



**GOVERNMENT OF PAKISTAN
MINISTRY OF INTERIOR
NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA)
REGIONAL HEAD OFFICE, KARACHI**



Tender Notice # 2026-27/02

Hiring of Janitorial Services and Support Staff

1. **National Database and Registration Authority (NADRA), Regional Head Office Karachi** intends to Hire "Janitorial Services and Support Staff" for FY **2026-27 and 2027-2028 (extendable for further 12-months)**, through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provisioning of "Non-Consultancy Services".
2. **Single Stage - Two Envelope** procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS) – (each bidder is required to mention the detail of Services, Tools, Equipment, Uniform in the submitted bid document and sample Snap where required)**.
3. All Bids must be accompanied by a Bid Security in the form of **Pay Order** in the name of **NADRA PHQ Karachi**. The Original Bid Security must be reached to this office on or before Opening of tender with proper marking/identification of bidder(s).
4. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at <https://vendors.epads.gov.pk/> and PPRA web site.
5. The e-bid, prepared in accordance with the instructions given in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before 25th September **2026 at 10:00 AM**. E-bids will be opened at Conference Room, NADRA RHO, Karachi on the same day at 25th September **2026 at 10:30 AM**. Manual submission of Bids shall not be entertained.
6. NADRA reserves the rights to accept or reject any bid(s) as per PP Rules.
7. This advertisement is also available on PPRA Website at www.ppra.org.pk and on EPADS vide No: **P104131**

**DIRECTOR ADMINISTRATION
NADRA Regional Head Office, 29-E, Miran Mohammad Shah Road,
M.A.C.H.S, KDA Scheme-1, Karachi**