

BIDDING DOCUMENT

JANITORIAL SERVICES FOR OFFICE OF THE ACCOUNTANT GENERAL BALOCHISTAN, QUETTA



GOVERNMENT OF PAKISTAN

Office of the

Accountant General Balochistan

Note: The bidder is expected to examine the Bidding Document carefully, including all instructions, forms, terms, specifications etc. Failure to furnish all information required by the Bidding document or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

TENDER DOCUMENT

1. Office of The Accountant General Balochistan intend to award / Janitorial Services Contract for its office at Audit & Account Complex, Zarghoon Road Quetta invite sealed bids through **E-Pak Acquisition and Disposal System (EPADS)** from Income Tax / GST registered firms / companies, having sufficient experience for provision of Janitorial Services to Government departments / private organizations. The agreement for the provision of services to this office will initially be for this financial year.
2. Tender should accompany an Earnest Money of Rs.80,000/- @5% (refundable) in the form of Bank Draft/Pay Order in favor of Deputy Accountant General, Office of The Accountant General Balochistan, Quetta (Cheque will not be accepted). Without earnest money the tender will be rejected. The earnest money will be returned to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it will be retained till 30.06.2027.
3. The authorized representative of the bidder may quote prices duly stamped and signed. Quoting price shall be valid for twelve (12) months from the opening date of bids
4. The firms are also required to submit following documents with their bids –
 - a. Bid application form duly completed /signed.
 - b. Proof of registration with at least three Government departments / Private organization for the similar work
 - c. National Tax and GST Number with copies of certificates.
 - d. Affidavit that the firm has never been black listed nor contract terminated in the past for non-fulfillment of contractual obligations by any Government / Semi Government or private organization
 - e. Details of Janitorial Staff/equipment to be deployed for the said service
5. Incomplete bids received after due date/time shall not be entertained
6. Any wrong/incorrect information submitted shall make the firm liable for debarring from this as well as future contracts in this office even after award of the works
7. The successful bidder shall sign a contract agreement on judicial stamp paper on the basis of terms and conditions prescribed in the Bid documents
8. Payment of monthly charges shall be made to the contractor within 45 days or on receipt of invoice, after deductions of all taxes whichever is earlier.
9. Office of the Accountant General Balochistan, Quetta may reject any or all bids or proposals in accordance with PPRA Rules.
10. The bidders are to provide certificate/affidavit that all laws of Government of Pakistan have to be followed including labor laws and minimum wages.

TENDER/PROCUREMENT INQUIRY 2026-27

“Janitorial Services”

Bid Submitted by M/S _____

Required Items	Cost Proposal / REMARKS if any: (Use separate letter head to propose additional items)
<u>Janitorial Services:</u> For the entire premises of office of the Accountant General Balochistan. Covered areas including offices, Toilets and other open spaces, buildings and structures, furniture, fixture with the specified area before the main entrance of office premises and other areas as may be indicated, the services on daily basis and on special occasions as may be needed for: a. Sweeping b. Cleaning c. Mopping & Washing with detergents, chemicals, disinfectants where required. d. Polishing subject to requirements. e. Maintenance of hygiene and sanitations as required for the office.	<u>Total Rate per month with Material,</u> <u>6 No Janitors and One supervisor</u> Rs. _____ Rupees: _____ _____ _____
<u>Signature & Seal of Contractor</u>	

The following document may be attached with the Tender form otherwise tender will not be entertained.

1. NTN Certificate
2. G.S.T/ BST Registration Certificate
3. Income Tax Returns for last 3 years
4. E.O.B.I Certificate and Social Security Certificate.
5. Three year experience of concerned work
6. Detail of Current and Previous Work
7. Bank Statement of last 6 months.
8. Affidavit that the firm is not black listed and no litigation with any Department
9. Audit Report for last 3 years.
10. Appreciation Certificate (if any) from Department.

Sealing and marking of bids

- 01- The bids shall be submitted in one (01) sealed envelope hence it is **Single Stage – Single Envelope Bidding**, to be marked as under:

**DEPUTY ACCOUNTANT GENERAL BALOCHISTAN, OFFICE OF THE
ACCOUNTANT GENERAL BALOCHISTAN ZARGHOON ROAD,
QUETTA.**

- 02- The envelopes shall also bear the word “CONFIDENTIAL”
03- **Deadline for submission of bids.**

All bids must be delivered in the office of undersigned on or before the prescribed deadline i.e. **04.09.2026 11.30 AM**