



**PAKISTAN REAL ESTATE INVESTMENT & MANAGEMENT
COMPANY PRIVATE LIMITED**

INVITATION TO BID (ITB)

Single Stage Two Envelope (Least Cost)

Tender Enquiry #: PRIMACO/P&C/JANITORIAL SERVICES - KARACHI/R/42/01/2022

**Cleaning & Janitorial Services and Plantation
Works - Karachi**

PRIMACO invites sealed bids from eligible and interested Bidders for Providing Cleaning & Janitorial Services and Plantation Works at various EOBI Properties in Karachi, mainly at EOBI House (Ex-Awami Markaz) Shahrah-e-Faisal, Malir, Nazimabad Building.

Interested and eligible Bidders may obtain Bidding Documents from the office of the undersigned in Islamabad and Karachi against a payment of Rs. 3,000/- (non-refundable) in the shape of Bank Draft / Pay Order in the name of PRIMACO Islamabad (NTN:2795350-5) during 0900 hours to 1530 hours on any working day. Complete Bidding document set can also be downloaded from website of PRIMACO (<http://www.primaco.com.pk/tender.php>) and the same shall be submitted, complete in all respect and duly signed & stamped, along with Bank Draft / PO of Rs. 3,000/- (non-refundable) in the name of PRIMACO Islamabad, separately. Bid will not be considered without respective Bidding document fees.

Eligibility Criteria:

Interested Bidders who fulfill below criteria are required to submit following information / documents as part of Bid together with mandatory **Bid Security of fixed amount of PKR 250,000** in shape of Deposit at Call / Bank Draft or Bank Guarantee only (on the standard format provided in bidding document), in the name of PRIMACO Islamabad (NTN:2795350-5), a copy of the same shall be placed in technical bid envelop:-

- Complete credentials of the company with related details including current commitments and completed assignments duly supported with copies of verifiable documents,
- The firm must be incorporated under ordinance or registered with SECP/GOP/Sole Proprietor,
- Valid Income Tax Registration with FBR/Tax Department (NTN), Sales Tax Registration (Sindh Revenue Board) and must be on ATL (for Income and Sales Tax),
- An original & valid affidavit on non-judicial stamp paper / e-stamp paper duly verified stating that the Bidder is not blacklisted by, or having no litigation with, any Govt. / Autonomous Body or between partners (on a standard format provided in tender document).

Tender Documents Collection (End Date): 12th January 2023 till 1530 Hours

Tender Documents Submission Date-Time: 13th January 2023 till 1400 Hours

Bid Opening Date & Time: 13th January 2023 till 1430 Hours

Instructions:

- The bids will be opened on the aforementioned date & time in the presence of bidders or their authorized representative at the below Islamabad Office address.
- Incomplete, late or conditional tenders and joint ventures (JVs) will not be considered.
- PRIMACO reserves the right to accept or reject any/all tenders.
- The Contract shall be governed under PPRA Rules & Regulations.

This advertisement is available on PPRA website (www.ppra.org.pk) and PRIMACO website (www.primaco.com.pk).

General Manager (P&C)

PRIMACO 2nd Floor, EOBI House, Plot # 32, 33 & 34,
Sector G-10/4, Mauve Area, Islamabad
Ph: 051-9108254-55

Project Manager (Karachi)

PRIMACO, 2nd Floor SC-3, EOBI House
(Ex-Awami Markaz), Shahrah-e-Faisal, Karachi, Ph:
021-99240846

**PAKISTAN REAL ESTATE INVESTMENT AND
MANAGEMENT COMPANY (PRIMACO)**



PRIMACO

TENDER DOCUMENT

**PROVISION OF JANITORIAL SERVICES AND
PLANTATION WORKS**

at

EOBI PROPERTIES IN KARACHI

SINGLE STAGE – TWO ENVELOPES

Tender Enquiry No: PRIMACO/P&C/JANITORIAL SERVICES - KARACHI/R/42/01/2022



General Manager (P&C)

**PRIMACO Head Office, 2nd Floor, EOBI House,
G-10/4, Mauve Area, Islamabad
Telephone No. 051-9108245-6**

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SECTION -1
1.0 Invitation Letter, Form of Bid
and
Annexure to the Form of Bid

INVITATION LETTER

On behalf of Employees' Old-Age Benefits Institution (EOBI), Pakistan Real Estate Investment & Management Company (Pvt.) Limited (PRIMACO) intends to hire the services of a reputed contractor for Provision of Cleaning / Janitorial Services & Plantation Works at various EOBI Properties in Karachi, mainly at EOBI House (Ex-Awami Markaz) Shahrah-e-Faisal, Malir and Nazimabad Building.

1. A complete set of Bidding Documents can be obtained by interested eligible bidders on submission of a written application to the offices in Islamabad and Karachi along with a Bankers' Cheque of **Rs. 3000/-** (Non-Refundable) in the shape of Bank Draft / Pay Order in favor of PRIMACO Islamabad (NTN:2795350-5). Complete Bidding document set can also be downloaded from website of PRIMACO (<http://www.primaco.com.pk/tender.php>) and the same shall be submitted, complete in all respect and duly signed & stamped, along with mandatory Bank Draft / Pay Order of **Rs. 3,000/-** (non-refundable) in the name of PRIMACO Islamabad, separately. Bid will not be considered without respective Bidding document fees.

2. All bids, must be accompanied by a fixed amount Bid Security of **Rs. 250,000/-** in shape of Deposit at Call/ Bank Draft/ Bank Guarantee (on the format provided herein) only, in favor of "Pakistan Real Estate Investment and Management Company (Pvt.) Ltd." (PRIMACO) (NTN:2795350-5), original submitted in sealed Financial Bid Envelop with a copy in sealed Technical Bid Envelop and must be delivered to General Manager (P&C) on or before 1400 hours, on **13th January 2023**. Bids will be opened at 1430 hours on the same day in the presence of bidders' representatives who choose to attend, at the address as given below. In case Bid submission and Opening date falls on any Public Holiday then Bids submission and opening will occur on next working day with same time schedule.

3. The firms are required to submit the following information / documents as part of proposals:-

- a) *Complete credentials of the company with related details including current commitments and completed assignments duly supported with copies of verifiable documents,*
- b) *The firm must be incorporated under ordinance or registered with SECP/GOP/Sole Proprietor,*
- c) *Valid Income Tax Registration with FBR/Tax Department (NTN), Sales Tax Registration (Sindh Revenue Board) and must be on ATL (for Income and Sales Tax),*
- d) *An original & valid affidavit on non-judicial stamp paper/ e-stamp paper duly verified stating that the Bidder is not blacklisted by, and having no litigation with, any Govt. / Autonomous Body or between partners (Standard format provided in tender document).*

4. Only companies / firms, who are successful in obtaining the required criteria as described in bid document, will be informed about their short listing results, and will be allowed to take part in the financial competition under **single stage two envelop method**. The bidder shall put Technical Proposal (profile) and financial bid in **two different envelops** and both will then be placed in one big envelop properly marked and sealed.

5. The Employer reserves all rights to accept or reject any or all of the submitted proposals in accordance with the PPRA rules.



General Manager (P&C)

EOBI House, 2nd Floor, Plot No. 32, 33, 34,
Mauve Area, G-10/4, Islamabad
Tel: 051-9108254/55 Fax: 051-9108274



1.0 FORM OF BID

To
The Chief Executive Officer (CEO),
Pakistan Real Estate Investment & Management Company (Pvt.) Ltd.
EOBI House, Plot # 32, 33 &34, Sector G-10/4 Mauve Area, Islamabad

Subject: Provision of Cleaning / Janitorial Services & Plantation Works at various EOBI Properties situated in Karachi mainly at EOBI House (Ex-Awami Markaz) Shahrah-e-Faisal, Malir and Nazimabad Building

Dear Sir,

- 1.1 Having examined the Bid Documents, conditions at Site and addenda for the subject Services/Works, I/we, the undersigned offer to undertake the said Services/Works, in accordance with this Tender Documents and said addenda, and execute & complete in all respects in accordance with the Conditions of the Contract as far as applicable for the rates & sum filled in Section-6 "Financial Bid" of Tender Documents or such other sum as may be ascertained in accordance with these Tender Documents and said addenda.
- 1.2 I/we undertake if our Tender is accepted:
- a. To commence the Services within the period mentioned in the **Annexure-'I'** to the Form of Tender and in **Special Conditions of Contract**.
 - b. To perform the Services in competent manner meeting the highest professional standards and to the entire satisfaction of the Employer, whose decision in this respect will be accepted.
 - c. To carry out such addition, deletion and / or amendment of the Services as may from time to time be determined and ordered in writing by the Employer in accordance with the Contract.
 - d. To arrange and supervise adequate and competent staff (but not contrary to the staff specified in the Contract) together with the machinery/equipment/tools and/or supplies necessary to perform the Services/Works properly to perform the Services properly, and in Contract Period as specified in **Annexure-'I'** to the Form of Tender and in **Special Conditions of Contract**.
 - e. To sign the Contract Agreement within the period mentioned in the **Annexure-'I'** to the Form of Tender and in **Special Conditions of Contract**. We agree to pay all costs towards the preparation of the Contract including but not limited to the stamp duty as required under Stamp Act 1899 and any further amendment thereafter. Unless and until a form of agreement is prepared and executed, this Bid (the Bid Documents) together with Employer's written intent of acceptance thereof shall constitute a binding Contract between us and shall be deemed for all purposes to be the Contract.
 - f. To provide specified **Insurance covers** and Performance Guarantee(s) (to be approved by Employer) within the period mentioned in the **Annexure-'I'** to the Form of Bid and in **Special Conditions of Contract**, to be jointly and severally

bound with me/us in the sum named in the **Annexure-'I'** to the Form of Tender and in **Special Conditions of Contract** for the due performance of the Contract, in the manner specified in General Conditions of Contract, with such modifications as you may accept at any time before the expiration of that period.

- 1.3 I/we agree to abide by this Bid for the period of mentioned in the **Annexure-'I'** to the Form of Bid and in **Special Conditions of Contract** (validity period of the Tender) from **the date of opening of the tenders** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 1.4 The Bid Security has been attached as per details given in the **Annexure-'I'** to the Form of Bid, the full value of which is to be absolutely forfeited by Employer, without prejudice to any other rights and remedies which you may have, should I/we fail to commence the Services or execute the performance guarantee(s), within the periods specified above, otherwise the said sum of Bid Security shall be repaid by Employer when the formal agreement and performance guarantee has been duly entered into and executed by us on acceptance of our Tender or in any other case in a period and manner as specified in '**Instructions to Bidders**' and **General Conditions of the Contract**.
- 1.5 I/we understand that you (Employer) are not bound to accept any tender you may receive, and that you will not defray any expenses, incurred by us in bidding. I/we understand that certain information applicable to the Contract which is the subject of this Bid is set forth for ease of reference in the **Annexure-'I'** to the Form of Tender.
- 1.6 I/we hereby confirm that we have examined the Tender Documents, have inspected the Site and have obtained all the information which may affect this Bid. I/we accept that no claim will be admitted by you which may arise from our pleading ignorance of the nature of Services/Works.

