

# **REQUEST FOR PROPOSALS**

**FOR**

**PROVISION OF JANITORIAL STAFF FOR  
SCHOOLS/ COLLEGES OF FEDERAL DIRECTORATE OF EDUCATION (FDE)**



**Federal Directorate of Education,  
Room # 302, 3<sup>rd</sup> floor, Rohtas Road, G-9/4,  
Islamabad.**

**Submission date for sealed proposals: 24-12-2025 by 11:00 am**

**Opening of proposals on 24-12-2025 by 11:30 am**

**Government of Pakistan**  
**Federal Directorate of Education**  
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**“REQUEST FOR PROPOSALS”**  
**(PROVISION OF SERVICES THROUGH OUTSOURCING)**

Federal Directorate of Education (FDE) invites “Sealed Proposals” on “Single Stage - Two Envelope Procedure” from reputable Service Providers/ Firms, who are on Active Tax Payer List (ATL) of FBR and are registered with sales tax/ Income tax department having GST/ NTN Numbers, AGPR Vendor Number for "Provision of services in following categories for deployment in Schools/ Colleges of ICT under Federal Directorate of Education (FDE), Islamabad"

S.#	Services Required	Qty	Duration
1	Janitorial staff	356	2 years

Interested Service Providers/ Firms may download Instructions to Bidders (ITB) from the website of Federal Directorate of Education (FDE) <https://www.fde.gov.pk> and website of PPRA <https://www.eprocure.gov.pk>. The Proposals must reach this office on or before December 24<sup>th</sup>, 2025 by 11:00 am and will be opened on the same day, i.e. Monday, December 24<sup>th</sup>, 2025 at 11:30 am in Committee Room of FDE. Electronic proposals will not be entertained other than bids required to be submitted through PPRA e-Procurement Portal-EPADS at (www.eprocure.gov.pk). FDE reserves the right to accept or reject any or all offers under PPRA rules 2004 amended time to time.

**Administrative Officer (Admn-II)**  
Room No.302, 3<sup>rd</sup> Floor, Rohtas Road, G-9/4, Islamabad.  
Ph: 051-9262514

### **BIDDING DOCUMENT:**

Provision of 356 Janitorial Staff for deployment in Schools/ Colleges of Federal Directorate of Education (FDE), Islamabad.

### **INTRODUCTION:**

Federal Directorate of Education (FDE) under the Ministry of Federal Education and Professional Training having a network of more than 430 Schools/ Colleges is responsible to provide quality education under the jurisdiction of Federal Capital Territory.

### **OBJECTIVE:**

The interested bidders will provide 356 Janitorial Staff for deployment in Schools/ Colleges of Federal Directorate of Education (FDE), Islamabad. The said deployment in Schools/ Colleges of FDE will address the issues of fool proof security and cleanliness of the premises.

### **ELIGIBILITY CRITERIA:**

Bidder which meets the following **eligibility criteria/ mandatory requirements** would be declared responsive. Verifiable documentary proof for all following requirements is a mandatory requirement, non-compliance will lead to disqualification: -

- a) Proof of Certificate of Incorporation or Registration with SECP.
- b) The bidder should be registered with relevant Tax authorities FBR and should be on active tax payers list.
- c) Bidder shall complete all the terms & conditions of this Bidding Document.
- d) Equity / Net Worth of the bidder as on closing of last fiscal year should not be less than Rs. 100 million and same shall be reflected in the Audited Accounts, tax returns bank statements.
- e) Affidavit on stamp paper that the Firm/agency has never been blacklisted / debarred by any Government, Semi Government and Autonomous body.
- f) Proof of Social Security registration of the company.
- g) Five Work Orders/ Agreements with Government/Semi Government department, Multinational Companies.
- h) The Bidder shall furnish a (refundable) bid Security of **PKR 3.5 Million** in shape of Call Deposit Receipt in favor of DDO FDE. The bid security of the successful bidder shall be retained as a performance guarantee for the contract period.
- i) Local Office in Islamabad is mandatory.
- j) Joint Venture is not allowed to participate in this bidding process.

**VALIDITY OF BIDS:**

Bids shall remain valid for ninety (90) days w.e.f. date of opening of Technical Proposals. The bids without or less than Ninety (90) days validity will be rejected.

**ALTERNATE BIDS:**

Alternate Bids shall NOT BE ALLOWED, if any bidder elects to submit alternative bid(s)/ proposal(s), both bids ORIGINAL and ALTERNATIVE will be rejected straightaway.

