



**JANITORIAL AND ALLIED SERVICES FOR NESPAK
OFFICES LOCATED IN ISLAMABAD AND PESHAWAR**



BIDDING DOCUMENTS

September, 2022



NATIONAL ENGINEERING SERVICES PAKISTAN (PVT.) LIMITED
NESPAK House, Sector G-5/2, Islamabad, Tel: 051-9221910-13 Fax: 051-9221914

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Technical Bid

TERMS OF REFERENCE

National Engineering Services Pakistan (Pvt.) Limited (NESPAK) (hereinafter called as “the Client”) invites sealed Bids (Technical and Financial Bids) from eligible firms, registered with Income Tax Department and who are on Active Taxpayers List of the FBR, for Janitorial and Allied Services, which are to be performed at NESPAK Offices located in Islamabad and Peshawar.

Combined covered area of both Islamabad & Peshawar Offices is about 140,250 SFT.

The terms and conditions have been elucidated hereunder, whereas scope of services have been prescribed in Appendix-A:

TERMS & CONDITIONS:

1. The bidding procedure is "single stage-two envelope".
2. The Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Technical Bid and Financial Bid. The envelopes shall be marked as “TECHNICAL BID” and “FINANCIAL BID” in bold and legible letters. The Bids, prepared in accordance with the instructions in the bidding documents, must reach at the address hereunder on or before the deadline for submission of Bids, mentioned in Invitation to Bid. Any Bid received by the Client after the deadline for submission of Bids will be returned unopened to such Bidder. Technical Bid(s) will be opened on same day at the same address in the presence of the Bidder’s authorized representatives who choose to attend. Financial Bid(s) will remain unopened and will be held in the custody of the Client until time of its opening. After having examined the Technical Bids, the results of responsiveness of Technical Bids will be communicated, in writing, by the Client to all Bidders and the Financial Bids of those Bidders whose Technical Bids have been held non-responsive will be returned unopened alongwith their Bid Securities to the respective Bidders. The Bidders, whose Technical Bids are held substantially responsive, will be invited to attend the meeting for opening of their Financial Bids.
3. Bid shall remain valid for one hundred twenty (120) days from the deadline for submission of Bids.
4. Bid Security of the successful Bidder shall be retained till signing of the Contract. The Bid Security of other responsive Bidders would be returned after finalization of process.
5. Price offered by the Bidders shall include all prevailing taxes such as Income Tax, Sales Tax / Tax on Services, etc.
6. The Contract shall be awarded to the Bidder having most advantageous Bid whose Bid is determined substantially responsive to the terms and conditions of the Bidding Documents offering the lowest evaluated Bid Price.
7. Bids with incomplete supporting documents will not be entertained and furnishing of fake documents shall be liable to legal action.
8. The Bidder shall attune minimum staff (duly uniformed& company display card holding) on daily basis for the services as follows:

Islamabad Office:

- | | |
|------------------------|----------------------|
| a) Supervisor/ Manager | 01 |
| b) Glass Cleaner | 02 |
| c) Sweepers | 08 Males + 01 Female |

Peshawar Office:

- | | |
|------------------------|----------|
| a) Supervisor/ Manager | 01 |
| b) Glass Cleaner | 01 |
| c) Sweepers | 06 Males |

9. It shall be the Bidder's responsibility to make payment of salary, etc., to his staff including all benefits and Government dues payable under Labour Laws, if any, in respect of the Bidder's staff.
10. Cleaning chemicals, phenyl, detergents and other miscellaneous washing stuff shall be arranged by the Bidder. Client will be responsible to provide hand wash, hand sanitizers and soap as per their own standard and Bidder will not be deemed responsible for the availability of such items.
11. Storage space for Bidder's equipment & materials shall be provided by the Client free of cost at appropriate location within the offices premises.
12. The inspection conducted by Government agencies shall be handled by the Bidder himself without any liability on the Client.
13. The Bidder shall also provide all the essential equipment required for the services at his own risk and cost comprising stools/ stairs (for external glass windows), vacuum cleaners, floor washing & rubbing machines.
14. The garbage etc. shall be disposed off on daily basis to the place designated by Client without any additional charges of garbage collection, van charges, etc.
15. The Bidder will ensure that no intoxicate or any banned items to be used during the Services.
16. The Bidder shall be provided by Client with free of cost water, gas and electricity at service place.
17. The Bidder's staff and incoming / outgoing stuff will be subjected to thorough security check by the Client's Security.
18. The Bidder performance shall be reviewed after one month to evaluate the workability. In case of non-compliances of the Bidder, the Client shall proceed in accordance with provisions of the Services Agreement.
19. At the end of every month, the Janitorial Services Provider shall submit the monthly bill, if any, as per agreed conditions which shall be paid within thirty (30) days after due deductions as per Applicable Laws.

