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F.No.1(11)/2024-General
GOVERNMENT OF PAKISTAN
SECRETARIAT OF COUNCIL OF COMMON INTERESTS
5th Floor, Kohsar Block, Pak Secretariat, Islamabad.

TENDER NOTICE

Secretariat of Council of Common Interests (CCI), Government of Pakistan, Islamabad invites sealed tenders from reputable experienced firms duly registered with Federal Board of Revenue to provide hiring of General Non-Core Services i.e Naib Qasid, Qasid, DMO and Frash from 1st February-2025 to 31st January-2026 (One Year) at office of the CCI located at 5th Floor, Kohsar Block Islamabad for a period of one year. The firms must be an Active Taxpayers List of FBR and fulfill the eligibility criteria/ terms and conditions as per tender document. Interested and eligible firms may submit/upload on the EPADS (<https://eprocure.gov.pk>) their bids in sealed envelopes using single stage two envelop procedure under the PPRA Rules, 2004. The bids must be uploaded documents on EPADS latest by **24th January, 2025 at 11:00 AM**, which shall be opened the same day at 11:30 AM in presence of representative of the bidders who may wish to be present. Tender document containing terms and conditions can be downloaded from CCI and PPRA's websites free of cost. Tender is also available on PPRA's website www.ppra.org.pk and CCI's website www.cci.gov.pk.

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**TENDER DOCUMENT / TERMS & CONDITIONS FOR HIRING SERVICES OF GENERAL,
NON-CORE SERVICES**

1. INTRODUCTION

Office of the Secretariat of Council of Common Interests (CCI), hereinafter referred to as 'CCI', is a department of the Federal Government responsible for maintenance of accounts of Federal Government.

2. INVITATION FOR BIDS

CCI invites sealed bids from reputed experienced firms duly registered with Federal Board of Revenue/ Tax Department to provide hiring of services. Single stage two envelope procedure shall be used for submission of bids.

3. DEFINITIONS

3.1 "Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.

3.2 "Availability and Reliability" means the probability that a component shall be operationally ready to perform its services when called upon at any point in time.

3.3 "Client" means the authorized officer of the purchaser i.e. Section Officer (Admin) or any other person, duly appointed in writing, by the Client/ purchaser.

3.4 "Bidder/Tenderer" means the interested Firm/Company/Supplier/Distributors that may provide or provides the services required under this tender document to any of the public/private sector organization under the contract.

3.5 "Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.

3.6 "Contract" means the agreement entered into between the Purchaser and the Contractor.

3.7 "Contractor / Vendor" means the Tenderer whose bid has been accepted and awarded Letter of Acceptance for the specific service followed by the signing of Contract.

3.8 "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

3.9 "Day" means calendar day.

3.10 "Services" means the services provided / required under this document.

3.11. "Worker" means a person appointed by the bidding firm/ contractor to carry out the required/ provided services. Must be literate, physically fit and healthy and within the age bracket of 18-40 years.

4. GENERAL CONDITIONS

4.1. CCI at its discretion can increase/ decrease the number of workers, on already approved tender rate of payment and on the same terms & conditions, on the request of relevant Incharge in case of emergencies. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.

4.2. In case number of workers are increased/ decreased upon directives of the CCI, the payment shall be made/ adjusted on the already approved tender rates.

4.3. Contractor shall ensure the attendance of workers, strictly in accordance with agreement/ Terms and Conditions of tender.

4.4. In case of absence of any worker, the Contractor shall be liable to provide the required strength at site otherwise the CCI reserve the right to impose the penalty as per agreement/ tender document.

4.5. The Contractor will provide physically fit and sound in health workers Within age bracket of 18-40years and ensure that each worker must have following documents:-

i. Attested photocopy of NADRA Computerized ID Card.

ii. Original Service Card issued by Contractor.

4.6. The agreement would come in to effect from the date of signing and shall continue to be in force for a period of one year unless and until it is terminated in accordance with the provisions of tender documents, or extended for a further period on satisfactory performance on the same rates with mutual consent.

4.7. The Contractor firm would be responsible to cover all financial rates of workers, including payment of salary and compensation to the workers and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services

4.8. Any increase or decrease in any levies or rates imposed by the Government/ ICT administration/ CBA, wages and/or salaries, fluctuation in market rates of equipment, materials, etc. during the currency of this agreement shall be on the Contractor Firm's account and no claims for such increase shall be entertained by CCI.

4.9. Any taxes/duties already in place or levied by the Government during the currency of the agreement will be on Contractor Firm's account and no claim shall be entertained by the CCI. If during the subsistence of this agreement or any renewal thereof any excess, tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Federal Government shall be payable by the Firm.

4.10. The Contractor Firm will keep the CCI free of any liability for the cause of compensation/ legal course, if any employee of the firm claims in case of their injury, death etc.

