

Standard Bidding Document

Hiring of Lower Grade Staff on Outsourced Basis (Non-Consultancy Services)

National

Single Stage-One Envelope



June 22, 2026

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PROCUREMENT NOTICE

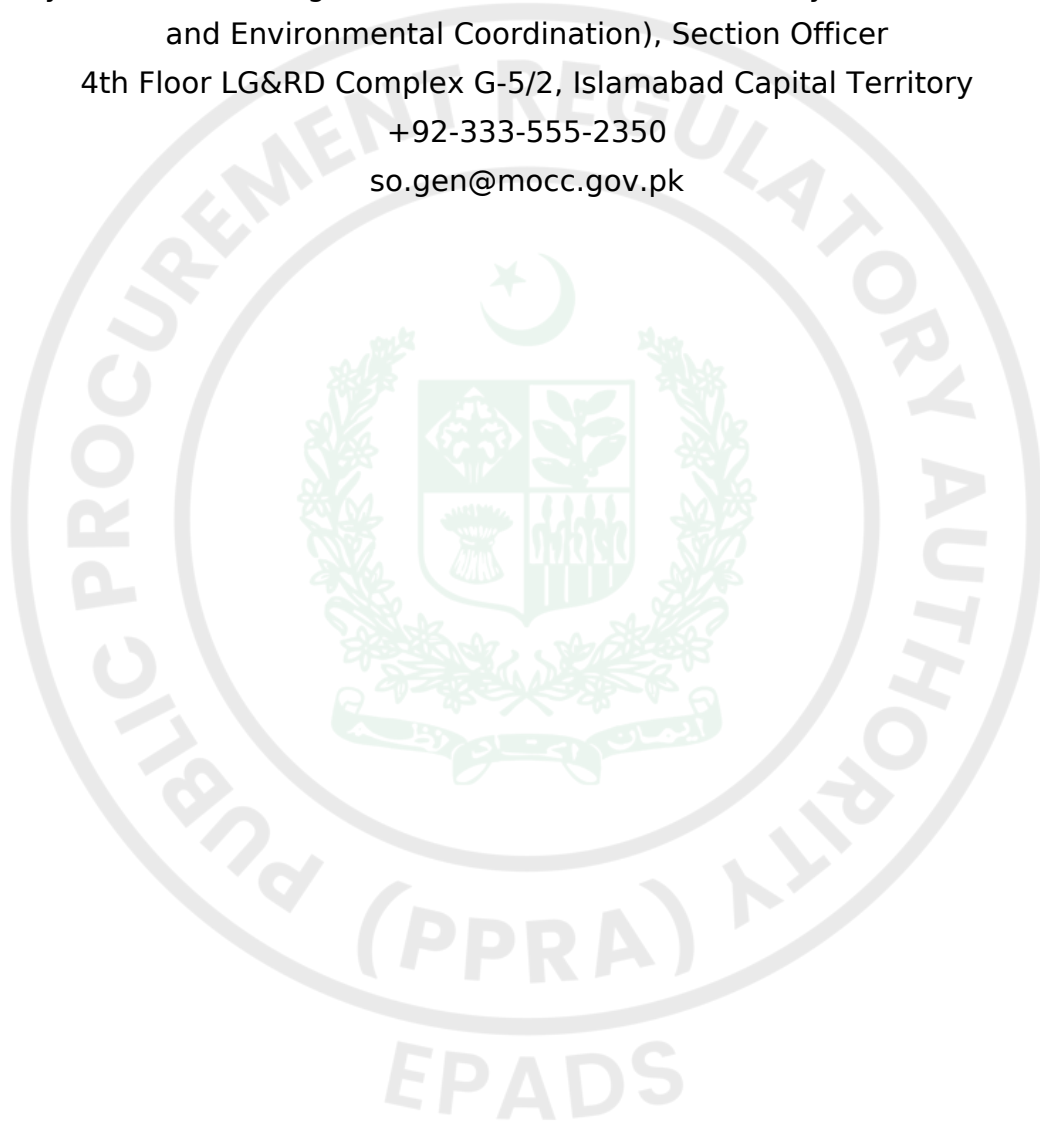
PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **Ministry of Climate Change & Environment Control (Ministry of Climate Change and Environmental Coordination)** has reserved Funds for the procurement planned for FY **2026-27**. The **Ministry of Climate Change & Environment Control (Ministry of Climate Change and Environmental Coordination)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the **“Hiring of Lower Grade Staff on Outsourced Basis”**
2. The **Ministry of Climate Change & Environment Control (Ministry of Climate Change and Environmental Coordination)** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.
3. **Single Stage-One Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Least Cost Based Selection (LCBS)** 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 **Pay Order** 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://vendors.epads.gov.pk/>.
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 **Monday, July 13, 2026 11:30 AM**. E-bids will be opened on the same day at **Monday, July 13, 2026 12:30 PM**. 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-One 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. Fraudulent & 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 severally 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 Fraudulent & 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 its bid, 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 Agency is required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids in accordance with the evaluation criteria, terms and conditions given in the bidding documents.

22.2. The selection technique adopted shall be based on quality and cost, with 70% weightage assigned to quality and 30% to cost. The passing threshold for the technical bid shall be 70%.

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 in the 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 Goods 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: **Ministry of Climate Change & Environment Control (Ministry of Climate Change and Environmental Coordination)**

The subject of procurement is: **Hiring of Lower Grade Staff on Outsourced Basis**

Expected commencement date: **Tuesday, July 28, 2026**

BDS Clause Number 2

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

Name and identification number of the Contract: **P51980**

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: Tuesday, July 7, 2026

BDS Clause Number 5

Any addendum, in case issued, shall be published on **Ministry of Climate Change & Environment Control (Ministry of Climate Change and Environmental Coordination)** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid:

1. 13 BID SECURITY / PERFORMANCE GUARANTEE 13.1 Bid shall be accompanied by Bid Security @ 2% of the estimated bid value in shape of CDR in the name DDO, Ministry of Climate Change & Environmental Coordination. The bid security to the unsuccessful bidders shall be returned immediately after award of the contract and in case of successful bidder(s), earnest money will be released on submission of performance security @ 10% of contract cost in shape of unconditional Bank Guarantee/Pay Order/Bank Dra

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: **90 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: **Pay Order**

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;

4th Floor LG&RD Complex G-5/2, Islamabad Capital Territory

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

The deadline for Bids submission is: **Monday, July 13, 2026 11:30 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 18

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

Day : **Monday**

Date: **Monday, July 13, 2026**

Time : **12:30 PM**

BDS Clause Number 19

Selection technique adopted will be: **Least Cost Based Selection (LCBS)**
see *Evaluation Criteria*

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall: **0%**.

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

21.

