F. No.2-2/2021/Admin/Proc. (Stationary)/NIPA-ISB
GOVERNMENT OF PAKISTAN
NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (NIPA), ISLAMABAD
REQUEST FOR PROPOSAL

Electronic bids are invited from firms/suppliers/vendors/companies registered with relevant Government agency and FBR (Sales Tax / Income Tax Departments) and having their own offices / manpower / expertise for the procurement of various services required during the Financial Year 2025-26 and 2026-27

Procuring Agency	National Institute of Public Administration (NIPA), Islamabad Government of Pakistan, Islamabad.
Procurement Method:	Single Stage – One Envelope
Annual Procurements:	Outsourcing of security services, essential IT Services (Web Master + Network Administrator), Janitorial, Gardening, and Aya for Day Care Center and Transport Services.
Closing Time, Date & Place:	The tender must be submitted on E-PADs and can also be dropped at reception of NIPA, Campus by **11:30 AM** on **19th February, 2026**, National Institute of Public Administration (NIPA), Islamabad, Chak Shahzad, Park Road, Islamabad.
Opening of Bids:	**12:30 PM on 19th February, 2026**, in the Committee Room of NIPA, Islamabad.

2. Bid Security as specified in the Bidding Documents in shape of Bank Draft/Pay Order (refundable for unsuccessful bidders) in favour of National Institute of Public Administration (NIPA), Islamabad, must be attached with each bid separately.

3. NIPA invites the submission of proposals/bidding documents online through the e-Pak Acquisition and Disposal System (EPADS) portal of PPRA in a single-stage, one envelope procedure. Applications other than those submitted through EPADS will not be considered or entertained.

4. The electronic bids must be submitted by using EPADS on or before **19th February, 2026**, till 11:30 AM. (closing time). Electronic Bids (Technical Proposal) will be opened by the Purchase Committee using EPADS on the same day i.e. **19th February, 2026**, at 12:30 PM. at Committee Room of NIPA, Islamabad.

5. All Government Rates /Taxes/charges/duties shall be applicable at the time of supply of services/ work order in the quoted rates.

6. The detailed Terms & Conditions and detail of services can be downloaded from the National Institute of Public Administration (NIPA), Islamabad website (www.nspp.gov.pk) and the PPRA website (www.ppra.org.pk).

7. Contract will be awarded to the successful bidder who is eligible as per eligibility criteria, comply the Terms & Conditions of bidding documents, having Most Advantageous Bid (Technically qualified and having lowest evaluated cost).

Deputy Director (A&F)
National Institute of Public
Administration (NIPA),
Islamabad

NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (NIPA)
GOVERNMENT OF PAKISTAN ISLAMABAD

National Competitive Bidding

[2025-26 (Remaining Period) & 2026-27]

Biding Document

for

Outsourcing of security services, essential IT Services, Janitorial, Gardening, Aya for Day Care and Transport Services.

(Single Stage One Envelope)

February, 2026

F. No.2-2/2021/Admin/Proc. (Stationary)/NIPA-ISB
GOVERNMENT OF PAKISTAN
NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (NIPA), ISLAMABAD
INVITATION FOR BIDS

Electronic bids are invited from firms/suppliers/vendors/companies registered with relevant Government agency and FBR (Sales Tax / Income Tax Departments) and having their own offices / manpower / expertise for the procurement of various services required during the Financial Year 2025-26 and 2026-27

Procuring Agency	National Institute of Public Administration (NIPA), Islamabad Government of Pakistan, Islamabad.
Procurement Method:	Single Stage one Envelope
Annual Procurements:	Outsourcing of security services, essential IT Services (Web Master + Network Administrator), Janitorial, Gardening, and Aya for Day Care Center and Transport Services.
Closing Time, Date & Place:	The tender must be submitted on E-PADs and can also be dropped at reception of NIPA, Campus by 11:30 AM on **19th February, 2026**, in the office of Deputy Director (A&F), National Institute of Public Administration (NIPA), Islamabad, Chak Shahzad, Park Road, Islamabad.
Opening of Bids:	**12:30 PM on 19th February, 2026**, in the Committee Room of NIPA, Islamabad.

