



## **Bid Document**

### **Provision of Janitorial Services for Maintenance of Staff Training Academy, Karachi.**

**Bid submission:** **29-01-2026 up to 02:00 p.m.**

**Bid opening:** **29-01-2026 at 02:45 p.m.**

**Through  
National Competitive Bidding**



## INVITATION OF BID

### **FOR PROVISION OF JANITORIAL SERVICES FOR MAINTENANCE OF STAFF TRAINING ACADEMY, KARACHI.**

Sealed bids are invited from reputed/established firms/contractors/ Services Providers, registered with Income Tax and Sales Tax authorities, for **Provision of Janitorial Services for Maintenance of Staff Training Academy, Karachi.**

Procedure of Bidding:	Single Stage – One Envelope.
Cost of Bidding Document:	Rs.2,000/- in form of PO/DD.
Bid Security in the form of PO/DD:	Rs.100,000/-
Tender Document Collection (Start Date):	Hoisting/Publication of Notice.
Tender Document Submission Date & Time:	29-01-2026 up till 02:00 p.m.
Tender/Bid Opening Date & Time	29-01-2026 at 02:45 p.m.

#### **DOCUMENTS COLLECTION:**

Tender documents can be downloaded from SPPRA/STEVTA website or can be obtained on submission of a written request on company letterhead, during office working hours, on payment of Tender document Cost **Rs.2000/-** (non-refundable/non-transferable) in form of PO/DD in favor of **“Sindh Technical Education & Vocational Training Authority”** from the below address:

**Incharge (Procurement)**  
**Sindh Technical Education & Vocational Training Authority (STEVTA)**  
**Street-19, Block-6, Gulshan-e-Iqbal,**  
**Near NIPA Chowrangi, Karachi. Ph: 99244112-7.**

#### **NOTES: Eligibility Criteria:**

<b>1</b>	Relevant Business Experience (At least 05 Years). Bidder's previous similar experience in <b>Janitorial Services</b> during the last five (05) years in Public and reputable Private Sector Universities and Govt. / Semi.
<b>2</b>	Valid registration with SECP Registration.
<b>3</b>	Valid certificate of Registration of Employees Old-Age Benefit Institution (EOBI).
<b>4</b>	Valid certificate of Social Security Registration Certificate SESSI.
<b>5</b>	Annual Turnover must be 10 million in last 03 years. Attach audit reports of last three years.
<b>6</b>	NTN Registration Certification & Sales Tax Registration Certificate/ (SRB).
<b>7</b>	Client List of Services provided in Public/ Private Sector Organization.
<b>8</b>	Income Tax Annual Returns of Last 03 Years.
<b>9</b>	Undertaking on stamp paper that, the firm is not black listed.
<b>10</b>	The participating firm(s) shall be bound to quote & pay the minimum salary/wedges to its employees working at STEVTA as per the prevailing rates fixed by the Labour & Human Resource Department, Government of Sindh through latest notification

#### **NOTES:**

- Electronic Bids completed in all respects, must be submitted through EPADS <https://portalsindh.eprocure.gov.pk/> only on or before **29-01-2026 upto 02:00 pm** along with a bid security **Rs.100,000/-** in the shape of Pay Order/Demand Draft in Favor of **“SINDH TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY”**.
- Bidders are required to upload their bids (duly signed and stamped) with a copy of Earnest Money and all supporting documents) through SPPRA EPADS system ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)). The original bid security along with the Original Bid Document fees PO/DD and original undertaking of not black listing on Rs.200/- Stamp paper (duly signed and stamped) must be delivered to STEVTA, Karachi on below mentioned address before bid.
- The Proposals/ Bids prepared and submitted in accordance with the instructions given in bidding document will be opened on **29-01-2026 at 02:45 pm** in the presence of Committee Members and representatives of bidders with authorized letter, who wish to attend. The tender will be opened next day in case of holiday declared by Govt. of Sindh.
- STEVTA reserves the right to accept or reject any bid, subject to relevant provisions of Sindh Public Procurement Rules, 2010 (amended 2019).

**INCHARGE (PROCUREMENT)**



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## PART – I

# BIDDING PROCEDURE



## **SECTION - I** **INSTRUCTIONS TO BIDDERS**

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## INSTRUCTIONS TO BIDDERS

### **A. Introduction**

Sindh Technical Education & Vocational Training Authority intend to procure **Provision of Janitorial Services for Maintenance of Staff Training Academy, Karachi** for which sufficient funds are available under the relevant heads of account in the approved budget.

Bidder would be hired as per evaluation criteria of this document to provide services as mentioned in Bid document for a period of 12 MONTHS (1 YEAR) may be renewed for next year on mutual consent of both the parties on annual basis, maximum up to three years with the annual increase of 10% subject to satisfactory performance.

### **01. Source of Funds**

1.1 Government of Sindh.

### **02. Eligible Bidders**

2.1 The invitation for Bids is open to all firms/ companies having Pakistani Nationality.

### **03. Eligible Services**

3.1 The related services to be **provided under** the contracts (such services here in after referred to services) shall have their origin in eligible countries, as specified in Section-V and all expenditures made under the contract will be limited to such articles.

### **04. Cost of Bidding / Contract**

4.1 The Bidder shall bear all costs associated with the preparation and delivery of its Bid/ Contract, and the Purchaser will in no case be responsible or liable for those costs.

### **05. Assurance**

5.1 The successful bidder will be required to give satisfactory assurance of its ability and intention to deliver the services pursuant of the contract, within the time set forth therein.

### **B. The Bidding Document**

### **06. Contents of Bidding Documents**

6.1 The Service required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to the invitation for Bids, the bidding documents include.

- (a) Instructions to Bidders.
- (b) General Conditions of Contract (GCC).
- (c) Special Conditions of Contract (SCC).
- (d) Technical Specification.
- (e) Sample Forms.
- i) Bid form and Price Schedule.
- ii) Bid Security Form.
- iii) Contract form.
- iv) Performance Security Form.
- v) Bank Guarantee Form for Advance Payment.
- vi) List of Member eligible member Countries.

