



**TENDER DOCUMENTS**

**Tender No. 17/2025**

**Hiring of Contractor for the Provision of Janitorial Services at  
NEPRA Tower**

**Quality plus Cost Based Selection (QCBS)**

**National Electric Power Regulatory Authority**  
NEPRA Tower, Ataturk Avenue, G-5/1, Islamabad  
Phone: 051-201 3200, Fax: 051-921 0215 [www.nepra.org.pk](http://www.nepra.org.pk)



**NATIONAL ELECTRIC POWER REGULATORY AUTHORITY  
NEPRA**

**NEPRA Tender No. 17/2025**

The National Electric Power Regulatory Authority (NEPRA), an autonomous body established under an Act of the Parliament i.e., “Regulation of Generation, Transmission and Distribution of Electric Power Act, 1997 (XL of 1997)”, invites applications from reputable firms/contractors for the provision of Janitorial Services. The applicant must be

- i)- Registered with Income Tax /Sales Tax Departments;
- ii)- In active taxpayers’ list of the FBR;
- iii)- Having minimum five years relevant experience;

2. Tender documents, which are containing information including instruction for preparation and submission of documents, evaluation criteria, etc. are available for the interested bidders on e-PADS at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk))

3. Bids, prepared in accordance with the instructions in the tender documents, must be submitted through **E-Pak Acquisition and Disposal System i.e. e-PADS on or before 10<sup>th</sup> day of December, 2025 @ 1400 hours**. Technical proposals will be opened on the same day at 1430 hours.

4. This advertisement and the tender documents are also available on NEPRA & PPRA websites at [www.nepra.org.pk/tenders](http://www.nepra.org.pk/tenders) and [www.ppra.org.pk](http://www.ppra.org.pk) respectively.

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## SECTION – I

### Schedule to Tender

Sr.#	Activity Description	Schedule
1	Tender No.	17/2025
2	Collection of Bidding Documents	The bidding documents may be downloaded from E-Pak Acquisition and Disposal System i.e. e-PADs alongwith PPRA and NEPRA Websites.
3	Time & Last Date of Depositing Tender	10 <sup>th</sup> day of Dec, 2025 upto 1400 hrs
4	Time & Date of Opening of Tender	10 <sup>th</sup> day of Dec, 2025 at 1430 hrs
5	Time & Date of Opening of Financial Bid	The Financial Bids will be opened after evaluation of technical bids, which will be announced later
6	Submission of Bids	Bids must be submitted through E-Pak Acquisition and Disposal System i.e. e-PADS. However the bid security in hard form must be submitted to AD(Admin) in sealed envelope on or before the date of opening of technical bids by-hand or through courier addressed as under: Assistant Director (Administration), National Electric Power Regulatory Authority, Ataturk Avenue (East), G-5/1, Islamabad.
7	The Price Quoted shall be	Delivered Duty Paid (DDP) in Pak Rupees i.e., inclusive of all applicable taxes & transportation charges, if any. If there is no mention of taxes, the offered/quoted price(s) will be considered as inclusive of all prevailing taxes/duties.
8	Non-Eligible Bidders	This Invitation for Bids is open to all eligible bidders, except as provided hereinafter. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices.
9	Services to be Offered	<b>Provision of Janitorial Services at NEPRA Tower</b>
10	Period of Contract	3 years from the date of award of contract; whereby, extendible for another year subject to satisfactory performance.
11	Amount of Bid Security to be deposited	Rs. 200,000/-; (Rupees Two Lac only) in the form of Pay Order/Call Deposit in favour of NEPRA
12	Form of Bid Security	<ul style="list-style-type: none"> <li>a. The bid security shall be in the form of irrevocable, encashable Call-Deposit/Bank Draft/Pay Order in the name of the Purchaser.</li> <li>b. No personal cheque will be acceptable at any cost.</li> <li>c. The previous bid security (if any) will not be considered or carried forward.</li> <li>d. Bidding documents with insufficient bid security compared to the total bid price will not be considered.</li> <li>e. The bid security in hard form must be submitted with AD(Admin) in sealed envelope on or before the date of opening of technical bids, by-hand or through courier.</li> <li>f. The bid security of un-successful bidders will be released / returned after completion of bidding process.</li> <li>g. The successful bidder's bid security will be released upon receipt of performance security.</li> </ul>
13	Bid Validity Period	Bids should remain valid for 140 days from the closing date