51.1

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

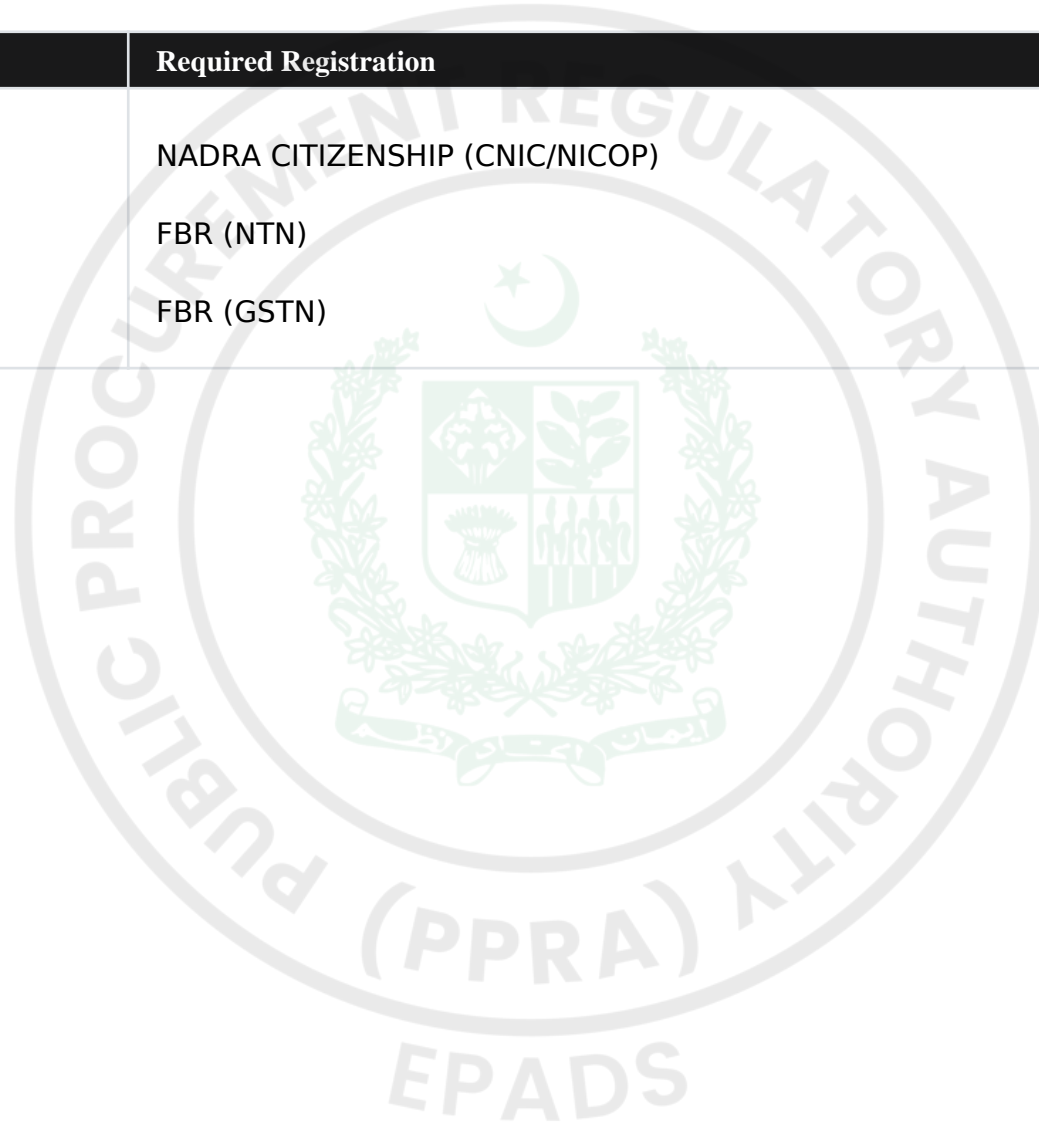
G. Review of Procurement Decisions

BDS Clause Number 22

Grievance 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)



Evaluation Criteria

Least Cost Based Selection (LCBS)



Required Services

Positions Without Lots :

Position	Delivery Schedule	Quantity	Bid Security
Naib Qasid, Security Gaurd , Mali, Janitor	Address: 4th Floor LG&RD Complex G-5/2, Islamabad Capital Territory Schedule: 30 Days Quantity: 19	19	320000

Related Services :

No



Services Specifications

Positions Without Lots :

Position: Naib Qasid, Security Gaurd , Mali, Janitor

Specifications / Requirements:

Scope of Services and Requirements The successful contractor shall provide the services of Naib Qasid and Janitorial Staff for the Ministry of Climate Change & Environmental Coordination (MoCC&EC) as per the following requirements: ## A. Naib Qasid (10 Positions) ### Eligibility Criteria 1. Age: 18 to 35 years. 2. Minimum Qualification: Matriculation (preferred but not mandatory). 3. Experience: At least one (01) year of relevant experience in a similar position. 4. Must be physically fit, medically sound, and of good character. 5. Preference shall be given to candidates having basic understanding of Urdu and English. ### Scope of Services The Naib Qasid shall perform the following duties: 1. Maintain general cleanliness and tidiness of offices, furniture, and office premises, including dusting of furniture and equipment. 2. Assist in the management and movement of official records, files, correspondence, and communications. 3. Ensure proper care and safety of office premises, equipment, machinery, and fixtures. 4. Arrange and provide office supplies and other materials as required. 5. Deliver, dispatch, and receive official files, documents, and correspondence. 6. Receive and facilitate visitors and guests visiting the Ministry. 7. Serve drinking water, tea, refreshments, and other hospitality services to officers, staff, and visitors. 8. Perform any other duties assigned by the Officer In-Charge for the efficient functioning of the Ministry. ## B. Janitor (05 Positions) ### Eligibility Criteria 1. Age: 18 to 35 years. 2. Minimum Qualification: Matriculation (preferred but not mandatory). 3. Experience: At least one (01) year of relevant experience in a similar position. 4. Must be physically fit, medically sound, and of good character. 5. Preference shall be given to candidates having basic understanding of Urdu and English. ### Scope of Services The Janitorial Staff shall perform the following duties: 1. Carry out daily cleaning, sweeping, mopping, and maintenance of all floors, staircases, corridors, lobbies, entrances, handrails, offices, and common areas. 2. Clean aluminum panels, glass windows, window frames, partitions, and other fixtures. 3. Ensure cleanliness and hygiene of toilets, washrooms, sanitary fittings, and related facilities. 4. Remove cobwebs and clean false ceilings, walls, and other hard-to-reach areas as required. 5. Empty dustbins, replace garbage bags, and ensure timely collection and disposal of waste from offices and common areas. 6. Maintain cleanliness standards in accordance with instructions issued by the Ministry. 7. Report any maintenance issues, damages, or safety concerns observed during cleaning activities. 8. The Contractor shall be fully responsible for any loss or damage to Government property caused by its personnel during the performance of cleaning and housekeeping services. ## Additional Requirements for Janitorial Staff 5. Workers shall be required to display their identity cards at all times during office hours. 6. Workers shall be provided with uniforms of approved color and design by the Contractor at its own cost. 7. Buffing and polishing of terrazzo and marble flooring using appropriate buffing machines. 8. Regular spraying of disinfectants in toilets, washrooms, urinals, and other designated areas to eliminate bacteria, insects, and odors. 9. Periodic inspection and cleaning of drains, sewerage lines, and

pits to ensure proper functioning of the sewage disposal system. 10. Workers shall assist office staff in shifting office furniture, equipment, files, and other items from one location to another whenever required. --- ## C. Security Guard (04 Positions) ### Eligibility Criteria 1. Age: 18 to 35 years. 2. Minimum Qualification: Matriculation (preferred but not mandatory). 3. Experience: At least one (01) year of relevant experience in a similar position. 4. Must be physically fit, medically sound, and well-mannered. 5. Must be employed through and authorized by a reputable security services company. ### Scope of Services 1. Monitor and control entry and exit points for staff, visitors, and vehicles. 2. Verify identification documents and maintain visitor entry/exit records. 3. Prevent unauthorized access to restricted areas. 4. Conduct regular patrols of the premises, both internally and externally, to identify and deter security threats or suspicious activities. 5. Report security incidents, irregularities, accidents, and safety hazards to the concerned authority without delay. 6. Protect Ministry assets against theft, damage, misuse, or unauthorized removal. 7. Ensure all doors, windows, gates, and access points are properly secured. 8. Monitor delivery and removal of goods, equipment, and official materials. 9. Receive, guide, and assist visitors in a courteous and professional manner. 10. Security guards shall be equipped by the Contractor with all necessary security equipment, including but not limited to metal detectors, c



Scope of Work

Scope of Services and Requirements

The successful contractor shall provide the services of Naib Qasid and Janitorial Staff for the Ministry of Climate Change & Environmental Coordination (MoCC&EC) as per the following requirements:

A. Naib Qasid (10 Positions)

Eligibility Criteria

Age: 18 to 35 years.

Minimum Qualification: Matriculation (preferred but not mandatory).

Experience: At least one (01) year of relevant experience in a similar position.

Must be physically fit, medically sound, and of good character.

Preference shall be given to candidates having basic understanding of Urdu and English.

Scope of Services

The Naib Qasid shall perform the following duties:

Maintain general cleanliness and tidiness of offices, furniture, and office premises, including dusting of furniture and equipment.

Assist in the management and movement of official records, files, correspondence, and communications.

Ensure proper care and safety of office premises, equipment, machinery, and fixtures.

Arrange and provide office supplies and other materials as required.

Deliver, dispatch, and receive official files, documents, and correspondence.

Receive and facilitate visitors and guests visiting the Ministry.

Serve drinking water, tea, refreshments, and other hospitality services to officers, staff, and visitors.

Perform any other duties assigned by the Officer In-Charge for the efficient functioning of the Ministry.

B. Janitor (05 Positions)

Eligibility Criteria

Age: 18 to 35 years.

Minimum Qualification: Matriculation (preferred but not mandatory).

Experience: At least one (01) year of relevant experience in a similar position.

Must be physically fit, medically sound, and of good character.

Preference shall be given to candidates having basic understanding of Urdu and English.

Scope of Services

The Janitorial Staff shall perform the following duties:

Carry out daily cleaning, sweeping, mopping, and maintenance of all floors, staircases, corridors, lobbies, entrances, handrails, offices, and common areas.

