OFFICE OF THE AUDITOR-GENERAL OF PAKISTAN, ISLAMABAD

BIDDING DOCUMENT

FOR

OUTSOURCING OF MANPOWER, JANITORIAL SERVICES, SECURITY SERVICES, AND NAIB QASIDS

Single Stage - Two Envelope Bidding Procedure [Rule 36(b), PPRA Rules, 2004]

Tender No.: AGP/ADMN-III/JSN/2026-27

Bid Submission Deadline: 30-09-2026 1100 HRS | Bid Opening: 30-09-2026 1130 HRS

Constitution Avenue, Sector G-5/2, Islamabad | Phone: 051-9202505 | www.agp.gov.pk

TABLE OF CONTENTS

PART A - BIDDING PROCEDURE AND REQUIREMENTS

Section I: Invitation to Bids

Section II: Instructions to Bidders (ITB)

Section III: Bid Data Sheet (BDS)

Section IV: Schedule of Requirements (Lots, Job Descriptions, Scope of Work)

Section V: Evaluation Criteria

Section VI: Standard Forms

PART B - CONDITIONS OF CONTRACT AND CONTRACT FORMS

Section VII: General Conditions of Contract (GCC)

Section VIII: Special Conditions of Contract (SCC)

Section IX: Form of Contract

Section X: Integrity Pact

PART A - BIDDING PROCEDURE AND REQUIREMENTS

SECTION I: INVITATION TO BIDS

Office of the Auditor-General of Pakistan intends to procure Outsourcing of Janitorial Services, Security Services, and Naib Qasids at its establishments in Islamabad, Peshawar, and Karachi, for the period stated in the Bid Data Sheet (BDS), in accordance with the PPRA Rules, 2004. Sealed bids are invited from firms registered with the Income/Sales Tax authorities and PPRA, meeting the eligibility criteria set out in Section II.

The procurement comprises seven (7) Lots, organized by city and service, as detailed in Section IV. Bidders may bid for one, several, or all Lots for which they are eligible.

Tender documents may be obtained from the Office of the Auditor-General of Pakistan and are also available on www.agp.gov.pk, the PPRA website, and EPADS. Bids shall be submitted through EPADS, as per ITB Clause B and BDS Clause 4.

Bids completed in all respects shall be submitted through EPADS on or before the deadline stated in the BDS, as per ITB Clause B. Original Bid Security against each Lot bid for, in the form specified in ITB Clause H, shall be uploaded (scanned) on EPADS and additionally delivered physically to the Assistant Auditor-General (Personnel), Office of the Auditor-General of Pakistan (Audit House), Constitution Avenue, Islamabad, by the same deadline.

The Office of the Auditor-General of Pakistan may reject all bids at any time prior to acceptance, as provided under the Public Procurement Rules, 2004.

Assistant Auditor-General (Personnel) | Phone No. 051-9202505

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

This Section provides information on the submission, opening, and evaluation of bids, and the award of contracts. Where there is a conflict between this Section and the BDS, the BDS shall prevail.

A. Invitation to Bid

Office of the Auditor-General of Pakistan ("OAGP") invites sealed bids on a Single Stage - Two Envelope basis, as per Rule 36(b) of the PPRA Rules, 2004, for procurement of Janitorial Services, Security Services, and Naib Qasids across seven Lots (Section IV).

B. Receipt and Opening of Bids

Bids shall be submitted electronically through the Electronic Procurement and Disposal System (EPADS), on or before the deadline in the BDS, with the Technical and Financial Proposals uploaded separately through the system's own two-envelope function, in accordance with Rule 36(b) of the PPRA Rules, 2004. The original Bid Security instrument (ITB Clause H) shall additionally be delivered physically, sealed and marked "BID FOR JANITORIAL/SECURITY/NAIB QASID SERVICES – [Lot No.]", to the address in BDS Clause 4, to reach this office no later than the same deadline. Bids shall be opened on EPADS the same day at the time stated in the BDS.

C. Clarification of Bidding Documents

A prospective bidder may seek clarification in writing from the Assistant Auditor-General (Personnel). A request received at least three (3) working days before the submission deadline shall be answered in writing.

D. Amendment of Bidding Documents

OAGP may, at any time prior to the submission deadline, modify the Bidding Document by addendum, published on the AGP and PPRA websites, and may extend the deadline at its discretion.

E. Eligible Bidders - Mandatory Requirements

Verifiable documentary evidence for every item below is mandatory; non-submission of any of the following renders the bid non-responsive for the relevant Lot(s).

Items 1-12 apply to all Lots (Janitorial, Security, and Naib Qasid);

Items 13 onward apply additionally per service type.

Naib Qasid Lots carry no sector-specific addition beyond items 1-12.

Applicable to all Lots (Janitorial, Security, and Naib Qasid):

Sr. #	Documentary Requirement (Non-Compliance = Disqualification)	Yes	No
1	Certificate of Incorporation/Registration with SECP or Registrar of Firms.		
2	Valid Income Tax Registration Certificate (Active on FBR's ATL).		
3	Valid Sales Tax Registration Certificate (Active with FBR).		
4	Bid Security for each Lot bid for - see ITB Clause H.		
5	Affidavit on non-judicial stamp paper of Rs. 100 that the bidder has never been blacklisted or debarred by any public-sector procuring agency.		
6	Undertaking on non-judicial stamp paper of Rs. 100 to comply with applicable Labour Laws and the Minimum Wage rate(s) notified by Government from time to time, per city of deployment.		
7	Undertaking on non-judicial stamp paper of Rs. 100 to disburse worker salaries including EOBI & Social security payments, through an electronic gateway/wallet account, with proof of the preceding month's disbursement submitted before the next month's bill is processed.		

