



**NED UNIVERSITY OF ENGINEERING & TECHNOLOGY  
PROCUREMENT CELL**

Phone # 99261261- 68, (Ext. 2471 & 2501) Fax # 99261255, e-mail: [dp@neduet.edu.pk](mailto:dp@neduet.edu.pk)

**“Say No to Corruption”**



3037

No. DP/COS-149607/8078/  
February 7, 2022

**Director Procurement**

**Notice Inviting Tender**

NEDUET invites sealed bid on Single Stage Two-Envelopes procedure from well-reputed Firms registered with SRB & FBR (whichever is applicable) to provide Janitorial / Sanitation Services at the various teaching / non-teaching departments of Main Campus, NEDUET to carry out following:

S#	Tender / Number	Tender Schedule – Date and Time				Tender Fee Rs
		Issue / Sale		Submission	Opening	
		From	To			
1.	Hiring of Janitorial / Sanitation Services at Main Campus of NEDUET. Tender No. PC/NED/DWS/Janitorial/8078/2022	15.02.2022	02.03.2022	03.03.2022 10:00 A.M.	03.03.2022 10:30 A.M.	2000/-

**Eligibility Criteria**

- Proof of valid registration with EOBI and SESSI.
- Relevant at least 3 years' experience of providing services in janitorial / sanitation areas of work.
- Last 03 year audited Financial Statements showing yearly turnover as per FBR. The average turnover of last 03 years should not be less than Rs 30 million.
- Satisfactory service providing certificate(s) for previous work completed.
- Sales Tax registration Certificate with last month return copy both FBR and / or SRB and NTN certificates.
- Valid “Professional Tax Certificate” issued from Government of Sindh.
- Affidavit confirming that the firm has not been black listed by any Government, Semi Government or Autonomous Bodies on non-judicial stamp paper.

Tender Fee and Bid Security @5% of bid cost in shape of Payorder should be in favor of Director Finance. Bidding documents can be obtained and shall be submitted in the office of ADP – II as per above schedule. Bidders are requested to give their Best and Final Price as “No Negotiations” is permitted. Bidding Documents containing detailed terms and conditions are available at Websites [www.neduet.edu.pk](http://www.neduet.edu.pk) and [www.ppms.pprasinhd.gov.pk](http://www.ppms.pprasinhd.gov.pk). In case of any unforeseen situation or government holiday resulting in closure of office on the date of opening, bids shall be submitted / opened on next working day at the given time and venue. NEDUET reserves the right to reject any bid or cancel the bidding process subject to relevant provision of SPP Rules 2010.

7  
**Director Procurement**  
08/2/2022

ISSUED ON: \_\_\_\_\_

ISSUED TO: \_\_\_\_\_



**“Hiring of Janitorial / Sanitation Services at  
Main Campus, NEDUET”.**

**TENDER NO. PC/NED/DWS/Janitorial/8078/2022**

**Procurement Cell**

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**“Say No to Corruption”**



**Director Procurement**

No. DP/COS-149607/8078/

January 31, 2022

**Notice Inviting Tender**

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1.	Hiring of Janitorial / Sanitation Services at Main Campus of NEDUET. Tender No. PC/NED/DWS/Janitorial/8078/2022	00.00.2022	00.00.2022	00.00.2022 00:00 A.M.	00.00.2022 00:00 A.M.	2000/-

**Eligibility Criteria**

- Proof of valid registration with EOBI and SESSI.
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- Last 03 year audited Financial Statements showing yearly turnover as per FBR. The average turnover of last 03 years should not be less than Rs 30 million.
- Satisfactory service providing certificate(s) for previous work completed.
- Sales Tax registration Certificate with last month return copy both FBR and / or SRB and NTN certificates.
- Valid “Professional Tax Certificate” issued from Government of Sindh.
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**Director Procurement**



## NED UNIVERSITY OF ENGINEERING & TECHNOLOGY, KARACHI

### JANITORIAL SERVICES

Date of submission tender : \_\_\_\_\_

Date of opening tender : \_\_\_\_\_

### SCOPE OF WORK

The interested bidders 1 provide the “JANITORIAL SERVICES” on monthly charges basis to the NED UNIVERSITY OF ENGINEERING & TECHNOLOGY (NEDUET), Karachi.

### **TERM & CONDITIONS**

1. Bids should be submitted in accordance with SPPRA Rules 46 (2) – Single Stage Two Envelope Procedure:
  - a) Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
  - b) Envelopes shall be marked as “**FINANCIAL PROPOSAL**” and **TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion;
  - c) Initially, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened;
  - d) Envelope marked as “**FINANCIAL PROPOSAL**” shall be retained in the custody of the procuring agency without being opened;
  - e) Procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
  - f) No amendments in the technical proposal shall be permitted during the technical evaluation;
  - g) Financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
  - h) Financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders; and
  - j) Best evaluated bidder with 60% Technical and lowest financial bid, shall be accepted.
2. The committee in the presence of the bidders or their authorized representatives, who may like to be present, will open the bids.
3. The Bids shall be evaluated in accordance with the specified evaluation criteria.
4. In case of discrepancies between the Invitation for Bids (IFB) / Notice Inviting Tender (NIT) and the Bidding Documents, the Bidding Documents shall take precedence.
5. Any Bid not received as per terms and conditions of the Bid Document is liable to be rejected. Offer shall not be considered if:

- i. Bid received without original bid document purchase receipt.
  - ii. Bid received without prescribed Bid Security.
  - iii. Bid received after the time and date fixed for the bid opening.
  - iv. Unsigned Bid.
  - v. Ambiguous Bid.
  - vi. Conditional Bid.
  - vii. Bid from a firm blacklisted, suspended or removed from the approved list.
  - viii. Bid through telegram.
  - ix. Bid with shorter bid validity period.
  - x. Bid not conforming to the technical requirements
6. The bidders are expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish complete information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents may result in rejection.
7. Technical Proposal should have the following documents:
  - i. Original bid document purchase receipt, else the bids will be rejected. For alternate offer a separate original bid document purchase receipt of Tender Fee amounting to Rs. 2,000/- (Non-Refundable) shall be submitted, otherwise both Proposals will be ignored.
  - ii. Photocopy of Pay Order / Demand Draft of Bid Security should be attached after hiding the amount in figure and words of the Pay Order / Demand Draft, otherwise the bid will not be considered.
  - iii. Copy of the Price Schedule without showing the rates.
  - iv. Complete Profile of the Bidder with legal status, organization structure and nature of business.
  - v. Valid License for the relevant business (if applicable)
  - vi. List of similar services provided to Public Sector Organizations including details of the services currently in operation.
  - vii. A certificate / affidavit that firm (or consortium) is not black listed by any Government / Semi Government / Autonomous Body etc. and not involved in any kind of insolvency litigation.
  - viii. Last three years audited financial statements / income tax return form.
  - ix. Key professional staff qualification.
  - x. Company Staff List with details of Workshop etc.

- xi. Income Tax Certificate / SRB Certificate / Valid Professional Tax Certificate, GST Registration Certificate (if applicable) etc.
  - xii. Sealed letter from Bank that bidder can perform monthly business of more than OR equal to Rs. 0.5 Million.
- 8. Financial Proposals should have the following documents:
  - i. Original Pay Order / Demand Draft of Bid Security.
  - ii. Original copy of the Financial Proposals with Quoted price and prescribed certificate.
- 9. Bid will be valid for **90 days** from the date of opening bids. The bidders shall quote their prices inclusive of all applicable duties and Taxes / Logistic Charges and materials etc. and all other expenses.
- 10. The tender must be free from erasing, cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it duly stamped, else the offer will not be entertained.
- 11. The rates of each item should be written in figures as well as in words. Arithmetical errors will be rectified on this basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected. In case of discrepancy the price in words will be authenticated and final.
- 12. The bidder must be registered with GST / SRB /SESSI/ EOBI / Income Tax Departments (copies to be attached).
- 13. The firm must be a valid license holder for the relevant business.
- 14. The firm should have a minimum of three (03) years' experience of similar assignments in the public sector organizations, including details of the services currently in operation and should have a proper setup / office at Karachi.
- 15. Last three years audited financial statements.
- 16. List of company profile with staff details.
- 17. In case of emergency, additional staff shall be provided by the bidder.

18. Each offer will accompany pay order or bank draft of the 5% of the proposed bid as Bid Security in favor of Director Finance, NED University of Engineering & Technology, Karachi. The Bid Security is refundable to unsuccessful bidders but will be confiscated in case the bidder backs out or fails to abide by any condition of the agreement.
19. Expenses incurred on maintenance of premises as Janitorial Services will be borne by the bidder.
20. Bidder will follow the disciplinary rules of the NEDUET.
21. NEDUET reserves the right for the physical verification of any item included in contract in content of Janitorial Services, prior to the opening of the bids.
22. Conditional Bids against the Rules / policy will not be considered / entertained / accepted.
23. The tendered rate should be inclusive of all applicable taxes to Federal & Provincial Govt. or local bodies and will be deducted from the bill of the bidder / suppliers.
24. Required documents shall be submitted, if the bidders / Suppliers require Tax exemption facility regarding non deduction of Advance Income.
25. Successful bidder will enter into agreement for providing requisite services for a period of Two (02) Year (extendable upto One (01) Year with mutual consent) starting from the date of signing of contract.
26. During the currency of the contract, the firm will provide JANITORIAL SERVICES as per terms and conditions, to be settled later on in the shape of contract agreement.
27. Bidder will depute full time supervisors and other adequate staff for carrying out the desired services round the clock.
28. All cleaning material / chemicals / others used for Janitorial Services will be responsibility of the bidder.
29. Bidder will maintain the sufficient quantity of cleaning material / chemicals. Any damage due to use of detergent / chemicals will be the responsibility of the bidder and will be required to rectify.
30. All equipment and machinery used for Janitorial Services will be responsibility of the bidder including accessories and upkeep / maintenance of equipment and machinery.
31. Bidder will provide the Uniforms with identification of person on his own cost and expenses.



