Standard Bidding Document

OUTSOURCING OF MANPOWER, JANITORIAL SERVICES, SECURITY SERVICES, AND NAIB QASIDS
(Non-Consultancy Services)

National

Single Stage-Two Envelope

September 15, 2026

Auditor General of Pakistan (AUDITOR-GENERAL OF PAKISTAN (DAGP)),Assistant Auditor General
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PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Auditor General of Pakistan (AUDITOR-GENERAL OF PAKISTAN (DAGP))** has reserved Funds for the procurement planned for FY **2026-27**. The **Auditor General of Pakistan (AUDITOR-GENERAL OF PAKISTAN (DAGP))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**OUTSOURCING OF MANPOWER, JANITORIAL SERVICES, SECURITY SERVICES, AND NAIB QASIDS**" with the reference of **"P122809"**

2. The **Auditor General of Pakistan (AUDITOR-GENERAL OF PAKISTAN (DAGP))** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.

3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).

4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of or Bid Securing Declaration on the prescribed format described.

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://epads.gov.pk/opportunities/federal/procurements/122809**.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Wednesday, September 30, 2026 11:00 AM**. E-bids will be opened on the same day at **Wednesday, September 30, 2026 11:30 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0,** may register themselves on

https://vendors.epads.gov.pk/. A tutorial to explain the registration process is available at https://www.youtube.com/watch?v=MNW6T38v7tc

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (www.ppra.org.pk).

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Instructions to Bidders

A. Introduction

1. **Scope of Bids**

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and **in Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-Two Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. **Source of Funds**

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

3. **Fraudualent & Corrupt Practices**

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. **Eligible Bidders**

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severely liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

5. **Qualification of the Bidder**

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

6. **Contents of Standard Bidding Document**

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued by the Procuring Agency include:

Section I -Invitation to Bid
Section II Instructions to Bidders (ITB)
Section III Bid Data Sheet (BDS)
Section IV Eligible Countries
Section V Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.
Section VI Bidding Forms
Section VII Fraudaulent & Corrupt Practices
Section VIII – Material & Non-material deviation
Section IX General Conditions of Contract (GCC)
Section X Special Conditions of Contract (SCC)
Section XI Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.

7. **Clarifications**

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 1.1.**

7.4. If indicated **in the BDS**, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum.

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.
No change in the prices or substance of the bid shall be sought, offered, or permitted.
The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

7.6.1. evaluation & qualification criteria;

7.6.2. required scope of work or specifications;

7.6.3. all securities requirements;

7.6.4. tax requirements;

7.6.5. terms and conditions of bidding documents; and

7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

8. **Amendment of Bidding documents**

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

9.1.2. Documentary evidence established in accordance with BDS that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with BDS that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

10. **Documents Establishing Eligibility of the Services and Conformity to bidding documents**

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

11. **Documents Establishing Eligibility and Qualification of the Bidder**

11.1. Pursuant to BDS, the bidder shall furnish, as part of itsbid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. **Form of Bid**

12.1. **The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.**

13. **Bids Prices**

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

14. **Price Adjustment**

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

14.3. **Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.**

15. **Bids Currencies**

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. **Bid Validity Period**

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

17. **Bid Security or Bid Securing Declaration**

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

17.6. **The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.**

18. **Alternative Bids by Bidders**

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

19. **Withdrawal, Substitution, and Modification of Bids**

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. **Format and Signing of Bids**

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through

EPADS v2.0.

20.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

D. Submission of Bids

21. **Submission of Bids through EPADS v2.0 before Dead deadline**

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

22. **Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee**

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004,
The Procuring Agencyis required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids inaccordance with the evaluation criteria, terms and conditions given in the bidding documents.

23. **Opening of Bids**

23.1. The Bid Evaluation Committee of the Procuring Agency will open all bids through EPADS, in the presence of bidders’ or their representatives who choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

23.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

23.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline**.**

23.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

24. **Confidentiality**

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

24.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

25. **Preliminary Examination of Bids**

25.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

25.1.1. meets the eligibility criteria defined in **BDS**;

25.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

25.1.3. is accompanied by the required securities; and

25.1.4. is substantially responsive to the requirements of the bidding document.

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

25.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

26. **Examination of Terms and Conditions, Technical Evaluation**

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS,** to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed inthe bidding document have been met without material deviation or reservation.

26.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with BDS**,** it shall reject the bids.

27. **Correction of Errors**

27.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

27.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

27.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

27.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

27.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed.

28. **Conversion to Single Currency**

28.1. As per Rule 30 of Public Procurement Rules, 2004.

29. **Evaluation of Bids**

29.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive.

29.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

29.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6;**

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

29.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS.**

30. Determination of Most Advantageous Bids

30.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

31. Abnormally Low Financial Bids

31.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency –

31.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

31.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

32. **Rejection of Bids**

32.1. As per Rule 33 of the Public Procurement Rules, 2004

33. **Single Responsive Bid**

33.1. The procuring agency may consider single responsive bid subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

34. **Arbitration**

34.1. As per Rule 49 of Public Procurement Rules, 2004.

F. Award of Contract

43. **Criteria of Award**

43.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous Bid.

44. **Procuring Agency’s Right to reject All Bids**

44.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

44.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

45. **Notification of Award**

45.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

45.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

45.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

46. **Signing of Contract**

46.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

47. **Performance Guarantee**

47.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS**

and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

48. **Corrupt & Fraudulent Practices**

48.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

53. **Constitution of Grievance Redressal**

53.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.

54. **GRC Procedure**

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

H. Blacklisting/ Debarment

55. **Procedure for Blacklisting/Debarment**

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.

Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number
ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

Name of Procuring Agency: **Auditor General of Pakistan (AUDITOR-GENERAL OF PAKISTAN (DAGP))**

The subject of procurement is: **OUTSOURCING OF MANPOWER, JANITORIAL SERVICES, SECURITY SERVICES, AND NAIB QASIDS**

Expected commencement date: **Tuesday, October 20, 2026**

BDS Clause Number 2

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P122809**

BDS Clause Number 3

JV/Consortium or Association Allowed: **No**
Number of JV/Consortium Members: **Nil**

B. Bidding Documents

BDS Clause Number 4

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Wednesday, September 30, 2026

BDS Clause Number 5

Any addendum, in case issued, shall be published on **Auditor General of Pakistan (AUDITOR-GENERAL OF PAKISTAN (DAGP))** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid: No

BDS Clause Number 7

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8

Services and Their related documents:
See section Required Services and Scope of Work

BDS Clause Number 9

Price schedule will be provided according to the format defined and acquired.
see section price schedule.

BDS Clause Number 10

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11

The price shall be **Fixed**.

BDS Clause Number 12

Currency of the Bids shall be : **PKR**

BDS Clause Number 13

The Bids/Bid Validity period shall be: **120 Days**

BDS Clause Number 14

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**
The Bid Security shall be in the form of:

BDS Clause Number 15

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for 90+28 = 118 days.

BDS Clause Number 16

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

Constitution Avenue, Sector G-5/4., Islamabad Capital Territory

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Wednesday, September 30, 2026 11:00 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 18

The Bids opening shall take place on **EPADS v2.0**.

Day *: **Wednesday***

Date: ***Wednesday, September 30, 2026***

Time *: **11:30 AM***

BDS Clause Number 19

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**
see Evaluation Criteria

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall: **5.00%**.

The Performance Guarantee shall be acceptable in the form of: **Bank Guarantee**

21.

51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22

Grievence against this procurement shall be submitted online on EPADS v2.0.

Eligibility Criteria

Bidder's Type	Required Registration
Any	NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN) FBR (GSTN) SECP Registrar of Firms

Eligibility Criteria	Document
Affidavit on non-judicial stamp paper of Rs. 100 that the bidder has never been blacklisted or debarred by any public-sector procuring agency.	Yes
Undertaking on non-judicial stamp paper of Rs. 100 to comply with applicable Labour Laws and the Minimum Wage rate(s) notified by Government from time to time, per city of deployment.	Yes
Undertaking on non-judicial stamp paper of Rs. 100 to disburse worker salaries including EOBI & Social security payments, through an electronic gateway/wallet account, with proof of the preceding month's disbursement submitted before the next month's bill is processed.	Yes
EOBI registration of the firm.	Yes

9 Undertaking on non-judicial stamp paper of Rs. 100 to provide police verification, CNIC copies, and medical fitness certificates for every worker prior to deployment.	Yes
Written acceptance of deployment/re-deployment of staff to any AGP establishment within the awarded city, at the OAGP's discretion.	Yes
Affidavit on non-judicial stamp paper of Rs. 100 that the bidder is not under investigation for fraud, under-invoicing, tax evasion, concealment, or money laundering.	Yes
Disclosure, on non-judicial stamp paper of Rs. 100, of any pending litigation relating to default of services (if any).	Yes
Current registration/licence under the Private Security Companies Ordinance, 1988, and a valid authorization from the Ministry of Interior, Government of Pakistan, to render security services.(if applicable)	Yes
Registered as a Security Service Provider with SECP for at least three (3) years. (if applicable)	Yes
Documentary evidence of at least four (4) completed security-service contracts of similar or higher value, executed in the last three (3) years, with client satisfaction certificates.(if applicable)	Yes
Average annual turnover of at least Rs. 50 million over the last three (3) years, supported by audited financial statements.(if applicable)	Yes
Registered as a Janitorial/Housekeeping Service Provider with SECP for at least three (3) years.(if applicable)	Yes
Documentary evidence of at least four (4) completed janitorial/housekeeping service contracts executed in the last three (3) years, with client satisfaction certificates.(if applicable)	Yes

Evaluation Criteria

Quality and Cost Based Selection (QCBS)

Weightage

Technical Evaluation %	Financial Evaluation %
40	60

Technical Marks	100
Passing Marks	**60**
Technical Evaluation Criteria	
Relevant work experience in government/public sector - completed contracts of the same service type (Security experience for Security Lots; Janitorial/Housekeeping experience for Janitorial Lots; Manpower/office-support outsourcing experience for Naib Qasid Lots). (Qualitative)(Doc Required) 10 or more **(15)** 8 or more **(12)** 6 or more **(9)** 4 or more **(6)**	15

Age of the Company/Firm. (Qualitative)(Doc Required) 10+ years **(15)** 8+ years **(12)** 6+ years **(9)** 3+ years **(6)**	15
Average annual turnover, last 5 years. (Audited statements required.) (Qualitative)(Doc Required) Rs. 200M+ **(20)** Rs. 150-200 M **(15)** Rs. 100-150M **(10)** Rs. 50-100M **(5)**	20

Public sector organization(s) served - evidence of successfully servicing a public sector client with the following minimum deployment of employees. (Qualitative)(Doc Required) More than 120 **(15)** 91 to 120 **(12)** 61 to 90 **(9)** 31 to 60 **(6)** Up to 30 **(3)**	15
Methodology Plan staffing/deployment approach, recruitment pipeline and replacement/contingency plan for absence or attrition (5 marks); Supervision and quality-assurance mechanism (5 marks); category-specific plan - two-shift roster & weapons-accountability plan (Security) / equipment & machinery deployment plan (Janitorial) / office-support coverage plan (Naib Qasid) (5 marks). (Qualitative)(Doc Required)	15
Number of employees registered with EOBI. (Qualitative)(Doc Required) 50+ employees **(10)** 40 to 49 employees **(8)** 30 to 39 employees **(6)** 20 to 29 employees **(4)**	10

Local office/presence in the city of deployment (Islamabad/Peshawar/Karachi as applicable), verifiable by lease/utility bill/registration. (Qualitative)(Doc Required) Established 2+ years **(10)** Established under 2 years **(6)**	10

Required Services

Positions Without Lots :

Position	Delivery Schedule	Quantity	Bid Security
Security Guards for islamabad	**Address:** Audit House, Constitution Avenue G-5, Islamabad Federal Audit Complex G-8, Islamabad AGP Audit Complex G-10/4, Islamabad **Schedule:** 27 Days **Quantity:** 42/person	42/person	500000 PKR
Security Guards for Peshawar	**Address:** Audit Complex Hayatabad AG Complex, Peshawar Cantt **Schedule:** 27 Days **Quantity:** 6/person	6/person	200000 PKR
Janitorial Services For Islamabad	**Address:** Audit House, Constitution Avenue G-5, Islamabad Federal Audit Complex G-8, Islamabad AGP Audit Complex G-10/4, Islamabad **Schedule:** 27 Days **Quantity:** 53/person	53/person	500000 PKR
Janitorial Services For karachi	**Address:** Pakistan Audit & Accounts Complex, Karachi **Schedule:** 27 Days **Quantity:** 6/person	6/person	200000 PKR

Position	Delivery Schedule	Quantity	Bid Security
Naib Qasid For Islamabad	**Address:** Audit House, Constitution Avenue G-5, Islamabad Federal Audit Complex G-8, Islamabad AGP Audit Complex G-10/4, Islamabad **Schedule:** 27 Days **Quantity:** 68/person	68/person	500000 PKR
Naib Qasid for peshawar	**Address:** Audit Complex Hayatabad AG Complex, Peshawar Cantt **Schedule:** 27 Days **Quantity:** 10/person	10/person	200000 PKR
Naib Qasid for kaarachi	**Address:** Pakistan Audit & Accounts Complex, Karachi **Schedule:** 27 Days **Quantity:** 11/person	11/person	200000 PKR

Related Services :

No

Services Specifications

Positions Without Lots :

Position: Security Guards for islamabad

Specifications / Requirements:

Security Guard Qualification: at least Middle Pass. Age: 25-45 years. Minimum height: 5’6”. Experience: at least 2 years’ relevant experience. Deployed across two 12-hour shifts per ITB Clause L.3. Security Supervisor Qualification: preferably a retired Armed Forces JCO or equivalent. Age: 35–50 years. Supervises both shifts on a rotating/overlapping basis to ensure continuous command coverage. Sanctioned strength per Lot is set out in the Supervisory Strength table above.

