

Tender Document

HIRING OF JANITORIAL & GARDENING SERVICES

At PCSIR LABORATORIES COMPLEX, JAMRUD ROAD PESHAWAR

Tender Inquiry No. PCSIR/PLC/Services-001/26

PCSIR Head Office, Islamabad (PCSIR) invites electronic bids for “HIRING OF JANITORIAL & GARDENING SERVICES” on Single Stage One Envelop procedure through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk> for PCSIR Laboratories Complex, Lahore from well reputed & registered Manufacturers, Sole Agents, Authorized Dealers, Suppliers and Government Contractors registered with Income Tax and Sales Tax Department and who are on Active Tax Payer on List of FBR.

Sr. No.	Package-wise	Description	Quantity	Earnest Money	Work Location
1.	Package - I	Sweepers	10	Rs. 180,000/-	PCSIR Laboratories Complex, Peshawar
2.	Package - II	Gardeners	10	Rs. 180,000/-	

The Electronic bids shall be submitted on or before 11:00AM (March 17, 2026) and will be opened at 11:30am on the same day in the presence of the Tender Opening Committee and the bidders or their authorized representatives. In addition, the bidders are requested to submit one hard copy of bid in sealed envelope of the same bidding document (uploaded on EPADS) to facilitate Evaluation process.

Director (Procurement)

Pakistan Council of Scientific and Industrial Research (PCSIR),

Head Office, 1 Constitution Avenue, G-5/2, Islamabad, 44000.

Ph. No.: +92-51-9225393, +92-51-9225374 Fax No.: +92-51-9225374;

Website: www.pcsir.gov.pk Email: technologywing@yahoo.com

BIDDING DOCUMENTS

HIRING OF JANITORIAL & GARDENING SERVICES

Single Stage – One Envelop

February, 2026



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TENDER DOCUMENT/ TERMS & CONDITIONS FOR

“HIRING OF JANITORIAL & GARDENING SERVICES”

1. INTRODUCTION:-

Pakistan Council of Scientific Industrial Research (PCSIR) is an autonomous organization which functioning under the Act of Parliament 1973 its administrative control is under Ministry of Science & Technology, Government of Pakistan. PCSIR also plays a vital role in advancing scientific research and industrial development in Pakistan.

1.1. INVITATION FOR BIDS

PCSIR-PLC invites sealed bids from reputed experienced firms duly registered with Federal Board of Revenue / Tax Department to provide janitorial services including provision of Cleaning/Gardening staff at the PCSIR Laboratories Complex, Jamrud Road Peshawar for a period of one year, further extendable on satisfactory performance on the same rates for another year on satisfactory performance on the same rates. Single stage one envelope procedure shall be used for submission of bids.

2. DEFINITIONS

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

2.2 "Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.

2.3 "Client" means the authorized officer of the purchaser i.e. Principal Administrative officer (Admin) or any other

2.4. "Bidder/Tenderer" means the interested Firm Company 'Supplier/Distributors that may provide or provides the services required under this tender document to any of the public/private sector organization under the contract.

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

2.6. "Contract" means the agreement entered in to between the Purchaser and the Contractor.

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

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

2.9 "Contract Value" mean 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.

2.10 "Day" means calendar day.

2.11 "Services" means the services provided / required under this document

2.12 "Purchaser" means the PCSIR or any other parson for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.

2.13 “Services” means the services provided / required under the document.

2.14 “Worker” means a person appointed by the bidding firms/contract to carry out the required provided cleaning services. Must be literate, physically fit and healthy and within the age bracket of 18-45 years.

