

No.1(206)/2024-Store
GOVERNMENT OF PAKISTAN
MINISTRY OF SCIENCE & TECHNOLOGY

TENDER NOTICE No.04/2025
FOR HIRING OF JANITORIAL SERVICES

Sealed tenders are invited from well reputed cleaning firms/contractors registered with e-Pak Acquisition & Disposal System (EPADS), Income Tax and Sales Tax authorities, (NTN/GST Number), and also included in the Active Taxpayers List (ATL) of FBR, and having valid Vendor Number of AGPR, Islamabad for provision of janitorial services at the Building of Ministry of Science & Technology (i.e. Ground, 2nd, 3rd, 4th floors, 47 toilets, two basements and external area/green lawn) situated at 1-Constitution Avenue G-5/2, Islamabad on two year contract basis, commencing from the date of award of contract, extendable for another one year on same terms & conditions subject to satisfactory performance of the Contractor. The building can be visited during office hours. Further details are as under:-

S.No.	Area	Covered Area
1.	Ground Floor	29,140 Sq. Ft.
2.	Second Floor	25,564 Sq. Ft.
3.	Third Floor	25,564 Sq. Ft.
4.	Fourth Floor	19,958 Sq. Ft.
5.	Basement No.1	27,424 Sq. Ft.
6.	Basement No.2	31,359 Sq. Ft.
7.	Toilets	47 No.
8.	Maintenance of the garden area in front of building, cleaning of back yard and side wall area of the building. Outdoor & Indoor Plants at each floor or around the building.	

2. **SINGLE STAGE TWO ENVELOPE PROCEDURE” WILL BE FOLLOWED on EPADS.** Firms should submit their **TECHNICAL PROPOSAL** and **FINANCIAL PROPOSAL** online on EPADS. Firms should submit their **financial proposals with proper break up of salaries of deployed workers (Firm should decide the number of workers required for the area specified above), material cost plus other expenses (if any) and final amount including all applicable taxes must be provided in separate columns respectively.** Necessary documents must be attached as per tender notice and tender documents. **Technical Proposals** will be opened in the presence of bidder’s representatives, who may choose to attend the tender opening meeting. **The tender documents with scope of work, terms and conditions etc. can be downloaded from the EPADS w.e.f 23.12.2024. The Tender Documents are also uploaded on the websites of PPRA and Ministry of Science and Technology.**

3. The bids must be submitted on EPADS with the following documents:

1. An Affidavit on stamp paper of Rs.50/- that the firm has never been indulged in any litigation and has never been blacklisted by any Ministry/Division/ Department/Organization of the Government(s). The affidavit submitted online must be also be forwarded in original to the undersigned before the closing date and time.
2. The financial bid must be inclusive of all social security benefits as per labour laws i.e., EOBI, Social Security, Minimum Wage and all applicable taxes.
3. List of previous clients.
4. Earnest Money in the shape of Bank Draft/ Pay Order @ 3% of the total amount of annual bid in favour of DDO, Ministry of Science & Technology, Islamabad. The Earnest money submitted online must also be forwarded in original to the undersigned before the closing date and time. Cheque will not be entertained.

4. Tenders/bids must be submitted online through e-Pak Acquisition & Disposal System (EPADS) by 17/01/2025 at 11.00 a.m. **TECHNICAL BIDS will be opened on the same day at 11.30 a.m. in the presence of bidders who may like to be present.** Tender Notice is also available at PPRA’s website www.ppra.org.pk and MoST’s website www.most.gov.pk. **MoST may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. MoST reserves the right to increase or decrease the number of janitorial staff at the time of finalization of evaluation of tender. MoST shall upon request communicate to any agency/party or contractor who submitted a bid or proposal, the grounds for rejection of all bids or proposals, but is not required to justify those grounds.**

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Section Officer (General)
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