



Biding Document
Outsourcing of Services of Office Boys and Janitors
National Competitive Bidding
Single Stage-One Envelop

PAKISTAN CLIMATE CHANGE AUTHORITY (PCCA)

GOVERNMENT OF PAKISTAN
ISLAMABAD

March 2025

No.F.9-2/2025-Outsource/PCCA
Government of Pakistan
Pakistan Climate Change Authority (PCCA)

Tender Notice for Outsourcing of Services of Office Boys and Janitors

Pakistan Climate Change Authority (PCCA) invites sealed bids through E-PAD from reputed experienced firms duly registered with Federal Board of Revenue/Tax Department to provide services of office boy and janitors for PCCA office building located at **2nd Floor, SNC Center 12-D, AK, Fazal-ul-Haq Road, Islamabad** for one year extendable for a further period subject to satisfactory performance on mutually agreed terms and conditions. The service provider must be on tax payers list of FBR and fulfill the eligibility criteria / terms and conditions as per the bidding document.

2. Bidding shall be carried out by Single Stage One Envelope Procedure. Further, any bids not submitted through EPADS shall stand rejected as per **S.R.O No. 296(1)/2023**. The S.R.O available at PPRA's website (www.ppra.org.pk/doc/epronotif.pdf).

3. Earnest money (Bid Security) equivalent to 5% of the bid Amount in the shape of Bank Draft/Pay Order in favor of Deputy Director (Admn), PCCA. The Bidder must submit the Earnest Money (Bid Security) sealed in a small envelope or must produce in original at the time of bid opening as per rule 25 of PPRA.

4. Bids shall be valid for 90 days. In case of unsuccessful tenders, Earnest Money (Bid Security) will be released/returned within a fortnight and in case of successful bidder the same shall be released on furnishing of performance security.

5. Blacklisted firms and Bidders cannot participate in bidding process. A certificate to the effect that the Bidder has never been Black Listed by any Ministry/Division/Department /Government Organization should accompany the Bid.

6. Interested firms may apply through **EPADS** with subject "**TENDER FOR OUTSOURCING OF SERVICES OF OFFICE BOY AND JANITORS IN PCCA**" till 22nd April 2025 at 2.00 pm. The Tender will be opened on the same day at 02:30 P.M in the presence of the bidders/representative.

7. Procuring agency reserves the rights to reject any or all bids in terms of Rule- 33 of PPRA Rules 2004. In case public holiday is announced on bid submission & opening date the same shall be held on the next working day.

8. This Tender Notice is also available on PPRA/EPADS Website (www.ppra.gov.pk) & Ministry of Climate Change and Environmental Coordination (www.mocc.gov.pk).

(Haroon-ur-Rahman)
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1. INTRODUCTION

The Pakistan Climate Change Authority (PCCA) is an autonomous body established under the Pakistan Climate Change Act, 2017. The purpose of the Authority is to meet Pakistan's obligations under international conventions relating to climate change and to provide for adoption of comprehensive adaptation and mitigation policies, plans, programmes, projects and other measure required to address the effects of climate change and for matters connected therewith and ancillary thereto.

2. INVITATION TO BIDS

PCCA invites sealed bids from reputed experienced firms duly registered with Federal Board of Revenue/Tax Department to provide services of office boy and janitors for PCCA office building located at **2nd Floor, SNC Center 12-D, AK, Fazal-ul-Haq Road, Islamabad** for one year extendable for a further period subject to satisfactory performance on mutually agreed terms and conditions. Single stage - one envelope procedure shall be used for submission of bids.

3. DEFINITIONS

"Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.

"Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.

"Client" means the Pakistan Climate Change Authority (PCCA) and its authorized officer i.e. Deputy Director (Admin and Finance) or any other person, duly appointed in writing, by the Client/purchaser.

"Bidder/Tenderer" means the interested Firm/Company/Supplier/Distributors that may provide or provides the services required under this tender document.

"Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.

