

Ignite National Technology Fund

Tender Document

“Provision of Janitorial Services”

Ref No: Ignite/Janitorial-Service/26-27/001/Proc.

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1. INTRODUCTION

Ignite National Technology Fund Company ("Ignite Co") is a Guarantee Limited Company incorporated under Section 42 of the repealed Companies Ordinance 1984 (repealed with Companies Act 2017) established by the Government of Pakistan (Ministry of Information Technology & Telecom)

Ignite invites sealed bids from well reputed companies providing Janitorial Services, registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax (Relevant Authority) as per scope of work detailed under terms of reference (ToR).

2. BIDDING PROCESS

- a. An open, competitive, and transparent bidding process in accordance with Public Procurement Regulatory Authority (PPRA) Ordinance, 2002, Rules, Regulations and Guidelines made thereunder shall be adopted.
- b. A Single Stage, one Envelope procedures shall be adopted as per Rule 36 (a) of the Public Procurement Rules, 2004. (Hereinafter referred to as "Rules")
- c. The bid/proposal to be attached on e-Pak Acquisition & Disposal System (e-PADS), comprising both the technical proposal and the financial proposal. The bidder shall ensure that the attachment of bid/proposal on e-PADS is mandatory, failing which the bid shall be rejected.
- d. A scanned copy of bid security in the form of a CDR/Pay Order/Demand Draft, in the name of 'Ignite-National Technology Fund', of value **PKR 300,000/-** (Three Hundred Thousand Only) must be uploaded on e-PADS and original bid security shall be submitted to the procuring agency any time before the closing time of bid submission, failing which the bid shall be rejected.
- e. No financial instrument for bid security, or mode of payment, other than that specified in clause (d), shall be acceptable
- f. For any clarifications, it is mandated that bidders communicate exclusively through e-PADS. Any attempt to utilize alternative modes of contact will result in consequential actions, including potentially disqualification of the bidder(s).

3. **MANDATORY ELIGIBILITY CRITERIA**

Bidders must comply with the following mandatory requirements. Failure to provide the required documentary evidence may render the bid non-responsive and liable for rejection.

Sr. #	Mandatory Eligibility Criteria	Compliance (✓ / X)
1	Valid Certificate of Incorporation from relevant authority/ Registration issued by the Securities and Exchange Commission of Pakistan (SECP), where applicable	
2	Valid NTN Certificate	
3	Valid GST Registration Certificate	
4	Valid EOBI Registration.	
5	Valid Social Security Registration	
6	The Bidder shall provide an undertaking on letterhead that the Bidder has not been declared blacklisted by any Government/Semi-Government institutions.	
7	The Bidder shall provide an undertaking on letterhead that the Bidder is an active tax payer and has submitted its tax return for the preceding fiscal year. Tax payer list serial number (downloadable from FBR's website) is also to be mentioned.	
8	Bid Security of PKR 300,000/ (Three hundred thousand only)- in the prescribed form	
9	Minimum five (05) years' experience in janitorial services	
10	Declaration that the bidder possesses adequate manpower capacity and operational capability to meet M/s Ignite's requirements (Form D)	
11	It is mandatory for bidders to submit their proposal on EPADs https://eprocure.gov.pk . In case a bid is not submitted on EPADs, it will not be accepted by the Company in hard form.	

Important Notes:

Ignite reserves the right to verify any information or document submitted by the bidder.

Incomplete proposals or failure to provide mandatory documents may result in rejection of the bid.

Submission of forged, misleading, or false information shall result in disqualification and may lead to forfeiture of Bid Security and any other action permissible under applicable laws and PPRA Rules.

4. **TECHNICAL PROPOSAL**

Technical Proposals to be uploaded by the applicants shall be in compliance with the requirements laid down in the bidding document and ToR. The Technical proposal shall be clearly marked with the following: -

4.1. A covering letter from the head of the Firms / Companies or an authorized representative of the applicant entailing the objectives and the executive summary.

4.2. The following documentation will be provided as part of the technical proposal:

- I. Brief description of the firm / company
- II. All documents mentioned in this bidding document shall be attached with technical proposal.

