Standard Bidding Document

Hiring of Cafeteria Services at NESPAK House Lahore (Non-Consultancy Services)

National

Single Stage-One Envelope

September 09, 2026

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PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **NESPAK (General Services)** has reserved Funds for the procurement planned for FY **2026-27**. The **NESPAK (General Services)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Hiring of Cafeteria Services at NESPAK House Lahore**" with the reference of **"P116350"**

2. The **NESPAK (General Services)** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.

3. **Single Stage-One Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Least Cost Based Selection (LCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).

4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order** or Bid Securing Declaration on the prescribed format described.

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://epads.gov.pk/opportunities/federal/procurements/116350**.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Friday, September 25, 2026 11:00 AM**. E-bids will be opened on the same day at **Friday, September 25, 2026 11:30 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0,** may register themselves on **https://vendors.epads.gov.pk/**. A tutorial to explain the registration process is available at **https://www.youtube.com/watch?v=MNW6T38v7tc**

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (**www.ppra.org.pk**).

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Instructions to Bidders

A. Introduction

1. **Scope of Bids**

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-One Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. **Source of Funds**

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

3. **Fraudualent & Corrupt Practices**

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. **Eligible Bidders**

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severely liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

5. **Qualification of the Bidder**

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

6. **Contents of Standard Bidding Document**

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued by the Procuring Agency include:

Section I -Invitation to Bid
Section II Instructions to Bidders (ITB)
Section III Bid Data Sheet (BDS)
Section IV Eligible Countries
Section V Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.
Section VI Bidding Forms
Section VII Fraudaulent & Corrupt Practices
Section VIII – Material & Non-material deviation
Section IX General Conditions of Contract (GCC)
Section X Special Conditions of Contract (SCC)
Section XI Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.

7. **Clarifications**

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 1.1.**

7.4. If indicated **in the BDS**, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum.

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.
No change in the prices or substance of the bid shall be sought, offered, or permitted.
The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

7.6.1. evaluation & qualification criteria;

7.6.2. required scope of work or specifications;

7.6.3. all securities requirements;

7.6.4. tax requirements;

7.6.5. terms and conditions of bidding documents; and

7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

8. **Amendment of Bidding documents**

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and shall be uploaded on EPADS v2.0 as well as Authority’s website. The procuring agency shall promptly publish the addendum at the procuring agency’s website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

9.1.2. Documentary evidence established in accordance with BDS that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with BDS that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

10. **Documents Establishing Eligibility of the Services and Conformity to bidding documents**

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

11. **Documents Establishing Eligibility and Qualification of the Bidder**

11.1. Pursuant to BDS, the bidder shall furnish, as part of itsbid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. **Form of Bid**

12.1. **The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.**

13. **Bids Prices**

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

14. **Price Adjustment**

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

14.3. **Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.**

15. **Bids Currencies**

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. **Bid Validity Period**

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

17. **Bid Security or Bid Securing Declaration**

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder’s conduct which would warrant the security’s forfeiture.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. Unsuccessful Bidders’ Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

17.6. **The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.**

18. **Alternative Bids by Bidders**

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

19. **Withdrawal, Substitution, and Modification of Bids**

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. **Format and Signing of Bids**

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through

EPADS v2.0.

20.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

D. Submission of Bids

21. **Submission of Bids through EPADS v2.0 before Dead deadline**

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

22. **Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee**

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004,
The Procuring Agencyis required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids inaccordance with the evaluation criteria, terms and conditions given in the bidding documents.

23. **Opening of Bids**

23.1. The Bid Evaluation Committee of the Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

23.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

23.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline**.**

23.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

24. **Confidentiality**

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

24.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

25. **Preliminary Examination of Bids**

25.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

25.1.1. meets the eligibility criteria defined in **BDS**;

25.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

25.1.3. is accompanied by the required securities; and

25.1.4. is substantially responsive to the requirements of the bidding document.

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

25.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

26. **Examination of Terms and Conditions, Technical Evaluation**

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS,** to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed inthe bidding document have been met without material deviation or reservation.

26.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with BDS**,** it shall reject the bids.

27. **Correction of Errors**

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

27.1.1. 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;

27.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

27.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

27.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed.

28. **Conversion to Single Currency**

28.1. As per Rule 30 of Public Procurement Rules, 2004.

29. **Evaluation of Bids**

29.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive.

29.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

29.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6;**

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

29.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS.**

30. **Determination of Most Advantageous Bids**

30.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

31. **Abnormally Low Financial Bids**

31.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency –

31.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

31.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

32. **Rejection of Bids**

32.1. As per Rule 33 of the Public Procurement Rules, 2004

33. **Single Responsive Bid**

33.1. The procuring agency may consider single responsive bid subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

34. **Arbitration**

34.1. As per Rule 49 of Public Procurement Rules, 2004.

F. Award of Contract

43. **Criteria of Award**

43.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous Bid.

44. **Procuring Agency’s Right to reject All Bids**

44.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

44.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

45. **Notification of Award**

45.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

45.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

45.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

46. **Signing of Contract**

46.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

47. **Performance Guarantee**

47.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS**

and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

48. **Corrupt & Fraudulent Practices**

48.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

53. **Constitution of Grievance Redressal**

53.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.

54. **GRC Procedure**

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

H. Blacklisting/ Debarment

55. **Procedure for Blacklisting/Debarment**

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.

Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number
ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

Name of Procuring Agency: **NESPAK (General Services)**

The subject of procurement is: **Hiring of Cafeteria Services at NESPAK House Lahore**

Expected commencement date: **Saturday, October 10, 2026**

BDS Clause Number 2

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P116350**

BDS Clause Number 3

JV/Consortium or Association Allowed: **No**
Number of JV/Consortium Members: **Nil**

B. Bidding Documents

BDS Clause Number 4

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Thursday, September 17, 2026

BDS Clause Number 5

Any addendum, in case issued, shall be published on **NESPAK (General Services)** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid:

1. The Bidder shall have requisite licence from Punjab Food Authority The Bidder shall be in the cafeteria service business for the last five (05) years as a company. Details of capacity with respect to production services, supervisory staff, equipment, storage and cooking facility. The Bidder must have their own Kitchen Facility.

BDS Clause Number 7

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8

Services and Their related documents:
See section Required Services and Scope of Work

BDS Clause Number 9

Price schedule will be provided according to the format defined and acquired.
see section price schedule.

BDS Clause Number 10

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11

The price shall be **Fixed**.

BDS Clause Number 12

Currency of the Bids shall be : **PKR**

BDS Clause Number 13

The Bids/Bid Validity period shall be: **90 Days**

BDS Clause Number 14

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**
The Bid Security shall be in the form of: **Pay Order**

BDS Clause Number 15

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for 90+28 = 118 days.

BDS Clause Number 16

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

NESPAK House 1 C block N Model Town Extension Lahore

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Friday, September 25, 2026 11:00 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 18

The Bids opening shall take place on **EPADS v2.0**.

Day *: **Friday***

Date: ***Friday, September 25, 2026***

Time *: **11:30 AM***

BDS Clause Number 19

Selection technique adopted will be: **Least Cost Based Selection (LCBS)**
see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall: **1.50%**.

The Performance Guarantee shall be acceptable in the form of: **Pay Order**

21.

51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22

Grievence against this procurement shall be submitted online on EPADS v2.0.

Eligibility Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	Punjab (PRA)
	Registrar of Firms

Eligibility Criteria	Document
affidavit from contractor that he is not blacklisted or debarred by any government organization.	Yes

Evaluation Criteria

Least Cost Based Selection (LCBS)

Weightage

Technical Evaluation %
100

Technical Marks	80
Passing Marks	**64**
Technical Evaluation Criteria	
valid license from Punjab Food Authority. (Quantitative)(Doc Required)	30
bidder must have their own kitchen facility and capacity for production supervisory staff equipment and storage (Quantitative)(Doc Required)	30
bidder must have liquid assets not less than 1.0 million at the time of bid submission. (Quantitative)(Doc Required)	20

Required Services

Positions Without Lots :

Position	Delivery Schedule	Quantity	Bid Security
Hiring Of Cafeteria Contractor	**Address:** NESPAK House 1 C block N Model Town Extension Lahore **Schedule:** 27 Days **Quantity:** 1/Qty	1/Qty	200000 PKR

Related Services :

No

Services Specifications

Positions Without Lots :

Position: Hiring Of Cafeteria Contractor

Specifications / Requirements:

Mandatory staff for procurement 1 Manager/ Supervisor 1 lady waiter 1 waiter for executive staff 2 waiters for hall 2 janitors 2 kitchen staff/ helpers

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Scope of Work

1. **Scope of Services**

National Engineering Services Pakistan (Pvt.) Limited (NESPAK) (hereinafter called the "Employer") invites electronic bids through EPADS on Single Stage One Envelope bidding procedure from reputed Catering contractors/ vendors/firms who are registered with Income Tax Department, and who are on Active on Taxpayers List of the Federal Board of Revenue and duly licensed by Punjab Food Authority, for providing Cafeteria Services at NESPAK House, Lahore with following requirements:

1.

