



F.No. 7-12/2025(G)-  
GOVERNMENT OF PAKISTAN  
MINISTRY OF POVERTY ALLEVIATION AND SOCIAL SAFETY

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**TENDER NOTICE**  
HIRING OF JANITORIAL SERVICES

Sealed bids are invited from reputed, experienced, and financially sound firms/contractors registered with relevant authorities for providing **Janitorial Services (03 Janitors)** for FY 2025-26 at Ministry of Poverty Alleviation and Social Safety, located at 4<sup>th</sup> floor Evacuee Trust Complex, F-5/1, Islamabad.

**1.Scope of Work:**

Provision of janitorial/cleaning staff (03 persons) for maintaining cleanliness and hygiene of the office premises, washrooms, corridors, and surrounding areas on a daily basis. The material must be high quality and environmental friendly.

**2. Eligibility Criteria:**

- The firm must be registered with **EObI, FBR** (having Active Taxpayer status).
- The firm must have at least **03 years of relevant experience** and **presently hand in job** in providing janitorial services to government or reputable private organizations.
- Copy of **CNIC, NTN, and GST registration certificate** must be attached.
- Proof of **past performance** and **similar work orders** must be provided.

**3.Tender Documents:**

Tender documents containing terms & conditions, evaluation criteria, and other details can be obtained from the official website of PPRA and M/o PA&SS.

**4. Submission and Opening:**

- From **09.01.2026** to **22.01.2026** bidding documents shall be collected through EPAK Acquisition & Disposal System (EPADS) and shall apply for tender 2025-26 through EPADS. No manual bids / hard copies shall be accepted.
- Tenders will be opened on **23.01.2026** at **11 A.M.** in Committee Room of Ministry of Poverty Alleviation and Social Safety in the presence of the bidders or their authorized representatives.

**5. Bid Security:**

A **Bid Security** of Rs. 100,000/- of the total tender amount in the form of a Pay Order/Bank Draft in favor of Section Officer (General), M/o PA&SS must be attached with the tender, Rule-25 of PPRA Rules-2004.

**6. Terms & Conditions:**

- The successful firm will be responsible for providing uniformed and trained janitors along with cleaning materials and equipment.
- The procuring agency reserves the right to reject any or all bids as per PPRA Rules, 2004.

**(MUHAMMAD KHABAB JAFFAR)**  
Section Officer (General)  
Ph. 051-9210029

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**BIDDING DOCUMENTS**



**ACQUIRING JANITORIAL SERVICES / CLEANING SERVICES**



F.No. 7-12/2025(G)-  
GOVERNMENT OF PAKISTAN  
**MINISTRY OF POVERTY ALLEVIATION AND SOCIAL SAFETY**  
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**TENDER DOCUMENTS**

**1. Introduction**

The Ministry of Poverty Alleviation and Social Safety invites sealed bids from reputed and eligible firms/contractors for the provision of three (03) janitors for janitorial and cleaning services for FY 2025-26 at its premises located at 4th Floor, Evacuee Trust Complex, F-5/1, Islamabad.

**2. Scope of Work**

The successful bidder will be required to provide janitorial services through three (03) janitors. Duties include but are not limited to:

- i. Sweeping, mopping, and dusting of all office areas, corridors, and stairs.
- ii. Cleaning and disinfecting washrooms, windows, and glass partitions.
- iii. Disposal of garbage and waste from all designated areas.
- iv. Regular cleaning of office furniture, fixtures, and equipment.
- v. Maintenance of cleanliness in the surrounding premises.
- vi. Any other task assigned related to hygiene and cleanliness.

All cleaning materials and equipment shall be provided by the contractor unless stated otherwise.

**3. Duty Hours & Staff Requirements**

- i. Duty hours may include working days as well as closed days.
- ii. The Poverty Alleviation may conduct regular inspections to ensure service quality.
- iii. The firm must ensure immediate provision of substitute staff in case of absenteeism.

**4. Eligibility Criteria**

Bidders must fulfill the following criteria:

- i. Must be registered with EOBI, FBR and appear on the Active Taxpayer List (ATL).
- ii. Must have a minimum of **three (03) years' experience** and **presently hand in job** in providing janitorial or facility management services.
- iii. Must provide copies of: Valid NTN and GST registration certificates, Company profile with details of staff and equipment, and at least two (02) work orders/completion certificates from previous clients.
- iv. The firm must have a bank account in the firm's name.

**5. Compliance Requirements**

- i. The firm must comply with all government labor regulations, including:
  - Minimum wage
  - EOBI
  - Social security contributions

- ii. All workers must have valid CNICs and police character certificates.

## **6. Tender Procedure**

The procurement will be conducted under Single Stage – Two Envelope procedure as per PPRA Rules, 2004. The Technical Proposal and Financial Proposal shall be sealed separately and submitted in a single envelope clearly marked: 'Tender for Hiring of Janitorial Services (03 Janitors)'.

