

Tender Document

Re-Tender Hiring of Janitorial Services



**COMSATS University Islamabad,
Abbottabad Campus.
University Road Tobe Camp Abbottabad.
Ph# 0992-383863**

INVITATION TO BIDS (RETENDER)

Re-tender # Hiring of Janitorial Services/20 (2025-2026)

Hiring of Janitorial Services along with material.

COMSATS University Islamabad-Abbottabad Campus, a Public Sector University invites Bids through e-Pak Acquisition & Disposal System (EPADS) <https://eprocure.gov.pk> on “**Single-Stage Single-Envelope**” procedure basis from Income Tax & GST registered Firms/Companies who are on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR for “**Hiring of Janitorial services along with material**”.

1. The Bid Security for the Bid is **Rs. 50,000** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of “COMSATS University Islamabad” (FTN/NTN: 9010420-7); scanned copy of which is required to be uploaded through EPADS and hard copy must be submitted physically along with hard-copy of sealed bidding document on the closing date of the tender to COMSATS University Islamabad, Abbottabad Campus on the address given below.
2. The complete Tendering process shall be carried out through **EPADS**.
3. Interested bidders are requested to register themselves on the **EPADS** <https://eprocure.gov.pk/#/supplier/registration> and submit their tender documents.
4. For registration and guidance/training on **EPADS**, you may contact **EPADS UAN: 051-111-137-237**.
5. Closing date of submission is **May 06, 2026 by 1100 hours**. The bids shall be opened **on same day after Half an hour of closing time** in the presence of the bidders who wish to be present, in Purchase Office Admin Block, COMSATS University Islamabad, Abbottabad Campus
6. As per PPRA Rule 33, CUI may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

Contact Person and Submission



Purchase Officer
COMSATS University Islamabad, Abbottabad Campus
University Road, Tobe Camp, Abbottabad
Tel: 0992-383591-6, 0992-383863
Email: nisarahmed@cuiatd.edu.pk

Eligibility & Qualification

Detail	Criteria
1. Draft of Earnest Money	Mandatory
2. Bid /Quotation (Form No.1) - (<i>Strictly as per pattern</i>)	Mandatory
3. Declaration Form (Form No.2)	Mandatory
4. GST/KPRA and NTN Registration Certificate/Online profile inquiry	Mandatory
5. Active Taxpayer List (ATL) of FBR (In. Tax & S.Tax) Status as "Active "(Copy of online inquiry printed on the date Five day before the bid opening).	Mandatory
6. Proof of Non-Blacklisting: Affidavit on legal paper of appropriate value (duly attested from notary public) that the firm/company is neither blacklisted nor in litigation with any of its public sector client	Mandatory
7. Professional Experience (Form No. 3) Submission of three (03) copies of successfully executed or ongoing similar contracts completed within the last five (05) years with public sector organizations, government departments, embassies, or equivalent institutions, each having a minimum value of Rs. 0.5 million, shall be considered valid and given due preference. General Experience Minimum 05year of Experience in Business field, the experience duration will be considered from the date of registration with FBR/KPRA.	Mandatory
8. Clientele List List 05 different clients of similar nature of contracts.	
9. The KPRA registration will be mandatory for a successful bidder at time of payment to charge/pay KPRA services tax.	

Bids Evaluation Criteria:

- Bids will be evaluated in fair, transparent and non-discriminatory manner. For the purpose of determining the lowest evaluated bid, the above criteria shall be taken into consideration of bids.
- **Failing to fulfill any of the Mandatory Requirement will disqualify the bidder from the process.**
- **The responsive bidder meeting the mandatory requirement and offering the Grand total lowest price inclusive of all Taxes will be considered most advantageous lowest evaluated bidder for award of contract.**

FORM 1

[Letterhead of the Firm]

Ref No: _____ NTN: _____
Date: _____ GST: _____

FINANCIAL PROPOSAL:

Financial Proposal must contain following pattern:
Janitorial services will be required from 7:00 AM to 5:00 PM daily (except for public holidays and Sunday).
The age limit of janitor will be between 18-55 years.