3. Scope of Work

3.1 The successful contractor will provide the Services for External Area, Internal Common Areas, Offices, Toilets & Washrooms, and Windows of all floors, Staircases, Committee Rooms, Auditorium, Library, Lawns. Gardens and other area within the vicinity. Office keeping activity includes but not limited to:

- i. Daily continuous cleaning/ mopping/ sweeping of all floors, walls hand rails, main entrance, staircases, lobbies, walkways, glazed / Aluminum panels, glass windows, panels of windows, partition glasses, Fire Hose Cabinet's, toilets & washrooms, carpets etc. and other common areas with frequent interval of time / site requirements.
- ii. Removal of cobwebs, cleaning of false ceiling of all toilets washrooms, offices and common areas.
- iii. Supply and Maintenance of Dust Bins with garbage bag and collection of garbage front offices and all common areas shall be the responsibly of the contractor.
- iv. Removal of stains / dirt spots / marks etc.
- v. The PCSIR, PLC will provide all branded / best cleaning materials *i.e.* liquid cleaners, cleaning acids, detergents, air fresheners, and all necessary cleaning equipment tools for the defined scope,
- vi. The Contractor shall ensure that all the toilets & washrooms are cleaned continuously including floors, walls, tiles, windows, dusting and cleaning of all sanitary fittings.
- vii. The Contractor shall ensure that all Lawns / Research Gardens are properly maintained.
- viii. The Contractor shall ensure that all public areas are cleaned continuously on daily/regular basis.
- ix. The Contractor shall ensure spray of disinfectants in the toilet and urinals to kill bacteria / insects on weekly basis.
- x. *The* Contractor shall provide 100% staff attendance on daily basis.
- xi. The Contractor shall be responsible for any damage to the property caused during cleaning and office keeping activities.
- xii. The Contractor shall comply with the following conditions of service:
 - a. The workers as well as the Contractor shall adhere to all policies and norms specified by the client.
 - b. The Contractor shall certify that there sources provided are not addicted to drugs or alcohol.
 - c. The Contractor shall adhere to all applicable laws including labor laws and any other relevant law.
 - d. The Contractor shall ensure to hire qualified staff as per tender document.
 - e. The Contractor shall submit the copy of Character certificate duly verified by the Police station of their hired employees.

4. **DRESS CODE**

Minimum two (02) pairs of uniforms and shoes per years must be provided to each worker by the Contractor Firm which must be worn by the workers during working hours.

5. **GENERAL CONDITIONS**

5.1. The PCSIR at its discretion can increase/ decrease the number of workers, on already approved tender rate of payment and on the same terms & conditions, on the request of relevant In-charge in case of emergencies. 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 directive of the PCSIR, the payment shall be made/ adjusted on the already approved tender rates.

5.3 Contractor shall ensure the attendance of workers, strictly in accordance with agreements Terms and Conditions of tender.

5.4 In case of absence of any worker, the Contractor shall be liable to provide the required strength at site otherwise the PCSIR reserve the right to impose the penalty as per agreement tender document.

5.5 The Contractor will provide physically fit and sounding health workers with in age bracket of 18-45 years and ensure that each worker must have following documents: -

i. Attested photocopy of NADRA Computerized ID Card.

ii. Original Service Card issued by Contractor.

5.6 The agreement would come in to effect from the date of signing and shall continue to be in force for a period of one year unless and until it is terminated in accordance with the provisions of tender documents, or extended for a further period on satisfactory performance on the same rates with mutual consent.

5.7 The Contractor firm 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

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

5.9 Any taxes/duties already in place or levied by the Government during the currency of the agreement will be on Contractor Firm's account and no claim shall be entertained by the PCSIR. 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 firm.

5.10 The Contractor Firm's will keep the PCSIR 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.

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

5.12 One-month prior notice in writing mentioning valid reason shall be served by either party for termination of contract.

5.13 The PCSIR PLC shall make the payment to the Contractor monthly basis after submission of bill in detail with attendance sheet with name of workers duly countersigned by Officer In-charge Estate.

5.14 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 same shall be referred to the PCSIR, or his nominee as Arbitrator and his decision shall be final and binding upon the parties hereto.