**SUBMISSION OF BIDS/ OFFERS:**

Sealed bids/offers both the proposals i.e. Technical Proposal and Financial Proposal shall be submitted on or before 24<sup>th</sup> December, 2025 @ 1100 hrs on the address given in advertisement. The sealed bids/ offers may also submit by registered mail, on the following address: -

**Administrative Officer (Admn-II)**  
Federal Directorate of Education (FDE),  
Room No.302, 3<sup>rd</sup> Floor, Rohtas Road, G-9/4, Islamabad.

Any bid submitted/ received late, shall not be considered at any stage and shall be returned un-opened.

**OPENING OF BIDS:**

The Technical Proposals shall be opened on **24<sup>th</sup> December, 2025 at 1130 hours** in the Committee Room, Federal Directorate of Education (FDE), Rohtas Road, G-9/4, Islamabad.

The Financial Proposal shall be retained unopened in the custody of FDE and shall be opened of the technically qualified bids having the minimum qualifying points / marks of 75% or more, at a time, date and venue announced and communicated to the bidders in advance.

**TECHNICAL EVALUATION OF BIDS:**

Bids / Offers of the participating firms will be evaluated by the Procurement Committee of FDE under technical evaluation criteria to ascertain the position of firms. The Committee may seek the clarification from the bidders regarding their submitted technical proposals. The Bids/ Offers of the Firms shall be evaluated conformity the requirements of terms & conditions of the bidding document based on the record / documentary evidence submitted by the bidder. The weightage of technical evaluation and financial evaluation are 70 marks and 30 marks respectively. The firm must secure 75% marks (52.5 Marks) in technical evaluation to qualify for further stage.

Marks Allocated for Technical Evaluation	Minimum qualifying Marks 75% of Technical Evaluation marks
70	52.5

## **FINANCIAL PROPOSAL EVALUATION:**

Technically qualified/ successful firms shall be eligible for Financial Proposal(s). The Financial bids shall be opened in the presence of the Bidders at the scheduled date, time and venue communicated in advance. Financial Bids/ Proposals of Technically disqualified / rejected bidders will not be opened and sealed envelope shall be returned to the bidder.

Financial Evaluation and Scoring System for Bids

$$\text{Financial Score} = \frac{\text{price of the lowest quoted firm (Baseline)}}{\text{price quoted by the firm (for all technically qualifiers firms)}} \times 30$$

(Maximum Allocable Marks Score = 30 marks)

The financial bids of technically qualified bidders will be opened publicly at the time to be announced by the Procuring Agency and the financial bids found technically non-responsive shall be returned un-opened to the respective Bidders.

Description	Weightage
Total Allocable marks for Technical Proposal	70
Total Allocable marks in Financial Proposal	30

Total Combined Allocable Score for individual bids = Marks obtained in Technical Evaluation + Marks obtained in Financial Evaluation = 100

Scoring Methodology:

Contract will be awarded to the most advantageous bidder whose product ranks highest in the Combined Evaluation scoring calculated through the Marks awarded to Technical Proposal and Financial Proposal.

The Evaluation Methodology is a combination of non-price factors (in Technical Criteria) and price factor (in Financial Criteria); and each having points as elaborated in the evaluation proformas provided.

Points obtained in the detailed technical evaluation will be carried forward & prorated.

Solved Example of Financial Scoring:

If the lowest quoted price of an item is Rs. 86/-, the same lowest bidder will obtain score as below:

=  $[86 \div 86] \times 30 = 30$  marks, being the lowest bidder for the quoted item.

- If the next higher quoted price of the same item is Rs. 105/-, the marks obtained will be: =  $[86 \div 105] \times 30 = 24.57$  Marks

- If the next higher quoted price of the same item is Rs. 130/-, the marks obtained will be: =  $[86 \div 130] \times 30 = 19.84$  Marks

.... And so on.

**ANNOUNCEMENT OF BID EVALUATION REPORT:**

Bids/ offers including Technical Proposal/Financial Proposals to be evaluated by the Committee constituted by the FDE for the purpose. The Bid Evaluation Report shall be announced and shall be hoisted on websites of the PPRA and Procuring Agency as per PPRA rules 2004 amended time to time.

**BID SECURITY:**

The Bidder shall enclose the **Bid Security amounting to Rs.3.5 Million** in the shape of Deposit at Call or Pay Order or Demand Draft in favor of DDO, FDE. The Bid Security shall be attached with the Technical Proposal. The Bid Security of unsuccessful bidder shall be returned after award of contract or within one week of expiry of bid and Bid security of Successful bidder will retained till the expiry of contract.

