Office of the Accountant General

Khyber Pakhtunkhwa, Peshawar

Phone: 091-9211915

TENDER NOTICE FOR JANITORIAL SERVICES/GENERATOR OPERATOR

Accountant General KP, invites electronic bids on PPRA e-Pak Acquisition & Disposal System (EPADS) from well-reputed firms, registered with Tax Department for following Janitorial Services: -

DETAILS OF JANITORIAL SERVICES TO BE PROVIDED AT OFFICE OF THE ACCOUNTANT GENERAL KP

Daily Tasks:

- Cleaning, sweeping and mopping all rooms and areas of the premises of AG KP.
- Cleaning and disinfecting all toilets, wash basins, taps, glass mirrors, walls, floors and sinks to make the toilets look clean and dry all time.
- Cleaning of all partitions from both sides.
- Cleaning of waste paper baskets under all desks.
- Collections, removal and disposal of waste and garbage.

Weekly Tasks:

- Glass Fixture Cleaning.
- Detailed Bathrooms cleaning, wall tiles, doors, and floor washing with suitable chemicals.
- Light fixtures cleaning.
- Cob web removals.
- Blinds dusting.
- Cleaning of false ceiling.

Note:

i. Bid price should be submitted in compliance with minimum wages announced by the Government. In case of bid lower then minimum wage, bid would be liable to be cancelled. Any change increase/ decrease in the minimum wages by the Government would be incorporated/ materialized by the procuring agency subject to the approval of the Competent Authority.

ADDRESS AND DESCRIPTION OF PREMISES

Address	Fort Road Peshawar Cantt.
Building	02
Floors	6
Bathrooms	27
Janitorial Staff Requirements	Supervisor: 01 Janitors: 17

TERMS OF REFERENCES (TORS)

1. The procurement method as per Public Procurement Rule 36(a) will be observed for processing this tender and the firm complying the requirements of AG KP, Tender Notice and Terms of References having the Most Advantageous Bid shall be considered for award of contract.
2. Bidders are required to submit their bids through PPRA EPAD System, and also submit hard copy within due date, however the bidders are required to submit the bid security in original @ Rs.500,000/- in the shape of a Bank Draft/Pay Order/Demand Draft /CDR/Bankers Cheque/Cashier Cheque only in favor of Accountant General, KP before bid submission/ closing date & time without which the proposal shall not be entertained/ accepted and be rejected straight away.
3. Any Bid not accompanied by the bid security shall be rejected as non-responsive.
4. The bid security of unsuccessful bidder will be returned without any interest, as promptly as possible; however the bid security of the 2nd lowest bidder will be returned after signing of agreement with successful bidder.
5. The firm should be registered with the Tax authorities and must be on the Active Tax Payers List of FBR. NTN/KPPRA should be mentioned in the bid.
6. The price including per month cleaning material charges inclusive of all taxes where applicable should be quoted in Pak Rupees for the whole job on monthly basis.
7. Cleaning workers and one supervisor shall be required on daily basis.
8. The provision of cleaning material shall be sole responsibility of the Contractor. However, the quality/ quoted brands of the cleaning material will be checked by the Caretaker of the office of A.G KP.
9. The successful bidder shall be responsible to carry out janitorial services of the building from 8:00 A.M. to 4:00 P.M daily or as per office timings issued by the Federal Government. The Attendance Register of Janitorial Staff will be maintained by Caretaker of the office of A.G KP. Further, the daily/ weekly cleaning schedule would be prepared in consultation with Caretaker in order to utilize the janitorial staff more effectively and efficiently.