Position: Security Guards for Peshawar

Specifications / Requirements:

Security Guard Qualification: at least Middle Pass. Age: 25-45 years. Minimum height: 5’6”. Experience: at least 2 years’ relevant experience. Deployed across two 12-hour shifts per ITB Clause L.3. Security Supervisor Qualification: preferably a retired Armed Forces JCO or equivalent. Age: 35–50 years. Supervises both shifts on a rotating/overlapping basis to ensure continuous command coverage. Sanctioned strength per Lot is set out in the Supervisory Strength table above.

Position: Janitorial Services For Islamabad

Specifications / Requirements:

Janitorial Worker Age: 18–45 years, physically fit. Duties as per the Janitorial Scope of Work below. Janitorial Supervisor Duties: ensuring floor-wise cleanliness across the establishment; verifying worker attendance and presence (including via the biometric/facial-recognition system under ITB Clause L.6); receiving and resolving complaints; liaising with the Caretaker/Admin Section; certifying material and equipment usage. Sanctioned strength per Lot is set out in the Supervisory Strength table above.

Position: Janitorial Services For karachi

Specifications / Requirements:

Janitorial Worker Age: 18–45 years, physically fit. Duties as per the Janitorial Scope of Work below. Janitorial Supervisor Duties: ensuring floor-wise cleanliness across the establishment; verifying worker attendance and presence (including via the biometric/facial-recognition system under ITB Clause L.6); receiving and resolving complaints; liaising with the Caretaker/Admin Section; certifying material and equipment usage. Sanctioned strength per Lot is set out in the Supervisory Strength table above.

Position: Naib Qasid For Islamabad

Specifications / Requirements:

Naib Qasid / Office Attendant Qualification: at least Matric. Age: 18–45 years. Experience: at least 1 year. Duties as per the Naib Qasid Scope of Work below.

Position: Naib Qasid for peshawar

Specifications / Requirements:

Naib Qasid / Office Attendant Qualification: at least Matric. Age: 18–45 years. Experience: at least 1 year. Duties as per the Naib Qasid Scope of Work below.

Position: Naib Qasid for kaarachi

Specifications / Requirements:

Naib Qasid / Office Attendant Qualification: at least Matric. Age: 18–45 years. Experience: at least 1 year. Duties as per the Naib Qasid Scope of Work below.

Scope of Work

Scope of Work – Security Lots

- Provision of continuous round-the-clock security coverage at each establishment, across two 12-hour shifts, per the sanctioned strength in Section IV and the shift structure notified by Government from time to time (ITB Clause L.3).
- Static guarding at designated points and mobile/patrolling duty across the premises, per a deployment plan agreed with the site's Security Supervisor.
- Access control – checking and regulating entry/exit of personnel, visitors, and vehicles at all gates.
- Protection of official documents, records, equipment, and assets against theft, sabotage, or unauthorized access.
- Search/frisking of visitors and vehicles per SOPs issued by the Office of the Auditor-General of Pakistan/the Security Supervisor.
- Fire-watch and first-response duties, including operation of fire-fighting equipment where trained.
- Maintenance and accountability of all issued weapons and ammunition; weapons kept serviceable at the Contractor's cost.
- Periodic mock/rehearsal exercises and readiness drills, including against acts of terrorism.
- Immediate reporting of incidents, suspicious activity, or security breaches through the chain of command to the Assistant Auditor-General (Personnel).
- Maintenance of a duty register/logbook at each establishment recording shift changes, incidents, and visitor movement.
- Compliance with all SOPs and instructions issued by the Security Supervisor and OAGP management.

Scope of Work – Janitorial Lots

- Daily continuous cleaning/mopping/sweeping of all floors, walls, handrails, main entrance, staircases, lobbies, lifts, glazed/aluminium panels, glass windows and partitions, and carpets.
- Removal of cobwebs and cleaning of false ceilings in toilets, washrooms, offices, and common areas.
- Supply and maintenance of dustbins with garbage bags; daily collection of garbage from offices and common areas.
- Spraying of air fresheners in offices and common areas during working hours.
- Removal of stains, dirty spots, and marks from all surfaces.
- Hourly cleaning of all toilets and washrooms – floors, wall tiles, windows, sanitary fittings – with continuous provision of tissue rolls and liquid soap.
- Weekly spraying of disinfectant in toilets and urinals.
- Cleaning of the outer building façade and all exterior glass surfaces/windows at least once a week, using appropriate safety equipment, at the Contractor’s cost and full responsibility for worker safety.
- Grass cutting, hedge/shrub trimming, and general landscaping upkeep across the premises.
- Shifting of furniture, machinery, equipment, and supplies as directed.
- Provision, at the Contractor’s own cost, of all cleaning material and toiletries – duster, Glint, light acid, soap, glass cleaner, Vim, Surf, Phenyl, Harpic, Lemon Max, insect killer spray, toilet rolls/tissue dispensers, brooms, mops/sweep sets, toilet-cleaning brushes, dustbins, buckets, wiper, deodorants, and any floor-scrubbing/vacuum machinery required – The bidders are encouraged to visit the establishments in order to scope out the specific list of officer’s washrooms.

- 100% daily staff attendance, verified via the biometric/facial-recognition system under ITB Clause L.6; contractor liable for any property damage caused during cleaning/housekeeping activity.

Scope of Work - Naib Qasid Lots

- Opening and closing of allotted offices at the start and end of working hours.
- Movement and safe custody of files and records between sections/offices.
- Receipt, distribution, and dispatch of DAK (mail/correspondence) within the establishment.
- Shifting and safe custody of records during office relocations, archiving, or record-room operations.
- Watering of indoor plants and general upkeep of office greenery.
- Cleanliness and orderly maintenance of office furniture and fixtures.
- Serving of refreshments and food during office hours and meetings.
- Assistance in the conduct of meetings, including seating arrangements and logistics.
- Deployed staff shall remain available beyond standard office hours as office requirements dictate.
- Any other office-support work assigned by the officer or section to which deployed.

Attendance for Naib Qasid staff is likewise verified via the biometric/facial-recognition system under ITB Clause L.6.

Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		

General Conditions of Contract

A. General

1. **Definitions**

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. **“**Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. “Party” means the Procuring Agency or the Contractor, as the case may be, and “Parties” means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Services.

2. **Applicable Law**

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. **Language**

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractorand the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC** . Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. **Notices**

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

5. **Location**

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in **SCC.**

6. **Authorized Representatives / Authority of Member in charge**

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the **SCC**.

B. Commencement, Completion, Modification, and Termination of Contract

7. **Effectiveness of Contract**

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the **SCC.**

8. **Commencement of Services**

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC.**

9. **Program schedule**

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. **Starting Date/Expiration Date**

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC.**

11. **Entire Agreement**

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. **Modification**

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. **Force Majeure**

13.1. **Definition**
For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Contractor and which makes a Contractor’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. **No Breach of Contract**
The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. **Extension of Time**
Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. **Payments**
During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. **Termination**

14.1. **By the Procuring Agency**
The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. **By the Contractor**
The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. **General**

15.1. **Standard of Performance**

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. **Law Applicable to Services**
The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. **Conflict of Interests**

16.1. **Contractor Not to Benefit from Commissions and Discounts**
The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. **Contractor and Affiliates Not to be Otherwise Interested in Project**
The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. **Prohibition of Conflicting Activities**
Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

16.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC.**

17. **Insurance to be Taken Out by the Contractor**

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. **Contractor's Actions Requiring Procuring Agency's Prior Approval**

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

18.1.1. appointing such members of the Personnel not provided by the Contractor;

18.1.2. changing the Program of activities; and

18.1.3. any other action that may be specified in the **SCC.**

19. **Reporting Obligations**

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. **Liquidated Damages**

20.1. **Payments of Liquidated Damages**
The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. **Correction for Over-payment**
If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC.**

20.3. **Lack of performance penalty**

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. **Performance Guarantee**

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC.**

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

22. **Sustainable Procurement**

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC.**

D. Contractor's Personnel

23. **Description of Personnel**

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. **Removal and / or Replacement of Personnel**

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. **Change in the Applicable Law**

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the **SCC.**

26. **Services and Facilities**

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. **Contract Price**

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the **SCC**.

28. **Terms and Conditions of Payment**

28.1. Payments will be made to the Contractor according to the payment schedule stated in the **SCC** and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the **SCC**, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the **SCC.** Any other payment shall be made after the conditions listed in the **SCC** for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. **Quality Control Identifying Defects**

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the **SCC.** The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the **SCC**.

30. **Correction of Defects, and Lack of Performance Penalty**

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. **Settlement of Disputes Amicable Settlement**

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. **Dispute Settlement**

32.1. **Arbitration**

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940.

Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.

Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: Auditor General of Pakistan (AUDITOR-GENERAL OF PAKISTAN (DAGP)), Assistant Auditor General Constitution Avenue, Sector G-5/4., Islamabad Capital Territory

The Supplier is:

The title of the subject procurement is:OUTSOURCING OF MANPOWER, JANITORIAL SERVICES, SECURITY SERVICES, AND NAIB QASIDS

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

Auditor General of Pakistan (AUDITOR-GENERAL OF PAKISTAN (DAGP)), Assistant Auditor General Constitution Avenue, Sector G-5/4., Islamabad Capital Territory
+92-300-535-4944
aargp86@gmail.com

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder’s Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

Auditor General of Pakistan (AUDITOR-GENERAL OF PAKISTAN (DAGP)), Assistant Auditor General
Constitution Avenue, Sector G-5/4., Islamabad Capital Territory
+92-300-535-4944
aargp86@gmail.com

For the Bidder:

Name: ………………………

Designation: ……………..

Address: ……………………………..

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within ….. days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be ………………….

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2**.**

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.00%** to **5.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be 5.00% of the contract price in acceptable form of Bank Guarantee

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause F

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause F

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Number of GC Clause F 5 & 6

Following is the guidance for Dispute Resolution

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard**.**

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties**.**

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties**.** The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute**.**

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties**.**

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.:***P122809***

To: **Auditor General of Pakistan (AUDITOR-GENERAL OF PAKISTAN (DAGP)), Assistant Auditor General Constitution Avenue, Sector G-5/4., Islamabad Capital Territory**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;

2. Disagreement to arithmetical correction made to the Bid price; or

3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of __________ 20_____ between **Auditor General of Pakistan (AUDITOR-GENERAL OF PAKISTAN (DAGP)), Assistant Auditor General Constitution Avenue, Sector G-5/4., Islamabad Capital Territory**

(hereinafter called "the Procuring Agency") of the one part and *[name of Bidder]* of *[city and country of Bidder]* (hereinafter called "the Bidder") of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **OUTSOURCING OF MANPOWER, JANITORIAL SERVICES, SECURITY SERVICES, AND NAIB QASIDS (*P122809*)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

   1. This form of Contract;
   2. the Form of Bids and the Price Schedule submitted by the Bidder;
   3. the Schedule of Requirements;
   4. the Technical Specifications;
   5. the Special Conditions of Contract;
   6. the General Conditions of the Contract;
   7. the Procuring Agency's Letter of Acceptance; and
   8. [*add here: any other documents*]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by __________________the ________________ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

………………………………………………

Signed, sealed, delivered by __________________the ________________ (for the Procuring Agency)

Witness to the signatures of the Bidder: ………………………………………………

Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Performance Guarantee Form

Performance Guarantee Form

To: **Auditor General of Pakistan (AUDITOR-GENERAL OF PAKISTAN (DAGP)), Assistant Auditor General Constitution Avenue, Sector G-5/4., Islamabad Capital Territory**

WHEREAS *[name of Bidder]* (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods*(*hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

____

[name of bank or financial institution]

____

[address]

[date}

Annexure

Bidding Document detailed

IMPORTANT : only forms related to technical proposal to be filled and submitted here by vendors

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Bidding Document detailed** (page number: 76)

Bidding document financial submission

Only Financial forms to be filled and submited here by intrested firms
Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Bidding document financial submission** (page number: 107)

Procurement Forms

Additional Forms and Documents

OFFICE OF THE AUDITOR-GENERAL OF PAKISTAN, ISLAMABAD

BIDDING DOCUMENT

FOR

OUTSOURCING OF MANPOWER, JANITORIAL SERVICES, SECURITY SERVICES, AND NAIB QASIDS

Single Stage - Two Envelope Bidding Procedure [Rule 36(b), PPRA Rules, 2004]

Tender No.: AGP/ADMN-III/JSN/2026-27

Bid Submission Deadline: 30-09-2026 1100 HRS | Bid Opening: 30-09-2026 1130 HRS

Constitution Avenue, Sector G-5/2, Islamabad | Phone: 051-9202505 | www.agp.gov.pk

TABLE OF CONTENTS

PART A - BIDDING PROCEDURE AND REQUIREMENTS

SECTION I: INVITATION TO BIDS

Office of the Auditor-General of Pakistan intends to procure Outsourcing of Janitorial Services, Security Services, and Naib Qasids at its establishments in Islamabad, Peshawar, and Karachi, for the period stated in the Bid Data Sheet (BDS), in accordance with the PPRA Rules, 2004. Sealed bids are invited from firms registered with the Income/Sales Tax authorities and PPRA, meeting the eligibility criteria set out in Section II.

The procurement comprises seven (7) Lots, organized by city and service, as detailed in Section IV. Bidders may bid for one, several, or all Lots for which they are eligible.

Tender documents may be obtained from the Office of the Auditor-General of Pakistan and are also available on www.agp.gov.pk and the PPRA website. Bids may be submitted physically, as per BDS Clause 6.

Sealed bids completed in all respects should reach the Assistant Auditor-General (Personnel), Office of the Auditor-General of Pakistan (Audit House), Constitution Avenue, Islamabad, on or before the deadline stated in the BDS.

Original Bid Security against each Lot bid for, in the form specified in ITB Clause H, should be submitted with the Technical Proposal.

The Office of the Auditor-General of Pakistan may reject all bids at any time prior to acceptance, as provided under the Public Procurement Rules, 2004.