S #	Detail Specifications	Qty	Rate per Janitor per month along with material mentioned below (Inclusive of All Taxes)
1.	No. of Supervisor	01	
2.	No. of Janitors (Male)	14	
3	No.of Janitor (Female)	02	
Grand Total			

- The rates MUST be quoted inclusive of salary of janitors, cost of services and cleaning material and other allied services. Cleaning material and services which would be included in the rates, but not limited to, are as under the material must be available at all time on the designated places.
- Number of Janitorial may increase or Decrease keeping in view of demand.

Declaration Form

(Mandatory)

(This form is to be provided with the Bid. Non-provision of this form will disqualify the bidder from the bidding process)

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that

I understand that by inserting any condition in my bid consciously or unconsciously will automatically disqualify me from the bidding process.

All the information furnished by me/us here-in is correct to the best of my knowledge and belief.

I/we have no objection if enquiries are made about the work listed by me/us in the accompanying annexure.

I / We agree that the decision of committee in selection will be final and binding to me/us.

I / We have read the instructions appended to the proforma and I / we understand that if any false information is found at any stage, the committee is at liberty to act in a manner it feels deemed fit, which includes, but not limited to, confiscation of Security/Earnest Money AND/OR imposing a bar/restriction from future business with CUI AND/OR blacklisting.

Tender No.	
Name of Firm/ Company	
Year of Establishment	
Name of Owner/Authorized agent	
Office Address	
GST No.	
NTN.	
Valid Telephone No.	
Valid E-mail (For Official Correspondence)	
Signature & Stamp (Authorized Representative)	

Detail of Work Executed since establishment

SN	Organization & Address	Duration	Contact Information	Amount/Cost
1.				
2.				
3.				

Detail of Clients

SN	Organization & Address	Year of work executed	Contact Information
1.			
2.			
3.			
4.			
5.			

Attach Work Order/Contract Agreement for each of the above in above order as proof.

Bid will be rejected in case of non-provision of proof.

Filling of all fields are mandatory.

General Terms & Conditions

1. The Terms & Conditions are as under:

No tender will be considered if: -

- a) Received without required documentation or found incomplete;
- b) Received later than the date and time fixed for Tender submission;
- c) The Tender is unsigned/ unstamped;
- d) The Tender is signed/stamped by the unauthorized agent of the Firm/company;
- e) The Tender is from a firm which is blacklisted or in litigation of some sort with any Public-Sector Organization;
- f) The Tender is received by telephone/telex/fax/telegram;
- g) Tenders received without earnest money;
- h) In contradiction with the specification given by the CUI Abbottabad Campus;

2. Suppliers, who are on Active Taxpayers List (ATL) of FBR, both GST and Income Tax are eligible to apply.
3. Bidders will have to produce the proof of being a Tax Filer with FBR.
4. Income tax as applicable and announced by the Govt. of Pakistan will be deducted at source.
5. The payment will be made after successful completion of all items and job.
6. The tender must accompany earnest money of Rs. 50,000/- in the form of call deposit/bank draft (refundable) drawn in favor of COMSATS University Islamabad Abbottabad Campus, the rates must be quoted as per pattern.
7. **The successful bidder is required to submit the performance Guarantee of Rs. 300,000 (Refundable)** subject to satisfactory performance after successful completion of contract agreement
8. Bid should be valid for 90 days.
9. The quoted prices of the contract will be valid for the period of the contract.
10. Any attempt by a bidder to influence in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its bid.
11. CUI Atd reserves the right to accept or reject any or all tenders as per PPRA Rules 33.
12. No advance payment will be permissible.
13. The Work will be given to lowest evaluated bidder on the basis of lowest evaluated bid. In case the successful bidder(s) refuse to undertake the work, the earnest money will be forfeited and a ban from business with CUI for a period of ONE YEAR will be imposed.

14. Applicable Taxes will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR; however, CUI Atd will be final authority to accept or reject the exemption certificate, In case of rejection, the vendor may claim refund from Tax Authorities/FBR.
15. In case of any holiday is announced by the Govt. OR any other unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure), the tenders will be opened on the VERY NEXT WORKING DAY. Time and venue of the tender will remain as mentioned in the tender notice.
16. In case of Tie in rates, , the bidder having the most valued work orders (work orders provided against relevant experience) will be awarded the Work Order.
17. The documents prepared by the Bidder as well as all correspondence and documents relating to the Bid shall be in English only.
18. The currency of the quotation would be in Pakistan Rupees only.
19. In case of calculation error, the unit price Inclusive of GST will be considered as valid.
20. Any proposal/tender received by CUI Atd after the deadline will be returned unopened to bidder concerned. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail to the concerned office.
21. In case a firm/company submits two bids/options against our tender; the bid with the overall lowest value/amount will be considered.
22. Payment will be made as per actual.
23. Do not submit any other document other than demanded.
24. No request for correction will be entertained after opening of the bid.
25. Successful bidders shall be responsible to arrange the stamp paper duly attested by the Notary Public for Signing the Contract with CUI Islamabad Abbottabad Campus as per agreed ToR
26. Contract shall continue in force up to initially for one year (Extendable up to 3 years) subject to satisfactory completion of **03 months' probation period.**