Dated this _____ day of _____ 2023.

Name and Signature with Seal _____

in the capacity of (DESIGNATION) _____

duly authorized to sign tenders for and on behalf of (ORGANIZATION) _____

(Full address including Telephone/fax no.) _____

Witness _____ CNIC# _____

Address _____



ANNEXURE
TO FORM OF BID

ANNEXURE-'I' TO THE FORM OF BID

- a. Title of Work Provision of Cleaning / Janitorial Services & Plantation Works at at various EOBI Properties in Karachi, mainly at EOBI House (Ex-Awami Markaz) Shahrah-e-Faisal, Malir and Nazimabad Building.
- b. Signing of Contract Agreement Within 14 working days of issuance of Letter of Intent/Award/Acceptance or the date mentioned in Letter of Intent/Award/Acceptance (As given in Special Conditions of the Contract.)
- c. Validity period of Bid: **90 Days** from the date of opening of Bid.
- d. Commencement: The date mentioned in Letter of Intent / Award / or Letter to Proceed/Commence with the Services.
(As per detail given in and Special Conditions of the Contract.)
- e. Contract Time Period (work completion period): 01 (One) Year / 12 months
(As per detail given in Special Conditions of the Contract.)
Renewable to two more years depending performance of services.
- f. Mobilization Period: 03 (Three) Days
(As per detail given in Special Conditions of the Contract.)
- g. Performance Guarantee required from successful Bidder: 10% (Ten percent) unconditional & irrevocable Bank Guarantee to be furnished within 14 working days of issuance of Letter of Intent/Award. (As per detail given in Special Conditions of the Contract.)
- h. Insurance Policies required from successful Bidder: (As per detail given in Special Conditions of Contract.)
- i. Liquidated Damages: (As per detail given in Special Conditions of the Contract.)
- j. Penalty/Deductions: (As per detail given in Special Conditions of Contract General Conditions of the Contract.)
- k. Bid price: (As per **"Financial Bid" Section-6** of Bid of Documents.)
- l. Amount of Bid Security: Fixed amount of **Rs. 250,000/-** in shape of Deposit at Call/ Bank Draft/ Bank Guarantee (on the format provided) only, in favor of "Pakistan Real Estate Investment and Management Company (Pvt.) Ltd." (PRIMACO), original submitted in sealed Financial Bid Envelop with a copy in sealed Technical Bid Envelop.)

SECTION – 2

INSTRUCTIONS TO BIDDERS

2.0 INSTRUCTIONS TO BIDDERS

2.1 General

The Pakistan Real Estate Investment & Management Company (Pvt). Ltd. (PRIMACO) is a wholly-owned subsidiary of Employees' Old-Age Benefits Institution (EOBI), Ministry of Labour, Manpower and Overseas Pakistanis, Government of Pakistan. The PRIMACO intends to carryout procurement of the Services/Works as advised through relevant invitation / envisaged in present Bid Documents.

2.2 Bid Documents

Each Bidder shall receive one set of Bid Documents. The Bid Documents comprise of the following:

1. Form of Bid (inclusive of Annexure(s)).
2. Instructions to Bidders
3. Scope of Service
4. Special Conditions of Contract
5. General Conditions of Contract
6. Form of Financial Bid.
7. Appendices (i.e. specimens of Form of Agreement, Performance Guarantee and Bid Security)

The Bidder should carefully examine all the parts of the Bid Documents. The Bidder, irrespective of submitting the Bid or not, shall treat the details of the Bid Documents as strictly confidential. The Bid shall be submitted in accordance with the Terms & Conditions stipulated in the Bid Documents. The Employer does not guarantee the accuracy of the Bid Documents or any part of them or any statement made or information given therein, or of any other information supplied by or on behalf of the Employer in respect of the Services/Works.

2.3 Clarifications

The Bidder must make local and independent examination and inquiries as to the physical conditions prevailing at the Site and obtain his own information on all matters and things that may in any way influence him in making the Bid and fixing the Bid price. He must also satisfy himself as to the risks, obligations and responsibilities to be undertaken in and according to the contract to be entered into by him should his Bid be accepted. The Bidder must inquire and satisfy himself as to the sources of supply, the sufficiency of the means of obtaining and transporting at his cost all equipment, materials, labour and other things required for or in connection with the Contract. The Bidder must consider all other matters and possible contingencies affecting the execution and performance of the Contract. If the Bidder wishes to seek clarification or meaning of any part of the Bid Documents from Employer, he may address his inquiry in writing to the person designated in Invitation Letter (Section-01). Such questions shall be received at least 05 days before the date of opening of the Bids. All explanations and amendments issued on the Employer's part shall be sent at the same time to all Bidders invited to submit Bid.

2.4 Quantities, Rates and Prices

The rates and prices shall be quoted in Pakistani Rupee. The Bid price set down by the Bidder is the full inclusive value of the Services/Works described in the Bid Documents and shall cover profit and all obligations of every kind whatsoever which under the Contract are to be borne by the Contractor. The bidders may be required to furnish a complete rate analysis of any item if considered necessary by Employer. The attention of Bidder is drawn specifically to the Clauses in the Conditions of the Contract dealing with the payment, deductions, guarantees, insurances, liquidated damages, and guarantees, etc. Bidders will not be reimbursed for the costs of any kind whatsoever, incurred in connection with the

preparation and submission of Bid. All unit prices quoted shall be subject to no escalation. All Government Taxes should be included in price quoted.

2.5 Bid Security

1. Each Bid must be accompanied by **Fixed Amount of Bid Security of Rs. 250,000**, in shape of Deposit at Call/ Bank Draft/ Bank Guarantee (on the format provided) only, in favour of the Employer. The Bid Security of all unsuccessful Bidders shall be returned:
 - a. After execution of Contract Agreement with the successful Bidder, OR
 - b. If all Bids are rejected, after such rejection, OR
 - c. After the expiry of validity of Bid or the Pay Order.
2. The Bid Security of the successful Bidder will be released only after the contract has been signed and Performance Guarantee has been submitted by him as per this bidding document.
3. The Bid Security may be forfeited:
 - d. If a bidder is disqualified on the basis of misrepresentation which tantamount to "fraudulent practice" as per Rule 2 (f) (iv) of PPRs 2004
 - e. if the bidder withdraws his bid during bid validity period;
 - f. if the bidder does not accept the arithmetic correction of his Bid Price
 - g. In the case of successful bidder, if he fails within the specified time limit to:
 - i. furnish the required Performance Security; or
 - ii. sign the Contract Agreement

2.6 Completion and submission of Bid

Bids must be prepared only on the documents supplied herewith. All entries are to be made in English and clearly legible ink. No alteration unless authorized in writing by the Employer may be made in the Form of Bid or the accompanying Bid Documents. Any technical or additional comments the Bidder desires to make, shall not be placed on any of the Bid Documents, but shall be submitted as separate statement, as brief as possible and referring to items, clauses and pages of the Bid Documents. The Bid Documents should be signed and stamped by Bidder or his authorized representative (all pages of Bid documents including addenda if any). Erasures and / or corrections, if any, are to be initialed by the same representative. Bid Documents shall be submitted to the person designated in Invitation Letter (Section-01) of the Bid Documents on or before the time and date fixed for submission of the Bids. Bids received after opening of the Bids shall be rejected. All Bid Documents submitted should be sealed in opaque envelopes which shall be marked with the Tender Enquiry No., time and date of Bid opening and Bidder's name. Bids will be opened at mentioned address in Invitation Letter (Section-01) in presence of those Bidders who desire to be present.

2.7 Addition, deletion, amendment, rejection and acceptance

The right is reserved to amend any of the Bid Documents or to issue additions to them prior to the due date for submitting Bids. Bid shall include the latest amendment and / or addition to the Bid Documents. When the Bidder is informed of any amendment, addition or revision of the Bid Documents, he is required to immediately acknowledge receipt of the same to the Employer through address as designated in Invitation Letter (Section-01). Subsequent to their opening, Bids will be checked and evaluated by the Employer. The Bid of any Bidder who has not fully conformed to these instructions for Bid or who has submitted a conditional or incomplete Bid may be rejected. The Employer, however, reserves the right to reject any Bid without giving any reason, or to accept any Bid in whole or in part and is not bound to accept the lowest or any Bid. The Bidder, whose Bid may be accepted will be required to send authorized representatives at their own expense for necessary technical and contractual discussions and as the case may be for arranging the Agreement of contract.

2.8 Check List

Bidders shall, interlaid, ensure the following before submitting the Bid:

1. Form of Bid & Annexure(s) thereof and Form of Financial Bid have been filled up.
2. All pages of Bid Documents are signed and stamped by Bidder / his authorized representative.
3. Original Bid Security of specified amount has been enclosed in financial bid envelop and a copy in technical bid envelop.
4. Envelop for submission of Bid has been marked with the Tender Enquiry No., time and date of Bid opening and Bidder's name.
5. Two different envelopes, duly marked & sealed 'Technical Bid' & 'Financial Bid', to be enclosed in one big envelop be sealed before submission.

2.9 Documents Accompanying the Bid

2.9.1 Bidder shall submit technical and financial sealed bids in two separate opaque envelopes marking "**Technical Bid**" and "**Financial Bid**" as appropriate. No information related to bid price shall be included in the technical bid.

2.9.2 In technical bid, the bidder the bidder shall:

- a. Submit a written power of attorney authorizing the signatory of the bid to act for and on behalf of the bidder.
- b. Provide the information to meet the minimum criteria set out in bid documents, which as minimum will be include following;
 - i. Mandatory registrations
 - ii. Proven similar experience as per technical evaluation criteria
 - iii. Qualification and experience of Personnel
 - iv. Evidence of access to financial resources along with average annual turnover.
 - v. Work commitments
 - vi. Current litigation information and
 - vii. Availability of critical equipment.
 - viii. Copy of Bid Security
- c. Furnish a technical bid taking into account the various Appendices to Bid;
Appendix – ____ to Bid Proposed Schedule
Appendix – ____ to Bid Method of Performing the Work
Appendix – ____ to Bid List of Major Equipment
Appendix – ____ to Bid Organization Chart to Supervisory Staff
Appendix – ____ to Bid Health, Safety & Environment Plan
And other important information such as mobilization program etc:

2.9.3 In Financial Bid following shall be submitted by the bidder:

- a. Form of Bid, duly filled, signed and stamped,
- b. Bid Security, in accordance with the bid documents
- c. Priced Bill of Quantities

2.9.4 Bidders shall also submit proposals of work methods and schedule, in sufficient detail to demonstrate the adequacy of the Bidders proposals to meet the Technical Specifications / Work Scope

2.10 Litigation history:

The bidders should provide accurate information on any litigation or arbitration resulting from contracts completed or under execution by him over the last five years. In case bidder has never involved in Litigation/arbitration an affidavit prepared within the current month of the submission of technical bid to his effect will be provided by the bidders.

