

**Prime Minister's Office  
Board of Investment  
Kohsar Block, 6th Floor, Pak Secretariat, Islamabad**

**INVITATION FOR BIDS**

The Prime Minister's Office, Board of Investment invites sealed bids/proposals from reputed firms / venders / service providers for the provision of Janitorial / Other Staff based in Islamabad registered with the Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and must be appearing on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority (if applicable) for following:

**Requirement for Hiring of Manpower (outsource services)**

<b>Sr. #</b>	<b>Description</b>	<b>Qty</b>
1	Security Guards Security Supervisor	09 02
2	Office Boys / Runners	06
3	Janitors / Sweepers	03
4	Dispatch Riders with Bikes	02

Bidding document (s) for each above mentioned requirement and conditions, method of selection, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against above requirement are available for the interested bidders from the undersigned and can also be downloaded from <https://invest.gov.pk/upcoming-tenders>.

Interested bidders will register themselves on the portal E-PADS (<https://eprocure.gov.pk/>) of PPRA website. Bids submitted through e-procurement method (E-PADS) will be considered only. Single stage two envelope procedure shall be applied for open competitive bidding.

Bids will be evaluated in the light of Public Procurement Rules, 2004 and the instructions issued by PPRA from time to time.

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before May 23, 2025 by 1100Hrs and will be opened on the same day at 1130Hrs.

In case of any query, Admin Department may be contacted on Telephone No. 051-9206160 during office hours (Monday to Friday excluding Public Holidays)

**(Lal Dino)  
Director General, (Admin)  
Tel #: 051-9206160**

## Terms and Conditions for Bids and Service Providers

1. Tender Identification Number: **Tender # BFC/BOI/2024-25**

2. The Procurement Agency is:

**Prime Minister's Office, Board of Investment**

Kohsar Block, 6th Floor, Pak Secretariat,

Islamabad

3. The Prime Minister's Office, Board of Investment invites sealed bids from service providers (registered with Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on Active Taxpayers List Income and Sales tax of the Federal Board of Revenue/Relevant Tax Authority) for of Hiring of Manpower (Outsource Services) Rule 36(b) of Public Procurement Rules, 2004 as amended time to time

### **SINGLE STAGE TWO ENVELOP METHOD**

4. Bids shall comprise a single package containing TWO separate envelopes. Each envelope shall contain separately the financial Bid and the technical Bid. The envelopes shall be clearly marked as **"FINANCIAL BID"** and **"TECHNICAL BID"** in bold and legible letters.
5. The **Bid Bond** to be enclosed sealed and labelled as **"BID BOND"**, and should be with the **technical bid envelops**, failing which the bid shall be rejected
6. BID Bond/Bid Security should **not be enclosed in the envelope of financial bid/proposal**.
7. Initially, only the envelope marked **"TECHNICAL BID"** shall be opened publicly. The envelope marked as **"FINANCIAL BID"** shall be retained.
8. Bids not accompanied by bid bond/security as required or with less amount of bid bond/security will be rejected.
9. After the evaluation and approval of the technical bid, financial bids and their bid bonds of the technically accepted bids only will be opened at a time, date and venue announced and communicated to the bidders in advance. Financial bids of technically unsuccessful bidder will be returned.
10. Relevant details plus terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the BOI website: <https://invest.gov.pk/upcoming-tenders>
11. **The bid validity period shall be 150 days.**
12. BOI reserves the right to reject all bids and cancel this invitation at any stage of the bidding process.
13. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.

14. The language of the bid is English and bids in any other language shall not be considered.
15. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
16. The amount of the bid and bid bond/security shall be in Pak Rupees. The bids should be accompanied by bid bond/security (refundable) for an amount equal to **PKR.150,000/-** in shape of bank draft i.e. pay order in favor of Prime Minister's Office, Board of Investment. Cheques will not be acceptable.
17. In case any bidder submits more than one option against this invitation then bid bond/security shall be submitted against highest quoted option.
18. If the bid is withdrawn after bid opening time and before the expiry of bid validity the bid bond/security will be forfeited in favor of the BOI, Islamabad.
19. Bid bond/security of the bidder who is unable to supply ordered items/provide services shall be forfeited in favor of the BOI.
20. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the service providers shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained and may disqualify the original offer.
21. The rates must be quoted strictly in accordance with our documents and Annex(s).
22. Discounts (if any) offered by the service provider shall be part of the bid.
23. Breakup of quoted price shall be clearly mentioned.
24. Service Charges in percentage terms and exclusive of applicable sales tax rate quoted by the bidder shall be considered for evaluation.
25. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as lowest evaluated service provider. In case selected service provider is not willing to provide required services on quoted rates then its bid security submitted with the bid will be forfeited in favor of the BOI and second lowest evaluated bid will be considered.
26. Free of cost benefits (if any) offered by the bidder shall be part of the bid.
27. The quantities/strength /requirements required may vary according to BOI requirement.
28. Selected service provider will have to provide the required services/equipment, if selected and declared as most advantageous bidder. In case selected bidder is not willing to supply/provide services on quoted amount then bid bond/security submitted with the bid will be forfeited in favor of the BOI.
29. The bid bond/security of successful bidder will be retained and returned after completion of contract agreement of provision of manpower services. However, bid bond/security of unsuccessful bidders will be returned after award of contract to successful bidder.

