



**FINANCE DEPARTMENT
GOVERNMENT OF SINDH**

BIDDING DOCUMENT

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

BID INQUIRY NO: FD (CTC-I) 03(01)/2025-2026



For Issuance of Bidding Document

Room No. 171, Caretaker Cell-I, Ground Floor, Finance Department, Government of Sindh, Karachi.

<https://portalsindh.eprocure.gov.pk/#/>

OFFICE ADDRESS:

Room No. 171, Care Taker Cell-I, Ground Floor, Finance Department, Government of Sindh, Building No.06, Sindh Secretariat A.K Lodhi Block, Kamal Atta-Turk Road, Karachi.

E-mail: procurementfd@finance.gos.pk

Website: <https://finance.gos.pk/>

Phone: +92-21-99222113



THE SCHEDULE OF BIDDING ACTIVITIES ARE AS UNDER: -

ACTIVITIES	SCHEDULE
Advertisement/Posting of Notice Inviting Tenders.	16 th August, 2025.
Availability of Bidding Document on Official Websites.	https://finance.gos.pk/ https://portalsindh.eprocure.gov.pk/#/
Last Day, Date & Time for issuance of Bidding Document:	Tuesday, 02 nd September, 2025 till 05:00 pm
Bid submission Day, Date & Time:	Wednesday, 3 rd September, 2025 till 11:00 am.
Bid Opening Day, Date & Time:	Wednesday, 3 rd September, 2025 at 12:00 noon.
Bid submission Place / Procedure:	Only Electronic bids shall be accepted through SPPRA-EPAD System. No Physical Bids shall be allowed. (SPPRA EPADS Portal: https://portalsindh.eprocure.gov.pk/#/
Cost of Bidding Documents:	Rs. 1,500/- (Rupees: One Thousand & Five Hundred)
Method of Procurement:	Open National Competitive Bidding.
Bidding Procedure Adopted:	Quality and Cost Based Selection Method (QCBS).
Bid Validity:	90-Days from the Date of Opening of Bids.
Applicable Rules for this Procurement:	Sindh Public Procurement Rules, 2010 (Amended from time to time).
Source of Funds:	Non-Development Side (Govt. of Sindh) Financial Year 2025-2026
Estimated Cost of the Assignment:	PKR. 31.00 million



SUMMARY

Notice Inviting Tender

Invitation for Bids – Provision of Janitorial Services with Cleaning Consumables & Equipment for the Multi Storey Building of Finance Department, Government of Sindh (Secretariat), Karachi.

Bidding Document

PART 1 – BIDDING PROCEDURES

- Section I** Instructions to Bidders (ITB)
- Section II** Bid Data Sheet (BDS)
- Section III** Qualification and Evaluation Criteria
- Section IV** Bidding Forms

PART 2 – SUPPLY REQUIREMENTS

- Section V** Schedule of Requirements

PART 3 – CONDITIONS OF CONTRACT AND CONTRACT FORMS

- Section VI** General Conditions of Contract (GCC)
- Section VII** Special Conditions of Contract (SCC)
- Section VIII** Contract Forms

PART 4 – APPENDICES

- Appendix A** Integrity Pact
- Appendix B** Affidavit (Non-Blacklisting)
- Appendix C** Power of Attorney
- Appendix D** Documents Checklist

Notice Inviting Tenders

Invitation for Bids

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

NIT Ref. No: FD.(CTC-I) 03(01) / 2025-2026
Karachi, dated the 16th August, 2025

1. The Finance Department, Government of Sindh is situated at the premises of Sindh Secretariat located in Building No.06 at Kamal-Attaturk Road Karachi, wherein various offices are working together to deal with matters relating to the Administration of Public Revenue, Assets and Liabilities Committees, Audit of receipt and expenditure, Banking Communication of financial sanctions, Creation of new posts and examination of schemes of new expenditure, Examination of all proposals for the increase or reduction of taxes, Floation and Administration of Provincial Loans, Framing of financial rules for guidance of Government Departments, Supervision of maintenance of Provincial and District Accounts / Treasury Offices, Local Fund Audit Department, Management of Public Funds, Public Accounts and Public Accounts Committee, Public Debt, Report of Auditor General, Service matters, except those entrusted to the Services, General Administration and Co-ordination Department, Treasuries and Sub-Treasuries.

2. Accordingly, to maintain a clean & safe working environment for the Officers / Officials, Finance Department is seeking proponents to provide a Janitorial Services with the necessary expertise and required resources. The Multi-Seven Story Building includes a Double wide modular Offices/Sections, Main Reception, Galleries, Large Executive & General Committee Rooms, Training Auditorium, Officers Rooms, Officers & Staff Washrooms, Kitchens, Visitor launch / Corridors, Stairs, Lifts, Pumping Room, Data Centre, Record Rooms, Store Rooms, Walk-ways, Exit & Entrance Areas, Vehicle Parking Areas & 02-Mosques at Roof Top.

3. The Job of the Contractor will keep the Building of Finance Department and the surrounding areas of the Building under the Service Agreement neat, clean and shipshape every day throughout a week and to keep it in optimum hygienic and sanitary conditions with high standards.

4. For the said purpose, the Government of Sindh has allocated the funds during the CFY 2025-2026 towards strengthening the operational activities support to the Finance Department (the 'Procuring Agency'), which it intends to apply part of the proceeds of this funding toward the eligible payments under the service contract mentioned-below:

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

5. The Procuring Agency now invites sealed bids from the eligible bidders for the procurement of Janitorial Services on **Complete Package Basis** for a period of **Three (03) Years**, as further detailed under the single Bidding Document issued for the said Procurement.

6. Procurement will be conducted through national competitive bidding using **Quality and Cost Based Selection (QCBS) Method** as specified under the Sindh Public Procurement Rules, 2010 (the 'SPP Rules'), and is open to all the eligible bidders as defined under the Bidding Document.

7. Bidders may bid on Complete Package Basis as mentioned thereunder. The Contract will be awarded to the Bidder offering the Most Advantageous Bid, provided the Bidder meet the required Qualification & Evaluation criteria and other terms & conditions mentioned under the Bidding Document.

8. Interested bidders may seek further information by obtaining the Bidding Document upon submission of written application alongwith a Pay order / Demand Draft amounting to Rs. 1,500/- in favor of Drawing & Disbursing Officer, Finance Department Government of Sindh with effect from 16th August, 2025 to 2nd September, 2025 or downloading it the same from the websites of the Procuring Agency or SPPRA <https://www.finance.gos.pk/> or <https://portalsindh.eprocure.gov.pk/#/>.

9. Bids containing requisite or supporting documents must be submitted **electronically** through designated e-procurement system i.e., E-Pak Acquisition and Disposal System (EPADS) of Sindh Public Procurement Regulatory Authority on or before 11:00 am on 3rd September, 2025. **No Physical Bids shall be allowed.** Late Bids will be rejected. Bids will be publicly opened in the presence of the bidders' designated representatives at the address given below at 12:00 noon on 3rd September, 2025.

10. All the bids shall remain valid for **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**'.

11. 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.

12. **Janitorial Schedule:** The Finance Department Operational Hours are **09:00 am** to **05:00 pm**, Five (05) days a week. However, the Bidder must be able to provide a full range of Cleaning / Janitorial Services before, during and after Procuring Agency's Operational Hours / Days between **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.

13. The address referred to above is:

Attention: Section Officer (CTC)
Finance Department, Government of Sindh
Address: Room No. 166, Ground Floor, A.K. Lodhi Block – Finance Complex, New Sindh Secretariat Building No. 6, Kamal-Atta-Turk Road, Karachi.
Phone: +92 21 99222111
E-mail: procurementfd@finance.gos.pk
Website: <https://www.finance.gos.pk/>

Bidding Document

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

UNDER

(QUALITY AND COST BASED SELECTION METHOD)

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

Procuring Agency: Finance Department, Government of Sindh

Address: Room No. 171, Caretaker Cell - I, Ground Floor, Finance
Department, Government of Sindh, Building No. 06, Sindh
Secretariat A.K Lodhi Block, Kamal Atta - Turk Road,
Karachi - Pakistan.

Issued on: 16th August, 2025

Bidding Document

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PART-1 BIDDING PROCEDURES

Section I - Instructions to Bidders

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Section I – Instructions to Bidders (ITB)

A. General

1. **Scope of Bid**
 - 1.1 In connection with the notice inviting tender, an invitation for bids (IFB), specified in the **Bid data sheet ('BDS')**, the Procuring Agency, as specified in the **BDS**, issues this Bidding Document for the procurement and related support services incidental thereto, as defined in Section V – Schedule of Requirements. The name, identification, and package details of the NIT are specified in the **BDS**.
 - 1.2 Throughout this Bidding Document:
 - (a) the term “in writing” means communicated in written form (e.g., by mail, e-mail, fax, including if specified in the BDS, distributed or received through the electronic system used by the Procuring Agency) with proof of receipt;
 - (b) if the context so requires, “singular” means “plural” and vice versa; and
 - (c) “day” means a calendar day unless otherwise specified as “business day”. A business day is any official working day and excludes any Public Holiday announced by the Government of Sindh.
2. **Source of Funds**
 - 2.1 The Procuring Agency specified in the **BDS** has applied for or received funds from the Government of Sindh (the ‘**Government**’) in an amount toward the project or scheme named in the **BDS**. The Procuring Agency intends to apply a portion of the funds to eligible payments under the contract for which this Bidding Document is issued.
 - 2.2 Payment of the funds will be made only at the request of the Procuring Agency and upon approval by the Government of the Competent Authority, and in case of a Assignment will be subject in all respect to the terms and conditions of the Agreement, if any relating to a Assignment.
3. **Eligible Bidders**
 - 3.1 A bidder may be a firm that is a private entity, a state-owned enterprise or institution, subject to ITB 3.6, or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent, as specified in the BDS. In the case of a joint venture, as specified in the BDS, all members shall be jointly and severally liable for executing the entire contract in accordance with the contract terms. The JV shall nominate a representative who shall have the authority to conduct all business for and on behalf of any and all of the members of the JV during the bidding process and, in the event the JV is awarded the contract during contract execution. Unless specified in the BDS, there is no limit on the number of members in a JV.
 - 3.2 A bidder shall not have a conflict of interest. Any bidder found to have a conflict of interest shall be disqualified. A bidder may be considered

to have conflict of interest for the purpose of this bidding process if the bidder is:

- (a) directly or indirectly controls, is controlled by or is under common control with another bidder; or
 - (b) receives or has received any direct or indirect subsidy from another bidder; or
 - (c) has the same legal representative as another bidder; or
 - (d) has a relationship with another bidder, directly or through common third parties, that puts it in a position to influence the bid of another bidder or influence the decisions of the Procuring Agency regarding this bidding process; or
 - (e) any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the equipment that are the subject of the bid; or
 - (f) any of its affiliates have been hired (or is proposed to be hired) by the Procuring Agency or Government for the contract implementation; or
 - (g) would be providing services, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the BDS ITB 2.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
 - (h) has a close business or family relationship with a professional staff of the Procuring Agency (or of the project implementing agency, or of a recipient of a part of the fund) who: (i) are directly or indirectly involved in the preparation of the bidding document or specifications of the contract, and/ or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from a such relationship has been resolved in a manner acceptable to the extent of the bidding process and execution of the contract.
- 3.3 A firm that is a bidder (either individually or as a JV member as specified in the BDS) shall not participate in more than one bid, except for permitted alternative bids. This includes participation as a subcontractor. Such participation shall result in the disqualification of all bids in which the firm is involved. A firm that is not a bidder or a JV member may participate as a sub-contractor in more than one bid as specified in the BDS.
- 3.4 A bidder may have the nationality of any country unless expressly mentioned otherwise in the BDS, subject to the restrictions pursuant to ITB 3.8. A bidder shall be deemed to have the nationality of a country if the bidder is constituted, incorporated, or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution

or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub consultants for any part of the contract, including related services.

- 3.5 A bidder that has been blacklisted by any organization shall be ineligible to be prequalified for, initially selected for, bid for, propose for, or be awarded a contract or benefit from a Government-financed contract, financially or otherwise.
- 3.6 Bidders that are state-owned enterprises or institutions in the Procuring Agency's country may be eligible to compete and be awarded a contract(s) only if they can establish, in a manner acceptable under the SPP Rules, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under the supervision of the Procuring Agency.
- 3.7 A bidder shall not be under suspension or debarred from bidding by the Procuring Agency as the result of any action prescribed under the SPP Rules, 2010 (As amended from time to time).
- 3.8 Firms and individuals may be ineligible if so indicated in the bidding document and (a) as a matter of law or official regulations, the Procuring Agency's country prohibits commercial relations with that country; or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Procuring Agency's country prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.
- 3.9 A bidder shall provide such documentary evidence of eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.
- 3.10 A firm that is under a sanction of debarment by the Government from being awarded a contract is ineligible to participate in this procurement.

