



**ISLAMABAD HIGH COURT  
ISLAMABAD**

# **BID DOCUMENT**

**FOR PROVISION OF  
JANITORIAL SERVICES**

**AT**

**THE ISLAMABAD HIGH COURT,  
CONSTITUTION AVENUE,  
SECTOR G-5, ISLAMABAD.**

**February – 2026**

**Phone: 051-9198161 and 9198125**

## Bid Data Sheet

1.	Procuring Agency	Islamabad High Court, Islamabad. (IHC)
2.	Procurement Title	Hiring of Janitorial Services.
3.	Applicable Rules	The Public Procurement Rules, 2004.
4.	Bid Security	<b>Rs.500,000/- (refundable)</b> in the shape of Pay Order, Call Deposit, or Demand Draft, prepared before the tender opening in favor of Drawing & Disbursing Officer, Islamabad High Court, Islamabad.
5.	Performance Guarantee	05 % of Contract Value in shape of Bank Guarantee.
6.	Mandatory Pre Bid Meeting	28.02.2026 At 11:00 AM, Judges Library Hall. All prospective bidders must attend the pre-bid meeting.
7.	Closing Date and Time for the receipt of Bidding Documents	<b>03.03.2026 at 11:00 AM</b>
8.	Opening Date, Time and Venue of Opening of Bid	03.03.2026 at <b>11.30 a.m.</b> , Judges Library Hall.
9.	Bid Currency	PKR
10.	Language of Bid	English
11.	Bid Validity Period	Bids shall remain valid till 30 <sup>th</sup> June, 2026.
12.	Bidding Procedure	Single Stage – One Envelope Procedure in accordance with Public Procurement Rules, 2004 through EPADS.
13.	Address for Communication and Contact Numbers:	Islamabad High Court, Constitution Avenue, G-5, Islamabad. Phone No. 051-9198125 Fax No. 051-9228112



# ISLAMABAD HIGH COURT, ISLAMABAD

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## INSTRUCTIONS TO BIDDERS

### 1. Source of Funds

- 1.1 Available.

### 2. Bidder's Eligibility and Qualification

- 2.1 This Invitation for Bids (IFB) is open to Janitorial Services provider firms having valid NTN, GST, and STRN registration. Documentary proof shall be provided by each bidder.
- 2.2 It is compulsory for the bidder to be on the Active Taxpayers List (ATL) of the Federal Board of Revenue for both Income Tax and Sales Tax; otherwise, the bid shall be rejected. Documentary proof shall be provided.
- 2.3 The bidder must maintain an active bank account with a scheduled bank. To establish financial soundness, submission of a bank statement for the last three (03) years and a copy of the Income Tax Return of the last three tax years are mandatory to submit.
- 2.4 Bidders should not be blacklisted by any Federal or Provincial Government. An affidavit on legal stamp paper confirming non-blacklisting shall be submitted.
- 2.5 Bidders are required to have at least three (03) years' experience as a Janitorial Service Provider.
- 2.6 Security clearance of firm is mandatory. The security clearance shall be taken by the bidder from concerned LEA's that should include security clearance of representative and staff etc., without security clearance the bidder shall not be allowed to participate in the tenders.

### 3. Cost of Bidding

- 3.1 The Bidder shall bear all costs associated with the preparation and submission of its bid.

### 4. The Bidding Procedure

- 4.1 Single Stage – One Envelope Bidding Procedure shall be applied in accordance with Public Procurement Rule 36(a).
- 4.2 Each bid shall comprise a single envelope containing technical qualification and financial proposal for janitorial services. All bids shall be opened and evaluated as prescribed in the bidding documents.

### 5. Contents of the Bidding Documents

- 5.1 The bidding documents for janitorial services include:
  - (a) Invitation to Bidders
  - (b) Instructions to Bidders
  - (c) General and Special Conditions of Contract
  - (d) Schedule of Requirements
  - (e) Technical Qualifications
  - (f) Contract Form
  - (g) Performance Guarantee Form
  - (h) Price Schedule
- 5.2 The Bidder shall examine all instructions, forms, schedule of requirements, and specifications. Failure to provide required information may result in rejection. Submission of a non-responsive bid shall be at the Bidder's risk.

## **6. Form of Price Schedule**

- 6.1 The Bidder shall complete the prescribed Price Schedule for Janitorial Services, indicating category-wise manpower/services, description, quantity, and prices.

## **7. Bid Prices**

- 7.1 The Bidder shall quote unit and total prices for janitorial manpower and services under the contract.
- 7.2 The Price Schedule must be completed carefully. No alteration or correction is allowed. Each page shall be signed and stamped.
- 7.3 Prices shall strictly conform to the required specifications of janitorial services.
- 7.4 Prices will remain valid and binding throughout the contract period.
- 7.5 The bidder shall offer competitive prices.
- 7.6 Prices shall be quoted for the entire scope of services. Partial or conditional offers shall be rejected.
- 7.7 No increase in price due to inflation or market fluctuation shall be entertained during the contract period.
- 7.8 Prices will remain fixed after opening of financial bids.
- 7.9 Prices shall include all costs such as wages, supervision, materials, transportation, taxes, and any other expenditure. No extra payment shall be admissible.

## **8. Bid Security**

- 8.1 The Bidder shall furnish Bid Security as specified in the Bid Data Sheet.
- 8.2 Bid Security is required to protect the Procuring Agency against the risk of bidder's default.

## **9. Bid Validity**

- 9.1 Bids shall remain valid till 30th June, 2026. Bids with shorter validity shall be rejected.

## **10. Deadline for Submission of Bids**

- 10.1 Bids shall be submitted electronically through **PPRA's e-Procurement System (E-PADS)**.
- 10.2. The Bidders are also encouraged to submit the hard copies of bids not later than the time and date specified in the invitation or bid data sheet. Bidders are encouraged to arrive at the Procuring Agency's specified address 30 minutes before the bid submission time to avoid delay resulting from any unforeseen event including Traffic Jams, Security clearance at Check Points or Entry Gates. The bidders' representatives who are submitting the bid will sign the Attendance Sheet evidencing their participation.

