

F. No.1-11/2025-26-GA
GOVERNMENT OF PAKISTAN
MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH

TENDER NOTICE

Ministry of National Food Security and Research (M/o NFS&R) intends to invite electronic bids on e-Pak Acquisition & Disposal System (EPADS) from the well reputed firms for the provision of janitorial and other services including sweeping/cleaning, gardening, and daycare attendants etc., for its offices located at (i) 2nd, 3rd & 4th floor of B-Block, Pak. Secretariat, Islamabad (ii) 8th Floor, Shaheed-e-Millat Secretariat, Islamabad (iii) NFDC Building, H/8-1, Islamabad, and elsewhere. The firms shall be registered in EPADs, Income & Sales Tax Departments and are on Active Taxpayers List (ATL) of FBR, at least five years of relevant experience and having their own offices /set-up in Islamabad. The details are as under:-

Sr. No.	Tender Description	Bid Security / Earnest Money
(i)	Procurement of janitorial and other/allied services including sweeping / cleaning, gardening, daycare attendants etc.,	Rs. 200,000/-

2. Bids shall be submitted / received and opened as per following schedule:-

Submission of bidding documents	Tender Notice and Bidding/Tender document containing terms & conditions can be downloaded from the websites of Ministry of National Food Security and Research www.mnfsr.gov.pk PPRA www.ppra.org.pk and EPADS https://eprocure.gov.pk . The interested eligible bidders must submit bids through EPADS. No manual bids shall be accepted. The bid security/earnest money, earmarked above, in the shape of Pay Order / Demand Draft/Call Deposit in favour of SO (GA), M/o NFS&R along with bid documents should be uploaded through EPADS (scanned copy) and hard copy must be submitted physically in Room No. 412, 4th Floor, B-Block, Pak. Secretariat, Islamabad, on or before closing date and time. The bids without bid security shall not be entertained.
Closing date and time	19 th December, 2025 at 11:00 A.M.
Date and time for opening of bids	On 19 th December, 2025 at 11:30 A.M., in the presence of bidders or their representatives who wish to be present.

3. Single stage one envelope procedure as contained in Rule 36(a) of the Public Procurement Rules, 2004 shall apply.

4. Procuring agency reserves the right to accept or reject in whole or part any or all bids/proposals as per Rule 33 of the Public Procurement Rules, 2004.

(Zeeshan Mustafa)
Section Officer (GA)
Ph: 9201270

TERMS AND CONDITIONS FOR PROVISION OF JANITORIAL / OTHER SERVICES

SCOPE OF WORK

1. The Firm/vendor shall provide janitorial and other services including sweeping/cleaning, gardening and day care attendants etc. for its offices located at:-
 - (i) 2nd, 3rd & 4th floor of B-Block, Pak. Secretariat, Islamabad
 - (ii) 8th Floor, Shaheed-e-Millat Secretariat, Islamabad
 - (iii) NFDC Building, H/8-1, Islamabad, and elsewhere, if required.
2. Janitorial services must include regular cleaning of offices, corridors, washrooms and other areas of this Ministry as mentioned above.
3. Gardening services must also be readily available during duty hours.
4. Female Day Care attendants must be in good health, well-educated and trained to discharge their responsibilities efficiently. Other Staff (Gardner, Electrician-cum-Plumber, Duplicate Machine Operator, Khitmatgar etc.) shall be well trained and familiar in their respective fields.
5. The successful contractor will provide House Keeping Services for External Areas, Internal Common Areas, Offices, Toilets & Washrooms, Lifts, Lifts Lobbies, Windows of all floors, Staircases and other area within the vicinity.
6. Daily continuous cleaning/mopping/sweeping of all floors, walls, handrails, main entrance, staircases, lobbies, lifts, 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.
7. Removal of cobwebs, cleaning of false ceiling of all toilets & washrooms, offices and common areas.
8. Supply and Maintenance of Dust Bins with garbage bag and collection of garbage from offices and all common areas shall be the responsibility of the contractor.
9. Spray of Air Fresheners in offices and common areas except holidays.
10. 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.
11. Removal of stains / dirt spots / marks etc.
12. The Contractor shall ensure the provision of Tissue Rolls and Liquid Soap in all washrooms.
13. The Contractor shall ensure that all public areas are cleaned continuously on daily/ regular basis.
14. The Contractor shall ensure spray of disinfectants in the toilet and urinals to kill bacteria / insects on weekly basis.
15. The Contractor shall be responsible for any damage to the property caused during cleaning and housekeeping activities
16. The Contractor shall submit the copy of CNIC of their hired employees as well as submission of particulars of workers with local police station.

