

Price Rs.500/-

Tender No.1.

**TENDER DOCUMENT**  
**FOR**  
**PROVISION OF JANITORIAL/TECHNICAL SERVICES**  
**AT NHA NEW & OLD BUILDINGS HEAD OFFICE**  
**27,28 MAUVE AREA, G-9/1, ISLAMABAD**

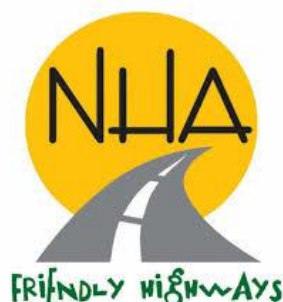


**Tender Opening Date: 7<sup>th</sup> January,2021.**

Name of Newspaper	:	_____
Date of Advertisement	:	_____
Name of firm to whom issued	:	_____
NHA Accounts Receipt No	:	_____
Bid Document No.	:	_____
Dated	:	_____

**ESTABLISHMENT DIRECTORATE**  
**NATIONAL HIGHWAY AUTHORITY**  
**27, Mauve Area, G-9/1, Islamabad**

**NATIONAL HIGHWAY AUTHORITY**  
**ESTABLISHMENT DIRECTORATE**



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**ESTABLISHMENT DIRECTORATE**  
**NHA (HQ)**  
**G-9/1, ISLAMABAD**

## **NATIONAL HIGHWAY AUTHORITY**

**Establishment Directorate NHA HQ, G-9/1, Islamabad**

### **TERMS AND CONDITIONS**

#### **01. GENERAL:**

Sealed bids/single stage two envelopes basis are invited through PPRA's/NHA's websites as well as print media from GST/NTN registered firms having sufficient experience in the relevant field, for hiring of Janitorial/Technical Services at National Highway Authority HQ, Islamabad.

Name of Work	Janitorial/Technical Services Contract for National Highway Authority, HQ, G-9/1, Islamabad (as per terms and conditions & scope of work set out).
Period of Contract	One year (Extendable with mutual consent, on satisfactory performance of contractor) up to a maximum period of two (2) years.
Bid Security	Rs.25,000/- submitted along with Technical Bid (Qualification Document) refundable after completion of tender process
Last Date of Submission	7 <sup>th</sup> January, 2021 (1100 Hours)
Date of Opening of Technical Bids	7 <sup>th</sup> January, 2021 (1130 Hours)

#### **02. Procedure for submission of bids:**

- (a) Bidding Documents which include Application Form (Annex-A) and Scope of work (Annex-B) and Detail of required staff can be downloaded from NHA & PPRA website & also can be obtained from the office of Deputy Director (General Services) NHA HQ Islamabad (*Room No. G-18, NC Building*) on any working day (before 7<sup>th</sup> January, 2021) on payment of Rs. 500/- (Non-refundable) as tender document fee (Call Deposit or Demand Draft of Rs. 500/- in favour of NHA).
- (b) The interested bidders are required to submit their bids duly completed in all respect and signed/stamped before or on 7<sup>th</sup> January, 2021 at 1100 Hrs. The bids shall be opened by Purchase Committee on the same date at 1130 Hrs. in the presence of bidders or their representatives who may choose to attend.
- (c) The bids shall comprise a single package containing two envelopes duly sealed and signed. The envelope should be marked clearly of its purpose in bold and legible letters to avoid inconvenience.
- (d) Rates quoted in the bid must be written in figures as well as in words to avoid chance of misappropriation.

### **3. Bid Evaluation Criteria.**

Single Stage Two Envelope procedure shall be adopted for procurement as per PPRA Rule 36(b). The Bid shall comprise of two parts (i) Technical Part (ii) Financial Part.

#### **(i) Technical Part**

- The Bidder shall provide all the requisite documents requested in section 04 below. The Financial proposals will be kept unopened in safe custody during the Technical Bid Evaluation. The Committee shall check these documents comprising the Technical Bid and will evaluate the Bids.