## **11. Late Bids**

- 11.1 Any bid received after the deadline shall be rejected and returned unopened (in case of hard copy).

## **12. Opening of Bids**

- 12.1 Bids shall be opened through E-PADS in the presence of bidders or their representatives.
- 12.2 In case of technical malfunction of E-PADS, the Procuring Agency will open the received hard copies of the bids.
- 12.3 Bids without required Bid Security shall be rejected.

## **13. Clarification of Bids**

- 13.1 During evaluation of the bids, the Procuring Agency may, at its discretion, ask the bidder for a clarification of its bid.

#### **14. Preliminary Examination**

- 14.1 The Procuring Agency shall examine the bids to determine whether they are complete, properly signed, accompanied by the required sureties, free from computational errors, and generally in order in accordance with the bidding documents.
- 14.2 Any arithmetical errors in the financial bids shall be rectified on the following basis. If a discrepancy exists between the unit price and the total price obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the total price shall be corrected accordingly.
- 14.3 The Procuring Agency may waive any minor informality, non-conformity, or irregularity that does not constitute a material deviation, provided such waiver does not prejudice or affect the fair competition of bidders. However, any deficiency rendering the bid invalid under the bidding documents shall not be waived.
- 14.4 Prior to detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of each bid. A substantially responsive bid is one that conforms to all terms, conditions, and requirements of the bidding documents without material deviation.
- 14.5 During the determination of responsiveness, the Procuring Agency may, at its discretion, request the bidder to clarify minor ambiguities or provide shortfall documents (except Bid Security), strictly for the purpose of confirming responsiveness. No change in the substance of the bid, quoted price, or material terms shall be sought, offered, or permitted.
- 14.6 Any bid found not substantially responsive shall be rejected and shall not subsequently be made responsive by the bidder.

#### **15. Evaluation of Bids**

- 15.1 The Procuring Agency will evaluate and compare the bids, which have been determined to be substantially responsive.
- 15.2 The evaluation of the financial proposal will be on the basis of price and bid security. However, performances in janitorial services, previous experience and report, financial soundness and any other details as the Procuring Agency, at its discretion, may consider appropriate, will be considered during evaluation.
- 15.3 All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in these bidding documents.
- 15.4 A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of invitation of bids.

#### **16. Evaluation Criteria**

- 16.1 Factors including previous performance and service record, relevant experience in provision of janitorial services, inspection of the bidder's operational office, equipment, manpower arrangements, and overall technical and financial capability, as deemed appropriate by the Procuring Agency, may be taken into consideration during evaluation of bids.

#### **17. Contacting the Procuring Agency.**

- 17.1 Any effort by a bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the bidder's bid. Canvassing by any bidder at any stage of the tender evaluation is strictly prohibited. Any infringement will lead to disqualification.

## **18. Qualification & Disqualification of Bidder.**

- 18.1 The Procuring Agency will determine to its satisfaction whether the bidders are qualified to perform the contract satisfactorily, in accordance with the criteria.
- 18.2 The determination will take into account the bidder's financial, technical, managerial, operational and other necessary capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Further, during the process of selection of bidder, the Procuring Agency may inspect the current or previous setups.
- 18.3 The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect / deficiency in bidder's capacities, may require the bidders to provide information concerning their professional, technical, financial, legal, operational or managerial competence whether already qualified during evaluation process or not.
- 18.4 The Procuring Agency will disqualify a bidder if it finds, at any time, that the information submitted by him concerning his qualification as supplier was false and materially inaccurate or incomplete.

## **19. Rejection of Bids.**

- 19.1 The Procuring Agency reserves the right to annul the bidding process and reject all or any bids at any time prior to the award of contract, in accordance with Rule 33 of the Public Procurement Rules, 2004, without thereby incurring any liability to the affected bidders or any obligation to inform the bidders of the grounds for such rejection.
- 19.2 However, the grounds for rejection of all bids shall, upon written request, be communicated to any bidder who submitted a bid, provided that the Procuring Agency shall not be bound to provide detailed justification for such grounds.
- 19.3 Notice of rejection of all bids may be communicated to all participating bidders.

## **20. Re-Bidding.**

- 20.1 If the Procuring Agency rejected all bids, it may call for a re-bidding or deems necessary appropriate, may seek any alternative methods of procurement under the Public Procurement Rules-2004.
- 20.2 The Procuring Agency invitation for re-bidding will assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for bidders, as it may deem necessary.

## **21. Results of Evaluation Report.**

- 21.1 The bidders are encouraged to remain in contact with the Procuring Agency regarding the bid evaluation, acceptance or rejection of bids.

## **22. Acceptance of Bid and Award Criteria.**

- 22.1 The bidder with the advantageous evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Federal Government, will be awarded the Contract.

## **23. Procuring Agency's Right to vary Quantities.**

- 23.1 The Procuring Agency reserves the right during the contract to increase or decrease, the required manpower/services, without any change in unit price or other terms and conditions. All participating bidders must unconditionally agree to the said clause.

## **24. Signing of Contract.**

- 24.1 Upon acceptance of the successful bid, the Procuring Agency shall invite the successful bidder to sign the Contract Form provided in the bidding documents, incorporating the agreed price and all terms and conditions of the Contract, at the time of issuance of the award.

- 24.2 If the successful bidder, after completion of all codal formalities shows inability to sign the Contract then their complete bid security/earnest money will be forfeited and the firm will be blacklisted. In such situation the Procuring Agency may make the award to the next advantageous bidder or may call for new bids at its own discretion.

**25. Performance Guarantee.**

- 25.1 The successful bidder shall furnish the performance guarantee within a fortnight after signing or award the contract. The bid security would be returned to the bidder upon submission of performance guaranty.
- 25.2 Failure of the successful Bidder to comply with the requirement shall constitute grounds for the annulment of the award and forfeiture of the security, in which event the Procuring Agency may make the award to the next advantageous Bidder or call for new bids at its own discretion.

**26. Fraud and Corruption**

- 26.1 The Procuring Agency requires that the Bidders i.e. Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.
- 26.2 The Bidders shall permit the Procuring Agency to inspect all accounts, records and other documents, as required by the Procuring Agency.
- 26.3 Procuring Agency will reject bid, if it is established that the Bidder was engaged in corrupt and fraudulent practices in competing for the contract.

