

BIDDING DOCUMENTS

Hiring of 03x Rental Buildings For

**NRC Executive Bahawalpur,
NRC Daira Din Panah,
and NRC Mubarakpur**

(Single Stage Two Envelop Procedure)

Tender No. NADRA/2023-24/01

(Open Competitive Bidding)



**Administration Department
Regional Head Office Multan**



National Database & Registration Authority
Regional Head Office Multan
Tender Documents for Acquiring Rental Office Space

Tender No: **NADRA/ACCN/2023-24/01**

Dated: _____

Tender Documents Issuance Performa

Name of Tender	Acquiring of 03x Rental Buildings for NADRA Offices.
Official Address:	Deputy Director (Admin) Regional Head Office, NADRA 221-A, Shah Rukn-e-Alam Colony, Multan. Tel: 061-9220112, Fax: 061-9220111
Date & Time of Tender Issuance:	
Tender Submission Date & Time:	
Tender Opening Date & Time:	08-04-2024 at 1100 hours
Bidding Process:	Single Stage – Two Envelope
Bid Validity:	180 Working days from the date of submission of tender
Documents issued for NADRA Office	<input type="checkbox"/> Executive NRC Bahawalpur <input type="checkbox"/> NRC Daira Din Panah <input type="checkbox"/> NRC Mubarakpur


NADRA
Government of
Pakistan
Regional Headquarters
Multan
Date _____

1 INVITATION FOR BIDS (IFB)

NADRA invites proposals for acquiring of **03 x Rental Buildings** for NADRA Offices. Details of the specifications of related services to be provided are given in the scope of service in Section [3] hereto. Bidder will be selected under procedure described in this Tender Document (TD), in accordance with the Public Procurement Rules 2004 issued there under (“PPRA”) which can be found at www.ppra.gov.pk. All prospective bidders are required to register themselves with the Admin Branch, NADRA Regional Head Office Multan at above given address. Bid documents with complete detail can be collected from Admin Branch during working hours on or before **08 April, 2024**.

This bidding document includes the following Sections:

- Instructions to Bidders (ITB)
- Eligibility Criteria
- Scope of Work
- Conditions of Contract
- General Proposal
- Financial Proposal
- General Guideline for Bid Submission

Proposals must be submitted at the below mentioned address;

Yours sincerely,

Assistant Director (ESTATE)
Regional Head Office, NADRA
221-A, Shah Rukn-e-Alam Colony, Multan.
Tel: 061-9220112 Fax: 061-9220111



2 INSTRUCTION TO BIDDERS (ITB)

2.1 Bidding Details (Instruction to Bidders)

All bids must be accompanied with Bid Forms, Affidavits, etc. and must be submitted to Admin Branch, National Database and Registration Authority, Regional Head Office, Multan on or before **1100 hours** not later than **08 April, 2024**.

The bids will be publicly opened at the **NADRA RHO, Multan**, on same date at **1200 hours**.

The bidder must submit bids on the basis of complete requirements. Failure to meet this condition will cause disqualification of the bidder. The bidder shall submit bids which comply with the Bidding Document. Alternative bids will not be considered.

2.1.1 Correspondence Address

The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:

Primary Contact

Assistant Director (Estate)
Regional Head Office, NADRA
221-A, Shah Rukn-e-Alam Colony, Multan.
Email: - adnan.bashir@nadra.gov.pk
Tel # 061-9220112
Fax: 061-9220111

Secondary Contact

Assistant Director (Admin)
Regional Head Office, NADRA
221-A, Shah Rukn-e-Alam Colony, Multan.
Phone # 061-9220133
Fax: 061-9220111

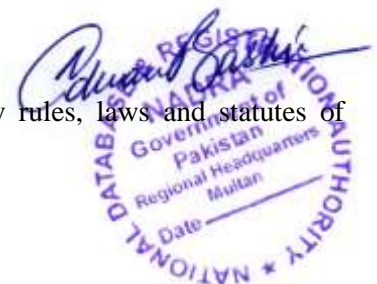
Bidders are also required to state, in their proposals, the name, title, fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

NADRA: will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

2.2 Eligible Bidders

All the bidders duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan shall be eligible.



2.3 Corrupt Practice

- 2.3.1** NADRA requires that Bidders / Suppliers / Contractors, observe the highest standard of ethics during the procurement and execution of contract and refrain from undertaking or participating in any corrupt or fraudulent practices.
- 2.3.2** NADRA will reject a proposal for award, if it determines that the Bidder recommended for award was engaged in any corrupt or has been blacklisted under the Public Procurement Rules 2004, in competing for the contract in question.
- 2.3.3** Any false information or misstatement on the part of the vendor will lead to disqualification/ blacklisting/ legal proceeding regardless of the price or quality of the product as per the provisions of PP Rules.

2.4 Preparation of Bids

2.4.1 Bidding Process

This is the Single Stage – Two Envelope Procedure; the bid shall comprise a single package containing **ELIGIBILITY CRITERIA** (duly filled in all respect) along with **GENERAL PROPOSAL** and **FINANCIAL PROPOSAL** sealed separately in envelopes as per Rule 36(b).

2.4.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and NADRA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.4.3 Language of Bid

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and NADRA must be written in English. [[PP Rule \(6\)](#)]

2.4.4 General Proposal

The General Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative. Standard Forms for General Proposal are available at Section-5.1 of this document.

