



GOVERNMENT OF SINDH, FINANCE DEPARTMENT

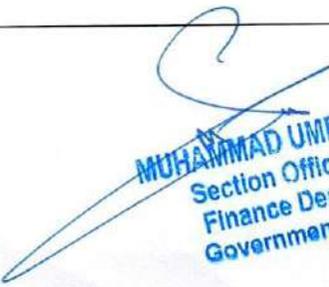
CONTRACT EVALUATION FORM

Provision of Janitorial Services with Cleaning Goods / Consumables & Equipment for the Multi-Storey Building of Finance Department, Govt. of Sindh (Secretariat) Karachi

1)	NAME OF THE ORGANIZATION /DEPTT	Finance Department, Government of Sindh
2)	PROVINCIAL / LOCAL GOVT / OTHER	Provincial Government
3)	TITLE OF CONTRACT	Provision of Janitorial Services with Cleaning Goods / Consumables & Equipment for the Multi-Storey Building of Finance Department, Govt. of Sindh (Secretariat) Karachi
4)	TENDER NUMBER	No. FD (CTC-I) 03 (01)/2025-2026
5)	BRIEF DESCRIPTION OF CONTRACT	Provision of Janitorial Services with Cleaning Goods / Consumables & Equipment for the Multi-Storey Building of Finance Department, Govt. of Sindh (Secretariat) Karachi
6)	FORUM THAT APPROVED THE SCHEME	Administrative Secretary
7)	TENDER ESTIMATED VALUE	31.00 million
8)	ENGINEER'S ESTIMATE (For civil works only)	N/A
9)	ESTIMATED COMPLETION PERIOD (AS PER CONTRACT)	Already mentioned in Contract Agreement
10)	TENDER OPENED ON (DATE & TIME)	03.09.2025 at 12:00 Noon.
11)	NUMBER OF TENDER DOCUMENTS SOLD (Attach list of buyers)	Two (02) Nos. <i>(List Attached at Annexure-A).</i>
12)	NUMBER OF BIDS RECEIVED	One (01) No.
13)	NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS	One (01) Bidder.
14)	BID EVALUATION REPORT (Enclose a copy)	Enclosed herewith at <i>Annexure-B.</i>
15)	NAME AND ADDRESS OF THE SUCCESSFUL BIDDERS	M/s. Swift Property Management Services (Pvt.) Ltd, Address: C-32/7, K.D.A Scheme-I, Noble House, Tipu Sultan Road, Karachi.
16)	CONTRACT AWARD PRICE	Total Contract Awarded Price Rs. 28,998,888/-
17)	RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT (i.e., 1 st , 2 nd , 3 rd EVALUATION BID)	Most Advantageous Bid.
18)	METHOD OF PROCUREMENT USED (Tick one)	
	SINGLE STAGE – ONE ENVELOPE PROCEDURE	<input type="checkbox"/>
	SINGLE STAGE – TWO ENVELOPE PROCEDURE	<input checked="" type="checkbox"/>
	TWO STAGE BIDDING PROCEDURE	<input type="checkbox"/>
	TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE	<input type="checkbox"/>

MUHAMMAD UMER QURESH
Section Officer (CTC)
Finance Department
Government of Sindh

	PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED i.e., EMERGENCY, DIRECT CONTRACTING ETC. WITH BRIEF REASONS.	
19)	APPROVING AUTHORITY FOR AWARD OF CONTRACT	Administrative Secretary
20)	WHETHER THE PROCUREMENT WAS INCLUDING IN ANNUAL PROCUREMENT PLAN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
21)	ADVERTISEMENT:	
	i) SPPRA Website (If yes, give data and EPADS Identification No)	Yes EPADS ID No. EPADS-S-250803801 Posted on: 15.08.2025 (Attached at Annexure-C) No -
	ii) News Papers (If yes, give names of newspapers dates)	Yes Daily English Dawn, Daily Urdu Express, Daily Sindhi Kawish dated 17 th /18 th /19 th August, 2025 vide INF/KRY No. 2509/25 (Attached at Annexure-D) No -
22)	NATURE OF CONTRACT	Domestic/Local <input checked="" type="checkbox"/> D Int. <input type="checkbox"/>
23)	WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING/TENDER DOCUMENTS? (If yes, enclose a copy)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Attached at Annexure-E)
24)	WHETHER EVALUATION CRITERIA OF BID WAS INCLUDED IN BIDDING/TENDER DOCUMENTS? (If yes, enclose a copy)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
25)	WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
26)	WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
27)	WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED BID.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
28)	WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY COMPLIANT?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
29)	WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
30)	WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF CONTRACT? (Attach copy of the bid evaluation report)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
31)	ANY COMPLAINTS RECEIVED (If yes, result thereof)	Yes -
		No Yes
32)	ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE /DOCUMENTS (If yes, give details)	Yes -
		No Yes
33)	WAS THE EXTENSION MADE IN RESPONSE TIME? (If yes, give reasons)	Yes -


MUHAMMAD UMER QURESH
 Section Officer (CTC)
 Finance Department
 Government of Sindh

		No	Yes
34)	DEVIATION FROM QUALIFICATION CRITERIA (If yes, give detailed reasons)	Yes	-
		No	Yes
35)	WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT BLACK LISTED?	Yes	<input checked="" type="checkbox"/> Yes No <input type="checkbox"/>
36)	WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF THE PROCURING AGENCY TO THE SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD: (If yes, enclose a copy)	Yes	<input type="checkbox"/> Yes No <input checked="" type="checkbox"/>
37)	WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION THE CONTRACT (Bank guarantee etc.)?	Yes	<input checked="" type="checkbox"/> Yes No <input type="checkbox"/>
38)	SPECIAL CONDITIONS, IF ANY (If yes, give Brief Description)	Yes	-
	Signature & Official Stamp of Authorized Officer _____	No	No
FOR OFFICE USE ONLY			

MUHAMMAD IMRAN QURESH
 Section Officer (C.T.C.)
 Finance Department
 Government of Sindh

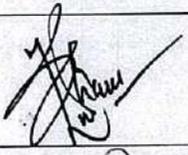
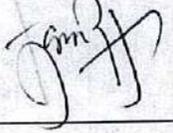
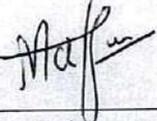
Room No.171, Ground Floor, Finance Department, Government of Sindh, Building No.6, Sindh Secretariat A.K Lodhi Block, Kamal Attaturk Road, Karachi.
Telephone: 021-99222113

MEETING OF THE PROCUREMENT COMMITTEE FOR OPENING OF BIDS ELECTRONICALLY VIA SPPRA – EPADS OF THE NIT REGARDING THE TENDER FOR PROVISION OF JANITORIAL SERVICES WITH CLEANING CONSUMABLES & EQUIPMENT FOR THE MULTI STOREY BUILDING OF GOVERNMENT OF SINDH, FINANCE DEPARTMENT (SECRETARIAT) KARACHI.

ATTENDANCE SHEET

Wednesday, Dated: 03-09-2025 at 12:00 Noon

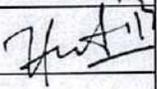
Venue: D.S (Admn & Accounts) Room no. 165, Ground Floor, A.K Lodhi Block, Building No. 06, Finance Department Government of Sindh, Kamal-Atta-Turk Road Karachi

Sr.#	Name of Officer	Officer Designation & Department	Signatures
1.	Muhammad Ali Shaikh	Deputy Secretary (Admn & Accounts) Finance Department, Government of Sindh. (Member)	
2.	Muhammad Adeel	Section Officer (CTC) Finance Department, Government of Sindh. (Member/Secretary)	
3.	Muhammad Afzal Memon	Section Officer (Admn-II) Finance Department, Government of Sindh (Member)	
4.	Fawad Junejo	Section Officer (General) SGA&C Department Government of Sindh (Member)	
5.	Tahir Khan	Assistant Engineer, Provincial Buildings Sub-Division V Works & Services Department, Government of Sindh (Member)	

BIDDER'S ATTENDANCE SHEET

OPENING OF BIDS IN RESPECT OF THE TENDER FOR PROVISION OF JANITORIAL SERVICES WITH CLEANING CONSUMABLES & EQUIPMENT FOR THE MULTI STOREY BUILDING OF GOVERNMENT OF SINDH, FINANCE DEPARTMENT (SECRETARIAT) KARACHI.

Bid(s) Opening Schedule: Wednesday, the 3rd September, 2025 at 12:00 Noon
Venue: D.S (Admn & Accounts) Room no. 165, Ground Floor, A.K Lodhi Block, Building No. 06, Finance Department Government of Sindh, Kamal-Atta-Turk Road Karachi

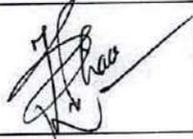
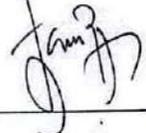
Sr.#	Name of Firm / Bidder	Authorized / focal person name with designation	CNIC No.	Valid Contact No with e-mail Address	Signature as per CNIC
1.	Swift Property Management Service Pvt Ltd	Unais Khatri	4230-80585773	0345-8227872 Sales.marketing@swiftpk.com	
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**MEETING OF THE PROCUREMENT COMMITTEE TO EVALUATE THE BIDS
(BASIC QUALIFICATION / TECHNICAL ELIGIBILITY) REGARDING THE TENDER
FOR PROVISION OF JANITORIAL SERVICES WITH CLEANING CONSUMABLES &
EQUIPMENT FOR THE MULTI STOREY BUILDING OF GOVERNMENT OF SINDH,
FINANCE DEPARTMENT (SECRETARIAT) KARACHI.**

ATTENDANCE SHEET

Monday, Dated: 08-09-2025 at 11:00 am

Venue: D.S (Admn & Accounts) Room no. 165, Ground Floor, A.K Lodhi Block, Building No.
06, Finance Department Government of Sindh, Kamal-Atta-Turk Road Karachi

Sr.#	Name of Officer	Officer Designation & Department	Signatures
1.	Muhammad Ali Shaikh	Deputy Secretary (Admn & Accounts) Finance Department, Government of Sindh. (Member)	
2.	Muhammad Adeel	Section Officer (CTC) Finance Department, Government of Sindh. (Member/Secretary)	
3.	Muhammad Afzal Memon	Section Officer (Admn-II) Finance Department, Government of Sindh (Member)	
4.	Fawad Juncjo	Section Officer (General) SGA&C Department Government of Sindh (Member)	
5.	Tahir Khan	Assistant Engineer, Provincial Buildings Sub-Division V Works & Services Department, Government of Sindh (Member)	

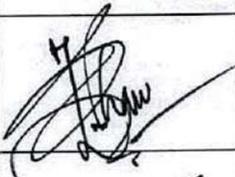
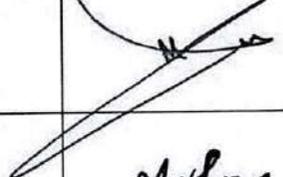
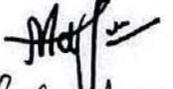
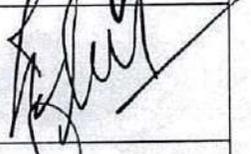
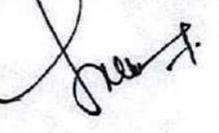
ANNEXURE-I:

MEETING OF THE PROCUREMENT COMMITTEE FOR OPENING OF FINANCIAL BID ELECTRONICALLY VIA SPPRA – EPADS OF THE NIT REGARDING THE TENDER FOR PROVISION OF JANITORIAL SERVICES WITH CLEANING CONSUMABLES & EQUIPMENT FOR THE MULTI STOREY BUILDING OF GOVERNMENT OF SINDH, FINANCE DEPARTMENT (SECRETARIAT) KARACHI.

ATTENDANCE SHEET

Thursday, Dated: 25-09-2025 at 12:15 p.m.

Venue: D.S (Admn & Accounts) Room no. 165, Ground Floor, A.K Lodhi Block, Building No. 06, Finance Department Government of Sindh, Kamal-Atta-Turk Road Karachi

Sr.#	Name of Officer	Officer Designation & Department	Signatures
1.	Muhammad Ali Shaikh	Deputy Secretary (Admn & Accounts) Finance Department, Government of Sindh. (Member)	
2.	Muhammad Umer Qureshi	Section Officer (CTC) Finance Department, Government of Sindh. (Member/Secretary)	
3.	Muhammad Afzal Memon	Section Officer (Admn-II) Finance Department, Government of Sindh (Member)	
4.	Fawad Junejo	Section Officer (General) SGA&C Department Government of Sindh (Member)	
5.	Tahir Khan	Assistant Engineer, Provincial Buildings Sub-Division V Works & Services Department, Government of Sindh (Member)	

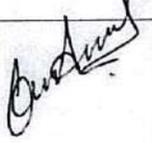
ANNEXURE-II:

BIDDER'S ATTENDANCE SHEET

OPENING OF FINANCIAL BID IN RESPECT OF THE TENDER FOR PROVISION OF JANITORIAL SERVICES WITH CLEANING CONSUMABLES & EQUIPMENT FOR THE MULTI STOREY BUILDING OF GOVERNMENT OF SINDH, FINANCE DEPARTMENT (SECRETARIAT) KARACHI.

Bid Opening Schedule: Thursday, the 25th September, 2025 at 12:15 p.m.

Venue: D.S (Admn & Accounts) Room no. 165, Ground Floor, A.K Lodhi Block, Building No. 06, Finance Department Government of Sindh, Kamal-Atta-Turk Road Karachi

Sr.#	Name of Firm / Bidder	Authorized / focal person name with designation	CNIC No.	Valid Contact No with e-mail Address	Signature as per CNIC
1.	M/s. Swift Property Management Services (Pvt.) Ltd	AMMAD AHMED Manager Marketing	425014293605-3	83458255622 manager.marketing@swiftcare.pk	



Swift Property Management Services (Pvt.) Ltd.

Date: 18th August 2025

To
Finance Department
Government of Sindh
Karachi

Subject: Submission of Pay Order and Collection of Bid Documents – Tender for Janitorial Services

Dear Sir/Madam,

With reference to the tender for the *Provision of Janitorial Services with Cleaning Consumables and Equipment for Multi-Storey Building No. 6, Finance Complex, A.K. Lodhi Block, Sindh Secretariat, Karachi*, we kindly request the issuance of the bidding documents.

Please find enclosed a **Pay Order of Rs. 1,500/-**, in favor of **“Drawing & Disbursing Officer, Finance Department, Government of Sindh”**, as the cost of the bidding documents.

We look forward to receiving the tender documents at your earliest convenience.

Thank you for your assistance.



TEAR OFF HERE

Account Payee only

HABIB METROPOLITAN BANK LTD.

Shahrah-c-Faisal Branch

Branch Code : 12

Pay to DRAWING & DISBURSING OFFICER, FINANCE

DEPARTMENT, GOVERNMENT OF SINDH

or Order

Rupees one thousand five hundred only

Please do not write below this line



1823948406400120000000000048699020

P.O No.

18239484

Stationery/Ref. No.

18239484

Date :

18/08/25

PKR

1,500.00

Signatory

Attorney No.

Syed Akber Mustafa

P.A# B-311

Signatory

Attorney No.

Danish P.A. # B-605

AB**AL-BASIT FACILITIES MANAGEMENT (Pvt) Ltd.**

Janitorial Services, Horticulture, Fumigation,
HVAC, Mechanical, Electrical, Plumbing, Consultant Engineers,
Contractor & Man Power provider

Dated: 25th August, 2025

The
Section Officer (CTC),
Finance Department Karachi,
Karachi.

Sub: PROVISION OF JANITORIAL SERVICES WITH CLEANING CONSUMABLE & EQUIPMENT FOR ISSUANCE OF TENDER FORM FOR JANITORIAL SERVICES AT SECTION OFFICER FINANCE DEPARTMENT, KARACHI FOR THE YEAR OF 2025-2026.

Dear Sir,

We are writing to requesting you to please issue a Janitorial Services with Cleaning Consumable & Equipment Tender Form at Section Officer Finance Department,, Karachi for the year of 2025-26.

Thanking You.

Yours Sincerely



M. AMJAD MALIK
General Manager
0312-2284839



Office # 10, Second Floor, Al-Amna Plaza, Depot Lines Cantonment, Karachi.
Ph: 021-32781450 / Cell: 0333-7844406, Email: albasit_facilities786@hotmail.com

Account Payee Only

NOT OVER Rs. *1,500.00*



Meezan Bank
The Premier Islamic Bank

(9919) Nursery Branch Karachi-Pakistan.

Pay to _____
*SECTION OFFICER (CTC) FINANCE
DEPARTMENT, GOVERNMENT OF SINDH*

or Order

Rupees _____
ONE THOUSAND FIVE HUNDRED ONLY

PAYABLE AT ANY BRANCH
Please do not write below this line.

⑈02386214⑈0899919⑈1757100019919⑈020⑈



P.O. No.

PO. 9919.2386214

Stationery/Ref No:

02386214

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PKR *1,500.00*

Box for PKR amount: *1,500.00*



Authorized Signatory
CD in Attorney No. Meezan Bank Ltd. Nursery Branch Karachi



FINANCE DEPARTMENT
GOVERNMENT OF SINDH

BID EVALUATION REPORT

“Provision of Janitorial Services with Cleaning Consumables & Equipment for the Multi-Storey Building No. 6, Finance Complex, A.K Lodhi Block, Sindh Secretariat, Karachi”

1.	Name of Procuring Agency:	Finance Department, Government of Sindh (Secretariat) Karachi
2.	Tender Reference:	No. FD (CTC-I) 03(01)/2025-2026
3.	Tender Description:	Provision of Janitorial Services with Cleaning Consumables & Equipment for the Multi-Storey Building No. 6, Finance Complex, A.K Lodhi Block, Sindh Secretariat, Karachi. (For Three (03) Years)
4.	Name of Item:	N/A
5.	Method of Procurement:	National Competitive Bidding (Single Stage Two envelope Procedure) under QCBS method
6.	Tender published on:	Daily English Dawn; Dated 17 th August, 2025, INF/KRY No. 2509/25 Daily Urdu Express; Dated 19 th August, 2025, INF/KRY No. 2509/25 Daily Sindhi Kawish; Dated 18 th August, 2025, INF/KRY No. 2509/25
7.	Addendum published on:	N/A
8.	SPPRA EPADS ID:	EPADS-S-250803801 Published on 15 th August, 2025
9.	Addendum ID:	N/A
10.	Total Bid Document Sold:	02-Nos
11.	Total Bids Received:	02-Nos i.e., (M/s. Swift Property Management Services (Pvt.) Ltd & M/s. Al-Basit Facilities Management (Pvt.) Ltd.
12.	Technical Bids Opening date:	03 rd September, 2025 at 12:00 Noon
13.	Number of Technically qualified Bids:	01-Nos (M/s. Swift Property Management Services (Pvt.) Ltd)
14.	Bids rejected (technically):	NIL
15.	Financial Bids Opening date:	25 TH September, 2025 at 12:15 p.m.
16.	Evaluation Report:	

Provision of Janitorial Services with Cleaning Consumables & Equipment for the Multi-Storey Building No. 6, Finance Complex, A.K Lodhi Block, Sindh Secretariat, Karachi. (For Three (03) Years)

Sr. no	Name of Bidder	Cost Offered by the Bidder (PKR)*	Ranking in Terms of Cost	Comparison with estimated Cost	Reasons for Acceptance or Rejection	Remarks
i.	M/s. Swift Property Management Services (Pvt.) Ltd	28,998,888.00	1 st	(-) 6.455	Most Advantageous & Lowest Cost Bid as per comparison with the Financial Estimates of the Procurement Plan 2025-2026 & Market Rates.	

* Cost inclusive of all Salaries / Goods / Consumables / Equipment / Service Charges and all applicable taxes, levies / duties

Recommendations: The Procuring Agency's Procurement Committee unanimously recommends M/s. Swift Property Management Services (Pvt.) Ltd, the successful bidder, whose bid found as the Most Advantageous Bid, i.e., a bid that after meeting the eligibility or qualification criteria has been found as substantially responsive in accordance with the criteria and other terms & conditions specified under the bidding document. The Committee further recommends the Procuring Agency for awarding the Contract to this recommended bidder within the bid validity period, subject to the redressal of the grievances (if any raised by bidder), verification of the bidder's bid security and approval of the Competent Authority as required under the governed procurement framework viz-a-viz the SPP Rules, 2010 (Amended from time to time).

