

REF: GM CM / Janitorial/SKT/01/24

M/S _____

Sub: Hiring of Janitorial Services at PIA Premises Sialkot Station

Dear Sir/Madam,

We are pleased to invite your sealed tenders for the services/ items listed in the attached schedule (s). In case of more than one schedule separate tender for each schedule should be furnished. The terms & conditions of the tender/services/supplies are given below:-

A) SUBMISSION OF TENDER

1. You are required to send your tenders addressed to GM Contact Management, Supply Chain Management Department, PIA Head Office, JIAP Karachi latest by **01-07-2024 till 1030 Hrs.** The tenders may be dropped in the tender box marked as “**Tender Box Commercial Purchases**” placed at the entrance of the PIA Supply Chain Management latest by **10:30 hours** on the specified date. You may also send your tenders through registered A/D mail addressed to GM Contact Management, which must reach before the closing date and time mentioned above. Tenders will be opened at **11:00** hours on the same day in the presence of tenderers.

2. Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for postal delays.

3. **Bidders are required to submit a Pay Order of PKR 10,000/- (Not Refundable) as tender fee along with Technical Proposal.**

B) BID SECURITY (For Local Bidders Only)

The tender should be accompanied by a Pay Order of **PKR 30,000.00** in the name of M/S PAKISTAN INTERNATIONAL AIRLINES as interest free Bid Security (Refundable). Bid Security in any other shape shall not be accepted. Bid Security deposited against a running contract (s) purchase orders(s) shall not be transferable as Bid Security for any other tender. All tenders without Bid Security shall not be considered.

C) PERFORMANCE GUARANTEE (For Local Bidders Only)

The successful tenders upon award of Contract will be required to furnish security deposit in the amount equivalent to 05% of total tender/contract value as interest free Security deposit in shape of Pay Order / Bank Guarantee. The Earnest Money/bid security already held can be converted into Security Deposit/Performance guarantee and balance amount if any shall be deposited as above.

Note: Bidders must claim their deposit refund (Bid Security/Performance Guarantee) within 180 days of the financial bid opening (if rates are higher side) or completion of contract period/project (in case awarded) or in case of any earlier termination. The time barred CRs (receipts)/refund cases shall not be processed.

D) INSTRUCTION TO BIDDER**PREPARATION OF TENDER****“Single Stage Two Envelope Basis”**

- The BID (Tender) submitted shall comprise of a single package containing two sealed envelopes, each envelope shall be marked and will contain “TECHNICAL” and “FINANCIAL” proposal.
- On the given tender opening date only “Technical Proposal” will be opened in the presence of tenderers available.
- The “Financial Proposal” shall be shown to the parties but will be retained with PIA without being opened.
- After Technical Evaluation of the received Technical Proposals, Financial Proposals will be opened publicly at the date, time & venue to be announced and will be communicated to the bidders in advance.
- PIA will open the “Financial Proposals” publicly of the parties whose Technical Proposals have been found acceptable.
- Financial Proposals of the technically not-acceptable bids shall be remained **un-opened** till the completion of tender process.

E) PREPARATION OF TENDER - TECHNICAL PROPOSAL:

All mandatory requirements are given in the schedule

Please give all the available technical details of the items offered by you, supported with the technical literature, brochure, drawings and pictures, client list details, authorization certificates etc.

BIDS / Tenders / Technical Proposal received shall be evaluated in accordance with the given technical specifications.

PIA’s requirements with Technical Specifications are given.

Bidders **MUST**:

- Original Pay Order for Bid Security/Earnest Money
- Be registered with Sales Tax Authorities; please attach copy of Registration Certificate (Local Bidders Only).
- Quote Rates inclusive of GST and other taxes.
- Bid on Prescribed Performa issued by PIA. (Schedule- A)
- Affix the company seal on all tender documents.

Mention clearly Tender Reference on **TOP RIGHT CORNER OF PROPERLY SEALED ENVELOPE BEARING COMPANY’S STAMP**

F) PREPARATION OF TENDER - FINANCIAL PROPOSAL

The tenders should be enclosed in double cover. The inner cover should be sealed having enclosed the following documents:

- a) Schedule “A” duly filled in, signed and sealed.

- b) Undertaking on Rs. 100/= above non-judicial Stamp Paper duly signed and stamped by a Public Notary Oath Commissioner (Local Bidders Only).
- c) The outer cover should bear address of the General Manager Contract Management, PIA SCM Building, Karachi Airport and reference number of the tender with opening date of tender.
- d) All information about the services /material proposed to be supplied must be given as required in the schedule to tender.

G) PRICES

- a) The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order /Contract.
- b) The Prices must be stated both in words and figures. Additional information, if any must be linked with entries on the Schedule to Tender.
- c) Offers must be valid for 180 days.

H) DURATION OF CONTRACT

This agreement shall remain valid for one year, unless sooner terminated under the provisions of this agreement and / or elsewhere. The same is extendable by PIA for further two terms on same terms & conditions as deem appropriate in its discretion or any term less than it at least 30 days before its expiry on same terms & conditions. Subject to satisfactory performance.

Yours truly,

GM Contract Management
Supply Chain Management
PIA Head Office, Karachi
Tel: 021 - 9904 4216, 9904 3081
Email: gm.cm@piac.aero
contract.administration@piac.aero

TOR's OF JANITORIAL SERVICES CONTRACT AT SIALKOT

Scope of Work & Special conditions

Scope of Work & Duties / Responsibilities of Consultant

1. Background:-

Pakistan International Airline Corporation at Sialkot Station intends to hire janitorial services for its entire network. The service providing firm has to provide cleaning services of high industry standards using environmentally friendly cleaning products and supplies for premises of approximately 2250 Sq ft.