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# ISLAMABAD HIGH COURT, ISLAMABAD

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## SCHEDULE OF REQUIREMENTS

### FOR HIRING OF JANITORIAL SERVICES

The Contractor shall provide **Janitorial Services** for the Islamabad High Court, Islamabad, including all internal and external areas within the Court premises, in accordance with the Scope of Work, Specifications, and Terms & Conditions contained in the bidding documents.

#### 1. SCOPE OF WORK

##### 1.1 Areas Covered

The Contractor shall provide Janitorial Services for all internal and external areas of the Islamabad High Court Building, including but not limited to:

- i. External/Open areas and surroundings within boundary walls;
- ii. Chambers, Court Rooms, Offices;
- iii. Toilets and Washrooms,
- iv. Windows and Doors (inside and outside) of all Floors;
- v. Staircases, Lobbies, Corridors, Walkways;
- vi. Conference Rooms, Library, Praying Areas, Kitchen, Pantries, Cafeteria, and Stores;
- vii. Basements, Roofs, Lawns, Driveways, Manholes and Parking Areas;
- viii. Lifts, Machine Rooms of Lifts;
- ix. Machinery Rooms, Light fitting and Fixtures.
- x. Any other area within the IHC premises.

##### 1.2 Daily Services

- i. Continuous sweeping, mopping, dusting, scrubbing, and cleaning of floors, walls, staircases, handrails, entrances, lobbies, corridors, carpets, sinks, taps, fire hose cabinets, and common areas.
- ii. Cleaning of roads, pavements, open areas, lawns, yards, ramps, parking areas, prayer areas, security pickets, and other external spaces through sweeping and damp mopping.
- iii. Continuous cleaning and maintenance of high-traffic areas including corridors, staircases, waiting areas etc.
- iv. Continuous cleaning and washing of toilets and washrooms, including floors, walls, tiles, sanitary fittings, wash basins, water closets (WCs), urinals, sinks, mirrors, windows, and marble surfaces with phenyl mopping.
- v. Topping-up of consumables including liquid soap, toilet paper, air fresheners, phenyl balls, etc.
- vi. Dusting of office equipment, partitions, fire hose cabinets, blinds, exhaust fans.
- vii. Cleaning and dusting of doors, entry gates, staircases, railings, and security-related areas.
- viii. Scrubbing of floors using floor scrubbing machines.
- ix. Removal of cobwebs and cleaning of false ceilings.
- x. Maintenance and replacement of garbage bags in dust bins.

- xi. Collection of garbage, debris, and litter from offices and all areas of the premises; cleaning of dustbins; replacement of garbage bags; and proper disposal of all garbage, debris, and litter in accordance with applicable municipal regulations.
- xii. Spot cleaning and any urgent or additional janitorial work/assignment as pointed out or directed by the Islamabad High Court

### **1.3 Weekly Services**

- i. Cleaning of parking areas, basements, machinery rooms.
- ii. Washing of corridors, lobbies, reception areas.
- iii. Washing of staircases and railings.
- iv. Thorough cleaning and disinfection of toilets and washrooms, including washing of bathroom walls and spraying of approved disinfectants to eliminate odors.
- v. Cleaning of glass partitions and windows using approved chemicals “glint or equivalent”.
- vi. Cleaning of doors, windows, ventilators, and removal of cobwebs and birds’ nests.
- vii. Cleaning and de-choking of manholes, sewerage lines and drain pipes to ensure proper drainage.
- viii. Cleaning of all visible pipes, air conditioning ducts, fans and electricity switches sockets and fixture, etc.
- ix. Cleaning of vacant floors and unused areas.
- x. Any other cleaning task assigned by IHC.

### **1.4 Monthly Services**

- i. Fumigation of entire buildings using approved pesticides.
- ii. Inside and outside cleaning of window glass panes.
- iii. Cleaning of AC diffusers, doors, and windows.
- iv. Cleaning of manholes and sewer lines using suction machines, where required
- v. Sweeping and cleaning of rooftops and terraces.
- vi. Cleaning of false ceilings, wherever feasible,
- vii. Cleaning of MS stairs railings and parapet railings,
- viii. Removal of weeds and plants along boundary walls.
- ix. Rodent control twice a month.
- x. Any other cleaning task assigned by IHC.

### **1.5 Half-Yearly Services**

- i. Buffing and polishing of all floors (initially and after six months).
- ii. Fumigation of buildings.
- iii. Dome/skylight cleaning.
- iv. External façade cleaning using lift-operated services.
- v. Any other cleaning task assigned by IHC.

## **2. MATERIAL/CONSUMABLES, TOOLS & EQUIPMENT**

### **2.1 Consumables**

All consumables including disinfectants, detergents, bleaches, pesticides, antiseptic sprays, glass cleaners, floor shampoo, floor polish, cleaning chemicals, etc. of standard quality and reputed brands shall be provided by the Contractor at its own cost. Failure to supply required consumable items will attract penalties.

## 2.2 Tools & Equipment

The Contractor shall provide, at its own cost, all necessary tools, equipment and machinery including but not limited to mops, buckets, brooms, brushes, dusters, wet & dry vacuum cleaners, scrubbing machines, ladders, gloves, wipers, dustpans, cobweb removers, baskets, and related required essential tools and equipment.

All tools, machinery, and equipment used for janitorial services shall be well-maintained, safe, and in serviceable condition at all times.

## 3. DEPLOYMENT OF MANPOWER

### 3.1 Required Strength

The Contractor shall ensure the following minimum manpower/staff deployment, subject to adjustment by IHC as per operational requirements:

S.No.	Description	Requirements
1.	Supervisors	02
2.	Male Janitorial Staff	25
3.	Female Janitorial Staff (at least 10% of Total Staff)	03
	<b>TOTAL</b>	<b>30</b>

### 3.2 Staff Requirements

- i. Staff shall be physically fit, free from communicable diseases, and aged between 18 to 45 years.
- ii. Janitorial Staff shall wear proper uniform at all times during duty hours.
- iii. Contractor shall ensure 100% daily attendance of the deployed janitorial staff.
- iv. Janitorial staff shall strictly observe the decorum, discipline, and security requirements of the Procuring Agency.
- v. No staff member shall be allowed to perform duties within the premises without prior written security clearance.
- vi. In case of absence, misconduct, criminal involvement, or unsatisfactory performance of janitorial staff, the Contractor shall immediately provide a suitable replacement, after security clearance and eligibility requirements, without disruption to services.