4. Eligible goods and Related Services

- 4.1 All the goods and services to be supplied under the Contract and funded by the Government may have their origin in any country unless expressly mentioned otherwise under the SPP Rules and other laws, as applicable.
- 4.2 For purposes of this ITB, the term "goods" includes commodities, raw materials, machinery, and industrial plants, and "related services" include insurance, installation of goods & required software, training, and initial maintenance as specified under Section V – Schedule of Requirements.
- 4.3 The term "origin" means the country where the goods have been mined, grown, cultivated, produced, manufactured, or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differ substantially in its basic characteristics from its components.

B. Contents of Request for Bid Document

5. Sections of Bidding Document

- 5.1 The bidding document consists of Parts 1, 2, 3, and 4, which include all the sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITB 7.

PART 1 Bidding Procedures

- Section I – Instructions to Bidders (ITB)
- Section II – Bidding Data Sheet (BDS)
- Section III – Qualification & Evaluation Criteria
- Section IV – Bidding Forms

PART 2 Supply Requirements

- Section V – Schedule of Requirements

PART 3 Contract

- Section VI – General Conditions of Contract (GCC)
- Section VII – Special Conditions of Contract (SCC)
- Section VIII – Contract Forms

PART 4 Appendices

- Appendix A – Integrity Pact
- Appendix B – Affidavit (Non-blacklisting)
- Appendix C – Power of Attorney
- Appendix D – Documents Checklists

- 5.2 The Notice Inviting Tenders (NIT), the Invitation For Bids (IFB), and any addenda or corrigenda issued by the Procuring Agency shall be treated as part of this Bidding Document.
- 5.3 Unless obtained directly from the Procuring Agency or downloaded from the websites of the Procuring Agency or Sindh Public Procurement Regulatory Authority ('SPPRA'), the Procuring Agency is not responsible for the completeness of the document, responses to requests for clarification, the minutes of the pre-bid meeting (if any), or addenda to the Bidding Document in accordance with ITB 7. In case of contradiction, documents obtained directly from the Procuring Agency or downloaded from the authenticated websites referred to above shall prevail.
- 5.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document and to furnish with its bid all the information or documentation as is required by the Bidding Document.

6. Clarification of Bidding Document

- 6.1 A Bidder requiring any clarification of the Bidding Document shall contact the Procuring Agency in writing at the Procuring Agency's address specified in the BDS. The Procuring Agency will respond in writing to any request for clarification, provided such request is received before the deadline for submission of bids within a period specified in the BDS. The Procuring Agency shall forward copies of its response to all Bidders who have acquired the Bidding Document in accordance with ITB 5.3, including a description of the inquiry without identifying its source. If so specified in the BDS, the Procuring Agency shall also promptly publish its response on the web page identified in the BDS. Should the clarification result in changes to the essential elements of the Bidding Document, the Procuring Agency shall amend the Bidding Document following the procedure under ITB 7 and ITB 21.2.

7. Amendment of Bidding Document

- 7.1 At any time prior to the deadline for submission of bids, the Procuring Agency may amend the Bidding Document by issuing addenda in accordance with the SPP Rules.
- 7.2 Any addendum issued shall be part of the Bidding Document and communicated in writing to all who have obtained the Bidding Document from the Procuring Agency in accordance with ITB 5.3. The Procuring Agency shall also promptly publish the addendum on the websites of the Procuring Agency and SPPRA in accordance with ITB 6.1.
- 7.3 To give prospective Bidders reasonable time to take an addendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for submitting bids, pursuant to ITB 21.2

C. Preparation of Bids

8. Cost of Bidding

- 8.1 The Bidder shall bear all costs associated with the preparation and submission of the bid, and the Procuring Agency shall not be responsible or liable in any case whatsoever for those costs, regardless of the conduct or outcome of the bidding process.

9. Language of Bid

- 9.1 The bid and all correspondence and documents relating to it exchanged between a bidder and the Procuring Agency shall be written in the language specified in the BDS. Supporting documents and printed literature that are part of the bid may be in another language, provided they are accompanied by an accurate translation of the relevant passages into the language specified in the BDS, in which case, for purposes of interpretation of the bid, such translation shall govern.

**10. Documents
Comprising the Bid**

- 10.1 The bid shall comprise the following:
 - (a) Letter of Bid prepared in accordance with ITB 11;
 - (b) Price Schedules: completed in accordance with ITB 11 and ITB 13;
 - (c) Bid Security, in accordance with ITB 18.1;
 - (d) Alternative Bid: if permissible, in accordance with ITB 12;
 - (e) Authorization: written confirmation authorizing the signatory of the bid to commit the Bidder, in accordance with ITB 19.3;
 - (f) Qualifications: documentary evidence in accordance with ITB 16 establishing the bidder's qualifications to perform the contract if its bid is accepted;
 - (g) Bidder's Eligibility: documentary evidence in accordance with ITB 16 establishing the bidder's eligibility to bid;
 - (h) Eligibility of Goods and related Services: documentary evidence in accordance with ITB 15, establishing the eligibility of the goods and related services to be supplied by the Bidder;

- (i) Conformity: documentary evidence in accordance with ITB 15 and 29 that the goods and related services conform to the Bidding Document; and
- (j) any other document required in the BDS.

- 10.2 In addition to the requirements under ITB 11.1, bids submitted by a JV, if permitted so as specified in the BDS, shall include a copy of the Joint Venture agreement entered into by all members. Alternatively, a letter of intent to execute the agreement in the event of a successful bid shall be signed by all members and submitted with the bid, together with a copy of the agreement.
- 10.3 The Bidder shall furnish in the Letter of Bid information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this bid.

11. Letter of Bid and Price Schedules

- 11.1 The Letter of Bid and Price Schedules shall be prepared using the relevant forms provided in Section IV – Bidding Forms. The forms must be completed without alterations or substituting the text except as required under ITB 19.3. All blank spaces shall be filled in with the information requested.

12. Alternative Bids

- 12.1 Unless otherwise specified in the BDS, alternative bids shall **not** be considered.

13. Bid Prices and Discounts

- 13.1 The prices and discounts quoted by the Bidder in the Letter of Bid and Price Schedules shall conform to the requirements specified below.
- 13.2 The package and items under it must be listed and priced separately in the Price Schedules.
- 13.3 The price quoted in the Letter of Bid in accordance with ITB 11.1 shall be the total price of the bid, including any discounts offered.
- 13.4 The Bidder shall quote any discounts and indicate the methodology for their application in the Letter of Bid, in accordance with ITB 11.1.
- 13.5 Prices quoted by the Bidder shall be fixed during the Bidder's contract performance and not subject to variation on any account unless otherwise specified in the BDS. A bid submitted with an adjustable price quotation shall be treated as nonresponsive and rejected pursuant to ITB 28.
- 13.6 If so specified in ITB 1.1, Bids are invited for the individual (on each item-wise unless expressly mentioned otherwise in the BDS). Unless otherwise specified in the BDS, prices quoted shall correspond to 100% of the items specified in the document and 100% of quantities specified in the document.
- 13.7 The terms EXW, CIP, DDP, and other similar terms shall be governed by the rules prescribed in the current edition of incoterms, published by the International Chamber of Commerce, as specified in the BDS.
- 13.8 Prices shall be quoted as specified in each price schedule included in Section IV – Bidding Forms. The disaggregation of price components is required solely to facilitate comparison of bids by the Procuring Agency. This shall not limit the Procuring Agency's right to contract on any of the terms offered. In quoting prices, the Bidder shall be free to use transportation through carriers registered in any

eligible country. Similarly, the Bidder may obtain insurance services from any eligible country. Prices shall be entered in the following manner:

- (a) for goods manufactured in the Procuring Agency's country:
 - (i) the price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the goods;
 - (ii) any Procuring Agency's country sales and income taxes and other taxes, including stamp duty as applicable, which will be payable on the goods if the contract is awarded to the bidder; and
 - (iii) the price for inland transportation, insurance, and other local services required to convey the goods to their final destination (delivery site) specified in the BDS.

- (b) For goods manufactured outside the Procuring Agency's country to be imported:
 - (i) the price of the Goods, quoted CIP named place of destination, in the Procuring Agency's country, as specified in the BDS;
 - (ii) the price for inland transportation, insurance, and other local services, including stamp duty as applicable, required to convey the goods from the named place of destination to their final destination (delivery site) specified in the BDS;

- (c) For goods manufactured outside the Procuring Agency's country, already imported:
 - (i) the price of the goods, including the original import value of the goods; plus any mark-up (or rebate); plus any other related local cost, and custom and stamp duties and other import taxes already paid or to be paid on the goods already imported;
 - (ii) the customs duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the goods already imported;
 - (iii) the price of the goods, obtained as the difference between (i) and (ii) above;
 - (iv) any Procuring Agency's country sales and other taxes which will be payable on the goods if the contract is awarded to the bidder; and

(v) the price for inland transportation, insurance, and other local services required to convey the goods to their final destination (delivery site) specified in the BDS.

(d) for related services, other than inland transportation and other services required to convey the goods to their final destination, whenever such related services are specified under Section V – Schedule of Requirements, the price of each item comprising the related services (inclusive of any applicable taxes).

14. Currencies of Bid and Payment

14.1 The currency (ies) of the Bid and the currency (ies) of payments shall be the same. The Bidder shall quote in the currency of the Procuring Agency's country the portion of the bid price that corresponds to expenditures incurred in the currency of the Procuring Agency's country unless otherwise specified in the BDS.

14.2 The Bidder may express the bid price in any currency. If the Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than three foreign currencies in addition to the currency of the Procuring Agency's country as further specified and restricted in the BDS.

15. Documents Establishing the Eligibility and Conformity of the Goods and related services

15.1 To establish the eligibility of the goods and related services in accordance with ITB 4, Bidders shall complete the country-of-origin declarations in the Price Schedule Forms, included in Section IV – Bidding Forms.

15.2 To establish the conformity of the goods and related services to the Bidding Document, the Bidder shall furnish documentary evidence that the goods conform to the technical specifications and standards specified under Section V – Schedule of Requirements.

15.3 The documentary evidence may be in the form of literature, drawings, or data and shall consist of a detailed item-by-item description of the essential technical and performance characteristics of the goods and related services, demonstrating substantial responsiveness of the goods and related services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of Section V – Schedule of Requirements.

15.4 The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuous functioning of the goods during the period specified in the BDS following commencement of the use of the goods by the Procuring Agency.

15.5 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Procuring Agency in the Schedule of Requirements – Section V, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/ or catalog numbers, provided that it demonstrates, to the Procuring Agency's satisfaction, that the substitutions ensure substantial equivalence or

are superior to those specified under Section V – Schedule of Requirements.

16. Documents Establishing the Eligibility and Qualifications of the Bidder

- 16.1 To establish the bidder's eligibility in accordance with ITB 3, Bidders shall complete the Letter of Bid, included under Section IV – Bidding Forms.
- 16.2 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring Agency's satisfaction:
- (a) that, if required in the BDS, a Bidder that does not manufacture or produce the goods it offers to supply shall submit the manufacturer's authorization using the form included in Section IV – Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the goods to supply these goods in the Procuring Agency's country;
 - (b) that, if required in the BDS, in case of a Bidder not doing business within the Procuring Agency's country, the Bidder is or will be (if awarded the contract) represented by an agent in the country equipped and able to carry out the supplier's maintenance, repair and spare parts-stocking obligations prescribed in the conditions of contract and/ or technical specifications; and
 - (c) that the Bidder meets each qualification criterion specified in Section III – Qualification and Evaluation Criteria.

17. Period of Validity of Bids

- 17.1 Bids shall remain valid until specified in the BDS or any extended date if amended by the Procuring Agency in accordance with ITB 7. A Bid not valid up to the date specified in the BDS, or any extended date requested by the Procuring Agency in accordance with ITB 7, shall be rejected by the Procuring Agency as non-responsive.
- 17.2 In exceptional circumstances, before the expiry of bid validity, the Procuring Agency may request Bidders to extend their Bids' validity period. The request and the responses shall be made in writing. In such a case, If Bid Security is asked in accordance with ITB 18, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiture of its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid except as provided in ITB 17.3.

18. Bid Security

- 18.1 The Bidder shall furnish, as part of its bid, a Bid Security, as specified under the BDS, in original form and the amount and currency specified in the BDS.
- 18.2 A Bid Security shall be in the form of a Pay Order or Demand Draft or an unconditional Bank 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 Procuring Agency, as specified in the BDS.
- 18.3 Any bid not accompanied by a substantially responsive Bid Security shall be rejected by the Procuring Agency as non-responsive.
- 18.4 Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the expiry of the bid validity or the successful

Bidder signing of contract and furnishing the Performance Security pursuant to ITB 42.