6.2 The Bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications. Failure to furnish all information required by the Bidding Documents or submission of a Bid Not substantially responsive to the Bidding Documents in every respect will result in the rejection of Bid.

### **07. Clarification of Bidding Documents**

7.1 Prospective Bidders requiring any further information or clarifications of the Bidding Documents may Notify the Purchaser in writing or by Telex or by Cable at the Purchaser's mailing Address indicated in the Bidding Documents prior to the deadline for the submission of Bid prescribed by the Purchaser. The Purchaser's response (including an explanation for the query) will be sent in writing to all prospective Bidders who have received the Bidding Documents.

### **08. Amendment of Bidding Documents**

8.1 At any time prior to the deadline for submission of Bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendments.



8.2 The amendment shall be the part of the Bidding Documents, pursuant to clause 8.1 will be notified in writing to all prospective Bidders who have received the Bid Documents, and will be binding on them. The Bidders will be required to acknowledge receipt of any such amendment to the Bid Documents.

8.3 In order to afford prospective Bidders reasonable time in which to take amendment into account in preparing their Bids, the Purchaser may, at its discretion, extend the deadline for the submission of Bids.

## **09. Language of Bid**

9.1 The Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the English Language. Any printed literature furnished by the Bidder may be written in Urdu, Sindhi and English languages, provide that Urdu and Sindhi literature is accompanied by an English translation, in which case, for purpose of interpretation of the Bids, the English translation shall govern.

## **C. Preparation of Bids**

### **10. Documents Comprising the Bid**

10.1 The Bid prepared by the Bidder shall comprise the following components.

- (a) A bid form and price schedules completed in accordance with clause 11,12 and 13
- (b) Documentary evidence establishing in accordance with clause 14 that the Bidders is eligible to Bid and that the articles to be supplied and the Services to be provided by the Bidder are eligible under Contract.
- (c) Documentary evidence establishing in accordance with clause 15, that the Bidder is qualified to perform the Contract if it's Bid is accepted.
- (d) Documentary evidence establishing, in accordance with clause 16, that the articles to be Supplied by the Bidder confirms to the Bidding Documents.
- (e) Bid Security furnished in accordance with clause 17 of this Document.

### **11. Bid Form**

11.1 Bidder shall complete the Bid Form and the appropriate price schedules furnished in the Bidding Documents.

### **12. Bid Prices**

12.1 The bidder shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount of Services to be supplied under the Contract.

12.2 Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance and will not be subject to variation on any account except as provided for the General Conditions of Contract or if applicable, adjustments authorized in accordance with the price adjustment provisions specified in the Special Conditions of Contract.

### **13. Bid Currencies**

13.1 Prices shall be quoted in Pak Rupees.

### **14. Documents Establishing Eligibility of the Bidder Services**

#### **14.1 Documents Establishing the Bidders Qualification to Perform the Contract**

15.1 The documentary evidence of the bidder's qualifications to perform the Contract, if its Bid is accepted, shall establish to the Purchaser's satisfaction prior to award of Contract:

- (a) that the bidder has the financial, technical, and production capability necessary to perform the Contract.

### **16. Documents Establishing Eligibility & Conformity to the Bidding Documents**

16.1 The Documentary evidence of conformity of Services to the Bidding Documents may be in the form of literature, drawings and data and shall consist of:

- a) A detailed description of the Services essential technical and performance characteristics.
- b) A detailed schedule of work under the contract (Service schedule) outlining key activities on the schedule which could influence the contract completion date.
- c) a list, giving full particulars, including available sources and current prices, etc., and
- d) a clause-by-clause commentary on the specifications, demonstrating the Services responsiveness to those Specifications or a statement of deviations and exceptions to the provisions of the Specifications.



## **17. Earnest Money**

17.1 Pursuant to Clause 12, the bidder shall furnish, as part of its Bid, a bid security in the amount of **Rs. 100,000/** of the offered value/bid price.

17.2 The Bid security shall be denominated in the currency of the Bid. It shall be valid for a period of Twenty-Eight (28) days beyond the validity of the Bid and shall be in form of Pay Order/Demand Draft/Bank Guarantee.

17.3 Any Bid not secured in accordance with clauses 17.1 and 17.2 above will be rejected by the Purchaser as non-responsive, pursuant to Clause 18.

17.4 An unsuccessful Bidder's bid security will be discharged /returned as promptly as possible upon award of Contract, but in any event not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser, pursuant to Clause-20.

17.5 The successful bidder's bid security will be discharged/returned upon the bidder's executing the Contract, and furnishing the performance security, pursuant to Clause 36.

17.6 The bid security may be forfeited:

- (a) if a bidder withdraws its Bid during the period of bid validity specified by the bidder on the Bid Form; or
- (b) in the case of a successful bidder, if the bidder fails
- (i) to sign the Contract in accordance with Clause-35; or
- (ii) to furnish the performance security in accordance with Clause-36

## **18. Period of Validity of Bid**

18.1 Bids shall remain valid for a period not less than 90 days after the date of Bid closing prescribed by the Purchaser pursuant to clause-21

18.2 Notwithstanding clause-18.1 above, the Purchaser may solicit Bidder's consent to extend of the period of Bid validity. The request and the responses thereto shall be made in writing (or by Cable or Telex). If the Bidder agrees to extend request, the validity of the Earnest Money provided under clause-17 shall also be suitably extended. A Bidder may refuse the request without forfeiting his Earnest Money. A Bidder granting the request will not be required or permitted to modify its Bid.

## **19. Format and Signing of Bid**

19.1 The original Bid Form and accompanying Documents (as specified in clause-11) must be received by the Purchaser at the date, time and space specified pursuant to clauses 20 & 21.

19.2 The Bid shall be typed or written and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. Such authorization shall be indicated by written power-of-attorney accompanying the Bid. All pages of the Bid, except for un-amended printing literature, shall be initialed by the person or persons signing the Bid. The name and position held by each person's signing must be typed or printed below the signature.