2.11 Joint Venture (JV) ----- (NOT APPLICABLE)

2.12 Conflict of Interest

2.12.1 The Bidders must not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other technical evaluation and bidding documents for the project, or was proposed as Engineer for the contract, over the last five years. Any such association may result in disqualification of the Bidder.

2.13 Other Factors

2.13.1 Only firms that have been qualified under this procedure shall be invited to bid. A qualified firm may participate only in one bid for the contract. If a firm submits more than one bid, individually or as a JV, all bids including that bidder will be rejected. This rule will not apply in respect of bids which include specialist sub-contractors who are used by more than one bidder.

2.13.2 The Employer reserves the right to:-

- a) Amend the scope and value of any contract(s) to be bid, in which event the bidder(s) will only bid among those qualified bidders who meet the requirements of the contract(s) as amended. However the Employer has to review the disqualified bids who originally do not meet the specified criteria for Qualification.
- b) Reject or accept any application; and
- c) Cancel the technical evaluation process and reject all applications.

The Employer shall neither be liable for any such actions nor be under any obligation to inform the Bidder of the grounds for rejection, however, may be debriefed if solicited.

2.14 EVALUATION CRITERIA

Bidders meeting the basic eligibility requirements shall be considered for technical evaluation based on following criteria;

Sr. No.	Description	Max. Marks
1	Bidder must be incorporated under ordinance or having valid registration with SECP/GOP/Sole Proprietor,	Mandatory
2	Valid Income Tax Registration with FBR/Tax Department (NTN), Sales Tax Registration (Sindh Revenue Board) and must be on ATL (for Income and Sales Tax),	Mandatory
3	An original & valid affidavit on non-judicial stamp paper/ e-stamp paper duly verified stating that the Bidder is not blacklisted by, and having no litigation with, any Govt. / Autonomous Body or between partners.	Mandatory
4	Financial Capabilities: Average annual turnover of work done of last three years (2019, 2020, 2021): Marks will be calculated as per the formula:- Score = $\frac{(Y1+Y2+Y3)}{3} \times 15$ Whereas 'Y1,Y2,Y3' are respective annual turnovers of last three years and 'X' is Employer Estimates <i>(Evidence(s) should be provided in form of Audit Reports, prepared by registered Auditor, of last three years and a copy of last submitted Tax Return)</i>	15
5	Copy of submitted Income Tax Returns of last three (3) years (2021, 2020, 2019)	10
6	Firm's total Experience of the Cleaning Janitorial Services Less than 02 Years = 00 Marks 2 – 5 Years = 10 Marks 6 – 08 Years = 15 Marks 09 or more than 9 Years= 20 Marks <i>Required work order/contract(s) verifiable/ readable copy (ies) to be provided. 09 years or more past dated contract document/ Performance letter/ Certificate will secure maximum score.</i>	20
7	In-hand janitorial Service; At least 05 personnel/contract/client – 10 06-15 personnel/contract/client – 15 16 plus personnel/contract/client – 20 <i>Provided LOA/Agreement shall CLEARLY INDICATE SERVICE START & END PERIOD DATES to ascertain in-hand similar nature of service.</i>	20
8	Details of Head Office Staff & organization chart (3 Marks), Provide details of supervisors working with your firm (3 Marks) Provide CV's of firm's officers / supervisors (4 Marks).	10
9	Details of Clients (Minimum 03 Nos) of past years (Verifiable document from Client to be attached)	10
10	Equipment / Tools, Transport etc (Mention quantity and make)	10
11	Proposed Methodology for cleaning / mopping windows, glazing / fixed panels at from inside	05
	TOTAL MARKS	100

Notes:

1. 70% marks must be attained by the bidder for being qualified. Those bidders who do not attain 70% marks will not be included for financial competition and their sealed financial bids will be returned un-opened.
2. Past performance of the bidders who have already worked with PRIMACO will be examined. In case of unsatisfactory performance the bidder will be declared as disqualified.
3. Blacklisted firms from Government / Semi Government departments are not eligible.

2.15 Bid Submission (Two Envelops Single Stage System)

The bidders shall submit their Technical & Financial proposals in two separately sealed envelopes and then both these envelopes should be placed in one big envelop on which Tender Enquiry No and Title of Work should be clearly written alongwith the name of the bidder. The bid must be submitted on or before **13th January 2023 at 1400 Hours** which will be opened the same day at **1430 Hours**. The bid must be submitted to General Manager (P&C) PRIMACO, on the address mentioned in Section-1 (Invitation Letter).

SECTION – 3
SCOPE OF SERVICE

3.1 SCOPE OF WORKS:

The work under this contract package includes, but is not limited to the Cleaning and Janitorial Services in difference area of EOBI House (Ex-Awami Markaz) as detailed hereunder. The work has been classified into two types of services (General and Special) in view of the difference in methodology and nature of works. The services in both the types shall include furnishing of all labour, material, chemicals, detergents consumables, disinfectants, tools, plant, equipment supervision and all works & performance, whether of a permanent or temporary nature required in and for execution of these works in order to meet the highest standard of cleanliness in the building. The details of work are as under:-

3.1.1 CLEANING & JANITORIAL SERVICES:

The work under general cleaning and janitorial services includes, but is not limited to the following services:

A. DAILY SERVICES:

a. At Ground Floor:

1. Cleaning / Sweeping and continuous mopping of main entrance, central lobby and other area including marble flooring at all levels.
2. Cleaning / Sweeping of stair cases (i.e. Normal & Emergency), lifts, lobbies, marble wall dusting etc. at all levels.
3. Cleaning/Sweeping of all marble counters and Steel Cabins.
4. Cleaning/Sweeping and mopping of pool fountains deck and sitting decks at all levels.
5. Cleaning/Sweeping of front parking and services roads including rear parking area of building.
6. Removal of any stuff from one place to another place.

b. Elevators/Lift Lobbies:

1. Wet Cleaning of Sliding doors of all elevators at all levels.
2. Cleaning of all elevators walls and floor at all levels.
3. Cleaning / Sweeping and continuous mopping of lift lobbies and stair case at all levels.
4. Vacuum cleaning of all lifts cabins.

c. **Toilets**

1. Cleaning / Sweeping and mopping of all toilets with **disinfectants** at Basement, Ground, Mezzanine, 1st, 2nd and 3rd floor at least after every 2 hours. Also clean gully traps of all toilets on daily basis including kitchen at 2nd and 3rd floors.

d. **Outside Area**

1. Cleaning and sweeping of all perimeter roads and footpath outside the building so as to keep these areas clean at all time.
2. Cleaning and sweeping of car parking areas of the building (on the East and West sides).

e. **Inside Area**

1. Dry/wet cleaning, and mopping of handrail/Guardrail of stair case including its glass part.
2. Dry/wet cleaning, sweeping and mopping of all stair case landings and their walls.
3. Dry/wet cleaning of mirrors, glasses glazed/Alum. Panels at all levels by using suitable glass cleaner.
4. Dry cleaning and dusting of painted walls, signage and neon signs. Wet cleaning of all Aluminum work and glass including textured wall at all level.
5. Emptying of all dust bins as many times as necessary and keeping all the dust bins in neat conditions.
6. Sweeping, cleaning and mopping of all common areas.
7. Daily collection and disposal of all collected rubbish and waste materials to nearest disposal area and cleaning the temporary storage areas with disinfectants. This includes the collection and disposal of waste material and rubbish from all office area of owners and tenants. It however, does not include the services required in the areas occupied by NBP and the internal areas of various commercial outlets of the Mall.

B. WEEKLY SERVICES

1. Maintenance and up keeping of sewerage lines, so as to facilitate proper functioning of sewerage systems at all times.
2. Washing of fountain tiles of basement and ground floor.
3. Collection and removal of waste material from roof tops and terrace at all levels.

4. Dusting/Cleaning of all logo and signage installed in common areas of the building.
5. Vacuum cleaning of aluminum channels window blinds, steel louvers etc at all levels.
6. Cleaning of all manholes.

C. FORTNIGHTLY SERVICE

1. Cleaning/Dusting of all diffusers, false ceiling, steel louvers, steel grills, fittings and fixtures.
2. Wet cleaning of all marble and granite finish column and walls.

D. MONTHLY SERVICES

1. Buffing/Polishing of the marble floor at all levels and locations, other than areas occupied by, Govt offices, EOBI Offices NBP, PRIMACO and EOBI's and other commercial outlets. (The cleaning of marble shall be undertaken by use of heavy duty machines).
2. Complete draining of pools and, cleaning and wax polishing of tiled floor and granite surfaces. The work shall be undertaken by skilled polish man.
3. Complete washing (with water) of the glass roof from top.
4. Complete cleaning of "Logo" of EOBI House in front of the building including light fixture of the pole erected around the building.
5. Wet cleaning of enamel painted surfaces at all levels.
6. Complete washing (with water) of the emergency staircase at the back of the building.

3.2 SPECIAL CLEANING & OTHER SPECIAL FEATURES ON REGULAR BASIS

The work under this clause includes but is not limited to the following services.

- i. Dusting, wet Cleaning and Mopping/drying of external and internal surface of all granite, marble, and aluminum frames, window glazing, fixed glass panels, window blinds, exposed textured surfaces & façade on all levels of all elevations of the building.
- ii. The cleaning activity shall be programmed in such a manner that the window glazing, fixed glass panels, aluminum frames exposed textured surfaces and façade shall remain clean at all times.
- iii. The scope of special cleaning includes cleaning of vertical surfaces with conventional cleaning methods using rope ladders, hoists, access platforms, cradles, fire escape ladders etc to reach the surface to be cleaned.

- iv. The Tenderers shall submit along with their tender the details of their proposed methodology and arrangement for dusting, wet cleaning and mopping/drying of window glazing/fixed panels, aluminum frames and façade at higher elevation from outside as well as from other internal areas. They must check the site and study the building to ensure that the proposed methodology is technically feasible.
- v. All proposed equipment/material should be clearly specified by the tenderers in their tender. The cost of procurement and installation of all such proposed permanent devices to approach the high roof, glass roofing and concrete façade such as platforms, scaffolding, wrenches etc shall be borne by the contractor.

3.3 FUMIGATION AND PEST CONTROL SERVICES:

The above services must be carried out through a qualified & experienced (10 years) Company, must be the member of NPMA (USA) and NPCA (Pakistan). The company must have full time qualified Entomologist for consultation.

- I. Fumigation Service: Shopping Mall areas, all passages, wash rooms etc after closing of EOBI House (Night) per Month.
- II. Fumigation Services: All sewerages in parking area, and Surrounding area (Day Time) per Month.
- III. Rodent Control Service: IN Shopping Mall, all passages, parking area, etc. Two time per month (Every 15 Days).

3.4 MONTHLY REPORT

The **CONTRACTOR** shall submit monthly report of work done in respect of the work performed. The report shall be based on the works recorded in the maintenance register and shall be counter signed by the **EMPLOYER'S REPRESENTATIVE**. The report shall include a section describing the condition of various parts of the building with suggestions for any improvement.

