



**BOARD OF INTERMEDIATE EDUCATION,
BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700**

Phones:

99260211
99260212
99260213

**STANDARD BIDDING DOCUMENTS
FOR
NATIONAL COMPETITIVE BIDDING
SINGLE STAGE – ONE ENVELOPE PROCEDURE
TENDER FOR HIRING OF JANITORIAL SERVICES**

**IN RESPECT OF THE
BIEK/AG/L&N/170/2021**

- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)



BOARD OF INTERMEDIATE EDUCATION,
BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700

INSTRUCTIONS TO BIDDERS & GENERAL
CONDITIONS OF CONTRACT:

The Instructions to Bidders (ITB) and General Conditions of Contract (GCC) applied in this Contract shall be the same as per Standard Bidding Documents for Goods, issued by SPPRA. For further references the same may be downloaded from SPPRA's website www.pprasindh.gov.pk or it may be provided from this Office if it may be demanded by the bidder. Whenever there is a conflict, the provisions hereafter shall prevail over those in the Instructions to Bidders & General Conditions of Contract. The corresponding clause number of the ITB & GCC is indicated in parentheses.

BID DATA SHEET

INTRODUCTION		
ITB 1	Name of Contract	Hiring of Janitorial Services
ITB 2	Name of Procuring Agency	Board of Intermediate Education Karachi
ITB 3	Procuring agency's address, telephone, telex, and facsimile numbers	Board of Intermediate Education, Bakhtiyari Youth Center, North Nazimabad, Karachi Tel: 99260211 - 13 Fax: 99260203 & 99260208
ITB 4	Language of the bid	English or Urdu

BID PRICE AND CURRENCY	
ITB 5	The price shall be in Pakistani currency inclusive of all Taxes, Transportation, Material and Labour Charges involved therein.
ITB 6	During the entire period of bid validity, the price shall be fixed and the bidder will have to supply the required items as per specifications and quoted rates.



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PREPARATION AND SUBMISSION OF BIDS

ITB 7	Qualification Requirements	<ul style="list-style-type: none"> • 03 years experience in the relevant field (Client List must be attached) • Turn-over of at least last three years having a sum of minimum Rs. 5 Million for one year. (Copies of financial statements / Audit Report be attached) • Minimum 3 contracts of Rs.2 Million in last 3 years of similar goods / jobs • Registration with Federal Board of Revenue (FBR), for Income Tax, GST /SRB and Sales Tax in case of procurement of goods/services. • An Affidavit on Stamp Paper that the firm has never been Blacklisted
ITB 8	Amount of Bid Security (Refundable)	3% (Three percent) of the bid price, which should be submitted in shape of Pay Order in the name of Secretary, Board of Intermediate Education Karachi and shall remain valid for a period of 28 days beyond the validity period for bid.
ITB 9	Bid Validity Period	90 days from the date of opening of Tender.
ITB 10	Address for Bid Submission	The office of the (Procurement Wing), Administration <i>General Section</i> (Chairman's Secretariat), Ground Floor, Board of Intermediate Education, Karachi.
ITB 11	IFB Title & Number	Title: Hiring of Janitorial Services IFB No: BIE/AG/L&N/ 170 /2021 Dated: 25-10-2021
ITB 12	Deadline for Bid Submission	30th November 2021 up to 2:30 p.m Sealed bids duly filled-in, mentioning on top of the envelope "Hiring of Janitorial Services."
ITB 13	Time, Date & Place for Bid Opening	Bids duly stamped on each document must be submitted in the office of the Procurement Wing, <i>Administration General Section</i> (Chairman's Secretariat), Ground Floor, Board of Intermediate Education, Karachi, in a sealed cover on 30-11-2021 up to 2:30 P.M and will be opened same day at 03:00 P.M in the presence of bidders' representatives who wish to attend.
ITB 14	Delivery schedule	The Services will have to be provided at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least one month after issuance of contract award which may be increased or decreased due to demand of time/situation.



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1. Invitation to Bid

Board of Intermediate Education Karachi, invites sealed bids from the reputable and experienced “Janitorial Firm” registered with Income Tax, Sales Tax and SRB from Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for providing of Janitorial services.