(FAWAD JUNEJO)
Section Officer (General)
SGA&C Department, Govt. of Sindh
(Member)

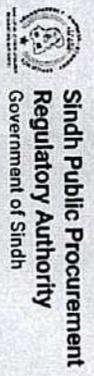
(MUHAMMAD AFZAL MEMON)
Section Officer (Admn-II)
Finance Department, Govt. of Sindh
(Member)

(TAHIR KHAN)
Assistant Engineer, PBS-D-V
Works & Services Department, Govt. of Sindh
(Member)

(MUHAMMAD UMER QURESHI)
Section Officer (CTC)
Finance Department, Govt. of Sindh
(Member / Secretary)

(MUHAMMAD ALI SHAIKH)
Deputy Secretary (Admn & Accounts)
Finance Department, Govt. of Sindh
(Chairman)

Refer to the Reports (Financial, Bidder's Qualification Report & Services & Goods' Specification Conformance & Compliance Reports) attached with minutes



Tender Search Filters

Procurement Name:

Department Name:

Procurement Status:

Select:

Tender No:

Published Date:

Closing Date:

Tender Worth:

Select:

سندھ پبلک پرائیویٹ ریگولٹری اتھارٹی
انٹرنیٹ حکومیت سلسلہ

Public Tenders

EPADS-S-250803801
Hiring of Janitorial Services
 Department Name: Section officer (B and A), Finance Department Karachi
 Status: In-Progress
 Location: Karachi south

EPADS-S-250492166
Procurement of Customized Leather Bags for the packing of Budget 2025-2026 Kit
 Department Name: Section officer (B and A), Finance Department Karachi
 Status: Completed
 Location: Karachi south

Aug 15, 2025 UAN: 051-111-137-237

Sort By:

Total Records: (6)

Published Date: Aug 15, 2025, 4:39 PM
 Closing Date: Sep 3, 2025, 11:30 AM
 Bid Opening Date: Sep 3, 2025, 12:00 PM
 Validity Date: Dec 2, 2025

Published Date: Apr 24, 2025, 4:39 PM
 Closing Date: May 14, 2025, 11:00 AM
 Bid Opening Date: May 14, 2025, 12:00 PM
 Validity Date: Aug 12, 2025



+92 - 21 - 99222113
 +92 - 21 - 99222112

A.K Lodhi Block Finance Complex,
 New Sinch Secretariat, Building No.6, Kamal-Atta-Turk Road, Karachi

LATEST TENDER DETAILS

Tender Title	DOCUMENT NAME	PUBLISHED DATE	CLICK TO DOWNLOAD
Provision of Janitorial Services with Cleaning Consumables & Equipment for the Multi-Storey Building No. 6, Finance Complex, A.K Lodhi Block, Sinch Secretariat, Karachi			
1	Bidding Document	15/08/2025	Download
2	Notice Inviting Tenders	15/08/2025	Download
3	PC Notification	15/08/2025	Download
4	CRC Notification	15/08/2025	Download
5	APP 2025-2026	15/08/2025	Download



FINANCE DEPARTMENT GOVERNMENT OF SINDH

NOTICE INVITING TENDERS

PROVISION OF JANITORIAL SERVICES WITH CLEANING CONSUMABLES & EQUIPMENT FOR THE MULTI STOREY BUILDING NO. 6, FINANCE COMPLEX, A.K LODHI BLOCK, SINDH SECRETARIAT, KARACHI

Procuring Agency: Finance Department, Government of Sindh

Reference No: FD (CTC-I) / 03 (01) / 2025-2026

Date: 16th August, 2025

Government of Sindh (the 'Government') has allocated the funds towards strengthening operational activities support to the Finance Department (the 'Procuring Agency'), which it intends to apply part of the proceeds of this anticipatory funding towards the eligible payments under the Service Contract mentioned below:

S. No.	Description	Requirement of Manpower/Janitors	Duration of Agreement	Working Hours / Days of Janitorial Services
1.	Provision of Janitorial Services with Cleaning Consumables & Equipment for the Multi Storey Building No. 6, Finance Complex, A.K Lodhi Block, Sindh Secretariat, Karachi.	01-Supervisor 25-Manpower/Janitors (23-Males / 02-Females)	03-Years	8:00 am to 6:00 pm (05 Days a week)

2. Procuring Agency now invites sealed Bids from the eligible Bidders having registration with relevant Tax and Professional bodies and having at least one (1) operational office in Karachi City for the provision of the Janitorial Services (inclusive Manpower / Janitors, Consumables & Equipment) on Complete Package Basis for the Multi-Storey Building No. 6, Finance Complex, A.K Lodhi Block, Sindh Secretariat, Karachi for the period of Three (03) Years from the date of signing of Service Agreement, in accordance with the SPP Rules, 2010 (As Amended from time to time), provided that the continuation of the Service Agreement for the 02nd & 3rd year will be subject to the satisfactory Performance of the Contractor / Service Provider as per the Key Performance Indicators (KPIs), as further details specified under the Bidding Document.

3. The Procurement Procedure will be conducted through an open National Competitive Bidding using Quality and Cost Based Selection (QCBS) method as specified under SPP Rules, 2010, and is open to all the Eligible Bidders, as defined under the Bidding Document.

4. The Service Contract will be awarded to the Most Advantageous Bidder attaining the highest combined weighted Technical and Financial Score according to the criteria outlined under the Bidding Document.

5. The prospective Bidders may seek further information by obtaining the Bidding Document upon submitting a written application along with a Pay-Order / Demand Draft amounting to Rs. 1,500/- (Rupees; One Thousand & Five hundred only) in favour of the Section Officer (CTC), Finance Department, Government of Sindh from the Procuring Agency's Office, addressed below, with effect from 16th August, 2025 till 02nd September, 2025 or downloading it the same from the websites of the Procuring Agency <https://finance.gos.pk/> or SPPRA <https://portalsindh.procure.gov.pk/>.

6. Bids containing requisite or supporting documents must be submitted electronically and Bidders shall have only option to submit their Bids on or before 11:00 am on 03rd September, 2025 through designated e-procurement system i.e., E-Pak Acquisition and Disposal System (EPADS) of Sindh Public Procurement Regulatory Authority, by registering their company / organization in advance at <https://portalsindh.procure.gov.pk/> prior to the bid opening date. Physical bids neither be allowed nor be accepted. Late Bids will be rejected. Bids will be publicly opened in the presence of the Bidders' designated representatives who may choose to be present in person at the address specified under the Bidding Document at 12:00 noon on 03rd September, 2025. However, in case of a Public Holiday or any unforeseen event on the Bids' opening date, the bids shall be considered and opened on the next Business Day at the same time and venue.

7. All the bids shall remain valid for a period of Ninety (90) days effective from the Bids' opening date and must be accompanied by a corresponding Bid Security equivalent to 5% of the total quoted bid in the shape of Pay Order/ Demand Draft/ Bank Guarantee, valid for a period of twenty-eight (28) days beyond the Bid validity period, issued by a scheduled bank of Pakistan in favor of 'Drawing & Disbursing Officer, Finance Department, Government of Sindh'. However, the original Bid Security instrument as a part of Financial Bid shall be required Physically in a separate sealed envelope from all the prospective Bidders on or before Bid's opening date and a copy of the same instrument without disclosing the Bid Security amount, to be required electronically in a Technical Bid as well. Non-compliance will cause the rejection of the respective Bid(s).

8. The Procuring Agency reserves the right to reject any or all Bids or cancel the Bidding Process, in whole or in part, at any time before accepting a Bid(s), subject to the relevant provisions of the SPP Rules, 2010 (As amended from time to time).

9. The address referred to above for issuance of the Bidding Document (if required to) and submission of requisite Bid Security is mentioned below.

(MUHAMMAD ADEEL)
SECTION OFFICER (CTC)
Secretary to Government of Sindh

WORK FOR SINDH
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INFORMATION DEPARTMENT

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جلد 21 نومبر 18 اگست 2025 ع بمطابق 23 صفر المظفر 1447 هـ قيمت 40 روپيا شمارو 89

فنانس ڊپارٽمينٽ
سنڌ حڪومت



ٽينڊر جي آڇ جو نوٽيس

گهڻ ماڙ عمارت نمبر 6، فنانس ڪمپليڪس، اي ڪي لوڏي بلاڪ، سنڌ سيڪريٽريٽ، ڪراچي لاءِ صفائي جي استعمال جي شين ۽ سامان سان گڏ صفائي جي خدمتن جي فراهمي

پروڪيورنگ ايجنسي: فنانس ڊپارٽمينٽ، حڪومت سنڌ
 رفرنس نمبر: FD(CTC-I)/03(01)/2025-2026
 تاريخ: 16 اگست 2025

سنڌ حڪومت (حڪومت) فنانس ڊپارٽمينٽ (غريبي ايجنسي) کي آرٽنٽل سرگرمين جي مدد کي مضبوط ڪرڻ لاءِ فنڊ مخصص ڪيا آهن. جيڪر ان جو اڻ واري آهي تہ هن پيشڪي فنڊنگ جي آمدني جو هڪ حصو هيٺ ڏنل سروس ڪانسٽريڪٽ تحت اهل ايل ايل ايس کي تي لاکو ڪيو وڃي:

S#	تفصيل	پروڪيٽر / صفائي ڪنٽرول جي گهرج	معاهدي جي مدت	پروڪيٽر جي ڪار جا ڏينهن ڪلاڪ
1	گهڻ ماڙ عمارت نمبر 6، فنانس ڪمپليڪس اي ڪي لوڏي بلاڪ سنڌ سيڪريٽريٽ، ڪراچي لاءِ صفائي جي استعمال جي شين ۽ سامان سان گڏ صفائي جي خدمتن جي فراهمي	01- سرويٽور 25- صفائي ڪنٽرول پروڪيٽر (23 مرد / 02 عورتون)	3 سال	8.00 وڳي صبح کان 6 وڳي شام (هفتي و 05 ڏينهن)

2 غريبي ايجنسي هائي لاجيبل ايجنسي ۽ پيشوآءِ ادارن سان رجسٽريشن رکندڙ ڪراچي شهر و گهٽ و گهٽ هڪ (1) آرٽنٽل ايس رکندڙ اهل ٻولي ڏينهن کان مهربند ٻوليون طلب ڪري ٿي تہ جيئن سروس معاهدي تي دستخط جي تاريخ کان (03) سالن جي عرصي لاءِ ملائي استوري بلڊنگ نمبر 6، فنانس ڪمپليڪس اي ڪي لوڏي بلاڪ سنڌ سيڪريٽريٽ، ڪراچي لاءِ مڪمل پيڪيج جي بنياد تي جيترو بل سروس (بشمول آفٽائي ڪوٽ / جيتوڻي استعمال ٿيندڙ شين ۽ سامان) جي فراهمي لاءِ ايس بي بي روزان 2010 (جيشن وڪٽ ٽرمبر ڪئي ويندي آهي) جي مطابق بشرطڪ 02 ۽ 3 سال لاءِ سروس معاهدي جو تسلسل ڪنٽريڪٽ / سروس فراهم ڪندڙ جي اطمینان بخش ڪارڪردگي جي تابع هوندو، جيئن بلڊنگ دستاويز تحت بيان ڪيل وڌيڪ تفصيل

3 غريبي جو طريقو هڪ کليل قومي مقابلي واري ٻولي ٻولي ذريعي ڪيو ويندو جيڪو معيار ۽ قيمت تي بلڊ ٻونڊ (QCBS) طرفن استعمال ڪندي، جيئن SPP ويلان 2010 تحت بيان ڪيو ويو آهي ۽ سڀني اهل ٻولي ڏينهن لاءِ کليل آهي، جيئن ٻولي دستاويز تحت بيان ڪيو ويو آهي.

4 سروس ڪانسٽريڪٽ سڀ کان وڌيڪ ناقابليندڙ ٻولي ڏينهن کي ڏنو ويندو جيڪو برقي دستاويز تحت بيان ڪيل معيار مطابق سڀ کان وڌيڪ گڏيل فنڊ وارو ٽيڪنيڪل ۽ مالي اسڪور حاصل ڪندو.

5 اعطائي ٻولي ڏينهن سڪشن آفيسر (سي ٽي سي) جي حق و 1,500 (هڪ هزار ۽ پنج سئو صرف) روپين جي بي آرڊر / ڊيٽا ٽو ڊيٽ سان گڏ هڪ نمبر تي درخواست جمع ڪرائيندي ٻولي دستاويز حاصل ڪري وڌيڪ معلومات حاصل ڪري سگهين ٿا. فنانس ڊپارٽمينٽ، سنڌ حڪومت پاران غريبي ايجنسي جي آفيسر مان هيٺ ڏنل پتي 16 اگست 2025 کان 02 سيپٽمبر 2025 تائين يا ان کي غريبي ايجنسي جي ويب سائٽين SPPRA (<https://finance.gos.pk/>) ۽ <https://portalsindh.eprocure.gov.pk/#/> مان پاران لاءِ ڪري سگهجن ٿا.

6 گهريل يا معائن دستاويز تي مشتمل ٻوليون ايجنسي هڪ طور تي جمع ڪرائيندڙن ۽ ٻولي ڏينهن رٽ صرف اهو اختيار هوندو آهي پنهنجون ٻوليون جمع ڪرائين يا 03 سيپٽمبر 2025 تي صبح جو 11:00 وڳي کان آڳ، سنڌ بيلڪ پروڪيورمينٽ ريجيوليشن ٽي آر ٽي جي مقرر ڪيل اي-پروڪيورمينٽ سسٽم يعني اي-پاڪ ايڪزچينج اينڊ سپروائيز سسٽم (EPADS) ذريعي يا ڪراچي جي تاريخ کان آڳ <https://portalsindh.eprocure.gov.pk/#/> تي پنهنجي گهٽي / تنظيم کي رجسٽر ڪرائيندي، جڏهن ٻوليون ٽي اجازت ڏني وينديون ۽ ٽي لپول ڪيون وينديون. ايس سان ٻوليون ر ڪيون وينديون. ٻوليون عوامي طور تي برقي ڏينهن جي نامزد ٿيڻ کان پوءِ ٻوليون ڏينهن جي موجودگي و ڪراچي ڏينهن جيڪي 03 سيپٽمبر 2025 تي منجهند 2400 وڳي بلڊنگ دستاويز تحت بيان ڪيل پتي تي ذاتي طور تي موجوده وقت جو وقت حاصل ڪري سگهين ٿا. جڏهن تہ بلڊنگ جي اقتصادي تاريخ تي عوامي موڪل يا ڪنهن به غير متعلق واري جي صورت و، بوجس ڏينهن ڪارروائي ڏينهن تي ساڳئي وقت ۽ جڳهه تي غير ڪيون وينديون ۽ ڪراچي ڏينهن.

7 سڀني ٻوليون ٻولي جي افتتاح جي تاريخ کان پوءِ (90) ڏينهن جي عرصي تائين صحيح رهنديون ۽ انهن سان گڏ ڪل ڪوٽ ٿيل ٻولي جي 5 سيڪڙو جي برابر هڪ لاجيبل ٻولي سيڪيوريٽي هجڻ گهرجي جيڪا بي آرڊر / ڊيٽا ٽو ڊيٽ / بيلڪ ڪارٽي جي صورت و هجي، جيڪا ٻولي جي صحيحيت جي مدت کان لاءِ (28) ڏينهن جي عرصي تائين صحيح آهي، جيڪا پاڪستان جي شاديلا بيلڪ پاران آرٽنگ ۽ سروسنگ آفيس فنانس ڊپارٽمينٽ، حڪومت سنڌ، جي حق و جاري ڪئي وئي هجي. جڏهن تہ مالي ٻولي جي جسي طور اصل ٻولي سيڪيورٽي دستاويز ٻولي جي افتتاح جي تاريخ تي يا ان کان آڳ سڀني اعطائي ٻوليون کان هڪ آڳ سيل لڳائي واري و جسماني طور تي گهريل هوندو ۽ ٻولي سيڪيورٽي جي وڌو ظاهر ڪرڻ کان سواءِ ساڳئي دستاويز جي ڪا به هڪ ٽيڪنيڪل ٻولي پر اعطائي طور تي گهريل هوندي. عذر هميشه لاجيبل آهي (5) جي ر ٽو جو سبب پنهنجي.

8 غريبي ڪنٽرول ايجنسي کي ايس بي بي روزان 2010 (جيشن وڪٽ ٽرمبر ڪئي ويندي آهي) جي لاجيبل شڪن جي تابع ڪنهن به پاسيٽي ٻوليون کي رد ڪرڻ يا ٻولي جي ختم ڪرڻ کي منظور ڪندڙ يا جاري طور تي مخصص ڪرڻ جو حق محفوظ آهي.

9 بلڊنگ دستاويز جاري ڪرڻ لاءِ مالي گئل پٽر (امن) کي گهريل آهي، واري و پاسيٽي جي جمع ڪرائڻ لاءِ هيٺ ڏنل آهي.

(محمد عدليل)
ٽيڪنشن آفيسر (CTC)

حڪومت سنڌ جي سيڪريٽري لاءِ

INF/KRY#2509/2025

WORK FOR SINDH INFORMATION DEPARTMENT

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MOST ADVANTAGEOUS BID: -

The Procuring Agency shall use the criteria and methodologies listed below to determine the Most Advantageous Bid. The Most Advantageous Bid is the bid offered by a Bidder that meets the Qualification & Evaluation criteria and whose bid has been determined to be:

- (a) substantially responsive to the Bidding Document; and
- (b) declared as the highest ranked bid on the basis of combined evaluation.

1 – Preliminary (Mandatory) Qualification Criteria (ITB 35)

The Procuring Agency shall carry out the Pre-Qualification of the Bidder in accordance with ITB, using only the requirements specified below. The bid not responsive to the MANDATORY SCREENING/ QUALIFICATION CRITERIA shall not be eligible for further Technical Evaluation. The Bidders who fail to comply the basic requirements as list below shall stand rejected from Bidding Process. Any Minor deviations at this stage shall not be entertained at any reason, whatsoever.

Sr. No	Description				
	Required Documentation (To be filled by the Procuring Agency)	Requirement	Checklist (To be initialed by the Bidder against each Document)	Relevant Page Number in the Bid (To be filled by the Bidder)	Supporting Documents (To be filled by the Bidder with name of the Documents that are submitted to meet the requirement)
		Column-I	Column-II	Column-III	Column-IV
1.	Nationality: Bidder must have been incorporated or setup in Pakistan as evidenced by its registration documents.	Mandatory			Registration details including Memorandum & Articles of Incorporation or equivalent documents of constitution or association or documents for registration of legal entity as applicable under the law.
2.	Letter of Bid typed on stationery with its letterhead clearly showing the bidder's complete name and business address.	Mandatory			Format mentioned at Section IV - Bidding Forms.
3.	Bidder's Information Form (BIF) typed on stationery with its letterhead in accordance with the instructions indicated in (BIF)	Mandatory			Format mentioned at Section IV - Bidding Forms.
4.	Complete Company Profile with at least one (01) Customer Facilitation Center / Support Office in Karachi.	Mandatory			Company Profile describing nature of business and field of experience.
5.	Compliance to the Technical Specifications. (Refer to Supply Requirement	Mandatory			Bidder must furnish credible documents/evidence to demonstrate that the services along with related Goods

	<i>Conformance & Compliance Report)</i>				Consumables and Equipment it offers meet the requirement specified under Part-2 supply requirements.
6.	Catalogue / Brochures / Technical Data Sheets, having complete technical specifications of the offered Goods / Consumables and Cleaning Equipment offered by the Bidders.	Mandatory			Credible documentary evidence must be furnished by the Bidder.
7.	Valid National Tax (NTN-FBR) Certificate / Registration with Active Tax Payer List (ATL) on FBR website / Portal.	Mandatory			NTN Certificate or any other legal document as applicable under the law.
8.	Valid Sindh Sales Tax (SST-SRB) Certificate / Registration with Active Tax Payer Status on SRB website / Portal.	Mandatory			SST Certificate or any other legal document as applicable under the law.
9.	Valid registration of the Bidders with EOBI, Govt. of Pakistan.	Mandatory			Credible documentary evidence must be furnished by the Bidder.
10.	Valid registration of the Bidders with SESSI, Govt. of Sindh.	Mandatory			Credible documentary evidence must be furnished by the Bidder.
11.	Power of Attorney required from Bidders for Authorized Person nominated to sign the Tender related documents.	Mandatory			Format specified under Part - 4 Appendices.
12.	Valid ISO 9001:2015 Certificate <i>or</i> Equivalent under the scope of Facility Management Services <i>or</i> Quality Management System.	Mandatory			Credible documentary evidence must be furnished by the Bidder.
13.	Minimum experience in the similar nature of Services / Assignments executed during the last five (05) Years . (Atleast two similar nature of Services / Assignments each having minimum 50% of the estimated cost of the Assignment <i>or</i> atleast one similar nature of Services /	Mandatory			Copies of Completion Certificates and Purchase orders indicating Contracts scope and references proving completion of the requisite number of Contracts.

