



**PAKISTAN SPORTS BOARD  
ISLAMABAD**

**TENDER DOCUMENTS**  
**(SINGLE STAGE SINGLE ENVELOPE PROCEDURE)**

**Name of Services: TENDER FOR HIRING A FIRM FOR  
JANITORIAL SERVICES AT PAKISTAN SPORTS BOARD (HQ),  
ISLAMABAD.**

**Date of Tender Opening: 17<sup>th</sup> April, 2025 at 1130 hours**

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**Signature and Stamp of Issuing Authority**

**GHULAM RAZA**  
Assistant Director (Admin) 1 | Page  
Pakistan Sports Board  
Islamabad

## **BRIEF**

Pakistan Sports Board is an autonomous body working under the administrative control of Ministry of Inter-Provincial Coordination, PSB is the premier authority to control and promote sports in the country and also acts as an executing agency to implement the government policies.

PSB has a wide range of sporting facilities at its Headquarters and Coaching Centers at Provincial Headquarters. These facilities are primarily used for national training camps and holding of various national and international competitions. In addition, these facilities are also extended to general public on normal membership basis.

PSB aim to maintain a hygienic and well-maintained sports environment to facilitate athletes, coaches and visitors.

**Contents of Bid Document:** The bidding document consist of the following:

- a. **Instructions to Bidders**
- b. **Bid / Application Submission Form**
- c. **Evaluation Criteria**
- d. **Financial proposal**



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## a. INSTRUCTIONS TO BIDDERS

In addition to the essential guidance/instruction (provided through the cover letter) vis-à-vis application for the bids, the followings are also to be considered integral part of the bidding documents and may be read and followed carefully before submission of bid/ proposal.

### A. General

1. Scope of Bids: The bid will be processed / uploaded on EPADS.

Name of work/ Service "TENDER FOR HIRING OF THE FIRM FOR JANITORIAL SERVICES AT PAKISTAN SPORTS BOARD (HQ), ISLAMABAD".

2. Eligible Applicants: An applicant shall be a legally established entity or a firm. Real persons are not eligible to apply in their individual capacities.

3. Scope of services

The scope of services includes, but not limited to:-

- i. Cleaning services of PSB HQ Islamabad (Buildings and all facilities)
- ii. Daily cleaning
- iii. Periodic deep cleaning
- iv. Waste management
- v. Hygienic and Sanitation
- vi. Special event cleaning

4. Qualification and experience of staff

- i. Minimum qualification is middle
- ii. He / she shall have one year cleaning experience
- iii. Age limits up to 50 years

5. Timing of services

The services will be required on the basis of 7/30/365 (8 hours daily).

6. Tenure of services

The contract period will be initially for a period of one year and extendable for another period of one year subject to satisfactory performance and mutual consent of the parties in the contract agreement. Not further extension will be granted beyond two years.

  
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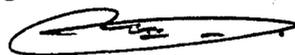
## 7. Termination of services

- i. Upon successful completion of one year contract period
- ii. Upon violation /non provision of any services as detailed under clause A (3) "scope of services"
- iii. Random inspections will be conducted and firms scoring below 80% compliance for two consecutive months may face contract termination
- iv. In the event of unforeseen circumstances and force majeure (natural disaster, pandemics, etc) both parties may renegotiate service terms
- v. PSB reserve the right to terminate the contract with 30 days' notice if the service provider fails to maintain agreed upon quality standard

## B. Preparation of Applications

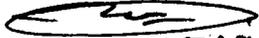
### 1. Evaluation of Bids/Mandatory Requirements for Bidders:

- 1) The firm should be registered with Income Tax and Sales Tax Departments (Registration Numbers should be clearly mentioned and valid documentary evidence be attached). The registered contractor/firm who is on active Tax Payer list (ATL) of FBR is eligible to submit bids.
- 2) The bids/proposals shall be submitted under single stage single envelopes procedure containing **Technical and Financial** bids will be processed through EPADS as per PPRA Rule.
- 3) Proof of previous specific working experience for the last 03 years. Profile of the company showing details of manpower/staff, equipment etc. (Documentary evidence should be submitted through proposal). Bank statement for the last (03) three years must be submitted to show the financial position of the firm.
- 4) The technical bid should have the profile of company and rates.
- 5) All those contractors / firms are eligible to apply who has prior specific work experience of related nature of job.
- 6) Conditional tenders shall not be accepted. Any tender containing addition / alternation in the above terms and conditions and the specifications of items / services will also not be considered.
- 7) The quantities of staff may be increased or decreased as per the requirement at the time of placing order.