- i. Bidding documents, containing detailed terms and conditions, etc. are can be obtained by paying an amount of Rs.1500/- (Non-Refundable) through pay order in favour of “Secretary Board of Intermediate Education, Karachi”, from Procurement Wing, Administration General Section Ground floor, Chairman Building BIE, Karachi during office hours (10:00 am to 4:00 pm) except Saturdays and Sundays). The bidding document can also be downloaded from www.biek.edu.pk and PPMS Public Portal (pprasindh.gov.pk).
- ii. The bids, prepared in accordance with the instruction in the bidding documents, must reach to the Procurement Wing, Administration General Section Ground floor, Chairman’s building Board of Intermediate Education Karachi, on or before **30-11-2021 at 2:30 pm**
- iii. Earnest money (refundable) equivalent to 3% of total bid value in shape of Pay order in favour of “Secretary, BIE, Karachi”, shall be submitted with the sealed “Financial bid”. Bids without the earnest money will be rejected.
- iv. Bids received after above stipulated time shall not be considered, Incomplete, conditional bids will be rejected.

2. Background

Board of Intermediate Education, Karachi, invites sealed bids under rule 46(1) i.e Single Stage – One Envelope procedure of SPPRA Rules, 2010. The janitorial services are required BIEK’s premises marked places at Sr. No. 01 of T.O.R mentioned in Schedule ‘A’ at Bakhtiyari Youth Center North Nazimabad, Karachi. Details of the premises are given in TORs enclosed herewith.

3. Scope of Services

The successful bidder will be required to provide cleaning and janitorial services (as per TORs in Schedule ‘A’) of all the office premises as mentioned above and will take all possible efforts to maintain the level of cleanliness as per satisfaction and requirement of BIEK during the period of contract. The firm will be required to deploy such number of janitorial staffs for and such time and supply such number/quantity of material as detailed in the TORs enclosed herewith this document at Schedule ‘A’.

4. Instructions to Bidders

The bids shall be prepared in accordance with the instructions given as under:

- a) ISO Certified bidding firms will be given preference.
- b) Method of selection will be Single Stage One Envelopes of procurement specified in SPPRA Rules 2010 and allied regulations, thereof.
- c) The bidder (s) will submit their profile containing name of firm, its status, address, telephone number(s), fax number and other relevant information.
- d) The bidder (s) will submit the bids along with tender application form as per Schedule 'B' enclosed herewith this document.
- e) Bids received after the due date, conditional and incomplete bids will be rejected.
- f) Bidders will furnish the information regarding experience of similar work over last five years with major clients.
- g) The list of Clients both from public and private sectors may be attached.
- h) Copy of STN / NTN and SRB certificates must be enclosed with the bid.
- i) BIEK will deduct Income Tax / Sales Tax & SRB at the rate prescribed under the tax laws of Pakistan, from all payments of successful Bidder.
- j) The bids should be quoted in Pak Rupees inclusive of all applicable taxes. The bids will be treated as final and must be valid for at least ninety (90) days.
- k) The bidder or one authorized representative shall attend the tender opening, if desired.
- l) Details of Litigation if any, and Affidavit (on the stamp paper) to the effect that the firm has not been black listed by any of the Govt. (Federal or Provincial organization should be enclosed as per the sample as at Schedule 'D'.
- m) BIEK will enter into an agreement with the successful (lowest evaluated) bidder.
- n) BIEK shall disqualify bidders will be blacklisted and their Earnest money will be forfeited.

BIEK reserves the right to reject any or all proposals at any time prior to the acceptance of a bid or proposal as per SPPRA rules.

5. Submission of Bids

Bids shall be submitted as per Single Stage – One Envelopes procedure, in accordance with the rule no 46(1) of Sindh Public Procurement Rules, 2010 as under.



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6. Clarification on Bidding Documents

Bidder(s) requiring any clarification on this bidding document may seek clarification by contacting Superintendent Procurement Wing, Administration General Section during Monday to Friday from 10:30 am to 4:00 pm, prior to three days of the deadline for submission of the bids.