Terms of Reference of contract

Part 1

Detail & Scope of Required Janitorial Services

Daily Services:

1. Introduction

This proposal is submitted for the provision of professional janitorial and cleaning services at COMSATS University Islamabad, Abbottabad Campus. Our organization is committed to maintaining the highest standards of cleanliness, hygiene, and sanitation in educational environments by deploying trained staff, quality cleaning materials, and modern equipment.

Our goal is to ensure a clean, hygienic, and healthy environment for students, faculty members, and administrative staff across the campus.

2. Scope of Services

The contractor will provide comprehensive janitorial services including cleaning of (Block A, K, Z, Admin, Hostels & building surrounding areas:

- Classrooms
- Laboratories
- Offices
- Meeting rooms
- Libraries
- Toilets and washrooms
- Corridors and walkways
- Glass windows and doors
- SF Boys Hostel & Girls Hostel and surrounding areas

All services will be provided daily from 7:00 AM to 6:00 PM, except Sundays and public holidays.

3. Manpower Deployment

Position	Quantity
Supervisor	01
Male Janitors	14
Female Janitors	02
Total in number	17

Age Limit: 18–50 Years

All staff will be **trained, uniformed, and supervised** to ensure efficient service delivery.

4. Cleaning Equipment & Materials

The contractor will provide all necessary top brand cleaning materials, tools, and machines, including but not limited to:

All cleaning materials will be supplied in sufficient quantity and maintained continuously.

Sr.	Item	Recommended Brand	Use / Quantity per Period
1	Bath Soap	Safeguard	2 soaps/day per washroom (15 washrooms)
2	Toilet Rolls	Rose Petal / Tulip	2 rolls/day per washroom (15 washrooms)
3	Liquid Soap	Dettol	2 bottles/week per washroom (15 washrooms)
4	Vim Powder	Vim	1 kg pack/week per washroom (15 washrooms)
5	Sweep	Say's	5 bottles/week per washroom (15 washrooms)
6	Brooms	Boss	15 units/month
7	Mops	Scotch-Brite	15 units/month
8	Dry Mop	Scotch-Brite	15 units/month
9	Dusters	Scotch-Brite	15 units/month
10	Phenyl Liquid	Finis	7 bottles/week
11	Glass Cleaner	Glint / Klear	15 units/month
12	Air Fresheners	Air Wick	15 units/month
13	Washing Powder	Surf Excel	3 kg pack/week
14	Cleaning Brushes	Scotch-Brite	15 units/month
15	Plastic Dustbin Bags	Local Heavy Duty Garbage Bags	150 bags/month
16	Drain Cleaning Equipment	Ridgid	As needed
17	Vacuum Cleaners	Panasonic	As needed
18	Scrubber Machines	Karcher	As needed
19	Wet Heavy Duty Vacuum Cleaner	Karcher / Nilfisk	As needed
20	Mopping Trolley	Rubbermaid / Kleaner	As needed
21	Floor Polishing Machines	Karcher / Taski	As needed
22	Glass Cleaning Vipers	Scotch-Brite	As needed
23	Ladders for Glass Cleaning	Local Aluminum Ladder	As needed
24	Garbage Transportation Equipment	Heavy Duty Waste Trolleys	As needed

5. Material Supply & Storage

To avoid shortages and ensure uninterrupted services:

- The contractor will supply **cleaning materials for the entire semester in advance** and always maintained 2-month stock for every janitor of any building/Area

- All materials will be **stored in the Admin Office**.
- The **Admin Office will issue materials daily to janitorial staff** according to requirements.

