

Tender # 69/KTDMC/2019-20

**BID DOCUMENTS**  
**“JANITORIAL, GARDENER & OFFICE BOY SERVICES FOR KTDMC”**  
**THROUGH**  
**NATIONAL COMPETITIVE BIDDINGS**  
**KARACHI TOOLS, DIES & MOULDS CENTRE**  
**(KTDMC)**

**MINISTRY OF INDUSTRIES & PRODUCTION,**  
**GOVERNMENT OF PAKISTAN**

**Sector No 38, NC No24 Adjacent to Pakistan Refinery Limited,**  
**Korangi Creek Industrial Park, Korangi Creek Road Karachi, Pakistan**  
**Ph: (92-21) 35120501 & 35120499 - 500 Fax: (92-21) 35121890**

**Date of Issuance:** \_\_\_\_\_

**Issued To:** \_\_\_\_\_

**Important Note:**

The Bidder shall seal & affix to the company's stamp on the envelope, duly marked as “Bid Document of Janitorial, Gardener and Office Boy Services”.

Envelops shall:

- a) Be addressed to “Admin & Procurement Department, Karachi Tools, Dies & Moulds Centre Sector 38, Korangi Creek Industrial Park, Korangi Creek Road Karachi, Pakistan”.
- b) Bear the words, “DO NOT OPEN THE BID BEFORE (date and time of opening)”

## TENDER NOTICE

Tender # 69/KTDMC/2019-20

1. Karachi Tools, Dies & Moulds Centre (KTDMC) invites sealed bids from reputable National bidders registered with Tax authorities and who are on Active Taxpayers list of the Federal Board of Revenue for acquiring services of Janitorial, Gardener & Office Boy.

S.No	Description
01	Janitorial, Gardener & Office Boy Services

2. Bidding documents, containing detailed terms and conditions are available at the given below address can be collected against fee of **Rs.500/-**(non-refundable) in the shape of demand draft or pay order in favor of **“Karachi Tools, Dies & Mould Centre”** from **February 18, 2019 to March 06, 2019** Monday to Friday between 9:00 a.m. to 5:00 p.m. Bidding documents can also be downloaded from [www.ktdmc.com](http://www.ktdmc.com) free of cost.
3. The bids, prepared in accordance with the instructions in the bidding document, must reach at below address in sealed envelopes marked as **“Invitation to Bid for Janitorial, Gardener & Office Boy Services”**. Sealed bids along with bid security amounting to **02% of the total bid price** in the shape of pay order/ demand draft/ bank guarantee in favor of **“Karachi Tools Dies & Moulds Centre”**, valid for a minimum period of **120 days** should be submitted on or before **March 06, 2019 (3:00 p.m.)** Bids will be opened on the same day at **03:30 p.m.** in the presence of bidders or their authorized representatives who intent to be present.
4. This advertisement is also available on [www.ppra.org.pk](http://www.ppra.org.pk) & [www.ktdmc.com](http://www.ktdmc.com)

**Admin & Purchase Department**  
**Karachi Tools, Dies & Moulds Centre**  
**Sector no 38, NC No24 Adjacent to Pakistan Refinery Limited,**  
**Korangi Creek Industrial Park, Korangi Creek Road Karachi, Pakistan**  
**Ph: (92-21) 35120501 & 35120499 - 500 Fax: (92-21) 35121890**  
**Website: [www.ktdmc.com](http://www.ktdmc.com), Email: [imran.khan@ktdmc.com](mailto:imran.khan@ktdmc.com)**

## **INSTRUCTION TO BIDDERS**

### **A GENERAL**

#### **i) Company Introduction**

Karachi Tools, Dies and Moulds Centre (KTDMC) is wholly owned subsidiary of Pakistan Industrial Development Corporation. KTDMC was incorporated in March, 2006 as company limited by guarantee having share capital and registered under section 42 of the companies ordinance, 1984.

The main objectives of the company are to design, develop and manufacture tools, dies and moulds (TDM) in Pakistan and provide training, consultancy and skill development services to public and private sector.

#### **ii) Scope of bid**

Sealed bids are invited to acquire services of 'Janitorial, Gardener and Office Boy' for the period of two year or extendable. This janitorial, gardener and office boy services (here-in-after referred as "Services").

#### **iii) Qualification of the bidder**

By submission of documentary evidence in its bid, a bidder must establish to the KTDMC's satisfaction that it has the financial & technical capability to perform the agreement.

#### **iv) Cost of the bid**

The bidder shall bear all costs associated with the preparation and submission of its bid and KTDMC will not responsible or liable for those costs.

#### **v) Inquiry about the bid**

Bidder may visit KTDMC premises and review the relevant documents and conduct site survey by the permission of the KTDMC but such permission shall only be allowed on application made in writing by the bidder at least four days before the date of closing the bid.