2.4.5 Financial Proposal

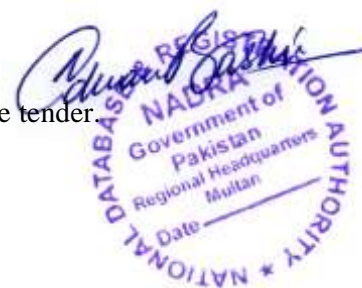
The Financial Proposal shall be prepared using the standard form attached, duly signed by the bidder or authorized representative. Standard Forms for Financial Proposal are available in Section-5.2 of this document.

2.4.6 Bid Currencies

For the purpose of comparison of bids quoted in different currencies, price shall be converted in PAK RUPEE (PKR). The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids. [[PP Rule 30 \(2\)](#)]

2.4.7 Bid Security

Bid Security is not required from the bidder in order to participate in the tender.



2.4.8 Bid Validity

Bids shall remain valid for a period of **180 days**, after the date of bid opening prescribed by NADRA; [\[PP Rule 26 \(1\)\]](#)

Bidders who agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity. [\[PP Rule 26 \(4-a\)\]](#)

2.5 Submission of Bids

2.5.1 Sealing and Marking of Bids

This is the Single Stage – Two Envelope Procedure; the bid shall comprise a single package containing **ELIGIBILITY CRITERIA** (duly filled in all respect) along with **General Proposal** and **Financial Proposal** sealed separately in envelopes. As per Rule 36(b)

2.5.2 Response Time

Bidders are required to submit their Bids by or before **1100 hours** not later than **08 April, 2024**. Bids will be received by NADRA at the address specified under ITB Section [2.1] within office hours. [\[PP Rule 13 \(2\)\]](#)

2.5.3 Clarification of Bidding Documents

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and NADRA shall respond to such queries in writing within three calendar days, provided they are received at least five (5) calendar days prior to the date of opening of bid.

It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained bidding documents.

2.5.4 Late Bids

Any bid after the deadline for submission of bids prescribed by NADRA will not be received.

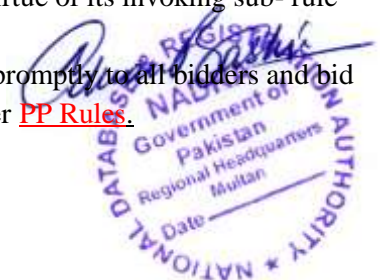
2.5.5 Withdrawal of Bids

The Bidder may withdraw their bids after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and/or by an authorized representative, and shall include a copy of the authorization. Provided that, written notice of Withdrawal, shall be received by NADRA prior to the opening of bids.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB section [2.4.8].

2.5.6 Cancellation of Bidding Process

1. NADRA may cancel the bidding process at any time prior to the acceptance of a bid or proposal as per [PP Rules](#).
2. NADRA shall incur no liability towards the bidders, solely by virtue of its invoking sub- rule (1) as per [PP Rules](#).
3. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security if any shall be returned along with such intimation as per [PP Rules](#).



4. NADRA shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds as per PP Rules.

2.5.7 Mechanism for Redressal of Grievances

NADRA has a Committee for Complaint Redressal to address the complaints of bidder that may occur during the procurement proceedings. [PP Rule 48 (1)]

Any bidder being aggrieved by any act or decision of the NADRA during procurement proceedings may lodge a written complaint concerning his grievances within seven days of announcement of the technical evaluation report and five days after issuance of final evaluation report. [PP Rule 48(3)]

In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings. [PP Rule 48(4)]

In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report:
Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage single envelope bidding procedure is adopted. [PP Rule 48(5)]

The GRC shall investigate and decide upon the complaint within ten days of its receipt. [PP Rule 48(6)]

Any bidder or party not satisfied with the decision of the GRC, may file an appeal before the Authority within thirty days of communication of the decision subject to depositing the prescribed fee and in accordance with the procedure issued by the Authority. The decision of the Authority shall be considered as final. [PP Rule 48(7)]

In addition to above it may be added that no complaint will be entertained unless it is: -

- a) Forwarded on company's original letter head, complete address, NTN of the company and CNIC of the complainant.
- b) Incriminating evidence of the complaints.

2.5.8 Review Panel

The Authority shall maintain a list of Review Panelists for the purpose of reviewing a bidder's complaint. The Panelist shall be appointed on such terms and conditions as the Authority may from time to time notify with the approval of the Competent Authority. [PP Rule 48(1)]

2.5.9 Matters not subject to Appeal or Review

The following actions of the NADRA shall not be subject to the appeal or review:

- Selection method adopted by the NADRA;
- Decision by the NADRA under ITB section [2.5.6].



2.6 Opening and Evaluation of Bids

2.6.1 Opening of Bids by NADRA

The opening of bids shall be as per the procedure set down in Section 2.4.1 dealing with Bidding Process. The bids will be publicly opened in the **National Database and Registration Authority, Regional Head Office, Multan**, on **08 April, 2024 at 1200 hrs.**

2.6.2 Clarification of Bids

No Bidder shall be allowed to alter or modify his bids after the expiry of deadline for the receipt of the bids unless, NADRA may, at its discretion, ask a Bidder for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted. [PP Rule 31 (1)]

2.6.3 Preliminary Examination & Basic Eligibility

NADRA will examine the bids to determine whether the bids are complete and the documents have been properly signed and whether the bids are generally in order.