Clean aluminum panels, glass windows, window frames, partitions, and other fixtures.

Ensure cleanliness and hygiene of toilets, washrooms, sanitary fittings, and related facilities.

Remove cobwebs and clean false ceilings, walls, and other hard-to-reach areas as required.

Empty dustbins, replace garbage bags, and ensure timely collection and disposal of waste from offices and common areas.

Maintain cleanliness standards in accordance with instructions issued by the Ministry.

Report any maintenance issues, damages, or safety concerns observed during cleaning activities.

The Contractor shall be fully responsible for any loss or damage to Government property caused by its personnel during the performance of cleaning and housekeeping services.

Janitorial Staff

Workers shall be required to display their identity cards at all times during office hours.

Workers shall be provided with uniforms of approved color and design by the Contractor at its own cost.

Buffing and polishing of terrazzo and marble flooring using appropriate buffing machines.

Regular spraying of disinfectants in toilets, washrooms, urinals, and other designated areas to eliminate bacteria, insects, and odors.

Periodic inspection and cleaning of drains, sewerage lines, and pits to ensure proper functioning of the sewage disposal system.

Workers shall assist office staff in shifting office furniture, equipment, files, and other items from one location to another whenever required.

C. Security Guard (04 Positions)

Eligibility Criteria

Age: 18 to 35 years.

Minimum Qualification: Matriculation (preferred but not mandatory).

Experience: At least one (01) year of relevant experience in a similar position.

Must be physically fit, medically sound, and well-mannered.

Must be employed through and authorized by a reputable security services company.

Scope of Services

Monitor and control entry and exit points for staff, visitors, and vehicles.

Verify identification documents and maintain visitor entry/exit records.

Prevent unauthorized access to restricted areas.

Conduct regular patrols of the premises, both internally and externally, to identify and deter security threats or suspicious activities.

Report security incidents, irregularities, accidents, and safety hazards to the concerned authority without delay.

Protect Ministry assets against theft, damage, misuse, or unauthorized removal.

Ensure all doors, windows, gates, and access points are properly secured.

Monitor delivery and removal of goods, equipment, and official materials.

Receive, guide, and assist visitors in a courteous and professional manner.

Security guards shall be equipped by the Contractor with all necessary security equipment, including but not limited to metal detectors, communication devices, flashlights, and other relevant security tools.

D. Mali / Gardener (02 Positions)

Eligibility Criteria

Age: 18 to 35 years.

Minimum Qualification: Matriculation (preferred but not mandatory).

Experience: At least five (05) years of relevant experience in gardening and horticulture.

Must be physically fit, medically sound, and well-mannered.

The Contractor shall provide all gardening tools, equipment, fertilizers, pesticides, and related materials required for the performance of duties.

Scope of Services

Regular watering of plants, lawns, and landscaped areas according to seasonal and species-specific requirements.

Monitor soil moisture levels and adjust watering schedules accordingly.

Clean plant leaves and maintain plant health by removing dust and debris.

Rotate indoor plants where necessary to ensure balanced growth and proper exposure to light.

Apply suitable fertilizers and nutrients for healthy plant growth.

Apply eco-friendly or approved pest-control treatments and pesticides as required.

Trim, prune, and remove dead, diseased, yellowing, or overgrown branches, leaves, and plants.

Maintain lawns, flower beds, shrubs, hedges, and landscaped areas in neat and presentable condition.

Replace damaged or dead plants when directed by the Ministry.

Maintain gardening tools and equipment in proper working condition.

4.2 Conditions of Service

The Contractor and all deployed personnel shall strictly comply with all policies, rules, regulations, security instructions, and administrative procedures of the Ministry of Climate Change & Environmental Coordination (MoCC&EC).

The Contractor shall certify and ensure that all deployed personnel are free from drug addiction, alcohol abuse, criminal activities, and any conduct that may adversely affect the working environment.

The Contractor shall provide police verification and background checks for all deployed personnel before deployment.

The Contractor shall be responsible for payment of salaries, EOBI, Social Security contributions, minimum wages, and all other statutory obligations under applicable laws.

The Contractor shall immediately replace any worker whose performance, conduct, attendance, or behavior is found unsatisfactory by the Ministry.

The deployed personnel shall observe office discipline, confidentiality, and professional conduct at all times.

The Ministry reserves the right to require replacement of any deployed worker without assigning any reason.

The Contractor shall ensure continuous availability of the required manpower and provide substitutes in case of leave, absence, resignation, or termination of any worker.

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 Contractor and 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: Ministry of Climate Change & Environment Control (Ministry of Climate Change and Environmental Coordination), Section Officer 4th Floor LG&RD Complex G-5/2, Islamabad Capital Territory

The Supplier is:

The title of the subject procurement is:Hiring of Lower Grade Staff on Outsourced Basis

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:

Ministry of Climate Change & Environment Control (Ministry of Climate Change and Environmental Coordination), Section Officer
4th Floor LG&RD Complex G-5/2, Islamabad Capital Territory
+92-333-555-2350
so.gen@mocc.gov.pk

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:

Ministry of Climate Change & Environment Control (Ministry of Climate Change and Environmental Coordination), Section Officer
4th Floor LG&RD Complex G-5/2, Islamabad Capital Territory
+92-333-555-2350
so.gen@mocc.gov.pk

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 **1.00% to 10.00%** 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 0% of the contract price in acceptable form of Nil

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.

Inspections & Tests Requirements

For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)

For Physical Fitness having No Damages (Certificate from supplier)

For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)

For conformance to specifications and performance parameters, through Prior to delivery inspection (Inspection Report by Procurement Committee / Inspection Team)

For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee / Inspection Team)

Delivery & Documents

Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;

Copies of the packing list identifying contents of each package;

Insurance Certificate;

Manufacturer's or Supplier's Valid Warranty Certificate;

Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier's Factory Inspection Report;

Certificate of Origin.

The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

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:

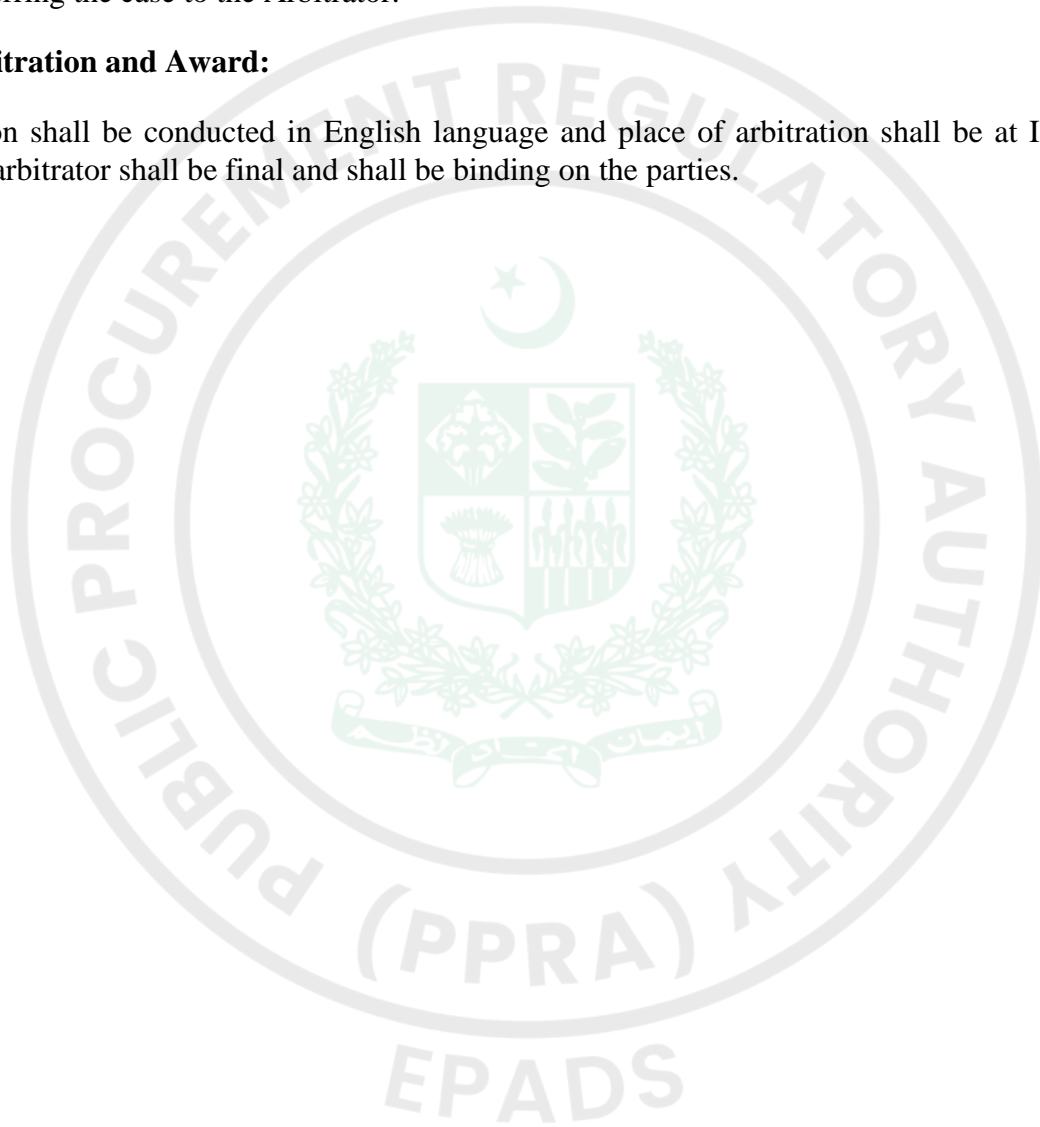
By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may 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.: **P51980**