Sr. #	Documentary Requirement (Non-Compliance = Disqualification)	Yes	No
8	EOBI registration of the firm.		
9	Undertaking on non-judicial stamp paper of Rs. 100 to provide police verification, CNIC copies, and medical fitness certificates for every worker prior to deployment.		
10	Written acceptance of deployment/re-deployment of staff to any AGP establishment within the awarded city, at the OAGP's discretion.		
11	Affidavit on non-judicial stamp paper of Rs. 100 that the bidder is not under investigation for fraud, under-invoicing, tax evasion, concealment, or money laundering.		
12	Disclosure, on non-judicial stamp paper of Rs. 100, of any pending litigation relating to default of services (if any).		

Additional requirements - Security Lots (I, II) only:

Sr. #	Documentary Requirement (Non-Compliance = Disqualification)	Yes	No
13	Current registration/licence under the Private Security Companies Ordinance, 1988, and a valid authorization from the Ministry of Interior, Government of Pakistan, to render security services.		
14	Registered as a Security Service Provider with SECP for at least three (3) years.		
15	Documentary evidence of at least four (4) completed security-service contracts of similar or higher value, executed in the last three (3) years, with client satisfaction certificates.		
16	Average annual turnover of at least Rs. 50 million over the last three (3) years, supported by audited financial statements.		

Additional requirements - Janitorial Lots (III, IV) only:

Sr. #	Documentary Requirement (Non-Compliance = Disqualification)	Yes	No
17	Registered as a Janitorial/Housekeeping Service Provider with SECP for at least three (3) years.		
18	Documentary evidence of at least four (4) completed janitorial/housekeeping service contracts executed in the last three (3) years, with client satisfaction certificates.		
19	Average annual turnover of at least Rs. 50 million over the last three (3) years, supported by audited financial statements.		

Naib Qasid Lots (V, VI, VII):

No additional mandatory items beyond the common list above; the technical-scoring floors in Section V.2 apply as the practical entry bar.

F. Documents Comprising the Bid

Technical Proposal (uploaded on EPADS, no price disclosed): covering letter; Form 1 (Bid); Form 1A (Staff/Deployment Schedule); documentary evidence for all applicable Mandatory Requirements in Clause E, including - for Security Lots - the Ministry of Interior authorization; client satisfaction certificates; audited financial statements.

Financial Proposal (sealed separately): Form 2 (Cost Build-Up Sheet / Price Schedule) for the Lot(s) bid for - see Section V.4 for its structure.

Bid Security: original instrument for each Lot bid for, uploaded (scanned) on EPADS and delivered physically, per ITB Clause B and BDS Clause 4.

G. Sufficiency of Bid

Each bidder shall satisfy itself, before bidding, as to the correctness and completeness of its bid.

H. Bid Security

Lot I: Rs. 500,000

Lot II: Rs. 250,000

Lot III: Rs. 500,000

Lot IV: Rs. 250,000

Lot V: Rs. 500,000

Lot VI: Rs. 250,000

Lot VII: Rs. 250,000

All in the form of a Call Deposit Receipt, Bank Draft, or Pay Order in favour of the "Drawing & Disbursing Officer, Office of the Auditor-General of Pakistan", valid 120 days from bid opening.

I. Conditional Bids

A conditional bid shall be rejected as non-responsive.

A bid without any mention of the amount of wage/salary shall be construed to have quoted the minimum wage, for the purposes of the financial evaluation.

J. Scope of Bid and Sealing of Envelopes

Pursuant to Rule 36(b), each bid shall comprise two separate proposals - "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" - uploaded as separate envelopes on EPADS per ITB Clause B, so that the Financial Proposal remains inaccessible until the Technical Proposal has been evaluated. The Technical Proposal shall not disclose price. Bidders may bid for one or more Lots.

K. Cost of Bidding

The bidder bears all costs of bid preparation; OAGP is not liable for these regardless of outcome.

L. Quality and Deployment Standards

L.1 Personnel specifications are as set out in Section IV (Job Descriptions), including the required Supervisor & Guard/Worker breakdown per Lot set out in the Supervisory Strength table in Section IV.

L.2 The contractor shall provide each worker a minimum of two (2) sets of uniform and footwear per year, to be worn at all times on duty. Design and colour code to be approved by the Authority.

L.3 (Security Lots) Security personnel shall be deployed across two (2) shifts of twelve (12) hours each, in line with the shift structure notified by the Government from time to time for outsourced security personnel, providing continuous round-the-clock coverage at each establishment (Section IV), the Contractor shall maintain adequate guard-to-supervisor coverage in every shift. The company shall provide adequate licensed arms, maintained in working order at the contractor's cost; guards shall be aged 25-45, minimum height 5'6", at least Middle-pass, with at least 2 years' relevant experience; supervisors should preferably be retired Armed Forces JCOs or equivalent, aged 35-50.

L.4 (Janitorial Lots) Workers shall be aged 18-45 and certified physically fit; the contractor shall certify and ensure that the deployed staff are not addicted to drugs or alcohol.

L.5 (Naib Qasid Lots) Staff shall be aged 18-45, at least Matric-qualified, with at least 1 year of relevant office-support experience, and certified physically fit for general office duties.

L.6 (All Lots) Biometric/ Facial Recognition Attendance. The Contractor shall install and maintain, at its own cost, a biometric and/or facial-recognition attendance system - or such other attendance-verification system as may be notified by OAGP from

time to time - at each establishment, and shall ensure that every deployed staff member marks attendance through it at the start and end of each shift/working day. The attendance record generated by this system and verified by the designated officer shall form the basis for verifying deployed strength and for computing any deduction under ITB Clause X, and shall be produced to OAGP on demand.