19.3 The Bid shall contain no. interlineations, erasures or overwriting except as necessary to correct errors made by the Bidders, in which case such correction shall be initiated by the person or persons signing the Bid.

## **20. Submission of Bids**

Tender bids must be submitted electronically through EPADS, any clause in this tender document asking for manual submission must be replaced and read as "through EPADS".

Bid Document Fees, Undertaking on stamp paper that firm is not black listed, the Bid Security Pay Order in favor Incharge Procurement is to be sent in original on/before the last date & time for electronics bid submission through EPADS.



## Incharge (Procurement)

Sindh Technical Education &  
Vocational Training Authority (STEVTA) Headquarter,  
St-19, Block-06, Gulshan-e-Iqbal, Karachi  
Tel. # 99243894, 99243818, Fax: 99243895.

20.3 The Envelope should contain at the left corner:

**Tender No. STEVTA/Pro/Tender/Janitorial/1(50)/2025-2026.**

**DO NOT OPEN BEFORE (date & time of opening of Bids given in Bid Notice)**

**21. One Bid per Bidder**

Each bidder shall submit only one Bid. A bidder who submits or participates in more than one Bid will be disqualified.

**22. Bid opening and Evaluation**

**23. Opening of Bids**

The Purchase Committee will open Bids in the presence of Bidder's authorized representatives who choose to attend, at the day, time and place of opening of Bids (as prescribed in the invitation for Bids).

The Bidder's name, prices of main and alternative bids, all discounts offered, modifications and withdrawals, and the presence or absence of the requisite Earnest Money, and such other details as the Purchaser, at its discretion, may consider appropriate will be announced and recorded at the time of opening.

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process. Any effort by a bidder to influence the Purchaser's processing of Bids or award decisions may result in the rejection of the bidder's Bid.

**24. Clarification of Bids**

24.1 To assist in the examination, evaluation, and comparison of Bids, the Purchaser may, at its discretion, ask the Bidder for clarification of its Bid, if any. All responses to request for such clarification shall be in writing and no change in the price of substance of the Bid shall be sought, offered or permitted.

**25. Preliminary examination**

25.1 The Purchaser or his nominee will examine the Bids to determine whether:

- (a) They are complete in all respect;
- (b) Computational errors, if any have been made;
- (c) Required Sureties have been furnished;
- (d) Documents have been properly signed; and
- (e) Bids are generally in order.

25.2 Arithmetical errors will be rectified on the following basis. If there is any discrepancy between the unit Price and the total cost that is obtained by multiplying the unit price and quantity, unit price shall prevail and the cost will be corrected. If there is a discrepancy between the total bid amount and the sum of total costs for each package, the total cost shall prevail and the total bid amount will be corrected.

25.3 Prior to the detailed evaluation, pursuant to clause-28, the Purchaser will determine the substantial responsiveness of each Bid to the Bidding Documents including production capability and acceptable services offered pursuant to Clause 16.2 A substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Documents without deviation.

25.4 A Bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

**26. Evaluation and Comparison of Bids**

26.1 The Purchaser will evaluate and compare the Bids previously determined to be substantially responsive pursuant to clause-27:



26.2 The Purchaser's evaluation of a Bid will exclude and not take into account:

a) the Purchaser's evaluation of a Bid will take into account, in addition to the bid price, the following factors, in the manner and to the extent indicated in this clause:

i) **Contractual and Commercial Deviations:**

The cost of all quantifiable deviations and omissions from the contractual and commercial conditions shall be evaluated. The Purchaser will make its own assessment of the cost of any deviations for the purpose of ensuring fair comparison of Bid.

ii) **Work Schedule:**

The Services covered by this bidding are required to be delivered in accordance with and completed within the Work Schedule specified in the Special Conditions of Contract.

**F. AWARD OF CONTRACT(S)**

**29. Contacting the Purchaser**

29.1 Subject to clause-20, no Bidder shall contact the Purchaser on any matter relating to its Bid, in between Bid Opening and Contract Award period.

29.2 Any effort by a Bidder to influence the Purchaser in the Purchaser's decisions in respect of Bid Evaluation, or Contract Award will result in the rejection of that Bidder's Bid.

**30. Purchaser's Right to Accept any Bid and to Reject any or all Bids**

30.1 The Purchaser reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any Liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder of the grounds for the Purchaser's action, subject to provisions of SPP Rules 2010 (amended 2019).

**31. Post Qualification**

31.1 The Purchaser will determine to its satisfaction the Bidder selected as having submitted the lowest-evaluated / quality-evaluated / requirement-evaluated responsive Bid is qualified to satisfactorily perform the Contract.

31.2 The determination will take into account the Bidder's financial, technical and production after sales Service capabilities. It will be based upon an examination of the Documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to clause-15, as well as such other information as the purchaser deems necessary and appropriate.

31.3 To verify its technical capability, the Bidder must provide with its bid Documentary evidence that the items offered have been in production for at least five (5) years and that a minimum of fifty (50) units of similar capacity have been sold (list of consignees should be attached) and have been in operation satisfactorily for at least 12 months.

**32. Award Criteria**

32.1 An affirmative determination will be prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid.

32.2 The Purchaser will award the Contract to the successful Bidder / Bidders whose Bid / Bids has / have been determined to be the lowest evaluated / quality-evaluated / requirement-evaluated responsive Bid, provided further that Bidders determine to be qualified to satisfactorily perform the Contract.

**33. Purchaser's Right to Vary Quantities at Time of Award**

33.1 The purchaser reserves the right at the time of award of Contract to increase or decrease the quantity as specified in the specifications without any change in unit prices or other terms and conditions.

**34. Notification of Award**

34.1 The Purchaser will Notify the successful Bidder in writing by registered letter, or by Cable to be confirmed in writing by registered letter that his Bid has been accepted and on which basis the Bid has been accepted.