GENERAL CONDITIONS

17. This Ministry reserves the right to accept or reject any or all bids with assigning adequate reason(s), as per PPRA Rules.
18. The firm/vendor must ensure continuity of services during unforeseen circumstances.
19. The agreement would come in to effect from the date of signing and shall continue to be in force for a period of three year unless and until it is terminated in accordance with the provisions of tender documents, or extended for a one-year period on satisfactory performance on the same rates with mutual consent.
20. 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 MNFSR. 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.
21. The Contractor Firm will keep the MNFSR 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.
22. 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 MNFSR shall in no way be responsible for any compensation in this regard.
23. 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 Secretary of MNFSR, or his nominee as Arbitrator and his decision shall be final and binding upon the parties hereto.
24. The contractor firm shall possess minimum experience of five years for presiding similar Services to at least three Government Departments or Multinational or listed companies.
25. Affidavit to the effect that there was no previous litigation of the contractor or his employees with MNFSR and another Affidavit to the effect that the contractor has not been blacklisted by any Government Department/Autonomous Body/Corporation etc.

BASIS OF OFFERS/ PRICE

26. For placement of Janitorial staff, day care and other allied services, the rates shall be quoted in Pak Rupees, category wise per personnel.

VALIDITY OF BIDS

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

GUIDELINES FOR SUBMISSION OF TENDER DOCUMENTS

28. The selected firms will provide services within 15 days from the date of acceptance of the services by MNFS&R. 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 bid of the firm will be cancelled.

DUTY HOURS

29. Staff including male/female must observe the official timings notified by the Federal Government. However, the Janitorial Staff must arrive well before office hours and ensure cleanliness of all area 30 minutes prior to office timings.
30. In case of emergency/urgency, MNFSR may ask the staff for early arrival/late departure for which no extra payment shall be made.
31. A duty roaster will be maintained by the Contractor for the staff for hourly deployment to monitoring performance on daily basis.
32. At least two workers must remain on standby until the complete closure of the offices each day.

QUALIFICATIONS AND CONDUCT OF STAFF

33. All staff must be physically fit, well-trained, and uniformed.
34. Staff must have valid Police Character Certificates and clearance from other law enforcement department, wherever applicable.
35. Staff must be experienced in their respective roles i.e. Janitorial, gardening, daycare matters, Plumbing/Electrician, DMO etc. .
36. Staff must maintain a professional demeanor and follow the security protocol of Pak- Secretariat.

PROVISION OF MATERIALS AND EQUIPMENT

37. The firm must supply all cleaning materials, tools, and equipment necessary for the services.
38. Materials must be of high quality, environmental-friendly and approved by the MNFS&R.
39. Samples of all cleaning material shall be provided & kept in GA Section of MNFS&R for further reference, if required.

MONITORING AND SUPERVISION

40. The contractor shall nominate a focal person to liaison with the MNFS&R, who shall be responsible for day-to-day operations in the MNFS&R and to oversee staff performance.
41. Regular inspections will be conducted by the MNFSR also to ensure service quality.

STAFFING REQUIREMENTS

42. The Contractor shall ensure the presence of 100 percent staff, as per the agreed timings/schedule.
43. Replacement substitute workers must be provided immediately in case of absenteeism.

COMPLIANCE

44. The firm must comply with government regulations regarding labor laws, including the payment of minimum wages, EOBI, and social security contributions.
45. All staff must have valid CNICs and police characters certificate.

FINANCIAL OBLIGATIONS

46. 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 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. MNFSR requires at least 15 days for processing of payment.
47. All applicable taxes and penalties shall be deducted at source from monthly invoice.
48. Payment will be made on monthly basis upon submission of a verified invoice.
49. Any deductions due to non-performance or breach of contract will be as per the agreement.
50. The firm / vendor firms must have a physical office Islamabad, valid sales tax and income tax registrations with active ATL status, at least five years of relevant experience, and financial statements demonstrating compliance with government-mandated minimum wage disbursements to workers / staff.
51. Security worth Rs. 200,000/- (Rupees Two hundred thousand only) (single stage-two envelope procedure) is required to be deposited in favor of Section Officer (GA), Ministry of National Food Security & Research, Islamabad. Security deposits will be released/refunded within a fortnight to unsuccessful bidders and in case of successful bidders after end of contract period.