2. Scope of Work:-

The scope of work may include all internal, general and routine cleaning - including floors, tiles, partition walls, internal walls, suspended ceilings, lighting, furniture and cleaning, window cleaning, deep cleans of sanitary conveniences and washing facilities, kitchens and dining areas, consumables and feminine hygiene facilities as well as cleaning of telephones, IT, and other periodic cleaning. Carpet cleaning though, even with regular vacuuming, needs hot water extraction applied. External cleaning, litter picking, and collection of all garbage from the PIA premises and properly disposed off.

- Details of all the areas given below are attached as annexure - B

S#	LOCATION
1)	PIA OFFICES AT AIRPORT
2)	PIA BOOKING OFFICE

3. Deliverables:-

The Contractor is responsible for the maintenance of the entire network on the standards of cleaning and performance quality set forth in this document, regardless of the staff absences. The surface of the floor must be completely free of dust, stains, paint, stripes, shoe marks, anything spilt and any other blemish that can be removed with standard industry techniques. Any defects noticed by Cleaners must be registered and reported to the Client cleaning supervisor so that the necessary repairs can be made.

4. Premises

The all stations areas comprises of office space & rooms, Stores, common areas, Corridors, Dispensaries, Nurseries, Mosques & Imam Bargah, Libraries, Underground & Overhead Tank, C.O.R Hall, Shades, Apron, Hangers, Shops, Stairs, Roofs, Surrounding Areas, Footpath, Counters, Toilet, Parking , Grounds , Septic tanks.

5. Work Schedule

The cleaning work will be carried out on two shift basis, however all operational areas will remain active round the clock. The contractor will provide services on weekly off & gazette holidays.

A. Work Schedule Details

OFFICES / ROOM:-

Daily:

- All rubbish bins and plastic bags emptied and the bag replaced.
- Horizontal surfaces that are clear of obstructions should be dusted or vacuum clean visible dirt, shoe marks should be vacuumed cleaned or washed from floor surfaces.
- Carpets/linoleum vacuum cleaned and washed from wall to wall including moving any chairs or other easily moved obstructions,
- Vertical free areas cleaned to remove dust, cobwebs and visible dirt.
- Lamps, pictures, closets, phones, doors (including handles) and frames, chair legs, ceiling Lamps,
- Window sills dusted or cleaned as necessary to remove visible dirt.

- Banisters in stairwells dusted and wiped clean
- The upholstered furniture vacuum cleaned
- The doors, glass panels, the skirting boards, shelves, and the radiators dusted or wiped clean as necessary to remove visible dirt

Monthly:

- Cleaning of façade of head office by using all safety precautions.

DESKS AND DESK EQUIPMENT:-

- Cleaning of the desks and equipment of the desks.
- Contractor should cover the cleaning of the following types of items: desk tops, computer, computer screens, keyboard, mouse, calculator, telephone, desk lamp, etc.
- As part of the contract the contractor will be required to provide and subsequently replenish/refill the cleaning kits on as-required-basis.

MEETING / CONFERENCE ROOMS:-**Daily:**

- Floor / horizontal surfaces that are clear of obstructions should be washed or vacuum cleaned as necessary to remove all traces of visible dirt
- Carpets, including smaller rugs, vacuumed cleaned from wall to wall once, moving chairs as necessary.

RECEPTION/LOBBY:-**Daily:**

- Horizontal surfaces that are clear of obstructions wiped off or vacuum cleaned,
- Floors vacuumed cleaned or washed to remove all traces of visible dirt and shoe marks.

Weekly:

- Floors vacuum cleaned and washed, from wall to wall, a minimum of once per week.

BATHROOMS/TOILETS:-**Daily:**

- All sanitary-ware (washbasins, WC pans) and mirrors cleaned to remove all traces of visible dirt.
- Garbage bin emptied, floors washed to remove all traces of visible dirt.
- Toilet consumables (toilet paper, paper hand towels and liquid soap) re-stocked,
- Complete cleaning of all sanitary elements including the removal of all stains and scale,
- Toilets should be checked & cleaned every 01 hour.

Weekly:

- Walls and doors cleaned / washed,
- WC pans and urine pans-thoroughly cleaned to remove all traces of chalk and stains,

CANTEEN:-**Daily:**

- Floors, tables, serving counter, desk cleaned. Waste bins emptied.

Weekly:

- Chairs wiped armchairs in lounge area vacuumed.

MOSQUES AND IMAM BARGAH:-**Daily:**

- floors cleaned; fixtures cleaned, floors/carpets vacuumed, cleaning/dusting/vacuuming of window-sides, doors, glass doors

UNDERGROUND & OVERHEAD TANKS:-**Twice a year:**

- Cleaned and disinfected.

CORRIDORS:-**Daily:**

- Corridors and stairs should be checked & cleaned every 01 hour.
- Visible dirt, shoe marks should be cleaned or washed from floor surfaces.

Weekly

- Corridors should be polished on every weekend.

SURROUNDING AREA / ROADS & FOOTPATH / PARKING / SHADES:-**Daily:**

- Above areas should be cleaned & checked 03 times a day.
- Visible dirt should be cleaned from horizontal surfaces.

Monthly:

- Cleaning of wild bushes developed around road.

NURSERIES / PARKS & GROUNDS:-**Daily:**

- All nurseries parks & grounds should be cleaned on daily basis.

WASTE MANAGEMENT.

- The contractor must ensure correct disposal of waste, plastic, glass, cans, paper and cardboard into respective dumping points located in each area.
- Waste bins will be emptied according to the terms in respective dumping points located in each area.