Technical Rating Summary

Sr. #	DESCRIPTION	Evaluation Criteria	MAX Mark	OBTAINED
1.	Established Offices & Operational Presence <i>(Refer Form A)</i>	Registered Office in Islamabad/Rawalpindi with supporting documentary evidence = 5 Marks.	5	
2.	Average Annual Turnover in the last 3 years <i>(Refer Form B)</i>	Above PKR 65 Million = 6 Marks; PKR 60–65 Million = 5 Marks; PKR 55–60 Million = 4 Marks; PKR 50–55 Million = 2 Marks; Below PKR 50 Million = 0 Marks.	6	
3.	Relevant Experience in Providing Janitorial / Facility Management Services <i>(Refer Form C)</i>	More than 10 years = 7 Marks; 5–10 years = 5 Marks; 1–4 years = 3 Marks; Less than 1 year = 0 Marks.	7	
4.	Human Resources/Man Power Pool <i>(Refer Form D)</i>	More than 100 employees registered with EOBI and/or Social Security = 10 Marks; 80–100 employees = 8 Marks; 70–79 employees = 6 Marks; 60–69 employees = 4 Marks; Below 60 employees = 0 Marks.	10	
5.	Client Portfolio & Relevant Assignments (Submit list of projects particularly relevant Assignments) <i>(Refer Form E)</i>	• Government Sector & NGOs/INGOs • Corporate Banking Sector • Private Sector 10 or more relevant contracts during the last 5 years = 8 Marks; 6–9 contracts = 6 Marks; 4–5 contracts = 4 Marks; Less than 4 contracts = 0 Marks.	8	
6.	Quality, Safety & Other Certifications <i>(Refer Form F)</i>	ISO, Safety or other relevant certifications. Two or more relevant certifications = 4 Marks; One certification = 2 Marks; No certification = 0 Marks	4	
TECHNICAL MARKS			40	

Minimum Qualifying Technical Score: Only the bidders securing minimum 70% Marks overall would be declared technically qualified. Documentary evidence shall be required against each claim.

4.3. Additional information (If Any).

5. FINANCIAL PROPOSAL

Ignite invites sealed bids from well reputed companies providing Janitorial Services, registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax (Relevant Authority) as per scope of work detailed under terms of reference (ToR).

- 5.1. Bidders shall submit their Financial Proposal using **the below format** this Tender Document. Failure to submit the prescribed form may render the proposal non-responsive.
- 5.2. The Financial Proposal shall be quoted in Pakistani Rupees (PKR) and shall be inclusive of all applicable taxes, duties, EOBI, Social Security, accidental insurance, uniforms, cleaning materials, and all other costs associated with provision of services under this Tender Document.
- 5.3. Bidders shall quote rates against all items specified in Form F. Failure to quote any item may render the Financial Proposal non-responsive.
- 5.4. The bidders shall quote monthly salaries keeping in view the working hours and service requirements specified in this Tender Document.

Format/Schedule of Rates for Janitorial Services

Sr. #	Description of Proposed Heads to be Charged	Rate(s) in PKR
1	Salary of Office Support/Tea Boy per head per month inclusive of EOBI, Social Security & Accidental Insurance	
2	Salary of Cleaner/Janitor per head per month inclusive of EOBI, Social Security & Accidental Insurance	
3	Salary of Childcare Attendant per head per month inclusive of EOBI, Social Security & Accidental Insurance	
4	Charges for Cleaning Material per Month (as per Annexure A)	
5	Management / Administrative Charges per Month	
6	Charges for Uniforms & Shoes for Janitors (two uniforms per season and one pair of shoes during the contract period)	
7	Charges for Uniforms & Shoes for Office Support Staff (two uniforms per season and one pair of shoes during the contract period)	
8	Any Other Charges (if any – clearly specify nature and basis of charge)	
Total Monthly Cost		
Total Annual Cost (12 Months)		
Statutory Cost Breakup (For Information Only)		
Particulars		Amount (PKR)
1	EOBI Contribution	
2	Social Security Contribution	
3	Accidental Insurance Cost	
4	Administrative Overheads	
Important Notes		
1	Bidders shall quote rates against all items listed above.	
2	Failure to quote any item may render the Financial Proposal non-responsive.	
3	Rates shall remain valid throughout the bid validity period.	
4	The quoted rates shall include all applicable taxes, duties, labour-related statutory payments, supervision, uniforms, cleaning materials, and all other costs associated with provision of services under the contract	

Bidder Certification

We certify that:

- The rates quoted above are complete and inclusive of all applicable taxes and statutory obligations.
- No additional charges shall be claimed from Ignite other than those expressly provided in the Contract.
- The information provided in this Financial Proposal is true and correct.