	Assignment having minimum 80% of the estimated cost of the Assignment.				
14.	Average Annual Financial Turn-over not less than equivalent estimated cost of the Assignment during the last five (05) years.	Mandatory			Annual Audit Reports containing balance sheets, income statements and cash flow statements of the last Five (5) years duly issued and verified by a certified Chartered Accountant firm registered with ICAP in Pakistan.
15.	Bidder must not be: (i) Currently blacklisted by any Government Department or Procuring Agency; (ii) Debarred by the Procuring Agency till the bid submission deadline; (iii) In bankruptcy or liquidation proceeding; and (iv) convicted of fraud, corruption, collusion or money laundering during the last five (05) years.	Mandatory			Format specified under Part - 4 Appendices required on non-judicial stamp paper of PKR. 200/-

- All documents in Technical Proposals submitted by the Bidders duly signed by Authorized Person of the Bidder with Official Seal / Stamp, properly filled in, as well as paginated.
- Bidders are required to mention the exact page number of relevant documents placed in the Bid.
- Bidders are advised to attach all supporting documents with this form as mentioned in Column-I, above.

2 - EVALUATION CRITERIA & COMPARISON OF BIDS (ITB 33)

- a.) Bidders who have been qualified on the basis of the Preliminary (Mandatory) Screening / Qualification Criteria will be eligible for detailed evaluation. The Procuring Agency will be evaluated and compared the bids that have been determined to be substantially responsive to the technical requirements.
- b.) Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, Bids received after specific date and time and Bids of currently Black listed firms shall be treated as rejected / non-responsive.
- c.) Bids are invited as per **Quality and Cost Based Selection (QCBS) Method** in accordance of the Sindh Public Procurement Rules, 2010 (Amended from time to time). In case, any Bidders encloses the financial Bids within the Technical Bids, the same shall be rejected similarly.
- d.) The following merit point system for assessing evaluation factors/ criteria shall be applied for Technical Proposals.
- e.) **Qualifying Points in Technical Evaluation = 80-Points out of 100-Points.**

CRITERIA / PARAMETERS / SUB-PARAMETERS

Sr. #	Requirements	Sub-Points	Total Points	Checklist (To be initialed by the Bidder against each Document)	Relevant Page Number in the Bid (To be filled by the Bidder)	Supporting Documents (To be filled by the Bidder with name of the Documents that are submitted to meet the requirement)
	Column-I	Column-II	Column-III	Column-IV	Column-V	Column-VI
GENERAL REQUIREMENTS:						
1.	Company Year of Establishment: (Credible Documentary evidence must be provided)			-	-	-
1.1	Established during 2016 or early	08-Points	08-Points			
1.2	Established during 2018	06-Points				
1.3	Established during 2020	04-Points				
2.	Form of Company: (Credible Documentary evidence must be provided) <ul style="list-style-type: none"> • Individual/Proprietor. • Private Limited. • Public Limited. • Partnership. • Corporation. • Other(s) (Specify). 	N/A	01-Points			
3.	Acknowledgements (CPR) of Income Tax Return to FBR: (Computerized payment receipts (CPR) must be provided)			-	-	-
3.1	F.Y 2015-16 to F.Y 2024-25 (10-Years)	10-Points	10-Points			
3.2	F.Y 2017-18 to F.Y 2024-25 (08-Years)	08-Points				
3.3	F.Y 2019-20 to F.Y 2024-25 (06-Years)	06-Points				
4.	Acknowledgements (CPR) of Sindh Sales Tax Return to SRB: (Computerized payment receipts (CPR) must be provided)			-	-	-
4.1	July,2015 to June,2025 (1.5 Points for each Year) (10-Years)	15-Points	15-Points			
4.2	July,2017 to June,2025 (1.5 Points for each Year) (08-Years)	12-Points				
4.3	July,2019 to June,2025 (1.5 Points for each Year) (06-Years)	09-Points				
Gross Total:			34-Points			
FINANCIAL CAPABILITIES:						

5.	Valid Current <i>Financial Soundness or Account Maintenance</i> Certificates from the concerned Bank of the Bidders.		05-Points			
6.	<i>Average Annual Financial Turn-over of the last (05) Years:</i> (Audited Statements of Accounts & Income Tax return forms must be attached as supporting Documents).		10-Points	-	-	-
6.1	≥ PKR 30.00 million.	10-Points				
6.2	≥ PKR 25.00 million and < PKR 30.00 million	08-Marks				
6.3	≥ PKR 22.00 million and < PKR 25.00 million	06-Marks				
6.4	≥ PKR 20.00 million and < PKR 22.00 million	04-Marks				
Gross Total:			15-Points			

KEY PROFESSIONALS / OFFICES SETUP ACROSS PAKISTAN

7.	<i>Bidders' Staff details for Support Services:</i> (Credible Documentary Evidence and Copies of Pay Slips must be provided with their Salary Accounts Statement details)		21-Points	-	-	-
7.1	06 or more Senior Management Executive / Staff on the Bidders' Payroll for the last Five (05) Years (Must be possess Masters in Business Administration or Equivalent Degree, documentary proofs required).	03-Points				
7.2	08 or more Managerial Staff (Zonal) on the Bidders' Payroll for the last Four (04) Years. (Must be possess Bachelors or Equivalent Degree, documentary proofs required).	04-Points				
7.3	12 or more Supervisors on the Bidders' Payroll for the last Three (03) Years. (Must be Certified or Diploma or Equivalent in House Keeping Supervisory from any recognized Institute, documentary proofs required).	06-Points				
7.4	50 or more Janitors / Manpower on the Bidders' Payroll for the last 02 (Two) Years. (Preferably, trained professionals with working experience of atleast Three (03) Years as a Janitor in any Public or Private Sector Organizations, documentary proofs required).	08-Points				
8.	<i>Bidders' Offices / Networking Setup across Pakistan:</i> (Credible Documentary evidence must be provided)		04-Points			
8.1	Head Office + 04 or more regional / branch offices.	04-Points				
8.2	Head Office + 03 regional / branch offices.	03-Points				
8.3	Head Office + 02 regional / branch offices.	02-Points				
Gross Total:			25-Points			

PAST & PRESENT WORKING EXPERIENCE:

9.	<i>Bidders have atleast Ten (10) Years of experience for providing Janitorial Services to the various Procuring Agencies (either from Public or Private Sector Organizations).</i> (Purchase Orders or Service Contracts or any other documentary proofs which are legally acceptable, from the various Procuring Agencies must be required as supporting Documents).		10-Marks	-	-	-
9.1	20 or more Proofs for the Year 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024. (For each year atleast 02-Proofs must be required).	10-Points				
9.2	16 or more Proofs for the Year 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024. (For each year atleast 02-Proofs must be required).	08-Points				
9.3	12 or more Proofs for the Year 2019, 2020, 2021, 2022, 2023, 2024. (For each year atleast 02-Proofs must be required).	06-Points				
9.4	10 or more Proofs for the Year 2020, 2021, 2022, 2023, 2024. (For each year atleast 02-Proofs must be required).	05-Points				

10.	<i>Evidence of similar nature of assignments / services having minimum amount equivalent to the estimated cost of the Assignment / Services or more have been successfully executed / completed or on going during the last Six (06) Months between January, 2025 to June, 2025:</i> (Purchase Orders or Service Contracts or any other documentary proofs which are legally acceptable, from the various Procuring Agencies must be required as supporting Documents).		06-Points	-	-	-
10.1	03 or more Proofs.	06-Points				
10.2	02-Proofs.	04-Points				
10.3	Below 02-Proofs.	00-Points				
Gross Total:			16-Points			
PROJECT COMPLETION CERTIFICATIONS:						
11.	<i>Valid Client Satisfaction / Feedback / Project Completion Certificates on Procuring Agencies' Official Letter Head with required discipline that the Bidder has provided the required Janitorial Services satisfactorily during the Agreement Period:</i>			-	-	-
11.1	10 or more Proofs for the Year 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024. (For each year minimum 01-Proof required).	10-Points	10-Points			
11.2	08 or more Proofs for the Year 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024. (For each year minimum 01-Proof required).	08-Points				
11.3	06 or more Proofs for the Year 2019, 2020, 2021, 2022, 2023, 2024. (For each year minimum 01-Proof required).	06-Points				
Gross Total:			10-Points			
Grand Total:			100 - Points			

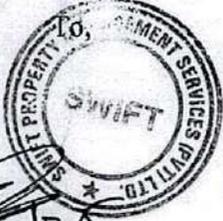
NOTE:

1. Bidders must attain atleast **80-Points in Technical Score (St)** to qualify for the opening of their Financial Proposals (fp).
2. No Re-conditioned/Re-packed/Counterfeit or Consumables and Equipment are acceptable and shall not be quoted. Non-compliance shall cause the rejection of respective Bidders.



No. FD (CTC-I) 03(01) /2025-26
GOVERNMENT OF SINDH
FINANCE DEPARTMENT
Karachi dated the 21st October, 2025

Ph. No: 021-99222113



M/s. Swift Property Management Services (Pvt.) Ltd,
Address: C-32/7, K.D.A, Scheme-I, Noble House,
Tipu Sultan Road, Karachi.
Karachi.
Tel No: 021-34540950-53

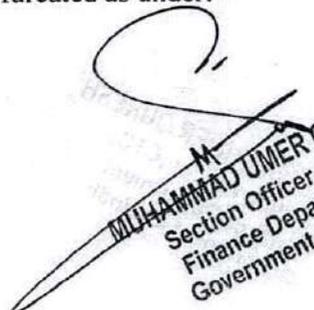
SUBJECT: LETTER FOR ACCEPTANCE OF BID / AWARD OF CONTRACT

References are made to the:

- Invitation for Bids (the 'IFB'): issued by the Government of Sindh, Finance Department (the 'Procuring Agency') through publication in national dailies: English Dawn, Urdu Express and Sindhi Sobh on 17th, 18th and 19th August, 2025, along with the Notice Inviting Tender (NIT). The corresponding Bidding Document dated 15th August, 2025, uploaded on the Procuring Agency and e-Procurement System of SPPRA under ID # EPADS-S-25080301, for solicitation of bids from eligible bidders for "Provision of Janitorial Services with Cleaning Consumables & Equipment for the Multi-Storey Building No. 6, Finance Complex, A.K Lodhi Block, Sindh Secretariat, Karachi" (the 'Assignment'), in accordance with the Sindh Public Procurement Rules, 2010 (as amended from time to time).
- Bid submitted by M/s. Swift Property Management Services (Pvt) Ltd (the 'Bidder') in response to the above IFB on 03rd September, 2025.
- Bid Evaluation Report communicated to the Bidder by the Procuring Agency on 03rd October, 2025 and posted on the FD & SPPRA- EPAD System at ID No. EPADS-S-250803801 on 03rd October, 2025.

2. The undersigned is directed to refer to the subject matter, including references thereunder, captioned above and communicate that the Procuring Agency, pursuant to the recommendations of the Procurement Committee and with the approval of Competent Authority i.e., Secretary Finance, has been pleased to accept /approve your bid submitted for the "Provision of Janitorial Services with Cleaning Consumables & Equipment for the Multi-Storey Building No. 6, Finance Complex, A.K Lodhi Block, Sindh Secretariat, Karachi" with the total yearly contract cost of Rs. 28,998,888.00/- (Rupees: Twenty-Eight Million Nine Hundred Ninety-Eight Thousand Eight Hundred Eighty-Eight and Zero Paisas only) inclusive of wages, supplies, equipment, and all applicable taxes, levies, & duties., in accordance with the criteria and other terms specified in the Bidding Document. The monthly remuneration charges shall be Rs. 2,416,574.00 (Rupees: Two Million Four Hundred Sixteen Thousand Five Hundred Seventy-Four & Zero Paisas only) bifurcated as under: -

Cont'd to page...2/-


MUHAMMAD UMER QURESH
Section Officer (CTC)
Finance Department
Government of Sindh

9/10

BREAKDOWN OF MONTHLY CHARGES				
Sr. No	Description	Qty	Monthly Remuneration Charges	
			Monthly Charges per Supervisor & Manpower / Janitor inclusive of Cleaning Consumables & Machinery Equipment as defined under Section V – Schedule of Requirements (Inclusive of all the expenses towards successful delivery of services & all duties, taxes and other Government applicable charges (i.e., EOBI & SESSI etc.) payable by the successful Bidder under the Service Agreement.	
			M/s. Swift Property Management Services (Pvt.) Ltd.	
1.	Minimum Physical presence of Manpower / Janitors with Supervisor (Reliever extra to be provided by the successful Bidder for which no separate charges will be claimed) along with Cleaning Consumables & Machinery Equipment / Appliances.	01-Supervisor	As per Sindh Minimum Wages Act-2015 vide Notification No. L-II-13-3/2016, dated 28.07.2025 including EOBI & SESSI Charges	
		25-Janitors		
		Cost of Goods / Cleaning Consumables		52,005/- (52,005 x 01 = 52,005/-)
		Rent of Machinery Equipment / Appliances		50,005/- (50,005 x 25 = 1,250,125/-)
		Total Monthly Remuneration Charges:		1,858,904/-
			W.H.T @ 15%	
			278,835.60/-	
			Sindh Sales Tax on Services (SST) @ 15%	
			278,835.60/-	
			Grand Total (Monthly Remuneration Charges):	
			2,416,574/-	

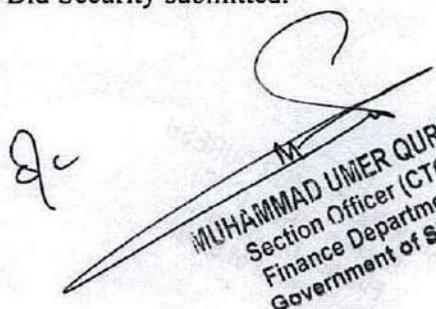
3. The Bidder is, therefore, required to furnish the following documents in pursuance of the Bidding Document.

- Performance Security equivalent to 10% of the total contract / bid price, in the form of pay order or demand draft or bank guarantee, issued by a scheduled bank in Pakistan, in favor of the 'Drawing & Disbursing Officer, Finance Department, Government of Sindh', within seven (7) days, reckoned from the date of receipt of this letter, as required under SCC Clause – GCC 17.1 & GCC 17.3 of the Bidding document.
- Contract Agreement affixed with e-stamp duty equivalent to 0.35% of the Contract / Bid Price or any other applicable rate as per Stamp Act, 1989 (Amended from time to time), (a copy of draft contract is enclosed).
- Integrity Pact on non-judicial stamp paper, duly signed & stamped by the bidder's authorized person, in accordance of Rule-89 of SPPRA Rules, 2010 (As amended from time to time) (Format of Integrity pact is enclosed).

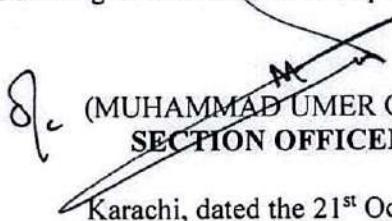
4. The Bidder is further advised to confirm in writing, within five (5) days, reckoned from the date of receipt of this letter, its acceptance of the terms set forth herein, along with willingness to execute the Contract in the prescribed form enclosed herewith.

5. The obligations imposed on the Bidder under this letter shall be legally binding and contractual in nature until execution of the formal Contract.

6. Failure of the Bidder to provide written acceptance, furnish the performance security within the prescribed period, or sign the Contract, may result in cancellation of this Letter of Acceptance and forfeiture of the Bid Security submitted.


 MUHAMMAD UMER QURESH
 Section Officer (CTC)
 Finance Department
 Government of Sindh

7. This letter shall be construed and interpreted in accordance with, and governed by, the laws of Pakistan. The Courts of appropriate jurisdiction in the province of Sindh shall have exclusive jurisdiction over disputes or matters arising from or relating to this Letter of Acceptance (LoA).

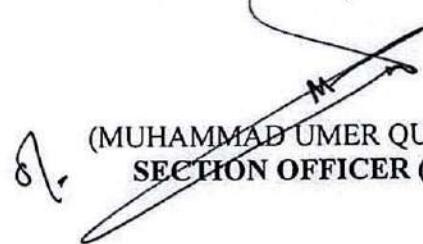

(MUHAMMAD UMER QURESHI)
SECTION OFFICER (CTC)

No. FD (CTC-I) 03(01) /2025-26

Karachi, dated the 21st October, 2025

A copy is forwarded for information to the:

1. R.O to Secretary to Government of Sindh, Finance Department, Karachi
2. P.S to SFS (Sr/Admn), Finance Department, Government of Sindh, Karachi.
3. P.S to AFS (Sr/Admn), Finance Department, Government of Sindh, Karachi.
4. P.S to D.S (Admn & Accounts), Finance Department, Government of Sindh, Karachi.
5. Office Copy.


(MUHAMMAD UMER QURESHI)
SECTION OFFICER (CTC)

Address:

Room No. 171, Ground Floor Finance Department, Government of Sindh, Building No. 06, Sindh
Secretariat A.K Lodhi Block, Kamal Atta-Turk Road, Karachi-Pakistan
E-mail: procurementfd@finance.gos.pk



NO.F.D (CTC-I) 03(01)/ 2025-2026
GOVERNMENT OF SINDH
FINANCE DEPARTMENT
Karachi dated the 07th November, 2025

TO WHOM IT MAY CONCERN

Reference: Invitation for Bids (the 'IFB') floated by the Government of Sindh, Finance, Department (the 'Procuring Agency') through publication in national dailies: English Dawn, Urdu Express, and Sindhi Sobh dated 17th, 18th and 19th August, 2025, respectively, along with Notice Inviting Tender (NIT) and the corresponding Bidding Document dated 15th August, 2025. The same documents were uploaded on the Procuring Agency and SPPRA's e-Procurement System (EPADS) under ID # EPADS - S - 250803801, for the solicitation of bids from eligible bidders for the "Provision of Janitorial Services with cleaning consumables & equipment for the Multi-Storey Building No. 6, Finance Complex, A.K Lodhi Block, Sindh Secretariat, Karachi" (the 'Assignment'), in accordance with the Sindh Public Procurement Rules, 2010 (as amended from time to time).

It is hereby certified that the Head of the Procuring Agency, including its Complaints Redressal Committee, has not received any official complaint(s) (through mail, e-mail, or the SPPRA-EPADS) from any bidder relating to the bidding process of the aforementioned assignment up to the completion of the procurement cycle, i.e., the award of contract to the most advantageous bidder in accordance with the criteria and other terms and conditions set forth in the Bidding Document.

2. This Certificate is being issued for posting it along with the Contract Documents on the SPPRA-EPADS, in compliance with the instructions of the Sindh Public Procurement Regulatory Authority, circulated vide Policy Letter No. Dir (A&F)/SPPRA/Policy-01/2019-20/0433, dated 20th August, 2019.


(FAYAZ AHMED JATOI)
SECRETARY FINANCE

the Property Management Services (PMS) Department, Government of Sindh, Karachi, Pakistan, has invited bids for the provision of Janitorial Services with Cleaning Goods / Consumables & Equipment for the Multi-storey Building of Finance Department, Government of Sindh (Secretariat) Karachi.