14	Amount of Performance Security	<p>a. Rs. 200,000/- (Rupees Two Lac only) in favor of "National Electric Power Regulatory Authority (NEPRA), Islamabad" to be submitted by the successful bidder only.</p> <p>b. The performance security of the contractor will be released upon successful completion of agreement.</p> <p>c. The performance security shall be in the form of irrevocable, encashable Call-Deposit/Bank Draft/Pay Order in the name of the Procuring Agency.</p>
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#### **MANDATORY REQUIREMENTS FOR BIDDERS**

<b>Sr. No.</b>	<b>Parameter</b>	<b>Yes</b>	<b>No</b>
i.	Tax Registration		
ii.	Active Filer Status		
iii.	Copy of NTN & STN		
iv.	Bidder(s) having at least experience of 5 years		
v.	Litigation History (if any) otherwise Affidavit of non-black listed on proforma attached at ( <b>Annex-A</b> )		
vi.	Undertaking; conflict of interest ( <b>Annex-B</b> )		

Note:

- a. Proof of aforesaid parameters must be provided.
- b. Bidders who fail to provide supporting documents will not be entertained.

## SECTION - II

### Instructions to Bidders

1. The Client i.e., National Electric Power Regulatory Authority (NEPRA) intends to invite bids for **provision of Janitorial Services at NEPRA Office Building, G-5/1 Islamabad**, under the **Single Stage Two Envelope (SSTE)** bidding procedure. The NEPRA building is comprised of Ground plus seven (07) stories plus (02) basements and surroundings of the building.

2. The Client i.e. **NEPRA**, will award the subject services to the technically responsive firm on cost and quality basis. The technical responsiveness will be evaluated as per the criteria set forth in this document.

3. The Contractors/Firms having registration with tax authorities (registration certificate must be attached with evidence) and possess minimum five years relevant experience of provision of janitorial services shall be eligible to apply.

4. Each bidder shall submit only one bid. A bidder who participates in more than one bid will be disqualified.

5. The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6. The bidders are advised to visit and examine the site and its surroundings to obtain all information that may be necessary for preparing the bid. All cost in this respect shall be borne by the bidder.

7. NEPRA reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, as per PPRA rules 2004.

8. **Submission of Bids:**

- (i) The bid process will be single stage - two envelope and the minimum threshold for qualifying in the technical proposal is **70%**. The bids shall be submitted through E-Pak Acquisition and Disposal System i.e. e-PADS. However the bid security in hard form must be submitted with AD(Admin) in sealed envelope on or before the date of opening of technical bids, by-hand or through courier addressed as under:

Assistant Director (Administration), National Electric Power Regulatory Authority, Ataturk Avenue (East), G-5/1, Islamabad.

- (ii) NEPRA shall evaluate the technical bids, in a manner prescribed in advance, without reference to the price, and reject any proposal which does not conform to the specified requirements.
- (iii) Technically qualified bidders will be called for opening of their Financial Proposals, and the bidder who obtained maximum marks on quality plus cost based formula provided in the evaluation criteria would be awarded the Contract for provision of janitorial services at NEPRA Tower.
- (iv) Bids shall remain valid for **140 days** after the date of bid opening.

9. **Bid Security:**

- (i) Each Bidder shall furnish, as part of his technical bid, a Bid Security amounting to Rupees 200,000/- (Rupees Two Lac only).
- (ii) Bid Security will be in the form of Pay Order/Demand Draft from scheduled bank of Pakistan in favor of NEPRA.
- (iii) Any bid not accompanied by an acceptable Bid Security shall be rejected by NEPRA as nonresponsive.
- (iv) The bid securities of unsuccessful Bidders will be returned upon award of contract to the successful Bidder or on the expiry of validity of Bid Security whichever is earlier.
- (v) The Bid Security of the successful Bidder will be returned when the Bidder has furnished the required Performance Security and signed the Contract Agreement.