#### **vi) Eligible bidders & bid**

The invitation is open to all service contractors with complete support and services facilities and has self-sufficient trained staff and experts.

All bids should be submitted in accordance with Bid forms (Annexure A) duly witnessed and signed.

**vii) Procedure of open competitive bidding:**

Single stage – two envelope procedure.-

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the KTDMC without being opened;
- (v) KTDMC shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- (ix) The bid found to be the lowest evaluated bid shall be accepted.

## **B THE BIDDING DOCUMENTS**

### **i) Contents of bids**

All bids are to be completed and returned to KTDMC together with the following documents, in accordance with the instruction to bidder.

#### Technical proposal

1. Covering letter with company profile for invitation to bid including detail of services.
2. Technical proposal (Annexure “D”)
3. Tax documents (NTN & SRB).
4. Affidavit on Judicial stamp paper of Rs.100 that company is not black listed.
5. Existing cliental list.
6. Proof of existing location in Korangi area of minimum 25 workers of contract.
7. Minimum 3 years of working experience (certificate of incorporation).
8. Annual tax return or financial statement of last year.
9. Copy of registration certificate of EOBI.
10. Any other document prescribed to be submitted with the bid.

#### Financial proposal

1. Bid Form (Annexure “A”)
2. Bid Security Form (Annexure “B”)
3. Financial proposal (Annexure “E”)

### **ii) Clarification of bidding documents**

A prospective bidder requiring any clarification of the bidding documents may notify the KTDMC in writing at the KTDMC’s address at least four working days before tender opening.

## **C PREPERATION OF BID**

### **i) Language of bid**

The bid prepared by the bidder and all correspondence and documents related to the bid exchanged by the bidder and the KTDMC shall be written in English language.

### **ii) Documents comprising the bid**

The bid submitted by the Bidder shall, in addition to the requirement as mentioned in clause (i) of section B of the bid documents.

### **iii) Bid prices**

Price must quote inclusive of all taxes. Period of validity of bid price shall remain for 120 days after the date of bid opening.

Prices quoted by the bidders shall remain fixed and valid until completion of contract period and will not be subject to variation on any account.

**iv) Bid currencies**

Bid price must be in Pakistan Rupees.

**v) Bid security**

The bidders shall furnish as part of bid a bid security **02%** of total bid amount in fixed amount stated in the tender notice on bid security form in favor of “**Karachi Tools Dies & Moulds Centre**”, (As per Annexure B) should be submitted with financial proposal. It shall be valid for **120 days**.

**vi) Performance guarantee**

The qualified contractor shall provide a performance guarantee of 5% percent value of total contract amount based on 12 months. Performance guarantee of 5% will be submitted for two (02) year from the date of its submission.

The contractor shall provide a performance guarantee in the form of bank guarantee from any scheduled bank in Pakistan or duly counter- guaranteed by schedules bank in Pakistan. The cost of complying with the requirements of this sub-clause shall be borne by the contractor.

Discharge of performance guaranty shall take place after expiry of contract period.

**vii) Acceptance of bid**

KTDMC reserves the right to ACCEPT or REJECT any or all bids, as per PPRA Rules 2004.

**D SUBMISSION OF BIDS**

**i) Sealing and marking of bids**

The bidder shall seal the envelope of the bid in an inner and outer envelope.

Envelop shall:

- c) be addressed as “Admin & Procurement Department, Karachi Tools, Dies & Moulds Centre Sector 38, Korangi Creek Industrial Park, Korangi Creek Road Karachi, Pakistan” along with “TENDER NUMBER”.
- d) Bear the words, “KTDMC” “DO NOT OPEN THE BID BEFORE (date and time of opening)”
- e) Bear the name, address and contact number of the bidder at which the bid could be returned unopened, if it is declared “LATE” pursuant to clause D(iii).

**ii) Deadline for submission of bids**

Last date for submission of bid is **March 06, 2019**.

KTDMC may, as per PPRA Rules, extend the deadline for submission of bids by amending the bidding documents, in this case all rights and obligations of the KTDMC and bidders will thereafter be subject to the deadline as extended. The extended date shall be intimated to the bidders in writing. Extended date shall not be less than 3 working days from the date of submission of bid as mentioned above.

**iii) Late bids**

Any bid received by the KTDMC after the bid submission deadline prescribed by the KTDMC in the document will be rejected and returned unopened to the bidder.

**iv) Modification or withdrawal of bids**

A bidder may modify or withdraw its bid after submission, provided that written notice of the modification or withdrawal is received by the KTDMC prior to the deadline prescribed for bid submission.