30. During the retention period of the bid bond/security, no interest / markup will be provided by BOI to bidder at the time of refund/release of bid bond/security. The interested companies/firms must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 01 year.
31. Bids shall be evaluated as per evaluation criteria prescribed in the bidding documents.
32. The proof of companies/firm existence as a legal entity.
33. Bidder must submit undertaking/affidavit as per **Annex "F"** on stamp paper of Rs.100, **failing which the bid shall be rejected.**
34. Any change in future with respect to aforementioned tax treatment shall be dealt and applied as per law.
35. Only registered service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR/relevant board/ authority are eligible to provide services to the Board of Investment (BOI). Bids of all those who are not registered with the Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax shall be rejected.
36. If Service Provider is not in ATL at the time of payment then the payment shall be stopped till he files his mandatory returns and appears on ATL of FBR OR whole of the tax involved or as applicable to supplies on the basis of gross value of supplies shall be deducted
37. Services provided must be paid in respect of all applied allowances, duties and taxes.
38. The strength of employees may increase/decrease according to BOI requirement.
39. Telegraphic and conditional bids will not be accepted.
40. Unsealed bids will not be received and all such bids shall be rejected.
- 41. Sealed bids may be dropped in the Office of Director General (Admin), Kohsar Block, 6th Floor, Pak Secretariat, Islamabad.**
42. BOI shall disqualify any service provider if it finds at any time that the information submitted by the service provider is false and materially inaccurate.
43. Clarification if any on the requirement may be obtained from: [laldino@invest.gov.pk](mailto:laldino@invest.gov.pk)
44. The place of bid destination is: **Prime Minister's Office, Board of Investment**, Islamabad.
45. The envelopes shall bear the following additional identification marks:

**Bid for: Manpower Outsource**  
**Services Bidder Name:XYZ**  
**Attention: Lal Dino**  
Director General (Admin)  
Prime Minister's Office, Board of Investment,

Islamabad.

46. The deadline for the submission of bids is:

**Date: May 23, 2025**

**Time: 1100Hrs**

47. The bid opening shall take place at:

**Prime Minister's Office, Board of Investment**

Islamabad

**Date: May 23, 2025**

**Time: 1130Hrs.**

48. A statement **"Not to be opened before 1130Hrs May 23, 2025"** shall be clearly mentioned on the top of the sealed bid.

49. The bids received after the due date and time will not be entertained.

**50. Rates quoted should be valid for three years.**

51. Successful bidder will have to sign a legal agreement with BOI. All the services shall be in accordance with the agreement signed between the parties' i.e., BOI and the successful bidder;

**Note:**

**a. The attachment details are as under:**

1.	Terms of Reference	<b>Annex "A"</b>
2.	Evaluation Criteria	<b>Annex "B"</b>
3.	Technical Evaluation form	<b>Annex "B1"</b>
4.	Bid Submission Form	<b>Annex "C"</b>
5.	Documentary Evidence Form	<b>Annex "D"</b>
6.	Affidavit/Declaration format	<b>Annex "E"</b>

**b. If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

**Terms of Reference**

Prime Minister's Office, Board of Investment (BOI) intends to hire a professional firm to provide manpower outsourcing services. This document outlines the terms and reference and expectations for the outsourcing engagement.