SERVICE AGREEMENT FOR

**PROVISION OF JANITORIAL SERVICES WITH CLEANING GOODS /
CONSUMABLES & EQUIPMENT FOR THE MULTI-STOREY
BUILDING OF FINANCE DEPARTMENT, GOVERNMENT OF SINDH
(SECRETARIAT) KARACHI**

NOVEMBER, 10th, 2025
DATED AS OF ~~OCTOBER 27, 2025~~

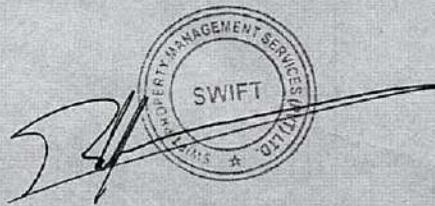
AT KARACHI, PAKISTAN

Between

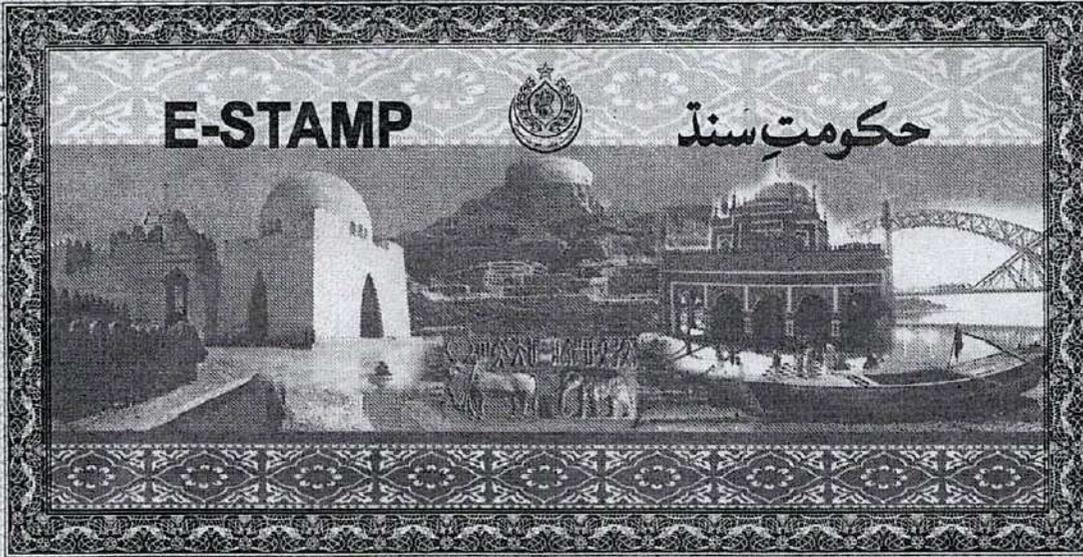
FINANCE DEPARTMENT, GOVERNMENT OF SINDH
(As Procuring Agency)

AND

M/S. SWIFT PROPERTY MANAGEMENT SERVICES (PVT) LTD
(As Contractor)



Additional Finance Secretary (Admin)
Finance Department
Government of Sindh



NBP-0144-2510230010775097

GoS-KHI-84088DDE2CCD0C92

Non-Judicial**Rs 101,497/-**

Description	: Contract - 15(a)
Principal	: FINANCE DEPARTMENT, GOVT. OF SINDH, SINDH SECRETARIAT, KHI. [9031001]
Contractor	: SWIFT PROPERTY MANAGEMENT SERVICES (PVT) LTD. [23025107]
Applicant	: Unalb [42301-8058517-3]
Stamp Duty Paid by	: SWIFT PROPERTY MANAGEMENT SERVICES (PVT) LTD. [23025107]
Issue Date	: 23-Oct-2025, 03:16:58 PM
Paid Through Challan	: 2025807BC6D25F1B
Amount in Words	: One Lac One Thousand Four Hundred and Ninety Seven Rupees Only

Please Write Below This Line

You can verify your e-Stamp paper by scanning the QR code or online at www.estamps.gos.pk using the 'Verification Through Web' option.

This Agreement is made at Karachi on this the [10] day of ~~October, 2025~~ ^{NOVEMBER 2025} (The "Signing Date");

BETWEEN:

(1) The GOVERNMENT OF SINDH, acting through the SECRETARY, FINANCE DEPARTMENT, GOVERNMENT OF SINDH, having its Principal Office at 1st Floor, Finance Department, Government of Sindh, Building No. 06, Sindh Secretariat, A.K Lodhi Block, Kamal- Atta-Turk Road Karachi, Pakistan (hereinafter referred to as the "Procuring Agency", which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns), of the one part;

AND

(2) M/S. SWIFT PROPERTY MANAGEMENT SERVICES (PVT.) LTD, a Company registered under the Companies Ordinance, 1984 of Pakistan, having its registered office at C-32/7, K.D.A Scheme-I, Noble House, Tipu Sultan Road, Karachi, Pakistan (hereinafter referred to as the "Contractor / Service Provider", which expression shall, unless repugnant to the context or meaning thereof, include its successors-in-interest, permitted assigns and substitute), of the other part;

(The Procuring Agency and the Contractor shall collectively be referred to as the "Parties" and individually as the "Party").

WHEREAS:

The Procuring Agency, desires to improve the Cleaning Services to keep up the Procuring Agency's Building in a clean & hygienic condition for the Officers / Officials of Procuring Agency in alignment with the requirements of the latest Procedures. The Procuring Agency aims to significantly improve the cleaning & germs free environment and equity of access to the staff for enjoy safe & healthy working environment.

[Signature]

[Signature]
Additional Finance Secretary (Admin)
Finance Department
Government of Sindh

Contd P/2..



On 15th August 2025, a Notice Inviting Tender (the "NIT") was issued by the Procuring Agency to prospective bidders for, inter alia, inviting submission of bids for the provision of Janitorial Services with Cleaning Goods / Consumables & Equipment for the Multi-Storey Building of Finance Department, Government of Sindh (the "Assignment"). After the Technical Evaluation of the bids and the subsequent Financial Evaluation by the Procurement Committee constituted for the Assignment, the Contractor was found to be the most advantageous bidder in terms of the Bidding Document. Therefore, after the approval of the Competent Authority, i.e., Secretary to Government of Sindh, Finance Department, the Letter of Intent / Acceptance (LoI) was issued to the Contractor on 21st October, 2025.

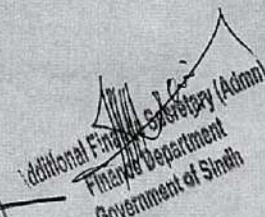
For this Purpose, the Procuring Agency has agreed to enter into this Service Agreement with the Contractor for the execution of the Assignment, subject to and on the terms and conditions set forth herein;

The Procuring Agency and the Contractor agrees as follows:

1. In this Agreement, words and expressions shall have the same meanings as are assigned to them in the Agreement Documents.
2. The following documents shall be deemed to form, read, and construe as part of this Agreement. This Agreement shall prevail over all other Contract Documents.
 - (a) The Letter of Intent / Acceptance.
 - (b) The Letter of Bid.
 - (c) The addenda Nos. (If any).
 - (d) Special Conditions of Contract Agreement.
 - (e) General Conditions of Contract Agreement.
 - (f) The Specifications (including the Schedule of Requirements and Technical Specifications)
 - (g) The complete schedules (including Price Schedules)
 - (h) Any other document listed in General Conditions of Contract Agreement as forming part of the Agreement.
3. In consideration of the payments to be made by the Procuring Agency to the Contractor as specified under this Agreement, the Contractor hereby covenants with the Procuring Agency to provide the Janitorial Services along with cleaning Consumables / Goods and Equipment and to remedy defects therein in conformity in all respects with the provisions of the Agreement.
4. The Procuring Agency hereby covenants to pay the Contractor in consideration of the provision of the Janitorial Services along with cleaning Consumables / Goods and Equipment and the remedying of defects therein, the Agreement Price or such other sum as may become payable under the provisions of the Agreement at times and in the manner prescribed by the Agreement.
5. **IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Islamic Republic of Pakistan on the day, month and year indicated above.

Contd P/3..





SIGNATURE PAGE

IN WITNESS WHEREOF the Parties have caused this Agreement to be duly executed by their duly Authorized Officers as of the date first above written.

AS GOVERNMENT OF SINDH

For and on behalf of
GOVERNMENT OF SINDH
through SECRETARY, FINANCE DEPARTMENT
its Authorized Signatory

Name: Yaseen Qurban
Designation: Additional Finance Secretary (Admn)
CNIC No: 4120386145225
Official Stamp: _____

SIGNATURE:

[Signature]
Additional Finance Secretary (Admn)
Finance Department
Government of Sindh

In the Presence of:
Signature of Witnesses:

Name: Muhammad Ali Shaikh
Designation: Deputy Secretary (Admn & Accgnts)
CNIC No: 42201-3509484-1
Official Stamp: _____

Name: Muhammad Umer Qureshi
Designation: Section Officer (CTC)
CNIC No: 4201-7443333-1
Official Stamp: _____

SIGNATURES:

[Signature]
MUHAMMAD ALI SHAIKH
Deputy Secretary
Finance Department
Government of Sindh

[Signature]
MUHAMMAD UMER QURESHI
Section Officer (CTC)
Finance Department
Government of Sindh

AS CONTRACTOR

For and on behalf of
M/s. Swift Property Management Services (Pvt) Ltd
Through its Authorized Signatory

Name: Muhammad Zuhair Naqvi
Designation: C.E.O
CNIC No: 42201-7267194-7
Official Stamp: _____

SIGNATURE:

[Signature]

In the Presence of:
Signature of Witnesses:

Name: Muhammad Ibrahim
Designation: Chief Operation Officer
CNIC No: 42401-1857976-5
Official Stamp: _____

Name: Cdr Shafqat Baig
Designation: GM Operations
CNIC No: 42000-0433980-9
Official Stamp: _____

SIGNATURES:

[Signature]

[Signature]



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1. Definitions:

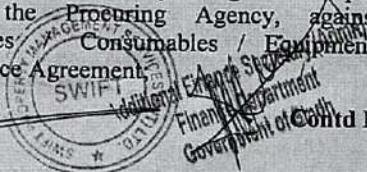
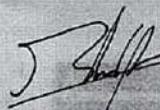
- 1.1 In this Agreement, the following words and expression shall, unless repugnant to the context or meaning thereof, have the meaning hereinafter respectively assigned to them:
- (a) "Agreement or Contract" means this Agreement, its recitals, and the Annexes hereto, and any amendments thereto made in accordance with the provisions contained under this Agreement;
 - (b) "Agreement Period" shall have the meaning ascribed thereto under Section 2.2.1 of this Agreement;
 - (c) "Authorized Person" means the Officer appointed in writing by the Procuring Agency from time to time for the subject Assignment / Services under this Agreement.
 - (d) "Applicable Standards" means the standards, requirements, criterion and timelines (as applicable) in line with the Good Industry Practices and as set out in relation to and applicable to Services and the performance by the Contractor of their respective obligations under this Agreement (including all Annexes attached hereto);
 - (e) "Assignment" shall have the meaning attributed thereto in the recitals under this Agreement.
 - (f) "Assignment Cost" means the cost quoted by the Bidder in its financial bid amounting of Rs. 28,998,888.00/- (Rupees: Twenty Eight Million Nine Hundred Ninety Eight Thousand Eight Hundred & Eighty Eight Only) for total Twenty Five (25) Manpower / Janitors and One (01) Supervisor including Remuneration Charges, Cleaning Consumables & Cleaning Equipment as was provided under the Bidding Document and in this Contract Agreement at Annexure-I;
 - (g) "Conditions Precedent" shall have the meaning ascribed thereto in Section 2.3.1;
 - (h) "Contractor / Service Provider" shall have the meaning attributed thereto in the array of Parties hereinabove;
 - (i) "Contractor Remedial Action Notice" shall have the meaning ascribed thereto in Section 12.3.1;
 - (j) "Corrupt Practices" means offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - (k) "Collusive Practice" means collusion between two or more Parties for the purpose of bid rigging or simulating competition, in connection with the Bid and/or the award of this concession to the Contractor;
 - (l) "Consumables / Goods" means the Cleaning Agents / Material provided & consumed by the Contractor on Monthly, Yearly and provided on One-Time Basis in accordance with the prescribed quality & quantity specified under Annexure-III (List of Goods / Cleaning Consumables & Equipment) of this Agreement.
 - (m) "Cleaning Equipment / Appliances" means the Machinery / Equipment / Appliances provided on rental basis & used by the Contractor for cleaning of Procuring Agency's Building / Premises on daily basis in accordance with the quality & quantity specified under Annexure-III of this Agreement.
 - (n) "Effective Date" means the date, which shall not be later than Seven (07) days from the Signing Date, unless mutually extended by the Parties, on which all the Conditions Precedent are fulfilled, deferred or waived.
 - (o) "Expiry Date" means the last day of the Agreement duration starting from the Effective Date.



Additional Finance Secretary (Admin)
Finance Department
Government of Sindh

Contd P/5..

- (p) "FD" means the Finance Department, Government of Sindh;
- (q) "Force Majeure Event" shall have the meaning ascribed thereto under Section 10 of this Agreement;
- (r) "Fraudulent Practices" means any action or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (s) "Good Industry Practices" means the exercise of that degree of skill, diligence and prudence, and those practices, methods, specifications and standards, as may change from time to time, and which would reasonably and ordinarily be expected to be used by a skilled and experienced Janitorial Company engaged in the provision of Janitorial Services of the type and size similar to the Assignment.
- (t) "Government Authority(ies)" means the Authority of any Federal or Provincial Government, local Government or any other ministry, Governmental Department, Commission, Board, Body, Bureau, Agency, Authority, Instrumentality, Inspectorate, Statutory Corporation or Body Corporate over which the Authority exercises control, court or other Judicial or Administrative Body or Official or Person, having jurisdiction over the Contractor, the Assignment or any portion thereof and the performance of obligations and exercise of rights of the Parties in accordance with the terms of the Agreement;
- (u) "Identity Card" means a temper - proof plastic card mentioning the complete details of Janitor including the name, age, CNIC number, address, validity of the card and any other relevant details; which will be used as an identity during Janitorial working hours at the Procuring Agency's Premises;
- (v) "KPIs" means the Key Performance Indicators that have been developed by the Procuring Agency to measure the Performance of the Contractor against the Services to be performed by the Contractor under this Agreement, as set out under Annexure-IV (Key Performance Indicators).
- (w) "Material Adverse Effect" means the effect of any act or event which materially and adversely affects the ability (Financial or otherwise) of a Party to exercise its material rights or perform any of its material obligations under and in accordance with the provisions of this Agreement.
- (x) "Parties" means the parties to this Agreement collectively and "Party" shall mean any of the parties to this Agreement individually.
- (y) "Performance Security" means a first demand irrevocable and unconditional guarantee, issued by a scheduled bank in Pakistan or from a foreign bank duly counter guaranteed by a scheduled bank in Pakistan in favor of the Drawing & Disbursing Officer, Finance Department, Government of Sindh, in the form of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee, guaranteeing the payment to the Procuring Agency of an amount equal to Ten (10%) Percent of total Agreement amount.
- (z) "Procuring Agency" shall have the meaning attributed thereto in the array of Parties herein above;
- (aa) "Procuring Agency Remedial Action Notice" shall have the meaning ascribed thereto in Section 12.2.1;
- (bb) "Remuneration" means the monthly charges to be paid to the Contractor by the Procuring Agency, against the Manpower / Services Consumables / Equipment, as required under the Service Agreement.



- (cc) "Remedial Period" means:
- (i) in respect of a Contractor Event of Default, the period commencing on the date of receipt by the Contractor of the Procuring Agency Remedial Action Notice and expiring on the date falling Thirty (30) days thereafter;
 - (ii) in respect of a Authority Event of Default, the period commencing on the date of receipt by the Procuring Agency of the Contractor Remedial Action Notice and expiring on the date falling Thirty (30) days thereafter.
- (dd) "Sanctionable Practices" means any Corrupt Practice, Fraudulent Practice or Collusive Practice.
- (ee) "Scope of Services" shall mean the overall Services, as set out at under Annexure-II of this Agreement.
- (ff) "Services" means the Janitorial Services provided by the Contractor in accordance with the Scope of Services and provisions of this Agreement.
- (gg) "Signing Date" means the date which both the Parties sign the Service Agreement.
- (hh) "Termination Date" means the date on which this Agreement hereunder is terminated by a Termination Notice; and
- (ii) "Termination Notice" means a notice issued by a Party to the other Party terminating the Service Agreement in accordance with the terms hereof.
- (jj) "Wages" shall be interpreted as defined in Section 2(xix) of the Sindh Minimum Wages Act, 2015 (Amended from time to time).
- (kk) "Working Hours" means, the Janitorial / Cleaning Services shall be provided by the Contractor / Service Provider from 8:00 am to 06:00 pm (10-Hours per day, Five (05) Days in a week during the duration of the Contract Agreement, except Gazette Holidays and Holidays as announced by the Government Authority(ies).

2. Effectiveness, Duration, and Conditions Precedent:

2.1 Effectiveness of the Agreement:

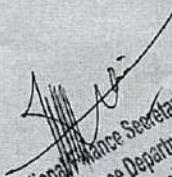
- 2.1.1 This Section 2 shall come into force on the Signing Date. The other provisions of this Agreement shall come into force on the Effective Date and end on the Expiry Date or the Termination Date, whichever comes earlier.

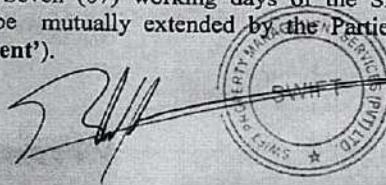
2.2 Duration of the Agreement:

- 2.2.1 The Agreement shall be for the duration of **Three (03) Years** from the Effective Date unless otherwise terminated earlier by either Party in accordance with the provisions under this Agreement (the 'Agreement Period'). Provided that the continuation of the Agreement for the 2nd & 3rd Year will be subject to compliance of satisfactory KPIs Performance Report.

2.3 Conditions Precedent:

- 2.3.1 The Contractor and the Procuring Agency shall satisfy or procure the satisfaction of their respective conditions precedent as soon as reasonably possible and in any event within Seven (07) working days of the Signing Date, which may be mutually extended by the Parties (the 'Conditions Precedent').


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2.3.1.1 The Conditions Precedent to be satisfied by the Contractor is as follows:

- (a) The Contractor has submitted to the Procuring Agency, a certified true copies of all resolutions adopted by the management of the Contractor duly authorizing a specified person or persons to execute this Agreement on behalf of the Contractor; and to undertake all other acts specifically relating to the Agreement, as contemplated under this Agreement;
- (b) The Contractor has provided the Performance Security to the Procuring Agency, which shall be effective and valid for atleast Twenty Eight (28) days beyond the Expiry Date;
- (c) The Contractor has submitted the details of Janitors / Supervisor with their names, CNIC numbers, mobile numbers who may deployed at Procuring Agency Premises during the Agreement Period;
- (d) The Contractor has also issued the Identity Cards to the Janitors / Supervisor at the time of deployment of Manpower / Janitors at Procuring Agency's Premises.
- (e) The Contractor shall provide proper Uniform with name badges to the Manpower / Janitors including Supervisor after taking-over / Handing-over the Procuring Agency's Premises.
- (f) The Contractor shall submit Police Verification & Medical Fitness Certificate of each Janitor and Supervisor to be deployed at the Procuring Agency's Premises.

2.3.1.2 The Conditions Precedent to be satisfied by the Procuring Agency are as follows:

- (a) The Procuring Agency shall provide a space to the Contractor for keep the Cleaning Consumables and Equipment / Appliances used for Sanitation works / Janitorial works during the Agreement Period.

3. Grant of Services Agreement:

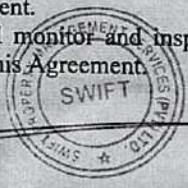
3.1 In consideration of the Contractor's obligations contained under this Agreement and relying on the Contractors warranties contained herein, the Procuring Agency, subject to the terms under this Agreement, hereby grants to the Contractor and authorizes it, for the duration of the Agreement Period, to implement and execute the Assignment and to exercise and enjoy the rights, powers, benefits, privileges, authorizations and entitlements as set forth under this Agreement

4. Obligations of the Procuring Agency:

4.1 The Procuring Agency hereby agrees and undertakes that:

- (a) The Procuring Agency shall bear the cost of remuneration payable to the Contractor on monthly basis up till the Expiry Date or the Termination Date, whichever comes earlier, in terms of Section 9 (Monthly Remuneration Charges).
- (b) The Procuring Agency shall pay the remuneration to the Contractor on a monthly basis in accordance with the Government procedures and disbursement mechanisms.
- (c) The Procuring Agency shall support, cooperate with and facilitate the Contractor in the implementation of the Assignment in accordance with the provisions under this Agreement.
- (d) The Procuring Agency shall monitor and inspect the performance of the Contractor at every stage under this Agreement.