**E BID OPENING AND EVALUATION**

**i) Opening of bids by KTDMC**

The bid shall be opened in the office of KTDMC, Sector 38 NC No-24 Korangi Creek Industrial Park, adjacent to Pakistan Refinery Ltd. Korangi Creek Road Karachi Pakistan.

The KTDMC will open all bids as per single stage – two envelope procedure, including withdrawals and modifications, in public, in the presence of bidders or their representatives who choose to attend, at the time, on the date and at the place specified in the bid document. Bidders' representatives shall sign an attendance sheet as proof of their presence.

**ii) Tender opening statement**

The KTDMC will prepare tender opening statement, including the information disclosed to those present in a tender opening.

**iii) Clarification of bids**

During the bid evaluation, KTDMC may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing.

**iv) Preliminary examination of bids**

KTDMC will examine the bids to determine whether they are complete, without any computational errors, whether required securities have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

The KTDMC may waive any minor informality, nonconformity, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

Prior to the detailed evaluation, the KTDMC will determine whether each bid is of acceptable quality, complete, and substantially responsive to the bidding documents. For purposes of the determination, a substantially responsive bid is one that conforms to all the terms & conditions of the bidding documents without deviations, exceptions, objections, conditional ties, or reservations.

Arithmetical error will be rectified on the basis, if there is discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in the words will prevail. If a bidder does not accept the correction of errors, its bid will be rejected.

If a bid is not substantially responsive, it will be rejected by the KTDMC and may not subsequently be made responsive by the bidder by correction of the nonconformity. The KTDMC's determination of bid responsiveness will be based on the contents of the bid itself.

**v) Evaluation and comparison of bids**

The evaluation and comparison of the bids shall be made on following basis:

<b>S.No</b>	<b>Details</b>	<b>Qualification</b>
1	Technical Requirement Annexure 'D'	Should qualify
2	Financial evaluation Annexure 'E'	Should be lowest

**vi) Contacting the KTDMC**

From the time of bid opening to the time of agreement award, if any bidder wishes to contact the KTDMC on any matter related to the bid, it should do so in writing.

If a bidder tries to directly influence the KTDMC or otherwise interference the bid evaluation process and the agreement award decision, its bid may be rejected.

**F POST-QUALIFICATION AND AWARD OF CONTRACT**

**i) Post-qualification**

KTDMC will determine to its own satisfaction whether the bidder that is selected as having submitted the lowest evaluated bid or for any other reason is qualified to perform the contract period satisfactorily.

KTDMC will also evaluate the bidder's financial, technical, integration, customization, management, services & support capabilities and will be based on an examination of the documentary evidence of the bidder's qualifications, as well as other information the KTDMC deems necessary and appropriate. The determination may include visits or interviews with the bidder's clients referenced in its bid, site inspections, and any other measures. At the time of post-qualification KTDMC may also carry out tests to determine that the performance or functionality of the 'scope of works' offered meets the standard requirements of KTDMC.



**ii) Award criteria**

KTDMC will award the agreement to the bidder whose bid has been determined to be substantially responsive and the lowest evaluated bid, provided further that the bidder has been determined to be qualified to perform the agreement satisfactorily.

The agreement will only be awarded to successful bidder(s).

**iv) Notification of award**

Prior to the expiration of the period of bid validity, KTDMC will notify the successful bidder in writing by registered letter, or by electronic means to be subsequently confirmed in writing by registered letter, that its bid has been accepted.

The notification of award will constitute the formation of the agreement.

**v) Signing of agreement**

At the same time as KTDMC notifies the successful bidder that its bid has been accepted, KTDMC will send the bidder the form of agreement after mutual understanding between the KTDMC and the bidder.

**vi) Agreement**

After completion of bid procedure and award of agreement to successful bidders, an agreement will be signed between KTDMC & the successful bidder on terms & condition to be agreed upon. Subject to the conditions mentioned in the bid documents.

**vii) Applicability of Pakistan's laws**

Anything contained in the documents which are in contraventions of the laws shall be considered as null and void.

**viii) Termination**

(i) KTDMC may, without prejudice to any other remedy for breach of contract by written notice of default sent to the bidder, terminate the contract in whole or in part. KTDMC shall have the right to terminate/cancel the contract concluded between the bidder and KTDMC, if:

- (a) The bidder fails otherwise to perform, fulfill or comply with terms & conditions, regulations and requirements of the contract to carry out the work in accordance with the provisions thereof or abandons the shipment.
- (b) The bidder becomes bankrupt or insolvent or makes an assignment for the benefit of its creditors.

**ix) Terms of payment**

- (i) All the payments under shall be made after deduction of withholding or any other applicable taxes.
- (ii) Monthly bills will be submitted to KTDMC every month and its payment will be made with 10 working days.
- (iii) Wages of 'Contractor' staff shall be paid by 2<sup>nd</sup> day of each month.