2. Bid Security as specified in the Bidding Documents in shape of Bank Draft/Pay Order (refundable for unsuccessful bidders) in favour of National Institute of Public Administration (NIPA), Islamabad, must be attached with each bid separately.

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4. The electronic bids must be submitted by using EPADS on or before **19th February, 2026**, till **11:30 AM** . Bids shall be opened by the Purchase Committee using EPADS on the same day i.e. **19th February, 2026**, at **12:30 PM**. at Committee Room of NIPA, Islamabad.

5. All Government Rates /Taxes/charges/duties shall be applicable at the time of supply of services/ work order in the quoted rates.

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7. Contract will be awarded to the bidder who is eligible as per eligibility, comply to the Terms & Conditions of bidding documents, technically qualified having Most Advantageous Bid.

Deputy Director (A&F)
National Institute of Public
Administration (NIPA),
Islamabad

GOVERNMENT OF PAKISTAN

NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (NIPA), ISLAMABAD

****

1. INTRODUCTION

The National Institute of Public Administration (NIPA) is responsible for organizing mandatory training programs in service training of civil servants. These programs are designed to enhance participants' capacities/competencies in public administration, governance, and policy implementation. NIPA conducts the Mid-Career Management Course (MCMC) for mid-level officers, a prerequisite for promotion to BPS-19, and the Senior Management Course (SMC) for senior officers, required for promotion to BPS-20.

2. INVITATION TO BIDS

NIPA invites electronic bids from reputed experienced firms duly registered with Federal Board of Revenue/Tax Department to provide security services, essential IT Services, (Web Master + Network Administrator), Janitorial, Gardening, Aya for Day Care and Transport Services for NIPA, Islamabad located at Chak Shahzad, park Road for FY [2025-26 (remaining Period) and 2026-27] further extendable subject to satisfactory performance on mutually agreed terms and conditions.

3. DEFINITIONS

"Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.

"Client/processing agency "means the National Institute of Public Administration (NIPA), Islamabad (NIPA) and its authorized officer i.e. Directing Staff (Admin & Finance) or any other person, duly appointed in writing, by the Client/purchaser.

"Bidder/Tenderer" means the interested Firm/Company/Supplier/Distributors that may provide or provides the services required under this tender document

"Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.

"The Services" means provision of Support Services as per bidding documents provided by the contractor/vendor, service provider / Firm as mentioned in the Bidding Document.

"Contract "means the agreement entered into between the Purchaser and the Contractor.

"Contractor/Vendor" means the Tenderer whose bid has been accepted and Letter of Acceptance has been issued for the specific service/ supply followed by the signing of Contract.

"Contract Price" means the price payable to the Contract/ or under the Contract for the full and proper performance of its contractual obligations.

"Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Services in question.

"Day" means a calendar day.

"Services" means the services required provided under this bidding document.

"Worker "means a person contracted by the bidding firm/contractor to perform the required services.

4. SCOPE OF SERVICES AND REQUIREMENT

4.1 The successful bidder/contractor will provide the services of as per following:

A. Security Guards Required Nos. 04

i. Age: 18- 45 years.
ii. Minimum qualification: Matric (preferred but not mandatory).
iii. Experience: At least 1 year in a similar role.
iv. Must be physically fit, in good health and well-mannered.
v. Must be authorized by a reputable security company to work as a security guard.

Scope of Services

i. Monitor and control entry and exit points for staff, visitors, and vehicles.
ii. Verify identification and maintain visitor logs.
iii. Deny unauthorized access to restricted areas
iv. Conduct regular patrols of the premises (internal and external) to deter and detect signs of intrusion or suspicious activity.
v. Report any irregularities or safety hazards to the concerned authority.
vi. Prevent theft, damage, or misuse of NIPA's property.
vii. Ensure all doors, windows, gates, and entrances are properly secured after office hours.
viii. Monitor delivery and removal of goods and equipment out of NIPA premises.
ix. Assist visitors in a courteous and professional manner.
x. Security guards must be equipped with the necessary security equipment, such as a metal detector and other relevant equipment.