6. Scope of Cleaning Services

Daily Services

- Sweeping, mopping, and cleaning of all buildings, corridors, rooms, and walkways.
- Cleaning and disinfecting of washrooms, urinals, and basins.
- Dusting of furniture, partitions, and skirting.
- Cleaning of doors, windows, and glass panels.
- Placement of trash bags in dustbins.
- Collection and disposal of garbage from campus to designated CDA disposal points.
- Carpet vacuum cleaning where required.
- Application of air fresheners and disinfectants.

Weekly Services

- Cleaning of lights, fans, and switchboards.
- Dusting of aluminum windows and doors.
- Disinfection of washrooms.
- Cleaning of false ceilings.

Monthly Services

- Floor polishing.
- Polishing of metal fixtures in common areas.
- Cleaning of drainage pipes and traps.
- General deep cleaning of floors and common areas.

Additional Services

- Exterior glass cleaning of buildings up to **50 meters' height (twice a year)**.
- **Fumigation and pest control services**.

7. Area Coverage

The janitorial services will cover the following buildings and areas:

A-Block:

Total: 22 classrooms, 19 labs, 63 offices, 2 meeting rooms, 56 toilets, 2 stores, 1 library → **(Total 3 janitors)**.

K-Block:

Ground Floor: 2 classrooms, 5 labs, 1 office, 4 toilets, 2 stores, 11 offices → **(Total 1 janitor)**.

Z-Block:

Ground Floor, 5 classrooms, laborites, 14 Toilets, Faculty rooms, DOO Offices

1st Floor: 6 classrooms, 14 labs, 51 offices, 3 meeting rooms, 14 toilets, 2 stores, 1 hall

2nd Floor: 14 classrooms, 55 offices, 3 meeting rooms, 16 toilets, 2 stores, 1 hall

Total: 20 classrooms, 20 labs, 106 offices, 6 meeting rooms, 30 toilets, 4 stores, 2 halls → **(Total 2**

janitors) (1 supervisor)

Admin Block:

Ground Floor: 19 labs, 13 offices, 1 meeting room, 13 toilets, 2 stores.

1st Floor: 7 labs, 13 offices, 1 meeting room, 13 toilets, 2 stores

Total: 26 labs, 13 offices, 2 meeting rooms, 26 toilets, 4 stores → **(Total 3 janitors)**

Girls Hostel

Ground Floor, 1st Floor, 2nd Floor, Faculty Hostel, Old Girls Hostel, G barrack Girls Hostel → **(2 female janitors)**

SF Hostel

All Students room, washrooms, corridors, entire open areas, stairs, Roof of hostel, all entire octagons → **(Total 5 janitors.)**

8. Garbage Management

The contractor will be responsible for:

- Daily collection of garbage from all buildings.
- Temporary storage at designated points.
- Transportation and disposal of garbage from campus to **CDA designated garbage disposal points.**

9. Future Expansion

In case of any **increase in buildings, areas, or campus locations**, the contractor will provide additional janitorial staff as per requirement. Payment will be made according to the **approved janitorial staff rates.**

Terms of Reference of contract

1. The Contractor will provide Janitorial Service as per timing schedule/rooster set forth by the relevant authority of CUI Abbottabad Campus, 06 days a week.
2. This agreement shall take effect from the date of signing of this contract and shall continue in force upto initially for one year (Extendable upto 3 years) subject to satisfactory completion of **03 months' probation period**.
3. The services will be provided on credit basis. The charges will be paid on monthly basis. The CUI Abbottabad Campus will make the payment by 15th of following month. The invoices/bills to this effect will be submitted by the contractor (duly verified by the competent authority concerned) by 10th of each month. Bills received after 10th will be processed for payment in next month.
4. The Contractor will be independent & all services rendered under this contract are to be performed as such and being understood that the direction and manner of performance of services of the contractor's employees shall be solely within the control of contractor.
5. The Contractor will be responsible to ensure security verification/clearance of his employees and provide complete record of his employees to Security Section of CUI Abbottabad Campus as and when asked.
6. Employees deployed by the contractor will carry their Service Cards duly issued/attested from the contractor's firm along with NADRA NIC cards, whenever placed for duty or replaced.
7. The contractor will ensure good discipline and conduct and follow the instructions of the contract in-charge/administrator of CUI Abbottabad Campus. In case of any disciplinary lapses such as (misbehavior, careless attitude with the CUI Abbottabad officials or Students), a strict disciplinary action will be as per decision of the competent authority which may lead either to financial penalty or termination of contract.
8. The contract can be extended on yearly basis (maximum of 03 years) subject to satisfactory performance and approval of the competent authority on mutual consent of the parties.
9. An amount of **Rs. 300,000/-** as performance security to be submitted by the contractor in form of DD/Pay order/crossed cheque which will remain intact with CUI Abbottabad upto the expiry of contract. Any illegal/unauthorized violation of contractual term made by the contract may lead to forfeiture of Performance Security.
10. Neither of the parties hereto shall be held responsibility for any delay or failure to perform any or all of the obligations imposed upon such party by case of "force majeure".
11. The contractor will be held responsible and will pay for any loss/damage made to the CUI Abbottabad Campus property intentionally or unintentionally and penalty will be imposed
12. CUI Abbottabad Campus will make payment to the contractor and CUI Abbottabad Campus will not be responsible or in direct contact with any janitorial staff regarding their salaries.