6. MONTHLY MATERIAL AND EQUIPMENTS:-

The contractor will provide all equipment, as well as environmentally friendly cleaning supplies required for carrying out the work. This comprises of but is not limited to, all the supplies for toilets, kitchenettes, and desk cleaning including – toilet paper, paper towels, disinfectants, kitchen towels, kitchen paper towels, washing-up liquid, soap and replacement soap dispensers, detergents for the kitchenettes, dishwasher supplies, as well as hand sanitizer refills.

There is a dedicated storage room on the premises for keeping supplies and equipment. List of supplies and equipment is attached as annexure B

7. UNIFORM:-

The Contractor shall provide uniforms meeting international standard.

- **DETAIL AREAS:-**

S#	Name OF Location	Toilet	Rooms	Store	Corridors	Mosq. C.O.R Hall	Open Area	Shops	Shades	Parking	Grnd Parks	Block St.
1.	PIA OFFICES AT AIRPORT	-	1	-	-	-	-	-	-	-	-	-
2.	PIA BOOKING OFFICE	04	10	02	02	01	01	-	-	01	-	-
Total		04	11	02	02	01	01	-	-	01	-	-

- **DETAIL OF PREMISES AREA WISE IN SQ.FT.**

S.NO.	AREA DESCRIPTION	AREA IN SQ.FT
1)	PIA OFFICES AT AIRPORT	150 SQFT
2)	PIA BOOKING OFFICE	2100 SQFT
Approximately Area		2250 SQFT

SCHEDULE - MONTHLY MATERIAL
LIST OF MONTHLY MATERIAL OF ALL OFFICES OF PIA
LOCATION: SALES OFFICE (SIALKOT)

S/NO	NAME OF MATERIAL	QUANTITY
01.	Brushes for Scrubbing 18" Fitting With Rod	05
02.	Brushes for Scrubbing 06" Fitting With Rod	05
03.	Brooms Hard 600 Grams (Good Quality)	30
04.	Brooms Soft 200 Grams (Good Quality)	30
05.	Brasso Metal Polish 100 MI	01
06.	Basket for Collecting Trash 2/3	05
07.	Duster Fine for Glasses 18x18"	40
08.	Duster Rough for Doors 18x18"	40
09.	Dettol Bottle 20 MI	05
10.	Drain Opener 375 (Kiwi)	04
11.	An Acid Taizab	05 Ltr
12.	Loota Plastic (01 in Each Toilet to be available)	(as required at all time)
13.	Mops Long Cotton 6 Lb each (Chindi)	04
14.	Mops Fitted With Rod 12" Cotton on Wooden	04 (Portion 650 Gms)
15.	Mansion Polish	02 KG
16.	Naphthalene Balls	30 Pkt
17.	Phenyl Tins (Perfumed) Finis	20 Ltr
18.	Parasol for Toilets (Roomi)	50
19.	Roding Equipment for Sewerage Line	(As Required)
20.	Rubber Maps 15" With Rod	10
21.	Soap Safe Guard 100 Gms	20
22.	Toilet Paper 2 Ply Good Quality	50
23.	Vim Small Size	10
24.	Brushes for Commodes	10
25.	Pack Tissue Paper 100x2 Ply (Soft)	20 Pkt
26.	Shampoo Perfumed (For Toilets)	05 ltr

SCHEDULE - UNIFORM
CONTRACTOR PROVIDE YEARLY UNIFORM WITH COMPANY MONOGRAMME
A: SUPERVISOR:-

S.NO:	DISCRIPTION
1	PANT
2	SHIRTS
3	SHOES (BLACK)

B: SANITATION WORKER:-

S.NO:	DISCRIPTION
1	TROUSER
2	T.SHIRTS
3	SHOES (BLACK)

EVALUATION CRITERIA FOR JANITORIAL SERVICES AT SKT - 24

Total Marks – 100
Qualifying Marks– 75

JANITORIAL SERVICES PROVIDERS.

All the applicants to please note that as per PPRA Rules and Regulations, all the documents/statements submitted by a Firm/Company for its pre-qualification are under Oath.

Any document/statement provided if proved false, mis-stated, concocted, or incorrect proved at any time, during or after Pre-qualification will result into permanent disqualification and black listing of the firm/Company/Partners with their names displayed on PPRA website.

Particulars of the Company

- a. Company (complete data required in the pre-qualification documents).
- b. Specific experience: - (similar nature of contracts executed / In-progress during the last 5 years) Minimum Value - Rs. 05 million per year.

A. Personnel working with the Firm/ Company –since last 1-10 years

(Marks Allocated – 10)

S. No	PARTICULARS	MARKS	
		PER UNIT	OBTAINED
1	No of Personnel		
I	01 – 10	03	
ii	20 – 30	05	
iii	30 – 40	08	
iv	41 & above	10	

2. Year of establishment of the firm/Company along with the certificate in corporation. (Registration certificate of FBR)

(Marks Allocated – 10)

i	12 - 23 Months	03	
ii	24 - 35 Months	05	
iii	36 - 48 Months	07	
iv	49 months and above	10	

3. Relevant Experience in Janitorial Services with documents.

(Marks Allocated –05)

i	01 - 02 Years	02	
ii	03 - 04 Years	03	
iii	05- 06 Years	04	
iv	7 and above Years	05	

4. Previous similar experience.

(Marks Allocated – 10)

i	Public Sector Organizations	05	
ii	Multinational companies	05	

- Performance certificates from the organizations.

5. No. of Current contracts of the company.

(Marks Allocated – 10)

i	1 – 4	2	
ii	4 – 6	5	
iii	7 – 10	7	
iv	10 & above	10	

- Attach the list along with the contact details of firm / company.