34.2 The Notification of Award will constitute the formation of a Contract until the Contract has been affected pursuant to clause-35.



## **35. Singing of Contract**

35.1 At the time of Notification of award, the Purchaser will send the successful Bidder the Model Contract Document provided in these Bidding Documents, incorporating all agreement between the parties.

35.2 Within thirty (30) days of receipt of such Contract Form, the successful Bidder shall sign and date the Contract and return it to the Purchaser.

## **36. Performance Security**

36.1 Within the Fifteen (15) days of the receipt of Notification of award from the Bidder shall furnish the performance Security, in accordance with the conditions of Contract, in the Performance Security Form provided in the Bidding Documents or any other form acceptable to the Purchaser.

36.2 In the event of failure to provide services as per Contract Agreement / Work Order within the stipulated period, the security deposit may be forfeited.

36.3 In that event, acquiring of the said services may be taken from the next lowest bidder vide the same Work Order at contractors' risk and cost without any farther reference, so that the loss incurred would be recoverable from the Performance Security of the said contractor or from sum due of which may become due to the contractors.

36.4 If any equipment / instrument or property of STEVTA is damaged by the representative of approved firm, cost of the same will be deducted from the performance security money / pending bills of the contractor.

**SECTION-II****BID DATA SHEET (BDS)**

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

<b>Introduction</b>		
ITB 1.1	Name of Contract.	<b>Provision of Janitorial Service for Maintenance of Staff Training Academy, Karachi.</b>
ITB 22.2	Name of Purchaser.	Managing Director, Sindh Technical Education & Vocational Training Authority (STEVTA).
ITB 22.2	Purchaser' address, Telephone & Fax #.	St-19, Block-06, Gulshan-e-Iqbal, University Road, Karachi-47. Telephone No. 99243894-99243818, Fax: 99243895.
ITB 1.1	Language of Bid	The Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the English language.
<b>Bid Price &amp; Currency</b>		
ITB 12.2	Price Quoted:	Inclusive of all taxes.
ITB 12.3	Bid Price:	Fixed.
ITB 13.1	Bid Currency:	Pak Rupees (PKR).
<b>Bid Submission</b>		
ITB 19.1	Bid Security	<b>Rs.100,000/</b>
ITB 18	Bid Validity Period	90 Days.
ITB 20	Number of Copies	One (Original).
ITB 20.2	Address for Bid Submission	Sindh Technical Education & Vocational Training Authority, St-19, Block-6, Gulshan-e-Iqbal, Karachi.
ITB-20.0	ITB Title Number	<b>STEVTA/Pro/Janitorial1(50)/20254-2025.</b>
ITB 21	Deadline for Bid Submission	<b>29-01-2026 up to 02:00 p.m. at STEVTA H.Qs.</b>
ITB 21.1	Date, Time & Place for Bid Opening	<b>29-01-2026 at 02:45 p.m.</b> in the Committee room of STEVTA, St-19, Block-6, Gulshan-e-Iqbal, Karachi.
<b>Contract Award</b>		
ITB 33	Purchaser's right to increase or decrease the quantities.	The Purchaser reserves the right to increase or decrease the number of persons to deployed, at the time of award of Contract.

1. All offers be made on Price Schedule of this document. Additional Pages may be used, if needed. ***In order to facilitate Bidders, a price schedule (containing the specifications & quantities of required stores) has been provided at Annex-A.***
2. Prices quoted to cover all expenses including Freight, Taxes, and Insurance etc.
3. Services will be required to be provided as per schedule and at Consignee End.



**SECTION-III**  
**EVALUATION & QUALIFICATION CRITERIA**

**Bid Evaluation**

ITB 28	Criteria for Bid Evaluation:	The criteria for Bid Evaluation will be based on the conditions as laid down in this Section,
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Preparation & Submission of Bids & Other Documents		Yes/No
ITB 15.1  <b>Qualifications Requirement:</b>	1	Relevant Business Experience (At least 05 Years). Bidder's previous similar experience in <b>Janitorial Services</b> during the last five (05) years in Public and reputable Private Sector Universities and Govt. / Semi Govt. organizations <b>(documentary evidence must be attached that comprises of Work Order/Agreement/ Letter of Award)</b> Private firm individual or subcontracts shall not considered.
	2	Valid registration with SECP Registration.
	3	Valid certificate of Registration of Employees Old-Age Benefit Institution (EOBI).
	4	Valid certificate of Social Security Registration Certificate SESSI.
	5	Annual Turnover must be 10 million in last 03 years. ( attach Audit reports of last three years)
	6	NTN Registration Certification & Sales Tax Registration Certificate (SRB).
	7	Client List of Services provided in Public/ Private Sector Organization.
	8	Income Tax Annual Returns of Last 03 Years.
	9	Undertaking on stamp paper that, the firm is not black listed.
	10	<i>The participating firm(s) shall be bound to quote &amp; pay the minimum salary/wedges to its employees working at STEVTA as per the prevailing rates fixed by the Labour &amp; Human Resource Department, Government of Sindh through latest notification.</i>



## **SECTION-IV**

### **BIDDING FORMS**

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## **BIDDING FORMS**

### **Bid Submission Sheet**

Date: \_\_\_\_\_

ICB No.: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

Alternative No.: \_\_\_\_\_

**The Managing Director,  
Sindh Technical Education &  
Vocational Training Authority (STEVTA),  
K a r a c h i.**

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Document, including Addenda No.:  
\_\_\_\_\_  
;

(b) We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the Schedule of Supply, the following Related Services:  
\_\_\_\_\_  
;  
\_\_\_\_\_  
;

(c) The total price of our Bid, excluding any discounts offered in item (d) below is:  
\_\_\_\_\_  
;  
\_\_\_\_\_  
;

(d) The discounts offered and the methodology for their application are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
;  
\_\_\_\_\_  
;

(e) Our Bid shall be valid for a period of Ninety (90) days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the /expiration of that period;

(f) If our Bid is accepted, we commit to obtain a Performance Security in the amount of 5% of the Contract Price for the due performance of the Contract;

(g) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries; \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.



