



GOVERNMENT OF PAKISTAN
COLLECTORATE OF CUSTOMS APPRAISEMENT (EAST)
CUSTOM HOUSE, KARACHI



File No. 1(14)/CoC/Janitorial/Tender No.01/2024-25

Dated: 10.01.2025

TENDER NOTICE NO.01/2024-25

Sealed bids are invited by Collectorate of Customs Appraisalment (East), Custom House, Karachi, from reputable service providers as per following details:

| S.# | MAINTENANCE AND SERVICES | SPECIFICATIONS |
|-----|--|------------------------|
| 1. | Janitorial Services for internal & external premises of CoC Appraisalment (East), Custom House Karachi | As per Tender Document |

2. The tender document(s) can be obtained from Administration Branch, Collectorate of Customs Appraisalment (East), Custom House, Karachi, on cash payment of **Rs.2,000/- (non-refundable)** during office hours on or before **30.01.2025**.

Terms and Conditions

- i. The maintenance and services contract shall be granted on the basis of competitive bidding process, specified in Public Procurement Rules, 2004.
- ii. The bidders should be registered with Income Tax and Sales Tax Departments and Sindh Sales Tax, having their own office & phone / fax numbers (if found contrary the tender will be rejected).
- iii. The bidders should not be black-listed by any authority in the past.
- iv. Bidders are required to furnish Security Deposit 5% of their offer, in the shape of pay order or demand draft from a scheduled bank in favour of the **Collector, Collectorate of Customs Appraisalment (East), Custom House, Karachi**. This Security Deposit shall be refunded to the unsuccessful tender participants. The Security Deposit shall be returned to the successful bidder on completion of the tender contract.
- v. The price shall be offered in local currency and include all duties and taxes and the expenses incurred on supplies including transportation, installation, labour etc, where required.
- vi. The tender bid must mention the type of warrantee and after sale services, if any.
- vii. Sealed tender bids on prescribed tender document must be delivered to the address given below on **30.01.2025**, before **2:00pm** and shall be opened at **2:30pm** on the same day in the presence of the participants of the tender or their authorized representatives who desire to attend.
- viii. Bidders shall quote their final prices both in figures and in words, any cutting / overwriting and correction in the tender form will not be accepted.
- ix. The tender bid must be valid for at least **90 days**, after opening of tenders.

Qusc on 14/1-30/1-Pdr

- x. The successful bidder shall provide their services within six working days of acceptance of tender and issuance of work order in this regard. The contract period will be for one year, further extendable for the maximum period upto three years in accordance with the PPRA Rules 2004, subject to satisfactory performance.
- xi. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
- xii. Procuring agencies shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract. A copy of the result shall be placed on the notice board of Collectorate of Customs Appraisement (East), Custom House, Karachi.



(Noor ul Huda Mallick)
Deputy Collector (Headquarters)
Collectorate of Customs
Appraisement (East),
Custom House, Karachi
Phone # 021 – 99210384

Copy to:-

- ✓ 1. The Deputy Director, Public Procurement Regulatory Authority, First Floor, FBC – Building, G-5/2, Islamabad, for uploading on their website.
2. The Chief (FATE), Federal Board of Revenue, Islamabad, with the request to upload the subject advertisement on the FBR's website.
3. The Collector of Customs, Collectorate of Customs Appraisement (East), Karachi.



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Form of Bid

TENDER NOTICE NO. 01/2024-25

(Janitorial Work)

Bidder's Name : _____

N.T.N : _____ Sales Tax Registration No. _____ SST (SRB)No. _____

Postal Address : _____

Phone No. : _____ Fax No. _____

Email Address : _____

| S. No | Description of Maintenance & Services | Quantity of staff | Unit Price including all Taxes |
|-------|---|--|--------------------------------|
| 1 | Janitorial Services Sweeping, Cleaning, Mopping of Collectorate's internal & external Building premises of Appraisalment (East), including facilitation centre upto satisfactory Standards. The contractor will provided all labour equipment and material to perform Janitorial Service. Supply used and consumed in Janitorial and cleaning such as hand wash/Soap, tissue, Mop, Phenyl, Acid/liquid cleaning items, glass cleaner and towels etc maintained by contractor. | As many as required to keep the whole building premises inside and outside clean upto International Standards but not less than 05 Janitorial staff and 01 Supervisor. | |

TERMS & CONDITIONS

1. All rates should be quoted in Pak Rupees.
2. The price offered will includes all duties and taxes and the expenses incurred on supplies including transportation, shipping, installation, etc., where required.
3. Bidder are required to furnish a Security deposit of 5% of their offer in the shape of pay order or demand draft from a scheduled bank in favor of the **Collector, Collectorate of Customs Appraisalment (East), Custom House, Karachi**, as guarantee for satisfactory performance of the tender obligation. If a bidder fails in the performance of his/ her tender obligations, the security deposit shall be forfeited, without any liability on the part of Collector, Collectorate of Customs Appraisalment (East), Custom House, Karachi.
4. The bidders are required to provide proof of Sales Tax Registration, NTN, Sindh Sales Tax from the concerned departments.

5. The successful bidder shall provide their services within six working days of acceptance of tender and issuance of work order in this regard. The contract period will be for one year, further extendable for the maximum period upto three years in accordance with the PPRA Rules 2004, subject to satisfactory performance.
6. In case the bidder fails to supply the goods as per laid down terms and conditions the earnest money shall be forfeited without any further notice and the purchase / work order shall stand cancelled. The Collector, Collectorate of Customs Appraisement (East), Custom House, Karachi shall be free to award this Tender to some other party.
7. The offer shall be valid for and up to 30.04.2025.

Read and accepted the terms and conditions.

Authorized Signature of Supplier
with Official Stamp