<b>S#</b>	<b>Description</b>
1	Bid Application Form duly filled up completely signed and stamped.
2	Pay Order of Rs. 25,000/- (Rupees twenty-five thousand only) as “Bid Security” in favor of NHA.
3	CNIC
4	NTN
5	GST Registration
6	Affidavit on Judicial Stamp Paper (As per specimen given on Page-14 of Tender Document)
7	Bank Statement provided by the bidder for last one year duly verified by the Bank concerned
8	Specific Experience – Similar Services provided to Government Organizations with documentary proof.

- Technical qualified firms will be considered eligible for opening of their Financial Proposals, whereas the Financial Proposals of the rest of firm will be returned unopened.

#### **(ii) Financial Part.**

- Financial Part/proposal of only technically qualified bidders will be opened.
- The Financial proposal should be submitted using the format specified and enclosed with the Bidding Documents. This is mandatory requirement for evaluation of proposals and needs to be filled up clearly.
- Costs shall be expressed in Pakistani Rupees only.

#### **4. Documents to be attached**

##### **a. Technical Bid**

The firms are required to submit following documents with their bids applications: -

- i. Bid Application Form duly filled up completely signed and stamped.
- ii. Pay Order of Rs. 25,000/- (Rupees twenty-five thousand only) as "Bid Security" in favor of NHA.
- iii. Attested copies of GST certificate.
- iv. Attested copies of NTN certificate
- v. Attested copy of CNIC of the bidder.
- vi. Bank Statement of the bidder for the last one year issued/verified by the concerned Bank.
- vii. Detail of similar works carried out by the firm (alongwith attested copies of work orders/completion certificates) with NHA or any other government organization.
- viii. Affidavit on Judicial Stamp Paper to the following effects as per specimen given on Page-14.
  - That Firm has neither been black listed nor any contract rescinded due to non-fulfillment of contractual obligations in the past.
  - That the firm will pay the wages to the workers not less than the rates as per mentioned in tender documents.
  - That the firm shall pay all the taxes to the government as per prevailing federal/provincial laws and social security rules.
  - That breakup of expenditures and income showing the profit will be provided to NHA, if demanded.
  - That the firm will provide the services to NHA through skilled persons of relevant field.
  - That bio-data and security clearance of the persons deputed on services shall be provided to NHA for record.
  - That contractor shall pay the salaries to the employees on 1<sup>st</sup> of each month without waiting the payment of bill by the NHA.

##### **b. Financial Bid**

- (i) Application Form of financial bid
- (ii) Application Form for financial proposal

#### **05. Acceptance /Rejection of Bids**

On the basis of evaluation, the successful bidder will be informed accordingly through a confirmation/acceptance letter. The Authority reserves the rights to reject any or all bids as per PPRA rules.

#### **06. Validity of Prices**

The quoted rates shall be inclusive of all taxes, duties, levies, EOBI Charges, Social Security Charges etc. and will remain valid till final approval of competent authority/120 days from the date of opening of bids, the successful bidder shall be bound to mobilize his team on site within a period of one week after issuance of confirmation/acceptance letter, failing which his bid shall be stands rejected and bid security shall be forfeited.

**07. Award of Contract**

On the basis of evaluation, the successful bidder shall be offered a letter of acceptance indicating terms & conditions. If accepted, both the parties shall enter into a contract by signing contract agreement initially for one year extendable for another period of one year **(Annex-C)**.

**08. Period of Contract**

The contract shall be made initially for one year which shall be extendable for further period of one-year subject to mutual consent & satisfactory performance of the contractor and approval of Competent Authority.

**09. Security Deposit/Bid Security**

The contractor shall provide performance security @ 5% of the contract value of one year. The said security will be refunded after successful completion of the contract.

**10. Dispute**

(a) In case of dispute, an officer of BS-20 or above of the Authority shall be appointed as Arbitrator with the approval of Chairman, NHA for deciding the dispute. Decision of the Arbitrator shall be final and binding on both the parties.

(b) In case the parties are unable to agree upon and appoint a Sole Arbitrator, the Sole Arbitrator shall be appointed in accordance with the provisions of the Arbitrator Act, 1940, as amended from time to time.

(c) The cost of Arbitration proceeding, including the fees of the Sole Arbitrator and any costs of proceedings imposed by the sole Arbitrator shall be borne equally by both the Parties. Notwithstanding the foregoing, each party shall bear its own legal costs.