**x) Arbitration:**

After coming into force of the procurement contracts, disputes between the parties to the contract shall be settled by arbitration.

**xi) Price Escalation**

In case of revision of minimum wages by the Government the increase in price of services shall not exceed beyond the increased amount of wages. For the year 2019-20 no escalation will be applicable.

**BID FORM**

Admin & Procurement Department  
Karachi Tools, Dies & Moulds Centre

Gentleman:

Having examined the bidding documents for the "Services", the receipt of which is hereby duly acknowledged, we the undersigned offer our 'Services' in conformity with the said bidding documents including Addenda Nos. (insert numbers \_\_\_\_\_), for the sum of (total bid amount in words \_\_\_\_\_) and in figures \_\_\_\_\_ or such other sums as may be ascertained in accordance with the price schedule attached and made part of the Bid.

We agree to abide by the bid for a period of (\_\_\_\_\_) days from the date fixed for bid closing and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, the bid, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest price or any bid that you may have received.

Dated the \_\_\_\_\_ day \_\_\_\_\_ of 20

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(In the capacity of)

Duly authorized to sign bid for and on behalf of M/S \_\_\_\_\_

(Signature of Witness I)

Signature of Witness II \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Tabulated requirements**

S.No	Details	Remarks
1	Bid Security	2 % of total bid price based on 12 months
2	Bid Validity	120 days
3	Performance Guarantee	The qualified contractor shall provide a performance guarantee of 5% percent of total contract value based on 12 months
4	Payment Terms	Monthly bills will be submitted to KTDMC every month and its payment will be made with 10 working days
5	Wages	Bidder is liable to pay minimum wages to all personnel's as per Government rules & regulations

**Annexure “B”**

**FORM OF THE BID BOND/EARNEST MONEY**

GUARANTEE NO. \_\_\_\_\_  
ISSUED DATE. \_\_\_\_\_  
EXPIRY DATE. \_\_\_\_\_  
AMOUNT. \_\_\_\_\_

To,

Admin & Procurement Department  
Karachi Tools, Dies & Moulds Centre  
Karachi.

Whereas \_\_\_\_\_ (Hereinafter called “The bidder”) has submitted its bid dated \_\_\_\_\_ for Karachi Tools, Dies & Moulds Centre, Karachi hereinafter called “The bid”.

And whereas the bidder has requested the bank to issue the bid bond/earnest money in favour of Karachi Tools, Dies & Moulds Centre for the sum of Rs. \_\_\_\_\_ (2% of the total price) required to be furnished by the bidder for consideration of its bid.

Now, therefore, we (BANK) \_\_\_\_\_ having our registered office at \_\_\_\_\_ (hereafter called “The Bank”) hereby guarantees irrevocably and unconditionally to pay forthwith to the sum of Rs. \_\_\_\_\_ (2% of the total price) without any reference to the bidder on Karachi Tools, Dies & Mould Centre first demand in writing stating that the bidder has withdrawn or unilaterally modified its offer or has after having been notified of the acceptance of its bid by Karachi Tools, Dies & Mould Centre failed to execute the contract or has failed after executing the contract to submit to Karachi Tools, Dies & Mould Centre the bid security bond required under the contract.

This guarantee shall remain valid and in force for 120 days from the last date fixed for submission of the bids that is and any demand for payment by Karachi Tools, Dies & Mould Centre within the said validity period of this guarantee shall be paid forthwith by the bank to Karachi Tools, Dies & Mould Centre.

This guarantee is valid upto \_\_\_\_\_ and any claim arising out of this guarantee must be lodged on or before the \_\_\_\_\_.

**WITNESS BANK**

**BANK**

\_\_\_\_\_  
\_\_\_\_\_

## Annexure 'C'

### FORM OF CONTRACT

#### JANITORIAL, OFFICE BOY & GARDENER SERVICES AGREEMENT

This agreement made on April 01, 2019 at Karachi, between M/s **KTDMC (Karachi Tools, Dies & Moulds Centre)**, office address sector No. 38, Deh Dih, NC No.24, Korangi Creek Industrial Park, adjacent to Pakistan Refinery Limited, Korangi Industrial Area, Korangi Creek Road, Karachi, Pakistan hereinafter referred to as the first part the "**Company**" (which expression wherever the context so admits shall include and mean its successors and assignees through its **Chief Executive Officer, Mr. \_\_\_\_\_**).

#### AND

M/s \_\_\_\_\_ having its office at \_\_\_\_\_ (hereinafter called the "Contractor") of the second part, through its C.E.O, \_\_\_\_\_ which expression shall include its successors legal representatives and permitted assigns.