B. DETAILS OF EQUIPMENT

1. Janitorial Services Capacity Station Based Requirement

(Marks Allocated – 05)

i	fulfilling setup requirement including office / ware house (verified by of prequalification team)	05	
ii	Not fulfilling setup requirement(observation of prequalification team)	00	

2. EQUIPMENT

(Marks Allocated – 05)

i	Scrubbing Machine, Water sucking Pump, Garbage removing Trolleys , Vacuum Cleaners	5	
Ii	Safety Kits, Pressure gun, Double bucket wringer trolleys	2	
Iii	Aluminum Stools of different sizes	2	
iv	Glass Cleaning wipers, Bamboo Ladders	1	

C. GENERAL HYGIENIC CONDITIONS.

(Marks Allocated – 05)

I	Verified by the team at present locations of contracts other than PIA and personal interview of different firms representative conforming the level of satisfaction.	05	
Ii	Not satisfying (observe by the prequalification team)	00	

D. LITIGATION HISTORY OF THE FIRM

(Marks Allocated – 10)

I	No Litigation. (at Present)	10	
Ii	Black Listed / ongoing litigation	-10	

E. PENALTY/FINE IMPOSED

(Marks Allocated – 05)

I	No penalty	05	
Ii	01 penalty	-02	
Iii	02 - 03 penalties	-03	
Iv	04 and above penalties	-05	

F. FINANCIAL STANDING / STATUS OF FIRM
1. Income tax paid during the last 05 years (Attached -audited income Tax. Statement/ balance sheet / receipted Tax Challans.
(Marks Allocated – 10)

I	Income Tax paid under Rs.0.5 million per Year.	03	
Ii	0.5 to 1.5 million per year	05	
Iii	1.5 to 2.5 million	07	
Iv	2.5 million and above	10	

2. Average annual turnover (for the last five years)
(Marks Allocated – 10)

I	Annual turnover Rs.3.0 million and above (A Class)	10	
Ii	Annual turnover Rs.1.5 to 2.5 million (B Class)	7.5	
Iii	Annual turnover up to Rs.1.0 million (C Class)	5	

3. Financial standing of the firm / Company
(Marks Allocated – 05)

I	Last 03 years net worth statement (duly certified by a Chartered Accounts firm.	2	
Ii	minimum funds available Rs.1.0 million- available/not	3	

Note: Attested copy of Bank Statement, showing list of one year transaction must be attached.

IMPORTANT NOTE:-

- All participant bidders are required to be registered with EOBI & Social security failing which will be disqualified from the process.
- Original / attested copies of registration are required to be attached with bid documents.

Schedule- A
FINANCIAL EVALUATION

Annexure - A
LOCATION:-SKT

PROVIDING JANITORIAL SERVICES OF PIA PREMISES AT SIALKOT STATION:-

S.NO.	AREA DESCRIPTION	MONTHLY QUOTED AMOUNT IN FIGURE PKR	YEARLY QUOTED AMOUNT IN FIGURES PKR:
1.	PIA OFFICES AT AIRPORT		
2.	PIA BOOKING OFFICE		
	TOTAL		

NOTE:-

1. All the bidders are required to submit their Profiles, detailed documents and Financial Proposal. Bidders profiles will be evaluated as per given criteria.
2. Bidders can visit at above mention location / sites.
3. As per agreement article-6 if PIA management close any premises / building / office. The cost of contract will be deducted from quoted amount.

I / we quote the following amount for providing complete Cleaning services for SKT station on lump sum basis inclusive of Material, Equipment and Manpower as per TOR. All required documents as well as terms and conditions are attached with the tender.

Minimum Wages Regulations as per Government of Pakistan & Provincial Governments will be applicable. Employee's Clearance by Security Agencies for working at Airport / Ramp area by Contractor. Contract/Agreement can be terminated by either party upon serving 90 days prior notice.

Seal & Sign Authorized Person (BIDDER)

Name: _____

M/s: _____

Address: _____

Tel. No: _____

AGREEMENT

This agreement is made on this ____ day of _____, 20__ at Karachi between **Pakistan International Airlines Corporation Limited** [a public limited company incorporated and governed under the laws of Pakistan having its head office at Karachi Airport (hereinafter referred as "PIA") which expression shall mean and include its employees, Agents, successors, assigns, or any other person (s) which may derive any title under PIA (____);

AND

_____ established under the laws of Pakistan having its office at _____ (hereinafter referred to as "Contractor") which Expression shall mean and include its employees, agents, successors, assigns, or any other person (s) Which may derive any title under [**name of the contractor**].

Whereas PIA is desirous of procuring the complete Janitorial Services in PIA premises situated at different locations in _____ **Station** more precisely described in (SCHEDULE –AREA)

Whereas contractor is the successful bidder for provisioning of complete Janitorial Services and

Whereas the contractor has further assured PIA that it has in its employment honest, efficient and technically skilled employees to provide the services to the entire satisfaction of PIA and

Whereas PIA has accepted the bid submitted by the contractor upon terms and conditions set forth herein below:-

NOW THIS AGREEMENT WITNESSETH AS UNDER:-

ARTICLE – 1

TERMS OF THE AGREEMENT

This agreement shall remain valid for one year commencing from _____ to _____ unless sooner terminated under the provisions of this agreement and / or elsewhere. The same is extendable by PIA for further two terms on same terms & conditions as deem appropriate in its discretion or any term less than it at least 30 days before its expiry on same terms & conditions. Subject to satisfactory performance.