   1.1. 1 Manager / Supervisor

   1.2. 1 Lady Waiter for female staff

   1.3. 1 Waiter for Executive Staff

   1.4. 2 Waiters for Hall

   1.5. 2 Janitors

   1.6. 2 Kitchen Service / cooking Staff / helpers

Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		

General Conditions of Contract

A. General

1. **Definitions**

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. **“**Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. “Party” means the Procuring Agency or the Contractor, as the case may be, and “Parties” means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Services.

2. **Applicable Law**

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. **Language**

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractorand the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC** . Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. **Notices**

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

5. **Location**

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in **SCC.**

6. **Authorized Representatives / Authority of Member in charge**

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the **SCC**.

B. Commencement, Completion, Modification, and Termination of Contract

7. **Effectiveness of Contract**

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the **SCC.**

8. **Commencement of Services**

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC.**

9. **Program schedule**

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. **Starting Date/Expiration Date**

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC.**

11. **Entire Agreement**

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. **Modification**

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. **Force Majeure**

13.1. **Definition**
For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. **No Breach of Contract**
The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. **Extension of Time**

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. **Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. **Termination**

14.1. **By the Procuring Agency**

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. **By the Contractor**

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. **General**

15.1. **Standard of Performance**

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. **Law Applicable to Services**
The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. **Conflict of Interests**

16.1. **Contractor Not to Benefit from Commissions and Discounts**
The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. **Contractor and Affiliates Not to be Otherwise Interested in Project**
The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. **Prohibition of Conflicting Activities**
Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

16.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC.**

17. **Insurance to be Taken Out by the Contractor**

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. **Contractor's Actions Requiring Procuring Agency's Prior Approval**

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

18.1.1. appointing such members of the Personnel not provided by the Contractor;

18.1.2. changing the Program of activities; and

18.1.3. any other action that may be specified in the **SCC.**

19. **Reporting Obligations**

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. **Liquidated Damages**

20.1. **Payments of Liquidated Damages**
The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. **Correction for Over-payment**
If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC.**

20.3. **Lack of performance penalty**

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. **Performance Guarantee**

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC.**

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

22. **Sustainable Procurement**

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC.**

D. Contractor's Personnel

23. **Description of Personnel**

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. **Removal and / or Replacement of Personnel**

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. **Change in the Applicable Law**

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the **SCC.**

26. **Services and Facilities**

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. **Contract Price**

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the **SCC**.

28. **Terms and Conditions of Payment**

28.1. Payments will be made to the Contractor according to the payment schedule stated in the **SCC** and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the **SCC**, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the **SCC.** Any other payment shall be made after the conditions listed in the **SCC** for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. **Quality Control Identifying Defects**

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the **SCC.** The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the **SCC**.

30. **Correction of Defects, and Lack of Performance Penalty**

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency’s notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency’s notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. **Settlement of Disputes Amicable Settlement**

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. **Dispute Settlement**

32.1. **Arbitration**

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.

Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: NESPAK (General Services), Public Relations Officer NESPAK House 1 C block N Model Town Extension Lahore

The Supplier is:

The title of the subject procurement is:Hiring of Cafeteria Services at NESPAK House Lahore

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

NESPAK (General Services), Public Relations Officer
NESPAK House 1 C block N Model Town Extension Lahore
+92-300-961-8040
saqibmahmoodmirza@gmail.com

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

NESPAK (General Services), Public Relations Officer
NESPAK House 1 C block N Model Town Extension Lahore
+92-300-961-8040
saqibmahmoodmirza@gmail.com

For the Bidder:

Name: ………………………

Designation: ……………..

Address: ……………………………..

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within ….. days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be ………………….

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2**.**

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.05%** to **0.06%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be 1.50% of the contract price in acceptable form of Pay Order

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause F

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause F

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Inspections & Tests Requirements

kitchen facility and food quality will be inspected before awarding of contract.

Number of GC Clause F 5 & 6

Following is the guidance for Dispute Resolution

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard**.**

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties**.**

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties**.** The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer’s fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute**.**

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator’s fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties**.**

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.:***P116350***

To: **NESPAK (General Services), Public Relations Officer NESPAK House 1 C block N Model Town Extension Lahore**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;

2. Disagreement to arithmetical correction made to the Bid price; or

3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of __________ 20_____ between **NESPAK (General Services), Public Relations Officer NESPAK House 1 C block N Model Town Extension Lahore**

(hereinafter called "the Procuring Agency") of the one part and *[name of Bidder]* of *[city and country of Bidder]* (hereinafter called "the Bidder") of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Hiring of Cafeteria Services at NESPAK House Lahore (*P116350*)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS CONTRACT WITNESSETH 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 referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

   1. This form of Contract;
   2. the Form of Bids and the Price Schedule submitted by the Bidder;
   3. the Schedule of Requirements;
   4. the Technical Specifications;
   5. the Special Conditions of Contract;
   6. the General Conditions of the Contract;
   7. the Procuring Agency's Letter of Acceptance; and
   8. [*add here: any other documents*]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by __________________the ________________ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

………………………………………………

Signed, sealed, delivered by __________________the ________________ (for the Procuring Agency)

Witness to the signatures of the Bidder: ………………………………………………

Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Performance Guarantee Form

Performance Guarantee Form

To: **NESPAK (General Services), Public Relations Officer NESPAK House 1 C block N Model Town Extension Lahore**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods(hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

____

[name of bank or financial institution]

____

[address]

[date}

Annexure

Bidding Documents

Information (Read-Only)

See Form Under Additional Forms and Documents: **Bidding Documents** (page number: 68)

letter of bid

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **letter of bid** (page number: 109)

Procurement Forms

Financial Resources

See Form Under Additional Forms and Documents: **Financial Resources** (page number: 111)

Past Experience and Completed Contracts

Bidder shall be in the cafeteria services for last 5 years. satisfaction certificates from atleast 3 such organizations are required.

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 112)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 113)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 115)

Additional Forms and Documents

NATIONAL ENGINEERING SERVICES PAKISTAN (PVT.) LIMITED

BIDDING DOCUMENTS

FOR

PROVIDING CAFETERIA SERVICES AT NESPAK HOUSE LAHORE

SINGLE STAGE ONE ENVELOPE BIDDING

August 2026

NATIONAL ENGINEERING SERVICES PAKISTAN (PVT.) LIMITED
Human Resources Division, NESPAK House, 1-C, Block-N, Model Town Extension, Lahore

BIDDING DOCUMENTS

FOR
PROVIDING CAFETERIA SERVICES AT
NESPAK HOUSE LAHORE

Terms and Conditions

1. Scope of Services

National Engineering Services Pakistan (Pvt.) Limited (NESPAK) (hereinafter called the "Employer") invites electronic bids through EPADS on Single Stage One Envelope bidding procedure from reputed Catering contractors/ vendors/firms who are registered with Income Tax Department, and who are on Active on Taxpayers List of the Federal Board of Revenue and duly licensed by Punjab Food Authority, for providing Cafeteria Services at NESPAK House, Lahore with following requirements:

i. 1 Manager / Supervisor

ii. 1 Lady Waiter for female staff

iii. 1 Waiter for Executive Staff

iv. 2 Waiters for Hall

v. 2 Janitors

vi. 2 Kitchen Service / cooking Staff / helpers

The Bidders must quote for the complete scope of the Services attached as **Annex-A** and **Annex-B** hereto. Any bid covering partial scope of Services will be rejected.

2. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3. Validity of the Bids

The Bids shall remain valid for a period of ninety (90) days after the date of bid opening.

4. Clarification of Bidding Documents

Any prospective Bidder seeking clarification regarding the Bidding Documents may submit a request to the Employer through EPADS. Bidders are advised to submit their questions in writing via EPADS not later than seven (7) days before the Bid submission deadline. The Employer will provide responses to all such queries through EPADS.

5. Amendment of Bidding Documents

At any time prior to the deadline for submission of Bids, the Employer may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by issuing addendum through EPADS. Any addendum thus issued shall be part of the Bidding Documents. Such addendum shall be issued not later than three (3) days prior to the deadline for submission of Bids.

6. Bid Security

Bid Security amounting to PKR 200,000 must be provided in the Bid in the form of pay order/CDR in the name of National Engineering Services Pakistan (Pvt.) Limited.

Scanned copy of Bid Security to be provided on EPADS with the Bid & original shall be submitted to the Employer's address specified in Invitation to Bid before the Bid submission deadline, failing which the bid shall be rejected.

The Bid Securities of unsuccessful Bidders shall be returned upon award of the Contract to the successful Bidder; whereas the Bid Security of successful Bidder shall be returned when the Bidder has signed the Contract with the Employer.

