



National Database and Registration Authority (NADRA)
Regional Head Office, 6th Gulshan Avenue PAF Link Road Sargodha

AUCTION OF Misc. TECHNICAL ITEMS Through EPADS (E-Bid) (Auction Document)

Issue Date: _____

Issuance No: _____



Regional Head Office Sargodha



National Database and Registration Authority (NADRA)
Regional Head Office, 6th Gulshan Avenue PAF Link Road Sargodha

Auction Form

Auction No. RHO NADRA/SGD/01/2026

Note:

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

Business/Individual Name: _____

Father/Husband Name (if Individual): _____

Name(s) of Owner(s): _____

CNIC No: _____

NTN: _____

Sales Tax Registration No: _____

Business Address: _____

Telephone: _____ **Fax:** _____

Cell No: _____ **Email:** _____

Authorized Signature/Stamp

Date _____



1. Documents for Eligibility & Responsiveness

Please tick the documents attached with Auction Bid. If any of the documents is found missing, then Auction board reserve the right to reject the Bid of that Firm/Bidder.

2.1 Documents for Eligibility, Responsiveness & Qualification

- 2.1.1 Copy of Sales Tax Registration Certificate.
- 2.1.2 Copy of NTN Certificate.
- 2.1.3 Any document/print as proof of being Active Taxpayer.
- 2.1.4 Earnest Money in shape of pay order in original should also be forwarded to RHO Sargodha before opening of the bid.
- 2.1.5 Fresh certificate, for being not black listed ever, on legal paper.

2. Selection/Evaluation Criteria

- 2.1 Selection Criteria will be **highest bid in a lot** subject to clearance of Basic Eligibility & Responsiveness.
- 2.2 Financial Bid of Eligible and Responsive bidders will be considered for evaluation.
- 2.3 If same price of bid is quoted by more than one bidder than preference will be given to bidder who has more experience as tax payer.

Authorized Signature/Stamp

Date

3. List of Items for Auction.

Summary of Obsolete /Outlived/Unserviceable/Scrap/Empties Articles

1. Lot-1 (IT Equipment)

Sr.	Type	Items Description	Qty
1.	IT Equipment	Desktop System	132
2.		LCDs	107
3.		Signature Scanners	85
4.		Network Switches	46
5.		Form Printer	44
6.		Thermal Printer	29
7.		Form Scanners	23
8.		Digital Camera	17
9.		Bar code reader	12
10.		All in One System	12
11.		Juniper Firewall	11
12.		Teltonika Device	11
13.		IP Phone	4
14.		Sagem	3
15.		Token Printer	3
16.		Webcam	1

Authorized Signature/Stamp

Date

4. Terms and conditions



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- 4.1 The material/items will be disposed of on “as is where is” basis has been divided in different lots.
- 4.2 The bidder will be required to submit this document completely filled through EPADS.
- 4.3 Detailed list of auction items may be collected from NADRA RHO Sargodha before inspection of items.
- 4.4 Earnest Money Deposit Rs. **9,000/-** (refundable) in original in form of pay order should be submitted to RHO Sargodha before opening time of the bid.
- 4.5 All bids without Earnest Money or with less Earnest Money, will be rejected.
- 4.6 The material/items can be inspected at RHO NADRA Stores 6th Gulshan Avenue PAF Link Road Sargodha from **6th April 2026 to 20th April 2026** in office hours and working days only.
- 4.7 Interested bidder/s must attached required documents of Eligibility and Responsiveness through EPADS. In case of failure, Bids will be rejected.
- 4.8 Late bids will not be accepted.
- 4.9 The validity of the offered bids must not be less than ninety (90) days from the date of bid opening.
- 4.10 In case of any disqualification (ineligibility or non-responsiveness) of most advantageous (highest) bidder, auction may be offered to 2nd most advantageous (highest) bidder after approval from Competent Authority.
- 4.11 The materials/items will be auctioned to the highest bidder of the respective Lots.
- 4.12 On completion of auction process, successful bidder shall deposit 25% of the total bid amount in the bank (NADRA Account – NSRC Disbursement Account RHO NADRA Sargodha) on same day/at the spot. Remaining 75% amount will be deposited in the concerned bank (NADRA Account) within 24 working hours after receiving letter from NADRA RHO Sargodha.
- 4.13 Successful bidders will remove the stores within 48 hrs after the complete payment.
- 4.14 If the successful bidder (s) fails to remove the stores within stipulated period. NADRA has the right to charge demurrage to the bidder @2% per day of the total bid amount.
- 4.15 All type of terms & conditions submitted with auction bid of any bidder will be considered as null & void if found contradictory with terms & conditions mentioned in the auction documents issued by RHO NADRA Sargodha.
- 4.16 RHO NADRA Sargodha reserves the right to initiate proceedings for blacklisting as per Rule-19 of PPR, if a bidder is found to be indulging in corrupt or fraudulent practices.
- 4.17 The successful bidder will be required to pay all applicable Govt. taxes including withholding/income tax and GST. 18% GST Taxes will be calculated above the total auction value offered by the bidder as per Financial Bid Performa. Successful bidder will be required to pay the total taxes value currently 18% GST and withholding tax applicable as per rule.



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- 4.18 The NADRA employees and their families will not be entitled to participate in the auction/bidding process.
- 4.19 NADRA reserves the right to cancel/reject any or all bids totally/partially on the basis of any reason disclosed to the auction board or concerned authority.
- 4.20 Manual Bid will not be accepted and rejected.

Admin Branch

6th Gulshan Avenue PAF Link Road Sargodha

- 4.20.1 The Auction Bid envelopes shall also bear the word “CONFIDENTIAL” and following identifications: -

Tender No. **NADRA/SGD/01/2026**
For Auction of Technical Equipment

- 4.20.2 The bids should be uploaded on EPADS before or by **21st April 2026** at 1100 Hrs. All Auction Bids will be opened on the same day through EPADS at 1130 Hours.

Authorized Signature/Stamp

Date _____

Firm/Bidder Name: _____