7. Disqualification

Proposals are liable to be rejected if:

- a) Bids of the bidders who have been blacklisted or are in process of blacklisting by BEK shall be rejected;
- b) Proposals are found conditional or incomplete in any respect;
- c) Received later than the appointed / fixed, date and a time;
- d) There is any deviation from the Instructions to Bidders;
- e) Multiple rates are quoted;
- f) Proposals (Financial/Technical) containing unauthenticated amendments /corrections /overwriting);
- g) If the validity of proposal is not quoted as required;
- h) Proposal made through Fax / E-mail / Telex.

8. Earnest Money (Bid Security)

- a) All bidders must submit Bid Security (Refundable) equivalent to 3% of total bid value in form of Pay Order in favor of “Secretary Board of Intermediate Education, Karachi” shall be submitted with the sealed bid. Bids without bid security will be rejected.
- b) Bid security of unsuccessful bidders will be returned after opening of financial bids within 15 days.

9. Cost of Preparation of Bidding Documents and Liability:

The bidder shall bear all costs associated with the preparation and submission of the bid. BIEK will, in no case, be responsible or liable for these costs, or have any other liability to any bidder, regardless of the conduct or outcome of the tender process. BIEK shall have no obligation to any bidder to reimburse any costs incurred in preparing a response to the bidding document.

10. Validity of Proposal

The Proposals validity period shall be at least 90 days from the last date for submission of the Tender.

11. Payment Schedule

Payment will be made on or after 10th of each month after deduction of all applicable taxes subject to submission bill (s) by the firm on or before 5th of each month. Payment will be made through cross cheque to the firm on its postal address through courier.

12. Period of Contract

- a. The services are required for a period of one year upon the satisfaction of the Competent Authority of BIEK. In case of unsatisfactory performance, the service of firm will be terminated at any time with one month prior notice.
- b. On satisfactory completion of one year, BIEK can renew the contract for another one year on same terms and conditions with the mutual consent.

13. Performance Security

The successful bidders will be required to furnish a performance security of 05% (Five Percent) of yearly contract amount. The performance security will be confiscated if the successful bidder (s) fails to provide the required services as per TORs.

14. Arbitration

In case of any difference or dispute arising between the parties relating to the present bid or during the contract period, shall be referred to resolution to the Chairman BIEK or his duly authorized nominee whose decision shall be final and binding on both the parties and cannot be challenged in any court of law.



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SCHEDULE 'A'

TERMS OF REFERENCES (TOR) FOR JANITORIAL SERVICES

1. The successful bidder will be required to provide the janitorial services at BIEK and its premises at Bakhtiyari Youth Center North Nazimabad, Karachi. The janitorial services are required for the following premises of BIEK:
 - Chairman's Secretariat will not be involved in specified areas for janitorial services.
 - Old Building except Confidential Wing, I.T. Department, Controller of Examinations' Secretariat, Codifiers' Rooms & Scripts Rooms.
 - Wash Rooms of BIEK Masjid.
 - All Interstice and Parking Areas in BIEK.
 - All Roads within the premises.
2. The firm will be required to deploy such numbers of janitorial staff for such time period along with required materials and equipments as necessary for carrying out a detailed cleaning and maintaining proper level of cleanliness as described by BIEK. The following manpower and required material would be arranged for making all necessary arrangements:

2.1. Required Manpower

S.No.	Description	Quantity	Gender	Age
1.	Supervisor	02	Male	≥ 18 years and ≤ 40 years
2.	Janitors	09	Male	≥ 18 years and ≤ 40 years
3.	Janitors (for female toilets)	01	Female	≥ 18 years and ≤ 40 years
Total Janitors including Supervisors: 12 Staff				

3. WORKING HOURS

- a) From Monday to Saturday, the Supervisor & Janitorial Staff will arrive well before office hours and will ensure cleanliness of all the area sixty (60) minutes prior to usual office timings.
- b) In case of emergency / urgency, BIEK may ask the janitorial staff for early arrival / late departure for which no extra payment shall be made.
- c) The supervisor will report to the designated officer/official of BIEK for the arrival and departure.
- d) A daily duty roster along with checklist for completion of duties will be maintained by the Supervisor for the hourly deployment of janitorial workers to monitor and assess their performance which will be submitted to BIEK accordingly.



