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

BIDDING DOCUMENT

For

AUCTION OF BER ADMIN STORE ITEMS

TENDER No. NADRA-RHO LHR-RFB/2026/Auction-10

Regional Head Office NADRA Lahore

73-Trade Center M.A Johar Town Lahore
Phone: (92-42)–99232816, Facsimile :(92-42)-99232807
Email: lhr.admin@nadra.gov.pk



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: _____



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	Bracket Fan		43
2	Ceiling Fan+False Ceiling Fan		78
3	Pedestal Fan	Mist+Iron+Plastic Body	9
4	Exhaust Fan	Fan	17
5	Three Seaters	Steel/Cushion	37
6	Three Seaters	Plastic	67
7	Five Seaters	Steel	2
8	Two Seaters	Steel/Poshish	3
9	Sofa Set	Single Seat Black/Brown	6
10	Chairs & Stools All Type	Computer,Executive,Visiting	215
11	Wheel Chairs	Local	9
12	Dining Chair	Wooden	13
13	Conference/Dining Table	Glass	1
15	Tables	Computer/Executive	20
16	Que Separator	Local	20
16	Light Frame	4*4	129
17	Wooden Partition/One Window Partition		30
18	Spray Machine	Manual Plastic	3
19	Safe Steel	Almirah	1
20	Safe Steel	3 Drawer Iron	7
21	Safe Steel	4 Drawer Iron	6
22	Pigeon Hole	Wooden	12
23	Pigeon Hole	IRON	1
24	Change Over		2
25	Curtain		3
26	Metal Detector		28
27	Infrared Thermometer	Temperature Gun	3
28	Face Protection Sheets	Corona Shield	25
29	Lights Roof, Energy Savers, Ceiling lights Etc.		150
30	Emergency Light		4
31	Tyre	All Types	72
32	Standeers		30
33	Telephone Set		9
34	Battery	All Types	9
35	Complaint Box	Local	2
36	Insect Killer		2
37	MEGA PHONE		6
38	Hand Dryer		12
39	Electric Heater	Local	5
40	Fire Extinghueser		3
41	Network Cabinet Box	All Types	18
42	Scrap	IRON+Plastic+MT (Rs/KG)	150
43	Pigeon Hole	Wooden (Mega Center)	3
44	Water Filter		3

4. Terms and Conditions

- a. Bid Security of un-successful bidders shall be released, once bid is awarded to successful bidder on next working day.
- b. All the condemned items to be disposed of on **"As and Where is Basis"**
- c. The bid must be accompanied by Bid Security i.e. **Rs 90,000/-** 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 **01 Sep, 2026 not later than 11:00 AM**.
- d. Sealed bids/offers are invited for the auction of condemned items. Bid containing necessary documents, CDR, Bidding Documents duly completed in all aspects shall be submitted on **EPAD Ver. 2** by **01 Sep, 2026 at 11:00 AM**. Manual bids shall not be accepted.
- e. The bids will be opened on **01 Sep, 2026 at 11:30 AM** at NADRA Regional Head Office, Lahore.
- f. 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).
- g. On completion of auction process, successful bidder shall deposit 25% of the total bid amount in the bank (NADRA Account) on same day. Remaining 75% amount will be deposited in the concerned bank (NADRA Account) within 24 working hours.
- h. **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.**
- i. **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.**
- j. **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 is entitled to attend the proceedings.**
- k. Successful bidder shall be responsible to pull out all items / equipment etc. from **73-Trade Centre M. A Johar Town, Lahore** within 7 days after depositing of total amount, at their own expenses.
- l. The competent authority reserves the right to reject all bids / tenders without assigning any reasons as per PPRA Rule - 33
- m. Bidder will submit copy of valid Computerized National Identity Card (CNIC).
- n. Cutting & over writing of bids will be liable to rejection.
- o. Bidder will submit the copy of National Tax Number (NTN)
- p. Bid with incomplete / fake supporting documents will not be entertained, and furnishing of incorrect information shall be liable to legal action.
- q. Successful bidders will remove the stores within 48 hrs after the complete payment.
- r. 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. **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: _____



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	
	Total:	
d.	Withholding Tax Filer 10% Non-Filer 20% ود ہولڈنگ ٹیکس	
	Grand Total:	

a. Bid Security (Rs. 90,000/-) _____

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: _____