20. In case of any complaints from either side, the Client shall have the authority to resolve the issues; however two (02) month notice may be issued from either side to cancel the Services Agreement.
21. Successful Bidder shall be invited to enter in to an Agreement, valid for three (03) years.
22. This Contract shall take effect from the date of its signing.
23. The Client reserves the right to annul the bidding process and reject all Bids as per Rule 33 of Public Procurement Rules, 2004.
24. The Bidders are required to read Services Agreement (Specimen) carefully as the same will be signed with the successful Bidder.
25. If the above terms and conditions are acceptable to the Bidder, he may submit its sealed Bidat the prescribed address given below within due date and time.

UMER FAROOQ

Office Manager

NESPAK House, Sector G-5/2, Islamabad

Ph: +92-51-9007222, Cell: 0313-8883334

QUALIFICATION CRITERIA:

A technically responsive Bid is one which meets the minimum criteria as given hereunder. Documentary evidence must be provided for each mentioned requirement.

1. Bid Security of PKR. 150,000/- (Rupees one hundred fifty thousands, only) should be attached with Technical Bid and should be in the form of Deposit at Call or Pay Order or Banker's Cheque in the favour of National Engineering Services Pakistan (Pvt.) Limited (NESPAK) Islamabad. Any Bid not accompanied by an acceptable Bid Security shall be rejected by the Client as non-responsive.
2. Registration of firm (i.e., Registration Certificate/ Memorandum of Association/ Articles of Association/ Partnership Deed/ Affidavit of Sole Proprietorship).
3. Sales Tax Registration with FBR.
4. NTN Certificate.
5. Print/Extract of Active Tax Payer list of FBR.
6. Registered with relevant Federal Board of Revenue and EOBI.
7. Six (06) years experience of providing janitorial services with atleast five (05) multinational/national organizations of well repute. Award Letter and satisfactory Performance / Completion Certificate issued by respective Clients should be attached.
8. Firms must have presently minimum 100 workers at their payroll.
9. Firms must have business annual turnover of PKR 10 million.

10. Firms must have state of art cleaning equipment/ machinery including but not limited to brooms, cleanser, floor shampoos, brushes, dusters, mops, jaala brushes, cleansing chemicals, cloths, detergents as well as grinding & polishing machines. Evidence of availability of such cleaning equipment & machinery should be attached.
11. Affidavit on judicial stamp paper declaring that firm has not been 'Black Listed' and 'No Pending Litigation' with any department/organization.

LETTER OF TECHNICAL BID

Janitorial and Allied Services for NESPAK Offices located in Islamabad and Peshawar

To:

General Manager/Head
Islamabad Office
NESPAK House
Sector G-5/2, Islamabad

Gentleman,

We, the undersigned, declare that:

1. Having examined the Bidding Documents, we offer to provide the Janitorial and Allied Services for NESPAK Offices located in Islamabad & Peshawar as per terms and conditions stated therein;
2. As security for due performance of the undertakings and obligations of the Bid consisting of the Technical Bid and the Financial Bid, we confirm that Bid Security of requisite amount has been attached with the Technical Bid;
3. We agree to abide by our Bid consisting of the Technical Bid and the Financial Bid, for the period of 120 days from the deadline for submission of Bids, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
4. The Bid is made without any collusion, comparison of figures or arrangement with any other Bidder;
5. We are not under suspension or debarred/blacklisted by the Client, any Government/Semi Government/Public Department/other clients in Pakistan whether notified or not by PPRA on its website;
6. We are not participating as Bidders, in more than one Bid in this bidding process; and
7. We undertake that all the information and documents submitted with the Bid are genuine, and in case of incorrect information or fake documents we shall be liable for punitive action under the Applicable Law.