5.15 The Contractor Firm shall be responsible to complete all documentation, if notified from time to time.

5.16 The Contractor Firms shall possess minimum experience to provide Janitorial Services with at least three Government Departments or Multinational or Listed Companies.

5.17 Affidavit to the effect that there was no previous litigation of the contractor or his employees with PCSIR Laboratories Complex Peshawar and it allied departments and another Affidavit to the effect that the contractor has not been black listed by any Government Department/Autonomous Body/Corporation etc.

5.18 The Contractor Firm will ensure that they have enough financial capacity to pay at least two-month salary timely to the deputed Manpower in PCSIR PLC and Contractor Firm should submit such undertaking signed by CEO/CFO or Managing Partner on attested stamp paper (**Annexure-I**).

6. REQUIREMENT OF JANITORIAL STAFF

The Contractor Firm shall commence Janitorial/ gardening services at PCSIR Lab. Complex Peshawar immediately after issuance of letter of award as per following deployment: -

DAY-SHIFT (7:30 AM to 3:30 PM) at PCSIR Laboratory Complex Peshawar

Location	Requirement of Janitorial/ Gardening Staff
PCSIR Laboratories Complex, Jamrud Road, Peshawar.	10 each

7. PENALTY

7.1. In case of non-placement of required number of workers, the PCSIR-PLC has right to deduct the amount of actual wage of tire absent workers for each absence from the monthly bill of Contractor Firm.

7.2 Beside penalty, the PCSIR-PLC 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 Firm or otherwise.

7.3. In case of any theft/damage caused by the contractor staff at premises of PCSIR-PLC, the Contractor Firm will be held responsible to pay the entire losses to the PCSIR-PLC as determined by the three members Committee nominated by the Director General will give initial findings to be considered by the management of PCSIR-PLC to take appropriate measures. The decision of the PCSIR-PLC in this regard would be binding on the Contract Firm.

7.4. In case of absence of any worker from his place of duty more than three days in a month, the PCSIR PLC reserve the right to deduct the whole or partial salary in respect of such worker in addition to other penalty as deem appropriate.

7.5. In *case* of placement of inefficient workers/ placement of over-aged workers, lethargic workers, workers without proper uniform, the PCSIR-PLC 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. 100% payment will be made after completion one month.

8.2. The Contractor Firm is required to submit the following documents along with bill. -

- i. Invoice with covering Letter, both duly signed and stamped by authorized officer
- ii. Attendance sheet of the workers daily and monthly duly verified by the officer in-charge Estate.
- iii. Copy of any/all correspondence made with the PCSIR-PLC or any other agency/person/ organization during that month regardingg this contract.
- iv. Any other details/documents, if required by the PCSIR-PLC
- v. Evidence/support of all claims in bills.
- vi. List of deputed workers along with their cell numbers /CNIC number and present address.

8.3. Payment shall be made through Cross Cheque, within two weeks after receipt of bills from the Contractor Firm. Contractor Firm is required to provide all the relevant and complete documents properly for early processing of the bill by 5th of the next month. If the bill is submitted later than 5 days, the payment due on 15th to the said month may also be accordingly delayed. The PCSIR-PLC requires at least 15 days for processing of payment. **All applicable taxes and penalties shall be deducted at source from monthly invoice.**

9. BASIS OF OFFERS/ PRICE

For placement of Janitorial staff and allied services, the rates shall be quoted in Pak Rupees, category wise per personnel as per bid Form (**Annexure-II**)

11. PRE-QUALIFICATION CRITERIA FOR BIDDERS

11.1 The Firms/ companies scoring minimum 70 Marks along with fulfillment of Mandatory Provisions will be considered to be financially evaluated (**Annexure-III**). However, the bidder is required to enclose the documents, information as mentioned in the documents otherwise the offer may not be considered.

11.2 Incomplete / conditional bids shall be rejected.

12. VALIDITY OF BIDS

The bids shall remain valid for a period of one year w.e.f. the date of opening of bids.

