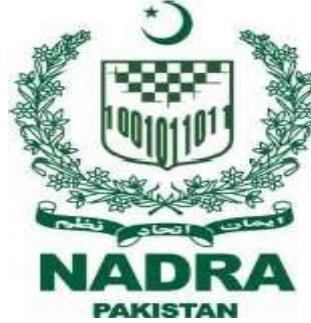


National Database and Registration Authority (NADRA)
Regional Head Office Balochistan (Quetta)



BIDDING DOCUMENT

For

AUCTION OF UNSERVICEABLE / OBSOLETER / FAULTY / SCRAPED
“FURNITURE & FIXTURE AND OFFICE & IT EQUIPMENT”

Tender No: RHO/Qta/Auction/2025-26-007



Admin Section
Regional Head Office Quetta

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TENDER DOCUMENTS ISSUANCE PERFORMA

Name of Tender	AUCTION OF UNSERVICEABLE / OBSOLETER / FAULTY / SCRAPED "FURNITURE & FIXTURE AND OFFICE & IT EQUIPMENT"
Official Address:	Deputy Director (Administration) Regional Head Office, NADRA Quetta. Zarghoon Road Quetta. Tel: 081-9211853, Fax: 081-9211622
Date of Tender issue / Closure:	10 th April, 2026 to 28 th April, 2026
Tender Submission Date &Time:	28 th April, 2026, 11:00 AM
Tender Opening Date &Time:	28 th April, 2026, 11:30 AM
Bid Validity:	90x working days from the date of bid opening
Note:-	All the pages of bidding documents should be signed and duly stamped if not the bids will be rejected.



1. Invitation To Bid



حکومت پاکستان۔۔۔ وزارت داخلہ نیشنل ڈیٹا بیس اینڈ رجسٹریشن اتھارٹی (نادرا) ریجنل ہیڈ آفس کوئٹہ



نیلام عام

ٹینڈر نمبر RHO/Qta/Auction/2025-26-007

- ریجنل ہیڈ آفس نادرا بلوچستان کی طرف سے پرانے سازو سامان کی نیلامی مورخہ 28 اپریل 2026ء بمقام نادرا ریجنل ہیڈ آفس زرغون روڈ کوئٹہ بوقت 11:30 am کو کی جارہی ہے، نیلامی میں خواہشمند حضرات درج ذیل شرائط کے تحت حصہ لے سکتے ہیں۔
1. تمام پیشکش دہندگان کو بولی کی کُل رقم کا 5% بطور Earnest Money (قابل واپسی) جمع کروانا ہوگا۔
 2. کامیاب پیشکش دہندہ کو نیلامی کی کُل رقم کا 25% فیصد قبولیت کا خط ملنے پر اسی دن جمع کرانا ہوگا۔ اور باقی رقم 24 گھنٹے (24 Working hours) کے اندر جمع کرانی ہوگی۔ جس کی باقاعدہ رسید جاری کی جائے گی۔
 3. تمام اشیاء "جو ہیں اور جہاں ہیں" کی بنیاد پر نیلام کی جائیں گی۔
 4. کامیاب پیشکش دہندہ تمام سامان (100% رقم کی ادائیگی کے بعد) اپنے خرچ پر 48 گھنٹے کے اندر نادرا ریجنل ہیڈ آفس زرغون روڈ کوئٹہ سے اٹھانے کا پابند ہوگا۔
 5. تمام مروجہ ٹیکسز کامیاب بولی دہندہ کو ادا کرنے ہوں گے۔
 6. پی۔ پی۔ آر۔ اے (PPRA) رول نمبر 33 کے تحت نادرا کو تمام پیشکشوں (بولیوں) کو مسترد کرنے کا حق حاصل ہے۔
 7. نیلامی کے سامان کا معائنہ مورخہ 13 اپریل 2026ء سے 27 اپریل 2026ء صبح 09 بجے سے دوپہر 04:00 بجے تک ریجنل ہیڈ آفس نادرا زرغون روڈ پر کیا جاسکتا ہے۔
 8. دیگر تفصیلات بمعہ قواعد و ضوابط بولی کی دستاویزات میں درج ہیں۔ خواہشمند حضرات مبلغ -/1000 Rs کے عوض (نا قابل واپسی) بولی کی دستاویزات ریجنل ہیڈ آفس نادرا زرغون روڈ کوئٹہ سے صبح 09:00 بجے سے شام 4:00 بجے تک (علاوہ تعطیلات) حاصل کر سکتے ہیں۔ بولی کی دستاویزات (Bidding Documents) مورخہ 28 اپریل 2026ء بوقت 11:00 AM تک جمع کروائے جاسکتے ہیں دیئے گئے وقت کے بعد بولی دستاویزات (Bidding Documents) جمع نہیں کئے جائیں گے۔
 9. یہ اشتہار مع بولی دستاویزات پی۔ پی۔ آر۔ اے (PPRA) کی ویب سائٹ www.epms.ppra.gov.pk پر بھی موجود ہے۔

