

Transaction Details

20 December, 2024

09:28 AM

From

Yasir Khan

280598136

To

Public Procurem

04540013100701

Bank

HBL

Status

Paid

Amount
Debited

PKR 15,000



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

INVITATION TO BID (ITB)

Single Stage One Envelope (Least Cost)

Tender Enquiry #: PRIMACO/P&C/JANITORIAL SERVICES - ISLAMABAD/28/01/2024

**CLEANING & JANITORIAL SERVICES AND
PLANTATION WORKS**

PRIMACO invites sealed bids from eligible and interested Bidders for Providing Cleaning & Janitorial Services and Plantation Works at EOBI Properties Islamabad, EOBI Building Rawalpindi and EOBI Project in Lahore.

Interested and eligible Bidders may obtain Bidding Documents from the office of the undersigned in Islamabad against a payment of Rs. 10,000/- (non-refundable) in the shape of Bank Draft / Pay Order in the name of PRIMACO Islamabad (NTN:2795350-5) during 0900 hours to 1600 hours on any working day. Complete Bidding document set can also be downloaded from websites of PPRA (www.ppra.org.pk) or PRIMACO (<http://www.primaco.com.pk/tender.php>) and the same shall be submitted, complete in all respect and duly signed & stamped, along with Bank Draft / Pay Order of Rs. 10,000/- (non-refundable) in the name of PRIMACO Islamabad in Bid proposal.

Eligibility Criteria:

Interested Bidders who fulfills below criteria are required to submit following information / documents as part of Bid:-

- Complete credentials of the company with related details including current commitments and completed assignments duly supported with copies of verifiable documents,
- The firm must be incorporated under ordinance or registered with SECP/GOP/Sole Proprietor,
- Valid Income Tax Registration with FBR/Tax Department (NTN), Sales Tax Registration and must be on ATL (for Income and Sales Tax),
- An original & valid affidavit on non-judicial stamp paper/ e-stamp paper duly verified stating that the Bidder is not blacklisted by, or having no litigation with, any Govt. / Autonomous Body or between partners (format attached at Page No. 50 of the Tender Document),
- Eligibility/Evaluation Criteria stipulated at Page No. 14 of the Tender Document.

Fixed amount of Bid Security	Rs. 500,000/- in shape of Deposit at Call/ Bank Draft/ Bank Guarantee only
Tender Documents Submission Date-Time:	06 th January 2025 till 1400 Hours
Bid Opening Date & Time:	06 th January 2025 at 1430 Hours

Instructions:

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

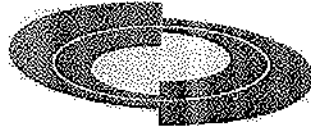
This advertisement is available on PPRA website (www.ppra.org.pk) & PRIMACO website (www.primaco.com.pk).

Manager (P&C)

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



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



PRIMACO

TENDER DOCUMENT

**PROVISION OF JANITORIAL SERVICES AND
PLANTATION WORKS**

at

FOLLOWING EOBI PROPERTIES IN ISLAMABAD, RAWALPINDI & LAHORE

- i. *EOBI House G-10/4, Islamabad*
- ii. *Guest House G-6/4, Islamabad*
- iii. *FDOC Building I-8 Markaz, Islamabad*
- iv. *EOBI Building Crown Plaza F-7, Islamabad*
- v. *EOBI Building 81-C, Rawalpindi*
- vi. *EOBI Hotel Project, Lahore*

SINGLE STAGE – ONE ENVELOPE PROCEDURE (PPRA)

Tender Enquiry No: PRIMACO/P&C/JANITORIAL SERVICES - ISLAMABAD/28/01/2024

December 2024

Manager (P&C)
PRIMACO Head Office, 2nd Floor, EOBI House,
G-10/4, Mauve Area, Islamabad
Telephone No. 051-9108245-6

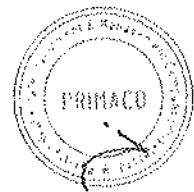


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SECTION -1
1.0 Invitation Letter, Form of Bid
and
Annexure to the Form of Bid



INVITATION LETTER

On behalf of Employees' Old-Age Benefits Institution (EOBI), Pakistan Real Estate Investment & Management Company (Pvt.) Limited (PRIMACO) intends to hire the services of a Reputed Firm for Provision of Cleaning / Janitorial Services & Plantation Works at 04x EOBI Properties in Islamabad; (1) - EOBI House G-10/4, (2) - G-6/4 Guest House, (3) - FDOC Building I-8 Markaz, (4) - EOBI Building Crown Plaza F-7, (5) - 01x EOBI Building in Rawalpindi and (6) - 01x EOBI Hotel Project Lahore.

1. A complete set of Bidding Documents can be obtained by interested eligible bidders on submission of a written application to the office given below along with a Bankers' Cheque of **Rs. 10,000/-** (Non-Refundable) in the shape of Bank Draft / Pay Order in favor of PRIMACO Islamabad (NTN:2795350-5). Complete Bidding document set can also be downloaded from websites of PPRA (www.ppra.org.pk) or PRIMACO (<http://www.primaco.com.pk/tender.php>) and the same shall be submitted, complete in all respect and duly signed & stamped, along with Bank Draft / Pay Order of **Rs. 10,000/-** (non-refundable) in the name of PRIMACO Islamabad, in Bid proposal.

2. All bids, must be accompanied by a fixed amount Bid Security of **Rs. 500,000/-** in shape of Deposit at Call/ Bank Draft/ Bank Guarantee (on the format provided herein) only, in favor of "Pakistan Real Estate Investment and Management Company (Pvt.) Ltd." (PRIMACO) (NTN:2795350-5), original submitted in sealed Financial Bid Envelop with a copy in sealed Technical Bid Envelop and must be delivered to Manager (P&C) on or before 1400 hours, on **06th January 2025**. Bids will be opened at 1430 hours on the same day in the presence of bidders' representatives who choose to attend, at the address as given below. In case Bid submission and Opening date falls on any Public Holiday then Bids submission and opening will occur on next working day with same time schedule.

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

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

4. The method of Procurement is Single Stage, One Envelop (Least Cost) Method of PPRA. The bidder will provide their Technical Proposal / profile with required credentials, an original affidavit on non-judicial stamp paper of non-blacklisting by any Govt. / Semi Govt./ Private organization and original Bid Security in one envelope, properly marked as Technical Proposal and sealed financial bids in the other envelop with mark "Financial Bids. Only the bidders who are qualified in the Technical Evaluation will be allowed to participate in the Financial Bidding.