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4. DUTIES OF JANITORIAL STAFF

Daily Duties:

- a) Cleaning sweeping and mopping of entire premises, including corridors, staircases and lobbies of all the floors and offices of BIEK (thirty (30) minutes before the office timings.
- b) Sweeping and cleaning of associated wash rooms of the Masjid.
- c) Dry / wet cleaning, sweeping and mopping of all stairs of BIEK.
- d) Dusting of the office appliances installed outside of the rooms.
- e) Cleaning of the premises after each hour till office closing with perfumed phenyl.
- f) Cleaning and washing of toilets, commodes, urinals and washbasin before the office timings and after every regular interval during office hours.
- g) Spray disinfectants in the toilets, urinals in order to kill bacteria, insects.
- h) Cleaning of parking areas, foot paths and lawns.
- i) Vacuum cleaning of all the carpeted rooms twice a week.
- j) Inside cleaning of all the glasses installed at rooms / corridors, blinds and exhaust fans twice a week.
- k) Cleaning, sweeping & mopping of Generator Room and other Common Utility rooms / Stores of all levels.
- l) Removal of cobwebs, dusting and cleaning-of false-Ceiling of toilets of common core area.
- m) Daily collection and disposal of garbage and waste material to KMC / DMC disposal areas on the expenses of Contractor (the successful bidder)

Weekly Duties:

- n) Cleaning of doors/windows/partition glasses, ventilators/outer of electrical appliances and rooftop.
- o) Checking of drains, sewerage lines and pits in order to ensure their proper functioning.
- p) Removing waste materials from offices of BIEK and shifting them into specific area as the case may be.



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4.1. DUTIES OF THE SUPERVISOR

- a) To ensure the presence of all the staff.
- b) To ensure the availability of material / equipment required for the purpose.
- c) To ensure cleanliness of the general office premises and bathrooms.
- d) He will be responsible for making a duty roster along with checklist for completion of duties on daily basis for the hourly duty of janitorial staff deputed on the washrooms/floors. The daily roster will be verified by the Caretaker/Executive Officer who will give his remarks in the roster on the performance of the Janitorial staff regarding cleanliness of the area/rooms and bathrooms etc.
- e) Supervisor will provide the details of all the deputed janitorial staff / any change in the staff to the designated staff of BIEK.
- f) In case of change of janitorial staff, the supervisor will inform BIEK about it well in advance and will submit CNIC's of the new staff.

5. RESPONSIBILITIES OF JANITORIAL FIRM

The Janitorial firm at his own cost will supply following material of standard quality for better cleanliness:

- a) All kinds of cleaning equipment including Sweeping Brush, Mop / Duster, Vacuum Cleaner, Liquid Soap Dispenser, Disposable Plastic Bags (plastic bags to be invariably changed every day).
- b) All the lavatory accessories including liquid soap and other sanitary materials like phenyl, surf, acid & etc.
- c) Supervisor will ensure the availability of stock of all the materials (as mentioned above) at least for a period of one month. The stock will be physically checked and verified by the designated staff of BIEK.
- d) Supervisor will ensure timely replacement of old / expired material.
- e) The Janitorial firm will provide and run the services through his employees and will not sublet contract to any other person / firm. In case of subletting, the contract will be cancelled and the Security Deposit will be forfeited accordingly.
- f) The janitorial firm will ensure that the janitorial staff will be in neat and clean uniform and will also be security cleared by the relevant authorities.

