

**CANNABIS CONTROL AND REGULATORY AUTHORITY(CCRA)
ISLAMABAD**



**TENDER NOTICE NO. 002/CCRA/2026
(OPENFRAMEWORK AGREEMENT)**

**TENDER DOCUMENTS
FOR PRE-QUALIFICATION OF FIRMS FOR PROVISION
OF
JANITORIAL SERVICES**

**CCRA HEADQUARTERS
25-A, SECTOR H-9/1, ISLAMABAD**



GOVERNMENT OF PAKISTAN
CANNABIS CONTROL & REGULATORY AUTHORITY
(CCRA)



NOTICE OF EXPRESSION OF INTEREST

(Tender Notice No. 002/CCRA/2026-27)

Pre-qualification via Open Framework Agreement:

1. Firms for the provision of Janitorial Services to CCRA

Cannabis Control & Regulatory Authority (CCRA), Government of Pakistan, invites sealed applications to the undersigned office before the closing date and time from firms for recruitment services and Janitorial services via an open framework agreement for a period of 03 years as per the schedule below:

<i>Application Submission Deadline</i>	<i>Application Opening</i>
Friday 7 th August 2026 2:00 PM	Friday 7 th August 2026 2:30 PM

Expression of Interest documents containing scope of work, eligibility and evaluation criteria and other related terms and conditions are available for download from the PPRA website and the CCRA website.

The applications with related documents shall be dropped in the tender box in the office of the undersigned in sealed envelopes with clear title and name of firm by the stated deadline.

The opening of applications shall be done in the presence of the Bid Opening Committee and representatives of firms (as present) as per the schedule above in the conference room of the Cannabis Control & Regulatory Authority (CCRA), 25-A, Sector H-9/1, Islamabad, and online as per the meeting details mentioned in the EOI documents must reach the undersigned at the address given below.

Asif Haroon
Director/Chief of Staff
(Ops/Lic/Vigilance)
Cannabis Control & Regulatory Authority (CCRA)
25-A, Sector H-9/1, Islamabad
Contact No. 051-9204632

Note: CCRA reserves the right to accept or reject any or all EOIs as per PPRA Rules. Incomplete or late submissions will not be entertained. **The advertisement published on 10 July 2026 in newspapers under PID(I)344/26 may be treated as canceled.**

**GOVERNMENT OF PAKISTAN
CANNABIS CONTROL AND REGULATORY AUTHORITY(CCRA)
ISLAMABAD**

**TENDER DOCUMENT / TERMS & CONDITIONS FOR HIRING OF
JANITORIAL SERVICES**

1. INTRODUCTION

The cannabis Control and Regulatory Authority (CCRA), hereinafter referred to as ‘CCRA’, is an autonomous body of the Federal Government responsible for the regulation of the cultivation and processing of its product for medical and industrial use.

2. INVITATION FOR BIDS

2.1. CCRA invites single-stage- single-envelope procedure (Open Framework Agreement for 03 years) sealed bids from experienced firms duly registered with the Federal Board of Revenue/ Tax Department to provide janitorial services including provision of cleaning, staff, cleaning material and supplies at the Cannabis Control and Regulatory Authority, 25-A, Sector H-9/1, Islamabad for a period of three years under Open Framework Agreement.

2.2 As per PPRA Rule, Single Stage Single Envelope (OPEN FRAMEWORK) -Bidding Procedure shall be followed: -

- i. The bid shall be a single envelope technical proposal.
- ii. In the first instance, the **“Technical Proposal”** shall be opened.
- iii. The procuring agency shall evaluate the technical proposal as per eligibility/qualification criteria, without reference to the price, and shall reject any proposal which does not conform to the specified requirements.
- iv. During the technical evaluation, no amendments in the technical proposal shall be permitted.
- v. After the evaluation and approval of the technical proposals, the procuring agency shall call for competitive financial proposals from the technically accepted bidders from time to time, under an open framework agreement.
- vi. The pre-qualified (technically) evaluated bidder shall be eligible to participate in the financial proposal (when called).

