



FEDERAL CONSTITUTIONAL COURT OF PAKISTAN

INVITATION TO BID For Provision of Janitorial Services

Federal Constitutional Court of Pakistan (FCCP), Islamabad, invites bids from the firms/ supplier / contractors registered with Income Tax and Sales Tax Departments for provision of Janitorial Services at FCCP, Islamabad for the period of (01) year 2026-27.

2. The bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on official website of the Court <https://fccp.gov.pk> free of cost and can also be obtained from Office of Assistant Registrar (Procurement-II), FCCP, Islamabad on payment of Rs.500 (Non-refundable)
3. The bids, must be submitted to Assistant Registrar (Procurement-II), FCCP, Islamabad on or before **22-06-2026** at **11:00 AM**. Technical Proposals shall be opened on the same day at **11:30 AM**.

**Assistant Registrar (Procurement-II),
Federal Constitutional Court of Pakistan, Islamabad
Tel: 051-9209862**



ISLAMIC REPUBLIC OF PAKISTAN
FEDERAL CONSTITUTIONAL COURT
OF PAKISTAN
ISLAMABAD

BIDDING DOCUMENT
FOR
PROVISION OF JANITORIAL (HOUSEKEEPING) SERVICES
FOR A PERIOD OF ONE (01) YEAR FOR 2026-27
AT THE FEDERAL CONSTITUTIONAL COURT OF PAKISTAN BUILDING,
ISLAMABAD

Tender / Reference No.	FCCP/PROC-II/JAN/2026-27/001
Method of Procurement	Open Competitive Bidding – Single Stage, Two-Envelope Procedure
Basis of Award	Lowest-evaluated, technically responsive bid (Least-Cost Method)
Governing Framework	Federal Constitutional Court (Procurement) Procedure, 2026
Issued by	Office of the Assistant Registrar (Procurement-II), Federal Constitutional Court of Pakistan, Islamabad
Price of Document	Rs. 500 (non-refundable) / free download from FCCP website
Date of Issue	11.06.2026
Bid Submission Deadline	22.06.2026 at 11:00 hrs
Bid Opening (Technical)	22.06.2026 at 11:30 hrs

*This document contains **twelve (12) Sections** and is issued subject to the terms stated herein. Bidders must read the entire document before submitting a bid.*

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Section I — Invitation for Bids (Press Tender Notice)

FEDERAL CONSTITUTIONAL COURT OF PAKISTAN, ISLAMABAD INVITATION FOR BIDS (IFB) PROVISION OF JANITORIAL (HOUSEKEEPING) SERVICES FOR ONE (01) YEAR

1. The Federal Constitutional Court of Pakistan (the “Procuring Agency” / “the Court”) invites sealed bids from firms incorporated and registered with the Federal Board of Revenue (FBR) for Income Tax and Sales Tax on services, the Employees’ Old-Age Benefits Institution (EOBI) and other applicable statutory authorities, for the **provision of janitorial (housekeeping) services for a period of one (01) year** from the date of signing of agreement at the Federal Constitutional Court of Pakistan building, Islamabad.
2. Bidding shall be conducted through Open Competitive Bidding on a Single Stage – Two-Envelope basis in accordance with the Federal Constitutional Court (Procurement) Procedure, 2026.
3. Interested eligible bidders may obtain the complete Bidding Document from the Office of the Assistant Registrar (Procurement-II) during office hours priced at Rs. 500 (non-refundable), or download it free of cost from the official website of the Court.
4. Bids must be accompanied by a **Bid Security (must be sealed separately)** equal to **two per cent (2%) of the total bid price** in the form of a Pay Order / Demand Draft / CDR from a scheduled bank in favour of the Registrar Federal Constitutional Court of Pakistan, valid for twenty-eight (28) days beyond bid validity period.
5. Bids must be delivered to the address below on or before the 22.06.2026 at 11:00 hours. The Technical Envelopes shall be opened on the same day at 11:30 hours in the presence of bidders or their authorised representatives who choose to attend. Financial Envelopes of only technically qualified bidders shall be opened subsequently on a date to be notified.
6. Late, conditional, telegraphic, e-mailed or facsimile bids, and bids not accompanied by the prescribed Bid Security, shall be summarily rejected. The Procuring Agency may reject all bids or proposals at any time prior to acceptance of a bid in accordance with the Federal Constitutional Court (Procurement) Procedure, 2026.

Procuring Agency	Federal Constitutional Court of Pakistan
Office	Assistant Registrar (Procurement-II)
Address	Constitutional Avenue, Federal Constitutional Court of Pakistan, Islamabad
Telephone	051-9209862

Registrar Federal Constitutional Court of Pakistan

Section II — Instructions to Bidders (ITB)

A. General

- 1 **Scope of Bid.** The Procuring Agency invites bids for the provision of janitorial (housekeeping) services for the Federal Constitutional Court of Pakistan building, Islamabad, for a period of one (01) year (2026-2027) from the date of execution of agreement, in accordance with the Scope of Work, Technical Specifications and Schedule of Requirements set out in Section V. The successful bidder (the “Contractor” / “Service Provider”) shall provide all manpower, supervision, machinery, equipment, tools, materials, washroom consumables, detergents, and chemicals necessary to perform the services to the standards specified.
- 2 **Source of Funds.** The services shall be financed from the sanctioned budget of the Federal Constitutional Court of Pakistan for the relevant financial year(s).
- 3 **Eligible Bidders.** A bidder shall be a single firm (sole proprietorship, partnership or company) duly registered and in good standing under the applicable laws of Pakistan and meeting the eligibility and qualification criteria set out in Section IV. Joint ventures, consortia and sub-contracting of the principal obligation are not permitted unless expressly allowed in the Bid Data Sheet.
- 4 **Corrupt and Fraudulent Practices.** The Procuring Agency requires that bidders and Contractors observe the highest standards of ethics during the procurement and execution of the contract. Any bidder found, before or after award, to have engaged in corrupt, fraudulent, collusive or coercive practices, or to have offered any inducement, shall be disqualified, its bid rejected and/or its contract terminated, its securities forfeited, and the firm shall be liable to be blacklisted.
- 5 **Eligible Services.** All services and the materials, machinery and consumables used in their performance shall comply with applicable laws, environmental regulations and the international cleaning standards referenced in Section V.
- 6 **Cost of Bidding.** The bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 7 **One Bid per Bidder.** Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid shall be disqualified, save where alternative bids are expressly permitted in the Bid Data Sheet.