## **7. Submission & Opening of Bids**

- From **09.01.2026** to **22.01.2026** bidding documents shall be collected through EPAK Acquisition & Disposal System (EPADS) and shall apply for tender 2025-26 through EPADS. No manual bids / hard copies shall be accepted.
- Tenders will be opened on **23.01.2026** at **11 A.M.** in Committee Room of Ministry of Poverty Alleviation and Social Safety in the presence of the bidders or their authorized representatives.

## **8. Bid Security**

A **Bid Security** of Rs. 100,000/- of the total tender amount in the form of a Pay Order/Bank Draft in favor of Section Officer (General), M/o PA&SS must be attached with the tender, Rule-25 of PPRA Rules-2004.

## **9. Evaluation Criteria**

Technical Evaluation (70 Marks):

Relevant Experience (20), Similar Contracts (20), Staff & Equipment (15), Company Structure (10), Client References (5), Financial Soundness (10). Only technically qualified firms (minimum 60 marks) will proceed to financial evaluation. In financial evaluation, lowest bidder will be awarded.

## **10. Terms & Conditions**

- i. The janitors shall perform duties as per schedule fixed by the office.
- ii. The contractor/ company shall be responsible for payment of wages, insurance, EOBI, and other statutory obligations.
- iii. The contractor/ firm shall ensure that all janitors are paid at least the minimum monthly wage as notified by the Government of Pakistan, which is currently Rs. 37,000 per month (for unskilled workers) or as revised from time to time.
- iv. Any negligence, absence, or misconduct shall lead to penalty or termination.
- v. Payment shall be made monthly after service verification by the concerned officer.
- vi. Janitors must wear proper uniforms and identification badges.
- vii. The company / contractor may nominate a focal person for Redressal of any complain / query from the Ministry.
- viii. The Ministry reserves the right to reject any or all bids as per Rule 33 of PPRA Rules, 2004.

## **11. Financial Obligations**

- i. Deductions may apply in case of non-performance or breach of contract, as per the agreement.
- ii. Payments will be made monthly, based on submission of a verified invoice.

## **12. Proposal Requirements**

The firm's proposal must include:

- i. List of staff and their roles

- ii. Details of equipment and materials to be provided
- iii. Complete breakdown of financial cost

### **13. Liability Clause**

The firm/vendor will be responsible for any damages caused by negligence or misconduct of their staff.  
Wages of absent workers will not be claimed if substitutes are not provided.

### **14. Additional Conditions**

These terms and conditions are **not exclusive**.

Additional clauses may be added **before or during** the contract period, with or without mutual consent.

### **15. Termination Clause**

The Ministry reserves the right to terminate the contract with **one month's notice** in case of unsatisfactory performance or breach of terms.

### **16. Agreement**

The successful bidder will be required to sign a Service Agreement with the Ministry within seven (07) days of the award of the contract.

**FORM OF AGREEMENT**

THIS AGREEMENT is made on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ between "Office of the Ministry of Poverty Alleviation and Social Safety, Islamabad" (hereinafter referred to as M/O PA&SS) of one part, and "M/S\_" having offices at \_\_\_\_\_ (hereinafter referred to as the Contractor) of the other part.

WHEREAS M/O PA&SS is desirous of availing the Janitorial Services/ equipment of the Contractor as per rates/ terms & conditions contained in the letter of acceptance/ tender documents/ financial bid and the contractor has accepted to provide the said services/ security personnel/ equipment as per scope, rates and terms & conditions contained in letter of acceptance/tender documents.

NOW THIS AGREEMENT WITNESSETH as follows:

In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

The following documents shall be deemed to form and be read and construed as part of this agreement, viz:

Contract agreement

The letter of acceptance

Tender document

The signed bids

The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies shall take precedence in the order set out above.

In consideration of the payment to be made by M/O PA&SS to the Contractor as hereinafter mentioned, the Contractor hereby covenants with M/O PA&SS to provide janitorial services in conformity in all respects with the provisions of the Contract.

M/O PA&SS hereby covenants to pay to the Contractor in consideration of the services the amount due in accordance with the provisions of the contract.

In witness whereof, the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

Sign & Seal on behalf of Contractor    Sign & Seal on behalf of Employer

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date \_\_\_\_\_

**UNDERTAKING**

(Acceptable only as per provided format)

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender mentioned anywhere in the tender documents and are liable to any punitive action for furnishing false information / documents.

Dated this \_\_\_ day of 20 \_\_\_\_

Signature \_\_\_\_

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of

## FINANCIAL BID/PROPOSAL FORM

Name of Firm/Supplier: \_\_\_\_\_

Bid Security Draft/Pay Order No. \_\_\_ Amount. \_\_\_\_\_ Dated: .

Sl. #	Description	Total Cost Per Month	Total Cost for the Year
01	Janitorial Staff/ Workers		
02	House Keeping Services (Toiletries etc) as per Scope of Work of Tender documents		
<b>Total Annual Cost</b>			

Rs: \_\_\_(in figures)

\_\_\_\_\_ (In words) Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_

Stamp: \_\_\_\_\_

Note: Prospective Bidders are encouraged to visit/Inspect M/O PA&SS premises before quoting the Cost/Price. No overwriting/cutting allowed. Entries may be preferably typed