- (vi) The Bid Security may be forfeited if a Bidder withdraws his bid during the period of bid validity; or in the case of a successful Bidder fails to furnish the required Performance Security or Sign the Contract Agreement.
  - (vii) The bidder shall not amend or withdraw bid once it is submitted.
10. **Letter of Acceptance:**
- (i) Prior to expiration of the period of bid validity prescribed by NEPRA, NEPRA will notify the successful Bidder in writing (Letter of Acceptance) that his bid has been accepted. This letter shall name the sum (in view of Financial Proposal) which the Client will pay the Contractor in consideration of the Services by the Contractor as prescribed by the Contract.
  - (ii) The Letter of Acceptance and its acceptance by the Bidder will constitute the grounds of the Contract, binding NEPRA and the Bidder, till signing of the formal Contract Agreement.
11. **Performance Security:**
- (i) After the receipt of Letter of Acceptance the successful Bidder shall furnish to NEPRA a Performance Security within a period of fourteen (14) days.
  - (ii) Successful Contractor, upon award of contract, will sign the contract agreement as per the specimen provided by NEPRA and submit an amount of Rs. **200,000/-** [Rupees Two Lac only (refundable)] in the form of pay order/demand draft in the name of NEPRA as performance security deposit which will be released on successful completion of contract period.
  - (iii) Failure of the successful Bidder to comply with the requirement of Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
12. **Contract Agreement:**
- (i) The form of Contract Agreement is provided at **Annex-C** of the Contract. The successful bidder shall submit duly filled form incorporating all agreements between the parties on Rs. 100 non-judicial stamp paper for signing by NEPRA.
  - (ii) The formal Agreement between NEPRA and the successful Bidder shall be executed within fourteen (14) days.

### SECTION - III

13. **NEPRA Tower:**

NEPRA Tower comprises of two basements, ground plus 7 floors with approx. covered area of 1,47,550 Sq.ft and total area 33,000 Sq.ft.

14. **SCOPE OF SERVICE:**

i. **Daily Cleaning – Once every day or as & when required**

- a) Both of the basements (car parking area);
- b) External areas, the front and rear side of the building;
- c) Entry/Exit points;
- d) Security check-posts including security rooms;
- e) Rooftop;
- f) Terraces / open areas and front and rear of the tower inside the premises;
- g) Staircases including the stairs for emergency exits;
- h) All lifts including lifts doors' on all floors;
- i) All the glasses from its inner side fixed in rooms, lobbies, stairs etc;
- j) Furniture, fixture and equipment in the lobbies;
- k) Removal of garbage from all the offices through garbage shoot and its ultimate disposal from the NEPRA Building to the proper place duly identified and allowed by CDA;
- l) Kitchenettes on all the floors and Cafeterias (Officers & Officials);
- m) Fans (Brackets, Pedestal and Ceiling) on all floors (if any);
- n) Washrooms;
- o) Shifting of office records and furniture within NEPRA tower;
- p) Vacuum Areas not accessible by hand or cleaning tools;
- q) Any other item requiring cleaning but not mentioned in above paras.

- r) Provision of one set of three different color bins (70 ltr each) for sorted waste disposal;
- s) Green for compost waste, blue recyclable waste and, brown for useless waste. The contractor will maintain these bins in sorted state and clear when required.

ii) **Daily Cleaning and Mopping on Continuous Basis:**

- a) Lobbies of all the floors and Auditorium of NEPRA Tower;
- b) Main Entrance;
- c) Staircases from basement to 7<sup>th</sup> floor;
- d) Cafeterias & Kitchenettes;
- e) All washrooms;
- f) Service and circulation area on all floors;
- g) Lift lobbies;
- h) Gym, Badminton Courts etc;
- i) Place toilet brushes and floor wipers in all toilets for cleaning and drying of floors;
- j) Any other item that requires cleaning but is not mentioned in above paras.