B. The Bidding Documents

- 8 **Contents of the Bidding Documents.** The Bidding Document comprises Sections I to XII and any addenda issued under Clause 10. The bidder is expected to examine all instructions, forms, terms and specifications. Failure to furnish information required by the Bidding Document, or submission of a bid not substantially responsive in any respect, shall be at the bidder’s risk and may result in rejection.
- 9 **Clarification of Bidding Documents.** A prospective bidder requiring clarification may notify the Assistant Registrar (Procurement-II), FCCP in writing not later than five days before the bid submission deadline. The Procuring Agency shall respond in writing and shall communicate copies of the response (including a description of the query, without identifying its source) to all bidders who have obtained the Bidding Document from the office of the Assistant Registrar (Procurement-II), FCCP, Islamabad.
- 10 **Amendment of Bidding Documents.** At any time prior to the deadline for submission of bids, the Procuring Agency may, for any reason, whether on its own initiative or in response to a clarification, amend the Bidding Document by issuing an addendum. Each addendum shall be binding and shall be communicated to all bidders and hosted on the official websites. To allow bidders reasonable time to take an addendum into account, the Procuring Agency may extend the submission deadline.

C. Preparation of Bids

- 11 **Language of Bid.** The bid, and all correspondence and documents relating to it, shall be in the English language. Supporting documents and printed literature furnished in another language shall be accompanied by an accurate English translation, which shall govern.
- 12 **Documents Comprising the Bid.** The bid shall be submitted in two separately sealed envelopes — the “Technical Proposal” and the “Financial Proposal” — enclosed within a single sealed outer envelope. The Technical Proposal shall comprise: (a) the Bid Submission (Technical) Form (Form-

- 1); (b) **Sealed Bid Security in the prescribed form** and amount; (c) documentary evidence of eligibility and qualification under Section IV; (d) the Technical Proposal responding to the Standards Checklist (Section IV) and the Scope of Work/Job (Section V), including the manpower deployment plan, list of machinery and equipment, list of chemicals with Safety Data Sheets, methodology, HSE plan and quality-control mechanism; (e) Affidavit (Form-5); and (f) the duly initialled Bidding Document and addenda. The Financial Proposal shall comprise the Financial Bid Submission Form (Form-2) and the Price Schedule (Section VI). No price information shall appear in the Technical Proposal; otherwise, its inclusion shall render the bid liable to rejection.
- 13 Bid Prices.** The bidder shall quote firm, fixed and all-inclusive prices in the Price Schedule (Section VI). Prices shall be deemed to include all wages, statutory benefits (including EOBI and applicable social security), supervision, machinery, equipment, tools, detergents, chemicals, consumables, transport, supervision, overheads, profit and all duties and taxes other than the Sales Tax on Services, which shall be shown separately. Prices shall remain fixed for the contract period and shall not be subject to escalation, save for the automatic adjustment of the extended-hours hourly rate under Section V on revision of the notified minimum wage.
- 14 Currency.** Prices shall be quoted, and payments made, in Pakistan Rupees (PKR).
- 15 Documents Establishing Eligibility and Qualification.** The bidder shall furnish the documentary evidence specified in Section IV to establish its eligibility, financial standing, experience and technical capability to perform the contract.
- 16 Bid Security.** The bid shall be accompanied by a **Bid Security (*must be sealed separately*)** equal to **two per cent (2%) of the total bid price**, in the form of a Pay Order, Demand Draft or CDR (Form-3) issued by a scheduled bank, in favour of the Registrar Federal Constitutional Court of Pakistan. The Bid Security shall remain valid for twenty-eight (28) days beyond the bid validity period. The Bid Security of unsuccessful bidders shall be returned after award of the contract; that of the successful bidder shall be returned on furnishing of the Performance Security and execution of the Contract Agreement. The Bid Security shall be forfeited if the bidder withdraws or modifies its bid during the validity period, or, being declared successful, fails to furnish the Performance Security or to sign the Contract Agreement within the stipulated time.
- 17 Period of Validity of Bids.** Bids shall remain valid for thirty (30) days from the date of opening of the Technical Proposals, or such other period as stated in the Bid Data Sheet. The Procuring Agency may request bidders to extend the validity period; a bidder may refuse without forfeiting its Bid Security, but a bidder agreeing shall not be permitted to modify its bid.
- 18 Format and Signing of Bid.** The bidder shall submit one original and the two (02) number of copies stated in the Bid Data Sheet, clearly marking each “ORIGINAL” or “COPY”. The bid shall be typed or written in indelible ink and signed on every page by a person duly authorised to bind the bidder, supported by a power of attorney or board resolution. Any interlineations, erasures or overwriting shall be valid only if initialled by the signatory.

D. Submission of Bids

- 19 Sealing and Marking of Bids.** The Technical and Financial Proposals shall be sealed in separate inner envelopes, each marked “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL” respectively, the Tender number, the name of the work, and the bidder’s name and address. Both inner envelopes shall be placed in a sealed outer envelope addressed to the Procuring Agency and marked “DO NOT OPEN BEFORE [date and time of opening]”. If the outer envelope is not sealed and marked as required, the Procuring Agency shall assume no responsibility for the bid’s misplacement or premature opening.
- 20 Deadline for Submission of Bids.** Bids shall be received by the Procuring Agency at the address, and not later than the date and time, specified in the Bid Data Sheet. The Procuring Agency may, at its discretion, extend the deadline by issuing an addendum, in which case all rights and obligations of the Procuring Agency and the bidders shall thereafter be subject to the extended deadline.
- 21 Late Bids.** Any bid received after the deadline for submission shall be declared late, rejected and returned unopened to the bidder.
- 22 Withdrawal, Substitution and Modification of Bids.** A bidder may withdraw, substitute or modify its bid after submission, provided that written notice is received before the deadline. No bid may be withdrawn, substituted or modified in the interval between the deadline and the expiry of the validity period.

