



SENATE SECRETARIAT

Tender Notice

No. 2(33)/2022-23/Admn-II

Sealed bids are invited as per Rule 36(b) of the Public Procurement Rules, 2004 under Single Stage-Two Envelope procedure from reputed and experienced Islamabad/Rawalpindi based firms/ companies, having experience for supply of Janitorial and Fumigation / Disinfection services, with proper manpower and equipment as per below details;

S.No.	Description of required services
1.	Supply of Janitorial / House Keeping / Fumigation / Disinfection Services for External Areas, Rooms, toilets, Internal Common Areas, Lobbies and other area in the vicinity of Block-C building, Senate Secretariat, G-5, Islamabad. (3 floors + allied areas).

TERMS AND CONDITIONS

- The tender documents complete in all respects should reach the undersigned by **Monday, the 5th December, 2022** up till 10:00 a.m. The tender will be opened on the same day at 11:30 a.m in the office of Joint Secretary (Admin) Parliament House, Islamabad in the presence of the representatives of the bidders who wish to be present.
- The bidders should have valid NTN and GST number and should be on Active Taxpayers List (ATL) of the Federal Board of Revenue.
- The interested bidders should provide telephone & mobile number, e-mail address for contact.
- The bidders can visit the above premises before submitting their bids to fully understand the scope and quantum of work.
- Pay Order/Bank Draft for 5% (refundable) of the total quoted price of the tender, as bid security / Earnest Money in the name of Senate Secretariat, Islamabad, should be enclosed with the tender documents.
- Firm /Company should have ISO Certification (Quality Control /Facility Management).
- Firm /Company should have PEC category-C license.
- Firm /Company should have EOBI registration.
- Firm /Company should have Audited accounts of last three years from any registered audit firm.
- Firm /Company should provide a bank certificate of their annual net income.
- Firm /Company should provide annual financial turn over supported by income tax return / Bank Statement.
- Firm /Company who are black listed during last five years are not eligible to apply.
- Tender documents should be duly signed / stamped by an authorized officer of the firm/company.
- No offer will be considered for tender competition if;
 - The tender documents are incomplete and the offer is ambiguous,
 - The tender is submitted with wrong pattern / method of bidding and is not properly covered and sealed,
 - Tender documents contain any unsigned / ambiguous erasing, cutting / overwriting etc.
- The tender documents containing detailed Terms & Conditions with scope of work, may be obtained free of cost from office of the undersigned at Block-C, Senate Secretariat, during office hours.
- This Tender Notice is also available on PPRAs website: www.ppra.org.pk and Senate Secretariat's website www.senate.gov.pk
- Senate Secretariat reserves the right to accept/ reject wholly or partially any proposal or cancel the tender process all together at any time prior to the acceptance of bids as per the Public Procurement Rules, 2004.

(MUHAMMAD AZAM)
Section Officer (Admn-II),
Block -C building,

Senate Secretariat, G-5, Islamabad.
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