If a bid is not responsive, it will be rejected by NADRA and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

All requirements mandatory for the basic eligibility of all bidders is attached at **(5.1.1)**. Bidder not providing/fulfilling any one of the stated requirements & documents, will be declared as not responsive and will not be considered for evaluation criteria.

2.6.4 Evaluation Criteria

All bids shall be evaluated as per the criteria given at **(2.6.5)**.



Office Name: NRC

1/2

BID No. NADRA/ACCN/2023-24/01/

2.6.5-Building Evaluation Criteria for Hiring of Official Buildings

NADRA WILL EVALUATE THE OFFERS USING THE FOLLOWING ELIGIBILITY CRITERIA					
Sr. No	Requisite	Max	Marks Obtained After Due Visit by the Premises committee	Marking Criteria	Remarks
1	Renovation of Building	10		Proper flooring, False Ceiling & Distemper is available or willing as per NADRA requirement	
		5		Acceptable flooring, False Ceiling & Distemper already available and not willing to improve	
		0		Without proper Flooring, False Ceiling & Distemper	
2	Shape of Building	10		In the shape of a hall with independent entrance	
		5		Can be converted into a hall on commitment	
		0		Neither is nor can be converted into a hall	
3	Location	10		On main road with spacious front	
		5		Away/stride the main road with spacious front	
4	Approach to the Building	10		Non-crowded & accessible by public transport	
		5		Crowded area & accessible by public Transport	
		0		Crowded area & difficult to approach	
5	Parking Space (Dedicated to the premises)	10		Dedicated parking space more than 1600 Sft	
		7		Dedicated parking space more than 1200 Sft	
		4		Dedicated parking space more than 800 Sft	
6	Availability of Electric connection with sanctioned load	10		3 phase meter with sanction load of 50 KVA & PMT (personally maintained transformer) available or committed	
		5		3 phase meter with sanction load of 25 KVA & PMT (personally maintained transformer) available or committed	
		1		3 phase meter without required sanction load	



National Database & Registration Authority
Regional Head Office Multan
Tender Documents for Acquiring Rental Office Space

2/2

Office Name: NRC

BID No. NADRA/ACCN/2023-24/01/

7	Security wise suitability	10		Security wise suitable with boundary wall or owner willing to construct later	
		5		Security wise suitable but without boundary wall	
		0		Not suitable and without boundary wall	
8	Emergency Exit	5		Availability of proper Emergency Exit or willing to provide	
		2		Availability of Emergency Exit not possible	
09	Availability of roof top for Network Dish & Solar System	5		Availability of space for Network dish & Solar System	
		3		Availability of space for Network dish	
		0		Non-Availability of space for Network dish	
10	Tap water and other utilities	5		Potable Tap water with Overhead tank & electric water pump	
		3		Non-Potable Tap water with Overhead tank & electric water pump	
11	Availability of washrooms & store room	5		Separate 2x public and 1x staff washrooms with Store room	
		3		2x public washrooms with Store room	
12	Condition of Property	7		Constructed not more than 1 year ago	
		5		Constructed not more than 5 year ago	
		2		Constructed not more than 10 year ago	
13	Ramp for Wheel Chair	3		Proper Ramp available or willing to arrange	
		0		Neither available not possible	
Total Marks		100		<input type="checkbox"/> Qualified <input type="checkbox"/> Disqualified	

Note:

1. The offered sites will be visited by NADRA Evaluation Committee for physical verification of the information given by the bidder. Location which acquires minimum of 60% marks after due inspection as per the criteria given above will be considered as "Qualified Premises/Bid".
2. If a bidder acquires '0' marks in any of the above-mentioned category then he/she will be considered as disqualified.
3. Property will not be considered, if it is located in a residential area.
4. Financial bids will be taken as lump sum.
5. Evaluation will be cost and Quality based with the ratio of 20% to 80% respectively.



2.6.6 Discussions Prior to Evaluation

If required, prior to evaluation of the bid, NADRA may, within 6-7 days of receipt of the bid, call upon any of the Bidders to discuss or to ask for clarification about anything contained in the bidding document. Evaluation method after technical and financial bid opening is mentioned as under.

2.6.7 Evaluation Method

a. General Proposal:

Sr.	BID NO.	Technical Marks Obtained	Weighted Technical Score (Marks obtained x 80 ÷ 100)
1			

b. Financial Proposal:

Sr.	BID NO.	Lowest Bid Price (Rs.)	Given Bid Price (Rs.)	Financial Score (Lowest Bid Price ÷ Given Bid Price x 100 = Financial Score)	Weighted Financial Score (Financial Score x 20 ÷ 100)
1					

c. Marks Obtained:

Sr.	Bid No.	Technical Weightage	Financial Weightage	Marks Obtained (Technical Weightage + Financial Weightage)
1				

2.7 Award of Contract

2.7.1 Award Criteria

Subject to ITB Section [2.7.2], NADRA will award the contract to the successful Bidder, whose bid has been determined to be the most advantageous bid, provided the information given in the bidding document is on ground verified by the Evaluation/Procurement Committee of the NADRA.

2.7.2 NADRA's Right to reject all Bids

NADRA may cancel the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidder(s) [PP Rule 33]



2.7.3 Notification of Award

Prior to the expiration of the period of bid validity, NADRA will notify the successful Bidder in writing by letter or by facsimile, to be confirmed in writing by letter, that his/her bid has been accepted.

