

# Tender Notice

## HIRING THE SERVICES OF JANITORIAL FIRM

**No. TDAP/MS/3(7)/2021-22**

The Trade Development Authority of Pakistan (TDAP) intends to hire the services of a reputable and experienced "Janitorial Firm", registered with Income Tax and Sales Tax Departments and on Active Tax Payers Lists of Federal and Provincial governments for providing janitorial services at TDAP Headquarters at Finance and Trade Centre, Shahrah-e-Faisal, 3rd, 5th & 8th Floor, Block-A and its office premises located at Old CCI&E Building near Civic Centre.

2. Detailed bidding documents and other related information can be obtained from the office of Deputy Director (MS) at the address given below on any working day between 10:30 a.m. to 04:30 p.m. by paying an amount of Rs. 1000/- (Non-Refundable) through pay order in favor of TDAP on or before 10<sup>th</sup> May, 2022 or can be downloaded from the website of [www.tdap.gov.pk](http://www.tdap.gov.pk). In case of downloading from TDAP's website, the bidders will be required to submit the above tender fees upon submission of the bids. In case of downloading from TDAP's website, the bidders will be required to submit the above tender fees upon submission of the bids.

3. Single Stage-Two Envelope Procedure will be used for open competitive bidding. The interested firms are requested to submit their sealed bids comprising single package containing two separate envelopes clearly marked as 'Technical' and 'Financial' in bold and legible letters.

4. Sealed bids will be submitted till 11:00 a.m. on 10<sup>th</sup> May, 2022 in the office of Deputy Director (MS) at the address given below and technical bids will be opened on the same day at 11:30 a.m. in the presence of representatives of participating firms.

5. Bid Security equivalent to 2% of total bid value for 3 years in the form of Pay Order/ Demand Draft/ Banker's Cheque and in favor of Accounts Officer TDAP, Karachi shall be submitted with the sealed financial proposal. Bids without the Bid Security will be rejected.

6. Trade Development Authority of Pakistan reserves the right to reject any or all bids and annul the bidding procedure in accordance with PPRA rules.

**Dr. Mohsan Ali**

Deputy Director (MS)

Tel: 021-99207207



**Trade Development Authority of Pakistan**

MINISTRY OF COMMERCE - GOVERNMENT OF PAKISTAN



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