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

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



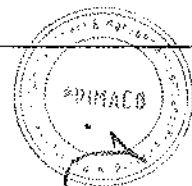
1.0 FORM OF BID

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

Subject: Provision of Cleaning / Janitorial Services & Plantation Works at 03x EOBI Properties in Islamabad; (1) - EOBI House G-10/4, (2) - G-6/4 Guest House, (3) - FDOC Building I-8 Markaz, (4) – EOBI Building Crown Plaza F-7, (5) - 01x EOBI Building in Rawalpindi and (6) - 01x EOBI Hotel Project Lahore

Dear Sir,

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



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

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

Dated this _____ day of _____ 2025.

Name and Signature with Seal _____

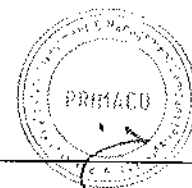
in the capacity of (DESIGNATION) _____

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

(Full address including Telephone/fax no) _____

Witness _____ CNIC# _____

Address _____

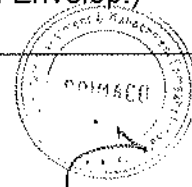


ANNEXURE
TO FORM OF BID



ANNEXURE-'I' TO THE FORM OF BID

- a. Title of Work Provision of Cleaning / Janitorial Services & Plantation Works at 06x EOBI Properties in Islamabad;
(1) - EOBI House G-10/4, (2) - G-6/4 Guest House, (3) - FDOC Building I-8 Markaz, (4) – EOBI Building Crown Plaza F-7, (5) - EOBI Building in Rawalpindi and (6) - *EOBI Hotel Project Lahore.*
- b. Signing of Contract Agreement Within 21 calendar days after Acceptance of Letter of Intent/Award/Acceptance or the date mentioned in Letter of Intent/Award/Acceptance (As given in Special Conditions of the Contract.)
- c. Validity period of Bid: 90 Days from the date of opening of Bid.
- d. Commencement: The date mentioned in Letter of Intent / Award / or Letter to Proceed/Commence with the Services.
(As per detail given in and Special Conditions of the Contract.)
- e. Contract Time Period (work completion period): 01 (One) Year / 12 months
(As per detail given in Special Conditions of the Contract.)
Renewable to two more years depending performance of services.
- f. Mobilization Period: 03 (Three) Days
(As per detail given in Special Conditions of the Contract.)
- g. Performance Guarantee required from successful Bidder: 10% (Ten percent) unconditional & irrevocable Bank Guarantee to be furnished within 21 calendar days after Acceptance of Letter of Intent/Award. (As per detail given in Special Conditions of the Contract.)
- h. Insurance Policies required from successful Bidder: (As per detail given in Special Conditions of Contract.)
- i. Liquidated Damages: (As per detail given in Special Conditions of the Contract.)
- j. Penalty/Deductions: (As per detail given in Special Conditions of Contract General Conditions of the Contract.)
- k. Bid price: (As per "Financial Bid" Section-6 of Bid of Documents.)
- l. Amount of Bid Security: Fixed amount of Rs. 500,000/- in shape of Deposit at Call/ Bank Draft/ Bank Guarantee (on the format provided) only, in favor of "Pakistan Real Estate Investment and Management Company (Pvt.) Ltd." (PRIMACO), original submitted in sealed Financial Bid Envelop with a copy in sealed Technical Bid Envelop.)



SECTION – 2
INSTRUCTIONS TO BIDDERS



2.0 INSTRUCTIONS TO BIDDERS

2.1 General

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

2.2 Bid Documents

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

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

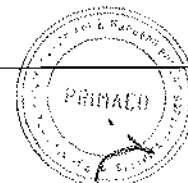
The Bidder should carefully examine all the parts of the Bid Documents. The Bidder, irrespective of submitting the Bid or not, shall treat the details of the Bid Documents as strictly confidential. The Bid shall be submitted in accordance with the Terms & Conditions stipulated in the Bid Documents. The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

2.3 Clarifications

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

2.4 Quantities, Rates and Prices

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



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

2.5 Bid Security

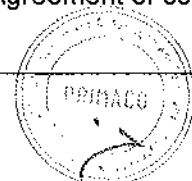
1. Each Bid must be accompanied by **Fixed Amount of Bid Security of Rs. 500,000**, in shape of Deposit at Call/ Bank Draft/ Bank Guarantee (on the format provided) only, in favour of the Employer. The Bid Security of all unsuccessful Bidders shall be returned:
 - a. After execution of Contract Agreement with the successful Bidder, OR
 - b. If all Bids are rejected, after such rejection, OR
 - c. After the expiry of validity of Bid or the Pay Order.
2. The Bid Security of the successful Bidder will be released only after the contract has been signed and Performance Guarantee has been submitted by him as per this bidding document.
3. The Bid Security may be forfeited:
 - d. If a bidder is disqualified on the basis of misrepresentation which tantamount to "fraudulent practice" as per Rule 2 (f) (iv) of PPRs 2004
 - e. if the bidder withdraws his bid during bid validity period;
 - f. if the bidder does not accept the arithmetic correction of his Bid Price
 - g. In the case of successful bidder, if he fails within the specified time limit to:
 - i. furnish the required Performance Security; or
 - ii. sign the Contract Agreement

2.6 Completion and submission of Bid

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

2.7 Addition, deletion, amendment, rejection and acceptance

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



2.8 Check List

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

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

2.9 Documents Accompanying the Bid

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

2.9.2 In technical bid, the bidder shall:

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

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

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

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



2.10 Litigation history:

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

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

2.12 Conflict of Interest

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

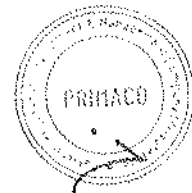
2.13 Other Factors

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

2.13.2 The Employer reserves the right to:-

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

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



2.14 EVALUATION CRITERIA

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

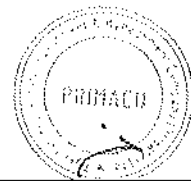
Criteria Requirement <i>(All supporting documents shall be annexed)</i>	Remarks
1) Complete credentials of the individuals/company with related details,	Mandatory
2) Having valid incorporation/ registration with SECP/GOP/Sole Proprietor,	Mandatory
3) Valid Income Tax Registration with FBR/Tax Department (NTN) and Service/Sales Tax Registration of Respective Provincial Department. Bidder must be on ATL for Income Tax at time of bid submission while for payment awardee must be on ATL (for Income and Sales Tax),	Mandatory
4) An original and valid affidavit on non-judicial stamp paper/e-stamp paper duly verified stating that the individual / firm is not blacklisted by, or having no litigation with, any Govt. / Autonomous Body or between partners on prescribed Format as attached.	Mandatory
5) Similar Nature Completed Service(s) per Contract having Janitorial Staff of 15 No's or above in last 07 years. <i>(Evidence(s) should be provided in form of Contract Agreement/LOA/PO and Completion Certificate clearly specifying number deployed staff and related Scope of Work i.e. BOQ Items)</i>	Mandatory
6) Similar Nature In-hand/On-going Service(s) per Contract worth 09 million (PKR) or above. <i>(Evidence(s) should be provided in form of Contract Agreement/LOA/PO clearly specifying Contract Amount and related Scope of Work i.e. BOQ Items)</i>	Mandatory
7) Methodology of Performing Work	Mandatory
8) Financial Status: Average annual turnover of work done of last year: <i>(Evidence(s) should be provided in form of Audit Reports, prepared and duly signed by registered Auditor, of last year and a copy of last submitted FBR Tax Return (Nil returns will not be accepted)</i>	Mandatory

Notes:

- Any deficiencies in the above referred Bid Documents/Eligibility Criteria will result in Disqualification of the Bidder and Financial Bid will be returned un-opened.
- Past Performance of the bidders who have already worked with PRIMACO will be examined. In case of unsatisfactory performance, the bidder will be declared as disqualified.
- Sub-Contracts will not be considered.
- Blacklisted firms from Govt/Semi Govt departments are not eligible.



