

**GOVERNMENT OF PAKISTAN
(MINISTRY OF INTERIOR)
NATIONAL DATABASE & REGISTRATION AUTHORITY
REGIONAL HEAD OFFICE NADRA
89-A, Sindhi Co-Operative Housing Society Airport Road Sukkur
Telephone: 071-5630054, Fax #071-9310864
ANNUAL CONTRACTS**

**PROVISION OF JANITORIAL SERVICES
TENDER NOTICE NO NADRA-RHO-SUK/03**

1. NADRA Regional Head Office Sukkur invites sealed bids from interested Firms / Companies, registered with Income Tax & Sales Tax Departments and are on Active Taxpayers List of the Federal Board of Revenue/Sindh Revenue Board for Provision of **Janitorial Services**. These Janitorial Services shall be required at different offices of NADRA Sukkur Region located in District /Tehsils/ Cities/ Towns of Sukkur, Larkana, & SBA Divisions.
2. Bids shall be processed through "Single Stage Two Envelop Procedure".
3. "Technical Proposal" must be marked on the Top of envelop and must contain following documents.
 - 3.1 (FBR/SRB) Registration Certificate and proof of being Active Taxpayer.
 - 3.2 Copy of valid registration incorporation certificate.
 - 3.3 Bid Security (**refundable**), in the form of SDR/CDR, amounting to Rs.25,000/- in the name of "**NADRA Regional Head Office Sukkur**".
 - 3.4 Fresh Certificate on legal paper to the effect that the firm has never been blacklisted.
 - 3.5 All documents required for technical evaluation (as detailed in the Tender Documents).
 - 3.6 "Financial Proposal" be sealed in separate envelop which must be marked on top of the envelop. Technical & Financial should reach to Director Admin & HR NADRA Regional Head Office A-89 Sindhi Housing Society Airport Road Sukkur by mail/hand on or before **23 Aug 2024** till **1400 Hrs. Any proposal received after the said date and time shall not be entertained.**
 - 3.7 The Technical Bids for provision of Janitorial Services will be opened on **23 Aug 2024** at **1430** Hours in the presence of the Companies / Firms representative who may like to be present.
 - 3.8 Financial BIDs will be opened after completion of Technical Evaluation and opening date/time will be informed to all successful bidders of Technical Evaluation.
 - 3.9 Quoted rates will remain in force for one year from the date of contract signing, however, annual contract will be extendable up to three years, if agreed by the both parties.
 - 3.10 The Bidding Documents along with detail terms and conditions can be obtained from NADRA RHO A-89 Sindhi Housing Airport Road Sukkur During working Hours 0900 Hours to 1600 Hours in working days only from **8 Aug to 22 Aug 2024** by submitting Demand Draft/Pay Order of Rs.500 Non Refundable in the Name of Regional Head Office Sukkur.
 - 3.11 This advertisement is also available on PPRA website at www.ppra.org.pk.

**Director Admin & HR
NADRA
Regional Head Office Sukkur**