



**BIDDING DOCUMENT**  
**FOR**  
**PROVISION OF**  
**JANITORIAL SERVICES**  
**AT**  
**FEDERAL PUBLIC SERVICE COMMISSION HEADQUARTERS**  
**F-5/1, AGA KHAN ROAD, ISLAMABAD**  
**INCLUDING**  
**AND AT ITS PROVINCIAL / REGIONAL OFFICES**



No.4.01/2024-2025(JS)/Log-I  
Federal Public Service Commission  
Aga Khan Road, F-5/1, Islamabad  
Phone No.051-9212159  
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**INVITATION TO E-BIDS THROUGH E-PADS**  
**"FOR PROVISION OF JANITORIAL SERVICES AT FEDERAL PUBLIC SERVICE**  
**COMMISSION HEADQUARTERS F-5/1, AGA KHAN ROAD, ISLAMABAD AND AT ITS**  
**PROVINCIAL / REGIONAL OFFICES"**

In accordance with PPRA Rules 2004 as amended read with PPRA S.R.O. 296(I)/2023, dated 27<sup>th</sup> February, 2023, titled "E-Pak-Procurement Regulation 2023," the Federal Public Service Commission (FPSC) intends to invite e-bids through the E-Pak Acquisition and Disposal System (E-PADS) under Single Stage One Envelope (SSOE) bidding procedure for provision of Janitorial services at FPSC HQs, Islamabad and its Provincial / Regional Offices from firms/vendors/contractors for above said services those are registered with the PPRA and FBR, fulfill the eligibility criteria outlined in the bidding document.

2. E-bidding document containing detailed terms and conditions, specifications, and other requirements are available for registered bidders on E-PADS at <https://eprocure.gov.pk> and on FPSC's official website [www.fpsc.gov.pk](http://www.fpsc.gov.pk), free of cost.

3. E-bids, prepared in accordance with the instructions outlined in the bidding document, along with the bid security instrument and required documents, must be submitted via E-PADS on or before **13<sup>th</sup> June, 2025 (Friday) by 10:30 am**, bids shall be opened on the same day at **11:00 am**. Manual financial bids shall not be accepted.

4. Scanned copies of all required documents mentioned in the eligibility criteria of bidding document must be uploaded through E-PADS when submitting the e-bid electronically through file uploading method (Single Stage One Envelope Procedure) and one original hard copy of documents except financial bid with following original documents must also be submitted to the office of the Director (Logistics), FPSC HQs, F-5/1, Aga Khan Road, Islamabad before the e-bid closing time:

- i. **Bid Security Instrument:** Rs.500,000/- (Rupees five hundred thousand only) in the form of CDR/Demand Draft/Pay Order/Banker's Cheque drawn on the name of Federal Public Service Commission FTN No.9010202-9 (Please disregard the amount reflected on E-PADS when uploading the record of bid (scanned copy of bid security instrument).
  - ii. **Affidavit:** A stamp paper of Rs.100/- stating that the firm has not been blacklisted at the time of submitting the e-bid.
5. For clarifications of the bidder (s) Pre-Bid meeting will be held on **9<sup>th</sup> June, 2025 (Monday) at 11:00 am**.
6. FPSC reserves the right to reject all bids or proposals at any time prior to acceptance, as provided under Rule 33 of the Public Procurement Rules, 2004 as amended from time to time.

**DIRECTOR (LOGISTICS)**

No.4.01/2024-2025(JS)/Log-I  
**FEDERAL PUBLIC SERVICE COMMISSION**  
Aga Khan Road, F-5/1, Islamabad

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Subject: **BIDDING DOCUMENT / INSTRUCTIONS TO THE BIDDERS FOR PROVISION OF JANITORIAL SERVICES AT FEDERAL PUBLIC SERVICE COMMISSION HEADQUARTERS F-5/1, AGA KHAN ROAD, ISLAMABAD AND AT ITS PROVINCIAL / REGIONAL OFFICES**