(d) Decision of Arbitrator(s)/Umpire shall be final and binding upon the parties.

**11. Mode of Payment.**

The firm shall issue to NHA (the Client) a consolidated Invoice by the last day of current month and payment will be made to the firm within period of 15 working days after receipt of invoice. Payment to firm shall be made after deduction of all applicable taxes, levies etc. Deduction shall be made for any losses to the assets of authority, if proved to be have been incurred due to negligence of contractor's staff.

**12. Termination of contract.**

The contract can be terminated by serving two month's advance notice by either party (The client or the contractor). However, the authority reserves the right to terminate contract immediately, if any serious default is noted on the part of the contractor. In this way, no advance notice shall be required and security deposit of contractor shall be forfeited.

**13. Disqualification.**

Incomplete/fake documents and wrong information shall make the firm liable to be disqualified from this contract in NHA even after award of the work. The contractor shall not employ any person who;

- a. Has been convicted in any offence involving moral turpitude or dismissed from Government Service.
- b. Is not fit for the concerned job

**(Azeem Khan)**  
Deputy Director (GS)NHA HQ  
Tel : 051-9032548

**NATIONAL HIGHWAY AUTHORITY**  
**Establishment Directorate**

**TECHNICAL BID APPLICATION FORM**

1. Name of Firm/Bidder : \_\_\_\_\_
2. Name of Owner : \_\_\_\_\_
3. Address of Bidder : \_\_\_\_\_
4. Telephone No. (Business) : \_\_\_\_\_
5. CNIC No. of the Bidder/Owner : \_\_\_\_\_
6. GST Registration No. : \_\_\_\_\_
7. NTN Registration No. : \_\_\_\_\_
8. PO/DD No./Date : \_\_\_\_\_
9. **Bid Money Rs.25000/-**  
Bid Security
10. Name of Bank & Branch : \_\_\_\_\_
11. Last Date of Submission of Bid: 7<sup>th</sup> January, 2021 (1100 Hours)
12. Date of Opening of Bids : 7<sup>th</sup> January, 2021 (1130 Hours)
13. Place of Opening of Bids : NHA Auditorium, 2<sup>nd</sup> Floor, NHA, Old Building

**Check List**

Following documents are attached with the Application Form/Bid:

- (1) Attested Copy of CNIC :
- (2) Attested Copy of GST Certificate :
- (3) Attested Copy of NTN Certificate :
- (4) Affidavit on Judicial Stamp Paper:
- (5) Bid Security Rs.25000/- in shape of PO/DD :
- (6) Bank Statement for last one year duly verified by the bidder's Bank.
- (7) Specific experience similar services provided to Government Organization with documentary proof.

**Undertaking**

Terms & Conditions prescribed in the Tender Documents are fully understood and accepted, I/We do hereby agree to abide by all and fulfill the terms & conditions of the bid/contract.

**NAME, SIGNATUR AND STAMP OF OWNER/  
PROPRIETER/REPRESENTATIVE**

**ISSUED BY:**

Deputy Director (GS)  
National Highway Authority  
Islamabad.

**NATIONAL HIGHWAY AUTHORITY**

**Establishment Directorate**

**SCOPE OF WORK**

**JANITORIAL SERVICES:**

The definition of Janitorial/Technical Services under this contract shall be cleaning, Janitorial/Technical Services of NHA HQ, Islamabad i.e. cleaning of floors, rooms, cabins, lifts, toilets, window glasses, light fixtures, boards, name plates, glass panels in outer side of building and surrounding areas of the premises through skilled and experienced staff in order to ensure standard cleanliness. The service shall also include routine and periodic inspection of installations, fitting & fixtures etc.

• **Material Consumable**

All the consumable material for execution of cleaning work, i.e. liquid soap, sweep, bleach, vim powder, room air freshener for toilets, tissue rolls, phenyl balls, and liquid tins, antiseptic spray, glint, dusters etc., shall be provided/arranged by the contractor at his own cost.

• **Tools and Equipment**

The contractor shall arrange all tools and equipment used for the work i.e. mops, brooms, wipers, baskets, window wipers, dustbins, cobweb removers, scrapers, ladders, brushes, gloves, scrubbing machines, wet & dry vacuum cleaner alongwith standard trolley for each floor at his own cost.