6. SPECIFIC CONDITION

- 6.1. In case of poor service, BIEK may impose cash penalty on the firm upto the extent of 25% of its monthly payment of Janitorial Services.
- 6.2. In case the job is not performed as per terms of contract and / or requisite material / manpower is not deputed / employed by the firm and / or any hindrance is created in smooth performance of the job BIEK may engage, at its sole discretion, any other contractor for the job performance and any extra amount in this regard will be recovered from the dues / security deposit of the firm.
- 6.3. During the job in case of any type of breakage, damage or theft done by any Janitorial Staff, BIEK will recover the loss from the security deposit / dues of the firm.
- 6.4. In case of any strike / emergency, the firm will ensure presence of minimum number of staffs required for the cleanliness of the offices of BIEK.
- 6.5. To avoid the leakage of business secrecy, BIEK shall have the right to check credentials of supervisor and Janitorial staff. If, at any stage, it is found that any official secret, whatsoever, is leaked out because of janitorial staff, the sole responsibility for such leakage of secrecy will be that of the firm and the matter will be brought before the Chairman BIEK whose decision in this behalf shall be final.
- 6.6. The successful firm will provide complete bio-data along with police verification of each member of their Janitorial Staff and deposit an attested copy of each one's CNIC with BIEK.
- 6.7. The successful firm will provide uniform once after every three months during the performance of contract with BIEK to the Janitorial Staff who will be bound to perform their duties in proper uniform.
- 6.8. The successful firm will ensure strict compliance of Government rules on the rights and privileges of skilled / unskilled employees including their minimum wages / pay as fixed by the Government and will be solely responsible for and liable to legal action, which the concerned Government department may like to take, in case of any breach or violation of the said rules.
- 6.9. Any extra money or overtime due to any extra conditions, or any other law and order situation, and working on gazetted holidays, shall not be payable by BIEK.
- 6.10. The Security staff of BIEK will check the janitorial staff physically before leaving the premises as per rules. The Security Staff will also check thoroughly the equipment and other belonging / disposable garbage etc. at the exit point of the premises.
- 6.11. BIEK Management reserves the right to terminate the contract without assigning any reason by serving one month notice.

SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. DEFINITIONS (GCC CLAUSE 1)

1)	GCC 1.1 (g)	The Procuring agency is:	Board of Intermediate Education, Karachi.
2)	GCC 1.1 (h)	The Procuring agency's country is:	Islamic Republic of Pakistan.
3)	GCC 1.1 (j)	The Project Site is:	Same as GCC 1.1 (g) mentioned above.

2. COUNTRY OF ORIGIN (GCC CLAUSE 3)

All countries and territories as indicated in Part Two Section VI of the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Government Financed Procurement".

3. PERFORMANCE SECURITY (GCC CLAUSE 7)

1)	GCC 7.1	The amount of performance security, as a percentage of the Contract Price, shall be five (05%) percent of the Annual Contract Price which should be submitted in shape of Pay Order in the name of <i>Secretary, Board of Intermediate Education Karachi</i> .	
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4. RESOLUTION OF DISPUTES (GCC CLAUSE 28)

The dispute resolution mechanism to be applied pursuant to relevant SPPRA Rules.

5. GOVERNING LANGUAGE (GCC CLAUSE 29)

1)	GCC 29.1	The Governing Language shall be:	English
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6. NOTICES (GCC CLAUSE 31)

GCC 31.1 – Procuring agency's address for notice purposes:

Office of the Procurement Wing, Administration General Section, (Chairman's Secretariat), Ground Floor, Board of Intermediate Education, Karachi.

7. PENALTY

- 1) Preferred penalties according to the issue\subject may be imposed upon the Supplier(s) such as:
 - i. Rejection of the unsatisfactory services.
 - ii. Blacklisting of the firm
 - iii. Liquidity Damages shall be applied as per SPPRA Rules.
 - iv. forfeiting of whole security amount

Anyone or more than one from the aforesaid penalties may be imposed upon the Supplier(s) in the following cases:

- a) In case of transgression/deviation of the time given in the Contract Award
- b) In case of transgression, deviation, mistake or low quality found.
- c) In case the specification, quantity, rate or stuff of a Tender in certain item or items are approved and the Bidder backs out of his commitment on any pretext or fails to supply the material or complete the job in time or in the required criteria.

8. SUBJECT TO RELEVANT SPPRA RULES, THE COMPETENT AUTHORITY RESERVES THE RIGHT TO:

- (a) divert/distribute a particular work among different Bidders on the lowest approved rate(s) in the interest of the office due to demand of time/situation.
- (b) accept or reject all or any bid.
- (c) increase or decrease quantity without any notice at any time/stage subject to ITB Clause 29.