Authorized Representative: _____

Signature: _____

Company Stamp: _____

Date: _____

5.5. The proposal shall remain valid for a period of one hundred and eighty (180) days from the bid submission deadline.

5.7. Taxes shall be deducted at source in accordance with applicable Government rules, regulations, and tax laws.

5.8. All payments shall be subject to the Active Taxpayer status of the Service Provider at the time of payment. Ignite reserves the right to withhold payments where required under applicable tax laws.

5.9. The rates quoted by the bidder shall be deemed to include all taxes, levies, duties, fees, labour-related statutory obligations, and other costs associated with performance of the contract.

6. PRE-BID CONFERENCE, SUBMISSION, OPENING AND RECEIPT OF PROPOSALS

- 6.1. Pre-bid conference will be held at Ignite office **Dated: July 06th 2026 Time: 3:00 Pm (PST)**.
6.2. The proposal shall be attached/uploaded on e-PADS by **Dated: July 16th 2026 Time: 11:00 am (PST)**.

Head of Procurement Department

Ignite National Technology Fund,
Office, 3rd Floor, Telecom Foundation Complex, Sector G 9/4, Mauve Area Islamabad, Pakistan
Tel: (92-51) 9107441-46 Fax: (92-51) 9107447
Email: procurement@ignite.org.pk

- 6.3. Proposals attached on e-PADS shall be opened the same day i.e. **Dated: July 16th 2026 Time: 11:30 am (PST)** in the presence of all the applicants who chose to be present.

7. HOW BIDS WILL BE EVALUATED

To help bidders understand the evaluation process upfront, bids will be assessed through the following five steps:

- a. **Step 1 — Eligibility Review:** Bids are checked against the Mandatory Eligibility Criteria provided in Section 3.
- b. **Step 2 — Technical Evaluation:** Eligible bids are scored against the Technical Evaluation criteria (40 Marks) detailed in Section 4.
- c. **Step 3 — Financial Evaluation:** The Financial Proposal of each technically qualified bidder is opened and evaluated.
- d. **Step 4 — Combined Scoring (QCBS 40:60):** Technical and Financial scores are combined using the Quality and Cost Based Selection (QCBS) method, weighted 40% Technical and 60% Financial.
- e. **Step 5 — Award:** The contract shall be the Most Advantageous Bidder(s)/ the highest combined score based on the combined Technical and Financial Score under the QCBS method.

8. INSTRUCTIONS /GENERAL CONDITIONS

- a. The bidder will be selected after an open, competitive and transparent bidding process.
- b. Proposals shall be submitted in English/Urdu language.
- c. Any matter not expressly covered under this bidding document shall be interpreted in accordance with the provisions of the applicable "Guidelines for Standard Bidding Documents" issued by the Authority. These guidelines shall serve as the reference for any clarification or interpretation required during the bidding process.
- d. All prices mentioned in the financial proposal shall be in Pak Rupees (PKR) and inclusive of all applicable taxes.
- e. Each page of the Technical and Financial Proposal shall be signed by an authorized representative of the Bidder. The representative's authorization shall be confirmed by Letter of Authorization on official letter head of the bidder accompanying the proposal.
- f. In case of any grievances against this bidding document, the bidder shall seek clarification within

the period specified on e-PADS. Beyond this period, no grievances regarding this document will be entertained. All grievances shall be recorded through e-PADS