E. Opening and Evaluation of Bids

- 23 Opening of Technical Proposals.** The Procuring Agency shall open the Technical Proposals in public, at the time and place specified, in the presence of bidders or their authorised representatives who choose to attend. The Financial Proposals shall remain sealed in the custody of the Procuring Agency and shall not be opened until completion of the technical evaluation. The bidder's name, presence or absence of Bid Security, and such other details as the Procuring Agency considers appropriate shall be announced and recorded.
- 24 Confidentiality.** Information relating to the examination, evaluation and comparison of bids and recommendations for award shall not be disclosed to bidders or any other person not officially concerned with the process until the award is notified. Any effort by a bidder to influence the Procuring Agency in its decisions may result in rejection of the bid.
- 25 Clarification of Bids.** To assist in the examination and evaluation of bids, the Procuring Agency may, at its discretion, ask a bidder for clarification. The request and response shall be in writing, but no change in the substance or price of the bid shall be sought, offered or permitted.
- 26 Preliminary Examination.** The Procuring Agency shall examine whether bids are complete, whether required securities have been furnished, whether documents have been properly signed, and whether bids are substantially responsive. A substantially responsive bid is one that conforms to all terms, conditions and specifications without material deviation, reservation or omission. A bid determined not substantially responsive shall be rejected and shall not subsequently be made responsive by correction.
- 27 Technical Evaluation.** The Procuring Agency shall evaluate each Technical Proposal against the eligibility, qualification and technical (standards) criteria set out in Section IV on a pass/fail basis. Only bidders meeting all mandatory eligibility criteria and securing the minimum technical compliance specified in the Bid Data Sheet shall be declared technically qualified and shall proceed to the financial stage.
- 28 Opening of Financial Proposals.** The Financial Proposals of technically qualified bidders shall be opened in public on a date notified to those bidders, who may attend. The bidders' names, the quoted total bid prices and any discounts shall be read out and recorded. The Financial Proposals of bidders that failed the technical evaluation shall be returned unopened, upon demand within seven days of opening of Financial Proposals.
- 29 Evaluation of Financial Proposals and Correction of Errors.** Financial Proposals shall be checked for arithmetical errors. Where there is a discrepancy between unit rates and the line total, the unit rate shall govern and the total shall be corrected; where there is a discrepancy between figures and words, the amount in words shall govern. The bidder shall be asked to confirm the corrected total; refusal shall result in rejection and forfeiture of the Bid Security.
- 30 Evaluation Criteria and Lowest-Evaluated Bid.** The contract shall be awarded to the technically qualified bidder whose bid is determined to be the lowest-evaluated, substantially responsive bid. For comparison, the total annual cost shall be used.

F. Award of Contract

- 31 Right to Accept or Reject Bids.** Notwithstanding anything in this document, the Procuring Agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to acceptance of a bid, without thereby incurring any liability to bidders or any obligation to inform them of the grounds, save that on request the grounds shall be communicated in accordance with the governing procurement rules.
- 32 Notification of Award and Acceptance Period.** Prior to expiry of bid validity, the Procuring Agency shall notify the successful bidder in writing (Letter of Acceptance) that its bid has been accepted. The successful bidder shall acknowledge within the period stated in the Bid Data Sheet. The Bid Security of the successful bidder shall be forfeited if the bidder fails to respond and sign the contract agreement within the period specified in the Bid Data Sheet.
- 33 Performance Security.** Within seven (07) days of receipt of the Letter of Acceptance, the successful bidder shall furnish a Performance Security equal to **ten percent (10%) of the total annual contract value**, in the form of an unconditional Bank Guarantee (Form-4) from a scheduled bank in Pakistan, valid for the contract period plus a claim period of forty-five (45) days. Failure to comply shall constitute sufficient ground for annulment of the award and forfeiture of the Bid Security,

whereupon the Procuring Agency may award the contract to the next lowest-evaluated bidder or re-tender.

- 34 Signing of Contract Agreement.** At the same time as it furnishes the Performance Security, the successful bidder shall execute the Contract Agreement (Section XI) on stamp paper of the appropriate value. The contract shall be deemed concluded only upon execution of the Agreement and furnishing of the Performance Security.
- 35 Redressal of Grievances and Appeals.** Any bidder feeling aggrieved by any act or decision of the Procuring Agency may lodge a written complaint with the Grievance Redressal Committee constituted by the Court within the period stated in the Bid Data Sheet, in accordance with the governing procurement procedure. The complaint shall be decided before the contract is signed.

Section III — Bid Data Sheet (BDS)

The following specific data supplement, amend or complement the provisions of the Instructions to Bidders (ITB). Where there is any conflict, the provisions of this Bid Data Sheet shall prevail over the ITB.

ITB Ref.	Topic	Specific Provision
1	Name of work	Provision of janitorial (housekeeping) services for one (01) year at the FCCP building, Islamabad
1	Contract period	One (01) year from the date of execution of agreement.
3	Eligible bidder	Single firm only(sole proprietorship, partnership or company); joint ventures / consortia not permitted; sub-contracting of the principal obligation not permitted.
7	Alternative bids	Not permitted
9	Clarification deadline	Not later than five (05) days before the bid submission deadline
16	Bid Security	2% of total bid price, valid 28 days beyond bid validity
17	Bid validity	Thirty (30) days from opening of Technical Proposals
18	Copies required	One (01) Original and two (02) Copies of each Proposal
20	Submission address & deadline	Office of the Assistant Registrar (Procurement-II), FCCP, Islamabad; 22.06.2026 at 11:00 hrs
23	Technical opening	Same day, 11:30 hrs, at the Committee Room, FCCP
27	Minimum technical compliance	All mandatory eligibility criteria “Pass” and 100% compliance with mandatory minimum technical (standards) requirements of Section IV
30	Award basis	Lowest-evaluated, technically responsive bid (Least-Cost Method) on total annual cost exclusive of Sales Tax on Services
32	Acceptance period	Seven (07) days from receipt of Letter of Acceptance
33	Performance Security	10% of total annual contract value in the form of an unconditional Bank Guarantee (Form-4) from a scheduled bank in Pakistan
35	Grievance period	Within three (03) days of the act or decision complained of.

Section IV — Eligibility, Qualification and Technical (Standards) Evaluation Checklist

Bids shall be evaluated in two parts on a pass/fail basis. Part A (Mandatory Eligibility and Qualification) determines whether the bidder is eligible to be considered. Part B (Technical Standards Checklist) determines whether the Technical Proposal meets the mandatory service standards. A bidder must satisfy every mandatory requirement in Part A and Part B to be declared technically qualified; only then shall its Financial Proposal be opened.