• **Timings**

Eight Hours for all working days in sense of Janitorial/Technical and other labor. The staff shall start work half an hour before office timings.

• **Deployment OF Staff**

Skilled/experienced workers in relevant field must be in proper uniform with label cards showing their identity shall be displayed. List of labor alongwith their CNIC copy shall be provided to DD (GS), NHA HQ before deployment. Any replacement shall be intimated in advance with consent of the concerned NHA office, Deployment shall be made as per below detail: -

<b>S#</b>	<b>Description</b>	<b>Quantity</b>	<b>Location</b>
1	Supervisor	01	NHA HQ, Islamabad
2	Janitorial	20	
3	AC Plant Operator (HVAC)	02	
4	AC Plant Technician	02	
5	Generator Operator	01	
6	Lift Technician	01	
7	Glass & Aluminum technician/Plumber	01	
8	Electrician	01	
9	Carpenter	01	
10	Masson	01	
	<b>Total</b>	<b>31</b>	



- **Daily Services:**

- (a) Sweeping, Cleaning and moping of floors, rooms, cabins, lifts, corridors, lobbies, glass panels, carpets and surrounding areas.
- (b) Washing and cleaning of all toilets, commodes, urinals and wash basins, with standard material.
- (c) General Cleanliness of offices, light fixtures, furniture and accessories etc.

- **Weekly Services:**

- (a) Cleaning/dusting of all window glasses and frames with standard detergent to keep them neat and shiny.
- (b) Spraying disinfectants in the toilets, urinals in order to kill all bad odorous.
- (c) Cleaning of all carpets/curtains.

- **Monthly Services:**

- (a) Washing of floors, wash rooms including walls etc.
- (b) Dusting/Cleaning of doors, window glasses from outer side.
- (c) Cleaning/sweeping of roofs.

- **Half Yearly Services:**

- (a) Polishing of Marble/Chips Floors
- (b) Fumigation of the buildings and surrounding areas.

- **Store Cum Office:**

Space for store cum office shall be provided by NHA as per availability.

**NATIONAL HIGHWAY AUTHORITY**  
**Establishment Directorate**  
**SPECIMEN CONTRACT AGREEMENT**  
**JANITORIAL/TECHNICAL SERVICES FOR NHA HQ**

This contract agreement is made on \_\_\_\_\_ day of \_\_\_\_\_, 2021 at Islamabad between on the one hand National Highway Authority, Islamabad through Director (Establishment) NHA HQ hereinafter called "The Client" and on the other hand M/s .....hereafter called "The Contractor". The expressions of client (NHA) and the contractor/firm shall include their representatives, heirs, successors, and administrators.

2. Whereas, the Client who is rightful owner of the premises of NHA Islamabad and the Contractor agreed upon to enter into the contract for provision of Janitorial/Technical Services at NHA HQ, Islamabad as per terms & conditions set out hereunder:-