Dated this _____ day of _____ 2022

Signature: _____

in the capacity of _____ duly authorized to sign Bids for and on behalf of
_____ [attach Power of Attorney]

(Name of Bidder in Block Capitals)

(Seal)

Date of Firm's Registration: _____

NTN: _____

Sales Tax Registration Number with Federal Board of Revenue: _____

Business Address: _____

Witness:

Signature: _____

Name: _____

Address. _____

Occupation _____

SCOPE OF SERVICES:

A. On Daily Basis:

1. Cleaning, Sweeping and water mopping of all tiled and glazed floors.
2. Dusting and cleaning of office furniture.
3. Cleaning of all wash hand basins, sinks and water closets. Keeping at least one person for mopping of bathrooms, stair cases, and lobbies during office hours on each floor.
4. Cleaning scrubbing and disinfecting all toilets.
5. Emptying of all waste receptacles and cleaning of related items.
6. Dusting of venetian blinds.
7. Cleaning and dusting of all partitions, doors, windows and cupboards.
8. Cleaning of water coolers / dispensers.
9. Chemical cleaning of bathrooms as and when required.
10. Sweeping of road and outside area.
11. Collection and disposal of garbage.
12. Cleaning of drains and sewerage and keeping it free from choking.
13. Any other assignment given by Maintenance & Admin Section regarding Janitorial and Allied Services.

B. On Weekly Basis:

1. Cleaning of all interior and exterior glasses of all floors except exterior façade glass.
2. Cleaning of all water closets, waste lines and taps by using appropriate methods including the use of chemical for removal of stains.
3. Scrubbing and cleaning of lobbies and stair cases.
4. Spotless cleaning of steel railing with thinner.

C. On Fortnightly Basis:

1. Cleaning of all walls.
2. Dusting of all visible pipes, air-conditioning ducts fans, air fans and light fixture etc.
3. Scrubbing and cleaning glass doors and windows.
4. Cleaning of all walls and ceiling lights.
5. Cleaning of roof top & terraces.

D. On Monthly Basis:

1. Thoroughly scrubbing washing cleaning of all common areas and basement.
2. Removal of cobwebs.

BUILDING AREAS&DETAILS

Estimated Building Areas			
S/N	Description	Covered Area (Sft) / Locations at Islamabad Office	Covered Area (Sft) / Locations at Peshawar Office
1	Lower Basement (Parking)	27,975	N.A
2	Upper Basement	11,264	13,236
3	Ground Floor	10,188	9,981
4	1 st Floor	9,833	9,981
5	2 nd Floor	9,833	9,545
6	3 rd Floor	9,833	N.A
7	4 th Floor	10,115	N.A
8	5 th Floor	7,071	N.A
9	Mummti	820	516
	Total	96,932	43,259
Other Areas			
1	Terraces& Roof	5 th Floor& Top Roof	1 st , 2 nd Floor & Top Roof
2	Main Podium & Court Yard	Front Side & Entrance	Front Side & Entrance
3	Motorcycle Parking	Backside Entrance	Backside Entrance
4	Car Parking	Backside Entrance	N.A
5	Access / Approach Road	From Front and Backside	N.A
6	Entrance Court Yard	Front of Building	N.A
7	Café & Canteens	U/Basement & 2 nd , 3 rd , 4 th & 5 th Floors	Backside Entrance

Bathroom Details			
S/N	Description	Detail of Bath Rooms at Islamabad Office	Detail of Bath Rooms at Peshawar Office
1	Lower Basement (Parking)	Nil	Nil
2	Upper Basement	03 Nos. & Ablution Area	Ablution Area
3	Ground Floor	01 No. Executive + 02 Nos. Ladies + 03 Nos. Gents	01 No. Executive + 04 Nos. Ladies + 04 Nos. Gents
4	1 st Floor	01 No. Executive + 02 Nos. Ladies + 03 Nos. Gents	02 No. Executive + 04 Nos. Ladies + 04 Nos. Gents
5	2nd Floor	01 No. Executive + 02 Nos. Ladies + 03 Nos. Gents	01 No. Executive + 04 Nos. Ladies + 04 Nos. Gents
6	3rd Floor	01 No. Executive + 02 Nos. Ladies + 03 Nos. Gents	Nil
7	4th Floor	01 No. Executive + 02 Nos. Ladies + 03 Nos. Gents	Nil
8	5th Floor	01 No. VIP + 02 Nos. Executive + 03 Nos. Gents	Nil
9	Building Other Entrance	02 Nos. Security Guards	02 Nos. for Security Guards

Estimated Manpower Requirement			
S/N	Description	Quantity (Nos.) required at Islamabad Office	Quantity (Nos.) required at Peshawar Office
1	Supervisor/ Manager	01	01
2	Glass Cleaner	02	01
3	Sweepers	08 Males + 01 Female	06 Males
	Total	12	08
	Net Total	20 Nos.	



