

**TENDER NOTICE
(JANITORIAL SERVICE)**

Trade Development Authority of Pakistan (TDAP) requires the services of reputable/experienced firms (Sale Tax & Income Tax Registered) to carry out Janitorial service in its offices at TDAP 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 Office; 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. Details 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. Any other relevant information, which the firm intends to submit.

3. Bidding Documents and other related information can be obtained on any working day between 9:00 a.m. to 2:00 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 legible letters to avoid any confusion.

5. Sealed tender documents will be submitted till 11:00 a.m. on 20th April, 2009 in the office of the undersigned and will be opened on the same day at 12:00 p.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 any or all proposals.


28/3/2009
Eng. Shuhab Din Memon
Dy. Director (GA-II)