



**Government of Pakistan
Ministry of Communications
Pakistan Post**

TENDER NOTICE

NOTICE INVITING TENDER FOR TWO JANITORIAL STAFF

Sealed Tender are invited in form of **Technical and Financial** / Bids for trained / professional JANITORS from the well reputed firms / contractors having at least three (3) years experience in Cleaning / Sweeping / Janitorial Services.

The participants are required to provide the following documents in support of their services.

- (i) Complete Company profile.
 - (ii) Experience in Cleaning / Sweeping.
 - (iii) Application should accompany attested copy of CNIC and field of specialization.
 - (iv) Undertaking on stamp paper that firm is neither involved in any litigation or abandoned any work in any department, nor blacklisted as a result and certificate to the effect that all documents particulars/information furnished are true and correct.
 - (v) Attested copy of NTN Certificate of Firm and registration certificate with income tax department and S.R.B.
- The Tender documents can be obtained during office hours from Office of the Chief Postmaster Hyderabad GPO on production of original Receipt ACG-67 of **Rs.250/-** (non-refundable) which can be obtained by depositing **Rs.250/-** under unclassified receipts at any Post Office.

- The bidders will be required to deposit bid security of **Rs.10, 000/-** in shape of Postal draft /demand draft in the name of **Postmaster General, Northern Sindh Circle Hyderabad.**
- Tenders will be received in accordance with Rule 36 (b) of Public Procurement Rules 2004 issued by the Finance Division, Government of Pakistan. The tender which are not in accordance with the said rule will be rejected instantly. The bid shall comprise a single package containing two separate envelopes. Each envelop shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders.
- The tender / bids are to be received in the office of the Postmaster General Northern Sindh Circle, Thandi Sarak Hyderabad up to **11-08-2020 by 11.00 A.M** through Registered Post or by hand. The **Technical bid** will be opened on the same day at **11.30 A.M** and the **Financial bid** will be opened on the next day dated **12-08-2020** at **11.30 A.M** by tender committee in the presence of the owners of firms contractors or representatives who have the authority letter issued by the firms / contractors / suppliers in his or her favour otherwise representative will not be allowed in tender.

The department reserves the right to increase and decrease items / quantity of janitorial Services as well as to accept or reject any or all tender or part of the tender under Rule 33(1) of PPRA Rules-2004.

(BHUTIO)
Dy. Postmaster General (Admn)
Northern Sindh Circle
Hyderabad
Tel-022-9200580