32. Bidder will be liable for and make good any loss or damage caused by any act or default on the part of his servant or employee to the said premises and / or NEDUET property on which decision of NEDUET will be final.
33. NEDUET reserves the right to increase / decrease or delete the quantities of goods / services at the time of award of contract and also reserves the right to enhance the quantity of goods / services without any change in unit price or other terms and conditions of goods at any time during contract period.
34. The successful bidders will have to deposit the performance security in the shape of a Pay Order / Demand Draft at 10% value of the contract amount. After the acceptance of the Bid, a work order may be issued during the bid validity period and if offer is not accepted by the Bidder, the Bid Security shall be forfeited by the procuring agency.
35. Bid Security will be released to the bidder after deposit of requisite performance security. The performance security will be released within 30 days after successful completion of contract period.
36. Bidders, whose bids are accepted, shall have to sign a written contract with the University on the judicial stamp paper. The Bidder shall pay Service Charges as specified in the schedule of Stamp Act.
37. The Bidder shall quote the bids on the attached Price Schedules only, and shall sign the certificate given therein to the effect that the services shall be provided exactly in accordance with the requirements of the procuring agency. In case there is any deviation, it should be clearly stated by the Bidder separately, describing deviation from Specifications, otherwise it would be presumed that offer is strictly in accordance with the requirement and specifications.
38. Bidder should quote their firm and final rates.
39. Any conditional, ambiguous or incomplete offer in any respect shall be rejected. No supplementary or revised offer after the opening of bids shall be entertained.
40. The bidder shall have to accept any further conditions introduced by the Government during the period of contract.
41. An affidavit on legal stamp paper of Rs. 100/- to effect that the Bidder has not been blacklisted in the past on any ground by any Government (Federal or Provincial), a local body or a public sector organization. The Bidder will be debarred from the bidding process for submitting a false statement.
42. Payment of the bills will be subject to the deduction of mandatory government taxes/levies.

43. Bidder shall comply with all Pakistani Laws, other, permits, codes and regulation applicable to the bidder's performance of services.
44. The contract will be awarded to the technically lowest evaluated responsive bidder.
45. The firm / Contractor should submit attested photocopies of CNIC of their Janitorial Staff to the Registrar, NEDUET.
46. The duty timing for Sanitation Services will be 08 hours i.e. From 08:00 AM to 04:00 PM, They will be deployed with consultation of Directorate of Services, NEDUET. A daily report will be submitted by the firm / contractor by 10:00 AM excluding weekly holidays.
47. Space will be provided by NEDUET for their control room with free utility services.
48. Deployment of male and female Janitorial/Cleaner staff will be made as per requirement of university.
49. Contractor will follow all verbal/written instructions of Director Works & Services issued in connection with Sanitation\Janitorial Service.
50. Child Labor rules and basic human rights will not be violated by the Contractor. Age of Janitorial\Cleaner worker shall not be less than 18 years.
51. Contractor shall be bound to provide the sanctioned strength of Janitorial\Cleaner at all time even on holidays including Saturdays and Sundays if required by the University.
52. The Contractor will not be allowed to participate in any political/immoral/illegal activities in the premises of NEDUET, Karachi.
53. Contractor shall be responsible for personal hygienic of the Janitorial\Cleaner.
54. Redressal of Grievances & settlement of dispute will be as per SPPRA Rule-2010 (Amended - 2013/14).
55. The Contractor shall be responsible to comply all necessary relevant laws e.g., EOBI, SESSI and minimum wages etc.,

All terms & conditions must be complied with.

## BID DATA SHEET

The following specific data for the goods / services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

<b>ITB 1.1</b>	<b>Name of Procuring Agency:</b> Office of The Assistant Director Procurement – II, NED University, Karachi. Tel # 99261261-68, (Ext: 2471), Fax: 99261255
<b>ITB 1.1</b>	<b>Name of Contract:</b> Hiring of Janitorial / Sanitation Services for Main Campus, NEDUET.
<b>ITB 4.1</b>	<b>Postal Address:</b> Director Procurement, Procurement Cell NED University of Engineering & Technology., Main University Road, Karachi. Phone No. + 92-21-99261261, Email: <a href="mailto:dp@neduet.edu.pk">dp@neduet.edu.pk</a>
<b>ITB 6.1</b>	Language of the bid shall be ENGLISH.
<b>ITB 7.1</b>	The price quoted shall be in <b>Pakistani Rupee</b>
<b>ITB 7.2</b>	The price shall be fixed during the contract period.
<b>ITB 8.1</b>	Amount of bid security <b>shall not be less than 5% of the total bid price of two years (24 months).</b>
<b>ITB 9.1</b>	Bid validity period shall be <b>90 days</b>
<b>ITB 13.1</b>	<b>Deadline for bid submission:</b> <b>Date:</b> as notified in the NIT <b>Time:</b> as notified in the NIT
<b>ITB 14.1</b>	<b>Date, Time and Place of Bid opening</b> <b>Date:</b> as notified in the NIT <b>Time:</b> as notified in the NIT <b>Place:</b> office of ADP-2, Procurement Cell, NEDUET, Main University Road Karachi.
<b>ITB 28.1</b>	Amount of Performance Security <b>shall not be less than 10% of the total contract value of two years (24 months).</b>

**Note:** For any query and clarification about this tender, bidder may contact the Directorate of Works & Services of this University in working hours.