ARTICLE – 2

TERMINATION OF THE AGREEMENT

- a. Without prejudice to any other available rights / remedies PIA shall have the right to terminate this agreement at its option for any reason specifically provided hereunder or otherwise in case of any breach of this agreement by contractor.
- b. The performance of services by the contractor under this agreement shall remain under observation during the whole period of the agreement, in case the services are found non satisfactory, below the specified standard or non-performance due to strike of the contractor staff / manpower, this contract shall be terminated by PIA at any time with immediate effect without giving any notice and in such events the contractor shall be **BLACK LISTED** and entire security deposit will be confiscated and declared disqualified for further prequalification and award of any contract by PIA in accordance with PPRA Rules.
- c. Notwithstanding anything contained in this agreement each party shall have the right to terminate this agreement without assigning any reason or cause thereof upon 90

- days written notice to the other party through registered post and / or confirmatory facsimile.
- d. PIA shall be entitled to terminate this agreement forthwith at any time upon serving notice in the event of misconduct either on the part of the contractor or its employees or non-performance of responsibilities and services by the contractor under Article – 7 & 7A and other provisions of this agreement.
 - e. The termination shall be without prejudice to the acquired rights and liabilities of either party prior to termination.

ARTICLE – 3

PRICES

In consideration of services provided hereunder, PIA agrees to pay to the contractor a total sum of **Rs. _____** In words _____ on monthly lump sum basis during the period of validity of this agreement after making all required deductions.

If the standard of services provided by the contractor is not up to the standard acceptable to PIA, then PIA may get the required services performed through other ways and means at risk and cost of the contractor and expenditures incurred on obtaining such services shall be deducted from the amounts due from PIA, to the contractor.

If the required services are not satisfactory or contractor fails to provide the agreed services at the sole discretion of DSM or any other authorized officer of PIA, following penalties will be imposed on him for his default in addition to all other rights and remedies available to PIA.

For non-performance or Unsatisfactory performance Of Janitorial Services	}	penalty will be imposed upto 5% of total monthly amount.
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ARTICLE – 4

PAYMENTS

Payments in respect of supply / services shall be made by concerned Finance Manager or any authorized officer of PIA, within 30 days of the submission of the pre-receipt / certified bills, which are to be strictly in conformity with the agreed services. The payments on lump sum basis shall be made to the contractor after deduction of all required Government Taxes and fee levied by any Federal / Provincial Government / any local government or its authorities.

ARTICLE 4-A

SATISFACTORY PERFORMANCE CERTIFICATE

Contractor is required to get endorsed the bills from General Manager concerned or his representative DGM / Incharge of the area with reference to satisfactory services rendered during the month and submit to Facilities Management Division / Finance Section for direct payment to Contractor within 30 days.

ARTICLE – 5

PERFORMANCE GUARANTEE/SECURITY DEPOSIT

Successful bidder will have to deposit an amount interest free equivalent to 5% of the annual contract value as performance guarantee/security deposit. This will remain with PIAC, till 3 months after the expiry of the contract and if there would be any liability against contractor the same will be deducted from performance guarantee /security deposit.

ARTICLE – 6

RECOVERIES

When any amount is recoverable from the contractor under any provision of this agreement PIA shall be entitled to deduct any such amount from the pending bills of the contractor, whether due in respect

of this or any other agreement and / or from any other due amount of the contractor lying with PIA and the contractor shall have no objection on deduction of the same.

If PIA management close any premises / building / office. The cost of contract will be deducted to be quoted amount.

ARTICLE – 7

RESPONSIBILITIES OF THE CONTRACTOR

- a) The contractor undertakes that he will provide complete Janitorial Services in PIA premises described in (SCHEDULE – AREA) as per instructions of District Sales Manager Sialkot. The quality and standard of services to be provided by the contractor shall be to the entire satisfaction of PIA.
- b) All required material shall be provided by the contractor at its own cost and brought in sealed containers with original label of manufacturer at site of work as per (SCHEDULE MONTHLY EQUIPMENTS & MATERIAL) by 5th of each month and would be kept in store room to be provided by PIA. The same can be checked by officer incharge or any other authorized representative of PIA, before disbursement and execution of the works to be carried out in PIA premises.
- c) In case the contractor fails to supply of the cleaning materials as prescribed in (Schedule MONTHLY & YEARLY MATERIAL) PIA may purchase the required material from local market and the amount spent on such purchase or purchases along with incidental expenses shall be deducted from the amount due to PIA by the contractor. In addition to this contractor shall be liable to pay a penalty 100% of the price of material.
- d) The contractor shall be responsible for any adverse effect on any human being, PIA property or on food stuff etc, which may occur by use of substandard material or its wrong application in any area.
- e) The contractor hereby agrees and undertakes that with a view to providing appropriate and fast rate execution of all janitorial services under the provision of this agreement, contractor shall maintain and agree to deploy sufficient workforce of the most efficient, honest, able and experienced persons. These employees shall work for and on behalf of the contractor and by no means will they be treated as employees of PIA. The hiring and firing of employee is exclusive right of the contractor, who alone shall be competent to take disciplinary action if needed against them. However, DGM General Services or his authorized official may ask the contractor to remove such employees and provide suitable replacement immediately so as to keep sufficient work force.
- f) The contractor shall be required to obtain at its own cost clearance from Police Department or any other relevant security establishment and the Security Division of PIA in respect of all its employees engaged in provisioning of services within the premises of PIA. Unless the employees of contractor possess required security clearance, they shall not be allowed to enter into the premises of PIA. **Furthermore, each employee shall be required to produce to PIA, a certificate from a Registered Medical Practitioner confirming that such employee is free from all infectious diseases at the time of employment and subsequently on an annual basis also.** All expenditures incurred in this respect shall be the sole responsibility of the contractor. The contractor shall provide a complete list of its workers to be deployed on PIA premises to the office of **DSM at Sialkot station** For the purpose of identification and security the contractor shall issue proper identity cards on its own cost to all its employees who may be detailed to work within the premises of PIA in connection with rendering of the services and the employees will display their identity cards while on duty.
- g) The contractor shall be solely liable for any act or omission in contravention of laws, and PIA shall not be liable for any of his act or omission, if any legal proceeding is initiated against PIA for any act or omission of the contractor. The cost (including the incidental and the consequential cost of such act or omission of contractor including any such incidental cost of legal proceedings against PIA shall be borne by the contractor and PIA shall have the right to recover the cost from any due amount of the contractor.

