

**F.14(12)/2019-FJA**  
**Federal Judicial Academy**  
**Islamabad.**

**TENDER NOTICE**  
(JANITORIAL SERVICES)

**1<sup>st</sup> June, 2022**

Sealed bids on prescribed bidding documents are invited from reputable firms/suppliers/contractors, who are registered with Tax Authorities and are Active Tax Payers for the provision of Janitorial Services at the Federal Judicial Academy, Service Road South, Sector H-8/4, and Islamabad.

1. Applications from the interested firms who are professionally sound should be complete in all aspects and supported with following documents/information:
  - i. Name of Firm, its status, address, telephone numbers, fax number
  - ii. Experience of similar work for the last five years
  - iii. Lists of Major Clients
  - iv. List of key personnel, managers, supervisors and others staff
  - v. Financial Soundness Certificate, bank statement for the last two years
  - vi. Affidavit to the effect that the firm is neither black listed nor under litigation
  - vii. Any other relevant information which the firm intends to submit
  - viii. Registration re-Qualification with other departments
2. The Tender Document containing detailed information, terms and conditions, etc. can be obtained from the Academy on cash payment of Rs. 1,000/- (Rupees One Thousand) only, to be deposited with the Cashier, FJA during office hours from 08:30 am to 03:30 pm on any working day (Monday to Saturday).
3. Earnest money in the shape of Pay order/Bank draft equal to 5% of the value of quoted tender cost in the name of Director General, Federal Judicial Academy, Islamabad shall be attached.
4. Tenders/Bids received after the due date and time will not be entertained.
5. The Tender/Bids, prepared in accordance with the instructions/terms and conditions in the Tender Document, must reach at the office of undersigned on or before 18.06.2022 until 10:00 am which will be opened on the same date at 10:30 am in the Committee Room in the presence of bidders/their representatives.
6. The bidder/firm must submit performance guarantee (Bank guarantee) @ 10% for one year from the date of awarding the contract.
7. The Academy reserves the right to accept or reject any/all the bid(s)/tender(s) as per PPRA Rules, 2014.
8. The advertisement is also available on the PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) and the Academy website [www.fja.gov.pk](http://www.fja.gov.pk).

**Administrative Officer**  
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