

**Invitation to Bid for**  
**Hiring of Janitorial Services with Cleaning Material**  
*for*  
**CUI Lahore Campus**



**COMSATS University Islamabad (CUI), Lahore**  
**Campus**

Defence Road, Off Raiwind Road, Lahore



# Invitation to Bid

## Hiring of Janitorial Services with Cleaning Material for CUI-Lahore Campus

**COMSATS University Islamabad (CUI), Lahore Campus, a public sector University of Ministry of Science & Technology (MoST)** invites sealed bids from the registered with Income Tax, GST & PRA Department and who are also on Active Tax Payers List (ATL) of FBR & PRA for **“Hiring of Janitorial Services with Cleaning Material for CUI-Lahore Campus”**

- 2) Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/ rejection of bids, performance guarantee etc. are available for the interested bidders at **“Purchase Office, COMSATS University Islamabad (CUI), Lahore Campus, Defence Road, Off, Raiwind Road, Lahore”**. Bidding documents can also be downloaded from (<https://lahore.comsats.edu.pk/Offices/Procurement/Tenders.aspx>). Bids shall be submitted along with tender document's fee in the form of Pay Order / Demand Draft amounting **Rs. 2,500/- (non refundable)** for each tender (**FTN/NTN: 9013701-9**). No bid shall be accepted without tender document fee.
- 3) The bids, prepared in accordance with the instructions in the bidding documents, must reach at **“Purchase Office, COMSATS University Islamabad (CUI), Lahore Campus, Defence Road, Off Raiwind Road, Lahore”** on or before **July 12, 2023** at **1400 hrs.** Bids will be opened the **same day** at **1430 hrs.** This advertisement is also available on PPRA's website at [www.ppra.org.pk](http://www.ppra.org.pk).

**PID(i)8003/22**



**“SAY NO TO DRUGS”**

Deputy Registrar (Procurement)  
**COMSATS University Islamabad (CUI), Lahore Campus**  
(A public sector University of Ministry of Science & Technology)

Defence Road, Off, Raiwind Road, Lahore,

**Ph: 042-111-001-007 (Ext: 875)**

**[www.comsats.edu.pk](http://www.comsats.edu.pk)**

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## Part A: General Terms and Conditions

### Instruction to Bidders

1. All pages of bidding documents are mandatory to be signed / stamped, meaning thereby bidder agrees to our terms & conditions mentioned herein, failing which the bid may be rejected.
2. Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of COMSATS University Islamabad (CUI), Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.
3. Please submit the rates on our prescribed BoQs Form with complete terms and conditions signed & stamped, otherwise the bid (s) may be rejected.
4. The bid proposal should be in Pak Rupees inclusive of all applicable taxes.
5. The contract will be executed and managed in satisfactory conditions up to the entire satisfaction of CUI, Lahore Campus.
6. The bid should be submitted in a sealed envelope up to **July 12, 2023 on or before 1400hrs and will be opened on the same date at 1430hrs** in the presence of available bidders.
7. It is the sole responsibility of the Company to comply with the applicable laws, be national or international.
8. COMSATS University Islamabad, Lahore Campus reserves the rights to accept or reject the bid if;
  - a. Received without earnest money
  - b. Received later than the date and time fixed for tender submission
  - c. The tender is unsigned/ unstamped
  - d. The offer is ambiguous
  - e. The offer is conditional
  - f. The offer is from a firm, which is black listed, as published on PPRA website or through a notification.
  - g. The offer is received by telephone/telex/fax/telegram.
  - h. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
  - i. Termination of Contract on Unsatisfactory grounds.
  - j. Rates are not quoted on our BoQs

### Tender Fee & Earnest Money/CDR

9. Documents along with Pay Order / Demand Draft amounting to Rs.2,500/- as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Lahore to the address given below. No proposal/bid will be accepted without tender documents' fee.
10. The bidder is required to furnish in form of Bank deposit/ CDR / Pay order of **equivalent to 2% of the total annual bid price (i.e. total per month rate\*12)** as Earnest Money crossed in favor of "COMSATS University Islamabad, Lahore Campus", which shall be released to unsuccessful bidders after the completion of bidding process. However, it will be released to the most advantageous bidder after furnishing of performance security.
11. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.