	<p><b>Other Terms &amp; Conditions:</b></p> <ol style="list-style-type: none"> <li>i. In case of any unforeseen situation or government holiday resulting in closure of office on the date of opening. Bid shall be submitted / opened on next working day at the given time.</li> <li>ii. Tender documents can also be obtained by post against Pay Order/Bank Draft of Rs-800/- as courier charges in addition of tender fee.</li> <li>iii. NEDUET may reject all or any bid subject to relevant provision of SPP Rules and may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule 25(1) of said rules.</li> <li>iv. Incomplete, conditional and tender without required earnest money in the specified form/format shall be rejected.</li> <li>v. Bidders are advised that before filling the bidding documents all pages of bidding documents should carefully be rechecked. If any page(s) / paper(s) of bidding documents are missing that can be downloaded from the official website of this University and SPPRA, and also can be obtained from the office of the ADP-2 in Procurement Cell, NEDUET, Karachi. Bid(s) with incomplete bidding documents will straightaway be rejected.</li> <li>vi. Bidders are required to provide their valid e-mail Ids and contact numbers (s) for effective and timely communication</li> <li>vii. Affidavit that firm has never been blacklisted.</li> <li>viii. All Bidding documents must be signed, named &amp; stamped by authorized person of the firm/ Companies along with authorized letter.</li> <li>ix. Incomplete, conditional and tender without required bid security as specified in the bidding documents, shall be reject. Each page of bidding documents should be signed and stamped.</li> <li>x. Contract Agreement and Integrity Pact both are mandatory for successful bidder.</li> <li>xi. Prescribed Sales Tax Invoice, payment of Stamp Duty at rate specified by Government of Sindh, Valid Professional Tax Certificate and Job Completion / Inspection Certificate duly issued by Indenting Department will be required for payment. However, withholding of all government Taxes shall apply as rates specified in relevant Government Schedule.</li> </ol>
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**Bidder**

**DETAILS OF SERVICES [with material]****1. FLOOR MAINTENANCE / HARD SURFACES**

- a) Sweep clean with dust mop
- b) Damp mop all surfaces
- c) Scrub cleans all area of high spoilage
- d) Damp mop and buff marble / tile surface
- e) Buff brush all polished surfaces
- f) Pre & Post Monsoon season roofs cleaning.

**2. FLOOR MAINTENANCE / CARPETED SURFACE**

- a) Vacuums clean all surfaces
- b) Spot clean marks and spillage

**3. STAIRCASES / ELEVATORS**

- a) Sweep and damp mop staircases / elevators
- b) Sweep and damp mop emergency staircases / elevators
- c) Spot clean marks and spillage on staircases.

**4. JANITORIAL**

- a) Empty all refuse bins
- b) Wash and clean all bins
- c) Sweep clean waste disposal area
- d) Remove all waste and refuse from the premises
- e) Dispose off all waste and refuse to designated location
- f) Brooming / Cleaning all areas including class rooms, offices, corridors, paved area, lawns etc.
- g) Washing and cleaning all bathrooms as per requirements.
- h) Inform the concern department if unforeseen in any place

**5. WASTE DISPOSAL**

- a) Empty all waste bins / receptacles
- b) Any useable item identified in dustbins concerned staff would be informed immediately before disposal
- c) Empty all refuse bins
- d) Wash and clean the bins / receptacles
- e) Replace plastic liners of the bins
- f) Sweep clean waste disposal area.



### **GENERAL REQUIREMENTS OF MATERIAL**

All appropriate cleaning tools and sufficient material are required for better cleaning and up keep of the mentioned areas. Cleaning tools i.e., Hard & Soft Brooms, Mops, Mops Refill, Broom & Mop Sticks, Wipers, Commode Brushes, Commode Pumps, Dust Controller, Dusters, Scrappers, Dust Trays, Glass Cleaning Wipers. Cleaning materials i.e., Caroline Phenyl, Harpic, Liquid Soap, Vim Powder/Liquid, Scotch Brite, Toilet Tissue Rolls, Garbage Bags (Small & Large), Mortien sprays, Glint etc. Material will be the responsibility of the contractor.

### **ELIGIBILITY CRITERIA**

1.	Name of the Firm	
2.	Address (Telephone, Fax & E-mail)	
3.	Year of Establishment (Attach documentary evidence)	
4.	Sales Tax Registration No. (Attach documentary evidence)	
5.	NTN No. (Annual Turnover supported by Income Tax Return) Registration/Licences No. (if applicable) (Attach documentary evidence)	
6.	Registration/Licences No. (if applicable) (Attach documentary evidence)	
7.	Whether Pay Order, for the Bid Security enclosed?	Yes [ ]      No [ ]
8.	Clientage (Attach as separate Annexure, if necessary)	
9.	Experience related to similar assignments (Attach as separate Annexure, if necessary)	
10.	Managerial Capability a). Total No. of Permanent Staff: b). Total No. of Contract/Project Staff: (Attach as separate Annexure, if necessary)	a) _____ b) _____
11.	Assignment in Hand (Presently) (Attach as separate Annexure, if necessary)	
12.	Percentage of payment (Tentative) to be paid to the Staff out of total payment claimed by the bidder/firm from NED UET.	
13.	Banker's Name & Contact Details	
14.	Contact Person  Date: _____	_____ Name & Designation  _____ Authorized Signature & Stamp