(h) We are Not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;

(i) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the contract, has Not been declared ineligible by the Government;

(j) The following commissions, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract:

Name of Receipt	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

(k) We understand that this Bid, together with your written acceptance thereof included in your Notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.

(l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name \_\_\_\_\_

in the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the security for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_.



## **BIDDING FORMS**

### **Bid Security/Earnest Money Form**

**WHEREAS** \_\_\_\_\_ hereinafter  
called the "**Bidder**" has submitted its bid, dated \_\_\_\_\_ for the Provision of

\_\_\_\_\_

**KNOW ALL MEN** by these presents that I/We  
\_\_\_\_\_ of \_\_\_\_\_ having our registered  
office (s) at \_\_\_\_\_ do hereby submit Earnest Money of  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) for the aforesaid Bid in the  
shape of Pay Order/Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_  
issued by \_\_\_\_\_ Bank in favor of the **Managing Director STEVTA**,  
hereinafter called "**Purchaser**".

Name of Supplier (s)

\_\_\_\_\_

Authorized Representative

Dated \_\_\_\_\_

**BIDDING FORMS****Bid Security / Earnest Money Sheet**

Tender No. \_\_\_\_\_

(Procurement of \_\_\_\_\_)

Sr. No.	Package No.	Estimated Cost in Rs.	Bid Value	Bid Security		
				Amount	P. O./D.D.	Name of the Bank
1	2	3	4	5	6	7
	Not-applicable					
<b>Total Amount</b>						

Signature of the Tenderer \_\_\_\_\_

Name & Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Firm Stamp \_\_\_\_\_

Dated \_\_\_\_\_

**BIDDING FORMS****Price Schedule**

Name of Bidder \_\_\_\_\_ IFB Number \_\_\_\_\_ Page \_\_\_ of \_\_\_.

1	2	3	4	5	6
Item No.	Description		Quantity	Unit Price (in Pak Rs.)	Total Price (in Pak Rs.)
					<b>4 x 5</b>
<b>Total Amount: -</b>					

Amount in Words: \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Duly authorized to sign the security for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

**SECTION – VI****GENERAL CONDITIONS OF CONTRACT (G.C.C)****Table of Clauses**

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<u>No.</u>		
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## **GENERAL CONDITIONS OF CONTRACT (G.C.C)**

### **01. Use of Contract Documents and Information**

1.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract or any provision thereof, or any specification, pattern sample or information furnished by or on behalf of Purchaser in connection herewith to any person other than employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purpose of such performance.

1.2 The Supplier shall not, without the Purchaser's prior written consent, make use of any Document or information specified in clause 1.1 above, except for the purpose of performing the Contract.

1.3 Any Documents / Literatures / Catalogues if Supplied by the Purchaser, other than the Contract itself, specified in clause 1.1 above, shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser, on completion or prior to the completion of the Supplier's performance under the Contract, if so required by the Purchaser.

### **02 Contract Amendments**

3.1 Subject to clause 2, No. variation in or modification of the conditions and terms of the Contract shall be made except by written amendment signed by the parties.

### **03. Performance Security**

3.1 The Supplier shall cause performance security to be furnished to the Purchaser in the amount of **Five percent (5%)** of the Contract price. Such performance Security shall be provided in form as is acceptable to the Purchaser, within **Fifteen (15)** days after the Supplier's receipt of the Notification of award of Contract.

3.2 The proceeds of the performance security shall be Payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its work under the Contract. The Supplier shall cause the validity period of the performance security to be extended for such period (s) as the Work Schedule may be extended pursuant to Clause 16.2.

3.3 The performance Security shall be denominated in a Currency of the Contract, or in a freely convertible Currency acceptable to the Purchaser, and shall be in one of the following forms:

- (a) A Bank Guarantee for the balance amount after conversion of Earnest Money in to Performance Security / Security Deposit, issued by the Bank acceptable to the Purchaser, or in such other form as is acceptable to the Purchaser; or
- (b) A Pay Order or Bank Draft of the amount as in clause-a, in favour of Purchaser.

3.4 The Performance Security will be discharged or returned or both by the Purchaser after submission (by Supplier) of Bank Guarantee of 2% of the ordered material to cover the Warrantee Period, but not later than thirty (30) days following the date of Final Acceptance pursuant to Clause



#### **4. Payment**

4.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in the Special Conditions of Contract.

4.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, Services performed, and by documents submitted upon fulfillment of other obligations stipulated in the Contract.

4.3 Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.

4.4 The currency or currencies in which payment is made to the Supplier under this Contract will be made in the currency or currencies specified in the Bid Form.

#### **16. Termination for Default**

16.1 The Purchaser may, without prejudice to any remedy for breach of Contract written Notice of default sent to the Supplier, terminate the Contract in whole or in part:

- (a) If the Supplier fails to deliver any or all of the Services within the time period(s) specified in the Contract, or any extension thereof granted by the Purchaser, pursuant to Clause-15
- (b) If the Supplier fails to perform any other obligations(s) under the Contract; and if the Supplier, in either of the above circumstances, does not cure its failure within a period of the (10) calendar days (or such longer period as the Purchaser may authorize in writing after receipt of a Notice of default from the Purchaser specifying nature of the default (s)).

16.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to Clause 17.1 above, the Purchaser may procure, upon such terms and in such manner as it deems appropriate Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Services Not-with-standing the above, the Supplier shall continue performance of the Contract to the extent Not terminated.

#### **17. Termination for insolvency**

17.1 The Purchaser may at any time terminate the Contract by giving written Notice to the Supplier without compensation to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. Not-with-standing the above, such termination will Not prejudice or affect any right of action of remedy which has occurred or will accrue hereafter to the Purchaser.

#### **18. Termination for Convenience**

18.1 The Purchaser may, by written Notice to the Supplier, terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of Services under the Contract is terminated, and the date upon which such termination becomes effective.



