



GOVERNMENT OF PAKISTAN  
MINISTRY OF INTERIOR  
NATIONAL DATABASE AND REGISTRATION AUTHORITY  
REGIONAL HEAD OFFICE ISLAMABAD



**REBID NOTICE**

**RENTAL OFFICE SPACE REQUIRED FOR NADRA OFFICE EXECUTIVE  
MUZAFFARABAD, DISTRICT MUZAFFARABAD**

**(RHO/lsb/Admin-44/2022)**

**OFFICE ACCOMMODATION WILL HAVE FOLLOWING FEATURES:**

- Office Accommodation should be in the main vicinity of Muzaffarabad city.
- Offered space measuring of total covered area between **2000 - 3500 Sqft** and space should be in the shape of hall along with public and staff washrooms.
- Prominent, having independent entrance.
- Government Departments will be given preference.
- Tenancy for a longer period (preferably ten years or more)
- Other details are given in bidding documents

**Note: -** Interested parties / owners can purchase the bidding document on submission of a written application at a Cost of Rs.**500/-** from below mentioned address during office hours from **24<sup>th</sup> October 2022** to **07<sup>th</sup> November 2022** (except gazette holidays). The proposal should be submitted duly completed in all aspects by **08<sup>th</sup> November 2022 at 1130 hours** (under **Single Stage – Two Envelope** offer procedure). The Envelopes shall be clearly marked as **Technical** and **Financial** proposals. Technical proposal will be **opened by 08<sup>th</sup> November 2022 at 1200 hours** in presence of available bidders. Proposals must include the following documents in addition to any other information that the bidder may find necessary:

- Photocopy of ownership/lease property documents.
  - Photocopy of valid approved Site Plan & CNIC of Owner
  - Photocopy of NTN, GST & SST (if applicable)
  - 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).
  - Fitness Certificate
- Offer documents received after submission of due date/time mentioned above will not be entertained.
- Quoted price shall be inclusive of all taxes, **except GST / SST, which shall be mentioned separately (if applicable)**.
- No brokerage / service charges will be paid in case of real estate agent.
- Opening date/time of **Financial Proposal** will be communicated to all successful bidders of **General Proposal** Evaluation.
- NADRA reserves the right to reject all proposals and can cancel the advertisement process before acceptance of bid or proposal.
- Offer can also be rejected if owner of selected building fail to produce acceptable required/property documents.

For Any query contact on following address:

**Director (Admin)**  
**Regional Head Office NADRA, Plot No. 30/31, Mauve Area, G-10/4**  
**Islamabad | Ph. 051-9108124**