- 18.5 The Bid Security may be forfeited if:
- (a) A Bidder requests to withdraw his or it's bid after opening but within the bid validity period;
 - (b) Successful Bidder fails to furnish Performance Security; or
 - (c) Successful Bidder fails to sign the contract;
 - (d) A Bidder does not accept the correction of the quoted amount following the correction of arithmetic errors;
 - (e) A Bidder has been found blacklisted by any agency of the Federal or Provincial Government.
- 18.6 The Bid Security of a JV, if allowed so in the BDS, must be in the name of the JV or any members that submit the bid. If the JV has not been legally constituted into a legally enforceable JV at the bidding time, the Bid Security shall be in the names of all future members as named in the Letter of Intent referred to in ITB 3.1 and ITB 10.2.

19. Format and Signing of Bid

- 19.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB 10 and clearly mark it "Original." Alternative Bids, if permitted in accordance with ITB 12, shall be clearly marked "Alternative". In addition, the Bidder shall submit copies of the bid in the number specified in the BDS and clearly mark them "Copy". In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.2 The Bidder shall mark as "Confidential" information in their bids that is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.
- 19.3 The original and all copies of the bid shall be typed or written in indelible ink and signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the BDS and shall be attached to the bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the bid where entries or amendments have been made shall be signed or initialed by the person signing the bid.
- 19.4 In case the Bidder is a JV, if allowed so in the BDS, the bid shall be signed by an Authorized Representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a Power of Attorney signed by their legally Authorized Representatives.
- 19.5 Any inter-lineation, erasures, or overwriting shall be valid only if signed or initialed by the person signing the bid.

D. Submission and Opening of Bids

20. Sealing and Marking of Bids

- 20.1 The Bidder shall deliver the bid in a single, sealed package containing two separate envelopes (QCBS Method). Each envelope shall contain separately the financial proposal and the technical proposal;

**NOT
APPLICABLE**

- (a) envelopes shall be marked as **“Financial Proposal”** and **“Technical Proposal”** in bold and legible letters to avoid confusion;
- (b) initially, only the envelope marked **“Technical Proposal”** will be opened;
- (c) envelope marked as **“Financial Proposal”** will be retained in the custody of the procuring agency without being opened;
- (d) procuring agency will evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (e) no amendments in the technical proposal will be permitted during the technical evaluation;
- (f) financial proposals of technically qualified bids will be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (g) financial proposal of bids found technically non-response will be returned un-opened to the respective bidders; and bid found to be the most advantageous bid or best evaluated bid shall be accepted.

20.2 The inner and outer envelopes shall:

- (a) bear the name and address of the bidder;
- (b) be addressed to the Procuring Agency in accordance with ITB 21.1;
- (c) bear the specific identification of this bidding process indicated in ITB 1.1; and
- (d) bear a warning not to open before the time and date for bid opening.

20.3 If all envelopes are not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement or premature opening of the bid.

**21. Deadline for
Submission of Bids**

21.1 Bids must be received by the Procuring Agency at the address and no later than the date and time specified in the BDS.

21.2 The Procuring Agency may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Document in accordance with ITB 7 or otherwise, in which case all rights and obligations of the Procuring Agency and bidders previously subject to the deadline shall after that be subject to the deadline as extended.

22. Late Bids

22.1 The Procuring Agency shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB 21. Any bid received by the Procuring Agency after the deadline for submission of bids due to any reason whatsoever shall be declared late, rejected, and returned unopened to the Bidder.

**23. Withdrawal,
Substitution, and
Modification of Bids**

23.1 A Bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice, duly signed by an Authorized Representative, and shall include a copy of the Authorization (**Power of Attorney**) in accordance with ITB 19.3 (except that withdrawal notices do not require documents/ copies). The corresponding

substitution or modification of the bid must accompany the respective written notice. All notices must be:

- (a) prepared and submitted in accordance with ITB 19 and 20 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked "Withdrawal", "Substitution", or "Modification" as the case may be; and
- (b) received by the Procuring Agency prior to the deadline prescribed for submission of bids, in accordance with ITB 21.

23.2 Bids requested to be withdrawn in accordance with ITB 23.1 shall be returned unopened to the bidders.

23.3 No bid shall be withdrawn, substituted, or modified between the deadline for submission and opening of bids and the expiration of the period of bid validity specified by the Bidder on letter of bid or any extension thereof.

24. Bid Opening

24.1 Except as in the cases specified in ITB 22 and ITB 23.2, the Procuring Agency shall, at the bids opening, publicly open and read out all bids received by the deadline at the date, time, and place specified in the BDS in presence of bidder's representatives who choose to attend.

24.2 First, envelopes marked "Withdrawal" shall be opened and read out, and the envelope with the corresponding bid shall not be opened but returned to the bidder. If the withdrawal envelope does not contain a copy of a power of attorney confirming the signature as a person duly authorized to sign on behalf of the bidder, the corresponding bid will be opened. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bids opening.

24.3 Next, envelopes marked "Substitution" shall be opened, read out, and exchanged with the corresponding bid being substituted. The substituted bid shall not be opened but returned to the bidder. No bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at bid opening.

24.4 Next, envelopes marked "Modification" shall be opened and read out with the corresponding bid. No bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at bid opening.

24.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the bidder and whether there is a modification; the total bid prices, per item if applicable, including any discounts and alternative bids; the presence or absence of bid security, as required; and any other details as the Procuring Agency may consider appropriate at that time.

24.6 Only bids, alternative bids, and discounts that are opened and read out at bid opening shall be considered further in the evaluation. The letter of bid and the price schedules are to be initialed by representatives of the Procuring Agency attending the bid opening in the manner specified in the BDS.

- 24.7 **The Procuring Agency shall neither discuss the merits of any bid nor reject any bid (except for late bids, in accordance with ITB 22.1).**
- 24.8 The Procuring Agency shall prepare a record of the bid opening that shall include, as a minimum:
- (a) the name of the Bidder and whether there is a withdrawal, substitution, or modification;
 - (b) the bid price (item-wise) if applicable, including any discounts;
 - (c) any alternative bids;
 - (d) the presence or absence of Bid Security.
- 24.9 The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders upon the final bid evaluation.

E. Evaluation and Comparison of Bids

25. Confidentiality

- 25.1 Information relating to the bids' evaluation and recommendation of the contract award shall not be disclosed to bidders or any other persons not officially concerned with the bidding process until the announcement of the evaluation report is transmitted to all bidders in accordance with ITB 37.
- 25.2 Any effort by a bidder to influence the Procuring Agency in the evaluation or contract award decisions may result in the rejection of its bid.
- 25.3 Notwithstanding ITB 25.2, from the time of bid opening to the time of announcement of the evaluation report, if any bidder wishes to contact the Procuring Agency on any matter related to the bidding process, it should do so in writing.

26. Clarification of Bids

- 26.1 To assist in the examination, evaluation, comparison of the bids, and qualification of the bidders, the Procuring Agency may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder with respect to its bid that is not in response to a request by the Procuring Agency shall not be considered. The Procuring Agency's request for clarification and the bidder's response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Agency in the evaluation of the bids, in accordance with ITB 30.
- 26.2 If a bidder does not provide clarifications of its bid by the date and time set in the Procuring Agency's request for clarification, its bid may be rejected.

27. Deviations, Reservations, and Omissions

- 27.1 During the evaluation of bids, the following definitions apply:
- (a) "Deviation" is a departure from the requirements specified in the bidding document;

- (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
- (c) "Omission" is the failure to submit part or all of the information or documentation required in the bidding document.

28. Determination of Responsiveness

- 28.1 The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself, as defined in ITB 10.
- 28.2 A substantially responsive bid is one that meets the requirements of the bidding document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
 - (a) if accepted, would:
 - (i) affect in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the contract; or
 - (ii) limit in any substantial way inconsistent with the bidding document, the Procuring Agency's rights, or the bidder's obligations under the contract; or
 - (b) if rectified, it would unfairly affect the competitive position of other bidders presenting substantially responsive bids.
- 28.3 The Procuring Agency shall examine the technical aspects of the bid submitted in accordance with ITB 15 and ITB 16, in particular, to confirm that all requirements of Section V – Schedule of Requirements have been met without any material deviation or reservation, or omission.
- 28.4 If a bid is not substantially responsive to the requirements of the bidding document, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by correcting the material deviation, reservation, or omission.

29. Nonconformities, Errors and Omissions

- 29.1 Provided that a bid is substantially responsive, the Procuring Agency may waive any non-conformities in the bid.
- 29.2 Provided that a bid is substantially responsive, the Procuring Agency may request that the bidder submit the necessary information or documentation within a reasonable period, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the bidder to comply with the request may result in the rejection of its bid.
- 29.3 Provided that a bid is substantially responsive, the Procuring Agency shall rectify quantifiable nonmaterial nonconformities related to the bid price. To this effect, the bid price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component by adding the average price of the item or component quoted by substantially responsive bidders. If the price of the item or component cannot be derived from the price of other substantially

responsive bids, the Procuring Agency shall use its best estimate.

**30. Correction of
Arithmetical Errors**

- 30.1 Provided that the bid is substantially responsive, the Procuring Agency shall correct arithmetical errors on the following basis:
- (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line item total shall be corrected unless, in the opinion of the Procuring Agency, there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
 - (c) if there is a discrepancy between words and figures, the amount in words shall prevail unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 30.2 Bidders shall be requested to accept the correction of arithmetical errors. Failure to accept the correction in accordance with ITB 30.1 shall result in the rejection of the bid and forfeiture of the bid security.

**31. Conversion to Single
Currency**

- 31.1 For evaluation and comparison purposes, the currency (ies) of the bid shall be converted to a single currency as specified in the **BDS**.

32. Margin of Preference

- 32.1 Unless otherwise specified in the **BDS**, a margin of preference **shall not** apply.

33. Evaluation of Bids

- 33.1 The Procuring Agency shall use the criteria and methodologies listed in this ITB and Section III – Qualification and Evaluation Criteria. No other evaluation criteria or methodologies shall be permitted. The Procuring Agency shall determine the most advantageous bid by applying the criteria and methodologies. The most advantageous bid is the bid of the bidder that meets the qualification criteria and whose bid has been determined to be:
- (a) substantially responsive to the Bidding Document; and
 - (b) as the highest ranked bid.
- 33.2 To evaluate a bid, the Procuring Agency shall consider the following:
- (a) evaluation will be done on Lump-Sum Basis (Contract), as specified in the **BDS**;

- and the bid price as quoted in accordance with ITB 13;
 - (b) price adjustment for correction of arithmetic errors in accordance with ITB 30.1;
 - (c) price adjustment due to discounts offered in accordance with ITB 13.4;
 - (d) converting the amount resulting from applying (a) to (c) above, if relevant, to a single currency in accordance with ITB 31;
 - (e) price adjustment due to quantifiable nonmaterial nonconformities in accordance with ITB 33.3; and
 - (f) the additional evaluation factors are specified in Section III – Evaluation and Qualification Criteria.
- 33.3 The estimated effect of the price adjustment provisions of the contract conditions, applied over the period of execution, shall not be taken into account in bid evaluation.
- 33.4 If this Bidding Document allows bidders to quote different prices, the methodology to determine the lowest evaluated cost of the package combinations, including any discounts offered in the letter of bid, is specified in Section III – Qualification and Evaluation Criteria.
- 33.5 The Procuring Agency's evaluation of a bid will include and take into account:
- (a) in the case of goods manufactured in the Procuring Agency's country, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the bidder;
 - (b) in the case of goods manufactured outside the Procuring Agency's country, already imported or to be imported, customs duties and other import taxes levied on the imported goods, sales and other similar taxes, which will be payable on the goods if the contract is awarded to bidder;
 - (c) any allowance for price adjustment during the period of execution of the contract, if provided in the bid.
- 33.6 The Procuring Agency's evaluation of a bid may require the consideration of other factors, in addition to the bid price quoted in accordance with ITB 13. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the goods and related services. The effect of the factors selected, if any, shall be expressed in

monetary terms to facilitate comparison of bids unless otherwise specified in the **BDS** from amongst those set out in Section III – Evaluation and Qualification Criteria. The criteria and methodologies to be used shall be as specified in ITB 33.2(f).

34. Comparison of Bids

34.1 The Procuring Agency shall compare the evaluated costs of all substantially responsive bids established in accordance with ITB 33.2 to determine the bid that has the lowest evaluated cost. The comparison shall be based of DDP (place of the final destination) prices for imported goods and EXW prices, plus the cost of inland transportation and insurance to the place of destination for goods manufactured within the Procuring Agency's country, together with prices for any required installation, training, commissioning and other services. The evaluation of prices shall consider custom duties and other taxes levied on imported goods quoted CIP and sales, and similar taxes levied in connection with the sale or delivery of goods.

35. Qualification of the Bidder

35.1 The Procuring Agency shall determine, to its satisfaction, whether the eligible bidder that is selected as having submitted the lowest evaluated cost and substantially responsive bid meets the qualifying criteria specified in Section III – Evaluation and Qualification Criteria.