- g. For clarification on any item of this bidding document, the bidder may seek clarification only on e-PADS.
- h. Ignite may reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with PPRA rules.
- i. The bidders shall bear all costs associated with the preparation and submission of their respective bids and Ignite will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- j. Bidders are under obligation to read and understand complete information package/bid documents, Ignite shall not be responsible towards the Bidders for any of their claim or complaint which may arise as a result of non-reading or misreading the bid documents/information package by bidders.
- k. Ignite is the originator of information package/bidding documents, any clarification or interpretation communicated by Ignite, whether in response of a query or otherwise, shall be deemed final, conclusive and will remain unquestioned.
- l. The Most Advantageous Bidder shall be issued a Letter of Intent (LoI). Upon acceptance of the LoI and submission of the required Performance Guarantee, the Contract Agreement shall be executed for a period of one (01) year, which may be extended with mutual consent for a period decided mutually by the parties.
- m. Ignite requires that Bidders, observe the highest standard of ethics during the procurement and execution of such contract. In pursuit of this policy, the Ignite:
 - i. Definitions, for the purposes of this provision, the terms set forth below as follows:
 - “Corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - “Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - “Obstructive practice” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede Ignite’s investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.
- n. Ignite will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question.

- o. Only registered suppliers/service providers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Ignite. Bids/Proposals/applications of all those bidders/service providers who are not found on ATL on the date of bid opening shall be rejected.
- p. The successful bidder shall ensure compliance with all applicable labour laws, minimum wage notifications, EOBI, Social Security, occupational health and safety requirements, and any other statutory obligations throughout the contract period.
- q. Bid security received by Ignite-Co after the deadline for submission of proposal prescribed in these documents will be returned unopened to such applicant. Delays in the mail or courier, delays of person in transit, or delivery of a bid security to the wrong office shall not be accepted as an excuse for failure to deliver bid security at the proper place and time. It shall be the applicant's responsibility to determine the manner in which timely delivery of his bid security will be accomplished either in person, by messenger or by mail.
- r. For any clarifications, it is mandated that bidders communicate exclusively through e-PADS. Any attempt to utilize alternative modes of contact will result in consequential actions, potentially including disqualification of the bidder(s).
- s. The Contract shall commence from the date specified in the Contract Agreement and shall remain valid up to 30th June 2027, unless terminated earlier in accordance with the terms of the Contract.
- t. **In case of any technical difficulty in using e-PADS prospective bidders may contact PPRA at <https://www.ppra.org.pk/>.**

9. CORRECTION OF ERRORS

Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:

- a. If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
- b. If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-total shall prevail and the total shall be corrected; and
- c. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
- d. Where there is discrepancy between grand total of financial proposal and amount mentioned on the Form of Bid, the amount referred in financial proposal shall be treated as correct subject to elimination of other errors.
- e.

If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited.

10. BID SECURITY AND PERFORMANCE GUARANTEE

- 10.1. A scanned copy bid security in the form of a CDR/Pay Order/Demand Draft, in the name of 'Ignite-National Technology Fund', of value **PKR 300,000/-** (Pak Rupees Three Hundred Thousand Only) must be attached on e-PADS and original bid security (valid for 180 days) shall be submitted to the procuring agency any time before the closing time of bid submission, failing which the bid shall be rejected.
- 10.2. Payment of bid security in form other than that is specified at clause 5(a) shall not be entertained and accepted. Ignite shall return such bids unopened to respective bidders.
- 10.3. Bid security of bidders who do not technically qualify shall be returned unopened after result announcement of final evaluation report.
- 10.4. Bid security of technically responsive (qualified) bidders will be released after ten (10) days of the signing of the contract with the successful bidder.
- 10.5. Performance Guarantee amounting to **10%** of Annual Contract Value in the shape of a Bank Guarantee, will be mandatorily submitted by the Most Advantageous Bidder. In case of non-submission by the Most Advantageous Bidder within the stipulated time as mentioned in Letter of Intent (LoI), Ignite shall proceed accordingly.
- 10.6. Performance Guarantee submitted by successful bidder will be valid for a period of the contract.
- 10.7. Performance Guarantee(s) will be released upon successful completion of the term of contract.