## Performance Security

12. The successful bidder shall deposit an amount equal to 10% of the total value of the annual contract volume (i.e. total per month rate\*12) in shape of Bank deposit/ CDR / Pay order as security money within seven (7) days after issuance of the purchase/ work order.
13. The performance security shall remain with procuring agency till the satisfactory completion of the contract.

## Cost & Payments

14. Payment will be made on submission of Invoice in the name of “COMSATS University Islamabad, Lahore Campus”. A copy of attendance report will be submitted on the last day of each month for inspection and processing of payment by CUI-Lahore.
15. The contractor shall be responsible to make timely (not beyond 5th of each month) arrangement for disbursement of wages to their staff at university failing which an appropriate penalty may be imposed with the approval of competent authority.
16. Applicable Income tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR; however, CUI will be final authority to accept or reject the exemption certificate. In case of rejection, CUI will deduct all applicable taxes as per tax rate. CUI will provide a certificate of tax deduction and the vendor may claim refunds from Tax Authorities/FBR.

## Procedure of Open Competitive Bidding

17. COMSATS University Islamabad, Lahore Campus, will follow **Single Stage Two Envelope Procedure** as per the PPRA rule 36(b);
  - a. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
  - b. The 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. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
  - e. The 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. During the technical evaluation no amendments in the technical proposal shall be permitted;

- g. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- h. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically unresponsive shall be returned unopened to the respective bidders; and
- i. The bid found to be the lowest evaluated bid shall be accepted.

### Sealing and Marking of Bids

18. The bid shall be sealed in outer envelope and shall be addressed to the CUI contact person, as below; and must bear the title of procurement “**Hiring of Janitorial Services with Cleaning Material**”.

Deputy Registrar Procurement,  
Purchase Office, COMSATS University Islamabad, Lahore Campus  
Defence Road, Off Raiwind Road, Lahore.  
Tel: 042-111-001-007, Ext: 875

19. If the outer envelope is not sealed and marked as required, CUI will assume no responsibility for the bid’s misplacement or premature opening.
20. The Bidder shall seal the inner bid in envelopes, duly marking the envelopes as “FINANCIAL BID” & “TECHNICAL PROPOSAL” & “BID SECURITY”.
21. The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late” or “technically dis-qualified”.

### Contract Duration & Extension

22. This contract would be valid for one year from the date of award/ start of contract and renewable for further two years (on annual basis) on the same terms & conditions/ quoted rates and with the mutual consent of both the parties. CUI will evaluate/ ensure the satisfactory performance of the company.

### Notification of Evaluation Reports:

23. The Bid Evaluation report (Technical) will be notified to all the participating bidders by email address provided in the bidding document. The Bid Evaluation report (Financial/ Final) will be notified to the technically qualified bidders by email address provided in the bidding document in addition to uploading at PPRA website.

## Technical Evaluation Criteria

Marks on the technical grounds shall be calculated on the following parameters. Relevant documentary proof in support of the information provided against each parameter must be attached as annexure.