To: **Ministry of Climate Change & Environment Control (Ministry of Climate Change and Environmental Coordination), Section Officer 4th Floor LG&RD Complex G-5/2, 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 **Ministry of Climate Change & Environment Control (Ministry of Climate Change and Environmental Coordination), Section Officer 4th Floor LG&RD Complex G-5/2, 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., **Hiring of Lower Grade Staff on Outsourced Basis (P51980)** 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.

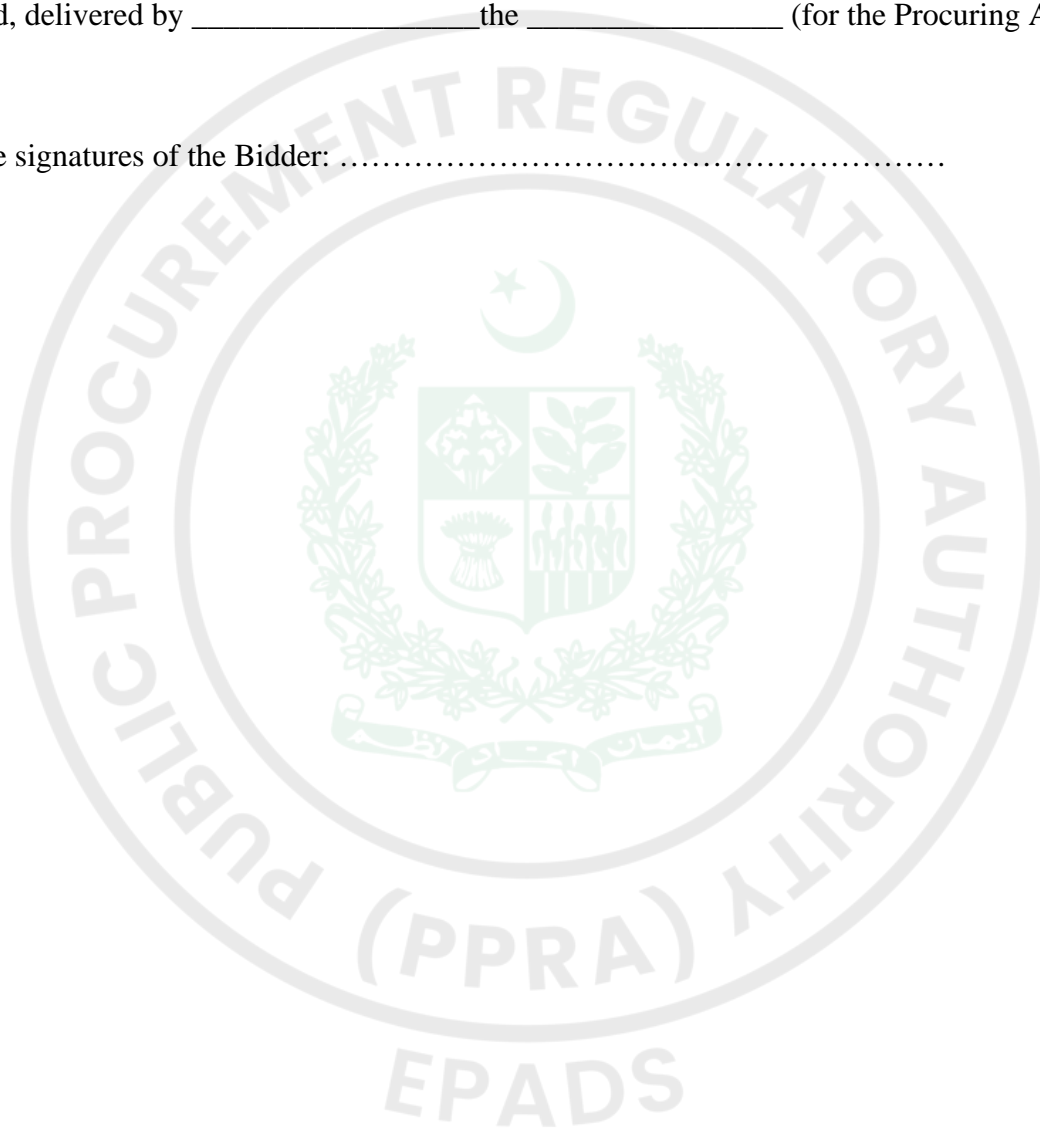
Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

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 BY THE 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 times 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: **Ministry of Climate Change & Environment Control (Ministry of Climate Change and Environmental Coordination), Section Officer 4th Floor LG&RD Complex G-5/2, 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

TENDER NOTICE

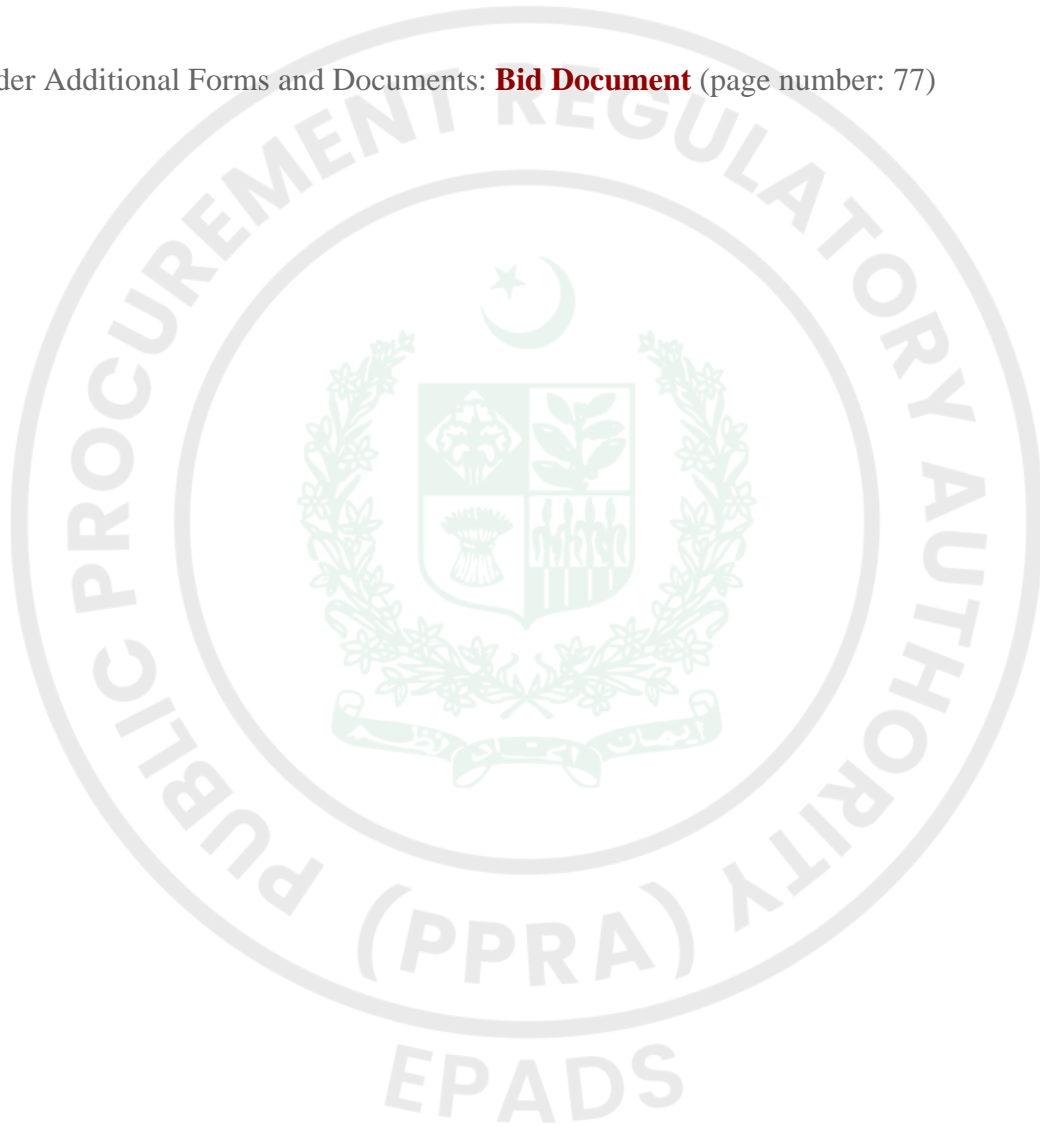
Information (Read-Only)

