



Government of Pakistan
Ministry of Planning Development & Special Initiatives
China Pakistan Economic Corridor CPEC Secretariat

Standard Bidding Document
For the Procurement of Janitorial Services for the CPEC Secretariat.
Four (04) Janitors
(Single Stage-One Envelope Bidding Procedures)

(As per Standard Bidding Document Format)

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INVITATION FOR BIDS

Provision of Janitorial / Cleaning Services for CPEC Secretariat, Islamabad

1. The CPEC Secretariat invites electronic bids through EPADS from reputable, well-established and experienced firms for the Provision of Janitorial / Cleaning Services for CPEC Secretariat, Islamabad for a period of one (01) year.
2. The bidding shall be conducted in accordance with the provisions of the Public Procurement Rules, 2004 through Single Stage – Single Envelope procedure.

3. Bidding Details

Description	Details
Procuring Agency	CPEC Secretariat
Address for Bid Submission & Opening	5th Floor, Science & Technology Building, Constitution Avenue, Islamabad
Mode of Submission	EPADS
Bidding Procedure	Single Stage – One Envelope
Contract Duration	One (01) Year
Bid Validity	120 Days
Bid Security	Bid security not exceeding five percent of the estimated value of procurement (i.e. Rs 150,000/- approx.)
Performance Guarantee	10% of Contract Price
Bid Submission Deadline	28-07-2026 at 12:00 PM
Bid Opening	28-01-2026 at 02:00 PM

4. Bidding document can be downloaded from EPADS. Bids must be submitted electronically through EPADS on or before the stipulated date and time. Manual submissions shall not be accepted.
5. The Procuring Agency reserves the right to accept or reject any or all bids in accordance with Rule-33 of PPRA Rules, 2004.

Section-II

SECTION-II: INSTRUCTIONS TO BIDDERS (ITB)

A. General Instructions

1. Scope of Bid

1.1 The Procuring Agency, CPEC Secretariat, invites bids for the provision of Janitorial / Cleaning Services for its premises at Islamabad for a period of one (01) year.

1.2 The successful bidder shall be required to provide four (04) janitorial staff for daily office cleaning of CPEC Secretariat.

2. Source of Funds

2.1 This procurement shall be financed from the budget of CPEC Secretariat.

3. Eligible Bidders

3.1 Bidders shall be legally registered firms, having experience in providing janitorial / cleaning services.

3.2 The bidder must be active on **EPADS** and possess valid NTN, GST.

4. Fraud and Corruption

4.1 Bidders shall observe the highest standards of ethics during the procurement and execution of the contract in accordance with PPRA Rules-2004.

B. Bidding Document

5. Contents of Bidding Document

The bidding document consist of:

- Section-I: Invitation to Bid
- Section-II: Instructions to Bidders
- Section-III: Bid Data Sheet
- Section-IV: Evaluation & Qualification Criteria
- Section-V: Scope of Services and Compliance Requirement
- Section-VII: General Conditions of Contract
- Section-VIII: Special Conditions of Contract
- Section-IX: Contract Forms.

C. Preparation of Bids

6. Language of Bid

6.1 The Bid shall be prepared in English language.

7. Document Comprising the Bid

The Bid shall comprise:

(a) Technical Proposal including:

- i. Company profile
- ii. Experience certificates
- iii. Manpower Required (04 janitorial staff)
- iv. Compliance with minimum wage laws
- v. Tax certificates

(b) Financial Proposal including:

- Price schedule in PKR
- bid security not exceeding five percent of the estimated value of procurement

8. Bid Prices

8.1 Prices shall be quoted in Pakistani Rupees (PKR) inclusive of all taxes for a month.

9. Bid Validity

9.1 Bids shall remain valid for **120 days** from the date of bid submission.

10. Bid Security

10.1 Each bid shall be accompanied by bid security not exceeding five percent of the estimated value of procurement in the form of Pay Order approx. Rs. 150,000/-