SECTION – 3
SCOPE OF SERVICE



3.1 SCOPE OF SERVICES:

The work under this contract package includes, Provision of Cleaning / Janitorial Services & Plantation Works at 03x EOBI Properties in Islamabad; (1) - EOBI House G-10/4, (2) - G-6/4 Guest House, (3) - FDOC Building I-8 Markaz, (4) – EOBI Building Crown Plaza F-7 Markaz, 01x EOBI Building (81-C) in Rawalpindi and 01x EOBI Hotel Project Lahore, as detailed hereunder.

The service has been classified into two types of services (General and Special) in view of the difference in methodology and nature of works. The services in both the types shall include furnishing of all labour, material, chemicals, detergents consumables, disinfectants, tools, plant, equipment supervision and all works & performance, whether of a permanent or temporary nature required in and for execution of these works in order to meet the highest standard of cleanliness in the building. Required Equipment and material list is separately provided in Section – 3 Appendix A2 and A3. The details of work are as under:-

3.1.1 CLEANING & JANITORIAL SERVICES:

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

a. DAILY SERVICES:

i. At All Floor:

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

ii. Elevators/Lift Lobbies:

1. Wet Cleaning of Sliding doors of all elevators at mentioned location.
2. Cleaning of all elevators walls and floor at all levels.
3. Cleaning / Sweeping and continuous mopping of lift lobbies and stair case at all levels.

iii. Toilets

1. Cleaning / Sweeping and mopping of all toilets with **disinfectants** at Basement-1, 2 to Ground Floor, 1st Floor, 2nd Floor, 7th Floor & 9th Floor after every 2 hours. Also clean gully traps of all toilets on daily basis including kitchens at all floors.

iv. Outside Area

1. Cleaning and sweeping of all Gates and Parking area outside the building so as to keep these areas clean at all time.
2. Cleaning and sweeping of car parking areas of the building (on the all over the building sides).



v. **Inside Area**

1. Dry/wet cleaning, and mopping of handrail/Guardrail of stair case including its glass part.
2. Dry/wet cleaning, sweeping and mopping of all stair case landings and their walls.
3. Dry/wet cleaning of mirrors, glasses glazed/Alum Panels at all mention locations by using suitable glass cleaner.
4. Dry cleaning and dusting of painted walls, signage and neon signs. Wet cleaning of all Aluminum work and glass including textured wall at all mention locations.
5. Emptying of all dust bins as many times as necessary and keeping all the dust bins in neat conditions.
6. Sweeping, cleaning and mopping of all common areas.
7. Daily collection and disposal of all collected rubbish and waste materials to nearest disposal area and cleaning the temporary storage areas with disinfectants. This includes the collection and disposal of waste material and rubbish from all mention areas.

b. **WEEKLY SERVICES**

- i. Maintenance and up keeping of sewerage lines, so as to facilitate proper functioning of sewerage systems at all times.
- ii. Collection and removal of waste material from roof tops and terrace at all levels.
- iii. Dusting/Cleaning of all logo and signage installed in common areas of the building.
- iv. Vacuum cleaning of aluminum channels window blinds, steel louvers in mention areas.
- v. Cleaning of all manholes.

c. **FORTNIGHTLY SERVICE**

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

d. **MONTHLY SERVICES**

- i. Buffing/Polishing of the marble floor at mention places and locations, other than areas occupied by OFFICES, PRIMACO and EOBI's and other mention locations. (The cleaning of marbie shall be undertaken by use of heavy duty machines)
- ii. Complete washing (with water) of the glass roof from top.
- iii. Complete cleaning of "Logo" of EOBI House in front of the building including light fixture of the pole erected around the building.
- iv. Wet cleaning of enamel painted surfaces at all mention areas.
- v. Complete washing (with water of the emergency staircase at the inner side of the building.

3.1.2 **SPECIAL CLEANING ON REGULAR BASIS**

The work under this clause shall be undertaken at EOBI House G-10/4, and it includes but is not limited to the following services.

- a. Dusting, wet Cleaning and Mopping/Drying of external and internal surface of all granite, marble, and aluminum frames, window glazing, fixed glass panels, window blinds, exposed textured surfaces on monthly bases.
- b. The cleaning activity shall be programmed in such a manner that the window glazing, fixed glass panels, aluminum frames exposed textured surfaces and **frontage shall remain clean at all times.**



- c. The Bidders shall submit along with their Bid **the details of their proposed methodology and arrangement** for dusting, wet cleaning and mopping/drying of window glazing/fixed panels, aluminum frames from other internal areas. They must check the site and study the building to ensure that the proposed methodology is technically feasible.

3.1.3. FUMIGATION AND PEST CONTROL SERVICES:

The fumigation and pest control services shall be carried out on the requirement of employer, after the due approval the technical submittals & competitive market rates.

- a. Fumigation services: All building areas in side & outside including basement 1 & 2, all passages, wash rooms etc.
b. Fumigation services: All sewerage in parking area, and surrounding area.

3.1.4 SCOPE OF SERVICE PLANTATION:

The following shall form the Scope of Service under the contract.

