

F/A

**PUBLIC PROCUREMENT REGULATORY  
AUTHORITY (PPRA)**

**CONTRACT AWARD PROFORMA – I**

To Be Filled And Uploaded on PPRA Website In Respect of All  
Public Contracts of Works, Services and Goods

- NAME OF THE ORGANIZATION/ DEPTT: **NATIONAL ELECTRIC  
POWER REGULATORY AUTHORITY (NEPRA)**
- FEDERAL/ PROVINCIAL GOVT: **AUTONOMUS**
- TITLE OF CONTRACT: **JANITORIAL SERVICES FOR NEPRA TOWER**
- TENDER NUMBER: **08/ 2021**
- BRIEF DESCRIPTION OF CONTRACT: **PROVISION OF JANITORIAL  
SERVICES FOR NEPRA TOWER**
- TENDER VALUE: **Rs. 25-26 MILLIONS APPROX**
- ENGINEER'S ESTIMATE: **N/A**
- ESTIMATED COMPLETION PERIOD: **19.10.2023**
- WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL  
PROCUREMENT PLAN? **Yes**
- ADVERTISEMENT:
  - (i) PPRA Website: **Yes (RECEPT No. 154046)** 457206
  - (ii) News Papers: **Yes (Dawn & Express ; Date: 08.08.2021)**

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➤ TENDER OPENED ON (DATE & TIME): **24-08-2021 at 1400 hrs**

➤ NATURE OF PURCHASE: **LOCAL**

➤ EXTENSION IN DUE DATE: **NO**

➤ NUMBER OF TENDER DOCUMENTS SOLD: **11**

➤ WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING/TENDER DOCUMENTS: **YES**

➤ WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING/TENDER DOCUMENTS: **YES**

➤ WHICH METHOD OF PROCUREMENT WAS USED: - (Tick one)

- |   |   |
|---|---|
| a) SINGLE STAGE – ONE ENVELOPE PROCEDURE _____      |   |
| b) SINGLE STAGE - TWO-ENVELOPE PROCEDURE. _____     | ✓ |
| c) TWO STAGE BIDDING PROCEDURE. _____               |   |
| d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE _____ |   |

- PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED WITH BRIEF REASONS (i.e. EMERGENCY, DIRECT CONTRACTING, NEGOTIATED TENDERING ETC.) : N/A

- WHO IS THE APPROVING AUTHORITY: **CHAIRMAN**

➤ WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING:

**N/A**

➤ NUMBER OF BIDS RECEIVED: **11 (ELEVEN)**

➤ WHETHER THE SUCCESSFUL BIDDER WAS LOWEST BIDDER: **YES**

➤ WHETHER INTEGRITY PACT WAS SIGNED: **YES**

**PUBLIC PROCUREMENT REGULATORY**  
**AUTHORITY (PPRA)**

**CONTRACT AWARD PROFORMA – II**

**To Be Filled And Uploaded on PPRA Website In Respect of All**  
**Public Contracts of Works, Services & Goods Worth**

- NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS: **11**
- NAME AND ADDRESS OF THE SUCCESSFUL BIDDER: **PSE POWER SOLUTION & ENGINEERING**
- RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT (I.E. 1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup> EVALUATED BID).

