

Government of Pakistan  
**Finance Division**  
(Services-II Section)

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**TENDER NOTICE**

Sealed bids are invited from the reputed firms / venders for the provision of janitorial staff / services including sweeping / cleaning , gardening , plumbing, electrician, daycare attendants etc., for Q, S, and Kohsar Block, Pak. Secretariat, and FBC Building G-5/1, Islamabad, and elsewhere if required during the remaining period of the current financial year 2024-2025 and the financial year 2025-2026. Eligible firms must have a physical office nearby Pak. Secretariat, 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. Preference will be given to firms having satisfactory working experience with the public sector organizations supported by certificates of appreciation. Interested parties may visit Q-Block and other offices on 08<sup>th</sup> & 09<sup>th</sup> May 2025 during office hours. Sealed bids (financial + technical) must reach office of the undersigned by 11:00 a.m. sharp on 15<sup>th</sup> May 2025. The bids will be opened the same day at 11:30 a.m. The detailed terms and conditions including the required number and type of staff can be obtained from office of the undersigned.

  
Section Officer (Services-II)  
Ph: 9217882

## **TERMS AND CONDITIONS FOR PROVISION OF JANITORIAL SERVICES**

### **Scope of Work**

1. The Firm / vendor shall provide janitorial services including sweeping / cleaning, plumbing, gardening, electrician services and daycare attendant at Q-Block, S, Block, Kohsar Block Pak Secretariat, Islamabad and FBC Building, G-5/1, Islamabad.
2. Services must include regular cleaning of offices, corridors, washrooms, and other areas as required instructed.
3. Plumbing, gardening, and electrician services must also be readily available during duty hours.
4. Dedicated janitorial staff shall be deployed for the offices of the Finance Minister, Minister of State for Finance, Parliamentary Secretary, and Finance Secretary.

### **Duty Hours**

5. Staff including male / female must be available daily from 7:00 a.m. to 7:00 p.m. additionally, half of the staff in all the above mentioned premises may be available on Saturday and Sundays including public holidays.
6. At least two workers must remain on standby until the complete closure of the offices each day.

### **Qualifications and Conduct of Staff**

7. All staff must be physically fit, well-trained, and uniformed.
08. Staff must have valid Police Character Certificates and clearance from other law enforcement department if required.
9. Staff must be experienced in their respective roles (janitorial, plumbing, gardening, electrician services, daycare matters, watchman and supervisor.
10. Workers must maintain a professional demeanor and follow the security protocols of Q-Block and above mentioned offices.

### **Provision of Materials and Equipment**

11. The firm must supply all cleaning materials, tools, and equipment necessary for the services.
12. Materials must be of high quality and environmental friendly.

### **Monitoring and Supervision**

13. The Firm /vendor shall appoint one / two supervisors to oversee staff performance and coordinate with the designated representatives of the Finance Division.
14. Regular inspections will be conducted by the Finance Division to ensure service quality.

### **Staffing Requirements**

15. Sufficient staff both male and female to be discussed and decided keeping in view the financial impact must be deployed to meet the workload effectively.
16. Replacement substitute workers must be provided immediately in case of absenteeism.

### **Compliance**

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

### **Financial Obligations**

19. Payment will be made on monthly basis upon submission of a verified invoice.
20. Any deductions due to non-performance or breach of contract will be as per the agreement.
21. The firm / vendor firms must have a physical office nearby Pak. Secretariat, 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.

22. Security worth Rs. 500,000/- (Rupees Five hundred thousand only) (**single stage-two envelope procedure**) is required to be deposited in favour of Drawing & Disbursing Officer / Section Officer (Budget & Accounts), Ministry of Finance. Security deposits will release / refunded within a fortnight to unsuccessful bidders and in case of successful bidders after 30th June 2026.

### **Termination Clause**

23. The Finance Division reserves the right to terminate the contract with one month's notice in case of unsatisfactory performance or breach of terms.

### **Submission of Proposals**

24. The firm must submit a detailed proposal, including the following.

### **List of Staff and Their Roles**

25. Details of equipment and materials to be provided.
26. Financial proposal with a breakdown of costs.

### **Site Visits**

27. Interested firms may visit Q-Block S-Block and 5<sup>th</sup> Floor Kohsar Block, Islamabad and FBC Building G-5, Islamabad on 8<sup>th</sup> 9<sup>th</sup> May 2025 during office hours for a better understanding of the requirements.

### **Liability**

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

### General Provisions

30. The Finance Division reserves the right to accept or reject any or all bids with assigning adequate reason(s), as per PPRA Rules.
31. The firm / vendor must ensure continuity of services during unforeseen circumstances.

### Terms of Contract:

32. The contract will remain valid till 30<sup>th</sup> June, 2026 if otherwise not terminated or extended with mutual consent of both parties.
33. 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 / without mutual consent.

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**LIST OF JANITORIAL SERVICES**

S. No.	Description	Quantity
1	Plumbers	01
2.	Sweepers	19
3.	Gardner	01
4.	Electrician	01
5.	Daycare Attendant	03
6.	Watch Man	06
7.	Supervisor	01

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