The CONTRACTOR shall be responsible for:

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

The CONTRACTOR shall ensure that all the existing plants (owned by the EMPLOYER as detailed below) located at fixed positions either in or outside of the building are well maintained in their good shape and healthy conditions. If any of those plants are destroyed or damaged due to any negligence or lack of proper care in maintaining the same the CONTRACTOR shall replace the same with a healthy plant of the same type and size falling which the EMPLOYER'S REPRESENTATIVE shall have the right to deduct the cost of the damaged plant from the monthly bill of the CONTRACTOR. The decision of the EMPLOYER'S REPRESENTATIVE in this regard shall be final.

a. **LOCATION – EOBI House G-10/4**

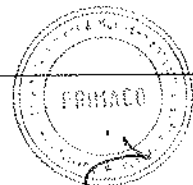
- i. Main Entrance Left & Right
- ii. Rear Entrance Left & Right
- iii. Ground Floor
- iv. EOBI, 1st Floor
- v. PRIMACO, 2nd Floor
- vi. 7th Floor
- vii. 9th Floor
- viii. In Front/Rear Area of Building
- ix. Out Front Lawn/Rear Lawn

b. **STAFF**

The CONTRACTOR shall be required to deploy Gardeners at site on full time basis from 08:00 am to 5:00 pm on all working days. However, in addition to the above, the overall supervision and Maintenance will be undertaken by Contractor's Supervisor who shall conduct daily visits to the site in order to ensure due fulfillment of the contract. For this purpose the Contractor shall maintain daily attendance register at the site which will be countersigned by the EMPLOYER'S REPRESENTATIVE.

c. **MATERIAL**

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



d. **MONTHLY REPORT**

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

3.2 The **CONTRACTOR** shall detail experienced and qualified staff for the works that will work exclusively in the building and shall not be diverted to the **CONTRACTOR'S** other site(s). The staff must remain at the site of work during their working hours and should have sufficient qualifications and experience in their respective trades.

3.3 The **EMPLOYER** reserves the right to make deductions on pro-rata basis, of which the **EMPLOYER** shall be the sole judge, if the attendance of **CONTRACTOR'S** staff is irregular.

3.4 The **CONTRACTOR** must ensure good behavior by his staff and the **CONTRACTOR'S** Head Mali at the site should liaise with and follow the instructions of the **EMPLOYER'S REPRESENTATIVE**.

3.5 For the purpose of identification and security, all workers of the **CONTRACTOR**, who may be, from time to time, detailed to work within the premises of the **EOBI**, in connection with the rendering of the services shall be issued with proper identity cards by the **CONTRACTOR** at its own cost. The specimen of the card shall be approved by the **EMPLOYER'S REPRESENTATIVE**.

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

3.7 No Contractor Employee shall be under 18 years of age.

3.8 **TOOLS AND EQUIPMENTS**

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

3.9 **MONTHLY REPORT**

- a. The **CONTRACTOR** shall submit monthly report of work done in respect of the work performed. The report shall be based on the works recorded in the maintenance register and shall be counter signed by the **EMPLOYER'S REPRESENTATIVE**. The report shall include a section describing the condition of various parts of the building with suggestions for any improvement.
- b. The Contractor shall submit the vouchers along with list of whatever he purchases from the monthly budget to the **EMPLOYER'S REPRESENTATIVE**.
- c. The quality of the products should be as per mentioned in the bidding documents and further verified and approved by the **EMPLOYER'S REPRESENTATIVE** before use.



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

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

No.	Category of Staff	Number of Workers
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Location # 01: EOBI House Plot # 32,33 & 34 Sector G-10/4, Mauve Area Islamabad

1.	Supervisor (Male)	01 Nos.
2.	Sweeper/Janitors (Male)	08 Nos.
3.	Sweeper/Janitors (Female)	01 Nos.
4.	Gardner (Male)	02 Nos.

Location # 02: EOBI Guest House, Bungalow # 7, Street # 79, Sector G-6/4, Islamabad

1.	Sweeper/Janitors (Male)	01 Nos.
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Location # 03: EOBI Building FDOC I-8 Markaz Islamabad

1.	Sweeper/Janitors (Male)	02 Nos.
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Location # 04: EOBI Building Crown Plaza F-7 Islamabad

1.	Sweeper/Janitors (Male)	01 Nos.
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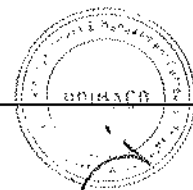
Location # 05: EOBI Building 81-C, Rawalpindi

1.	Sweeper/Janitors (Male)	01 Nos.
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Location # 06: EOBI Hotel Project Lahore

1.	Sweeper/Janitors (Male)	02 Nos.
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Total Staff	19 Nos.
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APPENDIX "A2"
Details of Cleaning Equipment

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

Sr.#	Machinery/Equipment	Qty
1.	Vacuum Cleaner	01 Nos.
2.	Wash Machine/Polish Machine	01 Nos.
3.	Mirror Cleaner Viper	02 Nos.
4.	Mops Machine	03 Nos.
5.	Plastic Dust Bin (Moveable) Large Size	06 Nos.
6.	Steel Dust Bin Large Size	03 Nos.
7.	Mops Bucket	02 Nos.
8.	Trolley (Wheel Barrow)	01 Nos.
9.	Polish Machine (Head Grinder)	01 Nos.
10.	Grinder.	01 Nos.
11.	Gardening Machine	01 Nos.
12.	Scissor for Cutting	02 Nos.
13.	Metal Khurpay	01 Nos.
14.	Iron Sickle	01 Nos.
15.	Saw	02 Nos.
16.	Spade Shovel (Belcha)	01 Nos.
17.	Khudal	01 Nos.
18.	Spray Pump	01 Nos.
19.	Water Box	01 Nos.
20.	Cutter	01 Nos.
21.	Kahi	01 Nos.
22.	Garden Panji	01 Nos.
23.	Axe	02 Bundles
24.	Hose Pipe	01 Nos.
25.	Ladder	

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

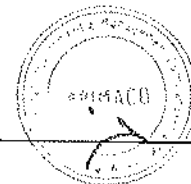


APPENDIX "A3"
List of Cleaning Material

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

Sr. No	Particulars of Consumable Material	Required Quantity
1	Hygiene Tissue (Rose petal)	15 Dozens/Month
2	Tissue Roll (Rose petal)	12 Dozens/Month
3	Dettol Hand Wash 250 ml	03 Dozen/Month
4	Dusters (Standard Size)	02 Dozen/Month
5	Liquid Bleach 500 ml	03 Nos/ Month
6	Surf (Excel)	12 kg/Month
7	Wipers (Large Size)	03 Nos/Month
8	Wipers (Small Size)	03 Nos/Month
9	Mirror Cleaner Wiper	03 Nos/Month
10	Dust Collectors	05 Nos/ Month
11	Sweep 500 ml	12 Nos/Month
12	Harpic 500 ml	12 Nos/Month
13	Broom (Hard)	07 Nos/ Month
14	Broom (Soft)	07 Nos/ Month
15	Dry Mop (Standard Size)	06 Nos/Month
16	Wet Mop (Standard Size)	12 Nos/Month
17	Brush (Foilet)	04 Nos/Month
18	Flash Pump	02 Nos/Month
19	Mansion polish (3 kg)	01 Box/Month
20	Mortien Spray 300 ml	10 Nos/Month
21	Phenyl Concentrate 500 ML	06 Bottles Large/Month
22	Nitric Acid for Washroom Tiles 500 ml	10 Bottles Large/Month
23	Towels Fine Quality (White Large Size)	04 Nos/Month
24	Air Freshener 300 ml	10 Nos/Month
25	Dettol Antiseptic Germicide liquid 750 ml	05 Nos/ Month
26	Dettol Floor Cleaner liquid 500 ml	10 Nos/ Month
27	Wooden Polish 250 ml	05 Nos/Month
28	Floor Washing Bursh	02 Nos/Month
29	Glint for Mirror 500 ml	05 Nos/Month
30	Spunch	10 Nos/Month
31	Glint for Steel 500 ml	05 Nos/Month
32	Plastic Dustbin Room Standard Size	12 Nos/Year
33	Floor Mat	12 Nos/Year