B. IT Services (Web Master + Network Administrator) Required Nos. [1+1 = 2]

i. Age: 25–45 years
ii. Minimum qualification: Bachelor's degree in Computer Science, IT, or related field Experience: At least 3–5 years in IT services and network management
iii. Proficient in website management, server maintenance, network administration, and troubleshooting
iv. Must be physically and mentally fit to handle IT tasks
v. Preference for candidates with certifications such as professional IT certificate

Scope of Services:

i. Website management: Update, and trouble-shoot the website
ii. Network administration: configure, maintain, and monitor LAN/WAN, routers, switches, and network security
iii. Server management: installation, maintenance, backup, and restoration of servers and databases
iv. Software maintenance: installation, updates, and troubleshooting
v. Cyber security: Monitor and implement security measures
vi. Technical support: Helpdesk support for staff and participants
vii. Documentation: Maintain IT asset inventory, network diagrams, and service records
viii. Emergency response and preventive maintenance of IT systems

C. Janitors Required Nos. (04)

i. Age: 18-40 years.
ii. Minimum Qualification: Matric (preferred but not mandatory).
iii. Experience: At least 1 year in a similar role.
iv. Must be physically fit, in good health and well-mannered.
v. Preference for candidates with basic English and Urdu understanding.

Scope of Services

i. Daily continuous cleaning/ mopping/ sweeping of all floors, main entrance, staircases, lobbies, toilets, washrooms and sanitary fittings.

ii. Removal of cobwebs, cleaning of false ceiling of all toilets & washrooms, offices and common areas.
iii. Cleaning of Dust Bins with garbage bag and collection of garbage from offices and all common areas.
iv. The Contractor shall be responsible for any damage to the property caused during cleaning and office keeping activities.
v. Workers shall be bound to display their identity cards during office hours.
vi. Workers shall be provided uniforms of approved colour and design by the contractor.
vii. Spray of disinfectants in toilet/washrooms and urinals to kill bacteria, insects etc.
viii. Checking of drains, sewerage lines and pits in order to ensure proper functioning of sewage disposal.
ix. Workers shall be required to assist the office staff in moving office furniture or any other objects from one room to another when needed.

D. Gardeners Required Nos. (02)

i. Age: 18- 45 years.
ii. Minimum qualification: Matric (preferred but not mandatory).
iii. Experience: At least 03 years in a similar role.
iv. Must be physically fit, in good health and well-mannered.
v. The gardener must know and handle the necessary equipment required for gardening provided by NIPA.

Scope of Services

i. Regular watering according to plant species' needs
ii. Monitoring soil moisture and adjusting watering schedule
iii. Cleaning plant leaves to remove dust and promote photosynthesis
iv. Rotating plants for even growth and light exposure
v. Fertilizing plants with appropriate indoor plant fertilizers
vi. Applying eco-friendly or chemical treatments
vii. Trimming dead, yellowing, or overgrown plants

E. Aya for Day Care Required No. (01)

i. Age: 18–45 years
ii. Minimum qualification: Matric or child care / early childhood education certification (preferred)
iii. Experience: At least 2–3 years in child care or daycare centers
iv. Physically fit, patient, and able to handle children safely
v. Knowledge of basic hygiene and nutrition for children
vi. Preference for candidates with first aid and basic child health knowledge
vii. Must be mentally alert and empathetic

Scope of Services:

i. Supervise and care for children in the day care center
ii. Maintain hygiene, cleanliness, and organized environment for children
iii. Assist in feeding, bathing, and personal care as required
iv. Organize educational and recreational activities
v. Monitor children’s health and report any illness or emergency immediately
vi. Maintain attendance and daily activity records
vii. Emergency response and first aid for children
viii. Staff to display identification cards during working hours