35.2 The determination shall be based upon examining the documentary evidence of the bidder's qualifications record submitted pursuant to ITB 16. The determination shall consider the qualifications of other firms such as the bidder's subsidiaries, parent entities, affiliates, subcontractors (other than specialized subcontractors if permitted in the bidding document), or any other firm(s) different from the bidder.

35.3 An affirmative determination shall be a prerequisite for awarding the contract to the bidder. An adverse determination shall result in the disqualification of the bid. In this event, the Procuring Agency shall proceed to the bidder who offers a substantially responsive bid with the next lowest evaluated cost to make a similar determination of that bidder's qualifications to perform satisfactorily.

36. Procuring Agency's Right to Accept Any Bid and to Reject Any or All Bids

36.1 The Procuring Agency reserves the right to accept or reject any or all bids and annul the bidding process at any time before awarding the contract without incurring any liability to bidders. In case of annulment, all bids submitted, specifically bid securities, shall be promptly returned to the bidders.

37. Bid Evaluation Reports

37.1 The Procuring Agency, upon completion of the bids' evaluation, shall send to each bidder bid evaluation results showing reasons for acceptance or rejection of bids. The Procuring Agency shall also publicize the reports via the websites of the Procuring Agency and SPPRA at least three (3) business days before the contract award.

F. Award of Contract & Duration of Services

- 38. Award Criteria**
- 38.1 Subject to ITB 37, the Procuring Agency shall award the contract to the bidders offering the most advantageous bid. The most advantageous bid is the bid offered by a bidder that meets the qualification criteria and whose bid has been determined to be:
- (a) substantially responsive to the bidding document; and
 - (b) as the highest ranked bid.
- 39. Procuring Agency's Right to Vary Quantities at Time of Award**
- 39.1 At the time the contract is awarded, the Procuring Agency reserves the right to increase the quantity of goods and related services initially specified in Section V – Schedule of Requirements, provided this does not exceed the percentages specified in the **BDS** and without any change in the unit prices or other terms and conditions of the Bid and the Bidding Document.
- 40. Notification of Award**
- 40.1 Before the expiry date of the bid validity period or any extension thereof, the Procuring Agency shall notify the successful Bidder in writing that its bid has been accepted. The award notification shall specify the sum that the Procuring Agency will pay the Bidder in consideration of the contract execution.
- 40.2 Within fifteen (15) days of the signing of the contract, the Procuring Agency shall publish the award of the contract, including:
- (a) contract evaluation report;
 - (b) form of contract and letter of award;
 - (c) bill of quantities of schedule of requirements;
 - (d) Other documents required under the SPP Rules.
- 40.3 The contract award notice shall also be published on the Procuring Agency and SPPRA's websites with free access.
- 41. Signing of Contract**
- 41.1 The Procuring Agency shall send the successful Bidder the bid acceptance letter, including the contract agreement.
- 41.2 The successful Bidder shall affix stamp duty and then sign, date and return the Procuring Agency the contract agreement within seven (7) business days of receipt.
- 42. Performance Security**
- 42.1 Within seven (7) business days of the receipt of the bid acceptance letter from the Procuring Agency, the successful bidder shall furnish the Performance Security in accordance with the GCC 18, using for that purpose the Performance Security form included in Section VIII – Contract Forms, or another form acceptable to the Procuring Agency as mentioned in the **BDS**.
- 42.2 Failure of the successful Bidder to submit the Performance Security mentioned above or sign the contract shall constitute

- sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
43. **Site Visit** 43.1 The Bidders, at their own expenses, responsibility and risk, is encouraged to visit and examine the Site for required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the required Janitorial Services.
44. **Origin of Material** 44.1 Unless otherwise indicated in the Bidding Document, there is no restriction on the origin of goods / consumables other than those prohibited by a Provincial or Federal Government.
45. **Time Line for Commencement of Janitorial Services** 45.1 The required Janitorial Services shall be started by the successful Bidder within Seven (07) Days from the date of issuance of Taking-over Certificate issued by the Procuring Agency. The Janitorial Services required at the Procuring Agency's Premises located in the Building No. 06, (Ground + Seven Floors), Sindh Secretariat, Finance Complex, A.K Lodhi Block, Kamal Atta-Turk Road, Karachi-Pakistan.
46. **Duration for Janitorial Services** 46.1 The duration of the Janitorial Services shall be **Three (03) Years** from the date of signing of Service Agreement, provided that the continuation of the Service Agreement for the 2nd & 3rd year will be subject to the satisfactory performance of the Janitorial Firm.

Section II - Bid Data Sheet (BDS)

The following specific data for the services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Reference	A. General
ITB 1.1 ITB 2.1	<p>The NIT reference no. is: FD (CTC-I) 03(01)/2025-2026</p> <p>The Procuring Agency is: Finance Department, Government of Sindh</p> <p>The NIT name is: Provision of Janitorial Services with Cleaning Consumables & Equipment for the Multi Storey Building No.6, Finance Complex, A.K Lodhi Block, Sindh Secretariat, Karachi.</p>
ITB 3.3	<p>The Maximum number of members in the Joint Venture (JV) shall be: JV or consortium is not allowed.</p>
B. Contents of Bidding Document	
ITB 6.1	<p>For clarification of Bid purposes only, the Procuring Agency's address is:</p> <p>Attention: Deputy Secretary (Admn & Accounts) Finance Department, Government of Sindh</p> <p>Address: Room No.165, Ground Floor, A.K. Lodhi Block – Finance Complex, Sindh Secretariat Building No. 6, Kamal-Atta-Turk Road</p> <p>City: Karachi</p> <p>Telephone: +92 21 99222115 +92 21 99222113</p> <p>E-mail: procurementfd@finance.gos.pk</p> <p>Website: https://www.finance.gos.pk/</p> <p>Requests for clarification (if any) should reach the Procuring Agency no later than five (5) calendar days before the date for the opening of bids, only through the E-Pak Acquisition and Disposal System (EPADS) of Sindh Public Procurement Regulatory Authority i.e., https://portalsindh.eprocure.gov.pk/#/ . No physical correspondence in respect of the clarification shall be accepted from the Bidders.</p>
C. Preparation of Bids	
ITB 9.1	<p>The language of the bid is the English.</p> <p>All correspondence exchanges shall be in the English language.</p> <p>The language for the translation supporting of documents is English.</p>
ITB 12.1	<p>Alternative bids shall not be considered</p>

ITB 13.5	The prices quoted by the Bidders shall not be subject to adjustment during the performance of the Agreement.
ITB 13.6	Bidders may quote on complete Package Basis. Evaluation of bids will be made on Complete Package Basis only.
ITB 13.7	The Incoterms edition is: 2020
ITB 13.8 (a)(i)	Place of destination: DDP - the Services along with related Goods / Consumables shall be delivered at the Procuring Agency's office in Karachi. Karachi: A.K. Lodhi Block – Finance Complex, Sindh Secretariat Building No. 6, Kamal-Atta-Turk Road, Karachi, Sindh-Pakistan
ITB 13.8 (a)(iii), (b)(ii) and (c)(v)	Final Destination (Delivery Site): As specified above. Delivery of Services along with related Goods / Consumables will also be undertaken at the destined places where services required to be delivered or otherwise as mentioned under the supply requirements (refer to the Schedule of Requirement-Section V).
ITB 14.1	The Bidder is required to quote in currency of the Procuring Agency's country the portion of the bid price that corresponds to expenditures incurred in that currency. Bidder must quote in Pak Rupees using Section IV – Bidding Forms.
ITB 15.4	Period of time the Goods / Consumables are expected to be valid / warranty expiration period from the date of supply: 01-Month . Period of time the Machinery Equipment / Cleaning Equipment are expected to be functioning / warranty expiration period from the date of supply: 03-Years
ITB 16.2 (a)	The manufacturer's authorization is: Not required
ITB 16.2 (b)	After-sales service: required as per Section V – Schedule of Requirements.
ITB 17	The bid shall remain valid for: 90-days i.e., until 02nd December, 2025
ITB 15.3 (a)	The bid price shall be adjusted by the following factor(s): Not applicable.

ITB 18.1	<p>Bid Security shall be required against the total quoted bid. Bidder shall submit Bid Security equivalent to the 5% of total quoted bid in Pakistani Currency in the shape of Pay Order/ Demand Draft/ Bank Guarantee, issued or confirmed by a scheduled bank of Pakistan, in favor of Drawing & Disbursing Officer, Finance Department Government of Sindh. The original Bid Security instrument as a part of financial bid shall be required physically in a separate sealed envelope on or before bid's opening date and a copy of the same instrument without disclose the Bid Security amount, to be required electronically in a technical bid as well.</p>
ITB 18.2	<p>Other types of acceptable securities: Pay Order or Demand Draft or an unconditional Bank Guarantee issued by any scheduled bank of the Procuring Agency's country.</p>
ITB 19.1	<p>In addition to the original bid, the number of copies required is: N/A</p>
ITB 19.3	<p>The written confirmation of authorization to sign on behalf of the Bidder shall consist of: Power of Attorney (Appendix-C)</p>
D. Submission and Opening of Bids	
ITB 21.1	<p>For the submission of Bid's Security instrument purposes only, the Procuring Agency's address is:</p> <p>Attention Deputy Secretary (Admn & Accounts) Finance Department, Government of Sindh</p> <p>Address: Room No. 171, Ground Floor, A.K. Lodhi Block – Finance Complex, Sindh Secretariat Building No. 6, Kamal-Atta-Turk Road</p> <p>City: Karachi</p> <p>The deadline for bids submission through EPADS is:</p> <p>Date: 03rd September, 2025 Time: 11.00 am.</p> <p>Bidders shall have only option for submit their bids electronically through EPADS of Sindh Public Procurement Regulatory Authority by registered their Company / Organization in advance at https://portalsindh.eprocure.gov.pk/#/. No physical bids shall be allowed.</p>
ITB 24.1	<p>The Bid opening shall take place (electronically) at:</p> <p>Address: Room no. 165, Ground Floor, A.K. Lodhi Block – Finance Complex, Sindh Secretariat Building No. 6, Kamal-Atta-Turk Road</p> <p>City: Karachi</p> <p>Date: 03rd September, 2025 Time: 12.00 Noon.</p>

ITB 24.6	The letter of bid and price schedules shall be initialed by all representatives of the Procuring Agency conducting Bid opening.												
E. Evaluation and Comparison of Bids													
ITB 31.1	The currency that shall be used for bid evaluation and comparison purposes to convert at the selling exchange rate of all bid prices expressed in various currencies into a single currency is: N/A.												
ITB 32.1	A margin of domestic preference shall not apply.												
ITB 33.2(a)	<p>Evaluation will be done on Complete Package Basis. The Procuring Agency shall award the Contract to a Bidder qualifying the Preliminary Qualification as well as Technical Evaluation criteria and attain the highest combined Technical and Financial Score using Quality & Cost Based Selection (QCBS) method – Most Advantageous Bid.</p> <p>Proposals Scoring weightage: Technical 80% and Financial 20%</p>												
ITB 33.6	<p>The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria:</p> <table border="0" data-bbox="385 875 1365 1123"> <tr> <td data-bbox="385 875 1313 909">(a) deviation in delivery schedule:</td> <td data-bbox="1326 875 1365 909" style="text-align: right;">No</td> </tr> <tr> <td data-bbox="385 909 1313 942">(b) deviation in payment schedule:</td> <td data-bbox="1326 909 1365 942" style="text-align: right;">No</td> </tr> <tr> <td data-bbox="385 942 1313 975">(c) the cost of major replacement of goods and services:</td> <td data-bbox="1326 942 1365 975" style="text-align: right;">No</td> </tr> <tr> <td data-bbox="385 975 1313 1052">(d) the availability in the Procuring Agency's country of spare parts and after-sales services for the equipment offered in the bid:</td> <td data-bbox="1326 1008 1365 1041" style="text-align: right;">No</td> </tr> <tr> <td data-bbox="385 1052 1313 1086">(e) life cycle costs: the costs during the life of the goods or equipment:</td> <td data-bbox="1326 1052 1365 1086" style="text-align: right;">No</td> </tr> <tr> <td data-bbox="385 1086 1313 1123">(f) the performance and productivity of the equipment offered:</td> <td data-bbox="1326 1086 1365 1123" style="text-align: right;">No</td> </tr> </table>	(a) deviation in delivery schedule:	No	(b) deviation in payment schedule:	No	(c) the cost of major replacement of goods and services:	No	(d) the availability in the Procuring Agency's country of spare parts and after-sales services for the equipment offered in the bid:	No	(e) life cycle costs: the costs during the life of the goods or equipment:	No	(f) the performance and productivity of the equipment offered:	No
(a) deviation in delivery schedule:	No												
(b) deviation in payment schedule:	No												
(c) the cost of major replacement of goods and services:	No												
(d) the availability in the Procuring Agency's country of spare parts and after-sales services for the equipment offered in the bid:	No												
(e) life cycle costs: the costs during the life of the goods or equipment:	No												
(f) the performance and productivity of the equipment offered:	No												
F. Award of Contract													
ITB 39	The maximum percentage by which quantities may be increased or decreased is: 15% (Fifteen Percent)												

Section III – Qualification and Evaluation Criteria

Contents

1. Preliminary (Mandatory) Qualification Criteria (ITB 35).....	34
2. Evaluation Criteria (ITB 33).....	37

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 documentary 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.	<u>Company Year of Establishment:</u> (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.	<u>Form of Company:</u> (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.	<u>Acknowledgements (CPR) of Income Tax Return to FBR:</u> (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.	<u>Acknowledgements (CPR) of Sindh Sales Tax Return to SRB:</u> (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			7
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).		-	-	-
6.1	≥ PKR 30.00 million.	10-Points	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)		-	-	-
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	21-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).		-	-	-
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	10-Marks		
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.

