



FALO LAHORE

**MINISTRY OF FOREIGN AFFAIRS  
LIAISON OFFICE LAHORE**

43-N Block Gulberg-II, Lahore

Tel: 042-37824023, 37824025

Fax: 042-37824024

The Ministry of Foreign Affairs intends to float a tender for Janitorial & Maintenance Services for FALO Lahore office.

2. As per Rule-12 of Public Procurement Regulatory Authority Rules 2004 as notified by the Finance Division vide SRO No. 432(I)/2004 dated June 08, 2008, we are required to float the tender notice on PPRA's website ([www.ppra.org.pk](http://www.ppra.org.pk)).

3. The PPRA is therefore, requested to make necessary arrangements for publishing the tender notice on the above mentioned website on **01<sup>st</sup> December, 2025** positively. The copy of tender notice is enclosed.

  
(Ali Faraz)

Deputy Chief of Protocol


**Mr. Rizwan Mehmood,**  
**Director (MIS), PPRA**  
**Islamabad.**

**Government of Pakistan  
Ministry of Foreign Affairs  
Camp Office  
Lahore  
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**Tender Notice**

Sealed bids are invited by the Ministry of Foreign Affairs Liaison Office, Lahore from experienced & well reputed firms having experience in the field of **janitorial & maintenance services** for Ministry of Foreign Affairs, Liaison office Lahore.

2. The tender documents containing all relevant details can be obtained from the office of Ministry of Foreign Affairs, Liaison office Lahore within fifteen days by submitting an application with a copy of Sales Tax Registration Certificate and National Taxation Number Certificate along with a pay order of Rs. 1000/- (Non-refundable) in favor of Ministry of Foreign Affairs, Liaison office Lahore.
3. Interested firms/companies may send their bidding documents in sealed envelopes for the subject work. Earnest money in the shape of Demands Draft @ 5% of the total amount of tender in favor of Ministry of Foreign Affairs, Liaison office Lahore must accompany the application, without which no bidding documents will be accepted.
4. Bidding documents can be submitted in the office of Deputy Chief of Protocol, Ministry of Foreign Affairs, Camp office Lahore, till 1100 hours on 16<sup>th</sup> December, 2025 and will be opened at 11:30 hours same day.
5. The details of work can be obtained from the office of Ministry of Foreign Affairs, Liaison office Lahore during working days in the office hours.
6. "SINGLE STAGE ENVELOPE PROCEDURE" will be followed. Firms should mark the envelope with the words FINANCIAL PROPOSAL, and then seal the envelope in a single package.
7. The Ministry of Foreign Affairs reserves the right to accept or reject all bids in accordance with the PPRA Rules.

  
(Ali Faraz)  
Deputy Chief of Protocol



**Tender Document / BOQ**

**JANITORIAL SERVICES FOR MINISTRY OF FOREIGN AFFAIRS, LIAISON  
OFFICE, LAHORE.**

The Ministry of Foreign Affairs intends to hire a well reputed and experienced firm for provision of following staff along with cleaning materials for “Janitorial services” at Ministry of Foreign Affairs Liaison Office, Lahore:-

Sr. No	Type of Services	No. of staff required
1.	Janitorial	04

2. Company will be obliged to fulfill following requirements regarding development of human resource.

- i. Company shall provide the required and trained human resource in uniform
- ii. Staff must be physically fit for work. Medical fitness certificates must be provided to the Ministry.
- iii. There will be no compromise on attitude and conduct of the staff. Any misconduct of the staff shall not be acceptable. The firm has to replace the guilty person immediately.
- iv. Company has to provide trained and mature staff abiding by the age limits according to labor laws of Pakistan.

3. Furthermore, the Ministry requires following pre-requisites from the Service Provider:-

- i. Firm's experience in the relevant field.
- ii. Performance Guarantee in shape of Bank Draft of Rs. 500,000/- from the winning firm in the name of Ministry of Foreign Affairs, Liaison office, Lahore after award of contract.
- iii. The firm has to ensure presence of all workers from 08:00 hrs to 17:00 hrs daily except holidays, however 2-3 janitorial staff have to be present till 21:00 hrs in the office.
- iv. The firm has to ensure quantity and quality of the services provided including material and professional staff.
- v. Timings must strictly be followed which will be checked by the Ministry without notice.
- vi. Security Clearance Certificate of the Firm as well of the staff deputed.
- vii. Worker's Age as per Government existing policy is to be followed.
- viii. Urgent actions must be ensured on complaints.
- ix. Supervisor's full cooperation with Ministry's staff especially on complaints and surety of timely action on complaints.
- x. 02 Janitorial staff may be called on weekend/holidays.

- xi. Firm has to ensure the availability of required cleaning materials including Soaps, Hand wash, Tissue Rolls, Towels and other toilet items around the clock during the office hours.
- xii. The firm has to carry out floor polishing once in a month.
- xiii. The uniform of the staff will be approved by the Ministry.
- xiv. Firms will be evaluated on the basis of their past experience, NTN and STN certificates, no of employees and financial position.
- xv. Financial bids will be evaluated on lump sum basis, and it should be inclusive of all government taxes.
- xvi. Period of initial contract will be One Year which may be renewed on the basis of the quality work of the firm.
- xvii. Cost of the bid should include the cost of cleaning material as well.

4. The firm has to ensure following cleaning material and any other item (if needed) for janitorial services:-

Sr. No	Cleaning Material to be used
1.	Soap
2.	Hand Wash
3.	Tissue Rolls
4.	Towels
5.	Air Freshener
6.	Dettol Surface Cleaner
7.	Dispenser Tissues
8.	Brooms (Hard and Soft)
9.	Mosquitoes killer spray Mortein
10.	Dry Mop
11.	Wet Mop
12.	Wiper
13.	Spray for glass cleaning Glint
14.	Harpic toilet cleaner
15.	Sweep for toilet cleaning
16.	Mr. Muscle all purpose cleaner
17.	Mr. Sheen multi surface polish
18.	Wooden Polish
19.	Phenyl
20.	Roomi airfreshner cubes with hanger for toilets
21.	Scotch Brite
22.	Platic garbage bags for Dustbins
23.	Vim Powder
24.	Carpet Brush
25.	Commode Brush
26.	Provision of dual water moping bucket with wringler system including dirty water bucket
27.	Provision of twisted loops dust/dry mops



28.	Provision of cotton mops 4 feet long 6lbs each
29.	Large size rough towel for wet moping
30.	Heavy duty Vacuum Cleaner

### **Ground Floor**

01. DCP office	=	01
02. ACP office	=	03
03. Consular section	=	01
04. Accounts office	=	01
05. P.A office	=	01
06. Kitchen	=	01
07. Dirty Kitchen	=	01
08. DP Room	=	01
09. Service Room	=	01
10. Staff Toilets	=	04
11. Stairs and landing	=	01
12. Toilets for Gate staff	=	01

### **Basement**

01

### **First Floor**

01. Halls	=	01
02. Stairs and Landing	=	01

### **Second Floor**

01. Record Room	=	01
02. Stairs and Landing	=	01
03. Guard Room	=	02
04. Guard Washroom	=	02
05. Rooftop	=	01



(Ali Faraz)  
Deputy Chief of Protocol