"The Services" means provision of Office Support Staff Services provided by the contractor/vendor, service provider / Firm as mentioned in the Bidding Document.

"Contract" means the agreement entered into between the Purchaser and the Contractor.

"Contractor/Vendor" means the Tenderer whose bid has been accepted and awarded Letter of Acceptance for the specific service/ supply followed by the signing of Contract.

"Contract Price" means the price payable to the Contract or under the Contract for the full and proper performance of its contractual obligations.

"Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Services in question.

"Day" means a calendar day.

"Services" means the services provided/ required under this tender document.

"Purchaser" means the Pakistan Climate Change Authority (PCCA) or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.

"Worker "means a person appointed by the bidding firm/contractor to carry out the required/services of Office Boy and Janitors.

4. SCOPE OF SERVICES AND REQUIREMENT

4.1 The successful contractor will provide the services of office boys and janitors as per following:

A. Office Boys (10) No.

1. Age: 18- 35 years.
2. Minimum qualification: Matric (preferred but not mandatory).
3. Experience: At least 1 year in a similar role.
4. Must be physically fit, in good health and well-mannered.
5. Preference for candidates with basic English and Urdu understanding.

Scope of Services

1. General arrangement and tidiness of the office, furniture including dusting of office furniture,
2. Support in general management of record/ communications, etc.
3. Ensure safety of premises and all machinery and fixtures.
4. Arrangement/ provision of other supplies, as maybe necessary.
5. Delivery and dispatch/ receiving of official files/ papers.
6. Receiving and entertaining staff and visitors.
7. Providing drinking water/ refreshments to the officers and staff.
8. Any other duty that may be assigned by Officer In charge for management of PCCA office.

B. Janitor (02) No.

1. Age: 18- 35 years.
2. Minimum qualification: Matric (preferred but not mandatory).
3. Experience: At least 1 year in a similar role.
4. Must be physically fit, in good health and well-mannered.
5. Preference for candidates with basic English and Urdu understanding.

Scope of Services

1. Daily continuous cleaning/ mopping/ sweeping of all floors, hand rails, main entrance, staircases, lobbies, Aluminum panels, glass windows, panels of windows, toilets, washrooms and sanitary fittings.
2. Removal of cobwebs, cleaning of false ceiling of all toilets & washrooms, offices and common areas.
3. Cleaning of Dust Bins with garbage bag and collection of garbage from offices and all common areas.

4. The Contractor shall be responsible for any damage to the property caused during cleaning and office keeping activities.

4.2. The Contractor shall comply with the following conditions of service:

1. The workers as well as the Contractor shall adhere to all policies and norms specified by the PCCA.
2. The Contractor shall certify that the workers provided are not addicted to drugs or alcohol.
3. The Contractor shall adhere to all applicable laws including the labor laws and any other relevant law.
4. The Contractor shall ensure to hire qualified staff as per tender document.
5. The Contractor shall submit the copies of CNIC of the hired employees as well as submission of necessary particulars of workers with local police station.

5. GENERAL CONDITIONS

- 5.1 The PCCA at its discretion can increase/ decrease the number of workers, on already approved tender rate of payment and on the same terms & conditions. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.
- 5.2 In case number of workers increased/ decreased upon directives of the PCCA, the payment shall be made/ adjusted on the already approved tender rates.
- 5.3 Contractor shall ensure the attendance of workers, strictly in accordance with agreement/ Terms and Conditions of tender.
- 5.4 In case of absence of any worker, the Contractor shall be liable to provide the replacement to maintain the required strength at site otherwise the PCCA reserve the right to impose the penalty as per agreement/ tender document.
- 5.5 The Contractor will provide physically fit, in good health and well-mannered workers and ensure that each worker must have following documents:-
 - i. Attested photocopy of NADRA Computerized ID Card.
 - ii. Original Service Card issued by the Contractor.
- 5.6 The Contract will be for a period of one year and would be effective from the date of signing of Contract Agreement and can be terminated in accordance with the provisions of tender documents. If the services are satisfactory then the contract can be renewed and would be extendable with same terms and conditions if mutually agreed by both parties.
- 5.7 All the payments to the workers shall be made by the contractor himself as per Govt. Laws presently in force or amended in future during the currency of the contract and the PCCA shall not be responsible in any way.

