

**MINISTRY OF ENERGY (POWER DIVISION)**  
**NATIONAL ENERGY EFFICIENCY & CONSERVATION AUTHORITY**  
**NEECA BUILDING, G-5/2, ISLAMABAD, PAKISTAN**  
[www.neeca.gov.pk](http://www.neeca.gov.pk)

F: No.1/NEECA/Admin/Cores/25-26

Islamabad, the 27<sup>th</sup> November 2025

To,

The Director Advertisement,  
Press Information Department  
Government of Pakistan Islamabad.

**SUBJECT: RELEASE ORDER FOR ADVERTISEMENT TITLED “(HIRING A SERVICE PROVIDER FIRM FOR PROVISION OF JANITORIAL SERVICES IN NEECA BUILDING”**

Dear Sir,

The undersigned is directed to arrange for publication of the attached advertisement in One English and Two Urdu National Newspapers on 27<sup>th</sup> November, 2025 (Thursday), on Ordinary position in Black and White, for the following stations.

Sr #	Language	Stations	Name of the Newspaper
1	English	Combined	The News
2	Urdu	Combined	Duniya
3	Urdu	Combined	Ausaf

2. The advertisement text has been approved by the Competent Authority and may kindly be released through the Press Information Department (PID).

3. The expenditure to this effect for the advertisement would be met from NEECA Budget for FY 2025-26 (Head: NEECA ASSAN Assignment Account).



**(Ayaz Riaz)**  
Senior Assistant Director (Admin)  
NEECA,  
Ph: 051-9218826,

Enclosure: Advertisement Titled “(HIRING A SERVICE PROVIDER FIRM FOR PROVISION OF JANITORIAL SERVICES IN NEECA BUILDING”

**Ayaz Riaz**  
Senior Assistant Director (Admin)  
National Energy Efficiency &  
Conservation Authority (NEECA)  
Ministry of Energy (Power Division)  
Government of Pakistan, Islamabad



## TENDER NOTICE

### **HIRING A SERVICE PROVIDER FIRM FOR PROVISION OF JANITORIAL SERVICES IN NEECA BUILDING**

National Energy Efficiency & Conservation Authority (NEECA), Ministry of Energy (Power Division), Islamabad is soliciting the qualified / GST / NTN registered firm / Contractors capable and well experienced in the field of operations and maintenance of multi storied office building in Islamabad.

- Bidding will be conducted under the National Competitive Bidding process pursuant to the Single Stage – Two Envelope Procedure as per Rule 36(b) of Public Procurement Rules 2004 and is open to all eligible bidders as defined in the Public Procurement Rules 2004.
- Bids must be accompanied by a bid security of 500,000/- in the shape/form of pay order/bank draft in favor of “National Energy Efficiency & Conservation Authority (NEECA), Islamabad” and must be attached with the bid.
- Single Stage Two Envelope method will be adopted.
- Interested eligible bidders may download the bidding documents [www.neeca.gov.pk](http://www.neeca.gov.pk).
- Copies of valid registration with the Income Tax and Sales Tax Departments must be enclosed with the bid. Non-submission of these documents will render the bidder non-responsive.
- Bidders must be registered with the E-Pak Acquisition & Disposal System (EPADS) of PPRA and submit their bids through the EPADS portal. In addition, hard copies of bids must be submitted for consideration.
- Bidders must be financially sound and have a proper office setup with a valid telephone number and address in Islamabad.
- NEECA reserves the right to accept or reject any or all bids and to cancel the bidding process at any time prior to the award of the Contract without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such action, while remaining in compliance with PPRA Rules 2004.

Bids must be uploaded on the EPADS website <https://eprocure.gov.pk> on or before **11:00 AM, December 15<sup>th</sup>, 2025**. Bids will be opened at **11:30 AM on the same day** in the presence of bidders or their representatives (who wish to attend) at the Committee Room of NEECA, 5<sup>th</sup> Floor, NEECA Building, G-5/2, Islamabad.

**Senior Assistant Director (Admin)**  
**National Energy Efficiency & Conservation Authority (NEECA)**  
Ground Floor, NEECA Building, G-5/2, Islamabad. Ph : 051-9218826