Assistant Auditor-General (Personnel) | Phone No. 051-9202505

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

This Section provides information on the submission, opening, and evaluation of bids, and the award of contracts. Where there is a conflict between this Section and the BDS, the BDS shall prevail.

A. Invitation to Bid

Office of the Auditor-General of Pakistan ("OAGP") invites sealed bids on a Single Stage - Two Envelope basis, as per Rule 36(b) of the PPRA Rules, 2004, for procurement of Janitorial Services, Security Services, and Naib Qasids across seven Lots (Section IV).

B. Receipt and Opening of Bids

Sealed bids shall reach this office on or before the deadline in the BDS, and shall be opened the same day at the time stated therein. Physical bids shall be placed in a sealed outer cover marked "BID FOR JANITORIAL/SECURITY/NAIB QASID SERVICES – [Lot No.]".

C. Clarification of Bidding Documents

A prospective bidder may seek clarification in writing from the Assistant Auditor-General (Personnel). A request received at least three (3) working days before the submission deadline shall be answered in writing.

D. Amendment of Bidding Documents

OAGP may, at any time prior to the submission deadline, modify the Bidding Document by addendum, published on the AGP and PPRA websites, and may extend the deadline at its discretion.

E. Eligible Bidders - Mandatory Requirements

Verifiable documentary evidence for every item below is mandatory; non-submission of any of the following renders the bid non-responsive for the relevant Lot(s).

Items 1-12 apply to all Lots (Janitorial, Security, and Naib Qasid);

Items 13 onward apply additionally per service type.

Naib Qasid Lots carry no sector-specific addition beyond items 1-12.

Applicable to all Lots (Janitorial, Security, and Naib Qasid):

Sr. #	Documentary Requirement (Non-Compliance = Disqualification)	Yes	No
1	Certificate of Incorporation/Registration with SECP or Registrar of Firms.		
2	Valid Income Tax Registration Certificate (Active on FBR's ATL).		
3	Valid Sales Tax Registration Certificate (Active with FBR).		
4	Bid Security for each Lot bid for - see ITB Clause H.		
5	Affidavit on non-judicial stamp paper of Rs. 100 that the bidder has never been blacklisted or debarred by any public-sector procuring agency.		
6	Undertaking on non-judicial stamp paper of Rs. 100 to comply with applicable Labour Laws and the Minimum Wage rate(s) notified by Government from time to time, per city of deployment.		
7	Undertaking on non-judicial stamp paper of Rs. 100 to disburse worker salaries including EOBI & Social security payments, through an electronic gateway/wallet account, with proof of the preceding month's disbursement submitted before the next month's bill is processed.		
8	EOBI registration of the firm.		
9	Undertaking on non-judicial stamp paper of Rs. 100 to provide police verification, CNIC copies,		

Sr. #	Documentary Requirement (Non-Compliance = Disqualification)	Yes	No
	and medical fitness certificates for every worker prior to deployment.		
10	Written acceptance of deployment/re-deployment of staff to any AGP establishment within the awarded city, at the OAGP's discretion.		
11	Affidavit on non-judicial stamp paper of Rs. 100 that the bidder is not under investigation for fraud, under-invoicing, tax evasion, concealment, or money laundering.		
12	Disclosure, on non-judicial stamp paper of Rs. 100, of any pending litigation relating to default of services (if any).		

Additional requirements - Security Lots (I, II) only:

Sr. #	Documentary Requirement (Non-Compliance = Disqualification)	Yes	No
13	Current registration/licence under the Private Security Companies Ordinance, 1988, and a valid authorization from the Ministry of Interior, Government of Pakistan, to render security services.		
14	Registered as a Security Service Provider with SECP for at least three (3) years.		
15	Documentary evidence of at least four (4) completed security-service contracts of similar or higher value, executed in the last three (3) years, with client satisfaction certificates.		
16	Average annual turnover of at least Rs. 50 million over the last three (3) years, supported by audited financial statements.		

Additional requirements - Janitorial Lots (III, IV) only:

Sr. #	Documentary Requirement (Non-Compliance = Disqualification)	Yes	No
17	Registered as a Janitorial/Housekeeping Service Provider with SECP for at least three (3) years.		
18	Documentary evidence of at least four (4) completed janitorial/housekeeping service contracts executed in the last three (3) years, with client satisfaction certificates.		
19	Average annual turnover of at least Rs. 50 million over the last three (3) years, supported by audited financial statements.		

Naib Qasid Lots (V, VI, VII):

No additional mandatory items beyond the common list above; the technical-scoring floors in Section V.2 apply as the practical entry bar.

F. Documents Comprising the Bid

Technical Proposal (sealed separately, no price disclosed): covering letter; Form 1 (Bid); Form 1A (Staff/Deployment Schedule); Bid Security; documentary evidence for all applicable Mandatory Requirements in Clause E, including - for Security Lots - the Ministry of Interior authorization; client satisfaction certificates; audited financial statements.

Financial Proposal (sealed separately): Form 2 (Cost Build-Up Sheet / Price Schedule) for the Lot(s) bid for - see Section V.4 for its structure.

G. Sufficiency of Bid

Each bidder shall satisfy itself, before bidding, as to the correctness and completeness of its bid.

H. Bid Security

Lot I: Rs. 500,000

Lot II: Rs. 250,000

Lot III: Rs. 500,000

Lot IV: Rs. 250,000

Lot V: Rs. 500,000

Lot VI: Rs. 250,000

Lot VII: Rs. 250,000

All in the form of a Call Deposit Receipt, Bank Draft, or Pay Order in favour of the "Drawing & Disbursing Officer, Office of the Auditor-General of Pakistan", valid 120 days from bid opening.

I. Conditional Bids

A conditional bid shall be rejected as non-responsive.

A bid without any mention of the amount of wage/salary shall be construed to have quoted the minimum wage, for the purposes of the financial evaluation.

J. Scope of Bid and Sealing of Envelopes

Pursuant to Rule 36(b), each bid shall comprise two separate sealed inner envelopes - "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" - within one sealed outer envelope. The Technical Proposal shall not disclose price. Bidders may bid for one or more Lots.

K. Cost of Bidding

The bidder bears all costs of bid preparation; OAGP is not liable for these regardless of outcome.

L. Quality and Deployment Standards

L.1 Personnel specifications are as set out in Section IV (Job Descriptions), including the required Supervisor & Guard/Worker breakdown per Lot set out in the Supervisory Strength table in Section IV.

L.2 The contractor shall provide each worker a minimum of two (2) sets of uniform and footwear per year, to be worn at all times on duty. Design and colour code to be approved by the Authority.

L.3 (Security Lots) Security personnel shall be deployed across two (2) shifts of twelve (12) hours each, in line with the shift structure notified by the Government from time to time for outsourced security personnel, providing continuous round-the-clock coverage at each establishment (Section IV), the Contractor shall maintain adequate guard-to-supervisor coverage in every shift. The company shall provide adequate licensed arms, maintained in working order at the contractor's cost; guards shall be aged 25-45, minimum height 5'6", at least Middle-pass, with at least 2 years' relevant experience; supervisors should preferably be retired Armed Forces JCOs or equivalent, aged 35-50.

L.4 (Janitorial Lots) Workers shall be aged 18-45 and certified physically fit; the contractor shall certify and ensure that the deployed staff are not addicted to drugs or alcohol.

L.5 (Naib Qasid Lots) Staff shall be aged 18-45, at least Matric-qualified, with at least 1 year of relevant office-support experience, and certified physically fit for general office duties.

L.6 (All Lots) Biometric/ Facial Recognition Attendance. The Contractor shall install and maintain, at its own cost, a biometric and/or facial-recognition attendance system - or such other attendance-verification system as may be notified by OAGP from time to time - at each establishment, and shall ensure that every deployed staff member marks attendance through it at the start and end of each shift/working day. The attendance record generated by this system and verified by the designated officer shall form the basis for verifying deployed strength and for computing any deduction under ITB Clause X, and shall be produced to OAGP on demand.

M. Disqualification

A bid may be rejected where:

- Required documents or Bid Security are missing;
- It is received late;
- Eligibility criteria (Clause E) are not met;
- Specifications are not adhered to; or
- Any other material discrepancy is found.

N. Instructions to Bidders - General

Bids shall remain valid for the period in the BDS. The bid shall be signed by a duly authorized person under Power of Attorney, with all pages initialed and stamped. Bids by fax or e-mail shall not be considered. Prices shall be inclusive of all applicable taxes except GST.

O. Evaluation Procedure

Step 1 - Mandatory Eligibility: each bidder's documents are checked against Clause E for the Lot(s) bid for; failure on any item renders the bid non-responsive for that Lot, and its Financial Proposal is returned unopened.

Step 2 - Technical Scoring: bidders clearing Step 1 are scored out of 100 against the criteria in Section V.2. A bidder scoring below the minimum threshold in BDS Clause 9 is technically non-responsive for that Lot regardless of price.

Step 3 - Financial Opening and Scoring: for bidders meeting the threshold, Financial Proposals are opened, and the formula in Section V.5 is applied to determine the Final Score and the award.

P. Clarification of Bids

OAGP may seek written clarification of a bid; no change in price or substance shall be sought or permitted.

Q. Bid Evaluation Criteria

A substantially responsive bid conforms to all terms and conditions without material deviation. Evaluation and award are made per Lot, using the formula in Section V.5 - the bidder with the highest Final Score for a Lot is awarded that Lot.

R. Award of Contract

OAGP awards each Lot to the bidder with the highest Final Score, subject to post-qualification. OAGP reserves the right to increase or decrease the sanctioned strength of any Lot, and to reject any or all bids, per the Rules, without liability to bidders.

S. Notification of Award

Prior to expiry of bid validity, OAGP will notify successful bidders in writing.

T. Performance Guarantee

The successful bidder(s) shall furnish a Performance Guarantee equal to 5% of the annual awarded value per Lot, as a bank guarantee from a scheduled bank, valid until expiry of the Contract Period.

U. Payment and Currency

Payment is in Pakistani Rupees through AGPR, within 15 days of submission of the monthly bill, verified by the site in-charge (Caretaker/Security Supervisor/Admin Officer, as applicable) and countersigned by the Audit Officer (Admn-III), subject to tax deduction at source and budget availability.

V. Mobilization / Deployment Time

The contractor shall deploy the full sanctioned strength within ten (10) days of signing of the Contract/Letter of Acceptance.

W. Contract Period

Two (2) years from the date of commencement, extendable by mutual written consent for a further period not exceeding one (1) year, on satisfactory performance and with no material change in commercial terms.

X. Liquidated Damages and Shortfall/Quality Penalties

Attendance for the purposes of this Clause is as recorded by the biometric/facial-recognition system or such other system as may be notified by the OAGP under ITB Clause L.6:

- Unauthorized absence, without a same-day contractor-provided replacement:
    - Deduction of Rs. 2,000/- or the worker's daily wage rate notified by the Government, whichever is higher, from the monthly bill of the Contractor, for each day of absence.
- Placement of an unsuitable, overage, or inefficient worker, or one without proper uniform/equipment:
    - The Authority may deduct that worker's whole or partial monthly pay, in addition to other penalties.
- Theft or damage to AGP property caused by negligence of contractor staff:
    - The contractor is liable for the full loss, as determined by a three-member committee nominated by the Authority.
- Persistent shortfall or negligence may result in suspension or blacklisting of the contractor under the applicable PPRA Rules, without prejudice to forfeiture of the Performance Guarantee.

Y. Integrity Pact

Mandatory wherever the awarded value (individually or cumulatively across Lots) reaches or exceeds Rs. 10,000,000 — see Section X.

Z. Grievance Redressal

A bidder may lodge a written complaint concerning the terms and conditions of the Bidding Document with the Grievance Redressal Committee before the deadline for submission of bids.

After submission of bids, a bidder may lodge a complaint against the Technical Evaluation Report within seven (7) days of its announcement and against the Final Evaluation Report within five (5) days of its issuance. The Grievance Redressal Committee shall investigate and decide the complaint within ten (10) days of its receipt.

A bidder or the Procuring Agency aggrieved by the decision of the Grievance Redressal Committee may file an appeal before the Grievance Redressal Appellate Committee of the Public Procurement Regulatory Authority in accordance with Rule 48 of the Public Procurement Rules, 2004.

SECTION III: BID DATA SHEET (BDS)

The following data complements, supplements, or amends the ITB in Section II. Where there is a conflict, this BDS prevails.

Clause #	ITB Ref.	Data Item	Specific Data
1	A	Name of Procuring Agency	Office of the Auditor-General of Pakistan (OAGP)
2	A	Subject of Procurement	Outsourcing of Janitorial Services, Security Services, and Naib Qasids - 7 Lots (Section IV)
3	A	Bidding Procedure	Single Stage - Two Envelope Bidding Procedure under Rule 36(b) of the Public Procurement Rules, 2004 with award based on the Most Advantageous Bid determined through combined technical and financial evaluation.
4	B	Bid submission address	Assistant Auditor-General (Personnel), O/o AGP (Audit House), Constitution Avenue, Islamabad
5	B	Deadline for submission of Bids	30-09-2026 1100 HRS
6	H	Bid Security	Lot I: Rs. 500,000 Lot II: Rs. 250,000 Lot III: Rs. 500,000 Lot IV: Rs. 250,000 Lot V: Rs. 500,000 Lot VI: Rs. 250,000 Lot VII: Rs. 250,000 CDR/Bank Draft/Pay Order in favour of the Drawing & Disbursing Officer, Office of the Auditor-General of Pakistan; valid for 120 days
7	N	Bid Validity Period	120 days from bid opening
8	O	Evaluation Methodology	Combined Technical and Financial Evaluation - Technical weight 40%, Financial weight 60% (Section V.5)
9	O	Minimum Technical Score to qualify	60 out of 100, per Lot
10	T	Performance Guarantee	5% of annual awarded value per Lot, bank guarantee, valid till Contract Period expiry
11	V	Mobilization Period	10 days from signing of Contract/Letter of Acceptance
12	W	Contract Period	2 years, extendable up to 1 further year by mutual written consent
13	U	Currency & Payment	PKR, through AGPR, within 15 days of verified monthly bill
14	Y	Integrity Pact threshold	Rs. 10,000,000 (individually or cumulatively)
15	Z	Grievance Redressal	AGP Grievance Redressal Committee, Constitution Avenue, Islamabad; appeal to PPRA Grievance Redressal Appellate Committee, G-5/2, Islamabad
16	C	Address for Clarification	Assistant Auditor-General (Personnel), O/o AGP, Constitution Avenue, Islamabad. Phone: 051-9202505

Statutory Cost Build-Up Baseline Per Month (Fixed, Non-Bid Components)

(a) Minimum wage as per area

(b) Employer EOBI (5% of minimum wage)

(c) Employer's Social Security Contribution at the applicable notified rate: IESSI for Islamabad, KPESSI for Peshawar and SESSI for Karachi.