9. TERMS & CONDITIONS

- a) under following conditions bid will be rejected:-
 - i. Conditional and telegraphic bids/tenders
 - ii. Bids not accompanied by Bid Security of required amount and form
 - iii. Bids received after specified date and time
 - iv. Bids of Blacklisted firms
- b) Services are required in accordance with agreement from the date of letter of award.
- c) Inspection: Nominated Inspection Committee will make inspection of Janitorial & Cleaning Services.
- d) All prices will include all costs of performing the works including labour, material income tax, GST / SRB. Octroi charges. Royalties & transportation etc. as mentioned in the agreement.
- e) No subletting of all or any part of work will be allowed at any cost / reasons.
- f) The supplier will discuss with Deputy Secretary, Administration General before quoting the rates.
- g) Services will be delivered at Board of Intermediate Education Karachi as awarded work.
- h) The bidder with the "Lowest Evaluated Cost" but not necessarily the "Lowest submitted Price" shall be awarded the Procurement Contract subject to compatibility/suitability of the item(s).
- i) The bidder shall supply the article(s) as per approved specifications mentioned in the Contract Award. The article(s) not found in conformity with the approved specifications shall be rejected at the risk & cost of the bidder.
- j) The Contract Award may be assigned at any time during the period of bid validity.

- k) The successful bidder will have to deposit Performance Security @ 05% of the value of Contract Award which is refundable after Ninety days of the satisfactory completion of contract period.
- l) The amount of Performance Security is in addition to the amount of Bid Security which should be deposited by the successful bidder(s). Bid Security shall remain valid for a period of 28 days beyond the validity period for bids, whereas Performance Security shall be released ninety days beyond the date of completion of contract to cover defects liability period subject to final acceptance by the procuring agency.
- m) Placement of Contract Award will be subject to payment of Performance Security.
- n) The services will have to be provided at our site within stipulated time as mentioned in the Contract Award. Minimum time period will be at least one month after issuance of contract award which may be increased or decreased due to demand of time/situation.
- o) SPPRA Rules-2010 (Amended) shall strictly be followed.

10. EQUIVALENCY OF STANDARDS AND CODES

Reference to brand name, catalogue number or country where used, they should always be read with followed by the words "or at least equivalent."



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TECHNICAL AND FINANCIAL PROPOSAL
TENDER FOR HIRING OF JANITORIAL SERVICES

Please Note that All rates must be quoted with keeping in view the required material for services.

S.No.	Description	Quantity	Gender	Rate (Inclusive all Taxes)	Total Per Month (Inclusive all Taxes)	Total per Year (Inclusive all Taxes)
1.	Supervisor	02	Male			
2.	Janitors	09	Male			
3.	Janitor (for Female Toilets)	01	Female			
Grand Total with all applicable taxes =						



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BIE/AG/L&N/170/2021 DATED: 25-10-2021

BILL OF QUANTITY

TENDER FOR HIRING OF JANITORIAL SERVICES

Please Note that All rates must be quoted with keeping in view the required material for services.

S.No.	Description	Quantity	Gender	Rate (Inclusive all Taxes)	Total Per Month (Inclusive all Taxes)	Total per Year (Inclusive all Taxes)
1.	Supervisor	02	Male			
2.	Janitors	09	Male			
3.	Janitor (for Female Toilets)	01	Female			
Grand Total with all applicable taxes =						

INTEGRITY PACT

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company / firm/ agency for Janitorial Services;

M/s _____, hereby declares that:

- (a) Its intention not to obtain the procurement work of any contract, right, interest, privilege, or other obligation or benefit from the BIEK or any administrative or financial offices thereof or any other department under the control of the BIEK through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the company / firm / agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the BIEK directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the BIEK, except that which has been expressly declared pursuant hereto.
- (c) The company / firms / agency / accepts full responsibility and strict liability for making any false declaration /statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the BIEK under any law, contract, or other instrument, be stand void at the discretion of the BIEK.
- (d) Notwithstanding any right and remedies exercised by the BIEK in this regard, company/firm/agency agrees to indemnify the BIEK for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the BIEK in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the BIEK.

Note:

This integrity pact is mandatory requirement other than auxiliary services / works.

AGREEMENT

This agreement is made on the _____ day of _____ 2021 between Board of Intermediate Education, Karachi of the one part:

WHEREAS the procuring agency invited bids for Janitorial services, viz, and has accepted a bid by the Janitorial Company for Providing Janitorial Services in the sum of **Rs. _____/= (Rupees _____) @ Rs. _____/= per month..**

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of contract referred to in the Advance Acceptance Issued vide Letter No. _____, dated _____ (copy attached).