### 3.3 Supervisors Duties

- i. Ensure the presence, discipline, and satisfactory performance of all deployed janitorial staff.
- ii. Maintain and submit duty rosters, attendance registers, and other required records.
- iii. Oversee, manage, and ensure the quality, efficiency, and overall performance of janitorial services under the Contract.
- iv. Ensure availability, timely replacement, and maintenance of materials, including maintaining a minimum one-month stock.
- v. Submit monthly statements of material consumption to the Islamabad High Court.
- vi. Coordinate and liaise with officials of the Islamabad High Court regarding janitorial services.
- vii. Inform the Islamabad High Court in advance of any change in janitorial staff.
- viii. Minimum manpower deployment and duty timings shall be strictly observed.

### **3.4 Duty Timings and Breaks:**

- i. Staff will perform duties from 07:00 a.m. to 04:00 p.m. from Monday to Saturday; however, on Friday the duty timings shall be 07:00 a.m. to 02:00 p.m.
- ii. The duty schedule shall be inclusive of two (02) breaks of thirty (30) minutes each for breakfast and lunch, to be observed on an alternate basis in a manner that ensures continuity of janitorial services without disruption.
- iii. Staff shall arrive at least one hour before Office Timings of the IHC.
- iv. No extra payment shall be made for emergency duties or extended hours.
- v. When required, services shall be provided on Sundays, holidays, and special occasions at 30 minutes' notice, without extra cost.

## **4. GENERAL CONDITIONS**

- 4.1 IHC may increase or decrease manpower/janitorial staff during emergencies at approved rates.
- 4.2 Contractor shall comply with all applicable laws, labuor laws, and IHC policies.
- 4.3 Contractor shall certify that staffs are not addicted to drugs.
- 4.4 The Contractor shall be fully responsible for any damage caused during the provision of services, and any damage to assets shall be rectified by the Contractor at its own cost to the satisfaction of the Procuring Agency.
- 4.5 Contractor shall bear all wages, taxes, levies, and statutory liabilities.
- 4.6 No escalation in rates shall be entertained due to market fluctuations.
- 4.7 Contractor shall ensure security clearance and transportation of staff at own cost.
- 4.8 IHC shall not be liable for injury, death, or compensation claims of workers.

## **5. CONTRACT DURATION**

- 5.1 Contract shall remain valid for one (01) year from signing date.
- 5.2 Extendable on satisfactory performance as per mutual agreement.

## **6. PAYMENT TERMS**

- 6.1 Payments will be made on a monthly basis, subject to verification of attendance and satisfactory performance of services, after adjustment of all applicable deductions, penalties, or claims in accordance with the Contract.
- 6.2 Bills shall be submitted with verified attendance sheets and supporting documents.
- 6.3 All applicable taxes shall be deducted at source unless exemption is provided.
- 6.4 Payment will be processed through Accountant General Pakistan Revenue.
- 6.4 The Contractor shall directly discharge all taxes, duties, levies, and license fees; concealment shall result in termination and blacklisting.

## **7. DEDUCTIONS, PENALTIES, AND TERMINATION**

- 7.1 Deduction of actual wages for workers found absent from duty.
- 7.2 Deduction or withholding of salary/remuneration in respect of inefficient or non-performing staff.
- 7.3 Recovery of the entire loss amount in case of theft, damage, or negligence attributable to the Contractor or its personnel.
- 7.4 The Procuring Agency may impose a penalty ranging from 1% to 5% of the total contract value for unsatisfactory performance, without prejudice to any other legal or contractual remedies available.

7.5 The Procuring Agency may terminate the contract in the event of repeated defaults, persistent non-compliance, or failure to meet contractual obligations.

## **8. RISK, DAMAGE, AND INDEMNITY**

8.1 During the Contract period, all risks of personal injury or death; loss of or damage arising due to negligence, omission, fraud, or misconduct of the Janitorial Staff shall be entirely borne by the Contractor.

8.2 In case of damage to property, the Procuring Agency shall have the right to recover the loss through deduction from payable amounts.

8.3 The Contractor shall indemnify and keep indemnified the Procuring Agency at all times against any loss, claim, damage, or charge arising from negligence, fraud, or misconduct of the Contractor or Janitorial staff.

## **9. STORE CUM OFFICE**

9.1 Space for store-cum-office will be provided by IHC within premises.

## **10. SAFETY MEASURES & OCCUPATIONAL HEALTH**

10.1 The Contractor shall strictly comply with all applicable Health, Safety and Environment (HSE) requirements, Occupational Safety and Health Administration (OSHA) standards, and Work at Height Regulations, 2005, as adopted and enforced in Pakistan.

10.2 Contractor shall ensure that all deployed staff wear appropriate Personal Protective Equipment (PPE) during the duty, relevant to the nature of the work being performed.

10.3 Full and continuous compliance with occupational health and safety standards is mandatory, and the Contractor shall be solely responsible for any lapse or violation thereof.

## **11. APPLICABILITY OF LABOUR LAW**

11.1 The Contractor shall strictly comply with all applicable labour and social protection laws of Pakistan, specifically payment of at least minimum wages as notified by the Federal Government;

11.2 If any change occurs in Federal Labour Laws (including minimum wage revision or statutory benefits) causing increase or decrease in service cost, the Contract Price may be adjusted accordingly, subject to submission of documentary proof / government notifications, subject to approval of the Procuring Agency.

## **12. SERVICE QUALITY MONITORING**

12.1 The Contractor shall maintain high service standards.

12.2 The Procuring Agency may inspect services and notify deficiencies.

12.3 Written warnings may be issued for poor performance.

12.3 The Contractor shall deploy additional resources without extra cost whenever required to maintain service standards.