Part A — Mandatory Eligibility and Qualification (Pass/Fail)

S.No.	Requirement	Documentary Evidence Required	Status (Pass/Fail)
1.	Valid firm registration (SECP / Registrar of Firms / sole-proprietorship registration), in good standing	Certified registration certificate / partnership deed	
2.	Active National Tax Number (NTN)	FBR NTN certificate	
3.	Active Sales Tax registration for services (FBR / ICT)	Sales Tax registration certificate	
4.	EOBI registration of the firm	EOBI registration certificate	
5.	Minimum three (03) years' experience in provision of janitorial / housekeeping / facility-management services	Company profile + incorporation date	
6.	At least two (02) similar contracts with Government Offices/Departments during the last three (03) years.	Work orders and satisfactory completion certificates (Form-7)	
7.	Minimum average annual turnover of Rs. 10 million over the last three (03) years	Audited financial statements / tax returns/Bank statement.	
8.	Financial soundness / line of credit of at least Rs. 10 million	Bank certificate / statement (last 6 months)	
9.	Affidavit that the firm is not blacklisted / debarred by any Government agency, PPRA or autonomous body, and that no litigation adversely affects capacity to perform	Affidavit on stamp paper (Form-5)	
10	Bid Security of 2% of bid price in prescribed form	Pay Order / DD / CDR (Form-3)	
11	Bidding Document and all addenda, signed and stamped on every page	Initialled Bidding Document	

Note: Any "Fail" against a mandatory item shall render the bid non-responsive and liable to rejection without further evaluation.

Part B — Technical (Standards) Evaluation Checklist

The Technical Proposal shall demonstrate compliance with each of the following mandatory service standards, as per the marks awarded against each category. The passing marks shall be 70 percent aggregate. The bidder failing in any category shall be disqualified.

S.No.	Standard / Requirement	Total Marks	Categorized Marks	Remarks / Marks Obtained
1.	Relevant Experience	15		Documentary proof (contracts/ work orders) required
a)	More than 7 years		15	
b)	>5 to 7 years		10	
c)	3 to 5 years		5	
d)	Less than 3 years		Disqualified.	
2	Similar Contracts with Government Offices/Departments	20		Documentary proof of Work Order and

S.No.	Standard / Requirement	Total Marks	Categorized Marks	Remarks / Marks Obtained
				satisfactory completion certificates required
a)	More than 4 similar clients/contracts		20	
b)	2-4 similar clients/contracts		10	
c)	Less than 2 contracts		Disqualified	
3	Human Resource Strength	15		Payroll/EOBI records required
a)	i. Female Cleaners > 02 ii. Supervisors > 04 iii. Cleaning Staff > 30		15	
b)	i. Female Cleaners up to 02 ii. Supervisors 2-4 persons iii. Cleaning Staff 15-30 persons		10	
4	Equipment & Machinery	15		Ownership or leased evidence required
a)	Mechanized scrubbers 4 Nos		5	
b)	Rotary disks 2 Nos		5	
c)	Industrial vacuum cleaners 4 Nos		2	
d)	Transportation Vehicle(s)		3	
5	Financial Soundness	20		Audited financial statements/Bank statements required
a)	Annual turnover above PKR 30 Million		20	
b)	Above PKR 20-30 Million		15	
c)	Above PKR 10-20 Million		10	
d)	Less than 10 million		Disqualified	
6	Methodology & Quality Assurance Plan	15		Procurement Committee Assessment
a)	Manpower Deployment Plan		3	
b)	Cleaning Methodology & Schedule		3	
c)	Supervision & Monitoring Mechanism		3	
d)	Complaint Handling & Response System		3	
e)	QA, HSE & Reporting Mechanism		3	
Total Marks: 100				
Minimum Qualifying Score: 60 Marks				

Section V — Scope of Work, Technical Specifications and Schedule of Requirements

1. Description of the Premises

The Contractor shall provide janitorial services for the entire Federal Constitutional Court of Pakistan building, Islamabad, comprising the covered (internal) area of four floors and the external area, as detailed below.

S.No.	Area	Measured Area (Sft)
1	Ground Floor (covered)	21,493.09
2	First Floor (covered)	21,751.69
3	Second Floor (covered)	16,491.69
4	Third Floor (covered)	13,607.69
	Sub-total — Covered Area	73,344.16
5	External area (roads, paths, lawns, car parking, fountain, drains)	85,769.73
	Total Premises	159,113.89

2. Deployment of Manpower

The Contractor shall deploy, throughout the contract period and on every working day, not fewer than the following minimum dedicated manpower, in addition to relief cover for leave and absence so that the deployed strength is never reduced below the minimum:

S.No.	Category	Minimum Number	Reporting
1	Janitorial staff / cleaners including at least 01 female cleaner.	16	To Supervisors
2	Supervisor	01	To FCCP nominated officer
	Total	17	

The following indicative deployment matrix shall be observed, subject to adjustment by the FCCP nominated officer according to operational requirement:

Zone	Cleaners	Supervisors
Ground Floor	03	
First Floor	03	
Second Floor	03	
Third Floor	03+01 female cleaner	
External area, parking, lawns, fountain, drains	03	
Floating / relief / on-call		01
Total	Cleaners: 16	Supervisors: 01

3. Working Hours and Extended (After-Hours) Deployment

- 3.1** Normal duty hours shall be such that the premises are cleaned before the commencement of official working hours and are maintained in a clean condition throughout the working day (“keep clean all day”). The detailed duty roster shall be agreed with the FCCP nominated officer and shall ordinarily run from 06:30 hours from 17:00 hours.
- 3.2** **Extended (after-hours) deployment.** During the currency of the Contract, the Contractor shall, as and when required and conveyed by the Court from time to time, retain such number of janitorial staff on the premises beyond normal duty hours and until such time as the Hon’ble Judges and/or officers remain present in the building. Such extended-hours deployment shall be paid over and above the monthly service charges, at the fixed hourly rate per worker prescribed in Clause 3.4, on the actual hours of deployment duly certified by the FCCP nominated officer.
- 3.3** The requirement of extended-hours deployment shall be conveyed to the Contractor’s Supervisor by the FCCP nominated officer with the prior approval of the Registrar, FCCP. Attendance and exact

hours shall be recorded contemporaneously in a register countersigned by the Supervisor and the nominated officer, which shall be the sole basis for payment of the extended-hours item.