## **19. Resolution of Disputes**

19.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

19.2 If after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either part, may require that the dispute be referred for resolution by arbitration by the mechanism described in the Special Conditions of Contract. The award shall be final and binding on the parties.

## **20. Applicable Law**

20.1 The Contract shall be governed by and interpreted in accordance with the laws of the Islamic Republic of Pakistan.

## **21. Assignment**

21.1 The supplier shall Not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

## **22. Contract Language**

22.1 The Supplier hereby represents that he has sufficient knowledge of English Language to understand fully the Contract. The Contract shall be in the English Language, except if otherwise specifically agreed in writing between the parties.

22.2 The Supplier shall bear all costs of translation to English and all risks of the accuracy of such translation.

## **23. Taxes and Duties**

23.1 The Supplier shall be entirely responsible for all Taxes, Stamps duties and all other such levies imposed outside the Purchaser's Country.

## **24. Headings**

24.1 Headings, whether of Clauses or of other parts of the Contract, are for reference only and are not be construed as part of the Contract.

## **25. Waiver**

25.1 Failure of either party to insist upon stories performance by the other party of any provision of the Contract shall in No. way be deemed or construed to effect in any way the right of that party to require such performance.

## **30. Deduction of Income/Sales Tax at Source**

30.1 Income/Sales Tax will be deducted from the payment made to the Contractor at source as per the Income/Sales Tax laws amended to date.



## SERVICES REQUIREMENT



**SCHEDULE 'A'**  
**TERMS OF REFERENCES (TOR) FOR JANITORIAL SERVICES**  
**(SPECIAL CONDITIONS OF CONTRACT (S.C.C))**

1. The successful bidder will be required to provide the janitorial services at Staff training Academy (STA) STEVTA and its premises at North Nazimabad, Karachi. The janitorial services are required for the following premises of STA:
  - Hostel, Canteen, Corridors, Office Rooms & Halls, Guard Room.
  - Wash Rooms of STA-STEVTA
  - All Interstices and Parking Areas in STA-STEVTA.
  - Maintenance of garden & Plants within the premises.
2. The firm will be required to deploy such numbers of janitorial staff for such time period along with required materials and equipment as necessary for carrying out a detailed cleaning and maintaining proper level of cleanliness as described by administration of STA-STEVTA. The following manpower and required material would be arranged for making all necessary arrangements:

**2.1. Required Manpower**

Sr. No	Description	Quantity	Gender	Age
01	Supervisor	01	Male	$\geq 25$ years and $\leq 40$ years
02	Janitors	06	Male	$\geq 20$ years and $\leq 40$ years
03	Janitors (for female toilets & Hostel Rooms)	02	Female	$\geq 20$ years and $\leq 40$ years
04	Gardner's	02	Male	$\geq 20$ years and $\leq 40$ years

**Total Janitors including Supervisors: 11 Nos. Staff**

**3. WORKING HOURS:**

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

**4. DUTIES OF JANITORIAL STAFF**

**Daily Duties:**

- e) Cleaning sweeping and mopping of entire premises, including corridors, staircases and lobbies of all the floors and offices of STA-STEVTA, Halls etc (thirty (30) minutes before the office timings).
- f) Sweeping and cleaning of associated wash rooms of the premises.
- g) Dry / wet cleaning, sweeping and mopping of all stairs of STA-STEVTA.
- h) Dusting of the office appliances installed outside of the rooms/halls.
- i) Cleaning of the premises after each hour till office closing with perfumed phenyl.
- j) Cleaning and washing of toilets, commodes, urinals and washbasin before the office timings



and after every regular interval during office hours.

- k) Spray disinfectants in the toilets, urinals in order to kill bacteria, insects.
- l) Cleaning of parking areas, Corridors, stairs and lawns.
- m) Vacuum cleaning of all the carpeted rooms twice a week.
- n) Inside cleaning of all the glasses installed at rooms/corridors, blinds and exhaust fans twice a week.
- o) Cleaning, sweeping & mopping of Generator Room and other Common Utility rooms / Stores of all levels.
- p) Removal of cobwebs, dusting and cleaning-of false-Ceiling of toilets of common core area.
- q) Daily collection and disposal of garbage and waste material to KMC / DMC disposal areas on the expenses of Contractor (the successful bidder)
- r) Weekly Duties:
- s) Cleaning of doors/windows/partition glasses, outer of electrical appliances and rooftop.
- t) Checking of drains, sewerage lines and pits in order to ensure their proper functioning.
- u) Removing waste materials from offices of STA-STEVTA and shifting them into specific area as the case may be.

#### **4.1. DUTIES OF THE SUPERVISOR**

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

#### **RESPONSIBILITIES OF JANITORIAL FIRM**

- bb) The Janitorial firm at his own cost will supply following material of standard quality for better cleanliness:
- cc) All kinds of cleaning equipment including Sweeping Brush, Mop / Duster, Vacuum Cleaner, Liquid Soap Dispenser, Disposable Plastic Bags.
- dd) All the lavatory accessories including liquid soap and other sanitary materials like phenyl, surf, acid & etc.
- ee) Supervisor will ensure the availability of stock of all the materials (as mentioned above) at least for a period of one month. The stock will be physically checked and verified by the designated staff of STA-STEVTA.
- ff) Supervisor will ensure timely replacement of old / expired material.
- gg) The Janitorial firm will provide and run the services through his employees and will not sublet contract to any other person/firm. In case of subletting, the contract will be cancelled and the Security Deposit will be forfeited accordingly.
- hh) The janitorial firm will ensure that the janitorial staff will be in neat and clean uniform and will also be security cleared by the relevant authorities.



## Sindh Technical Education & Vocational Training Authority (STEVTA) Government of Sindh



### 5. SPECIFIC CONDITION

5.1. In case the job is not performed as per terms of contract and / or requisite material / manpower is not deputed /employed by the firm and / or any hindrance is created in smooth performance of the job STA-STEVTA may engage, at its sole discretion, any other contractor for the job performance and any extra amount in this regard will be recovered from the dues / security deposit of the firm.