12.4 Upon termination for default, the Performance Guarantee may be forfeited, and the Contractor may be debarred from future contracts.

### **Check List of Technical Qualification.**

Kindly fill “Yes” or “No” against each required document mentioned bellow, submitted by the bidder.

S. No.	REQUIRED DOCUMENTS LIST	YES	NO
01.	Bidder’s Profile & Copy of CNIC of owner.		
02.	Income Tax and Sale Registration Certificates with Proof to be on Active Taxpayer (Income and Sales) List.		
03.	Bank Statements and Income Tax Return of bidder of last three Years		
04.	Rs.500,000/- Bid Security/CDR		
05.	Relevant Experience: Supporting Documents or Copies of Supply/Work Orders, completed within the last 03 years.		
06.	An Affidavit, as per Form 2, on legal stamp paper that the Bidder is not blacklisted by any Government Department (Federal or Provincial).		
07.	Required document/certificates: i) Undertaking (Form 8) ii) Certificate of Guarantee/Warranty (Form 9) iii) Price Reasonability Certificate (Form 10)		
08.	Mandatory Pre-Bid Meeting & visit and inspection of IHC Building: The bidder or its authorized representative must attend the mandatory pre-bid meeting and must visit the IHC Building for inspection.		

*Signature of Bidder with Stamp*

## **BID FORM 1**

### **LETTER OF INTENTION**

To: The Registrar,  
**Islamabad High Court, Islamabad.**

Dear Sir,

I/We, the undersigned, having examined the bidding documents, the receipt of which is hereby acknowledged, offer to provide Janitorial Services under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the Price Schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract.

I/We undertake that, if our bid is accepted, we shall provide the Janitorial Services in accordance with the service schedule, manpower requirements, and performance standards specified in the Schedule of Requirements.

If our bid is accepted, we undertake to furnish the required Performance Security/Guarantee in accordance with the bidding documents and Contract.

I/We agree to abide by this bid for the Bid Validity Period specified in the Bid Data Sheet, and it shall remain binding upon us and may be accepted by the Procuring Agency at any time before the expiration of that period.

Until a formal Contract is prepared and executed between us, this bid, together with the written acceptance of bid and award by the Procuring Agency, shall constitute a binding Contract between the Parties.

I/We understand that the Procuring Agency is not bound to accept the lowest or any bid received and reserves the right to reject any or all bids in accordance with applicable rules.

I/We further undertake that, in competing for and, if awarded, in executing the Contract, we shall strictly observe the laws, rules, and regulations relating to fraud and corruption in force in the Islamic Republic of Pakistan.

I/We confirm that we fully comply with the eligibility, qualification, security clearance, and all other requirements specified in the bidding documents for provision of Janitorial Services.

*Signature of Bidder with Stamp*

## BID FORM 2

### AFFIDAVIT (ON STAMP PAPER)

I/We, the undersigned, solemnly affirm and declare as under:

01. That I/We have **carefully read and fully understood** the contents of the Bidding Documents for the subject procurement and agree to abide by all terms and conditions contained therein.

02. That the **bid submitted by the undersigned fully complies** with all requirements, specifications, and conditions prescribed in the Bidding Documents.

03. That the undersigned is **financially solvent, legally competent, and duly authorized** to undertake and perform the subject Contract under the laws of the Islamic Republic of Pakistan.

04. That the undersigned has **neither paid nor agreed to pay any commission, gratification, bribe, or unlawful consideration** to any official, agent, or intermediary in connection with this bid, its evaluation, award, or execution of the Contract.

05. That the firm is **not blacklisted, debarred, or declared ineligible** by any Federal or Provincial Government Department, Autonomous Body, Semi-Autonomous Body, Public Sector Organization, or project in Pakistan, and **no such proceedings are pending** against the firm.

06. That the firm **has not engaged in any corrupt, fraudulent, collusive, coercive, or obstructive practices**, nor has it **used or attempted to use undue influence, bribery, or misrepresentation** in connection with procurement proceedings, submission of the bid, or award or execution of any public contract.

07. That **all information, statements, and documents** submitted with the bid are **true, correct, complete, and genuine** to the best of my/our knowledge and belief.

08. That in case any information or document is found **false, forged, misleading, or incorrect** at any stage, the Procuring Agency shall have the right to reject the bid or cancel the Contract, forfeit bid/performance security, initiate blacklisting proceedings, and take any legal or administrative action permissible under law, and I/We shall have **no claim whatsoever** against the Procuring Agency.

09. That this **affidavit is executed voluntarily**, without any coercion, undue influence, or pressure, for submission with the bid documents and **shall form an integral part of the Contract, if awarded**.

*DEPONENT*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Firm Name: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Date: \_\_\_\_\_

**BID FORM 3**

**Firm's Past Performance.**

Name of the Bidder:

Bid Reference No:

Assessment Period: (Three Years)

<b>Name of the Procuring Agency/ Institution</b>	<b>Supporting Document.</b>	<b>Financial Year</b>	<b>Description of Order</b>	<b>Value in PKR</b>	<b>Date of Completion</b>

*Signature of Bidder with Stamp*

## BID FORM 4

### (PRICE SCHEDULE)

#### Hiring of Janitorial Services for Islamabad High Court, Islamabad

- Bidders shall quote prices in **Pak Rupees (PKR)**.
- Prices shall be **inclusive of all costs**, including wages, supervision, tools, equipment, machinery, consumables, taxes, duties, levies, transportation, overheads, and profit etc..
- **No alteration or overwriting** is allowed.
- The Schedule must be **signed and stamped on each page**.

#### A. MANPOWER COST (MONTHLY BASIS)

S. No.	Category	Minimum Staff / Manpower	Unit Rate (PKR / Month)	Total Monthly Cost (PKR)
1	Supervisors	02		
2	Janitorial Staff	28		
	<b>Sub-Total (A)</b>			

*Note:* Female staffs are included within the total janitorial staff as per tender requirements.