7. Documents Comprising the Bid

The Bid shall comprise the following documents, which shall be submitted through EPADS:

i) Duly filled-in, signed and stamped Letter of Bid;

ii) Power of Attorney of signatory to Bid;

iii) Bid Security in accordance with Clause 6 hereof;

iv) Documentary evidences in accordance with requirements of Clause 10 hereof; and

v) These Bidding Documents duly signed and stamped.

The Bids, comprising the above-stated documents, must be complete and in order for each requirement mentioned in these Bidding Documents.

8. Bid Prices, Currency of Bid and Payment

The prices shall be quoted by the Bidder entirely in Pak Rupees for the Services to be performed under the Cafeteria Services Agreement. The payment shall also be made in Pak Rupees. The Bid Price shall be quoted inclusive of all prevailing taxes such as income tax, Punjab Sales Tax on Services, etc.

All applicable taxes shall be deducted at source while making payment to the Cafeteria Services Provider as per Government Rules/Instructions/Notifications.

The quoted Total Bid Price shall be adjusted as per provisions stated in the attached Services Agreement.

9. Bid Submission, Opening and Clarification

The Bid, prepared in accordance with the above provisions must be submitted through EPADS latest by deadline for submission of Bids mentioned in Invitation to Bid. The Bids will be opened on same day on EAPDS in the presence of Bidders' representatives who choose to attend, at the address, date and time specified in the Invitation to Bid.

The Bids shall be downloaded and opened one at a time, and the following read out and recorded:

(a) the name of the Bidder;

(b) the presence or absence of Bid Security;

(c) the Bid Prices, including any discounts; and

(d) any other details as the Employer may consider appropriate.

Only discounts read out at Bid opening shall be considered for evaluation.

The Employer will record the minutes of the bid opening. Representatives of the bidders who choose to attend shall sign the attendance sheet.

To assist in the examination, evaluation and comparison of Bids the Employer may, at its discretion, ask the Bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.

10. Bidding Requirements

A substantially responsive Bid is one which substantially meets the following requirements:

Sr. No.	Compliance Requirement	Submission Requirement
1	Registration of firm.	Sole proprietorship, partnership deed or relevant registration documents, etc
2	The Bidder shall have registered with Income Tax Department and be on Active Taxpayers List of the Federal Board of Revenue.	NTN Certificate and extract of Active Taxpayer List
3	The Bidder shall not have been under temporary suspension or declared blacklisted or debarred by the Employer, any Government/Semi Government/Public Department in Pakistan or by a foreign country, international organization or other foreign institution.	An undertaking in the Letter of Bid
4	There shall be no litigation against the Bidder by the Employer, any Government/Semi Government/Public Department in Pakistan.	An undertaking in the Letter of Bid
5	The Bidder shall have requisite licence from Punjab Food Authority.	Copy of valid licence
6	The Bidder shall be in the cafeteria service business for the last five (05) years as a company.	Satisfaction certificates from at least three such organizations are required
7	Details of capacity with respect to production services, supervisory staff, equipment, storage and cooking facility.	Necessary supporting document
8	The Bidder must have their own Kitchen Facility.	Address of kitchen facility. Employer's Management can visit for verification

10	List of Client and letters of satisfaction from clients (Banks/Organization / group of companies / institutions).	Agreements/satisfaction letters, etc
11	The Bidder must have liquid assets (Bank balances) of PKR 1.0 Million available to meet the cash flow requirements for this contract.	Recent Bank Statements (not older than 06 months) to establish financial soundness of the Bidder's firm

Note: Documentary evidence must be provided for each above-mentioned requirement.

The Bids meeting the above-stated bidding requirements shall be considered substantially responsive. A Bid determined as non-responsive will be rejected by the Employer and will not subsequently be made responsive by correction of the non-conformity.

Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by the Employer, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

11. Award of Contract

The Employer shall award the Contract to the Bidder whose Bid has been determined as most advantageous Bid (substantially responsive to requirements of the Bidding Documents with the lowest evaluated Bid Price).

Notwithstanding the above, the Employer reserves the right to annul the bidding process and reject all bids, at any time prior to award of Contract as per Rule 33 of Public Procurement Rules, 2004.

The Bidders are required to read Services Agreement (Specimen) carefully. The Successful Bidder shall be invited to enter in to an agreement with the Employer valid for period of three (03) years.

LETTER OF BID

PROVIDING CAFETERIA SERVICES AT NESPAK HOUSE LAHORE

To:

Executive Vice President/Head,
CAC & HR Division,
NESPAK House,
1-C, Block N, Model Town Extension,
Lahore

Gentleman,

We, the undersigned, declare that:

1. Having examined the Bidding Documents, we offer to provide the cafeteria services for NESPAK House Lahore for the sum of PKR ___________________________as per thefollowing Price Schedule:

Sr. No.	**Unit Rate for Menu A & B (inclusive of all applicable taxes)**	**Amount (PKR)**
(A)	Menu A	
(B)	Menu B	

2. As security for due performance of the undertakings and obligations of the Bid, we submit herewith requisite Bid Security drawn in your favour with this Bid;

3. We agree to abide by our Bid, for the period of 90 days from the deadline for submission of Bids, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

4. The Bid is made without any collusion, comparison of figures or arrangement with any other Bidder for the cafeteria services;

5. We are not under temporary suspension or declared blacklisted or debarred by the Employer, any Government/Semi Government/Public Department in Pakistan or by a foreign country, international organization or other foreign institution;

6. There is no litigation against our firm by the Employer, any Government/Semi Government/Public Department in Pakistan;

7. We are not participating as Bidders, in more than one Bid in this bidding process; and

8. We undertake that all the information and documents submitted with the Bid are genuine, and in case of incorrect information or fake documents we shall be liable for punitive action under the Applicable Law.

Dated this_________________day of______________2026

Signature:_________________

in the capacity of________________________duly authorized to sign Bid for and on behalf of

____[attach Power of Attorney]

(Name of Bidder in Block Capitals)

(Seal)

Witness:

Signature: ____

Name:____

Address.____

____

Occupation____

Annex-A

Scope of Services

The tentative scope of services is given below; however, the final definite scope shall be agreed between the parties in the Service Agreement signed between the Employer and successful Bidder upon award of the Contract.

1. The Supplier shall provide food, meals, tea, coffee and snacks etc., as required by or for the Employer from time to time, within the Cafe premises situated at NESPAK House, 1-C Block N, Model Town Extension, Lahore.
2. All items / materials required by the Supplier for the preparation of food, meal, etc., shall be purchased by the Supplier. All items/materials shall have to conform to the reputed standard/brands as laid down by the Employer and suffused by the Manager Cafe from time to time.
3. The Supplier shall provide at his own cost and expense sufficient and competent staff to act as Chef, waiters, helpers, supervisor/manager etc, as may be reasonably required in the opinion of the Employer. All staff shall have to be duly uniformed.
4. The Supplier shall provide at his cost the equipment required for running the cafe burners, hot plate, microwave oven, freezers, fridge, crockery, cutlery, utensils and any other allied accessories of kitchen as may be reasonably required in the opinion of the Employer.
5. The Supplier shall be responsible for all the janitorial services regarding the cafe including but not limited to cleaning fixtures, sinks, sweeping and mopping floors, stocking consumable products such as soap and tissue papers, sanitizing all table and chairs, cleaning microwave and empting trash.
6. Branded Certified items such as cooking oil, Flour, Meat / Chicken etc. from PSQCA/ Food Authorities/ allied department will be used only. Food license from PSQCA, Food Authority will be responsibility of the Supplier including personal / company certificate etc.
7. All purchases for Cafe will be from credible, branded stores like Metro, Hyper Star, CSD, Al Fateh, Jalal Sons, or other branded stores with due consent of Convener, Canteen Handling Committee.
8. No stale items will be sold.
9. Natural gas will be provided to the Supplier; in case of shortage or load shedding of natural gas the Supplier will be responsible for bringing LPG Cylinders.

Annex-B	
MENU A	**MENU B**
Chicken Karahi with Raita,Salad,3 Roti	Seasonal Vegitable with Raita,Salad,3 Roti
Chicken Biryani	Alu gobi with Raita,Salad,3 Roti
Chicken Jalfrezi with Raita,Salad,3 Roti	Alu began with Raita,Salad,3 Roti
Chicken Ginger with Raita,Salad,3 Roti	Alu Shimla with Raita,Salad,3 Roti
Chicken Achari with Raita,Salad,3 Roti	Dal mash with Raita,Salad,3 Roti
Chicken Haramasala with Raita,Salad,3 Roti	Mixed Daal with Raita,Salad,3 Roti
Chicken Qourma with Raita,Salad,3Roti	Matar Pulao with 2 Cutlus
Chicken Alu Qeema with Raita,Salad,3 Roti	Vegitable Rice with 2 Cutlus
Chicken Broast with Gravy,3 Roti	Curry Pakora with White Rice/3 Roti
Chicken Haleem with Raita,Salad,3 Roti	Pathorey Channay With Mix Achaar

Note: Addition in the Menu can be made with the consent of Canteen Handling Committee.