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



SECTION - 4
SPECIAL CONDITIONS OF CONTRACT



SPECIAL CONDITIONS OF CONTRACT

- 4.1 Signing of Contract Agreement**
The successful Bidder is required to sign the Contract Agreement with the Employer within 14 (fourteen) working days after the acceptance / issuance of Letter of Intent / Award or date mentioned in Letter of Intent/Award, (in accordance with the General Conditions of Contract).
- 4.2 Employers' Representative**
Representative of Employer for the purpose of this Contract and as defined in General Conditions of Contract shall be **Manager (HR&GAD) PRIMACO**
- 4.3 Site**
The Site for the purpose of this Contract and as defined in Scope of Service shall be: **EOBI House Plot # 32, 33 & 34 Sector G-10/4, Mauve Area Islamabad and EOBI Guest House, Bungalow # 7, Street # 79, Sector G-6/4, Islamabad, EOBI Building FDOC I-8 Markaz Islamabad, EOBI Building Crown Plaza F-7 Markaz Islamabad, EOBI Building 81-C Rawalpindi and EOBI Hotel Project Lahore**
As per requirement, manpower moves to anywhere at Islamabad/Rawalpindi/Lahore.
- 4.4 Validity Period of Bid**
The validity period of the Bid shall be 90 days from the Bid opening date.
- 4.5 Commencement Date**
The Contractor shall commence with the performance of Contract effective from the date mentioned in Letter of Intent/Award / or Letter to Proceed/Commence with the Services/Works, which may be issued before signing of Contract.
- 4.6 Contract Period / Work Completion Period**
The Contract Period for the purpose of this Contract and as defined in General Conditions of Contract shall be: **One year (12 Months)**. Further renewable to two more years subject to performance / acceptance from both parties and as per PPRA rules.
- 4.7 Performance Guarantee**
Performance Guarantee in shape of Bank Guarantee (on format provided herein) unconditional & irrevocable, or Pay Order to be submitted by the successful bidder for the purpose of this Contract and as specified in General Conditions of Contract shall be equal to 10% (Ten percent) of the total contract value (per year cost), to be submitted prior to the signing of the Contract and within 14 (fourteen) working days of issue of Letter of Acceptance.
- 4.8 Insurance Policies / Registration**
Prior to the signing of the Contract and within 14 (fourteen) working days of issue of Letter of Acceptance, the successful bidder shall ensure following insurance & Compliance Policies for the purpose of this Contract and as specified in General Conditions of Contract:
1. Workmen's Compensation Policy Based on Total wages / salary.
2. Third Part Liability Policy on 5% of the contract value per year.
3. Indemnity Bond on Rs.100/- stamp paper.
4. Registration with EOBI and Social Security Department with necessary subscription.
- 4.9 Liquidated Damages**
The rate of Liquidated Damages for the purpose of this Contract and as defined in General Conditions of Contract shall be 2 percent (2%) of final contract value (per year cost) for each week or part of the week of delay and limited to a maximum of 10% (Ten percent) of final contract value (per year contract price).
- 4.10 Penalty/Deductions For :**
- a. **Delay in commencement**
The rate of penalty for the purpose of this Contract and as defined in General Conditions of Contract on account of Contractor's failure to commence the Services within specified period, shall be 0.5% of final contract value per week or part of the week.
 - b. **Short Attendance** (1.5 day basic wage per absence)
 - c. **Lack Of Satisfactory Performance** (10 % of the total monthly payment)
 - d. **Late Arrivals** (20 % of that particular day(s) payment)
 - e. **Illegal Activities** (Dismissal of such involved employee)
 - f. In case of repeated complaint on above mentioned indicators, the contract can be terminated as per clause 5.8 of General Conditions of Contract.
- 4.11 Mode of Payment**
- a. Monthly payment will be made to the Contractor for the works as against the monthly bills, submitted by the Contractor and certified by the Employer's Representative.



Monthly payment will be made after such deductions as admissible under Contract Terms & Conditions i.e. those on account of shortage of manpower, equipment material and consumable, as well as on account of sub-standard performance during execution of Services/Works, expense/loss caused by or due to non usage of Personal Protective Equipments (PPE's) by contractor Employees, the deduction of all applicable taxes (as per government rules), solely on Contractor's risk and cost.

- b. The monthly payment shall be made to the Contractor subject to submission of the following supporting documents and performance record sheet attached herewith as Appendix.
 - i. Attendance chart of their staff and workers duly certified by Employer's Representative for the billing month.
 - ii. Satisfactory Certificate from Employer's Representative regarding use of PPEs by Employees employed at Site.
 - iii. Monthly record of utilization of equipment, material, consumables etc. duly certified by Employer's Representative.
 - iv. The performance record sheet attached as per Appendix C duly certified by the Employer's Representative.

4.12 Special Obligations of Contractor & Contractor's Employees

4.12.1 The Contractor shall liaise and coordinate with the other Contractors working at the site so that the performance of his and other Contractor's work is not affected in any way.

If any dispute and difference arises between the Contractors working at the site, the same shall be referred to the Employer's Representative in writing, whose decision shall be treated final, conclusive and binding on both the parties.

4.12.2 The Contractor shall be responsible and shall make good any loss, damage, theft and pilferage during the period his employees are working in the premises of the building and for which their responsibility is proved.

4.12.3 The Contractor shall sign the inventory for all plant and allied equipment fittings and fixtures etc. Any loss or damage of any plant and allied equipment, fittings and fixtures etc shall be responsibility of the Contractor.

4.12.4 The Contractor shall insure that the manpower once provided would not be ordinarily changed from the site.

4.12.5 The Contractor should make himself available to the Employer's Representative whenever asked for and shall reply all communications issued within two days of their receipt.

4.13 Escalation Clause

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

4.14 Employer-supplied services, material etc.

a. Employer will provide the Electricity for Polishing and Buffing Machine only.

b. Contractor shall arrange all the material and equipment as mentioned in the Annexure 'A1', 'A2' and 'A3' of Section -3.