3. DEFINITIONS

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

3.2 **“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.

3.3 "**Client**" means the authorized officer of the purchaser, i.e., Director /COS, CCRA or any other person, duly appointed in writing, by the Client/ purchaser.

3.4 "**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.

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

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

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

3.8 "**Contract Price**" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

3.9 "**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 apportionable to the Services in question.

3.10 "**Day**" means calendar day.

3.11 "**Purchaser**" means the Office of the CCRA or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the Contract.

3.12 "**Services**" means the services provided/required under this document.

3.13. "**Worker**" means a person appointed by the bidding firm/ contractor to carry out the required/ provided cleaning services. Must be literate, physically fit and healthy and within the age bracket of 18-40 years.

4. Scope of Work

4.1. The successful contractor will provide Housekeeping Services for External Areas, Internal Common Areas, Offices, Toilets & Washrooms, Lobbies, Windows of all floors, Staircases and other areas within the vicinity. Housekeeping activity includes but is not limited to:

- i. Daily continuous cleaning/mopping/sweeping of all floors, walls, handrails, main entrance, staircases, lobbies, walkways, glazed / Aluminum panels, glass windows, panels of windows, partition glasses, Fire Hose Cabinets, toilets & washrooms, carpets, etc., and other common areas with a 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 bags and collection of garbage from offices and all common areas shall be the responsibility of the contractor.
- iv. Spray of Air Fresheners in offices and common areas except holidays.
- v. Removal of stains/dirt spots/marks etc.

4.2. The Contractor shall provide all branded / best quality cleaning materials i.e., liquid cleaners, cleaning acids, detergents, air fresheners, and all necessary cleaning equipment/tools for the defined scope.

4.3. The Contractor shall ensure that all the toilets & washrooms are cleaned continuously on hourly basis, including floors, walls, tiles, windows, dusting and cleaning of all sanitary fittings.

4.4. The Contractor shall ensure the provision of Tissue Rolls and Liquid Soap in all washrooms.

4.5. The Contractor shall ensure that all public areas are cleaned continuously on daily/ regular basis.

4.6. The Contractor shall ensure spray of disinfectants in the toilets and urinals to kill bacteria / insects on a weekly basis.

4.7. The Contractor shall ensure general fumigation of offices and common areas on a weekly basis.

4.8. The Contractor shall ensure rodent control in offices twice a month.

4.9. The Contractor shall provide 100% staff attendance on a daily basis.

4.10. The Contractor shall provide machinery required to carry out activities mentioned in scope of work.

4.11. The Contractor shall be responsible for any damage to the property caused during cleaning and housekeeping activities;

4.12. 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 Client.
- ii. The Contractor shall certify that the resources provided are not addicted to drugs or alcohol.
- iii. The Contractor shall ensure that none of its workers are involved in any criminal activity or have been convicted by a court of law.
- iv. The Contractor shall ensure to hire qualified staff as per the tender document.
- v. The Contractor shall submit the copy of CNIC of their hired employees as well as submission of particulars of workers with the local police station.

5. DRESS CODE & TIMINGS:

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

5.2. Eight hours daily for five working days. The staff will start the work one hour before routine office timings or as desired by the CCRA.

6. GENERAL CONDITIONS:

6.1. CCRA, 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 a written request mentioning therein the circumstances/reasons on the next day.

6.2. In case the number of workers is increased/ decreased upon directives of the CCRA, the payment shall be made/ adjusted on the already approved tender rates.

6.3. Contractor shall ensure the attendance of workers, strictly in accordance with agreement/ Terms and Conditions of tender.

6.4. In case of absence of any worker, the Contractor shall be liable to provide the required strength at site; otherwise, the CCRA reserves the right to impose the penalty as per agreement/ tender document.

6.5. The Contractor will provide physically fit and sound in health workers within the age bracket of 18- 50 years and ensure that each worker must have the following documents: -

i. Attested photocopy of NADRA valid Computerized ID Card.

ii. Original Service Card issued by the Contractor.

6.6. The agreement would come into effect from the date of signing and shall continue to be in force for a period of three years 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.

