



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

AUCTION OF TECHNICAL ITEMS (Auction Document)

Issue Date: _____

Issuance No: _____



Regional Head Office Sargodha

Auction Form

Auction No. NADRA/SGD/10/2026



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

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 Deposit (refundable) of Rs. **17,500/-** in name of “NSRC Disbursement Account RHO NADRA Sargodha” (**HBL-0005030024872701**).
- 2.1.5 Fresh certificate, for being not black listed ever, on legal paper.
- 2.1.6 Completely filled Auction Documents.

2. Selection/Evaluation Criteria

- 2.1 Selection Criteria will be **highest bid in each lot** subject to clearance of Basic Eligibility & Responsiveness.
- 2.2 Financial Bid of Eligible and Responsive bidders will be considered for evaluation.
- 2.3 Financial Bids have been divided in Lots in 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.

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	79
2.		AIO System	19
3.		Form Scanners	42

Authorized Signature/Stamp

Date _____

4. Terms and conditions

- 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. **17,500/-** (refundable) in name of “NSRC Disbursement Account RHO NADRA Sargodha” (**HBL-0005030024872701**). Earnest Money of unsuccessful bidders will be returned immediately after closing of bidding process.
- 4.5 Earnest Money in original should reach to RHO Sargodha before opening of the bid.
- 4.6 The material/items can be inspected at RHO NADRA Stores 6th Gulshan Avenue PAF Link Road Sargodha from **05th July 2026 to 08th July 2026** in office hours and working days only.
- 4.7 Interested bidder/s must attached required documents of Eligibility and Responsiveness in EPADS.
- 4.8 Manual 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**



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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.

- 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 Bid must be submitted through EPADS.

Tender No. **NADRA/SGD/10/2026**
For Auction of Technical Equipment

4.20.1 The bids should be uploaded through EPADS on **08th July 2026** at/before 11:00pm. All Auction Bids will be opened through EPADAS on the same day at 11:30pm Hours.

Authorized Signature/Stamp

Date _____

Firm/Bidder Name: _____

5. Financial Bids for Auction.

	A	B	C	D=A+B+C
	Offered Bid Rs.	18% GST =A*18/100	Income Tax (Rs.) =(A+B)*10/100	Offered Bid (Inclusive Taxes)
Lot-1				
Grand Total				



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Note:-

- All interested bidders are encouraged to submit bids single Lot.
- Rule 236-A of Sales by Auction under Section Tax Ordinance will be applicable.
- *Withholding Tax for Filer will be 10% over and above of the Bidding amount. Same will be 100% increased for Non-Filer.

Authorized Signature/Stamp

Date _____