SECTION IV: SCHEDULE OF REQUIREMENTS

Delivery/deployment is against each Lot's sanctioned strength below. Per AGP's own established practice, quantities are estimates: Office of the Auditor-General of Pakistan may increase or decrease the number of workers in any Lot, at its discretion, at the already-approved rate and on the same terms, without amending the contract — this applies equally to Naib Qasid Lots.

Lot	City	Service	Sanctioned Strength	Establishment(s)
Lot I	Islamabad	Security	41	Audit House, Constitution Avenue G-5, Islamabad Federal Audit Complex G-8, Islamabad AGP Audit Complex G-10/4, Islamabad
Lot II	Peshawar	Security	6	Audit Complex Hayatabad AG Complex, Peshawar Cantt
Lot III	Islamabad	Janitorial	53	Audit House, Constitution Avenue G-5, Islamabad Federal Audit Complex G-8, Islamabad AGP Audit Complex G-10/4, Islamabad
Lot IV	Karachi	Janitorial	06	Pakistan Audit & Accounts Complex, Karachi
Lot V	Islamabad	Naib Qasid	68	Audit House, Constitution Avenue G-5, Islamabad Federal Audit Complex G-8, Islamabad AGP Audit Complex G-10/4, Islamabad
Lot VI	Peshawar	Naib Qasid	10	Audit Complex Hayatabad AG Complex, Peshawar Cantt
Lot VII	Karachi	Naib Qasid	11	Pakistan Audit & Accounts Complex, Karachi

**The establishments and the strength can be increased or decreased at a specific city.*

Supervisory Strength - Security and Janitorial Lots

Within the Sanctioned Strength for each Security and Janitorial Lot (Section IV table above), the following split between Supervisor(s) and Guard(s)/Worker(s) applies.

For Security, the default is one Supervisor per shift per establishment (two shifts), so that both 12-hour shifts at every establishment are under direct on-site supervision;

For Janitorial, the default is approximately one Supervisor per fifteen Workers.

Naib Qasid Lots carry no dedicated Supervisor post - deployed staff work under the direct supervision of the officer/section to which they are attached.

Lot	City / Service	Sanctioned Strength	Supervisor(s)	Guard(s) / Worker(s)
Lot I	Islamabad Security	41	6 Supervisors (2 shifts per building)	35 Guards
Lot II	Peshawar Security	6	1 Supervisor	5 Guards
Lot III	Islamabad Janitorial	53	3 Supervisors	50 Workers
Lot IV	Karachi Janitorial	06	1 Supervisor	5 Workers

Job Descriptions

Security Guard

Qualification: at least Middle Pass. Age: 25-45 years. Minimum height: 5’6”. Experience: at least 2 years’ relevant experience. Deployed across two 12-hour shifts per ITB Clause L.3.

Security Supervisor

Qualification: preferably a retired Armed Forces JCO or equivalent. Age: 35–50 years. Supervises both shifts on a rotating/overlapping basis to ensure continuous command coverage. Sanctioned strength per Lot is set out in the Supervisory Strength table above.

Janitorial Worker

Age: 18–45 years, physically fit. Duties as per the Janitorial Scope of Work below.

Janitorial Supervisor

Duties: ensuring floor-wise cleanliness across the establishment; verifying worker attendance and presence (including via the biometric/facial-recognition system under ITB Clause L.6); receiving and resolving complaints; liaising with the Caretaker/Admin Section; certifying material and equipment usage. Sanctioned strength per Lot is set out in the Supervisory Strength table above.

Naib Qasid / Office Attendant

Qualification: at least Matric. Age: 18–45 years. Experience: at least 1 year. Duties as per the Naib Qasid Scope of Work below.

Scope of Work – Security Lots

- Provision of continuous round-the-clock security coverage at each establishment, across two 12-hour shifts, per the sanctioned strength in Section IV and the shift structure notified by Government from time to time (ITB Clause L.3).
- Static guarding at designated points and mobile/patrolling duty across the premises, per a deployment plan agreed with the site’s Security Supervisor.
- Access control – checking and regulating entry/exit of personnel, visitors, and vehicles at all gates.
- Protection of official documents, records, equipment, and assets against theft, sabotage, or unauthorized access.
- Search/frisking of visitors and vehicles per SOPs issued by the Office of the Auditor-General of Pakistan/the Security Supervisor.
- Fire-watch and first-response duties, including operation of fire-fighting equipment where trained.
- Maintenance and accountability of all issued weapons and ammunition; weapons kept serviceable at the Contractor’s cost.
- Periodic mock/rehearsal exercises and readiness drills, including against acts of terrorism.
- Immediate reporting of incidents, suspicious activity, or security breaches through the chain of command to the Assistant Auditor-General (Personnel).
- Maintenance of a duty register/logbook at each establishment recording shift changes, incidents, and visitor movement.
- Compliance with all SOPs and instructions issued by the Security Supervisor and OAGP management.

Scope of Work – Janitorial Lots

- Daily continuous cleaning/mopping/sweeping of all floors, walls, handrails, main entrance, staircases, lobbies, lifts, glazed/aluminium panels, glass windows and partitions, and carpets.
- Removal of cobwebs and cleaning of false ceilings in toilets, washrooms, offices, and common areas.
- Supply and maintenance of dustbins with garbage bags; daily collection of garbage from offices and common areas.

- Spraying of air fresheners in offices and common areas during working hours.
- Removal of stains, dirty spots, and marks from all surfaces.
- Hourly cleaning of all toilets and washrooms – floors, wall tiles, windows, sanitary fittings – with continuous provision of tissue rolls and liquid soap.
- Weekly spraying of disinfectant in toilets and urinals.
- Cleaning of the outer building façade and all exterior glass surfaces/windows at least once a week, using appropriate safety equipment, at the Contractor's cost and full responsibility for worker safety.
- Grass cutting, hedge/shrub trimming, and general landscaping upkeep across the premises.
- Shifting of furniture, machinery, equipment, and supplies as directed.
- Provision, at the Contractor's own cost, of all cleaning material and toiletries – duster, Glint, light acid, soap, glass cleaner, Vim, Surf, Phenyl, Harpic, Lemon Max, insect killer spray, toilet rolls/tissue dispensers, brooms, mops/sweep sets, toilet-cleaning brushes, dustbins, buckets, wiper, deodorants, and any floor-scrubbing/vacuum machinery required – The bidders are encouraged to visit the establishments in order to scope out the specific list of officer's washrooms.
- 100% daily staff attendance, verified via the biometric/facial-recognition system under ITB Clause L.6; contractor liable for any property damage caused during cleaning/housekeeping activity.

Scope of Work - Naib Qasid Lots

- Opening and closing of allotted offices at the start and end of working hours.
- Movement and safe custody of files and records between sections/offices.
- Receipt, distribution, and dispatch of DAK (mail/correspondence) within the establishment.
- Shifting and safe custody of records during office relocations, archiving, or record-room operations.
- Watering of indoor plants and general upkeep of office greenery.
- Cleanliness and orderly maintenance of office furniture and fixtures.
- Serving of refreshments and food during office hours and meetings.
- Assistance in the conduct of meetings, including seating arrangements and logistics.
- Deployed staff shall remain available beyond standard office hours as office requirements dictate.
- Any other office-support work assigned by the officer or section to which deployed.

Attendance for Naib Qasid staff is likewise verified via the biometric/facial-recognition system under ITB Clause L.6.

SECTION V: EVALUATION CRITERIA

5.1 Mandatory Eligibility Requirements

All bidders must satisfy ITB Clause E for the Lot(s) bid for. A bid lacking documentary evidence for any item is non-responsive at the technical stage; its Financial Proposal is not opened.

5.2 Technical Evaluation (100 marks)

Criterion	Max Marks	Score Awarded
Relevant work experience in government/public sector - completed contracts of the same service type (Security experience for Security Lots; Janitorial/Housekeeping experience for Janitorial Lots; Manpower/office-support outsourcing experience for Naib Qasid Lots). 10 or more: 15 marks; 8 or more: 12 marks; 6 or more: 9 marks; 4 or more: 6 marks; Below 4: ineligible.	15	
Age of the Company/Firm. 10+ years: 15 marks; 8+ years: 12 marks; 6+ years: 9 marks; 3+ years: 6 marks; Less than 3: ineligible.	15	
Average annual turnover, last 5 years. Rs. 200M+: 20 marks; Rs. 150-200 M: 15 marks; Rs. 100-150M: 10 marks; Rs. 50-100M: 5 marks Below Rs. 50M: ineligible. (Audited statements required.)	20	
Public sector organization(s) served - evidence of successfully servicing a public sector client with the following minimum deployment of employees. More than 120: 15 marks; 91 to 120: 12 marks; 61 to 90: 9 marks; 31 to 60: 6 marks Up to 30; 3 marks	15	
Methodology Plan	15	

Criterion	Max Marks	Score Awarded
staffing/deployment approach, recruitment pipeline and replacement/contingency plan for absence or attrition (5 marks); Supervision and quality-assurance mechanism (5 marks); category-specific plan - two-shift roster & weapons-accountability plan (Security) / equipment & machinery deployment plan (Janitorial) / office-support coverage plan (Naib Qasid) (5 marks).		
Number of employees registered with EOBI. 50+ employees: 10 marks; 40 to 49 employees: 8 marks; 30 to 39 employees: 6 marks; 20 to 29 employees: 4 marks; Below 20 employees: Ineligible	10	
Local office/presence in the city of deployment (Islamabad/Peshawar/Karachi as applicable), verifiable by lease/utility bill/registration. Established 2+ years: 10 marks; Established under 2 years: 6 marks; No local office: 0 marks.	10	
Total	100	

5.3 Minimum Qualifying Technical Score

A bidder must score at least 60 out of 100 on a Lot to proceed to Financial evaluation for that Lot; below this, the bid is technically non-responsive for that Lot regardless of price.

5.4 Financial Bid Structure - Cost Build-Up Sheet

Per worker per month, for all three service types:

- (a) Statutory Minimum Wage - FIXED, per city.
- (b) Employer's EOBI Contribution, 5% of minimum wage - FIXED.
- (c) Employer’s Social Security Contribution at the rate notified by the competent Social Security Institution applicable to the place of deployment - ICT Employees Social Security Institution (IESSI) for Islamabad, Khyber Pakhtunkhwa Employees Social Security Institution (KPESSI) for Peshawar, and Sindh Employees’ Social Security Institution (SESSI) for Karachi - FIXED.
- (d) Contractor's Service/Management Charge per worker/month - the primary field the bidder completes.

Janitorial Lots only, in addition:

- (e) Cleaning Material & Equipment - a single monthly lump-sum line for the whole Lot (not per worker), quoted by the bidder, scoped to the office/washroom list referenced in Section IV.

(a)+(b)+(c)+(d) is priced as a single uniform rate per worker/month for the Lot, applied equally to Supervisors and Guards/Workers alike - the pricing mechanism does not distinguish between the two categories.

Total Bid for a Lot = (a+b+c+d) × Total Sanctioned Strength, plus (e) where applicable (Janitorial only). The Supervisor/Guard-Worker headcount split (Section IV, Supervisory Strength table) is informational only, for staffing verification, and does not affect pricing. See Form 2 in Section VI for the completed layout.

5.5 Combined Technical and Financial Evaluation and Final Award

$$\text{Financial Score} = \frac{\text{Lowest Eligible Total Bid}}{\text{Bidder's Total Bid}} \times 100$$

Final Score = (Technical Score × 0.4) + (Financial Score × 0.6).

The technically qualified bidder obtaining the highest Final Score for the relevant Lot shall be determined as the Most Advantageous Bidder and recommended for award, subject to post-qualification and fulfillment of all mandatory requirements.

SECTION VI: STANDARD FORMS

Forms 1, 1A, 3, and 5 below are generic: the bidder completes one copy for each Lot bid for (Form 1, 1A, 3) or one copy per bid (Form 5), photocopying the blank form as needed. Form 2 (the Price Schedule) is reproduced separately below for each of the seven Lots, pre-printed with that Lot's Sanctioned Strength from Section IV - the Supervisor/Guard-Worker composition is shown separately in the Supervisory Strength table and does not affect the price, which is a single uniform rate per worker/month, so the bidder only has to insert its quoted Service Charge.

- Form 1: Form of Bid (Technical Proposal)
- Form 1A: Staff/Deployment Schedule (Technical Proposal - no price)
- Form 2: Cost Build-Up Sheet / Price Schedule, one per Lot (Financial Proposal)
- Form 3: Bid Security Details
- Form 4: Specimen Letter of Acceptance - to be issued by OAGP to the successful bidder after approval of the evaluation and award.
- Form 5: Bidder's Information Sheet

Form 1: Form of Bid (Technical Proposal)

To:

Assistant Auditor-General (Personnel),

Office of the Auditor-General of Pakistan,

Constitution Avenue, Islamabad.

