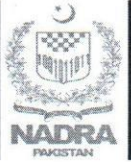




Government of Pakistan
Ministry of Interior
NATIONAL DATABASE AND REGISTRATION AUTHORITY
(REGIONAL HEAD OFFICE ISLAMABAD)



OPERATION/MAINTENANCE & JANITORIAL SERVICES

Invitation to Bid

Bid No. NADRA/RHO/ISB/Admin-044/2024

1. NADRA Regional Head Office Islamabad requires sealed bids to hire services of operation/maintenance/HVAC (Lot-I) and janitorial (Lot-II) contractors for its following offices : -
 - a) NADRA Regional Head Office Islamabad (G-10/4, Islamabad).
 - b) NADRA Service Center, Blue Area, Islamabad.
 - c) NADRA Service Center (I & II), Rehman Abad, Murree Road, Rawalpindi.
2. Interested firms/parties/contractors must be registered with Income/Sales Tax Departments and should be on active taxpayers list of the Federal Board of Revenue. Technically and financially sound firms having experience of following jobs are invited to bid for following jobs : -
 - a) Operation/maintenance of HVAC systems, its allied equipment and lifts/elevators (Lot-I).
 - b) Cleaning and Janitorial services (Lot-II).
3. Interested bidders should submit sealed envelopes of Technical and Financial bids on single stage two envelopes basis, clearly mentioning "Technical Bid" and "Financial Bid" in bold letters.
4. **Terms & Conditions**
 - a. The successful bidder will be awarded contract initially for a period of two years which can be extended for further up to one year with mutually decided terms/condition.
 - b. For Lot-I, the firm should be registered with PEC in category C-6 or above.
 - c. Rs.500,000/- (for each lot) as bid security will be attached with financial bid in form of bank Pay Order/Demand Draft in the name of NADRA NRC Disbursement Account (RHO ISB).
5. Bidding documents having complete details may be obtained during office hours less gazetted holidays from Procurement Branch (NADRA Regional Head Office Islamabad) from 15-29 July 2024, on cash Rs.2,000/- (non-refundable). Sealed technical along with financial proposals must be submitted by 1100 hours on 30th July 2024.
6. By adopting single stage two envelopes procedure, technical bid(s) will be opened at 1130 hours on the same day in the presence of contractors/firm's authorized representative at NADRA RHO Islamabad Building (30-31, Mauve Area, G-10/4, Islamabad).
7. Competent Authority reserves right to reject bids/offers as per the clause 33 of PPRA rules.

(In case of public holiday(s), tender will be opened on next working day)

For Any query, contact on below address

Admin Branch
Regional Head Office NADRA, Plot No. 30/31, Mauve Area, G-10/4 Islamabad
Ph. 051-9108175