The notification of award will constitute the formation of the Contract.

Subsequent to the intimation to successful Bidder, NADRA will promptly notify each unsuccessful Bidder and will discharge his/her bid security, pursuant to ITB Section [2.4.7].

2.7.4 Signing of Contract

Within 7 Days from the date of notification of the award the successful bidder shall furnish to NADRA particulars as may be asked by the NADRA management.

The Contract shall be signed by the parties at Central Office, NADRA, Multan, within 15 Days of award of contract. Copy of the agreement enclosed as Annexure "A" required to be signed by the lessor at this stage.

2.7.5 General Conditions of Contract

For detailed General Condition of Contract refer to Section [4.1] of this TD.

2.7.6 Special Conditions of Contract (Same as General Conditions of the Contract)

For detailed Special Condition of Contract refer to Section [4.2] of this TD.

2.7.7 Non-Disclosure Agreement

The successful bidder shall upon the award of the contract execute a Non-Disclosure Agreement with NADRA.



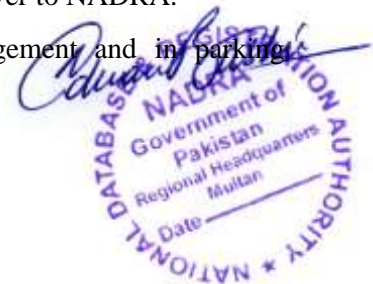
3 SCOPE OF WORK

Hiring of offices by NADRA as per the location & parameters given in the advertisement and as under with required documents are part of Technical Bid.

1. The space must be on ground floor (not in residential area), preferably in the shape of a Hall, having **RCC** building structure with required covered area mentioned as under:

Sr.	Site Name	Required Covered Area	Location
1.	NRC Bahawalpur Executive	Preferably 4000 Sqft	Bahawalpur main city
2.	NRC Daira Din Panah	Preferably 3500 Sqft	Daira Din Panah main city
5.	NRC Mubarakpur		Mubarakpur main city

2. Minimum one room for store & 2x washrooms for staff and applicants with complete accessories.
3. Easily accessible by public transport.
4. Parking area for public and Staff.
5. Tenancy period not less than 10 years.
6. A Separate connection of 3-Phase meter/connection and PMT (preferably).
7. Complete sanitation work and water tank with electric water pump.
8. Provision of Ramp for wheel chair of Disable citizens.
9. Provision of Space, NOC for installation of direction board, sign board, and heavy generator.
10. Preferably boundary wall around the premises with Iron Grill (6 Feet Height).
11. Availability of roof top for installation of network equipment and Solar System (preferably).
12. Complete Flooring i.e. Porcelain Tiles, shutter gates & False Ceiling with complete electrification form electricity Meter to DB and within the premises.
13. Availability of Emergency Exit (Preferably).
14. Provision and Installation of DSL in the premises.
15. Wall Partitions with Porcelain tile work inside the premises as per NADRA requirement.
16. Proper paint work of the complete building before handing over to NADRA.
17. Proper flooring (Tuff Tiles etc.) at front for que management and in parking area.



4 Contract will be executed if the bid qualifies

4.1 Conditions of Contract. As per clause 5

4.1.1 Definitions

In this contract, the following terms shall be interpreted as indicated:

“Applicable Law” means the Public Procurement Rules 2004.

“Procuring Agency” or “PA” means NADRA.

“Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is General Conditions (GC), and the Special Conditions (SC).

“Contract Price” means the monthly rent of the premises. “Effective Date” means the date on which this Contract comes into force?

“GC” mean these General Conditions of Contract. “Government” means the Government of Pakistan “Currency” means Pak Rupees.

“Member” means any of entities that make up the joint venture/consortium/association, and “Members” means all these entities.

“Party” means the PA or the Contractor, as the case may be, and “Parties” means both of them.

“Personnel” means persons hired by the Contractor or by any Sub- Contractors and assigned to the Performance of the Services or any part thereof.

“SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.

“Services” means the services to be performed by the Contractor pursuant to this Contract, as Described in the scope of services.

“In writing” means communicated in written form with proof of receipt.

4.1.2 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of the Islamic Republic of Pakistan.



4.1.3 Notice

- Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the bidding document.
- A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the bidding document.

4.1.4 Authorized Representative

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the NADRA or the Supplier may be taken or executed by the officials.

4.1.5 Taxes and Duties

The Lessor shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the bidding document, the amount of which is deemed to have been included in the Contract Price.

4.1.6 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.

4.1.7 Expiration of Contract

Unless terminated earlier pursuant to Lease agreement, this Contract shall expire at the end of such time period after the Effective Date as specified in the lease agreement.

4.1.8 Modifications or Variations

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

4.1.9 Force Majeure

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

4.2.0 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

4.2.1 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.



4.2.2 Termination of Contract by lessor/lessee. As per clause 5.

4.2.3 Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

4.2.4 SETTLEMENT OF DISPUTES

4.2.4.1 Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

4.2.4.2 Arbitration

If the NADRA and the Supplier fail to amicably settle any dispute arising out of or in connection with the Contract within ten (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Multan, Pakistan and proceedings of arbitration shall be conducted in English.

4.2.4.3 Conflict of Interest

The Supplier shall hold the NADRA's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

4.2.4.4 Confidentiality

Except with the prior written consent of the NADRA, the Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.