3.5 SCOPE OF WORK PLANTATION:

The following shall form the scope of work under the contract:

3.7 The Work:

The **CONTRACTOR** shall be responsible for:

- a) **Supply and maintenance of healthy approved plants in approved size & shape planters at places identified by the EMPLOYER'S REPRESENTATIVE as per details provided hereunder:**

The **CONTRACTOR** shall supply from his own sources fresh and healthy plants (as per list mentioned below showing size quantity and different family groups) in planters of appropriate size and quality approved by **EMPLOYER'S REPRESENTATIVE**. These plants shall be placed at various locations in the building as per direction of **EMPLOYER'S**

REPRESENTATIVE. The CONTRACTOR shall take care of and maintain the plants in good order neat, healthy and fresh and shall take all necessary measures including periodic washing, replacement, fumigation, change of manure, sand pots etc. all at his own cost.

The CONTRACTOR shall replace or remove any sick, unhealthy and weak plant if pointed out by EMPLOYER'S REPRESENTATIVE. The CONTRACTOR shall provide a list of plants showing their status and the quantity present in the building every **fourth week of each month** which will be verified and shall be made a basis for the approval of the monthly bills of the CONTRACTOR.

SCHEDULE OF SIZE AND QUANTITY OF PLANTS IN PLANTERS.

SIZE	NO	HEIGHT	REMARKS
EX/Extra Large	06	Above 10 ft.	Various Plants
Extra Large	40	6 to 10 ft.	50% Plams 50% others
Large	50	4 to 6 ft.	25% Ficus, 25% Diffenbachia & 50% others.
Medium	60	2 to 4 ft.	Various Plants
Small	100	Below 2 ft.	Includes all Creepers.

**GROUP OF PLANTS TO BE SUPPLIED AND MAINTAINED
(ASSORTED SIZE AND TYPE)**

1. PALMS
2. FICUS
3. DRACAENA
4. DIEFFENBACHIA
5. SCHAEFFLERA
6. MANTHERA
7. KHALIFA
8. SPATHEPHYLLUM
9. SYNGONIUM
10. FERNS
11. MONEY PLANT CREEPER
12. ASPARAGUS
13. BEGONIA
14. OTHERS WITH THE APPROVAL
OF EMPLOYER'S REPRESENTATIVE

b) Maintenance of existing plants/land scaping at fixed locations in and around the building, as per details provided hereunder.

The **CONTRACTOR** shall ensure that all the existing plants (owned by the **EMPLOYER** as detailed below) located at fixed positions either in or outside of the building are well maintained in their good shape and healthy conditions. If any of those plants are destroyed or damaged due to any negligence or lack of proper care in maintaining the same the **CONTRACTOR** shall replace the same

with a healthy plant of the same type and size, with prior approval of **EMPLOYER'S REPRESENTATIVE**, failing which the employer shall have the right to deduct the cost of the damaged plant from the monthly bill of the CONTRACTOR. The decision of the **EMPLOYER'S REPRESENTATIVE** in this regard shall be final.

<u>LOCATION</u>	<u>NAMES OF PLANTS</u>
Main Entrance Left & Right	1 Planter with Flora Creeper & Night Queen, Futeatus 1 Large Planter with Asparagus & Palm etc. other plants (both side)
Opposite Spencer Hall	One Planter with 10 Medium Plants Ficus Benjamina, & Asparagus etc.
Opposite P.M.C.L Hall	4 Large Plants, 5 Medium Plants Dracaena, Nanthera & Flora Creeper etc.
Beside West side Gate Dracaena,	1 Planter with Plants and Creeper Cycus Plam, Asparagus etc.
Ramp west side Gate	Four Planters with Plants & Creeper Manthera, Dracaena etc.
Opp. Railway	5 Planters with Medium Plants of Ficus, Creeper

3.8 Staff

- 38.1 **The CONTRACTOR** shall be required to deploy Malis at site on full time basis from 08:00 am to 5:00 pm on all working days. However, in addition to the above, the overall supervision and Maintenance will be undertaken by Contractor's Supervisor who shall conduct daily visits to the site in order to ensure due fulfillment of the contract. For this purpose the Contractor shall maintain daily attendance register at the site which will be countersigned by the **EMPLOYER'S REPRESENTATIVE**.
- 3.8.2 The **CONTRACTOR** shall detail experienced and qualified staff for the works that will work exclusively in the building and shall not be diverted to the CONTRACTOR'S other site(s). The staff must remain at the site of work during their working hours and should have sufficient qualifications and experience in their respective trades.
- 38.3 The **EMPLOYER** reserves the right to make deductions on pro-rata basis, of which the **EMPLOYER** shall be the sole judge, if the attendance of **CONTRACTOR'S** staff is irregular.
- 3.8.4 The **CONTRACTOR** must ensure good behaviour by his staff and the **CONTRACTOR'S** Head Mali at the site should liaise with and follow the instructions of the **EMPLOYER'S REPRESENTATIVE**.
- 3.8.5 For the purpose of identification and security, all workers of the **CONTRACTOR**, who may be, from time to time, detailed to work within the premises of the EOBI, Karachi in connection with the rendering of the

services shall be issued with proper identity cards by the **CONTRACTOR** at its own cost. The specimen of the card shall be approved by the **EMPLOYER'S REPRESENTATIVE**.

3.8.6 While being present within the premises of the **EOBI**, Karachi in connection with the rendering of services for and on behalf of the **CONTRACTOR**, all workers of the **CONTRACTOR** shall always wear proper and clean uniforms (approved by the **EMPLOYER'S REPRESENTATIVE** to be provided to them by the **CONTRACTOR**.

3.9 TOOLS AND EQUIPMENTS

The **CONTRACTOR** shall provide all the required tools and equipment including scrapers, cutters, trimmers, hose pipe, spray guns, trolley for shifting planter etc and a ladder for reaching at required height for maintenance of plants. The **CONTRACTOR** shall take care of their own belongings and store and secure them at a given place daily at the end of the day.

4.1 MATERIAL

The **CONTRACTOR** shall be responsible for providing sweat earth/soil, fertilizer, pesticides etc and other material required for the growth of plants. However, the **EMPLOYER** shall arrange appropriate place for the same if required by the **CONTRACTOR**.

4.2 MONTHLY REPORT

The **CONTRACTOR** shall submit monthly report of work done in respect of the supply and maintenance of plantation works. The report shall be based on the works recorded in the maintenance register and shall be counter signed by the **EMPLOYER'S REPRESENTATIVE**. The report shall include a section describing the condition of various plants with suggestions for any improvement.

4.2 PROPOSAL

The **CONTRACTOR** is also allowed on the basis of their experience to provide comprehensive plan for placement of various type of Indoor / Outdoor plants at the suitable location within / outside **EOBI House (Former Awami Markaz) Shahrah-e-Faisal Karachi**.

APPENDIX "A1"
Details of Contractor's Site Staff.

The following personnel shall comprise the minimum site staff to be assigned by us to the Job Site on full time basis on all calendar days including Sundays/Holidays for fulfillment of the contract. We take cognizance of and agree to the fact that the confirmation of this list in no way relieves us of our obligation to provide adequate Site Staff for the execution of the service to the satisfaction of the EMPLOYER'S REPRESENTATIVE:-

No.	Category of Staff	Number of Workers
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Morning Shift (From 8:00 am to 04:00 pm)

1.	Supervisor (Male)	01 Nos.
2.	Sweeper/Janitors (Male)	12 Nos.
3.	Sweeper/Janitors (Female)	03 Nos.
4.	Mali (08:00 to 17:00)	01 Nos.

Evening Shift (From 03:00 pm to 11:00 pm)

1.	Supervisor (Male)	01 Nos.
2.	Sweeper/Janitors (Male)	06 Nos.
3.	Sweeper/Janitors (Female)	02 Nos.

Total Staff	26 Nos.
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Note: There will be two shifts, Morning 08:00 to 04:00 pm & Evening 03:00 pm to 11:00 pm in each.

APPENDIX "A2"
Details of Cleaning Equipment

The following items of Cleaning Equipment will be furnished and maintained by the CONTRACTOR at the site for fulfillment of the in contractual obligation. The CONTRACTOR should take cognizance of and agree to the fact that the submission of this list does not in any way relieve them of the obligation to provide to the satisfaction of the EMPLOYER the cleaning equipment and all other necessary items required for the execution of the services.

Sr.#	Machinery/Equipment	Qty
1.	Vacuum Cleaner	01 Nos.
2.	Wash Machine/Polish Machine	02 Nos.
3.	Mirror Cleaner Viper	02 Sets.
4.	Mops Machine	04 Nos.
5.	Plastic Dust Bin (Moveable) Large Size	24 Nos.
6.	Steel Dust Bin Large Size	04 Nos.
7.	Mops Bucket	08 Nos.
8.	Trolley (Wheel Barrow)	01 Nos.
9.	Polish Machine (Head Grinder)	01 Nos.
10.	Grinder.	01 Nos.

Note: The Bidders are advised to note that the scope of Cleaning and Janitorial Service shall include deployment of adequate number of experience manpower for cleaning of floors, windows/doors etc. and supply of cleaning equipment and consumables including devices to approach the high ceilings, roofing and concrete façade etc.



APPENDIX “A3”
List of Cleaning Material

The following items of Cleaning Material will be required by the CONTRACTOR at the site for fulfillment of the contract. The CONTRACTOR should take cognizance of and agree to the fact that the submission of this list does not in any way relieve them of the obligation to provide to the satisfaction of the EMPLOYER the cleaning equipment and all other necessary items required for the execution of the Services.

Sr. No.	Description of Material	Required Quantity (Per Month)
1	Liquid Soap	40 Ltrs
2	Dusters	02 Doz
3	Surf (Bonus/Excel/Express) Best Quality	20 Kg
4	Nephthilyne Balls	03 Kg
5	Wipers (Large Size) Best Quality	10 Nos
6	Dust Collectors	10 Nos
7	Sulfuric Acid (for stains / tiles & washroom) Best Quality	24 Bottles
8	Brooms (Soft/Hard) Best Quality	12 Nos
9	Mops (Standard Size) Best Quality	20 Nos
10	Brush (Hand / Toilet) Best Quality	12 Nos
11	Flash Pump, Best Quality	10 Nos
12	Mansion Polish (3.5 KG each)	06 Box
13	Oil Spray (Mortien/Cobra) Best Quality	08 Ltrs
14	Rodenticide Rat Killer	08 Pkt
15	Scraper	03 Nos
16	Phenyl Concentrate (Caroline) 500 ML	40 Bottles
17	Shopper Bag for Dust Bin	10 Doz
18	Tissue Roll (For Toilet)	02 Doz
19	Roomi (Air Freshener) for Toilets	02 Doz

Note: The above list of cleaning materials is indicative only. The actual quality and quantity of consumables materials shall be worked out as per the site requirement. The EMPLOYER'S REPRESENTATIVE shall approve the quality and quantity of materials / consumables.

