



**National Database and Registration Authority (NADRA)**  
Regional Head Office,  
Marine Drive, Gwadar

# **Tender Documents for Procurement of Lands for District NRCs (Bidding Document)**

**Tender No. NADRA-RHO-GWD 09/2025-26**

**Issue Date: \_\_\_\_\_ Issuance No: \_\_\_\_\_**



**Administration Department  
Regional Head Office Gwadar**



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Regional Head Office,  
Marine Drive, Gwadar

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## **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:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature**

**Date** \_\_\_\_\_



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### 1. Invitation of Bids:

- 1.1 NADRA RHO Gwadar invites interested bidders/owners to offer Land/Plot measuring **1210 Sq-yrd to 2420 Sq-yrd** for the construction of 6x NADRA District Registration Centers (NRC's) i.e; (**Gwadar, Turbat, Panjgur, Khuzdar, Kharan and Lasbela (Uthal)**).
- 1.2 Interested owners/bidders may submit their bids by offering their Land/Plot which fulfill the requirements of NADRA RHO, as details given in this document.

### 2. Eligibility Criteria for Land/Plot:

Sr.	Eligibility Requirement	Documentary Proof
2.1	Plot Size measuring 1210 Sq-yrd to 2420 Sq-yrd and should be commercial area.	Valid legal Property Documents shall be submitted with the bid documents.
2.2	Offered Land may be within the radius of Concerned Districts in Concerned Tehsil. Distance of offered land from well-known area within 05KM	
2.3	Minimum 50 Feet Face/Front of Plot	
2.4	Land / Site should be at road level	
2.5	Bidder must be the owner of the Land or Legally Authorized by the owner/Firm/Company.	
	4x Dimension Address of offered Plot	South _____ North _____ West _____ East _____
2.6	In case of multiple ownership, consent from all owners must be provided.	Power of Attorney executed by owners/co-sharer in favor of any one duly attested by the notary public shall be submitted as per attached format at <b><u>Annex-A.</u></b>
2.7	Land / Site should not be in or near restricted / sensitive area / building (cantonment, law-enforcement building / area, Jail Air path), away from electric / high power transmission lines, main gas line, water course or any other hazardous aspect.	Undertaking affidavit on Stamp paper (as per format attached at <b><u>Annex-B.</u></b>
2.8	Offered Land must be in possession of the bidder.	
2.9	The land/plot must be cleared from all types of liability i.e. mortgage, pledge, taxes etc.	



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3.0	The land/plot must be cleared from any type of litigation or any dispute on ownership. Disputed property shall not be eligible for procurement.	
3.1	Availability of utility services, WAPDA, PTCL, Sewerage, Gas, Water supply / Ground water etc	

### **3. Responsibilities of Land Owners/Bidders:**

- 4.1 As per the approved plan, NADRA shall procure Plot in **commercial category only**.
- 4.2 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.
- 4.3 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.
- 4.4 If owner of short listed Land/Plot does not fulfill his/her responsibilities as detailed above, NADRA RHO Gwadar reserves the right to consider the next / subsequent most advantageous bid.

\_\_\_\_\_  
**Authorized Signature**

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



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**4. Evaluation Method**

- 5.1 The offered sites must be visited by the NADRA, Evaluation Board / Committee for physical verification of the information given by the bidder
- 5.2 Price evaluation from Govt. authorized evaluators will be carried out prior to finalization of contract.
- 5.3 “**Least cost based selection**” evaluation method will be conducted.

\_\_\_\_\_  
**Authorized Signature**

**Date**\_\_\_\_\_



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## **5. Terms & Conditions**

- 5.1 **"Single stage Two Envelop Procedure"** will be used for the procurement of land/plot for NADRA RHO Gwadar.
- 5.2 If you have doubt as to the meaning of any portion of the tender documents, you may seek clarification of the same from Admin Section NADRA RHO Gwadar, Phone No.03491000298.
- 5.3 Selection/evaluation criteria has been defined in Section-2. Owners/Bidders will be responsible to provide all required documents and details for analysis.
- 5.4 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
- 5.5 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.
- 5.6 NADRA will get the bids evaluated of the offered plot from specified State bank/ Govt. evaluators. The owner is legally bound to provide any documents required by the evaluators as & when required.
- 5.7 Minimum required **Bid validity is 180 Days** from the day of its Technical Bid opening.
- 5.8 Any incomplete / temper/forge/fake/counterfeit information / documents will fall under disqualification from the Tender.
- 5.9 Termination of procurement in case of *force majeure*, NADRA will not be responsible for any loss at owner's end.
- 5.10 The competent authority reserves the right to reject all bids as per PPRA Rule 33.

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**Authorized Signature**

**Date** \_\_\_\_\_



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### 5.11 SEALING AND MARKING OF BIDS:

- 5.11.1 The Technical and Financial Bids shall be submitted on EPAD as per e-procurement criteria.

Tender No. NADRA-RHO-GWD 09/2025-26, Dated: \_\_\_\_\_

#### For Procurement of Plot/Land

- 5.11.2 The electronic bids must be submitted by using **EPADs on or before by 04<sup>th</sup> May 2026 at 01:30 pm** and Manual Bids **will not be accepted** for further tender process. Electronic Bids will be open on same day i.e; 04<sup>th</sup> May 2026 at 02:00 pm. Otherwise bid will not be accepted.
- 5.11.3 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://eprocure.gov.pk>.
- 5.11.4 This advertisement is also available on PPRA website at [www.ppra.gov.pk](http://www.ppra.gov.pk).

\_\_\_\_\_  
Authorized Signature

Date \_\_\_\_\_



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Name of Owner/Bidder \_\_\_\_\_

**6. General Proposal/Technical Bid for offered Land/Plot**

Details of Land/Plot Offered	Total Plot Size	Plot Size offered	Remarks, if any
	Sq-yrd	Sq-yrd	

**Note:**

6.1 There should be no overwriting or cutting.

\_\_\_\_\_  
**Authorized Signature**

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



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**Name of Owner/Bidder:** \_\_\_\_\_

**7. Financial Bid for offered Land/Plot**

Details of Land/Plot Offered	Plot Size in	Rate offered (per Sq-yrd)	Total Price
	Sq-yrd		
<b>Total Price in words</b>			

**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.

\_\_\_\_\_  
**Authorized Signature**

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



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## **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 Gwadar 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# \_\_\_\_\_



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# 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 Honorable Courts up to the level of Honorable 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 Commissioner



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**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 Gwadar 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 and or against me/us as the case may



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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