4.11. Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Contractor Firm for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Contractor Firm. The CCI shall in no way be responsible for any compensation in this regard.

4.12. One-month prior notice in writing mentioning valid reason shall be served by either party for termination of contract. Upon the termination of this agreement the Contractor Firm shall be permitted to remove all its staffs/ workers have been placed in the premises.

4.13. The CCI shall make the payment to the Contractor Firm on monthly basis after submission of bill in detail with attendance sheet with name of workers duly countersigned by Section Officer (Admin) CCI, Islamabad.

4.14. In case of any dispute or difference arising between the parties hereto relating to the interpretation or effect of any clause of this Agreement, the same shall be referred to the Secretariat of Council of Common Interests (CCI) or his nominee as Arbitrator and his decision shall be final and binding upon the parties hereto.

4.15. The Contractor Firm shall be responsible to complete all documentation, if notified from time to time.

4.16. The Contractor Firm shall possess minimum experience to provide Services with at least three Government Departments or Multinational or Listed Companies.

4.17. Affidavit to the effect that there was no previous litigation of the contractor or his employees with Office of the Secretariat of Council of Common Interests (CCI) and another Affidavit to the effect that the contractor has not been blacklisted by any Government Department/Autonomous Body/Corporation etc.

4.18. The Contractor Firm will ensure that they have enough financial capacity to pay at least two month salary timely to the deputed Manpower in CCI and Contractor Firm should submit such undertaking signed by CEO/CFO or Managing Partner on attested stamp paper.

5. REQUIREMENT OF SERVICES OF STAFF

5.1. The Contractor Firm shall commence services at CCI immediately after issuance of letter of award as per following deployment:

DAY SHIFT

(8:30 AM to 4:30 PM)

Location

Office of the Secretariat of Council of Common Interests (CCI), 5th Floor, Kohsar Block Islamabad

Total Requirement of Staff

04 approx. (number can increase / decrease)

6. PENALTY

6.1. In case of non-placement of required number of workers, CCI has right to deduct the amount of actual wage of the absent workers for each absence from the monthly bill of Contractor Firm.

6.2. In case of any damage/loss to CCI due to negligence of workers herewith for determination of liability a three member committee nominated by the Secretariat of Council of Common Interests (CCI) will give initial findings to be considered by the management of CCI to take appropriate measures. The decision of the CCI in this regard would be binding on the Contractor Firm.

6.3. Besides penalty, CCI can take any appropriate action, which may include the Suspension/ Blacklisting of the contractor in accordance with the rules/law on account of loss due to negligence of employee of Contractor Firm or otherwise.

6.4. In case of any theft/damage caused by the contractor staff at premises of CCI, the Contractor Firm will be held responsible to pay the entire losses to the CCI as determined by the above Committee.

6.5. In case of absence of any worker from his place of duty more than three days in a month, the CCI reserve the right to deduct the whole or partial salary in respect of such worker in addition to other penalty as deemed appropriate.

6.6. In case of placement of inefficient workers/ placement of over-aged workers, lethargic workers, workers without proper uniform, the CCI reserve the right to deduct the whole or partial salary for such worker in addition to other penalty as deemed appropriate.

7. PAYMENT

7.1. 100% payment will be made after completion of each month.

7.2. The Contractor Firm is required to submit the following documents along with bill: -

- i. Invoice with covering letter, both duly signed and stamped by authorized officer.
- ii. Attendance sheet of the workers daily and monthly duly verified by SCCI nominated official.
- iii. Any other details/documents, if required by the CCI.
- v. Evidence / support of all claims in bills.
- vi. List of deputed workers along with their cell numbers/ CNIC number and present address.

7.3. Payment shall be made through crossed cheque, within two weeks after receipt of bills from the Contractor Firm. Contractor Firm is required to provide all the relevant and complete documents properly for early processing of the bill by 5th of the next month. If the bill is submitted later than 5 days, the payment due on 15th to the said month may also be accordingly delayed. CCI requires at least 15 days for processing of payment.

7.4. All applicable taxes and penalties shall be deducted at source from monthly invoice.

8. ARBITRATION

8.1. In case of any difference or dispute arising between the parties during the contract period, shall be referred for resolution to the Secretariat of Council of Common Interests (SCCI), or his duly authorized nominee whose decision shall be final and binding on both the parties.

9. BASIS OF OFFERS/ PRICE

9.1. For placement of Staffs/ workers and allied services, the rates shall be quoted in Pak Rupees.

10. VALIDITY OF BIDS

10.1. The bids shall remain valid for a period of one year the date of opening of financial bids.

11. GUIDELINES FOR SUBMISSION OF TENDER DOCUMENTS

11.1. The bids shall comprise a single stage containing two separate envelopes and each envelop shall contain separately the 'financial proposal' and the 'technical proposal'. The bidders shall mention on the envelope the services name applied for.