Section IV – BIDDING FORMS

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Letter of Bid

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT.

The bidder must prepare this Letter of Bid on stationery with its letterhead clearly showing the bidder's complete name and business address.

Note: All italicized text is to help Bidder in preparing this form.

Date of bid submission: *[insert date (as day, month, and year) of bid submission]*
IFB No: *[insert number of IFB process]*
Alternative No: *[insert identification number if this is a bid for an alternative]*

To: *[insert complete name of Procuring Agency]*

- (a) **No Reservations:** We have examined and have no reservations to the Bidding Document, including the Addenda issued in accordance with ITB 7;
- (b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITB 3;
- (c) **Conformity:** We offer to supply in conformity with the Bidding Document and to follow the delivery schedules specified in **Section V – Schedule of Requirements** the following Services & related Goods / Consumables and Equipment: *[insert a brief description of the Assignment]*;
- (d) **Bid Price:** The total price of our bid, including any discounts offered in the items specified under the Financial Bid;
- (e) **Bid Validity:** Our bid shall be valid until *[insert day, month, and the year in accordance with ITB 17.1]*, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) **Performance Security:** If our bid is accepted against any or all items or goods and related services offered, we commit to obtaining Performance Security in accordance with ITB 42 in Bidding Document;
- (g) **One Bid per Bidder:** We are not submitting any other bids as an individual bidder, and we are not participating in any other bids as a Joint-Venture member or as a subcontractor, and meet the requirements of ITB 3.3, other than alternative bids submitted in accordance with ITB 12;
- (h) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, manufacturers, or service providers for any part of the contract, are not subject to and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by any public sector agency. Further, we are not ineligible under the Procuring Agency's country

laws or official regulations or a decision of the United Nations Security Council;

- (i) **State-owned enterprise or institution:** *[select the appropriate option and delete the other]
[We are not a state-owned enterprise or institution]/
[We are a state-owned enterprise or institution but
meet the requirements of ITB 3.6];*
- (j) **Commissions, gratuities, fees:** We have paid or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the contract: *[insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].*

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

- (k) **Binding Contract:** We understand that this bid, together with your written acceptance thereof included in your letter of acceptance, shall constitute a binding contract between us until a formal contract is prepared and executed;
- (l) **Procuring Agency Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost bid, the most advantageous bid or any other bid that you may receive; and
- (m) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of fraud and corruption.

Name of the Bidder:

**[insert complete name of the bidder]*

Name of the person duly authorized to sign the bid on behalf of the Bidder:

***[insert complete name of person duly authorized to sign the bid]*

Title of the person signing the bid:

[insert complete title of the person signing the bid]

Signature of the person named above:

[insert signature of person whose name and capacity are shown above]

Date signed *[insert date of signing]* day of *[insert month]*, *[insert year]*

Bidder Information Form

[The Bidder shall fill in this form in accordance with the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted.]

Date: *[insert date (as day, month, and year) of bid submission]*

IFB No: *[insert number of NIT process]*

Alternative No.: *[insert identification No if this is a bid for an alternative]*

Page _____ **of** _____ **pages**

1. Bidder's Name	<i>[insert Bidder's legal name]</i>
2. Bidder's actual or intended country of registration:	<i>[insert Country of registration]</i>
3. Bidder's year of registration:	<i>[insert Bidder's year of registration]</i>
4. Bidder's address in the country of registration:	<i>[insert the legal address in the Country of registration]</i>
5. Bidder's authorized representative Information	
Name:	<i>[insert authorized representative's name]</i>
Address:	<i>[insert authorized representative's address]</i>
Telephone/Fax numbers:	<i>[insert authorized representative's telephone/fax numbers]</i>
Email Address:	<i>[insert authorized representative's email address]</i>
6. Attached are copies of original documents of [check the box(es) of the attached original documents]	
<input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITB 3.4.	
<input type="checkbox"/> In the case of state-owned enterprise or institution, in accordance with ITB 3.6 documents establishing:	
<ul style="list-style-type: none"> • Legal and financial autonomy; • Operation under commercial law; • Establishing that the bidder is not under the supervision of the Procuring Agency. 	

Price Schedule Forms

*[The Bidders shall fill these Price Schedule Forms in accordance with the instructions. The list of line items in column (a) from 1 to 4 of the **Price Schedules** shall coincide with the List of Manpower / Janitors, List of related Services and Work Schedule & List of Goods / Consumables and Equipment specified by the Procuring Agency under the Section V - Schedule of Requirements]*

BREAK-UP OF MANPOWER / JANITORS' MONTHLY WAGES:

Sr. No	Description	Requirements	Beak-up amount (If any)
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-I dated 28.07.2025. Working Hours / Days: 10-Hours on Five (05) days in a week.	
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-I dated 28.07.2025.	
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-I dated 28.07.2025.	
4.	Uniform & Shoes Cost for each Manpower / Janitor.	Each year, 02-Sets of Uniforms & Shoes shall be required.	
5.	Cost of Garbage Collection	Garbage Collection Charges (On-daily Basis) from Procuring Agency's Main Garbage Duct to DMC Disposal Point.	
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.	
7.	Service Charges (if any)	Service Charges of Janitorial Firm / Service Provider	
8.	Other Mandatory Costs (if any)	Any other mandatory cost(s) & taxes, included in the monthly wage of each Manpower / Janitor	

BREAK-UP OF GOODS / CLEANING CONSUMBALES TO BE SUPPLIED ON MONTHLY, YEARLY AND ON ONE-TIME BASIS:

Sr. No	Description	Requirements	Beak-up amount
1.	Supplies to be provided on monthly basis, once in a Year & on One-Time Basis	As per the Items specified under Part 2 – Supply Requirements in the Bidding Document at Section 3.1 (List of Goods / Cleaning Consumables). As per the Items specified under Part 2 – Supply Requirements in the Bidding Document at Section 3.2 (List of Cleaning Equipment / Appliances).	Attach separate sheets (if required to)

Price Schedule

User Note: This form is to be filled by the Bidder for item wise and shall submit with sealed Financial Bid

Line-Item No.	Description of Service Areas	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.	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.	Total Bid Price (Rs.)	
(a)	(b)	(c)	(d)	(e) = (c)x(d)	
1.	As defined under Section V – Schedule of Requirements	01-Supervisor	As per Sindh Minimum Wages Act-2015 vide Notification No. L-II-13-3/2016, dated 28.07.2025 including EOBI & SESSI other requisite Charges.		
2.		25-Janitors (23-Males & 02-Females)			
3.		Cost of Goods / Cleaning Consumables		-	
4.		Rent of Machinery Equipment / Appliances		-	
Total Monthly Remuneration Charges:					
W.H.T @ 15%:					
Sindh Sales Tax on Services (SST) @ 15%:					
Grand Total:					
Total Yearly Charges:					

I /We here undertake to deliver the above Janitorial Services in accordance with the Terms & Conditions of Service Agreement and as per the description of Services given under the Bidding Document with Monthly Remuneration along with Cleaning Consumables & Equipment Charges (inclusive of all applicable taxes/ levies /duties etc.) of Rs. (Rupees:..... only)
 and total Yearly Remuneration Charges of Rs. (Rupees:.....

Name of bidder: [Insert complete name of Bidder]
Signature of bidder: [Signature of the Authorized Person signing the Bid]
Date: [Insert date]

Form of Bid Security

(Bank Guarantee)

[The bank shall fill in this Guarantee Form in accordance with the instructions.]
[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[Procuring Agency to insert its name and address]*
IFB No: *[Procuring Agency to insert reference number for the IFB]*
Alternative No: *[Insert identification No if this is a Bid for an alternative]*
Date: *[Insert date of issue]*
Bid Guarantee No: *[Insert guarantee reference number]*
Guarantor: *[Insert name and address of the place of issue, unless indicated on letterhead]*

We have been informed that _____ *[insert name of the Bidder, which in the case of a Joint Venture shall be the name of the Joint Venture (whether legally constituted or prospective) or the names of all members thereof]* (the '**Applicant**') has submitted or will submit to the Procuring Agency (the '**Beneficiary**') its bid (the '**Bid**') for the execution of _____ under Invitation for Bids No. _____ (the '**IFB**').

2. Furthermore, we understand that, according to the Beneficiary's conditions, bids must be supported by a Bid Security, which inter-alia may be in the form of a Bank Guarantee.

3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (_____) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in demand itself or a separately signed document accompanying or identifying the demand, stating that either the Applicant:

- (a) has withdrawn its bid prior to the bid validity expiry date outlined in the Applicant's Letter of Bid, or any extended date provided by the Applicant; or
- (b) having been notified of the acceptance of its bid by the Beneficiary prior to the expiry date of the bid validity or any extension thereof provided by the Applicant has failed to: (i) sign the Service Agreement, or (ii) furnish the Performance Security, or (iii) fail to perform any obligations as specified under the ITB 18.5 of the Beneficiary's Bidding Document.

4. This Guarantee will expire: (a) if the Applicant is the successful Bidder upon our receipt of copies of the Service Agreement signed by the Applicant and the Performance Security issued to the Beneficiary in relation to such Service Agreement; or (b) if the Applicant is not the successful Bidder, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Bidding process; or (ii) Twenty-Eight days after expiry date of the Bid validity.

5. Consequently, any demand for payment under this Guarantee must be received by us at the office indicated above on or before that date.

6. This Guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758.

[Signature(s)]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

PART 2 – SUPPLY REQUIREMENTS

Section V – Schedule of Requirements

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1. List of Manpower / Janitors and Services Schedule

Line Item No	Description	Quantity required	Final Destination (Assignment or Delivery Site) as specified in BDS	Delivery Date		
				Earliest Services starting date	Latest Services starting date	Bidder's offered Services starting date (Bidder to Provide dates)
1.	SUPERVISOR: <ul style="list-style-type: none"> ➤ Male. ➤ Physically and Mentally Fit. ➤ Below Forty (40) years of age. ➤ Atleast (12) Years of HSC Studies. (Attach Documentary Proof). ➤ Honest / Reliable. ➤ Professionally Trained. (Preferably, certified in Housekeeping Supervisory from any recognized Institute / University). ➤ Must have an experience for supervision upto 25-Janitors / manpower. (Attach Documentary Proofs). 	01-Male	A.K. Lodhi Block – Finance Complex, Sindh Secretariat Building No. 6, Kamal-Atta-Turk Road, Karachi.	First business day following the date of effectiveness of the Service Agreement and after issuance of Handing over / Taking over letter.	Seven business days following the date of effectiveness of the Service Agreement and after issuance of Handing over / Taking over letter.	
2.	MANPOWER/JANITOR: <ul style="list-style-type: none"> ➤ Male/Female. ➤ Physically and Mentally Fit. ➤ Must be 18-40 Years of age. ➤ Honest / Reliable. ➤ Professionally Trained. ➤ Atleast One (01) Janitor must possess valid LTV License & practically know-how to driving the vehicle (Suzuki carry). ➤ Atleast One (01) Janitor in addition to his duties must have good knowledge in plumbing works such as fixation & replacement of Bathroom water-taps, Flash Tanks, washbasin Pipes & other Sanitary Hardware Accessories which are not specified but implied to this Service Agreement. 	23-Males 02-Females				

I/We hereby undertake to comply and depute all the Manpower / Janitors along with Supervisor as per requirement of Procuring Agency herein mentioned under the above table:

Name of Bidder

Signature over printed Name of Authorized representative

Date

2. List of Related Services and Work Schedule

2.1 The successful Bidder, in addition to the provision of Manpower / Janitors shall also be required to supply the Goods / Cleaning Consumables & Equipment as per the requirement mentioned under the Bidding Document at the Procuring Agency's designated Site. The successful Bidder shall bear all the costs associated with performing such Services.