SECTION – 4
SPECIAL CONDITIONS OF CONTRACT

SPECIAL CONDITIONS OF CONTRACT

4.1 Signing of Contract Agreement

The successful Bidder is required to sign the Contract Agreement with the Employer within 14 (fourteen) working days after the acceptance / issuance of Letter of Intent / Award or date mentioned in Letter of Intent/Award, (in accordance with the General Conditions of Contract).

4.2 Employers' Representative

Representative of Employer for the purpose of this Contract and as defined in General Conditions of Contract shall be **Project Manager (Karachi) PRIMACO**

4.3 Site

The Site for the purpose of this Contract and as defined in Scope of Work shall be: EOBI House (Ex-Awami Markaz) Main Shahrah-e-Faisal Karachi. As per requirement, manpower moves to anywhere at Karachi. (Like EOBI Guest House, Head office, EOBI buildings, Malir, Nazimabad etc). **Validity Period of Bid**

The validity period of the Bid shall be 90 days from the Bid opening date.

4.4 Commencement Date

The Contractor shall commence with the performance of Contract effective from the date mentioned in Letter of Intent/Award / or Letter to Proceed/Commence with the Services/Works, which may be issued before signing of Contract.

4.5 Contract Period / Work Completion Period

The Contract Period for the purpose of this Contract and as defined in General Conditions of Contract shall be: **One year (12 Months)**. Further renewable to two more years subject to performance / acceptance from both parties and as per PPRA rules.

4.6 Performance Guarantee

Performance Guarantee in shape of Bank Guarantee (on format provided herein) unconditional & irrevocable, or Pay Order to be submitted by the successful bidder for the purpose of this Contract and as specified in General Conditions of Contract shall be equal to 10% (Ten percent) of the total contract value (per year cost), to be submitted prior to the signing of the Contract and within 14 (fourteen) working days of issue of Letter of Acceptance.

4.7 Insurance Policies / Registration

Prior to the signing of the Contract and within 14 (fourteen) working days of issue of Letter of Acceptance, the successful bidder shall ensure following Insurance & Compliance Policies for the purpose of this Contract and as specified in General Conditions of Contract:

1. Workmen's Compensation Policy Based on Total wages / salary.
2. Third Part Liability Policy on 5% of the contract value per year.
3. Indemnity Bond on Rs.100/- stamp paper.
4. Registration with EOBI, Social Security Depts. and necessary subscription.

4.8 Liquidated Damages

The rate of Liquidated Damages for the purpose of this Contract and as defined in General Conditions of Contract shall be 2 percent (2%) of final contract value (per year cost) for each week or part of the week of delay and limited to a maximum of 10% (Ten percent) of final contract value (per year contract price).

4.9 Penalty/Deductions For :

a. Delay in commencement

The rate of penalty for the purpose of this Contract and as defined in General Conditions of Contract on account of Contractor's failure to commence the Services within specified period, shall be 0.5% of final contract value per week or part of the week.

b. Short Attendance (1.5 day basic wage per absence)

c. Lack Of Satisfactory Performance (10 % of the total monthly payment)

d. Late Arrivals (20 % of that particular day(s) payment)

e. Illegal Activities (Dismissal of such involved employee)

f. In case of repeated complaint on above mentioned indicators, the contract can be terminated as per clause 5.8 of General Conditions of Contract.

4.10 Mode of Payment

- a. Monthly payment will be made to the Contractor for the works as against the monthly bills, submitted by the Contractor and certified by the Employer's Representative. Monthly payment will be made after such deductions as admissible under Contract Terms & Conditions i.e. those on account of shortage of manpower, equipment material and consumable, as well as on account of sub-standard performance during

- execution of Services/Works, expense/loss caused by or due to non usage of Personal Protective Equipments (PPE's) by contractor Employees, the deduction of all applicable taxes (as per government rules), solely on Contractor's risk and cost.
- b. The monthly payment shall be made to the Contractor subject to submission of the following supporting documents and performance record sheet attached herewith as Appendix.
- i. Attendance chart of their staff and workers duly certified by Employer's Representative for the billing month.
 - ii. Satisfactory Certificate from Employer's Representative regarding use of PPEs by Employees employed at Site.
 - iii. Monthly record of utilization of equipment, material, consumables etc. duly certified by Employer's Representative.
 - iv. The performance record sheet attached as **per Appendix C duly certified by the Employer's Representative.**
- c. Subscription with EOBI will be mandatory for processing of invoices. Any update in this regard must also be conveyed to the Employer.

4.11 Special Obligations of Contractor & Contractor's Employees

- 4.12.1 The Contractor shall liaise and coordinate with the other Contractors working at the site so that the performance of his and other Contractor's work is not affected in any way.
If any dispute and difference arises between the Contractors working at the site, the same shall be referred to the Employer's Representative in writing, whose decision shall be treated final, conclusive and binding on both the parties.
- 4.12.2 The Contractor shall be responsible and shall make good any loss, damage, theft and pilferage during the period his employees are working in the premises of the building and for which their responsibility is proved.
- 4.12.3 The Contractor shall sign the inventory for all plant and allied equipment fittings and fixtures etc. Any loss or damage of any plant and allied equipment, fittings and fixtures etc shall be responsibility of the Contractor.
- 4.12.4 The Contractor shall insure that the manpower once provided would not be ordinarily changed from the site.
- 4.12.5 The Contractor should make himself available to the Employer's Representative whenever asked for and shall reply all communications issued within two days of their receipt.

4.12 Escalation Clause

No escalation in rate whatsoever on any account shall be payable to the contractor for any item of works and all rates will remain fixed during the currency of contract.

4.13 Employer-supplied services, material etc.

- a. Employer will provide the Electricity for Polishing and Buffing Machine only.
- b. Contractor shall arrange all the material and equipment as mentioned in the Annexure 'A1', 'A2' and 'A3' of Section -3.

4.14 Maintenance/Defect Liability Period (Not Applicable)

4.15 Payment of salaries to Contractor's Employees

The Contractor is bound to pay Federal Government minimum declared the salaries/wages to his employees regularly on or before 5th day of each month. If the Contractor fails to make payment to his Employees by 7th day of each month the Employer on receipt of such written complaint by the Employees may pay the salaries and deduct such amount from the bill/invoice of the Contractor. If the Contractor persists with failure in payments of salaries/wages to his employees for two consecutive months, the Employer may terminate this Contract in terms of Clause 5.8 of the General Terms & Conditions.

Note: In case of any conflict between Special Conditions of Contract and General Conditions of Contract, the Special Conditions shall prevail.

SECTION – 5
GENERAL CONDITIONS OF CONTRACT

- **Definitions & interpretations**
- **Scope of Contract**
 - **The Contract**
 - **The Contract Period/Work Completion Period**
 - **Signing Of Agreement**
- **Works and Services**
 - **Commencement**
 - **Quality & Progress of Services/Works**
 - **Liquidated Damages**
 - **Contractor's superintendence**
 - **Quality of performance, workmanship, material, equipment**
 - **Employer's Powers in respect of Services/Works**
 - **Employer's Representative**
 - **Variations**
 - **Subletting**
- **Performance Guarantee:**
 - **Contracts valuing below Rs.500,000.**
 - **Contracts valuing Rs.500,000 and above**
 - **Validity, etc.**
 - **Coverage**
 - **Failure to furnish PG**
- **Insurances**
 - **Coverage**
 - **Notifications**
 - **Failure to Furnish Insurances**
- **Contractor's Employees**
 - **Competent Employees**
 - **Applicable rules, regulations, etc.**
 - **Liability of Contractor**
 - **Payment to Contractor's Employees, etc.**
 - **Disciplinary matters**
- **Measurement, certification and payment**
 - **Unit Price / Contract Price**
 - **Escalation**
 - **Measurement**
 - **Certification and Payment**
- **Termination**
 - **Termination without giving notice**
 - **Termination after giving Notice**
- **General**
 - **Interpretations, Notices, Approvals**
 - **Employer's Instructions**
 - **Communication**
 - **Indemnification**
 - **Protection of existing installations, properties, personnel and neighborhoods**
 - **Stamp Duty**
 - **Other Duties & taxes**
 - **Compliance with statutes, regulations**
 - **HSE, Security**
 - **Force Majeure**
 - **Arbitration**

5.0 **GENERAL CONDITIONS OF CONTRACT**

5.1 **Definitions and Interpretations:**

The following words wherever used in Bid Documents shall have meaning as specified below except where the context otherwise requires:

- | | | |
|----|---------------------------------------|---|
| a. | Bidder: | Any person or persons, firm or company submitting the Bid. |
| b. | Conditions of Contract: | General Conditions, Special Conditions and any other terms of Contract and provision of other sections of Bid Document. |
| c. | Contract | Means and includes the Contract Agreement if signed, Bid Documents and any addenda thereof, Letter of Intent/Award, Letter of Acceptance, Letter to Proceed if issued separately, and Insurances, Guarantees & sureties etc. submitted under the Contract conditions. |
| d. | Contract Agreement | The agreement duly signed by and executed between the Contractor and the Employer, as referred to in Special Conditions of Contract . |
| e. | Contractor | The successful Bidder whose Bid has been accepted by the Employer and who enters into contract with employer and includes contractor's authorized representative and approved assignees. |
| f. | Contract Period / Completion Period | Time period to commence, carryout, complete and execute the Services/Works excluding maintenance / defect liability period, if any, including any time period extended under Contract, calculated from Commencement date. |
| g. | Contract Price | The sum stated in Letter of Intent/Award or Contract Agreement, as agreed between & by the Employer and Contractor, payable to Contractor subject to such deductions and additions and mode of payment, as permissible under the Contract |
| h. | Commencement Date | The date, on which the Contractor is required by Employer to commence with the performance of the Contract, notified by Employer through such letter or notice. |
| i. | Day | A calendar day of 24 hours from midnight to midnight. |
| j. | Defect Liability / Maintenance Period | Time period to commence, carryout, complete or fulfill the maintenance / defect liability works, if any, as identified by Employer. |
| k. | Bid Security | A financial security furnished by the bidders in the manner specified in Instruction to bidders. |
| l. | Employer | Pakistan Real Estate Investment and Management Company (Pvt.) Ltd. (a wholly owned Subsidiary of EOBI, Government of Pakistan) incorporated under the Companies Ordinance 1984. |
| m. | Employer's Representative | A duly authorized person appointed by the C.E.O. of Employer or as specified in Special Conditions of Contract to act on behalf of the Employer in all matters arising out of the contract. |

