



TENDER DOCUMENTS

Tender No. 21/2025

**Hiring of Contractor for Provision of
Façade Cleaning/Maintenance Services of 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



**NATIONAL ELECTRIC POWER REGULATORY AUTHORITY
NEPRA**

NEPRA Tender No. 21/2025

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 (Act No. XL of 1997)”, invites applications from reputable firms/contractors for the provision of **Façade Cleaning/Maintenance Services**. The firm (s) must be:

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

2. Tender documents, 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)

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-PAD on or before 18th day of December, 2025 @ 1400 hours. Technical proposals will be opened on the same day at 1430 hours. This advertisement and the tender documents are also available on NEPRA & PPRA websites at www.nepra.org.pk/tenders and www.ppra.org.pk respectively and may be downloaded free of cost.

4. NEPRA reserves the right to cancel the Advertisement at any stage of the bidding process.

Wasim Anwar Bhinder
Director General (Administration/HR)
NEPRA Tower, Attaturk Avenue (East)
G-5/1, Islamabad; Ph: 051-2013200,
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SECTION – I
Schedule to Tender

Sr.#	Activity Description	Schedule
1	Tender No.	No. 21/2025
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	18 th day of Dec, 2025 upto 1400 hrs
4	Time & Date of Opening of Tender	18 th 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 are to 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	Provision of Façade Cleaning & Maintenance Services at NEPRA Tower
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. 50,000/- (Rupees Fifty Thousand only) in the form of Pay Order/Call Deposit in favor of NEPRA.

12	Form of Bid Security	<ul style="list-style-type: none"> a. The bid security shall be in the form of irrevocable, encashable Call-Deposit/Bank Draft /Pay Order in the name of the Purchaser. b. No personal cheque will be acceptable at any cost. c. The previous bid security (if any) will not be considered or carried forward. d. The bidding documents found deficient of the amount as bid security compared to total bid price will not be considered. e. The bid security must be attached with the Financial Proposal. However, a confirmation letter in this respect must be attached with the technical bid. f. The bid security of un-successful bidders will be released / returned after completion of bidding process. g. The successful bidder's bid security will be released upon receipt of performance security.
13	Bid Validity Period	Bid should remain valid for 140 days from the closing date
14	Amount of Performance Security	<ul style="list-style-type: none"> a. Rs. 100,000/- (Rupees One Lac only) in favor of "National Electric Power Regulatory Authority (NEPRA)" to be submitted by the successful bidder only. b. The performance security of the contractor will be released upon successful completion of agreement. c. The performance security shall be in the form of irrevocable, encashable Call-Deposit / Bank Draft / Pay Order in the name of the Purchaser.

MANDATORY REQUIREMENTS FOR BIDDERS

Sr. No.	Parameter	Yes	No
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 (Annex-A)		
vi.	Undertaking; conflict of interest (Annex-B)		

Note:

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

We M/s _____ hereby undertake to accept all the terms and conditions laid down by NEPRA with regard to award of this contract.

Signature of Bidder

Section II

Instructions to Bidders

1. The Client i.e., National Electric Power Regulatory Authority (NEPRA) intends to invite bids for **provision of Façade Cleaning/Maintenance Services** of NEPRA Office Building, G-5/1 Islamabad, under the **Single Stage Two Envelope (SSTE)** bidding procedure. The NEPRA building is comprised of Ground + 07 stories + 02 basements + 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 (5) years relevant experience of provision of façade cleaning of multistory building at least five (5) stories shall be eligible to apply.
4. Each bidder shall submit only one bid. A bidder who participates in more than 1 (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 required 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. Bidders must submit a signed site visit certificate issued by NEPRA Administration Department.
8. The Client 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.
9. **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 doesn't 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 **Façade Cleaning/Maintenance Services** at NEPRA Tower.
 - (iv) Bids shall remain valid for **140 days** after the date of bid opening.
10. **Bid Security:**
 - (i) Each Bidder shall furnish, as part of his technical bid, a Bid Security amounting to Rs. 50,000/- (Rupees Fifty Thousand 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 cannot amend or withdraw bid once it is submitted.

11. 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 NEPRA 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.

12. 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. 100,000/- [Rupees One 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.

13. 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 the client.
- (ii) The formal Agreement between the Client and the successful Bidder shall be executed within fourteen (14) days.