D. Submission and Opening of Bids

11. Mode of Submission

11.1 Bids shall be submitted electronically through **EPADS** under Single Stage – Single Envelope Procedure.

11.2 Manual submission of bids shall not be accepted.

12. Deadline for Submission of Bids

12.1 Bids must be submitted through EPADS on or before
28-07-2026 at 12:00 PM.

13. Opening of Bids

13.1 Bids shall be opened on
28-07-2026 at 02:00 PM
at Committee Room, 2nd Floor, P Block, Pak Secretariat, Islamabad.

E. Evaluation of Bids

14. Evaluation Criteria

14.1 Bids shall be evaluated on the basis of lowest evaluated responsive bid.

F. Award of Contract

The contract will be awarded to the lowest and most responsive evaluated bid.

15. Performance Security

15.1 The successful bidder shall furnish a Performance Security equal to 10% of Contract Price.

16. Minimum Wages Compliance

16.1 The Supplier shall ensure that all janitorial staff are paid not less than the minimum wages notified by the Government of Pakistan / ICT Administration. And If deemed appropriate, the procuring may demand the proof of monthly wages from the successful bidder.

17. Right to Accept or Reject

17.1 The Procuring Agency reserves the right to accept or reject any or all bids in accordance with Rule-33 of PPRA Rules-2004.

18. Probation period

The successful bidder/company/firm shall be on month probation period. Performance will be evaluated during the probation period.

Section-III

Bid Data Sheet

This Bid Data Sheet provides the specific information for the procurement of Provision of Janitorial / Cleaning Services for CPEC Secretariat, Islamabad. In case of any conflict, this BDS shall prevail over the Instructions to Bidders.

ITB Clause	Reference	Data
ITB 1.1	Scope of Bid	Hiring of janitorial Services for CPEC Secretariat
ITB 1.1	Address for Bid Submission and Opening	5th Floor, Science and Technology Building, Constitution Avenue, Islamabad
ITB 2	Source of Funds	Federal PSDP Funds
ITB 2.1	Title of Procurement	Provision of Janitorial / Cleaning Services for CPEC Secretariat, Islamabad
ITB 3.1	Eligible Bidders	Registered firms having at least two (02) years' experience in janitorial or cleaning services and registered on EPADS with valid NTN and applicable tax registrations
ITB 6.1	Language of Bid	English
ITB 8.1	Bid Currency	Pakistani Rupees (PKR) Inclusive of all taxes.
ITB 9.1	Bid Validity Period	120 days from the deadline for submission of bids
ITB 10.1	Bid Security	Bid security not exceeding five percent of the estimated value of procurement (i.e. Rs 150,000/- approx.)
ITB 11.1	Bidding Procedure	Single Stage – One Envelope
ITB 11.1	Mode of Submission	EPADS
ITB 12.1	Deadline for Submission of Bids	28 July 2026 at 12:00 PM
ITB 13.1	Opening of Bids	28 July 2026 at 02:00 PM
ITB 13.1	Venue of Bid Opening	Conference Room, 3 rd Floor, P Block, Pak Secretariat, Islamabad.
ITB 15.1	Award of Contract	Lowest evaluated Responsive Bid
ITB 16.1	Minimum Wage Compliance	As per Government Notification
ITB 17.1	Right to Accept or Reject	Procuring Agency reserves the right.
ITB 18.1	Probation Period	One month.

SECTION – IV

ELIGIBLE COUNTRIES

All the bidders are allowed to participate in the subject procurement without regard to nationality, except bidders of those nationalities prohibited in accordance with the policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

India

Israel

The Ministry of Interior, Government of Pakistan has notified the List of Business Friendly Countries (BVL). Only bidders from eligible countries shall be considered responsive.

Section-V

Scope of Services and Compliance Requirement.