iii) **Weekly Cleaning:**

- a) Disinfectant spray of corridors, kitchen and washrooms/toilets;
- b) Anti-clogging of toilets with quality branded material;
- c) Removal of cobwebs from ceiling / walls;
- d) Front and rear of building (outside the premises);
- e) Cleaning of drains;
- f) Basements wet cleaning;
- g) Disinfectant in the wake of COVID-19 or any other widespread infection;
- h) False ceiling cleaning (Once a month);

iv) **Wash Rooms Services Specifications:**

- a) Wash all mirrors, dispensers, faucets, flush meters and bright work with non-scratch branded disinfectant cleaner. Clean, wipes dry all sinks;
- b) Wash and sanitize all toilets, urinals and sinks;
- c) Mop all wash rooms floor with disinfectant solution;
- d) Empty all receptacles;
- e) Dust all low reach and high reach areas, including but not limited to, structural ledges, mirror tops and edges etc.
- f) Disinfect partitions, tile walls, dispensers, doors and receptacles once weekly;
- g) Any other item requiring cleaning but not mentioned in above paras;
- v) The provision of quality equipment required for general cleaning of NEPRA Tower like Fumigation Cylinder, Fumigation medicine, floor washing/buffing machines etc. shall be the responsibility of the vendor.
- vi) Thorough fumigation of the entire building (inside / outside) will be required on quarterly basis.

15. **No. of Janitors Required:**

28 janitors including a minimum of 3 female workers (as per requirement) will be required for the female washrooms and the Daycare etc. However, NEPRA may increase/decrease the number of janitors as per the actual requirement. Moreover, a supervisor will also be required to monitor the daily working of the janitorial staff.

16. **Working Hours:**

6 days a week @ 8 hours per day (from 8:30 a.m. to 04:30 pm; subject to operational requirements).

17. **Contract Period:**

Three (3) years from the date of deployment of the required manpower. However, NEPRA reserves the right to terminate this contract during the currency of contract after giving one month notice. The contract can be extended by 1 year with mutual consent.

18. **Termination of Contract on Poor Performance:**

- a. In case of non-compliance to the clauses of the subject contract, or consistent poor performance, three notices may be served with one (01) week improvement time.
- b. If the contractor still fails to deliver as per agreement, the contract may be terminated resulting in forfeiture of the deposited security for the contract.

19. **Dress Code:**

The deployed Janitors and cleaners should be in distinct uniform bearing the name of their company and the same shall be provided by the Contractor / Firm at its own cost. The company is bound to provide new uniforms and joggers every 6 months and it must ensure that their attire is presentable and appropriate for workplace standards. Uniform must consist of trousers and Polo shirts with distinct uniforms according to season.

20. **Compliance to NEPRA Code of Conduct:**

All the janitors provided by the Contractor will be obligated to follow NEPRA Code of Conduct, non-compliance to which may result in imposition of penalty / fine on the contractor.

21. **Other Covenants:**

- i. The entire financial liability in respect of the workers/Janitors deployed shall be that of the Contractor and the office concerned will in no way be liable.
- ii. The Contractor shall be solely responsible for redressal of grievances or resolution of disputes relating to the deployed workers. NEPRA shall, in no way, be responsible for settlement of such issues whatsoever.
- iii. NEPRA shall not be responsible for any financial loss or any injury to the deployed workers during the course of their performing the functions/duties, or for payment towards any compensation.
- iv. The deployed workers/Janitors shall not claim nor be entitled to pay, perks and other facilities/benefits admissible to NEPRA employees or absorption during the currency or after expiry of the Agreement. Undertaking from the person to this effect would be taken from the selected Contractor.
- v. Accommodation and meals/refreshments for the workers/Janitors would be the responsibility of the Contractor.
- vi. The following documentations would be required for deployment of any worker/Janitor:
  - a. Clear copy of Duty Order/Form must be shared with NEPRA
  - b. Clear photocopy of CNIC
  - c. Contact Details
  - d. Police verification of janitors being provided to NEPRA
- vii. The Janitorial Company offering janitorial services upon pre-qualification will submit with the bid (to be called by NEPRA) bid security in the form of pay order equivalent to **Rs. 200,000/-**. Bids without bid security would be out-rightly rejected and the bidder cannot amend or withdraw bid once it is submitted. Moreover, NEPRA reserves the right to forfeit the bid security in case of breach any of the agreement by the contractor.
- viii. Successful Janitorial Company, upon award of contract, will sign the contract agreement as per the specimen provided by NEPRA and submit an amount of Rs. **200,000/-** [Rupees Two Lac only (refundable)] in the form of pay order/demand draft in the name of NEPRA as performance security deposit which will be released on successful completion of contract period.
- ix. Successful Contractor, upon award of contract, shall nominate a coordinator who shall be responsible for immediate interaction with the designated NEPRA official so that optimal services of the persons deployed could be availed without any disruption. The coordinator shall be well mannered, literate and possess supervisory skills.
- x. NEPRA reserves the right to accept or reject all bids as per PPRA rules on the basis of rates reasonability.
- xi. The contractor shall ensure to make payment on account of salary to the workers deployed at NEPRA Tower equivalent to the minimum wage set forth by the GoP and revise the