- h) The contractor is bound to make payment to its employees regularly latest by 5th of each month positively. The contractor is bound to submit a certificate along with his bills duly verified by the Officer deputed from Office Services section at 5th of each month that all wages to its **employees have been paid by the 5th of each month in accordance with the terms of this agreement.** If at any stage it is found that the contractor has issued a wrong certificate in this respect and/ or the employee (s) have been paid less amount in violation of any law or agreement have not been paid. PIA shall have the right to terminate this agreement forthwith and confiscate the entire security deposit of contractor lying with it. No bill of the contractor shall be paid if not supported by required documents. If the contractor fails to make payment to its employees by 5th of each month, PIA will make payments to them from the outstanding amount or bills of the contractor in order to avoid any law and order problem on its premises and in addition shall impose 100% penalty on the contractor. If the contractor fails to make the payments to its employees for two consecutive months, PIA may terminate this agreement without giving any notice to him and shall forfeit his entire security deposit. **The contractor shall be liable to pay the minimum wages as announced by Govt. of Pakistan with all applicable Taxes.** The contractor hereby agrees and undertakes that it shall assign all such duties and responsibilities to its employees that may be necessary for first rate execution of janitorial services. In this connection it assures that its employees shall perform diligently the duties and responsibilities assigned to them.
- i) If any law requires that one or both the parties register this agreement pursuant to such a law the entire cost of such registration shall be borne by the contractor.
- j) If any loss or damage is caused to PIA's property by any employee, officer or representative of the contractor, such loss shall be made good by contractor.
- k) All the above said liabilities of the contractor are without prejudice to its other present / future liabilities arising from this agreement whether due to the performance and / or non-performance of its contractual obligations or otherwise.
- l) If the standard of services provided by the Janitorial contractor is not upto the standard acceptable to PIA non-performance then PIA may get the required janitorial services performed through other ways and means at the cost and risk of the contractor and the expenditure incurred on obtaining such services shall be deducted from the security deposit or amounts due from PIA to the contractor. If the services provided by the contractor are not satisfactory at the sole discretion of PIA representative then any of its authorized official no less than DGM General Services may impose a penalty not exceeding upto 5% of the total monthly bill for that month, moreover, PIA shall be at liberty to terminate this agreement without any notice. In the event of such termination entire security deposits of the contractor shall be forfeited by PIA.
- m) The contractor accepts total responsibilities for the settlement of all claims resulting from the death, injury, burn or accident of any kind to its employees. Officer, advisor, agents or any other third person acting for and on its behalf in the discharge of the said services under this agreement.
- n) The contractor further undertakes and agrees to indemnify and hold harmless PIA, its officers and agents from and against any and all claims, demand, liabilities, damages and expense of any nature whatsoever arising from or out of the execution or performance of any services under this agreement by the contractor.
- o) The contractor warrants that it is bonafide and independent legal entity working in its own name, account and acknowledges that this agreement does not confer in any manner whatsoever upon it or any individual employed by it, the status of any employee, worker, officer, agent or advisor of PIA.

ARTICLE – 7A**SERVICES TO BE PROVIDED BY THE CONTRACTOR****WORK SCHEDULE DETAILS:-****DEBRIS AND GARBAGE REMOVAL:-**

- Providing a dumper truck with additional manpower to remove garbage and debris from specified areas for at least 05 days each month.
- Supplying a tractor with a leveling blade for cleaning designated areas or as directed by the Dy General Manager General Services, for at least 05 days each month.

GARDENING SERVICES:-

- Offering additional manpower of at least 03 gardeners with diesel-operated bush cutting machines throughout the year to clean bushes and trim trees.

REPAIR AND MAINTENANCE OF EQUIPMENT:-

- The contractor is responsible for the Taking care of fuel, repair and maintenance of all equipment provided.

CLEANING SERVICES:-

- Ensuring the highest standards of cleaning and hygiene in all areas, including Head office, Flight kitchen, PTC, and simulator, by using electrical operated mopping machines and disinfection materials.
- Meeting international standards of cleanliness and Hygiene,

OFFICES / ROOM:-

Daily:

- All rubbish bins and plastic bags emptied and the bag replaced.
- Horizontal surfaces that are clear of obstructions should be dusted or vacuum clean
Visible dirt, shoe marks should be vacuumed cleaned or washed from floor surfaces.
- Carpets/linoleum vacuum cleaned and washed from wall to wall including moving any
Chairs or other easily moved obstructions,
- Vertical free areas cleaned to remove dust, cobwebs and visible dirt.
- Lamps, pictures, closets, phones, door (including handles) and frames, Chair legs ceiling
lamps window sills dusted or cleaned as necessary to remove visible dirt.
- Window sills dusted or cleaned as necessary to remove visible dirt.
- Banisters in stairwells dusted and wiped clean
- The upholstered furniture vacuum cleaned
- The doors, glass panels, the skirting boards, shelves, and the radiators dusted or wiped
clean as necessary to remove visible dirt

DESKS AND DESK EQUIPMENT:-

- Cleaning of the desks and equipment of the desks.
- Contractor should cover the cleaning of the following types of items: desk tops,
Computer, computer screens, keyboard, mouse, calculator, telephone, desk lamp, etc.
- As part of the contract the contractor will be required to provide and subsequently
Replenish/refill the cleaning kits on as-required-basis.