- | | | |
|----|--|--|
| n. | Employees of Contractor | Employees or Staff deployed by the Contractor for the purpose of carrying out Services/Works specified in the Contract. |
| o. | Letter of Intent/Award | An unbinding intimation in writing by the Employer showing acceptance of a Bid subject to terms & conditions of Bid Document / Contract and alterations/obligations as specified thereof. |
| p. | Letter to Proceed / Commence with Services / Works | If separately required and issued means order by the Employer to the Contractor to commence with the Services/Works. |
| q. | Owner | The 'Employees' Old-Age Benefits Institution', hereinafter referred to as EOBI. |
| r. | Performance Guarantee | A bond, guarantee and/or other instruments of surety furnished by Contractor in the manner specified in Conditions of Contract. |
| s. | Scope of Service | Means and includes Section-3 of Bid Documents and any addenda thereof. |
| t. | Services/Works | Mean and include the services and works described in Scope of Service of Bid Documents and any addenda thereof. |
| u. | Site | Means land, place, buildings etc. for provision, execution and carrying out of Services/Works, and as specified in Conditions of Contract , or any other place as notified by Employer. |
| v. | Bid | Bid or Offer made by the Bidder in response to this invitation for bids / tender notice. |
| w. | Bid Documents | The documents provided and herein and itemized in 'Table of Contents' including any addenda or corrigendum thereof. |

5.2 Scope of Contract

a. The Contract

The Contract comprises the execution and performance of the Services/Works, and insofar as not otherwise specified in the Contract, provision of any Services/Works and everything required in and for such execution, supervision and management, so far as the necessity for providing the same is specified in the Contract or is to be reasonably inferred from the Contract.

b. The Contract Period/Work Completion Period

Subject to any requirement to execute and perform any portion or part of Contract before whole Contract, the period of Contract shall be the period as specified in Special Conditions of Contract. It shall commence from the date of commencement of Services/Works as specified thereof. The period of Contract may be extended maximum for 02 years as determined suitable by the Employer on terms and conditions mutually agreed by both parties.

c. Signing Of Agreement

Within the time period specified in Special Conditions of Contract, the successful Bidder is required to sign an Agreement with the Employer in accordance with the prescribed specimen attached as **Appendix-A to Section-7 of Contract, with such modifications as agreed upon and considered necessary.**

5.3 Works and Services

a. Commencement

The Contractor shall commence the Services/Works within the period specified in **Special Conditions of the Contract**. The Contractor shall bear all costs and expenses required by him in connection with such commencement. The Employer shall arrange to

make available to Contractor the Site or such portions of Site thereof in a manner and timeframe as required and deemed necessary under this Contract. In the event of failure on Contractor's part to commence the Services/Works with in specified period on account of any reason, Employer reserve the right to levy penalty at a rate specified in **Special Conditions of the Contract** during period of such delay. The penalty clause would be effective if the Employer's Representative reports such delay while verifying the Contractor's bills/invoices. If the Contractor fail to commence the Works/Services with in specified period and if contract is cancelled due to above reason 10% penalty may be imposed in addition to the risk and cost amount.

b. Quality and progress of Services/Works

The Contractor shall provide all equipment, material, workmanship and commit overall performance of the kinds and standards as required for under the Contract or in accordance with the Employer's instructions. The Contractor shall furnish to the Employer with a true and accurate statement showing detail of works done and services rendered under the Contract on formats and within time-intervals as specified or agreed by the Employer. Should in the opinion of Employer, the quality of progress or performance fails to conform to the stipulations of the Contract, Employer may inform the Contractor who shall take necessary actions to comply with the requirements under contract. The Employer however, reserves the right to take remedial actions under the Contract including but not limited to carrying out necessary Services/Works through other sources to obtain desired results, such that the costs and expenses involved in doing so plus any premium as specified by Employer shall be born by the Contractor.

c. Liquidated Damages

If the Contractor fails to complete the Services/Works or any part thereof within the time prescribed under Contract for the whole of Services/Works or the part thereof, then the Employer shall be entitled to receive by way of liquidated damages a percentage of contract value prescribed in **Special Conditions of Contract**. Without prejudice to any other method of recovery, the Employer may deduct such amount from any moneys payable to Contractor. Such deduction shall not, however, relieve the Contractor of his liabilities and responsibilities under the Contract.

d. Contractor's superintendence

The Contractor shall provide all necessary superintendence during the execution of Contract period and defect liability/maintenance period if any. The Contractor or an approved representative of Contractor shall give his whole time to such superintendence.

e. Employer's Powers in respect of Services/Works

- i. The Employer's powers include but are not limited to observing, inspecting, approving/disapproving and ordering necessary alterations to the Services/Works, including checking and examining suitability of all materials/manpower/equipment to be provided/used and all performance and deliveries required in connection with the Contract. The Employer also has the power to assess the amount of deductions that shall be made from the contractor's bills/invoices on account of penalties, liquidated damages, as well as on account of sub-standard performance, expense/loss caused by or due to non usage of protective equipments by contractor Employees, or due to non compliance of any standards on Contractor's part, and to effect deduction of such amounts from the bills of the Contractor.
- ii. The Employer also has the power object to and require the Contractor to remove forthwith from the Site any Employees of the Contractor who in the opinion of the Employer's Representative misconducts themselves or are incompetent or negligent in the proper performance of their duties or whose employment is otherwise considered by the Employer's Representative to be undesirable and such persons shall not again be employed upon the Services/Works without the written permission of the Employer. Any Employee so removed shall be replaced without delay by a competent substitute approved by the Employer.

f. Employer's Representative

The Employers Representative as specified in **Special Conditions of Contract** has been delegated the powers vested in Employer whereby any written instructions or approval given by him, during the period of his authorization is to be deemed just as binding on the Contractor as though it had been given by the Employer, provided that:

- i. Failure of the Employer's Representative to disapprove any Services/Works or materials shall not prejudice the power of the Employer to subsequently disapprove such work or materials and to order the removal thereof.

- ii. Approval of the Employer's Representative of any Services/Works in no case releases the Contractor from his sole responsibility and liability for the supply of specified manpower, materials and equipment for execution of the Services/Works in accordance with the Contract.
- iii. If the Contractor is dissatisfied with any decision of the Employer, he will be entitled to appeal to the CEO-PRIMACO (the Employer), who shall thereupon confirm, reverse or vary such decision. The decision of the CEO-PRIMACO (Employer) shall be final, conclusive and binding upon the Contractor.
- iv. No action as aforesaid in this clause taken by the Employer, or the Employer's Representative shall relieve the Contractor of any of his liabilities under the Contract or give rise to any right to compensation or to any other claim.

g. Variations

- i. The Employer can order any variation not more than 15% of total contract price, in the form of quality or quantity of the services/works or any part thereof, which may in their opinion, be necessary. For above purpose or for any other reason, the Employer has the power to issue following binding instructions in writing:
 - 1. to increase or decrease the quantity of any Services/Works
 - 2. to omit any such Services/Works from the Scope of Service
 - 3. to change the character, quality or kind of any such Services/Works
 - 4. to place an order for execution by Contractor requiring additional Services/Works of any kind, in connection with or ancillary to the Scope of Services
- ii. The valuation of any alterations/additions/deletions in the Scope of Services shall be based on the rates/prices quoted by the Contractor in the approved Tender/Bid. In case any item is not covered in approved Tender/Bid then the prices shall be mutually agreed in writing based on the complete rate analysis of all items giving full detail of material cost, labour cost and / or overheads.

h. Subletting

Should the Contractor desire to sublet any portion of the Services/Works, he should make such request to the Employer in writing giving full details of the proposed sub-contractor and portion of Services/Works desired to be sublet for approval of the Employer. Further subletting of Contract by the Contractor without the written consent of the Employer will constitute a breach of the Contract. Approval of Employer given as above shall in no case absolve the Contractor from his responsibility for the due performance of Contract and the sole responsibility of the performance of the Contract including sub-letted Services/Works shall rest with the Contractor. Contractor shall be responsible for the payments to sub-contractor and Employer shall not entertain any claims, complaints etc. in respect of above.

5.4 Performance Guarantee:

a. Validity and Release.

It is Contractor's responsibility to arrange that the PBG submitted as above remains valid for Contract Period / Work Completion Period and Maintenance/Defect Liability Period (if any) and default or delay on this account shall render contractor's bills/invoices liable to holdup. On successful completion of the Contract Period and Maintenance/Defect Liability Period (if any), and upon fulfillment of all the obligations under the Contract, the Performance Guarantee submitted as above would be returned to the Contractor.

b. Coverage

The Performance Guarantee required and furnished under the Contract shall cover the faithful performance of the Contract and discharge of all obligations and responsibilities covered under Contract by the Contractor. The Employer's right to recover damages from Contractor for breach of Contract shall in no case be limited to value of Performance Guarantee.

c. Failure to furnish PG

Failure to furnish/update performance Guarantee will entitle Employer to consider the successful bidder/Contractor as having abandoned the Contract and to be at default, and to this effect take necessary remedial action against him including but not limited to forfeiture of the Bid Security and claim any other loss or damage resulting to Employer by reason of the aforesaid default.

5.5 Insurances

a. Coverage

The Contractor shall arrange for and furnish to the Employer the Insurance as specified in **Special Conditions of Contract** and must make good at his own cost all losses or damages to anything or anyone, arising out of or during the progress of Services/Works and shall keep the said policies in force during the entire Contract Period and maintenance/Defect Liability Period if any and produce to the employer's representative the receipts for payment of the premiums, subject to following general guidelines:

- i. The insurance, where necessary, shall be assigned in the name of Employer.
- ii. Workmen's Compensation policy shall be based on the total wages/salary and to that limit required by the law of Pakistan for the workers and other persons in the employment of the Contractor (Contractor's Employees).
- iii. Third Party Liability Policy and Contractor's All Risk Policy shall be up to the Contract Price plus 10% (ten percent) to cover any additional expense or loss etc.
- iv. The insurance must be obtained from any of the AA and above rated insurance companies.

b. Notifications

It shall be the responsibility of Contractor to notify the Insurance Company for any matter or event which is required to be notified under such the terms of such policies and Contractor shall accept all liabilities resulting from any default on this account.

c. Failure to Furnish Insurances

In case the Contractor fails to furnish Insurance Policies as specified above, the Employer without prejudice to any other right or remedy, may affect and keep in force any such Insurance and pay necessary premiums and deduct the amount so paid from any moneys due or which may become due to Contractor. The insurance obligations under this Contract in no case release the Contractor from the obligation to reasonably safeguard against the accidents, physical injuries and contagious diseases and he must take reasonable precautions and adopt proper safety measures to guard his Employees, third parties, and properties etc. during the course of Contract.

5.6 Contractor's Employees

a. Competent Employees

The Contractor shall make his own arrangements for the provision and employment of all employees in connection with the performance of the Contract, provided that only such persons are provided for and employed which are competent to perform, carryout, execute, supervise and maintain required Services/Works as per Scope of Service. The Employer shall be at liberty to object to and require the Contractor to remove forthwith from the Site any Employees of the Contractor under the terms of Contract.

b. Applicable rules, regulations, etc.

The Contractor shall at all times during the period of the Contract conform in all respects with and carry out all obligations imposed on him by the provisions and requirements of any Law and of any Regulations or orders of any Government (Central, Provisional or local) or any authority which may be applicable including any such Law, Regulation or Order passed or made or come into force after the date of the submission of Bid by the Contractor.

c. Liability of Contractor

The Contractor shall be liable for or in respect of any damages or compensations payable according to the provisions of Workmen's Compensation Act and any other laws in force, in respect or in consequence of any accident, injury, death arising in connection with this Contract or any sub-letting.

d. Applicable Payment to Contractor's Employees, etc.