ڈپٹی ڈائریکٹر (ایڈمن)

ریجنل ہیڈ آفس، نیو زرغون روڈ کوئٹہ

رابطہ نمبر 081-9211622



1.1 Instruction to Bidder:-

1.2 All the bidders duly incorporated and based in Pakistan Governed by rules, laws and statutes of Government of Pakistan, CNIC holders, NTN holders shall be eligible

1.3 All bids must be accompanied by Earnest Money i.e. 5% of total bidding amount in respect of “**NADRA NSRC DISBURSEMENT ACCOUNT**”. The bids along with Earnest Money, Bidding Documents, etc. must be submitted to Admin Branch, National Database and Registration Authority, Regional Head Office, Quetta on **28th April, 2026 not later than 11:00 AM**

On same day, The bids will publicly be opened at RHO NADRA Quetta at 11:30 AM.

The bidder must submit bids on the basis of complete requirements as per bidding documents. Failure to meet this condition will cause disqualification of the bidder. The bidder shall submit bids which comply with the Bidding Document.

1.4 Correspondence Address

The Primary Contact for all correspondence in relation to this bid is as follows:

Primary Contact

Deputy Director (Administration)

Regional Head Office, NADRA

Zarghoon Road, Quetta

Email address; abdul.salam_07@nadra.gov.pk

Phone # 081-9211622



2. ELIGIBILITY AND QUALIFICATION CRITERIA

AUCTION OF UNSERVICEABLE / OBSOLETER / FAULTY / SCRAPED “FURNITURE & FIXTURE AND OFFICE & IT EQUIPMENT” (NADRA, RHO QUETTA)

- a. Sealed bids/offers are invited for the auction of condemn items. Bid containing necessary documents, CDR, Bidding Documents duly completed in all aspects shall be submitted by 28th April, 2026 at 11:00 am in the sealed envelope **Under Single Stage One Envelope Bidding Procedure** (Bid submit after due date shall not be entertained)
- b. The bids will be opened on 28th April, 2026 at 11:30 am at Regional Head Office NADRA, Zarghoon Road Quetta.
- c. All the condemned items to be disposed of on **“As and Where It is Basis”**
- d. The interested parties can be visited RHO NADRA Zarghoon Road Quetta for inspection of disposal items from 13th April, 2026 to 27th April, 2026 between 09:00 AM to 04:00 PM except Saturday & Sunday & Gazetted Holidays in the presence of Auction Board.
- e. Bidder will have to deposit 5% of Quoted bid amount as Earnest Money (Refundable) through CDR/ Pay Order in respect of NADRA NSRC DISBURSEMENT ACCOUNT at the time of submission of bidding documents.
- f. Earnest Money will be released to un-successful bidder once bid will be awarded to successful bidder.
- g. Offers not supported by earnest money will not be entertained
- h. 25% amount of the total bid shall be paid / deposited by successful bidder in bank (NADRA Account) on same day as letter of acceptance received by procuring agency. Otherwise earnest money shall be forfeited. Moreover, 75% remaining amount shall be paid / deposited by the successful bidder within 24 working hours.
- i. WHT (10% for filer or 20 % for non-filer) shall be included in the offered bid.
- j. Bidder or representative may attend the opening of bid on due date.
- k. The highest bid (Lot Wise) above the reserve price will be accepted.
- l. Successful bidder shall also pay All Govt Taxes in addition to the total bid amount
- m. Successful bidder shall be responsible to pull out all items / equipment etc from Regional Head Office NADRA (Zarghoon Road Quetta) within 48 hours after complete payment by their own expense.
- n. 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.
- o. The competent authority reserves the right to reject all bids / tender without assigning any reasons as per PPRA Rule - 33
- p. Bidder will submit copy of valid Computerized National Identity Card (CNIC).
- q. Cutting & over writing of bids will be liable to rejection.