#### WHEREAS

"Company" desires the "Contractor" to provide Janitorial, Office boy & Gardener Services and provision of cleaning material at its office and,

'Contractor' has offered to provide the required services to the 'Company' on the terms and conditions as set out in this agreement.

#### **NOW THEREFORE THIS AGREEMENT WITNESSETH as follows:**

1. That in order to perform the jobs mentioned above, for the consideration stated there under, the "Contractor" shall employ adequate number of employees who would perform their duties and responsibilities under the supervision, control and direction of the "Company".
2. That the "Contractor" shall be liable and responsible to the 'Company' for any act of omission or commission on the part of any employee of the "Contractor" in the performance of the job as already mentioned.
3. That of any of omission or commission or in the case of any complaint against any of employee of the 'Contractor', the same shall be brought to the notice of "Contractor" by the "Company", whereupon the "Contractor" shall take immediate corrective and/or remedial steps to the entire satisfaction of the company.
4. That the "Contractor" will be liable and responsible for the employment or non-employment, engaging and terminating the services of all workmen and other employees on the jobs entrusted to the 'Contractor'. It is specifically affirmed and it shall be the sole responsibility of 'Contractor' to determine and regulate all the terms and conditions of services of the person employed on the specified jobs to comply with the laws of the country more specifically with Labour laws and regulations as the employer of the said personnel / employees / workers and discharge his legal obligations in respect thereof as their Employer.
5. 'Company' shall pay Rs. \_\_\_\_\_/- (Amount in Words) per month for the jobs as specified in ANNEXURE on submission of Bill 'Contractor'. 'Contractor' shall submit the invoices by the end of each month. Company shall clear the bill on submission of invoice by the Contractor within 10 working days.

6. 'Contractor' shall provide a performance guarantee of 5% percent value of total contract amount based on 12 months. Performance guarantee of 5% will be submitted for two (02) years from the date of its submission.  
The contractor shall provide a performance guaranty in the form of bank guarantee from any scheduled bank in Pakistan or duly counter- guaranteed by schedules bank in Pakistan. The cost of complying with the requirements of this sub-clause shall be borne by the contractor.  
Discharge of performance guaranty shall take place after expiry of contract period.
7. In case of revision of minimum wages by the Government the increase in price of services shall not exceed beyond the increased amount of wages. For the year 2019-20 no escalation will be applicable.
8. 'Contractor' will be liable to pay to its labor deployed at the client premises all salaries/wages in lump sum to which they are entitled by maximum 2<sup>nd</sup> of each month.
9. 'Contractor' shall be responsible for quality product acceptable as per 'Company' standard service.
10. That the Company shall not exercise and interfere in the rights of the 'Contractor in the employment or non-management of any particular personnel or individual or group of individuals.
11. That the contractor, shall not at any time claim for his employees, the wages / salaries, or other terms and conditions of services applicable to the employees of the 'Company' nor shall the party of the "Contractor" attempt pass on his employees to the "Company".
12. That this contract shall initially be valid for a period of two years from \_\_\_\_\_ and shall thereafter continue to be valid unless and until one month's is given by the "Contractor" for termination or renewal. This shall also be terminable by giving a notice by the "Company" if the "Contractor" fails to comply with or violates any of the provision of this contract.
13. That this contract is terminable by the "Company" with immediate effect if "Contractor" goes into liquidation other than for the purpose of reconstruction or becomes insolvent or makes arrangements with the creditors or has any form of execution levelled against his goods or commits any act of bankruptcy or in the even the ownership or control of the contractor is materially altered.
14. That the 'Contractor' undertakes to keep the party of company, indemnified against any loss or damage to or destruction to any property of the Company where such loss, damage or destruction to any property is occasioned by the negligence of the "Contractor of his employees or agents and further that the "Contractor shall be solely responsible and liable regardless of whether or not 'Company' has been negligent for all claims, cost, liabilities and expenses. In such a situation "Company will have the right to deduct such losses from the bills of the "Contractor without any notice.
15. That the "Company' is entitled to search the employees, agents, representatives or any other person belonging to or employed by the "Contractor' while entering leaving into the premises of the "Company' and search shall be carried out at any time and Contractor' further recognizes and accepts that the 'Company' will at its discretion bar from its premises any individual who refused consent to search or who is found in the possession of prohibited substances or stolen or unlawful items.
16. That the 'Contractor' is an independent entity, free of control and supervision of the 'Company' as to the means or manner of performing jobs specified in Para- 2 of preamble) and condition No.5, the 'Company' contracted herein solely for the performance of the specified jobs entrusted to the care of the 'Contractor'. Neither the party 'Contractor' nor any person or firm used employed by 'Contractor' shall be deemed for any purpose to be the employee, agent, servant or representative of the "Company' in performance of any job under this contract.