5.2. During the job in case of any type of breakage, damage or theft done by any Janitorial Staff, STA-STEVTA will recover the loss from the security deposit / dues of the firm.

5.3. In case of any strike / emergency, the firm will ensure presence of minimum number of staffs required for the cleanliness of the offices of STA-STEVTA .

5.4. To avoid the leakage of business secrecy, STA-STEVTA shall have the right to check credentials of supervisor and Janitorial staff. If, at any stage, it is found that any official secret, whatsoever, is leaked out because of janitorial staff, the sole responsibility for such leakage of secrecy will be that of the firm and the matter will be brought before the Managing Director STEVTA whose decision in this behalf shall be final.

5.5. The successful firm will provide complete bio-data along with police verification of each member of their Janitorial Staff and deposit an attested copy of each one's CNIC with STA-STEVTA .

5.6. The successful firm will provide uniform once after every three months during the performance of contract with STA-STEVTA to the Janitorial Staff who will be bound to perform their duties in proper uniform.

5.7. The successful firm will ensure strict compliance of Government rules on the rights and privileges of skilled / unskilled employees including disposal of their wages / pay on & before the 5<sup>th</sup> of each month as fixed by the Firm and will be solely responsible for and liable to legal action, which the concerned Government department may like to take, in case of any breach or violation of the said rules.

5.8. Any extra money or overtime due to any extra conditions, or any other law and order situation, and working on gazette holidays, shall not be payable by STA-STEVTA.

5.9. The Security staff of STA-STEVTA will check the janitorial staff physically before leaving the premises as per rules. The Security Staff will also check thoroughly the equipment and other belonging / disposable garbage etc. at the exit point of the premises.

5.10. Sindh TEVTA Management reserves the right to terminate the contract on the recommendation of STA -STEVTA without assigning any reason by serving one month notice.

### 5.11. **PAYMENT**

1. Due payment will be made after completion of each month.
2. Bidder required to submit the following documents along with bill:



Sindh Technical Education &  
Vocational Training Authority (STEVTA)  
Government of Sindh



3. Invoice with covering letter, both duly signed and stamped by authorized officer, separate for each location.
4. Original attendance sheet of the Janitorial staff daily and monthly duly verified by the Incharge.
- 5 Any other details/documents, if required by STEVTA.
6. Evidence / support of all claims in bills.
7. Bidder shall Submit / close the attendance on 25<sup>th</sup> day of the month and shall submit invoices to concern offices by 27<sup>th</sup> day of each month.

**Note:**

**The Bidders must visit the site & clear their doubts (if any)  
regarding description of work & later no excuse would be accepted.**



## **LIST OF CONSIGNEES**

### 1. Staff Training Academy, North Karachi.

#### **SCHEDULE OF REQUIREMENT**

0	Description	Quantity	Unit
<b>Provision of Services for Maintenance of Staff Training Academy, Karachi:</b>			
<p><b><u>Services Required:</u></b></p> <p>All Hostel rooms, Canteen Mopping, Washroom Cleaning (Daily Basis),  All Offices Mopping, Dusting Washroom Cleaning (Daily Basis),  Front of Offices (outdoor area) cleaning (Daily Basis),  All Windows Cleaning (Weekly Basis),  Floor washing (Monthly Basis),  Propper Maintenance of Garden and plants.</p> <p><b>Note:</b></p> <p>Daily sweeping &amp; mopping, Cleaning is to be maintained throughout the day.  Washing by machine once a week.  Chemical polishing of marble flooring of main area at every 03 months. (as identified by STA)  Cleaning &amp; Washing of each Toilet /Lavatory &amp; Kitchen twice a day with toilet cleaner &amp; providing necessary handwashing detergents  Sweeping, Cleaning and washing as required.</p>			
<b>The Area of Building Consists as follows:</b>			
01	Female & Male rooms @ Hostels.	52	Nos.
02	Training Hall.	03	Nos.
03	Auditorium.	01	No.
04	Library.	01	No.
05	Executive Lobby.	01	No.
06	Offices.	09	Nos.
07	Classes.	04	Nos.
08	Store.	02	Nos.
09	Cafeteria.	01	No.
10	Conference Room.	01	No.
11	Gym.	01	No.
12	Guard Room with Attached Wash Room.	01	No.
13	Wash Room.	30	Nos.
14	Huge Parking Area.		
15	Lawn.		



## Sindh Technical Education & Vocational Training Authority (STEVTA) Government of Sindh



### Annexure – A

### **PRICE SCHEDULE** (Facilitated Format - Optional)

Item No.	Description	Numbers of Attendants/ supervisors	Rate for 01 person Per Month (in PKR)	Rate for total persons Per Month (in PKR)	Rate for 12 Months for Total Persons
	<b>Services shall be paid at the rate:</b>				
01	Supervisor	<b>01 male</b> Age $\geq$ 25 years and $\leq$ 40 years			
02	Janitors	<b>6 males</b> Age $\geq$ 25 years and $\leq$ 40 years			
03	Janitors (for female toilets & Hostel Rooms)	<b>02 female</b> Age $\geq$ 25 years and $\leq$ 40 years			
04	Gardner's	<b>02 male</b> Age $\geq$ 25 years and $\leq$ 40 years			
	<b>Total:</b>	<b>11 Persons</b>			

Rupees in Words: \_\_\_\_\_

- 1) The rates and discounts quoted for the items mentioned above shall be valid for 90 days from the date of opening of tender.
- 2) The services should be permitted at specified consignees at risk and cost of contracting firm.
- 3) The payment shall be subject to deduction of Income Sindh/Sales Tax at source, attendance satisfactory delivery of services.
- 4) The rates quoted in this schedule are inclusive of all the applicable taxes and written against each item with fountain pen in figures and words without any cutting/error.
- 5) In case of discrepancy between unit price and total, the unit price shall prevail.