## **TECHNICAL EVALUATION CRITERIA**

The bids will be evaluated as per the following criteria;

<b>S#</b>	<b>EVALUATION CRITERIA</b>	<b>Maximum Points</b>
1.	A certificate / affidavit that the firm (or consortium) is not black listed by any Government / Semi-Government / Autonomous Body etc., and is not involved in any kind of insolvency litigation.	10
2.	NTN Certificate - Mandatory (05) SRB / GST Registration Certificate (05)	10
3.	Networking setup across Pakistan (1 mark for each setup upto maximum 5)	5
4.	Financial Turn-over for the last three years showing the financial soundness of the bidder <input type="checkbox"/> Supported by Audit Reports (5) <input type="checkbox"/> Balance Sheets (5) <input type="checkbox"/> Bank Statements showing the average turn-over not less than of Rs 30 million for last three years. (5)	15
5.	List of similar services provided to public sector organizations, during last 5 years. (2 points for each service)	10
6.	List of similar services provided to public sector, educational institute.	10
7.	List of Services currently in operation. (4 points for each services)	20
8.	Managerial Capability	10
9.	List of Janitorial Staff on permanent roster	10
<b>Total Points</b>		<b>100</b>

### **NOTE:**

- I. Minimum 60 points are required to technically qualify.**
- II. The offer will not be entertained if the required documents have not been found attached.**
- III. Financial Bids of Technically qualified bidders will be opened exclusively.**

## FINANCIAL PROPOSAL

### PRICE SCHEDULE

S#	Particulars	Service Charges for each	Required Quantity	Total Monthly Service Charges	Total Yearly Services Charges
1.	2.	3.	4.	5. (3x4)	6.(5x1yr.)
1.	Supervisors				
	Janitorial Staff (Male + Female)				
1.	Department of Civil Engg.				
2.	Department of Urban & Infrastructure Engg.				
3.	Department of Earthquake Engg.				
4.	Department of Electrical Engg.				
5.	Department of CIS.				
6.	Department of Mechanical Engg.				
7.	Department of Industrial Manufacturing Engg.				
8.	Department of CS&IT.				
9.	Department of Mathematics.				
10.	Department of Physics.				
11.	Department of Chemistry.				
12.	Department of Humanities.				
13.	Department of Materials Engg.				
14.	Department of Metallurgical Engg.				
15.	Department of Chemical Engg.				
16.	Department of Polymer & Petrochemical Engg.				
17.	Engr. Abul Kalam Library				
18.	Directorate of Planning & Projects				
19.	Directorate of IT				
20.	Old VC Secretariat				
21.	Directorate of Students Affairs				
22.	Girls Common Room				
23.	Mainroad and Allied roads with Gates.				
<b>Total Amount:</b>					

**Note:** Total Bid should include all direct and indirect cost and materials and inclusive Of all federal and provincial taxes and duties.

## **CERTIFICATE**

1. We guarantee to provide the requisite service exactly in accordance with the requirements / specification in the invitation to this tender.
2. We accept the terms and conditions of the contract as well as general provision applicable to Government contracts.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

C.N.I.C: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_



## **LIST OF DEPARTMENTS**

<b>S. No.</b>	<b>Description of Areas</b>	<b>Proposed Qty.</b>
1.	Supervisors	
	Janitorial Staff (Male + Female)	
1.	Department of Civil Engg.	
2.	Department of Urban & Infrastructure Engg.	
3.	Department of Earthquake Engg.	
4.	Department of Electrical Engg.	
5.	Department of CIS.	
6.	Department of Mechanical Engg.	
7.	Department of Industrial Manufacturing Engg.	
8.	Department of CS&IT.	
9.	Department of Mathematics.	
10.	Department of Physics.	
11.	Department of Chemistry.	
12.	Department of Humanities.	
13.	Department of Materials Engg.	
14.	Department of Metallurgical Engg.	
15.	Department of Chemical Engg.	
16.	Department of Polymer & Petrochemical Engg.	
17.	Engr. Abul Kalam Library	
18.	Directorate of Planning & Projects	
19.	Directorate of IT	
20.	Old VC Secretariat	
21.	Directorate of Students Affairs	
22.	Girls Common Room	
23.	Mainroad and Allied roads with Gates	
<b>Total Nos.</b>		

**Signature with Stamp**

**A F F I D A V I T****(Must be Printed on Rs. 100/- Stamp Paper)**

We, M/s. \_\_\_\_\_ hereby undertake that:

- i. Our company is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government Organization.
- ii. Any director or owner of our company is not awarded any punishment from any Court of Law.
- iii. We have submitted the correct and complete information along with our bid/offer.
- iv. If any document / information is found forged / engineered / false / fake / bogus at any stage OR any criminal proceedings found in any court of law during the contract period, NEDUET has right to terminate our services immediately without assigning any reason and making any refund or payment and we may be declared as Blacklisted and the performance guarantee and payment, if any may be forfeited.