same from time to time as per GoP directions. In addition to the minimum wage set by GoP, an additional Rs. 15,000/- shall be paid by the contractor.

- xii. The contractor shall be bound to provide EOBI & Social Security Services to the staff deployed at NEPRA Tower.
- xiii. The Contractor shall provide evidence disbursement of salary as per Government of Pakistan's approved wages rate along with proof of active EOBI and Social Security contributions.
- xiv. The interested bidders having the requisite registration(s) and a proper registered office(s) in Rawalpindi /Islamabad can submit their documents for tender.
- xv. The interested firm itself will be responsible for ensuring that the proposal submitted is in accordance with the instructions stated herein. Any proposal not submitted within the prescribed deadline will not be considered/entertained.
- xvi. The proposals submitted by the firms shall be evaluated as per the criteria mentioned above and the bidder securing the highest marks would be awarded the contract.

**22. Provision of Relievers / Replacement:**

- The contractor must provide reliever/replacement within two (02) hours from shift starting time, in case a janitor does not show up at work any day.
- In case of non-compliance to the above clause, appropriate deductions will be made from the contractor's monthly bill as per rates agreed upon in the subject contract agreement.
- Furthermore, the client will also have the option to either make a deduction from the contractor's monthly bill or arrange a replacement through some other alternate arrangement at the risk and cost of the contractor and subsequent adjustment will be made in the contractor's monthly bill.

**23. Right to Demand Replacement of a Poor Performer:**

The client reserves the right to demand replacement of a janitor not performing satisfactorily and the contractor must comply with it.

**24. Regular Visits by the Contractor:**

The contractor will be obligated to visit the subject premises on alternate days (minimum 03 days a week), or as communicated, to monitor the janitorial work at the subject building. The contractor will also be required to visit a representative of NEPRA Administration Department for feedback of the services being provided.

**25. Minimum Wage**

- a) A certificate to the effect that all janitors are paid monthly wages, not less than the minimum wages fixed by the Government of Pakistan from time to time. Any violation at any stage in this regard will render the janitorial company ineligible to work with NEPRA. In addition to that the contractor shall also pay Rs. 15,000/- including minimum GoP wage.
- b) The Bid prices shall not be in violation of minimum wages set by the Government of Pakistan, otherwise NEPRA has the right to reject any such Bids.

**26. Eligible Bidders:**

Pre-qualification is open only to the Contractors / Firms having registration with the tax authorities (must be attached with the evidence) and possess experience of Janitorial Tasks of multi-story buildings.

The applicant must secure overall at least **70 % score**.

## SECTION - IV

### 27. Technical Proposal Evaluation Criteria

Technical evaluation will be carried out on the following minimum pass / fail criteria regarding the applicant's general and particular experience, financial position, personal and equipment capabilities. NEPRA reserves the right to waive minor deviations, if they don't materially affect the capability of an applicant to perform the contract.