Subject: BID FOR [JANITORIAL / SECURITY / NAIB QASID] SERVICES - LOT ___ ([City]) — TENDER NO. AGP/ADMN-III/JSN/2026-27

I/We, the undersigned, having read and fully understood the Bidding Document for the above Tender, including all Sections, Annexes, and addenda thereto, do hereby submit our bid to provide the above services for the Lot named above, in accordance with the terms and conditions of the Bidding Document, and confirm that:

- (a) This bid, together with OAGP's written Letter of Acceptance, shall constitute a binding Contract between us and OAGP.
- (b) We accept the Sanctioned Strength and Scope of Services set out in Section IV for this Lot, and undertake to deploy the full Sanctioned Strength within the Mobilization Period stated in the BDS.
- (c) We have furnished Bid Security in the amount and form required under ITB Clause H, enclosed with this Technical Proposal, as detailed at Form 3.
- (d) Our bid shall remain valid for the Bid Validity Period stated in the BDS, and we shall not withdraw or modify it during that period.
- (e) We are not blacklisted, debarred, or under investigation by any public-sector procuring agency, as declared in our affidavit under ITB Clause E.
- (f) We enclose documentary evidence for every applicable Mandatory Requirement under ITB Clause E, our Staff/Deployment Schedule at Form 1A, and our Bidder's Information Sheet at Form 5.
- (g) Our Financial Proposal (Form 2) for this Lot is enclosed separately, sealed, and does not disclose price in this Technical Proposal.

Name of Firm: ______________________________________	CNIC: ______________________________________
Lot(s) bid for: ______________________________________	Company Seal/Stamp:
Signature: ______________________________________	
Name & Designation of Signatory: ___________________	Date: ______________________________________

Form 1A: Staff/Deployment Schedule (Technical Proposal - no price)

Lot bid for: ___________ City: ___________ Service: ___________

The Bidder shall enter, against each applicable Position, the Sanctioned Strength copied from the Supervisory Strength table (Security/Janitorial Lots) or the Lot table (Naib Qasid Lots) in Section IV, and confirm its undertaking to deploy that number in full within the Mobilization Period. Names, CNICs, police-verification, and medical-fitness certificates for the actual staff proposed for deployment are furnished prior to deployment, per ITB Clause E item 9 and GCC Clause 2 - not at bid stage.

S.No	Position	Sanctioned Strength (from Section IV)	Bidder's Confirmed Deployment Number	Remarks
1	Supervisor (Security/Janitorial Lots only)			
2	Guard / Worker / Naib Qasid			

We undertake to deploy the full confirmed number above within the Mobilization Period stated in the BDS, and to maintain it at all times during the Contract Period, subject to AGP's right under GCC Clause 3/SCC-1 to increase or decrease the Sanctioned Strength.

Signature: ______________________________________

Name & Designation: ______________________________________

Date: ____________

Form 2: Cost Build-Up Sheet / Price Schedule - Lot I (Islamabad, Security)

Name of Bidder: ____________________________________ Date: ____________

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	All Personnel (Supervisors + Guards)	41					

***** **As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): ____________________

TOTAL BID FOR THIS LOT (Rs./annum): ____________________

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: ____________________________________

Name & Designation: ____________________________________

Seal: ____________

Form 2: Cost Build-Up Sheet / Price Schedule — Lot II (Peshawar, Security)

Name of Bidder: ______________________________________ Date: ____________

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	All Personnel (Supervisors + Guards)	6					

* **As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): ______________________

TOTAL BID FOR THIS LOT (Rs./annum): ______________________

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: ______________________________________

Name & Designation: ______________________________________

Seal: ____________

Form 2: Cost Build-Up Sheet / Price Schedule — Lot III (Islamabad, Janitorial)

Name of Bidder: ______________________________________ Date: ____________

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	All Personnel (Supervisors + Workers)	53					
2	Cleaning Material & Equipment — lump sum for the Lot (as per the requirement at site)	n/a	n/a	[lump sum, bidder to complete]	n/a		

*** As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): ______________________

TOTAL BID FOR THIS LOT (Rs./annum): ______________________

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: ______________________________________

Name & Designation: ______________________________________

Seal: ____________

Form 2: Cost Build-Up Sheet / Price Schedule — Lot IV (Karachi, Janitorial)

Name of Bidder: ______________________________________ Date: ____________

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	All Personnel (Supervisors + Workers)	06					
2	Cleaning Material & Equipment - lump sum for the Lot (as per the requirement at site)	n/a	n/a	[lump sum, bidder to complete]	n/a		

*** As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): ______________________

TOTAL BID FOR THIS LOT (Rs./annum): ______________________

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: ______________________________________

Name & Designation: ______________________________________

Seal: ____________

Form 2: Cost Build-Up Sheet / Price Schedule — Lot V (Islamabad, Naib Qasid)

Name of Bidder: ______________________________________ Date: ____________

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	Naib Qasid / Office Attendant	68					

*** As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): ______________________

TOTAL BID FOR THIS LOT (Rs./annum): ______________________

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: ______________________________________

Name & Designation: ______________________________________

Seal: ____________

Form 2: Cost Build-Up Sheet / Price Schedule - Lot VI (Peshawar, Naib Qasid)

Name of Bidder: ______________________________________ Date: ____________

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	Naib Qasid / Office Attendant	10					

* **As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): ______________________

TOTAL BID FOR THIS LOT (Rs./annum): ______________________

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: ______________________________________

Name & Designation: ______________________________________

Seal: ____________

Form 2: Cost Build-Up Sheet / Price Schedule - Lot VII (Karachi, Naib Qasid)

Name of Bidder: ______________________________________ Date: ____________

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	Naib Qasid / Office Attendant	11					

***** **As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): _____________________

TOTAL BID FOR THIS LOT (Rs./annum): _____________________

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: ______________________________________

Name & Designation: ______________________________________

Seal: ____________

Form 3: Bid Security Details

Lot bid for: ___________

S.No	Particulars	Details
1	Bid Security required (ITB Clause H)	
2	Bid Security amount (Rs.)	
3	Instrument type (CDR / Bank Draft / Pay Order)	
4	Issuing bank and branch	
5	Instrument number	
6	Date of issue	
7	Validity date (120 days from bid opening)	

Signature: ______________________________________

Name & Designation: ______________________________________

Date: ____________

Form 4: Letter of Acceptance

No. ____________

Dated: ____________

To:

[Name and address of successful bidder]

Subject: Letter of Acceptance for Lot ___ - [City and Service]

Reference is made to your bid dated __________ submitted against Tender No. AGP/ADMN-III/JSN/2026-27 for outsourcing of __________ services under Lot ___. The competent authority has been pleased to accept your bid for Lot ___ at the evaluated rate of Rs. __________ per worker per month and a total evaluated amount of Rs. __________ per month/Rs. __________ per annum, inclusive of all applicable taxes except GST, in accordance with your Financial Proposal and the Bidding Document.

You are required to furnish a Performance Guarantee equal to five percent (5%) of the annual awarded value of the Lot, amounting to Rs. __________, in the form prescribed in the Bidding Document, within ten (10) days of issuance of this Letter of Acceptance.

You are further required to sign the Contract Agreement and deploy the complete sanctioned strength within the mobilization period prescribed in the Bidding Document.

This Letter of Acceptance shall form an integral part of the Contract.

For the Office of the Auditor-General of Pakistan
Signature: ____________________
Name and designation: ____________________
Official seal: ____________________

Form 5: Bidder's Information Sheet

(One copy per bid, covering all Lots bid for.)

Name of Firm	
Registered Office Address	
Year of Establishment	
SECP / Registrar of Firms Registration No.	
National Tax Number (NTN)	
Sales Tax Registration No. (STRN)	
AGPR Vendor Registration No.	
EOBI Registration No.	
Contact Person & Designation	
Cell / Phone No.	
E-mail Address	
Bank Name & Branch	
Account Title	
IBAN	
Lot(s) Bid For	

Signature: ____________________________________ Name & Designation: ____________________________________ Seal: ___________ Date: ___________

PART B - CONDITIONS OF CONTRACT AND CONTRACT FORMS

SECTION VII: GENERAL CONDITIONS OF CONTRACT (GCC)

- 1. Definitions - "Contract" means this Agreement and its annexes; "Services" means the Janitorial, Security, and/or Naib Qasid services under the awarded Lot(s); "Supplier"/"Contractor" means the firm awarded a Lot; "OAGP" means the Office of the Auditor-General of Pakistan; "Contract Period" is as stated in the BDS.
- 2. Standard of Personnel - all deployed staff shall meet the specifications in Section IV and shall be replaced within three (3) working days of AGP's written notice if found unsuitable. All deployed staff shall mark attendance via the biometric/facial-recognition system (or such other system as AGP may notify) installed under ITB Clause L.6, at the Contractor's cost; this record is the basis for verifying deployed strength and for the deductions under SCC Clause 3.
- 3. Deployment - the Contractor shall deploy the full sanctioned strength within the Mobilization Period in the BDS, and shall accept OAGP-directed re-deployment within the awarded city per ITB Clause E(10).
- 4. Wages and Statutory Compliance - the Contractor shall pay each employee not less than the statutory minimum wage as revised by the applicable Provincial/Federal government, and shall make timely EOBI and Social Security contributions for every deployed worker, disbursing wages by electronic gateway/wallet, with proof of the preceding month's wage, EOBI, and Social Security payments furnished before the next monthly bill is processed.
- 5. Inspection - Assistant Auditor-General (Personnel) or any other officer may inspect service delivery and staff deployment at any time; deficiencies are subject to the penalties in SCC Clause 3.
- 6. Payment - as per BDS Clause 13/ITB Clause U.
- 7. Termination - AGP may terminate a Lot's contract (a) for material breach, without prejudice to forfeiture of the Performance Guarantee and blacklisting proceedings under Rule 19 of the PPRA Rules; or (b) for its own convenience, at any time, by giving the Contractor not less than one month's written notice, without assigning any reason, in which case the Contractor shall be paid for Services satisfactorily rendered to the effective date of termination and shall not be entitled to compensation for the unexpired Contract Period. In either case, the outgoing Contractor shall continue service until a replacement Contractor takes over.
- 8. Force Majeure - neither party is liable for delay due to events beyond its reasonable control, notified promptly in writing.
- 9. Assignment/Subcontracting - not permitted without OAGP's prior written consent.
- 10. Governing Law and Dispute Resolution - governed by the laws of Pakistan; disputes are first addressed via the Grievance Redressal Mechanism (ITB Clause Z), and, failing resolution, referred to arbitration under the Arbitration Act, 1940.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT (SCC)

- SCC-1 (GCC Cl. 3) - Sanctioned strength per Lot is an estimate; OAGP may increase or decrease it at the already-approved rate, without amending the Contract.
- SCC-2 (GCC Cl. 4) - Any increase in Government-notified minimum wage, EOBI, or Social Security rates during the Contract Period is passed through automatically to the fixed components of the Cost Build-Up Sheet (Section V.4); the Contractor's Service Charge remains fixed for the Contract Period.
- SCC-3 - Penalties: as set out in ITB Clause X (unauthorized-absence deduction, unsuitable-worker deduction, theft / damage liability, suspension/blacklisting), based on the biometric/facial-recognition attendance record under ITB Clause L.6.
- SCC-4 - Liability: the Contractor's staff remain the Contractor's employees at all times; OAGP bears no liability for injury, death, or other claims by the Contractor's workers, which are the Contractor's sole responsibility, subject to the statutory old-age/social-security/workmen's-compensation benefits which the Contractor is separately obligated to provide under GCC Clause 4.
- SCC-5 - Contract Period is 2 years from commencement, extendable by mutual written consent for up to 1 further year, on satisfactory performance and unchanged commercial terms.

- SCC-6 (Security Lots only) - Shift structure is two 12-hour shifts per ITB Clause L.3; any change to this structure by Government notification during the Contract Period is passed through by written addendum without need for re-tendering.

SECTION IX: FORM OF CONTRACT

THIS AGREEMENT is made on the ___ day of ___________, 20__, between the Office of the Auditor-General of Pakistan, Constitution Avenue, Islamabad ("OAGP") and [name and address of Contractor] ("the Contractor"), for Lot ___ [City / Service] under Tender No. AGP/ADMN-III/JSN/2026-27, at the rates set out in the Contractor's Cost Build-Up Sheet.

Documents forming part of this Agreement, in order of precedence: (a) this Form of Contract; (b) the Letter of Acceptance; (c) the Special Conditions of Contract; (d) the General Conditions of Contract; (e) the Schedule of Requirements; (f) the Contractor's Form of Bid and Cost Build-Up Sheet.

For and on behalf of the Office of the Auditor-General of Pakistan: ______________________

For and on behalf of the Contractor: ______________________

SECTION X: INTEGRITY PACT

Applicable per BDS Clause 14, wherever the awarded value (individually or cumulatively) reaches or exceeds Rs. 10,000,000. [Name of Contractor] declares it has not obtained this Contract through any corrupt business practice, has fully disclosed any commission, gratification, bribe, or finder's fee paid or payable, and accepts liability, including compensation of up to ten times any such payment, for any breach of this declaration.

OFFICE OF THE AUDITOR-GENERAL OF PAKISTAN, ISLAMABAD

BIDDING DOCUMENT

FOR

OUTSOURCING OF MANPOWER, JANITORIAL SERVICES, SECURITY SERVICES, AND NAIB QASIDS

Single Stage - Two Envelope Bidding Procedure [Rule 36(b), PPRA Rules, 2004]

Tender No.: AGP/ADMN-III/JSN/2026-27

Bid Submission Deadline: 30-09-2026 1100 HRS | Bid Opening: 30-09-2026 1130 HRS

Constitution Avenue, Sector G-5/2, Islamabad | Phone: 051-9202505 | www.agp.gov.pk

TABLE OF CONTENTS

PART A - BIDDING PROCEDURE AND REQUIREMENTS

SECTION I: INVITATION TO BIDS

Office of the Auditor-General of Pakistan intends to procure Outsourcing of Janitorial Services, Security Services, and Naib Qasids at its establishments in Islamabad, Peshawar, and Karachi, for the period stated in the Bid Data Sheet (BDS), in accordance with the PPRA Rules, 2004. Sealed bids are invited from firms registered with the Income/Sales Tax authorities and PPRA, meeting the eligibility criteria set out in Section II.