17. That the 'Contractor' shall intimate to the 'Company' as soon as practicable all or any damage or loss to property of the 'Company' and shall furnish to the 'Company' with copies of reports about such damages; or losses. The 'Contractor' shall be responsible for the safety of all employed by him on the jobs entrusted to him and the persons employed by him shall comply with the fire safety and security regulations and procedures of the 'Company' and all applicable laws.
18. That the 'contractor' will be solely responsible for any accident or injury sustained by any of the employee of the 'Contractor' in the execution of work involved and the payment of any compensations, statutory or otherwise.
19. That the 'Contractor' shall comply with all legal requirements under the tax laws as applicable in Pakistan.
20. That in the event, the party of the second part 'Contractor' fails to discharges its financial obligations under any law for the time being in force in Pakistan the "Company" shall be entitled at its discretion to with hold payment to the 'Contractor' an amount equal to such amounts as the "Company" determines to constitute the liability of the "Contractor".
21. That the "Contractor" agrees to registers with all federal and provincial authorities in his own name as required under the laws of Pakistan including the tax authorities.
22. That the 'Contractor' shall not assign or sub let any part of the contract or any of the jobs entrusted to him without prior written approval of the 'Company'.
23. That the terms and conditions set out in this contract constitute full and final and entire terms and conditions of the contract between both the parties and anything not specifically incorporated in this contract shall be implied in any manner whatsoever, as a part of this contract attributable to this contract.
24. That upon termination of this contract and / or upon cancellation of any of the specified jobs entrusted to the 'Contractor' under this contract, the 'Contractor' shall forthwith withdraw and /or recall from the premises concerned, his employee / workmen affected by such termination of contract or cancellation of any specified job.

25. **SPECIAL TERMS & CONDITIONS**

- A. Office boy, sweepers and gardener provided by the 'Contractor' shall be under the administrative control of the KTDMC administration head.
- B. In the absence of any office boy, sweeper or Gardener the 'Contractor' will arrange an alternate in two hour on the same date.
- C. The KTDMC has the right to inspect and test all services mentioned in this agreement.
- D. The equipment's /accessories consumable & non-consumable items and all materials provided as per list attached.
- E. The 'Contractor' shall be obligated to remove any employee (provided by the contractor) from duty if desired by the KTDMC.
- F. Contractor is liable to pay minimum wages to all personnel's as per Government rules & regulations.
- G. Contractor should be enrolled in EOBI and liable enroll all his staff in EOBI.

- H. Contractor shall ensure that the manpower once provided would not be ordinarily changed from KTDMC premises.
- I. Contractor shall make himself available to the KTDMC premises whenever asked for and shall reply all communications issued within two days of their receipt.
- J. In case of any damage and injury to the contractor's staff, KTDMC shall not be responsible at all.
- K. All contractor staff shall:
  - 1) Be courteous at all times to follow instructions of the occupants.
  - 2) Arrive at the work site promptly at the scheduled equipped with materials necessary to complete the job.
  - 3) Be clean and neatly dressed and in proper uniforms.
- L. The contractor and its staff shall not be allowed:
  - 1. Smoking at the work site.
  - 2. Pan and Gutka at work site.
  - 3. Arrive at the work site under the influence of alcohol
  - 4. Drink alcoholic beverages on the
  - 5. Use any bathrooms, except one specifically designated for the purpose.
  - 6. Indulge in discussions or arguments.

**26. Amendment:**

No variation in or modifications to the terms of the agreement shall be made, except by a written amendment signed by the both parties hereto.

**Notices:**

Any notice given by any of the Parties hereto shall be sufficient only if in writing and delivered through registered mail or courier, on following address:

To: Company

**Ms Karachi Tools, Dies & Moulds Centre  
Sector No. 38, Deh Dih, NC No. 24, Korangi Creek Industrial Park Adjacent to Pakistan Refinery Limited, Korangi Creek Road Karachi**

To: Contractor

M/s

**IN WITNESS WHEREOF** the parties hereto have set their respective hands to this agreement on the date and year first hereinabove written

**By:  
(For and on behalf of the Company)**

**By: KTDMC  
(For and on behalf of the Contractor)**

\_\_\_\_\_  
Mr.  
Chief Executive Office

\_\_\_\_\_  
Mr.  
Chief Executive Office



CNIC#

CNIC#

Seal:

Seal:

**WITNESSES**

Mr. \_\_\_\_\_

Mr. \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**Special conditions of bid:**