**1. INTRODUCTION:**

The Federal Public Service Commission (FPSC) invites e-bids from eligible experienced firms for the provision of janitorial services at the following locations:

- FPSC Headquarters, F-5/1, Aga Khan Road, Islamabad
- Provincial and Regional Offices at Peshawar, Lahore, Karachi and Quetta

The bidding process shall be conducted through open competitive e-bidding in accordance with Rule 36(a) of the Public Procurement Rules 2004 – *Single Stage, One Envelope Procedure* – and in compliance with S.R.O. 296(I)/2023 dated 27th February, 2023 titled “*E-Pak-Procurement Regulation 2023*”. Interested bidders are encouraged to carefully review the bidding documents and submit their e-bids as per the guidelines and timelines mentioned therein.

**2. SOURCE OF FUNDING:**

Regular Budget of FPSC for the Financial Year 2025-2026.

**3. BID VALIDITY:**

All submitted bids shall remain valid up to 30<sup>th</sup> June, 2026

**4. SCOPE OF WORK:**

The contractor shall provide comprehensive janitorial services for the Federal Public Service Commission (FPSC) including its Headquarters at Islamabad and its Provincial/Regional Offices, as detailed below on payment of cost of service charges per month. The services shall include daily cleaning and sanitation of all office areas, restrooms (50 approximately), windows, and related facilities.

**4.1 Daily Cleaning / Mopping / Sweeping of:**

- i. All floors, walls, staircases and parkings.
- ii. Main entrances, lobbies, walkways and roofs.
- iii. Aluminum panels, glass windows, windowpanes, ceiling fans.
- iv. Carpets cleaning and cobweb removal.
- v. Toilets / washrooms and all common areas.
- vi. Replacement of garbage bags.
- vii. Daily collection and disposal of garbage from offices and common areas.

#### 4.2 Provision of Cleaning Materials Consumable:

- i. Good quality cleaning materials including liquid cleaners, cleaning acids, soaps, phenyl, detergents, Harpic, toilet bowl cleaning tablets, tissue rolls etc.
- ii. Refilling of hand wash dispensers (30 approximately).
- iii. Provision of all necessary cleaning tools such as wipers, mop, brooms, brush, cleaning towels, fumigation etc. and equipment i.e. vacuum cleaners to perform the cleaning tasks

#### 4.3 Washroom Sanitation:

- i. Cleaning of all toilets/washrooms on shift basis.
- ii. Cleaning of floors, walls, tiles, sanitary fittings, commodes, flush and windows.

#### 4.4 Public/Common Area Cleaning:

Regular and thorough cleaning of all public/common areas, receptions on a daily and recurring basis.

#### 4.5 Sanitation Workforce Requirements:

The following number of sanitation workers shall be provided at each FPSC location:

<u>S. No.</u>	<u>Location of Office</u>	<u>Sanitation Workers</u>
i	FPSC Headquarters, F-5/1, Aga Khan Road, Islamabad	10 (Ten) No
ii	FPSC Provincial Office, Lahore	1 (One) No.
iii	FPSC Provincial Office, Karachi	1 (One) No.
iv	FPSC Provincial Office, Peshawar	1 (One) No.
v	FPSC Provincial Office, Quetta	1 (One) No.
vi	FPSC Regional Office, Sukkur	1 (One) No.
vii	FPSC Regional Office, Multan	1 (One) No.
viii	FPSC Regional Office, Gilgit	1 (One) No.

**Note: FPSC reserves the right to increase/decrease number of janitorial workers at any station as per requirement.**

#### 5. ELIGIBILITY OF BIDDERS:

Bidders must meet the following eligibility criteria to participate in the procurement process for janitorial services:

##### 5.1 PPRA Registration:

The bidder shall be registered with the PPRA e-Pak Acquisition and Disposal System (E-PADS).

##### 5.2 Tax Registration:

The bidder must be registered with the Federal Board of Revenue (FBR) for Income Tax / Sales Tax purposes, as may be applicable.