Sr. #	Description	Max. Marks	Please specify below each parameter	Documentary Proof (Annexure)
1	<p><b>Professional Experience:</b> (Number of years of experience in the relevant field). Minimum 5 years of experience is required to be eligible for participation. For each completed year from 5 years, 2 marks will be granted with maximum of 20 marks for 10 years' and above experience <i>Please attach company experience certificates issued by client(s) on official letter head with contact details of relevant official to determine number of years of experience in the relevant field</i></p>	20		Annex A
2	<p><b>Clients Coverage:</b> Number of Clients served/ being served in last 5 years in Higher Education Institutions with minimum contract amount Rs 1 M per month; 2 mark will be granted for each client with maximum of 20 marks for 10 clients <i>Please provide copies of work orders (for ongoing projects) and satisfactory reports for completed projects alongwith list of clients as per given format at the end</i></p>	20		Annex B
3	<p><b>Manpower Strength</b> Number of janitorial staff/ manpower provided to different clients by your company in last 5 years 500-1000 employees = 10 marks 1001-1500 employee = 15 marks 1501 and above employees = 20 marks <i>Please provide copies of work orders /agreements</i></p>	20		Annex C
4	<p><b>Financial Strength:</b> Rs. 15 Million to 20 Million = 5 marks Rs. 20.1 Million to 25 Million = 10 marks Rs. 25.1 Million to 30 Million = 15 marks Rs. 30.1 Million to 35 Million = 20 marks Rs. 35.1 Million to 40 Million = 25 marks Rs. 40.1 Million and above = 30 marks <i>Please attach copy of bank Statement duly signed/ stamped by bank to check turnover of last one year (Only Credit Entries)</i></p>	30		Annex D
5	<p><b>Registered as company with SECP</b> <i>Please attach copy of SECP registration certificate</i></p>	10		Annex E
Total		100		



**Note:**

- i. A minimum of 70% Marks in the above is mandatory for technical qualification.
- ii. Only reputed janitorial companies, having relevant professional experience of minimum 5 years, registered with Income Tax, Sales Tax and PRA departments and are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.

**Bid Evaluation Criteria and award of contract:**

- a) After opening of bids, CUI, Lahore Campus will examine and ensure that the submitted bids are complete in all respect along with required documentary proofs as per tender document.
- b) Technical Evaluation of the received bids shall be made strictly as per above technical evaluation criteria.
- c) Financial bids of the companies securing minimum qualifying marks i.e. 70% against the technical parameters shall be opened on the date and time as informed by CUI Lahore campus.
- d) Contract will be awarded to the bidder with lowest quoted bid price /cost, after qualifying technical evaluation and meeting all tender terms and conditions and other requirements mentioned in the tender document.
- e) In case of tie in rates, the bidder securing highest technical score will be awarded the contract. However, in case of tie in both technical score and quoted rates, CUI will award the contract to the bidder having greater number of professional experience (in years).
- f) In case lowest evaluated bidder refuses or fails to accept the offer within the deadline, the earnest money will be confiscated AND a ban from business with CUI for a period specified by CUI will be imposed. The Work Order may be offered to the next lowest evaluated bidder.



## **Part: B: Contract Terms and Conditions**

1. All prices should be valid for at least one year from the date of award of contract. Withdrawal or any modification of the original offer within the validity period shall entitle CUI-Lahore to forfeit the earnest money in favor of the CUI-Lahore and / or put a ban on such vendor participation in CUI tenders / Services / works.
2. Rates to be quoted must be inclusive of all applicable taxes, salaries of the janitorial staff, cost associated with provision of staff uniforms, equipment and cleaning material.
3. The University reserves the right to increase or decrease the number of duty persons on campus as and when required during the term of this contract.
4. In case of any absentee / illness / leave of any Janitorial staff, replacement will be provided by the vendor. COMSATS reserves the right to make deductions on pro-rata basis, of which CUI will be the sole judge, if the attendance of janitorial staff is irregular/ absent.
5. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
6. If any change is required in the duty of Janitorial staff, the Service Provider shall inform to In-charge General Services well before time.
7. Duty hours/timings of janitorial staff will be determined by the University.
8. The Service Provider shall be responsible for the supervision of their deputed janitorial staff in University.
9. SOPs of COVID-19 must be followed by all the janitorial staff as per Government Law for public places.
10. University may utilize the services of janitorial staff for shifting/transferring of furniture and other belongings as and when required basis.
11. The Service Provider shall restrict its employees/staff from disturbing papers/files placed on desks/tables, opening desk drawers or cabinets, or using telephone or office equipment provided for official business at the premises.
12. The contractor is responsible and hereby undertakes that all staff/employees and supervisors of the Service Provider appointed at the premises of the University have not been and shall not indulge in any criminal and unlawful acts; if however found guilty they shall be subject to termination of their appointment at the premises of the University and the Service Provider shall bear any damages caused to the University due to such indulgence.
13. The contractor shall ensure that all his employees/Staff appointed at the premises;