- a) Contractor is liable to pay minimum wages to all personnel's as per Government rules & regulations.
- b) Contractor should be enrolled in EOBI.
- c) Contractor should enroll all his staff to (IPD) Inpatient Medical Coverage & (GLI) Group Life Insurance as per Government levy.
- d) Contractor will arrange a survey of KTDMC representative to its existing clients in Korangi area.
- e) Contractor shall ensure that the manpower once provided would not be ordinarily changed from KTDMC premises.
- f) In case of absence of any worker, replacement will be arranged by contractor within 02 hour for his substitute.
- g) Contractor shall make himself available to the KTDMC premises whenever asked for and shall reply all communications issued within two days of their receipt.
- h) In case of any damage and injury to the contractor's staff, KTDMC shall not be responsible at all.
- i) I / we agree with above terms and conditions.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of Firm \_\_\_\_\_

Seal of Firm \_\_\_\_\_

**Janitorial, Gardener & Office Boy Services****Evaluation and comparison of bids****Technical requirement**

<b>S.No</b>	<b>Details</b>	<b>Check List</b>
1	Existing locations in Korangi Area (At least one current contract of minimum 25 workers) Contract/Work Order copy required.	
2	Affidavit on Judicial stamp paper of Rs.100 that company is not black listed.	
3	Copy of NTN Registration Certificate	
4	Copy of Registration of SRB Certificate	
5	Minimum 3 years of similar working experience (Copy of certificate of incorporation)	
6	Annual tax return or financial statements of last year	
7	Copy of Registration Certificate of EOBI	

**Note:** Non fulfillment of the above technical requirement shall summarily reject the bid.

**Annexure “E”**

**Financial Proposal**

**Note:** Below cost should be inclusive of all consumable & non consumable cleaning material & equipment provided on monthly basis by the contractor. (List of material attached)

<b>S.No.</b>	<b>DESCRIPTION</b>	<b>AMOUNT IN (PKR)</b>
1	Head Sweeper With uniform & identity Card	No of PERSONNEL 01  Amount Rs. _____ (Monthly Excluding SRB)  Amount Rs. _____ (Monthly Inclusive of SRB)
2	Janitors With uniform & identity card	No of PERSONNEL 04  Amount Rs. _____ (Monthly Excluding SRB)  Amount Rs. _____ (Monthly inclusive of SRB)
3	Professional Gardener With uniform & identity card	No of PERSONNEL 01  Amount Rs. _____ (Monthly Excluding SRB)  Amount Rs. _____ (Monthly Inclusive of SRB)
4	Office Boy With uniform & identity card	No of PERSONNEL 01  Amount Rs. _____ (Monthly Excluding SRB)  Amount Rs. _____ (Monthly Inclusive of SRB)
5	Total monthly cost excluding SRB	PKR. _____
4	Total monthly cost inclusive of SRB	PKR. _____  <b>Note:</b> Contractor is liable to pay minimum wages to all personnel's as per Government rules & regulations along with EOBI, IPD & GLI.
5	Bid security	2% Bid Security to be furnish in the shape of pay order/bank guarantee of total amount in the name of <b>“Karachi Tools, Dies &amp; Moulds Centre”</b>

**List of consumable material provided by contractor on monthly basis:**

<b>S.No</b>	<b>Items Name</b>	<b>Qty</b>
1	Lux Soap (Large) OR equivalent	12 Pieces
2	Lux Soap (Small) OR equivalent	1 Carton
3	Pamy Soap (Small) OR equivalent	1 Carton
4	Harpick (ORG) OR equivalent	6 Bottles
5	Lemon Max OR equivalent	6 Bottles
6	Mortein Spray (Large) OR equivalent	4 Bottles
7	Phenol Chlorine OR equivalent	12 Bottles
8	Room Spray (Perfect) OR equivalent	6 Bottles
9	Glint (ORG) OR equivalent	3 Bottles
10	Phenol Ball OR equivalent	0.5 Kg
11	Roomi King (02 Boxes) OR equivalent	24 Pieces
12	Surf (Bonus) OR equivalent	6 Kg
13	Surf Bori OR equivalent	10 Kg
14	Lemon Max Powered (Kg) OR equivalent	1 Carton
15	Mop refill 700 Gram OR equivalent	8 Packets
16	Dry Mop refill	8 Packets
17	Sepri OR equivalent	2 Piece
18	Hockey Brush OR equivalent	2 Piece
19	Hand Brush	1 Piece
20	Guttar Pump	2 Piece
21	Jala Brush	1Piece
22	Floor Duster (Thick Size)	1 Dozen
23	Floor Duster (Checkdar) OR equivalent	2 Dozen
24	Yellow Duster (Large)	1 Dozen
25	Tissue Roll (Rose Patel OR equivalent)	20 Piece
26	Scotch Brite OR equivalent	12 Piece
27	Phool Jharu 350 g	6 Piece
28	Tinka Jharu 700 g	6 Piece
29	Bleach liquid (30 Liters) OR equivalent	1 Cane
30	Sweep Chemical (30 Liters) OR equivalent	1 Cane
31	Garbage Bag (Black) 24" x 36"	10 Kg
32	Hand wash liquid (30 Liters)	1 Cane