PENALTY

52. In case of non-placement of required number of staff, MNFSR has right to deduct the amount of actual wage of the absent staff for each absence from the monthly bill of Contractor Firm
53. In case of any damage/loss to MNFSR/Government due to negligence of staff, for determination of liability, a three-member committee nominated by the Joint Secretary (Admn) will give initial findings to be considered by the higher authority to take appropriate measures.
54. The decision of the MNFSR in this regard would be binding on the Contractor Firm.
55. Besides penalty, MNFSR 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 staff of Contractor Firm.
56. In case of any theft/damage caused by the contractor staff at any Government premises, the Contractor Firm will be held responsible to pay the entire losses to the Government as determined by the above Committee.
57. In case of absence of any staff from his place of duty more than three days in a month, the MNFSR reserve the right to deduct the whole or partial salary in respect of such staff in addition to other penalty as deemed appropriate.
58. In case of placement of ineligible, inexperience and inefficient staff/ placement of over-aged staff, lethargic staff, staff without proper uniform, MNFSR reserve the right to deduct the whole or partial salary for such staff in addition to other

penalty as deemed appropriate.

TERMINATION CLAUSE

59. This Ministry being procuring agency reserves the right to terminate the contract with one month's notice in case of unsatisfactory performance or breach of terms.

SUBMISSION OF PROPOSALS

60. The firm must submit a detailed proposal **through EPADS**, including the following.
- List of Staff and Their Roles
 - Details of equipment and material to be provided.
 - Financial proposal with a breakdown of costs.

SITE VISITS

61. Interested firms may visit 2nd, 3rd & 4th floor of B-Block, Pak. Secretariat, Islamabad, 8th Floor, Shaheed-e-Millat Secretariat, Islamabad and NFDC Building, H/8-1, Islamabad, during office hours for a better understanding of the requirements.

LIABILITY

62. The firm / vendor shall be responsible for any damages caused by negligence or misconduct of their staff.
63. Wages of the absent staff will not be claimed in case substitute is not provided.

TERMS OF CONTRACT:

64. The contract shall be for a period of 03 years, extendable subject to satisfactory performance of service as provided in item No.19.
65. These terms and conditions are not exhaustive in nature. Further clauses, if deemed necessary, may be added / inserted either before start or during currency of the contract with mutual consent.

LIST OF JANITORIAL & OTHER SERVICE

S#	Description	Quantity
1.	Sweepers (04 male, 01 female)	05
2.	Gardener	01
3.	Electrician/plumber	01
4.	Daycare attendant (Female)	02
5.	Bearer/ Khidmatgar	02
6.	Duplicate Machine/Photocopier Operator	02
Total		13

ON STAMP PAPER

UNDERTAKING

I/ We hereby undertake and give assurance to Ministry of National Food Security and Research, Islamabad that our Janitorial and others 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 MNFSR 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 # _____

FORM OF AGREEMENT

THIS AGREEMENT is made on the _____ day of _____ 20____ between “Ministry of National Foods Security and Research, Islamabad” (hereinafter referred to as MNFSR) of one part, and “M/S_____” having offices _____(hereinafter referred to as the Contractor) of the other part.

WHEREAS MNFSR is desirous of availing the Janitorial Services and other services, 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/ other staff/ equipment as per scope, rates and terms & conditions contained in letter of acceptance/tender documents.

NOW THIS AGREEMENT WITNESSETH 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 E-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 MNFSR to the Contractor, the Contractor hereby covenants with MNFSR to provide janitorial and other services in conformity in all respects with the provisions of the Contract.
5. MNFSR hereby covenants to pay to the Contractor in consideration of the services the amount due in accordance with the provisions of the contract.

Sign & Seal on behalf of Contractor

Name:
Designation:
Date:

Sign & Seal on behalf of MNFS&R

Name:
Designation:
Date:

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 tampered with. We have gone through all the conditions of 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

**MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH,
B-BLOCK, PAK SECRETARIATE, ISLAMABAD.**

FINANCIAL BID/PROPOSAL FORM

Name of Firm/Supplier: _____

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

Dated: _____

Sl. #	Description	Total Cost Per Month	Total Cost for the Year
01	Janitorial Staff/ Workers		
02	House Keeping Services (Toiletries) as per Scope of Work of Tender documents		
03	Gardener		
04	Electrician/plumber		
05	Daycare attendant (Female)		
06	Bearer/Khidmatgar		
07	Duplicate Machine/Photocopier Operator		
Total Annual Cost			

Rs: _____ (in figures)

_____ (In words)

Name: _____

Signature: _____

Date: _____

Stamp: _____

Note: Prospective Bidders are encouraged to visit/Inspect AGPR premises before quoting the Cost/Price. overwriting/cutting allowed. Entries may be preferably typed