National Database & Registration Authority
Regional Head Office Multan
Tender Documents for Acquiring Rental Office Space

LEASE AGREEMENT

BY AND BETWEEN

This agreement of tenancy is made at [city name], on this [date] day of [Month] 2021. **BETWEEN [Owner's Name]**, son of _____ resident of _____ CNIC No. _____ (hereinafter called "the lessor", which expression shall, unless repugnant to the context and meaning include his heirs, successors, administrators and assigns) of the **ONE PART**.

AND

“National Database & Registration Authority – [NADRA] a statutory body corporate established pursuant to section 3 of National Database and Registration Authority Ordinance, 2000 (Viii of 2000) having its headquarters at the State Bank of Pakistan Building, Shahrah-e-Jamhuriat, G-5/2, Islamabad (hereinafter called “the lessee”. (Which expression shall where the context so admit shall include it administrator, official, successors-in-interest and any person or person through or under it) of the **OTHER PART**.

WHEREAS, LESSOR is absolutely seized and possessed or otherwise well and sufficiently entitled to the building bearing Municipal No. _____ situated at _____.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, LESSOR and LESSEE hereby covenant and witness as under:-

1. TERM.

- a. LESSOR hereby leases the leased Premises to LESSEE, and LESSEE hereby leases the same from LESSOR. The LESSOR has agreed to grant lease in respect of the demised premises for a term of _____ years, commencing from _____ to _____.
- b. Lessee may renew the Lease for one extended term of [years] . Lessee shall exercise such renewal option, if at all, by giving written notice to Lessor not less than ninety (90) days prior to the expiration of the Initial Term. The renewal term shall be at the rental set forth below and otherwise upon the same covenants, conditions and provisions as provided in this Lease.
- c. Contract termination period by the owner shall be depended on the cost of renovation incurred by NADRA (one million for each year after initial three years).

2. RENTAL

- a. Rent shall be start from the date of possession. Possession date shall be considered when lessee contractors will start renovation / rehabilitation E&M work of the premises. However, it shall not exceed three months for the date of signing of the contract.
- b. The monthly rent payable by the Lessee to the Lessor from the date of possession in respect of the said premises shall be [monthly rent] (Rupees).
- c. Lessee shall pay to Lessor a "Six Month Advance" in the amount of _____.
- d. Rent will be in increase, at a rate of ten percent (10%) per annum or 25% after three years as decided.



National Database & Registration Authority
Regional Head Office Multan
Tender Documents for Acquiring Rental Office Space

3. The LESSEE Covenants with LESSOR as under:-

- 3.1 UTILITIES:** To be liable for payment of electric, gas, water, sewerage, telephone and any other conservancy charges, as per monthly bills/consumption, without fail from the occupation of demised premises earlier all dues, default, arrears of electricity or any other charges if any the Lessee not liable thereof.
- 3.2 SUBLEASE OF HIRED PREMISES:** Not to assign, sublease wholly or partially with the possession of the premises without prior consent of the Lessor, in writing.
- 3.3 NON CONFIRMATION USE OF HOUSE:** Not to use the premises for any other purpose except for running an office, as per requirements of its functioning.
- 3.4 ALTERATION AND IMPROVEMENTS IN PREMISES:** The Lessee will be entitled to carry out, at its expenses, such temporary alteration and to install such fixtures and fittings as may be required by the Lessee, and it will be removable at the time of vacation of rented premises, on the option of lessee.
- 3.5 STRUCTURAL ALTERATION:** Not to make any structural alterations into or upon the demised premises or make any alterations or addition to the external appearance or any part of the demised premises without the previous consent of the Lessor in writing.
- 3.6 HANDING OVER OF THE PREMISES:** Upon expiry of the lease period to remove all such fixtures and fittings installed by the Lessee and to hand over vacant possession of the said premises in the same condition to the Lessor, normal wear and tear expected, as at the time the Lessee took over possession of the premises pursuant to this agreement.

4. The LESSOR covenants with LESSEE as under:-

- 4.1 STRUCTURAL AND MAJOR REPAIR.** To carry out all structural and major repairs to the premises as may require from time to time.
- 4.2 PERMISSION FOR RENOVATION.** To permit the Lessee to install or affix fixtures or fitting in the premises and to detach and repossess the same at the expiration or termination of the lease.
- 4.3 PAYMENT OF TAXES:** To pay the property tax leviable on the premises. Also to pay all other future taxes and charges arising out of the said premises imposed by the Government from time to time.
- 4.4 USAGE OF THE PREMISES:** To ensure that Lessee shall peacefully enjoy use of the premises without any hindrance or interference from the Lessor or any quarters / co-owner/neighbors/bodies person.
- 4.5 PROVISION OF ELECTRIC UTENSILS:** The lessor shall provide 50 KV electric load with 3-Phase electric meter (or as per requirement) for Lessee's use. Another meter will be made available with owner consent, if required. The lessor shall provide the sufficient space for generator on the front side of the demise premises, any tax imposed on such space, the same shall be payable by the lessor. (As all the taxes is responsibility of the owner).
- 4.6 WHITE WASH/COLOUR OF THE PREMISES:** The lessor shall bear white wash/color expenses every year in the demise premises.



5. THE LESSOR WARRANTS THAT:-

5.1 NECESSARY APPROVALS FROM AUTHORITIES: That there are no restriction or impediments in the Lessor's rights/entitlement to lease the premises to the Lessee for the purpose mentioned and that if all necessary Approvals/permission/consents of the relevant Government Department/Municipal Authority/Development Authority etc. are required, at the Lessor will not hesitate to extent all their support in this regards to ensure free, smooth and unrestricted use of the premises by the Lessee for the purpose of running an office and to provide copies of entitlement and documents for such purpose, whenever required.