### **5.3 Blacklisting Declaration:**

The bidder must **not be blacklisted** by any Government, Semi-Government, Autonomous body, or organization at the time of bid submission via E-PADS. An affidavit to this effect must be submitted on a stamp paper of Rs. 100/-.

### **5.4 Business Information:**

The bidder shall provide the following details and documentation to demonstrate their legitimacy and capability:

- 5.4.1 Name and full address of the firm/company/contractor
- 5.4.2 Valid registration certificate for provision of janitorial services
- 5.4.3 Active landline phone number of the business office
- 5.4.4 Bank account details
- 5.4.5 Valid NTN (National Tax Number) / GST (General Sales Tax) certificates
- 5.4.6 Certificate confirming status as an **Active Taxpayer** on FBR ATL
- 5.4.7 Proof of at least two (2) years of experience of providing janitorial services
- 5.4.8 Performance certificate from at least one Government/Semi-Government/Autonomous Body or reputable private organization based at ICT confirming satisfactory delivery of janitorial services by the firm/contractor.

## **6. NON-RESPONSIVENESS OF THE BID:**

6.1 A bid shall be considered **non-responsive** and shall be **liable to rejection** if the bidder fails to comply with the following submission requirements:

- 6.1.1 Uploading of scanned copies of all required documents via E-PADS (e-Pak Acquisition and Disposal System).
- 6.1.2 Provision of attested hard copies of all required documents, including original Bid Security (CDR) and an affidavit on stamp paper worth Rs. 100/-, submitted to the Assistant Director (Logistics), FPSC, before the bid submission deadline.
- 6.1.3 If the rate (s) are incomplete, unclear, conditional, altered or ambiguous multiple options etc.
- 6.1.4 If the bid is found to be in contravention of any clause in the bidding documents.

## 7. EVALUATION CRITERIA:

The following criteria shall be applied for evaluating the **eligibility** and **responsiveness** of the firm/company/contractor. Failure to fulfill any of the following mandatory requirements shall result in the bid being declared **non-responsive** and disqualified from further evaluation.

S. No.	Description	Remarks
i.	Submission of the original Bid Security/CDR amounting to Rs. 500,000/-, in the form of Demand Draft / Pay Order / CDR / Banker's Cheque, in favor of FPSC, in the office of Deputy Director (Logistics) before bid closing time.	If Yes, Eligible; If No, Ineligible
ii.	Submission of the scanned copy of Bid Security/CDR (Rs. 500,000/-) via E-PADS.	If Yes, Eligible; If No, Ineligible
iii.	Submission of original affidavit on Rs.100/- stamp paper via E-PADS, affirming that the bidder is not blacklisted by any organization/department at the time of bid submission.	If Yes, Eligible; If No, Ineligible
iv.	Submission of scanned affidavit on Rs.100/- stamp paper via E-PADS, affirming that the bidder is not blacklisted by any organization/department at the time of bid submission.	If Yes, Eligible; If No, Ineligible
v.	Submission of the scanned copy of proof of at least two (2) years' experience in janitorial services for any Govt./Semi-Govt./Autonomous Body/Reputed Organization via E-PADS.	If Yes, Eligible; If No, Ineligible
vi.	Submission of scanned copy of Performance certificate from at least one Government/Semi-Government/Autonomous Body or reputable private organization based at ICT via E-PADS.	If Yes, Eligible; If No, Ineligible
vii.	Submission of the scanned copy of Income Tax Return for the year 2023-2024 via E-PADS.	If Yes, Eligible; If No, Ineligible
viii.	Submission of the scanned copy of registration proof of the firm/company for janitorial/cleaning services via E-PADS.	If Yes, Eligible; If No, Ineligible

## 8. LIAISON OFFICER:

The Assistant Director (Logistics-I), FPSC, shall serve as the Liaison Officer between the Federal Public Service Commission and the contractor. The Liaison Officer shall be responsible for:

- Coordinating communication and operational matters between FPSC and the contractor
- Ensuring the contractor adheres to the terms of the agreement
- Supervising the performance and service quality of the janitorial staff
- Addressing any complaints, feedback, or service-related issues during the contract period

## **9. FORM OF BID(S):**

### **9.1 Submission of E-Bid:**

- i. The submission and opening of e-bids shall be carried out via E-PADS (e-Pak Acquisition and Disposal System) in accordance with the E-Pak Procurement Regulations, 2023.
- ii. All bidders must upload their e-bids as per the prescribed method outlined at the official portal: <https://eprocure.gov.pk>.