[Handwritten Signature]
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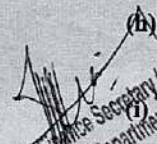
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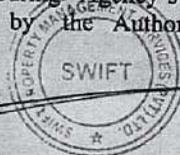
- (e) Routine Notices / Instructions (usually oral) will be given by the Authorized Person of the Procuring Agency. The Contractor shall be obliged to carry out the same fully.
- (f) The Procuring Agency shall not be responsible for any loss, breakage or theft of Contractor's material or Machinery Equipment or any other stuff.
- (g) The Procuring Agency shall not charge any amount from the Contractor for the water and electricity being provided for Sanitation / Janitorial Activities under this Agreement.
- (h) The Procuring Agency shall not pay any compensation in respect of any injury or death caused to the Manpower / Janitors of the Contractor. It will be the sole responsibility of the Contractor.
- (i) Any financial liability arising to the Procuring Agency under this contract shall be deducted from the running invoices of the Contractor and if the full amount will not be recovered then the same shall be recovered from the Performance Security of the Contractor. There would be no liabilities of any kind on the Procuring Agency towards the Manpower / Janitors of the Contractor.

5. **Obligations of the Contractor:**

5.1 The Contractor hereby agrees and undertakes that:

- (a) The Contractor shall provide the Services to the Procuring Agency in accordance with the Scope of Services herein mentioned at **Annexure-II** and as per the Terms and Conditions set out under this Agreement.
 - (b) The Contractor shall perform its obligations under this Agreement in accordance with the applicable standards and good industry practices.
 - (c) During the Agreement Period, the Contractor shall provide the Services to the Procuring Agency for **Ten (10) Hours per day, from 8: 00 am to 6: 00 pm, Monday to Friday (05-days a week)**, on per month basis in accordance with the Scope of Services, the applicable standards and good industry practices. The Working Hours of Janitorial Services may subject to change each year during the budget preparation days, date and time communicated to the Contractor in advance by the Procuring Agency & the Contractor shall be bound to follow such directions in accordance of the Procuring Agency's requirements.
 - (d) Arrangement of Manpower / Janitors & Cleaning Consumables and Equipment required to execute the Services shall be the responsibility of the Contractor. All personnel employed by the Contractor shall always remain employees of the Contractor for all intents & purposes. The Contractor alone shall be liable for any dispute which may have any sort of legal repercussions in a court of law and the Procuring Agency shall be kept indemnified on this account at all times.
 - (e) In case of any injury / accident of Contractor's Janitor/Manpower, damage of goods and equipment etc., the Contractor shall be responsible to bear all the expenses / losses as long as the loss is due to his negligence. If, it is a result due to the negligence of the Procuring Agency than the Procuring Agency shall be duly compensated for such losses.
 - (f) Contractor's Manpower / Janitors during Working Hours must follow all the necessary procedures and must abide rules and regulations called out by the Procuring Agency or as conveyed to the Contractor by the Procuring Agency.
 - (g) The Contractor shall be responsible for the conduct of his Manpower / Janitors and in the case of complaint against any Manpower / Janitor instructed orally or written by the Authorized Person of the Procuring Agency, the Contractor shall suitably takes disciplinary action against the respective delinquent within the same day.
- The Contractor shall not change or remove any Manpower / Janitor deputed under this Agreement without prior approval of the Procuring Agency (Oral or written).
- The Contractor shall ensure that the Manpower / Janitor, so deployed do not allow any Property / Physical Assets of the Procuring Agency to be taken outside of the Procuring Agency's Premises without getting a proper Gate - Pass issued by the Authorized Person of the Procuring Agency.


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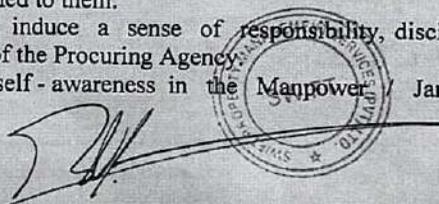


- (j) The Contractor shall adhere to the KPIs in provision of the Services under this Agreement, and shall provide an Annual Report to the Procuring Agency, stating the level of fulfillment against each KPI during a particular Year.
- (k) The Contractor shall be responsible to paid all the Government Taxes, Duties and Levies including EOBI & SESSI Charges, Local Government Taxes during the term of this Agreement.
- (l) The Contractor shall use the logo of the Procuring Agency along with its own logo in all Official Publications including but not limited to signboards, letter head and official cards, and in any course of events organized in connection with the Assignment under this Agreement.
- (m) The Contractor shall maintain a record of financial transactions and accounts in such manner as is required under applicable Laws and applicable Standards in Pakistan.
- (n) The Contractor shall not assign rights or delegate obligations to any other party / sub-let under this Agreement, without prior written consent of the Procuring Agency.
- (o) The Contractor shall ensure:
 - (i) Only the Designated Person(s)/ Officer(s) as identified by the Procuring Agency shall have the right to visit the office of the Contractor at mutually agreed time and the Contractor shall facilitate such visits and shall take due notice of any action on the written observations made during their visits, under intimation to the Procuring Agency.
 - (ii) Only the Designated Person(s)/ Officer(s) as identified by the Procuring Agency shall have the right to inspect any and / or all Administrative and Financial Records, oral or written, of the Assignment at mutually agreed time and the Contractor shall facilitate such inspections and shall take due notice of any action on the written observations made during their inspection visits, under intimation to the Procuring Agency.
- (p) The Contractor's Zonal Manager and Head of Operations shall visit the Procuring Agency's Premises atleast twice in a month and also meet the Procuring Agency's Authorized Person, to address any issues which may have arisen under this Agreement.

5.2 The Contractor shall deploy One (01) dedicated Supervisor for the Premises of the Procuring Agency and the obligations of the Supervisor under this Agreement shall be:

- (a) Responsible for the overall Services / Works as per the Scope herein mentioned under **Annexure-II** of this Agreement.
- (b) Responsible for overall cleanliness / maintenance of Premises of the Procuring Agency.
- (c) Act as an interface between the Procuring Agency and the Manpower / Janitors of Contractor.
- (d) Maintaining call register to record requests / complaints and feedback from the Officers / Officials of Procuring Agency from time to time.
- (e) Coordinate any kind of shifting / relocations of the material / records etc.(if any) of the Procuring Agency.
- (f) Decide on the work and Manpower / Janitors deployment on a daily basis.
- (g) Will determine and coordinate all the work schedules.
- (h) Maintain attendance for all the Manpower / Janitors deputed at the Premises of the Procuring Agency and to get signatures on monthly basis at Attendance Sheet / Register from the Authorized Person of the Procuring Agency.
- (i) Coordinate all special requirements in case of any important event occurred at Premises of Procuring Agency.
- (j) Ensuring presence of the Manpower / Janitors at their respective floors / areas on Operational Hours and the completed / compliance of the various duties assigned to them.
- (k) To help induce a sense of responsibility, discipline and hygiene in a' employees of the Procuring Agency.
- (l) To create self - awareness in the Manpower / Janitors under his control.

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- (m) He will report from time to time to the Authorized Person of the Procuring Agency for Quality maintenance.
- (n) The Authorized Person of the Procuring Agency shall monitor the Performance of the Supervisor and Audit quality checks from time to time.
- (o) The Supervisor, as the case may be, shall make available the tools, cleaning equipment and consumables related to Services and their control records / documents, at any time for inspection /review by the Authorized Person of the Procuring Agency.
- (p) The Supervisor shall identify the personnel to be deployed exclusively for the cleaning of all the toilets situated at the Premises of Procuring Agency as well as in other areas of the Premises of Procuring Agency. No exception is to be made based on the sex of the Manpower / Janitor. Each male and female Manpower / Janitor will have to do toilet cleaning. The Supervisor shall also be responsible for cleaning as well as security of the fixtures of the toilets after taking over the Premises of the Procuring Agency. In case of any items / fixtures stolen from the toilets, the Supervisor shall immediately inform the Authorized Person of the Procuring Agency for the replacement of the same.

5.3 During Assignment Implementation:

5.3.1 Activity Plans:

- (a) Weekly Work Activity Plan – to be submitted every Monday by the Supervisor to the Authorized Person of Procuring Agency.
- (b) Work Program for general cleaning and other related Services – to be submitted every Friday by the Supervisor to the Authorized Person of Procuring Agency.
- (c) Accomplishment Report of the General Cleaning Works – to be submitted every Monday by the Supervisor to the Authorized Person of Procuring Agency.
- (d) Monthly Inventory Report of Janitorial tools, Consumables and Cleaning Equipment – to be submitted every first week of the succeeding month.

5.3.2 Reporting Activity:

- (a) The Supervisor shall report daily to the Authorized Person of the Procuring Agency in respect of the whole day works and take instructions every day from him for the works on a Book / Register maintained by the Supervisor exclusively for this purpose. He shall preserve the said record and produce the same as and when required.
- (b) The Supervisor shall approach the Authorized Person of the Procuring Agency every day for submitting the report on the status of Janitorial / Sanitation works.
- (c) The Supervisor must be available at the Premises of the Procuring Agency during Services Working Hours and must carry a smart mobile phone for updating of day to day Janitorial / Sanitation works at WhatsApp Group to be created by the Contractor.

5.3.3 Supplies & Other Equipment to be provided by the Contractor:

(a) All the cleaning consumables including disinfectants deodorants, detergents, pesticides antiseptics, Vim, Glass Cleaning and Liquid Polishing material, Dettol, Phenyl, Caustic and Naphthalene balls etc., as shown under Annexure-III of the Agreement and any other material required for said Services and as directed by the Procuring Agency. All such consumables must be standard specifications and shall be arranged & provided by Contractor during the tenure of the Agreement.

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- (b) Cleaning Equipment and Appliances as shown under **Annexure-III** of the Agreement and any other tools and machinery as directed by the Procuring Agency shall be arranged by the Contractor.
- (c) The Contractor must have used the modern Cleaning Equipment and Appliances under this Agreement.
- (d) The Manpower / Janitors as shown under this Agreement at **Annexure-I** are the physical presence for duty. The Contractor has to provide the reliever extra for adjustment of weekly holiday(s) and other holiday(s) as entitled by the Manpower / Janitors.
- (e) Sufficient number of uniforms shall be provided by the Contractor to the Manpower / Janitors, so that the Janitors are never been without uniform during Services Working Hours. It should be strictly monitored by the Contractor.
- (f) The cost of replacement, repair and maintenance of all tools, devices and Equipment required for the Services as shown under **Annexure-III** of the Agreement shall be borne by the Contractor itself. The Procuring Agency will no way responsible for such kind of expenditures.

5.4 Wages Distribution:

- 5.4.1 Up to 1st week of every month to be considered from the date of Taking over / Handing over of the Premises, the wages must be paid by the Contractor to all the Manpower / Janitors deputed at the Premises of the Procuring Agency. The Payment of monthly wages to the individual Manpower / Janitor on Hourly basis shall be done through Bank Transfers only, Attendance Sheet with Income & Sindh Sales Tax deduction Challans along with EOBI & SESSI & Other requisite Challans of individual Manpower / Janitor and proof of wages disbursement must be submitted for claiming monthly Remuneration Charges along with deployment chart & monthly performance report as shown under **Annexure -IV(A)** of the Agreement. The cleaning works of the Procuring Agency, however should in any way be not disturbed on account of wages disbursement. Pay - slips must be issued to each Manpower / Janitor with all relevant details including his / her Tax deduction etc., by the Contractor.

5.5 Compliance of Government Laws / Rules / Acts:

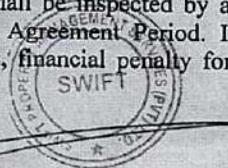
- 5.5.1 It will be the sole responsibility of the Contractor to abide by the provisions of the following Laws / Rules / Acts as to the Manpower / Janitors engaged by him for Performance of this Agreement:
- (a) Sindh Occupational Safety & Health Rules. (As amended from time to time).
 - (b) Sindh Prohibition of Employment of Children Act. (As amended from time to time).
 - (c) Sindh Workers Compensation Act. (As amended from time to time).
 - (d) Sindh Minimum Wages Act, 2015. (As amended from time to time).
 - (e) EOBI Act. (As amended from time to time).
 - (f) SESSI Law. (As amended from time to time).

- 5.5.2 Any other applicable Labor Laws, Rules, Act or Legislation, which may govern the nature of the Agreement and /or being issued by Government Authorities from time to time.

6. Penalty Clauses:

- 6.1 The Services of the Contractor shall be inspected by an Authorized Person of the Procuring Agency through-out the Agreement Period. In case of non-performance / negligence found in the Services, financial penalty for each such default shall be imposed as under:

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- (a) If the Manpower / Janitors are not found in proper uniform during Services Working Hours, a fine of Rs. 500/- per instance shall be deducted from the running invoice of the Contractor.
- (b) If the Man Power / Janitors are found indulging in smoking / drunk or involve in taking any kind of drugs or similar kind of things during Working Hours, a penalty of Rs. 500/- per instance shall be deducted from running invoice of Contractor and such Manpower / Janitor(s) shall not be allowed to enter in the Premises of the Procuring Agency in future.
- (c) If the Manpower / Janitor(s) are found sleeping during Working Hours, a penalty of Rs. 500/- per instance shall be deducted from the running invoice of the Contractor.
- (d) If the Manpower / Janitor(s) are found missing from the place of duty, for any reason without prior permission to the Supervisor or Authorized Person of the Procuring Agency, a penalty of Rs. 500/- per instance shall be deducted from the running invoice of the Contractor.
- (e) If the Manpower / Janitor(s) are found Harass/Rude and non-cooperative towards Officers / Officials of the Procuring Agency, a penalty of Rs. 500/- per instance shall be deducted from the running invoice of the Contractor.

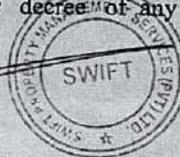
7. Representations and Warranties:

7.1 Representation and Warranties of the Contractor:

7.1.1 The Contractor represents and warrants to the Procuring Agency that:

- (a) It is a company incorporated under the laws of Pakistan, and has full power and authority to execute and perform its obligations under this Agreement and to carry out the transactions contemplated hereby.
- (b) Its registered office is situated in the Province of Sindh.
- (c) It has taken all necessary corporate and other actions under applicable laws to authorize the execution and delivery of this Agreement and to validly exercise its rights and perform its obligations under this Agreement.
- (d) It has the financial standing, technical ability and capacity to perform its obligations under this Agreement.
- (e) This Agreement constitutes its legal, valid and binding obligation, enforceable against it in accordance with the terms hereof, and its obligations under this Agreement will be legally valid, binding and enforceable obligations against it in accordance with the terms hereof.
- (f) It is subject to the laws of Pakistan, and hereby expressly and irrevocably waives any immunity in any jurisdiction in respect of this Agreement or matters arising hereunder including any obligation, liability or responsibility hereunder.
- (g) The execution, delivery and performance of this Agreement will not conflict with, result in the breach of, constitute a default under, or accelerate performance required by any of the terms of its memorandum and articles of association or any applicable laws or any covenant, contract, agreement, arrangement, understanding, decree or order to which it or they is or are a party or by which it or they or any of its or their properties or assets is bound or affected.
There are no actions, suits, proceedings or investigations pending or, to its knowledge, threatened against it at law or in equity before any court or before any other judicial, quasi-judicial or other authority, the outcome of which may result in the breach of this Agreement or which individually or in the aggregate may result in any material impairment of its ability to perform any of its obligations under this Agreement.
- (i) It has no knowledge of any violation or default with respect to any order, writ, injunction or decree of any court or any legally

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binding order of any Government Department which may result in any Material Adverse Effect on its ability to perform its obligations under this Agreement and no fact or circumstance exists which may give rise to such proceedings that would adversely affect the performance of its obligations under this Agreement.

- (j) It has complied with all applicable laws in all material respects and has not been subject to any fines, penalties, injunctive relief or any other civil or criminal liabilities which in the aggregate have or may have a Material Adverse Effect on its ability to perform its obligations under this Agreement.
- (k) All rights and interests given to the Contractor under this Agreement shall pass to and vest in the Procuring Agency or its nominee on the Expiry Date or the Termination Date, whichever is earlier, free and clear of all liens, claims and encumbrances; and
- (l) No representation or warranty by it contained herein or in any other document furnished by it to the Procuring Agency or to any Government Department pursuant to this Agreement contains or will contain any untrue or misleading statement of material fact or omits or will omit to state a material fact necessary to make such representation or warranty not misleading.

7.2 Representation and Warranties of the Procuring Agency:

7.2.1 The Procuring Agency represents and warrants to the Contractor that:

- (a) It has full power and authority to execute, deliver and perform its obligations under this Agreement and to carry out it the transactions contemplated herein and that it has taken all actions necessary to execute this Agreement, exercise its rights and perform its obligations, under this Agreement.
- (b) It has taken all necessary actions under the applicable laws to authorize the execution, delivery and performance of this Agreement.
- (c) This Agreement constitutes a legal, valid and binding obligation enforceable against it in accordance with the terms hereof.

7.3 Disclosure:

7.3.1 In the event that any occurrence of circumstance comes to the attention of either Party that renders any of its aforesaid representations or warranties untrue or incorrect, such Party shall immediately notify the other Party of the same. Such notification shall not have the effect of remedying any breach of the representation or warranty that has been found to be untrue or incorrect nor shall it adversely affect or waive any right, remedy or obligation of either Party under this Agreement.

8. Performance Security:

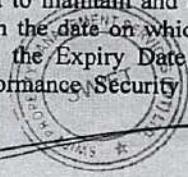
8.1 On or prior to the Effective Date, the Contractor has provided and delivered to the Procuring Agency the Performance Security equal to **Ten (10%) Percent** of the total Assignment Cost.

8.2 The Performance Security came into force and became effective upon issuance and delivery of the same to the Procuring Agency.

8.3 The Performance Security shall be cashable in accordance with the terms thereof and shall be payable on the Procuring Agency's first written demand without any prior notice, reference or recourse to the Contractor or any other entity.

8.4 The Contractor shall be obligated to maintain and keep valid the Performance Security in full force and effect from the date on which it is issued until the date falling Twenty-Eight (28) days beyond the Expiry Date (the Performance Security Expiry Date). In the event, the Performance Security expires prior to the

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Performance Security Expiry Date, the Contractor shall extend the validity of the Performance Security, at least Twenty Eight (28) working days prior to its expiry, so as to keep it valid and enforceable until the Performance Security Expiry Date. In the event of failure by the Contractor to keep valid or extend the validity of the Performance Security in accordance with this Section 8.4, the Procuring Agency shall have the right to encash the Performance Security at any time to its full outstanding value.

8.5 Upon the submission of a letter by the Contractor evidencing the occurrence of Performance Security Expiry Date, the Performance Security shall be null and void and shall be returned to the Contractor by the Procuring Agency within Ten (10) working days of receipt by the Procuring Agency of the afore-stated letter subject to approval of its Head of Department.

9. **Monthly Remuneration Charges:**

9.1 The Procuring Agency shall pay the Remuneration Charges that includes Services Charges, Janitors' wages, Cleaning Consumable Cost & Cleaning Equipment Charges to the Contractor on monthly basis subject to receipt of the invoice from the Contractor as per the rates quoted by the Contractor in the financial bid.

9.2 The Procuring Agency shall pay the Remuneration Charges to the Contractor on monthly basis up till the Expiry Date or the Termination Date, whichever comes earlier, subject to receipt of the invoice.

9.3 Within fifteen (15) working days of the receipt of the invoice by the Procuring Agency, the Procuring Agency shall pay such amount to the Contractor.

9.4 **An Annual inflation rate of Five (5%) percent shall be applied on the total cost of the Assignment.**

9.5 The Procuring Agency shall pay the Remuneration Charges to the Contractor in accordance with the Government procedures and disbursement mechanisms. The Contractor shall be free to utilize, as it deems most appropriate for the best delivery of the Services under this Contract Agreement.

10. **Force Majeure:**

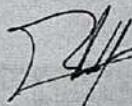
10.1 A "Force Majeure Event" shall mean any event or circumstance or combination of events or circumstances (including the effects thereof) that is beyond the reasonable control of a Party and that on or after the Effective Date materially and adversely affects the performance by such affected Party (the Affected Party) of its obligations under or pursuant to this Agreement; provided, however, that, such material and adverse effect could not have been prevented, overcome or remedied in whole or in part by the Affected Party through the exercise of diligence and reasonable care.