- a. Shall observe the rules and regulations of the University enforced and as amended from time to time.
  - b. Shall be competent, appropriately equipped and dressed to carry out their duties at the premises.
  - c. Shall be courteous at all times and follow instructions of the University.
  - d. Shall arrive at the work site promptly at the scheduled time with clean and neat uniform while performing his duties at the premises.
  - e. Shall observe the No Smoking Policy of the University
  - f. Shall not arrive at the work site under the influence of alcohol and shall not drink alcoholic drinks while being on the job or within the premises of the University.
  - g. Shall not use any of the washrooms/bathrooms/restrooms, except the ones specifically designated for this purpose
  - h. Shall not indulge in discussions of arguments with any of the staff or officials of the University.
  - i. Shall be healthy and medically fit with the age between 18 to 55 years. CNIC is mandatory for all Janitorial staff.
14. Non-compliance with regard to all required services / quality standards will lead to imposition of penalty (maximum up to Rs. 5,000/- for each time).
  15. Contractor will be solely responsible for hiring, managing of daily operational work /staff and payment of salaries as per government rules to the janitorial staff deputed at the designated places by CUI Lahore. Any dispute /matter related to the janitorial staff will be settled /managed by contractor with no liability on part of CUI management.
  16. Contractor will be responsible to ensure security verification/ clearance of his employees and provide complete record of his employees along-with CNIC records to security section of CUI as and when asked.
  17. Employees deployed by the contractor will carry their service cards duly issued/ attested from the contractor's firm along with NADRA CNIC cards, whenever placed for duty or replaced.
  18. Contractor will ensure adherence to the instructions of the contract in-charge/ administrator of CUI in case of any disciplinary lapses such as (misbehavior, careless attitude with the CUI officials or students), a strict disciplinary action will be as per decision of the competent authority which may lead either to financial penalty or termination of contract.
  19. Neither of the parties hereto shall be held responsible for any delay or failure to perform any or all of the obligations imposed upon such party by case of "force majeure".
  20. Contractor will be held responsible and will pay for any loss / damage made to the CUI property intentionally or unintentionally.

21. The services shall be to the satisfaction of the CUI's relevant authority and the contractor's rates shall include for all incidental and contingent services, which although not specifically mentioned in this document, are necessary for cleanliness of CUI premises.
22. CUI's authority shall have the power to:
  - a. Reduce the payments by imposing penalty (one time each) if the quality of the services rendered anywhere under the contract, though acceptable but not up to the required standards.
  - b. Direct the contractor to make significant improvement in services, failing which the decision of CUI will be final and binding upon the parties.
23. Contractor shall ensure the workers abide by all the safety precautions in force and comply with all such requirements as may be laid down in connection with execution of this contract and his employees/workmen shall confine themselves to work areas as may be specified by the CUI from time to time
24. Contractor shall be responsible for the conduct/ behavior and working standard of his staff individually and/ or collectively and shall exercise administrative control over them directly.
25. Contractor shall not sublet the contract or any part thereof to any other person/firm and shall always be personally responsible for the faithful/efficient performance and progress of the services entrusted to him under the contract.
26. Contractor shall ensure strict compliance with all government rules and regulations including those applicable to his workmen/employees and shall indemnify CUI against all losses, damages costs and expenses that may be incurred by the CUI owing to the contractor's failure to strictly comply with any such law, rule and regulation.
27. Contractor will guarantee that he and the workmen /employees of him shall maintain professional discipline while on the job inside the CUI premises during the entire contract tenure and any administrative, disciplinary or any other dispute arising between the contractor and his employees and any dispute amongst the workmen/employees shall be settled outside the CUI premises without the effecting the work schedule set forth by the CUI.
28. The contract will be initially for a period of one year and will be extendable on mutual consent and subject to the satisfactory performance of the contractor. (Note: Initially 3 months will be probationary period and contract will continue on the satisfactory

performance of service provider. However, in case of unsatisfactory performance it will stand terminated by specific order from the University).