M. Disqualification

A bid may be rejected where:

- Required documents or Bid Security are missing;
- It is received late;
- Eligibility criteria (Clause E) are not met;
- Specifications are not adhered to; or
- Any other material discrepancy is found.

N. Instructions to Bidders - General

Bids shall remain valid for the period in the BDS. The bid shall be signed by a duly authorized person under Power of Attorney, with all pages initialed and stamped. Bids shall be submitted only through EPADS as prescribed in ITB Clause B; bids by fax or e-mail shall not be considered. Prices shall be inclusive of all applicable taxes except GST.

O. Evaluation Procedure

Step 1 - Mandatory Eligibility: each bidder's documents are checked against Clause E for the Lot(s) bid for; failure on any item renders the bid non-responsive for that Lot, and its Financial Proposal is returned unopened.

Step 2 - Technical Scoring: bidders clearing Step 1 are scored out of 100 against the criteria in Section V.2. A bidder scoring below the minimum threshold in BDS Clause 9 is technically non-responsive for that Lot regardless of price.

Step 3 - Financial Opening and Scoring: for bidders meeting the threshold, Financial Proposals are opened, and the formula in Section V.5 is applied to determine the Final Score and the award.

P. Clarification of Bids

OAGP may seek written clarification of a bid; no change in price or substance shall be sought or permitted.

Q. Bid Evaluation Criteria

A substantially responsive bid conforms to all terms and conditions without material deviation. Evaluation and award are made per Lot, using the formula in Section V.5 - the bidder with the highest Final Score for a Lot is awarded that Lot.

R. Award of Contract

OAGP awards each Lot to the bidder with the highest Final Score, subject to post-qualification. OAGP reserves the right to increase or decrease the sanctioned strength of any Lot, and to reject any or all bids, per the Rules, without liability to bidders.

S. Notification of Award

Prior to expiry of bid validity, OAGP will notify successful bidders in writing.

T. Performance Guarantee

The successful bidder(s) shall furnish a Performance Guarantee equal to 5% of the annual awarded value per Lot, as a bank guarantee from a scheduled bank, valid until expiry of the Contract Period.

U. Payment and Currency

Payment is in Pakistani Rupees through AGPR, within 15 days of submission of the monthly bill, verified by the site in-charge (Caretaker/Security Supervisor/Admin Officer, as applicable) and countersigned by the Audit Officer (Admn-III), subject to tax deduction at source and budget availability.

V. Mobilization / Deployment Time

The contractor shall deploy the full sanctioned strength within ten (10) days of signing of the Contract/Letter of Acceptance.

W. Contract Period

Two (2) years from the date of commencement, extendable by mutual written consent for a further period not exceeding one (1) year, on satisfactory performance and with no material change in commercial terms.

X. Liquidated Damages and Shortfall/Quality Penalties

Attendance for the purposes of this Clause is as recorded by the biometric/facial-recognition system or such other system as may be notified by the OAGP under ITB Clause L.6:

- Unauthorized absence, without a same-day contractor-provided replacement:
    - Deduction of Rs. 2,000/- or the worker's daily wage rate notified by the Government, whichever is higher, from the monthly bill of the Contractor, for each day of absence.
- Placement of an unsuitable, overage, or inefficient worker, or one without proper uniform/equipment:
    - The Authority may deduct that worker's whole or partial monthly pay, in addition to other penalties.
- Theft or damage to AGP property caused by negligence of contractor staff:
    - The contractor is liable for the full loss, as determined by a three-member committee nominated by the Authority.
- Persistent shortfall or negligence may result in suspension or blacklisting of the contractor under the applicable PPRA Rules, without prejudice to forfeiture of the Performance Guarantee.

Y. Integrity Pact

Mandatory wherever the awarded value (individually or cumulatively across Lots) reaches or exceeds Rs. 10,000,000 — see Section X.

Z. Grievance Redressal

A bidder may lodge a written complaint concerning the terms and conditions of the Bidding Document with the Grievance Redressal Committee before the deadline for submission of bids.

After submission of bids, a bidder may lodge a complaint against the Technical Evaluation Report within seven (7) days of its announcement and against the Final Evaluation Report within five (5) days of its issuance. The Grievance Redressal Committee shall investigate and decide the complaint within ten (10) days of its receipt.

A bidder or the Procuring Agency aggrieved by the decision of the Grievance Redressal Committee may file an appeal before the Grievance Redressal Appellate Committee of the Public Procurement Regulatory Authority in accordance with Rule 48 of the Public Procurement Rules, 2004.

SECTION III: BID DATA SHEET (BDS)

The following data complements, supplements, or amends the ITB in Section II. Where there is a conflict, this BDS prevails.

Clause #	ITB Ref.	Data Item	Specific Data
1	A	Name of Procuring Agency	Office of the Auditor-General of Pakistan (OAGP)
2	A	Subject of Procurement	Outsourcing of Janitorial Services, Security Services, and Naib Qasids - 7 Lots (Section IV)
3	A	Bidding Procedure	Single Stage - Two Envelope Bidding Procedure under Rule 36(b) of the Public Procurement Rules, 2004 with award based on the Most Advantageous Bid, determined through combined technical and financial evaluation.
4	B	Bid submission address/portal	Bid submission address / portal | EPADS (https://epads.gov.pk/).Bid Security instrument (CDR/Bank Draft/Pay Order) shall be uploaded (scanned) on EPADS **and** delivered physically to: Assistant Auditor-General (Personnel), O/o AGP (Audit House), Constitution Avenue, Islamabad, both by the same deadline.
5	B	Deadline for submission of Bids	30-09-2026 1100 HRS
6	H	Bid Security	Lot I: Rs. 500,000 Lot II: Rs. 250,000 Lot III: Rs. 500,000 Lot IV: Rs. 250,000 Lot V: Rs. 500,000 Lot VI: Rs. 250,000 Lot VII: Rs. 250,000 CDR/Bank Draft/Pay Order in favour of the Drawing & Disbursing Officer, Office of the Auditor-General of Pakistan; valid for 120 days
7	N	Bid Validity Period	120 days from bid opening
8	O	Evaluation Methodology	Combined Technical and Financial Evaluation - Technical weight 40%, Financial weight 60% (Section V.5)
9	O	Minimum Technical Score to qualify	60 out of 100, per Lot
10	T	Performance Guarantee	5% of annual awarded value per Lot, bank guarantee, valid till Contract Period expiry
11	V	Mobilization Period	10 days from signing of Contract/Letter of Acceptance
12	W	Contract Period	2 years, extendable up to 1 further year by mutual written consent
13	U	Currency & Payment	PKR, through AGPR, within 15 days of verified monthly bill
14	Y	Integrity Pact threshold	Rs. 10,000,000 (individually or cumulatively)
15	Z	Grievance Redressal	AGP Grievance Redressal Committee, Constitution Avenue, Islamabad; appeal to PPRA Grievance Redressal Appellate Committee, G-5/2, Islamabad