Authorized Signature [In full and initials]: Name

and Title of Authorized Signatory: Name of

Bidder:

Stamp / Seal:

## **FORMAT OF BANK GUARANTEE FOR PERFORMANCE BOND**

Bank Guarantee No.:

Dated of issue:

Valid \_\_\_\_\_ upto:

Value (Rs.): \_\_\_\_\_

To: [Name &amp; Address of the Procuring Agency]

Whereas **[Name of Bidder]** (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. **[number]** dated **[date]** to supply **[description of services]** (hereinafter called "the Contract").

And whereas it has been stipulated in the said Contract that the Bidder shall furnish to the NEDUET, Karachi with a Bank Guarantee by a scheduled bank for the sum of 2% of the total Contract amount as Security for compliance with the Bidder's performance obligations in accordance with the Contract.

And whereas we have agreed to provide a Guarantee: for the said Bidder

Therefore, we hereby unconditionally and irrevocably guarantee, on behalf of the Bidder, up to a total of **[Amount of the Guarantee in Words and Figures]** and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without requiring the NEDUET, Karachi to initiate action against the Bidder and without cavil or argument any sum or sums within the limits of **[Amount of Guarantee]** as aforesaid. The amount stated in the demand made under this guarantee shall be conclusive proof of the amount payable by the Guarantor under this guarantee.

The obligations of the Guarantor under this guarantee shall be valid for one month after the completion of contractual obligations by the Bidder to the NEDUET, Karachi for which this Guarantee is being given, and until all and any obligations and sums due have been paid in full.

Yours faithfully,

Name of the Bank: \_\_\_\_\_

Authorized officer's Signature &amp; Seal: \_\_\_\_\_

Witness 1: \_\_\_\_\_

Witness 2: \_\_\_\_\_

Sworn &amp; Sign before me

This day of .....

## BIDDERS PROFILE / DETAILS

1.	Registered Company Name	
2.	Company Registration Number / Certificate	
3.	Date of Registration	
4.	National Tax Number	
5.	General Sales Tax Number	
6.	Sindh Sales Tax (SST) Number (SRB)	
7.	Registration Certificate with EOBI / SESSI	
8.	Years of Operation of Company after its Registration	
9.	Details of Staff to be assigned for the project	
10.	Bank Name and Branch	
11.	Bank Account Number	
12.	Additional Professional Registration Details (if any):	
13.	Physical address	
14.	Postal address	
15.	Telephone Number	
16.	Fax Number	
17.	E-mail address	
18.	Blacklisting / Complaint / Litigation against the firm (By any govt. or other org. if any)	
19.	Name & Address of the companies / subsidiaries and associated companies, if any, with whom there is collaboration or joint venture	
20.	List of Machinery / Equipment (To be utilized for the janitorial work)	
21.	Any other relevant detail	

Authorized Signature [In full and initials]: Name and Title of  
Authorized Signatory: Name of  
Bidder:

## Contract Agreement

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 2022\_\_\_\_\_ between *NED University of Engineering & Technology, Karachi*. (Hereinafter called “the Procuring agency”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., Procurement of \_\_\_\_\_ for \_\_\_\_\_, NEDUET, Karachi. has accepted a bid by the Supplier for the Hiring of Janitorial / Sanitation Services at Main Campus, NEDUET in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications.
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of Hiring of Janitorial/Sanitation Services at Main Campus, NEDUET and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)



## INTEGRITY PACT

### DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.

Contract Number: \_\_\_\_\_ Dated: \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

**[Name of Supplier/Contractor/Consultant]** 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 Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, **[Name of Supplier/ Contractor/ consultant]** 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 Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

**[Name of Supplier/Contractor/Consultant]** 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 PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

**[Name of Supplier/Contractor/Consultant]** 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 right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, **[Name of Supplier/Contractor/Consultant]** agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by **[Name of Supplier/Contractor/Consultant]** 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 PA.

\_\_\_\_\_  
**[Procuring Agency]**

\_\_\_\_\_  
**[Supplier /Contractor/Consultant]**



# NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

DP/ NED/Janitorial/8078/3037

Date: 08.02. 2022




## NOTIFICATION

With reference to this University Office Order No. DR(Estab)/(1193)Vol-II/6331 dated: 16.06.2016, the Procurement Committee under Rule 7 of the Sindh Public Procurement Rules (as amended) comprising of the following Members has been constituted for Hiring of Janitorial / Sanitation Services at Main Campus of NEDUET. (vide Case File No. PC/NED/DWS/Janitorial/8078/2022), as follows:

- |  |                  |
|--|------------------|
| 1. Prof. Dr. Mirza Mahmood Baig<br>Chairperson, Department of<br>Mathmetics  | Convener         |
| 2. Mr. Muhammad Mabroor Khan<br>Administrative Officer<br>Center for Excellence in Marine Biology<br>University of Karachi | Member           |
| 3. Mr. Asad Ahmed Baig<br>Assistant Manager Central Store  | Member/Secretary |

The TOR / functions / responsibilities of the aforesaid Procurement Committee will be in accordance with Rule-8 of SPP Rules. The tender will be opened on 03.03.2022 at 10:30 AM in the office of Assistant Director Procurement-II.