4.15 Maintenance/Defect Liability Period (Not Applicable)

4.16 Payment of salaries to Contractor's Employees

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

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



SECTION – 5
GENERAL CONDITIONS OF CONTRACT



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



5.0 GENERAL CONDITIONS OF CONTRACT

5.1 Definitions and Interpretations:

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

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



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

5.2 Scope of Contract

a. The Contract

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

b. The Contract Period/Work Completion Period

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

c. Signing Of Agreement

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

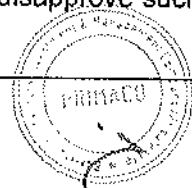
5.3 Works and Services

a. Commencement

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

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

- b. Quality and progress of Services/Works**
The Contractor shall provide all equipment, material, workmanship and commit overall performance of the kinds and standards as required for under the Contract or in accordance with the Employer's instructions. The Contractor shall furnish to the Employer with a true and accurate statement showing detail of works done and services rendered under the Contract on formats and within time-intervals as specified or agreed by the Employer. Should in the opinion of Employer, the quality of progress or performance fails to conform to the stipulations of the Contract, Employer may inform the Contractor who shall take necessary actions to comply with the requirements under contract. The Employer however, reserves the right to take remedial actions under the Contract including but not limited to carrying out necessary Services/Works through other sources to obtain desired results, such that the costs and expenses involved in doing so plus any premium as specified by Employer shall be born by the Contractor.
- c. Liquidated Damages**
If the Contractor fails to complete the Services/Works or any part thereof within the time prescribed under Contract for the whole of Services/Works or the part thereof, then the Employer shall be entitled to receive by way of liquidated damages a percentage of contract value prescribed in Special Conditions of Contract. Without prejudice to any other method of recovery, the Employer may deduct such amount from any moneys payable to Contractor. Such deduction shall not, however, relieve the Contractor of his liabilities and responsibilities under the Contract.
- d. Contractor's superintendence**
The Contractor shall provide all necessary superintendence during the execution of Contract period and defect liability/maintenance period if any. The Contractor or an approved representative of Contractor shall give his whole time to such superintendence.
- e. Employer's Powers in respect of Services/Works**
- i. The Employer's powers include but are not limited to observing, inspecting, approving/disapproving and ordering necessary alterations to the Services/Works, including checking and examining suitability of all materials/manpower/equipment to be provided/used and all performance and deliveries required in connection with the Contract. The Employer also has the power to assess the amount of deductions that shall be made from the contractor's bills/invoices on account of penalties, liquidated damages, as well as on account of sub-standard performance, expense/loss caused by or due to non usage of protective equipments by contractor Employees, or due to non compliance of any standards on Contractor's part, and to effect deduction of such amounts from the bills of the Contractor.
 - ii. The Employer also has the power object to and require the Contractor to remove forthwith from the Site any Employees of the Contractor who in the opinion of the Employer's Representative misconducts themselves or are incompetent or negligent in the proper performance of their duties or whose employment is otherwise considered by the Employer's Representative to be undesirable and such persons shall not again be employed upon the Services/Works without the written permission of the Employer. Any Employee so removed shall be replaced without delay by a competent substitute approved by the Employer.
- f. Employer's Representative**
The Employers Representative as specified in Special Conditions of Contract has been delegated the powers vested in Employer whereby any written instructions or approval given by him, during the period of his authorization is to be deemed just as binding on the Contractor as though it had been given by the Employer, provided that:
- i. Failure of the Employer's Representative to disapprove any Services/Works or materials shall not prejudice the power of the Employer to subsequently disapprove such work or materials and to order the removal thereof.



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

g. Variations

- i. The Employer can order any variation not more than 15% of total contract price, in the form of quality or quantity of the services/works or any part thereof, which may in their opinion, be necessary. For above purpose or for any other reason, the Employer has the power to issue following binding instructions in writing:
 - 1. to increase or decrease the quantity of any Services/Works
 - 2. to omit any such Services/Works from the Scope of Service
 - 3. to change the character, quality or kind of any such Services/Works
 - 4. to place an order for execution by Contractor requiring additional Services/Works of any kind, in connection with or ancillary to the Scope of Services

- ii. The valuation of any alterations/additions/deletions in the Scope of Services shall be based on the rates/prices quoted by the Contractor in the approved Tender/Bid. In case any item is not covered in approved Tender/Bid then the prices shall be mutually agreed in writing based on the complete rate analysis of all items giving full detail of material cost, labour cost and / or overheads.

h. Subletting

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

5.4 Performance Guarantee:

a. Validity and Release.

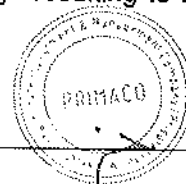
It is Contractor's responsibility to arrange that the PBG submitted as above remains valid for Contract Period / Work Completion Period and Maintenance/Defect Liability Period (if any) and default or delay on this account shall render contractor's bills/invoices liable to holdup. On successful completion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

b. Coverage

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

c. Failure to furnish PG

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



5.5 Insurances

a. Coverage

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

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

b. Notifications

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

c. Failure to Furnish Insurances

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

5.6 Contractor's Employees

a. Competent Employees

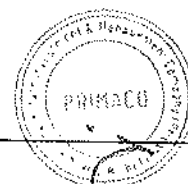
The Contractor shall make his own arrangements for the provision and employment of all employees in connection with the performance of the Contract, provided that only such persons are provided for and employed which are competent to perform, carryout, execute, supervise and maintain required Services/Works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

b. Applicable rules, regulations, etc.

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

c. Liability of Contractor

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



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

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

e. Disciplinary matters

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

5.7 Measurement, certification and payment

a. Unit Price / Contract Price

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

b. Escalation

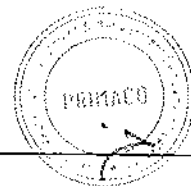
Unless provided for in Special Conditions of the Contract and subject to such terms and conditions as specified therein, no escalation in rate whatsoever on any account shall be payable to the Contractor for any item of Services/Works and all rates will remain fixed during the entire period of the contract.

c. Measurement

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

d. Certification and Payment

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



5.8 Measurement, certification and payment

a. Termination without giving notice

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

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

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

b. Termination after giving Notice

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

5.9 General

a. Interpretations, Notices, Approvals

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

b. Employer's Instructions

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

c. Communication

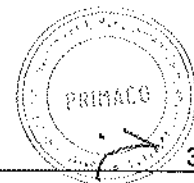
A written communication under Contract shall be deemed to be delivered when posted to parties' address through registered post or courier or handed over to an authorized representative of the parties.

d. Indemnification

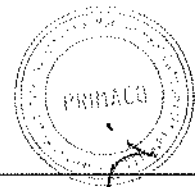
The Contractor indemnifies and keeps indemnified the Employer in respect of all claims, damages, compensations, suits, actions, proceedings or expenses arising out of in consequence with any accident or injury sustained by any Employee or other person, or property whatsoever, whether in the employment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



