
**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-13

Regional Head Office NADRA Lahore

73-Trade Center M.A Johar Town Lahore
Phone: (92-42)–99232816, Facsimile :(92-42)-99232807
Email: lh.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	Qty
1	Walk Through Gate	1
2	Bracket Fan	35
3	Ceiling Fan+False Ceiling Fan	23
4	Exhaust Fan	16
5	Three Seaters Steel	27
6	Three Seaters Plastic	35
7	Sofa Set Single	2
8	Chairs & Stools All Type	125
9	Wheel Chairs	3
10	Tables (computer/executive)	23
11	Tables (mrvt Marble/stone)	12
12	Tables Center (Wooden) Mega	1
13	Que Separator	3
14	Light Frame	3
15	Wooden Partition/One Window Partition	10
16	Wooden Cabinet	5
17	Spray Machine	4
18	Safe Steel Almirah	3
19	Safe Steel 3 Drawer	2
20	Safe Steel 4 Drawer	3
21	Pigeon Hole Wooden	7
22	Pigeon Hole iron	1
23	Change Over	6
24	Curtain/Blinds	5
25	Metal Detector	13
26	Face Protection Sheets	30
27	Lights Roof, Energy Savers, Ceiling lights Etc.	60
28	Tyre	18
29	Standeers	50
30	Telephone Set	25
31	Complaint Box	1
32	Insect Killer	1
33	MEGA PHONE	1
34	Electric Heater	6
35	Fire Extinghueser	14
36	Scrap (iron plastic) KG	150
37	Scrap (cables) KG	150
38	Carpet	3
39	Water Filter	2

40	Biker Box	5
41	Fridge	2
42	Table Lamp	1
43	Electric Kettle	1
44	Air Freshner Dispenser	11
45	TV (Nobel)	1
46	Network Cabinet 42u	1
47	Network Rack (Server Cabinet)	15
48	Microwave Oven	2
49	Duct Blower/Exhaust Fan	3
50	Cash Locker	1

(Signature & Stamp of Bidder)

Date: _____



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 price will be started from Rs. 627,337.5/-
- d. The bid must be accompanied by Bid Security i.e. **Rs. 60,000/-** 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 **10 Nov, 2026 not later than 11:00 AM**.
- e. E-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 **10 Nov, 2026 at 11:00 AM**. Manual bids shall not be accepted.
- f. The bids will be opened on **10 Nov, 2026 at 11:30 AM** at NADRA Regional Head Office, Lahore.
- g. Successful bidder has to deposit 18 % sales tax on offered bid amount and 10 % as filer and 20% in case of non-filer as Income tax over the total of offered bid amount. **Taxes should not be included in offered bid amount on E-PADS.**
- h. **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** after issuance of awarding letter. **In case of failure to deposit, bid security shall be forfeited.**
- i. If the successful bidder(s) fails to remove the BER items/equipment within stipulated period, NADRA has the right to charge demurrage to the bidder @ 2% per day of the total bid amount.
- j. **Bidders inspect condemn/ BER ADMIN STORE ITEMS at 15-A Abbot Road, 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 **15-A Abbot Road, Lahore** within 48 hours 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 Disposal of Public Assets Regulations, 2026 (Rule-32).
- 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) and any other document if required.
- p. 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	
	Total:	
d.	Withholding Tax Filer 10% Non-Filer 20% ود ہولڈنگ ٹیکس	
	Grand Total:	

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: _____