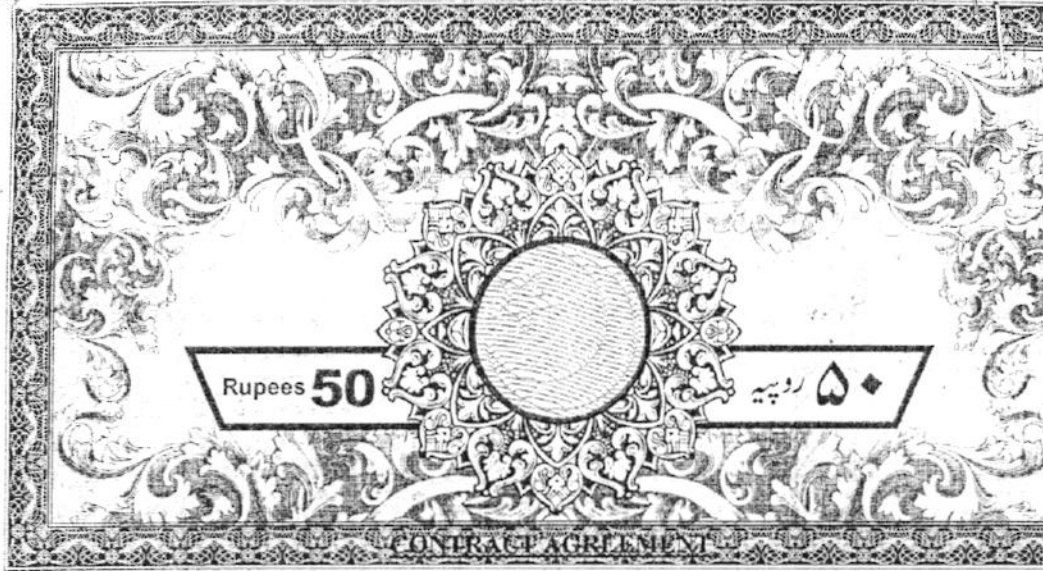
**1<sup>ST</sup> Lowest:**           **PSE POWER SOLUTION & ENGINEERING**          

- NEED ANALYSIS (WHY THE PROCUREMENT WAS NECESSARY?)  
          **FOR GENERAL & REGULAR CLEANING & UP-KEEPING OF NEPRA TOWER**            
IN CASE EXTENSION WAS MADE IN RESPONSE TIME, WHAT WERE THE REASONS (BRIEFLY DESCRIBE):           **N/A**
- WHETHER NAMES OF THE BIDDERS AND THEIR PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS: **YES**
- DATE OF CONTRACT SIGNING: **20.10.2021**
- CONTRACT AWARD PRICE: **RS. 25-26 MILLION APPROX**
- WHETHER COPY OF EVALUATION REPORT GIVEN TO ALL

BIDDERS: YES (UPLOADED ON WEBSITES)

- ANY COMPLAINTS RECEIVED: NO
- ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE/DOCUMENTS: NO
- DEVIATION FROM QUALIFICATION CRITERIA: NO
- SPECIAL CONDITIONS: NO