F. Transport Services Required Nos 02 Coaster 22-seaters, 02 Toyota Corolla Cars (1800 CC) , not earlier than 2024 model with Drivers and extra drivers (04 Nos.)

i. Vehicles: Registered, roadworthy, insured 22-seater Coasters with valid registration and fitness certificate
ii. Drivers: Age 25–45 years, valid driving license for commercial vehicles, HTV by NHMP
iii. Experience: Minimum 5 years driving Cars/buses/coasters in Pakistan
iv. Drivers must be physically and mentally fit, courteous, and familiar with local routes
v. Preference for candidates with knowledge of basic vehicle maintenance and first aid

Scope of Services:

i. Provide transport for in-land study tours of MCMC and SMC whenever required
ii. Ensure vehicle cleanliness, maintenance, and timely availability
iii. Drivers responsible for safe driving, adherence to traffic rules, and passenger safety
iv. Keep record and report any incidents, breakdowns, or accidents
v. Emergency response in case of vehicle breakdown or route issues
vi. Vehicles to be properly insured, with valid permits and fitness certificates
vii. Drivers to display identification cards during working hours

4.2. The Contractor shall comply with the following conditions of service:

i. The workers as well as the Contractor shall adhere to all policies and norms specified by the NIPA.
ii. The Contractor shall certify that the workers provided are not addicted to drugs or alcohol and provide the drug test of the drivers/workers.
iii. The Contractor shall adhere to all applicable laws including the labor laws and any other relevant law.
iv. The Contractor shall ensure to hire qualified staff as per tender document.
v. The Contractor shall submit the copies of CNIC of the hired employees as well as submission of necessary particulars of workers with local police station and NIPA
vi. The contractor must be provided with all the necessary equipment related to the job description.

5. General Conditions

5.1. The NIPA at its discretion can increase/ decrease the number of workers, on already approved tender rate of payment and on the same terms & conditions. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.
5.2. In case number of workers increased/ decreased upon directives of the NIPA, the payment shall be made/ adjusted accordingly on the already approved tender rates.
5.3. Contractor shall ensure the attendance of workers, strictly in accordance with agreement, Terms and Conditions of bidding documents and timing of NIPA
5.4. In case of absence of any worker, the Contractor shall be liable to provide the replacement to maintain the required strength at NIPA otherwise the NIPA reserve the right to impose the penalty as per agreement/ bidding document.
5.5. The Contractor will provide physically fit, in good health and well-mannered workers and ensure that each worker must have following documents-:
    i. Attested photocopy of NADRA Computerized ID Card,
    ii. Original Service Card issued by the Contractor.
5.6. The Contract will be for a period of one year and would be effective from the date of signing of Contract Agreement and can be terminated in accordance with the provisions of bidding documents. If the services are satisfactory then the contract can be renewed for another term of one year under same terms and conditions, mutually agreed by both parties.
5.7. All the payments to the workers shall be made by the contractor himself as per Govt. Laws presently in force or amended in future during the currency of the contract and the NIPA shall not be responsible for any payment/charges beyond the quoted price in any ways.

5.8. All applicable Taxes, Government levies and charges including GST, PST shall be borne by the Contractor as per prescribed rates.

5.9. The NIPA shall not be responsible for any loss / damage and / or injury sustained by the workers employed by the contractor during the performance of the contract.

5.10. The Contractor would be responsible to cover all financial rates of workers, including payment of salary and compensation to the workers and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.

5.11. Any subsequent increase or decrease in any levies or rates imposed by the Government, wages and/or salaries fluctuation in market rates of equipment, materials, etc. during the currency of this agreement shall be on the Contractor/Vendor's account and no claims for such increase shall be entertained by the NIPA.

5.12. Any taxes/duties already in place or levied by the Government during the currency of the agreement will be on Contractor/Vendor's account and no claim shall be entertained by the NIPA. If during the subsistence of this agreement or any renewal thereof any excess, tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Federal, Provincial or Local Government, such excess, tax charges or surcharge, as the case may be, shall be payable by the Contractor/Vendor.