3.4 Hourly rate for extended-hours deployment. The hourly rate payable per worker for extended-hours deployment shall be calculated on the prevailing notified minimum wage for an unskilled worker in the Islamabad Capital Territory, as follows:

Notified monthly minimum wage (ICT, unskilled) – FY 2025–26	Rs. 37,000 per month
Working days per month (standard convention)	26 days
Daily wage (37,000 ÷ 26)	Rs. 1,423.08 per day
Hourly rate (1,423.08 ÷ 8)	Rs. 177.88 ≈ Rs. 178 per hour per worker

Accordingly, the extended-hours rate is fixed at **Rs. 178 (Rupees one hundred and seventy-eight only) per hour per worker** (i.e. Rs. 0.178 thousand per worker-hour). On notification of any revision in the statutory minimum wage by the competent authority, this hourly rate shall stand automatically revised in the same proportion with effect from the date of the notification, without need for amendment of the Contract.

4. Detailed Scope of Services and Frequencies

4.1 Internal (Covered) Areas — each floor

S.No.	Service	Frequency
i	Cleaning of all types of flooring (carpet, marble, tile, mosaic), kitchens, stairs and toilets by dry/wet mopping with approved detergent/chemical and vacuum cleaner, kept clean throughout the day (inclusive of cost of detergents and equipment)	Daily / all day
ii	Cleaning/dusting of glass panes in doors, windows, ventilators and fixed glazing with frames and web grills, including removal of paint stains, with approved glass cleaner (inclusive of detergents and equipment)	Daily & Weekly
iii	Cleaning of roof top, flags, and removal of grass/shrubs	Monthly
iv	Dusting/cleaning of all types of marble tiles on internal walls, using duster and ladder	Weekly
v	Washing of flooring (marble, tile, mosaic) by mechanical means with approved chemical (inclusive of chemicals and equipment)	Weekly
vi	Dusting/cleaning of wooden doors with frames, using duster	Daily
vii	Dusting/cleaning of all types of wooden partitions and iron railing inside the building, using duster and ladder	Weekly
viii	Provision, replenishment, and maintenance of the washroom consumables of superior quality throughout the contract period i.e. Toilet Tissue Rolls (Rose Petal, Tulip or equivalent), Facial Tissues (Rose Petal, Tulip or equivalent), Liquid Hand Wash (Dettol, Safeguard, Lifebuoy or equivalent), Hand Sanitizers (Dettol, Lifebuoy, Safeguard or equivalent), Air Freshener (Airwick, Glade, Freshmate or equivalent), Hand Towels of superior quality.	Continuous availability.

4.2 External Area

S.No.	Service	Frequency
i	Dry sweeping/cleaning of all roads, paths, lawns and car parking with bamboo broom (jharu), including spray for removal of grass	Daily
ii	Washing/cleaning of the fountain and its fixtures with approved detergent/chemical	Fortnightly
iii	Cleaning/removal of grass from outside drains	Weekly

4.3 In addition to the above, the Contractor shall: keep all washrooms hygienic, dry and odour-free at all times; collect, segregate and dispose of waste to designated points; maintain all public-contact areas (entrance, lobbies, lifts, court rooms, committee rooms, corridors) to an “orderly spotlessness” standard during working hours; and attend immediately to any spillage, soiling or complaint conveyed by the nominated officer.

5. Standards of Cleanliness and Methodology

The services shall be performed to recognised international standards. The Contractor shall align its systems, methods and supervision with the following:

- **Chemical safety** - only eco-friendly, biodegradable, approved detergents and disinfectants of reputable make (Dettol, Kleen, or equivalent) shall be used, each supported by a current Safety Data Sheet; dilution and dosing per manufacturer's specification; no mixing of incompatible chemicals.
- **Equipment-based methods** - mechanised scrubbing/buffing of hard floors, vacuuming of carpets, and high-level dusting using appropriate machinery rather than improvised means.

6. Machinery, Equipment and Consumables

The Contractor shall, at its own cost, provide and maintain in serviceable condition all machinery, equipment, tools, detergents, washroom consumables and chemicals required for the services, including (without limitation): auto-scrubber; single-disc rotary floor machine; vacuum cleaner; high-pressure washer; mopping trolleys with colour-coded buckets; microfibre cloths and mops; telescopic dusters and squeegees; ladders and safety signage ("wet floor", "cleaning in progress"); bamboo brooms and external-area tools; and waste-collection bins and liners. All electrically operated machinery shall be in safe working order and used by trained staff.

7. Uniform, Identification, Conduct and Verification

All deployed staff shall wear a clean, distinctive uniform and a photo identity card at all times on the premises. Staff shall be medically fit, of good character, and shall have undergone police character verification, evidence of which shall be furnished to the Court before deployment. Staff shall observe decorum befitting the precincts of a constitutional court, shall not enter chambers or restricted areas except for cleaning and only as permitted, and shall maintain strict confidentiality. The Court may require removal and replacement of any member of staff found unsuitable, without assigning reasons.

8. Service Levels (Key Performance Indicators)

Indicator	Standard	Measurement
Manpower attendance against minimum strength	100%	Daily attendance register
Monthly quality-inspection compliance score (Section VII)	≥ 95%	Monthly joint inspection
Response to a logged complaint	Within 10 minutes	Complaint register
Washroom hygiene (clean, dry, stocked)	At all times during working hours	Spot checks
Statutory wage/EOBI payment to staff	By the 7th of each month	Bank transfer proof / EOBI challan

Section VI — Price Schedule (Financial Bid)

The bidder shall quote firm, all-inclusive monthly rates for each item below. Rates shall be deemed to include all wages, statutory benefits (EOBI and applicable social security), supervision, machinery, equipment, detergents, chemicals, consumables, transport, overheads and profit, exclusive only of Sales Tax on Services, which shall be shown separately. The extended-hours item is a provisional sum at the fixed rate prescribed in Section V and shall be paid on actual deployment subject to terms & conditions mentioned in Section V.

Item 1 — Internal (Covered) Janitorial Services

S.No.	Floor (covered area)	Area (Sft)	Monthly Rate (Rs.)	Annual Amount (Rs.) = ×12
1	Ground Floor	21,493.09		
2	First Floor	21,751.69		
3	Second Floor	16,491.69		
4	Third Floor	13,607.69		
	Sub-total (Item 1)	73,344.16		

Item 2 — External Area Janitorial Services

S.No.	Area	Area (Sft)	Monthly Rate (Rs.)	Annual Amount (Rs.) = ×12
1	External area (roads, paths, lawns, parking, fountain, drains)	85,769.73		
	Sub-total (Item 2)	85,769.73		

Summary of Bid Price

Description	Annual Amount (Rs.)
Item 1 - Internal services (annual)	
Item 2 - External services (annual)	
Total Bid Price (exclusive of Sales Tax)	
Add: Sales Tax on Services (FST) @ 15%	
Grand Total (inclusive of Sales Tax)	

Total bid price in words (exclusive of tax):

Rupees _____ only.