Section - III

14. NEPRA Tower:

NEPRA Tower comprises of two basements, ground plus 7 floors with approx. covered area of 147,550 Sq.ft and total plot area 33,000 Sq. ft.

15. Scope of Services:

NEPRA Tower comprises of two basements, ground plus 7 floors with approx. 50,000 Sft external areas.

Façade cleaning systems at different levels is installed at NEPRA Tower and the contractor will use this system with due care and required safety measures for the cleaning/maintenance of the following on requirement basis but at least once in a month:

- a. All external glass (front & rear side) including aluminum sections;

- b. All external tiles, stone & other finishes (front & rear side);
- c. External glass & tiles of security check posts;
- d. External finishes on walls at all terraces/ open areas of the Tower;
- e. Cleaning of glass doors & frameless glass inside the building;
- f. Glass doors of all terraces;
- g. Any other related work required cleaning but not mentioned in above paras;
- h. Provision of quality equipment / material required for façade cleaning of NEPRA Tower which, inter alia, includes:
 - i. Chemicals
 - ii. Wipers
 - iii. Discard sheet
 - iv. Mops
 - v. Scrapers
 - vi. detergents
 - vii. Cotton etc.
 - viii. Wooden ladder to be used at terraces or other locations etc.
- i. Maintenance of Façade Cleaning System installed the Tower which includes inter alia grease/oil for lubricating the machine, replacement of parts like ropes, pulleys, ball bearings, wheels/machine covers, locks cable etc. of the machine etc. If the Contractor requires additional equipment to carry out the said task, he will have to arrange the same at its own cost.

16. No. of Workers Required:

To be assessed by the Contractor as per requirement. Minimum deployment must not be less than three (03).

17. Working Hours:

6 days a week @ 8 hours per day (from 8:30 a.m. to 04:30 pm; depending upon requirement).

18. Contract Period:

Three (03) years from the date of signing of the agreement and may be extended for another period of one year subject to satisfactory performance. However, NEPRA reserves the right to terminate this contract during the currency of contract after giving one month notice.

19. Termination of Contract on Poor Performance:

- a. In case of non-compliance to the clauses of the subject contract, or consistent poor performance, three (3) 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.

20. Dress Code:

The deployed workers 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. Besides this, the contractor shall also provide the safety equipment to its deployed staff at its own cost.

21. Compliance to NEPRA Code of Conduct:

All the workers/cleaners provided by the Contractor will be required to ensure compliance with the NEPRA Code of Conduct, and non-compliance may result in the imposition of a penalty/fine on the Contractor.

22. Safety of the workers/cleaners:

The contractor shall ensure that his workers/cleaners deployed at NEPRA Tower always wear uniform, helmet and harness etc. and if any injuries, fatal or otherwise, to the workers occurred during work, it will not be the liability of NEPRA.

Contractor shall provide insurance cover for deployed staff and submit proof.

23. Other Covenants:

- i. The entire financial liability in respect of the workers/cleaners deployed shall rest solely with the Contractor, and the concerned office shall bear no liability whatsoever.
- 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/cleaners 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/cleaners would be the responsibility of the Contractor.
- vi. The following documentations would be required for deployment of any worker/cleaner:
 - a. Clear copy of Duty Order/Form must be shared with NEPRA
 - b. Clear photocopy of CNIC
 - c. Contact Details
 - d. Police verification of cleaners be provided to NEPRA
- vii. The bidding amount shall be in Pak Rupees and shall be inclusive of cost of labors, duties, taxes, surcharges, overhead and profits. If selected in the tendering process, the quoted rates would be considered as the contractual amount and no claim whatsoever will be determined for any extra or additional payment in this regard.
- viii. Upon selection the selected bidder 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.
- 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.
- xi. The contractor shall be bound to provide EOBI & Social Security Services to the staff deployed at NEPRA Tower.
- xii. The Contractor shall provide evidence of disbursement of salary as per Government of Pakistan's approved wages rate besides cost of active EOBI & Social Security Services.
- xiii. Contractor shall submit monthly proof of EOBI and Social Security contributions with invoice.
- 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 are 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 that has submitted the lowest rates would be awarded the contract.

24. Minimum Wage

- a) A certificate to the effect that all cleaners 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 facade cleaning 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.