The procurement comprises seven (7) Lots, organized by city and service, as detailed in Section IV. Bidders may bid for one, several, or all Lots for which they are eligible.

Tender documents may be obtained from the Office of the Auditor-General of Pakistan and are also available on www.agp.gov.pk and the PPRA website. Bids may be submitted physically, as per BDS Clause 6.

Sealed bids completed in all respects should reach the Assistant Auditor-General (Personnel), Office of the Auditor-General of Pakistan (Audit House), Constitution Avenue, Islamabad, on or before the deadline stated in the BDS.

Original Bid Security against each Lot bid for, in the form specified in ITB Clause H, should be submitted with the Technical Proposal.

The Office of the Auditor-General of Pakistan may reject all bids at any time prior to acceptance, as provided under the Public Procurement Rules, 2004.

Assistant Auditor-General (Personnel) | Phone No. 051-9202505

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

This Section provides information on the submission, opening, and evaluation of bids, and the award of contracts. Where there is a conflict between this Section and the BDS, the BDS shall prevail.

A. Invitation to Bid

Office of the Auditor-General of Pakistan ("OAGP") invites sealed bids on a Single Stage - Two Envelope basis, as per Rule 36(b) of the PPRA Rules, 2004, for procurement of Janitorial Services, Security Services, and Naib Qasids across seven Lots (Section IV).

B. Receipt and Opening of Bids

Sealed bids shall reach this office on or before the deadline in the BDS, and shall be opened the same day at the time stated therein. Physical bids shall be placed in a sealed outer cover marked "BID FOR JANITORIAL/SECURITY/NAIB QASID SERVICES – [Lot No.]".

C. Clarification of Bidding Documents

A prospective bidder may seek clarification in writing from the Assistant Auditor-General (Personnel). A request received at least three (3) working days before the submission deadline shall be answered in writing.

D. Amendment of Bidding Documents

OAGP may, at any time prior to the submission deadline, modify the Bidding Document by addendum, published on the AGP and PPRA websites, and may extend the deadline at its discretion.

E. Eligible Bidders - Mandatory Requirements

Verifiable documentary evidence for every item below is mandatory; non-submission of any of the following renders the bid non-responsive for the relevant Lot(s).

Items 1-12 apply to all Lots (Janitorial, Security, and Naib Qasid);

Items 13 onward apply additionally per service type.

Naib Qasid Lots carry no sector-specific addition beyond items 1-12.

Applicable to all Lots (Janitorial, Security, and Naib Qasid):

Sr. #	Documentary Requirement (Non-Compliance = Disqualification)	Yes	No
1	Certificate of Incorporation/Registration with SECP or Registrar of Firms.		
2	Valid Income Tax Registration Certificate (Active on FBR's ATL).		
3	Valid Sales Tax Registration Certificate (Active with FBR).		
4	Bid Security for each Lot bid for - see ITB Clause H.		
5	Affidavit on non-judicial stamp paper of Rs. 100 that the bidder has never been blacklisted or debarred by any public-sector procuring agency.		
6	Undertaking on non-judicial stamp paper of Rs. 100 to comply with applicable Labour Laws and the Minimum Wage rate(s) notified by Government from time to time, per city of deployment.		
7	Undertaking on non-judicial stamp paper of Rs. 100 to disburse worker salaries including EOBI & Social security payments, through an electronic gateway/wallet account, with proof of the preceding month's disbursement submitted before the next month's bill is processed.		
8	EOBI registration of the firm.		
9	Undertaking on non-judicial stamp paper of Rs. 100 to provide police verification, CNIC copies,		

Sr. #	Documentary Requirement (Non-Compliance = Disqualification)	Yes	No
	and medical fitness certificates for every worker prior to deployment.		
10	Written acceptance of deployment/re-deployment of staff to any AGP establishment within the awarded city, at the OAGP's discretion.		
11	Affidavit on non-judicial stamp paper of Rs. 100 that the bidder is not under investigation for fraud, under-invoicing, tax evasion, concealment, or money laundering.		
12	Disclosure, on non-judicial stamp paper of Rs. 100, of any pending litigation relating to default of services (if any).		

Additional requirements - Security Lots (I, II) only:

Sr. #	Documentary Requirement (Non-Compliance = Disqualification)	Yes	No
13	Current registration/licence under the Private Security Companies Ordinance, 1988, and a valid authorization from the Ministry of Interior, Government of Pakistan, to render security services.		
14	Registered as a Security Service Provider with SECP for at least three (3) years.		
15	Documentary evidence of at least four (4) completed security-service contracts of similar or higher value, executed in the last three (3) years, with client satisfaction certificates.		
16	Average annual turnover of at least Rs. 50 million over the last three (3) years, supported by audited financial statements.		

Additional requirements - Janitorial Lots (III, IV) only:

Sr. #	Documentary Requirement (Non-Compliance = Disqualification)	Yes	No
17	Registered as a Janitorial/Housekeeping Service Provider with SECP for at least three (3) years.		
18	Documentary evidence of at least four (4) completed janitorial/housekeeping service contracts executed in the last three (3) years, with client satisfaction certificates.		
19	Average annual turnover of at least Rs. 50 million over the last three (3) years, supported by audited financial statements.		

Naib Qasid Lots (V, VI, VII):

No additional mandatory items beyond the common list above; the technical-scoring floors in Section V.2 apply as the practical entry bar.

F. Documents Comprising the Bid

Technical Proposal (sealed separately, no price disclosed): covering letter; Form 1 (Bid); Form 1A (Staff/Deployment Schedule); Bid Security; documentary evidence for all applicable Mandatory Requirements in Clause E, including - for Security Lots - the Ministry of Interior authorization; client satisfaction certificates; audited financial statements.

Financial Proposal (sealed separately): Form 2 (Cost Build-Up Sheet / Price Schedule) for the Lot(s) bid for - see Section V.4 for its structure.

G. Sufficiency of Bid

Each bidder shall satisfy itself, before bidding, as to the correctness and completeness of its bid.

H. Bid Security

Lot I: Rs. 500,000

Lot II: Rs. 250,000

Lot III: Rs. 500,000

Lot IV: Rs. 250,000

Lot V: Rs. 500,000

Lot VI: Rs. 250,000

Lot VII: Rs. 250,000

All in the form of a Call Deposit Receipt, Bank Draft, or Pay Order in favour of the "Drawing & Disbursing Officer, Office of the Auditor-General of Pakistan", valid 120 days from bid opening.

I. Conditional Bids

A conditional bid shall be rejected as non-responsive.

A bid without any mention of the amount of wage/salary shall be construed to have quoted the minimum wage, for the purposes of the financial evaluation.

J. Scope of Bid and Sealing of Envelopes

Pursuant to Rule 36(b), each bid shall comprise two separate sealed inner envelopes - "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" - within one sealed outer envelope. The Technical Proposal shall not disclose price. Bidders may bid for one or more Lots.

K. Cost of Bidding

The bidder bears all costs of bid preparation; OAGP is not liable for these regardless of outcome.

L. Quality and Deployment Standards

L.1 Personnel specifications are as set out in Section IV (Job Descriptions), including the required Supervisor & Guard/Worker breakdown per Lot set out in the Supervisory Strength table in Section IV.

L.2 The contractor shall provide each worker a minimum of two (2) sets of uniform and footwear per year, to be worn at all times on duty. Design and colour code to be approved by the Authority.

L.3 (Security Lots) Security personnel shall be deployed across two (2) shifts of twelve (12) hours each, in line with the shift structure notified by the Government from time to time for outsourced security personnel, providing continuous round-the-clock coverage at each establishment (Section IV), the Contractor shall maintain adequate guard-to-supervisor coverage in every shift. The company shall provide adequate licensed arms, maintained in working order at the contractor's cost; guards shall be aged 25-45, minimum height 5'6", at least Middle-pass, with at least 2 years' relevant experience; supervisors should preferably be retired Armed Forces JCOs or equivalent, aged 35-50.

L.4 (Janitorial Lots) Workers shall be aged 18-45 and certified physically fit; the contractor shall certify and ensure that the deployed staff are not addicted to drugs or alcohol.

L.5 (Naib Qasid Lots) Staff shall be aged 18-45, at least Matric-qualified, with at least 1 year of relevant office-support experience, and certified physically fit for general office duties.

L.6 (All Lots) Biometric/ Facial Recognition Attendance. The Contractor shall install and maintain, at its own cost, a biometric and/or facial-recognition attendance system - or such other attendance-verification system as may be notified by OAGP from time to time - at each establishment, and shall ensure that every deployed staff member marks attendance through it at the start and end of each shift/working day. The attendance record generated by this system and verified by the designated officer shall form the basis for verifying deployed strength and for computing any deduction under ITB Clause X, and shall be produced to OAGP on demand.

M. Disqualification

A bid may be rejected where:

- Required documents or Bid Security are missing;
- It is received late;
- Eligibility criteria (Clause E) are not met;
- Specifications are not adhered to; or
- Any other material discrepancy is found.

N. Instructions to Bidders - General

Bids shall remain valid for the period in the BDS. The bid shall be signed by a duly authorized person under Power of Attorney, with all pages initialed and stamped. Bids by fax or e-mail shall not be considered. Prices shall be inclusive of all applicable taxes except GST.

O. Evaluation Procedure

Step 1 - Mandatory Eligibility: each bidder's documents are checked against Clause E for the Lot(s) bid for; failure on any item renders the bid non-responsive for that Lot, and its Financial Proposal is returned unopened.

Step 2 - Technical Scoring: bidders clearing Step 1 are scored out of 100 against the criteria in Section V.2. A bidder scoring below the minimum threshold in BDS Clause 9 is technically non-responsive for that Lot regardless of price.

Step 3 - Financial Opening and Scoring: for bidders meeting the threshold, Financial Proposals are opened, and the formula in Section V.5 is applied to determine the Final Score and the award.

P. Clarification of Bids

OAGP may seek written clarification of a bid; no change in price or substance shall be sought or permitted.

Q. Bid Evaluation Criteria

A substantially responsive bid conforms to all terms and conditions without material deviation. Evaluation and award are made per Lot, using the formula in Section V.5 - the bidder with the highest Final Score for a Lot is awarded that Lot.

R. Award of Contract

OAGP awards each Lot to the bidder with the highest Final Score, subject to post-qualification. OAGP reserves the right to increase or decrease the sanctioned strength of any Lot, and to reject any or all bids, per the Rules, without liability to bidders.

S. Notification of Award

Prior to expiry of bid validity, OAGP will notify successful bidders in writing.

T. Performance Guarantee

The successful bidder(s) shall furnish a Performance Guarantee equal to 5% of the annual awarded value per Lot, as a bank guarantee from a scheduled bank, valid until expiry of the Contract Period.

U. Payment and Currency

Payment is in Pakistani Rupees through AGPR, within 15 days of submission of the monthly bill, verified by the site in-charge (Caretaker/Security Supervisor/Admin Officer, as applicable) and countersigned by the Audit Officer (Admn-III), subject to tax deduction at source and budget availability.

V. Mobilization / Deployment Time

The contractor shall deploy the full sanctioned strength within ten (10) days of signing of the Contract/Letter of Acceptance.

W. Contract Period

Two (2) years from the date of commencement, extendable by mutual written consent for a further period not exceeding one (1) year, on satisfactory performance and with no material change in commercial terms.

X. Liquidated Damages and Shortfall/Quality Penalties

Attendance for the purposes of this Clause is as recorded by the biometric/facial-recognition system or such other system as may be notified by the OAGP under ITB Clause L.6:

- Unauthorized absence, without a same-day contractor-provided replacement:
    - Deduction of Rs. 2,000/- or the worker's daily wage rate notified by the Government, whichever is higher, from the monthly bill of the Contractor, for each day of absence.
- Placement of an unsuitable, overage, or inefficient worker, or one without proper uniform/equipment:
    - The Authority may deduct that worker's whole or partial monthly pay, in addition to other penalties.
- Theft or damage to AGP property caused by negligence of contractor staff:
    - The contractor is liable for the full loss, as determined by a three-member committee nominated by the Authority.
- Persistent shortfall or negligence may result in suspension or blacklisting of the contractor under the applicable PPRA Rules, without prejudice to forfeiture of the Performance Guarantee.

Y. Integrity Pact

Mandatory wherever the awarded value (individually or cumulatively across Lots) reaches or exceeds Rs. 10,000,000 — see Section X.

Z. Grievance Redressal

A bidder may lodge a written complaint concerning the terms and conditions of the Bidding Document with the Grievance Redressal Committee before the deadline for submission of bids.

After submission of bids, a bidder may lodge a complaint against the Technical Evaluation Report within seven (7) days of its announcement and against the Final Evaluation Report within five (5) days of its issuance. The Grievance Redressal Committee shall investigate and decide the complaint within ten (10) days of its receipt.

A bidder or the Procuring Agency aggrieved by the decision of the Grievance Redressal Committee may file an appeal before the Grievance Redressal Appellate Committee of the Public Procurement Regulatory Authority in accordance with Rule 48 of the Public Procurement Rules, 2004.

SECTION III: BID DATA SHEET (BDS)

The following data complements, supplements, or amends the ITB in Section II. Where there is a conflict, this BDS prevails.