Signature & stamp of bidder: _____

Name: _____

Date: _____

Section VII — Standards Checklist (Quality Inspection)

Service quality shall be verified by joint inspection of the Contractor's Supervisor and the FCCP nominated officer using the checklists below. Each item shall be scored "C" (Compliant) or "NC" (Non-Compliant). The monthly compliance score is the percentage of compliant items; the minimum acceptable score is 95%. Non-compliant items attract the penalties set out in Section VIII and shall be rectified within the time directed.

7.1 Daily Inspection

S.No.	Task / Area	Standard	C / NC
1	All floors (carpet, marble, tile, mosaic) mopped/vacuumed and kept clean all day	No dust, stains or litter	
2	Toilets cleaned, disinfected, dry and odour-free; consumables replenished	Hygienic at all times	
3	Kitchens / pantries cleaned	Clean, no grease/residue	
4	Stairs and landings cleaned	No dust or marks	
5	Glass panes/doors/windows wiped; fingerprints/stains removed	Streak-free, clear	
6	Entrance, lobbies, lifts, committee rooms maintained	No dust, stains or litter	
7	External roads, paths, lawns, parking swept	No litter or debris	
8	Waste collected, segregated and removed to designated points	Bins emptied, lined	
9	Minimum manpower (16 cleaners + 1 supervisors) present in uniform with ID	100% attendance	
10.	Availability of washroom consumables	100% availability of approved washroom consumables.	

7.2 Weekly Inspection

S.No.	Task / Area	Standard	C / NC
1	Mechanical washing of flooring (marble/tile/mosaic) with approved chemical	Deep-cleaned, residue-free	
2	Dusting/cleaning of marble tiles on internal walls	Dust-free	
3	Dusting/cleaning of wooden doors with frames	Clean, polished where required	
4	Dusting/cleaning of wooden partitions and iron railing	Dust-free	
5	Detailed cleaning of glazing, ventilators and grills	Clear, stain-free	

7.3 Fortnightly Inspection

S.No.	Task / Area	Standard	C / NC
1	Washing/cleaning of fountain and fixtures with approved chemical	Clean, scale-free, functional	
2	Cleaning/removal of grass from outside drains	Drains clear and flowing	

7.4 Monthly Inspection

S.No.	Task / Area	Standard	C / NC
1	Roof-top cleaning and removal of grass/shrubs	Clear, no vegetation	
2	Verification of chemicals/consumables against approved list and standards	Approved, in date	
3	Verification of machinery serviceability	All operational	
4	Statutory wage/EOBI payment proof for the month	Paid by 7th, via bank	

7.5 Monthly Compliance Summary

Total items inspected	
Items compliant (C)	
Compliance score (%) = $C \div \text{total} \times 100$	
Penalty applicable (if score < 95% or per Section VIII)	

Inspected by (Supervisor): _____

Verified by (FCCP Officer): _____ Date: _____

Section VIII — Penalties

The following penalties shall be recoverable by deduction from the monthly bill, Performance Security or any sum due to the Contractor. They are a genuine pre-estimate of loss and not a penalty in terrorem, and are without prejudice to the Court's right to terminate the Contract.

S.No.	Default	Penalty / Liquidated Damages
1	Short deployment of a cleaner against the minimum strength (per cleaner, per day)	Rs. 1,500, plus pro-rata deduction of the day's charges
2	Absence of a Supervisor (per supervisor, per day)	Rs. 1,500
3	Area/floor not cleaned to the specified standard (per occurrence)	Rs. 1,500
4	Washroom not clean/serviced (per washroom, per occurrence)	Rs. 1,500
5	Failure to respond to a logged complaint within 10 minutes (per hour of delay)	Rs. 1,000
6	Non-availability/breakdown of required machinery/equipment (per item, per day)	Rs. 1,500
7	Staff without uniform/ID/PPE (per person, per occurrence)	Rs. 1,000
8	Use of unapproved or substandard chemicals/consumables (per occurrence)	Rs. 5,000
9	Misconduct, breach of decorum or security/confidentiality (per occurrence)	Rs. 5,000 + immediate removal of staff
10	Failure to pay wages/EOBI to staff by the due date (per occurrence)	Rs. 10,000 + Court may pay staff directly and recover from the Contractor
11	Late submission of monthly attendance/statutory compliance proof (per occurrence)	Rs. 1,500
12	Monthly quality-inspection compliance score below 95% (per percentage point below 95%)	0.1% of the monthly bill per point, subject to the cap below

Cap and escalation. Total penalty in any month shall not exceed ten per cent (10%) of that month's bill, and aggregate penalty over the contract period shall not exceed ten per cent (10%) of the total annual contract value. On reaching the cap, or on persistent or repeated default (three or more penalised defaults in a month, or two consecutive months below the 95% score), the Court may terminate the Contract for default, forfeit the Performance Security, blacklist the Contractor and engage an alternative provider at the Contractor's risk and cost.

Section IX — General Conditions of Contract (GCC)