Clause #	ITB Ref.	Data Item	Specific Data
16	C	Address for Clarification	Assistant Auditor-General (Personnel), O/o AGP, Constitution Avenue, Islamabad. Phone: 051-9202505

Statutory Cost Build-Up Baseline Per Month (Fixed, Non-Bid Components)

(a) Minimum wage as per area

(b) Employer EOBI (5% of minimum wage)

(c) Employer's Social Security Contribution at the applicable notified rate: IESSI for Islamabad, KPESSI for Peshawar and SESSI for Karachi.

SECTION IV: SCHEDULE OF REQUIREMENTS

Delivery/deployment is against each Lot's sanctioned strength below. Per AGP's own established practice, quantities are estimates: Office of the Auditor-General of Pakistan may increase or decrease the number of workers in any Lot, at its discretion, at the already-approved rate and on the same terms, without amending the contract — this applies equally to Naib Qasid Lots.

Lot	City	Service	Sanctioned Strength	Establishment(s)
Lot I	Islamabad	Security	41	Audit House, Constitution Avenue G-5, Islamabad Federal Audit Complex G-8, Islamabad AGP Audit Complex G-10/4, Islamabad
Lot II	Peshawar	Security	6	Audit Complex Hayatabad AG Complex, Peshawar Cantt
Lot III	Islamabad	Janitorial	53	Audit House, Constitution Avenue G-5, Islamabad Federal Audit Complex G-8, Islamabad AGP Audit Complex G-10/4, Islamabad
Lot IV	Karachi	Janitorial	06	Pakistan Audit & Accounts Complex, Karachi
Lot V	Islamabad	Naib Qasid	68	Audit House, Constitution Avenue G-5, Islamabad Federal Audit Complex G-8, Islamabad AGP Audit Complex G-10/4, Islamabad
Lot VI	Peshawar	Naib Qasid	10	Audit Complex Hayatabad AG Complex, Peshawar Cantt
Lot VII	Karachi	Naib Qasid	11	Pakistan Audit & Accounts Complex, Karachi

**The establishments and the strength can be increased or decreased at a specific city.*

Supervisory Strength - Security and Janitorial Lots

Within the Sanctioned Strength for each Security and Janitorial Lot (Section IV table above), the following split between Supervisor(s) and Guard(s)/Worker(s) applies.

For Security, the default is one Supervisor per shift per establishment (two shifts), so that both 12-hour shifts at every establishment are under direct on-site supervision;

For Janitorial, the default is approximately one Supervisor per fifteen Workers.

Naib Qasid Lots carry no dedicated Supervisor post - deployed staff work under the direct supervision of the officer/section to which they are attached.

Lot	City / Service	Sanctioned Strength	Supervisor(s)	Guard(s) / Worker(s)
Lot I	Islamabad Security	41	6 Supervisors (2 shifts per building)	35 Guards
Lot II	Peshawar Security	6	1 Supervisor	5 Guards
Lot III	Islamabad Janitorial	53	3 Supervisors	50 Workers
Lot IV	Karachi Janitorial	06	1 Supervisor	5 Workers

Job Descriptions

Security Guard

Qualification: at least Middle Pass. Age: 25-45 years. Minimum height: 5'6". Experience: at least 2 years' relevant experience. Deployed across two 12-hour shifts per ITB Clause L.3.

Security Supervisor

Qualification: preferably a retired Armed Forces JCO or equivalent. Age: 35–50 years. Supervises both shifts on a rotating/overlapping basis to ensure continuous command coverage. Sanctioned strength per Lot is set out in the Supervisory Strength table above.

Janitorial Worker

Age: 18–45 years, physically fit. Duties as per the Janitorial Scope of Work below.

Janitorial Supervisor

Duties: ensuring floor-wise cleanliness across the establishment; verifying worker attendance and presence (including via the biometric/facial-recognition system under ITB Clause L.6); receiving and resolving complaints; liaising with the Caretaker/Admin Section; certifying material and equipment usage. Sanctioned strength per Lot is set out in the Supervisory Strength table above.

Naib Qasid / Office Attendant

Qualification: at least Matric. Age: 18–45 years. Experience: at least 1 year. Duties as per the Naib Qasid Scope of Work below.

