

Tender Notice

JANITORIAL SERVICES

1. Trade Development Authority of Pakistan (TDAP) requires the services of reputable company for Janitorial Services at TDAP offices in Karachi.
2. Applications from interested firms, complete in all respects should be supported with following documents / information:-
 - i. Name of firm / company with location of Head Office, Branch Offices; its status, address, telephone number (s), fax number (s).
 - ii. Experience of similar work over last five years with list of major clients.
 - iii. List of key personnel including names and addresses of Partners, Managers and Directors.
 - iv. Detail of operational staff and their qualifications and experience including the total strength of each operational wing / Department.
 - v. Registration / pre-qualification with other departments / organizations along with documentary proof.
 - vi. Financial Soundness Certificate, bank statement for at least 12 months.
 - vii. Affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public.
 - viii. Pay Order of Rs. 500/- in the name of Account Officer TDAP, Karachi on account of Tender Purchase fee. (non refundable).
 - ix. The bidder will be submitted 2% Earnest Money in the shape of Pay Order in favour of Account Officer TDAP (HQ) Karachi (Refundable).
 - x. The successful bidder will be submitted 10% security deposit on total 12 months amount in the shape of pay order in favour of Account Officer TDAP (HQ) Karachi (Refundable).
3. Bidding Documents and other related information can be obtained on written request along with pay order of Rs. 1000/= (non-refundable) in favour of "Accounts Officer TDAP Karachi" on any working day between 09:00 a.m. to 12:00 noon from the office of the undersigned.
4. The firms will submit their sealed Technical and Financial proposal in separate envelopes clearly marked as "Financial Proposal" & "Technical Proposal" in bold and legible letters to avoid any confusion.
5. Sealed tender documents will be submitted till 11:00 a.m. on 19th October 2017 in the office of the undersigned and will be opened on the same day at 11:30 a.m. in the presence of representatives of participating firms. Financial Proposals of only those firms will be opened, who will technically qualify.
6. TDAP reserves the right to reject all the bids at any time prior to the acceptance of a bid or proposal. The TDAP shall upon request communicate to any supplier or contractor the grounds for its rejection of all bids in accordance with PPRA rules in case of rejection of bids submitted in TDAP.

Aziz-ur-Rehman
Superintendent (MS)



Trade Development Authority of Pakistan
MINISTRY OF COMMERCE – GOVERNMENT OF PAKISTAN



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