### **9.2 Language of Documents**

All documents and correspondence related to the bid shall be in English.

### **9.3 Covering Letter and Signatures**

- i. A scanned copy of a covering letter, printed on the official letterhead of the firm, must be uploaded with the e-bid.
- ii. All pages of the bid must be signed and sealed by the person authorized to sign on behalf of the bidding firm/company.

## **10. COST OF BID:**

The firm/vendor shall bear all costs associated with the preparation, submission, and processing of its e-bid. Under no circumstances shall the Federal Public Service Commission (FPSC) be held responsible or liable for any expenses, losses, or costs incurred by the bidder in connection with the bidding process, regardless of the outcome.

## **11. CLARIFICATION OF BIDS:**

No bid shall be modified, altered, or withdrawn after the opening of the e-bids. Any clarification(s), if required, shall be sought and provided in accordance with Rule 31 of the Public Procurement Rules, 2004.

## **12. DEADLINE FOR SUBMISSION OF BIDS:**

- 12.1 Submission of E-Bids:** All e-bids must be uploaded via the E-PADS portal strictly within the timeline specified in the advertisement / bidding documents.
- 12.2 No Alternate Submission Methods:** Bids submitted by hand, through postal mail, fax, telegram, or email shall not be accepted under any circumstances.
- 12.3 No Extension of Deadline:** No requests for an extension of the bid submission deadline shall be entertained once the specified deadline has passed. Bidders are advised to submit their bids well before the closing time to avoid any last-minute issues.

## **13. BID PRICE:**

### **13.1 Currency and Taxes**

The bid price must be quoted in Pakistani Rupees (PKR) and must be inclusive of all applicable taxes.

### **13.2 Information on Requirements**

The bidder is deemed to have obtained all necessary information related to the scope of work, site conditions, and any other factors that may affect the bid price. No claim for additional costs arising from a lack of information shall be entertained.

### **13.3 Pricing**

Price of service charges must be quoted in accordance with scope of work provided in the bidding document. Partial, conditional, or ambiguous pricing may lead to bid rejection. The bidders shall quote the price of bids on the basis of service charges on per month person basis. The work of cleaning material consumable must also be included in the bid price. Bids must be submitted on form prescribed at Section 30 of the bidding documents.

### **13.4 Market Conditions and Inflation**

The bidder must take into account current market conditions and inflation while preparing the bid. No request for price escalation or adjustment shall be accepted at any stage during the contract period, due to fluctuations in the cost of goods or services.

## **14. BID SECURITY:**

### **14.1 Submission of Bid Security**

- i. A bid security of Rs. 500,000/- (Rupees Five Hundred Thousand Only) must be submitted in the form of a Call Deposit Receipt (CDR), Demand Draft, Pay Order, or Banker's Cheque, drawn in favor of the Federal Public Service Commission (FPSC).
- ii. A scanned copy of the bid security must be uploaded via E-PADS.
- iii. The original bid security shall be submitted to FPSC Headquarters before the bid submission deadline.

### **14.2 Non-Accepted Forms : Personal cheques or cash shall not be accepted under any circumstances.**

### **14.3 Mandatory Requirement: Any e-bid not accompanied by the required bid security shall be rejected and treated as non-responsive.**

### **14.4 Return of Bid Security: The bid security of unsuccessful bidders shall be returned upon completion of the bid opening process.**

### **14.5 Release of Bid Security:**

The bid security of the **successful bidder** shall be released only after:

- i. Signing of the **contract agreement** with FPSC, and
- ii. Submission of a **performance guarantee** from a **Scheduled Bank** or an **Insurance Guarantee** from a company having at least an **AA rating**.