- (A) That this contract is made for a period of one (1) year commencing from date of \_\_\_\_\_. The contract can further be extended on for another period of one-year subject to mutual consent & satisfactory performance of the Contractor. Both the parties i.e The Contractor and Client shall have the option to withdraw from contract by serving two months' advance notice to each other. However, any serious default on part of the contractor shall lead to termination of contract without any advance notice.
- (B) That, the contractor shall provide Janitorial/Technical Services (including skilled manpower, cleaning material etc.) at the cost of Rs..... /- (Rupees .....only) per month whereas the Janitorial/Technical Services will be for minimum eight (08) hours duty per day (half an hour before official time) on all working days, currency of contract (Annex-B).
- (C) That, the works under this contract agreement shall be cleaning services of NHA Building i.e. cleaning of floors, Rooms, Cabins, Lifts, Carpets, Toilets, Window Glasses, Light Fixtures, Logos, Boards, Name Plates, and Window Glass Panel from outside through the skilled and experienced staff including execution of work in order to ensure standard cleanliness as per scope of work in bid documents.
- (D) That, all material such as consumable, disinfectants, i.e. Bath Soap, Sweep, Bleach, Phenyl Tablets, Vim Powder, Room Air Fresheners for Toilets, Phenyl tins, Antiseptic Spray, Glint, fumigations spray two weeks & monthly basis etc. shall be provided/arranged by the Contractor.
- (E) That, the Contractor shall deploy qualified and skilled personnel i.e. 01x Supervisor, 20x Janitorial staff, 2x AC plant Operator (HVAC), 2x AC plant technicians, 1x electrician, 1x Generator Operator, 1x lift technician, 1x Glass & Aluminum Technician/Plumber, 1x Carpenter, 1x Masson in proper uniform with label cards showing their identity. A list of staff showing names addresses alongwith copies of CNIC and designation of all workers shall be provided to the Client before deployment. Any replacement shall be intimated in advance and shall be made with consent of the client (NHA). Mobile Nos. of the workers shall also be provided. At least two references in respect of each worker shall be given.
- (F) That client shall provide adequate space for office cum store for the contractor free of charges.
- (G) That, the contractor shall provide services as per the scope of work given in the Bid Documents. Any diversion shall be liable for termination of contract immediately.
- (H) That, the contractor shall arrange all the equipment required for the services i.e. Mops, Dry Mops, Brooms, Wipers, Baskets, Window Wipers, Dustbins, Cobweb Removers, Scrapers, Ladders, Brushes, Scrubbing Machine, Wet & Dry Vacuums Cleaner with Standard Trolley for NHA Buildings (one for each floor).

- (I) That an amount equal to 10% of total bid value (one year) shall be deposited by the Contractor in favour of NHA Islamabad as security which shall be released within 30 days after successful completion of the contract.
- (J) That, payment shall be made to the Contractor on monthly basis within reasonable time (15 days) of receipt of invoice after deduction of all applicable taxes, levies etc.
- (K) That, if the Contractor fails to provide (through alternate Personnel) due services as per contract agreement, the work will be carried out by the Client and amount to be incurred in this regard either will be deducted from the monthly bill of Contractor or recovered from the amount of security deposit of Contractor and the contract shall be terminated without any advance notice. That the contractor shall be bound to pay salaries to the workers as per regulations of the as per mentioned in tender documents (minimum wages/rates specified by the government time to time)
- (L) That, the Client shall not allow any increase in monthly charges claimed on part of the any announcement of the Federal Government.
- (M) That, any type of loss to the property/assets/fixtures of the Client due to negligence of the Contractor's staff, shall be deducted from monthly invoice or Performa/security deposit of the Contractor,
- (N) That, in the event of any dispute arises out of this contract: -
  - (I) An officer (BS-20) or above of the Authority shall be appointed as Arbitrator with the consent of both the parties (i.e. the Client and the Contractor) with the approval of Chairman NHA. Decision of the Arbitrator shall be final and binding on both the parties.
  - (II) In case the parties are unable to agree upon and appoint a Sole Arbitrator, the Sole Arbitrator shall be appointed in accordance with the provisions of the Arbitrator Act, 1940, as amended from time to time.
  - (III) The cost of Arbitration proceeding, including the fees of the Sole Arbitrator and any costs of proceedings imposed by the sole Arbitrator shall be borne equally by both the Parties. Notwithstanding the foregoing, each party shall bear its own legal costs.
  - (iv) Decision of Arbitrator(s)/Umpire shall be final and binding upon the parties.

3. In Witness whereof the parties aforementioned have signed this Contract Agreement in token of their acceptance of terms and conditions thereof,

The Client  
Director (Establishment)  
NHA HQ Islamabad

The Contractor  
M/s \_\_\_\_\_  
Sign & Stamp

Witness – I  
\_\_\_\_\_  
\_\_\_\_\_

Witness-II  
\_\_\_\_\_  
\_\_\_\_\_

**NATIONAL HIGHWAY AUTHORITY**  
**Establishment Directorate**

**FINANCIAL BID APPLICATION FORM**

1. Name of Firm / Bidder : \_\_\_\_\_
2. Name of Owner : \_\_\_\_\_
3. CNIC of the Owner : \_\_\_\_\_
4. Name of authorized : \_\_\_\_\_  
representative, if any : \_\_\_\_\_
5. CNIC of authorized : \_\_\_\_\_  
Representative
6. Address of the Office : \_\_\_\_\_  
of the firm/ company : \_\_\_\_\_  
\_\_\_\_\_
7. Mailing Address : \_\_\_\_\_
8. Telephone / Fax No. : \_\_\_\_\_
9. GST Registration No. : \_\_\_\_\_
10. NTN Registration No. : \_\_\_\_\_