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

6.8. Any increase or decrease in any levies or rates imposed by the Government/ ICT

administration/ CBA, wages and/or salaries during the currency of this agreement shall be entertained by CCRA.

6.9. 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 CCRA. 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.

6.10. The Contractor Firm shall indemnify and hold the CCRA harmless from and against any liability, claims, damages, or legal proceedings arising out of or in connection with any injury, death, or loss suffered by the Firm's employees during the course of their employment.

6.11. 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 CCRA shall not be responsible for any compensation in this regard.

6.12. One month's prior notice in writing mentioning a valid reason shall be served by either party for termination of contract. Upon the termination of this agreement, the Contractor Firm shall be permitted to remove all its apparatus and equipment which may have been placed in the premises.

6.13. The CCRA shall make the payment to the Contractor Firm on a monthly basis after submission of a detailed bill with an attendance sheet with the names of workers duly countersigned by Director /COS, CCRA.

6.14. 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 CCRA or his nominee as Arbitrator and his decision shall be final and binding upon the parties hereto.

6.15. The Contractor Firm shall be responsible for completing all documentation, if notified from time to time.

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

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

6.18. The Contractor Firm will ensure that they have enough financial capacity to pay at least two months' salary timely to the deputed Manpower in CCRA and the Contractor Firm should submit such undertaking signed by CEO/CFO or Managing Partner on attested stamp paper.

6.19. The firms must be registered with Employee Old Age Benefit Institute (EOBI) for EOBI deductions/payments under EOBI Act

7. REQUIREMENT OF JANITORIAL STAFF

7.1. The Contractor Firm shall commence janitorial services at CCRA immediately after issuance of letter of award as per following deployment:

DAY SHIFT (7:30 AM to 3:30 PM)

Location: Headquarters Cannabis Control and Regulatory Authority, 25-A, H 9/1, Islamabad.

Total Requirement of Janitorial Staff: 15 approx. (number can increase / decrease)

8. PENALTY

8.1. In case of non-placement of required number of workers, CCRA has the right to deduct the amount

of actual wage of the absent workers for each absence from the monthly bill of Contractor Firm.

8.2. In case of any damage/loss to CCRA due to negligence of workers, herewith for determination of liability, a three-member committee nominated by the Director/COS, CCRA

will give initial findings to be considered by the management of CCRA to take appropriate measures. The decision of the CCRA in this regard would be binding on the Contractor Firm.

8.3. Besides penalty, CCRA 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 an employee of Contractor Firm or otherwise.

8.4. In case of any theft/damage caused by the contractor staff at premises of CCRA, the Contractor Firm will be held responsible to pay the entire losses to the CCRA as determined by the above Committee.

8.5. In case of absence of any worker from his place of duty more than three days in a month, the CCRA reserves the right to deduct the whole or partial salary in respect of such worker in addition to other penalty as deemed appropriate.

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

9. PAYMENT

9.1. 100% payment will be made after completion of each month.

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

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

9.3. Payment shall be made through crossed 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 the 5th of the next month. If the bill is submitted later than 5 days, the payment due on the 15th of the said month may also be accordingly delayed.

CCRA requires at least 15 days for processing of payment.

9.4. All applicable taxes and penalties shall be deducted at source from the monthly invoice.

10. ARBITRATION

10.1. In case of any difference or dispute arising between the parties during the contract period, shall be referred for resolution to the CCRA, or his duly authorized nominee whose decision shall be final and binding on both the parties.

11. BASIS OF OFFERS/ PRICE

11.1. For placement of Janitorial staff and allied services, the rates shall be quoted in Pak Rupees, category-wise per personnel.

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 financial bids.

12.2. The bid validity period can be extended with mutual consent. If any bidder does not agree to extend the validity period, his bid will be treated as withdrawn, and the remaining valid bids will be considered.

13. GUIDELINES FOR SUBMISSION OF TENDER DOCUMENTS

13.1. The bids shall comprise a single stage single envelope, containing the 'technical proposal'. The bidders shall mention on the envelope the item name applied for.