Scope of Work – Security Lots

- Provision of continuous round-the-clock security coverage at each establishment, across two 12-hour shifts, per the sanctioned strength in Section IV and the shift structure notified by Government from time to time (ITB Clause L.3).
- Static guarding at designated points and mobile/patrolling duty across the premises, per a deployment plan agreed with the site's Security Supervisor.
- Access control – checking and regulating entry/exit of personnel, visitors, and vehicles at all gates.
- Protection of official documents, records, equipment, and assets against theft, sabotage, or unauthorized access.
- Search/frisking of visitors and vehicles per SOPs issued by the Office of the Auditor-General of Pakistan/the Security Supervisor.
- Fire-watch and first-response duties, including operation of fire-fighting equipment where trained.
- Maintenance and accountability of all issued weapons and ammunition; weapons kept serviceable at the Contractor's cost.
- Periodic mock/rehearsal exercises and readiness drills, including against acts of terrorism.
- Immediate reporting of incidents, suspicious activity, or security breaches through the chain of command to the Assistant Auditor-General (Personnel).
- Maintenance of a duty register/logbook at each establishment recording shift changes, incidents, and visitor movement.
- Compliance with all SOPs and instructions issued by the Security Supervisor and OAGP management.

Scope of Work – Janitorial Lots

- Daily continuous cleaning/mopping/sweeping of all floors, walls, handrails, main entrance, staircases, lobbies, lifts, glazed/aluminium panels, glass windows and partitions, and carpets.
- Removal of cobwebs and cleaning of false ceilings in toilets, washrooms, offices, and common areas.
- Supply and maintenance of dustbins with garbage bags; daily collection of garbage from offices and common areas.

- Spraying of air fresheners in offices and common areas during working hours.
- Removal of stains, dirty spots, and marks from all surfaces.
- Hourly cleaning of all toilets and washrooms – floors, wall tiles, windows, sanitary fittings – with continuous provision of tissue rolls and liquid soap.
- Weekly spraying of disinfectant in toilets and urinals.
- Cleaning of the outer building façade and all exterior glass surfaces/windows at least once a week, using appropriate safety equipment, at the Contractor's cost and full responsibility for worker safety.
- Grass cutting, hedge/shrub trimming, and general landscaping upkeep across the premises.
- Shifting of furniture, machinery, equipment, and supplies as directed.
- Provision, at the Contractor's own cost, of all cleaning material and toiletries – duster, Glint, light acid, soap, glass cleaner, Vim, Surf, Phenyl, Harpic, Lemon Max, insect killer spray, toilet rolls/tissue dispensers, brooms, mops/sweep sets, toilet-cleaning brushes, dustbins, buckets, wiper, deodorants, and any floor-scrubbing/vacuum machinery required – The bidders are encouraged to visit the establishments in order to scope out the specific list of officer's washrooms.
- 100% daily staff attendance, verified via the biometric/facial-recognition system under ITB Clause L.6; contractor liable for any property damage caused during cleaning/housekeeping activity.

Scope of Work - Naib Qasid Lots

- Opening and closing of allotted offices at the start and end of working hours.
- Movement and safe custody of files and records between sections/offices.
- Receipt, distribution, and dispatch of DAK (mail/correspondence) within the establishment.
- Shifting and safe custody of records during office relocations, archiving, or record-room operations.
- Watering of indoor plants and general upkeep of office greenery.
- Cleanliness and orderly maintenance of office furniture and fixtures.
- Serving of refreshments and food during office hours and meetings.
- Assistance in the conduct of meetings, including seating arrangements and logistics.
- Deployed staff shall remain available beyond standard office hours as office requirements dictate.
- Any other office-support work assigned by the officer or section to which deployed.

Attendance for Naib Qasid staff is likewise verified via the biometric/facial-recognition system under ITB Clause L.6.

SECTION V: EVALUATION CRITERIA

5.1 Mandatory Eligibility Requirements

All bidders must satisfy ITB Clause E for the Lot(s) bid for. A bid lacking documentary evidence for any item is non-responsive at the technical stage; its Financial Proposal is not opened.

5.2 Technical Evaluation (100 marks)

Criterion	Max Marks	Score Awarded
Relevant work experience in government/public sector - completed contracts of the same service type (Security experience for Security Lots; Janitorial/Housekeeping experience for Janitorial Lots; Manpower/office-support outsourcing experience for Naib Qasid Lots). 10 or more: 15 marks; 8 or more: 12 marks; 6 or more: 9 marks; 4 or more: 6 marks; Below 4: ineligible.	15	
Age of the Company/Firm. 10+ years: 15 marks; 8+ years: 12 marks; 6+ years: 9 marks; 3+ years: 6 marks; Less than 3: ineligible.	15	
Average annual turnover, last 5 years. Rs. 200M+: 20 marks; Rs. 150-200 M: 15 marks; Rs. 100-150M: 10 marks; Rs. 50-100M: 5 marks Below Rs. 50M: ineligible. (Audited statements required.)	20	
Public sector organization(s) served - evidence of successfully servicing a public sector client with the following minimum deployment of employees. More than 120: 15 marks; 91 to 120: 12 marks; 61 to 90: 9 marks; 31 to 60: 6 marks Up to 30; 3 marks	15	
Methodology Plan	15	

Criterion	Max Marks	Score Awarded
staffing/deployment approach, recruitment pipeline and replacement/contingency plan for absence or attrition (5 marks); Supervision and quality-assurance mechanism (5 marks); category-specific plan - two-shift roster & weapons-accountability plan (Security) / equipment & machinery deployment plan (Janitorial) / office-support coverage plan (Naib Qasid) (5 marks).		
Number of employees registered with EOBI. 50+ employees: 10 marks; 40 to 49 employees: 8 marks; 30 to 39 employees: 6 marks; 20 to 29 employees: 4 marks; Below 20 employees: Ineligible	10	
Local office/presence in the city of deployment (Islamabad/Peshawar/Karachi as applicable), verifiable by lease/utility bill/registration. Established 2+ years: 10 marks; Established under 2 years: 6 marks; No local office: 0 marks.	10	
Total	100	

5.3 Minimum Qualifying Technical Score

A bidder must score at least 60 out of 100 on a Lot to proceed to Financial evaluation for that Lot; below this, the bid is technically non-responsive for that Lot regardless of price.