- 5.8 All applicable Taxes, Government levies and charges including GST, PST shall be borne by the Contractor as per prescribed rates.
- 5.9 The PCCA shall not be responsible for any loss / damage and / or injury sustained by the workers employed by the contractor during the performance of the contract.
- 5.10 The Contractor would be responsible to cover all financial rates of workers, including payment of salary and compensation to the workers and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.
- 5.11 Any increase or decrease in any levies or rates imposed by the Government, wages and/or salaries fluctuation in market rates of equipment, materials, etc. during the currency of this agreement shall be on the Contractor/Vendor's account and no claims for such increase shall be entertained by the PCCA.
- 5.12 Any taxes/duties already in place or levied by the Government during the currency of the agreement will be on Contractor/Vendor's account and no claim shall be entertained by the PCCA. If during the subsistence of this agreement or any renewal thereof any excess, tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Federal, Provincial or Local Government, such excess, tax charges or surcharge, as the case may be, shall be payable by the Contractor/Vendor.
- 5.13 The Contractor/Vendor's will keep the PCCA free of any liability for the cause of compensation/ legal course, if any employee of the firm claims in case of their injury, death etc.
- 5.14 Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Contractor/Vendor for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Contractor/Vendor. The PCCA shall in no way be responsible for any compensation in this regard.
- 5.15 The PCCA reserves the right to terminate the contract any time without assigning any reason what so ever by giving one-month notice.
- 5.16 The PCCA shall make the payment to the Contractor/Vendor on monthly basis upon submission of bill. Invoice shall be supported by attendance sheet, showing name of the workers, duly countersigned by In charge (Admin) PCCA, Islamabad.
- 5.17 In case of any dispute or difference arising between the parties hereto relating to the interpretation or effect of any clause of this Agreement, the matter shall be referred to Grievance Redressal Committee of PCCA. This Committee, consisting of three members will be entrusted with seeking out and resolving the issue. The decision rendered by the Grievance Committee shall be final and binding upon both parties.
- 5.18 The Contractor/Vendor shall be responsible to complete all documentation, if notified from time to time.

5.19 The Contractor/Vendor shall have at least 05 years' experience for providing similar nature of services and have successfully executed/completed three contracts with Government Departments or Multinational or Listed Companies.

5.20 Affidavit to the effect that there was no previous litigation of the contractor or his employees with any government department/organization and another Affidavit to the effect that the contractor has not been blacklisted by any Government Department/Autonomous Body/Corporation etc.

5.21 The Contractor/Vendor shall submit an undertaking on stamp paper that the contractor has sound financial capacity for timely payment of at least three-month salary to the workers provided to PCCA. **(Annexure-I)**.

6. REQUIREMENT OF OFFICE SUPPORT STAFF

The Contractor/Vendor shall provide services of office boy and janitors at PCCA office location immediately after issuance of letter/notification of award as per following deployment:

6.1.

A. DAY SHIFT (8:30 AM to 4:30 PM)

Location	Requirement of Office support staff	
	Office Boys	Janitors
PCCA, Islamabad	10	2
Total	10	2

7. PENALTY

7.1 In case of non-placement of required number of workers, the PCCA has right to deduct the amount of actual wage of the absent workers for each absence from the monthly bill of Contractor/Vendor. Besides penalty, the PCCA can take any appropriate action, which may include the Suspension/Blacklisting of the contractor in accordance with the rules/law on account of loss due to negligence of employee of Contractor/Vendor or otherwise. In case of any theft/damage caused by the contractor staff at premises of PCCA, the Contractor/Vendor will be held responsible to pay the entire losses to the PCCA as determined by the above Committee. In case of absence of any worker from his place of duty more than three days in a month, the PCCA reserve the right to deduct the whole or partial salary in respect of such worker in addition to other penalty as deem appropriate.