See Form Under Additional Forms and Documents: **TENDER NOTICE** (page number: 75)

Bid Document

Information (Read-Only)

See Form Under Additional Forms and Documents: **Bid Document** (page number: 77)





Procurement Forms







Additional Forms and Documents

GOVERNMENT OF PAKISTAN
MINISTRY OF CLIMATE CHANGE
& ENVIRONMENTAL COORDINATION

TENDER NOTICE

Sealed bids are invited from firms/contractors/suppliers/dealers registered with Sales Tax/income Tax Departments (FBR) and having their own offices/stock/manpower/expertise in the procurement of, works and services as required for the Financial Year 2026-27.

Procuring Agency	Ministry of Climate Change & Environmental Coordination, Government of Pakistan, Islamabad.
Number of Tender(s):	One
Annual Procurements:	Provision of Outsourcing of Services of Naib Qasid, Security Guard, Mali, Janitor
Closing Time, Date & Place:	The tender must be uploaded online and can also be dropped in the Tender Box by 11:30 AM on 13 th July, 2026, at the Ministry of Climate Change & Environmental Coordination, 4th Floor, Room No. 423, LG&RD Complex Building, G-5/2, Islamabad.
Opening of Bids:	12:30 PM on 13 th July, 2026, at the 3 rd Floor Committee Room of the Ministry.

2. **Rs. 320,000/-** bids Security 2% of quoted price of the tender in shape of Bank Draft/Pay Order (refundable) in favour of D.D.O Ministry of Climate Change & Environmental Coordination, Islamabad must be attached with each bid separately.
3. MoCC&EC invites the submission of proposals/bidding documents online through the e-Pak Acquisition and Disposal System (EPADS) portal of PPRA in a single-stage, single-envelope procedure. Applications other than those submitted through EPADS will not be considered or entertained.
4. All Government Rates & Taxes shall be applicable at the time of supply / workorder in the quoted rates.
5. The electronic bids must be submitted by using EPADS on or before **13th July, 2026 till 11:30 AM.** (closing time). Electronic Bids will be opened by the Purchase Committee using EPADS on the same day i.e **13th July, 2026 at 12:30 PM.** at Committee Room, 3rd Floor.
6. The detailed Terms & Conditions and quantity information can be downloaded from the Ministry of Climate Change and Environmental Coordination website (www.mocc.gov.pk) and the PPRA website (www.ppra.org.pk).

(NAVEED AHMED ABBASI)
Section Officer (General)
Ministry of Climate Change
4th Floor, Room. No. 423,
LG&RD Complex Building, G/5/2,
Islamabad
Ph.No. 9245805





Biding Document

Outsourcing of Services of Naib Qasid, Security Guard, Mali and Janitor

National Competitive Bidding

Single Stage-One Envelop

**MINISTRY OF CLIMATE CHANGE
& ENVIRONMENTAL COORDINATION
GOVERNMENT OF PAKISTAN
ISLAMABAD**

July, 2026

**F.No.3(4)/2024-25-General-CC
GOVERNMENT OF PAKISTAN
MINISTRY OF CLIMATE CHANGE
& ENVIRONMENTAL COORDINATION**

Tender Notice for Outsourcing of Services of Naib Qasid, Security Guard, Mali, Janitor

Ministry of Climate Change & Environmental Coordination, invites sealed bids through E-PAD from reputed experienced firms duly registered with Federal Board of Revenue/Tax Department to provide services of Naib Qasid, Security Guard, Mali, Janitor building located at MoCC&EC, LG&RD Complex, G-5/2, Islamabad for one year extendable for a further period subject to satisfactory performance on mutually agreed terms and conditions. The service provider must be on tax payers list of FBR and fulfill the eligibility criteria / terms and conditions as per the bidding document.

2. Bidding shall be carried out by Single Stage One Envelope Procedure. Further, any bids not submitted through EPADS shall stand rejected as per **S.R.O No. 296(1)/2023**. The S.R.O available at PPRA's website (www.ppra.org.pk/doc/epronotif.pdf).
3. Earnest Money (Bid Security) equivalent to 2% (Rs. 320,000) of the bid amount must be submitted in the form of a Bank Draft or Pay Order in favor of DDO, MOCC&EC. The bidder must either seal the Earnest Money in a separate small envelope or present the original at the time of bid opening, in accordance with Rule 25 of the PPRA.
4. Bids shall be valid for 90 days. In case of unsuccessful tenders, Earnest Money (Bid Security) will be released/returned within a fortnight and in case of successful bidder the same shall be released on furnishing of performance security.
5. Blacklisted firms and Bidders cannot participate in bidding process. A certificate to the effect that the Bidder has never been Black Listed by any Ministry/Division/Department /Government Organization should accompany the Bid.
6. Interested firms may apply through EPADS with the subject "**Tender for Outsourcing of Services of Naib Qasid, Security Guard, Mali, and Janitor in MoCC&EC**" by **11:30 PM on 30th June 2026**. The tender will be opened on the same day at **12:30 PM** in the presence of the bidders or their representatives.
7. Procuring agency reserves the rights to reject any or all bids in terms of Rule- 33 of PPRA Rules 2004. In case public holiday is announced on bid submission & opening date the same shall be held on the next working day on the same time.
8. This Tender Notice is also available on the PPRA/EPADS website (www.ppra.gov.pk) and the Ministry of Climate Change and Environmental Coordination website (www.mocc.gov.pk).

((NAVEED AHMED ABBASI))
Section Officer (General)
Ministry of Climate Change
4th Floor, Room. No. 423,
LG&RD Complex Building, G/5/2, Islamabad
Ph. No. 9245805

**F.No.3(4)/2024-25-General-CC
GOVERNMENT OF PAKISTAN
MINISTRY OF CLIMATE CHANGE
& ENVIRONMENTAL COORDINATION**

Tender Notice for Outsourcing of Services of Naib Qasid, Security Guard, Mali, Janitor

1. INTRODUCTION

The **Ministry of Climate Change & Environmental Coordination** in Pakistan, based in Islamabad, leads national efforts to tackle climate change and environmental challenges. It develops policies for climate resilience, pollution control, and biodiversity conservation. The ministry also coordinates Pakistan's role in global climate agreements. Its goal is to ensure sustainable development and a greener future for the country. For more information, you can visit the official website: <https://mocc.gov.pk>

2. INVITATION TO BIDS

MoCC&EC invites sealed bids from reputed experienced firms duly registered with Federal Board of Revenue/Tax Department to provide services of Naib Qasid, Security Guard, Mali, Janitor for MoCC&EC office building located at **4th Floor, LG&RD Complex, G-5/2, Islamabad** for one year extendable for a further period subject to satisfactory performance on mutually agreed terms and conditions. Single stage - one envelope procedure shall be used for submission of bids.

3. DEFINITIONS

"Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.

"Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.

"Client" means the Ministry of Climate Change & Environmental Coordination (MoCC&EC) and its authorized officer i.e. Deputy Secretary (Admin) or any other person, duly appointed in writing, by the Client/purchaser.

"Bidder/Tenderer" means the interested Firm/Company/Supplier/Distributors that may provide or provides the services required under this tender document.

"Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.

"The Services" means provision of Office Support Staff Services provided by the contractor/vendor, service provider / Firm as mentioned in the Bidding Document.

"Contract" means the agreement entered into between the Purchaser and the Contractor.

"Contractor/Vendor" means the Tenderer whose bid has been accepted and awarded Letter of Acceptance for the specific service/ supply followed by the signing of Contract.

"Contract Price" means the price payable to the Contract or under the Contract for the full and proper performance of its contractual obligations.

"Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract which is properly apportion-able to the Services in question.

"Day" means a calendar day.

"Services" means the services provided/ required under this tender document.

"Purchaser" means the Ministry of Climate Change & Environmental Coordination (MoCC&EC) or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.

"Worker" means a person appointed by the bidding firm/contractor to carry out the required/services of Naib Qasid, Security Guard, Mali, Janitor.

4. SCOPE OF SERVICES AND REQUIREMENT

4.1 The successful contractor will provide the services of Naib Qasid, Security Guard, Mali, Janitor as per following:

A. Naib Qasid (10) No.

1. Age: 18- 35 years.
2. Minimum qualification: Matric (preferred but not mandatory).
3. Experience: At least 1 year in a similar role.
4. Must be physically fit, in good health and well-mannered.
5. Preference for candidates with basic English and Urdu understanding.

Scope of Services

1. General arrangement and tidiness of the office, furniture including dusting of office furniture,
2. Support in general management of record/ communications, etc.
3. Ensure safety of premises and all machinery and fixtures.
4. Arrangement/ provision of other supplies, as maybe necessary.
5. Delivery and dispatch/ receiving of official files/ papers.
6. Receiving and entertaining staff and visitors.
7. Providing drinking water/ refreshments to the officers and staff.
8. Any other duty that may be assigned by Officer In charge for management of MoCC&EC office.

B. Janitor (05) No.

1. Age: 18- 35 years.
2. Minimum qualification: Matric (preferred but not mandatory).
3. Experience: At least 1 year in a similar role.
4. Must be physically fit, in good health and well-mannered.
5. Preference for candidates with basic English and Urdu understanding.

Scope of Services

1. Daily continuous cleaning/ mopping/ sweeping of all floors, hand rails, main entrance, staircases, lobbies, Aluminum panels, glass windows, panels of windows, toilets, washrooms and sanitary fittings.
2. Removal of cobwebs, cleaning of false ceiling of all toilets & washrooms, offices and common areas.
3. Cleaning of Dust Bins with garbage bag and collection of garbage from offices and all common areas.
4. The Contractor shall be responsible for any damage to the property caused during cleaning and office keeping activities.

5. Workers shall be bound to display their identity cards on their shirts during office hours.
6. Workers shall be provided uniforms of approved colour and design by the contractor.
7. Buffing Terrazzo or marble flooring with buffing machine.
8. Spray of disinfectants in toilet/washrooms and urinals to kill bacteria, insects etc.
9. Checking of drains, sewerage lines and pits in order to ensure proper functioning of sewage disposal.
10. Workers shall be required to assist the office staff in moving office furniture or any other objects from one room to another when needed.

C. Security Guard (04) No.

1. Age: 18- 35 years.
2. Minimum qualification: Matric (preferred but not mandatory).
3. Experience: At least 1 year in a similar role.
4. Must be physically fit, in good health and well-mannered.
5. Must be authorized by a reputable security company to work as a security guard.

Scope of Services

1. Monitor and control entry and exit points for staff, visitors, and vehicles.
2. Verify identification and maintain visitor logs.
3. Deny unauthorized access to restricted areas
4. Conduct regular patrols of the premises (internal and external) to deter and detect signs of intrusion or suspicious activity.
5. Report any irregularities or safety hazards to the concerned authority.
6. Prevent theft, damage, or misuse of company property.
7. Ensure all doors, windows, gates, and entrances are properly secured.
8. Monitor delivery and removal of goods and equipment.
9. Greet and assist visitors in a courteous and professional manner.
10. The security guard must be equipped with the necessary security equipment, such as a metal detector and other relevant equipment.

B. Mali (02) No.

1. Age: 18- 35 years.
2. Minimum qualification: Matric (preferred but not mandatory).
3. Experience: At least 5 years in a similar role.
4. Must be physically fit, in good health and well-mannered.
5. The gardener must be equipped with the necessary equipment provided by the firm.

Scope of Services

1. Regular watering according to plant species' needs
2. Monitoring soil moisture and adjusting watering schedule
3. Cleaning plant leaves to remove dust and promote photosynthesis
4. Rotating plants for even growth and light exposure
5. Fertilizing plants with appropriate indoor plant fertilizers
6. Applying eco-friendly or chemical treatments
7. Trimming dead, yellowing, or overgrown

4.2. The Contractor shall comply with the following conditions of service:

1. The workers as well as the Contractor shall adhere to all policies and norms specified by the MoCC&EC.

2. The Contractor shall certify that the workers provided are not addicted to drugs or alcohol.
3. The Contractor shall adhere to all applicable laws including the labor laws and any other relevant law.
4. The Contractor shall ensure to hire qualified staff as per tender document.
5. The Contractor shall submit the copies of CNIC of the hired employees as well as submission of necessary particulars of workers with local police station.
6. The contractor must be provided with all the necessary equipment related to the job description.

5. GENERAL CONDITIONS

- 5.1 The MoCC&EC at its discretion can increase/ decrease the number of workers, on already approved tender rate of payment and on the same terms & conditions. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.
- 5.2 In case number of workers increased/ decreased upon directives of the MoCC&EC, the payment shall be made/ adjusted on the already approved tender rates.
- 5.3 Contractor shall ensure the attendance of workers, strictly in accordance with agreement/ Terms and Conditions of tender.
- 5.4 In case of absence of any worker, the Contractor shall be liable to provide the replacement to maintain the required strength at site otherwise the MoCC&EC reserve the right to impose the penalty as per agreement/ tender document.
- 5.5 The Contractor will provide physically fit, in good health and well-mannered workers and ensure that each worker must have following documents:-
 - i. Attested photocopy of NADRA Computerized ID Card.
 - ii. Original Service Card issued by the Contractor.
- 5.6 The Contract will be for a period of one year and would be effective from the date of signing of Contract Agreement and can be terminated in accordance with the provisions of tender documents. If the services are satisfactory then the contract can be renewed and would be extendable with same terms and conditions if mutually agreed by both parties.
- 5.7 All the payments to the workers shall be made by the contractor himself as per Govt. Laws presently in force or amended in future during the currency of the contract and the MoCC&EC shall not be responsible in any way.
- 5.8 All applicable Taxes, Government levies and charges including GST, PST shall be borne by the Contractor as per prescribed rates.

- 5.9 The MoCC&EC shall not be responsible for any loss / damage and / or injury sustained by the workers employed by the contractor during the performance of the contract.
- 5.10 The Contractor would be responsible to cover all financial rates of workers, including payment of salary and compensation to the workers and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.
- 5.11 Any increase or decrease in any levies or rates imposed by the Government, wages and/or salaries fluctuation in market rates of equipment, materials, etc. during the currency of this agreement shall be on the Contractor/Vendor's account and no claims for such increase shall be entertained by the MoCC&EC.
- 5.12 Any taxes/duties already in place or levied by the Government during the currency of the agreement will be on Contractor/Vendor's account and no claim shall be entertained by the MoCC&EC. If during the subsistence of this agreement or any renewal thereof any excess, tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Federal, Provincial or Local Government, such excess, tax charges or surcharge, as the case may be, shall be payable by the Contractor/Vendor.
- 5.13 The Contractor/Vendor's will keep the MoCC&EC free of any liability for the cause of compensation/ legal course, if any employee of the firm claims in case of their injury, death etc.
- 5.14 Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Contractor/Vendor for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Contractor/Vendor. The MoCC&EC shall in no way be responsible for any compensation in this regard.
- 5.15 The MoCC&EC reserves the right to terminate the contract any time without assigning any reason what so ever by giving one-month notice.
- 5.16 The MoCC&EC shall make the payment to the Contractor/Vendor on monthly basis upon submission of bill. Invoice shall be supported by attendance sheet, showing name of the workers, duly countersigned by In charge (Admin) MoCC&EC, Islamabad.
- 5.17 In case of any dispute or difference arising between the parties hereto relating to the interpretation or effect of any clause of this Agreement, the matter shall be referred to Grievance Redressal Committee of MoCC&EC. This Committee, consisting of three members will be entrusted with seeking out and resolving the issue. The decision rendered by the Grievance Committee shall be final and binding upon both parties.
- 5.18 The Contractor/Vendor shall be responsible to complete all documentation, if notified from time to time.
- 5.19 The Contractor/Vendor shall have at least 05 years' experience for providing similar nature of services and have successfully executed/completed three contracts with Government Departments or Multinational or Listed Companies.

5.20 Affidavit to the effect that there was no previous litigation of the contractor or his employees with any government department/organization and another Affidavit to the effect that the contractor has not been blacklisted by any Government Department/Autonomous Body/Corporation etc.