- e. Protection of installations, properties, equipment, personnel and neighborhoods**
Notwithstanding any other safeguard or security provided under the Contract, the Contractor shall take full responsibility of and make good damage or loss or injury to existing installations, properties, equipment including equipment employed by Contractor, personnel and neighborhoods at or around the Site, arisen out of any cause save by cause of Force Majeure as defined in the Contract.
- f. Stamp Duty**
In accordance with Stamp Act 1899 & any further amendment thereafter, the successful Bidder/Bidder will be required to bear stamp duty at applicable rate for the execution of the contract agreement.
- g. Other Duties, taxes, levies, etc.**
All duties, taxes, levies, royalties etc. which the Contractor may be liable to pay shall be on the Contractor's account and entirely the responsibility of the Contractor.
- h. Compliance with laws, regulations**
The Contractor shall conform in all respects with the federal, provincial or local statutes, ordinances, regulations and rules etc. in relation to execution of Contract and shall keep the Employer indemnified against all liabilities and penalties for breach of such provision. The Contractor shall pay all moneys payable under any head to federal, provincial or local authority including EOBI.
- i. HSE, Security**
All obligations and responsibilities regarding health, safety and environmental matters under federal, provincial or local statutes, ordinances, regulations and rules etc. which the Contractor may be liable to obey shall be on the Contractor's account and entirely on the cost and expense of the Contractor. Due precaution shall be taken by Contractor to ensure the safety and security of his staff and equipment etc.
- j. Force Majeure**
Any delay in or failure of performance of the Contractor or in fulfillment of any obligation by the Employer, hereto shall not constitute default hereunder or give rise to any claim for damages if and to the extent such delay or failure of performance is caused by 'Force Majeure' including: natural calamities, war, rebellion or sabotage civil commotion or damage resulting there from, fire or explosions, accidents, breakdown, riots, commotion, strikes (excluding the strike of the employees of the Contractor) epidemic, change in Laws preventing any party from performing its part under the Contract or any other causes whether or not of the same class or kind as those specifically stated above, which are not within the control of the party affected and which by the exercise of reasonable diligence the party affected is unable to prevent.
- k. Arbitration**
In the event of any claim or dispute arising out and the Contractor is dissatisfied with any decision of the Employer's Representative, after appealing to the Grievance Redressal Committee of PRIMACO and later on to CEO (PRIMACO), if dispute remains unresolved, the matter shall be finally settled as per provisions of Arbitration Act 1940 (Act No. X of 1940) and Rules made there under and any statutory modifications thereto. Venue of Arbitration will be Islamabad.



SECTION-6
FINANCIAL BID



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

Financial Bid

(Annexure - A)

Rate Built Up / Individual (per Month)

Sr. #	Category of Staff	Supervisor (Male)	Sweeper/Janitors (Male)	Sweeper/Janitors (Female)	Gardner (Male)
1.	Rate/Janitor/Month <i>(Min. Wages in Rs. in reference with Government notification as on Bid submission date)</i>				
2.	GST per Month (Rs.)				
3.	Income Tax per Month (Rs.)				
4.	EOBI subscription per Month (Rs.)				
5.	Social Security per Month (Rs.)				
6.	Contractor's Profit/Overhead per Month (Rs.)				
Total Rate per Month (Rs.)					

Note:

1. Quoted cost must be in compliance with Government of Rules & Regulations for Labor Wages and all applicable Taxes. Shift hours shall be as per Government prevailing working hours.
2. Above mentioned rates per Month to be carry forward for Compilation of Financial Bid at Annexure - (B & C).
3. Evidence of Monthly Wage payments through Banking Channel, EOBI & Social Security contributions and CPR to be submitted each month and other necessary documents as requested by the Employer.

Seal & Signature of Bidder



(Annexure - B)

Bid Price (per Month) as per Rate Built Up**Location # 01: EOBI House Plot # 32, 33 & 34 Sector G-10/4, Mauve Area Islamabad**

S#	Locations	Quantity of Staff	Total Rate/Month (Quantity x Total Rate as per Annexure – A)
1.	Supervisor (Male)	01 Nos.	Rs.
2.	Sweeper/Janitors (Male)	08 Nos.	Rs.
3.	Sweeper/Janitors (Female)	01 Nos.	Rs.
4.	Gardner (Male)	02 Nos.	Rs.
	Total per Month	12 Nos.	Rs.

Location # 02: EOBI Guest House, Bungalow # 7, Street # 79, Sector G-6/4, Islamabad

S#	Locations	Quantity of Staff	Total Rate/Month (Quantity x Total Rate as per Annexure – A)
1.	Sweeper/Janitors (Male)	01 Nos.	Rs.
	Total per Month	01 Nos.	Rs.

Location # 03: EOBI Building 81-C, Rawalpindi

S#	Locations	Quantity of Staff	Total Rate/Month (Quantity x Total Rate as per Annexure – A)
1.	Sweeper/Janitors (Male)	01 Nos.	Rs.
	Total per Month	01 Nos.	Rs.

Location # 04: EOBI Building FDOC I-8 Markaz Islamabad

S#	Locations	Quantity of Staff	Total Rate/Month (Quantity x Total Rate as per Annexure – A)
1.	Sweeper/Janitors (Male)	02 Nos.	Rs.
	Total per Month	02 Nos.	Rs.

Location # 05: EOBI Building Crown Plaza F-7 Islamabad

S#	Locations	Quantity of Staff	Total Rate/Month (Quantity x Total Rate as per Annexure – A)
1.	Sweeper/Janitors (Male)	01 Nos.	Rs.
	Total per Month	01 Nos.	Rs.

Location # 06: EOBI Hotel Project Lahore

S#	Locations	Quantity of Staff	Total Rate/Month (Quantity x Total Rate as per Annexure – A)
1.	Sweeper/Janitors (Male)	02 Nos.	Rs.
	Total per Month	02 Nos.	Rs.



Total Bid Price (LABOUR) – Annexure “B”

S#	Locations	Total Rate/Month (Quantity x as per Location)
1.	EOBI House Plot # 32, 33 & 34 Sector G-10/4, Mauve Area Islamabad	Rs.
2.	EOBI Guest House, Bungalow # 7, Street # 79, Sector G-6/4, Islamabad	Rs.
3.	EOBI Building 81-C, Rawalpindi	Rs.
4.	EOBI Building FDOC I-8 Markaz Islamabad	Rs.
5.	EOBI Building Crown Plaza F-7 Islamabad	Rs.
6.	EOBI Hotel Project Lahore	Rs.
Total per Month		Rs.