Clause #	ITB Ref.	Data Item	Specific Data
1	A	Name of Procuring Agency	Office of the Auditor-General of Pakistan (OAGP)
2	A	Subject of Procurement	Outsourcing of Janitorial Services, Security Services, and Naib Qasids - 7 Lots (Section IV)
3	A	Bidding Procedure	Single Stage - Two Envelope Bidding Procedure under Rule 36(b) of the Public Procurement Rules, 2004 with award based on the Most Advantageous Bid determined through combined technical and financial evaluation.
4	B	Bid submission address	Assistant Auditor-General (Personnel), O/o AGP (Audit House), Constitution Avenue, Islamabad
5	B	Deadline for submission of Bids	30-09-2026 1100 HRS
6	H	Bid Security	Lot I: Rs. 500,000 Lot II: Rs. 250,000 Lot III: Rs. 500,000 Lot IV: Rs. 250,000 Lot V: Rs. 500,000 Lot VI: Rs. 250,000 Lot VII: Rs. 250,000 CDR/Bank Draft/Pay Order in favour of the Drawing & Disbursing Officer, Office of the Auditor-General of Pakistan; valid for 120 days
7	N	Bid Validity Period	120 days from bid opening
8	O	Evaluation Methodology	Combined Technical and Financial Evaluation - Technical weight 40%, Financial weight 60% (Section V.5)
9	O	Minimum Technical Score to qualify	60 out of 100, per Lot
10	T	Performance Guarantee	5% of annual awarded value per Lot, bank guarantee, valid till Contract Period expiry
11	V	Mobilization Period	10 days from signing of Contract/Letter of Acceptance
12	W	Contract Period	2 years, extendable up to 1 further year by mutual written consent
13	U	Currency & Payment	PKR, through AGPR, within 15 days of verified monthly bill
14	Y	Integrity Pact threshold	Rs. 10,000,000 (individually or cumulatively)
15	Z	Grievance Redressal	AGP Grievance Redressal Committee, Constitution Avenue, Islamabad; appeal to PPRA Grievance Redressal Appellate Committee, G-5/2, Islamabad
16	C	Address for Clarification	Assistant Auditor-General (Personnel), O/o AGP, Constitution Avenue, Islamabad. Phone: 051-9202505

Statutory Cost Build-Up Baseline Per Month (Fixed, Non-Bid Components)

(a) Minimum wage as per area

(b) Employer EOBI (5% of minimum wage)

(c) Employer's Social Security Contribution at the applicable notified rate: IESSI for Islamabad, KPESSI for Peshawar and SESSI for Karachi.

SECTION IV: SCHEDULE OF REQUIREMENTS

Delivery/deployment is against each Lot's sanctioned strength below. Per AGP's own established practice, quantities are estimates: Office of the Auditor-General of Pakistan may increase or decrease the number of workers in any Lot, at its discretion, at the already-approved rate and on the same terms, without amending the contract — this applies equally to Naib Qasid Lots.

Lot	City	Service	Sanctioned Strength	Establishment(s)
Lot I	Islamabad	Security	41	Audit House, Constitution Avenue G-5, Islamabad Federal Audit Complex G-8, Islamabad AGP Audit Complex G-10/4, Islamabad
Lot II	Peshawar	Security	6	Audit Complex Hayatabad AG Complex, Peshawar Cantt
Lot III	Islamabad	Janitorial	53	Audit House, Constitution Avenue G-5, Islamabad Federal Audit Complex G-8, Islamabad AGP Audit Complex G-10/4, Islamabad
Lot IV	Karachi	Janitorial	06	Pakistan Audit & Accounts Complex, Karachi
Lot V	Islamabad	Naib Qasid	68	Audit House, Constitution Avenue G-5, Islamabad Federal Audit Complex G-8, Islamabad AGP Audit Complex G-10/4, Islamabad
Lot VI	Peshawar	Naib Qasid	10	Audit Complex Hayatabad AG Complex, Peshawar Cantt
Lot VII	Karachi	Naib Qasid	11	Pakistan Audit & Accounts Complex, Karachi

**The establishments and the strength can be increased or decreased at a specific city.*

Supervisory Strength - Security and Janitorial Lots

Within the Sanctioned Strength for each Security and Janitorial Lot (Section IV table above), the following split between Supervisor(s) and Guard(s)/Worker(s) applies.

For Security, the default is one Supervisor per shift per establishment (two shifts), so that both 12-hour shifts at every establishment are under direct on-site supervision;

For Janitorial, the default is approximately one Supervisor per fifteen Workers.

Naib Qasid Lots carry no dedicated Supervisor post - deployed staff work under the direct supervision of the officer/section to which they are attached.

Lot	City / Service	Sanctioned Strength	Supervisor(s)	Guard(s) / Worker(s)
Lot I	Islamabad Security	41	6 Supervisors (2 shifts per building)	35 Guards
Lot II	Peshawar Security	6	1 Supervisor	5 Guards
Lot III	Islamabad Janitorial	53	3 Supervisors	50 Workers
Lot IV	Karachi Janitorial	06	1 Supervisor	5 Workers

Job Descriptions

Security Guard

Qualification: at least Middle Pass. Age: 25-45 years. Minimum height: 5'6". Experience: at least 2 years' relevant experience. Deployed across two 12-hour shifts per ITB Clause L.3.

Security Supervisor

Qualification: preferably a retired Armed Forces JCO or equivalent. Age: 35–50 years. Supervises both shifts on a rotating/overlapping basis to ensure continuous command coverage. Sanctioned strength per Lot is set out in the Supervisory Strength table above.

Janitorial Worker

Age: 18–45 years, physically fit. Duties as per the Janitorial Scope of Work below.

Janitorial Supervisor

Duties: ensuring floor-wise cleanliness across the establishment; verifying worker attendance and presence (including via the biometric/facial-recognition system under ITB Clause L.6); receiving and resolving complaints; liaising with the Caretaker/Admin Section; certifying material and equipment usage. Sanctioned strength per Lot is set out in the Supervisory Strength table above.

Naib Qasid / Office Attendant

Qualification: at least Matric. Age: 18–45 years. Experience: at least 1 year. Duties as per the Naib Qasid Scope of Work below.

Scope of Work – Security Lots

- Provision of continuous round-the-clock security coverage at each establishment, across two 12-hour shifts, per the sanctioned strength in Section IV and the shift structure notified by Government from time to time (ITB Clause L.3).
- Static guarding at designated points and mobile/patrolling duty across the premises, per a deployment plan agreed with the site's Security Supervisor.
- Access control – checking and regulating entry/exit of personnel, visitors, and vehicles at all gates.
- Protection of official documents, records, equipment, and assets against theft, sabotage, or unauthorized access.
- Search/frisking of visitors and vehicles per SOPs issued by the Office of the Auditor-General of Pakistan/the Security Supervisor.
- Fire-watch and first-response duties, including operation of fire-fighting equipment where trained.
- Maintenance and accountability of all issued weapons and ammunition; weapons kept serviceable at the Contractor's cost.
- Periodic mock/rehearsal exercises and readiness drills, including against acts of terrorism.
- Immediate reporting of incidents, suspicious activity, or security breaches through the chain of command to the Assistant Auditor-General (Personnel).
- Maintenance of a duty register/logbook at each establishment recording shift changes, incidents, and visitor movement.
- Compliance with all SOPs and instructions issued by the Security Supervisor and OAGP management.

Scope of Work – Janitorial Lots

- Daily continuous cleaning/mopping/sweeping of all floors, walls, handrails, main entrance, staircases, lobbies, lifts, glazed/aluminium panels, glass windows and partitions, and carpets.
- Removal of cobwebs and cleaning of false ceilings in toilets, washrooms, offices, and common areas.
- Supply and maintenance of dustbins with garbage bags; daily collection of garbage from offices and common areas.

- Spraying of air fresheners in offices and common areas during working hours.
- Removal of stains, dirty spots, and marks from all surfaces.
- Hourly cleaning of all toilets and washrooms – floors, wall tiles, windows, sanitary fittings – with continuous provision of tissue rolls and liquid soap.
- Weekly spraying of disinfectant in toilets and urinals.
- Cleaning of the outer building façade and all exterior glass surfaces/windows at least once a week, using appropriate safety equipment, at the Contractor's cost and full responsibility for worker safety.
- Grass cutting, hedge/shrub trimming, and general landscaping upkeep across the premises.
- Shifting of furniture, machinery, equipment, and supplies as directed.
- Provision, at the Contractor's own cost, of all cleaning material and toiletries – duster, Glint, light acid, soap, glass cleaner, Vim, Surf, Phenyl, Harpic, Lemon Max, insect killer spray, toilet rolls/tissue dispensers, brooms, mops/sweep sets, toilet-cleaning brushes, dustbins, buckets, wiper, deodorants, and any floor-scrubbing/vacuum machinery required – The bidders are encouraged to visit the establishments in order to scope out the specific list of officer's washrooms.
- 100% daily staff attendance, verified via the biometric/facial-recognition system under ITB Clause L.6; contractor liable for any property damage caused during cleaning/housekeeping activity.

Scope of Work - Naib Qasid Lots

- Opening and closing of allotted offices at the start and end of working hours.
- Movement and safe custody of files and records between sections/offices.
- Receipt, distribution, and dispatch of DAK (mail/correspondence) within the establishment.
- Shifting and safe custody of records during office relocations, archiving, or record-room operations.
- Watering of indoor plants and general upkeep of office greenery.
- Cleanliness and orderly maintenance of office furniture and fixtures.
- Serving of refreshments and food during office hours and meetings.
- Assistance in the conduct of meetings, including seating arrangements and logistics.
- Deployed staff shall remain available beyond standard office hours as office requirements dictate.
- Any other office-support work assigned by the officer or section to which deployed.

Attendance for Naib Qasid staff is likewise verified via the biometric/facial-recognition system under ITB Clause L.6.

SECTION V: EVALUATION CRITERIA

5.1 Mandatory Eligibility Requirements

All bidders must satisfy ITB Clause E for the Lot(s) bid for. A bid lacking documentary evidence for any item is non-responsive at the technical stage; its Financial Proposal is not opened.

5.2 Technical Evaluation (100 marks)

Criterion	Max Marks	Score Awarded
Relevant work experience in government/public sector - completed contracts of the same service type (Security experience for Security Lots; Janitorial/Housekeeping experience for Janitorial Lots; Manpower/office-support outsourcing experience for Naib Qasid Lots). 10 or more: 15 marks; 8 or more: 12 marks; 6 or more: 9 marks; 4 or more: 6 marks; Below 4: ineligible.	15	
Age of the Company/Firm. 10+ years: 15 marks; 8+ years: 12 marks; 6+ years: 9 marks; 3+ years: 6 marks; Less than 3: ineligible.	15	
Average annual turnover, last 5 years. Rs. 200M+: 20 marks; Rs. 150-200 M: 15 marks; Rs. 100-150M: 10 marks; Rs. 50-100M: 5 marks Below Rs. 50M: ineligible. (Audited statements required.)	20	
Public sector organization(s) served - evidence of successfully servicing a public sector client with the following minimum deployment of employees. More than 120: 15 marks; 91 to 120: 12 marks; 61 to 90: 9 marks; 31 to 60: 6 marks Up to 30; 3 marks	15	
Methodology Plan	15	

Criterion	Max Marks	Score Awarded
staffing/deployment approach, recruitment pipeline and replacement/contingency plan for absence or attrition (5 marks); Supervision and quality-assurance mechanism (5 marks); category-specific plan - two-shift roster & weapons-accountability plan (Security) / equipment & machinery deployment plan (Janitorial) / office-support coverage plan (Naib Qasid) (5 marks).		
Number of employees registered with EOBI. 50+ employees: 10 marks; 40 to 49 employees: 8 marks; 30 to 39 employees: 6 marks; 20 to 29 employees: 4 marks; Below 20 employees: Ineligible	10	
Local office/presence in the city of deployment (Islamabad/Peshawar/Karachi as applicable), verifiable by lease/utility bill/registration. Established 2+ years: 10 marks; Established under 2 years: 6 marks; No local office: 0 marks.	10	
Total	100	

5.3 Minimum Qualifying Technical Score

A bidder must score at least 60 out of 100 on a Lot to proceed to Financial evaluation for that Lot; below this, the bid is technically non-responsive for that Lot regardless of price.

5.4 Financial Bid Structure - Cost Build-Up Sheet

Per worker per month, for all three service types:

- (a) Statutory Minimum Wage - FIXED, per city.
- (b) Employer's EOBI Contribution, 5% of minimum wage - FIXED.
- (c) Employer’s Social Security Contribution at the rate notified by the competent Social Security Institution applicable to the place of deployment - ICT Employees Social Security Institution (IESSI) for Islamabad, Khyber Pakhtunkhwa Employees Social Security Institution (KPESSI) for Peshawar, and Sindh Employees’ Social Security Institution (SESSI) for Karachi - FIXED.
- (d) Contractor's Service/Management Charge per worker/month - the primary field the bidder completes.

Janitorial Lots only, in addition:

- (e) Cleaning Material & Equipment - a single monthly lump-sum line for the whole Lot (not per worker), quoted by the bidder, scoped to the office/washroom list referenced in Section IV.

(a)+(b)+(c)+(d) is priced as a single uniform rate per worker/month for the Lot, applied equally to Supervisors and Guards/Workers alike - the pricing mechanism does not distinguish between the two categories.

Total Bid for a Lot = (a+b+c+d) × Total Sanctioned Strength, plus (e) where applicable (Janitorial only). The Supervisor/Guard-Worker headcount split (Section IV, Supervisory Strength table) is informational only, for staffing verification, and does not affect pricing. See Form 2 in Section VI for the completed layout.

5.5 Combined Technical and Financial Evaluation and Final Award

$$\text{Financial Score} = \frac{\text{Lowest Eligible Total Bid}}{\text{Bidder's Total Bid}} \times 100$$

Final Score = (Technical Score × 0.4) + (Financial Score × 0.6).

The technically qualified bidder obtaining the highest Final Score for the relevant Lot shall be determined as the Most Advantageous Bidder and recommended for award, subject to post-qualification and fulfillment of all mandatory requirements.

SECTION VI: STANDARD FORMS

Forms 1, 1A, 3, and 5 below are generic: the bidder completes one copy for each Lot bid for (Form 1, 1A, 3) or one copy per bid (Form 5), photocopying the blank form as needed. Form 2 (the Price Schedule) is reproduced separately below for each of the seven Lots, pre-printed with that Lot's Sanctioned Strength from Section IV - the Supervisor/Guard-Worker composition is shown separately in the Supervisory Strength table and does not affect the price, which is a single uniform rate per worker/month, so the bidder only has to insert its quoted Service Charge.