- r. Bidder will submit the copy of National Tax Number (NTN) if any
- s. Bid with incomplete / fake supporting documents will not be entertained, and furnishing of incorrect information shall be liable to legal action.
- t. Declaration/Undertaking of Non-blacklisting and authenticity of all documents on Non-Judicial Stamp paper duly attested by oath commissioner / notary public to be attached (as per format attached in this bidding documents)
- u. NADRA employees and their flood relatives will not be allowed to participate in auction. Bidders will render a certificate to the effect that he has no blood relative/serving in NADRA. (Attached with tender form).

Note

Bidder is required to fulfill the defined criteria (Eligibility & Qualification) mentioned above at Para # 2 (a to u) of this bidding documents. In case of failure the bid shall lead to disqualified.

(Signature of Bidder)



3.

BIDDER APPLYING FOR THE LOTS

(to be marked by bidder and should be attached with bid)

Lot - #	Item Name	Qty	Yes / No
Lot-1	3 Setter Waiting Chair	24	
	4 Setter Waiting Chair	14	
	DEO Table	11	
	Pigeon Hole	2	
	waiting Chair Plastik	1	
	Applicant Chair Plastic	29	
	Applicant Stool	4	
	One Window Counter	2	
	Almera Wooden	1	
	Wheel Chair	1	
	Stool	3	
	Visitor Chair	4	
	DEO Chair	11	
	Guest Chair	1	
	3 Setter Waiting Plastic	19	
4 Setter Waiting Plastic	13		
Lot-2	Toner	859	
Lot-3	Desktop System	90	
	LCD Monitor	23	
	Laptop HP	85	
Lot-4	Thermal Printer	16	
	Token Printer	2	
	Form Printer	10	
Lot-5	Signature Scanner	9	
	Form Scanner	4	
	Sagem	183	



Signature of bidder

3.1 FINANCIAL DATA**List of Auction / Disposal Items**
(Lot Wise)

LOT-1								
A	B	C	D	E	F	G	H	I
S.No	Item	Quantity	Unit Price (without tax)	GST 18%	Total with 18% GST (D + E)	Advance Tax (10% for filer & 20% for non- filer) (Calculated from Column F)	Unit Price (with all taxes) (F + G)	Total Bid Amount with all taxes (C x H)
1	3 Setter Waiting Chair	24						
2	4 Setter Waiting Chair	14						
3	DEO Table	11						
4	Pigeon Hole	2						
5	waiting Chair Plastik	1						
6	Applicant Chair Plastic	29						
7	Applicant Stool	4						
8	One Window Counter	2						
9	Almera Wooden	1						
10	Wheel Chair	1						
11	Stool	3						
12	Visitor Chair	4						
13	DEO Chair	11						
14	Guest Chair	1						
15	3 Setter Waiting Plastic	19						
16	4 Setter Waiting Plastic	13						
Total Bid Amount (Lot-1)								



LOT-2								
A	B	C	D	E	F	G	H	I
S.No	Item	Quantity	Unit Price (without tax)	GST 18%	Total with 18% GST (D + E)	Advance Tax (10% for filer & 20% for non- filer) (Calculated from Column F)	Unit Price (with all taxes) (F + G)	Total Bid Amount with all taxes (C x H)
1	Toners	859						
Total Bid Amount (Lot-2)								

LOT-3								
A	B	C	D	E	F	G	H	I
S.No	Item	Quantity	Unit Price (without tax)	GST 18%	Total with 18% GST (D + E)	Advance Tax (10% for filer & 20% for non- filer) (Calculated from Column F)	Unit Price (with all taxes) (F + G)	Total Bid Amount with all taxes (C x H)
1	Desktop System	90						
2	LCD Monitor	23						
3	Laptop HP	85						
Total Bid Amount (Lot-3)								

LOT-4								
A	B	C	D	E	F	G	H	I
S.No	Item	Quantity	Unit Price (without tax)	GST 18%	Total with 18% GST (D + E)	Advance Tax (10% for filer & 20% for non- filer) (Calculated from Column F)	Unit Price (with all taxes) (F + G)	Total Bid Amount with all taxes (C x H)
1	Thermal Printer	16						
2	Token Printer	2						
3	Form Printer	10						
Total Bid Amount (Lot-4)								



LOT-5								
A	B	C	D	E	F	G	H	I
S.No	Item	Quantity	Unit Price (without tax)	GST 18%	Total with 18% GST (D + E)	Advance Tax (10% for filer & 20% for non- filer) (Calculated from Column F)	Unit Price (with all taxes) (F + G)	Total Bid Amount with all taxes (C x H)
1	Signature Scanner	9						
2	Form Scanner	4						
3	Sagem	183						
Total Bid Amount (Lot-5)								

Important Note: In case of award to a Single Bidder of multiple lots; the methodology of evaluation to determine as Highest Quoted Bid in Each Lot.