5.2 UNDERTAKING OF THE BUILDING: The premises at the time of handing over, is structurally sound in every respect and may be used for the purpose which is leased and the Lessor undertakes that the structure has been erected in accordance with the necessary approvals/premises/consents/plants/permits of the relevant Government Department/ Municipal Authority /Development Authority/Housing Authority.

5.3 EFFECTS OF NATURAL DISASTERS ON PREMISES: "If, during the period of this lease agreement, the premises is destroyed or damaged due to structural defects or damages by an earthquake, civil commotion, nots, war, political disturbance, storm or any other disaster beyond the control of the Lessee, the Lessee at its sole discretion shall have the right to terminate this lease agreement on one month notice and upon such termination no further rent shall be payable by the Lessee. In case the advance rent already paid to the Lessor (owner of the building) it will be returned for remaining period of time to the Lessee by the owner of the building.

5.4 PAYMENT OF TAXES: That property tax or any other taxes levied on the Demised Premises by the Central and /or Provincial or Local Government shall be paid and born by the Lessor. In the event of the Lessor being declared a defaulter thereof by, and in response to a legal notice in this context received by the LESSEE from, the relevant tax authorities, the Lessee shall so inform the Lessor in writing. If the Lessor fails to pay the said tax within the period stipulated in the notice, the Lessee may elect to pay the outstanding taxes accruing against the Lessor and deduct the paid amount from next future rental payments.

5.5 Change Of Ownership During Rent Period: The LESSOR/LAND LORD/OWNER will be responsible for prior consent of new owner for continuation of rent agreement on same terms & conditions for the remaining period of rent agreement till expiry, in case of any change of ownership or transfer of rented premises, during lease period of rented premises.

5.6 Provision of Utilities & Immunities: The LESSOR/LAND LORD/OWNER will ensure the continuity of all utilities and immunities as well as access to all control penal or area in his custody, necessary to regulate such utilities and immunities without any disturbance.

5.7 Commercial Status Of Rented Premises: The status of rented property as commercial will be sole responsibility of LESSOR/LAND LORD/OWNER and he will bear all future claims and effects relates to any such dispute, if any for usage and functioning of rented premises.

5.8 Indemnity Against Third Party Litigation or Claims: The LESSOR/LAND LORD/OWNER indemnifies the LESSEE/TENANT (NADRA) against any action, claim & litigation of third party arisen



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upon rented premises during either period of tenancy of subject Rent Agreement or beyond relates to any claim, action or litigation for the same period.

5.9 Fair Rent Consideration: The any subsequent claim of enhancement of rent on the ground of “Fair rent consideration” will not be acceptable during tenure/period of agreement at all, either from lessor /landlord or any other person on his behalf or from new owner’s in case of change of ownership.

6. HANDING TAKING OVER OF THE BUILDING: Upon expiry of the lease or upon its earlier termination, the parties at time of handing over possession will carry out a joint survey of the premises to confirm that the premises is being handed over in good condition, normal wear and tear expected. In case any damages is identified and agreed by the parties during the joint inspection, the Lessee will have this repaired at its own cost.

7. TERMINATION OF THE CONTRACT: The Lessor and Lessee agree to strictly abide by the terms and conditions as laid down in this agreement. Contract termination period by the Lessor shall be depended on the cost of renovation incurred by NADRA (one million for each year after initial three years). The Lessee may terminate the lease after giving **(90 days)** written notice to this effect.

IN WITNESS WHEREOF the parties here unto have set and subscribed their respective hands at [city name]. On the day month and year first, mentioned above.

LESSEE:

For and on behalf NADRA

Name: _____

Designation: _____

CNIC No: _____

In the presence of:

Signature of **WITNESSES**

1- Name: _____

Address: _____

CNIC No: _____

2- Name: _____

Address: _____

CNIC No: _____

LESSORE:

For and on behalf of lessor

Name:

S/o/D/o/W/o

CNIC No:

In the presence of:

Signature of **WITNESSES**

1- Name: _____

Address: _____

CNIC No: _____

2- Name: _____

Address: _____

CNIC No: _____



5.1 GENERAL PORPOSAL

General Proposal includes Eligibility Criteria and Owners' Consent:

5.1.1

ELIGIBILITY CRITERIA:

Documents and requirements/conditions mentioned as under must be checked/fulfilled and submitted with Owner's Consent and Bid declaration form as General Proposal.

1. Building structure must be RCC and should not be in residential area.
2. Provision of DSL facility is mandatory.
3. Building must be fit for the use and Building Fitness Certificate issued by the concerned authority must be submitted.
4. Photocopy of ownership/lease documents i.e. (Fard-e-Malkiat / Registry / Allotment Letter) must be submitted.
 - 4.1 In case of co-owners "power of attorney" is required (Specimen placed at **Annex-A**)
5. Photocopy of valid (Preferably approved) site plan and CNIC must be submitted.
6. Submission of an Undertaking on Legal stamp paper of Rs. 100/- certifying that owner/building is not temporary / permanently debarred from any Government agency / authority / department (without bearing any responsibility on NADRA whatsoever in this regard).
 - 6.1 In case of single owner specimen placed at **Annex-B**.
 - 6.2 In case of co-owners specimen placed at **Annex-C**.
7. Bid Declaration form shall be submitted on stamp paper of Rs.100/- as part of General Proposal, specimen placed at **Annex-D**.

