



Tender Notice for Janitorial Services

Invitation of Sealed bids are requested from experienced and well reputed specialist supplier for “**Hiring of Janitorial/Cleaning Services**” having valid GST and NTN certificate and on ATL (Active Tax payer list) with adequate relevant experience & capabilities for the below captioned Tender.

S #	Tender Description	Last Date for Collection of Tender Documents	Quotation Submission Date	Tender Opening Date/Time
1.	Hiring of Janitorial/Cleaning Services	Oct 28, 2021 On or before 1500 hrs	Nov 01, 2021 On or before 1430 hrs	Nov 01, 2021 On or before 1500 hrs

Bidding Procedure: Single Stage – One Envelope Procedure:

Terms & Conditions:

- a) Sealed Quotation to be submitted to **Manager Procurement & Stores** on or before **01 November, 2021** till **1430 hrs** after which no bid will be accepted. Bids will be opened at **1500 hrs on 01 November, 2021**. The wording “**Quotation for Hiring of Janitorial /Cleaning Services**” and “**Do Not Open Before 1500 hours, on 01 November, 2021**” to be written on top right corner of each envelop for each bid.
- b) The Tender/bidding documents containing scope of work and all others relevant details can be collected from NCP on working days during office hours **0900hrs to 1500hrs** by submitting an application with a copy of **Sales Tax Registration Certificate and National Taxation Number Certificate by depositing Rs. 1000/- (Non-Refundable) in Askari Bank situated in National Centre for Physics, Islamabad Complex in NCP Account**.
- c) “**SINGLE STAGE ONE ENVELOPE PROCEDURE**” bidding process is to be followed and the interested parties are required to submit their proposals in sealed envelope with **5% amount** of quoted value as **bid security** with bid..
- d) NCP site visit is mandatory before submission of proposal.
- e) Quotation through Fax, Email will not be accepted.
- f) Bids will be evaluated on least cost method.
- g) Only Specialized suppliers of Janitorial services are requested to submit bid. Bids of General orders suppliers will not be entertained.
- h) This advertisement is also available on NCP web site www.ncp.edu.pk

NATIONAL CENTER FOR PHYSICS

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