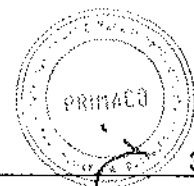
Total per Month Cost (B) in Rs. _____

Total per Month Cost (B) in Words _____

Total per Year Cost (B) in Rs. _____

Total per Year Cost (B) in Words _____

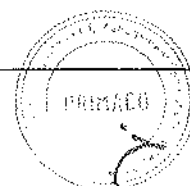
Seal & Signature of Bidder



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(C1) – LIST OF JANITORIAL & CLEANING MATERIAL REQUIRED PER MONTH

Sr. No	Description	Quantity	Unit Rate (PKR)	Total Amount (PKR) Per Month
1	Dettol Hand Wash 250 ml	03 Dozen/Month		
2	Liquid Bleach 500 ml	03 Nos/ Month		
3	Dusters (Standard Size)	02 Dozen/Month		
4	Surf (Excel)	12 kg/Month		
5	Wipers (Large Size)	03 Nos/Month		
6	Wipers (Small Size)	03 Nos/Month		
7	Mirror Cleaner Wiper	03 Nos/Month		
8	Dust Collectors	05 Nos/ Month		
9	Sweep 500 ml	12 Nos/Month		
10	Harpic 500 ml	12 Nos/Month		
11	Broom (Hard)	07 Nos/ Month		
12	Broom (Soft)	07 Nos/ Month		
13	Dry Mop (Standard Size)	06 Nos/Month		
14	Wet Mop (Standard Size)	12 Nos/Month		
15	Brush (Toilet)	04 Nos/Month		
16	Flash Pump	02 Nos/Month		
17	Mansion polish (3 kg)	01 Box/Month		
18	Mortien Spray 300 ml	10 Nos/Month		
19	Hygiene Tissue (Rose petal)	15 Dozens/Month		
20	Tissue Roll (Rose petal)	12 Dozens/Month		
21	Phenyl Concentrate 500 ML	06 Bottles Large/Month		
22	Nitric Acid for Washroom Tiles 500 ml	10 Bottles Large/Month		
23	Towels Fine Quality (White Large Size)	04 Nos/Month		
24	Air Freshener 300 ml	10 Nos/Month		
25	Dettol Antiseptic Germicide liquid 750 ml	05 Nos/ Month		
26	Dettol Floor Cleaner liquid 500 ml	10 Nos/ Month		
27	Wooden Polish 250 ml	05 Nos/Month		
28	Floor Washing Brush	02 Nos/Month		



Sr. No	Description	Quantity	Unit Rate (PKR)	Total Amount (PKR) Per Month
29	Glint for Mirror 500 ml	05 Nos/Month		
30	Spunch	10 Nos/Month		
31	Glint for Steel 500 ml	05 Nos/Month		

Total per Month Cost (C1) Rs. _____

Total per Year Cost (C1) Rs. _____

(C2) – LIST OF JANITORIAL & CLEANING MATERIAL REQUIRED PER YEAR

Sr. No	Description	Quantity	Unit Rate (PKR)	Total Amount (PKR) Per Quarter
1	Plastic Dustbin Room Standard Size	12 Nos/Year		
2	Floor Mat	12 Nos/Year		

Total per Year Cost (C2) Rs. _____

NOTE:-

- Quoted rates must be inclusive of all applicable taxes.
- The above material is to be supplied and its cost shall be included in the total bid cost and material should be approved by the Employer/Representative of Owner.
- Any delay in delivery of above mentioned consumables will be treated as delay in contract and relevant clause(s) of penalty in this case will be invoked by the Employer.

Seal & Signature of Bidder



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

Total Amount of "B"	Rs.	Per Month
Total Amount of "C1"	Rs.	Per Month
Total Amount of "C2"	Rs.	Per Year
Total Rate Price per year [12 x (B+ C1)] + [1xC2] = "D"	Rs.	Per Year Bid Price
Total Bid Price	Rs.	Per Year Bid Price

Total Bid Price per year in Words (Rupees)

_____ only)

Name of the Bidder: _____

Address & Phone No.: _____

E.Mail Address. _____

Seal & Signature of the Bidder

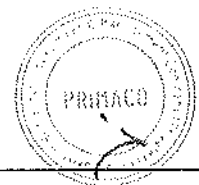
NOTES:

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



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SECTION - 7
APPENDICES
(Specimen of Forms)



APPENDIX -A
FORM OF AGREEMENT

Tender Enquiry No.

Contract No.

Title:

CONTRACT AGREEMENT

THIS AGREEMENT is made and entered into at Islamabad on this _____ day of _____, 2025 by and between Pakistan Real Estate Investment & Management Company (Pvt.) Ltd. having its registered office at EOBI House, Plot # 32, 33 & 34, Sector G-10/4 Mauve Area, Islamabad, hereinafter referred to as the "Employer" (which expression shall unless repugnant to the context mean and include their respective successors-in-interest and assigns) of the one part,

AND

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

WITNESSTH:

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

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

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

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

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



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

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

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

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

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

Signature: _____

Signature: _____

Name: _____

Name: _____

In presence of:

WITNESS:

WITNESS:

1. Signature: _____

1. Signature: _____

Name: _____

Name: _____

CNIC#: _____

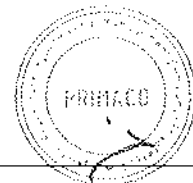
2. Signature: _____

2. Signature: _____

Name: _____

Name: _____

CNIC#: _____



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APPENDIX-B

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

Guarantee No. _____

Dated: _____

Value Rs. _____

Expiry Date: _____

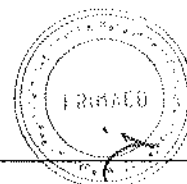
M/s. Pakistan Real Estate Investment & Management Company (Pvt.) Ltd.
EOBI House, 2nd Floor, Plot No. 32, 33, 34 Mauve Area
G-10/4, Islamabad.

Dear Sirs,

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

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

For and on Behalf of the Guarantor Bank
Signature and Seal



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APPENDIX-C

PERFORMANCE SHEET OF THE MONTH _____

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

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

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



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APPENDIX- C
FORM OF BID SECURITY
(Bank Guarantee)

Guarantee No. _____
Executed on _____
Expiry date _____

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with address: _____
Name of Principal (Bidder) with address: _____

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

Bid Reference No. _____ Date of Bid _____

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

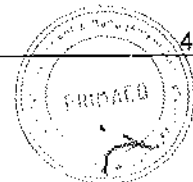
THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted the accompanying Bid numbered and dated as above for _____ (Particulars of Bid) to the said Employer; and

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

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

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

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



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

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

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

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

Guarantor (Bank)

Witness:

Signature _____

1. _____

Name _____

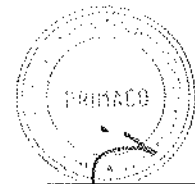
Corporate Secretary (Seal)

Title _____

2. _____

(Name, Title & Address)

Corporate Guarantor (Seal)



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APPENDIX- D

FORM OF DECLARATION OF NO BLACKLISTING AND LITIGATION

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

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

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

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

Signature of authorized signatory

Name: _____

Designation: _____

CNIC: _____

Seal/ Stamp: _____

Date: _____

Note:

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