A. TECHNICAL SPECIFICATIONS for 4 Janitors Staff

1. Scope Of Services

The selected bidder shall provide comprehensive janitorial / cleaning services for CPEC Secretariat, Islamabad including but not limited to:

- a. daily office cleaning of all rooms, corridors, washrooms, staircases and common areas
- b. dusting and wiping of furniture, computers, telephones and office equipment
- c. cleaning and mopping of floors, tiles and carpets
- d. cleaning and disinfection of washrooms including supply of necessary consumables
- e. collection and disposal of garbage on daily basis
- f. cleaning of glass doors, windows and partitions
- g. any other cleaning task assigned by the procuring agency

2. Manpower Requirement

The bidder shall deploy a minimum of 4 janitorial staff throughout the contract period.

3. Minimum Wages

The procuring agency shall ensure that minimum wages as notified by the Government of Pakistan are provided to the janitorial staff.

4. Working Hours

Janitorial staff shall perform services on daily basis during official working hours or as directed by the procuring agency.

5. Supervision

The bidder shall provide proper supervision of the janitorial staff and ensure quality of services.

6. Cleaning Material and Equipment

The procuring agency shall provide the necessary the items for cleaning.

7. Performance Standards

The services shall be performed in a professional manner and to the satisfaction of the procuring agency. Any deficiency observed shall be rectified immediately at no extra cost.

8. Replacement Of Staff

The bidder shall replace any absent or unsatisfactory staff within 24 hours.

9. The bidder shall ensure to provide replacement staff in case one staff member is on leaves due to any emergency.

10. Attendance register shall be maintained by the Procuring agency to ensure daily presence of staff.

B. Mandatory Criterion

S/N	Description	Likert Scale
1.	ATL	The bidder must be on ATL of FBR
2.	GST	Detail of Registration and GST
3.	Minimum two years of Experience from date of registration	Proof
4.	Blacklisting Certificate	Certificate
5.	Average Annual turnover must be 3 million or above.	Bank Statement/Audit Report

Compliance Requirement

Sr.#	Compliance	Yes/No
1.	The firm will provide 4 janitors	
2.	Minimum Wages shall be distributed to the janitors	
3.	The janitors shall observe the office timing from 08:00AM to 05:00 PM	
4.	The firm shall provide replacement in case of leave or any exigency	

B. Technical Criterion for 4 Janitors Staff

Provision of Janitorial / Cleaning Services for CPEC Secretariat, Islamabad
Single Stage Two Envelope – EPADS

Sr.#	Description	Criterion
1	Janitorial Services	Lowest Evaluated Responsive Bid

Section-VI

Standard Forms

Provision of Janitorial / Cleaning Services for CPEC Secretariat, Islamabad
Single Stage Two Envelope Procedure – EPADS

A. STANDARD FORMS

Form 1: Form of Bid

Date: _____

To: CPEC Secretariat, Islamabad

Having examined the Bidding Document. _____, the receipt of which is hereby acknowledged, we, the undersigned, offer to provide Provision of Janitorial / Cleaning Services for CPEC Secretariat, Islamabad in conformity with the said Bidding Documents for the sum of PKR _____ (in words and figures) per annum or such other sums as may be ascertained in accordance with the Price Schedule attached herewith.

- i. We declare that our Bid price did not involve any agreement with other Bidders for the purpose of bid suppression.
- ii. We confirm the Appointing Authority to appoint the arbitrator in case of any dispute in accordance with ITB Clause 45.1.
- iii. We undertake, if our Bid is accepted, to provide the services in accordance with the Schedule of Requirements.
- iv. If our Bid is accepted, we undertake to provide a Performance Security equal to 10 percent of the Contract Price in the form and within the time specified in the Bidding Documents.
- v. We declare that we do not have any conflict of interest as per ITB Clause 3.
- vi. We agree to abide by this Bid for a period of 120 days as specified in the Bid Data Sheet.
- vii. We are not participating in more than one Bid in this bidding process.
- viii. Our firm, its affiliates or subsidiaries have not been declared ineligible by the Government of Pakistan.

- ix. Until a formal Contract is prepared and executed, this Bid together with your written acceptance shall constitute a binding Contract.
- x. We understand that you are not bound to accept the lowest or any Bid.