  
Director Procurement  
11.02.2022

Copy to:  
All Concerned.

# NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

No. DR (Estab)/(1003)/5730

Dated: 27/05/2016

## OFFICE ORDER

In supersession of this office order No. DR (Estab)/(1003)/11418 dated 02-11-2015, the University Administration has constituted the Complaint Redressal Standing Committee comprising of the following officers to address complaints regarding all procurement issues in the University in pursuance of Clause 31(1) of the SPPRA rules:

- |    |   |          |
|----|---|----------|
| 1. | <b>Prof. Dr. Saad Ahmed Qazi</b><br>Dean (ECE)          | Convener |
| 2. | <b>Independent Professional from the relevant field</b> | Member   |
| 3. | <b>Nominee of Accountant General Sindh</b>              | Member   |

  
Ag. REGISTRAR 27/5/2016

To:

**The Convener & all members**

Copy for information to:

- 1 Dean (ECE)
- 2 Director Planning & Projects
- 3 Director Finance
- 4 Director, Procurement Cell
- 5 Ag. Resident Auditor





**NED UNIVERSITY OF ENGINEERING & TECHNOLOGY  
PROCUREMENT CELL**

Tele # 99261261-2291, (Ext. 2471) Fax # 99261255,

E-mail: [dp@neduet.edu.pk](mailto:dp@neduet.edu.pk)



Director Procurement

"Say NO to Corruption"

No. DP/ 149607/8078/ 3-37

Dated: 08-02-2022

The Director Information Advertisement  
Government of Sindh,  
Information Department  
Directorate of Advertisement  
Karachi.

**SUBJECT: PUBLICATION OF NOTICE INVITING TENDER**

Enclosed kindly find herewith the Notice Inviting Tender (NIT) for publication in three newspapers for job mentioned below:

Notice Inviting Tender	Hiring of Janitorial / Sanitation Services at Main Campus of NEDUET. Tender No. PC/NED/DWS/Janitorial/ 8078/ 2022
------------------------------	--

Kindly ensure the publication of the aforementioned NIT as under:

Name of Newspapers	Ordinary Page	Date of Publication
Daily "Dawn" - English Daily "Jang" - Urdu Daily "Awami Awaz" - Sindhi	Black & White	On or before 13-02-2022

The aforesaid NIT please be published on or before 13-02-2022. The bill along-with tear sheet of newspapers may be sent to Director Finance of this University for payment.

Copy to DF

R&I Incharge  
Advertisement Section  
Information Department  
Govt. of Sindh, Karachi

Director Procurement

08.02.2022

9/C





# NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

## PROCUREMENT CELL

Phone # 99261261-68, (Ext 2471 & 2501) Fax # 99261255, Email: dp@neduet.edu.pk



NO: DP/COS-149607/8078/3037

February 7, 2022

Director Procurement

## NOTICE INVITING TENDER

NEDUET invites sealed bids on Single Stage Two-Envelopes procedure from the well-reputed firms registered with SRB & FBR (whichever is applicable) to provide Janitorial / Sanitation Services at the various teaching / non-teaching departments of Main Campus, NEDUET to carry out following:

S. No.	Tender Number	Tender Schedule — Date and Time				Tender Fee Rs.
		Issue / Sale		Submission	Opening	
		From	To			
1.	Hiring of Janitorial / Sanitation Services at Main Campus of NEDUET. Tender No. PC/NED/DWS/ Janitorial/8078/2022	15.02.2022	02.03.2022	03.03.2022 10:00 AM	03.03.2022 10:30 A.M	2,000/-

### Eligibility Criteria:

- Proof of valid registration with EOBI and SESSI
- Relevant at least 3 years' experience of providing services in janitorial / sanitation areas of work.
- Last 03 years audited Financial Statements showing yearly turnover as per FBR. The average turnover of last 03 years should not be less than Rs. 30 Million.
- Satisfactory service providing certificate(s) for previous work completed.
- Sales Tax Registration Certificate with last month return copy both FBR and / or SRB and NTN Certificates.
- Valid "Professional Tax Certificate" issued from Government of Sindh.
- Affidavit confirming that the firm has not been blacklisted by any Government, Semi-Government or Autonomous Bodies on non-judicial stamp paper.

Tender Fee and Bid Security @ 5% of bid cost in shape of Pay order should be in favour of Director Finance. Bidding documents can be obtained and shall be submitted in the office of ADP-II as per above schedule. Bidders are requested to give their Best and Final Price as "No Negotiations" is permitted. Bidding Documents containing detailed terms and conditions are available at Website [www.neduet.edu.pk](http://www.neduet.edu.pk) and [www.ppms.pprasinindh.gov.pk](http://www.ppms.pprasinindh.gov.pk). In case of any unforeseen situation or government holiday resulting in closure of office on the date of opening, bids shall be submitted / opened on next working day at the given time and venue. NEDUET reserves the right to reject any bid or cancel the bidding process subject to relevant provisions of SPP Rules 2010.