The bids validity period can be extended with mutual consent of any bidder does not agree to extend validity period, his bid will be treated as with-drawn and there remaining allied bids will be considered.

13. BID SECURITY / PERFORMANCE GUARANTEE

13.1 Bid shall be accompanied by original Bid Security an amount of (as mentioned on Notice/ above) in shape of Pay Order/Bank Draft issued by a reputed bank in the name of Director General PCSIR Laboratories Complex, Peshawar. The bid Security to the unsuccessful bidder 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 shape of unconditional Bank Guarantee/Pay Order/Bank Draft.

13.2. The bank guarantee must be valid for at least 12 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. Non-compliance 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.

14. GUIDELINES FOR SUBMISSION OF TENDER DOCUMENTS

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 PCSIR-PLC after deadline of submission of bids in the presences of bidders or their representatives who may wish to be presents. After evaluation and approval, the contract will be awarded to the responsive bidders.

15. The firms must clearly attach the following documents as check list with the bid and non-submission of any document will result into rejection of technical bid of the firm:
- 15.1 Company profile
 - 15.2 Income Tax/General Sales Tax Registration Certificate
 - 15.3 Experience certificate of the firm as per Sr.No.5 sub clause 5.16.
 - 15.4. An affidavit on stamp paper in favor of PCSIR-PLC for the firm is never blacklisted by any government department
 - 15.5 An affidavit on stamp paper under taking that firm have enough financial capacity to pay at least three-month salary timely to the deputed Manpower in PCSIR-PLC signed by CEO/CFO or Managing Partner. **(Annex-II).**
 - 15.6 An undertaking on stamp paper that the bidder has read all terms and conditions of the tender mentioned anywhere 'herein the tender documents and is liable to any punitive action for furnishing false information / documents **(Annex-IV).**
 - 15.7 **Bank** Account(s) Information and statement for the last 3 years.
 - 15.8 Bid Security amounting to (as mentioned on Notice/ above) 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.
 - 15.9 Annual Income Tax Returns and receipt for the last 3 years.
 - 15.10 Bank Account(s) Information and statement for the last 3 years.
 - 15.11 The PCSIR-PLC reserves the right to demand/call any other information for the sake of documents/ information
 - 15.12 **Minimum** three (03) years' experience with proven track record in the market
 - 15.13 Details along with office addresses in the site locations i.e. PCSIR, Peshawar.
 - 15.14 Bids shall be submitted on the prescribed form. Only rates to be quoted on the bid form. Conditional and alternate bids will be rejected.
 - 15.15 Deadline for submission of the bids **mentioned on Notice/ EPAD.**
 - 15.16 Bids Open Date **mentioned on Notice/ EPAD.**
 - 15.17 Bidders after requested to offer the services and quote the rates for PCSIR-PLC as required by the PCSIR.

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. Non-submission of prescribed Bid Security.

17. **DOCUMENTS CONSTITUTING CONTRACT**

- 17.1 The Company /firm shall sign a contract agreement **(Annexure-V)** with the PCSIR-PLC, within one week from acceptance of the bid by the PCSIR-PLC.
- 17.2 Invitation for bids, tender document terms and conditions, letter of acceptance

shall also be treated as an integral part of the contract.

18. CANCELTATION OF CONTRACT

18.1 The Contract may be terminated earlier at any time by the PCSIR-PLC 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 amount to misconduct and the PCSIR-PLC reserves the right to impose penalty besides disciplinary action against the Company / Firm.

18.3. In case of any serious violation made by the Company / Firm, the PCSIR-PLC can terminate the agreement without giving one-month notice.

Annexure-I

ON STAMP PAPER

UNDERTAINING

I/We hereby undertake and give assurance to Pakistan Council Scientific Industrial & Research Council (PCSIR)-PLC under the administrative control of Ministry of Science & Technology Government of Pakistan that our Company/firm is financially sound to pay the salaries of 7 deputed provided the janitorial services for two months, if payment is delayed by the PCSIR-PLC due to unavoidable circumstances or bills are not verified by us in time as the case may be.

