# GOVERNMENT OF PAKISTAN
# OFFICE OF THE DIRECTORATE OF DNFBPS, ISLAMABAD

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

# TENDER DOCUMENT

**F.No.1(15)D(DNFBPs)/2025**

## FINANCIAL YEAR: 2026-2027

**FOR PROCUREMENT/ PROVISION OF JANITORIAL SERVICES**

**NAME OF FIRM M/S** _____

_____

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**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 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 29-07-2026 by 1:00 p.m. The bids will be opened on same day in the presence of the bidders or their representatives electronically at 2:00 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.75,000 of the bid price as earnest money in favor of Drawing & Disbursing Officer, Directorate 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

**(SHAHRAZE QAISER)**
MEMBER PURCHASE COMMITTEE
DIRECTORATE OF DNFBPS,
ISLAMABAD

**ANNEXURE"A"**

# Janitorial Services

| PROVISION OF JANITORIAL STAFF | 02 Janitors |
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Provision of Two (02) Janitorial Staff who will perform the following duties:-

1. Cleaning of officers/officials rooms including stairs, kitchen of 6th floor Corridors with phenyl/mop.
2. Cleaning of officer's/official's wash rooms at 6th floor on daily basis.
3. Cleaning of commode & Western/Indian Seats with Harpic cleaner.
4. Cleaning of window glasses inner/outer both sides of all rooms.
5. Placing of following items in wash rooms on daily basis:-
    a. Small Soap
    b. Tissue rolls in wash rooms.
    c. Hygienic Tissues for officers wash rooms
    d. Liquid hands wash in wash rooms.
    e. Replacement of Towels
    f. Placement of a reasonable fragrance in wash rooms.
6. Taking away waste from office premises on daily basis.
7. Cleaning of floors with buffing machine on weekly basis.
8. Cleaning of drainage lines within the premises of the building on monthly basis
9. Cleaning of gutters /main holes within the premises of the building.
10. Janitor staff remains in office from 08.00 a.m. to 4:00 p.m.
11. Services of janitor staff will be required on gazette holiday if the office is open and no compensation on account of extra service provided would be given.
12. Any other work assigned.