11.2. Each financial bid should be accompanied by the amount of earnest money (refundable) which is 3% of the total/ annual tender amount (per month charges x 12) payable in the form of bank draft or pay order from any scheduled bank in favor of Office of the Secretariat of Council of Common Interests (CCI).

11.3. The firms must clearly attach the following documents as checklist with the technical bid and non-submission of any document will result into rejection of technical bid of the firm:

a) Company profile

b) Income Tax/ General Sales Tax Registration Certificate

c) Experience certificate of the firm as per clause 6.16.

d) An affidavit on stamp paper in favor of CCI that the firm was never blacklisted by any government department.

e) An affidavit on stamp paper undertaking that firm has enough financial capacity to pay at least two month salary timely to the deputed Manpower in Office of the Secretariat of Council of Common Interests (CCI) signed by CEO/CFO or Managing Partner. (Annex-I)

d) An undertaking on stamp paper that the bidder has read all terms and conditions of the tender mentioned anywhere in the tender documents and is liable to any punitive action for furnishing false information / documents. (Annex-III)

11.4. Financial Bid / Financial Proposal shall be submitted in the same format as given in (Annex-IV) of this document which must be accompanied by the earnest money as per Para 11.2 above i.e. 3% of total annual charges.

11.5. The selected firms will provide services within 15 days from receipt of supply orders. If services are not provided in due time, a fine of 0.5% of bid value per day will be charged to the firm. If provision of services is delayed beyond 60 days from receipt of work order, the earnest money will be confiscated and bid of the firm will be cancelled.

11.6. The tenders should reach to Section Officer (Admin), Office of the Secretariat of Council of Common Interests (CCI), 5th floor Kohsar Block, Islamabad as per time mentioned on tender notice.

11.7. Earnest money of unsuccessful bidder will be returned at the end of tender process and earnest money of successful bidder will be retained till validity of service period, and the same must be valid till expiry of contract.

11.8. Bidder(s) not 'active' on active tax payer list of FBR are not eligible to apply. Firm(s) blacklisted by any government organization under PPRA Rules are also not eligible for participation.

ON STAMP PAPER

UNDERTAKING

I/ We hereby undertake and give assurance to Office of the Secretariat of Council of Common Interests (CCI) (Government of Pakistan) that our Services Provider Company M/S _____ is financially sound to pay the salaries of deputed workers and other related expenses for two months, if payment is delayed by CCI due to unavoidable circumstances or bills are not verified by us in time as the case may be.

SIGN & SEAL OF CEO/Director

Name: _____

CNIC # _____

AGREEMENT FOR HIRING SERVICES OF GENERAL, NON-CORE SERVICES I.E NAIB QASID, QASID, DMO AND FRASH THROUGH OUTSOURCING FOR SECRETARIAT OF COUNCIL OF COMMON INTERESTS (CCI)

This contract for hiring of Non-Core Services i.e Naib Qasid, Qasid, DMO and Frash for Secretariat of Council of Common Interests (SCCI) Islamabad is made at Islamabad, on the 1st day of the month of February, 2025.

BETWEEN

Secretariat of Council of Common Interests (SCCI) with its office located at 5th Floor, Kohsar Block Islamabad, Pakistan represented by Secretary or his representative (Section Officer Admn/Logistics) hereinafter called/ referred to as "The SCCI" (which expression, wherever the context so required, shall mean officers/ executive/ persons nominated/ authorized/ assigned deputed by it all shall include its heirs, executors, assigns and administrator as the case may be) for **The First Party**

AND

M/s a Firm incorporated under the laws of Pakistan having its office located at Islamabad, represented by **Mr.**, bearing **CNIC No.....**, resident of **House No. Islamabad** hereinafter referred to as "The Contractor" (which expression, wherever the context so required, shall include its heirs, executors, assigns and administrators as the case may be) of **The Second Party**.

WHEREAS the Secretariat of CCI Islamabad issued a letter for hiring of Naib Qasid, Qasid, DMO and Frash for its buildings/ premises.

AND WHEREAS the Contractor submitted its bid in response to the Secretariat of Council of Common Interests (SCCI) Islamabad letter and the bid of the Contractor was accepted by the Secretariat of CCI Islamabad after due process of competitive bidding as per PPRA Rules, where-after, the Secretariat of CCI offered to the contractor to perform the job as per this contract.

AND WHEREAS the Contractor having presented to the Secretariat of CCI that they had requisite professional skills, and personnel and technical resources, and agreed to provide the Services on the terms and conditions set forth in this Contract.

