



NFC INSTITUTE OF ENGINEERING & FERTILIZER RESEARCH
Jaranwala Road, Faisalabad (Postal Code-38090) Pakistan.
☎: +92-41-9220355-57 http: www.iefr.edu.pk
Ministry of Federal Education and Professional Training, Government of Pakistan



SAY NO TO CORRUPTION



**NFC INSTITUTE OF ENGINEERING & FERTILIZER
RESEARCH, FAISALABAD.**

**Ministry of Federal Education and Professional
Training, Govt. of Pakistan.**



QUOTATION NOTICE
HIRING SERVICES OF MANPOWER CONTRACTOR

1. Quotations are invited for the services of third party/manpower contractor from the reputable parties/contractors having sound financial position initially for a period of one year. Single stage - two envelopes procedure will be used for the procurement.
2. Tender document along-with terms & conditions can be obtained from our accounts department against bank draft/cash of Rs.5000/- in favor of NFC Institute of Engineering & Fertilizer Research, Faisalabad during the working days (Monday to Friday) from 08:00 AM to 04:00 PM on written request by the contractor. Tender Document is also available on NFC-IE&FR website www.iefr.edu.pk, PPRA website www.ppra.org.pk & EPADS website <https://eprocure.gov.pk> for information only.
3. Last date for the submission of Quotations (complete in all respect) is **26.08.2025 up to 1100 hours**. Quotations must be submitted electronically via E-Pak Acquisition and Disposal System (EPADS). **Hard copy of the quotations may also be submitted in due course of time.** The Quotations will be opened on the same day at 1130 hours in the office of the undersigned in the presence of contractors or their representatives who wish to participate.
4. The Management of NFC-IE&FR reserves the right to accept or reject any or all the quotations as per PPRA rules.

Registrar/Head (Personnel & Administration)

NFC Institute of Engineering and Fertilizer Research, Jaranwala Road, Faisalabad.
Ph: 041-9220355-57 Ext: 107



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TENDER DOCUMENT

FOR

HIRING SERVICES OF MANPOWER CONTRACTOR

Tender No. IEFR/Commercial/Tender/2025/02

Last Date for Quotation Submission: 26.08.2025 at 1100 Hours



GENRAL TERMS & CONDITIONS

NFC Institute of Engineering & Fertilizer Research, Faisalabad (IE&FR) is working under the Ministry of Federal Education & Professional Training, Government of Pakistan, requires quotations to provide Third Party / Manpower Contractor. The conditions for the quotation are as follows:

1. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the **Technical Proposal** and the **Financial Proposal** in bold and legible letters to avoid confusion.
2. The hardcopy of bids, prepared in accordance with the instructions in the bidding documents, must reach to Registrar/Head (Persl. & Admin.), NFC-IE&FR, Jaranwala Road, Faisalabad and electronic copy of the bids is required to be submitted online at **PPRA e-Procurement Portal - EPADS** at www.eprocure.gov.pk.
3. Bids which are received through **PPRA e-Procurement portal EPADS** will be considered only. Any bid not submitted through EPADS shall stand rejected as per PPRA rules.
4. The financial bid of only those firms/companies which qualify in the technical scrutiny shall be opened at the time and date to be notified.
5. It is absolutely essential for the applicant that he should not be black listed from government / semi government departments and in this regard provide affidavit on stamp paper (Rs.100).
6. NFC-IEFR reserves the right to accept or reject any or all the tenders without assigning any reason.
7. Company should have more than 10 years' experience.
8. Company should have minimum annual turnover of PKR100 Million.
9. The bidder shall bear all costs associated with the preparation and submission of the bid. NFC-IEFR in any case will not be responsible or liable for these costs regardless of the conduct of the bidding process.
10. Minimum wages/ rate will be applicable, as announced by the Federal Government.
11. Quotation should be inclusive of all type of taxes like Income tax, Social Security, EOBI or any other applicable levies of the Government.
12. Along-with the quotation following documents must be attached.
 - a) Company profile containing documentary proof regarding supply of Manpower to the government / semi government departments.
 - b) Valid certificates issued by EOBI and Social security Institutions.



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- c) Bank statement for the last six months.
 - d) In case of partnership photocopy of partnership deed should be submitted.
 - e) Company should be registered with government of Punjab (attested copy of certificates should be attached).
 - f) Bids should be accompanied by a pay order in favor of NFC-IE&FR, Faisalabad for an amount equivalent to 2.5% of the total contract amount for one year, as bid money along with attested copies of CNIC and NTN certificates. The bid money will be refunded to unsuccessful bidders within fifteen working days from the date of opening the bids.
13. Successful applicant will submit pay order/bank draft of PKR 1,000,000/- (Rupees One Million) or Bank Guarantee of Rs.1,000,000/- as security deposits in favor of NFC-IEFR, Faisalabad within ten days of the award of contract otherwise contract will be cancelled and bid money (2.5%) will be forfeited. NFC-IE&FR reserves the right to accept a pay order, bank draft, or bank guarantee as the security deposit. The security deposit will be reimbursed after one month on successful completion of the contract and clearance from respective authorities, under the compliance of terms & conditions of the contract while, Director NFC-IE&FR will be the sole arbitrator in case of any dispute / discrepancy.
14. Contract/agreement will be made initially for the period of one year. Up to 5th of each month, if salary not paid within stipulated time, then 1% per day of total payable amount will be deducted as penalty from the bill.
15. In accordance to the conditions mentioned above the quotation should be submitted on or before **26th August, 2025 at 11:00 AM** at the Admin. Department which will be opened on the same day at **11:30 AM** in the office of undersigned.
16. NFC-IE&FR reserves the right to reject or accept any or all quotations by assigning the reason, if any. Further, incomplete quotations will be rejected.

