bidder liability to the NADRA RHO Islamabad for such failure shall be to pay @ 0.1% of the contract price per day subject to a maximum of 10% value. The same shall be deducted from the final payment of the bidder.

## **19. TERMS OF PAYMENT**

- 19.1 Payment of the land as per contract shall only be payable to the owner as per following schedule.
- 19.1.1 Payment shall be made upon Transfer of ownership of the land in favor of NADRA RHO Islamabad and upon Handing over of premises possession.
- 19.2 All the payment shall be made through crossed cheque/ Direct transfer in the Pak Rupees.

## **20. DEFAULT BY SUPPLIER**

- 20.1 If the owner refuses or fails to comply with a valid instruction of the NADRA RHO Islamabad, the NADRA RHO Islamabad may give notice and stating the DEFAULT.
- 20.2 If the owner has not taken all practicable steps to remedy the default within 07 working days (gazetted holidays or circumstances under Clause 21 of this tender documents are excluded) after receipt of NADRA RHO Islamabad notice, NADRA RHO Islamabad may cancel the order within next 07 x days (gazetted holidays or circumstances under Clause 22 of this Bidding documents are excluded). If the owner, even thereafter do not comply with the valid instructions of NADRA RHO Islamabad, the earnest money will be confiscated, leading further towards Blacklisting of the owner.

## **21. FORCE MAJEURE**

- 21.1 Force majeure shall mean any event, act or other circumstances not being an event, act or circumstance under the control of the NADRA RHO Islamabad or of the owner i.e. Earthquake, Flood, or any other Severe Climatic circumstances.
- 21.2 If by reasons of Force Majeure, the required land is not transferred by the due handover date, then the handover date may be extended appropriately by the NADRA RHO Islamabad keeping in view its all the circumstances and requirements.
- 21.3 The owner shall not be liable for liquidated damages, forfeiture of its bid security, blacklisting for future Biddings, termination for default, if and to the extent of his failure / delay in performance /discharge of obligations is the result of an event of Force Majeure.
- 21.4 If a Force Majeure situation arises, the owner shall, by written notice served on the NADRA RHO Islamabad, indicate such condition and the cause thereof. Unless otherwise directed by the NADRA RHO Islamabad in writing, the successful bidder shall continue to perform under the



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purchase order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.



**ANNEX-A**

**MANDATORY REQUIREMENTS**

Sr.	Details (Must be ensured by the bidder along with documentary proof where required)	Document Attached Yes/No
1	Quoted land has met the area requirements mentioned in the table of para 1.1.1 <b><u>(Enclose Documentary Proof with General Proposal)</u></b>	
2	Bidder must be the Owner or Legally Authorized Person for the sale of offered land/site. <b><u>(Enclose Documentary Proof with General Proposal)</u></b>	
3	Latest Record of Right (Fard) for sale of the property is to be attached, in case the property is located under control of land revenue authorities. <b><u>(Enclose Documentary Proof with General Proposal)</u></b>	
4	In case the property falls under the jurisdiction of any local body/ authority/society, then allotment letter will be attached. <b><u>(Enclose Documentary Proof with General Proposal)</u></b>	
5	Non-Encumbrance Certificate issued by competent revenue officer/tehsildar as the case may be. <b><u>(Enclose Documentary Proof with General Proposal)</u></b>	
6	All previous government taxes (Property Tax etc.) & Utility bills (if any) related to the land have been paid/cleared by the owner. <b><u>(Enclose Documentary Proof with General Proposal)</u></b>	
7	Affidavit on non-Judicial Stamp Paper of Rs. 100 or above, duly attested by Notary Public stating that, land/site is in complete possession of the land lord and clear from litigation, all type of liabilities i.e. mortgage/pledge etc. shall be attached with <b>technical proposal</b> as per specimen at <b>Annex-C</b> .	
8	Owner must ensure and provide documentary proof that land / site is within the boundaries of respective District Headquarter or Tehsil Headquarter. <b><u>(Enclose Documentary Proof with General Proposal)</u></b>	
9	Offered area or society must be approved from concerned authorities. <b><u>(Enclose Documentary Proof with General Proposal)</u></b>	
10	Owner of the land/site in possession of valid CNIC/NICOP/POC and Active tax payer. <b><u>(Enclose Documentary Proof with General Proposal)</u></b>	
11	Owner must ensure that offered land/site is not located in or near flood prone/flood-path declared area.	
12	Land/site should not be located at domestic or residential area.	
13	Land/site should not be located at any closed end street/road.	
14	Land/site should not be in or near restricted/sensitive area/building (Cantonment, Law-enforcement buildings/area, Masjid/Imam Bargah, Jail, Air-path or any other hazardous aspect).	
15	Land/site should be clear/away from electric/high power transmission lines, main gas line, water course or any other installation.	
16	Availability of Electricity and DSL facility in the area.	