Work Schedule	Scope of Work / Services (Cleaning, Swabbing & Mopping)	To be filled in by the Bidders (yes/No)	Remarks (If any)
A	B	C	D
Daily Work	<ul style="list-style-type: none"> All Offices, Reception Area including Three (03) Lifts 		
	<ul style="list-style-type: none"> Daily cleaning/mopping of marble & tiled floors with frequent interval of time. 		
	<ul style="list-style-type: none"> 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. 		
	<ul style="list-style-type: none"> Cleaning of Waste paper baskets, Sanitation bin and Spittoon bin. And disposing of garbage/ refuse as per procedure. 		
	<ul style="list-style-type: none"> Dusting Office furniture, Almira, Cupboards, Phones, Partition walls, Doors Windows, Notice Boards, Flower Vases Computers, Telephones, Filing Cabinets, Photocopy Rooms, Photocopy Machines and other pieces of decoration, etc. 		
	<ul style="list-style-type: none"> 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. 		
	<ul style="list-style-type: none"> 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 		
	<ul style="list-style-type: none"> 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 		
	<ul style="list-style-type: none"> Ensure there is Hand wash, toilet tissue, furnile tablets & air freshener (Roomi Tikki) in the toilets. 		
	<ul style="list-style-type: none"> To clean all the Office Furniture items with Furniture Polish / Spray. 		
<ul style="list-style-type: none"> 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. 			

	<ul style="list-style-type: none"> Emergency cleaning where and whenever required. 		
Twice Daily	<ul style="list-style-type: none"> To Spray with Room Air-Fresheners / Perfumes in Executive Offices / Halls / Committee Rooms / Corridors etc. as and when required. 		
	<ul style="list-style-type: none"> Clean the all toilets and toilet bowls with Phenyl and other disinfectant liquid. 		
	<ul style="list-style-type: none"> Cleaning of all mirrors in toilets. 		
	<ul style="list-style-type: none"> Empty & clean waste bins, ash trays inside & outside the Offices as and when required. 		
	<ul style="list-style-type: none"> Clean all the Electric water coolers externally as well as Water Dispensers installed at the various offices of the Procuring Agency. 		
	<ul style="list-style-type: none"> Clean entrances & exits points, walkways of the Procuring Agency including Car Parking Area. 		
	<ul style="list-style-type: none"> Cleaning of all aluminum window panes internally & externally. 		
Weekly	<ul style="list-style-type: none"> Wash all Waiting Areas, Corridors with surf/vim thoroughly on all the Floors. 		
	<ul style="list-style-type: none"> Wash/disinfect toilet bowl and sink thoroughly of all Toilets and Kitchens. 		
	<ul style="list-style-type: none"> Wash & Clean thoroughly the entrance & exit steel gates of Procuring Agency's building, walk-ways, stair case, Lifts and Parking Areas. 		
	<ul style="list-style-type: none"> Floor wise Deep Cleaning of internal offices and building. 		
Monthly	<ul style="list-style-type: none"> Wash & Clean of all wall claddings with quality standard detergent. 		
	<ul style="list-style-type: none"> Washing and Scrubbing of all floors with scrubber machines with required cleaning material/ spray disinfectant. 		
	<ul style="list-style-type: none"> Clean the Venetian blinds, Lights, Pictures, Ceiling Fans, Flower vases (if any) and doors etc. wherever required. 		
	<ul style="list-style-type: none"> Dusting the Shelves thoroughly of all Offices of Procuring Agency. 		
	<ul style="list-style-type: none"> To clean the vertical Marble/ Mosaic/ or tiled surfaces where required or as instructed by the Authorized Officer of Procuring Agency. 		
	<ul style="list-style-type: none"> 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. Reporting of any damage to pipe plumbing water and toilets facilities, electrical installation, 		

<p style="text-align: center;">General Maintenance</p>	<p>damaged Furniture & Fixtures which needs immediate repair.</p> <ul style="list-style-type: none"> • Performing functions during official meetings and other special activities / occasions such as but not limited to cleaning the committee rooms, washing of items. • 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. • Cleaning floodwater drains and water pipes. Sweeping and cleaning of service ducts and all drainage pipes including those of toilets. • 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. • Proper cleaning of roof top of entire Procuring Agency's building within the Premises of Procuring Agency. <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 style="text-align: center;">Daily Services Schedule</p>	<ul style="list-style-type: none"> • The Procuring Agency's Operational Hours are 09:00 am to 05:00 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. 		

I/We hereby undertake to comply and deliver all the Services as per requirement of Procuring Agency herein mentioned under the above table:

Name of Bidder

Signature over printed Name
of Authorized representative

Date

3. List of Goods / Cleaning Consumables & Equipment

3.1 General Specification:

- i. All the Goods / Cleaning Consumables and Equipment to be incorporated in the supply must be new, unused, the most recent or current manufacturing and incorporate all recent improvements in quality unless provided otherwise in the Service Agreement. The specifications offered by a Bidders will be part of the Service Agreement between the Procuring Agency and the successful Bidder, and will be used by the Procuring Agency's Inspection Authority or Authorized Person to verify compliance on deliver.
- ii. Wherever reference is made in the technical specifications to specific standards and codes to be met by the Goods / Cleaning Consumables & Equipment to be furnished or tested, the provisions of the latest current manufacturing or revision of the relevant standards or codes in effect shall apply, unless otherwise expressly stated in the Service Agreement. Where such standards and codes are national or relate to a particular Country or Brand or Model, other Authoritative Standards that ensure substantial equivalence to the standards and codes specified will be acceptable.
- iii. The successful Bidder, shall provide & use the following Goods / Cleaning Consumables & Equipment under the Service Agreement as per the following schedule on Monthly, Yearly & One-Time basis for the proper hygiene and cleanliness.
- iv. The Cleaning Equipment / Appliances that are to be provided by the successful Bidder on rental basis shall remain the property / assets of the Bidder and any repair maintenance or replacement of the said equipment shall be the responsibility of the successful Bidder during the Service Agreement Period.

"SUPPLIES TO BE PROVIDED ON A MONTHLY BASIS"

Sr. No	Description of Item(s)	Weight/Size Per Unit	Monthly Requirement	Brand Name	Brand Quoted by Bidder	Weight / Size per Unit
1.	Air Freshener	300-ml	50-Bottles	Heaven & Perfect or Equivalent		
2.	Air Freshener	300-ml	50-Bottles	Air Wick Aerosol Lavender or Equivalent		
3.	Dish Washing Powder Pouch	900 Gram	80-Pouches	Vim Lemon or Equivalent		
4.	Surf Packet	180-Gram	12-Pouches	Surf Excel or Equivalent		
5.	Plastic Tape 500 Coco Hard Broom	550-Gram	06-Pcs	A-Quality (Local)		
6.	Soft Broom	250-Gram	26-Pcs	A-Quality (Local)		
7.	Toilet Cleaner	500-ml	30-Bottles	Harpic Power Plus or Equivalent		
8.	Disinfectant White Phenyl	500-ml	50-Bottles	Tyfon Concentrated or Equivalent		
9.	Multi surface Cleaner (Citrus)	01-Litre	16-Bottles	Dettol or Equivalent		
10.	Coopex Powder	100-Gram	06-Bottles	Mortein Reckitt Benckiser or Equivalent		
11.	Air Freshener	28-Gram	03-Packets	Roomi or Equivalent		
12.	Cleaning Acid	1.5-Litre	12-Bottles	Sulfuric Acid (H ₂ SO ₄)		
13.	White Lime (Chonna)	01-Kg	30-Kg	A-Quality (Local)		
14.	High Graded Naphthalene Balls	100-Gram	03-Packets	Roomi Color Balls		
15.	Glass Cleaner Spray	500-ml	12-Bottles	Glint or Equivalent		
16.	Furniture Polish	550-ml	20-Bottles	7CF or Equivalent		

17.	High graded Trash Bags Large (Green)	30 x 50 Size	20-Kg	A-Quality (Local)		
18.	High graded Trash Bags Small (Green)	18 x 24 Size	50-Kg	A-Quality (Local)		
19.	High graded Trash Bags (For Large Dustbins in Black Color)	36 x 52 Size	10-Kg	A-Quality (Local)		
20.	White Hard Dusters (40 x 40 cm)	24-Gram	160-Pcs	A-Quality (Local)		
21.	Heavy Duty Scour Pads (06-inch x 3.8-inch)	08-Counts in each Packet	20-Packets	Scotch Bright or Equivalent		
22.	Odorless flying insects Killer Spray	400-ml	40-Bottles	Kingtox or Equivalent		
23.	Dry Mop Refiller (Microfiber)	Pad weight 300-Gram	16-Pads	A-Quality (Local)		
24.	Wet Mop Refiller (Cotton)	700-Gram	50-Nos	A-Quality (Local)		
25.	Anti-Bacterial Hand wash Pouch	01-Litre	50-Pouches	Lifebuoy or Equivalent		
26.	Anti-Bacterial Hand wash	250-ml	30-Bottles	Lifebuoy or Equivalent		
27.	Tissue Boxes (Multi Colors)	300-Sheets in Box	150-Boxes	Rose Petal or Equivalent		
28.	Toilet Rolls	02-Ply	50-Rolls	Rose Petal Maxob or Equivalent		
29.	Heavy Duty Floor Cleaning Brush	04-ft long & 1ft x 4 inch wide	01-No	A-Quality (Local)		
30.	Rat Killer	40-Grams	20-Packets	Kingtox or Equivalent		
31.	Wooden Handle Soft Hand Brush with PVC Bristles	-	02-Nos	A-Quality (Local)		
32.	Round Hockey Plastic Toilet Brush with Stand	0.6 kg	30-Nos	A-Quality (Local)		
33.	Toilet Plunger with wooden Handle	Length (42-cm) & Diameter (17.5-cm)	02-Nos	A-Quality (Local)		
34.	Yellow Flock Lined Rubber Gloves	-	10-Pairs	A-Quality (Imported)		
35.	39" Long Handle Steel Dustpan with Long Handle steel Brush	0.9 Kg	01-No	A-Quality (Local)		
36.	Long Plastic Floor Wipers	Length (3.5 ft) Weight (222-Grams)	08-Nos	A-Quality (Local)		
37.	Metal Polish for Chrome, Brass, Copper, Nickel, SS Steel	300-ml	04-Bottles	Flamingo or Equivalent		
38.	Bleach Can	30-Kg	01-Can	A-Quality (Local)		
39.	Extendable Fluffy Microfiber Duster (Dusting Wand)	Length (17-inch)	10-Nos	A-Quality (Imported)		

"SUPPLIES TO BE PROVIDED ONCE IN A YEAR"

Sr. No	Description of Item(s)	Weight/Size Per Unit	Each Year Requirement	Brand Name	Brand Quoted by Bidder	Weight / Size per Unit
1.	Stainless Steel Soap Dispenser	1000-ml	24-Nos	Al-clean or Equivalent		
2.	Dry Mop (Iron Sticks Only)	Length (24-Inches)	12-Nos	A-Quality (Local)		
3.	Wet Mop (Iron Sticks Only)	Length (24-Inches)	22-Nos	A-Quality (Local)		
4.	Carbon Fiber Handle Tool Spade / Shovel with the Length of 1030 mm	Length (130 mm) Head Size (340 x 280 mm)	02-Nos	A-Quality (Local or Imported)		
5.	Bullhead 15" (width) Forged Level Steel Head Rack with 66" Hard wood Handle	14-Tines with 3/4" Spacing with 3" Tine Length	02-Nos	A-Quality (Local or Imported)		
6.	Adjustable Chin Strap Safety Hemet with Nape and Ratchet in yellow Color	-	02-Nos	A-Quality (Local or Imported)		

"SANITARY HARDWARE ACCESSORIES TO BE PROVIDED ONCE IN A YEAR"

Sr. No	Description of Item(s)	Requirement	Brand Name	Brand Quoted by Bidder	Weight / Size per Unit
1.	Single Fixed Basin Pillar Cock (Brass)	20-Nos	Original Master or Equivalent		
2.	Waste Pipes	24-Nos	A-Quality (Local)		

3.	Hand/Muslim Shower Sets (SS Steel in White Color)	36-Nos	Original Master or Equivalent		
4.	Flush Tank	15-Nos	Original Master or Equivalent		
5.	Flush Tank Bull Cock	20-Nos	Original Master or Equivalent		
6.	Bib Cock (Brass) in white color body	30-Nos	Original Master or Equivalent		
7.	Double Bib Cock (Brass) in white color	15-Nos	Original Master or Equivalent		
8.	Tee-Cock (Brass) in white color	15-Nos	Original Master or Equivalent		
9.	Spindale (Brass)	20-Nos	Original Master or Equivalent		
10.	Head (Brass) in white color	12-Nos	Original Master or Equivalent		
11.	Sink Mixture (Single) Brass in white color	08-Nos	Original Master or Equivalent		
12.	Window Cleaning Hand Wiper with the width of 18-cm alongwith strong plastic handle	02-Sets	A-Quality (Local)		

"SUPPLIES TO BE PROVIDED ONE-TIME ONLY"

