Eligibility Criteria

a. Eligibility Criteria

i. Must have registration with relevant Government Authority.
ii. Valid NTN, GST & Provincial Sales Tax (PST) Registration.
iii. Must be on Active Taxpayer List (ATL) of Federal Board of Revenue (FBR) for Income Tax, GST and PST.
iv. Minimum 5 years of relevant experience.
v. Undertaking on non-judicial stamp paper of minimum value of Rs.100/- to the effect that the firm/company has read and understood Blacklisting Policy of SMEDA 2023 and the firm/company is not debarred at any forum of public sector institution in Pakistan or blacklisted by the Authority.
vi. Financial statements / Bank Statements / Income Tax Returns for last three years representing average annual turnover of Rs. 10 million.
vii. The firm/company should have at least 10 clients in public sector / banks / corporate institutions during last 5 years.
viii. Bid Securing Declaration, on non-judicial stamp paper of minimum value of Rs.100/- on prescribed format.

b. Mandatory Documentary evidence to prove eligibility of the prospective bidders

Documentary evidence shall be an integral part for assessing eligibility of the prospective bidders. The following documentary evidence shall be required to prove eligibility:

i. Copy of registration certificate with relevant Government Authority.
ii. Copies of Income Tax and Sales Tax registration with FBR and Provincial Sales Tax Department.
iii. Copies of proof of ATL on FBR for Income Tax, GST and PST.
iv. Copy of registration certificate with relevant Government Authority.
v. Undertaking on non-judicial stamp paper of minimum value of Rs.100/- to the effect that the firm/company has read and understood Blacklisting Policy of SMEDA 2023 and the firm/company is not debarred at any forum of public sector institution in Pakistan or blacklisted by the Authority on prescribed format.
vi. Copies of Audited Financial Statements / Bank Statements / Income Tax Returns of last three years (2022-23, 2023-24 & 2024-25).
vii. List of clients in Government / banks / corporate institutions in last three years (copies of award letter / contract agreement / completion certificates / reference letter duly singed by relevant institutions must be attached).
viii. Bid Securing Declaration, on non-judicial stamp paper of minimum value of Rs.100/- on prescribed format.

c. Financial Bid

The bidder shall observe the following instructions before quoting the financial bid as per form annexed.

i. Financial evaluation shall be done on “Least Cost Basis” *as “Single Stage One Envelop Method”* as compared amongst financial bids quoted by eligible bidders.
ii. Minimum wages of janitorial staff (inclusive of all taxes etc.) shall be as per minimum wage rates for the time being in force by the respective Provincial Government.
iii. The prospective bidder shall quote lumpsum amount inclusive of all taxes and also including minimum wages of janitorial staff in accordance with minimum wage rates for the time being in force in said Provincial Government and cost of supplies and material as per Schedule of Requirement.