

GOVERNMENT OF PAKISTAN
**MINISTRY OF INDUSTRIES AND
PRODUCTION ISLAMABAD**

TENDER NOTICE

HIRING OF GENERAL NON-CORE SERVICES THROUGH OUTSOURCING

Sealed bids are invited from reputed, experienced, and financially sound firms/contractors registered with relevant authorities for providing **Naib Qasid (25 Nos) Janitorial Services (06 Janitors)** for FY 2026-27 at Ministry of Industries and Production, located at 1th floor Block-A, Pak-Secretariat, Islamabad.

1. Scope of Work:

Provision of Naib Qasid (25 Nos) for delivering files, documents, and official correspondence between different offices or desks. Serving refreshments (tea, water) to office staff and guests, performing general administrative errands, such as photocopying, faxing, or handling incoming/outgoing mail and cleaning staff (06 persons) for maintaining cleanliness and hygiene of the office premises, washrooms, corridors, and surrounding areas on a daily basis. The material must be high quality and environmentally friendly and.

2. Eligibility Criteria:

- The firm must be registered with EOBI, FBR (having Active Taxpayer status).
- The firm must have at least 03 years of relevant experience and presently hand in job in providing such services to government or reputable private organizations.
- Copy of CNIC, NTN, and GST registration certificate must be attached.
- Proof of past performance and similar work orders must be provided.

3. Tender Documents:

Tender documents containing terms & conditions, evaluation criteria, and other details can be obtained from the official website of PPRA and M/o Industries and Production.

4. Submission and Opening:-

- From **26.08.2026 to 21.09.2026** bidding documents shall be collected through EPAK Acquisition & Disposal System (EPADS) and shall apply for tender 2025-26 through EPADS. No manual bids/ hard copies shall be accepted.
- Tenders will be opened on **21.09.2026** at **11:00 A.M.** in Ministry of Industries and Production in the presence of the bidders or their authorized representatives.

5. Bid Security:

A Bid Security of Rs. 150,000/- of the total tender amount in the form of a Pay Order/Bank Draft in favor of Section Officer (Admn), Ministry of Industries and Production must be attached with the tender, Rule-25 of PPRA Rules-2004.

6. Terms & Conditions:

- The successful firm will be responsible for providing uniformed Naib Qasid cum drivers and cleaning staff.
- The procuring agency reserves the right to reject any or all bids as per PPRA Rules, 2004.

(MUHAMMAD FRAZ ANWAR)

Section Officer (Admn-II)

051-9204501

Asstt. Secy
PID (I) No.1971/26