MEETING / CONFERENCE ROOMS:-

Daily:

- Floor / horizontal surfaces that are clear of obstructions should be washed or vacuum
cleaned as necessary to remove all traces of visible dirt.
- Carpets, including smaller rugs, vacuumed cleaned from wall to wall once, moving chairs
as necessary.

RECEPTION/LOBBY: -

Daily:

- Horizontal surfaces that are clear of obstructions wiped off or vacuum cleaned,
- Floors vacuumed cleaned or washed to remove all traces of visible dirt and shoe marks.

Weekly:

- Floors vacuum cleaned and washed, from wall to wall, a minimum of once per week.

BATHROOMS/TOILETS:-

Daily:

- All sanitary-ware (washbasins, WC pans) and mirrors cleaned to remove all traces of visible dirt.
- Garbage bin emptied, floors washed to remove all traces of visible dirt.
- Toilet consumables (toilet paper, paper hand towels and liquid soap) re-stocked,
- Complete cleaning of all sanitary elements including the removal of all stains and scale,
- Toilets should be checked & cleaned every 01 hour.

Weekly:

- Walls and doors cleaned / washed,
- WC pans and urine pans-thoroughly cleaned to remove all traces of chalk and stains,

MOSQUES:-

Daily:

- floors cleaned; fixtures cleaned, floors/carpets vacuumed, cleaning/dusting/vacuuuming of window-sides, doors, glass doors

UNDERGROUND & OVERHEAD TANKS:-

Twice a year:

- Cleaned and disinfected.

CORRIDORS:-

Daily:

- Corridors and stairs should be checked & cleaned every 01 hour.
- Visible dirt, shoe marks should be cleaned or washed from floor surfaces.

Weekly

- Corridors should be polished on every weekend.

SURROUNDING AREA / ROADS & FOOTPATH / PARKING / SHADES:-

Daily:

- Above areas should be cleaned & checked 03 times a day.
- Visible dirt should be cleaned from horizontal surfaces.

Monthly:

- Cleaning of wild bushes developed around road.

NURSERIES BUILDING:-

Daily:

- All nurseries building / parks & grounds should be cleaned on daily basis.

WASTE MANAGEMENT:-

- The contractor must ensure correct disposal of waste, plastic, glass, cans, paper and cardboard into respective dumping points located in each area.
- Waste bins will be emptied according to the terms in respective dumping points located in each area.

MONTHLY MATERIAL AND EQUIPMENTS:-

The contractor will provide all equipment, as well as environment friendly cleaning supplies required for carrying out the work. This comprises of but is not limited to, all the supplies for toilets, kitchenettes, and desk cleaning including – toilet paper, paper towels, disinfectants, kitchen towels, kitchen paper towels, washing-up liquid, soap and replacement soap dispensers, detergents for the kitchenettes, dishwasher supplies, as well as hand sanitizer refills.

There is a dedicated storage room in the premises for keeping supplies and equipment.

UNIFORM:-

The Contractor shall provide at its own cost uniforms with company monogram to its entire staff deployed at the PIA Premises.

ARTICLE – 8 **INDEMNITY**

The contractor undertakes and agrees to indemnify and hold harmless PIA, its officers and agents from and against all claims, Demands, liabilities, damages expenses of any nature whatsoever,

arising out of or resulting from this agreement whether due to performance/non-performance or poor performance of any services under this agreement by the contractor, its employees or its agent or otherwise.

ARTICLE – 9**INSOLVENCY AND BREACH OF CONTRACT**

Should the contractor be adjudicated insolvent or made to enter into any agreement for composition with creditors or be wound up their compulsorily or voluntarily or commit any breach of this agreement not herein specifically provided. PIA shall have the right to terminate this agreement forthwith and in which case the contractor shall be liable to the forfeiture of security deposit and pay PIA any extra expenses which it might incur but it shall not be entitled to any gain / compensation from PIA.

ARTICLE – 10**SCHEDULE**

For all intents and purposes the SCHEDULES annexed herewith shall form an integral part of this agreement and contractor seal, shall be bound to fulfill all the terms and conditions stipulated therein. A Deviation from the terms and conditions incorporated in the annexed SCHEDULE or other part of the agreement shall be deemed to be violation of this agreement on the part of the contractor.

ARTICLE – 11**FORCE MAJEURE**

Except as provided under this agreement neither party shall be liable for any failure nor delay in performance their obligation due to any cause beyond its reasonable control including without limitation act of public enemy war rebellion insurrection act of God and act of state. However, the contractor shall be liable to inform PIA as soon as any such event occurs or come into the knowledge of the contractor in writing or through means generally accepted as communication

ARTICLE – 12**CORRESPONDENCE**

The contractor shall not correspond with and approach any other authority person directly or indirectly whether the staff of PIA or OTHERWISE EXCEPT THE DGM GENERAL SERVICES, GENERAL MANAGER, DIRECTOR concerned regarding any matter arising from this or any other agreement with PIA. The contractor may carry on correspondence with designated officials of the user department.

ARTICLE – 13**NOTICE**

All notices requests and demands given to or made upon the parties shall be in writing and posted through registered mail confirmatory telex at the addresses set forth below:

PIA : DGM General Services, Flight Operation Building
Room No. 104, Head Office Karachi Airport.

Contractor : _____

ARTICLE – 14**INTEGRITY PACT / DISCLOSURE CLAUSE****DECLARATION OF FEE, COMMISSION AND BROKERAGE ETC PAYABLE BY THE CONTRACTOR & SERVICE PROVIDERS.**

The contractor hereby declares its intention not to obtain the procurement of any contract, right interest, privilege or other obligation or benefit from Government of Pakistan or any administrative sub-division or agency thereof or any other entity owned or controlled by it (GOP) through any corrupt business practice.