- 1 Definitions.** In this Contract, unless the context otherwise requires: “the Court” / “Procuring Agency” means the Federal Constitutional Court of Pakistan; “the Contractor” means the firm to whom the Contract is awarded; “the Services” means the janitorial services described in Section V; “the Contract” means the Contract Agreement and all documents listed in Clause 2; “nominated officer” means the officer designated by the Registrar to supervise the Contract; and words importing the singular include the plural and vice versa.
- 2 Contract Documents and Order of Priority.** The following documents constitute the Contract and, in case of conflict, shall be read in the following order of priority: (a) the Contract Agreement (Section XI); (b) the Letter of Acceptance; (c) the Special Conditions of Contract (Section X); (d) these General Conditions of Contract; (e) the Scope of Work, Technical Specifications and Schedule of Requirements (Section V); (f) the Price Schedule (Section VI); (g) the Standards Checklist (Section VII) and Penalties (Section VIII); and (h) the Contractor’s Technical and Financial Proposals.
- 3 Commencement and Duration.** The Contract shall take effect from the commencement date as specified in the SCC and shall remain in force for one (01) year.
- 4 Scope and Standard of Services.** The Contractor shall perform the Services in accordance with Section V and to the international cleaning standards referenced therein, to the satisfaction of the nominated officer.
- 5 Status of the Contractor - No Employer-Employee Relationship.** The Contractor is an independent contractor and the sole employer of the personnel it deploys. Nothing in this Contract shall create any employer-employee, master-servant or agency relationship between the Court and any of the Contractor’s personnel, who shall have no claim to employment, regularisation or any benefit from the Court. The Contractor shall indemnify and hold the Court harmless against all claims, demands, dues, compensation, taxes and liabilities arising from or in connection with such personnel.
- 6 Wages, Statutory Benefits and Labour Compliance.** The Contractor shall pay its personnel not less than the minimum wage notified by the competent authority, together with EOBI contributions, and shall make all such payments through bank transfer by the 7th of each month. The Contractor shall comply with all applicable labour laws and shall furnish proof of payment with each monthly bill. Default entitles the Court to the remedies in Section VIII, including direct payment to staff and recovery from the Contractor.
- 7 Supervision and Coordination.** The Contractor shall provide competent supervision through the two Supervisors, who shall be present during duty hours, coordinate with the nominated officer, maintain attendance and complaint registers, and ensure performance to standard.
- 8 Personnel, Replacement and Verification.** All personnel shall be medically fit, of good character & conduct and police-verified before deployment. The Contractor shall replace, within twenty-four (24) hours, any person who is absent, unfit or whose removal is required by the Court, without assigning reasons, so that the minimum strength is always maintained.
- 9 Machinery, Equipment and Materials.** The Contractor shall provide, operate and maintain at its own cost all machinery, equipment, tools, detergents, chemicals and consumables required for the Services, all of approved make and supported by Safety Data Sheets, and shall keep machinery in safe and serviceable condition.
- 10 Inspection and Performance Monitoring.** The Services shall be subject to joint inspection under Section VII. The nominated officer may inspect at any time and issue directions for rectification, which the Contractor shall comply with promptly.
- 11 Hours of Work and Extended Deployment.** The Contractor shall observe the duty roster agreed under Section V and shall provide extended-hours deployment as and when conveyed, paid at the fixed hourly rate prescribed in Section V on certified actual hours.
- 12 Payment Terms.** The Contractor shall be paid monthly, within thirty (30) days of submission of an undisputed bill supported by the attendance register. Penalties under Section VIII and applicable tax withholdings shall be deducted. No advance shall be payable.
- 13 Taxes and Duties.** The quoted rates are inclusive of all taxes and duties except Sales Tax on Services, which shall be paid as applicable. The Court shall withhold income tax as per the

provisions of applicable law and shall make sales-tax withholding as required by law, issuing the relevant certificates.

- 14 Performance Security.** The Performance Security (10% of the annual contract value) shall remain valid for the contract period plus forty-five (45) days beyond the expiry of the contract and shall be liable to forfeiture, in whole or in part, on the Contractor's default. It shall be released after satisfactory completion and settlement of all claims.
- 15 Penalties.** Penalties shall apply as set out in Section VIII and may be recovered from the monthly bill, the Performance Security or any sum due.
- 16 Health, Safety and Environment.** The Contractor shall provide appropriate PPE, display safety signage, handle and store chemicals safely, segregate and dispose of waste lawfully, and comply with all applicable HSE and environmental requirements.
- 17 Security, Access and Confidentiality.** The Contractor and its personnel shall observe the Court's security and access procedures, shall not access restricted areas except as permitted for cleaning, and shall keep confidential all information that comes to their knowledge; this obligation shall survive termination.
- 18 Loss or Damage to Property.** The Contractor shall be liable for any loss of or damage to the Court's property caused by the act, default or negligence of its personnel, and the Court may recover the cost from the monthly bill or the Performance Security.
- 19 Assignment and Sub-contracting.** The Contractor shall not assign or sub-contract the Contract or any part of the principal obligation without the prior written consent of the Court; any breach shall be ground for termination.
- 20 Variation.** The Court may, by written order, make reasonable variations in the scope, area or frequency of the Services; rates for varied work shall be derived from the Contract rates, failing which mutually agreed.
- 21 Suspension.** The Court may, by notice, suspend the Services in whole or in part for reasons of security, renovation or otherwise; charges for the suspended portion shall abate pro-rata for the period of suspension.
- 22 Termination.** The Court may terminate the Contract: (a) for default, on the Contractor's persistent or material breach (including the triggers in Section VIII), by seven (07) days' written notice, with forfeiture of the Performance Security and engagement of an alternative provider at the Contractor's risk and cost; or (b) for convenience, by thirty (30) days' written notice, in which case the Contractor shall be paid for Services duly performed up to the date of termination, without further compensation.
- 23 Force Majeure.** Neither party shall be liable for failure to perform due to an event of force majeure beyond its reasonable control, provided the affected party gives prompt notice and resumes performance as soon as practicable. Prolonged force majeure exceeding sixty (60) days shall entitle either party to terminate without liability for the unperformed portion.
- 24 Dispute Resolution and Governing Law.** The parties shall first attempt to settle any dispute amicably. Failing settlement within thirty (30) days, the dispute shall be referred to arbitration under the Arbitration Act, 1940 (as amended/replaced), the venue being Islamabad and the proceedings in English. This Contract shall be governed by the laws of Pakistan, and the courts at Islamabad shall have jurisdiction.
- 25 Notices.** All notices shall be in writing and delivered by hand, courier or e-mail to the addresses in the SCC, and shall be effective on receipt.
- 26 Amendment and Waiver.** No amendment shall be effective unless in writing and signed by both parties. No indulgence or forbearance shall operate as a waiver.
- 27 Severability.** If any provision is held invalid or unenforceable, the remaining provisions shall continue in full force and effect.
- 29 Entire Agreement.** The Contract constitutes the entire agreement between the parties and supersedes all prior negotiations, representations and understandings.

Section X — Special Conditions of Contract (SCC)

The following Special Conditions amend or supplement the General Conditions of Contract (GCC). In case of conflict, these Special Conditions shall prevail.