**ANNEX-B**

**SALE DEED**

This DEED **OF ABSOLUTE SALE** executed at \_\_\_\_\_ on this the \_\_\_\_\_ day of, 2026 by **Mr/Mrs/Ms \_\_\_\_\_ S/D/W of \_\_\_\_\_** residing at hereinafter called the “**Seller**” of the one part which expression shall include his executors, administrators, legal representatives, successor-interest and assignee) on the First Part,

**TO AND IN FAVOUR OF**

“**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 Seller is absolute and lawful Owner and in possession of the plot No \_\_\_\_\_ admeasuring \_\_\_\_\_ = \_\_\_\_\_ sqft, situated at \_\_\_\_\_ through and by sale deed dated \_\_\_\_\_ and registered on as Document No. \_\_\_\_\_ of (year) of Book 1 volume No. \_\_\_\_\_ filed at pages \_\_\_\_\_ to \_\_\_\_\_ on the file of the Sub Registrar of \_\_\_\_\_.

Or

the Seller is the absolute and lawful Owner in possession of Plot/Khasra No. \_\_\_\_\_ admeasuring \_\_\_\_\_ = \_\_\_\_\_ sqft, situated at \_\_\_\_\_ vide allotment / transfer letter No. \_\_\_\_\_ Dated \_\_\_\_\_.

WHEREAS the Seller herein has been in exclusive possession and enjoyment of the property more fully described in the Schedule which is free from all sorts of liens / encumbrances, hypothecation, mortgages, pledges and other liabilities and he has absolute right to dispose of the same as in the manner he wishes;

AND WHEREAS Seller has agreed for sale of the above said land to the purchaser and the purchaser has also agreed to purchase the said plot (hereinafter called the “**Said Property**”) at a mutually settled/ bidding price of Rs. \_\_\_\_\_ /-(Rupees \_\_\_\_\_)



**NOW THIS DEED OF SALE WITNESSETH**

1. **THAT** in pursuance of the aforesaid Agreement and in consideration of a sum of **Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)** received by the **Seller through pay order No \_\_\_\_\_ dated \_\_\_\_\_** and the receipt of the said entire consideration of **Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)**
2. The **Seller** doth hereby admit, acknowledge, acquit, release and discharge the **Purchaser** from making further payment thereof and the **Seller** does hereby sell, convey, transfer, and assigns unto and to the use of the **Purchaser**, the property more fully described in the **Schedule** hereunder together with the water ways, easements, advantages and appurtenances, and all estate, rights, title and interest of the **Seller** to and upon the said property **TO HAVE AND TO HOLD** the said property hereby conveyed unto the **Purchaser** absolutely and forever.
3. **THE SELLER DOTH HEREBY COVENANT WITH THE PURCHASER AS FOLLOWS:**
  - i. **That** the property more fully described in the **Schedule** hereunder shall be quietly and peacefully entered into and held and enjoyed by the **PURCHASER** without any interference, interruption, or disturbance from the **SELLER** or any person claiming through or under him.
  - ii. **That** the **SELLER** has absolute right, title and full power to sell, convey and transfer unto the **PURCHASER** by way of absolute sale and that the **SELLER** has not done anything or knowingly suffered anything whereby his right and power to sell and convey to the **PURCHASER** the property hereby conveyed.
  - iii. **That** the property is not subjected to any encumbrances, mortgages, charges, lien, attachments, all sorts of claims, hypothecations, demand, acquisition proceedings by Government or any kind whatsoever and should thereby and the **SELLER** shall discharge the same from and out of his own funds and keep the **PURCHASER** indemnified.
  - iv. **That** the **SELLER** hereby declares with the **PURCHASER** that the **SELLER** has paid all the taxes, rates and other outgoings due to Local bodies, revenue, urban and other authorities in respect of the property more fully described in the **Schedule** hereunder up to the date of execution of this Sale Deed and the **PURCHASER** shall bear and pay the same hereafter. If any arrears are found due to the earlier period, the same shall be discharged by the **SELLER**.
  - v. **That** the **SELLER** has handed over the vacant possession of the property more fully described in the **Schedule** hereunder to the **PURCHASER on \_\_\_\_\_** and delivered the connected original title document in respect of



the schedule mentioned property hereby conveyed on the date of execution of these presents.