5.13. The Contractor/Vendor's will keep the NIPA free of any liability for the cause of compensation/ legal course, if any employee of the firm claims in case of their injury, death etc.

5.14. Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Contractor/Vendor for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Contractor/Vendor. The NIPA shall in no way be responsible for any compensation in this regard.

5.15. The NIPA reserves the right to terminate the contract any time without assigning any reason what so ever by giving one-month notice.

5.16. The NIPA shall make the payment to the Contractor/Vendor on monthly basis upon submission of invoice dully supported by attendance sheet, showing name of the workers, duly countersigned by In charge (Admin) NIPA, Islamabad.

5.17. In case of any dispute or difference arising between the parties hereto relating to the interpretation or effect of any clause of this Agreement, the matter shall be referred to Grievance Redressal Committee of NIPA. This Committee, consisting of three members will be entrusted with seeking out and resolving the issue. The decision rendered by the Grievance Committee shall be final and binding upon both parties.

5.18. The Contractor/Vendor shall be responsible to complete all documentation, notified from time to time.

5.19. The Contractor/Vendor shall have at least 05 years' experience for providing similar nature of services and have successfully executed/completed three contracts with Government Departments or Multinational or Listed Companies.

5.20. Affidavit to the effect that there was no previous litigation of the contractor or his employees with any government department/organization and another Affidavit to the effect that the contractor has not been blacklisted by any Government Department/Autonomous Body/Corporation etc

5.21. The contract shall commence from the date of acceptance of the Letter of Award (LOA) and shall remain in force for a period of one year, extendable for a further one year based on the contractor's satisfactory performance.

5.22. The Contractor/Vendor shall submit an undertaking on stamp paper that the contractor has sound financial capacity for timely payment of at least three-month salary to the workers provided to NIPA. **(Annexure-I).**

5.23. Contract will be awarded to the bidder who is eligible as per Terms & Conditions of bidding documents, technically qualified and having least cost method.

6. Requirement of Office Support Staff

The Contractor/Vendor shall commence providing the specified services at the NIPA office immediately upon issuance of the Letter/Notification of Award, as per the deployment plan outlined below. The staff supplied by the firm will remain at the disposal of NIPA. NIPA, Islamabad, will assign day and night duties to the staff based on operational requirements. While the timetable below provides a guideline, it is flexible and may be adjusted as needed.

A. DAY SHIFT (8:00 AM to 5:00 PM)

Location	**Requirement of Office support staff**					
	Security Guards	**Janitor**	**Gardener**	**Aya**	**Others (IT)**	**Drivers (On need basis)**
NIPA, Islamabad	02	04	02	01	2	04
Total	**02**	**04**	**02**	**01**	2	04

B. NIGHT SHIFT (Duty time as assigned by NIPA)

Location	**Requirement of Office support staff**		
	Security Guards	**Janitor**	**(IT and Drivers)**
NIPA, Islamabad	02	As required by NIPA	As required by NIPA
Total	02		

7. PENALTY

7.1. In case of non-placement of required number of workers, the NIPA has right to deduct the amount of actual wage of the absent workers for each absence from the monthly bill of Contractor/Vendor. Besides penalty, the NIPA can take any appropriate action, which may include the Suspension/Blacklisting of the contractor in accordance with the rules/law on account of loss due to negligence of employee of Contractor/Vendor or otherwise, in case of any theft/damage caused by the contractor staff at premises of NIPA, the Contractor/Vendor will be held responsible to pay the entire losses to the NIPA as determined by the assessment Committee. In case of absence of any worker from his place of duty more than three days in a month, the NIPA reserve the right to deduct the whole or partial salary in respect of such worker in addition to other penalty as deem appropriate.

7.2. In case of placement of inefficient workers/ placement of over-aged workers, lethargic workers, workers without proper uniform, the NIPA reserve the right to deduct the whole or partial salary for such worker in addition to other penalty as deem appropriate.