SERVICES AGREEMENT

BETWEEN

NESPAK AND

____

FOR

PROVIDING CAFETERIA SERVICES AT NESPAK HOUSE LAHORE

__________2026

SERVICES AGREEMENT

BETWEEN

NATIONAL ENGINEERING SERVICES PAKISTAN (PVT.) LIMITED (NESPAK)

AND

________________[Name of Supplier]

FOR

PROVIDING CAFETERIA SERVICES AT NESPAK HOUSE LAHORE

THIS agreement (hereinafter called the "Services Agreement") is made on this _______________ dayof the month of _____________between, on the one hand, NESPAK with its officelocated at NESPAK House, 1-C, Block-N, Model Town Extension, Lahore(hereinafter called the"Company/NESPAK"), and, on the other hand,M/s ______________with its office located at ___________(hereinafter called the "Supplier").

(Both the entities hereinafter collectively called the "Parties" and individually the"Party".)

WHEREAS

(a) the Company hereby desires to engage the Services of an independent Supplier forproviding Services of Cafe in NESPAK House, Lahore; and

(b) the Supplier has agreed to provide the said Services on the terms and conditions as set forth herein.

NOW THEREFORE, it is hereby agreed by and between the Parties as follows:

1. Effective Date of the Services Agreement

This Services Agreement shall come into force with effect from ____________.

2. Commencement Date of Services

The Commencement Date of Services shall be the Effective Date of the Services Agreement.

3. Probation Time Period

A three (03) month probation period will come into effect from theCommencement Dateof this Services Agreement. If the Supplier does not meet the agreed quantity, quality and standards criteria, NESPAK reserves the right to cancel this agreement within or after completion of probation period upon giving a two (02) weeks written notice.

4. Expiration of the Services Agreement

The time periodfor Completion of Services shall be three (03) years, _________2029.

5. Obligations of the Supplier

i. The Supplier shall provide food, asrequired by or for the Company fromtime to time, within the Company'spremises situated at NESPAK House, 1-C, Block-N, Model TownExtension, Lahore. The menus to be supplied bythe Supplier must be according to**Appendix-A** (attached hereto) failingwhich the Supplier will not be allowed to serve food and a fine ofPKR 10,000 will be imposed per incident.

ii. All items/materials required by the Supplier for the preparation of food shallbe purchased by the Supplier. All items/materials shallhave to conform tothe known standards/brands as laid down by theCompany and suggestedby theCanteen Handling Committee from time to time.

iii. The Supplier shall provide at his own cost and expense sufficientandcompetent staff to act as Chef, waiters, helpers,supervisor/manageretc., as may be reasonably required in the opinion ofthe Company. Allstaff shall have to be duly uniformed.

iv. The Supplier shall provide at his cost and expense the equipmentrequiredfor running the Cafe e.g., burners, hot plate, microwave oven,freezers,fridge, crockery, cutlery, utensils or any other allied accessories ofkitchenas may be reasonably required in the opinion of the Company.

v. The Supplier shall be responsible for all the janitorial services regardingtheCafe including but not limited to cleaning fixtures, sinks, sweepingandmopping floors, stocking consumable products such as soap andtissuepapers, sanitizing all tables and chairs, microwave and emptying trash.

vi. The Supplier shall ensure that no intoxicant or any banned item iseverallowed to be sold at the Cafe.

vii. The Supplier shall ensure that weekly menu cards of appropriate size bekept oneach table and be provided to the employees on demand.

viii. In addition to the above, the Supplier shall be responsible for the duties and obligationsspecified under Appendix - A(attached hereto).

6. Obligations of the Company

i. A telephone extension shall be provided by the Company to the Supplierat the Cafe.

ii. The Company shall provide electricity, water and gas to the supplier at theCafe free of charge.

7. Remuneration

i. The Company shall pay to the Supplier in respect of his Services as perthequoted rates i.e., for Menu-A: PKR ___________(Chicken only)and Menu-B: PKR _________(Vegitable/Daal/chawal only) inclusive of all applicable taxes.

ii. The Supplier shall submit the monthly bill alongwith thesupportingdocuments, if any, by the 1st week of the following month whichshall be paid aftertax deductions as approved by theGovernment ofPakistan Laws.

iii. The rates applicable to Menu A and Menu B shall be subject to an annualincrease of ten percent (10%) to account for anticipated increases in thecost of food items and associated services. The first increase shall takeeffect upon completion of twelve (12) months from the CommencementDate of the Services (i.e., at the start of the thirteenth (13th) month), andthereafter at the commencement of the twenty-fifth (25th) month.

8. Service Hours

The Cafe shall be opened from Monday through Friday from 1100HRSupto 1600 HRS of NESPAK House, Lahore. The Cafe shall be closed on official public holidays and during the month of Ramadan.

9. Security Check

The Supplier's staff and incoming/outgoing itemsshall be subjected to thorough security check by the Company's Security.

10. Cleanliness

The Supplier shall be responsible for maintaining and keeping the Cafe premises and facilities used by him in neat and clean hygienic condition. The CanteenHandling Committee shall have the right to inspect the same and shall call upon the Supplier to maintain the facilities in a neat and clean manner.

11. Penalty

A penalty of PKR10,000 per instanceshall be levied by the CanteenHandlingCommittee in case of violation of any of the clausesof the Services Agreement by the Supplier.

12. Responsibility of the Supplier on Completion of the ServicesAgreement

The Supplier shall be responsible for the items of furniture and equipment entrusted to his care from time to time and shall hand over the same in good order and condition to the Company as and when required by the Company or on termination of the Services Agreement.

Upon termination of the Contract, the Supplier shall also ensure that all the persons engaged by him are removed from the premises forthwith and settlement of their accounts shall be the sole responsibility of the Supplier.

13. Amendment

Neither this Services Agreement nor any of the terms hereof may be amended, changed, waived,discharged or terminated unless such amendments, change, waiver, discharge ortermination is in writing and signed by the authorized personnel of both the Parties hereto.

14. Security Deposit

The Supplier shall provide PKR300,000 as Security Deposit in the form of CDRprior to the signing of the Services Agreement in favor of "National Engineering Services Pakistan(NESPAK)" which shall be returned upon completion of the Services Agreement. In case of outstanding claims, damages this Security Deposit will be used to settle them.

15. Dispute Settlement

Any dispute or difference arising out of this Services Agreement which cannot be amicably settled between the Parties shall be finally decided by the Executive Vice

President,CAC & HR Division NESPAK, whose decision shall be final and binding on the Parties.

16. Termination of the Services Agreement

In the event of the Supplier committing a breach of any of the terms and conditions of this Services Agreement, the Company shall be entitled to terminate this Services Agreement by giving one (01) month written notice after assigning the reason of dispute/complaint.

The Supplier may also terminate the Services Agreement on the occurrence of anydispute/complaint by giving one month(01) written notice.

IN WITNESS WHEREOF, the Parties hereto have executed this Services Agreement in two(02) original signed documentsat Lahore.

For and on behalf of **NESPAK** **(The Company)**	For and on behalf of ____________________ **(The Supplier)**
Signatures: __________________	Signatures: __________________
Name: __________________	Name: __________________
Title: __________________	Title: __________________
Seal: __________________	Seal: __________________
Witness	**Witness**
Name: __________________	Name: __________________
Title: __________________	Title: __________________
Seal: __________________	Seal: __________________

Appendix - A

Obligations of the Supplier

The Supplier shall also be responsible for the duties and obligations specified herein in addition to those provided under Clause 5 of the Services Agreement:

- Branded Certified items such as cooking oil / condiments, Flour, Meat / Chicken etc.from PSQCA / Food Authorities/ allied departments will be used only. Food license from PSQCA, Food Authority will be responsibility of the Supplier including personal / company certificates, etc.
- All purchases for Cafe will be from credible, branded stores like Metro, Hyper star, CSD, AlFateh, Jalal Sons, or other branded stores with due consent of Convenor, Canteen HandlingCommittee.
- Crockery, Cutlery/ utensils shall be provided by the Supplier.
- No stale items will be sold.
- Following staff will be deputed by the Supplier tentatively:
    - 1 X Manager/Supervisor
    - 1 X lady waiter for Female Staff area
    - 1 X waiters for executive Staff
    - 2 X waiters for Halls
    - Kitchen service / cooking staff/helpers
    - Janitors X 2
- Medical checkup of Supplier's staff shall be carried out by the Supplier on every 6 months for hepatitis, Corona, cholera, skin ailments, allergies, Blood test, Stool tests, urine test, Medically Fit staff will be employed in cafe (Medical Certificate from valid hospital will be needed and displayed).
- Cleaning / washing isthe responsibility of the Supplier.
- NESPAK Café Inventorysafeguard(Tables, Chairs, dispensers, ACs, Fans etc.), handedover by the Company,is responsibility of the Supplier. List shall be provided by the Company while handing over the Cafe premises.
- An Intercom extension No. 270 will be available in cafe at all times for the Manager/ Supplier.
- Adherence to timings of the Company:
    - Lunch 1200 - 1400 hours
- The Supplier is bound to provide packing of food is asked by any employee.
- Packed food can go out to offices in proper health standards approved packing/foil cover. No thermopole packing is allowed either for consumers or storage.
- Menu cards be available on all tables as approved by the Company on weekly basis.

