



**Accountant General Pakistan Revenues**

**Sub office, Lahore**

**TENDER NOTICE FOR SERVICE RENDERING (2020-2021)**

The office of the Accountant General Pakistan Revenues (AGPR), Sub Office, Lahore invites sealed bids from Companies/Suppliers registered with income tax and sales tax authorities for provision of janitorial services. Detailed tender documents can be collected from Routine Section of AGPR Sub Office, Lahore till the closing date.

**TERMS & CONDITIONS**

- i. This tender bid document is being issued under the PPRA Rules 2004. All rules and associated clauses with amendments (up to date) in PPRA Rules 2004 shall apply on this procurement.
- ii. Tender document can be purchased from Routine Section AGPR (SOL) upon payment of Rs.1000/- as tender fee.
- iii. Bid security shall be @ 2% of the bid price in shape of bank pay order issued in favor of DDO, AGPR Sub Office Lahore which shall be attached with the bid.
- iv. Copies of CNIC, National Tax Number (NTN) and General Sales Tax (GST) certificates should be attached with the bid.
- v. Financial bid (inclusive of all taxes) must be produced on bidder's letter head and must be signed and stamped by the bidder or his authorized representative.
- vi. Rates quoted in this tender shall be applicable for the Financial Year 2020-21. No changes will be acceptable afterwards.
- vii. The contract shall be initially for one financial year from the signing of the contract subject to satisfactory performance of services. Further extension can be made as per mutual agreement.
- viii. The service provider shall be responsible to maintain cleanliness of the office premises through and use of professional mopping which includes cleanliness of floor, stairs, doors, windows and fixtures.
- ix. All equipment and material required for cleanliness will be provided by the service provider.

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- x. Cleaning services shall be provided from 8am to 5pm on all working days.
- xi. The firm must provide uniform-kits, shoes, identification cards etc. to its staff deployed at the office. Each uniform set will comprise of shirt and loose trousers for staff with stitched logo of the company name and identification. All staff is required to be in clean uniform at all times.
- xii. In case of absence of a sweeper from duty, the service provider shall be responsible for providing a replacement. In case of non provision, deduction from monthly bill will be made accordingly.
- xiii. Monthly payment of bill will be subject to clearance by Inspection Committee. In case of non performance of contract or delayed services, the security deposited will be forfeited and the contract will be terminated and the firm may be blacklisted.
- xiv. Number of janitorial staff may be increased or decreased as per availability of funds.
- xv. Bidders are required to provide list of clients as proof of experience; minimum 05 years professional experience in janitorial services.
- xvi. Working experience sheet must be attached.
- xvii. Affidavit that the firm is not blacklisted and is not in litigation with any organization/department (public or private).
- xviii. The Competent Authority/Procuring Agency reserves the right to reject the bids in terms of Clause 33 of PPRA Rules.
- xix. Sealed Tenders duly completed in all respect must be delivered by courier/post or can be submitted by hand in the tender box placed in the office of the Accounts Officer (Admn-I) during Office hours i.e. 9:00 a.m to 5.00 p.m (sharp) except Saturday and Sunday till 11.00 p.m on the closing date i.e. 20-10-2020.
- xx. Bids shall be opened on 20-10-2020 at 12.00 p.m in presence of bidders/authorized representatives.

*Yajmune*  
Director General Pakistan Revenues