4. Financial Bid Form (Lot Wise Quoted Amount)

Lot-1

- a. Tender Submission Date: _____
- b. Total Bid Amount:
(without tax) _____
- c. GST 18 % _____
- d. Advance Tax:
(10% for filer 20% for non-filer) _____
- e. Total Bid Amount (including all taxes): _____
- f. Earnest Money (5%) _____
- g. CDR / Par Order No: _____

Lot-2

- a. Tender Submission Date: _____
- b. Total Bid Amount:
(without tax) _____
- c. GST 18 % _____
- d. Advance Tax:
(10% for filer 20% for non-filer) _____
- e. Total Bid Amount (including all taxes): _____
- f. Earnest Money (5%) _____
- g. CDR / Par Order No: _____



Lot-3

- a. Tender Submission Date: _____
- b. Total Bid Amount:
(without tax) _____
- c. GST 18 % _____
- d. Advance Tax:
(10% for filer 20% for non-filer) _____
- e. Total Bid Amount (including all taxes): _____
- f. Earnest Money (5%) _____
- g. CDR / Par Order No: _____

Lot-4

- a. Tender Submission Date: _____
- b. Total Bid Amount:
(without tax) _____
- c. GST 18 % _____
- d. Advance Tax:
(10% for filer 20% for non-filer) _____
- e. Total Bid Amount (including all taxes): _____
- f. Earnest Money (5%) _____
- g. CDR / Par Order No: _____



Lot-5

- a. Tender Submission Date: _____

- b. Total Bid Amount:
(without tax) _____

- c. GST 18 % _____

- d. Advance Tax:
(10% for filer 20% for non-filer) _____

- e. Total Bid Amount (including all taxes): _____

- f. Earnest Money (5%) _____

- g. CDR / Par Order No: _____

4.2 CERTIFIED THAT

- a. I have no blood relative serving in NADRA
- b. Particulars given above are correct to the best of my knowledge
- c. I abide by all rules and regulation set by NADRA for this auction.

(Signature of Bidder)



TENDER FORM
(AUCTION OF UNSERVICEABLE / SCRAPED ITEMS)

Name / Firm Name _____

Father Name _____

CNIC No _____

Address: _____

GST / NTN Registration No _____

Active Cell No: _____

Email Address (if any): _____

- Note:** (1) Bidder must fill in all the details as required in the form
(2) Print in black ink, use capital letters

(Signature of Bidder)



Affidavit

I We / M/S, _____ solemnly declare that:

1. The firm is not involved in any case in any court of law in all over Pakistan.
2. The firm is not blacklisted on any ground by any Government Department (Federal/Provincial/District), a local body or a public sector organization. On account of submission of false statement the bidder shall be disqualified forthwith and subsequently black listed.
3. The firm / Undersigned owned and authenticated all attached documents with this bid, in case of any fake & unverified documents found in attached bid the firm shall be responsible and stands disqualified from this bidding process.
4. The Firm / Undersigned will not go against NADRA in any court of law.

M/S XYZ

Office Address

Contact

Important Note

(This Affidavit should be filled in stamp paper and attested by oath commissioner)



RECEIPT

It is Certified that I, the undersigned have received cash of Rs. 1000.00 (Rupees One thousand only) on account of fee of Tender Form for auction of unserviceable / scraped items, from M/S _____

Phone No. _____

Cell No. _____

RECEIVED BY

Signature: _____

Name: _____

Designation: _____

Dated: _____

RECEIPT

It is Certified that I, the undersigned have received cash of Rs. 1000.00 (Rupees One thousand only) on account of fee of Tender Form for auction of unserviceable / scraped items etc, from M/S _____

Phone No. _____

Cell No. _____

RECEIVED BY

Signature: _____

Name: _____

Designation: _____

Dated: _____

