National Database and Registration Authority (NADRA)
Regional Head Office Lahore

BIDDING DOCUMENT

For

AUCTION OF BER TECHNICAL STORE ITEMS

TENDER No. NADRA-RHO LHR-RFB/2026/Auction-15

Regional Head Office NADRA Lahore

73-Trade Center M.A Johar Town Lahore
Phone: (92-42)–99232816, Facsimile :(92-42)-99232807
Email: lhr.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. #	Equipment	QTY	Category wise QTY
ALL-IN-ONE SYSTEMS			
1	ALL-IN-ONE SYSTEMS DELL 3030	74	118
2	ALL-IN-ONE SYSTEMS DELL 7440	6	
3	ALL-IN-ONE SYSTEMS DELL 3240	5	
4	ALL-IN-ONE SYSTEMS DELL 3050	14	
5	ALL-IN-ONE SYSTEMS DELL 3280	2	
6	ALL-IN-ONE SYSTEMS HP PRO ONE 600	17	
DESKTOP SYSTEMS			
1	DESKTOP SYSTEM DELL OPTILPLEX 3020 MT	1	2
2	DESKTOP SYSTEM DELL OPTILPLEX 3046	1	
FORM PRITNERS			
1	FORM PRINTER XEROX 3320	1	16
2	FORM PRINTER XEROX 3330	4	
3	FORM PRINTER OKI B412	7	
4	FORM PRINTER HP M 402D	2	
5	FORM PRINTER HP M401DN	1	
6	FORM PRINTER HP P-1102	1	
ALL IN ONE PRINERS			
1	PRINTER ALL IN ONE XEROX 3215	1	1
FORM SCANNERS			
1	FORM SCANNER EPSON GT-1500	32	78
2	FORM SCANNER EPSON DS-1630	22	
3	FORM SCANNER HP-5590	5	
4	FORM SCANNER PLUSTEK PN-2040	5	
5	FORM SCANNER PLUSTEK PL3060	9	
6	FORM SCANNER HP PRO 2500F1	1	
7	FORM SCANNER XEROX DUPLEX COMBO	2	
8	SIGNATURE SCANNER LIDE SERIES	2	

_____

(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. 309,267/-

d. The bid must be accompanied by Bid Security i.e. **Rs. 30,000/-** 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 **17 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 17 **Nov, 2026 at 11:00 AM.** Manual bids shall not be accepted.

f. The bids will be opened on **17 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 TECHNICAL STORE ITEMS at NADRA RHO, 73-Trade Centre M. A Johar Town, Lahore as well as only bidder is entitled to attend the biding 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 73-Trade Centre M. A Johar Town, Lahore within 48 hour 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 ہولڈ نگ ٹیکس	
	Grand Total:	

a. **Bid Security (Rs.)** _____

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: _____