8. PAYMENT

8.1. Payment shall be made within in 15-25 days on provision of Invoice by the Contractor.

8.2. The Contractor/Vendor is required to submit the following documents along with bill:

i. Invoice with covering Letter, both duly signed and stamped by authorized officer
ii. Copy of any/all correspondence made with the NIPA or any other agency/person/ organization during that month regarding this contract.
iii. Any other details/documents, (if required by the NIPA).
iv. Evidence/support of all claims in bills.
v. List of provided workers along with their cell numbers /CNIC number and present address.

vi. Payment shall be made through cross cheques in the name of Contractor from the Assignment Account of NIPA after receipt of bills from the Contractor/Vendor.
vii. All applicable taxes/duties/charges and penalties shall be deducted at source from the invoice.

9. ARBITRATION

9.1. In case of any difference or dispute arising between the parties during the contract period, the same shall be referred for resolution to the **Grievance Redressal Committee of NIPA**, whose decision shall be final and binding on both the parties. In case, the contractor is unsatisfied, the matter may be referred to the "Arbitrator" for Arbitration.

10. BASIS OF OFFERS/ PRICE

10.1. For placement of services of Security Guard, Janitor, Gardener, Transport, Drivers, Aya, IT staff, the rates shall be quoted in Pak Rupees, category wise per personnel as per bid Form **(Annexure-Il).**

11. QUALIFICATION CRITERIA FOR BIDDERS

11.1. The Firms/ companies minimum technical qualifying score is 60 Marks along with fulfillment of Mandatory Provisions are at **(Annexure-III).** However, the bidder is required to enclose the documents/ information as mentioned in the documents otherwise the offer shall not be considered.
11.2. Incomplete/ conditional bids shall be rejected.

12 VALIDITY OF BIDS

12.1. The bids shall remain valid for a period of 90- days w.e.f. the date of opening of bids.
12.2. The bids validity period can be extended with mutual consent, if any bidder does not agree to extended validity period, his bid will be treated as withdrawn and remaining allied bids will be considered.

13 BID SECURITY AND PERFORMANCE GUARANTEE

13.1. Bid shall be accompanied by Bid Security @ approximately 3% of the Estimated cost i.e. Rs.300,000 in the shape of CDR in the name DD(A&F), National Institute of Public Administration (NIPA), Islamabad. The bid security to the unsuccessful bidders shall be returned immediately after award of the contract and in case of successful bidder(s), earnest money will be released on submission of performance security @ 10% of contract cost in the shape of unconditional Bank Guarantee/Pay Order/Bank Draft.
13.2. The bank guarantee must be valid for at least 18 months from the date of deposit. In case of extension in contract period, the bank guarantee will be automatically extended by the contractor for the extended period.
13.3. Bid Security of the successful bidder may be forfeited without any notice if the successful bidder fails to sign the contract, integrity pact within due date. Noncompliance by bidders shall be dealt under PPRA Rules.
13.4. Bids security of the Successful Bidder(s), will be released after submission of 10% performance grantee of the total bid amount as Performance Guarantee for due and satisfactory performance of the contract, which will be returned after satisfactory completion of contract, in accordance with Tender Terms & Conditions and settlement of any/all claims, (if any).
13.5. Performance Guarantee of the successful bidder shall be forfeited, if firm fails to provide the services as per tender terms & conditions / agreement and failed to perform contract.

14 GUIDELINES FOR SUBMISSION OF TENDER DOCUMENTS

14.1. Interested company/firms may submit their bids on E-Pak Acquisition and Disposal System (EPADS) of Public Procurement Regulatory Authority (PPRA), Islamabad. Bids will be opened in the committee room of NIPA on 19th February, 2026 at 12:30 pm in the presences of bidders

/ representatives. After evaluation and approval, the contract will be awarded to the responsive bidder.

