



National Database and Registration Authority (NADRA)
Regional Head Office,
A-89, Sindhi Co-Operative Housing Society Airport Road Sukkur

Tender Documents for Procurement of Lands for District NRCs (Bidding Document)

Tender No. NADRA-RHO-SKR 07/2025-26

Issue Date: _____ Issuance No: _____



**Administration Department
Regional Head Office Sukkur**



National Database and Registration Authority (NADRA)
Regional Head Office,
A-89, Sindhi Co-Operative Housing Society Airport Road Sukkur

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Tender Form

Note:

- i. Owner/Bidder must fill in all the details as required in the form.
- ii. Use Capital letters.

Name(s) of Owner(s): _____

CNIC No.: _____

Sales Tax Registration No. (If any): _____

Address: _____

Telephone: _____ **Fax:** _____

Cell No: _____ **Email:** _____

Offered Plot/Land Address: _____

Authorized Signature

Date _____



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1. Invitation of Bids:

- 1.1 NADRA RHO Sukkur invites interested bidders/owners to offer Land/Plot for the construction of NADRA offices at following District and Tehsil NRCs .
District – Dadu, Kandhkot & Larkana
Tehsil – Gambat, Daur, TandoAdam, Dokri & Mehrabpur
- 1.2 Interested owners/bidders may submit their bids by offering their Land/Plot which fulfill the requirements of NADRA RHO, as details given in this document.

2. Eligibility Criteria for Land/Plot:

Sr.	Eligibility Requirement	Documentary Proof
2.1	For District- Plot Size measuring 1000 – 1210 Sq-Yrd For Tehsil - Plot Size measuring 500 – 605 Sq-Yrd	Valid legal Property Documents shall be submitted with the bid documents. (Incase of non-commercial registry, Commercialization Certificate will be provided for serial # 2.4 after technical qualification and subsequently convert the registry into commercial category after acceptance letter)
2.2	Offered Land may be within the radius of Concerned Districts and Concerned Tehsil. Distance of offered land from well known area within radius of 3 KM	
2.3	Minimum 60 Feet Front of Plot	(Government Documents verification and valuation certificate required for serial # 2.6 after technical qualification)
2.4	Land/Site must be in a commercially declared area (preferably commercial documents)	
2.5	Land / Site should be at road level	South _____ North _____ West _____ East _____
2.6	Bidder must be the owner of the Land or Legally Authorized by the owner/Firm/Company.	
2.7	4x Dimension Address of offered Plot	Power of Attorney executed by owners/co-sharer in favor of any one duly attested by the notary public shall be submitted as per attached format at <u>Annex-A.</u>
2.8	In case of multiple ownership, consent from all owners must be provided.	
2.9	Land / Site should not be in or near restricted / sensitive area / building (cantonment, law-enforcement building / area, Jail Air path), away from electric / high power transmission lines, main gas line, water course or any other hazardous aspect.	*Undertaking affidavit, on Stamp paper as per format attached as <u>Annex-B</u> / *Non-encumbrance/Search certificate for serial # 3.1 after technical qualification *Site plan shall be provided after technical qualification)
3.0	Offered Land must be in possession of the bidder.	
3.1	The land/plot must be cleared from all types of liability i.e. mortgage, pledge, taxes etc	
3.2	The land/plot must be cleared from any type of litigation or any dispute on ownership. Disputed property shall not be eligible for procurement.	
3.3	Availability of utility services, WAPDA, PTCL, Sewerage, Gas, Water supply / Ground water etc	



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3. Responsibilities of Land Owners/Bidders:

- 3.1 As per the approved plan, NADRA shall procure Plot in a commercially declared area preferably commercial documents. (In-case of non-commercial registry, Commercialization Certificate will be provided after technical qualification and subsequently convert the registry into commercial category after acceptance letter and all expenses shall be borne by the owner.)
- 3.2 The owner shall execute registered sale deed of the property in favor of NADRA before the Sub Registrar Office from concerned district and shall be bound to fulfill all the legal obligations on his part for peaceful transfer of the said property in favor of NADRA.
- 3.3 That after sale by the owner of the property and purchase by NADRA, if any kind of dispute arises, the seller of the said property shall be responsible to get resolved the said dispute on his own of all type of responsibilities.
- 3.4 If owner of short listed Land/Plot does not fulfill his/her responsibilities as detailed above, NADRA RHO Sukkur reserves the right to consider the next / subsequent most advantageous bid.

