



National School of Public Policy

GOVERNMENT OF PAKISTAN
National School of Public Policy
Pakistan Administrative Staff Collage



INVITATION TO e-BID

OUTSOURCING OF SUPPORT STAFF SERVICES

National School of Public Policy, invites electronic bids from the original services provider/agencies/contractors/suppliers, registered with income tax and sales tax department for provision of outsourcing of supporting staff services for the **Financial year 2025-26**.

2. e-bidding documents as per regulations, containing detailed terms and conditions specifications and requirements etc. are available for the registered bidders on EPADS at (www.eprocure.gov.pk).

3. The electronic bids, must be submitted by using EPADS on or before **15-01-2026, 9:30AM**. Manual bids, shall not be accepted. Electronic bids will be opened on the same day at **10:00AM**.

4. The details of the required staff are as follows:

Sr.	Type of Services	Number of Persons required
1.	Cleaning Services (Khakrob/Sweepers)	10
2.	Cleaning Services (Frash)	3
3.	Mali	3
4.	Security Guards	6
5.	Mess Staff (Cook/Chef)	6
6.	Mess Staff (Waiter)	4
7.	Technicians (Electrical)	2
8.	Technicians (AC)	1
9.	Technicians/Operator (CCTV)	2
Total		37

5. **Mainly Terms & Conditions:**

- **Method of Procurement:** Single Stage Two Envelope Procedure (as per PPRA Rule 36(b)).
- **Bid Security:** Bids must be accompanied by a Bid Security of **Percentage 5%** of the estimated bid price in the form of a Pay Order/Bank Draft/Call Deposit Receipt (CDR) in favor of under signed. The original Bid Security instrument must be submitted physically to the address below before the bid closing time.
- **EPADS Registration:** Bidders must be registered on EPADS to participate in this tender.
- **Rejection of Bids:** The Procuring Agency reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal, as per Rule 33 of PPRA Rules, 2004.
- **Minimum Wage:** The bidder must ensure compliance with the prevailing Minimum Wage laws and Labor Laws of the Government. *(all rates would be with all taxes).

6. Note Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on EPADS at www.eprocure.gov.pk


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