**Service Agreement
(Specimen)**

**JANITORIAL AND ALLIED SERVICES
FOR NESPAK OFFICES LOCATED IN ISLAMABAD AND PESHAWAR**

SERVICES AGREEMENT

(SPECIMEN)

THIS AGREEMENT (hereinafter called the "Services Agreement") is made at Islamabad on _____ **2022**

between

National Engineering Service Pakistan (NESPAK) Pvt. Limited a Consulting Engineering Company incorporated under the Companies Ordinance 1984 having its Islamabad Office, NESPAK House, Sector G-5/2, Islamabad (hereinafter referred to as the "**The Client**" which expression shall include its success or-legal representatives and permitted assigns); of the one part

and

_____, Islamabad (here in after referred to as "**Janitorial Services Provider**", which expression shall include its successors, legal representatives and permitted assigns); of the other part.

(**Client** and **Janitorial Services Provider** are hereinafter collectively referred to as the "Parties" or individually as a "Party").

Whereas, **the Client** has requested **the Janitorial Services Provider** to provide Services for NESPAK Offices located in Islamabad and Peshawar. The details of Services required are mentioned in Clause 1.2 and shall include but not limited to, providing Services pertaining to cleaning as required on day to day basis, (hereinafter referred to as the "**Janitorial Services**");

And whereas, **Janitorial Services Provider** represents that it is in the business of and has considerable expertise and experience in providing Janitorial Services, and executing the work of such nature, as is from time to time required by **the Client**.

And whereas, relying upon the representations made by **the Janitorial Services Provider**, the Client has agreed to enter into an agreement with **the Janitorial Services Provider** in respect of the Services as specified hereunder and **the Janitorial Services Provider** agrees to provide the Services as and when required by **the Client** on the terms and conditions set out in this Services Agreement.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN, IT IS HEREBY AGREED BY THE PARTIES AS FOLLOWS:

1. Appointment

1.1 **The Client** hereby enters into an agreement with the **Janitorial Services Provider** for rendering the Services on the terms and conditions contained herein. The provisions of

this **Services Agreement** shall regulate the utilization of Services provided by the **Janitorial Services Provider to the Client.**

The Janitorial Services Provider shall provide the Services only through its regular and permanent employees, hereinafter referred to as **Janitorial 'Services Provider's Employees'**.

- 1.2 The Janitorial Services include but not restricted to as mentioned in Scope of Services attached herewith.
 - 1.3 Unless otherwise required by the **Client**, the Services in connection with this **Services Agreement** shall only be performed in Islamabad and Peshawar, Pakistan.
 - 1.4 If for any reason the **Client** does not approve any Services any of **Janitorial Services Provider's** Employee(s), the **Janitorial Services Provider** shall immediately ensure that a replacement is sent to the **Client**, ensuring that the execution of the Services Agreement is not disrupted or delayed.
 - 1.5 It is mutually agreed by both the Parties that any person which have any type of connection / relation with the **Client**, will not be engaged / employed by the **Janitorial Service Provider.**
 - 1.6 **Janitorial Service Provider** may be assigned for any additional relevant works likewise cleaning of water tanks , septic tanks, etc. as and when required basis and on mutually agreed rates.
 - 1.7 In case of dissatisfaction with the quality of Services in accordance with the provisions of this agreement, the **Client** shall be at liberty to get the required work done through another person(s) and any amount paid to him/them in this behalf, will be deducted from the pending monthly bill of **Janitorial Service Provider.**
- Also, in case of default of any term or condition of this Contact on the part of the **Janitorial Service Provider**, the Client shall be entitled to impose a fine of minimum Rs.10,000/- per day which shall be subject to recovery from the monthly bill of the **Janitorial Service Provider** pending for payment.
- 1.8 This Services Agreement is subject to termination either by the **Client** or the **Janitorial Services Provider** by giving two (02)months advance written notice without assigning any reason.
 - 1.9 This Services Agreement shall become effective from the date of its signing by the both of Parties.
 - 1.10 **The Janitorial Services Provider** shall commence the Janitorial Services within seven (07) days of signing of the **Services Agreement.**

2. Payment Schedule

- 2.1 The **Janitorial Services Provider** will be paid monthly remuneration as appended below:-