Authorized Signature

Date: _____



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4. Evaluation Method

- 4.1 The offered sites must be visited by the NADRA, Evaluation Board / Committee for physical verification of the information given by the bidder
- 4.2 Price evaluation from Govt. authorized evaluators will be carried out prior to finalization of contract.
- 4.3 **“Least cost based selection”** evaluation method will be conducted.

Authorized Signature

Date _____



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5. Terms & Conditions

- 5.1 "Single stage Two Envelop Procedure" will be used for the procurement of land/plot for NADRA RHO Sukkur.
- 5.2 If you have doubt as to the meaning of any portion of the tender documents, you may seek clarification of the same from Procurement Section NADRA RHO Sukkur, Phone No.071-9310864.
- 5.3 Selection/evaluation criteria has been defined in Section-2. Owners/Bidders will be responsible to provide all required documents and details for analysis.
- 5.4 Price of Plot/Land offered in bids must be exclusive of all type of applicable taxes on bidder's end. Any other charges, liabilities disclosed later on will also be paid by the bidder
- 5.5 Payment of the Plot/Land price will be paid as per PPRA Rule after completion of all documental clearance, transfer and possession; however, the Owner/Bidder will be responsible for clearance of all type of liabilities.
- 5.6 NADRA will get the bids evaluated of the offered plot from specified State bank/ Govt. evaluators. The owner is legally bound to provide any documents required by the evaluators as & when required.
- 5.7 Minimum required **Bid validity is 180 Days** from the day of its Technical Bid opening.
- 5.8 In case of disqualification of most advantageous bid due to submission of fake information/documents, procurement of Plot/Land may be proceeded on 2nd most advantageous bid after approval from Competent Authority. Bidder will be responsible for his bid cost in case of disqualification at any stage.
- 5.9 Termination of procurement in case of *force majeure*, NADRA will not be responsible for any loss at owner's end.
- 5.10 The competent authority reserves the right to reject all bids as per PPRA Rule 33.

Authorized Signature _____

Date _____



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5.11 SEALING AND MARKING OF BIDS:

- 5.11.1 The Technical and Financial Bids shall be submitted in separate sealed envelopes marked as under, after mentioning the type of bid on top i.e. **Technical Bid or Financial Bid:**

Dy. Director (Admin)
NADRA RHO, A-89 Sindhi Co-Operative Housing Society
Airport Road Sukkur

- 5.11.2 Both the envelopes shall bear the word “CONFIDENTIAL” and following identifications:-

Tender No. NADRA-RHO-SKR 07/2025-26, Dated: _____

For Procurement of Plot/Land

- 5.11.3 The electronic bids must be submitted by using **EPADs on or before by 30 June 2026 at 1400 hrs** and Manual Bids **will not be accepted** for further tender process. Electronic Bids will be open on same day i.e; **30 June 2026 at 1430 hrs.** Otherwise bid will not be accepted.
- 5.11.4 The interested Firm/Company will submit bid on **Single Stage Two Envelopes** basis. The Technical bids shall be evaluated first. Financial bid(s) of only technically qualified bidders will be opened and also available for the register bidders on **EPADs** at <http://eprocure.gov.pk>.
- 5.11.5 This advertisement is also available on PPRA website at www.ppra.gov.pk.

Authorized Signature

Date



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Name of Owner/Bidder _____

6. General Proposal/Technical Bid for offered Land/Plot

Details of Land/Plot Offered	Total Plot Size	Plot Size offered	Remarks, if any
	Sq.Yrds	Sq.Yrds	
<u>Dadu</u> District Dadu			
<u>Kandh Kot</u> District Kashmore @ K.Kot			
<u>Larkana</u> District Larkana			
<u>Gambat</u> Tehsil, District Khairpur			
<u>Tando Adam</u> Tehsil, District Sanghar			
<u>Dokri</u> Tehsil, District Larkana			
<u>Mehrabpur</u> Tehsil, District N.Feroze			

Note:

- 6.1 One Square Yard will be considered as 9 Sqft.
- 6.2 There should be no overwriting or cutting.

Authorized Signature

Date: _____



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Name of Owner/Bidder: _____

7. Financial Bid for offered Land/Plot

Details of Land/Plot Offered	Total Plot Size	Rate offered	Total Price
	Sq.Yrds	Per Sq.Yrds	
<u>Dadu</u> District Dadu			
<u>Kandh Kot</u> District Kashmore @ K.Kot			
<u>Larkana</u> District Larkana			
<u>Gambat</u> Tehsil, District Khairpur			
<u>Tando Adam</u> Tehsil, District Sanghar			
<u>Dokri</u> Tehsil, District Larkana			
<u>Mehrampur</u> Tehsil, District N.Feroze			

Note:

1. Price of Plot/Land offered in bids must be exclusive of all type of applicable taxes on bidder's end.
2. There should be no overwriting or cutting.