The primary objective of this engagement is to secure a reliable manpower outsourcing partner who can provide services of resources to meet BOI's staffing needs in following job categories:

<b>Sr. #</b>	<b>Description</b>	<b>Qty</b>
1	Security Guards	09
	Security Supervisor	02
2	Office Boys / Runners	06
3	Janitors / Sweepers	03
4	Dispatch Riders with Bikes	02

<b>Sr. #</b>	<b>Job categories</b>	<b>Qualifications</b>
1	Security Guards	Matric also having valid driving license and minimum 3 years related experience, age 30-45 years.
2	Security Supervisor	Intermediate also having valid driving license and minimum 7 years related experience.
3	Office Support (Office Boys, Runners, Dispatch riders with Bikes	Intermediate/Matric (for Dispatch riders: also, having valid driving license and minimum 3 years related.
4.	Janitors / Sweepers	Primary pass with three years working experience with reputable firm or company.

Interested firms must submit their bids with following details:

1. Organization Profile
2. Company/Firm Registration
3. Sales tax/NTN Certificate
4. Financial Status / Bank Statement of last six months
5. List of Directors /Partners with brief profile /CVs
6. List of offices with contact details including detail of focal person/coordinator
7. List of past clients where outsourcing services have been provided along with details/type of services and reason of discontinuation
8. List of clients where services are being provided at present along with details/type of services (detail of focal person/coordinator in organizations)
9. Affidavit as per attached format.

### Evaluation Criteria

Evaluation of received bids will be carried out as per following criteria.

S. No.	Evaluation Grounds	Marks
<b>Technical Evaluation (to be filled in form B1)</b>		
A	Experience in the field, in number of years, since inception of business operations as registered service provider (1 Mark per Year, Max marks for 10 years plus experience)	<b>10</b>
B	<p><b>Clientele of the firm (number and nature of the clients) list of past clients with reason of discontinuation of services</b></p> <p>List of present clients (1 mark for each of the Government/ Autonomous Bodies, Financial Institutions/ banks, Private Sector; subject to maximum of 10 marks for each of the mentioned categories)</p>	<b>30</b>
C	<p><b>Geographical Coverage</b> <b>(5 marks for office in Islamabad / Rawalpindi and 2 marks each for office at Karachi, Lahore, Peshawar, Quetta and Faisalabad.</b></p>	<b>15</b>
D	<p><b>Brief steps to be followed while performing the hiring of outsource resources. (Maximum of 05 marks shall be given to service provider)</b></p>	<b>05</b>
<b>Total</b>		<b>60</b>
<b>Financial Evaluation to be filled in Bid submission form</b>		
E	<p>Service charges exclusive of Sale Tax/GST on original invoice amount paid by the BOI. Gross invoice amount will also include salaries etc. all payments may to or on behalf of the employees as per company laws.</p> <p><b>Note: Sales Tax as applicable will be charged on the actual amount of the Invoice.</b></p> <p>Clarification if any on the requirement may be obtained from: <a href="mailto:laldino@invest.gov.pk">laldino@invest.gov.pk</a></p>	

**Note:**

- Bids securing 60% marks i.e. 36 marks out of 60, and above marks out of 60 in the technical evaluation shall only be considered for financial bid opening and at par/equivalent.
- The lowest financial bid i.e. lowest quoted percentage rate of services charges exclusive of sales tax, shall be awarded the contract.

**Technical Evaluation form**

Name of Bidder: \_\_\_\_\_ Year of establishment as a registered service provider: \_\_\_\_\_

S . N o	Name of client	Sector (Government / Autonomo us Private/ Financial/ Banks)	Past clien t/ Curr ent clien t	Date of contr a Ct		Types of service s e.g. Office attend ants, clerica l, manag ement	Reason of discont inuatio n in case of past client	No of resou rces hired (plea se separ ately defin e resou rces hired for each level for e.g. offic e atten d ants, cleri c al, mana geme nt)	Locati on of office s	Steps / proced ure for hiring
				Fr o m	T o					

Note: Any bidder who will not provide the information in required format shall be rejected.



## Bid Submission Form

Bidders are required to submit rates as per applicable laws as under:

Sr. #	Description	Qty
1	Security Guards	09
	Security Supervisor	02
2	Office Boys / Runners	06
3	Janitors / Sweepers	03
4	Dispatch Riders with Bikes	02

Job Categories	Salary Structure	
	Basic Salary	
	Minimum starting Rang	Maximum Starting Range
Security Guards	37,000/-	***
Security Supervisor	50,000/-	***
Office Boys / Runners	37,000/-	***
Janitors / Sweepers	37,000/-	
Dispatch Riders with Bikes	42,000/-	

\*\*\* The increase in the wage's salary as and when announced by the federal government will also be applicable to the existing manpower provided by the company

**NOTE:**

- Bidder shall quote service charges (in percentage) excluding sales tax on total Value.
- Sales Tax @18% as applicable will be charged on original amount of the Invoice.
- Bidder must provide the quote as per requirement of the bid.
  1. Any addition/deletion in the number of employees shall be made as per requirement of BOI and service charges shall be calculated accordingly.
  2. Quoted rates shall be exclusive of Group Life Insurance, in case of normal death minimum payment shall be rupees one million whereas, in case of accidental death minimum rupees two million

shall be paid.