S/N	Staff Description	Quantity	Rate	Cost per Month (including all applicable taxes except Sales Tax on Services)	Months	Cost per Year (including all applicable taxes except Sales Tax on Services)
		(Nos.)	(PKR)	(PKR)	(Nos.)	(PKR)
(A)	ISLAMABAD OFFICE					
(a)	1st Year					
i)	Supervisor/Manager	01			12	
ii)	Glass Cleaner	02			12	
iii)	Sweepers (8 Males + 1 Female)	09			12	
	Total Amount (a) =					
(b)	2nd Year					
i)	Supervisor/Manager	01			12	
ii)	Glass Cleaner	02			12	
iii)	Sweepers (8 Males + 1 Female)	09			12	
	Total Amount (b) =					
(c)	3rd Year					
i)	Supervisor/Manager	01			12	
ii)	Glass Cleaner	02			12	
iii)	Sweepers (8 Males + 1 Female)	09			12	
	TotalAmount(c) =					
(d)	Bid Price for Islamabad Office (for three years) = (d) = (a + b + c)					
(e)	Sales Taxon Services for Islamabad Office @ 16% = (e) = (d x 16%)					
(f)	Total Bid Price including Sales Tax on Services for Islamabad Office =(f) = (d+ e)					
(B)	PESHAWAR OFFICE					
(g)	1st Year					
i)	Supervisor/Manager	01			12	
ii)	Glass Cleaner	01			12	

S/N	Staff Description	Quantity	Rate	Cost per Month (including all applicable taxes except Sales Tax on Services)	Months	Cost per Year (including all applicable taxes except Sales Tax on Services)
		(Nos.)	(PKR)	(PKR)	(Nos.)	(PKR)
iii)	Sweepers (6 Males)	06			12	
Total Amount (g) =						
(h) 2nd Year						
i)	Supervisor/Manager	01			12	
ii)	Glass Cleaner	01			12	
iii)	Sweepers (6 Males)	06			12	
Total Amount (h) =						
(i) 3rd Year						
i)	Supervisor/Manager	01			12	
ii)	Glass Cleaner	01			12	
iii)	Sweepers (6 Males)	06			12	
Total Amount (i) =						
(j)	Bid Price (for three years) for Peshawar Office = (j) = (g + h + i)					
(k)	Sales Tax on Services for Peshawar Office @ 15%=(k) = (j x 16%)					
(l)	Total Bid Price including Sales Tax on Services for Peshawar Office =(l) = (j+ k)					
GRAND TOTAL BID PRICE FOR ISLAMABAD & PESHAWAR OFFICES = (f + l)						

- 2.2 Above quantities are estimated which may vary and adjusted upward / downward as per the requirement. Payments to **the Janitorial Services Provider** shall be made as per actual quantity but with similar applicable rates as mentioned above.
- 2.3 The **Janitorial Services Providers** shall submit its invoice to the Client by 1st of each month and the payment shall be made to the **Janitorial Services Provider** within thirty (30) days of receipt of the **Janitorial Services Provider's** invoice.
- 2.4 The payment shall be made to the **Janitorial Services Provider** after deduction of all applicable taxes as per Government Rules/Instructions/Notifications.
- 2.5 Any revision (increase / decrease) in already applicable taxes or levying of new taxes after the date of signing of the Contract shall be paid / reimbursed to or recovered from the

Janitorial Service Provider by **the Client** as per actual.

- 2.6 Payment of any other dues that may become applicable will be borne by the **Janitorial Services Provider** at no extra cost to **the Client**.

3. Duration

- 3.1 This **Services Agreement** shall be valid for three (03) years effective from its signing.

4. Duties of the Janitorial Services Provider

- 4.1 **The Janitorial Services Provider** shall ensure that:

- a) The Janitorial Services are to be performed by **the Janitorial Services Provider** on the basis of **6-days working week** and **48 hours per week**; however, alternate arrangement of cleanliness is also responsibility of **the Janitorial Services Provider** at occasions of ceremonial days/public holidays.
- b) The Employees hired by **the Janitorial Services Provider** for the discharge of their contractual obligations shall be suitably qualified and trained to perform the Services. All the employees of the Services Provider shall wear a neat & clean uniform provided by **the Janitorial Services Provider**.
- c) **Janitorial Services Provider** shall provide 20 well trained persons including 14 male janitors, 01 female janitor, 02 Supervisor / Manager and 03 Glass Cleaners for services at NESPAK Offices located in Islamabad and Peshawar, as may be required for carrying out and discharge of **the Janitorial Services Provider** obligations, duties and responsibilities and for providing adequate, effective and efficient Services.

All such persons shall be directly employed by **the Janitorial Services Provider**, which shall, as employer, be directly and solely responsible for all such employees and personnel and for the payment of their wages, salaries and other benefits.

- d) The **Janitorial Services Provider** shall themselves ensure that their Employees comply with all applicable laws, rules and regulations and the customs of Pakistan
- e) All Janitorial Services are to be carried out with reasonable skill and care;
- f) **The Janitorial Services Provider** promptly notify **Client** of any matter coming to their knowledge and to knowledge of any of the **Janitorial Services Provider's Employee**, which could have a material effect on the business or affairs of **the Client**;
- g) The **Janitorial Services Provider's Employees** comply with any regulations provided to **the Janitorial Services Provider** under clause 5.1 here in below.