## **TERMS OF REFERENCE (TOR's) OF JANITORIAL STAFF**

FDE intends to hire the services of Janitorial Staff from registered and eligible service provider companies/ firms for ICT School/ Colleges under FDE under framework agreement as the number of guards may increase or decrease from time to time on need basis as deemed necessary.

Janitorial Staff Standard:

- i. The Contractor will provide janitorial Service 06 days a week from 06:00 am to 03:00 pm.
- ii. The janitorial staff must complete spotless cleaning of all class rooms, offices, auditorium hall stores parking area, staff rooms and kitchen, before commencement of school/college timings in morning.
- iii. In case of an emergency, the Service provider company must have adequate available resources and bound to provide back up at desired location(s) of School / College in ICT.
- iv. The work under this contract includes cleaning and janitorial services to the ICT School / college of FDE (deployment plan will be shared later on).
- v. Service provider Firm / Company will be fully responsible in case of misconduct caused by the deployed, janitorial staff.
- vi. Payments will be made on a monthly basis against the services provided to the company based on approved invoices.
- vii. Cleaning & washing of toilets three times on daily basis with provision of accessories in all bathrooms of the building of school/ college.
- viii. Proper Training classes about Discipline and guest courtesy will be held by the company after 6 months.
- ix. Janitorial staff deployed by the contractor will carry their Service Cards duly issued/attested from the contractor's firm along with NADRA NIC cards, whenever placed for duty or replaced
- x. Daily attendance of the janitorial staff will be marked in the register at the point in respective school / colleges, the same will be share with school / college administration and focal person of FDE.
- xi. Sweeping/cleaning of complete building of respective school/college internal & external passages twice in a day during school hours.
- xii. The Contractor will make sure through supervisory staff if any, that all the services are efficiently carried out and the school / college building remain clean and tidy all the time with zero complaints of hygienic Safety
- xiii. Cleaning of stairs cases, green area and parking area.
- xiv. General cleaning of Driveway and surrounding area of the school / college
- xv. Material Consumable: All consumable materials such as disinfectants, soap bars, Sweep, Vim Powder, Air Freshener, toilet paper, Phenyl Balls, Antiseptic spray, mosquito spray required for cleaning purposes shall be provided/ arranged by the management of respective schools/ colleges.
- xvi. Tools/ Equipment: The respective schools/ colleges administration shall be responsible for provision of required best quality materials tools including Mops, Mop Buckets, Brooms, Brushes, Wipers, Basket wipers, Cobweb remover, Scraper, Ladders, Gloves, Scrubbing Machine, Wet & Dry Vacuum Cleaners, steel wire for drain line, Sludge pump etc. by their own.

- xvii. The company will be responsible to introduce a janitorial staff to the person in-charge of at Respective School/ College or focal person of FDE before deployment as a substitute.
- xviii. The Service Provider firm shall mention 3% of total services for replacement OR absentees etc. which would be paid by the FDE, and provide the list of reserve staff out of which replacement of removed/ absence/ left janitorial staff would be made done.
- xix. The bidder shall be liable to make payment of wages to the human resource regularly and certificate to this effect will be submitted in first week of succeeding month.
- xx. The rates offered by the company shall be inclusive of overtime charges if applicable of janitorial staff and cost accessories, required for successful provision of required service and all direct and indirect applicable taxes and duties.
- xxi. Deployment of Staff: List showing names addresses along with the attested copies of CNIC of all employees shall be provided to FDE and FDE before deployment. Any replacement shall be intimated to Ministry and FDE in advance. The contractor will be responsible to provide the character verification on Company's Letter Head within 10 days after award of the contract. The Contractor shall immediately replace any Janitorial Worker, as and when instructed by M/o FE&PT and FDE.
- xxii. The total contract period of the framework agreement shall be for two (02) year which may be extendable for subsequent years on satisfactory performance.
- xxiii. Company will be fully responsible in case of misconduct caused by the provided/ deployed security personnel.
- xxiv. The bidder shall be liable to make payment of wages to the human resource regularly and certificate to this effect will be submitted in first week of succeeding month.
- xxv. The human resource engaged by the bidder for the execution of the contract shall not be considered or treated as the employees of Government of Pakistan, M/o FE&PT.
- xxvi. If a bidder is found involved in misconduct, misappropriation, fraud, cheating, theft and defalcation during the currency of the contract, he will be blacklisted and the amount of the security deposit shall stand forfeited in favor of Ministry.
- xxvii. That during the agreement period, if the contractor intends to discontinue the service then he would be under legal obligation to issue the notice for withdrawal of the service at least 90 days in advance, failing which the payment of the remaining bills will not be released to him and security deposit will be forfeited.
- xxviii. In case of any conflict between the two parties, arbitration will be made where Secretary, M/o FE&PT will be final authority after personal hearing of both the parties.
- xxix. Under no circumstances whatsoever, the rates once approved and the acceptance thereof communicated to them shall be reviewed or enhanced upward all during the validity and currency of the contract including the extended period, if any. No application, petition, or appeal in this regard shall be entertained and considered by the procuring agency.