7.2 In case of placement of inefficient workers/ placement of over-aged workers, lethargic workers, workers without proper uniform, the PCCA reserve the right to deduct the whole or partial salary for such worker in addition to other penalty as deem appropriate.

8. PAYMENT

- 8.1 Payment shall be made within in 15 days on provision of bill/ Invoice by the Company/ Contractor.
- 8.2 The Contractor/Vendor is required to submit the following documents along with bill: -
- i. Invoice with covering Letter, both duly signed and stamped by authorized officer
 - ii. Copy of any/all correspondence made with the PCCA or any other agency/person/ organization during that month regarding this contract.
 - iii. Any other details/documents, if required by the PCCA
 - iv. Evidence/support of all claims in bills.
 - v. List of provided workers along with their cell numbers /CNIC number and present address.
 - vi. Payment shall be made through cross cheques in the name of Company from the Assignment Account of PCCA after receipt of bills from the Contractor/Vendor.
 - vii. All applicable taxes and penalties shall be deducted at source from monthly invoice.

9. ARBITRATION

- 9.1 In case of any difference or dispute arising between the parties during the contract period, shall be referred for resolution to the Grievance Redressal Committee of PCCA, whose decision shall be final and binding on both the parties.

10. BASIS OF OFFERS/ PRICE

- 10.1 For placement of services of office boys and janitors, the rates shall be quoted in Pak Rupees, category wise per personnel as per bid Form (**Annexure-II**).

11. QUALIFICATION CRITERIA FOR BIDDERS

- 11.1 The Firms/ companies qualifying scoring minimum 60 Marks along with fulfillment of Mandatory Provisions (**Annexure-III**) will be considered. However, the bidder is required to enclose the documents/ information as mentioned in the documents otherwise the offer shall not be considered.
- 11.2 Incomplete/ conditional bids shall be rejected.

12. VALIDITY OF BIDS

- 12.1 The bids shall remain valid for a period of 90 days w.e.f. the date of opening of bids.
- 12.2 The bids validity period can be extended with mutual consent, if any bidder does not agree to extend validity period, his bid will be treated as withdrawn and remaining allied bids will be considered.

13 BID SECURITY / PERFORMANCE GUARANTEE

- 13.1 Bid shall be accompanied by **Bid Security @ 5% of the estimated bid value** in shape of CDR in the name of Pakistan Climate Change Authority. The bid security to the unsuccessful bidders shall be returned immediately after award of the contract and in case of successful bidder(s), earnest money will be released on submission of **performance security @ 10%** of contract cost in shape of unconditional Bank Guarantee/Pay Order/Bank Draft.
- 13.2 The bank guarantee must be valid for at least 12 months from the date of deposit. In case of extension in contract period, the bank guarantee will be automatically extended by the contractor for the extended period.
- 13.3 Bid Security of the successful bidder may be forfeited without any notice if the successful bidder fails to sign the contract, integrity pact within due date. Non-compliance by bidders shall be dealt under PPRA Rules.
- 13.4 Bids security of the Successful Bidder(s), will be released after submission of **10% performance** grantee of the total bid amount as Performance Guarantee for due and satisfactory performance of the contract, which will be returned after satisfactory completion of contract, in accordance with Tender Terms & Conditions and settlement of any/all claims, if any.
- 13.5 Performance Guarantee of the successful bidder shall be forfeited, if firm fails to provide the services as per tender terms & conditions / agreement.

14 GUIDELINES FOR SUBMISSION OF TENDER DOCUMENTS

- 14.1 Interested company/firms may submit their bids on E-Pak Acquisition and Disposal System (EPADS) of Public Procurement Regulatory Authority (PPRA), Islamabad. Bids will be opened in the committee room of PCCA on 22nd April, 2025 at 2.30 pm in the presences of bidders / representatives. After evaluation and approval, the contract will be awarded to the responsive bidder.