Authorized Signature

Date: _____



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AUTHORITY LETTER

I, _____ S/o _____, (Religion) _____, adult,
by caste _____, R/O _____

_____ holding CNIC# _____ being the owner/co-owner of property bearing
No: _____ situated at _____

Authorized Mr. _____ S/o _____,
(Religion) _____, adult holding CNIC# _____ to participate
in the Tender Bid for procurement of land for NADRA RHO Sukkur and submit
all the documents as and when required by the NADRA.

This Authority letter is issued on _____ for the above purpose.

Executant

Name:- _____

S/o _____

CNIC# _____



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UNDERTAKING AFFIDAVIT

I, _____ S/O _____, (Religion) _____, adult, by caste _____, R/O _____

holding CNIC # _____ do hereby state on oath as under:-

1). That I say that Mr/M/s _____ S/O _____ and Mr/M/s _____ S/O _____ and Mr/M/s _____ S/O _____, _____ adult, R/O _____

Holders of CNIC # _____ is/are sole and exclusive owner/co owners of property bearing No: _____ situated at _____

2). That I being the attorney of Mr/Ms _____ and Mr/Ms _____ and Mr/Ms _____ in respect of property bearing No: _____ situated at _____

Undertakes and to state that the aforesaid property is cleared from all types of liabilities i.e, Mortgage, Pledge, Taxes, Arrears etc and the said property is neither under any title dispute nor under any legal litigation before any Honourable Courts upto the level of Honourable Supreme Court of Pakistan, Revenue department, Banks, Tribunals, Cooperative Societies or any other department of the Provincial & Federal Government.

3). That I say that the aforesaid property is in physical possession of the aforementioned owners which is free from any others physical possession dispute with any body, whatsoever.

4). That I say that the Land / Site should not be in or near restricted / sensitive area / building (cantonment, law-enforcement building / area, Jail Air path) and away from electric / high power transmission lines, main gas line, water course or any other hazardous aspect.

5). That I say that the Availability of utility services, WAPDA, PTCL, Sewerage, Gas, Water supply / Ground water etc.

6). That whatever is stated above is true & correct to the best of my own knowledge & belief. Sworn and signed at _____ on this _____ day of _____ 20____.

Deponent

S/O _____
(CNIC # _____)

Attested by Oath Commissioner



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POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS THAT

I/We _____ S/O _____ Muslim, Adult

Resident of _____, do hereby appoint, nominate and constitute Mr. _____ S/O _____, Muslim, adult, aged about _____ years by caste _____, resident of _____ property

_____ holding CNIC No. _____ as my/our true and lawful attorney for on my/our behalf and I/we do hereby empower him to do any or all of the following acts, deeds and things in respect of my/our property fully described in the schedule mentioned below, for me/our behalf, under his own signature and sole discretion.

SCHEDULE:-

IN RESPECT OF PROPERTY 'BEARING' _____

1. To enter into look-after, hire, reside, examine, make it's parts through sub-division plan, as the case may be, on my/our behalf.
2. To participate in the Tender Bid for procurement of land for NADRA RHO Sukkur and submit all the documents as and when required by the NADRA.
3. To file application, in any office of Central, Provincial or Semi/District Government departments relating to the said property therein and before him personally.
4. To Swear affidavits, to give statements and produce evidence (oral and documentary), to enter into agreements including agreement of sale, to compromise and compound all disputes and matter initiated in respect of my/our said property on my/our behalf and or against me/us as the case may



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be, in any court of Law or Office or before any concerned authority / authorities.

5. To sign all paper, deeds, documents, Agreements, affidavits, transfer deeds, and documents, receipts, notice statements etc, on my/our behalf, as and when so needed.
6. My/our said attorney is hereby empowered generally to do any other act, as considered proper and expedient in connection with my said property, through his sole discretion and under his signatures.
7. I/We do hereby certify and confirm that all acts; deeds and things done and executed or caused to be done and executed by me/us by virtue of the powers hereby conferred upon him, shall be constructed as acts, deeds and thins personally done and executed by me/us.
8. IN WITNESSES **WHEREOF I/We**, with my/our free will, in good faith and same mind without any pressure have set and subscribed my/our hands hereunto, at _____ on this _____ the day of

EXECUTANT

1. _____
2. _____
3. _____

SPECIMEN SIGNATURE OF ATTORNEY

WTTNESSES

1. _____

2. _____

Attested by Notary Public