NOTE: NON-COMPLIANCE OF THE CITED ABOVE CONDITIONS AND CRITERIA SHALL RESULT INTO DISQUALIFICATION OF THE BID.

5.1.2 Consent of owner must be filled and submitted as per the specimen given as under.



CONSENT OF OWNER

1. I / We _____
being the owner/co-owner/attorney of the building, which is located/situated at _____
_____ covered area measuring _____ Sqft, (i.e. _____ Sqft on rent and _____ sqft on gratis) hereby given consent to rent out above mentioned building to NADRA for establishing/ operating NADRA Office _____ City at monthly rent as mentioned in financial bid with six month advance for a tenancy period of **10** year/s. Lease period may be extendable with mutual consent after expiry. Moreover, I / we shall provide photocopies of document mentioned in eligibility criteria at (5.1.1 with sub paras') at the time of bid submission: -

2. In case my building, after having been hired by the NADRA is vacated during the currency of agreed lease period, I shall refund the balance of the advance rent, if any. It is hereby affirmed/declared that the building is complete in all respect and habitable. If it is not found so on inspection the occupation allowed by the National Database and Registration Authority (NADRA), Islamabad shall automatically stand withdrawn/cancelled.

Owner/s:-

Signature: _____

Name/s: _____

CNIC: _____

Present Address: _____

Phone: _____ **Mobile:** _____ **Fax:** _____

Email: _____ **Date:** _____



CONSENT OF OWNER

I / we shall agree on the provision & fulfillment of following terms/conditions at the offered building:

1. Minimum one room for store & 2x washrooms for staff and applicants with complete accessories.
2. Easily accessible by public transport.
3. Parking area at least 800 Sft > 1200 Sft 1200 Sft > 1600 Sft More than 1600 Sft
4. Tenancy period not less than 10 years.
5. A Separate connection of 3-Phase meter/connection and PMT (preferably).
6. Complete sanitation work and water tank with electric water pump.
7. Provision of Ramp for wheel chair of Disable citizens.
8. Provision of Space, NOC for installation of direction board, sign board, and heavy generator.
9. Preferably boundary wall around the premises with Iron Grill (6 Feet Height).
10. Availability of roof top for installation of network equipment and Solar System (preferably).
11. Complete Flooring i.e. Porcelain Tiles, shutter gates & False Ceiling with complete electrification from electricity meter to DB and within the premises.
12. Availability of Emergency Exit (Preferably).
13. Provision and Installation of DSL in the premises.
14. Wall Partitions with Porcelain tile work inside the premises as per NADRA requirement.
15. Proper paint work of the complete building before handing over to NADRA.
16. Proper flooring (Tuff Tiles etc.) at front for que management and parking area.

Signature: _____

Owner/Attorney Name:- _____

CNIC: _____



5.2 FINANCIAL PROPOSAL

PRICE SCHEDULE

Name of the Bidder _____

Monthly Rent (Lump Sum) _____

Monthly Rent (Per Square Feet) _____

Rent enhancement @ 10% annually OR @ 25% after Three years

NOTE

1. Owner will be liable to pay all municipal, government, non-government and other rates, taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement and assessment which may be levied in respect of the Demised Premises.
2. 6 x months advance rent will be permissible after possession of the building by NADRA.
3. Quoted price shall be inclusive of all applicable taxes and justified with reference to other Offices located in the area.
4. No brokerage / service charges shall be paid in case of real estate agent.

Signature & Stamp of the Bidder _____

Date _____



5.3 GENERAL GUIDELINES FOR BUILDING HIRING TENDER

1. Send the Bid in 2x sealed envelopes named as **General Proposal** and **Financial Proposal**.
2. **General Proposal** must be sealed pack in a separate envelop including following documents as mentioned in para 5.1.1 of Tender Documents.
 - a) Tender documents with initials/sign of bidder on all pages.
 - b) Property documents (Fard Malkiat, Registry or Allotment letter, Powe of attorney if applicable).
 - c) Affidavit on legal paper that the offered site is not legally barred.
 - d) CNIC copy of bidder.
 - e) Building map (preferably approved) duly signed by owner and architect with stamp.
 - f) Building fitness certificate or application from bidder that same will be submitted before finalization of the contract (mention the address of the building).
 - g) Security Bids declaration form Annex-D printed on stamp paper of minimum Rs.100/- denomination.
3. Make sure that following details must be same on all the documents.
 - a) Bidder Name.
 - b) Address of the offered site. (mention khewat and khatooni number if street address is not available)
 - c) Covered area of the offered site must be same on “consent of the owner” and building map.
4. **Financial proposal** must be sealed pack in a separate envelop named as Financial Proposal



Annex-A

مختار خاص

1. منکہ مسمی / مسماٹ _____ ولد/دختر/زوجہ _____
قومی شناختی کارڈ نمبر _____ سکَنہ _____
2. منکہ مسمی / مسماٹ _____ ولد/دختر/زوجہ _____
قومی شناختی کارڈ نمبر _____ سکَنہ _____
3. منکہ مسمی / مسماٹ _____ ولد/دختر/زوجہ _____
قومی شناختی کارڈ نمبر _____ سکَنہ _____
ہم _____ کے مشترکہ وارث ہیں۔ ہم اپنی جانب سے