The Contractor shall make payments due to his Employees payable to them from time to time under the applicable rules and regulations, eminently ensuring compliance of applicable minimum wages declared by GoP. Unless repugnant to the context of this Contract and/or so required to meet desired rate of progress, the Employees of the Contractor shall not be required to work on Public Holidays.

e. Disciplinary matters

The Contractor shall be fully responsible for the acts and omissions of persons provided/employed by him under the Contract. The Contractor shall be solely responsible for all disciplinary matters regarding his Employees and shall bear all the damages / losses incurred by Employer or Owner due to negligence / misconduct of the Employees. The Contractor shall be liable to pay at actual the amount claimed by the Employer/Owner on account of losses / damages so caused to men / material / property of Employer/Owner. In case of failure of the Contractor to pay the amount claimed as above, the same shall be deducted from Contractor's bills, Bid Security, Performance Bond or any other moneys payable to Contractor by Employer on any account, without prejudice to any further suitable lawful action.

5.7 Measurement, certification and payment

a. Unit Price / Contract Price

Subject to specific limitations and instructions provided in the form of financial bid or Special Conditions of Contract or Scope of Service, unit prices shall include all basic and additional costs, expenses and provisions etc. required for the execution, completion and defect liability etc. of the Contract, directly and indirectly. The total Contract Price shall be price named in Financial Bid subject to approval and acceptance, including additions thereto and/or deductions there from, including price of all material, manpower, supervision, services, works and all costs in connection with the fulfillment of all conditions and performances under the Contract. It also includes costs of transportation to site, all Government taxes and charges, local bodies' charges, insurances & banking expenses, and all other expenses required to execute the Services/Works as per the Bid Documents.

b. Escalation

Unless provided for in **Special Conditions of the Contract** and subject to such terms and conditions as specified therein, no escalation in rate whatsoever on any account shall be payable to the Contractor for any item of Services/Works and all rates will remain fixed during the entire period of the contract.

c. Measurement

The quantities set in the form of Financial Bid are estimated quantities. Except as otherwise specified in **Special Conditions or Scope of Service**, the actual and correct quantities under the Contract shall be determined through measurement according to standard methods.

d. Certification and Payment

The Contractor shall submit bills/invoices along with necessary statements and supports to the Employer's Representative in a manner specified in **Special Conditions or Scope of Service**. Only after checking the correctness of the bill, making deductions and withholding payables as required under the Contract, the Employer's Representative shall certify the said bill/invoice and forward it to competent authority for further processing. Without prejudice to right of demanding and recovering any amount from Contractor's payments on account of any account under the Contract supported by subsequently discovered evidence, the Employer shall pay and Contractor shall receive such amount as determined above.

5.8 Measurement, certification and payment

a. Termination without giving notice

The contract is liable to be terminated by Employer without prior notice to Contractor and at Contractor's risk and cost if the Contractor:

- i. Becomes or is adjudged insolvent or being an Incorporated Company is ordered or resolved to be wound-up, or
- ii. Hinders the Contract, or abandons the Contract, or
- iii. Sublets the Contract except for the manner and procedure provided in Contract, or
- iv. Fails to proceed with the Contract, commence the Services/Works, maintain the due progress of or complete the Services/Works under the Contract, or
- v. Neglects or fails to observe and perform any conditions under this Contract, or as per Scope of Service specified in the Contract, or
- vi. On account of above or on any other account described in the provisions of Contract, acts or fails to act constituting a default or breach of the Contract

Provided that such termination shall empower the Employer to forfeit Performance Guarantees, Bid Security, and any moneys payable to Contractor by Employer under the Contract, without prejudice to Contractor's right to initiate any other lawful action against Contractor.

b. Termination after giving Notice

The Employer shall also have the right to terminate the contract by giving a 30 days notice if it decides to discontinue the services of the Contractor due to any reasons other than those mentioned above or in Instructions to Bidders or Conditions or Scope of Service of the Contract. However, in such a case the Employer shall not invoke/forfeit the Performance Guarantee of the Contractor and shall make a fair assessment of the payments due to the Contractor and release the same as full and final settlement of the accounts under the Contract.

5.9 General

a. Interpretations, Notices, Approvals

Where context so requires, words in singular imply plural and vice versa, and words implying parties to Contract shall include firm, partnership, sole proprietorship company/corporation etc. having legal capacity. Unless otherwise specified, any notice, consent or approval under Contract shall be in writing. Approval or consent required under Contract shall not be unreasonably withheld or delayed. Approval by the Employer under the Contract shall not relieve the Contractor from any of his responsibilities under the Contract.

b. Employer's Instructions

The Employer has the right to issue from time to time instructions, directions and guidelines collectively referred to as "Employers' Instructions" to the Contractor as deemed necessary by Employer, in connection with the execution and performance of Services/Works under the Contract.

c. Communication

A written communication under Contract shall be deemed to be delivered when posted to parties' address through registered post or courier or handed over to an authorized representative of the parties.

d. Indemnification

The Contractor indemnifies and keeps indemnified the Employer in respect of all claims, damages, compensations, suits, actions, proceedings or expenses arising out of in consequence with any accident or injury sustained by any Employee or other person, or property whatsoever, whether in the employment of the Contractor or not, while in or upon the said Services/Works or at the Site of the same or in consequence of any activity under the Contract, and the Employer shall not be liable to defend any claim whether brought under the Workman's Compensation Act or any other Law of State or otherwise in respect of or in relation hereto.

e. Protection of installations, properties, equipment, personnel and neighborhoods

Notwithstanding any other safeguard or security provided under the Contract, the Contractor shall take full responsibility of and make good damage or loss or injury to existing installations, properties, equipment including equipment employed by

Contractor, personnel and neighborhoods at or around the Site, arisen out of any cause save by cause of Force Majeure as defined in the Contract.

f. Stamp Duty

In accordance with Stamp Act 1899 & any further amendment thereafter, the successful Bidder/Bidder will be required to bear stamp duty at applicable rate for the execution of the contract agreement.

g. Other Duties, taxes, levies, etc.

All duties, taxes, levies, royalties etc. which the Contractor may be liable to pay shall be on the Contractor's account and entirely the responsibility of the Contractor.

h. Compliance with laws, regulations

The Contractor shall conform in all respects with the federal, provincial or local statutes, ordinances, regulations and rules etc. in relation to execution of Contract and shall keep the Employer indemnified against all liabilities and penalties for breach of such provision. The Contractor shall pay all moneys payable under any head to federal, provincial or local authority including EOBI.

i. HSE, Security

All obligations and responsibilities regarding health, safety and environmental matters under federal, provincial or local statutes, ordinances, regulations and rules etc. which the Contractor may be liable to obey shall be on the Contractor's account and entirely on the cost and expense of the Contractor. Due precaution shall be taken by Contractor to ensure the safety and security of his staff and equipment etc.

j. Force Majeure

Any delay in or failure of performance of the Contractor or in fulfillment of any obligation by the Employer, hereto shall not constitute default hereunder or give rise to any claim for damages if and to the extent such delay or failure of performance is caused by 'Force Majeure' including: natural calamities, war, rebellion or sabotage civil commotion or damage resulting there from, fire or explosions, accidents, breakdown, riots, commotion, strikes (excluding the strike of the employees of the Contractor) epidemic, change in Laws preventing any party from performing its part under the Contract or any other causes whether or not of the same class or kind as those specifically stated above, which are not within the control of the party affected and which by the exercise of reasonable diligence the party affected is unable to prevent.

k. Arbitration

In the event of any claim or dispute arising out and the Contractor is dissatisfied with any decision of the Employer's Representative, after appealing to the Grievance Redressal Committee of PRIMACO and later on to CEO (PRIMACO), if dispute remains unresolved, the matter shall be finally settled as per provisions of Arbitration Act 1940 (Act No. X of 1940) and Rules made there under and any statutory modifications thereto. Venue of Arbitration will be Islamabad.

SECTION-6
FINANCIAL BID

The following personnel shall comprise the minimum site staff to be assigned by us to the Job Site on full time basis on all calendar days including Sundays/Holidays for fulfillment of the contract. We take cognizance of and agree to the fact that the confirmation of this list in no way relieves us of our obligation to provide adequate Site Staff for the execution of the service to the satisfaction of the EMPLOYER'S REPRESENTATIVE:-

(A)

Bid Price (per Month)

Shift (Time schedule to be provided by Employer)

Sr. #	Category of Staff	No. of Staff	Rate of each Staff per Month	Total Per Month Rate
1	Supervisor (Male)	02 Nos.	Rs. _____ /-	Rs. _____ /-
2	Sweeper/Janitors (Male)	18 Nos.	Rs. _____ /-	Rs. _____ /-
3	Sweeper/Janitors (Female)	05 Nos.	Rs. _____ /-	Rs. _____ /-
4	Gardner (Male)	01 Nos.	Rs. _____ /-	Rs. _____ /-

Total Staff

26 Nos.

Total per Month Cost (A) Rs. _____ /-

Note: Quoted cost must be inclusive of all applicable taxes and Government of Rules & Regulations for Labor Wages. Development of Staff shall be in two shifts.

Seal & Signature of Bidder



(B) – LIST OF JANITORIAL & CLEANING MATERIAL REQUIRED PER MONTH

Sr. No	Description	Quantity	Unit Rate (PKR)	Total Amount (PKR) Per Month
1	Liquid Soap	40 Ltrs		
2	Dusters	02 Doz		
3	Surf (Bonus/Excel/Express) Best Quality	20 Kg		
4	Nephilyne Balls	03 Kg		
5	Wipers (Large Size) Best Quality	10 Nos		
6	Dust Collectors	10 Nos		
7	Sulfuric Acid (for stains / tiles & washroom) Best Quality	24 Bottles		
8	Brooms (Soft/Hard) Best Quality	12 Nos		
9	Mops (Standard Size) Best Quality	20 Nos		
10	Brush (Hand / Toilet) Best Quality	12 Nos		
11	Flash Pump, Best Quality	10 Nos		
12	Mansion Polish (3.5 KG each)	06 Box		
13	Oil Spray (Mortien/Cobra) Best Quality	08 Ltrs		
14	Rodenticide Rat Killer	08 Pkt		
15	Scraper	03 Nos		
16	Phenyl Concentrate (Caroline) 500 ML	40 Bottles		
17	Shopper Bag for Dust Bin	10 Doz		
18	Tissue Roll (For Toilet)	02 Doz		
19	Roomi (Air Freshener) for Toilets	02 Doz		

Total per Month Cost (B) Rs. _____ /-

(C)

GROUP OF PLANTS INCLUDING PLANTERS TO BE SUPPLIED
(PROVISIONAL ITEMS)

S/N	Description	Tentative Qty Nos.	Unit Rate (PKR)	Total Amount
01	PALMS	10		
02	FICUS	10		
03	DRACAENA	10		
04	DIEFFENBACHIA	10		
05	MANTHERA	10		
06	KHALIFA	10		
07	SPATHHEPHYLLU	10		
08	SYNGOMIUM	10		
09	FERNS	10		
10	MONEY PLANT CREEPER	10		
11	ASPARAGUS	10		
12	BEGONIA	10		
13	ASSORTED PLANTS	10		
Total Amount (PKR)				

NOTE:-

- a) These provisional items will be required and ordered on need basis, not exceeding amount of PKR 5000/- per month.
- b) Quoted rates must be inclusive of all applicable taxes.
- c) The above listed items quantity are indicative only. The actual quality and quantity of items shall be worked out as per the actual requirement. Requisite approval from the employer will be required before purchasing i.e. quality, size, type of plant and planter.
- d) Any delay in delivery of above mentioned consumables will be treated as delay in contract and relevant clause(s) of penalty in this case will be invoked by the Employer.