Name of Bidder: _____

Signature: _____

Name of Authorized Person: _____

Designation: _____

Address: _____

Contact No.: _____

Dated this ____ day of _____ 2026

Form 2: Price Schedule

Name of Bidder: _____

Address: _____

NTN/PPN: _____

Item No	Description of Service	Unit	Unit Price per Month (PKR) Of 4 Janitors Inclusive of all taxes.	Total Price for 12 Months (PKR) of four (04) Janitors (inclusive of all taxes)
1	Daily office cleaning services for CPEC Secretariat, Islamabad.	04 Janitors		

Total Annual Contract Price (PKR in words and figures):

|

Signature of Bidder: _____

Date: _____

Form 3: Form of Qualification Information

1. Legal status of bidder: _____
2. Address of principal place of business: _____
3. Total annual turnover of last three years: _____
4. Similar services completed during last three years
5. Number of janitorial staff currently employed: _____
6. Equipment and cleaning tools available: _____
7. Litigation history (if any): _____

Authorized Signature: _____

Date: _____

Form 4: Bid Security / Bid Securing Declaration

Bid Security Amount: 5 Percent of Total Annual Quoted Price

To: CPEC Secretariat, Islamabad

We hereby submit a Bid Security / Bid Securing Declaration in accordance with PPRA Rules and commit that if we withdraw or modify our Bid during the validity period or fail to sign the contract or furnish Performance Security, we shall be liable for blacklisting and cross-debarment as per PPRA rules.

Name of Bidder: _____

Signature: _____

Date: _____

Form 5: Performance Security

We undertake to submit Performance Security equal to 10 percent of the annual Contract Price in the form of Bank Guarantee within fourteen (14) days of issuance of Letter of Acceptance.

Signature of Bidder: _____

Date: _____

Section-VII

General Condition of Contract

SECTION VII: GENERAL CONDITIONS OF CONTRACT (GCC)

Provision of Janitorial / Cleaning Services for CPEC Secretariat, Islamabad

1. Definitions
 - 1.1 the following words and expressions shall have the meanings hereby assigned to them:
 - a. Authority means public procurement regulatory authority.
 - B. Arbitrator means the person appointed with mutual consent of both parties to resolve disputes.
 - C. Contract means the agreement entered into between the procuring agency and the supplier including all attachments.
 - D. Commencement date means the date when the supplier shall start providing janitorial services as specified in the special conditions of contract.
 - E. Completion means fulfillment of the janitorial services in accordance with the contract.
 - F. Contract price means the price stated in the letter of acceptance.
 - G. Defective services mean services not meeting required standards.
 - H. Delivery means provision of janitorial services at the premises of CPEC secretariat.
 - I. Procuring agency means CPEC secretariat, Islamabad.
 - J. Supplier means the bidder whose bid has been accepted.
 - K. Related services mean janitorial and cleaning services under this contract.
 - L. Force majeure means any event beyond reasonable control of either party including flood, fire, earthquake, war or government action.
2. Application and interpretation
 - 2.1 these general conditions shall apply unless superseded by the special conditions of contract.
3. Conditions precedent
 - 3.1 this contract shall come into effect after submission of performance security equal to 10 percent of contract price.
4. Governing language
 - 4.1 the contract language shall be English.
5. Applicable law
 - 5.1 the contract shall be governed by the laws of Pakistan.
6. Standards
 - 6.1 the supplier shall provide professional janitorial services as per technical specifications.
7. Performance security
 - 7.1 performance security equal to 10 percent of annual contract price shall be furnished within fourteen days of issuance of letter of acceptance.
8. Inspection and supervision
 - 8.1 the procuring agency may inspect the quality of services at any time.

