



INVITATION TO BID

JANITORIAL & CLEANING SERVICES

National Bank of Pakistan invites sealed bids from all experienced firms, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the FBR for providing Janitorial & Cleaning Services at NBP Head Office, Allied Buildings, Regional Offices & Branches (Including but not limited to all Support Offices, Corporate Branches, Staff Colleges, Aitemaad Islamic Banking Branches etc.)

Name of NBP Regional Offices are as under;

Quetta	Karachi South	Mirpurkhas	Bahawalpur	Sahiwal	Faisalabad	Lahore Central	Gujranwala	Islamabad	Abbottabad	Muzaffarabad	Peshawar
Sibbi	Karachi West	Sukkur	Multan	D.G. Khan	Sargodha	Lahore East	Gujrat	Rawalpindi	Manshera	Mirpur A.K	Bannu
Gawadar	Hyderabad	Larkana	Vehari	Jhang	Mianwali	Sheikhupura	Sialkot	Jhelum	Gilgit	Rawalakot	Mardan
											Swat

Standard Bidding Document prepared on open competitive bidding procedure PPRA Rule 36 (B) , containing detailed terms and conditions, scope of work, procedure for submission and opening of bids, bid security, evaluation criteria, performance guarantee etc. is available for all interested bidders, which can be obtained from the Office of Wing Head – Procurement Wing, 3rd Floor, National Bank of Pakistan, Head Office, I.I. Chundrigar Road, Karachi after paying cost of bidding document @ Rs.1,000/- (Each Set) in the form of Pay Order (non-refundable) in favor of “NBP”. Bidders shall submit an authority letter showing name, contact number and copy of CNIC of their authorized representative. The bidding documents will be issued after checking / scrutiny of following documents provided by the bidders;-

- Company Profile with Active Taxpayer details of last 3 years.
- Company Financial Position-Financial Capability/Liquid Assets available of at least 2.0 Million.
- Evidence of experience - Minimum 03 janitorial assignments done with any hotels, multi-storied buildings, malls, hospitals, factories etc. with at least 01 janitor services assignment with any schedule bank.
- A certificate from Bidder that they have never been declared blacklisted by any Government/Semi-Government or autonomous body.

The bids, prepared in accordance with the instructions given in bidding documents, must reach at below mentioned office on or before **December 13, 2019 (not later than 3.00 pm)** which shall be opened/acknowledged same day at 03:30 pm in the presence of Outsourcing Committee and bidders/authorized representatives. For clarification to the prospective bidders, a pre-bid meeting is schedule to be held in the same office on December 11, 2019. In case if office remains closed for any reason/holiday, proceeding of bid opening will be held on next working day on same time and venue. NBP reserves the right to cancel this invitation at any stage of the tender.

This advertisement is also available on NBP and PPRA websites.

(Divisional Head)

Property & Procurement Division,
LSG, National Bank of Pakistan,
03rd Floor, NBP, Head Office Building,
021-99220331, 021-38902435, 021-38902852, 021-38902484