25. 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 Façade Cleaning Tasks of multi-story buildings.

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

Section IV

26. 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:		70

27. Experience Record:

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

Sr. #	Description	Marks Assigned	Explanation for marks obtained
a	Past Experience: Façade cleaning services rendered to high-rise buildings i.e., minimum seven (07) story constructions (including basement) 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 given in case period of six (6) or more years of satisfactory services rendered by the Contractor.
b	Ongoing/Current Contracts: Provision of satisfactory services in the same high rise building since last two (02) 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:		25	

28. Personal Capabilities:

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

Sr. #	Description	Marks Assigned	Explanation for Marks Obtained
a	No. of façade cleaners presently on payroll of the Contractor / Firm	20	1 (one) mark will be given for each number of façade cleaner on the payroll of the Contractor subject to provision of evidence. Full marks will be given in case of three (3) or more cleaners on payroll.
b	No. of façade cleaning Supervisors on payroll of the Contractor/Firm	5	1 mark will be given for each number of facade cleaning Supervisor on the payroll of the Contractor subject to provision of evidence. Full marks will be given in case of five (5) or more facade cleaning Supervisors on payroll.
	Total marks allocated:	25	

29. **Equipment Capability:**

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
a	Floor Cleaning Equipment	8	Full marks & 50% marks will be given to the firms having automatic and manual machines respectively for façade cleaning purposes.
b	Glass Ceiling Cleaning Equipment	7	Full marks & 50% marks will be given to the firms having automatic and manual machines respectively for glass cleaning purposes.
c	Affidavit (No black listing)	5	An affidavit that the firm/contractor has never been blacklisted by PPRA Annex-B
	Total marks allocated:	20	

30. **Financial Strength/Compliance:**

Sr. #	Description	Marks Assigned	Criteria for Marks Obtained
a)	Audited Financial Statements along with Auditor's Report for the last four (4) years	10	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:	10	

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 out of 70.

Financial Proposal Evaluation Criteria [30 Marks]

Sr. No	Description	Rate/month (inclusive of all taxes)			Remarks
		1 st Year	2 nd Year	3 rd Year	
A	Minimum Wage Rate as approved by the GoP* for deployed human resource, Plus Rs.15,000/-	As per GOP Notification e.g. Rs. (37,000/-+ 15,000) x 3 = Rs. 1,56,000/- per month per 8 hourly shifts	As per GOP Notification **Plus Rs 15,000/-	As per GOP Notification **Plus Rs 15,000/-	1 st lowest=30 Marks 2 nd lowest=20 Marks 3 rd lowest=10 Marks
B	Vendor levies, duties, taxes, service charges, profits, uniform charges, jackets: [social security EOBI facility]etc.***	Rs. _____ per Janitor per month X 3 Nos. of Cleaners Per month Rs. _____	Rs. _____ per Janitor per month X 3 Nos. of Cleaners Per month Rs. _____	Rs. _____ 1 per Janitor per month X 3 Nos. of Cleaners Per month Rs. _____	
C	Total monthly rate for all façade cleaning services (A + B)	Rs. _____	Rs. _____	Rs. _____	
D	Three year average of vendor levies and associated cost				

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

* The persons deployed [*not less than three (3)*] 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 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 2nd and 3rd 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 (preferably joggers) to the deployed human resource. Provision of winter 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 |

The bidder securing the highest marks would be awarded the contract.

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: _____

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

Name & Signature of Vendor: _____

Date: _____

CNIC /NTN No: _____

Witness Information:

Name: _____

CNIC No.: _____

Name: _____

CNIC No.: _____

Contract Agreement

Provision of Façade Cleaning Services at NEPRA Tower

THIS AGREEMENT for the provision of **Façade Cleaning/Maintenance Services of NEPRA Tower** (hereinafter called the “Agreement”) is made on this _____ day of December 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 Façade Cleaning 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 shall be as mentioned under the clause 15 of section III of the tender documents 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 three (3))] 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. 15,000/- including minimum GoP wage.

10. The Contractor agrees that he will ensure to provide 2 x clean, tidy and decent uniforms alongwith 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/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 the Client (NEPRA)

For and on behalf of Contractor M/s

(Tufail Ahmed)
Director (Administration)

(_____)
CEO

Witness:

Witness:

CNIC No.

CNIC No. _____