5.21 The contract shall commence from the date of acceptance of the Letter of Intent (LOI) and shall remain in force for a period of one year, extendable for a further one year based on the contractor's satisfactory performance.

5.22 The Contractor/Vendor shall submit an undertaking on stamp paper that the contractor has sound financial capacity for timely payment of at least three-month salary to the workers provided to MoCC&EC. **(Annexure-I)**.

6. REQUIREMENT OF OFFICE SUPPORT STAFF

The Contractor/Vendor shall provide services of Naib Qaid, Security Guard, Mali and Janitors at MoCC&EC office location immediately after issuance of letter/notification of award as per following deployment:

6.1.

A. DAY SHIFT (8:00 AM to 4:30 PM)

Location	Requirement of Office support staff			
	Naib Qasid	Security Guard	Mali	Janitors
MoCC&EC, LGRD Complex Sector G-5/2 Islamabad	10	04	02	05
Total	10	04	02	05

7. PENALTY

7.1 In case of non-placement of required number of workers, the MoCC&EC has right to deduct the amount of actual wage of the absent workers for each absence from the monthly bill of Contractor/Vendor. Besides penalty, the MoCC&EC can take any appropriate action, which may include the Suspension/Blacklisting of the contractor in accordance with the rules/law on account of loss due to negligence of employee of Contractor/Vendor or otherwise. In case of any theft/damage caused by the contractor staff at premises of MoCC&EC, the Contractor/Vendor will be held responsible to pay the entire losses to the MoCC&EC as determined by the above Committee. In case of absence of any worker from his place of duty more than three days in a month, the MoCC&EC reserve the right to deduct the whole or partial salary in respect of such worker in addition to other penalty as deem appropriate.

7.2 In case of placement of inefficient workers/ placement of over-aged workers, lethargic workers, workers without proper uniform, the MoCC&EC reserve the right to deduct the whole or partial salary for such worker in addition to other penalty as deem appropriate.

8. PAYMENT

- 8.1 Payment shall be made within in 15 days on provision of bill/ Invoice by the Company/ Contractor.
- 8.2 The Contractor/Vendor is required to submit the following documents along with bill: -
- i. Invoice with covering Letter, both duly signed and stamped by authorized officer
 - ii. Copy of any/all correspondence made with the MoCC&EC or any other agency/person/ organization during that month regarding this contract.
 - iii. Any other details/documents, if required by the MoCC&EC
 - iv. Evidence/support of all claims in bills.
 - v. List of provided workers along with their cell numbers /CNIC number and present address.
 - vi. Payment shall be made through cross cheques in the name of Company from the Assignment Account of MoCC&EC after receipt of bills from the Contractor/Vendor.
 - vii. All applicable taxes and penalties shall be deducted at source from monthly invoice.

9. ARBITRATION

- 9.1 In case of any difference or dispute arising between the parties during the contract period, shall be referred for resolution to the Grievance Redressal Committee of MoCC&EC, whose decision shall be final and binding on both the parties.

10. BASIS OF OFFERS/ PRICE

- 10.1 For placement of services of Naib Qasid, Security Guard, Mali, Janitor, the rates shall be quoted in Pak Rupees, category wise per personnel as per bid Form **(Annexure-II)**.

11. QUALIFICATION CRITERIA FOR BIDDERS

- 11.1 The Firms/ companies qualifying scoring minimum 60 Marks along with fulfillment of Mandatory Provisions **(Annexure-III)** will be considered. However, the bidder is required to enclose the documents/ information as mentioned in the documents otherwise the offer shall not be considered.

- 11.2 Incomplete/ conditional bids shall be rejected.

12. VALIDITY OF BIDS

- 12.1 The bids shall remain valid for a period of 90 days w.e.f. the date of opening of bids.
- 12.2 The bids validity period can be extended with mutual consent, if any bidder does not agree to extend validity period, his bid will be treated as withdrawn and remaining allied bids will be considered.

13. BID SECURITY / PERFORMANCE GUARANTEE

- 13.1 Bid shall be accompanied by **Bid Security @ 2% of the estimated bid value** in shape of CDR in the name DDO, Ministry of Climate Change & Environmental Coordination. The bid security to the unsuccessful bidders shall be returned immediately after award of the contract and in case of successful bidder(s), earnest money will be released on submission of **performance security @ 10%** of contract cost in shape of unconditional Bank Guarantee/Pay Order/Bank Draft.
- 13.2 The bank guarantee must be valid for at least 12 months from the date of deposit. In case of extension in contract period, the bank guarantee will be automatically extended by the contractor for the extended period.
- 13.3 Bid Security of the successful bidder may be forfeited without any notice if the successful bidder fails to sign the contract, integrity pact within due date. Non-compliance by bidders shall be dealt under PPRA Rules.
- 13.4 Bids security of the Successful Bidder(s), will be released after submission of **10% performance** grantee of the total bid amount as Performance Guarantee for due and satisfactory performance of the contract, which will be returned after satisfactory completion of contract, in accordance with Tender Terms & Conditions and settlement of any/all claims, if any.
- 13.5 Performance Guarantee of the successful bidder shall be forfeited, if firm fails to provide the services as per tender terms & conditions / agreement.

14 GUIDELINES FOR SUBMISSION OF TENDER DOCUMENTS

- 14.1 Interested company/firms may submit their bids on E-Pak Acquisition and Disposal System (EPADS) of Public Procurement Regulatory Authority (PPRA), Islamabad. Bids will be opened in the committee room of MoCC&EC on 30th June, 2026 at 12.30 pm in the presences of bidders / representatives. After evaluation and approval, the contract will be awarded to the responsive bidder.

15. ELIGIBILITY

- 15.1 The firms must clearly attach the following documents as checklist with the bid and non-submission of any document will result into rejection of technical bid of the firm:
- 15.2 Firm/ Company's profile (Name, address, phone, e-mail address and contact person)
- 15.3 Income Tax/General Sales Tax Registration Certificate
- 15.4 Evidence of 03 years of experience of providing similar nature of services to Government Organizations, Multinational or listed companies.
- 15.5 An affidavit on stamp paper that the firm has never been blacklisted by any government department.
- 15.6 An affidavit on stamp paper that firm have enough financial capacity to pay at least three-month salary timely to the workers provided MoCC&EC **(Annex-I)**
- 15.7 An undertaking on stamp paper that the bidder has read all terms and conditions of the tender mentioned anywhere in the tender documents and is liable to any punitive action for furnishing false information / documents. **(Annex-IV).**

- 15.8 Bank Account(s) information and bank statements for the last 03 years.
- 15.9 Bid Security must be uploaded on the EPADS along with the bid and the original bid Security will be submitted at the time of the opening of the bids.
- 15.10 The MoCC&EC reserves the right to demand/call any other information for the sake of documents/ information.
- 15.11 Proof of executing minimum three (03) contracts to ensure proven track record in the market. Details along with office addresses in the site locations i.e. Islamabad/Rawalpindi.
- 15.12 Bids shall be submitted on the prescribed form. Only rates to be quoted on the bid form. Conditional and alternate bids will be rejected.
- 15.13 Deadline for submission of the bids is 30th June, 2026 and the bids will be opened on the same day at 12.30 pm.
- 15.14 Bidders are requested to offer the services and quote the rates for MoCC&EC.

16. INELIGIBILITY

- 16.1 If the Company / Firm is declared as Blacklisted by any Government organization.
- 16.2 If the y Company / Firm declared as defaulter by any Government / Public Sector Organization.
- 16.3 If the Company / Firm involving in litigation with any Government/Public Sector Organization.
- 16.4 If the contract with Company / Firm ever terminated by any government/ public sector organization due to non-satisfactory performance.
- 16.5 Not having prescribed experience of satisfactory executing 03 projects.
- 16.6 Non-submission of prescribed Bid Security.

17. DOCUMENTS CONSTITUTING CONTRACT

- 17.1 The Company / Firm shall sign a contract agreement (**Annexure-V**) with the MoCC&EC, within one week from acceptance of the bid by the MoCC&EC.
- 17.2 Invitation to bids, tender document/ terms and conditions, letter of acceptance shall also be treated as an integral part of the contract.

18. CANCELLATION OF CONTRACT

- 18.1 The Contract may be terminated earlier at any time by the MoCC&EC for breach of any provision(s) of the agreement by the Company.
- 18.2 This agreement may be terminated by either party by giving to the other side one month's prior notice in writing. Discontinuation of service without notice would deem misconduct by and the MoCC&EC reserves the right to impose penalty besides legal action against the Company / Firm. In case of any serious violation made by the Company / Firm, the MoCC&EC can terminate the agreement without giving one-month notice.