Sr. No.	Category	Weightage/ Marks
1	Experience Record	25
2	Personnel Capabilities	20
3	Equipment Capabilities	20
4	Financial Strength Compliance	05
Total:		<b>70</b>

### 28 Experience Record:

Credit Marks for experience shall be awarded on the basis of following qualifications:

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
a)	<b>Past experience:</b> Janitorial Services rendered to high-rise buildings i.e. minimum seven (7) story constructions (including basements) in last ten (10) years.	15	For each completed year of satisfactory service to such building(s) will make eligible to the contractor for 2.5 marks, subject to provision of documentary evidence.  Full marks will be awarded for six (6) or more years of satisfactory services rendered by the Contractor.
b)	<b>Ongoing/Current Contract:</b> Provision of satisfactory services in the same high rise building since last two (2) years	10	The Contractor will be eligible for 5 marks for provision of satisfactory services at a same place (high rise building) since two (2) years, subject to provision of documentary evidence. Full marks will be given in case of two (2) or more such contracts
Total Marks Allocated:			<b>25</b>

### 29 Personnel Capabilities:

Credit Marks shall be awarded under this category using the following criteria:

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
a)	No. of Janitors presently on payroll of the Contractor / Firm	15	1 mark will be given for each number of janitor on the payroll of the Contractor subject to provision of evidence. Full marks will be given in case of 30 or more janitors on payroll.
b)	No. of Janitorial Supervisors on payroll of the Contractor / Firm	5	1 mark will be given for each number of janitorial Supervisor on the payroll of the Contractor subject to provision of evidence. Full marks will be given in case of five (5) or more janitorial Supervisors on payroll.
Total Marks Allocated			<b>20</b>

30. **Equipment Capability**

Credit Marks shall be granted on the basis of the following criteria for various kinds of equipment relevant for the contract:

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
a)	Floor Cleaning Equipment	10	Full marks & 50% marks will be given to the firms having automatic and manual machines respectively for floor cleaning purposes.
b)	False Ceiling Cleaning Equipment	5	Full marks & 50% marks will be given to the firms having automatic and manual machines respectively for this cleaning purposes.
c)	Glass Cleaning Equipment	5	Full marks & 50% marks will be given to the firms having automatic and manual machines respectively for glass cleaning purposes.
Total Marks Allocated			<b>20</b>

31. **Financial Strength/Compliance:**

Credit Marks shall be awarded on the basis of the following criteria:

Sr. No.	Description	Marks Assigned	Criteria for Marks Obtained
a)	Audited Financial Statements along with Auditor's Report for the last two (2) years Bank statement of company account for last two years	5	Full Marks will be given to the firm providing Financial Statements along-with Auditor's report and 50% marks would be given to those providing bank statement only one of the two.
Total Marks Allocated			<b>5</b>

**Note:** The above data forms can be verified independently by NEPRA and any fabricated statement by the bidder may result in termination of the Contract, forfeiture of pending payments and blacklisting of the Company etc. The proposals without evidence/supporting documents will be rejected. Minimum marks for pre-qualification are 70% i.e. 49 marks out of 70.

### Financial Proposal Evaluation Criteria [30 Marks]

Sr. No	Description	Rate/month (inclusive of all taxes)			Remarks
		1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	
A	Minimum Wage Rate as approved by the GoP* for deployed human resource, Plus Rs.15,000/-	<b>As per GOP Notification</b> e.g. Rs. (37,000/-+ 15,000) x 28 = Rs. 1,456,000/- per month per 8 hourly shifts	<b>As per GOP Notification **Plus</b> Rs 15,000/-	<b>As per GOP Notification **Plus</b> Rs 15,000/-	1 <sup>st</sup> lowest=30 Marks  2 <sup>nd</sup> lowest=20 Marks  3 <sup>rd</sup> lowest=10 Marks
B	Vendor levies, duties, taxes, service charges, profits, uniform charges, jackets: [social security EOBI facility]etc.***	Rs. _____  per Janitor per month <i>X</i> 28 Nos. of Janitors Per month Rs. _____	Rs. _____  per Janitor per month <i>X</i> 28 Nos. of Janitors Per month Rs. _____	Rs. _____  1 per Janitor per month <i>X</i> 28 Nos. of Janitors Per month Rs. _____	
C	Total Month wise rate for both types of required janitors (B + C)	Rs. _____	Rs. _____	Rs. _____	
D	Average of the Three years for vendor levies etc. (D)				