10.2 Without limiting the generality of the foregoing, Force Majeure Events hereunder shall include each of the following events and circumstances (including the effects thereof), but only to the extent that each satisfies the requirements above:

- (a) Any act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, riot, insurrection, civil commotion, or act or campaign of terrorism or political sabotage; or
- (b) Any strike & lockout, work-to-rule, go-slow, or analogous labor action that is politically motivated or is widespread or nationwide; or
- (c) Any lightning, fire, earthquake, tsunami, flood, storm, cyclone, typhoon, or tornado;
- (d) Explosion, chemical contamination, radioactive contamination or ionizing radiation;
- (e) Epidemic, pandemic or plagues; or
- (f) Any change in law or legislation, any decision or order of Governmental Authorities or Judicial Authorities that impedes the Performance under this Agreement.

10.3 Notwithstanding anything contained herein, the Affected Party shall, as soon as practicable, and in any case within seven (7) days of the date of occurrence of a Force Majeure Event or from the date of having knowledge thereof, notify the other Party, of the occurrence of the Force Majeure Event by the issuance of a notice in writing (the Force Majeure Notice)

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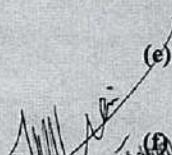
- 10.4 The Parties shall, as soon as practicable upon the receipt of the Force Majeure Notice and in any case within five (5) days from the date of receipt of the same, convene a meeting, along with the convener, to:
- (a) Assess the impact of the underlying Force Majeure Event;
 - (b) Determine the likely duration of Force Majeure Event; and
 - (c) Formulate damage mitigation measures and the steps to be undertaken by the Parties for resumption of the obligations, the performance of which had been affected by the Force Majeure Event.
- 10.5 Upon occurrence of the Force Majeure Event, the obligations of the Parties under this Agreement shall be suspended for the duration of the Force Majeure Event, provided however that the suspension of performance shall be of no greater scope and of no longer duration than is reasonably required by the Force Majeure Event and/or of the effects of the same.
- 10.6 If a Force Majeure Event subsists for a continuous period of ninety (90) days, either Party may in its discretion terminate this Agreement by issuing a Termination Notice to the other Party.

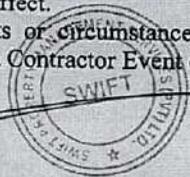
11. EVENTS OF DEFAULT:

11.1 Contractor Event of Default:

11.1.1 Contractor Event of Default means any of the following events arising out of any acts or omissions of the Contractor and which have not occurred as a direct consequence of any Authority Event of Default, or a Force Majeure Event, and where the Contractor has failed to remedy the defects specified under the Procuring Agency's Remedial Action Notice issued in accordance with Section 12.2:

- (a) The Overall Key Performance Indicators or KPI's score of the Contractor falls below the satisfactory level i.e. 80%, as assessed by the Procuring Agency, on an Annual basis.
- (b) The Contractor fails to provide its obligations defined at Section 2.3 under this Agreement to the Procuring Agency within Seven (07) days from the Signing Date.
- (c) The Performance Security is not issued, renewed, replaced or provided (as the case may be) in accordance with this Agreement or becomes inoperative or ceases to remain valid or in force in breach of the relevant provisions of this Agreement.
- (d) Any representation or warranty made by the Contractor in this Agreement proving to have been incorrect, in any material respect, when made or when reaffirmed and such incorrect statement, representation or warranty having a Material Adverse Effect on the Contractor's ability to perform its obligations under this Agreement and / or on the Assignment or having a Material Adverse Effect on the rights and / or obligations of the Procuring Agency hereunder.
- (e) The transfer of the rights and / or obligations of the Contractor under this Agreement, save and except as permitted in terms and conditions under this Agreement.
- (f) The occurrence of a Sanctionable Practices.
- (g) The Contractor entering into liquidation or similar state or if any order is made for the compulsory winding up or dissolution of the Contractor or if the Contractor becomes unable to pay its debts as they fall due or the appointment of a receiver or administrator in respect of the Contractor, its business and assets or any re-structuring, re-organization, amalgamation, arrangement or compromise affecting the Contractor's ability to fulfill its obligations under this Agreement or that otherwise has or may have a Material Adverse Effect.
- (h) Any other events or circumstances expressly set out under this Agreement as a Contractor Event of Default.


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11.2 Procuring Agency Event of Default:

11.2.1 Procuring Agency's Event of Default means any of the following events, unless such an event has occurred as a consequence of the Contractor Event of Default, or a Force Majeure Event, and where the Procuring Agency has failed to remedy the defects specified under the Contractor Remedial Action Notice issued in accordance with Section 12.3.1:

- (a) Failure by the Procuring Agency to pay the Remuneration Charges to the Contractor on monthly basis up till the Expiry Date or the Termination Date, whichever comes earlier, in terms of Section 9 (Monthly Remuneration Charges).

12. Termination:

12.1 Termination on the Expiry Date:

12.1.1 Unless earlier terminated in terms hereof, this Agreement shall terminate on the Expiry Date.

12.2 Remedy and Termination for Contractor Event of Default:

12.2.1 Without prejudice to any other right or remedy which the Procuring Agency may have in respect thereof under this Agreement, upon the occurrence and continuation of a Contractor Event of Default, the Procuring Agency shall be entitled to terminate this Agreement by issuing a Termination Notice to the Contractor; provided, that before issuing the Termination Notice, the Procuring Agency shall by a notice in writing require the Contractor to remedy the underlying Contractor Event of Default (the Procuring Agency Remedial Action Notice) within the Remedial Period;

12.2.2 In the event the underlying Contractor Event of Default is not remedied within the Remedial Period and the same is subsisting at the expiry of the Remedial Period, the Procuring Agency shall be entitled to:

- (a) Terminate this Agreement by issuing the Termination Notice upon expiry of the Remedial Period; and
- (b) Encash the Performance Security on or following the issuance of the Termination Notice.

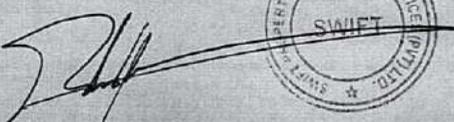
12.2.3 In respect of the Contractor Event of Default, the Remedial Period provided under this Agreement shall not relieve the Contractor from liability for damages (as expressly set out in this Agreement), if any, caused by its underlying breach or default giving rise to the Remedial Action Notice.

12.3 Remedy and Termination for Procuring Agency Event of Default:

12.3.1 Without prejudice to any other right or remedy which the Contractor may have in respect thereof under this Agreement, upon the occurrence and continuation of any of the Procuring Agency's Event of Default, the Contractor shall by a notice in writing require the Procuring Agency to remedy the underlying Event of Default (the Contractor Remedial Action Notice) within the Remedial Period.

In the event the underlying Procuring Agency's Event of Default is not remedied by the Procuring Agency within the Remedial Period and the same is subsisting at the expiry of the Remedial Period, the Contractor shall be entitled to terminate this Agreement by issuing the Termination Notice upon expiry of the Remedial Period and the Procuring Agency shall not be liable to pay any termination compensation to the Contractor.

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12.4 Remedial Period:

12.4.1 The Contractor shall have the Remedial Period to remedy the underlying Contractor Event of Default; provided however that in case of Section 11.1.1 (c), (f) and (g), the Procuring Agency shall have the right to immediately terminate this Agreement without any obligation to provide the Procuring Agency's Remedial Action Notice and the Remedial Period;

12.4.2 During the Remedial Period, the Parties shall continue to perform such of their respective obligations under this Agreement, which are capable of being performed with the objective, as far as possible, of ensuring continued performance of the Services, failing which the Party in breach shall be liable to compensate the other Party for any loss or damage occasioned or suffered on account of breach of conditions under this Agreement.

12.5 End of Term Obligations on Expiry Date and/or Termination Date:

12.5.3 The right of the Contractor to the monthly remuneration shall stand terminated with immediate effect and no payments shall accrue and / or be payable to the Contractor from the date of the Termination Notice; provided however that the Procuring Agency shall effect payment of the undisputed, accrued and unpaid Payments up to the date of the Contractor's receipt of the Termination Notice.

13. Dispute Resolution:

13.1 Dispute Resolution:

13.1.1 Any dispute, difference or controversy of whatever nature howsoever arising under or out of or in relation to this Agreement (including its interpretation) between the Parties, and so notified in writing by either Party to the other Party shall, in the first instance, be attempted to be resolved amicably between the Parties.

13.1.2 The Parties agree to use their best efforts for resolving all disputes arising under or in respect of this Agreement promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any dispute.

13.2 Arbitration:

13.2.1 In the event that any dispute between the Parties as to matters arising pursuant to this Agreement is not resolved amicably within thirty (30) days of receipt by one Party of the other Party's request for such amicable settlement, it shall be resolved in accordance with the following provisions:

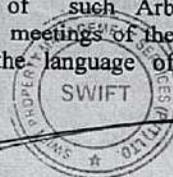
(a) Each of the parties unconditionally and irrevocably agrees to the submission of such dispute to binding arbitration governed by the Arbitration Act, 1940 (As amended from time to time), by appointment of a sole arbitrator that is acceptable to both the Parties.

(b) Each of the Parties unconditionally and irrevocably agrees to accept the award rendered by the Arbitrator as final and binding and not to hinder, obstruct or nullify the enforcement or execution of any award rendered by the Arbitrator.

(c) The cost of the arbitration shall initially be borne by both the Parties equally, however, at the time of award, the cost shall be borne by either of the Party or both the Parties as assessed by the Arbitrator.

(d) The venue of such Arbitration, including the venue of hearings and meetings of the Arbitral Tribunal, shall be Karachi, and the language of arbitration proceedings shall be English.

(Signature)
Additional Joint Secretary (Admin)
Finance Department
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- (e) The Parties agree and undertake to carry out the award made by the Arbitrators without delay.
- (f) The Contractor and the Procuring Agency agree that an award may be enforced against the Contractor and/or the Procuring Agency, as the case may be, and their respective assets wherever situated.
- (g) This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the award in any arbitration proceedings hereunder.

14. Miscellaneous:

14.1 Entire Agreement:

14.1.1 The Parties hereto acknowledge, confirm and undertake that this Agreement, as at the date hereof, constitutes the entire understanding between the Parties regarding this Assignment and supersedes all previous written and/or oral representations and/or arrangements regarding this Assignment.

14.2 Amendment:

14.2.1 The provisions of this Agreement may be amended or modified in writing only with the prior written consent of each of the Parties, except for the factors on which the bidder was declared successful including the rates quoted in its financial bid.

14.2.2 This Agreement may be executed in multiple counterparts with the same effect as if all signing parties had signed the same document. All counterparts shall be construed together and constitute the same instrument.

14.3 Severability:

14.3.1 The failure by any Party to exercise any right or remedy herein or permitted by law shall not constitute or be construed as a waiver or relinquishment for the future exercise of such right or remedy, but the same shall continue and remain in full force and effect. All rights and remedies that any party may have at law, in equity or otherwise upon breach of any term or condition of this Agreement, shall be distinct, separate and cumulative rights and remedies and no one of them, whether exercised or not, shall be deemed to be in exclusion of any other right or remedy.

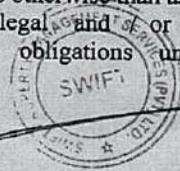
14.3.2 Wherever possible, each provision of this Agreement will be interpreted in such manner as to be effective and valid under applicable law but if any provision of this Agreement is held to be invalid, illegal, or unenforceable in any respect under any applicable law or rule in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other provision or the effectiveness or validity of any provision in any other jurisdiction, and this Agreement will be reformed, construed, and enforced in such jurisdiction as if such invalid, illegal, or unenforceable provision had never been contained herein.

14.4 Confidentiality:

14.4.1 Each of the Parties shall keep confidential and ensure that their employees, officers, consultants and advisers shall keep confidential, all documents and other information, whether technical or commercial, supplied to it by or on behalf of the other Party, relating to the Assignment and shall not, without the consent of the other Party, publish or otherwise disclose or use the same for its own purposes otherwise than as may be required:

- (a) By appropriate legal, and or Regulatory Authorities;
- (b) To perform its obligations under this Agreement; or

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(c) Required to be shared with advisers in connection with the Assignment.

14.5 Notices:

14.5.1 Any notice or request in reference to this Agreement shall be written in English language and shall be sent by mail, facsimile or email and shall be directed to the other Party at the address mentioned below:

Authority: Finance Department, Government of Sindh.
Authorized Person: Section Officer (CTC)
Address: Room No. 171, Ground Floor, Finance Department, Government of Sindh, Building no. 06, Sindh Secretariat, A.K Lodhi Block, Kamal Atta-Turk Road, Karachi, Pakistan
Telephone No: +92-21-99222113 & +92-21-99222111
E-mail: procurementfd@finance.gos.pk

Contractor: M/s. Swift Property Management Services (Pvt.) Limited.....
Authorized Person: Mr. Muhammad Ibrahim
Address: C-32/7, K.D.A., Scheme-1, Noble House, Tipu Sultan Road, Karachi.
Telephone No: 021-34540950, +92 346 2675126
Fax No: 34540954
E-mail: ibrahim@swiftcare.pk, sales.marketing01@swiftcare.pk

14.5.2 Any notice or communication by a Party to the other Party, given in accordance herewith, shall be deemed to have been delivered when in the normal course of post it ought to have been delivered and in all other cases, it shall be deemed to have been delivered on actual date and time of delivery; provided that in the case of facsimile or email, it shall be deemed to have been delivered on the working day following the date of its delivery.

14.5.3 Each Party may change the above address by prior written notice to the other Party.

14.6 Governing Law:

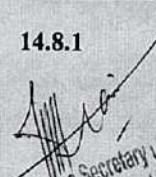
14.6.1 This Agreement shall be governed by and construed in accordance with the laws of Pakistan.

14.7 Counter Parts:

14.7.1 The Agreement may be executed in two counterparts, each of which, when executed and delivered, will be an original, and both counterparts together shall constitute one and the same instrument.

14.8 Good Faith:

14.8.1 Each Party shall act in good faith in exercising its rights and performing its obligations under this Agreement.


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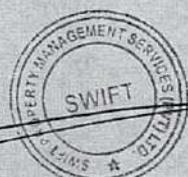
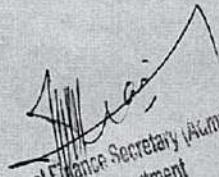


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ANNEXURE-I**DETAILS OF MANPOWER / JANITORS**

The Contractor shall deploy the following manpower / Janitors at the Premises of the Procuring Agency under this Agreement. The details thereof are as under: -

Sr. No	Description	Qty	Amount	Total Amount	
			Charges per Supervisor & Manpower / Janitor inclusive of Cleaning Consumables & Machinery Equipment inclusive of all the expenses towards successful delivery of services & all duties, taxes and other Government applicable charges (i.e., EOBI & SESSI etc.) payable by the Contractor under this Service Contract.		
			M/s. Swift Property Management Services (Pvt.) Ltd.		
1.	Minimum Physical presence of Manpower / Janitors with Supervisor (Reliever extra to be provided by the successful Bidder for which no separate charges will be claimed) along with Cleaning Consumables & Machinery Equipment / Appliances.	01-Supervisor	As per Sindh Minimum Wages Act-2015 vide Notification No. L-II-13-3/2016, dated 28.07.2025 including EOBI & SESSI Charges	Rs. 52,005/-	52,005/-
		25-Janitors		Rs. 50,005/-	
			Break-up of Manpower / Janitors' Monthly wages Annex at Annexure-I(A)		1,250,125/-
		Cost of Goods / Cleaning Consumables	Rs. 526,866/-		
			Cost Break-up of Goods / Cleaning Consumables Annex at Annexure-III	526,866/-	
		Rent of Machinery Equipment / Appliances	Rs. 29,908/-		
			Cost Break-up of Machinery Equipment / Appliances Annex at Annexure-III	29,908/-	
Total Monthly Remuneration Charges:				1,858,904/-	
W.H.T @ 15%:				278,835.60/-	
Sindh Sales Tax on Services (SST) @ 15%:				278,835.60/-	
Grand Total (Monthly Remuneration Charges):				2,416,574/-	
Total Yearly Charges / Total Contract Price:				28,998,888/-	




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ANNEXURE-I(A)**COST BREAK-UP OF MANPOWER / JANITORS'**
MONTHLY WAGES

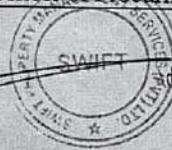
Sr. No	Description	Requirements	Salary Break-up Amount of per Janitor	Monthly Salary of Each Janitor
1.	Salary of each Manpower / Janitor on per Hour Basis.	In accordance with Sindh Minimum Wages Act, 2015 vide Govt. of Sindh's Notification bearing No. L-II-13-3/2016-1 dated 28.07.2025. Working Hours / Days: 10-Hours on Five (05) days in a week.	Rs. 42,240/-	Rs. 50,005/-
2.	EOBI Charges	As Per Employees Old Age Benefit Institution Act, 1976 @ 5% contribution of the Minimum Wage of Rs. 40,000, vide Govt. of Sindh's Notification bearing No. L-II-13-3/2016-1 dated 28.07.2025.	Rs. 2,000/-	
3.	SESSI Charges	As per Sindh Employees Social Security Ordinance, 1965 @ 6% contribution of the Minimum Wage of Rs. 40,000 vide Govt. of Sindh's Notification bearing No. L-II-13-3/2016-1 dated 28.07.2025.	Rs. 2,400/-	
4.	Uniform & Shoes Cost for each Manpower / Janitor.	Each year, 02-Sets of Uniforms & Shoes shall be required.	Rs. 340/-	
5.	Cost of Garbage Collection	Garbage Collection Charges (On-daily Basis) from Procuring Agency's Main Garbage Duct to DMC Disposal Point.	Rs. 575/-	
6.	Sewerage Chambers and Sewer lines Cleaning Cost	Cost of cleaning of Sewerage Chambers and Sewer lines through sewage suction and jetting truck within the Procuring Agency Premises, as and when required.	Rs. 450/-	
7.	Service Charges (if any)	Service Charges of Janitorial Firm / Service Provider	Rs. 2,000/-	
8.	Other Mandatory Costs (if any)	Any other mandatory cost(s) & taxes, included in the monthly wage of each Manpower / Janitor.	N/A	



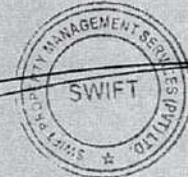
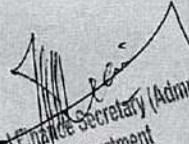
ANNEXURE-II**SCOPE OF SERVICES**

Work Schedule	Scope of Work / Services (Cleaning, Swabbing & Mopping)
Daily Work	All Offices, Reception Area including Three (03) Lifts
	Daily cleaning/mopping of marble & tiled floors with frequent interval of time.
	Proper sweeping and mopping of floors, walls, railings, corridors, etc. covering the entire Building Area. No betel stains or cob webs etc. should be visible anywhere.
	Cleaning of Waste paper baskets, Sanitation bin and Spittoon bin. And disposing of garbage/ refuse as per procedure.
	Dusting Office furniture, Almirah, Cupboards, Phones, Partition walls, Doors Windows, Notice Boards, Flower Vases Computers, Telephones, Filing Cabinets, Photocopy Rooms, Photocopy Machines and other pieces of decoration, etc.
	The Contractor shall provide heavy-duty disposable bags for collection of garbage from the various Offices/Sections and other places and shall be responsible for satisfactory disposal of the garbage bags to the main garbage point at the backyard of the Authority Premises on day-to-day basis.
	Toilets and urinals to be cleaned regularly and continuously throughout the day with phenyl and other disinfectant and porcelain fixtures to be cleaned with Vim. To provide Naphthalene balls, Odonil for all office's toilets
	To wash, clean and maintain using proper cleaning materials the wash basins, sink, glass panes, window doors and remove the co-webs in the area
	Ensure there is Hand wash, toilet tissue, furnile tablets & air freshener (Roomi Tikki) in the toilets.
	To clean all the Office Furniture items with Furniture Polish / Spray.
	To carry out & disposal of refuse and Garbage from main Garbage duct of Procuring Agency to D.M.C Dumping points out side from the Procuring Agency's Premises.
Emergency cleaning where and whenever required.	
Twice Daily	To Spray with Room Air-Fresheners / Perfumes in Executive Offices / Halls / Committee Rooms / Corridors etc. as and when required.
	Clean the all toilets and toilet bowls with Phenyl and other disinfectant liquid.
	Cleaning of all mirrors in toilets.
	Empty & clean waste bins, ash trays inside & outside the Offices as and when required.
	Clean all the Electric water coolers externally as well as Water Dispensers installed at the various offices of the Procuring Agency.
	Clean entrances & exits points, walkways of the Procuring Agency including Car Parking Area.
	Cleaning of all aluminum window panes internally & externally.
Weekly	Wash all Waiting Areas, Corridors with surf/vim thoroughly on all the Floors.
	Wash/disinfect toilet bowl and sink thoroughly of all Toilets and Kitchens.
	Wash & Clean thoroughly the entrance & exit steel gates of Procuring Agency's building, walk-ways, stair case, Lifts and Parking Areas.
	Floor wise Deep Cleaning of internal offices and building.
Monthly	Wash & Clean of all wall claddings with quality standard detergent.
	Washing and Scrubbing of all floors with scrubber machines with required cleaning material/ spray disinfectant.
	Clean the Venetian blinds, Lights, Pictures, Ceiling Fans, Flower vases (if any) and doors etc. wherever required.
	Dusting the Shelves thoroughly of all Offices of Procuring Agency.
	To clean the vertical Marble/ Mosaic/ or tiled surfaces where required or as instructed by the Authorized Officer of Procuring Agency.