- xxx. The Contractor shall ensure that all janitorial staff engaged under the contract are paid at least the minimum wages as prescribed by the Government of Pakistan. However, if Government increase rate of wage, the same difference will be paid by FDE and ensure onward payment of minimum wage to Janitorial Staff.

### **BIDDING PROCEDURE:**

Bids are invited as per Single Stage–Two Envelope Procedure in accordance with sub rule 2 of rule 46 of the Public Procurement Regulatory Authority (PPRA) rules, 2004 amended time to time.

### **INSTRUCTIONS TO THE BIDDERS:**

- i. Bidder must read all the content of his document and understand all the requirements.
- ii. Bidder must ensure that the Bid Form/ Price Schedule is filled in all respect, without any confusion.
- iii. Bid Security in shape of Demand Draft amounting to **Rs.3.5 Million in favor of DDO, FDE** shall be inserted in the Technical Proposal.
- iv. There should not be any over-writing, double writing, crossed, additional conditions.
- v. Rates shall be quoted clearly in digits as well as in words.
- vi. Each document/paper submitted by the bidder shall be signed/ stamped by the bidder on the face of document.
- vii. Bids shall be submitted in accordance with Single stage–Two Envelope Procedure. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.
- viii. Bidder shall prepare two separate envelopes for Technical as well as Financial Proposal.
- ix. Bidder(s) must write the “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” on the face of relevant sealed envelopes containing relevant bid/offer in it.
- x. Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, bids received after specific date and time and bids of Blacklisted firms shall be treated as rejected /non-responsive.

### **LIST OF DOCUMENTS TO BE ENCLOSED:**

- a) Bidder(s) must ensure that the following documents are enclosed with the **Technical Proposal**.
- b) Complete Bidding Document, duly signed and stamped on its each / every page as acceptance of all terms & conditions;
- c) Attested copy of NTN / Firm Registration Certificate, Sales Tax Registration, SECP and Social Security Certificate(s);
- d) Attested copy of CNIC of signatory of the Bid Form / Price Schedule;
- e) Turn-over of last three years (**100 million per year**) duly supported with Bank Statement/ Financial Statements/ complete Income Tax Return Forms of the bidder;
- f) Affidavit on stamp paper duly notarized to the effect that the bidder is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government.

- g) Affidavit on stamp paper duly notarized to the effect that bidder is not awarded any punishment from any Court of Law.
- h) Bidder(s) must ensure that the following documents are enclosed with the **Financial Proposal:**
- i) Price Schedule duly filled in all respect clearly quote the price.
- j) All payments / transaction shall be made in Pakistani Rupees (PKR) only.
- k) Bidder(s) must work carefully and gross rates to be quoted, including all applicable taxes and also incorporate the impact of Sales Tax. FDE shall make payments after deduction of all applicable taxes.

## **TECHNICAL PROPOSAL EVALUATION CRITERIA**

	<b>Evaluation Parameters / Sub-parameters</b>	<b>Maximum Points</b>
<b>1.</b>	<b>Establishment of the Firm/ Company (Credible documentary evidence must be provided) Except Joint Venture.</b>	<b>Max.20</b>
1.1	10 years or above	20
1.2	08 years or above	16
1.3	06 years or above	12
1.4	Below 06years (01 year = 01 Mark)	--
<b>2.</b>	<b>Past experience for management of 200 persons for provision of services in any field excluding construction of building. (Credible documentary evidence must be provided)</b>	<b>Max.20</b>
2.1	150 persons or more	20
2.2	100 persons or more	15
2.3	50 personsormore	10
<b>3.</b>	<b>Relevant Experience of the Firm / Company. (Govt./ Semi-Govt./ Multinational) (Last 05 years)</b>	<b>Max.10</b>
3.1	05 or more work orders	10
3.2	Less than 05 (01 work order = 01 Mark)	05
<b>4.</b>	<b>Average Annual Turnover during the last 03 financial years (As per ITR/ Audited Statements of Accounts OR Bank Statement must be provided)</b>	<b>Max. 20</b>
4.1	PKR100 - 120 Million	10
4.2	PKR121 - 140Million	15
4.3	PKR141 Million and above	20
<b>TOTAL POINTS</b>		<b>70</b>