3. Quoted rates shall be exclusive of statutory payments in accordance with the applicable laws.
4. After the contract is awarded, the service provider will arrange and pay medical as well as group life insurance to its employees and dependents. The same will be reimbursed from the BOI through invoice.

**Sealed Financial Bid shall be submitted as under:**

<b>S. No.</b>	<b>Description</b>		<b>Remarks/Clarity</b>
A	Average Monthly Gross Income		
B	Quoted Percentages Rate of the service charges exclusive of sales tax	%	Should be quoted in Percentage (%)
C	Quoted Amount of the service charges against quoted percentage rate exclusive of Sales tax		$c = b \times a$
D	Quoted Annual Amount of the service charges		$d = c \times 12$

**Note:**

- Any bidder who will NOT provide the information in required format shall be rejected.
- Bids securing 60% marks i.e. 36 marks out of 60, or more in the technical evaluation shall only be considered for financial bid opening and at par/equivalent.
- The lowest financial bid i.e. lowest quoted percentage rate of service charges exclusive of sales tax, shall be awarded the contract.

**DOCUMENTARY EVIDENCE**

Name of the Bidder: \_\_\_\_\_  
 Bid against Reference No: \_\_\_\_\_  
 Date of opening of Bid: \_\_\_\_\_

Documentary evidence for determining eligibility of the bidders & evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. **Bidders are required to mark page number on each page of the bid and mention the exact page number of relevant documents in the table below.** Bidders are advised to attach all supporting documents with this form in the order of the requirement.

<b>S#</b>	<b>Required Documentation</b>	<b>Signature of Bidder</b>	<b>Supporting Document's Name</b>	<b>Page Number in the Bid.</b>
<b>1</b>	NTN Certificate			
<b>2</b>	Sales Tax Certificate			
<b>3</b>	Registration/Incorporation/Business Certificate			
<b>4</b>	Affidavit(s)			
<b>5</b>	Bid Bond/Security			
<b>6</b>	Bid Validity period of 150 days			
<b>7</b>	Copy of Bidding document duly signed / stamped			

**Format of Affidavit/Undertaking DULY NOTARIZED**

**Bidder must submit following undertaking (on stamp paper of Rs.100 ) duly notarized, failing which the bid shall be rejected**

- a) I, Mr. .... S/o..... holding CNIC #  
..... from M/s ..... Having Its business office  
at ..... ,  
do hereby solemnly affirm and declare as under;
- b) That M/s ..... is not engaged, under investigation or offences  
or no proceedings are pending before FBR, Customs, NAB, any Judicial  
form, FIA or any other Govt. authority with respect to fraud, terror  
financing, money laundering etc.
- c) We also confirm that our firm has not been black listed by any  
National/International organization or forum and its entitled to carry  
out its business activities to the standard business ethics.
- d) That the Partner(s) / Officers of M/s..... have not been subject to  
financial crime. Nor they every compounded with their creditors in any capacity.
- e) In case of any disagreement regarding tax treatment, the decision of BOI will  
be final, if declared as Most Advantageous Bidder and engaged in contract.  
In case of any ambiguity about tax treatment, matter can be discussed by  
the representative of BOI. Certificate regarding tax deduction will be provided  
to the service provider.
- f) The documents/details/information submitted is true and liable to be  
rejected if proven false and, in that case, legal action is liable on bidder.
- g) The above statement is true to the best of my knowledge and belief and  
nothing has been concealed or is false.

**Note: In case bidder is found in the list of “Blacklisted Firms-Pakistan” or related links  
at**

**<https://www.ppra.org.pk/> then its bid shall be rejected**

**Name:** \_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Stamp:** \_\_\_\_\_

## Transaction Details

07 May, 2025

12:46 PM

From **Mahar Ali**  
284136585

To **Public Procurem**  
PK17HABB0004540013100701

Transaction ID 817690273

Status **Paid**

Amount Debited **PKR 15,000**



For latest schedule of charges, kindly visit your branch or UBL Digital website.

[www.ubldigital.com](http://www.ubldigital.com)