#### B. TOOLS, EQUIPMENT & Machinery (MONTHLY LUMP SUM)

S. NO.	DESCRIPTION	AMOUNT (PKR / MONTH)
1	Tools, Equipment, Machinery as specified in the Schedule of Requirements.	
	<b>Sub-Total (B)</b>	

#### C. CONSUMABLES (MONTHLY LUMP SUM)

S. NO.	DESCRIPTION	AMOUNT (PKR / MONTH)
1	Cleaning Chemicals, Disinfectants, etc., as specified in the Schedule of Requirements.	
	<b>Sub-Total (C)</b>	

#### D. TOTAL MONTHLY CONTRACT PRICE

DESCRIPTION	AMOUNT (PKR)
Sub-Total (A) – Manpower & Supervision	
Sub-Total (B) – Tools & Equipment	
Sub-Total (C) – Consumables	
<b>TOTAL MONTHLY PRICE (A+B+C)</b>	

I/We hereby certify that:

- The above prices are **fixed** for the entire contract period;
- No escalation will be claimed due to inflation or market fluctuation;
- The quoted prices include **all taxes, duties, levies, and charges**;
- I/We agree to abide by all terms & conditions of the tender.

**Note:**

*The Procuring Agency reserves the right to increase or decrease the quantity of manpower, scope of services, or service requirements, without any change in unit rates or other terms and conditions of the Contract.*

*Any claim regarding service specifications, quality standards, materials, equipment, or methodology shall be determined strictly in accordance with the approved technical specifications, service standards, and supporting documentation submitted with the bid. Use of unsafe or substandard equipment or materials shall not be permitted.*

*The Bidder shall inspect the site, service requirements, and any approved samples or reference standards during the pre-bid meeting, prior to submission of the bid.*

Signature: \_\_\_\_\_

Name of Authorize Person: \_\_\_\_\_

Name of Firm & Full Address with Stamp:

Dated: \_\_\_\_\_

**Bid Form 5****Bank Accounts/Vendor Information of Firms  
for Payment Process**

<b>Name:</b>	
<b>Contact No:</b>	
<b>Vendor No:</b>	
<b>Address: Islamabad/Rawalpindi:</b>	
<b>Bank Name:</b>	
<b>Branch Name/Bank Code</b>	
<b>Account No.:</b>	
<b>Swift Code:</b>	
<b>IBAN No:</b>	
<b>NTN No.</b>	
<b>GST No:</b>	
<b>Email Address:-</b>	

*Signature of Bidder with Stamp*

## Bid Form 6

### PERFORMANCE GUARANTEE

To,

The Drawing and Disbursement Officer (DDO),  
Islamabad High Court, Islamabad.

Whereas M/s \_\_\_\_\_ (hereinafter called the "Contractor") has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_, to provide Janitorial Services at Islamabad High Court, Islamabad (hereinafter called the "Contract").

And whereas it has been stipulated in the said Contract that the Contractor shall furnish to the Procuring Agency a Bank Guarantee issued by a scheduled bank for a sum equivalent to **five percent (5%) of the total Contract amount**, in the form of Pay Order/Bank Draft/Bank Guarantee, as security for due and faithful performance of the Contractor's obligations in accordance with the Contract.

And whereas we, the undersigned, have agreed to give this Guarantee on behalf of the Contractor.

Now, therefore, we hereby affirm that we are Guarantors and responsible to the Islamabad High Court, on behalf of the Contractor, up to a total amount of Rs. \_\_\_\_\_ (in words Rupees \_\_\_\_\_ only) and we undertake to pay the Procuring Agency, upon its first written demand declaring the Contractor to be in default under the Contract, and without cavil, objection, or argument, any sum or sums within the limits of the amount stated above, without requiring the Procuring Agency to prove or to show grounds or reasons for such demand.

#### VALIDITY OF GUARANTEE

This Performance Guarantee shall remain valid and enforceable until the \_\_\_\_\_ day of \_\_\_\_\_, 2026, and shall be released only after satisfactory completion of the Contract and fulfillment of all contractual obligations by the Contractor.

Guarantor Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Official Seal of Bank: \_\_\_\_\_

Date: \_\_\_\_\_

**BID FORM 7**

**CONTRACT AGREEMENT**  
**Special Conditions of Contract (SCC)**

**ISLAMABAD HIGH COURT & \_\_\_\_\_**

This Deed of Contract Agreement (the “**Contract**”) is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

**BETWEEN**

**The Islamabad High Court, Islamabad, (hereinafter referred to as the “Procuring Agency”),**

**AND**

**M/s \_\_\_\_\_**, having its registered office at \_\_\_\_\_, through its Owner / Authorized Representative namely \_\_\_\_\_, NTN No. \_\_\_\_\_, being on the **Active Taxpayers List**, Income Tax No. \_\_\_\_\_, GST No. \_\_\_\_\_, hereinafter referred to as the “**Service Provider / Contractor**”.

(The Procuring Agency and the Contractor shall hereinafter individually be referred to as a “**Party**” and collectively as the “**Parties**”).

Whereas, the Procuring Agency invited bids for the **Hiring of Janitorial Services for Islamabad High Court (IHC), Islamabad** under the **Public Procurement Rules, 2004**;

And whereas, **M/s \_\_\_\_\_**, being a qualified and responsive bidder, submitted its bid for providing the Janitorial Services;

And whereas, the Procuring Agency has **accepted the bid** of the Contractor for provision of Janitorial Services in accordance with the approved scope, terms, and conditions;

And whereas, payment shall be made **after satisfactory performance of janitorial services**, duly verified by the Procuring Agency, through **Accountant General Pakistan Revenue (AGPR), Islamabad**;

And whereas, the Parties desire to enter into this Contract for execution of the janitorial services as fully described herein;

