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**National Database and Registration Authority (NADRA)  
Regional Head Office Lahore**

**BIDDING DOCUMENT**

**For**

**AUCTION OF BER ADMIN STORE ITEMS  
(Furniture & Fixtures)**

**TENDER No. NADRA-RHO LHR-RFB/2026/Auction-1**

**Regional Head Office NADRA Lahore**

73-Trade Center M.A Johar Town Lahore  
Phone: (92-302)–8645713, Facsimile :( 92-42)-99232807  
Email: [lhr.admin@nadra.gov.pk](mailto:lhr.admin@nadra.gov.pk)



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## Auction Form

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

\_\_\_\_\_  
(Signature & Stamp of Bidder)

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



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## **1. Documents for Eligibility & Responsiveness**

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

### 1.1 Documents for Eligibility, Responsiveness & Qualification

- i. Copy of Sales Tax Registration Certificate.
- ii. Copy of NTN Certificate.
- iii. Any document/print as proof of being Active Taxpayer.
- iv. Fresh certificate, for being not black listed ever, on legal paper and contract non-performer with NADRA not occur in history.
- v. Complete filled Auction Documents.

## **2. Selection/Evaluation Criteria**

- 2.1 Selection Criteria will be heights bid subject to clearance of Basic Eligibility & Responsiveness.
- 2.2 Financial Bid of Eligible and Responsive bidders will be considered for evaluation.
- 2.3 Financial Bid will be considered for all items as a single lot as per Financial Bid Form.
- 2.4 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.

\_\_\_\_\_  
(Signature & Stamp of Bidder)

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



### 3. List of Items for Auction

Sr.	Item	Type	Qty
1	Air Conditioner	1 Ton	2
2	Air Conditioner	1.5 Ton	17
3	Air Conditioner	2 Ton	2
4	Only Inner	1.5 Ton	1
5	Air Conditioner Casate	4 Ton	1
6	Air Cooler		1
7	Water Dispenser		25
8	Bracket Fan		68
9	Ceiling Fan + False Ceiling Fan		41
10	Electric Water Cooler		14
11	Three Seaters	Steel/Cushion	40
12	Three Seaters	Plastic	58
13	Two Seaters	Poshish	2
14	Sofa Set	Single Seat Black/Brown	6
15	Chairs & Stools All Type	Computer, Executive, Visiting	216
16	Wheel Chairs	Local	28
17	Que Separator	Local	15
18	Tables	Computer/Executive	35
19	Walk Through Gate	Garret PD6500I	1
20	Pedestal Fan	Mist + Iron+ Plastic Body	8
21	Exhaust Fan	Fan	28
22	Light Frame	4*4	39
23	Wooden Partition/One Window Partition		8
24	Spray Machine		1
25	Safe Steel	Almira	1
26	Safe Steel	3 Drawer Iron	2
27	Safe Steel	4 Drawer Iron	2
28	Pigeon Hole	Wooden	8
29	Pigeon Hole	IRON	1
30	Change Over		1
31	Curtain		2
32	Metal Detector		26
33	Infrared Thermometer	Temperature Gun	13
34	Distribution Box		1
35	Face Protection Sheets	Corona Shield	14
36	Lights Roof, Energy Savers, Ceiling lights Etc.		35
37	Emergency Light		1
38	Wooden Cabinet		2
39	Tire	All Types	70
40	Standees		35
41	Telephone Set		22
42	Battery	All Types	11

43	Complaint Box	Local	4
44	Insect Killer		1
45	Cash Locker	IRON Small	1
46	MEGA PHONE		6
47	Artificial Plant		9
48	Vacuum Cleaner		1
49	Que Dispenser Machine	Body Only	13
50	Hand Dryer		6
51	Drill Machine		2
52	295mm Cable		50ft
53	Electric Heater	Local	1
54	Calling Speaker		3
55	Fire Extinguisher		4