- Certificate of Halal Food, Punjab Food Authority, allied departments will be displayed.
- Cafe will be kept clean / tidy at all times and the Companymay randomly check/ supervise, when needed.
- The Supplier shall provide in writing the calculated Food Grammage, portion size of the curry/meat per plate per person at the time of signing the agreement after mutual consent of the Company. Three chappattis Tandoori per individual having Government standardized grammagewill be provided.
- This Services Agreementcannot be sublet to anyone else by the Supplier.
- Manager / Supervisor as deputed by the Supplier will beexperienced and mature, and should have knowledge of Food & Beverages.
- Service staff / production area staff will not be frequently changed / replaced, however if Convener, Canteen Handling Committee recommends any individual being undesirable, he/she will be changed immediately.
- No employee of the Supplier will be less than 18 years in age.
- Premises of Cafe will not be used by the Supplier for residential purposes.
- The staff of the Supplier will wear proper uniform in Summer/Winter with gloves, aprons, head caps, etc., approved by the Canteen Handling Committee.
- Fumigation/spray will be carried out by the Supplier on every Friday after closing of Cafe Lunch services.

NATIONAL ENGINEERING SERVICES PAKISTAN (PVT.) LIMITED

BIDDING DOCUMENTS

FOR

Providing Janitorial Services for NESPAK Offices located in Lahore

April 2026

NATIONAL ENGINEERING SERVICES PAKISTAN (PVT.) LIMITED
Human Resources Division, NESPAK House, 1-C, Block-N, Model Town Extension, Lahore

INVITATION TO e-BID
FOR
PROVIDING JANITORIAL SERVICES AT NESPAK OFFICES LOCATED IN LAHORE

1. National Engineering Services Pakistan (Pvt.) Limited (NESPAK) invites electronic Bids through EPADS on single stage-two envelope bidding procedure basis from reputed firms/companies, registered with Income Tax Department and who are on Active Taxpayers List of the Federal Board of Revenue, for providing janitorial services for NESPAK Offices located in Lahore.

2. e-Bidding Documents as per regulations, containing detailed terms and conditions, are available for the registered bidders on EPADS at www.eprocure.gov.pk.

3. Bids must be submitted by using EPADS on or before 1100 hours, on April __, 2026. Manual Bids will not be accepted. Electronic Bids will be opened the same day at 1130 hours on www.eprocure.gov.pk in the presence of Bidder's representatives who choose to attend at the below mentioned address. This invitation is also available on websites of National Engineering Services Pakistan (Pvt.) Limited (www.nespak.com.pk) and PPRA (www.ppra.org.pk).

Manager General Services CAC & HR Division
NESPAK House, 1-C Block N, Model Town Extension, Lahore.
Phone: +92-42-99231944
Email: hisham.khalid@nespak.com.pk

TABLE OF CONTENTS

BIDDING DOCUMENTS
FOR
PROVIDING JANITORIAL SERVICES AT
NESPAK OFFICES LOCATED IN LAHORE

Terms and Conditions

1. Scope of Services

National Engineering Services Pakistan (Pvt.) Limited (NESPAK) (hereinafter called as the "Employer") invites electronic Bids through EPADS on single stage-two envelope bidding procedure basis from reputed firms/companies, registered with Income Tax Department and who are on active taxpayers list of the Federal Board of revenue, for providing janitorial services at NESPAK Offices located in Lahore with following requirements:

- *Basement, Ground Floor, First Floor, Second Floor, Third Floor, Terraces, Balconies, Car parking Areas, Building Periphery, Lawns and Area inside security check posts, Stair Cases, Lobbies, Canteen, Kitchens and Wash Rooms within the premises of the above-mentioned peripheries comprising 1,54,925 SFT.*

The Bidders must quote for the complete scope of the Services. Any bid covering partial scope of Services will be rejected. The detailed scope of Services is attached as Annexure-A hereof.

2. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3. Validity of the Bids

The Bids shall remain valid for a period of ninety (90) days after the date of bid opening.

4. Clarification of Bidding Documents

Any prospective Bidder seeking clarification regarding the Bidding Documents may submit a request to the Employer through EPADS. Bidders are advised to submit their questions in writing via EPADS not later than seven (7) days before the Bid submission deadline. The Employer will provide responses to all such queries through EPADS.

5. Amendment of Bidding Documents

At any time prior to the deadline for submission of Bids, the Employer may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by issuing addendum through EPADS. Any addendum thus issued shall be part of the Bidding Documents. Such addendum shall be issued not later than three (3) days prior to the deadline for submission of Bids.

6. Bid Security

Bid Security amounting to PKR 100,000 must be provided in the Technical Bid in the form of pay order/CDR in the name of National Engineering Services Pakistan (Pvt.) Limited. Scanned copy of Bid Security to be provided on EPADS with Technical Bid & original shall be submitted to the Employer's address specified in Invitation to Bid before the Bid submission deadline, failing which the bid shall be rejected.

After the opening of Financial Bids, the Employer shall return Bid Securities of the Bidders, whose Technical Bids have been declared non-responsive to the requirements of the Bidding Documents.

The Bid Securities of unsuccessful Bidders shall be returned upon award of the Contract to the successful Bidder; whereas the Bid Security of successful Bidder shall be returned when the Bidder has signed the Contract with the Employer.

7. Documents Comprising the Bid

The Bid shall comprise two sets submitted simultaneously on EPADS, one called the Technical Bid and the other called the Financial Bid containing the following documents:

A. Technical Bid

The 'Technical Bid' shall comprise the following:

i Duly filled-in, signed and stamped Letter of Technical Bid;
ii Power of Attorney of signatory to Bid;
iii Bid Security in accordance with Clause 6 hereof;
iv Documentary evidences in accordance with requirements of Clause 10 hereof; and
v These Bidding Documents duly signed and stamped.

B. Financial Bid

The 'Financial Bid' shall comprise the following:

i Duly filled-in, signed and stamped Letter of Financial Bid.

The Bids comprising Technical and Financial Bids must be complete and in order for each requirement mentioned in these Bidding Documents.

8. Bid Prices, Currency of Bid and Payment

The prices shall be quoted by the Bidder entirely in Pak Rupees for the Services to be performed under the Janitorial Services Agreement. The payment shall also be made in Pak Rupees. The Bid Price shall be quoted inclusive of all prevailing taxes such as income tax, Punjab Sales Tax on Services, etc.

All applicable taxes shall be deducted at source while making payment to the Janitorial Services Provider as per Government Rules/Instructions/Notifications.

The quoted Total Bid Price shall be adjusted as per provisions stated in the attached Services Agreement.

9. Bid Submission, Opening and Clarification

The Technical Bid shall comprise the documents listed under Clause 7(A) hereof shall be marked as “Technical Bid”. The Financial Bid shall comprise the documents listed under Clause 7(B) hereof shall be marked as “Financial Bid”.

The Bid, prepared in accordance with the above provisions must be submitted through EPADS latest by deadline for submission of Bids mentioned in Invitation to Bid. The Technical Bids will be opened on same day on EAPDS in the presence of Bidders` representatives who choose to attend, at the address, date and time specified in the Invitation to Bid. Financial Bids will remain unopened until the specified time of their opening.

The envelopes marked ‘Technical Bids’ shall be downloaded and opened one at a time, and the following read out and recorded:

(a) the name of the Bidder;
(b) the presence or absence of Bid Security; and
(c) any other details as the Employer may consider appropriate.

At the end of the evaluation of the Technical Bids, the Employer will open the Financial Bids of only those Bidders who have submitted substantially responsive Technical Bids. The date, time, and location of the opening of Financial Bids will be intimated by the Employer on EPADS.

The ‘Financial Bids shall be downloaded and opened one at a time on EPADS and the following read out and recorded:

(a) the name of the Bidder;
(b) the Bid Prices, including any discounts; and
(c) any other details as the Employer may consider appropriate.

Only discounts read out at Bid opening shall be considered for evaluation.

The Employer will record the minutes of the bid opening (Technical & Financial). Representatives of the bidders who choose to attend shall sign the attendance sheet.