- 4.2 The **Janitorial Services Provider** shall be exclusively responsible for paying the salary and other emoluments and providing the benefits to which each **Janitorial Services Provider's Employee** is entitled under his contract with the **Janitorial Services Provider**. For the sake of clarity it is specifically provided that **the Client** shall not be liable to any **Janitorial Services Provider's Employee** for any salary or emoluments, or for the reimbursement of any expenses, or for any other amount on any other account. All claims made by **Janitorial Services Provider's Employees** shall be dealt with exclusively by **the Janitorial Services Provider**. None of the **Janitorial Services Provider's Employees**

shall be entitled to seek employment of **the Client** merely on the ground that he had been engaged by **the Janitorial Services Provider** during the tenure of this Services Agreement or was engaged by **the Janitorial Services Provider** for the provision of the Janitorial Services to **the Client**.

- 4.3 The **Janitorial Services Provider** is responsible for the due and proper observance of all laws including Labour Laws (“Labour Laws”) applicable to themselves and their employees and shall ensure compliance of all statutory payments under the provisions of Labour Laws, including but not limited to EOBI, Social Security, Gratuity, Education Cess and Group life insurance and hereby agrees to keep and hold **the Client** indemnified against any loss, damage, set back, claim etc..
- 4.4 During the tenure of this Services Agreement, any person deployed by the **Janitorial Services Provider** to **the Client** for the discharge of contractual obligations, shall be employed only by **the Janitorial Services Provider** and shall neither be employed by **the Client**, nor represent or pose himself / herself as being an employee of **the Client**, nor paid any salary or remuneration by **the Client**.
- 4.5 **The Janitorial Services Provider** shall maintain well defined mechanism for redressing complaints in respect of discharge of obligations under the Services Agreement. All complaints shall be resolved by the **Janitorial Services Provider**, in consultation with the **Client**, in the shortest possible time and in a just, fair and equitable manner.
- 4.6 **The Janitorial Services Provider** shall inform **the Client** about any change amongst its management team and /or Directors during the tenure of this **Services Agreement**.
- 4.7 **The Janitorial Services Provider** shall furnish to **the Client** a Performance Security of an amount equal to 10% of the Contract Price as per Format attached as **Appendix-B** in the form of bank guarantee from any Scheduled Bank in Pakistan in favour of National Engineering Services Pakistan (Pvt.) Limited (NESPAK) Islamabad within a period of 14-days after the receipt of Letter of Acceptance. The Performance Security shall be valid until the expiry on this **Service Agreement**.
- 4.8 **The Janitorial Services Provider** shall arrange all equipment & materials including but not limited to Dusters, Glint for glasses, Harpic, Dust Collector. Hard Mops, Bleach, stick, Mops, Air Freshener tablets for toilets, Dry Mops, Naphthalene Balls, Mope Wingers, Surf, Phenyl, Brooms (Soft & Hard), Wipers for toilets, Glass cleaning wipers, Chemical for cleaning the toilets, Toilet Brush, Caution Signs and W.C.Pump etc.” Such materials will be of good quality and subject to inspection and approval of Client’s concerned maintenance staff.

5. Duties of the Client

- 5.1 **The Client** may provide **the Janitorial Services Provider** with copies of any / all internal regulations required to be complied with by **the Janitorial Services Provider** during the performance of the Janitorial Services including, without limitation, code of conduct and security procedures. **The Client** shall notify **the Janitorial Services Provider** of any changes to the same during the continuance of this **Services Agreement**.

- 5.2 Storage space for **Janitorial Services Provider's** equipment & materials shall be provided by **the Client** at appropriate location within the relevant office premises free of cost.
- 5.3 Electricity & Water shall be provided by **the Client** free of cost to the **Janitorial Services Provider** only to perform their Services under this Agreement.

6. Notices

- 6.1 Any notice or other communication given or made under or matters contemplated by this **Services Agreement** shall be in writing.
- 6.2 Any such notice or other communication shall be addressed as provided in Sub-Clause 6.2 (b) and, if so addressed, shall be deemed to have been duly given or made as follows:
- (a) If sent by personal delivery or by fax, upon receipt at the address or fax number of the relevant Party;
- (b) If sent by first class post or courier, upon delivery to the addressee.

