

**National Database and Registration Authority
Regional Head Office, Karachi.**

**e-Bidding Document
for
Auction of Unserviceable Stores
(Admin & Technical)**

(Single Stage – Single Envelope Procedure)

Tender No: NADRA-RHO KHI/ 2026-27/01

**NADRA Regional Head Office,
29-E, Miran Mohammad Shah Road, M.A.C.H.S, KDA Scheme-1, Karachi
Phone # 021-34540828**

A. Invitation to Bid

Auction of Un-Serviceable Stores

1. NADRA Regional Head Office Karachi invites electronic bids from registered Individual / Firm on EPADS, who deals with scrap business and having valid NTN/SRB Registration, CNIC and proof of Active Taxpayer for the auction of "**Auction of Un-Serviceable Stores**" on "As Is Where Is" basis. Auction schedule & venue is as under:

Lot No.	Bid Submission Deadline & Venue	Auction Opening Date & Venue	Inspection visit Schedule & Venue	Earnest Money must be attached
Lot No 1 (Admin Stores Items) Pre-determined reserved price: Rs. 9,570,890/-	22 nd September 2026 at 1300 Hours R&I Section, Admin Branch, NADRA Regional Head Office, 29-E Miran Muhammad Shah Road, M.A.C.H.S, Karachi	22 nd September 2026 at 1330 Hours Conference Room, NADRA Regional Head Office, 29-E Miran Muhammad Shah Road, M.A.C.H.S, Karachi	From 07 th to 18 th September, 2026 Visit timing: 11:00 hrs to 15:00 hrs (Except holidays) at: Plot No: Comm.001 & Comm. 001/1, Sector P, Gulshan-e-Maymar Housing Scheme, Karachi.	Must be submitted in shape of "PAY ORDER" 05% of quoted amount (including tax) LOT-1 LOT-2 (SEPARATELY FOR EACH LOT)
Lot No 2 (Technical Stores Items) Pre-determined reserved price: Rs. 3,126,160/-			From 07 th to 18 th September, 2026 Visit timing: 11:00 hrs to 15:00 hrs (Except holidays) At NADRA Site Office, Banglow # 94/1, Tipu Sultan Road, MACHS, Karachi.	
Interested parties may bid for any one or both LOTS of their own choice/interest.				

2. Registered Firms/Individual on EPADS V2.0 may collect Bid Document with complete detail, terms & conditions may be collected from **EPADS V2.0 at <http://vendors.epads.gov.pk>**.

3. The bid (s) prepared in accordance with the instructions given in the bid document must be submitted electronically EPADS V2.0 on or before 22nd September at 1300 hours and bid will be opened on same day at 1330 hours in the presence of bidder(s), who choose to witness the tender opening ceremony.

4. NADRA reserves the rights to accept or reject any bid(s) as per PP Rules.

5. This advertisement is also available on PPRA Website at www.ppra.org.pk and on EPADS vide No: _____

**NADRA Regional Head Office, 29-E, Miran Mohammad Shah Road,
M.A.C.H.S, KDA Scheme-1, Karachi**

B. Bidder's Profile / 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: _____

_____ Date: _____

(Signature & Stamp of Bidder)

C. Documents for Eligibility & Responsive Bid

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

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. An affidavit also be submitted in the name of NADRA RHO Karachi, stating that "No blood relative is serving in NADRA" and never been black-listed by any Government Department.
- v. Earnest Money Pay Order
- vi. Bidder's valid CNIC copy
- vii. Affidavit copy for non-black listing by any Government Department and No blood relative is serving in NADRA.

D. Selection/Evaluation Criteria

- 2.1 Selection Criteria will be highest bid above the pre-determined Reserve Price subject to meeting Basic Eligibility & Responsiveness and completion of requisite documents.
- 2.2 Financial Bid of Eligible & Responsive bidders will be evaluated independently against each LOT.
- 2.3 Financial Bid will be considered for all items of particular single lot as per Financial Bid Form(s).
- 2.4 If same price of highest bid is quoted by more than one bidder then revised e-bid will be called among the highest quoted bidder(s).

_____ Date: _____

(Signature & Stamp of Bidder)

E. AUCTION OF UNSERVICEABLE ADMIN STORES (LOT-1)

Sr	Item Name	Qty	Remarks
1	Generator	27	
2	UPS	3	
3	Air Condition (Indoor Unit)	82	
4	Air Condition(Outdoor Unit)	84	
5	Cassette AC Indoor Unit Case	18	
6	Water Dispenser	51	
7	Refrigerator & Microwave Oven	7	
8	LED TV	21	
9	Stabilizers	15	
10	Misc Items *	2604	
11	Tyre of Mix Size	121	
12	Misc MT Scrape**	634	

*The detail of all items (62) is attached as Annexure-A

** The detail of all items (634) is attached as Annexure-B

Same depicted at last pages of this document for clarity.