To assist in the examination, evaluation and comparison of Bids the Employer may, at its discretion, ask the Bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.

10. Bidding Requirements

A substantially responsive Bid is one which substantially meets the following requirements:

Sr. No.	Compliance Requirement	Submission Requirement
1.	Registration of firm	Sole proprietorship, partnership deed or relevant registration documents, etc.
2	Registration with Income Tax Department and be on Active Taxpayers List of the Federal Board of Revenue	NTN Certificate and extract of Active Taxpayer List
3	The Bidder shall not have been under temporary suspension or declared blacklisted or debarred by the Employer, any Government/Semi Government/Public Department in Pakistan or by a foreign country, international organization or other foreign institution;	An undertaking in the Letter of Technical Bid
4	There shall be no litigation against the Bidder by the Employer, any Government/Semi Government/Public Department in Pakistan;	An undertaking in the Letter of Technical Bid
5	Five years' experience of providing janitorial services with multinational organizations.	Satisfaction certificate from at least three such organizations is required
6	The Bidder shall be ISO-9001 certified.	Copy of certificate

Note: Documentary evidence must be provided for each above-mentioned requirement.

The Technical Bids meeting the above-stated bidding requirements shall be considered substantially responsive. A Bid determined as non-responsive will be rejected by the Employer and will not subsequently be made responsive by correction of the non-conformity.

Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by the Employer, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

11. Award of Contract

The Employer shall award the Contract to the Bidder whose Bid has been determined as most advantageous Bid (substantially responsive to requirements of the Bidding Documents with the lowest evaluated Bid Price).

Notwithstanding the above, the Employer reserves the right to annul the bidding process and reject all bids, at any time prior to award of Contract as per Rule 33 of Public Procurement Rules, 2004.

12. Other terms & Conditions

1. It shall be the Bidder’s responsibility to make payment of salary, etc., to his staff including all benefits and Government dues payable under Labor Laws, if any, in respect of the Bidder’s staff.
2. The Bidder shall also provide all the essential equipment required for the services at his own risk and cost comprising stools/ stairs (for external glass windows), vacuum cleaners, floor washing & rubbing machines. However, the cleaning material will be provided by the Employer.
3. The garbage etc. shall be disposed-off on daily basis to the place designated by NESPAK.
4. The Bidder will ensure that no intoxicate or any banned items to be used during the services. Fumigation shall be done on weekends with the prior permission of NESPAK.
5. The Bidder shall be provided by NESPAK with free of cost water, gas and electricity at service place.
6. The Bidder staff and incoming / outgoing staff will be subjected to thorough security check by the NESPAK Security.
7. The Bidder performance shall be reviewed after one month to evaluate the viability / workability. In case of non-compliances, of the Bidder, NESPAK Committee shall proceed in accordance with provision of the Services Agreement.
8. At the end of every month, the Janitorial services provider shall submit the monthly bill, if any, as per agreed conditions which shall be paid within two (02) weeks after tax deducted as per Government of Pakistan Laws.
9. The Bidders are required to read Services Agreement (Specimen) carefully. The Successful Bidder shall be invited to enter in to an agreement with the Employer valid for period of three (03) years.

LETTER OF TECHNICAL BID

PROVIDING JANITORIAL SERVICES AT NESPAK OFFICES LOCATED IN LAHORE

To:

Executive Vice President/Head,
CAC & HR Division,
NESPAK House,
1-C, Block N, Model Town Extension,
Lahore

Gentleman,

We, the undersigned, declare that:

1. Having examined the Bidding Documents, we offer to provide the janitorial services for NESPAK Offices located in Lahore as per terms and conditions stated therein;
2. As security for due performance of the undertakings and obligations of the Bid consisting of the Technical Bid and the Financial Bid, we submit herewith requisite Bid Security drawn in your favour with this Technical Bid;
3. We agree to abide by our Bid consisting of the Technical Bid and the Financial Bid, for the period of 90 days from the deadline for submission of Bids, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
4. The Bid is made without any collusion, comparison of figures or arrangement with any other Bidder for the janitorial services;
5. We are not under temporary suspension or declared blacklisted or debarred by the Employer, any Government/Semi Government/Public Department in Pakistan or by a foreign country, international organization or other foreign institution;
6. There is no litigation against our firm by the Employer, any Government/Semi Government/Public Department in Pakistan;
7. We are not participating as Bidders, in more than one Bid in this bidding process; and
8. We undertake that all the information and documents submitted with the Bid are genuine, and in case of incorrect information or fake documents we shall be liable for punitive action under the Applicable Law.

Dated this ___________day of________________2026

Signature: ________________________

in the capacity of _____________________duly authorized to sign Bid for and on behalf of _______________________________________[attach Power of Attorney]

(Name of Bidder in Block Capitals)

(Seal)

Witness:

Signature: ______________________________

Name: _________________________________

Address. ______________________________________

____

Occupation_____________________________________

LETTER OF FINANCIAL BID

PROVIDING JANITORIAL SERVICES AT NESPAK OFFICES LOCATED IN LAHORE

To:

Executive Vice President/Head,
CAC & HR Division,
NESPAK House,
1-C, Block N, Model Town Extension,
Lahore

Gentleman,

1. Having examined the Bidding Documents, we offer to provide the janitorial services for NESPAK Offices located in Lahore for the sum of PKR ________________________ as per the following Price Schedule:

Sr. No.	**Staff Description**	**Estimated QTY (No.)**	**Salary Cost per Month inclusive of all applicable taxes except Punjab Sales Tax on Services (PKR)**	**Amount (PKR)**
1	Supervisor	1		
2	Glass Cleaner	1		
3	Sweaper	6		
(A)	Total Amount (per month)=			
(B)	Bid Price (for three years) = (A) x 36 =			
(C)	Punjab Sales Tax on Services @ 16% = (B) x 0.16 =			
(D)	Total Bid Price = (B) +(C) =			

2. We agree to abide by our Bid consisting of the Technical Bid and the Financial Bid, for the period of 90 days from the deadline for submission of Bids, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

3. The Bid is made without any collusion, comparison of figures or arrangement with any other Bidder for the janitorial services; and

4. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this __________ day of _____________ 2026

Signature: ________________________

in the capacity of ____________________ duly authorized to sign Bid for and on behalf of ____

(Name of Bidder in Block Capitals)
(Seal)

Business Address: ____
____
____

Witness:

Signature: ___________________________

Name: ______________________________

Address. ___________________________________
____

Occupation__________________________________

Annexure-A

SCOPE OF SERVICES

A. On Daily Basis: (Janitorial Services)

1. Cleaning, Sweeping and water mopping of all tiled and glazed floors.
2. Dusting and cleaning of office furniture.
3. Cleaning of all washbasins sinks and water closets. Keeping one person for mopping of bathrooms, stair cases, and lobbies during office hours on each floor.
4. Cleaning scrubbing and disinfecting all toilets.
5. Emptying of all waste receptacles and cleaning of related items.
6. Dusting of venetian blinds.
7. Cleaning and dusting of all partitions, doors, windows and cupboards.
8. Cleaning of water coolers / dispensers.
9. Chemical cleaning of bathrooms as and when required.
10. Sweeping of road and outside area.
11. Collection and disposal of garbage.
12. Cleaning of drains and sewerage and keeping it free from choking.

B. On Daily Basis: (Glass Cleaning)

1. Cleaning of all interior and exterior glasses of all floors.
2. Cleaning of all water closets, waste lines and taps by using appropriate methods including the use of chemical for removal of stains.
3. Scrubbing and cleaning of lobbies and stair cases.
4. Spotless cleaning of steel railing with thinner.

C. On Fortnightly Basis:

1. Cleaning of all walls.
2. Dusting of all visible pipes, air-conditioning ducts fans and light fixture etc.
3. Scrubbing and cleaning glass doors and windows.
4. Cleaning of all wall and ceiling lights.
5. Cleaning of roof top.

D. On Monthly Basis:

1. Thoroughly scrubbing washing cleaning of all common areas and basement.
2. Removal of cobwebs.
3. Fumigation at designated locations.