The relevant addressee and address of each Party for the purposes of this **Services Agreement** are:

Client	Address
M/s National Engineering Services Pakistan (NESPAK) Pvt. Limited Islamabad	General Manager / Head NESPAK House, Sector G-5/2, Islamabad. PABX: 92-51-9221910 - 13 Fax: 92-51-9221914 E-mail: islamabad@nespak.com.pk
Janitorial Services Provider	Address

7. Governing Law & Arbitration

- 7.1 This **Services Agreement** shall be governed by and construed in accordance with the laws of Pakistan and each of the Parties hereto submits to jurisdiction of the courts in Islamabad, as regards any claim or matter arising under this **Services Agreement**.
- 7.2 The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this **Services Agreement** or its interpretation. Any dispute between the Parties as to matters arising under this **Services Agreement** which cannot be settled amicably may be submitted by either Party to arbitration. The arbitration proceedings shall be conducted in accordance with the Arbitration Act 1940 or any amendment or re-enactment thereof and the rules made there under. Each dispute submitted by a Party to arbitration shall be heard by an arbitration tribunal comprising two arbitrators, one to be appointed by each party, and an umpire to be appointed by the two arbitrators so

appointed. The umpire shall be any person to be appointed by the arbitrators. Arbitration proceedings shall, unless otherwise agreed by the Parties in writing be held in Islamabad, Pakistan.

IN WITNESS WHEREOF the Parties have executed this **Services Agreement** on the date first mentioned above.

For and on behalf of NESPAK (Client)	For and on behalf of (Janitorial Services Provider)
Mr. Danish Raza General Manager / Head NESPAK Islamabad	
Witness 1:	Witness 1:
Witness 2:	Witness 2:

SCOPE OF SERVICES

A. On Daily Basis:

1. Cleaning, Sweeping and water mopping of all tiled and glazed floors.
2. Dusting and cleaning of office furniture.
3. Cleaning of all wash hand basins, sinks and water closets. Keeping at least one person for mopping of bathrooms, stair cases, and lobbies during office hours on each floor.
4. Cleaning scrubbing and disinfecting all toilets.
5. Emptying of all waste receptacles and cleaning of related items.
6. Dusting of venetian blinds.
7. Cleaning and dusting of all partitions, doors, windows and cupboards.
8. Cleaning of water coolers / dispensers.
9. Chemical cleaning of bathrooms as and when required.
10. Sweeping of road and outside area.
11. Collection and disposal of garbage.
12. Cleaning of drains and sewerage and keeping it free from choking.
13. Any other assignment given by Maintenance & Admin Section regarding Janitorial and Allied Services.

B. On Weekly Basis:

1. Cleaning of all interior and exterior glasses of all floors except exterior façade glass.
2. Cleaning of all water closets, waste lines and taps by using appropriate methods including the use of chemical for removal of stains.
3. Scrubbing and cleaning of lobbies and stair cases.
4. Spotless cleaning of steel railing with thinner.

C. On Fortnightly Basis:

1. Cleaning of all walls.
2. Dusting of all visible pipes, air-conditioning ducts fans, air fans and light fixture etc.
3. Scrubbing and cleaning glass doors and windows.
4. Cleaning of all walls and ceiling lights.
5. Cleaning of roof top & terraces.

D. On Monthly Basis:

1. Thoroughly scrubbing washing cleaning of all common areas and basement.
2. Removal of cobwebs.



Financial Bid

Letter of Financial Bid

Janitorial and Allied Services for NESPAK Offices located in Islamabad & Peshawar

To:

General Manager / Head
Islamabad Office
NESPAK House
Sector G-5/2, Islamabad

Gentleman,

We, the undersigned, declare that:

- Having examined the Bidding Documents, we offer to provide the Janitorial and Allied Services for NESPAK Offices located in Islamabad and Peshawar, for the sum of PKR _____ as per the following Price Schedule:

S/N	Staff Description	Quantity	Salary Cost per Month (including all applicable taxes except Sales Tax on Services)	Months (Nos.)	Total Cost per Year (including all applicable taxes except Sales Tax on Services)
		(Nos.)	(PKR)		(PKR)
(A)	ISLAMABAD OFFICE				
(a)	1st Year				
i)	Supervisor/Manager	01		12	
ii)	Glass Cleaner	02		12	
iii)	Sweepers (8 Males + 1 Female)	09		12	
	Total Amount (a) =				
(b)	2nd Year				
i)	Supervisor/Manager	01		12	
ii)	Glass Cleaner	02		12	
iii)	Sweepers (8 Males + 1 Female)	09		12	
	Total Amount (b) =				
(c)	3rd Year				
i)	Supervisor/Manager	01		12	

