



Government of Pakistan  
**NATIONAL DATABASE AND REGISTRATION AUTHORITY**

(Regional Head Office Peshawar - Khyber Pakhtunkhwa)



**RENTAL OFFICE SPACE REQUIRED  
FOR NADRA Office Baffa, District Mansehra**  
(Tender Notice No. 2024-25/Estate/NRC Baffa)

**OFFICE ACCOMMODATION WILL HAVE FOLLOWING FEATURES:**

- Office Accommodation should be in Baffa, District Mansehra.
- Space measuring of total covered area 2500-4000 sq ft with public and staff washrooms.
- Prominent, having independent entrance and proposed building should not be in residential area.
- Security wise viable location and easily accessible by public transport.
- Dedicated 3 Phase Electrical Meter / Connection
- Preference will be given to the building in which dedicated transformer is installed.
- Tap Water facility along with overhand tank.
- Ramp for wheel chair for disable citizens.
- Space, NOC for installation of direction board, sign board and heavy generator.
- Roof top for satellite dish antenna installation.
- Sufficient space for maintaining the public queue & parking area.
- Tenancy for a longer period (Preferably 10 years).

**Note:** - Interested parties / owners can purchase the bidding documents on submission of a written application at a cost of **Rs. 100/-** from below mentioned address or from concerned offices between **09:00 am – 03:00 pm** hours (except gazette holidays). The bids / proposal should be submitted duly completed in all respects by **16<sup>th</sup> Apr, 2024** at **11:00 am hours** (under **Single Stage-Two Envelope** bidding procedure). The envelopes shall be clearly marked as **Technical** and **Financial** proposals. Technical bids / proposals will be Opened on **16<sup>th</sup> Apr, 2024** at **11:30 am hours** at NADRA Regional Head Office, EOBI Building, Plot No. 31 Sector B-1, Phase-V Hayatabad Peshawar in presence of bidders/their nominated representatives. Bid / proposals must include the following documents in addition to any other information that the bidder may find necessary: -

**Technical Bid (Separate Envelop):**

- Photocopy of property ownership documents [Fard-e-Jaidad/Allotment letter/Relevant Certificate by concerned authority (where settled revenue record is not available)].
- Photocopy of valid CNIC.
- Fitness Certificate of the building
- Undertaking on Non-judicial 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).
- Pictures of the building offered for lease.
- Valid Site Plan / Map of the building duly approved from concerned authority.
- In case of absence of owner, authority letter for representative duly signed by property owner, permitting him to attend tender process.

**Financial Bid (Separate Envelop):**

- Owner's consent showing monthly rent & offered area of the building.
- Quoted price shall be inclusive of all taxes.
- No brokerage / service charges will be paid in case of real estate agent.
- Opening date / time of **Financial Proposal** will be informed to all successful bidders of General Proposal Evaluation.
- Bidding documents received after submission of due date / time mentioned above, will not be entertained.
- NADRA reserves the right to reject all bids / proposals under PPRA Rule 33 and can cancel the bidding process before acceptance of bid or proposal.
- Bid can also be rejected if owner of selected building fail to produce acceptable required / property documents.
- This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk)

For any query contact on following address:

**Director (Admin)**

**NADRA Regional Head Office, Peshawar - Khyber Pakhtunkhwa**

EOBI Building, Plot No. 31 Sector B-1, Phase-V Hayatabad Peshawar | Telephone: 091-9217840