ESTIMATED BUILDING AREA

1.	BASEMENT AREA	Total covered area. 52,602 SFT Useable area 20,064 SFT Circulation area 32,538 SFT
2.	CAR PARKING AREA	Total covered area. 77,606 SFT
3.	GROUND FLOOR AREA	Total covered area. 36,788 SFT
4.	FIRST FLOOR AREA	Total covered area. 37,100 SFT
5.	SECOND FLOOR AREA	Total covered area. 37,681 SFT
6.	THIRD FLOOR AREA	Total covered area. 17,754 SFT
7.	TERRACES	04. No.
8.	BALCONIES	02. No.
9.	PERIPHERY	Around the Building G. Floor

Nos. of Bathrooms

1.	FIRST FLOOR	04. No. (General)
2.	BASEMENT	01. No. (Drivers / Guards)
3.	GROUND FLOOR	01. No. (M.D Room)
		04. No. (General 3 + 1)
4.	FIRST FLOOR	04. No. (General)

5. SECOND FLOOR	04. No. (General)
6. THIRD FLOOR	02. No. (General)
7. CAR PARKING AREA	01. No. (Drivers / Guards)
8. MAIN REFLECTION POOL	01. No. (Front of Building)
9. MAIN COURT YARD / FOUNTAIN	02. No. (Left & Right of G. Floor)
10. CENTRAL FOUNTAIN	01. No. (Centre of G. Floor)
11. ACCESS / APPROACH ROAD	From Guard Post to last barrier
12. ENTRANCE COURT YARD	Front of Building

ESTIMATED MAN POWER REQUIREMENT

1. Supervisor/ Manager	01
2. Glass Cleaner	01
3. Sweepers	06

SERVICES AGREEMENT

(SPECIMEN)

PROVISION OF JANITORIAL SERVICES AT

NESPAK OFFICES LOCAKED IN LAHORE

SERVICES AGREEMENT

(SPECIMEN)

THIS AGREEMENT (hereinafter called the "Services Agreement) is made at Lahore on **______2026**

between

National Engineering Service Pakistan (Pvt) Limited a Consulting Engineering Company incorporated under the Companies Ordinance 1984 having its Registered Office, NESPAK House, 1-C, Block-N, Model Town, Extension Lahore, 54000 through its duly constituted attorney (hereinafter referred to as the **"the Client"** which expression shall include its successor-legal representatives and permitted assigns); of the one part

and

_____________________, Lahore. (hereinafter referred to as "**Janitorial Services Provider**", which expression shall include its successors, legal representatives and permitted assigns); of the other part.

(**Client** and **Janitorial ServicesProvider** arehereinafter collectively referred to as the "Parties" or individually as a "Party").

Whereas the Client has requested the Janitorial Services Provider to provide Services for NESPAK Offices located,in Lahore. The details of Services required are mentioned in Clause 1.3and shall include but not limited to, providing Services pertaining to cleaning as required on day-to-day basis, (hereinafter referred to as the "Janitorial Services");

And whereas, JanitorialServices Providerrepresents thatit isin thebusiness ofand has considerable expertise and experience in providing Janitorial Services, and executing the work of such nature, as is from time to time required by the Client.

And whereas, relying upon the representations made by Janitorial Services Provider, the Client has agreed to enter into an agreement withJanitorial Services Provider on a non-exclusive basis in respect of the Services and execution of work as specified hereunder and Janitorial Services Provider agrees to provide the Services and execute the work as and when required by the Client on the terms and conditions set out in this Services Agreement.

NOW THEREFORE, INCONSIDERATION OFTHE MUTUALCOVENANTS CONTAINED HEREIN, IT IS HEREBY AGREED BY THE PARTIES AS FOLLOWS:

1. Appointment

1.1 The Client hereby enters into an agreement with the Janitorial Services Provider on non-exclusive basis for rendering the Services on the terms and conditions contained herein. The provisions of this Agreement shall regulate the utilization of Services provided by Janitorial Services Provider to Client.

Janitorial Services Provider shall provide the Services only through its regular and permanent employees, hereinafter referred to as Janitorial 'Services Provider's Employees'.

1.2 The Janitorial Services include but not restricted to the as mentioned in Scope of Services[Annexure-A *attached in Bidding Documents to be made part of the Agreement*].

1.3 Unless otherwise required by the Client, the Services in connection with this Services Agreement shall only be performed in Lahore, Pakistan.

1.4 If forany reasonthe Clientdoes notapprove anyServices of anyemployee or

EmployeesofJanitorial Services Provider's Employee, the Janitorial Services Provider shall immediately ensure that a replacement is sent to the Client, ensuring that the execution of the Services Agreement is not disrupted or delayed.

1.5 It is mutually agreed by both the parties that any person which have any type of connection / relation with theClient, will not be engaged / employed by the Janitorial Service Provider.

1.6 This Services Agreement is subject to termination either by the Client or the Janitorial ServicesProvider by giving one month advance written notice without assigning any reason.

1.7 This Services Agreement shall become effective from the date of its signing by the both of parties.

1.8 Janitorial Services Provider shall commence the Janitorial Services within seven (07) days of signing of the Services Agreement.

1.8 At the end of each month the Janitorial Services Provider shall submit the monthly bill. As payment of Janitorial Services, a mutually agreed per month amount will be paid to Janitorial Services Provider by the Clienton 15th of every month.

2. Duration

This Services Agreement be valid for a period of three (03) years up to June 30, 2029.

3. Duties Janitorial Services Provider

3.1 Janitorial Services Provider shall ensure that:

a) The Janitorial Services are to be performed by Janitorial Services Provider on the basis of a 6 days working week and 48 hours per week; however, alternate arrangement of cleanliness is also responsibility of Janitorial Services Provider at occasions of ceremonial days/public holidays.

b) The Employees hired by Janitorial Services Provider for the *discharge of their contractual shall be obligations* suitably qualified and trained to perform the Services. All the employees of the Services Provider shall wear a neat & clean uniform provided by the Janitorial Services Provider.

c) Janitorial Services Provider shall provide eight (08) well trained persons including one (01) supervisor to perform janitorial services at NESPAK House, Lahore. If required by NESPAK, Janitorial Services Provider will provide additional manpower at the same rates and subject to same terms and conditions as agreed under the Services Agreement.

All such persons shall be directly employed by Janitorial Services Provider, which shall, as employer, be directly and solely responsible for all such employees and personnel and for the payment of their wages, salaries and other benefits.

d) Janitorial Services Provider shall themselves ensure that their Employees comply with all applicable laws, rules and regulations and the customs of Pakistan.

e) All Janitorial Services are carried out with reasonable skill and care.

f) Janitorial Services Provider promptly notify Client of any matter coming to their knowledge and to knowledge of any of the Janitorial Services Provider's Employee, which could have a material affect on the business or affairs of The Client;

g) The Janitorial Services Provider Employees comply with any regulations provided to Janitorial Services Provider under clause 4.1 here in below.

3.2 Janitorial Services Provider shall be exclusively responsible for paying the salary and other emoluments andproviding the benefits to which eachJanitorial Services ProviderEmployee is entitled under his contract with Janitorial Services Provider. For the sake of clarity, it is specifically provided that the Client shall not be liable to any Janitorial Services Provider Employee for any salary or emoluments, or for the reimbursement of any expenses, or for any other amount on any other account. All claims made by Janitorial Services Provider Employees shall be dealt with exclusively by Janitorial Services Provider. None of the Janitorial Services Provider Employees shall be entitled to seek employment of the Client merely on the ground that he had been engaged by Janitorial Services Provider during the tenure of thisServices Agreement or was engaged by Janitorial Services Provider for the provision of the Janitorial Services to the Client.

3.3 The Janitorial Services Provider is responsible for the due and proper observance of all laws including Labour Laws ("Labour Laws") applicable to themselves and their employees and shall ensure compliance of all statutory payments under the provisions of Labour Laws, including but not limited to EOBI, Social Security, Gratuity, Education Cess and Group life insurance and hereby agrees to keep and hold the Client indemnified against any loss, damage, set back, claim etc. in this regard at any time in the future including during subsistence or after expiry or termination of this Services Agreement. Such indemnification shall supersede this Services Agreement.

3.4 During the tenure of this Services Agreement, any person deployed by the Janitorial Services Provider to the Client for the discharge of contractualobligations, each JanitorialServices Provider's Employee shallbe employedonly byJanitorial Services Provider andshall neither be employed by the Client, nor represent or pose himself / herself as being an employee of the Client, nor paid any salary or remuneration by the Client.

3.5 The Janitorial Services Provider shall maintain well defined mechanism for redressing complaints in respect of discharge of obligations under the Services Agreement. All complaints shall be resolved by the Janitorial Services Provider, inconsultation with the Client, in the shortest possible time and in a just, fair and equitable manner.

3.6 Janitorial Services Provider shall inform the Client about any change amongst its management team during the tenure of this Services Agreement.

3.7 The Janitorial ServicesProvidershall deposit Rs300,000(Rupees Three Hundred Thousandonly) as Security Deposit in favour of NESPAK, which will be refundable at the time of satisfactory completion of the Services Agreement.

4 Duties of the Client

4.1 The Client may provide Janitorial Services Provider with copies of any and all internal regulations required to be complied with by Janitorial Services Provider during the performance of the Janitorial Services including, without limitation, code of conduct and security procedures. The Client shall notify Janitorial Services Provider of any changes to the same during the continuance of this Services Agreement.