9. Payment
 - 9.1 payment shall be made monthly upon satisfactory performance and submission of invoice.
10. Prices
 - 10.1 prices shall remain fixed for the entire contract period of one year.
11. Termination
 - 11.1 the procuring agency may terminate the contract for default or convenience as per PPRA rules or non-compliance of Tender Document, Contract or any other issue.
12. Force Majeure
 - 12.1 neither party shall be liable for failure caused by force majeure.
13. Disputes Resolution
 - 13.1 any dispute shall be resolved through mutual consultation and if unresolved through arbitration under arbitration act 1940.
14. Minimum Price for each staff shall be as per Government of Pakistan and PPRA guidelines.

SECTION – VIII

SPECIAL CONDITIONS OF CONTRACT (SCC)

SCC Clause No	Amendments of and Supplements to Clauses in the GCC
1	The Procuring Agency is CPEC Secretariat, 5th Floor Science And Technology Building, Constitution Avenue, Islamabad
2	The Supplier is the successful Bidder whose bid is accepted by the procuring agency
3	Title Of Procurement is Provision Of Janitorial / Cleaning Services For CPEC Secretariat, Islamabad
4	Governing Language Shall Be English
5	Applicable Law Shall Be Laws Of Islamic Republic Of Pakistan
6	Performance Security Shall Be Ten Percent Of The Annual Contract Price
7	Quality inspection shall be carried out by the Procuring Agency during the Contract Period
8	The Procuring Agency shall provide the necessary cleaning materials.
9	Services Shall Commence Immediately After Signing Of The Contract
10	Warranty Period Shall Cover The Full Contract Duration Of One Year
11	PAYMENT SHALL BE MADE ON MONTHLY BASIS UPON SATISFACTORY PERFORMANCE AND SUBMISSION OF INVOICE
12	Applicable Liquidated Damages Shall Be 0.1 Percent Per Day upto 10% of contract value in case of non-compliance or poor performance rendered.
13	Procuring Agency Address :CPEC Secretariat, 5th Floor Science And Technology Building, Constitution Avenue, Islamabad

SECTION IX: CONTRACT FORMS (Draft)
Provision of Janitorial / Cleaning Services for CPEC Secretariat, Islamabad

FORM OF CONTRACT

This agreement made the ____ day of _____ 2026 between CPEC secretariat, Islamabad, Pakistan (hereinafter called the procuring agency) of the one part and _____ (hereinafter called the supplier) of _____ the other part.

whereas the procuring agency invited bids for provision of janitorial / cleaning services for CPEC secretariat, Islamabad and has accepted a bid by the supplier for the supply of these services in the sum of pkr _____ (in words and figures) per annum (hereinafter called the contract price).

now this contract witnessed as follows:

1. in this contract words and expressions shall have the same meanings as are respectively assigned to them in the conditions of contract.
2. the following documents shall be deemed to form and be read and construed as part of this contract in the order of precedence:
 - i. This form of contract
 - ii. Form of bid and price schedule
 - iii. Schedule of requirements and technical specifications
 - iv. Special conditions of contract
 - v. General conditions of contract
 - vi. Letter of acceptance
3. in consideration of the payments to be made by the procuring agency to the supplier as hereinafter mentioned, the supplier hereby covenants to provide the janitorial services and remedy defects in conformity with the provisions of the contract.
4. the procuring agency hereby covenants to pay the supplier in consideration of the provision of services, the contract price at the times and in the manner prescribed by the contract.

in witness whereof the parties hereto have caused this contract to be executed the day and year first above written.

for and on behalf of the procuring agency

signature: _____

name and designation: _____

witness: _____

for and on behalf of the supplier
signature: _____
name and designation: _____

witness: _____

PERFORMANCE SECURITY FORM

To: CPEC secretariat, Islamabad

whereas _____ (supplier) has undertaken to perform the contract for provision of janitorial / cleaning services for CPEC secretariat, Islamabad.

we, _____ (bank) hereby undertake to pay to the procuring agency an amount not exceeding pkr _____ as performance security equal to ten percent of the contract price in case of default by the supplier.

signature and seal of guarantor
name of bank: _____
address: _____
date: _____