S/N	Staff Description	Quantity	Salary Cost per Month (including all applicable taxes except Sales Tax on Services)	Months (Nos.)	Total Cost per Year (including all applicable taxes except Sales Tax on Services)
		(Nos.)	(PKR)		(PKR)
ii)	Glass Cleaner	02		12	
iii)	Sweepers (8 Males + 1 Female)	09		12	
	Total Amount(c) =				
(d)	Bid Price for Islamabad Office (for three years) = (d) = (a + b + c)				
(e)	Sales Tax on Services for Islamabad Office @ 16% = (e) = (d x 16%)				
(f)	Bid Price after Sales Tax on Services for Islamabad Office =(f) = (d+ e)				
(B)	PESHAWAR OFFICE				
(g)	1st Year				
i)	Supervisor/Manager	01		12	
ii)	Glass Cleaner	01		12	
iii)	Sweepers (6 Males)	06		12	
	Total Amount (g) =				
(h)	2nd Year				
i)	Supervisor/Manager	01		12	
ii)	Glass Cleaner	01		12	
iii)	Sweepers (6 Males)	06		12	
	Total Amount (h) =				
(i)	3rd Year				
i)	Supervisor/Manager	01		12	
ii)	Glass Cleaner	01		12	
iii)	Sweepers (6 Males)	06		12	
	Total Amount (i) =				
(j)	BidPrice(forthreeyears) for Peshawar Office = (j) = (g + h + i)				

S/N	Staff Description	Quantity	Salary Cost per Month (including all applicable taxes except Sales Tax on Services)	Months (Nos.)	Total Cost per Year (including all applicable taxes except Sales Tax on Services)
		(Nos.)	(PKR)		(PKR)
(k)	Sales Tax on Services for Peshawar Office @ 15% = (k) = (j x 16%)				
(l)	Bid Price after Sales Tax on Services for Peshawar Office =(l) = (j+ k)				
GRANDTOTAL BID PRICE FOR ISLAMABAD & PESHAWAR OFFICES =(f + l)					

Note:- The salary cost quoted by the Bidders shall include wages and all other type of taxes applicable on the Bidder under prevailing laws of Islamic Republic of Pakistan.

- We agree to abide by our Bid consisting of the Technical Bid and the Financial Bid, for the period of 120 days from the deadline for submission of Bids, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- The Bid is made without any collusion, comparison of figures or arrangement with any other Bidder; and
- We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this _____ day of _____ 2022

Signature: _____

in the capacity of _____ duly authorized to sign Bids for and on behalf of

(Name of Bidder in Block Capitals)

(Seal)

Business Address: _____

Witness:

Signature: _____

Name: _____

Address. _____

Occupation _____

- Notes: -
- Financial Bid will be submitted in separate sealed envelope.
 - The number of staff requirement may be increased or decreased as per requirement.

**FORM OF PERFORMANCE SECURITY
(Bank Guarantee)**

Guarantee No. _____
Executed on _____
Expiry date _____

(Letter by the Guarantor to the Client)

Name of Guarantor (Scheduled Bank in Pakistan) with address: _____

Name of Principal (Janitorial Services Provider) with address: _____

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

Letter of Acceptance No. _____ dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the _____ (hereinafter called the Client) in the penal sum of the amount stated above, for the payment of which sum well and truly to be made to the said Client, 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 accepted the Client's above said Letter of Acceptance for Janitorial and Allied Services for NESPAK Offices in Islamabad and Peshawar.

NOW THEREFORE, if the Principal (Janitorial Services Provider) shall well and truly perform and fulfil all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Client , with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfil all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of the said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Remedying Defects, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defences under the Contract, do hereby irrevocably and independently guarantee to pay to the Client without delay upon the Client's first written demand without cavil or arguments and without requiring the Client to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Client's written declaration that the Principal has refused or failed to perform the obligations under the Contract, for which payment will be effected by the Guarantor to Client's designated Bank & Account Number.

PROVIDED ALSO THAT the Client shall be the sole and final judge for deciding whether the Principal (Janitorial Services Provider) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Client forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above bounded Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate 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:	
1. _____	1. Signature _____
_____	2. Name _____
Corporate Secretary (Seal)	3. Title _____
2. _____	
_____	_____
(Name, Title & Address)	Corporate Guarantor (Seal)

(INTEGRITY PACT)**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. _____ Dated _____

Contract Value: _____

Contract Title: _____

..... [Name of Contractor] hereby declares that it has not obtained or

induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

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

[Name of Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

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

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

Name of Employer:

Name of Contractor:

Signature:

Signature:

[Seal]

[Seal]