Seal & Signature of Bidder



TOTAL BID PRICE
FOR
LABOUR & MATERIAL COMPLETE JANITORIAL SERVICES & PLANTATION WORK

Total Amount of "A"	Rs. _____/-	Per Month
Total Amount of "B"	Rs. _____/-	Per Month
Provisional Sum of "C"	Rs. _____/-	Per Month
Total Rate Price per year [12 x (A+ B + C)] = "D"	Rs. _____/-	Per Year Bid Price
Total Bid Price	Rs. _____/-	Per Year Bid Price

Total Bid Price per year in Words (Rupees

_____ **only)**

Name of the Bidder: _____

Address & Phone No.: _____

E.Mail Address. _____

NOTES:

1. All the above quoted rates shall be treated as inclusive of all the works required to be performed by the Contractor as Scope of Service given in the Bid Documents.
2. All quoted rates will be inclusive of all Government taxes, duties, levis, compliance with GoP Rules and regulation for minimum wages etc
3. The monthly payments on the basis of above rates and in accordance with the attendance sheet verified by the EMPLOYER'S REPRESENTATIVE.

Seal & Signature of the Bidder



SECTION - 7
APPENDICES
(Specimen of Forms)

APPENDIX –A
FORM OF AGREEMENT

Tender Enquiry No.
Contract No.
Title:

CONTRACT AGREEMENT

THIS AGREEMENT is made and entered into at Islamabad on this _____ day of _____, 2023 by and between Pakistan Real Estate Investment & Management Company (Pvt.) Ltd. having its registered office at EObI House, Plot # 32, 33 & 34, Sector G-10/4 Mauve Area, Islamabad, hereinafter referred to as the “Employer” (which expression shall unless repugnant to the context mean and include their respective successors-in –interest and assigns) of the one part,

AND

M/s. _____,
having its registered office at _____,
hereinafter referred to as the “Contractor” (which expression shall unless repugnant to the context mean and include its successors-in –interest and assigns) of the other part.

WITNESSTH:

WHEREAS, the Employer is desirous for (Title) _____ and has accepted the Bid of the Contractor for the same.

AND WHEREAS, the Contractor has already furnished to the Employer the following as required under the terms of Contract (*Insert as per contract requirement*):

- | | |
|--------------------|-----------------|
| 1. Required: _____ | Provided: _____ |
| 2. Required: _____ | Provided: _____ |
| 3. Required: _____ | Provided: _____ |
| 4. Required: _____ | Provided: _____ |

NOW THEREFORE, for and in consideration of the promises, negotiation, covenants and agreements hereunder contained and to be performed by the parties hereto, the said parties hereby agree and covenant as follow:

1. Article-1: Words and Expressions:
In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract.
2. Article-2: Services/Works and compensation of the Services/Works:
The Contractor hereby covenants with the Employer for the execution, performance and completion of the Contract and of the Services/Works embraced therein including remedy of defects, according to and in conformity with the specifications, conditions and provisions of the contract, or agreed in course of subsequent understanding in accordance with the contract. The Employer covenants to pay the Contractor and the Contractor consents to receive and accept from Employer as full compensation the Contract Price Rs. _____ (in words

Rupees _____) in consideration of the execution, performance and completion of the Contract in the manner prescribed by the contract subject to ascertainment of such price as per approved rates and such deduction as are allowed under provisions of contract.

3. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
- a) Contract Agreement
 - b) Bid Documents including:
 - 1. Invitation Letter, Form of Bid and Annexure
 - 2. Instruction to Bidders
 - 3. General Conditions of Contract
 - 4. Specific Conditions of Contract
 - 5. Scope of Service
 - 6. (Approved) Financial Bid / Schedule of items
 - c) Letter of Acceptance No. _____ dated _____ Contractor's Acceptance dated _____, Letter to Proceed/Commence No. ____ dated _____.
 - d) Performance surety and insurance as described above.

IN WITNESSES WHEREOF, the parties hereto have set their respective hands and seal on the day and year first above written.

For and on behalf of Employer:
M/s. Pakistan Real Estate Investm
& Management Company (Pvt.) Ltd.

For and on behalf of Contractor:
M/s: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

In presence of:

WITNESS:
1. Signature: _____

WITNESS:
1. Signature: _____

Name: _____

Name: _____
CNIC#: _____

2. Signature: _____

2. Signature: _____

Name: _____

Name: _____
CNIC#: _____

APPENDIX-B

FORM OF PERFORMANCE BANK GUARANTEE
(ON STAMP PAPER OF APPROPRIATE VALUE)

Guarantee No. _____
Dated: _____
Value Rs. _____
Expiry Date: _____

M/s. Pakistan Real Estate Investment & Management Company (Pvt.) Ltd.
EOBI House, 2nd Floor, Plot No. 32, 33, 34 Mauve Area
G-10/4, Islamabad.

Dear Sirs,

In consideration of you entering/having entered into Contract No. _____ against Tender Enquiry No. _____ with M/s. _____ hereinafter called the "Contractor" and in consideration of value received from the Contractor, we hereby agree and undertake as follows:

1. To make unconditional payment of Rs. _____ and in such amount as you may require from time to time, as and when called upon by you to do so, being amount covering security for the due fulfillment by the Contractor of all liabilities, obligations, commitments and total and faithful performance of the above-said Contract by the Contractor or contractor's representative(s) or assignees, of which you shall be sole judge.
2. To accept written intimation from you as sufficient evidence of the existence of a default or breach or non compliance as aforesaid on the part of the Contractor and to make payment immediately upon receipt of the written intimation.
3. To keep this guarantee in full force from the date of this guarantee till all the obligations of the Contractor under Contract are duly fulfilled by the Contractor to your satisfaction.
4. Your indulgence or arrangement or alteration etc. whatsoever with the Contractor in respect of performance of the Contract with or without notice to us shall in no manner discharge or affect this guarantee and our liabilities are committed hereunder.
5. The guarantee shall be binding on us and our successors-in-interest and shall be irrevocable. The guarantee shall not be affected by any change in composition or constitution of the guarantor bank.
6. The Guarantee shall remain valid up to _____.

For and on Behalf of the Guarantor Bank
Signature and Seal

APPENDIX-C

PERFORMANCE SHEET OF THE MONTH _____

1. **Date of Submission:** _____
2. **Floor No:** _____
3. **Name of the Company occupying the floor:** _____
4. **Detail of Works carried out during the month:** _____

Sr. No.	Date	Description of Works	Material Used	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Confirmed by the: Signature of the Contractor Occupant	Approved by the: Employer Representative



APPENDIX- D
FORM OF BID SECURITY
(Bank Guarantee)

Guarantee No. _____
Executed on _____
Expiry date _____

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with address: _____

Name of Principal (Bidder) with address: _____

Penal Sum of Security (express in words and figures): _____

Bid Reference No. _____ Date of Bid _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bid and at the request of the said Principal, we the Guarantor above-named are held and firmly bound unto the _____, (hereinafter called The "Employer") in the sum stated above, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted the accompanying Bid numbered and dated as above for _____ (Particulars of Bid) to the said Employer; and

WHEREAS, the Employer has required as a condition for considering the said Bid that the Principal furnishes a Bid Security in the above said sum to the Employer, conditioned as under:

- (1) that the Bid Security shall remain valid for a period 28 days beyond the period of validity of the Bid;**
- (2) that in the event of;**
 - (a) the Principal withdraws his Bid during the period of validity of Bid, or
 - (b) the Principal does not accept the correction of his Bid Price, pursuant to Sub-Clause 24.2 of Instructions to Bidders, or
 - (c) failure of the successful bidder to
 - (i) furnish the required Performance Security, in accordance with Clause 34 of Instructions to Bidders, or
 - (ii) sign the proposed Contract Agreement, in accordance with Clause 35 of Instructions to Bidders,

then the entire sum be paid immediately to the said Employer as liquidated damages and not as penalty for the successful bidder's failure to perform.

NOW THEREFORE, if the successful bidder shall, within the period specified therefor, on the prescribed form presented to him for signature enter into a formal Contract with the said Employer in accordance with his Bid as accepted and furnish within twenty eight (28) days of his being requested to do so, a Performance Security with good and sufficient surety, as may be required, upon the form prescribed by the said Employer for the faithful performance and proper

fulfilment of the said Contract or in the event of non-withdrawal of the said Bid within the time specified for its validity then this obligation shall be void and of no effect, but otherwise to remain in full force and effect.

PROVIDED THAT the Guarantor shall forthwith pay to the Employer the said sum stated above upon first written demand of the Employer without cavil or argument and without requiring the Employer to prove or to show grounds or reasons for such demand notice of which shall be sent by the Employer by registered post duly addressed to the Guarantor at its address given above.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal has duly performed his obligations to sign the Contract Agreement and to furnish the requisite Performance Security within the time stated above, or has defaulted in fulfilling said requirements and the Guarantor shall pay without objection the sum stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above bounden Guarantor has executed the instrument under its seal on the date indicated above, the name and seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

Signature _____

1. _____

Name _____

Corporate Secretary (Seal)

Title _____

2. _____

(Name, Title & Address)

Corporate Guarantor (Seal)

APPENDIX- E

FORM OF DECLARATION OF NO BLACKLISTING AND LITIGATION

(To be submitted on non-judicial stamp paper or e-stamp paper)

I/we _____, address _____, do hereby solemnly affirm and declare as under:-

- That our firm has not been blacklisted/ debarred from any Government/ Semi Government/ Autonomous/ Public Sector Organization or any Agency.
- That the firm has not been involved in any kind of litigation.
- That there is no litigation between partners of the firm.

We further, affirm and declare that above is true to best of our/my knowledge and that nothing has been concealed or hidden therein.

Signature of authorized signatory

Name: _____

Designation: _____

CNIC: _____

Seal/ Stamp: _____

Date: _____

Note:

- i. Duly signed by owner/CEO of the company or authorized representative having authority letter.
- ii. To be submitted on non-judicial stamp paper.