\_\_\_\_\_  
(Signature & Stamp of Bidder)

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

#### 4. Terms and Conditions

- Bid Security of un-successful bidders shall be released, once bid is awarded to successful bidder on next working day.
- All the condemned items to be disposed of on **“As and Where is Basis”**
- The bid must be accompanied by Bid Security i.e. **Rs 150,000/-** in respect of **“NADRA REGIONAL HDQ OFFICE LAHORE”** and must be submitted (in original) in Admin Branch at NADRA Regional Head Office, 73-Trade Centre M. A Johar Town, Lahore on or before **15 June, 2026 not later than 11:00 AM**.
- E-Bids/offers are invited for the auction of condemned items. E-Bids containing necessary documents, CDR, Bidding Documents duly completed in all aspects shall be submitted on **EPAD Ver. 2** by **15 June, 2026 at 11:00 AM**. Manual bids shall not be accepted.
- The E-Bids will be opened on **15 June, 2026 at 11:30 AM** at NADRA Regional Head Office, Lahore.
- Successful bidder will deposit 100% of offered amount after issuance of awarding letter within 3 days and have to lift items within next 7 days. (\*In case of failure to deposit, bid security shall be forfeited).
- Successful Bidder shall be responsible to pay all Govt. applicable taxes over the offered bid amount. Taxes should not be included in offered bid amount.**
- Successful bidder has to deposit 18 % sales tax on offered amount and 10 % as filer and 20% in case of non-filer as Income tax over the total of offered bid price & 18 % sales tax.**
- Bidders inspect condemn/ BER ADMIN STORE ITEMS at NADRA RHO, 73-Trade Centre M. A Johar Town, Lahore as well as only bidder is entitled to attend the bidding proceedings or any single person on behalf of bidder having duly signed authority letter**



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**is entitled to attend the proceedings.**

- j. Successful bidder shall be responsible to pull out all items / equipment etc. from **73-Trade Centre M. A Johar Town, Lahore/ 15-A Abbot Road Lahore** within 7 days after depositing of total amount, at their own expenses.
- k. The competent authority reserves the right to reject all bids / tenders without assigning any reasons as per PPRA Rule - 33
- l. Bidder will submit copy of valid Computerized National Identity Card (CNIC).
- m. Cutting & over writing of bids will be liable to rejection.
- n. Bidder will submit the copy of National Tax Number (NTN)
- o. Bid with incomplete / fake supporting documents will not be entertained, and furnishing of incorrect information shall be liable to legal action.

**Note**

***Bidder is required to follow/ fulfill the terms and conditions mentioned above at Para # 2 (a to n) of this bidding documents. In case of failure the bid shall be rejected.***

\_\_\_\_\_  
(Signature & Stamp of Bidder)

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



## 5. Financial Bid

Bidders Name: \_\_\_\_\_

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

NTN No. \_\_\_\_\_

a.	Tender Submission Date: ٹینڈر جمع کروانے کی تاریخ	
b.	Bid Amount (Rs.) Without Tax بولی کی قیمت بغیر ٹیکس	
c.	GST 18% جنرل سیلز ٹیکس	
	<b>Total:</b>	
d.	Withholding Tax Filer 10% Non-Filer 20% ود ہولڈنگ ٹیکس	
	<b>Grand Total:</b>	

a. Bid Security (Rs. 150,000/-) \_\_\_\_\_

b. CDR/Pay Order No: \_\_\_\_\_

### NOTE:

**Sales Tax and Income Tax shall be calculated over and above of offered bid price and bidder have to pay this amount as per rules.**

(سیلز ٹیکس اور انکم ٹیکس بولی کی قیمت کے اوپر لاگو ہوں گے جو کہ کامیاب بولی دہندہ کو قواعد و ضوابط کے مطابق ادا کرنا ہوں گے)

\_\_\_\_\_  
(Signature & Stamp of Bidder)

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