29. CUI shall have the right to terminate the contract without assigning any reason by giving a notice of 30 days and imposition of penalty keeping in view the nature of default, if any.
30. In case of any dispute with regards to this contract the decision of the CUI authorities (Director CUI, Lahore campus) shall be final.
31. The rates as approved in the contract would be considered valid and remained unchanged for the whole contract tenure and additional/ future requirements of the CUI Lahore would be met on the same financial terms.
32. Except as otherwise expressly provided in the contract, all taxes as levied by the Government shall be on account of the contractor. The contractor shall indemnify the CUI against any liability in respect of such taxes from time to time.
33. The contractor will bound to pay salary to the Janitors as per labour laws.
34. The Service Provider shall immediately and without requiring any justification shall remove any employee/staff (provided by the Service Provider) from the premises, if such removal is desired by the University and shall provide a replacement on immediate basis. The Service Provider shall not enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval from the University.
35. Sunday and gazette holidays will be allowed, however if work is an emergent nature then the services of janitorial staff be called for any time and payment for said services will be made
36. In case of any theft or damages, both parties will investigate the case jointly and if it is proved that the incidence occurred due to the negligence of Janitorial Staff of the bidder, the losses/ damages shall be recovered from the bidder.
37. In case any of the Janitors staff have fatal injuries, death or any consequence there to arising during the course of duty, COMSATS will not take any responsibility.
38. The bidder should submit an affidavit on Rs.100/-stamp paper that firm is not black listed from any Government / Semi Government / non-Government organization. (as per specimen given format.

## **Part C: Scope of Work**

### **Area to be covered**

Admin Block, Academics Blocks A, B, C, D, Chemical Engg. Block, Chemical Labs, IRCBM Block, Telephone Exchange, Library, Gym, Executive Cafeteria building, Mosque, General washrooms near Mosque, White house, Transport, , Examination, Security office, Girls Hostel (Fatima Jinnah) H-Block, All Campus roads, foot path Corridors, Parking Stands, Residential Areas, Student service center, O Block building, outside the along the all wall, all general washroom , Driver and Security staff residences, N. Block, PhD Faculty Block, Opening of main drains and departmental drains, Gates, Garbage disposed responsibility as per Govt SOP/Standard, Nursery area, Guest Houses, Tube well rooms, Disposal Well, Dustbin cleaning.

### **Work to be done**

- i. Clean and mop all floors, halls and corridors, stairs, roads etc. make them look clean all the times
- ii. Clean and vacuum all carpets and rugs, three times in a week.
- iii. Clean and disinfect all toilets, wash basins and sinks and make the toilet clean and dry at all the times.
- iv. Clean all boundary walls, pathways, sitting areas, main entrance area, grassy lawns and shopping area.
- v. Empty all waste receptacles and dispose of garbage and waste of sewer pipes/gutters at his own responsibility
- vi. Buff marble and tiled floors once in a month.
- vii. Clear all stored water in the Campus to avoid the Dengue Larva.
- viii. Clean all walls, fans tube lights, switch, open cable ducts, AC etc. and remove all spider webs once in a week.
- ix. Thorough Cleaning of all fountains.
- x. Cleaning of water tanks, sewerage well and sewerage lines.
- xi. Clear the Campus premises from stray Dogs.
- xii. Provide / supply necessary cleaning material in sufficient quantity to ensure cleanliness at the designated places by CUI. List of minimum required items is provided as annexure I.