11. AWARD OF CONTRACT

- 11.1. The contract shall be awarded to the Most Advantageous Bidder obtaining the highest combined score under the QCBS evaluation methodology, subject to fulfillment of all requirements of the Bidding Document.
- 11.2. A letter of Intent (LoI) will be issued to the lowest evaluated Most Advantageous Bidder who shall submit Letter of Acceptance (LoA) within period stipulated under LoI.
- 11.3. After submission of the Letter of Acceptance it is expected that the Janitorial Services Contract will be signed within minimum possible time.
- 11.4. The initial term of the contract shall be one year which may be extended for another term as may be mutually agreed between the parties.

12. PAYMENT TERMS

- 12.1. Ignite will make the payments, as per Government policy, in Pak Rupees of every month subject to submission of valid invoice on or before 3rd of each month of provided services of last month by the service provider. Payment will be made through cross cheque to the service provider and shall not be made in advance.
- 12.2. The Service Provider shall ensure rate of monthly salary and hiring contract of Janitorial Staff should be in line with existing labor laws & rules of the Govt. of Pakistan enforceable in Islamabad Capital Territory. Ignite Co. shall only compensate any changes resulting from Increase/decrease in minimum wages set by the Federal government of Pakistan from time to time.
- 12.3. Payment shall be processed on receipt of original commercial / GST invoice along with certificate duly sign by the concerned employee of receipt of minimum wages as set by the federal government of Pakistan.
- 12.4. Ignite shall pay a lump sum monthly payment after deduction of applicable taxes upon

receiving one consolidated invoice by the service provider.

13. PENALTIES & SERVICE DEDUCTIONS

- 13.1. In case of absence/ leave/ sickness of any one Janitor(s), alternates(s) shall be provided by the service provider. In case of non-provision of alternate service(s) deduction shall be made from the payment on pro-rata basis and the same shall be deducted from monthly bill of service provider.
- 13.2. Penalty(s) shall be deducted from the invoice/payment submitted by the service provider.
- 13.3. Delay due to reasons beyond the service provider (*Force Majeure*) will not be considered as delay on the part of service provider.
- 13.4. In case of theft of loss / damage of any equipment/ asset, if any Janitor(s) is/are found guilty, the service provider will be responsible to pay the cost of the equipment/ asset.
- 13.5. In case of poor service, Ignite may impose penalty on the firm up to the extent of 15% of its monthly payment from its monthly invoice.

14. TERMS OF REFERENCE / SCOPE OF WORK

Ignite intends to get complete Janitorial services (staff) including cleaning material (**Annexure A**) and equipment required for cleaning of Ignite office situated at 3rd Floor, TF Complex, Islamabad (approx. 18000 sq. ft) including 02 Conference room, 40 Offices, 54 workstations, 02 kitchen, 03 stores, 04 emergency stairs, 02 reception area, 04 compounds of washrooms (gents & ladies) two (02) executive washrooms and area adjacent to lifts etc, store and lobby areas for a period of the contract.

14.1. The Scope of Work Includes:

1. Resources comprising six (06) Janitors, four (04) Office Support/Tea Boys, one (01) Trained Nanny (for Daycare), shall be deployed for ten (10) working hours daily commencing from 8:00 AM. Under special circumstances, services may also be required on Saturdays, Sundays and gazette holidays.
2. The deputed staff should be well disciplined, well-mannered, presentable, and familiar with hygiene practices.
3. Deputed staff shall always wear proper and clean uniform while being present within the Ignite premises. The same shall be provided to them by the service provider. The design, colour, and specification of the uniform shall be prescribed by Ignite, and the service provider shall procure and provide uniforms strictly in accordance with the specification so prescribed, at its own cost.
4. In case of absence/ leave/ sickness of any one staff, alternates(s) shall be provided by the service provider. In case of non-provision of alternate service(s), deduction shall be made from the payment on pro-rata basis and the same shall be deducted from monthly bill of service provider.
5. Ignite shall pay a lump sum monthly payment after deduction of applicable taxes upon receiving one consolidated invoice by the service provider.
6. The Service Provider shall pay deployed staff monthly salary which should not be less than the minimum wages notified by the Federal Government from time to time, including one (01) Eid bonus (equivalent minimum monthly wage), which shall be reimbursable by Ignite.
7. The Service Provider shall issue appointment letters to all deployed staff and submit evidence thereof to Ignite prior to deployment.
8. In case of theft of loss / damage of any equipment/ asset, if the deputed staff found guilty, the service provider will be responsible to pay the cost of the equipment/ asset.