F. AUCTION OF UNSERVICEABLE TECHNICAL STORES (LOT-2)

Sr	Item Name	Qty	Remarks
1	Server Machine (Without HDD)	65	
2	Desktop CPU (Without HDD)	115	
3	Laptops (Without HDD)	238	
4	System AIO (Without HDD)	170	
5	Signature Scanners	124	
6	Form Scanners	94	
7	UPS	25	
8	LCDs	89	
9	Printer AIO	60	
10	Form Printer AIO	55	
11	Network Switches	51	
12	Digital Camera	39	
13	CCTV Camera	10	
14	Thermal Printer	5	
15	IP Phone	2	
16	Webcam	3	
17	Mic	1	
18	UPS Battery	650	
19	Q-Matic LEDs	100	
20	Currency Checker Plastic	8	
21	Camera Stand Tripod	40	
22	Metal Detector	5	
23	CD Rom	5	
24	Q-Matic Token Machine	1	
25	Telephone Set	63	
26	Photocopier Machine	2	
27	Fax Machine	3	
28	DVR (Without HDD)	5	
29	Amplifier	4	

G. Terms and Conditions

- a. Bid Security of un-successful bidders shall be released, once bid is awarded to successful bidder.
- b. Un-Serviceable items to be disposed-off on "As is Where is" basis. All interested are advised to visit the respective locations of both lots to clear themselves for the quantity and better understanding before submission of bids. No excuse will be entertained once bid is submitted. If any case is raised afterwards, may cause to initiate for blacklisting procedure, however, bid security will be forfeited.
- c. The bid must be accompanied with Bid Security i.e. 5% against each LOT separate envelop in the shape of PAY ORDER on the name of "NADRA PHQ KARACHI" and must be attached with respective bid as well as submitted (in original) on or before 22nd September 2026 not later than 1300 hours (Please mark the lot on the envelop for identification of lot).
- d. Electronic bids/offers are invited for the auction of Un-Serviceable Admin & .0Technical Stores (LOT-1 & LOT-2 respectively). Bid containing necessary documents, Pay Order(s), Bidding Documents duly completed in all aspects must be uploaded on EPADS V2.0 on or before 22nd September at 1300 hours. *Manual bids shall not be accepted/considered.* The bids will be opened on same day at 1330 hours in the Conference Room, NADRA RHO Karachi, 29-E, Miran Muhammad Ali Shah Road, M.A.C.H.S, KDA Scheme-1, Karachi.
- e. 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 next 3-working days.
- f. Successful bidder will ensure deposit of 100% offered amount within Three working days, after issuance letter of award and have to lift all items within next 6- working days. (*In case of failure to deposit 100% payment, the bid security shall be forfeited).
- g. **Successful Bidder shall be responsible to pay all applicable Govt. taxes over the offered bid amount. Taxes should not be included in offered bid amount.**
- h. **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.**
- i. Bidders may inspect Un-Serviceable Admin & Technical Stores Items at respective locations mentioned in advertisement and only and actual bidder is entitled to attend the bidding proceedings or any single person who on behalf of bidder carrying duly signed authority-letter entitled to attend the auction proceedings.

- j. Successful bidder shall be responsible to pull out all items etc. from dumping site within 6 working 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) and SRB.
- o. Bids with incomplete, fake supporting documents will not be entertained, and furnishing of incorrect information shall be liable to legal action.
- p. Successful bidders will remove the stores within 6-Working Days after the complete payment. If the successful bidder(s) fails to remove the stores within stipulated period, NADRA has the right to charge demurrage to the bidder @ 0.5% per day of the total bid amount.

Note:

Bidder is required to fulfill the terms and conditions as mentioned above, in case of failure the bid may be rejected.

_____ Date: _____
(Signature & Stamp of Bidder)

H Financial Bid for Admin Stores Items (LOT-1)

Bidders Name: _____

CNIC No: _____

NTN No: _____

a.	Tender Identification Number	NADRA-RHO-KHI/ 2026-27/01
b.	Bid Amount Without Tax	
c.	GST 18 %	
d.	Withholding Tax Filer 10%	
e.	Withholding Tax Non- Filer 20%	
	Grand Total	

i. Bid Security: _____

ii. CDR/ Pay Order No: _____

iii. Issuing Bank & Branch _____

Note:

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

_____ Date: _____

(Signature & Stamp of Bidder)

I Financial Bid for Technical Stores Items (LOT-2)

Bidders Name: _____

CNIC No: _____

NTN No: _____

a.	Tender Identification Number	NADRA-RHO-KHI/ 2026-27/01
b.	Bid Amount Without Tax	
c.	GST 18 %	
d.	Withholding Tax Filer 10%	
e.	Withholding Tax Non- Filer 20%	
	Grand Total	

i. Bid Security amount: _____

ii. Pay Order No: _____

iii. Issuing Bank & Branch _____

Note:

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

_____ Date: _____

(Signature & Stamp of Bidder)

J. Reserve Prices for each LOT

The Reserve Price for Lot-1 (Admin Stores Items) = Rs. 9,570,890/-

The Reserve Price for Lot-1 (Technical Stores Items) = Rs. 3,126,160/-

K. Award Criteria

The auction shall be conducted on a lot-wise basis, and each Lot has a pre-determined Reserve Price. That's why each Lot shall be evaluated independently. The bidder offering the highest bid above the prescribed Reserve Price against each LOT shall be considered as successful bidder.