**Note:** Financial proposal will be evaluated on the basis of average of the three (3) years.

\* The persons deployed [*not less than twenty eight (28)*] must be provided minimum wage rate **excluding overtime** as approved by the GOP, which at present is **PKR 37,000/-** [*Rupees Thirty Seven Thousand Only*] duly notified by the Office of the Chief Commissioner Directorate of Industries & Laborur ICT Islamabad vide ADLW-8(20)/ICT/2024-225 dated August 8, 2024. Any increase or decrease in wage rates as notified by the GoP during the Currency of Contract will be borne by NEPRA *vis a vis* bill/invoice shall be processed accordingly.

\*\* For the 2<sup>nd</sup> and 3<sup>rd</sup> year, the estimated wage rate prevailing presently i.e. PKR 37,000/- per month will be taken as base wage only for the purpose of calculation, however, the same would be revised as per actual in line with the GoP notifications.

\*\*\* **For Cost provided at Sr. B**, must include all levies, duties, taxes, service charges and the vendor will ensure to provide 2 x clean, tidy and decent uniforms with one pair of shoes to the deployed human resource. Provision of winters jackets (uniform based) will also be the responsibility of the vendor. Social Security & EOBI point.

#### Final Evaluation:

The technical evaluation of bidders will be carried out in the first place and only those who qualify in technical evaluation will be considered for financial evaluation. Minimum points for qualification of technical proposal evaluation are 49 out of 70, whereas, the applicant must attain 70% marks in each section to qualify for financial evaluation. Financial proposal will be evaluated excluding any applicable taxes. The financial proposal will carry 30 marks. The segregation of total marks for final evaluation and grant of tender are mentioned under:

a. Technical Evaluation	70 Marks
b. Financial Evaluation	<u>30 Marks</u>
Total	100 Marks

Affidavit for Non-Blacklisting of Firm  
**[PRINT ON STAMP PAPER]**

Non-judicial stamp paper (with a value of Rs. 100)

Date: \_\_\_\_\_

**AFFIDAVIT**

It is hereby solemnly confirmed and declared that M/s -----, is declaring on oath that the Applicant:

- is not in bankruptcy or liquidation proceedings;
- has *never* been declared ineligible/blacklisted by Government/Semi-Government/Agency or Authority or any employer till date due to the any reasons
- is not making any misrepresentations or concealing any material fact and detail;
- has not been convicted of, fraud, corruption, collusion or money laundering;
- is not aware of any conflict of interest or potential conflict of interest arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- does not fall within any of the circumstances for ineligibility or disqualifications, as stipulated in the tender documents.

(Stamp of Company)

(Signatures of Authorized Rep)

\_\_\_\_\_  
Company Name

**Attestation by Oath Commissioner and/or Notary Public**

### Conflict of Interest

#### Undertaking

I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

- i. No NEPRA official or employee has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
- ii. No NEPRA official's or employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
- iii. No retired or separated NEPRA official or employee, who has been retired or separated from the organization for less than two (2) years has an ownership interest in vendor's company.
- iv. No NEPRA official or employee is contemporaneously employed or prospectively to be employed with the vendor.
- v. Vendor hereby declares it has not and will not provide gifts or hospitality of any rupee value or any other tokens to any NEPRA official or employee to obtain or maintain a contract.
- vi. Please note any exceptions below:
  - a. Vendor Name: \_\_\_\_\_
  - b. Vendor Phone No: \_\_\_\_\_
  - c. Conflict of Interest Disclosure:
    - i. Name and designation of NEPRA Official, employee or immediate family members with whom there may be a potential conflict of interest: \_\_\_\_\_
    - ii. Relationship to official: \_\_\_\_\_
    - iii. Interest in vendor's company: \_\_\_\_\_
    - iv. Any other information: \_\_\_\_\_

I certify that the information provided is true and correct by my signature below:

Name & Signature of Vendor: \_\_\_\_\_

Date: \_\_\_\_\_

CNIC /NTN No: \_\_\_\_\_

#### **Witness Information:**

1. Name: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

2. Name: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

## Contract Agreement

### Provision of Janitorial Services at NEPRA Tower

THIS AGREEMENT for Provision of Janitorial Services at NEPRA Tower (Hereinafter called the “Agreement”) is made on \_\_\_\_ day of November 2025.