#### **14.6 Forfeiture of Bid Security**

The bid security shall be forfeited if the **successful bidder** fails to sign the contract agreement or provide the performance guarantee **within the time period** specified by FPSC.

#### **15. OPENING AND EVALUATION OF BIDS:**

**15.1 Opening of Bids :** All e-bids shall be opened electronically through E-PADS by the Procurement Evaluation Committee of FPSC, in line with the provisions of the E-Pak Procurement Regulation, 2023. The bids shall be opened on **13<sup>th</sup> June, 2025 (Friday) at 11:00 AM.**

**15.2 Evaluation of Bids:** The evaluation of e-bids shall be conducted in accordance with the criteria defined in the bidding documents. An Evaluation Report shall be prepared and published on E-PADS as per Rule 35 of the Public Procurement Rules, 2004, prior to approval by the Competent Authority.

#### **16. AMENDMENT IN THE BIDDING DOCUMENTS:**

**16.1 Modification or Amendment:** The Federal Public Service Commission (FPSC) may, at any time prior to the deadline for submission of bids, amend or modify the bidding documents by issuing an addendum. Such modifications shall be made in accordance with Rule 23(3) of the Public Procurement Rules, 2004.

**16.2 Extension of Submission Deadline:** FPSC reserves the right to extend the bid submission deadline at its discretion. Any extension shall be made in line with Rule 27 of the Public Procurement Rules, 2004, and shall be communicated through an official notification on E-PADS.

#### **17. CLARIFICATION OF BIDDING DOCUMENTS:**

Interested bidder(s) seeking any clarification regarding the bidding documents may submit their queries through the E-PADS portal, in accordance with the E-Pak Procurement Regulations, 2023. All clarification requests must be submitted within the timelines specified on E-PADS. No queries shall be entertained after the lapse of the specified deadline.

#### **18. ANNOUNCEMENT OF FINAL EVALUATION REPORT:**

In accordance with Rule 35 of the Public Procurement Rules, 2004, the procuring agency (FPSC) shall announce the results of the bid evaluation on E-PADS in the form of a Final Evaluation Report. This report shall include justifications for the acceptance or rejection of bids and shall be published at least fifteen (15) days prior to the award of the contract.

**19. RIGHT RESERVED:**

As per Rule 33(1) of the Public Procurement Rules, 2004, the Federal Public Service Commission (FPSC) reserves the right to reject all bids or proposals at any time prior to the award of the contract, without incurring any liability to the affected bidder(s). Upon request, the procuring agency shall communicate to any bidder the grounds for rejection of their bid; however, it shall not be obligated to justify those grounds.

**20. WORK ORDER:**

Upon issuance of the Letter of Intent (LOI) and signing of the contract agreement, the successful bidder shall be required to commence the services immediately, as per the terms and conditions of the contract. The Bid Security instrument submitted by the successful bidder shall be released only after the submission of a Performance Guarantee equivalent to 5% of the annual bid value, issued by a Scheduled Bank or a company with at least an AA rating, as per the approved format.

**21. PERFORMANCE SECURITY/GUARANTEE:**

Following the signing of the contract agreement, the successful bidder shall, within 30 days, provide a Performance Security/Guarantee to the employer (FPSC). The performance guarantee/security shall be equivalent to 5% of the estimated annual contract value. The performance security can be submitted in any of the following forms:

- Bank security issued by a Scheduled Bank.
- OR
- Insurance guarantee issued by an AA-rated insurance company.

**22. TERMS OF PAYMENT:**

- i. **No Advance Payments:** No advance payments shall be made to the contractor under any circumstances.
- ii. **Payment After Deductions:** Payments shall be made after the deduction of all applicable taxes as per the prevailing tax laws.