Without limiting the generality of the foregoing the contractor represents and warrants that it has fully declared the brokerage, commission, fees etc paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or

indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever from Government of Pakistan, except that which has been expressly declared pursuant hereto.

The contractor certifies that it has made and will make full disclosure of all agreements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall without prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument, be voidable at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by GoP in this regard, the contractor agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in any amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from government of Pakistan

ARTICLE – 15 **ASSIGNMENT**

The contractor shall not sublet, transfer or assign this agreement to any party without the prior written permission of PIA.

ARTICLE – 16 **ARBITRATION AND APPLICABLE LAW**

- i. If at any time any question, dispute or difference may arise between both the parties under this Agreement, either party may as reasonable, give to the other Notice in writing of the existence of such question, dispute or difference, specifying its nature and the point at issue, for conciliation failing which the matter shall be referred to a single arbitrator nominated by CEO PIA. The seat of the arbitration shall be at Karachi.
- ii. The parties shall submit to the exclusive jurisdiction of the courts at Karachi.
- iii. This agreement shall be governed by the laws of Pakistan.
- iv. The parties submit to the exclusive jurisdiction of the courts at Karachi.

ARTICLE – 17 **WAIVER**

The failure of either at any time to require the performance by the other of any of the terms and provisions hereof shall in no way effect the right of that party thereafter to enforce the same nor shall the waiver by either party or any breach of the terms or provision hereof taken or held to be waiver of any succeeding breach of any such terms or provision itself.

ARTICLE – 18 **AUTHORITY OF PERSON SIGNING CONTRACT & DOCUMENT**

Person signing this contract or any other document forming part of this contract on behalf of the contractor shall be deemed to warrant that he has the authority to do so from the contractor and if on enquiry, it is revealed that the person so signing had no authority to do so PIA may without prejudice to other legal right/remedies cancel without notice and hold the signatory liable for all costs and damages.

ARTICLE – 19 **MISCELLANEOUS**

- a. This agreement supersedes all prior agreements and understanding relating to the subject. All terms and conditions of the tender documents and the quoted rates vide

attached SCHEDULES are valid to the extent they are not repugnant with the terms and conditions of this agreement.

- b. Titles are inserted in this agreement for the purpose of reference and convenience and in no way define, limit or describe the scope or intent of agreement and / or not to deem an integral part thereof.
- c. This agreement shall not be varied, modified, altered, amended or supplemented etc except by the mutual consent, of the parties in writing.
- d. Contractor agrees that it shall from time to time do and perform such other and further acts, or things and execute and deliver any or all such other and further assignment as may be required or reasonable requested by PIA to establish maintain and protect its right and remedies under this agreement.
- e. This agreement shall be binding upon and shall incur to the benefit of both parties.

IN WITNESS WHEREOF the parties hereunto set their hands on the days, month and the years mention herein above.

FOR & ON BEHALF OF
 PAKISTAN INTERNATIONAL AIRLINES

FOR & ON BEHALF OF THE
 CONTRACTOR

NAME _____
 DESIGN _____
 SEAL _____

NAME _____
 DESIGN _____
 SEAL _____

WITNESS -1
 SIGN _____
 NAME _____
 CNIC NO _____

WITNESS -1
 SIGN _____
 NAME _____
 CNIC NO _____

WITNESS -2
 SIGN _____
 NAME _____
 CNIC NO _____

WITNESS -2
 SIGN _____
 NAME _____
 CNIC NO _____

(To be submitted on Company's Letterhead)

Declaration of Fees, Commissions and Brokerage Etc. Payable by the Suppliers, Vendors, Distributors, Manufacturers, Contractor & Service Providers of Goods, Services & Works_____ the Seller / Supplier / Contractor hereby declares its intention not to obtain the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative sub-division or agency thereof or any other entity owned or controlled by it (GOP) through any corrupt business practice.

Without limiting the generality of the forgoing the Seller / Supplier / Contractor represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including it affiliate, agent, associate, broker, consultant, director, promoter, shareholder sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Pakistan, except that which has been expressly declared pursuant hereto.

The Seller / Supplier / Contractor certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The Seller / Supplier / Contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall without prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument, be void-able at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by Government of Pakistan in this regard, the Seller / Supplier / Contractor agrees to indemnify Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Pakistan in any amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Seller / Supplier / Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from Government of Pakistan.

(To be submitted on Rs. 100 Stamp Paper)

General Manager Contract Management
Supply Chain Management
Pakistan International Airlines
Karachi

Subject: Undertaking to Execute Contract

Dear Sir,

1. We/I, the undersigned tenderer do hereby confirm, agree and under take to do following in the event our / my tender for supply of _____ to PIA is approved and accepted:
2. That we / I will into and execute the formal contract, a copy of which has been supplied to us / me, receipt whereof is hereby acknowledge and which has been studied and under stood by me / us without any change, amendment, revision or addition thereto, within a period of seven days when required by PIA to do so.
3. That all expense in connection with the preparation and execution of the contract including stamp duty will be borne by us / me.
4. That we / I shall deposit with PIA the amount of security as specified in the contract which shall continue to e held by PIA until three months after expiry of the contract period.
5. That in event of our / my failure to execute the formal contract within the period of seven days specified by PIA the Earnest money held by PIA shall fortified and we / I shall not question the same.

Tenderer's Signature _____

Name in full _____

Designation _____

Address _____

Phone / Fax # _____

CNIC _____

Seal _____

Date _____

Email _____

Mob # _____