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

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

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

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

CNIC #: \_\_\_\_\_

**SEAL OF FIRM**



## Sindh Technical Education & Vocational Training Authority (STEVTA) Government of Sindh



### INTEGRITY PACT

#### DECLARATION OF FEES, COMMISSION AND BROKERAGE PAYABLE BY THE SERVICE PROVIDER

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

Contract Title:

[Name of Service Provider] 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 Service Provider] 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, except that which has been expressly declared pursuant hereto.

[Name of Service Provider] 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 Service Provider] 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 procuring agency.

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

[Procuring Agency]

[Service Provider]



**Sindh Technical Education &  
Vocational Training Authority (STEVTA)  
Government of Sindh**

**NOTIFICATION**

In supersession of all previous notifications/Orders and in accordance with Rule-7 of SPPRA Rules-2010 (Amended 2019), the **Procurement Committee** comprising of the following officers is hereby constituted to invite, evaluate and finalize the bids for procurement of goods and services for all the wings/sections of STEVTA (except the Works & Services) and recommend successful bidders/firms to the Competent Authority for award of Contract:

1. Mrs. Zarqa Saeed,  
Additional Director (HRD), (BPS-19)  
STEVTA Headquarter, Karachi. Convener.
2. Mr. Wajeeh Iqbal Ansari,  
Deputy Director, (BPS-18)  
STEVTA Headquarter, Karachi. Member.
3. Sayed Mujabata Ameer,  
Mines & Mineral Department, (BPS-18)  
Government of Sindh Karachi. Member.
4. Mr. Nadeem Ansari,  
Industries Department, (BPS-17)  
Government of Sindh, Karachi. Member.
5. Mr. Adnan Ali Khan Zai,  
In Charge/Deputy Director (Procurement), (BPS-18)  
STEVTA Headquarter, Karachi. Member/Secretary.

The Procurement Committee shall perform functions, maintain record and ensure transparency in accordance with Rule No. 8, 9 & 10 of SPPRA Rules.

**The terms of reference will be as under:**

- To select appropriate method of Procurement as specified in SPPRA Rules.
- To prepare Bidding/Pre-Qualification document.
- To prepare invitation of bids/Pre-Qualification Notice.
- To Carry out Technical as well as Financial Evaluation of the Bids.
- Prepare Bid Evaluation Report (BER).
- To make recommendation for the Award of Contract or otherwise, to the Competent Authority.
- To perform any other function ancillary and incidental thereto.

The meeting schedule will be circulated to all members as and when required.

**TARIQUE MANZOOR(PAS)**  
**Managing Director (STEVTA)**



**PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2025-2026.**

Sr. No.	Title of Procurement	Estimated Cost (in million)	Method of Procurement	Tentative/ Actual Date of NIT	Tentative/ Actual Closing Date of NIT	Tentative/ Deadline/ Actual Date for Execution	Remarks
1	Printing & Supply of Admission Packages for Diploma of Associate Engineers for Academic year 2025-26	10.00	Single Stage Two Envelope.	1st Quarter	July, 2025	August, 25	Rule-46(2)
2	Supply of Office Stationary Articles for STEVTA Headquarter, Karachi.	3.00	Single Stage Two Envelope.	2nd Quarter	December, 2025	January, 26	Rule-46 (2)
3	Supply of Other Miscellaneous Articles for STEVTA Headquarter, Karachi.	3.00	Single Stage Two Envelope.	2nd Quarter	December, 2025	January, 26	Rule-46 (2)
4	RE-Tender AI-Enabled Human Resource Management System (HRMS) & AI-Enabled Campus Management System (CMS)	70.00	Single Stage Two Envelope.	2nd Quarter	December, 2025	January, 26	Rule-46 (2)
5	Procurement of Furniture & Fixture for STEVTA Headquarter, Karachi.	2.00	Single Stage Two Envelope.	2nd Quarter	December, 2025	January, 26	Rule-46 (2)
6	Procurement of Machinery & Equipment for STEVTA Headquarter, Karachi.	2.00	Single Stage Two Envelope.	2nd Quarter	December, 2025	January, 26	Rule-46 (2)
7	Arrangement of Sport Festival, 2025-26 at TEVT Institutes of Sindh Province.	6.00	Single Stage Two Envelope.	3rd Quarter	December, 2025	January, 26	Rule-46 (2)
8	Procurement of I.T Equipment for STEVTA Headquarter, Karachi	3.00	Single Stage Two Envelope.	3rd Quarter	December, 2025	January, 26	Rule-46 (2)
9	Procurement of Computer, I.T Equipment, Furniture & Fixture for Government Monotechnic Institute, FB Area, Karachi	95.00	Single Stage Two Envelope.	3rd Quarter	December, 2025	January, 26	Rule-46 (2)
10	Procurement of Machinery Equipment for Government Vocational Institute, Azizabad, Karachi	20.00	Single Stage Two Envelope.	3rd Quarter	December, 2025	January, 26	Rule-46 (2)
11	Procurement of Machinery Equipment for Government Vocational Training Center (Girls), Mirpurkhas	40.00	Single Stage Two Envelope.	3rd Quarter	December, 2025	January, 26	Rule-46 (2)
12	Procurement of Machinery Equipment for Government Vocational Training Institute, (Women) Bufferzone, Karachi	45.00	Single Stage Two Envelope.	3rd Quarter	December, 2025	January, 26	Rule-46 (2)
13	Provision of Janitorial Services for Maintenance of Staff Training Academy, Karachi	2.00	Single Stage One Envelope.	3rd Quarter	December, 2025	January, 26	Rule-46 (1)
14	Provision of Security Guards for Sindh Technical Education & Vocational Training Authority, Karachi	3.00	Single Stage One Envelope.	3rd Quarter	December, 2025	January, 26	Rule-46 (1)
15	Provision of Health Insurance Facility for Employees and their dependents of STEVTA	70.00	Single Stage Two Envelope.	4th Quarter	May, 2026	June, 2026	Rule-46 (2)

*Incharge (Procurement)*  
STEVTA Headquarter, Karachi