SIGN & SEAL OF CEO/Director

Name: _____ CNIC #



KISTAN COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
 PCSIR Laboratories Complex, Jamrud Road Peshawar
 Ministry of Science & Technology
 Government of Pakistan.

FINANCIAL BID / PROPOSAL FORM

- 1- Name of Firm / Supplier _____
- 2- Bid Security Draft / Pay Order No. _____ Amount _____ Date _____
- 3- Telephone: Office/Cell Fax:
- 4- Sales Tax Number: _____
- 5- National Tax Number: _____

S.#	Description	Total Cost Per Month	Total Cost per Year.
01			
Total Cost Annually			

- a. We shall abide by all the terms and conditions of the tender.
- b. 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.
- c. Bids Security should be enclosed.
- d. Prospective bidders are encouraged to visit / inspect PCSIR premises before quoting the cost / price. No overwriting / cutting allowed. Entries may be preferably typed.**

Rs. _____ (in figure)
 _____ (in words)

Name: _____

Signature: _____

Date _____

Official Stamp: _____

CNIC No, (copy enclosed)

Annexure-III

PERFORMANCE EVALUATION OF JANITORIAL SERVICES

(For Central Administration and Academic Units)

For the rating period:

A	Experience	Criteria of Marks	Obtained Marks
	Satisfactory service performed by Firm	25 Marks	
	Up to 3 years (Certificate enclosed)	10	
	Up to 05 years (Certificate enclosed)	20	
	Above 10 years (Certificate enclosed)	25	
B	Company profile / Firm must be provide NTN, GST and Active Tax Payers list of FBR	Mandatory	
C	Registration/Incorporation/Business Certificate and number of business Years in Pakistan.	Mandatory	
D	Address Details. A detailed list of addresses/ phone numbers of the Firms must be provided.	Mandatory	
E	Undertaking that the company has never been blacklisted by any Government Organization	Mandatory	
F	Undertaking that company has never been involved in litigation with the M/o Science &Technology or its organization	Mandatory	
G	List of workers on the Panel of firm.	25 Marks	
H	Provide the list with Name, Addresses and NIC No. of minimum 20	25	
I	Financial Soundness/Status	50 Marks	
J	Credit worthiness undertaking showing the capacity of bidder as per Annexure-I.	20	
K	Bank statement for latest one year showing return an amount of Rs. 1.0 million	10	
L	Bank Statement for last three years showing return an amount of Rs. 2.0 million	20	
	Total Marks	100	
	Required Marks for Pre-Qualification	70	

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.
- ii) Those who obtain 70 or more marks and will be selected as Most Advantages.

ANNEXURE-IV

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 tempered with. We have gone through all the conditions of tender mentioned anywhere in the tender documents and is liable to 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:

ANNEXURE-V

FORM OF AGREEMENT

THIS AGREEMENT is made on the _____ day of _____ 20__ between “PCSIR Laboratories Complex, Jamrud Road Peshawar” (hereinafter referred to as the Authority) of one part, and M/S _____”having offices at (Hereinafter referred to as the Contractor) of the other part.

WHEREAS the PCSIR-PLC 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 rates and terms & conditions contained in letter of acceptance/tender documents.

NOW THIS AGREEMENT WITNESSE as follows:

1. 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.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Contract agreement
 - b) The letter of acceptance
 - c) Tender document
 - 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. In consideration of the payment to be made by the Authority to the Contractor as herein after mentioned, the Contractor hereby covenants with the PCSIR-PLC to provide janitorial services in conformity in all respects with the provision of the Contact.
5. The PCSIR-PLC 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 here to 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 Employer

Name: _____

Name: _____

Designation: _____

Designation: _____

Date: _____

Date _____