F/A



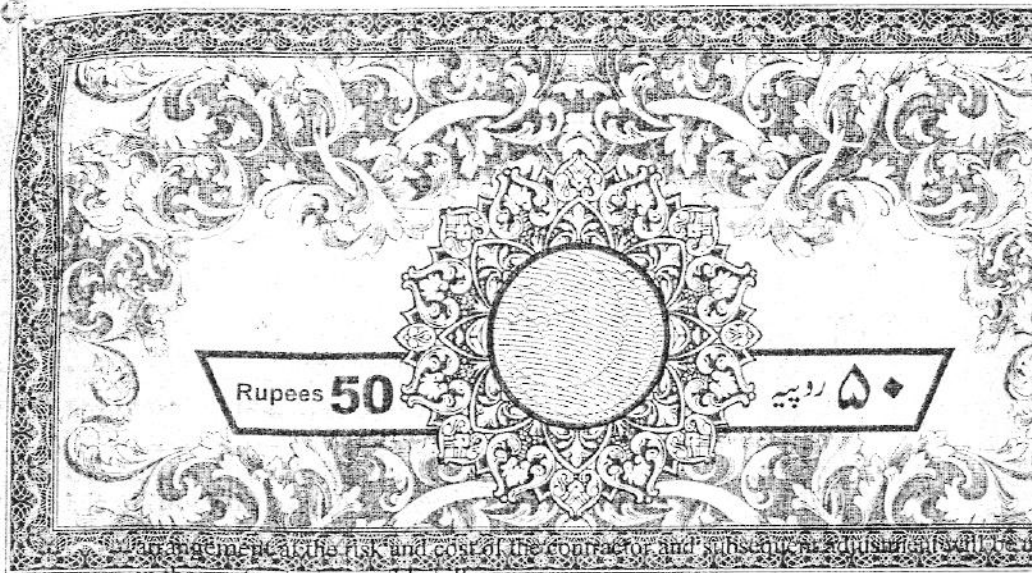
### JANITORIAL SERVICES FOR NEPRA TOWER

This agreement is made on 20 day of Oct 2021 between M/s Power Solutions & Engineering (hereinafter referred to as the Contractor) and M/s National Electric Power Regulatory Authority (hereinafter referred to as NEPRA/ Client) for the provision of Janitorial Services at NEPRA Tower, Attaturk Avenue, G-5/1, Islamabad comprises of two basements, ground plus 7 floors with approx. covered area of 147550 Sft and total area 33000 Sft.

#### **A. SCOPE OF SERVICE**

The provision of quality equipment/ material required for general cleaning of NEPRA Tower and other services being responsibility of the Contractor, inter alia, includes:

- i)- **Daily Cleaning – Once every day or as & when required**
- a) Both of the basements (car parking area);
  - b) External areas, the front and rear side of the building;
  - c) Entry/Exit points;
  - d) Security check-posts including security rooms;
  - e) Rooftop;
  - f) Terraces / open areas and front and rear of the tower inside the premises;
  - g) Staircases including the stairs for emergency exits;
  - h) All lifts including lifts doors' on all floors;
  - i) All the glasses from its inner side fixed in rooms, lobbies, stairs etc;
  - j) Furniture, fixture and equipment in the lobbies;
  - k) Removal of garbage from all the offices through garbage shoot and its ultimate disposal from the NEPRA Building to the proper place duly identified and allowed by CDA;
  - l) Kitchenettes on all the floors and Cafeterias (Officers & Officials);
  - m) Fans (Brackets, Pedestal and Ceiling) on all floors (if any);
  - n) Washrooms;
  - o) Shifting of record/furniture within NEPRA tower;
  - p) Vacuum Areas not accessible by hand or cleaning tools;
  - q) Any other item required cleaning but not mentioned in above paras
- ii) **Daily Cleaning and Moping on Continuous Basis**
- a) Lobbies of all the floors and Auditorium of NEPRA Tower;
  - b) Main Entrance;
  - c) Staircases from basement to 7<sup>th</sup> floor;
  - d) Cafeterias & Kitchenettes;
  - e) All washrooms;



arrangement of the risk and cost of the contractor and subsequent adjustments shall be in the contractor's monthly bill.

**viii. Right to Demand Replacement of a Poor Performer:**

The client reserves the right to demand replacement of a janitor not perform satisfactorily and the contractor must comply with it.

**ix. Regular Visits by the Contractor:**

The contractor will be obligated to visit the subject premises on alternate days (minir 03 days a week), or as communicated, to monitor the janitorial work at the subject built. The contractor will also be required to visit a representative of the Admin Departmen feedback of the services being provided.

**x. Minimum Wage**

- a) A certificate to the effect that all janitors are paid monthly wages, not less than minimum wages fixed by the Government of Pakistan from time to time. violation at any stage in this regard will render the janitorial company ineligible work with NEPRA.
- b) The Bid prices shall not be in violation of minimum wages set by the Governm of Pakistan, otherwise NEPRA has the right to reject any such Bids.

**xi. Independent Contractor Status:**

The parties intend this Agreement to create an independent contractor relation: Neither Janitor nor its employees or agents are to be considered agent employees of NEPRA for any purpose, including that of federal and state taxa federal, state, and local employment laws, or employee benefits. Janitor, Company, shall furnish all labor, tools, equipment, vehicles, licenses, registration necessary to perform the services.

