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No. 1-1/2019-20 (Cleaning)/BFB
**FEDERAL EMPLOYEES BENEVOLENT AND
GROUP INSURANCE FUNDS
ESTABLISHMENT DIVISION**

Dated: 10.12.2025

To,

The Director (Advertisement),
Press Information Department,
Benevolent Fund Building,
Zero Point, Islamabad.

Subject: - **ADVERTISEMENT FOR TENDER NOTICE ON PROVISION OF
JANITORIAL SERVICES**

Please arrange publication of subject advertisement under classified columns of newspapers according to requirement specified below.

Purpose: Hiring of Janitorial Services in BF, Building.
Language(s): English
Region: Islamabad/Rawalpindi
Date of publication: 11.12.2025
No. of Insertion: One in national daily English/One in national daily Urdu of repute.

2. It is certified that necessary funds within the sanctioned budget grant are available to meet the entire cost of this advertisement. After receiving of verified bill passed by PID payment will be made within 15 days.

Mehboob Ali)
Dy Assistant Director (Engg)

Copy for n/a:

- i. Dy. Director-III (PPRA)
Public Procurement Regulatory Authority Cabinet Division Islamabad.
Enclosed herewith Crossed cheque No. 27100717 dated 09.12.2025 in favor of PPRA on account of advance payment for upload the tender notice on PPRA website.
- ii. Dy. Director (IT)
FEB & GIF, Islamabad with request to upload the advertisement on FEB & GIF website.
- iii. Copy for information to Ps to MD.

BF Building, P.O. Box No. 2035, Zero Point, Islamabad Tel: 9252156 Fax: 9253224

Advertisement Letter



**FEDERAL EMPLOYEES BENEVOLENT AND
GROUP INSURANCE FUNDS
ESTABLISHMENT DIVISION**

Islamabad the 10 December, 2025

TENDER NOTICE

Federal Employees Benevolent and Group Insurance Fund (FEB&GIF), a public sector organization invites Sealed tender in accordance with PPRA Rules from reputable companies dealing with janitorial services registered with sales tax/Income Tax authorities for provision of the following staff for Janitorial Services at Benevolent Fund Building, Shahrah-e-Suhrawardy, Zero Point, Islamabad for a period of one year, extendable for another term of the same period on the basis of satisfactory performance and mutual consent of both the parties. Required Janitorial Personals are as under:

- i Supervisor One (01)
- ii Sweeper Fourteen (14)

2. The bidding process will be conducted under "Single Stage, Two Envelopes method" (separate sealed envelopes for Technical and Financial Bids, respectively). Bidding documents, containing detailed terms & conditions, method and procedure for submission of bids, bid security, bid validity, guarantee, evaluation criteria etc. are available for the interested bidders at FEB&GIF HQs, Block-A, Benevolent Fund Building, Shakra-e-Suhrawardy, Zero Point, Islamabad (Monday to Friday from 8:30 am to 4:30 pm), free of cost. Bidding document can also be downloaded from the website of FEB&GIF at www.febgif.gov.pk and PPRA website.

3. Financial Bids must be accompanied by earnest money equal to 5% of the bid amount in shape/form of pay order/bank draft in favour of "Board of Trustees, FEB&GIF, H.Q Islamabad".

4. Clearly marked sealed bids "Technical" and "Financial", in separate envelopes, prepared in accordance with the instructions in the bidding documents, must reach at FEB&GIF HQs, Block-A, Benevolent Fund Building, Shakra-e-Suhrawardy, Zero Point, Islamabad on or before **29, December, 2025, by 1:30 pm**. Technical Bids will be opened on the same day at **2:00 pm**, whereas date, time and place for opening of the Sealed Financial Bids will be informed to only Eligible / Technically qualified bidders later. Meanwhile, the Sealed financial bids of all bidders will be kept in the safe custody of FEB&GIF.

5. The FEB&GIF reserves the rights to accept or reject any or all proposals/bids as per PPRA Rules.

6. All interested bidders in addition to other documents, will attach their bids an affidavit on judicial stamp paper of Rs.100/- undertaking that they will pay the minimum wage to labors fix by the Government during validity of this agreement period till & extended time if done.

Dy. Assistant Director (Engg)
FEB&GIF