- Form 1: Form of Bid (Technical Proposal)
- Form 1A: Staff/Deployment Schedule (Technical Proposal - no price)
- Form 2: Cost Build-Up Sheet / Price Schedule, one per Lot (Financial Proposal)
- Form 3: Bid Security Details
- Form 4: Specimen Letter of Acceptance - to be issued by OAGP to the successful bidder after approval of the evaluation and award.
- Form 5: Bidder's Information Sheet

Form 1: Form of Bid (Technical Proposal)

To:

Assistant Auditor-General (Personnel),

Office of the Auditor-General of Pakistan,

Constitution Avenue, Islamabad.

Subject: BID FOR [JANITORIAL / SECURITY / NAIB QASID] SERVICES - LOT ___ ([City]) — TENDER NO. AGP/ADMN-III/JSN/2026-27

I/We, the undersigned, having read and fully understood the Bidding Document for the above Tender, including all Sections, Annexes, and addenda thereto, do hereby submit our bid to provide the above services for the Lot named above, in accordance with the terms and conditions of the Bidding Document, and confirm that:

- (a) This bid, together with OAGP's written Letter of Acceptance, shall constitute a binding Contract between us and OAGP.
- (b) We accept the Sanctioned Strength and Scope of Services set out in Section IV for this Lot, and undertake to deploy the full Sanctioned Strength within the Mobilization Period stated in the BDS.
- (c) We have furnished Bid Security in the amount and form required under ITB Clause H, enclosed with this Technical Proposal, as detailed at Form 3.
- (d) Our bid shall remain valid for the Bid Validity Period stated in the BDS, and we shall not withdraw or modify it during that period.
- (e) We are not blacklisted, debarred, or under investigation by any public-sector procuring agency, as declared in our affidavit under ITB Clause E.
- (f) We enclose documentary evidence for every applicable Mandatory Requirement under ITB Clause E, our Staff/Deployment Schedule at Form 1A, and our Bidder's Information Sheet at Form 5.
- (g) Our Financial Proposal (Form 2) for this Lot is enclosed separately, sealed, and does not disclose price in this Technical Proposal.

Name of Firm: ____	CNIC: ____
Lot(s) bid for: ____	Company Seal/Stamp:
Signature: ____	
Name & Designation of Signatory: ____________________	Date: ____

Form 1A: Staff/Deployment Schedule (Technical Proposal - no price)

Lot bid for: ___________ City: ___________ Service: ___________

The Bidder shall enter, against each applicable Position, the Sanctioned Strength copied from the Supervisory Strength table (Security/Janitorial Lots) or the Lot table (Naib Qasid Lots) in Section IV, and confirm its undertaking to deploy that number in full within the Mobilization Period. Names, CNICs, police-verification, and medical-fitness certificates for the actual staff proposed for deployment are furnished prior to deployment, per ITB Clause E item 9 and GCC Clause 2 - not at bid stage.

S.No	Position	Sanctioned Strength (from Section IV)	Bidder's Confirmed Deployment Number	Remarks
1	Supervisor (Security/Janitorial Lots only)			
2	Guard / Worker / Naib Qasid			

We undertake to deploy the full confirmed number above within the Mobilization Period stated in the BDS, and to maintain it at all times during the Contract Period, subject to AGP's right under GCC Clause 3/SCC-1 to increase or decrease the Sanctioned Strength.

Signature: _______________________________________

Name & Designation: _______________________________________

Date: ____________

Form 2: Cost Build-Up Sheet / Price Schedule - Lot I (Islamabad, Security)

Name of Bidder: ____________________________________ Date: ____________

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	All Personnel (Supervisors + Guards)	41					

*** As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): ____________________

TOTAL BID FOR THIS LOT (Rs./annum): ____________________

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: ____________________________________

Name & Designation: ____________________________________

Seal: ____________

Form 2: Cost Build-Up Sheet / Price Schedule — Lot II (Peshawar, Security)

Name of Bidder: ______________________________________ Date: ____________

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	All Personnel (Supervisors + Guards)	6					

* **As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): ______________________

TOTAL BID FOR THIS LOT (Rs./annum): ______________________

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: ______________________________________

Name & Designation: ______________________________________

Seal: ____________

Form 2: Cost Build-Up Sheet / Price Schedule — Lot III (Islamabad, Janitorial)

Name of Bidder: ______________________________________ Date: ____________

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	All Personnel (Supervisors + Workers)	53					
2	Cleaning Material & Equipment — lump sum for the Lot (as per the requirement at site)	n/a	n/a	[lump sum, bidder to complete]	n/a		

*** As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): ______________________

TOTAL BID FOR THIS LOT (Rs./annum): ______________________

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: ______________________________________

Name & Designation: ______________________________________

Seal: ____________

Form 2: Cost Build-Up Sheet / Price Schedule — Lot IV (Karachi, Janitorial)

Name of Bidder: ______________________________________ Date: ____________

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	All Personnel (Supervisors + Workers)	06					
2	Cleaning Material & Equipment - lump sum for the Lot (as per the requirement at site)	n/a	n/a	[lump sum, bidder to complete]	n/a		

* As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)

TOTAL BID FOR THIS LOT (Rs./month): ______________________

TOTAL BID FOR THIS LOT (Rs./annum): ______________________

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: ______________________________________

Name & Designation: ______________________________________

Seal: ____________

Form 2: Cost Build-Up Sheet / Price Schedule — Lot V (Islamabad, Naib Qasid)

Name of Bidder: ______________________________________ Date: ____________

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	Naib Qasid / Office Attendant	68					

*** As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): ______________________

TOTAL BID FOR THIS LOT (Rs./annum): ______________________

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: ______________________________________

Name & Designation: ______________________________________

Seal: ____________

Form 2: Cost Build-Up Sheet / Price Schedule - Lot VI (Peshawar, Naib Qasid)

Name of Bidder: ______________________________________ Date: ____________

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	Naib Qasid / Office Attendant	10					

*** As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): ______________________

TOTAL BID FOR THIS LOT (Rs./annum): ______________________

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: ______________________________________

Name & Designation: ______________________________________

Seal: ____________

Form 2: Cost Build-Up Sheet / Price Schedule - Lot VII (Karachi, Naib Qasid)

Name of Bidder: ______________________________________ Date: ____________

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	Naib Qasid / Office Attendant	11					

*** As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): ______________________

TOTAL BID FOR THIS LOT (Rs./annum): ______________________

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: ______________________________________

Name & Designation: ______________________________________

Seal: ____________

Form 3: Bid Security Details

Lot bid for: ___________

S.No	Particulars	Details
1	Bid Security required (ITB Clause H)	
2	Bid Security amount (Rs.)	
3	Instrument type (CDR / Bank Draft / Pay Order)	
4	Issuing bank and branch	
5	Instrument number	
6	Date of issue	
7	Validity date (120 days from bid opening)	

Signature: ______________________________________

Name & Designation: ______________________________________

Date: ____________

Form 4: Letter of Acceptance

No. ___________

Dated: ___________

To:

[Name and address of successful bidder]

Subject: Letter of Acceptance for Lot ___ - [City and Service]

Reference is made to your bid dated _________ submitted against Tender No. AGP/ADMN-III/JSN/2026-27 for outsourcing of _________ services under Lot ___. The competent authority has been pleased to accept your bid for Lot ___ at the evaluated rate of Rs. _________ per worker per month and a total evaluated amount of Rs. _________ per month/Rs. _________ per annum, inclusive of all applicable taxes except GST, in accordance with your Financial Proposal and the Bidding Document.

You are required to furnish a Performance Guarantee equal to five percent (5%) of the annual awarded value of the Lot, amounting to Rs. _________, in the form prescribed in the Bidding Document, within ten (10) days of issuance of this Letter of Acceptance.

You are further required to sign the Contract Agreement and deploy the complete sanctioned strength within the mobilization period prescribed in the Bidding Document.

This Letter of Acceptance shall form an integral part of the Contract.

For the Office of the Auditor-General of Pakistan
Signature: ___________________
Name and designation: ___________________
Official seal: ___________________

Form 5: Bidder's Information Sheet

(One copy per bid, covering all Lots bid for.)

Name of Firm	
Registered Office Address	
Year of Establishment	
SECP / Registrar of Firms Registration No.	
National Tax Number (NTN)	
Sales Tax Registration No. (STRN)	
AGPR Vendor Registration No.	
EOBI Registration No.	
Contact Person & Designation	
Cell / Phone No.	
E-mail Address	
Bank Name & Branch	
Account Title	
IBAN	
Lot(s) Bid For	

Signature: ______________________________ Name & Designation: ______________________________ Seal: __________ Date: __________

PART B - CONDITIONS OF CONTRACT AND CONTRACT FORMS

SECTION VII: GENERAL CONDITIONS OF CONTRACT (GCC)

- 1. Definitions - "Contract" means this Agreement and its annexes; "Services" means the Janitorial, Security, and/or Naib Qasid services under the awarded Lot(s); "Supplier"/"Contractor" means the firm awarded a Lot; "OAGP" means the Office of the Auditor-General of Pakistan; "Contract Period" is as stated in the BDS.
- 2. Standard of Personnel - all deployed staff shall meet the specifications in Section IV and shall be replaced within three (3) working days of AGP's written notice if found unsuitable. All deployed staff shall mark attendance via the biometric/facial-recognition system (or such other system as AGP may notify) installed under ITB Clause L.6, at the Contractor's cost; this record is the basis for verifying deployed strength and for the deductions under SCC Clause 3.
- 3. Deployment - the Contractor shall deploy the full sanctioned strength within the Mobilization Period in the BDS, and shall accept OAGP-directed re-deployment within the awarded city per ITB Clause E(10).
- 4. Wages and Statutory Compliance - the Contractor shall pay each employee not less than the statutory minimum wage as revised by the applicable Provincial/Federal government, and shall make timely EOBI and Social Security contributions for every deployed worker, disbursing wages by electronic gateway/wallet, with proof of the preceding month's wage, EOBI, and Social Security payments furnished before the next monthly bill is processed.
- 5. Inspection - Assistant Auditor-General (Personnel) or any other officer may inspect service delivery and staff deployment at any time; deficiencies are subject to the penalties in SCC Clause 3.
- 6. Payment - as per BDS Clause 13/ITB Clause U.
- 7. Termination - AGP may terminate a Lot's contract (a) for material breach, without prejudice to forfeiture of the Performance Guarantee and blacklisting proceedings under Rule 19 of the PPRA Rules; or (b) for its own convenience, at any time, by giving the Contractor not less than one month's written notice, without assigning any reason, in which case the Contractor shall be paid for Services satisfactorily rendered to the effective date of termination and shall not be entitled to compensation for the unexpired Contract Period. In either case, the outgoing Contractor shall continue service until a replacement Contractor takes over.
- 8. Force Majeure - neither party is liable for delay due to events beyond its reasonable control, notified promptly in writing.
- 9. Assignment/Subcontracting - not permitted without OAGP's prior written consent.
- 10. Governing Law and Dispute Resolution - governed by the laws of Pakistan; disputes are first addressed via the Grievance Redressal Mechanism (ITB Clause Z), and, failing resolution, referred to arbitration under the Arbitration Act, 1940.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT (SCC)

- SCC-1 (GCC Cl. 3) - Sanctioned strength per Lot is an estimate; OAGP may increase or decrease it at the already-approved rate, without amending the Contract.
- SCC-2 (GCC Cl. 4) - Any increase in Government-notified minimum wage, EOBI, or Social Security rates during the Contract Period is passed through automatically to the fixed components of the Cost Build-Up Sheet (Section V.4); the Contractor's Service Charge remains fixed for the Contract Period.
- SCC-3 - Penalties: as set out in ITB Clause X (unauthorized-absence deduction, unsuitable-worker deduction, theft / damage liability, suspension/blacklisting), based on the biometric/facial-recognition attendance record under ITB Clause L.6.
- SCC-4 - Liability: the Contractor's staff remain the Contractor's employees at all times; OAGP bears no liability for injury, death, or other claims by the Contractor's workers, which are the Contractor's sole responsibility, subject to the statutory old-age/social-security/workmen's-compensation benefits which the Contractor is separately obligated to provide under GCC Clause 4.
- SCC-5 - Contract Period is 2 years from commencement, extendable by mutual written consent for up to 1 further year, on satisfactory performance and unchanged commercial terms.

- SCC-6 (Security Lots only) - Shift structure is two 12-hour shifts per ITB Clause L.3; any change to this structure by Government notification during the Contract Period is passed through by written addendum without need for re-tendering.

SECTION IX: FORM OF CONTRACT

THIS AGREEMENT is made on the ___ day of ___________, 20__, between the Office of the Auditor-General of Pakistan, Constitution Avenue, Islamabad ("OAGP") and [name and address of Contractor] ("the Contractor"), for Lot ___ [City / Service] under Tender No. AGP/ADMN-III/JSN/2026-27, at the rates set out in the Contractor's Cost Build-Up Sheet.

Documents forming part of this Agreement, in order of precedence: (a) this Form of Contract; (b) the Letter of Acceptance; (c) the Special Conditions of Contract; (d) the General Conditions of Contract; (e) the Schedule of Requirements; (f) the Contractor's Form of Bid and Cost Build-Up Sheet.

For and on behalf of the Office of the Auditor-General of Pakistan: ______________________

For and on behalf of the Contractor: ______________________

SECTION X: INTEGRITY PACT

Applicable per BDS Clause 14, wherever the awarded value (individually or cumulatively) reaches or exceeds Rs. 10,000,000. [Name of Contractor] declares it has not obtained this Contract through any corrupt business practice, has fully disclosed any commission, gratification, bribe, or finder's fee paid or payable, and accepts liability, including compensation of up to ten times any such payment, for any breach of this declaration.