In consideration of the payments to be made by the Board of Intermediate Education, Karachi to the M/s. _____, as hereinafter mentioned in the Terms & Conditions which is already signed by the bidder, the bidder hereby covenants with the procuring agency to provide the Janitorial services and to remedy defects therein in conformity in all respect with the provisions of the Contract.

As bidder, I am completely satisfied & agreed with the award items and do not have any grievances.

AND

Mr. _____, S/o. _____, Bearing CNIC No. _____ Resident of House NO. _____ Sole proprietor of M/s. _____

Having their registered office at _____
Which expression wherever the contest so admits shall mean and include their executors, successors-in-interest, and assign of the OTHER PART.

WHEREAS the BIEK is desirous of availing cleaning and janitorial services from a competent firm dealing in sanitation services for sanitation and cleaning of BIEK, situated at Bakhtiyari Youth Center, North Nazimabad, Karachi AND WHEREAS the "Contractor" has offered for as competent firm to carry out and perform the above said.

Board of Intermediate Education Karachi will engage the contractor for the following:

1. The Service provider will be required to provide the janitorial services at BIEK and its premises at Bakhtiyari Youth Center North Nazimabad, Karachi. The janitorial services are required for the following premises of BIEK:
 - Chairman's Secretariat will not be involved in specified areas for janitorial services.
 - Old Building except Confidential Wing, I.T. Department, Controller of Examinations' Secretariat, Codifiers' Rooms & Scripts Rooms.
 - All wash rooms of BIEK Masjid
 - All Interstice and Parking Areas in BIEK.
 - All Roads within the premises.
2. BIEK shall not be responsible for any accident / mishap / loss / damage of human or act of nature.
3. The firm will be required to deploy such numbers of janitorial staff for such time period along with required materials and equipments as necessary for carrying out a detailed cleaning and maintaining proper level of cleanliness as described by BIEK. The following manpower and material may be arranged and provided for making all necessary arrangements;

a. Required Manpower

S.No.	Description	Quantity	Gender	Age
1.	Supervisor	02	Male	≥ 18 years and ≤ 40 years
2.	Janitors	09	Male	≥ 18 years and ≤ 40 years
3.	Janitor (for Female Toilets)	01	Female	≥ 18 years and ≤ 40 years
Total Janitors including supervisor: 12 Staff				

4. WORKING HOURS

- a) From Monday to Saturday, the Supervisor & Janitorial Staff will arrive well before office hours and will ensure cleanliness of all the area thirty (30) minutes prior to usual office timings.
- b) In case of emergency / urgency, BIEK may ask the janitorial staff for early arrival / late departure for which no extra payment shall be made.
- c) The supervisor will report to the designated staff of BIEK for the arrival and departure.
- d) A daily duty roster along with checklist for completion of duties will be maintained by the Supervisor for the hourly deployment of janitorial workers to monitor and assess their performance which will be submitted to BIEK accordingly.

5. DUTIES OF JANITORIAL STAFF

Daily Duties:

- a) Cleaning sweeping and mopping of entire premises, including corridors, staircases and lobbies of all the floors and offices of BIEK (thirty (30) minutes before the office timings.
- b) Sweeping and cleaning of associated wash rooms of the Masjid.
- c) Dry / wet cleaning, Sweeping and mopping of all stairs of BIEK.
- d) Dusting of the office's electrical appliances installed outside.
- e) Cleaning of the premises after each hour till office closing with perfumed phenyl.
- f) Cleaning and washing of toilets, commodes, urinals and washbasin before the office timings and after every regular interval during office hours
- g) Spray disinfectants in the toilets, urinals in order to kill bacteria, insects.
- h) Cleaning of parking areas foot paths and lawns.
- i) Vacuum cleaning of all the carpeted rooms twice a week.
- j) Inside cleaning of all the glasses installed at rooms / corridors, blinds and exhaust fans twice a week.
- k) Cleaning, Sweeping & mopping of Generator Room and other common Utility rooms / Stores of all levels.
- l) Removal of cobwebs, dusting and cleaning-of false-Ceiling of toilets of common core area.
- m) Daily collection and disposal of garbage and waste material to KMC / DMC disposal areas on the expenses of Contractor (the successful bidder)

Weekly Duties:

- a) Cleaning of doors/ windows/ partition glasses, ventilators / electrical appliances and rooftop.
- b) Checking of drains, sewerage lines and pits in order to ensure their proper functioning.
- c) Removing waste materials from offices of BIEK and shifting them into specific area as the case may be.