**NAME, SIGNATURE AND STAMP OF OWNER/  
PROPRIETER/REPRESENTATIVE**

**ISSUED BY:**

Deputy Director (GS)  
National Highway Authority  
Islamabad

**NATIONAL HIGHWAY AUTHORITY**  
**ESTABLISHMENT DIRECTORATE**  
**FINANCIAL PROPOSAL**

**(A) REMUNERATION**

S#	Description/ Category of staff	No. of Persons	Total Months	Monthly minimum wages (Per Person)	Monthly Profit Per Person (inclusive of all taxes)	Total Amount inclusive of all taxes(12Months) (D x E)
	<b>A</b>	<b>B</b>	<b>D</b>	<b>C</b>	<b>E</b>	<b>F</b>
1	Supervisor	01	12	RS.22,500/-		
2	Janitorial	20	240	RS.17500/-		
3	AC Plant Technician	02	24	RS.29,500/-		
4	AC Plant Operator (HVAC)	02	24	RS.29500/-		
5	Generator Operator	01	12	RS.29500/-		
6	Lift Technician	01	12	RS.29,500/-		
7	Glass & Aluminum Technician/ Plumber	01	12	RS.29,500/-		
8	Electrician	01	12	RS.29,500/-		
9	Carpenter	01	12	RS.29,500/-		
10	Masson	01	12	RS.29,500/-		
	<b>Total Amount</b>	-	-	-	-	Rs.

Services for period of 12 months

**(B) Direct/Non Salary Costs**

Cost of consumables and other expenses inclusive of all taxes

= Rs. \_\_\_\_\_/-

Total Amount (A + B) = Rs. \_\_\_\_\_/-

(in figures) with all applicable Federal / Provincial Govt. Taxes etc. and keeping in view minimum wages /rates per person w.r.t hygienic, material and equipment etc.

Total amount in Words Rupees \_\_\_\_\_

**Note:**

*I do hereby solemnly agree to abide by this bid for the period 120 days from the date fixed for receiving the same and it shall remain bindings upon us and may be accepted at any time before expiration of that period.*

Name, Signature & Stamp

**NATIONAL HIGHWAY AUTHORITY**  
**Establishment Directorate**

**Specimen-Affidavit**

I/We, \_\_\_\_\_ resident of \_\_\_\_\_  
holding CNIC No. \_\_\_\_\_ do hereby solemnly affirm and  
declare as under: -

- (i) That I am the sole proprietor of the firm established in the name of \_\_\_\_\_ located at \_\_\_\_\_.
- (ii) That M/s \_\_\_\_\_ have never been black listed, disqualified or debarred from any Government Department, Semi Government Organization or Corporation.
- (iii) That, there is no other partner in the above said firm and there is no case against our firm.
- (iv) That, M/s \_\_\_\_\_ has never been or is involved in litigation, arbitration with any Government Department.
- (v) That, all the data submitted with Bid Documents is complete and accurate.
- (vi) That Firm has neither been black listed nor any contract rescinded due to non-fulfillment of contractual obligations in the past.
- (vii) That the firm will pay the wages to the workers not less than the rates as per mentioned in tender documents.
- (viii) That the firm shall pay all the taxes to the government as per prevailing federal/provincial laws and social security rules.
- (ix) That breakup of expenditures and income showing the profit will be provided to NHA, if demanded.
- (x) That the firm will provide the services to NHA through skilled persons of relevant field.
- (xi) That bio-data and security clearance of the persons deputed on services shall be provided to NHA for record.
- (xii) That contractor shall pay the salaries to the employees on 1<sup>st</sup> of each month without waiting the payment of bill by the NHA

2. It is certified that declaration given above is true to the best of my knowledge and belief and nothing has been kept hidden.

Deponent:

For and on behalf of  
M/s \_\_\_\_\_

Date \_\_\_\_\_  
Place \_\_\_\_\_