5.4 Financial Bid Structure - Cost Build-Up Sheet

Per worker per month, for all three service types:

- (a) Statutory Minimum Wage - FIXED, per city.
- (b) Employer's EOBI Contribution, 5% of minimum wage - FIXED.
- (c) Employer’s Social Security Contribution at the rate notified by the competent Social Security Institution applicable to the place of deployment - ICT Employees Social Security Institution (IESSI) for Islamabad, Khyber Pakhtunkhwa Employees Social Security Institution (KPESSI) for Peshawar, and Sindh Employees’ Social Security Institution (SESSI) for Karachi - FIXED.
- (d) Contractor's Service/Management Charge per worker/month - the primary field the bidder completes.

Janitorial Lots only, in addition:

- (e) Cleaning Material & Equipment - a single monthly lump-sum line for the whole Lot (not per worker), quoted by the bidder, scoped to the office/washroom list referenced in Section IV.

(a)+(b)+(c)+(d) is priced as a single uniform rate per worker/month for the Lot, applied equally to Supervisors and Guards/Workers alike - the pricing mechanism does not distinguish between the two categories.

Total Bid for a Lot = (a+b+c+d) × Total Sanctioned Strength, plus (e) where applicable (Janitorial only). The Supervisor/Guard-Worker headcount split (Section IV, Supervisory Strength table) is informational only, for staffing verification, and does not affect pricing. See Form 2 in Section VI for the completed layout.

5.5 Combined Technical and Financial Evaluation and Final Award

$$\text{Financial Score} = \frac{\text{Lowest Eligible Total Bid}}{\text{Bidder's Total Bid}} \times 100$$

Final Score = (Technical Score × 0.4) + (Financial Score × 0.6).

The technically qualified bidder obtaining the highest Final Score for the relevant Lot shall be determined as the Most Advantageous Bidder and recommended for award, subject to post-qualification and fulfillment of all mandatory requirements.

SECTION VI: STANDARD FORMS

Forms 1, 1A, 3, and 5 below are generic: the bidder completes one copy for each Lot bid for (Form 1, 1A, 3) or one copy per bid (Form 5), photocopying the blank form as needed. Form 2 (the Price Schedule) is reproduced separately below for each of the seven Lots, pre-printed with that Lot's Sanctioned Strength from Section IV - the Supervisor/Guard-Worker composition is shown separately in the Supervisory Strength table and does not affect the price, which is a single uniform rate per worker/month, so the bidder only has to insert its quoted Service Charge.

- Form 1: Form of Bid (Technical Proposal)
- Form 1A: Staff/Deployment Schedule (Technical Proposal - no price)
- Form 2: Cost Build-Up Sheet / Price Schedule, one per Lot (Financial Proposal)
- Form 3: Bid Security Details
- Form 4: Specimen Letter of Acceptance - to be issued by OAGP to the successful bidder after approval of the evaluation and award.
- Form 5: Bidder's Information Sheet

Form 1: Form of Bid (Technical Proposal)

To:

Assistant Auditor-General (Personnel),

Office of the Auditor-General of Pakistan,

Constitution Avenue, Islamabad.

Subject: BID FOR [JANITORIAL / SECURITY / NAIB QASID] SERVICES - LOT ___ ([City]) — TENDER NO. AGP/ADMN-III/JSN/2026-27

I/We, the undersigned, having read and fully understood the Bidding Document for the above Tender, including all Sections, Annexes, and addenda thereto, do hereby submit our bid to provide the above services for the Lot named above, in accordance with the terms and conditions of the Bidding Document, and confirm that:

- (a) This bid, together with OAGP's written Letter of Acceptance, shall constitute a binding Contract between us and OAGP.
- (b) We accept the Sanctioned Strength and Scope of Services set out in Section IV for this Lot, and undertake to deploy the full Sanctioned Strength within the Mobilization Period stated in the BDS.
- (c) We have furnished Bid Security in the amount and form required under ITB Clause H, uploaded on EPADS and delivered physically as prescribed in ITB Clause B, as detailed at Form 3.
- (d) Our bid shall remain valid for the Bid Validity Period stated in the BDS, and we shall not withdraw or modify it during that period.
- (e) We are not blacklisted, debarred, or under investigation by any public-sector procuring agency, as declared in our affidavit under ITB Clause E.
- (f) We enclose documentary evidence for every applicable Mandatory Requirement under ITB Clause E, our Staff/Deployment Schedule at Form 1A, and our Bidder's Information Sheet at Form 5.
- (g) Our Financial Proposal (Form 2) for this Lot is uploaded separately on EPADS and does not disclose price in this Technical Proposal.

Name of Firm: _____ CNIC: _____

Lot(s) bid for: _____ Company Seal/Stamp:

Signature: _____

Name & Designation of Signatory: _____ Date: _____

Form 1A: Staff/Deployment Schedule (Technical Proposal - no price)

Lot bid for: _____ City: _____ Service: _____

The Bidder shall enter, against each applicable Position, the Sanctioned Strength copied from the Supervisory Strength table (Security/Janitorial Lots) or the Lot table (Naib Qasid Lots) in Section IV, and confirm its undertaking to deploy that number in full within the Mobilization Period. Names, CNICs, police-verification, and medical-fitness certificates for the actual staff proposed for deployment are furnished prior to deployment, per ITB Clause E item 9 and GCC Clause 2 - not at bid stage.

S.No	Position	Sanctioned Strength (from Section IV)	Bidder's Confirmed Deployment Number	Remarks
1	Supervisor (Security/Janitorial Lots only)			
2	Guard / Worker / Naib Qasid			

We undertake to deploy the full confirmed number above within the Mobilization Period stated in the BDS, and to maintain it at all times during the Contract Period, subject to AGP's right under GCC Clause 3/SCC-1 to increase or decrease the Sanctioned Strength.