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<p>General Maintenance</p>	<p>Carrying, Transporting or moving of office Furniture, Equipment and Supplies / Record within or outside of the Procuring Agency's Premises, whenever required or as instructed by the Authorized Officer of Procuring Agency.</p> <p>Reporting of any damage to pipe plumbing water and toilets facilities, electrical installation, damaged Furniture & Fixtures which needs immediate repair.</p> <p>Performing functions during official meetings and other special activities / occasions such as but not limited to cleaning the committee rooms, washing of items.</p> <p>To attend, clean and remove choking of drains including PVC pipes, sanitary fixtures, main holes and sewer lines situated in the premises of Procuring Agency. The Service Provider shall also be responsible for provide a Plumber for general maintenance includes day-to-day repair of defects of general nature, such as fixation & replacement of Bathroom water-taps, Flash Tanks, washbasin Pipes & other Sanitary Hardware Accessories herein mentioned at (3-List of Goods / Cleaning Consumables & Equipment), the quantity of which is limited specified but implied under the contract with no cost/charge on Procuring Agency.</p> <p>Cleaning floodwater drains and water pipes. Sweeping and cleaning of service ducts and all drainage pipes including those of toilets.</p> <p>Cleaning and clearing of choked drains and main hole-lines connected from all type of Procuring Agency's building to the main drains and sewer lines.</p> <p>Proper cleaning of roof top of entire Procuring Agency's building within the Premises of Procuring Agency.</p> <p>Any other Sanitation / Janitorial works, which are not specified but implied under the contract and as instructed by the Authorized Officer of the Procuring Agency.</p>
<p>Daily Services Schedule</p>	<p>The Operational Hours of Procuring Agency are 9:00 am to 5:00 pm, Five (05) days a week and the Bidder must be able to provide a full range of Cleaning / Janitorial Services before, during and after Procuring Agency's Operational Hours / Days from 8:00 am till 6:00 pm (i.e., 10-Hours per day on Five (05) days in a week). These Hours / Days may subject to change every year (during Budget Preparation Days), date & time to be communicated in advance to the Contractor.</p>

  
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ANNEXURE-III**CLEANING CONSUMABLES /GOODS**

The Contractor shall provide & use the following consumables / Cleaning Agents under this Agreement as per the following schedule on per month basis, yearly basis & one-time basis for the proper hygiene and cleanliness:

SUPPLIES TO BE REQUIRED ON MONTHLY BASIS						
Sr. No	Description of Item(s)	Weight/Size Per Unit	Brand	Monthly Requirement	Unit Rates	Total Rates
1.	Air Freshener	300-ml	Heaven & Perfect	50-Bottles	434/-	21,700/
2.	Air Freshener	300-ml	Air Wick Aerosol	50-Bottles	1,500/-	75,000/
3.	Dish Washing Powder Pouch	900 Gram	Vim Lemon	80-Pouches	167/-	13,360/
4.	Surf Packet	180-Gram	Surf Excel	12-Pouches	115/-	1,380/
5.	Plastic Tape 500 Coco Hard Broom	550-Gram	Local	06-Pcs	209/-	1,254/
6.	Soft Broom	250-Gram	Local	26-Pcs	209/-	5,434/
7.	Toilet Cleaner	500-ml	Harpic Power Plus	30-Bottles	512/-	15,360/
8.	Disinfectant White Phenyl	500-ml	Typhon	50-Bottles	543/-	27,150/
9.	Multi surface Cleaner (Citrus)	01-Litre	Dettol	16-Bottles	1,432/-	22,912/
10.	Coopex Powder	100-Gram	Mortein Reckitt	06-Bottles	575/-	3,450/
11.	Air Freshener	28-Gram	Roomi	03-Packets	52/-	156/
12.	Cleaning Acid	1.5-Litre	Local	12-Bottles	293/-	3,516/
13.	White Lime (Chonna)	01-Kg	A-Quality (Local)	30-Kg	57/-	1,710/
14.	High Graded Naphthalene Balls	100-Gram	Roomi Color Balls	03-Packets	366/-	1,098/
15.	Glass Cleaner Spray	500-ml	Glint	12-Bottles	538/-	6,456/
16.	Furniture Polish	550-ml	7CF	20-Bottles	387/-	7,740/
17.	High graded Trash Bags Large (Green)	30 x 50 Size	A-Quality (Local)	20-Kg	606/-	12,120/
18.	High graded Trash Bags Small (Green)	18 x 24 Size	A-Quality (Local)	50-Kg	606/-	30,300/
19.	High graded Trash Bags (For Large Dustbins in Black Color)	36 x 52 Size	A-Quality (Local)	10-Kg	219/-	2,190/
20.	White Hard Dusters (40 x 40 cm)	24-Gram	A-Quality (Local)	160-Pcs	57/-	9,120/
21.	Heavy Duty Scour Pads (06-inch x 3.8-inch)	08-Counts in each Packet	3m	20-Packets	110/-	2,200/
22.	Odorless flying insects Killer Spray	400-ml	Kingtox	40-Bottles	575/-	23,000/
23.	Dry Mop Refiller (Microfiber)	Pad weight 300-Gram	A-Quality (Local)	16-Pads	470/-	7,520/
24.	Wet Mop Refiller (Cotton)	700-Gram	A-Quality (Local)	50-Nos	418/-	20,900/
25.	Anti-Bacterial Hand wash Pouch	01-Litre	Lifebuoy	50-Pouches	920/-	46,000/
26.	Anti-Bacterial Hand wash	250-ml	Lifebuoy	30-Bottles	387/-	11,610/
27.	Tissue Boxes (Multi Colors)	300-Sheets in Box	Rose Petal	150-Boxes	303/-	45,450/
28.	Toilet Rolls	02-Ply	Rose Petal Maxob	50-Rolls	150/-	7,500/
29.	Heavy Duty Floor Cleaning Brush	04-ft long & 1ft x 4 inch (w)	A-Quality (Local)	01-No	314/-	314/
30.	Rat Killer	40-Grams	Kingtox	20-Packets	282/-	5,640/
31.	Wooden Handle Soft Hand Brush with PVC Bristles	-	A-Quality (Local)	02-Nos	366/-	732/
32.	Round Hockey Plastic Toilet Brush with Stand	0.6 kg	A-Quality (Local)	30-Nos	350/-	10,500/
33.	Toilet Plunger with wooden Handle	L (42-cm) & D (17.5-cm)	A-Quality (Local)	02-Nos	314/-	628/
34.	Yellow Flock Lined Rubber Gloves	-	A-Quality (Imported)	10-Pairs	888/-	8,880/
35.	39" Long Handle Steel Dustpan with Long Handle steel Brush	0.9 Kg	A-Quality (Local)	01-No	4703/-	4,703/
36.	Long Plastic Floor Wipers	L (3.5 ft.) & W (222-Grams)	A-Quality (Local)	08-Nos	523/-	4,184/
37.	Metal Polish for Chrome, Brass, Copper, Nickel, SS Steel	300-ml	A-Quality (Local)	04-Bottles	1411/-	5,644/
38.	Bleach Can	30-Kg	A-Quality (Local)	01-Can	1672/-	1,672/
39.	Extendable Fluffy Microfiber Duster (Dusting Wand)	Length (17-inch)	A-Quality (Imported)	10-Nos	418/-	4,180/

SUPPLIES TO BE REQUIRED ONCE IN A YEAR						
Sr. No	Description of Item(s)	Weight/Size Per Unit	Brand	Monthly Requirement	Unit Rates	Total Rates
1.	Stainless Steel Soap Dispenser	1000-ml	Imported (China)	24-Nos	2,874/-	68,976/
2.	Dry Mop (Iron Sticks Only)	Length (24-Inches)	A-Quality (Local)	12-Nos	1,411/-	16,932/
3.	Wet Mop (Iron Sticks Only)	Length (24-Inches)	A-Quality (Local)	22-Nos	1,432/-	31,504/
4.	Carbon Fiber Handle Tool Spade / Shovel with the Length of 1030 mm	Length (130 mm) Head Size (340 x 280 mm)	Imported (China)	02-Nos	1,515/-	3,030/
5.	Bullhead 15" (width) Forged Level Steel Head Rack with 66" Hard wood Handle	14-Tines with 3/4" Spacing with 3" Tine Length	Imported (China)	02-Nos	3,344/-	6,688/
6.	Adjustable Chin Strap Safety Hemet with Nape and Ratchet in yellow Color	-	Imported (China)	02-Nos	1,306/-	2,612/

SANITARY HARDWARE ACCESSORIES TO BE REQUIRED ONCE IN A YEAR						
Sr. No	Description of Item(s)	Brand	Each Year Requirement	Unit Rates	Total Rates	
1.	Single Fixed Basin Pillar Cock (Brass)	Faisal	20-Nos	3,658/-	73,160/	
2.	Waste Pipes	Local	24-Nos	679/-	16,296/	
3.	Hand/Muslim Shower Sets (SS Steel in White Color)	Faisal	36-Nos	2,560/-	92,160/	
4.	Flush Tank	Faisal	15-Nos	3,605/-	54,075/	
5.	Flush Tank Bull Cock	Faisal	20-Nos	2,299/-	45,980/	
6.	Bib Cock (Brass) in white color body	Faisal	30-Nos	1,724/-	51,720/	
7.	Double Bib Cock (Brass) in white color	Faisal	15-Nos	2,299/-	34,485/	
8.	Tee-Cock (Brass) in white color	Faisal	15-Nos	1,829/-	27,435/	
9.	Spindale (Brass)	Faisal	20-Nos	1,306/-	26,120/	
10.	Head (Brass) in white color	Faisal	12-Nos	888/-	10,656/	
11.	Sink Mixture (Single) Brass in white color	Faisal	08-Nos	5,434/-	43,472/	
12.	Window Cleaning Hand Wiper with the width of 18-cm along with strong plastic handle	A-Quality (Local)	02-Sets	209/-	418/	

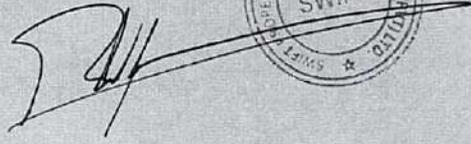
Additional Secretary (Admin)
Finance Department
Government of Sindh

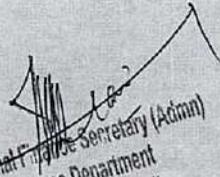
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SUPPLIES TO BE REQUIRED ONE-TIME ONLY						
Sr. No	Description of Item(s)	Weight/Size Per Unit	Brand	One-Time Requirement	Unit Rates	Total Rates
1.	Heavy Duty Single Wheel Trolley-Barrow (Black Color) in Metal Body.	Load Capacity (Up to 150-Kg)	A-Quality (Local)	02-Nos	7,500/-	15,000/
2.-	PVC Netting Hose Pipe	Length (250-ft Roll) Diameter (08-mm)	A-Quality (Local)	01-No	20,140/-	20,140/
3.	Heavy Duty Dustbin with Wheel (Blue Color)	Capacity (120-Litres) Wx18, Hx37, Dx18	A-Quality (Local)	05-Nos	2,000/-	10,000/

CLEANING EQUIPMENT / APPLINACES TO BE REQUIRED ON RENTAL BASIS THROUGHOUT THE SERVICE CONTRACT PERIOD					
Sr. No	Description of Cleaning Equipment / Appliances	Brand	Requirement	Rental Rates	Total Rates
1.	Heavy Duty Floor Scrubber Machines	Nilfisk	02-Units	8,242/-	8,242/
2.	Foldable Caution Sign Board with wet floor sign	A-Quality (Local)	18-Nos	3,441/-	3,441/
3.	Squeegee set with extendable Poll	A-Quality (Local)	01-Set	695/-	695/
4.	Mop Buckets	A-Quality (Local)	10-Units	11,756/-	11,756/
5.	Folding Ladder 50-ft	A-Quality (Local)	01-No	1,455/-	1,455/
6.	Heavy Duty Water Pressure Gun	Imported (China)	01-No	1,521/-	1,521/
7.	Snake Drain Opener	A-Quality (Local)	01-No	1,955/-	1,955/
8.	Harness Belt	A-Quality (Local)	02-Sets	495/-	495/
9.	Heavy Duty Air Blower	Imported (China)	01-No	348/-	348/





Additional Finance Secretary (Admin)
 Finance Department
 Government of Sindh

ANNEXURE-IV

KEY PERFORMANCE INDICATORS (KPI)

- On an Annual Basis, the evaluation of the Contractor under the Agreement shall be carried out with respect to Contractor's performance as per the following proposed Key Performance Indicators (KPIs). The Deputy Secretaries of concerned wings of Procuring Agency will assess, complete and submit the below Questionnaire-I to the Authorized Person of the Procuring Agency prior to the expiry of the Service Agreement. Whereas, Questionnaire-II shall be assessed by the Authorized Person of the Procuring Agency and extension in Service Agreement may be awarded subject to availing of combined minimum 80% Marks out of 100% Marks under the Key Performance Indicators (KPIs):
- Below is a score card to analyze the Contractor's Performance in respect of the Janitorial Services. Use the below numerical rating system to assign values to the Janitorial Company / Contractor's Performance or area in question.

QUESTIONNAIRE-I					
To be filled by the Procuring Agency's Officers / Deputy Secretaries of respective wings					
Please "award" the appropriate points	Levels of Overall Services Satisfaction				
	Satisfaction Levels	Values	Weightage of Score (%)	Total Weightage Score	Marks Assigned by Officers of FD
A. Overall Satisfaction: Are you satisfied with as your Janitorial Service Provider?	Level - D	Poor	00	15%	
	Level - C	Below Average	2.5		
	Level - B	Average	05		
	Level - A	Good	10		
	Level - A ⁺	Very Good	15		
B. Degree of Satisfaction in the following areas:	Levels of Cleaning Service Satisfaction				
	Satisfaction Levels	Values	Weightage of Score (%)	Total Weightage Score	Marks Assigned by Officers of FD
1. Cleaning Services:					
Internal Offices Daily Routine Works					
(a) Floors swept, mopped and sanitized inside the Offices, thrice daily before, during & after Office hours.	Level - D Level - C Level - B Level - A Level - A ⁺	Poor Below Average Average Good Very Good	00 05 10 15 20	20%	
(b) Trash containers & Spittoon bin emptied, cleaned & lined daily and disposing of garbage/ refuse as per procedure inside the Offices twice daily before & during Office hours.					
(c) Dusting Office furniture, Almirah, Cupboards, Phones, Partition walls, Doors Windows, Notice Boards, Flower Vases, Computers, Telephones, Filing Cabinets and other pieces of decoration, etc. inside the offices once daily before office hours.					
(d) Cob-webs from ceiling areas dusted and removed daily inside the offices.					
(e) Walls spot-cleaned daily inside the offices.					
(f) Offices Wooden Partitions and Doors spot cleaned daily					
(g) Officer's Toilets/Sinks inside the offices cleaned with phenyl and other disinfectant and porcelain fixtures cleaned with proper cleaning material thrice daily before, during & after Office hours.					
(h) Common Washrooms and urinals cleaned regularly and continuously on hourly basis during Office hours.					

Additional Deputy Secretary (Admin)
 Finance Department
 Government of Sindh



[Handwritten signature]

(i) Glass/mirrors/chrome hardware cleaned & polished thrice daily inside common washrooms during Office Hours.					
(j) Water Dispensers/ Microwave oven/ Refrigerator/Kitchen area cleaned & sanitized daily with frequent interval of time during Office Hours.					
Internal Offices Weekly Routine Works					
(k) All Aluminum Windowpanes thoroughly cleaned internally & externally of the offices weekly with proper cleaning Consumables / goods.	Level - D Level - C Level - B Level - A Level - A ⁺	Poor Below Average Average Good Very Good	00 02 03 04 05	05%	
(l) Light switches / Door handles inside the offices cleaned, sanitized and polished weekly.					
Internal Offices Monthly Routine Works					
(m) Washed & cleaned all wall claddings internally of the offices.					
(n) Cleaned & dusted the drawer's shelves, Racks thoroughly installed inside the Offices.	Level - D Level - C Level - B Level - A Level - A ⁺	Poor Below Average Average Good Very Good	00 02 03 04 05	05%	
(o) Telephones / horizontal surfaces / venetian & vertical blinds, Lights, Pictures, Ceiling Fans, Flower vases damp-wiped thoroughly fixed inside the offices					
2. Performance of Contractor's Staff:	Levels of Contractor's Staff Satisfaction				
	Satisfaction Levels	Values	Weightage of Score (%)	Total Weightage Score	Marks Assigned by Officers of FD
(a) Efficiency - How useful work/services performed by the Contractor's Staff throughout the Agreement Period.					
(b) Responsiveness - How fast & effective were the Contractor's Staff responded to the Officers / Officials of the Procuring Agency when there was a hygiene issue.	Level - D Level - C Level - B Level - A Level - A ⁺	Poor Below Average Average Good Very Good	00 02 03 04 05	05%	
(c) Complaint Handling - How fast the Contractor's Staff or Supervisor handled & resolved the Complaints received from the Officers / Officials of the Procuring Agency throughout the Agreement Period.					
(d) Appearance - How the Contractor's Staff looked / appeared during services Working Hours throughout the Agreement Period.					
(e) Courtesy - How polite in attitude and behavior of the Contractor's Staff towards the Officers / Officials of the Authority throughout the Agreement Period.					
Total Marks assigned by the Officer of the respective wing of Procuring Agency:				50%	

Contd P/28..



(Signature)
Additional Finance Secretary (Admin)
Finance Department
Government of Sindh

QUESTIONNAIRE-II

To be filled by the Procuring Agency's Authorized Person

Please "award" the appropriate points	Levels of Overall Services Satisfaction				
	Satisfaction Levels	Values	Weightage of Score (%)	Total Weightage Score	Marks Assigned by Authorized Officer of Authority
A. Overall Satisfaction: Are you satisfied with as your Janitorial Service Provider?	Level - D	Poor	00	15%	
	Level - C	Below Average	2.5		
	Level - B	Average	05		
	Level - A	Good	10		
	Level - A ⁺	Very Good	15		

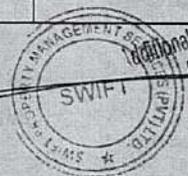
1. Cleaning Services:

Outer areas daily routine works

(a) Public Toilets / Sinks cleaned, polished and sanitized daily with frequent interval of time.					
(b) Hand wash dispensers in Public Toilets filled, cleaned and sanitized daily.					
(c) Glass / Mirrors / Chrome Hardware at Corridors & in Public Toilets cleaned and polished daily with frequent interval of time.					
(d) Swept and mopped Corridors, Stair case, Reception Area including three Lifts daily with frequent interval of time.					
(e) Betel stains and cob-webs etc. visible on Public Toilets, Corridors, Stair case cleaned on daily basis.	Level - D Level - C Level - B Level - A Level - A ⁺	Poor Below Average Average Good Very Good	00 05 10 15 20	20%	
(f) Main Entrance areas, Walk-ways, Passageway, Parking Areas swept and cleaned daily.					
(g) Main entrance Aluminum Glass & Steel Gates cleaned daily.					
(h) Swept and mopped Executive & General Committee Rooms daily with frequent interval of time.					
(i) Any trash around building premises picked up daily.					
(j) Emptied and cleaned waste-bins and cleaned Electric Water Coolers kept on the Corridors and Public Toilets.					