14.2. Jobs of Janitorial Staff:

1. Sweeping / mopping of entire floor and offices thirty (30) minutes before the office timings.
2. Dusting of the office equipment and furniture.
3. Cleaning of the premises after each hour till office closing.
4. Cleanliness of bathrooms before the office timing and after a regular interval during office hours.
5. Inside cleaning of all the glasses installed at rooms /corridors.
6. Any other task assigned.

15. ANNEXURE – A

List of Monthly Cleaning Material

The quantities mentioned are indicative monthly consumption quantities and may vary depending upon operational requirements

Sr#	Description of Items	Quantity	Brand Name (to be mentioned by Bidder)	Unit Price	Total Price
1	Hygiene Tissue (Branded, Premium Quality, 2-Ply)	240 Packets			
2	Tissue Roll (Branded, Premium Quality, 2-Ply)	150 Roll			
3	Hand Wash (200ml Bottle, Branded)	65 Bottles			
4	Toilet Liquid (600ml Bottle, Branded)	18 Bottles			
5	Toilet Acid (600ml Bottle, Branded)	15 bottles			
6	Floor Cleaner (2.75 Liter Bottle, Branded)	10 Bottles			
7	Phool Jharo (Heavy Duty, Commercial Grade)	2 Nos.			
8	Dusting Cloth (Microfiber/High Quality)	12 Nos.			
9	Cotton Towel (1.5 ft × 3 ft) for Floor Cleaning	07 No.			
10	Dry Mop Complete Set (Branded, Commercial Grade)	1 Nos.			
11	Dry Mop Refill (Compatible with Item #10)	1 Nos.			
12	Washing Powder (Branded)	3 Kg			
13	Wiper with Stainless Steel Handle (4.5 ft)	2 Nos.			
14	Bansi Jharo (Heavy Duty Quality)	2 Nos.			
15	Air Freshener Blocks (High Quality) (Branded)	1 Packet (06 Nos)			
16	Toilet Cleaning Brush (Heavy Duty Plastic)	4 Nos			
17	Floor Washing Brush (Heavy Duty)	1 No.			
18	Transparent Disposable Hand Gloves (Box of 100 Units)	02 Box			
19	Surgical Caps (Box of 100 Units)	02 Box			
20	Household Rubber Gloves (Durable Quality)	02			

Note:

- Bidders shall clearly mention the brand name against each applicable item.
- Ignite reserves the right to reject any item found to be of inferior quality or not conforming to the specifications.
- Equivalent or superior brands should be offered by the bidders.
- Rates shall be inclusive of all applicable taxes, transportation, delivery, and handling charges.

Form A – ESTABLISHED OFFICE & OPERATIONAL PRESENCE FORM

Bidder Information/Particulars	Details
Company Name	
Registered Office Address	
City	
Telephone Number	
Email Address	
Website (if any)	
Year Office Established at Current Location	
Office Status	Owned / Rented
Owner/CEO (Name & Contact Details)	
Focal Person (Name, Designation & Contact Details)	

Office Details

Particulars	Details
Total Office Area (Sq. Ft.)	
Number of Operational Staff	
Office Working Hours	
Dedicated Operations/Coordination Desk Available (Yes/No)	

Supporting Documents Attached

Document	Attached (✓ / X)
Ownership Documents / Rent Agreement	

Bidder Declaration

We hereby certify that the information provided above is true and correct and that the office declared above is operational and available for business activities at the time of bid submission.