مسمی / مسماٹ _____ ولد/دختر/زوجہ _____
قومی شناختی کارڈ نمبر _____ سکَنہ _____
کو اپنا مختار خاص مقرر کرتے ہیں اور اختیار دیتے ہیں کہ مختار خاص موصوف/موصوفہ مذکورہ مکان کی دیکھ بھال کرے سرکاری ادارہ "نادرا" کو کرائے پر دے اور طے شدہ ماہانہ کرایہ وصول کرے۔ لہذا بقائمی ہوش و حواس خمسہ برضا رغبت خود بلا جبر و کرائے غیر روبرو گواہان حاشیہ سند کرایا ہے۔

العبد : _____ العبد : _____
ولد/دختر/زوجہ _____ ولد/دختر/زوجہ _____
قومی شناختی کارڈ نمبر _____ قومی شناختی کارڈ نمبر _____
(مختار خاص دہندہ) (مختار خاص دہندہ)

العبد : _____ العبد : _____
ولد/دختر/زوجہ _____ ولد/دختر/زوجہ _____
قومی شناختی کارڈ نمبر _____ قومی شناختی کارڈ نمبر _____
(مختار خاص موصوف/موصوفہ) (مختار خاص دہندہ)



Annex-B

بیان حلفی

ازاں: _____ ولد/دختر/زوجہ _____ قوم _____

سکنہ _____ شناختی کارڈ نمبر _____ ہے۔

☆ میں حلفا بیان کرتا ہوں کہ میرا نام ولدیت قومیت اور سکونت بالکل درست ہے۔

☆ میں حلفا بیان کرتا ہوں کہ ایک عمارت رقبہ (تعمیر شدہ) _____ مربع فٹ (پتہ) _____

_____ کا میں مالک ہوں۔

☆ میں حلفا بیان کرتا ہوں کہ مذکورہ عمارت بطور مالک _____ شہر میں نادرا دفتر کے لیے کرایہ پر دینے کے لیے رضا مند ہوں۔

☆ میں حلفا بیان کرتا ہوں کہ میری مذکورہ عمارت پر کسی قسم کا کوئی قانونی تنازع نہ ہے۔

☆ میں حلفا بیان کرتا ہوں کہ میری اس عمارت پر کسی بھی سرکاری و نیم سرکاری ادارے سے کوئی قرضہ نہ لیا گیا ہے۔

☆ میں حلفا بیان کرتا ہوں کہ اگر مستقبل میں مذکورہ عمارت سے متعلق کوئی بھی قانونی تنازع یا پریشانی ہوئی تو میں بحیثیت مالک اس کا ذمہ دار ہوں گا۔

☆ میں حلفا بیان کرتا ہوں کہ درج بالا بیان میرے علم و یقین کی حد تک درست ہے اور کوئی راز پوشیدہ نہ رکھا گیا ہے۔

العبد :

_____ ولد/دختر/زوجہ _____

_____ قومی شناختی کارڈ نمبر _____



Annex-C

بیان حلفی

ازاں: _____ ولد/دختر/زوجہ _____ قوم _____
سکنہ _____ شناختی کارڈ نمبر _____ ہے۔

☆ میں حلفا بیان کرتا ہوں کہ میرا نام ولدیت قومیت اور سکونت بالکل درست ہے۔

☆ میں حلفا بیان کرتا ہوں کہ ایک عمارت رقبہ (تعمیر شدہ) _____ مربع فٹ (پتہ) _____

_____ کا میں مشترکہ مالک اور مختار خاص مقرر ہوں۔

☆ میں حلفا بیان کرتا ہوں کہ مذکورہ عمارت بطور مختار خاص _____ شہر میں نادرا دفتر کے لیے کرایہ پر دینے کے لیے رضا مند ہوں۔

☆ میں حلفا بیان کرتا ہوں کہ مذکورہ عمارت پر کسی قسم کا کوئی قانونی تنازع نہ ہے۔

☆ میں حلفا بیان کرتا ہوں کہ اس عمارت پر کسی بھی سرکاری و نیم سرکاری ادارے سے کوئی قرضہ نہ لیا گیا ہے۔

☆ میں حلفا بیان کرتا ہوں کہ اگر مستقبل میں مذکورہ عمارت سے متعلق کوئی بھی قانونی تنازع یا پریشانی ہوئی تو میں بحیثیت مختار خاص اس کا ذمہ دار ہوں گا۔

☆ میں حلفا بیان کرتا ہوں کہ درج بالا بیان میرے علم و یقین کی حد تک صحیح درست ہے اور کوئی راز پوشیدہ نہ رکھا گیا ہے۔

العبد: _____

_____ ولد/دختر/زوجہ _____

_____ قومی شناختی کارڈ نمبر _____



Annex-D

Form of Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: [/ / 2024]
No: [NADRA/ACCN/2023-24/01]

To: NADRA REGIONAL HEAD OFFICE
221/A SHAH RUKN-E-ALAM
MULTAN.

I, the undersigned, declare that:

I understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

I accept that i will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if I am in breach of our obligation(s) under the Bid conditions, because I:

- (a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid validity, (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security (or guarantee), if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if I am not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder* _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder** _____

Title of the person signing the Bid _____

Signature of the person named above _____

Date signed _____ day of _____, _____

*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

** : Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid.]