Signature: _____

Name & Designation: _____

Date: _____

Form 2: Cost Build-Up Sheet / Price Schedule - Lot I (Islamabad, Security)

Name of Bidder: _____ Date: _____

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	All Personnel (Supervisors + Guards)	41					

***** **As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): _____

TOTAL BID FOR THIS LOT (Rs./annum): _____

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: _____

Name & Designation: _____

Seal: _____

Form 2: Cost Build-Up Sheet / Price Schedule — Lot II (Peshawar, Security)

Name of Bidder: _____ Date: _____

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	All Personnel (Supervisors + Guards)	6					

***** **As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): _____

TOTAL BID FOR THIS LOT (Rs./annum): _____

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: _____

Name & Designation: _____

Seal: _____

Form 2: Cost Build-Up Sheet / Price Schedule — Lot III (Islamabad, Janitorial)

Name of Bidder: _____ Date: _____

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	All Personnel (Supervisors + Workers)	53					
2	Cleaning Material & Equipment — lump sum for the Lot (as per the requirement at site)	n/a	n/a	[lump sum, bidder to complete]	n/a		

***** **As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): _____

TOTAL BID FOR THIS LOT (Rs./annum): _____

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: _____

Name & Designation: _____

Seal: _____

Form 2: Cost Build-Up Sheet / Price Schedule — Lot IV (Karachi, Janitorial)

Name of Bidder: _____ Date: _____

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	All Personnel (Supervisors + Workers)	06					
2	Cleaning Material & Equipment - lump sum for the Lot (as per the requirement at site)	n/a	n/a	[lump sum, bidder to complete]	n/a		

***** **As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): _____

TOTAL BID FOR THIS LOT (Rs./annum): _____

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: _____

Name & Designation: _____

Seal: _____

Form 2: Cost Build-Up Sheet / Price Schedule — Lot V (Islamabad, Naib Qasid)

Name of Bidder: _____ Date: _____

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	Naib Qasid / Office Attendant	68					

* **As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): _____

TOTAL BID FOR THIS LOT (Rs./annum): _____

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: _____

Name & Designation: _____

Seal: _____

Form 2: Cost Build-Up Sheet / Price Schedule - Lot VI (Peshawar, Naib Qasid)

Name of Bidder: _____ Date: _____

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	Naib Qasid / Office Attendant	10					

* **As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): _____

TOTAL BID FOR THIS LOT (Rs./annum): _____

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: _____

Name & Designation: _____

Seal: _____

Form 2: Cost Build-Up Sheet / Price Schedule - Lot VII (Karachi, Naib Qasid)

Name of Bidder: _____ Date: _____

The Bidder shall enter its quoted Service/Management Charge (d) per worker/month, add it to the Statutory Baseline (a+b+c) to arrive at the Rate per worker/month, and multiply by the Sanctioned Strength to arrive at the Monthly Amount (× 12 for the Annual Amount). The rate is uniform per worker/month for the whole Lot and does not distinguish between Supervisors and Guards/Workers; the Supervisor/Guard-Worker headcount split for this Lot is shown in the Supervisory Strength table, Section IV, for information only.

S.No	Position / Category	Sanctioned Strength	Baseline (a+b+c)*, Rs./worker/month	Service Charge (d), Rs./worker/month	Rate (a+b+c+d), Rs./worker/month	Monthly Amount, Rs.	Annual Amount, Rs.
1	Naib Qasid / Office Attendant	11					

* **As per Bid Data Sheet - Statutory Cost Build-Up Baseline (Fixed, Non-Bid Components)**

TOTAL BID FOR THIS LOT (Rs./month): _____

TOTAL BID FOR THIS LOT (Rs./annum): _____

Prices quoted above are inclusive of all applicable taxes (except GST) and shall remain fixed for the Contract Period, save as provided in GCC Clause 4/SCC-2.

Signature: _____

Name & Designation: _____

Seal: _____

Form 3: Bid Security Details

Lot bid for: _____

S.No	Particulars	Details
1	Bid Security required (ITB Clause H)	
2	Bid Security amount (Rs.)	
3	Instrument type (CDR / Bank Draft / Pay Order)	
4	Issuing bank and branch	
5	Instrument number	
6	Date of issue	
7	Validity date (120 days from bid opening)	

Signature: _____

Name & Designation: _____

Date: _____

Form 4: Letter of Acceptance

No. _____

Dated: _____

To:

[Name and address of successful bidder]

Subject: Letter of Acceptance for Lot ___ - [City and Service]

Reference is made to your bid dated _____ submitted against Tender No. AGP/ADMN-III/JSN/2026-27 for outsourcing of _____ services under Lot ___. The competent authority has been pleased to accept your bid for Lot ___ at the evaluated rate of Rs. _____ per worker per month and a total evaluated amount of Rs. _____ per month/Rs. _____ per annum, inclusive of all applicable taxes except GST, in accordance with your Financial Proposal and the Bidding Document.

You are required to furnish a Performance Guarantee equal to five percent (5%) of the annual awarded value of the Lot, amounting to Rs. _____, in the form prescribed in the Bidding Document, within ten (10) days of issuance of this Letter of Acceptance.

You are further required to sign the Contract Agreement and deploy the complete sanctioned strength within the mobilization period prescribed in the Bidding Document.

This Letter of Acceptance shall form an integral part of the Contract.

For the Office of the Auditor-General of Pakistan
Signature: _____
Name and designation: _____
Official seal: _____

Form 5: Bidder's Information Sheet

(One copy per bid, covering all Lots bid for.)