13. The contractor will ensure discharge of services at CUI Abbottabad Campus in a professional and efficient way. Either of two parties of this contract shall have the right to terminate this contract at any time upon 60 days' notice of prior written intent.
14. In case of any dispute, the decision of the Competent Authority of CUI Abbottabad Campus will be final and binding of both parties.
15. SOPs of COVID-19/Any other pandemic must be followed by all the janitorial staff as per Government Law for public places.
16. The Service Provider shall prohibit its employees/staff from disturbing papers placed on desks/tables, opening desk drawers or cabinets, or using telephone or office equipment provided for official business at the premises.
17. The Service Provider is responsible and hereby undertakes that all staff/employees and supervisors of the Service Provider appointed at the premises of the University have not been and shall not indulge in any criminal and unlawful acts; if however found guilty they shall be subject to termination of their appointment at the premises of the University and the Service Provider shall bear any damages caused to the University due to such indulgence.
18. The bidder shall ensure that all his employees/Staff appointed at the premises;
 - a) Shall observe the rules and regulations of the University enforced and as amended from time to time.
 - b) Shall be skilled, competent, appropriately equipped and dressed to carry out their duties at the premises. The Service Provider has the right to inspect and test all services mentioned in this Contract, to extent practicable at all times during the terms of this contract.
 - c) Shall be courteous at all times and follow instructions of the University.
 - d) Shall arrive at the work site promptly at the scheduled time with clean and neat uniform while performing his duties at the premises.
 - e) Shall observe the No Smoking Policy of the University
 - f) Shall not arrive at the work site under the influence of alcohol and shall not drink alcoholic drinks while being on the job or within the premises of the University.
 - g) Shall not indulge in discussions of arguments with any of the staff or officials of the University.
 - h) Shall be healthy and medically fit with the age **between 18 to 55 years.** CNIC is mandatory for all Janitorial staff.
19. The Service Provider shall immediately and without requiring any justification shall remove any employee/staff (provided by the Service Provider) from the premises, if such removal is desired by the University and shall provide a replacement on immediate basis. The Service Provider shall not enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval from the University.

Holidays

20. Sunday and gazette holidays will be allowed, however if work is an emergent nature then the services of janitorial staff be called for any time and payment for said services will be made by Contractor.

DAMAGES

21. In case of any theft or damages, both parties will investigate the case jointly and if it is proved that the incidence occurred due to the negligence of Janitorial Staff of the bidder, the losses/ damages shall be recovered from the bidder.
22. In case any of the Janitors staff have fatal injuries, death or any consequence there to arising during the course of duty, the COMSATS will not take any responsibility.