**xii. Survival:**

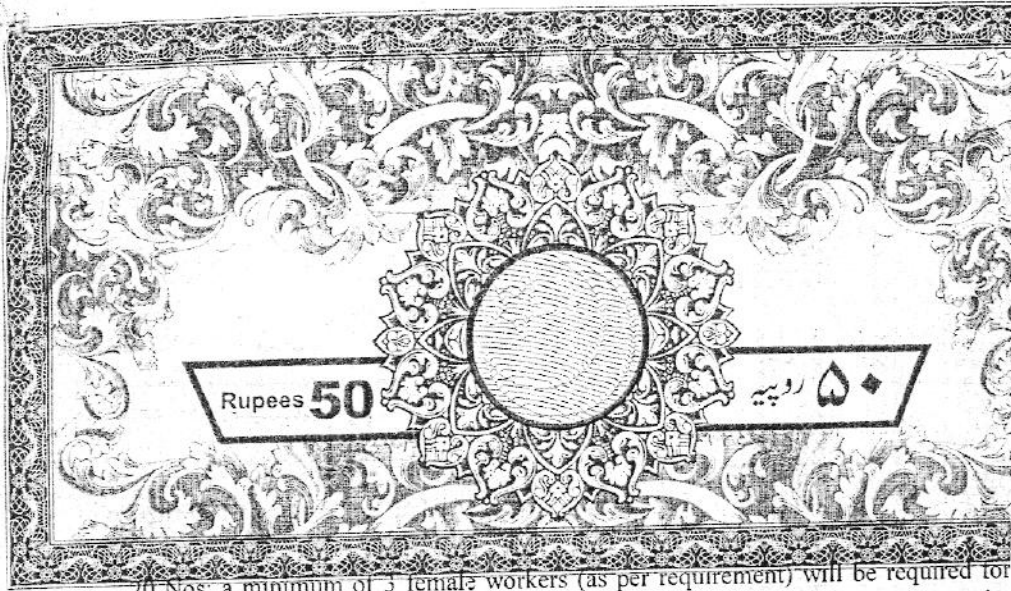
All provisions that logically ought to survive termination of this Agreement : survive.

**xiii. Severability:**

If any provision of this Agreement, or the application thereof to any perso circumstance, shall be held invalid or unenforceable by any court of compe jurisdiction, the remainder of this Agreement or the application of such provis to persons or circumstances, other than those as to which it is held invali unenforceable, shall not be affected thereby.

**xiv. Miscellaneous Responsibilities of the Contractor:**

- a. The entire financial liability in respect of the Janitors(s) deployed sha that of the Contractor and NEPRA will in no way be able.



20 Nos, a minimum of 3 female workers (as per requirement) will be required for female washrooms and the Daycare etc. Moreover, a supervisor will also be required to monitor the daily working of the janitorial staff. However, NEPRA may increase/decrease the number of janitors as per at the said rate. Year wise rates are as follows:

1 <sup>st</sup> year	Rs 25,675/- (Incl. GST) per Janitor
2 <sup>nd</sup> year	Rs 25,675/- (Incl. GST) per Janitor

ii. **Working Hours:**

6 days a week @ 8 hours per day (from 8:30 a.m. to 04:30 pm; depending on requirement).

iii. **Contract Period:**

Two years from the date of deployment i.e. 20.10.2021. However, NEPRA reserves the right to terminate this contract during the currency of contract after giving one month notice. The contract can be extended by 1 year with mutual consent.

iv. **Termination of Contract on Poor Performance:**

- ii)
- In case of non-compliance to the clauses of the subject contract, or consistent performance, three notices may be served with one (01) week improvement time.
  - If the contractor still fails to deliver as per agreement, the contract may be terminated resulting in forfeiture of the deposited security for the contract.