### List of Equipment Required for Cleaning

Sr. #	Description	Units	Quantity Required
1	Floor Washing Machine	Nos.	02
2	Vacuum Cleaner	Nos.	07
3	Plastic Pipe 300 feet 1 inch dia	Nos.	04
4	Drain opening Material (300 feet Pipe for Roding of drains, Gloves, Trolley, Ganti, bamboos, ropes, Bamboos, Bucket etc.)	sets	02
5	Ladder for Glass Cleaning (1 Large+ 1 small)	Nos.	02

### List of Cleaning Material Required on Monthly Basis.

Given below is a list of minimum required cleaning material which will be provided by the contractor to its janitorial staff through its supervisors or any other designated person. The contractor will ensure to provide/ supply necessary cleaning material, throughout the contract period, in sufficient quantity, so as to ensure required cleanliness standard at the designated places upto the satisfaction of CUI Lahore.

Sr. #	Item Name & Specification
1	Liquid Soap in commercial packing in (5 Kg) OK Metro Brands, Luxes
2	Hand Soap Dettol 150 ML
3	Soap Safeguard 95g or equivalent
4	Harpic 500 ML or equivalent
5	Vim Powder (Pkt 900 g) Lemon Max or equivalent
6	Detergent powder (Pkt 100 g) Surf Excel, Ariel or equivalent
7	Phenyl Bottle (2.75-Liters Packing) , Finis
8	Towels Dusting New/Factory Second Large Size (as per sample)
9	Duster As per sample of CUI, Lahore
10	Wipers, Rambo Boss fine quality
11	Brooms Long stick (Fine quality)

12	Rings for Brooms
13	Wood stick for Brooms 2 feet
14	Broom Brush, standing fine quality
15	Wash Room Brush Double sided, fine quality as per sample
16	Carpet Brush, Narial fine quality
17	Iron Moof , fine quality as per sample of CUI, Lahore
18	Iron Mouf Cover as per sample of CUI, Lahore
19	Cleaning Brush (Jala Brush)
20	Acid (Neat/pure quality) 25 litre Packing as per sample
21	Plastic Picker as per sample of CUI, Lahore
22	Scraper for Paint
23	Thinner ICI fine quality
24	Plastic Bags for Dust Bins Large Size
25	Foot Mate Plastic for washrooms (4feet X 10 feet) as per sample
26	Ewer/Washroom water Pot
27	Dettol Multi Surface Cleaner 1 liter packing or equivalent
28	Wash Room Bookie as per sample
29	Vipers for Glass Cleaning Large size
30	Room Tike (as per sample of CUI-Lahore)
31	Robin Liquid Bleach 500 ml, As per sample of CUI, Lahore



## Part D: Main Financial Proposal

Hiring of Janitorial Services with Cleaning Material for CUI-Lahore Campus (Price to be mention only in Financial Proposal in a separate sealed envelope)

<p>Vendors are required to provide both unit and total price of each category and calculations must be made carefully to avoid mistakes. However, in case, total price does not match with the unit price and quantity due to calculation error or typo error, any of the following can be opted:  The bid may be rejected on the reason of ambiguity (OR  Unit price will be considered as final and total price of the respective item will be calculated by multiplying it with the quantity required. Sub-totals and grand total will also be corrected accordingly</p>						
<p>No change in the BoQs (Specs &amp; Qty.) of CUI-LHR as detailed below is allowed.  Any modification in CUI-LHR. BoQ may lead to rejection of bid (fully or partially).</p>					<p>Rates to be quoted inclusive of all (applicable) taxes</p>	
<p>Janitors staff required on Shift wise including Timing</p>					<p>Per month Rate per person (including salary, equipment, uniform &amp; Cleaning Material) (Rs.)</p>	<p>Total Per month Rate (including salary, equipment, uniform &amp; Cleaning Material) (Rs.)</p>
Sr. No.	Description	Morning 0700 hours to 1500 hours	Evening 1300 hours to 2100 hours	Total Janitors Staff (Qty.)		
1	Supervisor/Sawyer (Male)	1	1	2 Nos.		
2	Janitorial Staff (Male)	36	21	57 Nos.		
3	Janitorial Staff (Female) for Campus	10	0	10 Nos.		
4	Janitorial Staff (Female) for Hostels	4	0	4 Nos.		
5	Garbage Taker with Standard loading and disposal facility	2	0	2 Nos.		
<p><b>Total Amount Per Month (Rs.)</b>  (including salary, equipment, uniform &amp; Cleaning Material)</p>						
<p><b>Grand Total Amount for one year (Rs.)</b> {<u>Total Amount Per Month Rate</u> * <u>12</u>} (including salary, equipment, uniform &amp; Cleaning Material)</p>						