15. ELIGIBILITY

15.1. The firms must clearly attach the following documents as checklist with the bid and non-submission of any document will result into rejection of technical bid of the firm:
15.2. Firm/ Company's profile (Name, address, phone, e-mail address and contact person)
15.3. Income Tax/General Sales Tax Registration Certificate
15.4. Evidence of 05 years of experience of providing similar nature of services to Government Organizations, Multinational or listed companies.
15.5. An affidavit on stamp paper that the firm has never been blacklisted by any government department.
15.6. An affidavit on stamp paper that firm have enough financial capacity to pay at least three-month salary timely to the workers provided NIPA **(Annex-I)**
15.7. An undertaking on stamp paper that the bidder has read all terms and conditions of the bidding documents and is liable to any punitive action for furnishing false information / documents. **(Annex-IV).**
15.8. Bank Account(s) information and bank statements for the last 03 years.
15.9. Bid Security must be uploaded on the EPADS along with the bid and the original bid Security will be submitted at the time of the opening of the bids.
15.10. The NIPA reserves the right to demand/call any other information for the sake of documents/ information.
15.11. Proof of executing minimum three (03) contracts to ensure proven track record in the market recently. Details along with office addresses in the site locations i.e. Islamabad /Rawalpindi.
15.12. Bids shall be submitted on the prescribed form. Only rates to be quoted on the bid form. Conditional and alternate bids will be rejected.
15.13. Deadline for submission of the bids is **19th February, 2026** and the bids will be opened on the same day at 12.30 pm.
15.14. Bidders are requested to offer the services and quote the rates for NIPA inclusive of all.

16. INELIGIBILITY

16.1. If the Company / Firm is declared as Blacklisted by any Government organization.
16.2. If the Company / Firm declared as defaulter by any Government / Public Sector Organization.
16.3. If the Company / Firm involving in litigation with any Government/Public Sector Organization.
16.4. If the contract with Company / Firm ever terminated by any government/ public sector organization due to non-satisfactory performance.
16.5. Not having prescribed experience of satisfactory executing 03 such contracts.
16.6. Non-submission of prescribed Bid Security.

17. DOCUMENTS CONSTITUTING CONTRACT

17.1. The Company / Firm shall sign a contract agreement **(Annexure-V)** with the NIPA, within fifteen days from acceptance of the bid by the NIPA.
17.2. Invitation to bids, tender document/ terms and conditions, letter of acceptance shall also be treated as an integral part of the contract.

18. TERMINATION OF CONTRACT

18.1. The Contract may be terminated earlier at any time by the NIPA for breach of any provision(s) of the agreement by the Company.
18.2. This agreement may be terminated by either party by giving to the other side one month's prior notice in writing. Discontinuation of service without notice would deem misconduct by and the NIPA reserves the right to impose penalty besides legal action against the Company / Firm. In case of any serious violation made by the Company / Firm, the NIPA can terminate the agreement without giving one-month notice.

19. AWARD CRITERIA

Contract will be awarded to the bidder who is eligible as per eligibility, comply to the Terms & Conditions of bidding documents, technically qualified having Most Advantageous Bid (Lowest evaluated price).

Annex-I

ON STAMP PAPER

UNDERTAKING FINANCIAL STABILITY

We hereby undertake and give assurance to National Institute of Public Administration (NIPA), (Government of Pakistan) that our Company/Firm is financially sound to pay the salaries of workers for three months, if payment is delayed by the NIPA due to unavoidable circumstances or bills are not verified by us in time as the case may be. We will disburse salaries from our own sources to the staff engaged by us.

SIGN & SEAL OF CEO/Director

Name: _____

CNIC #: _____

Annex-II

BID FORM

1. Name & Address of Bidder_____

   Telephone: Office/Cell Email_____

   Sales Tax Number _____

   National Tax Number_____

2. Providing office support staff services at NIPA Office, Islamabad at following rates:

Required Service	**Unit Rate**	**Applicable Taxes**	**Qty.**	**Total Price (inclusive of all Taxes)**
Security Guard			04	
Janitors			04	
Gardener			02	
IT Services Staff			04	
Transport (22-seater coaster, 1800 CC Car)			02 + 02	
Drivers (HTV) – Need Basis			04	
Aya			01	
Total Amount:				

3. We shall abide by all the terms and conditions of the tender.

4. We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price.

Signature: Name:

Designation:

CNIC No. (copy enclosed)

Date.