**23. ENTRY INTO FORCE OF PERFORMANCE OF SERVICE CONTRACT:**

As per Rule 44(a) of the Public Procurement Rules, 2004, the Performance of Service Contract shall enter into force upon the signing of the contract agreement by both parties and upon the submission of the required performance security.

**24. BLACKLISTING OF SUPPLIERS AND CONTRACTORS:**

- 24.1 Grounds for Blacklisting: The Procuring Agency reserves the right to blacklist any bidder, supplier, or contractor at any stage of the contract for reasons including, but not limited to:
- 24.2 Consistent failure to provide satisfactory performance, or
- 24.3 Engagement in corrupt or fraudulent practices, as per Rule 19 of the Public Procurement Rules, 2004 (amended).
- 24.4 Opportunity for Hearing: Before any blacklisting decision is made, the Procuring Agency shall provide the affected bidder, supplier, or contractor an opportunity for a hearing, during which the reasons for blacklisting shall be recorded and communicated.

**25. REDRESSAL OF GRIEVANCES:**

As per Rule 48 of the Public Procurement Rules, 2004, any grievances or complaints raised by bidders during the procurement process shall be addressed in accordance with the procedures outlined in the rule. The Procuring Agency shall ensure that all complaints are reviewed and resolved in a fair and transparent manner.

**26. SIGNING OF CONTRACT AGREEMENT:**

- 26.1 **Signing of Agreement:** Promptly after the publication of the Final Evaluation Report on E-PADS and the acceptance of the Letter of Intent (LOI) by the successful bidder, the Procuring Agency shall sign and date the contract agreement.
- 26.2 **Failure to Sign Contract:** If the successful bidder, after completion of all required formalities, fails to sign the contract or refuses to accept it, the Bid Security instrument shall be forfeited. Additionally, the bidder shall be blacklisted for a minimum of six months. In such cases, the Procuring Agency may award the contract to the next lowest evaluated bidder.
- 26.3 **Stamp Paper Requirement:** The Contract Agreement shall be executed on stamp paper with a minimum value of Rs. 100/-. The successful bidder shall be responsible for arranging the required stamp paper.
- 26.4 **Signing of Agreement:** The Contract Agreement shall be signed by the Director (Logistics) on behalf of the Procuring Agency (FPSC).

**27. AWARD OF CONTRACT:** The Procuring Agency (FPSC) shall award the contract to the firm/bidder whose bid shall be determined to be substantially responsive and most advantageous, provided that the bidder is:

- 27.1 The bidder is eligible in accordance with the provisions of the PPRA Rules.
- 27.2 The bidder is qualified to perform the contract and is capable of executing the contract satisfactorily.

**28. COMPLIANCE WITH PUBLIC PROCUREMENT RULES:**

These bidding documents are subject to all provisions of the Public Procurement Rules, 2004 and S.R.O. 296(I)/2023, dated 27.02.2023, titled "E-Pak Procurement Regulations, 2023", as applicable.

**29. GENERAL TERMS & CONDITIONS:**

- 29.1** Bidding documents can be downloaded free of cost from the FPSC's website ([www.fpsc.gov.pk](http://www.fpsc.gov.pk)), the PPRA's website ([www.ppra.org.pk](http://www.ppra.org.pk)), and E-PADS (<https://eprocure.gov.pk>).
- 29.2** Bids shall be invited using a single-stage, one-envelope method (combining eligibility criteria and financial bids) in accordance with Procurement Rule No. 36(a) PPR Rules 2004 (amended), via E-PADS by file uploading method.
- 29.3** "FPSC" refers to the "Federal Public Service Commission," represented by the Director (Logistics).
- 29.4** Providing incorrect information may lead to bid rejection at any stage and potential legal action against the firm/company/contractor/bidder.
- 29.5** The contract shall be awarded for one year, extendable annually upto 3 years subject to mutual agreement and satisfactory performance, with prior approval from the Secretary/PAO, FPSC.
- 29.6** Employees of FPSC and their family members shall not permitted to participate in the bidding process.
- 29.7** Subletting of the work shall not be allowed.
- 29.8** Workers must wear uniforms provided by the contractor as per specifications from the Director (Logistics), FPSC.
- 29.9** The firm's representative must attend meetings with the Director (Logistics) as scheduled.
- 29.10** The contractor is responsible for waste collection and transfer to designated disposal sites.
- 29.11** The contractor shall bear all applicable taxes during the contract.
- 30.12** The contractor must ensure daily waste collection and transportation.
- 29.13** No price adjustments shall be allowed for market fluctuations.
- 29.14** The contractor shall be responsible for the repair and maintenance of provided garbage trolleys.
- 29.15** The contractor must comply with all written and verbal instructions from the Director (Logistics), falling within preview of the contract.