- Contract / Work order shall be awarded on turnkey / grand total amount basis to successful bidder. Multiple rates of a category may also lead to the rejection of bid.

**Part E: Forms/ annexures**

**Integrity Pact:**

**DECLARATION OF FEES, COMMISSIONS AND BROKERAGE ETC. PAYABLE BY THE SERVICE PROVIDERS/CONTRACTORS OF SERVICES, SERVICES & WORKS**

Contract Number: 3781

Dated: \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

[Name of Supplier] 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 or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [Name of Supplier] 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 including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Govt. of Pakistan, except that which has been expressly declared pursuant hereto.

[Name of Supplier] 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 Supplier] 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 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 Supplier] 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.

**Signature & Stamp of Bidder**

**Declaration Form:**

(THIS FORM IS TO BE PROVIDED WITH THE BID)

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that:

I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

All the information furnished by me/us here-in is correct to the best of my knowledge and belief.

I / We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexure.

I / We agree that the decision of committee(s) in selection will be final and binding to me/ us.

I / We have read the instructions appended to the proforma and I/we understand that if any false information in the documents is noticed at a later stage the committee is at liberty to act in a manner it feels deemed fit, which may include Penalty AND/OR Confiscation of Earnest Money AND/OR Blacklisting for future tendering with CUI AND/OR Bar from business with CUI for a period as deemed appropriate depending on nature of offence.

Tender No.	
Name of Firm/ Company	
Year of Establishment	
Name of Owner/Authorized agent	

Office Address	
GST No.	
NTN.	
Valid Telephone No.	
Valid E-mail (For All Official Correspondence)	
Signature & Stamp (Authorized Representative)	

### Tender Acceptance Form

(THIS FORM IS TO BE PROVIDED WITH THE TECHNICAL BID)

The above mentioned terms & conditions have been carefully read and are hereby unconditionally accepted.

Sr. #	Factors	Description
1	Name of the Organization / Contractor	
2	Date of Establishment	
3	Corporate Status	
4	Owner / Proprietor / MD / CE Name	
5	CNIC No.	
6	Mailing Street Address	
7	Contact No(s).	
8	Cell No(s).	
9	Helpline No(s).	
10	Fax No(s).	
11	Email Address	

12	NTN No.	
13	GST No.	

Signature (Authorized Representative)	_____
Stamp	_____

**Format of work experience**

S#	Name of the Client Organization served or being served by your company in last 5 years	Duration		Contact person name /Tel No.	No. Of persons deployed	Total annual volume of the contract
		From	To			
1.						
2.						
3.						

**Affidavit sample regarding non-blacklisting of firm**

I, \_\_\_\_\_ being owner / proprietor / representative of this firm / company here by

*Certify that I have read all the terms & conditions as detailed of this tender documents and are acceptable to me. I will be bound to provide best quality Janitorial services according to the COMSATS requirement. If, I*

*fail to do so, I understand that COMSATS has the right to confiscate the earnest money or security money, as the case may be and blacklist my firm / company.*

*It is further stated that as of today, our firm /company is not blacklisted by any Government / Semi Government department.*

**SIGNATURE&STAMP**

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

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