v. **Dress Code:**

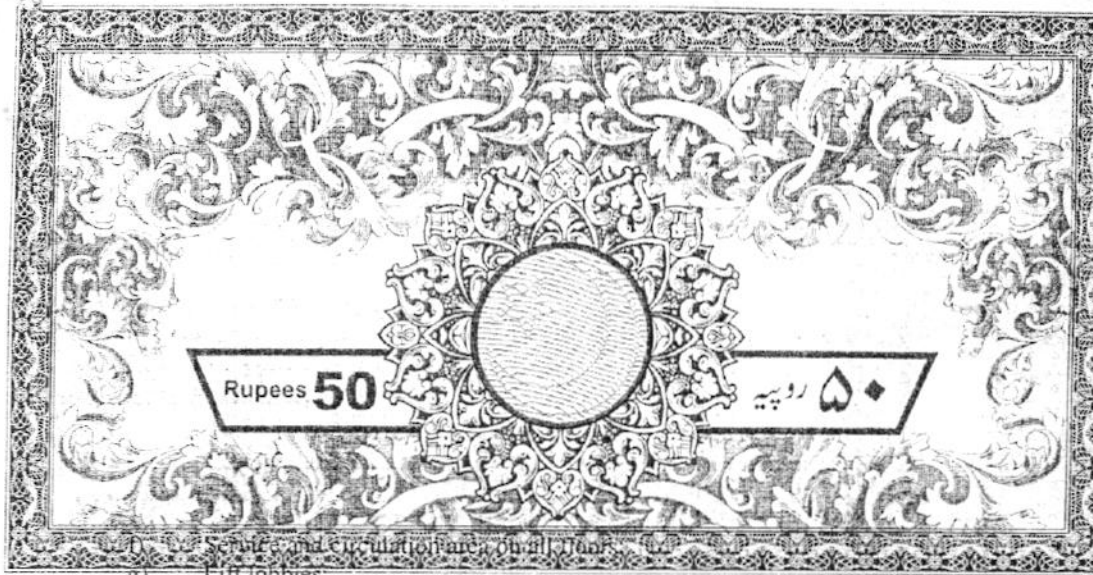
The deployed Janitors and cleaners should be in distinct uniform bearing the name of company and the same shall be provided by the Contractor / Firm at its own cost. The company is bound to provide new uniforms and joggers every 6 months and it must ensure that their attire is worth being worn. Uniform must consist of trousers and Polo shirts in distinct uniforms according to season.

vi. **Compliance to NEPRA Code of Conduct:**

All the janitors provided by the Contractor will be obligated to follow NEPRA Code of Conduct, non-compliance to which may result in imposition of penalty / fine on the contractor.

vii. **Provision of Relievers / Replacement:**

- a) The contractor must provide reliever / replacement within two (02) hours from shift start time, in case a janitor does not show up at work any day.
- b) In case of non-compliance to the above clause, appropriate deductions will be made from the contractor's monthly bill as per rates agreed upon in the subject contract agreement.
- c) Furthermore, the client will also have the option to either make a deduction from the contractor's monthly bill or arrange a replacement through some other alternative.



d) Service and circulation area on all floor

g) Lift lobbies;

h) Gym, Badminton Courts etc;

a) Any other item that requires cleaning but is not mentioned in above paras

**iii) Weekly Cleaning**

a) Disinfectant spray of corridors, kitchen and washrooms/ toilets

b) Anti-clogging with branded material of toilets

c) Removal of cobwebs from ceiling/ walls

d) Front and rear of building (outside the premises)

e) Cleaning drains

f) Basements wet cleaning

**iv) Wash Rooms Services Specifications**

a) Disinfectant spray of corridors, kitchen and washrooms/toilets;

b) Anti-clogging of toilets with quality branded material;

c) Removal of cobwebs from ceiling / walls;

d) Front and rear of building (outside the premises);

e) Cleaning of drains;

f) Basements wet cleaning;

g) Disinfectant in the wake of COVID-19;

h) False ceiling cleaning (Once a month);

**v) Wash Rooms Services Specifications**

a) Wash all mirrors, dispensers, faucets, flush meters and bright work with non-scratch branded disinfectant cleaner. Clean, wipes dry all sinks;

b) Wash and sanitize all toilets, urinals and sinks;

c) Mop all wash rooms floor with disinfectant solution;

d) Empty all receptacles;

e) Dust all low reach and high reach areas, including but not limited to, structural ledges, mirror tops and edges etc.

f) Disinfect partitions, tile walls, dispensers, doors and receptacles once weekly;

g) Any other item requiring cleaning but not mentioned in above paras;

**vi) Equipment/ Material Required for General Cleaning**

The provision of quality equipment / cleaning material required for general cleaning of NEPRA Tower like Fumigation Cylinder, Fumigation medicine, Vacuum etc. shall be the responsibility of the vendor. The estimated minimum monthly requirement of consumables for effective cleaning of the premises with approved rates is at "Annex-I" these items will be handed over to the Admin Officer on the first of every month.

vii)- Thorough fumigation of the entire building (inside / outside) will be required on quarterly basis.