5Price Adjustment

5.1 The invoiced amount for each month from the 13th month beyond commencement of theservices shall be adjusted as below:

a. From 13th month to 24th month

$$\text{Adjusted Amount} = \text{Invoiced Amount} \times \frac{\text{General CPI (National) for } 13^{th} \text{ month}}{\text{General CPI (National) for the month of commencement date}}$$

b. From 25th month to 36th month

$$\text{Adjusted Amount} = \text{Invoiced Amount} \times \frac{\text{General CPI (National) for } 25^{th} \text{ month}}{\text{General CPI (National) for the month of commencement date}}$$

Value of CPI General shall be as per Pakistan Bureau of Statistics, Monthly Statistical Bulletin, Government of Pakistan.

6. Notices

6.1 Any notice or other communication given under by this Services Agreement shall be in writing.

6.2 Any such notice or other communication shall be addressed as provided in sub-clause6.2 (b).and, if so addressed, shall be deemed to have been duly given or made as follows:

(a) If sent by personal delivery, upon receipt at the address of the relevant Party;

(b) If sent by first class post or courier, upon delivery to the addressee.

The relevant addressee and address of each Party for the purposes of this Services Agreement are:

Name of Party	Address
M/S NATIONAL ENGINEERING SEVICES PAKISTAN (Pvt) LIMITED	NESPAK HOUSE: 1-C, Block-N, Model Town Extension, Lahore - 54700 Tel PABX: 92-42-99231944 Fax: 92-42-99231950 E-mail: info@nespak.com.pk
Name of Party	**Address**

Governing Law & Arbitration.

1 This Services Agreement shall be governed by and construed inaccordance with the laws of Pakistan and each of the Parties hereto submits to the non-exclusive jurisdiction of the courts in Lahore, as regards any claim or matter arising under this Services Agreement.

2 The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Services Agreement or its interpretation. Any dispute between the Parties as to matters arisingunder thisServices Agreement whichcannot besettled amicablymay be submitted by either Party to arbitration. The arbitration proceedings shall be conducted in accordance with the Arbitration Act 1940or any amendment or re-enactment thereof and the rules made thereunder. Each dispute submitted by a Party to arbitration shall be heard by an arbitration tribunal comprising two arbitrators, one to be appointed by each party, and an umpire to be appointed by the two arbitrators so appointed. The umpire shall be any person to be appointed by the arbitrators. Arbitration proceedings shallbe held in Lahore, Pakistan.

IN WITNESS WHEREOF the Parties have executed this Services Agreement on the date first mentioned above.

For and on behalf of NESPAK (Client)	For and on behalf of (Janitorial Services Provider)

Mr.Hisham Khalid Manager General Services Human Resources Division	
Witness 1:	Witness 1:
Witness 2:	Witness 2:

SCANNED

NESPAK advertised the procurement of cafeteria services on April 29, 2026, and subsequently re-advertised the requirement on June 24, 2026. However, both procurement attempts could not be concluded successfully. In the first bidding process, the participating bidder declined to commence cafeteria services due to personal reasons, whereas in the second bidding process, the sole participating bidder was declared non-responsive on account of not meeting the prescribed bidding requirements.

In view of the above, the Committee constituted to oversee the bidding process recommends initiating the procurement process afresh through Single Stage–Single Envelope bidding procedure in accordance with Public Procurement Rules, 2004.

Accordingly, approval of the Managing Director is solicited for re-bidding and publication of the advertisement on EPADS, PPRA, NESPAK's website, and in two national daily newspapers, in accordance with Public Procurement Rules, 2004.

Submitted for kind approval, please.

Hisham Khalid	Farwa Batool	Sahahbaz Ali	Ashfaq Basharat
Member	Member	Member	Member

18/08

GM Coordination (CAC&HR)

Approved as proposed

18/8

Managing Director's Approval

MGS.

19/08

MD Secretariat NESPAK
Diary No. 398
Date: 18-08-2026
Sent to: MD
Remarks:

NBP National Bank of Pakistan نیشنل بینک آف پاکستان

E-TRANSACTION RECEIPT

Receipt Date :	AUGUST 25,2026 12:08:03	Receipt # :	NESPK21082026-35197	Product Name :	Inter Bank Fund Transfer Unlimited

From Account Title : NESPAK PVT LTD

Debit Account : 3000802098 **Customer Reference # :** NESPAK-01-355740

To Account Title : PUBLIC PROCUREM

Account Number / IBAN : 04540013100701 **Bank Name :** 054

Payment Date : 21-AUG-2026 **Stan Number :** 043942

Amount : PKR 15,000.00

In words : Fifteen thousand Rupees only

Purpose :

This is auto generated receipt and is not a stamped document etc.

LETTER OF BID

PROVIDING CAFETERIA SERVICES AT NESPAK HOUSE LAHORE

To:

Executive Vice President/Head,
CAC & HR Division,
NESPAK House,
1-C, Block N, Model Town Extension,
Lahore

Gentleman,

We, the undersigned, declare that:

1. Having examined the Bidding Documents, we offer to provide the cafeteria services for NESPAK House Lahore for the sum of PKR __________________________as per thefollowing Price Schedule:

Sr. No.	**Unit Rate for Menu A & B (inclusive of all applicable taxes)**	**Amount (PKR)**
(A)	Menu A	
(B)	Menu B	

2. As security for due performance of the undertakings and obligations of the Bid, we submit herewith requisite Bid Security drawn in your favour with this Bid;

3. We agree to abide by our Bid, for the period of 90 days from the deadline for submission of Bids, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

4. The Bid is made without any collusion, comparison of figures or arrangement with any other Bidder for the cafeteria services;

5. We are not under temporary suspension or declared blacklisted or debarred by the Employer, any Government/Semi Government/Public Department in Pakistan or by a foreign country, international organization or other foreign institution;

6. There is no litigation against our firm by the Employer, any Government/Semi Government/Public Department in Pakistan;

7. We are not participating as Bidders, in more than one Bid in this bidding process; and

8. We undertake that all the information and documents submitted with the Bid are genuine, and in case of incorrect information or fake documents we shall be liable for punitive action under the Applicable Law.

Dated this________________day of_____________2026

Signature:_________________

in the capacity of_______________________duly authorized to sign Bid for and on behalf of

____[attach Power of Attorney]

(Name of Bidder in Block
Capitals) (Seal)

Witness:

Signature: ____ Name:_ Address._____

____

Occupation____

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Eligibility and Qualification Criteria.

No.	**Source of financing**	**Amount (Eq. PKR)**
1		
2		
3		

Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

<table>
<tr><td colspan="4">☐ Not debarred due to deviation from commitment of Bid Securing Declaration-☐ Not debarred due to non-performance</td></tr>
<tr><th>Year</th><th>Non-performed portion of contract</th><th>Contract Identification</th><th>Total Contract Amount (current value, currency, exchange rate and PKR equivalent)</th></tr>
<tr><td>[insert year]</td><td>[insert amount and percentage]</td><td>Contract Identification: [indicate complete contract name/ number, and any other identification]
Name of Procuring Agency: [insert full name]
Address of Procuring Agency: [insert street/city/country]
Reason(s) for nonperformance: [indicate main reason(s)]</td><td>[insert amount]</td></tr>
<tr><td colspan="4">Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements</td></tr>
<tr><td colspan="4">☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.</td></tr>
</table>

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), ~~US$~~ PKR Equivalent (exchange rate)

<table>
<tr><td>[insert year]</td><td>[insert amount]</td><td>Contract Identification: [indicate complete contract name, number, and any other identification]
Name of Procuring Agency: [insert full name]
Address of Procuring Agency: [insert street/city/country]
Matter in dispute: [indicate main issues in dispute]
Party who initiated the dispute: [indicate "Procuring Agency" or "Supplier"]
Status of dispute: [Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</td><td>[insert amount]</td></tr>
<tr><td colspan="4">☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4.
☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.</td></tr>
<tr><td>Year of award</td><td>Outcome as percentage of Net Worth</td><td>Contract Identification</td><td>Total Contract Amount (currency), PKR Equivalent (exchange rate)</td></tr>
<tr><td>[insert year]</td><td>[insert percentage]</td><td>Contract Identification: [indicate complete contract name, number, and any other identification]
Name of Procuring Agency: [insert full name]
Address of Procuring Agency: [insert street/city/country]
Matter in dispute: [indicate main issues in dispute]
Party who initiated the dispute: [indicate "Procuring Agency" or "Supplier"]
Court/ arbitral award decision: [Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</td><td>[insert amount]</td></tr>
</table>

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

1. Financial data

Type of Financial information in (currency)	**Historic information for previous _*[insert number]* *years, [insert in words]* (amount in currency, currency, exchange rate*, PKR equivalent)**				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

(a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).

(b) be independently audited or certified in accordance with local legislation.

(c) be complete, including all notes to the financial statements.

(d) correspond to accounting periods already completed and audited.

☐ Attached are copies of financial statements[1] for the *[number]* years required above; and complying with the requirements.

[1] If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.