NOW THEREFORE this Contract is entered between the parties on the terms and conditions contained in the Conditions of Contract mentioned hereunder: -

1. The mutual rights and obligations of the Secretariat of CCI and the Contractor shall be as set forth in the Contract, in particular: -

- a) The Contractor shall provide the services during the period commencing from 01-02-2025 to 31-01-2026.
- b) The Contractor shall provide services of staff, i.e, Naib Qasid, Qasid, DMO and Farash in the Secretariat of CCI 5th Floor, Kohsar Block, Pak. Secretariat or any other premises specified by the authorities of Secretariat of CCI, to perform such duties as may be officially assigned by the Secretariat of CCI.
- c) The Contractor shall provide and ensure uninterrupted services from 08:30 a.m and to 04:30 p.m. including weekends/holidays or as notified by the Federal Government from time to time. The Secretariat of CCI may make adjustments, changes, alterations in their

service timings depending upon the requirements of the Secretariat of CCI which will be communicated to the Contractor from time to time.

- d) The Contractor will only employ those persons who are adult (18-years of age or above) having valid CNIC or Pakistan Only. The Contractor shall ensure that all the hired mentally and physically fit for the job and have no communicable disease and are healthy in all respect to perform the job.
- e) The Contractor shall be obliged to complete the Services as assigned under the contract during the services timings fixed by the Secretariat of CCI and if the Contractor has to spend time beyond the assigned service timing to complete the contractual obligation, the Secretariat of CCI shall not responsible for any extra payment.
- f) On holidays, the Contractor shall be obliged to deploy such number of manpower/ resources as may be required for the execution of the services assigned by the Secretariat of CCI.
- g) The Contractor shall be bound to replace the staff in case of leave or unsatisfactory performance of any worker.
- h) The Secretariat of CCI shall pay Rs..... per person per month to the contractor, subject to satisfactory attendance and performance of staff. The Secretariat of CCI reserves the right to deduct the amount of actual wage of the absent workers for each absence from the monthly bill of Contractor/ Firm.
- i) All Relevant taxes/duties shall be recovered / deducted at source as per the prevailing applicable rates at the time of release of payments to the Contractor unless a tax/duty exemption certificate is submitted by the Contractor. In case of any change in the taxes by the Federal Government during the currency of the contract, services fee payable by the Contractor shall be revised as per applicable laws. In this regard, the decision of Secretariat of CCI shall be final and conclusive and binding upon the parties.
- j) The Secretariat of CCI reserves the right to rescind the contract on account of unsatisfactory performance of services by the Contractor after giving him 15-days written notice in advance. In case, the Contractor wishes to discontinue the Contract, he shall have to give 30-days' notice in advance to enable Secretariat of CCI to make alternate arrangements.
- k) **Fair Wage Rule** shall be followed as per instructions of Government of Pakistan. The Contactor shall be bound to pay from his own pocket to its staff the salary/wages as per orders of the Federal Government issued from time to time. Secretariat of CCI will not entertain any request in this regard for the enhancement of wages during the period of this Agreement.
- l) The Contractor firm would be responsible to cover all financial rates of workers, including payment of salary, insurance services, medical charges and EOBI compensation to the workers and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.
- m) Any claims of injuries, loss of limb or life of labor and other workers engaged /employed by the Contractor Firm for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Contractor. The Secretariat of CCI shall in no way be responsible for any compensation in this regard. That the Secretariat of CCI shall not be liable for any injury/ loss to the employee of the Contractor during the course of contract. The Contractor shall always undertake the job at its own risk and cost.
- n) Before deploying the staff, the Contractor will be responsible to get each worker/ employee medically examined from any Federal Government Hospital in Islamabad / Rawalpindi, and provide medical fitness certificates to Secretariat of CCI. The Contractor shall also provide valid security clearance certificates issued by Police Station concerned of its Firm and employees to Secretariat of CCI.

UNDERTAKING

(Acceptable only as per provided format)

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender mentioned anywhere in the tender documents and are liable to any punitive action for furnishing false information / documents.

Dated this _____ day of _____ 20__

Signature _____

(Company Seal)

In the capacity of Duly authorized to sign bids for and on behalf of

Secretariat of Council of Common Interest
5th Floor Kohsar Block, Islamabad.

FINANCIAL BID/PROPOSAL FORM

Name of Firm/Supplier: _____

Bid Security Draft/Pay Order No. _____ Amount. _____ Dated: _____

Sl. #	Description	Total Cost Per Month	Total Cost for the Year
01	Naib Qasid		
02	Qasid		
03	Duplicate Machine Operator (DMO)		
04	Frash		
Total Annual Cost			

Rs: _____ (in figures)

_____ (In words)

Name: _____

Signature: _____

Date: _____

Stamp: _____