- vi. **That the SELLER** will at all times and at the cost of the **PURCHASER** execute, register or cause to be done, all such acts and deeds for perfecting the title to the **PURCHASER** in the property hereby sold and conveyed herein.
- vii. **That the SELLER** does hereby covenants and assures that the **PURCHASER** is entitled to have mutation of his name in all public records, local body and also obtain patta in the name of the **PURCHASER** and undertakes to execute any deed in this respect.
- viii. That all expenses of this Sale deed such as stamp duty, execution and registration fee, etc, has been paid by the Purchaser.
- ix. That the Seller has not stood surety or guarantor or indemnifier of any person or organization in respect of any bail or loan or other encumbrance from any financial or non-financial institution, Bank or organization in respect of any form or manner against the said property and it is also certified that the said property has not been sold / mortgaged or any other charge or lien to anyone.
- x. The Seller further covenant that the property is free from all sorts of encumbrances, charges or attachment of whatsoever nature and as such the Seller hereby gives warranty of title and If any claim is made by any person either claiming through the Seller or otherwise in respect of the property, it shall be the responsibility of the Seller alone to satisfy such claims. In the event of Purchaser being put to any loss on account of any claims on the Property, the Vendors shall indemnify the Purchaser fully for such losses.
- xi. That the Seller confirms and declares that this is entire and exclusive agreement, and Seller has not entered into any deal overtly or and covertly with any person / party in respect of said property.

SCHEDULE OF PROPERTY LOCATION AND BOUNDARY OF PROPERTY IN DETAIL WITH MATCHING DESCRIPTION OF NORTH, SOUTH, EAST AND WEST AS IN SKETCH MAP/REVENUE RECORD.....

SCHEDULE OF CONSIDERATION THE MARKET VALUE OF THE PROPERTY IS RS..... MODE OF PAYMENT IN DETAIL



*National Database & Registration Authority  
Regional Head Office Islamabad  
[RHO/ISB/Admin-10(a)/2026]*

IN WITNESS WHEREOF, the parties have signed and affixed their signatures, thump mark on this Sale Deed after understanding the contents of the same on the day, month and year first above written in the presence of the following witnesses:

**Signed By**

Seller Name:- \_\_\_\_\_ Purchaser Name:- \_\_\_\_\_

Director  
General

NADRA Regional Head Office Islamabad

CNIC:- \_\_\_\_\_ CNIC:- \_\_\_\_\_

**WITNESSES**

1 (.....)	(.....)
CNIC # .....	CNIC # .....
2 (.....)	(.....)
CNIC # .....	CNIC # .....



**ANNEX-C**

**(Must be Printed on Rs. 100/- or Above Stamp Paper)**  
**UNDERTAKING / CERTIFICATE**

THAT THE OWNER IS THE LEGAL OWNER /AUTHORIZED PERSON  
(ATTORNEY) OF THE PREMISES AND THE PROPERTY \_\_\_\_\_  
(ADDRESS) \_\_\_\_\_

BEING OFFERED IS FREE OF ENCUMBRANCES, POSSESSIONABLE AND IS  
FREE FROM ALL TYPES OF LITIGATION. IN ADDITION, NO LOAN HAS BEEN  
TAKEN AGAINST THE PROPERTY AND IT HAS NOT BEEN PLEDGED  
ANYWHERE.

Name \_\_\_\_\_

Authorized Person: \_\_\_\_\_

Address : \_\_\_\_\_

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email : \_\_\_\_\_

Signature : \_\_\_\_\_ Dated : \_\_\_\_\_

**ATTESTED BY NOTARY PUBLIC**



**ANNEX-D**

**FORM OF FINANCIAL BID**

Sr.	Land Area in Kanal (Sq. Ft) with Address	Total Amount (including all Taxes) in PKR	
		In Figure	In Words

**Must be filled by the Bidder under authorized signatures**

**Name of Bidder:** \_\_\_\_\_

**CNIC No.** \_\_\_\_\_

**Contact Numbers: (Landline: \_\_\_\_\_, Mobile : \_\_\_\_\_)**

**Address:** \_\_\_\_\_

**SIGNATURES** \_\_\_\_\_



**ANNEX-E**

**GENERAL PROPOSAL**

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

**CONSENT OF OWNER**

1. I / We

\_\_\_\_\_ being  
the owner/attorney of the Plot, which is located/situated at \_\_\_\_\_

\_\_\_\_\_ admeasuring \_\_\_\_\_ Sq.ft, hereby give consent to sell out the above mentioned  
plot to NADRA for establishment of NADRA Office \_\_\_\_\_ at  
total a cost as mentioned in financial bid. I / we shall ensure the provision of  
photocopies of document mentioned in **Annex-A** at the time of bid submission: -

**Owner/s: -**

**Signature:** \_\_\_\_\_

**Name/s:** \_\_\_\_\_

**CNIC:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Date:** \_\_\_\_\_