GCC Ref.	Topic	Provision
3	Commencement date	Date of execution of agreement.
3	Duration	One (01) year
7	Nominated officer	Such officer as the Registrar may designate
12	Payment day	Within 30 days of an undisputed monthly bill
13	Sales Tax on Services	15% (FST), shown separately and paid as applicable
13	Income-tax withholding	Under section 153, Income Tax Ordinance, 2001
14	Performance Security	10% of total annual contract value; validity contract period + 45 days, in shape of Bank Guarantee from a scheduled bank of Pakistan
25	Arbitration venue / language	Islamabad / English
26	Notices — Court	FCCP, Constitutional Avenue, G-5, Islamabad
26	Notices — Contractor	[As per Contract Agreement]

Section XI — Contract Agreement (Form of Contract)

(To be executed on stamp paper of the appropriate value)

THIS CONTRACT AGREEMENT is made on this _____ day of _____, 2026, at Islamabad,

BETWEEN

The **Federal Constitutional Court of Pakistan**, through the Registrar (hereinafter the “Court”, which expression shall include its successors and permitted assigns), of the One Part;

AND

M/s _____, a firm registered under the laws of Pakistan, having its registered office at _____ (hereinafter the “Contractor”, which expression shall include its successors and permitted assigns), of the Other Part.

WHEREAS the Court invited bids for the provision of janitorial (housekeeping) services for its building at Islamabad for one (01) year; the Contractor submitted a bid which was accepted; and the parties wish to record the terms of their agreement;

NOW THEREFORE it is hereby agreed as follows:

1. The following documents shall be read and construed as part of this Agreement, in the order of priority stated in Clause 2 of the General Conditions of Contract: the Letter of Acceptance; the Special Conditions of Contract; the General Conditions of Contract; the Scope of Work, Technical Specifications and Schedule of Requirements; the Price Schedule; the Standards Checklist and Penalties; and the Contractor’s Technical and Financial Proposals.
2. In consideration of the payments to be made by the Court, the Contractor covenants to provide the Services and to remedy any default in conformity with the Contract in all respects.
3. The Court covenants to pay the Contractor, in consideration of the provision of the Services, the contract price at the times and in the manner prescribed by the Contract.
4. The total annual contract value is Rs. _____ (Rupees _____ only), exclusive of Sales Tax on Services, payable monthly in arrears subject to deductions under the Contract.
5. This Agreement shall come into force on the commencement date stated in the Special Conditions and shall remain in force for one (01) year.

For and on behalf of the COURT	For and on behalf of the CONTRACTOR
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: Registrar	Designation: _____
Date: _____	Date: _____
Witness 1: _____	Witness 1: _____
Name & CNIC: _____	Name & CNIC: _____
Witness 2: _____	Witness 2: _____
Name & CNIC: _____	Name & CNIC: _____

Section XII — Standard Forms

Form-1: Bid Submission (Technical) Form

To: The Registrar, Federal Constitutional Court of Pakistan, Islamabad.

Having examined the Bidding Document for the provision of janitorial services Tender No. FCCP/PROC-II/JAN/2026-27/001, we, the undersigned, offer to provide the Services in conformity with the said document. We confirm that: (a) we meet the eligibility and qualification criteria of Section IV; (b) our Technical Proposal complies with the Standards Checklist and the Scope of Work; (c) this bid is valid for the period stated in the Bid Data Sheet; (d) we have furnished the required Bid Security; and (e) we are not blacklisted by any Government agency. We accept that you are not bound to accept the lowest or any bid.

Signature: _____

Name: _____

Designation: _____

Firm & Seal: _____

Date: _____

Form-2: Financial Bid Submission Form

To: The Registrar, Federal Constitutional Court of Pakistan, Islamabad.

We offer to provide the janitorial services described in the Bidding Document for the total bid price set out in the priced Price Schedule (Section VI):

Total bid price (exclusive of Sales Tax) Rs. _____ (Rupees _____ only); add Sales Tax on Services @ 15% Rs. _____; Grand Total Rs. _____.

The prices are firm and fixed for the contract period, save for the automatic adjustment of the extended-hours rate with the notified minimum wage. We confirm that no price information has been included in our Technical Proposal.

Signature: _____

Name: _____

Designation: _____

Firm & Seal: _____

Date: _____

Form-3: Bid Security

In consideration of M/s _____ (the “Bidder”) submitting a bid for Tender No. FCCP/PROC-II/JAN/2026-27/001, we, _____ Bank, unconditionally and irrevocably guarantee to pay the Federal Constitutional Court of Pakistan, on first written demand and without cavil or argument, a sum not exceeding Rs. _____ (being 2% of the bid price), if the Bidder withdraws or modifies its bid during validity, or, being successful, fails to furnish the Performance Security or to sign the Contract Agreement. This guarantee is valid until _____ (28 days beyond bid validity).

For the Bank: Signature _____ Name _____ Date _____

Form-4: Performance Security

In consideration of the award of the Contract for janitorial services Tender No. FCCP/PROC-II/JAN/2026-27/001 to M/s _____ (the “Contractor”), we, _____ Bank, unconditionally and irrevocably guarantee in form of Bank Guarantee to pay the Federal Constitutional Court of Pakistan, on first written demand and without demur, a sum not exceeding Rs. _____ (being 10% of the annual contract value), on the Court’s statement that the Contractor has failed to perform its obligations under the Contract. This guarantee is valid for the contract period plus forty-five (45) days, i.e. until _____.

For the Bank: Signature _____ Name _____ Date _____

Form-5: Affidavit (on stamp paper)

I, _____ s/o _____, CNIC _____, the authorised representative of M/s _____, do solemnly affirm and declare that: (1) the firm is not blacklisted or debarred by any Government agency, autonomous body or PPRA; (2) all information and documents furnished with the bid

are true and correct; (3) no false or misleading statement has been made; and (4) the firm has no litigation that adversely affects its capacity to perform. I affirm that the contents of this affidavit are true to the best of my knowledge and belief.

Deponent: _____ CNIC: _____ Date: _____

Form-6: Manpower Deployment Schedule

S.No.	Zone / Floor	No. of Staff	Shift / Hours
1	Ground Floor		
2	First Floor		
3	Second Floor		
4	Third Floor		
5	External area		
6	Floating / relief		
7	Supervisor		

Form-7: Statement of Similar Contracts (Experience)

S.No.	Client / Organisation	Period	Annual Value (Rs.)	Completion Certificate (Y/N)
1				
2				
3				

Form-8: List of Machinery, Equipment and Approved Chemicals

S.No.	Item / Chemical	Make / Quantity	Owned / Leased / SDS
1			
2			
3			
4			
5			

— End of Bidding Document —