ON STAMP PAPER

UNDERTAKING FINANCIAL STABILITY

I/We hereby undertake and give assurance to Ministry of Climate Change & Environmental Coordination (Government of Pakistan) that our Company/Firm is financially sound to pay the salaries of workers for three months, if payment is delayed by the MoCC&EC due to unavoidable circumstances or bills are not verified by us in time as the case may be.

SIGN & SEAL OF CEO/Director

Name: _____

CNIC # _____

**GOVERNMENT OF PAKISTAN
MINISTRY OF CLIMATE CHANGE
& ENVIRONMENTAL COORDINATION**

BID FORM

1. Name & Address of Bidder:

Telephone: Office/Cell

Email:

Sales Tax Number:

National Tax Number:

2. Providing office support staff services at MoCC&EC Office, Islamabad at following rates:

Required Service	Unit Rate	Applicable Taxes	Qty.	Total Price (inclusive of all Taxes)
Naib Qasid			10	
Security Guard			04	
Mali			02	
Janitors			05	
Total Amount:				

3. We shall abide by all the terms and conditions of the tender.

4. We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price.

5. Bids Security should be enclosed.

Signature:

Name:

Designation:

CNIC No. *(copy enclosed)*

Date:

Official Seal/ Stamp:

PERFORMANCE EVALUATION OF OFFICE SUPPORT STAFF SERVICES**For the rating period:**

A	Experience	
	Satisfactory service performed by Firm	25 Marks
	Up to 03 years (Proof to be enclosed)	10
	Up to 05 years (Proof to be enclosed)	20
	Above 10 years (Proof to be enclosed)	25
B	Proof of executing minimum three (03) contracts to ensure proven track record in the market.	Mandatory
C	Company profile / Firm must provide NTN, GST and Active Tax Payers list of FBR	Mandatory
D	Registration/Incorporation/Business Certificate and number of business years in Pakistan.	Mandatory
E	Address Details. A detailed list of addresses/ phone numbers of the Firms must be provided.	Mandatory
F	Undertaking that the company has never been blacklisted by any Government organization	Mandatory
G	Undertaking that company has never been involved in litigation with the MoCC&EC Government of Pakistan or any other organization.	Mandatory
H	List of workers on the Panel of firm.	25 Marks
	Minimum 50 workers with Name, Addresses and CNIC No. (Proof of the same i.e. registration of worker with EOBI or some other Govt. depdt. to be provided)	25
I	Financial Soundness/ Status	50 Marks
	Credit worthiness undertaking showing the capacity of bidder as per Annexure-I.	20
	Bank statement for latest one year showing turnover of an amount of Rs. 1.0 Million	10
	Bank statement for last three years showing return an amount of Rs. 2.0 million	20
	Total Marks	100
	Required Marks for Qualification	60

Note:

- i) The bidder is required to enclose the documents/ information as mentioned in the tender documents otherwise the bid shall not be considered. Mandatory documents must be submitted.*
- ii) The bidder who obtain qualifying marks (60) and quoted lowest cost will be selected and as the Most Advantages bidder, subject to fulfillment the other mandatory requirements.*

UNDERTAKING

(Accept able only as per provided format)

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender mentioned anywhere in the tender documents and is liable to any punitive action for furnishing false information / documents.

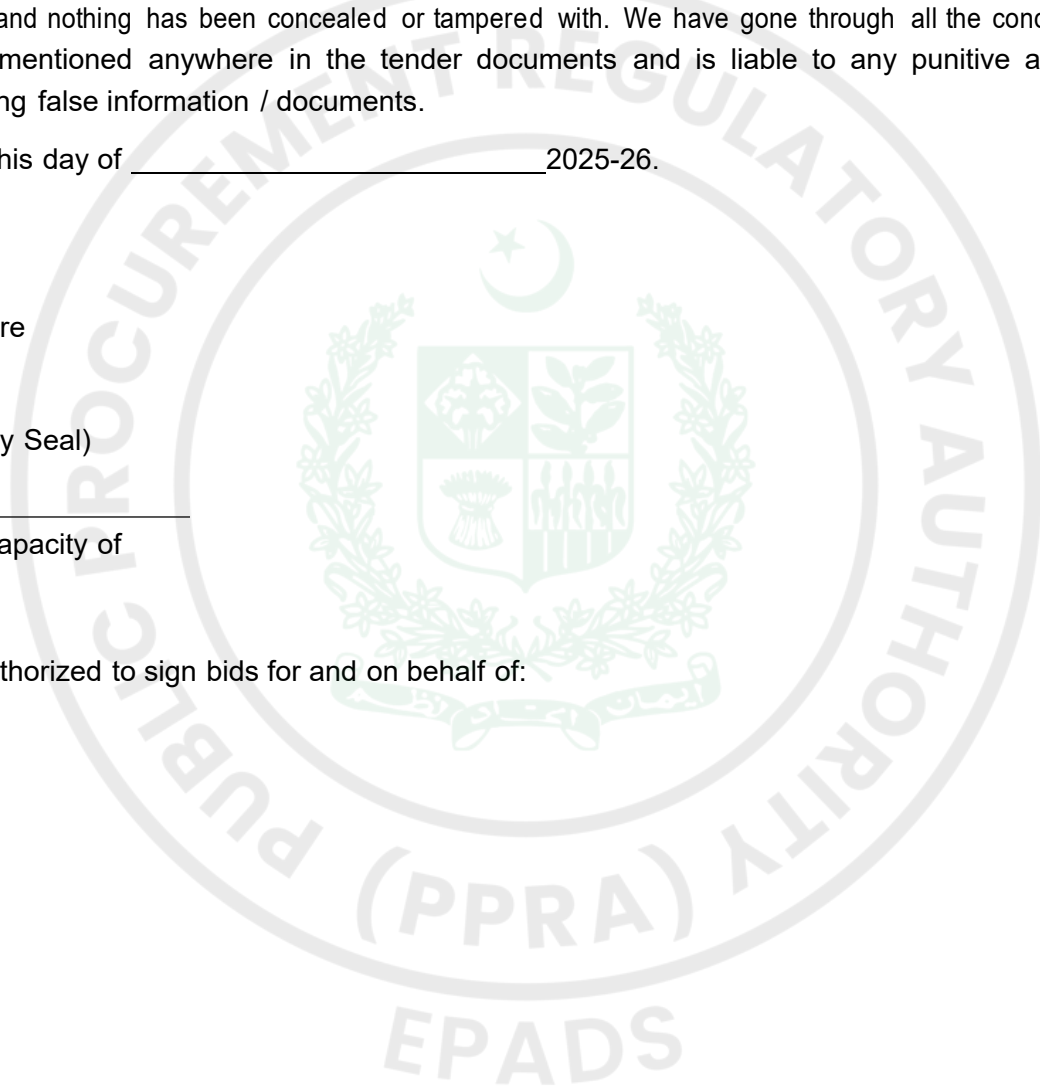
Dated this day of _____ 2025-26.

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:



FORM OF CONTRACT AGREEMENT

THIS AGREEMENT is made on the _____ day of _____ 2026-27 between “Ministry of Climate Change & Environmental Coordination (MoCC&EC) LGRD Complex Sector G-5/2, Islamabad” (hereinafter referred to as the MOCC&EC) of one part, and“ M/S _____”having offices at _____ (here in after referred to as the Contractor) of the other part.

WHEREAS the MoCC&EC is desirous of availing the services of Naib Qasid, Security Guard, Mali, Janitor of the Contractor as per rates/terms & conditions contained in the letter of acceptance/ tender documents/ bid and the contractor has accepted to provide the said services rates and terms & conditions contained in letter of acceptance/tender documents.

NOW THIS AGREEMENT WITNESSE as follows:

1. In this contract agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this contract agreement, viz:
 - a) Contract agreement
 - b) The Letter of Acceptance
 - c) Tender documents
 - d) The signed bids
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies shall take precedence in the order set out above.
4. In- consideration of the payment to be made by the Authority to the Contractor as herein after mentioned, the Contractor hereby covenants with the MoCC&EC to provide the services of office boys and janitors in conformity in all respects with the provision of the Contract.
5. The MoCC&EC hereby covenants to pay to the Contractor in consideration of the services the amount due in accordance with the provisions of the contract.
6. In witness where of, the parties here to have caused their respective Common Seals to be here unto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

Sign & Seal on behalf of Contractor

Sign & Seal on behalf of Client:

Name: _____

Name: _____

Designation: _____

Designation: _____

Date _____

Date _____