Sr. No	Description of Item(s)	Weight/Size Per Unit	One-Time Requirement	Brand Name	Brand Quoted by Bidder	Weight / Size per Unit
1.	Heavy Duty Single Wheel Trolley-Barrow (Black Color) in Metal Body.	Load Capacity (Upto 150-Kg)	02-Nos	A-Quality (Local or Imported)		
2.	PVC Netting Hose Pipe	Length (250-ft Roll) Diameter (08-mm)	01-No	A-Quality (Local or Imported)		
3.	Heavy Duty Dustbin with Wheel (Blue Color)	Capacity (120-Litres) Wx18, Hx37, Dx18	05-Nos	A-Quality (Local or Imported)		

I/We hereby undertake to comply and deliver all the Goods / Cleaning Consumables as per requirement of Procuring Agency herein mentioned under the above table:

Name of Bidder

Signature over printed Name
of Authorized representative

Date

3.2 Cleaning Equipment / Appliances:

The successful Bidder shall be provided & installed the following Cleaning Equipment / Appliances at the Procuring Agency's Premises during the Service Agreement period for the proper hygiene & cleanliness: -

Sr. No	Description of Cleaning Equipment / Appliances throughout the Service Contract Period	Quantity	Brand Quoted by Bidder	Weight / Size / Model / Code No.
1.	Heavy Duty Floor Scrubber Machines	02-Units		
2.	Foldable Caution Sign Board with wet floor sign	18-Nos		
3.	Squeegee set with extendable Poll	01-Set		
4.	Mop Buckets	10-Units		
5.	Folding Ladder 50-ft	01-No		
6.	Heavy Duty Water Pressure Gun	01-No		
7.	Snake Drain Opener	01-No		
8.	Harness Belt	02-Sets		
9.	Heavy Duty Air Blower	01-No		

I/We hereby undertake to comply and deliver all the above Cleaning Equipment / Machines during the Service Agreement Period and will be repaired / replaced as and when required with no cost to the Procuring Agency:

Name of Bidder

Signature over printed Name
of Authorized representative

Date

4. Inspections and Performances

The following inspections & performances shall be performed by the successful Bidder:

- i. At the time of delivery of Goods / Cleaning Consumables by the successful bidder, the Procuring Agency's **Authorized Person or Inspection Committee** – Technical Resource – shall conduct the Goods / Consumables quantity and quality inspection and issue an inspection acceptance certificate, which will be submitted on **monthly basis** by the successful Bidder along with the invoices for payment releases purposes.
- ii. At the time of placement / delivery of the Cleaning Equipment / Appliances by the successful Bidder, the Procuring Agency's **Authorized Person or Inspection Committee** – Technical Resource – shall conduct the inspection of Cleaning Equipment quality and issue an inspection acceptance certificate. This inspection will be carried out on every after Six (06) months during the Service Agreement Period and an inspection certificate issued in this regard will be issued by the Procuring Agency's Authorized Representative or Inspection Committee.
- iii. At the end of each month, the successful Bidder shall also furnish the **Monthly Performance Reports**, 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 on **monthly basis** along with the invoices for payment releases purposes.
- iv. The successful Bidder shall also furnish the satisfactory **Yearly Performance Reports** as per the Key Performance Indicators (KPIs) specified under the Service Agreement for the continuation of the Services for the 2nd & 3rd Year.

5. Details of Offices / Areas for Janitorial Services

Sr. No	Service Areas	Ground Floor	First Floor	Second Floor	Third Floor	Fourth Floor	Fifth Floor	Sixth Floor	Seventh Floor
1.	Floor wise Lobby	-	01-Nos	01-Nos	01-Nos	01-Nos	01-Nos	01-Nos	01-Nos
2.	General Washrooms	03-Nos	06-Nos	06-Nos	06-Nos	06-Nos	06-Nos	06-Nos	06-Nos
3.	In-House Washrooms	02-Nos	03-Nos	03-Nos	03-Nos	03-Nos	04-Nos	04-Nos	03-Nos
4.	Lifts	03-Nos	-	-	-	-	-	-	-
5.	Large Executive Offices	-	03-Nos	02-Nos	02-Nos	02-Nos	02-Nos	01-Nos	02-Nos
6.	Large Hall Style Offices	02-Nos	02-Nos	01-Nos	02-Nos	01-Nos	-	-	02-Nos
7.	Medium Size Offices	04-Nos	10-Nos	15-Nos	14-Nos	14-Nos	16-Nos	20-Nos	02-Nos
8.	Small Size Offices	03-Nos	-	01-Nos	01-Nos	02-Nos	02-Nos	-	07-Nos
9.	Kitchens	-	02-Nos	01-Nos	01-Nos	01-Nos	01-Nos	01-Nos	01-Nos
10.	Main Entrance/Exit	02-Nos	-	-	-	-	-	-	-
11.	Main Reception Area	01-Nos	-	-	-	-	-	-	-
12.	Cars Parking Area	01-Nos	-	-	-	-	-	-	-
13.	Waiting Area	01-Nos	-	-	-	-	-	-	-
14.	Main Switch Room	01-Nos	-	-	-	-	-	-	-
15.	Walk-Ways	01-Nos	-	-	-	-	-	-	-
16.	Committee Room	-	02-Nos	-	-	-	-	-	01-Nos
17.	Main Server Room	-	-	-	01-Nos	-	-	-	-
18.	Training Auditorium	-	-	-	-	-	-	-	01-Nos
19.	Library	-	-	-	-	-	-	-	01-Nos
20.	Data Centre	01-Nos	-	-	-	-	-	-	-
21.	Reception Office	01-Nos	-	-	-	-	-	-	-
22.	Surveillance Room	01-Nos	-	-	-	-	-	-	-
23.	Photocopier Room	01-Nos	-	-	-	-	-	01-Nos	-
24.	Guard Room	01-Nos	-	-	-	-	-	-	-
25.	Pump Room	01-Nos	-	-	-	-	-	-	-
26.	Main Garbage Duct	01-Nos	-	-	-	-	-	-	-
27.	Mosque	-	-	-	-	-	01-Nos	-	02-Nos

**PART 3 – CONDITIONS OF CONTRACT AND
CONTRACT FORMS**

Section VI – General Conditions of Contract

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Section VI – General Conditions of Contract (GCC)

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.
 - (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.
...../- (Rupees:
..... 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;
 - (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-IV** 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;
- (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-II** (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 favour 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 means 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.
- (kk) **“Working Hours”** means, the Janitorial / Cleaning Services shall be provided by the Contractor / Service Provider from 08:00 am to 06:00 pm (10-Hours per day, Five (05) Days in a week during the duration of the Contract Agreement, except Gazetted 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’**).

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 be 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 Contractor's 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.
- (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 than 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 08:00 am to 06:00 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 personnels 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.
- (h) The Contractor shall not change or remove any Manpower / Janitor deputed under this Agreement without prior approval of the Procuring Agency (Oral or written).
- (i) 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.
- (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 the Procuring's Premises.
- (c) Act as an interface between the Procuring Agency and the Contractor's Manpower / Janitors.
- (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 Procuring Agency's material / records etc.(if any).
- (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 Procuring Agency's Premises 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 Procuring Agency's Premises.
- (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 all employees of the Procuring Agency.
- (l) To create self - awareness in the Manpower / Janitors under his control.
- (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 Supervisor's Performance 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 personnels to be deployed exclusively for the cleaning of all the toilets situated at the Procuring Agency's Premises as well as in other areas of the Procuring Agency's Premises. 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 toilets' fixtures after taking over the Procuring Agency's Premises. 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 Procuring Agency's Premises 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.

- (b) Cleaning Equipment and Appliances as shown under **Annexure-IV** 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-IV** 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 Upto 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 Procuring Agency's Premises. 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 - VI** of the Agreement. The Procuring Agency's cleaning works, 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:

- (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 Contractor's running invoice.
- (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 Contractor's running invoice and such Manpower / Janitor(s) shall not be allowed to enter in the Procuring Agency's Premises 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 Contractor's running invoice.
- (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 Contractor's running invoice.
- (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 Contractor's running invoice.

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.
- (h) 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 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 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 encashable 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 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 quoted by the Contractor in its financial bid.**
- 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 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).
- 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.

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.

12.3.2 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.

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.

- (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
- (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
E-mail: procurementfd@finance.gos.pk

Contractor: M/s.
Authorized Person: Mr.
Address:
Telephone No:
Fax No:
E-mail:

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 the 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.

Section VII – Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) shall supplement and amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

GCC Clause	Description
GCC 1.1 (i)	The Procuring Agency's Country is: Islamic Republic of Pakistan
GCC 1.1 (j)	The Procuring Agency is: Finance Department, Government of Sindh
GCC 1.1 (n)	The Assignment Site/ Services Destination is: Karachi: Finance Complex, A.K Lodhi Block, Sindh Secretariat Building No. 6, Kamal-Atta-Turk Road, Karachi, Sindh-Pakistan. The delivery of Janitorial Services along with cleaning consumables / goods shall be made to the office as mentioned above as further specified under Section V – Schedule of Requirements (List of Services / Goods / Equipment and Work Schedule).
GCC 3.2 (a)	The meaning of the trade terms shall be as prescribed by Incoterms. If the meaning of any trade term and the rights and obligations of the parties thereunder shall not be as prescribed by the incoterms, they shall be as prescribed by other internationally accepted trade terms.
GCC 3.2 (b)	The version edition of Incoterms shall be: 2020
GCC 4.1	The language shall be: English
GCC 7.1	For notices, the Procuring Agency's address shall be: Attention: The Section Officer (CTC), Finance Department, Government of Sindh Address: Room No. 166, Ground Floor, A.K. Lodhi Block – Finance Complex, Sindh Secretariat Building No. 6, Kamal-Atta-Turk Road City: Karachi Telephone: +92 21 99222113 +92 21 99222111 Fax: NIL E-mail: procurementfd@finance.gos.pk
GCC 8.1	The governing law shall be the law of: Islamic Republic of Pakistan

GCC 9.2	The rules of procedure for arbitration proceedings pursuant to GCC Clause 9.2 shall be as follows: Agreement with the Contractor of the Procuring Agency's Country: Any dispute, controversy, or claim arising out of or relating to this Agreement, or the breach, termination, or invalidity thereof, shall be referred to adjudication/ arbitration following of the Procuring Agency's Country.
GCC 15.5	The payment-delay period after which the Procuring Agency shall pay interest to the Contractor shall be 60 days. The interest rate that shall be applied is the Karachi Interbank Offered Rate (KIBOR) at the date when the interest starts to apply.
GCC 17.1	A Performance Security shall be required. The amount of Performance Security shall be <u>Ten (10%) Percent</u> of the Agreement Price.
GCC 17.3	The Performance Security shall be in the form of an unconditional Bank Guarantee issued or confirmed by a commercial bank of the Procuring Agency's Country in the prescribed format attached with the bidding document or Pay Order or Demand draft in favor of the Drawing & Disbursing Officer, Finance Department, Government of Sindh for a period of Twelve (12) months from the date of its submission. The Performance Security shall be denominated in a freely convertible currency acceptable to the Procuring Agency in accordance with the Contract Price.
GCC 17.4	Discharge of the Performance Security shall take place within Twenty-Eight (28) days following the date of satisfactory completion of the Contractor's performance obligations under the Agreement.
GCC 22.2	The packing, marking, and documentation within and outside the packages shall be: Finance Department, Government of Sindh (Secretariat) Karachi.
GCC 23.1	The insurance coverage shall be as specified in the Incoterms: N/A
GCC 24.1	Responsibility for transportation of the Consumables / Goods as specified in the Incoterms. DDP Karachi [as mentioned under SCC GCC 1.1 (o)]. The Contractor is required under this Agreement to transport the Consumables / Goods and Cleaning Equipment / Appliances to a specified place of final services destination / delivery place within the Procuring Agency's Country, defined as the Assignment Site, transport to such place of destination in the Procuring Agency's Country, including insurance, storage, installation, operation, and maintenance, as specified in the Agreement, shall be arranged by the Contractor, and related costs shall be included in the Agreement Price.
GCC 24.2	Incidental services are installation, performance, repair, and maintenance during the Cleaning Equipment's operational or warranty period. The price quoted in the bid or agreed with the selected Contractor shall be included in the Agreement Price.

GCC 25.1 The inspection shall be done at the final services destination/ delivery place to ensure the Consumables / Goods and Cleaning Equipment / Appliances received to comply with the required specifications, mutually agreed by both parties, and are fully operational.

GCC 25.2 The Inspection shall be conducted at the Assignment's site/ final services destination indicated under Section V - Schedule of Requirements.

GCC 26.1 The liquidated damage shall be 0.5% per day. The maximum amount of liquidated damages shall be 10% of the Agreement Price.

GCC 27.3 The period of validity of the warranty shall be **One (01) month (For Consumables / Goods) and Three (03) Years (For Cleaning Equipment / Appliances)** that shall start with effect from the Consumables / Goods and Cleaning Equipment / Appliances delivery at the respective destined Services site. For purposes of warranty, places of destination shall be same as delivery place.