It is worth mentioning here that after receipt of full payment in NADRA account, the successful bidder has to wait till final approval of auction process by the Competent Authority. Upon receipt of the requisite approval, the successful shall be allowed to lift the auctioned material from site at his expense/cost via proper "Gate Pass" issued from the Store Section, NADRA RHO Karachi.

***Annexure-A**

Serial	Item Name	Qty
1	Chair Single (Iron) NSER Project	320
2	Chair Executive	26
3	Chair Visitor	45
4	Chair Computer/DEO	285
5	Chair Plastic	30
6	Wheel Chair	36
7	Sofa Single Cusion	51
8	Applicant Stool with Cusion	35
9	Applicant Stool (Sada)	18
10	Waiting Chair 2-Seater Iron	5
11	Waiting Chair 3-Seater Iron+Cusion	2
12	Waiting Chair 3-Seater Plastic	30
13	Waiting Chair 3-Seater Iron	12
14	Waiting Chair Iron 4-Seater Cusion	8
15	Waiting Chair 4-Seater Plastic	30
16	Wash Basin Hand Wash (NSER)	9
17	Bracket Fan	200
18	Fan False Ceiling 24"	90
19	Fan Ceiling 56"	74
20	Fan Exhaust	21
21	Fan Pedastal	17
22	Fan Pedastal Plastic	4
23	Almirah Iron	14
24	File Rack/Cabinet Iron	20
25	File Iron Rack Damaged / Without Racks	5
26	Safe Locker (Iron)	7

27	Electric Water Cooler	46
28	Water Chiller with Tanki	4
29	Q-Matic Machine Standee	20
30	Kiosk Machine Iron (Case Only)	3
31	Electric Blower	11
32	Plant pot Steel	9
33	Led Light 6" Round Shape	50
34	Network Rack Misc Size (4/8U)	43
35	Electric Giezer Small	1
36	Water Tanki Plastic	2
37	Water Pump Motor	3
38	Fire Extinguisher Rusted	18
39	Air Cutter(For Main Enterance)	1
40	Shredder Machine Standard Size	8
41	AC Compressor Chiller	7
42	NADRA Sign Board Small	2
43	Choki for Water Cooler (Iron)	4
44	Metal Tandoor	1
45	Iron Digging Rod (for Tant)	8
46	Background Screen	140
47	Water Cooler (Orange) NSER	7
48	Center Table Damaged	1
49	Wall Light Round Shape	7
50	Iron Patti for Generator Support	16
51	Fox Light Damaged	1
52	Electric Change over box	2
53	Keyboard	130
54	Tea Table Trolley Glass	1

55	Halmet	1
56	Spray Machine (Corona Virus)	3
57	Water Filter Small	2
58	Tonner Expired Empty	155
59	Burnt Hard Disk Scrap (Approx kg)	500
60	Iron Scrap Junk	1
61	Mix Network Wire (Used)	1
62	Wooden File Cabinet, DEO Table, Wood Panelling, CDC Counter Damaged Scrap	1
TOTAL		2604

****Annexure-B**

Serial	Item Name	Qty
1	AC compressor	2
2	AC Pipe (Vehicle)	2
3	Accelerator	1
4	Bearing	11
5	Brake Pad	71
6	Brake Pipe Rubber	1
7	Brake Shoe	74
8	Ceiling Fan (Vehicle)	1
9	Ceiling Light	15
10	Clutch Bearing	2
11	Clutch Cylinder Lower	4
12	Clutch Plate	5
13	Clutch Wire	9
14	Coil	3
15	Dala Seat	1
16	Diesel Filter	15
17	Digi Lock	2
18	Door Handle	12
19	Door mirror machine	1
20	Electric Fuel pump	1
21	Engine Foundation	5
22	Excilator paddle	2
23	Fan Motor	3
24	Fog light	4
25	Front bumper	1

26	Front disc	5
27	Front hisa kechi	4
28	Front jail	1
29	Front linker	6
30	Front Shocker	8
31	Head Light	2
32	Horn	4
33	IO Board	4
34	Iron Frame	1
35	Kamani Patta	2
36	Light Card	1
37	Micl (Air & A/C filter, Fine Belt, Kaschi Bush, Wiper, Wheel Shield, Backlight Cover, Meat Flipper, Hoze Pipe, Plug Wire, Generator Electricfier)	186
38	Oil Cane	70
39	Oil filter	23
40	Oil pump	1
41	Pressure Plate	5
42	Radiator	1
43	Rear bumper plastic	2
44	Rear Dala	1
45	Rear Hisa	1
46	Rear Shocker	7
47	Seal	2
48	Shaker Spring	3
49	Side Glass	6
50	Silencer Dholki	2
51	Silencer jail Iron	1
52	Spark pugs	20

53	Spear water bottle	2
54	Staring Cover	1
55	Tank Veal	1
56	Thermostat	1
57	Timing Bearing	1
58	Tyre Road	2
59	Water body	2
60	Water body road	2
61	Water Flunch	3
62	Wheel drum	1
63	Wiper road	1
TOTAL		634