

AUCTION OF UN-SERVICEABLE ITEMS

(Auction Document)

Issue Date:_____

Issuance No:_____



Regional Head Office Islamabad

Auction Form

Auction No. RHO NADRA/ISB/24/2026





National Database and Registration Authority (NADRA)
Regional Head Office, Plot No. 30,31 Mauve Area G 10/4 Islamabad.

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. **34000/-** in name of “NSRC Disbursement Account RHO NADRA Islamabad”.
- 2.1.5 Fresh Affidavit, for being not black listed ever.
- 2.1.6 Completely filled Auction Documents.

2. Selection/Evaluation Criteria

- 2.1 Selection Criteria will be **highest bid** subject to clearance of Basic Eligibility & Responsiveness.
- 2.2 Financial Bid of Eligible and Responsive bidders will be considered for evaluation.
- 2.3 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 Un-Service able items.

List can be obtained from office.

Authorized Signature/Stamp

Date _____

4. Terms and conditions

- 4.1 The material/items will be disposed of on “as is where is” basis.
- 4.2 The bidder will be required to submit this document completely filled through EPADS.
- 4.3 Details /inspection of auction items may be collected from NADRA RHO Islamabad.
- 4.4 Earnest Money Deposit Rs. **34000/-** (refundable) in name of “NSRC Disbursement Account RHO NADRA Islamabad”. Earnest Money of unsuccessful bidders will be returned immediately after closing of bidding process.
- 4.5 Earnest Money in original should reach to RHO Islamabad before opening of the bid.
- 4.6 The material/items can be inspected at RHO NADRA Stores Plot No.30,31 mauve area G-10/4 Islamabad from **17th August 2026 to 31th August 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 one hundred twenty (120) 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.

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- 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 Islamabad) 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 Islamabad.
- 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 Islamabad.
- 4.16 RHO NADRA Islamabad 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 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. RHO NADRA/ISB/24-A/2026
For Auction of Un-service able Items

- 4.20.1 The bids should be uploaded through EPADS on or before **01st September 2026** at/before 10:00am. Auction Bid will be opened through EPADAS on the same day at 10:30am 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)
1				
Grand Total				

Note:-

- All interested bidders are encouraged to submit bids.
- 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.



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