Authorized Representative: _____

Designation: _____

Signature: _____

Company Stamp: _____

Date: _____

Form B - FINANCIAL STRENGTH DECLARATION FORM

Financial Information	
FY 2022-23	Annual Turnover (PKR)
FY 2023-24	
FY 2024-25	
Average Annual Turnover	
Supporting Documents Attached	
Document	Attached (✓ / X)
Audited Financial Statements – FY 2022-23	
Audited Financial Statements – FY 2023-24	
Audited Financial Statements – FY 2024-25	
Income Tax Return – FY 2022-23	
Income Tax Return – FY 2023-24	
Income Tax Return – FY 2024-25	
Bidder Declaration We hereby certify that the financial information provided above is true, correct, and supported by the attached audited financial statements and tax records. We understand that Ignite reserves the right to verify the information from any relevant source and that submission of false or misleading information may result in disqualification. Authorized Representative: _____ Designation: _____ Signature: _____ Company Stamp: _____ Date: _____	

Form C- Relevant Experience Form

Particulars	Details
Name of Firm / Company	
Year of Establishment / Incorporation	
Total Years of Experience in Courier Services	
Accounts Manager (name, contact detail)	
Focal Person (Name & Contract Details)	
Alternate Focal Person (Name & Contract Details)	

Authorized Representative: _____

Designation: _____

Signature & Company Stamp: _____

Note: Copy of SECP Certificate of Incorporation / Registration Certificate clearly showing the date of incorporation; OR

- Any other statutory registration document clearly establishing the year of commencement of business.
- Company Profile (optional).

Note: Experience shall be calculated from the date of incorporation/registration of the firm up to the bid submission date.

FORM D – HUMAN RESOURCES / MANPOWER STRENGTH DECLARATION FORM

Particulars		Details	
Company Name			
NTN No.			
EOBI Registration No.			
Social Security Registration No.			
Employee Strength Declaration			
Total Employees			
Employees Registered with EOBI			
Employees Registered with Social Security			
Total Active Workforce Available for Deployment			
Staff Category Breakdown			
Staff Category		Number Available	
Janitors / Cleaners			
Office Boys / Tea Boys			
Nanny			
Other Support Staff Strength			
Proposed Deployment			
Position	Required by Ignite	Proposed by Bidder	
Janitors	06		
Office Support / Tea Boys	04		
Nanny	01		
Supporting Documents Attached			
Document	Attached (✓ / X)		
Latest EOBI Contribution Challan			
Latest Social Security Contribution Challan			
Employee List / Payroll Record			
EOBI Registration Certificate			
Social Security Registration Certificate			
Bidder Declaration: We hereby certify that the information provided above is true and correct and that the workforce declared is currently employed by our organization and available for deployment under this contract. Authorized Representative: _____			

Particulars	Details
Designation: _____ Signature: _____ Company Stamp: _____ Date: _____	

Form E – CLIENT PORTFOLIO & RELEVANT ASSIGNMENTS FORM

Sr. No.	Client Name	Sector (Govt./Public Sector/Banking/MNC/INGO/UN/Private Sector)	Nature of Services Provided	Contract Period	Contract Value (PKR)	Contact Person & Contact No.
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Supporting Documents

Attach any one of the following against each assignment claimed:

- ✓ Contract Agreement
- ✓ Work Order / Purchase Order
- ✓ Completion Certificate
- ✓ Client Reference Letter
- ✓ Framework Agreement

Bidder Declaration

We hereby certify that the information provided above is true and correct and that all assignments listed relate to Janitorial / Facility Management Services.

Authorized Representative: _____

Designation: _____

Signature: _____

Company Stamp: _____

Date: _____

Form F– QUALITY, SAFETY & CERTIFICATIONS DECLARATION FORM

Sr. No.	Certification Name	Issuing Authority	Certificate Number	Valid Until
1				
2				
3				
4				
5				
6				

Relevant Certifications May Include

- ISO 9001 – Quality Management System
- ISO 14001 – Environmental Management System
- ISO 45001 – Occupational Health & Safety Management System
- OHSAS Certification
- Cleaning Industry Certifications
- Facility Management Certifications
- Any other internationally recognized Quality, Safety, Environmental, or Facility Management Certification

Supporting Documents

The bidder shall attach:

✓ Copy of each valid certification claimed

✓ Validity/renewal evidence (if applicable)

Bidder Declaration

We hereby certify that the certifications listed above are valid as of the proposal submission date and copies of the certificates are attached.

Authorized Representative: _____

Designation: _____

Signature: _____

Company Stamp: _____

Date: _____