

TENDER NOTICE
(FOR HIRING OF FIRM FOR JANITORIAL SERVICES)

Trade Development Authority of Pakistan, an organization with the mandate to promote trade with special focus to increase exports of Pakistan invites sealed tenders / quotations from FIRMS / CONTRACTORS / COMPANIES registered with Income Tax & Sales Tax Department for carrying out Janitorial services at TDAP offices located in Karachi.

2. The tenders from interested firms, complete in all respects should be supported with following documents / information:-

- i. Name of the firm / company with location of Head Office, Branch Offices; its status, address, telephone number (s), fax number (s)
- ii. Registration / pre-qualification with other departments / organizations alongwith documentary proof.
- iii. Affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public.
- iv. Copy of NTN Certificate & STN Certificate
- v. Financial soundness, bank statement for at least 12 months
- vi. Experience of similar work over past 05 years with Public Sector/Banks
- vii. Any other relevant information, which the firm intends to submit.

3. Bidding document containing detailed terms & conditions, method of procurement, procedure for submission of bids, bids security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc are available for the interested bidders at the office of undersigned. Interested bidders may inspect the site and obtain Tender Document on any working day between 10:30 a.m. to 04:30 p.m. up to February 22, 2017. The tender document fee for an amount of Rs. 1,000/- (Non Refundable) through pay order in favor of Accounts Officer TDAP is to be submitted. Following documents are required for obtaining the tender document.

- i. Request on Company Letter Head
- ii. Copy of NTN & STN Certificate

4. The last date of submission of tender is February 23, 2017 up to 11:00 a.m. Bids will open on same date at 11:30 a.m. in front of tender opening committee and the representative of participating firms.

5. The Earnest money equivalent to Rs. 50,000/- shall be furnished with the tender in the shape of call deposit / pay order from the scheduled bank in favor of Accounts Officer TDAP, Karachi. No tender will be valid without earnest money.

6. Trade Development Authority of Pakistan reserves the right to reject any or all the bids and to annul the bidding process at anytime, however, reasons for rejection or annulling the bid process will be communicated to the concerned bidder(s) in accordance with PPRA rules.

Aziz-ur-Rehman

Care Taker (MSD)
Tel: 021-111-444-111

Trade Development Authority of Pakistan
MINISTRY OF COMMERCE, GOVERNMENT OF PAKISTAN
Block-A, 5th Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi-75350 Fax: 021-99206461
E-mail: tdap@tdap.gov.pk