**List of equipment should be available at KTDMC:**

<b>S.No</b>	<b>Items Name</b>	<b>Qty</b>	<b>Remarks</b>
1	Floor Washing Machine	1	16" Dia
2	MOP Buckets	3	Standard Sizes
3	Vacuum Cleaner	1	Industrial
4	Glass Cleaner	2 Set	13" Size

## **Scope of Work for Janitorial, Gardener & Office Boy Services**

### **1. SCOPE OF SERVICES**

The scope of services of contractors shall broadly be as follows, but not be limited to:

#### **(A) DAILY EXCEPT HOLIDAYS**

- 1) Transfer of all Scrap/Burada from Workshop to Junkyard Area.
- 2) Moving & shifting of Office Furniture, Instruments and I.T Equipments.
- 3) Wet mop all floors, PEB, Admin Block, Hallways Stairs, Landings and Stairways and make them look clean at all times.
- 4) Clean and vacuum all Carpet & Rugs.
- 5) Dust all furniture, equipment partitions and windows ledges.
- 6) Clean and disinfect all toilets, wash basins and sinks and make the toilets look clean and dry at all times.
- 7) Clean the grass Pots and Roads within boundaries of KTDMC.
- 8) Clean the garbage from the Road outside the boundary (Motor Cycle/Car Parking Area & Front Road Passage).
- 9) Empty all waste receptacles and clean ash trays and garbage drums.
- 10) Disposal of garbage/waste including that of the canteen and sewerage pipes/gutters through Dunkey Pumps.
- 11) Replace all the plastic linens.
- 12) Sweep and clean waste disposal area
- 13) Scrub clean all the area
- 14) Damp mop and buff marble tiles surface
- 15) Buff brush all polished surface
- 16) Floor maintenance/carpeted Surface to include
  - a) Vacuum clean all the surface
  - b) Spot clean makes and spoilageDusting and Polishing
  - a) Dust Furniture
  - b) Vacuum clean cloth upholstery
  - c) Vacuum clean blinds
  - d) Vacuum clean dust of wall and ceilings
  - e) Dust books and shelves
- 17) Cleaning of Windows and Glazing portions
- 18) Janitorial
  - a) Wash, clean and empty all refuse bins
  - b) Booming cleaning of car parking
  - c) Washing and Cleaning of bath rooms
  - d) Maintenance and cleaning of Drains.
- 19) Provisions of soap in all bathrooms, liquid soap (where installed), phenyl, tile acid, surf, bath room tissue papers and etc.
- 20) Washing of bath rooms towels.
- 21) Look after of at least fifty (300) indoor/outdoor plants, upkeep and maintenance of these plants and proper replacement if required.

**(B) AS REQUIRED**

1. Wax and buff all mosaic floors using approved methods
2. Tile floors
3. Clean all walls, main boundary wall, tube lights and remove spider webs
4. Dust all visible pipes and ducts
5. Clean and wash to roof
6. Clean and polish metal/brass work
7. Clean all sign boards
8. Clean and disinfect underground and over head water tanks (Bi Annually)
9. Clean all blinds every fortnight
10. Cleaning of air-conditions and washing of filters (as required)
11. Cleaning of main Sewerage Line as and when required.
12. Cleaning of workshop PEB structure (Bi annually)

**2. ADDITIONAL SERVICES**

If some additional services are required by the KTDMC for work on holidays and in emergency, the same shall be provided by the contractor on the terms and conditions as may be mutually agreed.

**3. GARDENING / LANDSCAPE MAINTENANCE SERVICES**

The services provider shall provide trained gardener to plant and maintain lawn at the KTDMC. Keep hedges trimmed, maintain flower beds etc. The responsibilities to include but not limited to

- Maintenance of lawn(s), and plants in good condition
- Trim hedges of trees
- Maintain flower beds and keep them healthy
- Clean Lawn(s) from leaves etc.
- Prepare soil
- Cultivation of Plants
- Fertilizing
- Watering
- Spray, prune, and transplant shrubs & trees
- Flowering plants, perennial and annual flowers.
- May pot certain flowers and plants for indoor displays.

The service providers shall provide above mentioned services as per company's rules.

KTDMC reserves the right to accept or reject any or all proposals without assigning any reason thereof as per PPRA Rules. For any queries please contact, HR and Administration KTDMC. Interested companies are requested to submit their response at the following address:

**Administration & Procurement Department  
Karachi Tools, Dies & Moulds Centre,**