GCC 27.3 – In partial modification of the provisions, the warranty period shall be **One (01) month (For Consumables / Goods) and Three (03) Years (For Cleaning Equipment / Appliances)** effective from the Consumables / Equipment delivery date. The Contractor shall also comply with the performance and/or consumption guarantees specified under the Agreement. If for reasons attributable to the Contractor, these guarantees are not attained in whole or in part, the Contractor shall, at its discretion, either:

- (i) make such changes, modifications, and/or additions to the Consumables and Equipment or any part thereof as may be necessary to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests following GCC 25.7; or
- (ii) pay liquidated damages to the Procuring Agency for failure to meet the contractual guarantees. The rate of these liquidated damages shall be 10% of the Agreement Price; or
- (iii) Assume responsibility to provide after-sales service (hardware & yield only following the standard terms and conditions) at its cost during the warranty period for the delivered Consumables and Equipment. This condition shall apply to the international warranty only.

GCC 27.5 . The maximum period for repair or replacement shall be within **Seven (07) days**.
GCC 27.6

GCC 32.4 . The Procuring Agency **shall not** consider any value-engineering proposal from a Supplier.

Section VIII –Contract Forms

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Letter of Intent / Acceptance

[Use letterhead paper of the Procuring Agency]

[Date.....]

To: [name and address of the Bidder]

Subject: *Notification of Award Contract No.*

This is to notify you that your bid dated [insert date] for the execution of the [insert name of the Agreement and identification number, as given in the SCC] for the accepted Agreement amount of [insert amount in numbers and words and name of currency], as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Department.

You are advised to furnish the original copies of (i) the performance security within seven (7) days in accordance with the conditions of the Agreement, using for that purpose one of the Performance Security forms; and (ii) the Service Agreement affixed stamp duty equivalent to 0.30% of the Agreement Price or any other applicable rate prevailing on the Agreement's registry date following the provisions of the Stamp Act, 1989.

You are further advised to confirm in writing, within five (5) days, reckoned from the date of receipt of this letter, its acceptance of matters set out herein, and its willingness to execute the Agreement in the form enclosed to this letter.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Department: _____

Attachment: *Service Agreement*

Service Agreement

[The successful Bidder shall fill in this form following the instructions indicated]

This Agreement is made at Karachi on this the [***] day of [month], 2025 (The "Signing Date");

BETWEEN:

(1) The GOVERNMENT OF SINDH, acting through the SECRETARY, FINANCE DEPARTMENT, GOVERNMENT OF SINDH, having its Principal Office at 01st 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) [Insert name of Contractor], a company registered under the Companies Ordinance, 1984 of Pakistan, having its registered office at [Insert legal address of the Contractor] (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.

On **September, 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 **September, 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 agree 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.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of *[insert the name of the Contract governing law country]* on the day, month and year indicated above.

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

SIGNATURE:
.....

Name:

Designation:

CNIC No:

Official Stamp:

In the Presence of:
Signature of Witnesses:

SIGNATURES:

Name:

Designation:

CNIC No:

Official Stamp:

Name:
Designation:
CNIC No:
Official Stamp:

}
}

AS CONTRACTOR

For and on behalf of
M/s.
Through its Authorized Signatory
Name:
Designation:
CNIC No:
Official Stamp:

SIGNATURE:

}
}

In the Presence of:
Signature of Witnesses:

SIGNATURES:

Name:
Designation:
CNIC No:
Official Stamp:

}
}

Name:
Designation:
CNIC No:
Official Stamp:

}
}

Key Performance Indicators (KPIs)

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):

2. 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.					
(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.	Level - D	Poor	00	20%	
	Level - C	Below Average	05		
	Level - B	Average	10		
	Level - A	Good	15		
	Level - A ⁺	Very Good	20		
(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.					
(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.					
(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.	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 – 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%

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 Level - C Level - B Level - A Level - A ⁺	Poor Below Average Average Good Very Good	00 2.5 05 10 15	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.	Level - D Level - C Level - B Level - A Level - A ⁺	Poor Below Average Average Good Very Good	00 05 10 15 20	20%	
(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.					

(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.					
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.					
Levels of Contractor's Supervisor Satisfaction					

2. Performance of Contractor's Supervisor:	Satisfaction Levels	Values	Weightage of Score (%)	Total Weightage Score	Marks Assigned by Authorized Officer of 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:

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. _____

Month: _____, 2025

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: _____

Performance Security

(Bank Guarantee)

[The bank, as requested by the successful bidder, shall fill in this guarantee form in accordance with the instructions.]

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[Insert name and address of the Procuring Agency]*
Date: *[Insert date of issue]*
Performance Guarantee No.: *[Insert guarantee reference number]*
Guarantor: *[Insert name and address of the place of issue, unless indicated on the letterhead]*

We have been informed that _____ *[insert name of Contractor, which in the case of a joint venture shall be the name of the joint venture]* (the '**Applicant**') has been issued a letter of intent / acceptance bearing the letter's reference number _____ for the provision of *[insert description of Services with related Consumables / Goods and Equipment]* 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.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* () *[insert amount in words]*,¹ 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 _ Day of _ 2___², and any demand for payment under it must be received by us at this office indicated above on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.

[Signature(s)]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

¹ *The Guarantor shall insert an amount representing the percentage of the accepted Agreement Price specified in the Letter of Intent / Acceptance and denominated either in the currency (ies) of the Contract or a freely convertible currency acceptable to the Beneficiary.*

² *Insert the date twenty-eight days after the expected completion date as described in GC Clause 17.4. The Procuring Agency should note that in the event of an extension of this date for completion of the Agreement, the Procuring Agency would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.*

PART 4 – APPENDICES

Appendix A – Integrity Pact

Declaration of Fees, Commission and Brokerage etc. Payable by the Supplier

Contract No. _____
Contract Value: _____
Contract Title: _____

Dated _____

..... *[insert name of Contractor]* hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from the Government of Sindh ('GoS') or any administrative subdivision or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, *[insert name of Contractor]* 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 inducing procurement of contract, right, interest, privilege or other obligation or benefit in whatsoever form from the GoS, except that which has been expressly declared pursuant hereto.

[Insert name of Contractor] 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 GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Insert name of Contractor] 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 as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instruments, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, *[insert name of Contractor]* agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to a ten (10) time sum of any commission, gratification, bribe, finder's fee or kickback given by *[insert name of Contractor]* 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 GoS.

Name of the Procuring Agency: _____
Signature: _____
[Seal]

Name of the Contractor: _____
Signature: _____
[Seal]

Appendix B – Affidavit (Non-Blacklisting)

[On Non-Judicial Stamp paper of PKR 200]

[Location, Date]

To: *[Name and address of the Procuring Agency]*

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

Dear Sir,

Pursuant to the Invitation for Bids / Notice Inviting Tenders (NIT) dated *[insert the date]* in respect of the procurement of subject services, *[Insert Name of the Attorney]* hereby represents and warrants that, as of the date of this letter, *[insert name of bidder/ member of consortium]*:

- (a) is not in bankruptcy or liquidation proceedings;
- (b) has not been convicted of fraud, corruption, collusion or money laundering;
- (c) is not aware of any conflict of interest or potential conflict of interest arising from prior or existing Contracts or relationships which could materially affect its capability to comply with the obligations under the Agreement;
- (d) is not currently blacklisted by any Government Department or Procuring Agency in Pakistan, or any other Provincial Government / Governments of any foreign countries or their Governmental bodies and/ or International Organizations, as at the submission deadline; and
- (e) does not fall within any of the circumstances for ineligibility listed under Section III – Qualification and Evaluation Criteria of the bidding document.

Yours sincerely,

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Appendix C – Power of Attorney

[On Non-Judicial Stamp paper of PKR 200]

[Location, Date]

To: *[Name and address of the Procuring Agency]*

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

Dear Sir:

Know all men by these presents, we, _____ *[insert name and address of the registered office of the firm]*, do hereby constitute, appoint and authorize Mr./ Ms. _____ *[insert name and father name]* who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all or any of the acts, deeds or things necessary or incidental to our bid for the subject procurement, including signing, authenticating and submission of application/ bid and affidavits, participating in conferences, responding to queries, submission of information/ documents and generally to represent us in all its dealings with the Finance Department, Government of Sindh or any other Government entity or any person, in connection with the procurement until the culmination of the process of bidding and after that till the execution of relevant procurement documents.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this power of attorney and that all acts, deeds, and things done by our attorney mentioned above shall and shall always be deemed to have been done by us.

For and on behalf of *[insert name of the relevant Member]*

Authorized Signature [In full and initials]: _____
Name and Title of Signatory: _____
Name of Firm: _____
Address: _____

Witnesses:

Signature: _____	Signature: _____
Name: _____	Name: _____
CNIC No.: _____	CNIC No.: _____

Appendix D – Documents Checklist

The prospective Bidders shall provide the checklist containing information of the required documents accompanied with the technical proposal that must be appropriately filled, signed and stamped by the Bidder's Authorized Representative. While submitting the bid at SPPRA-EPADS, the Technical Proposals need to follow the instructions as recommended below:

the documents are placed in order as listed below (and those as deemed necessary for qualifying the Qualification and Technical Evaluation Criteria);

the documents are in PDF format;

the documents are indexed with Page numbers as mentioned below;

the documents (Technical Proposal) do not disclose any information relating to Financial Bid except copy of the Bid Security Instrument which shall be required without disclose the Bid Security amount;

Bidder's Name: _____

RFP Ref. No: No. FD (CTC-I) 03(01) / 2025-2026

Procuring Agency: Finance Department, Government of Sindh

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

Submission Date: **September, 2025** Time: **11:00 am.**

Technical Proposal: Pages

Sr.	Document Title with Description	Check	Pages
Initial Requirements:			
1.	Alternative Bids or Proposals are not submitted.	<input type="checkbox"/>	
2.	All Pages of Original Proposals initialed by Authorized Representative of Bidder.	<input type="checkbox"/>	
3.	Checklist has been properly filled and indexed as per instruction provided above.	<input type="checkbox"/>	
4.	Copy of the Bid Security Pay-Order / Instrument without disclose the Bid Security amount.	<input type="checkbox"/>	
Technical Proposal Requirements (Preliminary Qualification Criteria):			
5.	Nationality.	<input type="checkbox"/>	
6.	Letter of Bid as per the format mentioned at Section-IV under the Bidding Document.	<input type="checkbox"/>	
7.	Bidder's Information Form as per the format at Section-IV under the Bidding Document.	<input type="checkbox"/>	
8.	Company Profile.	<input type="checkbox"/>	
9.	Compliance to the Technical Specifications as per the requirement specified under Part 2-Supply Requirements under the Bidding Document.	<input type="checkbox"/>	
10.	Catalogue / Brochures / Technical Data Sheets of the Goods / Consumables and Cleaning Equipment offered by the Bidders.	<input type="checkbox"/>	
11.	Registration Documents (NTN, SST, EOBI & SESSI Certificates).	<input type="checkbox"/>	
12.	Appendix C- Power of Attorney.	<input type="checkbox"/>	
13.	Registration of Scope of Facility Management Services or Quality Management System (ISO 9001:2015 Certificate or Equivalent).	<input type="checkbox"/>	
14.	Experience Track Record (Copies of Work Orders, Contracts, Completion Certificates and Purchase Orders).	<input type="checkbox"/>	

15.	Audited Financial Statements (Balance Sheets, Income and Cash Flow Statements).	<input type="checkbox"/>	
16.	Appendix B – Affidavit (Non-Blacklisting).	<input type="checkbox"/>	
Technical Proposal Requirements (Evaluation Criteria):			
17.	General Requirements.	<input type="checkbox"/>	
18.	Financial Capabilities.	<input type="checkbox"/>	
19.	Key Professionals / Offices setup across Pakistan.	<input type="checkbox"/>	
20.	Past & Present Working Experience.	<input type="checkbox"/>	
21.	Project Completion & Other Certifications.	<input type="checkbox"/>	
Supply Requirements (Schedule of Requirement):			
22.	Lit of Manpower / Janitors and Services Schedule.	<input type="checkbox"/>	
23.	List of related Services and Work Schedule.	<input type="checkbox"/>	
24.	List of Goods / Cleaning Consumables & Equipment.	<input type="checkbox"/>	
25.	Cleaning Equipment / Appliances.	<input type="checkbox"/>	
Financial Proposal Requirements			
26.	Price Schedule Forms as per the format mentioned at Section-IV under the Bidding Document.	<input type="checkbox"/>	
27.	Price Schedule as per the format mentioned at Section-IV under the Bidding Document.	<input type="checkbox"/>	
28.	Form of Bid Security (Bank Guarantee) as per the format mentioned at Section-IV under the Bidding Document or manner of similar / Equivalent (Bid Security (5%) of the quoted Bid Price).	<input type="checkbox"/>	
29.	Bid Security validity period covers minimum time 90-Days from the date of opening of Technical Bids, and valid up to 28-Days beyond bid validity period.	<input type="checkbox"/>	
<i>For additional documents relating to the criteria, please add rows to accommodate the information.</i>			

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Stamp:

-----END-----