**NOW THIS DEED OF CONTRACT WITNESSES AS FOLLOWS:**

1. That this Contract shall come into force immediately upon signing and shall remain valid until \_\_\_\_\_, unless earlier terminated by the Procuring Agency.
2. That the prices quoted by the Contractor for Janitorial Services shall be as specified in the **Price Schedule**, forming part of this Contract.
3. That the Contract shall endure for a period of **one (01) year**, commencing from the \_\_\_\_\_ day of \_\_\_\_\_ 2026, extendable on satisfactory performance and mutual consent.
4. That this Contract is executed in accordance with the **Public Procurement Rules, 2004**, as amended from time to time.
5. That the following documents shall be deemed to form and be read and construed as an **integral part** of this Contract:
  - i. Price Schedule submitted by the Contractor (Clause-2 of this Contract);
  - ii. Schedule of Requirements, General Terms & Conditions, and Special Conditions of Contract (SCC);
  - iii. Bid documents and clarifications, if any.
6. That the quality, frequency, and standard of Janitorial Services shall strictly conform to the Scope of Work, Technical Specifications, and performance standards prescribed by the Procuring Agency.
7. That the Contractor shall provide Janitorial Services at its **own cost, risk, management,**

**and responsibility**, including manpower, supervision, tools, equipment, and materials.

8. That the Procuring Agency reserves the right to **inspect, monitor, and evaluate** the services at any time and may reject or require rectification of services found unsatisfactory.

9. That any deficiencies or rejected services identified by the Procuring Agency shall be **rectified immediately** by the Contractor at his own risk and cost.

10. That the Procuring Agency reserves the right to **increase or decrease the scope, manpower, or service requirements** during the validity of the Contract, without change in unit rates.

11. That the Contractor shall **indemnify and hold harmless** the Procuring Agency against all claims, damages, losses, compensation, or expenses arising out of injury, accident, negligence, or misconduct of the Contractor or its staff.

12. That all applicable **taxes, duties, levies, wages, transportation costs, and incidental charges** in connection with provision of Janitorial Services shall be borne by the Contractor.

13. That the Contractor hereby declares that it has **not engaged in any corrupt, fraudulent, or collusive practices** in obtaining this Contract.

14. That **unsatisfactory performance, absence of staff, or failure to meet service standards** shall render the Contractor liable to penalties, including **liquidated damages**, as prescribed in the Contract.

15. That this Contract shall be governed by and construed in accordance with the **laws of the Islamic Republic of Pakistan**, and courts of Pakistan shall have exclusive jurisdiction.

16. That any amendment or modification to this Contract shall be valid **only if made in writing** and signed by both Parties.

17. That in case of any dispute arising out of or relating to this Contract, the Parties shall make every effort to **resolve the matter amicably**, failing which the dispute shall be resolved in accordance with the dispute resolution mechanism provided in the Contract.

18. That the Contractor warrants that it possesses the **requisite experience, manpower, supervision, and capability** to perform the Janitorial Services efficiently and in accordance with prescribed standards.

19. That the Procuring Agency may **disqualify or debar** the Contractor if it is found at any time to have engaged in corrupt practices or consistently failed to perform satisfactorily.

20. That the Procuring Agency reserves the right to **terminate the Contract and forfeit the performance guarantee** in case of sub-standard services or breach of contractual obligations.

21. That if the successful Contractor, **withdraws or fails to perform**, the performance guarantee shall be forfeited and the firm may be **blacklisted** in accordance with applicable rules.

**IN WITNESS WHEREOF**

The Parties hereto have caused this Contract to be executed by their duly authorized representatives on the day, month, and year first above written.

**For & on behalf of Contractor**

**For & on behalf of Procuring Agency**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

Stamp: \_\_\_\_\_

Official Seal: \_\_\_\_\_

# **GENERAL CONDITIONS OF CONTRACT (GCC)**

## **1. Standards**

- 1.1 The janitorial services provided under this Contract shall conform to the standards, scope, frequencies, technical requirements, and performance benchmarks specified in the Schedule of Requirements, Special Conditions of Contract (SCC), and approved service specifications.
- 1.2 In consideration of the payments to be made by the Procuring Agency, the Contractor hereby covenants to provide the janitorial services and to rectify any deficiencies therein, strictly in accordance with the provisions of this Contract.
- 1.3 In case the Contractor provides substandard janitorial services and fails to rectify the same within the prescribed time, the Procuring Agency may arrange services from alternative sources at the risk and cost of the Contractor, and the price difference shall be recoverable from the Contractor.
- 1.4 Any costs associated with rectification, corrective cleaning, re-deployment of manpower, or disposal of waste arising due to substandard services shall be borne by the Contractor.

## **2. Use of Contract**

- 2.1 The Contractor shall not, without prior written consent of the Procuring Agency, disclose the Contract or any part thereof, including specifications, reports, checklists, layouts, or information provided by the Procuring Agency, to any person other than employees engaged in execution of the Contract.
- 2.2 The Contractor shall not use any document or information referred to in Clause 2.1 above, except for the purpose of performance of this Contract.
- 2.3 All documents, records, or information furnished by the Procuring Agency will remain its property and will be returned upon completion or termination of the Contract, if so required.
- 2.4 The Contractor shall permit the Procuring Agency to inspect accounts, records, attendance registers, wage payment records, and documents relating to performance of janitorial services.

## **3. Ensuring Storage Arrangements**

- 3.1 The Contractor will coordinate with the Procuring Agency regarding storage of cleaning materials, tools, and equipment. Where storage space is unavailable temporarily, the Procuring Agency will inform the Contractor in advance, and no penalty will be imposed if the Contractor abides by the communicated timeline.

## **4. Inspection and Performance Monitoring**

- 4.1 The Procuring Agency or its authorized representative shall have the right to inspect, monitor, and evaluate janitorial services at any time to ensure conformity with Contract requirements.
- 4.2 All costs associated with corrective action, repeat cleaning, or rectification shall be borne by the Contractor.
- 4.3 Inspection or prior acceptance of services shall not limit the Procuring Agency's right to subsequently reject unsatisfactory performance.
- 4.4 Nothing herein shall release the Contractor from its obligations under this Contract.

## **5. Service Delivery and Documentation**

- 5.1 The Contractor shall deliver janitorial services strictly in accordance with the Schedule of Requirements and approved scope.

- 5.2 The Contractor shall maintain and submit all required documentation including attendance sheets, duty rosters, inspection checklists and monthly performance reports.

## **6. Transportation**

- 6.1 The Contractor shall arrange transportation of its staff, tools, and materials to and from the premises at its own cost.
- 6.2 All transportation-related costs shall be borne by the Contractor.