(Muhammad Adeel Safdar)
Registrar/Head (Persl. & Admin.)
Ph. 041-9220355-57, Ext. 107



SCOPE OF SERVICES

The contractor will provide manpower at under mentioned rates against each category. The agreement will remain in full force for a period of one year, which is extendable for further period on mutual consent.

DESCRIPTION	WAGE RATE (PER MONTH)	CONTRACTOR'S RATE (PER MONTH)
Supply of manpower for the following categories:		
a). Unskilled manpower such as Malies, Attendants, Helper etc.	Rs.37,000	@___% of wage rate
b). Semiskilled manpower such as, Typists, Lab. Attendants, Electricians, Mechanics, Drivers etc.	Rs. 37,001 to 42,000	@___% of wage rate
c). Skilled manpower such as Lab. Assistants, Computer Operators, Office Assistants and Executives/Faculty etc.	Rs. 42,001 to onward	@___% of wage rate

TERMS OF AGREEMENT

- a). The agreement will remain in force for 12 months effective from the date of award of contract. NFC-IE&FR shall in its sole discretion, have the option to extend the agreement by mutual consent on the same terms and conditions and without escalation in the accepted rates for any other period, NFC-IE&FR may decide after the expiry of the contract.
- b). Settled rates will be final and no enhancement be allowed during the terms of contract except in the event of an announcement of the Government to revise minimum wages which shall be considered on actual basis.
- c). The contract can be terminated on (30) days' notice from either side.
- d). The lowest eligible bidder will have to deposit an amount of PKR **1,000,000/- (Rupees One Million)** in shape of pay order/bank draft or Bank Guarantee of PKR 1,000,000/- as security deposits in favor of NFC-IEFR, Faisalabad within ten days of the award of contract otherwise contract will be



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cancelled and bid money (2.5%) will be forfeited. NFC-IE&FR reserves the right to accept a pay order, bank draft, or bank guarantee as the security deposit. This amount will be retained as security money at NFC-IEFR and utilized till its refund for which the contractor will have no objection. The Security will be refunded on successful completion of the contract. The company is authorized to utilize the proceeds or deposits at its discretion and no interest will occur thereon. This security deposit will be forfeited in favour of company for reasons of misconduct, non-cooperation, irregularity on the part of contractor, his manpower or his representative and violation of any of the terms and conditions of the contract.

- e). If the contractor quits the job, without serving any notice of (30) days, he will be blacklisted for all company jobs in addition to confiscation of security.
- f). The contractor will carry out all the jobs mentioned as and when called upon to do so. He shall arrange his manpower so that it is available at short notice, even at odd hours to execute the required jobs.
- g). The contractor will be responsible for all liabilities under manpower laws/byelaws applicable to Contractor's manpower particularly under payment of Wages Act, Social Security Ordinance, Employees Old-Age Benefit Act, Punjab Revenue Authority, FBR and Workmen's Compensation Act etc. The contractor must ensure that their work aligns with the standards set by PEC regarding safety of workers and quality of work. Moreover, he is bound to provide Social Security/EOBI cards to the concerned employees immediately after award of contract. However, 6% against Social Security will not be granted to the Contractor against those employees whose wages are equal to or above upper wage limits as prescribed by the PESSI (Punjab Employees Social Security Institution).
- h). The contractor will not pay less than the prescribed wage rates fixed for manpower as per Tender document/agreement.
- i). The contractor will be bound to pay the salaries along-with all liabilities of his manpower up to 5th of every month, under the supervision of company's representative to ensure correct payment of salaries to the employees, if salary not paid within stipulated time then 1% per day of total payable amount will be deducted as penalty from the bill.
- j). All the payments to contractor will be made by cheque (within one week) on presentation of his bill to the office of Registrar/Head (Persl. & Admin.) NFC Institute of Engineering & Fertilizer Research, Faisalabad. The bill shall be submitted on monthly basis for payments.



- k). An advance Tax under section 153 of Income Tax Ordinance 2001, if contractor is liable, will be deducted as per law from his gross bill amount every month and the amount will be deposited in Government treasury.
- l). No manpower shall be employed on the work whose age is over or below statutory limit for such works in Pakistan.

TERMINATION

In case of any default in the performance of obligations on the part of contractor, the company will be at liberty to terminate this contract without assigning any reason and confiscate his security.

ARBITRATION

Should any dispute or question or difference arises between the parties hereto as to the interpretation of the agreement or relating to any matter or things, arising hereunder or connected herewith the matter in dispute shall be referred to the Director, NFC Institute of Engineering & Fertilizer Research (Pvt.) Limited who shall be the sole arbitrator, the award of the sole Arbitration shall be final and binding on the parties and the provision of Arbitration Act, 1940 shall apply. The Director, NFC Institute of Engineering & Fertilizer Research (Pvt.) Limited shall be empowered to withhold any or all amount payable by the company to the contractor.

The venue of the said arbitration proceedings shall be the office of the Director, NFC Institute of Engineering and Fertilizer Research (Pvt.) Limited, Faisalabad.

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