10. The Procuring Agency reserves the right to cancel the order/ agreement, forfeit the Performance Guarantee, impose a penalty upto 50% of monthly bill, or blacklist the firm if the terms of services contract are not met in to.
11. The procuring agency reserves the right to accept or reject any or all bids for which the reason may be communicated, if desired.
12. Quoted Bid rates shall be valid for the one year.
13. Affidavit on Rs.100/- stamp paper (attested by Notary Public) to the effect that the firm is not black listed and has no dispute with any Government department should be submit through EPADS.
14. The successful bidders will execute an agreement on prescribed form on Rs.500/- stamp paper for award of contract initially for a period of one year, which shall be further extendable for another year or two subject to satisfactory performance.
15. The Successful Bidders shall be responsible for the timely payment and rights and liabilities of the janitorial staff in accordance with the applicable labor laws and other relevant laws for the time being in force in Pakistan. Further, the management of the janitorial staff will be the responsibility of the contractor.
16. The Contractor shall ensure that proper dress code with name tag of janitorial staff.
17. The Contractor will be fully responsible in case of theft, or damage caused by the janitorial staff.
18. Janitorial services are provided on official working days and in case of absence of janitor, bidder would be bound to provide the replacement otherwise appropriate deduction will be made from his monthly bill.
19. The Focal Person of the contractor shall visit the AG KP once a week to obtain feedback, however in case of emergency the visit can be obtained upon call/request. Furthermore, the performance level of bidder will be monitored regularly and shall be evaluated day by day and bidder is bound to submit the Performance Report on monthly basis to the Procuring Agency.
20. In case of failure in maintaining the desired standard of janitorial services after issuing of warning notices, AG KP reserves the right to terminate the contract/ agreement immediately on expiry of Fifteen (15) days' Notice. The Procuring Agency reserves the right to forfeit the bide security upon poor performance or non-compliance of the agreement and may terminate the contract. The bide security may be released upon successful completion of the contract.
21. The procuring agency may proceed with blacklisting of the firm in case of gross violation of the terms and condition as per defined procedure of the Government.
22. The Procuring agency reserves the right to stop the payment of the firm in case of non-provision of information or any other non-compliance.
23. Tender documents can be obtained free of cost from the office of undersigned on any working day during the office hours. The tender documents can also be downloaded from the websites of AG KP. or PPRA website www.ppra.org.pk.

TERMS OF REFERENCES (TORS) FOR GENERATOR OPERATOR

- Only one Generator operator is required
- The contractor must operate the generator(s) 24/7 or as scheduled, ensuring uninterrupted power supply.
- Daily cleaning/dusting of the generator set, radiator, and generator room.
- Monitoring oil levels, coolant levels, battery voltage, fuel levels, and load parameters (Volts, Amperes, Frequency).
- Maintaining a daily logbook recording operation hours and maintenance, signed by the operator and verified by the client.
- Operators must be skilled technicians (electrician/mechanic) experienced in handling heavy-duty generators.
- Staff must wear proper uniforms and use Personal Protective Equipment (PPE).

PROFORMA FOR SUBMISSION OF FINANCIAL BID

Services Charges/ Rates must be quoted in following manner:

S#	Service/Items	Strength Required	Per Month Cost inclusive of all taxes
i	Supervisor	01	
ii	Janitors	17	
iii	Generator Operator	01	
	Grand Total	19	

The provision of following cleaning equipment/ material shall be responsibility of the Contractor:

S#	Items	Brand
1	Vim Powder or equivalent	Vim or equivalent
2	Detergent	Excel or equivalent
3	Scourer / Sponge	Top Quality
4	Acid/ Toilet Bowl Cleaner for Washroom	Dettol or equivalent
5	Bath/ Floor Cleaning Liquid	Dettol or equivalent
6	Phenyl	Dettol or equivalent
7	Dusting Clothes	Top Quality
8	Broom	Top Quality
9	Dry Mob	Top Quality
10	Wiper	Top Quality
11	Any Other Equipment/ material required for cleaning as described in scope of work	Top Quality

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No.GA/Tender/2026-27/ Date: 28.10.2026

RE-TENDER NOTICE

Sealed tenders are invited from KPRA and Income Tax registered firms/suppliers for provision of Janitorial Services (with complete cleaning material, cleaning equipment) and Generator Operator for the office of Accountant General Khyber Pakhtunkhwa Peshawar (PR-0079) for the Financial Year 2026-27 through E-PADS 2.0 and also submit hardcopies to this office along with call deposit of Rs. 500,000/- (Five Hundred thousand only). Successful bidder will furnish a performance guarantee equal to 5% of Bid.

Tenders / quotations complete in all respect must reach the undersigned on 16 Nov. 2026 by 11.00 AM. Tender will be opened in the presence of bidders/ representatives on the same day at 11:30 AM.

Tender documents can be collected during office hours on any working day. Tender documents can also be downloaded from following websites.

www.ppra.org.pk ‘www.agkhyberpakhtunkhwa.gov.pk

(KHAWAJA ABDUL REHMAN)
Accounts Officer (GA)