



## **NATIONAL INSTITUTE OF BANKING AND FINANCE**

### **TENDER NOTICE FOR HOUSEKEEPING SERVICES**

1. The National Institute of Banking & Finance, H-8/1 Islamabad intends to hire Housekeeping services for its hostel block with 124 rooms and for which sealed bids are invited from registered and experienced contractors only.
2. Bidding will be conducted using the National Competitive Bidding procedures specified in the Public Procurement Rules 2004 (PPR 2004) and is open to all eligible Bidders as defined in the PPR2004 that meet the following minimum qualification criteria:
3. Bidders must have a documented track of completing at least 5- 7 similar assignments, during last 4 (four) years, of similar functional/technical characteristics and of a comparable scale. They should have adequate liquid assets and/or credit facilities, net of other contractual commitments. Preference will be given to those who have experience of providing housekeeping services in three/four star hotels or Guest Houses preferably in Rawalpindi/Islamabad.
4. Rates once quoted will not be revised. The bidders are requested to give their best prices. The rates quoted must remain valid for a period of two years from the date of commencement of contract.
5. All bids must be accompanied by a bid security of 2% of the bid price and shall be issued in favor of National Institute of Banking & Finance. Bids not submitted on prescribed format, without bid security or received after prescribed time will be rejected.
6. The contract will be initially for a period of two years (Extendable upon mutual consent)
7. Bidding Documents (Hard Copy) can be obtained upon submission of request letter on company's letter head, three work orders of similar scale and pay order of Rs.500/- in favour of National Institute of Banking & Finance-Islamabad. In order to understand the quantum of work, the bidders are also required to physically inspect the hostel of NIBAF at the time of obtaining bidding documents. The last date of obtaining bidding documents is July 20, 2017
8. A pre-bid meeting will be held on July 26, 2017 (11.00A.M) to address the queries of the bidders. No query will be entertained thereafter. Bidders who will not attend the Pre-Bid meeting will stand disqualified.
9. Bids must be delivered duly stamped /signed to the address below on or before August 03, 2017 at 10.30 A.M and will be opened at 11.00 A.M in the presence of bidders' representatives who choose to attend.
10. The NIBAF's authorities reserve the right to reject any or all bids as per rules.

***Joint Director Administration  
National Institute of Banking & Finance  
H-8/1 Pitras Bukhari Road-Islamabad***