#### Between

**National Electric Power Regulatory Authority (NEPRA)** (hereinafter referred to as the “Client”, the expression shall, where the context so permits, be deemed to include its successor-in-interest and permitted assigns) of the one part;

#### And

M/s \_\_\_\_\_ (hereinafter referred to as the “Contractor”) of the other part;  
(The Client and Contractor shall, hereinafter collectively be referred to as the “parties” and individually as the “party”)

#### Recitals

- i) Whereas, the Contractor has shown its intention to provide Janitorial services at NEPRA Tower, Attaturk Avenue (East) G-5/1, Islamabad;
- ii) Whereas, the Client is desirous to hire the services of the Contractor and the Contractor has agreed to provide the same to the Client in consideration of the agreed payments to be made by the Client to the Contractor;

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which hereby acknowledged, the Parties agree and covenant as follows:

#### **No. of Workers/Working Hours:**

The required no of workers should be under clause 15 of section-III of the tender documents as mentioned above. The working hours per person should not be more than eight (8) hourly shift at any cost per day.

## SECTION-2

### General Terms and Conditions

1. The Contractor shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this Agreement to any other Service Provider or organization by whatever name be called without the prior written consent of the designated NEPRA Official.
2. Taxes shall be levied as per the rules of the Government of Pakistan (GoP).
3. The Contractor cannot modify or withdraw his offered rates after submission of invoice.
4. The Client shall make payment to the Contractor after verifying the Contractor’s original invoice.
5. In case of any dispute or difference, the case will be settled amicably between both the parties.
6. In the event of failure of amicable settlement of dispute as above, either party of this contract may refer the matter of dispute to arbitration under the provision of Arbitration Act, 1940 and the rules issued thereunder, at Islamabad, Pakistan.
7. The Client can include/exclude terms and conditions if required.
8. The terms & conditions mentioned in the pre-qualification document shall be the part and parcel of this agreement.
9. The Contractor agrees that the persons deployed (not less than 28) must be provided minimum wage rate **excluding overtime** as approved by the GoP, which at present is **PKR 37,000/- [Rupees Thirty Seven**

*Thousand Only]* duly notified by the Office of the Chief Commissioner Directorate of Industries & Labour Welfare, ICT Islamabad vide ADLW-8(20)/ICT/2024-225 dated August 08, 2024. Any increase or decrease in wage rates as notified by the GoP during the Currency of Contract will be borne by NEPRA *vis a vis* bill/invoice shall be processed accordingly. In addition to that the contractor shall also pay Rs. 15000/- including minimum GoP wage.

10. The Contractor agrees that he will ensure to provide 2 x clean, tidy and decent uniforms along with jackets in winders with one pair of shoes to the deployed human resource.
11. The Contractor agrees that all the human resource deployed at NEPRA Tower will be provided with the benefit of EOBI (post superannuation pension) and Social Security (Medicare) Services.
12. The Agreement can be terminated with one-month advance notice by either of the parties.
13. In case of loss of/damage to the property/valuable item/asset of the client by the worker (s) deployed by the Contractor, the Contractor will be responsible for repair/replacement (if any) at their own expense.

### **Section – 3**

#### **CURRENCY OF AGREEMENT**

The Agreement shall come into force immediately upon signing by both parties and shall remain valid for three (3) years.

**IN WITNESS WHEREOF, THE PARTIES HAVE HEREUNDER SET THEIR HANDS ON THE DAY AND THE YEAR FIRST WRITTEN ABOVE.**

For and on behalf of Contractor

**M/s** \_\_\_\_\_

( \_\_\_\_\_ )

**CEO**

For and on behalf of the Client (NEPRA)

(Tufail Ahmed)  
**Director (Administration)**

Witness:

CNIC No. \_\_\_\_\_

Witness:

CNIC No. \_\_\_\_\_