**BID FORM / PRICE SCHEDULE**

(To be submitted on Official Letter head of the company duly Signed & Stamp)

Sr. #	Description of Service	Quantity	Unit Price inclusive of all taxes (monthly)	Total Price inclusive of all taxes (monthly)
1.	Janitorial Staff / worker	356 Nos		

**Signature:**

\_\_\_\_\_

**Name:**

\_\_\_\_\_

**C.N.I.C:**

\_\_\_\_\_

**Designation:**

\_\_\_\_\_

**Company Name:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact No.:**

\_\_\_\_\_

**E-mail Address:**

\_\_\_\_\_

## **General Conditions of Contract**

### **Contract:**

The FDE shall send the Contract, to the successful Tenderer for a period of two years, which is further extendable for a period of one year on mutual consent of both the parties. Within ten working days of the receipt of such Contract, the Tenderer shall sign and date the Contract.

### **Contract Documents and Information:**

The Service Provider shall not, without the FDE prior written consent, make use of the Contract, or any provision thereof, or any document(s), specifications, drawing(s), pattern(s), sample(s) or information furnished by or on behalf of the Ministry in connection there with, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

### **Contract Language:**

The Contract and all documents relating to the Contract, exchanged between the Service Provider and the FDE, shall be in English. The Service Provider shall bear all costs of translation to English and all risks of the accuracy of such translation.

### **Price:**

The Service Provider shall not charge prices for the services provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Service Provider in the Price Schedule (Financial Bid).

### **Assignment / Subcontract:**

The Services will not assign or sub-contract its obligations under the Contract, in whole or in part.

### **Extensions in time for performance of obligations under the Contract:**

If the Service Provider encounters conditions impeding timely performance of any of the obligations, under the Contract, at any time, the Service Provider shall, by written notice served on the FDE, promptly indicate the facts of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of such notice, the FDE shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Service Provider with a copy to the Client, extend the Service Providers time for performance of its obligations under the Contract.

### **Termination for Default:**

If the Service Provider fails / delays in performance of any of the obligations, under the Contract/violates any of the provisions of the Contract/ commits breach of any of the terms and conditions of the Contract, or engages in any illegal activities, the FDE may, at any time, without prejudice to any other right of action/ remedy it may have, by written notice served to the Service Provider, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Service Provider provided that the termination of the Contract shall be resorted to only if the Service Provider does not cure its failure/ delay, within fifteen working days (or such longer period as the Client may allow in writing),after receipt of such notice.

**Termination for Insolvency:**

If the service provider becomes bankrupt or otherwise insolvent, the FDE may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Service Provider, indicate the nature of the insolvency, and terminate the Contract, in whole or in part, without any compensation to the Service Provider.

**Termination for Convenience:**

The FDE may, at any time, by written thirty (30) days' notice served on the Service Provider, terminate the Contract, in whole or in part. The Services which are complete or to be completed by the Service Provider, within thirty working days after the receipt of such notice, shall be accepted by the FDE. For the remaining services, the FDE may elect:

**Force Majeure:**

Force majeure shall mean any event, act or other circumstances not being an event, act or circumstance under the control of the FDE or of the Service Provider. If by reasons of Force Majeure supplies or services cannot be delivered by the due delivery date, then the delivery date may be extended appropriately by the FDE keeping in view all the circumstances and requirements.

**Dispute Resolution:**

The FDE and the Service Provider shall make every effort to amicably resolve, by direct in formal negotiation, any disagreement or dispute arising between them under or in connection with the Contract. If, after thirty working days, from the commencement of such informal negotiations, the FDE and the Service Provider have been unable to amicably resolve a Contract dispute, either party may, require that the dispute be referred to Secretary, M/o FE&PT being the final authority after personal hearing of both the parties.

**Taxes and Duties:**

The Service Provider shall be entirely responsible for all applicable taxes, duties and other such levies imposed by the concerned local provincial and federal authorities in Pakistan.

**Contract Cost:**

The Service Provider shall bear all costs/ expenses associated with the preparation of the Contract and the FDE and shall in no case be responsible/ liable for those costs/ expenses, e.g. Contract Stamp duty charges etc.

**Authorized Representative:**

The Service Provider may, at their exclusive discretion, appoint their Authorized Representative and may, from time to time, delegate any / all of the duties / authority, vested in them, to their authorized Representative(s), including but not limited to, signing on their behalf to legally bind them, and may, at anytime, revoke such delegation. The Authorized Representative shall only carry out such duties and exercise such authority as may be delegated to him, by the M/o FE&PT, or the Service Provider.

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