13.2. The firms must clearly attach the following documents as a checklist with the technical bid, and non-submission of any document will result in rejection of the technical bid of the firm:

- i. Company profile
- ii. Income Tax/ General Sales Tax Registration Certificate
- iii. Experience certificate of the firm as per clause 6.16.
- iv. An affidavit on stamp paper in favor of CCRA that the firm was never blacklisted by any government department.
- v. An affidavit on stamp paper undertaking that the firm has enough financial capacity to pay at least two months' salary timely to the deputed Manpower in CCRA, signed by CEO/CFO or Managing Partner (**Annex-I**).
- vi. An undertaking on stamp paper that the bidder has read all terms and conditions of the tender mentioned anywhere in the tender documents and is liable to any punitive action for furnishing false information/documents. (**Annex-III**)

13.3. The prequalified firms will provide call of financial bids within 15 days from receipt of supply orders. If services are not provided in due time, a fine of 0.5% of bid value per day will be charged to the firm. If provision of services is delayed beyond 60 days from receipt of work order, the earnest money will be confiscated, and the bid of the firm will be cancelled.

13.6. The tenders should reach the **Director /COS, CCRA** Islamabad as per the time mentioned on the tender notice. The technical proposals and financial proposals will be opened on the same day respectively in the office of the undersigned in the presence of bidders who may like to participate. Incomplete, conditional and/or tenders without earnest money shall not be considered.

13.7. Earnest money of unsuccessful bidder will be returned at the end of tender process and earnest money of the successful bidder will be retained till validity of service period, and the same must be valid till expiry of contract.

13.8. Bidder(s) not 'active' on active taxpayer list of FBR are not eligible to apply. Firm(s) blacklisted by any government organization under PPRA Rules are also not eligible for participation.

**Director /COS
(OPS/LIC/Vigilance),
CCRA, Headquarters,
25-A, Sector-H/9-1, Islamabad
Phone 051-9204631**

Annexure-I

ON STAMP PAPER

UNDERTAKING

I/ We hereby undertake and give assurance to the Cannabis Control and Regulatory Authority, Islamabad (Government of Pakistan) that our Janitorial Services Provider Company M/S _____

_____ is financially sound to pay the salaries of deputed workers and other related expenses for two months, if payment is delayed by CCRA due to unavoidable circumstances or bills are not verified by us in time as the case may be.

SIGN & SEAL OF CEO/Head

Name: _____

CNIC # _____

Annexure-II

FORM OF AGREEMENT

THIS AGREEMENT is made on the _____ day of _____ 20____ between “Cannabis Control and Regulatory Authority, Islamabad” (hereinafter referred to as CCRA) of one part, and “M/S _____” having offices at _____ (hereinafter referred to as the Contractor) of the other part.

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

NOW THIS AGREEMENT WITNESS is 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 CCRA to the Contractor as hereinafter mentioned, the Contractor hereby covenants with CCRA to provide janitorial services in conformity in all respects with the provisions of the Contract.
5. CCRA 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 hereunto affixed

(or have hereunto set their respective hands and seals) the day and year first above written.

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

Name: _____

Name: _____

Designation: _____

Designation: _____

Date _____

Date _____

Annexure-III

UNDERTAKING

(Acceptable only as per provided format)

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

information/documents.

Dated this _____ day of _____ 20__

Signature _____

(Company Seal)

In the capacity of duly authorized to sign bids for and on behalf of

Annexure –IV

Cannabis Control and Regulatory Authority
H- 9/1, Islamabad.

FINANCIAL BID/PROPOSAL FORM

Name of Firm/Supplier: _____

Bid Security Draft/Pay Order No. _____ Amount. _____ Dated: _____

S/No	Description	Total Cost/month	Total cost/year		
1.	Janitorial Staff/ Workers				
2.	Housekeeping Services (Toiletries etc.) as per Scope of Work of Tender documents				

Total Annual Cost

Rs: _____ (in figures)

_____ (In words)

Name: _____

Signature: _____

Date: _____

Stamp: _____

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