15. ELIGIBILITY

- 15.1 The firms must clearly attach the following documents as checklist with the bid and non- submission of any document will result into rejection of technical bid of the firm:
- 15.2 Firm/ Company's profile (Name, address, phone, e-mail address and contact person)
- 15.3 Income Tax/General Sales Tax Registration Certificate
- 15.4 Evidence of 03 years of experience of providing similar nature of services to Government Organizations, Multinational or listed companies.
- 15.5 An affidavit on stamp paper that the firm has never been blacklisted by any government department.
- 15.6 An affidavit on stamp paper that firm have enough financial capacity to pay at least three-month salary timely to the workers provided PCCA (**Annex-I**)
- 15.7 An undertaking on stamp paper that the bidder has read all terms and conditions of the tender mentioned anywhere in the tender documents and is

liable to any punitive action for furnishing false information / documents.
(Annex-IV).

- 15.8 Bank Account(s) information and bank statements for the last 03 years.
- 15.9 Bid Security must be uploaded on the EPADS along with the bid and the original bid Security will be submitted at the time of the opening of the bids.
- 15.10 The PCCA reserves the right to demand/call any other information for the sake of documents/ information.
- 15.11 Proof of executing minimum three (03) contracts to ensure proven track record in the market. Details along with office addresses in the site locations i.e. Islamabad/Rawalpindi.
- 15.12 Bids shall be submitted on the prescribed form. Only rates to be quoted on the bid form. Conditional and alternate bids will be rejected.
- 15.13 Deadline for submission of the bids is 22nd April, 2025 and the bids will be opened on the same day at 2.30 pm.
- 15.14 Bidders are requested to offer the services and quote the rates for PCCA.

16. INELIGIBILITY

- 16.1 If the Company / Firm is declared as Blacklisted by any Government organization.
- 16.2 If the y Company / Firm declared as defaulter by any Government / Public Sector Organization.
- 16.3 If the Company / Firm involving in litigation with any Government/Public Sector Organization.
- 16.4 If the contract with Company / Firm ever terminated by any government/ public sector organization due to non-satisfactory performance.
- 16.5 Not having prescribed experience of satisfactory executing 03 projects.
- 16.6 Non-submission of prescribed Bid Security.

17. DOCUMENTS CONSTITUTING CONTRACT

- 17.1 The Company / Firm shall sign a contract agreement (**Annexure-V**) with the PCCA, within one week from acceptance of the bid by the PCCA.
- 17.2 Invitation to bids, tender document/ terms and conditions, letter of acceptance shall also be treated as an integral part of the contract.

18. CANCELLATION OF CONTRACT

- 18.1 The Contract may be terminated earlier at any time by the PCCA for breach of any provision(s) of the agreement by the Company.
- 18.2 This agreement may be terminated by either party by giving to the other side one month's prior notice in writing. Discontinuation of service without notice would deem misconduct by and the PCCA reserves the right to impose penalty besides legal action against the Company / Firm.
- 18.3 In case of any serious violation made by the Company / Firm, the PCCA can terminate the agreement without giving one-month notice.

ON STAMP PAPER

UNDERTAKING FINANCIAL STABILITY

I/We hereby undertake and give assurance to Pakistan Climate Change Authority (Government of Pakistan) that our Company/Firm is financially sound to pay the salaries of workers for three months, if payment is delayed by the PCCA due to unavoidable circumstances or bills are not verified by us in time as the case may be.

SIGN & SEAL OF CEO/Director

Name: _____

CNIC # _____

**PAKISTAN CLIMATE CHANGE AUTHORITY (PCCA)
ISLAMABAD**

BID FORM

1. Name & Address of Bidder:
Telephone: Office/Cell
Email:
Sales Tax Number:
National Tax Number:

2. Providing office support staff services at PCCA Office, Islamabad at following rates:

Required Service	Unit Rate	Applicable Taxes	Qty.	Total Price (inclusive of all Taxes)
Office Boys			10	
Janitors			2	
Total Amount:				

3. We shall abide by all the terms and conditions of the tender.
4. We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price.
5. Bids Security should be enclosed.

