PAKISTAN AUDIT & ACCOUNTS ACADEMY
DEPARTMENT OF THE
AUDITOR-GENERAL OF PAKISTAN
Academy Complex, Zarghoon Road, Quetta
Ph: 0819202743, 0819204280 & 0819201675 Fax: 0819202910 e-mail: paaa_qta@yahoo.com

No. PAAA/Janitorial Ser-9(5)/2025-2026/ 896 Dated: 14 / 01 / 2026

Mr. Rizwan Mehmood,
Director (MIS),
Public Procurement Regulatory Authority (PPRA),
1st floor, FBC Building, Near State Bank of Pakistan,
Sector G-5/2,
Islamabad.

Subject: **ADVERTISEMENT OF TENDER NOTICE ON AUTHORITY'S WEBSITE**

Kindly refer to the subject noted above.

2. It is intimated that Pakistan Audit & Accounts Academy, Quetta is a training establishment of Department of the Auditor-General of Pakistan. This office needs to procure "services" as per enclosed tender notice.

3. It is therefore requested to float tender notice on the Authority's website and bill thereon may be sent to this office for payment please.

(Encl: As Above)

(**SYED NASEEBULLAH**)
DIRECTOR, PAAA
QUETTA

Copy to the:

- Rector, Pakistan Audit & Accounts Academy, Lahore w.r.t. letter dated 07-01-2026.
- Director General Audit, Balochistan, Quetta (*Chairman, Station Procurement Committee*).
- Director Audit (LGs) Balochistan, Quetta (*Member, Station Procurement Committee*).

INVITATION TO BID (SERVICES)

PAKISTAN AUDIT & ACCOUNTS ACADEMY, QUETTA
(DEPARTMENT OF THE AUDITOR-GENERAL OF PAKISTAN)

The Pakistan Audit & Accounts Academy (PAAA), Quetta invites interested firms, having registration with the FBR & BRA for the provision of janitorial services with material on the below given terms & conditions;

- sealed tender completed in all respect, should reach the Audit Officer (Administration), Pakistan Audit & Accounts Academy, Academy Complex, Zarghoon Road, Quetta on or before **11:00 am** on **18th February 2026**, which will be opened on the same date at **11:30 am**, in the presence of bidders or their representative, before purchase committee.

- a call deposit of 2% of the quoted amount in favor of the Drawing & Disbursing Officer, Pakistan Audit & Accounts Academy, Quetta should accompany the bid.

TERMS & CONDITIONS
FOR PROVIDING CLEANING/JANITORIAL SERVICES

1. Firm shall be responsible to clean the premises of PAAA, Quetta (excluding 1st floor).
2. Firm shall keep carpets neat by daily vacuum cleaning & periodic shampooing of carpets.
3. Firm shall use floor-cleaning machine for cleaning floors.
4. Firm shall clean all toilets every day & thereafter all common toilets will be cleaned after every two (02) hours at the minimum.
5. Cleaning of the all exposed external/internal surfaces of building shall be done by the firm.
6. Office shall provide water for cleaning purpose free of charge. However, firm shall arrange all sorts of rubber/plastic hoses and pipes required for the purpose of cleaning. Office shall also provide electricity for operating equipment required for cleaning purpose, free of charge. The connection shall be made available from the existing points. Firm shall, however, arrange for all types of extension, wires/cables, socket etc.
7. The firm shall abide by all the Government rules/instructions issued from time to time.
8. The firm shall submit his monthly invoice/bill on prescribed format/sales tax invoice for the gross amount (including all taxes such as income tax, sales tax, Balochistan sales tax).

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Pakistan Audit & Accounts Academy
Department of Auditor General of Pakistan
Quetta.

9. The firm shall be responsible for payment of all applicable taxes to Government treasury and produce the evidence to Director, PAAA, Quetta.

10. The Director, PAAA, Quetta reserves the power to terminate the contract by giving one month notice without assigning any reasons.

11. The work includes cleaning, janitorial services for the premises of the PAAA, Quetta (excluding 1st Floor of the complex). It includes the cleaning of **floors, rooms carpets, toilets, sewerage, glass window/panels, light fixtures, logos, boards, name plates, kitchens, stairs etc** (the detail of classification of services is given in Annex-A)

12. The services shall also include **furnishing of skilled and experienced staff, material, chemicals, detergents, consumables, disinfectants, equipment, supervision, management**, all works and performance required for execution of required works in order to meet the highest standards of cleanliness.

13. Firms shall submit copies of National Identification Card and original medical fitness certificates of worker for rendering services, no change shall be made in the worker so registered with the PAAA, Quetta without the approval of the Competent Authority.

14. The cleaning and Janitorial Services shall be carried out on the basis of a 48-hours work per week, for each worker. Timing/schedule will be finalized after mutual discussion/understanding and the same will be subject to change according to the working hours of this office.

15. Staff of the firm will be required to work on all working days. Gazetted holiday will be off days except under special circumstances for which no compensation will be paid. Janitorial services providing firm is required to have **at least one (1) worker for cleaning.**

16. Initial period of contract will be for **one (01) year**, which can be **extended with consent of both the parties.**

17. Where the worker fails to carry out services on a day, the matter shall be reported to representative of firm and an amount on the basis of days absent shall be deducted from the monthly payment.

18. Firm shall ensure the **compliance of the relevant rules (minimum wage rate) meant for full time daily wages employee(s)** issued by the Government from time to time, if firm fails to pay the said amount to the worker, the firm will be liable to be penalized under the Government rules.

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Annexure-A

CLASSIFICATION OF SERVICES

Daily, weekly, fortnightly & monthly services as per detail given below shall be carried out by the firm:

a). **Daily Services:**

- Cleaning & dry/wet moping of office premises, including kitchen & all rooms (not carpeted)
- Vacuum cleaning of carpeted areas.
- Removal of rubbish and waste material from dustbins/baskets to dumping point.
- Dusting the rooms of the officers/officials and class rooms.
- Cleaning of main entrance and lobby glass panels.
- Complete hygienic cleaning of community toilets, after every two hours.
- Cleaning of stairs, yard lawns etc.

b). **Weekly Services:**

- Complete washing of toilets, walls and bath rooms utensils.
- Spray of anti-insecticides/germicides in bathrooms, kitchens, side galleries etc.
- Cleaning of all glass windows/doors and glass panels.
- Dusting/cleaning of all light fixtures
- Complete washing/cleaning of kitchen etc.

c). **Fortnightly Services:**

- Dusting/cleaning of all building lights, logos, boards and nameplates.
- Dusting/cleaning of railing etc.
- Washing of all floors (un-carpeted) with machine.

d). **Monthly Services**:

- Washing/cleaning of all areas covered with tiles and marble/chips.
- Checking/cleaning of sewerage internal/external lines of the building.
- Cleaning of all glass panels and walls from bottom to top.
- Floor cleaning (all) with machine.

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