Say No to Corruption

INF-KRY: No. 557/2022

WEAR MASK-SAVE LIFE

Director Procurement

ماسک لگائیں۔ کرونا بچائیں۔ ماسک لگائیں۔ محفوظ رہیں  
ماسک پہنیں۔ زندگی بچائیں۔ ماسک پہنیں۔ محفوظ رہیں





جنگ ٹیلی ویژن 86 بجے 9 مارچ 1443ھ 11 مارچ 2022ء نمبر 42

## NED یونیورسٹی آف انجینئرنگ اینڈ ٹیکنالوجی..... پروکیورمنٹ سیل

Phone#99261261-68, (Ext 2471&2501) Fax#99261255, E-mail:dp@neduet.edu.pk

No.DP/COS-149607/8078/3037 مورخہ 07 فروری 2022

"Say No to Corruption"

DIRECTOR PROCUREMENT

NEDUET کوئٹہ چیلنجنگ ایجنسی کے نام پر NEDUET کے خلاف تھریڈ کی خبریں میں مبینہ طور پر سرکاری اہم کرنے کیلئے مشورہ معارف فرج سے FBR اور SRB (جس کی کوئی اطلاع ہوتا ہے) کے پاس رجسٹرڈ ہوں۔ ایک سرکاری اطلاع کے مطابق یہ سرکاری اہم کرنے کیلئے مشورہ ہے۔

### ٹینڈر طلبی نوٹس

نمبر شمار	ٹینڈر / انفر	ٹینڈر شیڈول - تاریخ اور وقت			
		ادارہ / فروخت		جمع کرنا	کھانا
		از	تا		
1	NEDUET کے مین سپلائر پر مبنی نوٹس / مین ٹینڈر سرکاری ہاؤس۔ ٹینڈر نمبر: PC/NED/DWS/Janitorial/8078/2022	15-02-2022	02-03-2022	03-03-2022 صبح 10:00 بجے	03-03-2022 صبح 10:30 بجے

معیار اہلیت:

(i) EOBI اور SESSI کے پاس کارآمد رجسٹریشن کا ثبوت۔ (ii) مبینہ طور پر مین ٹینڈر کے کام کے شعبوں میں خدمات فراہم کرنے کا کم از کم 03 سالہ تجربہ۔ (iii) گزشتہ 03 سالہ آڈٹ شدہ مالیاتی کٹواؤں سے جس میں FBR کے مطابق سالانہ ذرائع اور عائد کیا گیا ہو۔ گزشتہ 03 برسوں کا اوسط ذرائع اور 30 ملین روپے سے کم نہ ہو۔ (iv) سابقہ جملہ شدہ کام کے لئے مکمل بننے والی خدمات فراہم کرنے کی سرٹیفکیٹ / سرٹیفکیٹس۔ (v) پبلک رجسٹریشن سرٹیفکیٹ مین FBR اور SRB دونوں کی گزشتہ ماہی ریزن کی نقل اور NTN سرٹیفکیٹس۔ (vi) حکومت سندھ کا جاری کردہ کارآمد پروفیشنل لکس سرٹیفکیٹ۔ (vii) نان جوڈیشل اسٹامپ بھی پر اس سرکار کا ملکہ کر فرم کو کسی بھی سرکاری یا نیم سرکاری یا غیر سرکاری ادارے سے چیک اسٹ میں کیا۔

ٹینڈر فیس اور بڈ لائٹ کی 5% شرح پر بڈ سیکورٹی بھلی سپاء آرڈر دیکھ (ایک ٹیکسٹ میں ہونے چاہئیں) بڈنگ دستاویزات اور ڈیڈ لائن کے مطابق حاصل کی جاسکتی ہیں اور دفتر ADP-II میں پیش کرنا ہوں گی۔ بڈی دیکھانے سے درخواست ہے کہ وہ بھی اور حتمی قیمت دیں جیسا کہ "گت ویش" کی اجازت میں ہے۔ مصلحت قرار دے دیا ہوا ہر مصلحت بڈنگ دستاویزات دیب سائنس www.neduet.edu.pk اور www.ppsms.ppsrindh.gov.pk پر بھی دستیاب ہیں۔ ٹیکس کی تاریخ پر نگرانہ حالات یا سرکاری تھیلی کی صورت میں ہدف کے بند ہونے کا باعث ہو سکتا ہے تاکہ وہ کام دے دے دے گئے وقت اور مقام پر پیش کرنا کی کوئی ہامیں گی۔ NEDUET کا یہ حق محفوظ ہے کہ وہ SPP 2010 کے تحت مندرجات سے مشورہ کوئی پیشکش مسترد کر دے یا بڈنگ کے عمل کو منسوخ کر دے۔

دستخط: ڈائریکٹر پروکیورمنٹ

INF/KRY-557/2022

SAY NO TO CORRUPTION  
WEAR MASK-SAVE LIFE  
ماں کو بچانے کے لیے ماسک پہنائیں - ہاتھ کی دھوئیے - سوسائٹیاں اور دیگر محفوظ رہیں