Signature:

Name:

Designation:

CNIC No. *(copy enclosed)*

Date:

Official Seal/ Stamp:

PERFORMANCE EVALUATION OF OFFICE SUPPORT STAFF SERVICES

For the rating period:

A	Experience	
	Satisfactory service performed by Firm	25 Marks
	Up to 03 years (Proof to be enclosed)	10
	Up to 05 years (Proof to be enclosed)	20
	Above 10 years (Proof to be enclosed)	25
B	Proof of executing minimum three (03) contracts to ensure proven track record in the market.	Mandatory
C	Company profile / Firm must provide NTN, GST and Active Tax Payers list of FBR	Mandatory
D	Registration/Incorporation/Business Certificate and number of business years in Pakistan.	Mandatory
E	Address Details. A detailed list of addresses/ phone numbers of the Firms must be provided.	Mandatory
F	Undertaking that the company has never been blacklisted by any Government organization	Mandatory
G	Undertaking that company has never been involved in litigation with the MoCC Government of Pakistan or any other organization.	Mandatory
H	List of workers on the Panel of firm.	25 Marks
	Minimum 50 workers with Name, Addresses and CNIC No. (Proof of the same i.e. registration of worker with EOBI or some other Govt. depdt. to be provided)	25
I	Financial Soundness/ Status	50 Marks
	Credit worthiness undertaking showing the capacity of bidder as per Annexure-I.	20
	Bank statement for latest one year showing turnover of an amount of Rs. 1.0 Million	10
	Bank statement for last three years showing return an amount of Rs. 2.0 million	20
	Total Marks	100
	Required Marks for Qualification	60

Note:

- i) *The bidder is required to enclose the documents/ information as mentioned in the tender documents otherwise the bid shall not be considered. Mandatory documents must be submitted.*
- ii) *The bidder who obtain qualifying marks (60) and quoted lowest cost will be selected and as the Most Advantages bidder, subject to fulfillment the other mandatory requirements.*

UNDERTAKING

(Accept able only as per provided format)

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender mentioned anywhere in the tender documents and is liable to any punitive action for furnishing false information / documents.

Dated this day of _____ 2025.

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

FORM OF CONTRACT AGREEMENT

THIS AGREEMENT is made on the _____ day of _____ 2025 between “Pakistan Climate Change Authority (PCCA), Islamabad” (hereinafter referred to as the Authority) of one part, and“ M/S _____”having offices at _____(here in after referred to as the Contractor) of the other part.

WHEREAS the PCCA is desirous of availing the services of office boy and janitors of the Contractor as per rates/terms & conditions contained in the letter of acceptance/ tender documents/ bid and the contractor has accepted to provide the said services rates and terms & conditions contained in letter of acceptance/tender documents.

NOW THIS AGREEMENT WITNESSE as follows:

1. In this contract agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this contract agreement, viz:
 - a) Contract agreement
 - b) The Letter of Acceptance
 - c) Tender documents
 - d) The signed bids
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies shall take precedence in the order set out above.
4. In- consideration of the payment to be made by the Authority to the Contractor as herein after mentioned, the Contractor hereby covenants with the PCCA to provide the services of office boys and janitors in conformity in all respects with the provision of the Contract.
5. The PCCA hereby covenants to pay to the Contractor in consideration of the services the amount due in accordance with the provisions of the contract.
6. In witness where of, the parties here to have caused their respective Common Seals to be here unto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

Sign & Seal on behalf of Contractor

Sign & Seal on behalf of Client:

Name: _____

Name: _____

Designation: _____

Designation: _____

Date _____

Date _____