ASSISTANT DIRECTOR (Admin)  
P.S.B. Islamabad

- 8) The firm should have not been black listed by any Government Department or Semi Government Department in the past. The declaration made by the bidder towards non-blacklisting on judicial stamp paper should be enclosed.
- 9) The firms are bound to provide staff only (male & female). All the responsibility pick and drop, medical and replacement of staff must be on the successful bidder.
- 10) In the event of any default, failure or negligence by the firm/ company in complying with the order to the complete satisfaction of the Board regarding rendering of services, the Deputy DG (Facilities/ Admn.) shall be having authority to impose penalty, equivalent to an amount as deem appropriate keeping in view the gravity of the negligence and after considering cogent reasons, but not greater than the monthly salary of the staff payable by the PSB. The amount of penalty shall be deducted from the security deposit of the firm/ any other payable and PSB can cancel the contract as well as proceed to black-list the firm in all future contracts.
- 11) An appeal against imposition of penalty can be made to the DG, PSB, whose decision shall be final and binding.
- 12) The price quoted must include all applicable taxes/duties, etc.
- 13) Income tax will be deducted as per Government Rules.
- 14) Pay Order/Bank Draft/Bank Guarantee amounting to Rs.500,000/- (Rupees Five Hundred Thousand only) of the total quoted price must be attached as earnest money/bid security (attached/upload scanned copy) with bid and original will be submitted to PSB before opening the bid.
- 15) Call deposit of successful bidder will be withheld till completion of the assignment. While the call deposit of unsuccessful companies will be returned.
- 16) An agreement shall be made on stamp paper duly issued by Treasury of Pakistan between the contractor/supplier and Pakistan Sports Board after placing work order. The stamp paper will be provided by the successful bidder.

  
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Assistant Director (Admn.)  
Pakistan Sports Board

- 17) The bids will be evaluated upon factors, methods, criteria, and requirements as defined in the Evaluation Criteria.
- 18) In case of any holiday or any unforeseen event on the opening of tender due to which tender is not opened on the stated date, the tender will be opened on next working day as per schedule.
- 19) Detail of training / certification conducted by the staff of bidders.
- 20) The firm must be registered with Social Security Department.
- 21) The bid prices shall not be in violation of minimum wages set by the Government of Pakistan, otherwise PSB has the right to reject any such bid or bids.
- 22) PSB may increase/decrease the number of Sanitary worker (s) as per requirement on agreed rates of payments on same terms and conditions at the time of award of contract or after signing the contract.
- 23) The successful bidder / firm will arrange / provide complete uniform to his staff.
- 24) The pick and drop of the staff will be the responsibility of the successful firm / bidder.
- 25) All janitorial staff must undergo mandatory health and safety training before deployment.
- 26) The firm must ensure janitors are familiar with cleaning chemicals and safe disposal practices.
- 27) Proof of experience of the firm must be from government, semi government or large-scale commercial entity.
- 28) If janitorial staff handle any sensitive area etc, the service provider must ensure confidentiality and nondisclosure of any sensitive information encountered during duty hours.
- 29) Salaries and other services shall be paid on monthly basis upon submission of invoice to be generated each month by the firm / company.



OFFICIAL STAMP  
Area of PSB Director (General)  
National Security Council  
Islamabad

**Bid Submission Form**

(To be printed on firm's letter head, signed, dated and stamped)

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

To:

Director General,  
Pakistan Sorts Board,  
Islamabad.

We, the undersigned, apply to provide the janitorial services as mentioned in the bidding documents and declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including any Addendum (or Addenda to same effect), issued by the Board in accordance with Instructions to Bidders.
- (b) We understand that bidding process can be cancelled at any time and that you are neither bound to accept any bids that you may receive, without incurring any liability to the Bidders.
- (c) The following information shall be used by Board to notify us:

Name of the firm: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Tel: Fax: \_\_\_\_\_  
Official Email: \_\_\_\_\_

Best regards,

Signature of an authorized representative(s) of the Bidders

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Contact No: \_\_\_\_\_  
Address: \_\_\_\_\_



GOVT. OF PAKISTAN

**C. EVALUATION CRITERIA**  
**MANDATORY REQUIREMENTS FOR BIDDERS**

S No.	Mandatory Requirement	Yes/ No
1.	Complete company profile including:- i. Name, ii. Registered office address, iii. Telephone number, fax and e-mail address and web address iv. Details of contact person v. NTN (on FBR ATL)	
2.	Registration with SSD (Social Security Department), SECP or other relevant departments	
3.	Proof of minimum experience for the last 03 years in the relevant field <i>(Performance certificates / work orders be attached)</i>	
4.	Declaration certificate on Judicial stamp paper that the firm/ company has not been blacklisted by any Government/ Semi Govt./ Autonomous organization	
5.	List of staff, qualification and their training certificates	
6.	Bank Statement for the last three years showing minimum annual turnover of five million (Rs.5,000,000/-) of the firm/ company (separate bank statement for each year must be attached)	

**Note:** the firm / company should meet all the mandatory requirements to become eligible for participation in the opening of financial bid.



## d. FINANCIAL PORPOSAL

Name of Tender: "TENDER FOR HIRING OF THE FIRM FOR JANITORIAL SERVICES AT PAKISTAN SPORTS BOARD (HQ), ISLAMABAD"

S #	DESCRIPTION	No. of staff (Each)	Monthly quoted rate/ salary in PKR per person (inclusive of all taxes)	Total quoted Amount in PKR (inclusive of all taxes)
(1)	(2)	(3)	(4)	(5) = (3 x 4)
1.	Provision of Services of Sanitary Workers as per scope of services (Male & Female as per requirements) including staff salary, all benefits, applicable taxes and uniform etc. complete in all respect.	07	Rs.	Rs.
	<b>TOTAL:</b>		Rs.	Rs.

Total bid amount in Words: \_\_\_\_\_



**Signature and Stamp of Authorized Representative  
of firm/ company with Designation**

**GHULAM RAZA**  
Assistant Director (Admin)  
Pakistan Sports Board