Official Seal/ Stamp

Annex-III

PERFORMANCE EVALUATION OF OFFICE SUPPORT STAFF SERVICES

For the rating period:

A	Experience	
	Satisfactory services performed by Firm/company	20 Marks
	Up to 03 years (Proof to be enclosed)	10
	Up to 05 years (Proof to be enclosed)	15
	Above 10 years (Proof to be enclosed)	20
B	Proof of executing minimum three (03) contracts to ensure proven track record in the market.	Mandatory
	Company profile: Firm must provide NTN, GST and Active Tax Payers list of FBR	Mandatory
	Firm Registration/incorporation/Business Registration Certificate	Mandatory
	Address Details. A detailed list of addresses/ phone numbers of the Firms must be provided.	Mandatory
	Undertaking that the firm/company has never been blacklisted by any Government organization	Mandatory
	Undertaking that the firm/company has never been involved in litigation any Government department NIPA Government of Pakistan or any other organization.	Mandatory
	Police Character Certificate not older than 15 days	Mandatory
	Tax returns showing net income	Mandatory
C	**List of workers on the Panel of firm.**	25 Marks
	Minimum 25 workers with Name, Addresses and CNIC No. (Proof of the same i.e. registration of worker with EOBI or some other Govt. deptt. to be provided	25
D	**Financial Soundness/ Status**	50 Marks
	Credit worthiness undertaking showing the capacity of bidder as per Annexure-I.	05
	Bank statement for latest one year showing turnover of an amount of Rs. 3.0 million	10
	Bank statement for last three years showing return an amount of Rs. 5.0 million	15
	Bank statement for last three years showing return an amount of above Rs. 5.0 million to Rs. 10.0 million	05
	Total Marks	**100**
	Required Marks for Technical Qualification	**60**

Note: i) The bidder is required to enclose the documents/ information as mentioned in the tender documents otherwise the bid shall not be considered. Mandatory documents must be submitted. The bidder who obtain qualifying marks (60) and quoted lowest cost will be selected and as the Most Advantages bidder, subject to fulfillment the other mandatory requirements.

Annex-IV

UNDERTAKING

(Accept able only as per provided format)

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

Dated this day of _____2026.

Signature
(Company Seal)

_____
In the capacity of

Duly authorized to sign bids for and on behalf of:

Annex-V

FORM OF CONTRACT AGREEMENT

THIS AGREEMENT is made on the _____ , _____ day of 2025-26 between "National Institute of Public Administration (NIPA), Islamabad (NIPA), Chak Shahzad, Park Road, Islamabad" (hereinafter referred to as the NIPA) of one part, and"

M/S _____ "having offices at

_____ (here in after referred to as the Contractor) of the other part.

WHEREAS the NIPA is desirous of availing the services of security guards, essential IT Services, Web Master + Network Administrator, Janitorial, Gardening, Aya for Day Care and Transport Services of the Contractor as per rates/terms & conditions contained in the letter of acceptance/ tender documents/ bid and the contractor has accepted to provide the said services in rates and terms & conditions contained in letter of acceptance/tender documents.

NOW THIS AGREEMENT WITNESSE as follows:

1. In this contract agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this contract agreement, viz:
   a) Contract agreement
   b) The Letter of Award
   c) Bidding documents
   d) The signed bids
3. 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,
4. ln- consideration of the payment to be made by the Authority to the Contractor as herein after mentioned, the Contractor hereby covenants with the NIPA to provide the all the services in conformity in all respects with the provision of the Contract.
5. The NIPA hereby covenants to pay to the Contractor in consideration of the services the amount due in accordance with the provisions of the contract.
6. In witness whereof, the parties hereto have caused their respective Common Seals to be here unto 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 Client:**
Name: _____	Name: _____
Designation: _____	Designation: _____
Date: _____	Date: _____