## **7. Warranty of Services**

- 7.1 The Contractor warrants that janitorial services shall be performed with due professional skill, care, and diligence.
- 7.2 Any deficiency pointed out by the Procuring Agency shall be promptly rectified by the Contractor.

## **8. Contract Amendments**

- 8.1 No variation or modification shall be valid unless made in writing and signed by both Parties.

## **9. Assignment**

- 9.1 The Contractor shall not assign its obligations to third party under this Contract without prior written consent of the Procuring Agency.

## **10. Subcontracts**

- 10.1 Sub-letting or sub-contracting of janitorial services shall not be permitted without written approval of the Procuring Agency.

## **11. Delays in Performance**

- 11.1 Services shall be rendered as per prescribed schedules and timings.
- 11.2 In case of circumstances causing delay or disruption, the Contractor shall promptly notify the Procuring Agency.
- 11.3 Delay or failure in performance shall render the Contractor liable to liquidated damages, unless extension is granted.

## **12. Termination for Default**

- 12.1 The Procuring Agency reserves the rights to terminate the Contract, in whole or part, if the Contractor:
- (a) fails to provide services as per schedule;
  - (b) fails to perform contractual obligations;
  - (c) engages in corrupt or fraudulent practices.
- For the purpose of this clause, corrupt and fraudulent practices shall have the same meaning as defined under PPRA Rules.

## **13. Advance Notice for Termination by Contractor:**

- 13.1 The Contractor may terminate the Contract by serving a prior written notice of not less than sixty (60) days to the Procuring Agency, clearly stating the reasons for such termination. During the notice period, the Contractor shall remain bound to continue provision of services in accordance with the terms and conditions of the Contract and shall ensure proper handover of all relevant responsibilities and records to the satisfaction of the Procuring Agency.

## **14. Force Majeure**

- 14.1 The Contractor will not be liable for default where failure is due to Force Majeure events beyond its control.

14.2 The Contractor shall notify the Procuring Agency promptly with supporting evidence.

14.3 Performance shall continue to the extent reasonably possible.

**15. Termination for Insolvency**

15.1 The Procuring Agency reserves the right to terminate the Contract, if the Contractor becomes insolvent or bankrupt.

**16. Arbitration and Dispute Resolution**

16.1 Disputes shall first be resolved amicably.

16.2 Failing settlement within thirty (30) days, disputes will be referred to arbitration.

16.3 Arbitration shall be conducted under the Arbitration Act, 1940 (as amended).

**17. Applicable Law**

17.1 This Contract shall be governed by the laws of the Islamic Republic of Pakistan.

**18. Notices**

18.1 Notices shall be served in writing and will be effective upon delivery.

**19. Taxation**

19.1 All Federal, Provincial, and local taxes, duties, and levies shall be borne by the Contractor.

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**Bid Form 8**

**UNDERTAKING**

I/We have read the terms and conditions regarding “Tender” dated \_\_\_\_\_, I/We hereby undertake to abide by these terms & conditions in letter and spirit.

Enclosed Call Deposit No. \_\_\_\_\_ Dated: \_\_\_\_\_ of  
Rs. \_\_\_\_\_ Bank & Branch Name \_\_\_\_\_.

Signature: \_\_\_\_\_

Name of Authorize Person: \_\_\_\_\_

Name of Firm & Full Address with Stamp:

\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

**Bid Form 9**

**CERTIFICATE OF GUARANTEE/WARRANTY**

This is to certify that the Bidder / Contractor \_\_\_\_\_ guarantees that all janitorial services, manpower, materials, equipment, machinery and workmanship provided under this Bid and the resulting Contract shall be free from defects, deficiencies, or sub-standard performance and shall strictly conform to the approved specifications, standards, and terms of the Contract.

2. This Guarantee / Warranty shall remain valid for a period of one (01) year, commencing from the date of successful commencement and satisfactory provision of janitorial services under the Contract.

3. During the Guarantee / Warranty period, the Bidder / Contractor shall, without any additional cost to the Procuring Agency (IHC), promptly:

- rectify any deficiency in services;
- replace unsatisfactory or unfit manpower;
- repair or replace defective equipment or materials; and
- restore cleanliness and service standards to the satisfaction of IHC.

4. The requirement for rectification, replacement, or corrective action shall be determined at the sole discretion of the Procuring Agency.

We hereby affirm our full commitment to quality janitorial services, professional performance, and compliance with contractual obligation, and we stand behind our services through this Guarantee / Warranty.

*Signature:* \_\_\_\_\_

*Name of Authorize Person:* \_\_\_\_\_

*Name of Firm & Full Address with Stamp:*

\_\_\_\_\_  
\_\_\_\_\_

*Dated:* \_\_\_\_\_

**Bid Form 10**

**PRICE REASONABILITY CERTIFICATE**

I/We hereby certify that the prices quoted in our bid for provision of Janitorial Services are fair, reasonable, competitive, and in accordance with prevailing market rates, and that such prices do not exceed the rates being charged by us to any other Government Department, Autonomous Body, or Public Sector Organization for similar janitorial services provided in the recent past.

I/We further undertake that, if at any stage it is found that the same or substantially similar janitorial services were provided by us to any other Government Department or public sector entity at lower rates during the validity period of this Contract, the following rights shall be available to the Procuring Agency, which may be exercised individually or in combination as deemed appropriate:

- i. To demand refund of the price difference along with any applicable adjustments;
- ii. To cancel or terminate the Contract / Work Order, in whole or in part;
- iii. To debar or blacklist us from participation in future tenders, in accordance with applicable rules and regulations;
- iv. To initiate legal or administrative proceedings for recovery, penalties, or any other action permissible under the law.

I/We affirm that the above declaration is true, correct, and binding upon us and forms an integral part of our bid and the resulting Contract, if awarded.

*Signature:* \_\_\_\_\_

*Name of Authorize Person:* \_\_\_\_\_

*Name of Firm with Stamp:*

\_\_\_\_\_  
\_\_\_\_\_

*Dated:* \_\_\_\_\_