Outer areas weekly routine works

(k) Washed and cleaned all waiting areas, Corridors, wash basins, and toilet bowls, in Public Toilets & Kitchen's Sinks and glass-panes, doors thoroughly with cleaning detergent and remove the co-webs in the area thoroughly used proper cleaning materials					
(l) Sprayed Finite Bleaching Powder with superior quality insecticide at all washrooms, Corridors, main garbage duct, parking areas & walk-ways for prevention breeding / killing of flies, mosquitoes, cockroaches, bed-bugs, lizards and big ants and all kind of pests.	Level - D Level - C Level - B Level - A Level - A ⁺	Poor Below Average Average Good Very Good	00 02 03 04 05	05%	
(m) Carried-out & disposal of refuse from main Garbage duct of Procuring Agency to DMC dumping point out side from the Procuring Agency's Building.					



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Outer areas monthly routine works					
(n) Washed & cleaned all wall claddings with quality standard detergents and scrubbed of all tiled surfaces / vertical Marbles / Mosaic with scrubbing machine with cleaning chemicals.	Level - D Level - C Level - B Level - A Level - A ⁺	Poor Below Average Average Good Very Good	00 02 03 04 05	05%	
(o) Provided all materials and supplies such as cleaning chemicals etc. on monthly, quarterly & yearly basis as per the quantity herein mentioned under the Service Agreement.					
2. Performance of Contractor's Supervisor:	Levels of Contractor's Supervisor Satisfaction				
	Satisfaction Levels	Values	Weightage of Score (%)	Total Weightage Score	Marks Assigned by Authorized Officer Authority
(a) Attendance - How to achieve the 100% attendance of the Janitors performed by the Contractor's supervisor throughout the Agreement Period.					
(b) Responsibility - How the Contractor's Supervisor take responsibility for his team and helped them to achieved tasks.					
(c) Alertness & Adaptability - How fast the supervisor responded or prepared to react for the issues received from Authorized Person of the Procuring Agency and the ability for rectified those issues on different conditions or circumstances.	Level - D Level - C Level - B Level - A Level - A ⁺	Poor Below Average Average Good Very Good	00 02 03 04 05	05%	
(d) Appearance & Courtesy - How the Contractor's Supervisor looked / appeared and polite in attitude or behavior towards the Authorized Person of the Procuring Agency during Services Working Hours throughout the Service Agreement.					
(e) Communication with Authorized Person - How the Contractor's supervisor imparted or exchanged of information by speaking, writing, or using some other medium in respect of the Janitorial issues / complaints with the Procuring Agency's Authorized Person.					
Total Marks assigned by the Authorized Person of the Procuring Agency:				50%	

Name & Signature of Officer:

Designation:

Wing:

Floor(s):

Official Stamp:

Date:





 Additional Financial Secretary (Admin)
 Finance Department
 Government of Sindh

ANNEXURE-IV(A)

MONTHLY PERFORMANCE REPORT

The Contractor shall also furnish the **Monthly Performance Reports**, as per the format mentioned below, duly assessed & verified with the Offices of Finance Secretary, Special Finance Secretaries, Additional Finance Secretaries & Deputy Secretaries of the Procuring Agency regarding the cleaning Services to be provided under the Service Agreement and submitted to the Authorized Person on **monthly basis** along with the invoices for payment releases purposes.

Building: A.K Lodhi Block, Finance Complex, Building No. 06, Sindh Secretariat, Karachi

Contractor: M/s. Swift Property Management Services (Pvt.) Ltd

Month: _____

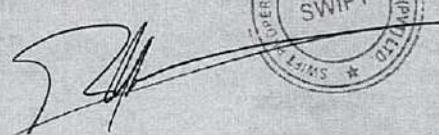
Office Name: _____ **Room No:** _____ **Floor:** _____

Description of Services:	Assessment:				If dissatisfied, pls give reason
	Good	Satisfied	Dissatisfied	N/A	
Internal Offices / Rooms Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms / Washrooms Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corridors Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staircases Cleaning (Front & Back)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifts Cleaning (Internal & External)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lift Lobby Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
External Façade / Windows Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Roof Top Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walk ways Cleaning at G-Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parking Area Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Main entrance Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Janitors' behavior with Officers / Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Cleaning Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other cleaning works (if any), please specify below					
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

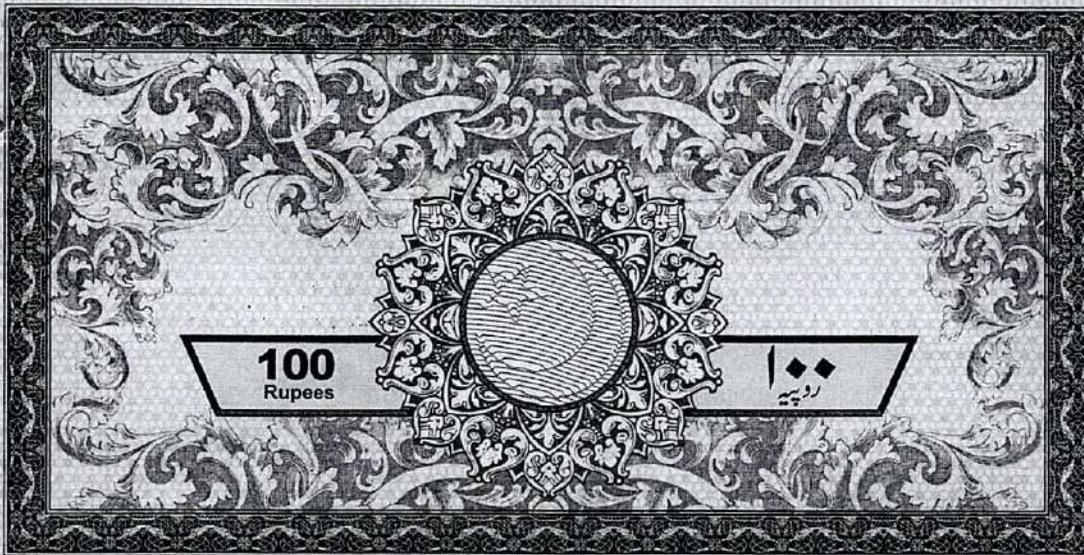
Remarks / Recommendations (if any): _____

Signature of the Officer concerned: _____ **Official Stamp:** _____

Date: _____







Mzam Sher Stamp Vendor

Shop No. B-11 Qaidabad Karachi-33

Lic. No. 75

S.N.O.

DATE

08 OCT 2025

30438

ISSUED TO WITH ADDRESS
 THROUGH WITH ADDRESS MEHTAB MALIK
 PURPOSE
 VALUE RS. (Attested)
 STAMP VENDOR'S SIGNATURE

INTEGRITY PACT:

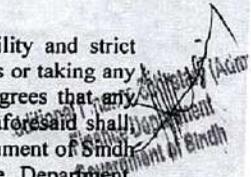
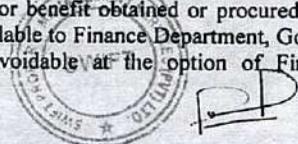
Contract Number: FD (CTC-I) 03(01) /2025-2026

Dated: 22 October 2025 20th NOVEMBER, 2025

Contract Value: Rs. 28,998,888.00/-

Contract Title: Provision of Janitorial Services with Cleaning Material & Equipment for the Multi Storey Building of Government of Sindh, Finance Department (Secretariat) Karachi

1. M/s. Swift Property Management Services (Pvt) Ltd hereby declares that it has no obtained or induced the Procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any Administrative subdivision or Agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.
2. Without limiting the generality of the foregoing, M/s. Swift Property Management Services (Pvt) Ltd represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its Affiliate, Agent, Associate, Broker, Consultant, Director, Promoter, Shareholder, Sponsor, or Subsidiary, any Commission, Gratification, Bribe, Finder's Fee or Kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Finance Department Government of Sindh, except that which has been expressly declared pursuant hereto.
3. M/s. Swift Property Management Services (Pvt) Ltd certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Finance Department Government of Sindh and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.
4. M/s. Swift Property Management Services (Pvt) Ltd accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Finance Department, Government of Sindh, under any law, contract or other instrument, be voidable at the option of Finance Department, Government of Sindh.

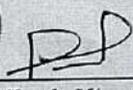


5. Notwithstanding any rights and remedies exercised by Finance Department, Government of Sindh in this regard, M/s. Swift Property Management Services (Pvt) Ltd Agrees to indemnify Finance Department, Government of Sindh for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Finance Department, Government of Sindh in an amount equivalent to Ten Time the sum of any commission, Gratification, Bribe, Finder's Fee or Kickback given by M/s. Swift Property Management Services (Pvt) Ltd as aforesaid for the purpose of obtaining or inducing the Procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Finance Department, Government of Sindh.



Additional Finance Secretary (Admin)
Finance Department
Government of Sindh

(Government of Sindh, Finance Department)
Management Stamp)



(For and on behalf of M/s. Swift Property Services (Pvt) Ltd with Official



NO. FD (CTC-I) 03(01)/2025-2026
GOVERNMENT OF SINDH
FINANCE DEPARTMENT
Karachi dated the 07th November, 2025

CERTIFICATE FOR VERIFICATION OF PERFORMANCE SECURITY

Reference: Invitation for Bids (the 'IFB') floated by the Government of Sindh, Finance, Department (the 'Procuring Agency') through publication in national dailies: English Dawn, Urdu Express, and Sindhi Sobh dated 17th, 18th and 19th August, 2025, respectively, along with Notice Inviting Tender (NIT) and the corresponding Bidding Document dated 15th August, 2025. The same documents were uploaded on the Procuring Agency and SPPRA's e-Procurement System (EPADS) under ID # EPADS - S - 250803801, for the solicitation of bids from eligible bidders for the "Provision of Janitorial Services with cleaning consumables & equipment for the Multi-Storey Building No. 6, Finance Complex, A.K Lodhi Block, Sindh Secretariat, Karachi" (the 'Assignment'), in accordance with the Sindh Public Procurement Rules, 2010 (as amended from time to time).

It is hereby certified that the Procuring Agency has verified the Performance Security instrument received from the Contractor in response to the Award of Contract for the above-mentioned Assignment, in compliance with Rule 39(4) of the Sindh Public Procurement Rules, 2010 (Amended from time to time).

2. The following Bank Guarantee against the Performance Security submitted by the Contractor has been verified:

Habib Metropolitan Bank Limited, I.I Chundrigar Road Head Office, Karachi has confirmed that the instrument (Bank Guarantee) bearing No. HMB/LG/01/12/1501344/2025 dated 24.10.2025, amounting to Rs. 2,899,888.00/-, has been issued by the Shahrah-e-Faisal branch from the account of Swift Property Management Services (Pvt.) Ltd. This verification was received on 28.10.2025.

3. This certificate is being issued by the Procuring Agency for uploading along with the Contract Document on the SPPRA-EPADS portal for compliance with Rule 50 of the Sindh Public Procurement Rules, 2010, read in conjunction with the Sindh Public Procurement Regulatory Authority's instructions circulated vide Policy Letter No. MD/SPPRA/Policy Letters/23-24/0258, dated 16th October, 2023.

(FAYAZ AHMED JATOI)
SECRETARY FINANCE

HABIBMETRO

28 October 2025

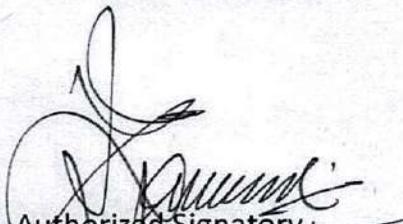
Mr. Muhammad Umer Qureshi
Section Officer (CTC)
Finance Department
Govt. of Sindh
Room no. 171, Ground Floor, Building no. 06
Sindh Secretariat
A.K Lodhi Block, Kamal Ataturk Road
Karachi
Ph: 021-99222113

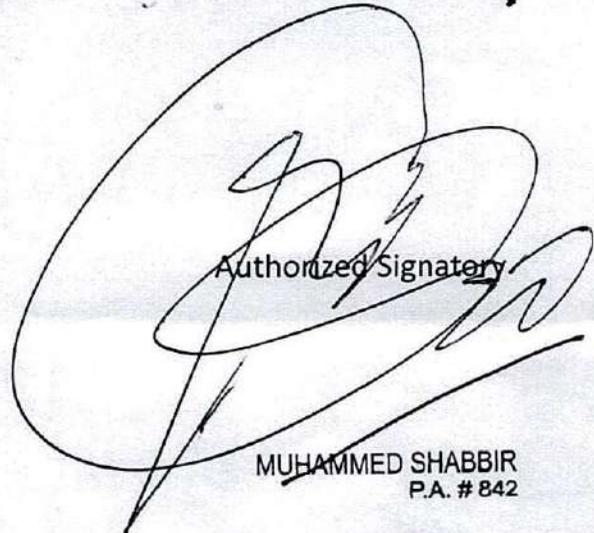
Dear Sir,

With reference to your letter no. FD (CTC-I) 03 (01)/2025-2026 dated 27-October-2025 regarding LG confirmation, we hereby confirm issuance of LG's as per below mentioned details by our Habib Metropolitan Bank Ltd, Shahrah-e-Faisal Branch, Karachi duly signed by authorized officer(s) of the Bank. To support this verification of our below LG, we are also enclosing herewith copy of our instrument.

BANK GUARANTEE NO. : HMB/LG/01/12/1501344/2025
DATE OF ISSUE : 24-10-2025
AMOUNT : Rs.2,899,888/-
DATE OF EXPIRY : 23-10-2026
ON BEHALF OF : M/s. Swift Property Management Services (Pvt) Ltd
FAVORING : Drawing & Disbursing Officer, Finance Department,
Government of Sindh, Karachi

Kindly Acknowledge receipt.

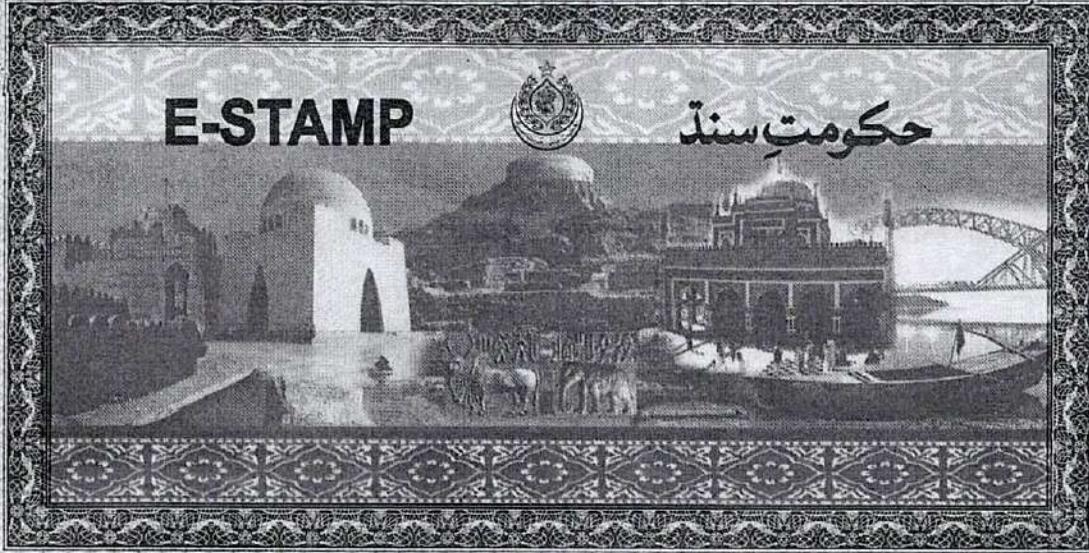

Authorized Signatory
SYED EJAZ AHMED
Assistant Vice President
Habib Metropolitan Bank Ltd.
P.A. # B-1132


Authorized Signatory
MUHAMMED SHABBIR
P.A. # 842

Habib Metropolitan Bank Ltd.
(Subsidiary of Habib Bank AG Zurich)
Central Processing Unit (Imports)
3rd Floor, I. I. Chundrigar Road, Karachi - Pakistan
UAN: +92 21 111 14 14 14
Ph: +92 21 3227 2478
Website: www.habibmetro.com

C339271

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NBP-0144-2510230010775129

GoS-KHI-BF7ABDEE3F2BE023

Non-Judicial

Rs 2,900/-

Description : Bank Guarantee - 6
 Bank : HABIB METROPOLITAN BANK LIMITED. [07111673]
 Borrower : SWIFT PROPERTY MANAGEMENT SERVICES (PVT) LTD. [23025107]
 Applicant : Unalb [42301-8058517-3]
 Stamp Duty Paid by : SWIFT PROPERTY MANAGEMENT SERVICES (PVT) LTD. [23025107]
 Issue Date : 23-Oct-2025, 03:15:51 PM
 Paid Through Challan : 2025B9DF5321ABE4
 Amount in Words : Two Thousand Nine Hundred Rupees Only

Please Write Below This Line

You can verify your e-Stamp paper by scanning the QR code or online at www.estamps.gos.pk using the 'Verification Through Web' option.

Performance Security (Bank Guarantee)

Guarantee No: HMB/LG/01/12/1501344/2025

Date of Issue: 24-10-2025

Amount: Rs. 2,899,888/-

Expiry Date: 23-10-2026

Beneficiary : Drawing & Disbursing Officer, Finance Department, Government of Sindh, Karachi.

Date : 24-October-2025

Performance Guarantee No: HMB/LG/01/12/1501344/2025

Guarantor : Habib Metropolitan Bank Limited, Shahrah-e-Faisal Branch, Karachi

We have been informed that Swift Property Management Services (Pvt.) Ltd. (the 'Applicant') has been issued a letter of intent / acceptance bearing the letter's reference number FD (CTC-I) 03 (01) /2025-26 for the *Provision of Janitorial Services with Cleaning Consumables & Equipment for Multi-Storey Building No. 6, Finance Complex, A.K Lodhi Block, Sindh Secretariat, Karachi* to the Beneficiary (the 'Letter of Intent / Acceptance').

Furthermore, we understand that, according to the Letter of Intent / Acceptance, Performance Security in the form of a Bank Guarantee or otherwise is required to be submitted by the Applicant to the Beneficiary.

For Habib Metropolitan Bank Ltd
Shahrah-e-Faisal Branch, Karachi

MUHAMMAD ATIF UDDIN
P.A.# B-1142

Authorised
Signature

Authorised
Signature
Syed Akber Mustafa
PA#B-311





E-STAMP
CONTINUATION SHEET
Government of Sindh

Guarantee No: HMB/LG/01/12/1501344/2025

Date of Issue: 24-10-2025

Amount: Rs. 2,899,888/-

Expiry Date: 23-10-2026

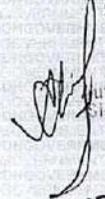
At the request of the Applicant, we, **Habib Metropolitan Bank Limited, Shahrah-e-Faisal Branch, Karachi** with its registered office situated at Spencer Building I.I chundrigar Road, Karachi, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of **(Rs. 2,899,888/-) Rupees Two Million Eight Hundred Ninety Nine Thousand Eight Hundred Eighty Eight Only** such sum being payable in the types and proportions of currencies in which the Agreement Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in demand itself or separately signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Agreement, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire no later than 23-10-2026 and any demand for payment under it must be received by us at this office indicated above on or before that date. Upon expiry this Guarantee all claims shall become null and void whether the original Guarantee is returned to us for cancellation or not

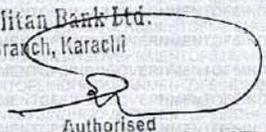
Furthermore, this guarantee shall be construed in accordance with the Laws of Islamic Republic of Pakistan and subject to the Jurisdiction of the Pakistan Courts.

This Guarantee shall automatically expire on 23-10-2026 and stand null and void for any claim after the validity and conditions mentioned herein whether the Original Guarantee return to us or not.

For Habib Metropolitan Bank Ltd.
Shahrah-e-Faisal Branch, Karachi


Authorized
Signature

MUHAMMAD ATIF UDDIN
P.A. # B-311


Authorized
Syed Akbar Mustata
P.A.#B-311

"For verification/authentication of LGs issued by Habib Metropolitan Bank Limited, please approach us along with original Bank Guarantee copy submitted by applicant at your good office :

- a) via SWIFT through your bankers at our SWIFT address: "MPBLPKKA". OR
- b) via authenticated official email at "verifylg@habibmetro.com". OR
- c) written letter duly signed by your authorized signatories at following address: Habib Metropolitan Bank Limited, 3rd floor, Spencer's Building, I. I. Chundrigar Road, Karachi"