



**GOVERNMENT OF PAKISTAN
OFFICE OF THE DIRECTORATE GENERAL OF
DNFBPS, ISLAMABAD**

**6TH FLOOR, RTO BUILDING, Mauve Area, G-9/1,
Islamabad**

TENDER DOCUMENT

F.No.2 (35) TENDER/DG (DNFBPs)/2026-27

FINANCIAL YEAR: 2026-2027

FOR PROCUREMENT/ PROVISION OF SERVICES OF DRIVERS

NAME OF FIRM M/S _____

**FURTHER TO OUR ADVERTISEMENT IN THE PPRA FOR
PROCUREMENT/PROVISION OF JANITORIAL SERVICES, YOU ARE INVITED
TO SUBMIT YOUR BIDS THROUGH EPADS 2.0 IN THE LIGHT OF DETAILS
GIVEN BELOW**

1. **CONTRACT**

The Contract shall mean the agreement entered between the parties i.e. “Purchaser” (Directorate General of DNFBPs, Islamabad) and “Seller” (Bidder).

2. **DETAILS OF ITEMS**

As per Annexure-A.

3. **RECEIPT AND OPENING OF TENDER**

Tenders should be uploaded on PPRA/EPADS 2.0 on or before 04-09-2026 by 02:00 p.m. The bids will be opened on same day in the presence of the bidders or their representatives electronically at 3:00 p.m. In case of Government holiday next working day will be considered.

Bids should be placed through EPADS 2.0. For any clarification or further information, the bidders may contact Member Purchase Committee Office of the Directorate of DNFBPs, Islamabad on Phone No. 051-9106677.

4. **RATE**

Bidders should quote their rates in Pak Rupees inclusive of Sales Tax and other Government Taxes (Where applicable). Minimum wage rate as prescribed by the Government will be ensured. Rates will be valid for one year up to 30.06.2027 (Extendable if required).

5. **BID SECURITY**

Bid may be accompanied with call deposit at the rate of Rs.50,000/- of the bid price as earnest money in favor of Drawing & Disbursing Officer, Directorate General of DNFBPs, Islamabad.

6. **BID VALIDITY**

Bids shall be valid for a period of 30 days after its receipt.

7. **RIGHT RESERVED**

The Purchase Committee reserves the right to accept/reject any or all tenders without assigning any reason. The competent authority reserves right to increase/decrease the quantity of staff /items mentioned in the tender.

8. DISQUALIFICATION

Offers are liable to be rejected if there is any deviation from any instruction as laid down in the bid documents i.e.

- ❖ Tender submitted without earnest money.
- ❖ Offers received after specified date and time.
- ❖ Offers received without any of documents required in tender.
- ❖ Concealment, misstatement etc.
- ❖ Tender submission without EPADS 2.0.

9. EVALUATION

All the bids submitted would be evaluated by a committee constituted by the Competent Authority. Criteria of evaluation will be bidders experience, reputation, and compliance to specification and rate. Sample may also be submitted where required.

10. Provision of Services

Provision of services will have to be made within one week of issuance of work order.

11. TERMS OF PAYMENT

- ❖ Payment of services of janitorial staff will be made on monthly basis. Minimum wage rate as prescribed by the Government will be ensured (FY-2026-27).
- ❖ Income tax and sales tax at source will be deducted as per rules/order in vogue.

12. GENERAL INFORMATION

- ❖ Company Name & Address.
- ❖ Year of establishment in Pakistan
- ❖ List of the other products marketed by the company.
- ❖ Offices in Pakistan

(SOHAIL AKHTAR KHAN)

MEMBER PURCHASE COMMITTEE
DIRECTORATE GENERAL OF
DNFBPS, ISLAMABAD