- 29.16** Monthly bills must be submitted by the 25th of each month.
- 29.17** The contract agreement shall be executed on stamp paper worth at least Rs. 100/-.
- 29.18** If the awarded bidder refuses to execute the contract, the bid security shall be forfeited, and the contract may be offered to the next lowest bidder.
- 29.19** FPSC reserves the right to terminate the contract after issuing a 15-day show-cause notice in case contractor fails to meet performance standards.
- 29.20** Either party may terminate the contract with one month's notice.
- 29.21** The successful bidder's bid security shall be returned after signing the contract and providing the performance security.
- 29.22** The successful bidder must provide a performance guarantee of 5% of the estimated contract amount within thirty days of receiving the letter of intent.
- 29.23** Performance security shall be released upon contract completion and payment of the final bill.
- 29.24** FPSC reserves the right to increase/decrease number of sanitary workers at any station as per requirements.
- 29.25** Workers and contractors must adhere to FPSC policies and norms.
- 29.26** The contractor must ensure that workers are not addicted to drugs or alcohol.
- 29.27** The contractor must comply with all applicable labor and other relevant laws.
- 29.28** Any taxes or surcharges levied by the government during the agreement shall be borne by the contractor.
- 29.29** The contractor shall bear liability for any worker injury or death, with FPSC not responsible for compensation.
- 29.30** Any claims for injury, loss, or death of workers shall be settled by the contractor, with no liability on FPSC.
- 29.31** FPSC shall make monthly payments through AGPR, subject to the submission of detailed bill by the contractor to the office of Director (logistics).
- 29.32** The contractor shall be required to provide a certificate confirming that wages have been paid in accordance with the minimum rates notified by the Directorate of Industries and Labour Welfare, Govt. of Pakistan.
- 29.33** FPSC reserves the right to reject any or all bids, in accordance with Rule 33(1) PPR-2004.

**30. BID SUBMISSION FORM (shall be uploaded on E-PADS):**

The Firm/Company/Contractor shall submit the bid price on the provided format by writing the bid price in figures and words. The form shall be signed, stamped, and uploaded on E-PADS. Do not submit this form physically to the Assistant Director (Logistics), FPSC, along with other documents required to determine eligibility before the closing deadline for submission of bids through E-PADS. After marking of attendance of Procurement (Evaluation) Committee of FPSC on E-PADS, bidders shall provide a signed copy of this form uploaded on the E-PADS to the Procurement (Evaluation) Committee of FPSC, in case of non-compliance bidder/firm shall be disqualified from the bidding process.

1.	Title Name of Service	Provision of Janitorial Services at Federal Public Service Commission Headquarters F-5/1, Aga Khan Road, Islamabad, and at its Provincial/Regional Offices.
2.	Name of firm / company / contractor / bidder	
3.	Per person and per month service charges including cleaning material consumable and all applicable taxes per month (Ref: Clause 13.3 of Section 13 of bidding document.	Rs. _____ Per Month (Rupees _____ _____
<b><u>Signature of</u></b> firm / company / contractor/ bidder		<b><u>Stamp of</u></b> firm / company / contractor/ bidder

Name \_\_\_\_\_

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

Cell No. \_\_\_\_\_