**B. Other Details of the Contract**

**i. No. of Janitors Required:**



Subject: MINUTES/RECOMMENDATIONS OF THE MEETING OF PURCHASE AND DISPOSAL COMMITTEE HELD ON 30.09.2021 REGARDING OPENING OF FINANCIAL BIDS FOR THE PROVISION OF JANITORIAL SERVICES AT NEPRA TOWER

657. A meeting of the Purchases & Disposals Committee was held in the office of the DG (Admin. & HR) on the 30<sup>th</sup> of September, 2021. The following Professionals attended the meeting:

- |      |                          |   |
|------|--------------------------|---|
| i.   | Mr. Anwar Malik          | Director General (Admin & HR)/ Convener |
| ii.  | Mr. Naweed Illahi Sheikh | Director General (CAD)/ Member          |
| iii. | Mr. Itikhar Ali Khan     | Director Registrar Office/Member        |
| iv.  | Mr. Irfan Saeed          | Director (Finance)/ Member              |
| v.   | Mr. Tufail Ahmed         | Director (O&M)                          |

658. The Director (O&M) apprised the Committee that a total of 11 firms submitted their prequalification proposals out of which Nine (09) were shortlisted for the final stage i.e. submission of Financial bids; vis-à-vis, Eight (08) submitted their financial proposals. The Purchases and Disposal Committee opened the financial proposals of the Eight (08) firms in the presence of the representatives of contesting firms, and advised the Administration Department to carry out the preliminary evaluation as per the pre-qualification criteria mentioned in the tender documents and the Performa provided to the vendors for the submission of financial bids.

659. The evaluation report has been placed at Annex-A

Recommendation


660. The Committee, after detailed deliberation and thorough review of the financial proposals and the evaluation carried out by the Admin Department, recommended the following for approval of the Chairman:


- i. To shortlist M/s Power Solution and Engineering being the most advantageous bidder.
- ii. To host the financial evaluation at the NEPRA and PPRA websites.
- iii. The successful shortlisted bidder may be advised to sign the contract agreement with NEPRA for a period of two years in the lieu of Rules 35 of PPRA.
- iv. If para 660 (i-iii) gets approved Addl. DG (Admin. & HR) may be authorized to sign contract on behalf of NEPRA.

DG (Administration) HR


Diary No. 26.17

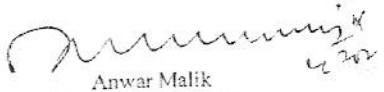
Date: 04/10/21

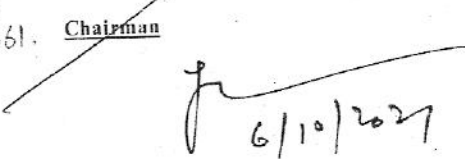
  
4/10/21  
Tufail Ahmed  
Director (O&M)

  
4/10/21  
Itikhar Ali Khan  
Director (Registrar Office)

  
04/10/2021  
Irfan Saeed  
Director (Finance)

  
04/10/21  
Naweed Illahi Sheikh  
Director General (CAD)

  
Anwar Malik  
Director General (Admin/HR)

