



**FEDERAL EMPLOYEES BENEVOLENT AND  
GROUP INSURANCE FUNDS  
ESTABLISHMENT DIVISION**

Islamabad the 22 November, 2023

**TENDER NOTICE**

Federal Employees Benevolent and Group Insurance Fund (FEB&GIF), a public sector organization invites Sealed tender in accordance with PPRA Rules from reputable companies dealing with janitorial services registered with sales tax/Income Tax authorities for provision of the following staff for Janitorial Services at Benevolent Fund Building, Shahrah-e-Suhrawardy, Zero Point, Islamabad for a period of one year, extendable for another term of the same period on the basis of satisfactory performance and mutual consent of both the parties. Required Janitorial Personals are as under:

- i Supervisor One (01)
- ii Sweeper Twelve (13)

2. The bidding process will be conducted under "Single Stage, Two Envelopes method" (separate sealed envelopes for Technical and Financial Bids, respectively). Bidding documents, containing detailed terms & conditions, method and procedure for submission of bids, bid security, bid validity, guarantee, evaluation criteria etc. are available for the interested bidders at FEB&GIF HQs, Block-A, Benevolent Fund Building, Shakra-e-Suhrawardy, Zero Point, Islamabad (Monday to Friday from 8:00 am to 4:00 pm), free of cost. Bidding document can also be downloaded from the website of FEB&GIF at [www.febgif.gov.pk](http://www.febgif.gov.pk) and PPRA website.

3. Financial Bids must be accompanied by earnest money equal to 5% of the bid amount in shape/form of pay order/bank draft in favour of "Board of Trustees, FEB&GIF, H.Q Islamabad".

4. Clearly marked sealed bids "Technical" and "Financial", in separate envelopes, prepared in accordance with the instructions in the bidding documents, must reach at FEB&GIF HQs, Block-A, Benevolent Fund Building, Shakra-e-Suhrawardy, Zero Point, Islamabad on or before **12, December, 2023, by 1100 am**. Technical Bids will be opened on the same day at **11:30 am**, whereas date, time and place for opening of the Sealed Financial Bids will be informed to only Eligible / Technically qualified bidders later. Meanwhile, the Sealed financial bids of all bidders will be kept in the safe custody of FEB&GIF.

5. The FEB&GIF reserves the rights to accept or reject any or all proposals/bids as per PPRA Rules.

6. All interested bidders in addition to other documents, will attach their bids an affidavit on judicial stamp paper of Rs.100/- undertaking that they will pay the minimum wage to labors fix by the Government during validity of this agreement period till & extended time if done.

**Director (Admin)  
FEB&GIF**

**B.F. Building, P.O.Box No.2035, Zero Point, Islamabad Tel: 9252156 Fax: 9253224**