Monthly Duties:

Buffing of floor tiles with buffing machine with polish (**Monthly basis**)

4.1.1. DUTIES OF THE SUPERVISOR

- a) To ensure the presence of all the staff.
- b) To ensure the availability of material / equipment required for the purpose.
- c) To ensure cleanliness of the general office premises and bathrooms.
- d) He will be responsible for making a duty roster along with checklist for completion of duties on daily basis for the hourly duty of janitorial staff deputed on the washrooms/ floors. The daily roster will be verified by the Caretaker / Executive Officer who will give his remarks in the roaster on the performance of the Janitorial staff regarding cleanliness of the area / rooms and bathrooms etc.
- e) Supervisor will provide the details of the all the deputed janitorial staff / any change in the staff to the designated staff of BIEK.
- f) In case of change of janitorial staff, the supervisor will inform BIEK about it well in advance and will submit CNIC's of the new staff.

5. RESPONSIBILITIES OF THE FIRM

The Janitorial firm at his own cost will supply following material of standard quality for better cleanliness:

- a) All kinds of cleaning equipment including Sweeping Brush, Mop / Duster, Vacuum Cleaner, Liquid Soap Dispenser, garbage bucket with disposable plastic bags (plastic bags to be invariably changed every day).
- b) All the lavatory accessories including liquid soap, toilet tissue rolls (both Face and hand) and other sanitary materials like phenyl, Surf, Acid & etc.
- c) Supervisor will ensure the availability of stock of all the materials (as mentioned above) at least for a period of one month. The stock will be physically checked and verified by the caretaker of BIEK.
- d) Supervisor will ensure timely replacement of old / expired material.

- e) The Janitorial firm will provide and run the services through his employees and will not sublet contract to any other person / firm. In case of subletting, the contract will be cancelled and the Security Deposit will be forfeited accordingly.
- f) The janitorial will ensure that the janitorial staff will be in neat and clean uniform and will also be security cleared by the relevant authorities.

Payment will be made by the BIEK latest by the 10th of each month, after proper scrutiny and verification of relevant record and after deduction of any on the basis of attendance of agreed work force and time as per contract.

IN witness whereof the parties hereto, setting through their duly authorized representative, have caused this agreement to be signed in their respective name, the day month and year, first above mentioned.

SECRETARY
BIE, Karachi

Proprietor M/s. _____
CNIC

WITNESSES:

1. Name & Signature
CNIC NO. _____

2. Name & Signature
CNIC NO.



BOARD OF INTERMEDIATE EDUCATION,
BAKHTIYARI YOUTH CENTER, NORTH NAZIMABAD,
KARACHI-74700

	<i>Rupees In Words</i>	<i>Rupees In Figures</i>
Total cost of the Bid: (as offered by the Bidder)		
3% (two percent) amount of the Bid Price Bid Security (Refundable)		
05% (five percent) amount of the Contract Price Performance Security (Refundable)		



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SUMMARY OF TURN-OVER OF LAST THREE YEARS		
<i>YEAR-2018</i>	<i>YEAR-2019</i>	<i>YEAR-2020</i>
TOTAL:		

CERTIFICATE

I/We have carefully read & understood the Terms & Conditions whatever has been stated herein the enclosed pages and abide to the same. I/We guarantee to supply/deliver/install the items exactly in accordance with the requirements and enclosed the Bid Security payable to Board of Intermediate Education, Karachi.

SIGNATURE WITH DATE: _____

NAME OF FIRM: _____

ADDRESS OF FIRM: _____

FULL NAME OF CONCERNED PERSON: _____

CNIC NUMBER: _____

POSITION HELD IN: _____

PHONE NUMBER(S): _____

MOBILE NUMBER(S): _____

FAX NUMBER(S): _____

NATIONAL TAX NUMBER: _____

GENERAL SALES TAX NUMBER: _____

STAMP OF THE FIRM: _____

PAY ORDER NUMBER: _____

BANK & BRANCH NAME: _____

DATED: _____

FOR RUPEES: _____

DRAWN: _____

as Bid Security is enclosed herewith.