AGREEMENT COVERAGE

23. The **services shall be to the satisfaction of the CUI's** Abbottabad Campus relevant authority and the Contractor's rates shall include for all incidental and contingent services, which although not specifically mentioned in this document, are necessary for cleanliness of CUI premises.
24. The CUI's authority shall have the power to:
 - a. Reduce the payments and impose penalty (upto Rs. 1,000/- one time each) if the quality of the services rendered anywhere under the contract, though acceptable but not up to the required standards.
 - b. Direct the Contractor to make significant improvement in services, failing which the decision of CUI Abbottabad Campus will be final and binding upon the parties.
 - c. Terminate the contract in full or partial at any time by giving advance notice and contractor shall have no right to claim/appeal against termination of the contract or its part.
25. The contractor **shall engage the required number of janitors/supervisors as it may consider necessary by CUI Abbottabad Campus** and shall be directly responsible for determining the terms and conditions of their service. All such manpower shall continue to be the workers of the contractor and the CUI shall not be responsible for them, their dues, claims, damages, disputes for terminal benefits, whatsoever, that may arise in connection with their employment with firm/company. The Contractor will provide replacement of any absent janitor from the duty failing which a penalty @ **per absence** will be deducted from the monthly payment of the contractor. **Unit rate of janitor / RS. 600/- per person daily rate.**
26. The Contractor shall be responsible for the **conduct/ behavior** and working standard of his staff individually and/or collectively and shall exercise administrative control over them directly Any un-rest / strike of janitors will be handled by the contractor and CUI Abbottabad Campus will not be responsible for any such demands by the janitors. In such cases, if the area/ buildings / washrooms are not cleaned, a fine of Rs. 10,000/- will be imposed per day.

1. The Contractor shall ensure that the workers employed by him **abide by all the safety precautions** in force and comply with all such requirements as may be laid down from time to time in connection with the execution of this Contract and his employees/workmen shall confine themselves to work areas as may be specified by the CUI Abbottabad
2. from time to time.
29. The Contractor **shall not sublet** the Contract or any part thereof to any other person and shall always be personally responsible for the faithful/efficient performance and progress of the work entrusted to him under the **Contract**.
30. The Contractor will guarantee that he and the workmen/employees of him shall **maintain professional discipline** while on the job inside the CUI Abbottabad premises during the entire period of the Contract and any administrative, disciplinary or any other dispute arising between the Contractor and his employees or any dispute amongst the workmen/employees shall be settled outside the CUI premises without affecting the work schedule set forth by the CUI Abbottabad Campus.
31. The CUI Abbottabad shall have the right to **terminate this contract** without assigning any reason by giving a notice of **60** days and imposition of penalty keeping in view the nature of default, if any. The Contract can also request for termination of the Contract stating valid reasons by giving a notice of at least 60 days.
32. In case of any dispute with regard to this Contract the **decision of the CUI Atd authorities shall be final**.
33. The **Work is to be commenced immediately** upon receipt of the written "Order to Commence Work".
34. The contractor shall be **liable for all types cleaning services** at CUI and shall leave the premises clean and tidy on daily basis at their own arrangements and expense. Negligence/non-compliance in this regard will lead to imposition of penalty (upto **Rs.5000/-** for each time) and contractor being found non-responsive even after 03 times, will be liable to the prevailing of condition for termination of its contract.
35. The rates as approved in the contract would be considered as valid and remained unchanged until the completion of contract period and additional/future requirements of the CUI would be met on same terms & conditions.
36. Except as otherwise expressly provided in the contract, all "**Taxes**" as levied by the Government of Pakistan, shall be on account of the Contractor. Contractor shall indemnify the CUI against any liability in respect of such taxes.

Performance Review Meetings:

CUI Islamabad and contractor will arrange monthly or quarterly meeting to review the performance of Services to overcome gaps if any.

FOR AND ON BEHALF COMSATS University	FOR AND ON BEHALF M/S
Name & Designation Signature	Name & Designation Signature
Witness:	Witness:
Name:	Name:
NIC No:	NIC No:
Signature:	Signature:

Check List (To be filled by Applicants)

This page must be placed on Top of the complete bidding document

Prepare & Submit the Bid in this Order

Detail	Yes ✓	No x
ALL Pages are signed and Stamped		
1. Draft of Earnest Money		
2. Bid /Quotation – Form 1 (Strictly as per Pattern)		
3. Declaration Form – Form 2		
4. GST and NTN Registered		
5. Active Tax Payer List (ATL) of FBR		
6. Proof of Non- Blacklisting		
7. Professional Experience (Form No. 3)		
8. Clientele List		
9. Minimum Wages Certificate Copies of Minimum Wages Certificate is Mandatory		

For queries and further clarification, you may

- ✓ Write to us on nisarahmed@cuiatd.edu.pk
- ✓ Visit us at Purchase Office Administration Block Abbottabad
- ✓ Call us at 0992-383863/0992-383591-5