Name of Firm	
Registered Office Address	
Year of Establishment	
SECP / Registrar of Firms Registration No.	
National Tax Number (NTN)	
Sales Tax Registration No. (STRN)	
AGPR Vendor Registration No.	
EOBI Registration No.	
Contact Person & Designation	
Cell / Phone No.	
E-mail Address	
Bank Name & Branch	
Account Title	
IBAN	
Lot(s) Bid For	

Signature: _____ Name & Designation: _____ Seal: _____ Date: _____

PART B - CONDITIONS OF CONTRACT AND CONTRACT FORMS

SECTION VII: GENERAL CONDITIONS OF CONTRACT (GCC)

- 1. Definitions - "Contract" means this Agreement and its annexes; "Services" means the Janitorial, Security, and/or Naib Qasid services under the awarded Lot(s); "Supplier"/"Contractor" means the firm awarded a Lot; "OAGP" means the Office of the Auditor-General of Pakistan; "Contract Period" is as stated in the BDS.
- 2. Standard of Personnel - all deployed staff shall meet the specifications in Section IV and shall be replaced within three (3) working days of AGP's written notice if found unsuitable. All deployed staff shall mark attendance via the biometric/facial-recognition system (or such other system as AGP may notify) installed under ITB Clause L.6, at the Contractor's cost; this record is the basis for verifying deployed strength and for the deductions under SCC Clause 3.
- 3. Deployment - the Contractor shall deploy the full sanctioned strength within the Mobilization Period in the BDS, and shall accept OAGP-directed re-deployment within the awarded city per ITB Clause E(10).
- 4. Wages and Statutory Compliance - the Contractor shall pay each employee not less than the statutory minimum wage as revised by the applicable Provincial/Federal government, and shall make timely EOBI and Social Security contributions for every deployed worker, disbursing wages by electronic gateway/wallet, with proof of the preceding month's wage, EOBI, and Social Security payments furnished before the next monthly bill is processed.
- 5. Inspection - Assistant Auditor-General (Personnel) or any other officer may inspect service delivery and staff deployment at any time; deficiencies are subject to the penalties in SCC Clause 3.
- 6. Payment - as per BDS Clause 13/ITB Clause U.
- 7. Termination - AGP may terminate a Lot's contract (a) for material breach, without prejudice to forfeiture of the Performance Guarantee and blacklisting proceedings under Rule 19 of the PPRA Rules; or (b) for its own convenience, at any time, by giving the Contractor not less than one month's written notice, without assigning any reason, in which case the Contractor shall be paid for Services satisfactorily rendered to the effective date of termination and shall not be entitled to compensation for the unexpired Contract Period. In either case, the outgoing Contractor shall continue service until a replacement Contractor takes over.
- 8. Force Majeure - neither party is liable for delay due to events beyond its reasonable control, notified promptly in writing.
- 9. Assignment/Subcontracting - not permitted without OAGP's prior written consent.
- 10. Governing Law and Dispute Resolution - governed by the laws of Pakistan; disputes are first addressed via the Grievance Redressal Mechanism (ITB Clause Z), and, failing resolution, referred to arbitration under the Arbitration Act, 1940.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT (SCC)

- SCC-1 (GCC Cl. 3) - Sanctioned strength per Lot is an estimate; OAGP may increase or decrease it at the already-approved rate, without amending the Contract.
- SCC-2 (GCC Cl. 4) - Any increase in Government-notified minimum wage, EOBI, or Social Security rates during the Contract Period is passed through automatically to the fixed components of the Cost Build-Up Sheet (Section V.4); the Contractor's Service Charge remains fixed for the Contract Period.
- SCC-3 - Penalties: as set out in ITB Clause X (unauthorized-absence deduction, unsuitable-worker deduction, theft / damage liability, suspension/blacklisting), based on the biometric/facial-recognition attendance record under ITB Clause L.6.
- SCC-4 - Liability: the Contractor's staff remain the Contractor's employees at all times; OAGP bears no liability for injury, death, or other claims by the Contractor's workers, which are the Contractor's sole responsibility, subject to the statutory old-age/social-security/workmen's-compensation benefits which the Contractor is separately obligated to provide under GCC Clause 4.
- SCC-5 - Contract Period is 2 years from commencement, extendable by mutual written consent for up to 1 further year, on satisfactory performance and unchanged commercial terms.

- SCC-6 (Security Lots only) - Shift structure is two 12-hour shifts per ITB Clause L.3; any change to this structure by Government notification during the Contract Period is passed through by written addendum without need for re-tendering.

SECTION IX: FORM OF CONTRACT

THIS AGREEMENT is made on the ___ day of _____, 20__, between the Office of the Auditor-General of Pakistan, Constitution Avenue, Islamabad ("OAGP") and [name and address of Contractor] ("the Contractor"), for Lot ___ [City / Service] under Tender No. AGP/ADMN-III/JSN/2026-27, at the rates set out in the Contractor's Cost Build-Up Sheet.

Documents forming part of this Agreement, in order of precedence: (a) this Form of Contract; (b) the Letter of Acceptance; (c) the Special Conditions of Contract; (d) the General Conditions of Contract; (e) the Schedule of Requirements; (f) the Contractor's Form of Bid and Cost Build-Up Sheet.

For and on behalf of the Office of the Auditor-General of Pakistan: _____

For and on behalf of the Contractor: _____

SECTION X: INTEGRITY PACT

Applicable per BDS Clause 14, wherever the awarded value (individually or cumulatively) reaches or exceeds Rs. 10,000,000. [Name of Contractor] declares it has not obtained this Contract through any corrupt business practice, has fully disclosed any commission, gratification, bribe, or finder's fee paid or payable, and accepts liability, including compensation of up to ten times any such payment, for any breach of this declaration.