661. Chairman  
  
6/10/2021

662. DG (Admin & HR)

663. DG (O&M)

Please get the reports hosted on NEPRA Web-sites  
PPRA

CHAIRMAN  
Dy No. 5432  
Date: 04-10-2021

## Janitorial Material Monthly Requirement

Sr No.	Item Name	Quantity	Approved Rates Unit price
1	Tissue Cotton Rose Petal	10 cartons	42
2	Vim Powder Lemon	24 Kilogram	65
3	Surf Excel	24 Kilogram	220
4	Hand Wash (Small Dettol)	12 Pieces	180
5	Hand Wash Large Bottles (5 Ltrs)	5 Bottles / 25 Litres	450
6	Roomi Taaki	6 Pieces	240
7	Harpic	24 Pieces	100
8	Sweep Acid Tezab	24 Pieces	50
9	Shoppers Dustbin Size	6 Kilograms	170
10	Duster Large Size	10 Dozen	220
11	Lux Soap	12 Dozen	500
12	Dettol Bottle large	3 Pieces	550
13	Gillant Bottles W/Room Glass	5 Litres	140
14	Sulfuric Acid Gundol Tezab (SPI)	30 Litres	60
15	Lemon Max Bottle Large	6 Pieces	170
16	White Sotar Pocha Use	40 Kilograms	120
17	Large Baalti (As and when needed)	20 Pieces (One time)	180
18	Pocha Ro.J Plastic (As and When needed)	30 Pieces (One time)	120
19	Dry Mop (As and When needed)	20 Pieces (One time)	110
20	Dry Mop Cloth (As and When needed)	20 Pieces (One time)	50
21	Phool Jhaaroo (As and When needed)	24 Pieces (One time)	70
22	Banej Jhaaroo	10 Kilograms	70
23	Gallant Wiper	6 Pieces	90
24	Towels 24*48 ( as and when needed)	150 Towels	700
25	Sanitary Tissue (Rose Petal )	1 Cartons	1500 (1 Cartons)
26	Scraper Stand With Brush ( as and when needed)	12 Pieces	180
27	Hand Brush ( as and when needed)	6 Pieces	70
28	Scotch Brite	24 Pieces	40
29	Large Wiper ( as and when needed)	24 Pieces	120
30	Small Wiper ( as and when needed)	24 Pieces	60
31	Web (Jallah) removal Brush	6 Pieces	90
32	Air Freshener (Air Wick)	30 Pieces	100
33	Cobra Spray	6 Pieces	110

- b. The Contractor shall be solely be responsible for redressal of grievance resolution of disputes relating to the deployed Janitor(s). NEPRA shall not be responsible for settlement of such issues whatsoever.
- c. NEPRA shall not be responsible for any financial loss or any injury to deployed Janitor(s) during the course of their performing the functions, or for payment towards any compensation.
- d. The deployed sweeper/ Janitor shall not claim nor shall be entitled to perks and other facilities admissible to regular/ confirmed employee absorption during the currency or after expiry of the Agreement. Undertaking from the person to this effect would be taken from Contractor.
- e. Accommodation and meals/ refreshments for the Janitors (if any) will be the responsibility of the Contractor.
- f. The Contractor shall provide following documentation i.r.o of deployment janitors:
  - i. Clear copy of duty order/ form must be shared with NEPRA
  - ii. Clear photocopy of CNIC
  - iii. Contact details
  - iv. Police verification of Janitors being provided to NEPRA.
- g. The rate quoted by the Contractor (per month per janitor) shall be inclusive of cost of labors, material, duties, taxes, surcharges, overhead and profit and no claim of the Contractor whatsoever will be determined for any or additional payment in this regard.
- h. The Contractor shall not be allowed to transfer, assign, pledge or contract its rights and liabilities under this Agreement to any other Service Provider or organization by whatever name be called without the written consent of the designated NEPRA official.
- i. The Contractor shall nominate a coordinator who shall be responsible for immediate interaction with the designated NEPRA Official so that the services of the persons deployed could be availed without any disruption. The coordinator shall be well mannered, literate and possess supervisory skills.
- j. The Contractor upon signing this contract agreement shall submit an amount of Rs. 50,000/- (refundable) in the form of pay order/ demand in the name of NEPRA as performance security deposit which will be released on successful completion of contract period.

ii)

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

Chief Executive Officer  
M/s Power Solutions & Engineering (Pvt.) Ltd.



Addl. Director General (Admin./HR)  
For & on behalf of NEPRA

Witness No. 1

37405-6179560-2

Witness No. 2

Tajul Ahmed, D  
61101-5790661