



BIDDING DOCUMENTS JANITORIAL: SANITARY SERVICES

Issued to (Name of Company/ Contractor)	
Address	
Contact No.	
Received by	
Issued on	

Director
Director

LIST OF CONTENTS



DESCRIPTION	PAGE
LISTOF CONTENTS	01
NOTICE INVITING TENDER	02
BIDDING DATA SHEET	03
ELIGIBILITY CRITERIA	03
TECHNICAL EVALUATION CRITERIA	04
SCOPE OF WORK (REQUIREMENT)	05
GENERAL REQUIREMENT	06
TERMS AND CONDITIONS/ STATUTORY/ TERMINATION	08
SCHEDULE OF REQUIREMENT	12
ANEXURE (A, B, C, D, E, F, G)	13,14,15,16,17,18,19



SINDH AGRICULTURE UNIVERSITY, TANDOJAM

DIRECTORATE OF HUMAN RESOURCE MANAGEMENT
Office +92 22 9250622, email directorhrm@sau.edu.pk web: www.sau.edu.pk

No. SAU-HRM/

/of 2026

Dated: / /2026

NOTICE INVITING TENDER



Sindh Agriculture University Tandojam invites a sealed tender SPPRA-EPADS from the firms registered with Sales Tax and Income Tax Departments for 'Janitorial / Sanitary Services' at its main campus Tandojam for a period of one (01) year, and extendable on satisfactory performance. The companies must be on Active Taxpayers List of FBR/SRB and fulfill the eligibility criteria / terms and conditions as per tender documents.

Interested and eligible service provider companies / firms may submit their bids in sealed envelopes using 'Single Stage - Two Envelop Procedure' under the SPPRA rule (Amended) as per following procedure.

1. Bidding Documents be downloaded from SPPRA-EPADS Website (<https://portalsindh.eprocure.gov.pk>) from 02-02-2026 to 16-02-2026 at 10:00 AM and shall be submitted through E-Pak Acquisition & Disposal System (EPADS) only up-to 12 Noon.
2. Bids shall be opened on 16-02-2026 at 12:30 PM.
3. Bids through EPADS shall be accepted only.
4. 2% Earnest money of total tender / bid cost shall be submitted in original through Bank Draft in sealed envelope to the undersigned before the last date and time of submission of bids otherwise (bid), shall not be considered.
4. Tender document fee in shape of Demand Draft/Pay Order of Rs.5000/- (Non-refundable) in favor of Director Finance, SAU Tandojam, shall be submitted in original to the undersigned before date & time of submission of bid otherwise bid(s) shall not be considered.
5. Interested bidders are requested to register their companies on EPADS (<https://sindh.eprocure.gov.pk/#/supplier/registration>) for submission of e-bids.
6. In case of any query please contact EPADS helpline UAN No.051-111-137-237

The procuring agency reserves the right to reject all or any bids subject to the relevant provision of Sindh Public Procurements Rules 2010 (Amended till to date).

For further information or clarifications, please contact the undersigned.

Qurban Ali Lakhair
DIRECTOR-HR

1. BID DATA SHEET (Information for the Bidders)

1.	Procuring Agency	SINDH AGRICULTURE UNIVERSITY, TANDOJAM
2.	Name of Tender	Janitorial (Sanitary Services)
3.	Tender Document available place	Director-HRM, Sindh Agriculture University, Tandojam.
4.	Cost of Tender Document	Pay order / Demand Draft of Rs.5000/-in favor Director Finance, SAU, Tandojam
5.	Bid Security	The Bid Security 2% against tender cost of Rs. _____/- original Bid Security be attached with Financial Bid & a copy of the Bid Security shall be attached with the Technical Bid.
6.	Performance Guarantee	10% of Contract Value after issuance of Letter of Acceptance.
7.	Bid Validity	Proposal(s) and prices shall remain valid for a period of 90 days from the tender opening date.
8.	Tender Addressed to:	Director-HRM, Sindh Agriculture University, Tandojam
9.	Contact Number	Ph: (022) 9250622
10.	-Issuance -Opening	• Issuance from 2 nd February 2026 to 16 th February 2026 from 10:00AM to 12:00 PM • Opening Date: 16 th February 2026 at 12:30 PM
11.	Duration of Services/ Period	Initially for (01) one-year, and extendable for (02) two-years with mutual understanding.

2. ELIGIBILITY CRITERIA

1. Company/ Firm be registered for last 3years.
2. Company/ Firm be registered in Labor & Human Resource Department.
3. Bank statement showing sound financial position of the company for the last 3 years.
4. Affidavit on Rupees five-hundred Stamp Paper for not Blacklisted.
5. Active Taxpayer (updated).
6. Sales Tax Registration Certificate.
7. Sign Stamp of all the bidding documents.

3. TECHNICAL EVALUATION CRITERIA

Under SPPRA Rules Technical Bids will be evaluated on the basis of following criteria and Financial Bids of only those bidders will be opened who have fulfilled the criteria:



Evaluation Criteria			Requirement
Sales Tax Registration			Mandatory
Income Tax Registration			Mandatory
Confirmation to the required specifications of items given in Schedule of Requirement			Mandatory
At least two relevant Contracts received in the last three years			Mandatory
Affidavit / Bidder's Undertaking on stamp paper			Mandatory
S. #	Item Name and Description	Maximum Marks 100	Obtained Marks
1	Year of Establishment – SECP Registration Certificate	15	
1.1	Established during 2020-22	05	
1.2	Established during 2016-2019	10	
1.3	Established during 2015 or earlier	15	
2	Relevant Experience	15	
2.1	1-5 years' experience	05	
2.2	6-10 years' experience	10	
2.3	11 & above year experience	15	
3	Ongoing / In-hand Projects of Janitorial / Sanitary Services	15	
3.1	With annual contract value of more than 5.00 million	05	
3.2	With annual contract value of more than 10.00 million	10	
3.3	With annual contract value of more than 20.00 million	15	
4	ISO Certification (9001:2015) (Credible documentary evidence must be provided)	10	
4.1	Yes	10	
4.2	No	00	
5	Manpower strength (Current employees list in hand, with supporting documentary evidence)	20	
5.1	Above-50 Employees	5	
5.2	Above-100	10	
5.3	Above-150	15	
5.4	Above -200	20	
6	Financial Position (Income Tax Return Forms for last three (03) financial years must be attached with audited statement of accounts details)	25	
3.1	Above 10 million	05	
3.2	Above 20 million	10	
3.3	Above 30 million	15	
3.4	Above 40 million	20	
3.5	Above 50 million	25	
TOTAL		100	

Minimum marks required for qualifications are 70 marks.

The bidder must provide verifiable documentary proof against all the mandatory requirements along-with the Technical Proposal and no document will be received or considered after opening of the Technical Proposal.

4. SCOPE OF WORK (REQUIREMENT)

A) JANITORIAL (SANITARY SERVICES)

The contractor shall be responsible for the execution of comprehensive sanitary works at Sindh Agriculture University, Tandojam, (Academic side/residential areas) adhering to a schedule of eight hours per day, six days per week. The University shall ensure the provision and maintenance of all essential cleaning supplies and tools necessary for the effective completion of assigned duties



B) TERMS OF REFERENCES (SANITARY WORKER)

The contractor shall be responsible for providing efficient and hygienic sanitary services and ensuring that the assigned staff consistently perform duties with diligence and care, maintaining a clean, safe and healthy environment for all staff and visitors. The selected contractor shall ensure the following tasks are performed daily or as specified:

- Sweeping and mopping of all floors, corridors, staircases, and common areas.
- Cleaning and disinfection of all toilets, urinals, washbasins, and sanitary fixtures.
- Replenishment of toilet supplies: tissue rolls, liquid soap, hand sanitizers, air fresheners, etc.
- Emptying waste bins and disposing of garbage in designated disposal areas.
- Dusting and wiping of furniture, fixtures, windowsills, and partition panels.
- Removal of cobwebs from ceilings, corners, and external entrances.
- Spot-cleaning of walls and doors as needed.
- Cleaning of external surroundings including stairs and entrance areas.
- Cleaning and disinfection of handrails, doorknobs, switches, and frequently touched surfaces.
- Deep cleaning and fumigation (as required).
- Prompt response to emergency cleaning requirements (e.g., spills, accidents).
- Reporting of plumbing or sanitation issues to the university's administration.

C) SERVICE FREQUENCY AND TASK SCHEDULE

The contractor shall be responsible for maintaining a high standard of cleanliness and hygiene in and around the specified premises university campus, specifically through sanitary services. The sanitary workers deployed shall perform the following activities as per the defined frequency: daily or as required for emergency/unforeseen situations for sanitary needs.

D) DAILY SERVICES

The contractor shall ensure the following tasks are carried on routine basis:

- **Sweeping and wet mopping of:**
 - Corridors
 - Offices
 - Waiting areas
 - Reception areas
 - Staircases
 - Entry/exit points

- **Cleaning and disinfecting:**
 - Washrooms (toilets, urinals, washbasins)
 - Door handles, taps, and flush knobs
 - Toilet mirrors and partitions
- Emptying dustbins and replacing garbage bags
- Spot cleaning of glass doors, panels, and windows (accessible areas)
- Removal of cobwebs from walls and corners
- Sweeping and cleaning of surrounding open areas/porches connected to the mentioned premises.
- Cleaning handrails and railings
- Restocking of toilet supplies (toilet paper, hand soap, air fresheners, etc.)
- Ensuring all toilets are odor-free and hygienic
- Any other assignment related to sanitation work assigned by the Estate Office/ Registrar Office/ Administration etc.



E) EMERGENCY / UNFORESEEN SERVICES

These services shall be performed immediately upon request or as directed by the University Administration and are not part of routine scheduled activities. They are meant to address urgent or unexpected sanitary issues that may arise at any time. The contractor shall ensure availability of staff and readiness to perform the tasks.

F) GENERIC REQUIREMENT:

- The Contractor/Service Provider shall ensure that all relevant sanitary services are duly performed on regular basis as per requirement.
- The Contractor/Service Provider shall provide 100% staff attendance on daily basis.
- The Contractor/Service Provider shall be responsible for any damage to the property caused during performing job activities.
- The Contractor/Service Provider shall certify that the resources provided are not addicted to drugs or alcohol.
- The Contractor/ Service Provider shall adhere to all applicable laws including the labor laws and any other relevant law.
- The Contractor/Service Provider shall ensure to hire skilled staff as per tender document and shall submit the copy of CNIC of their hired employees as well as submission of particulars of workers with local police station verification.
- Contractor/ Service Provider will be responsible for providing medical fitness certificate for all employees immediately after joining.

G) TIMINGS:

Eight hours daily for six working days. The staff will start the work one hour before routine office hours or as desired by Sindh Agriculture University, Tandojam.

5. COMPANY/ FIRM/ CONTRACTOR PROFILE

COMPANY/FIRM/CONTRACTOR PROFILE

<p>1.Name of the Company/ Firm and Complete registered address:</p> <ul style="list-style-type: none"> • Legal Status(Individual, Proprietary firm, Partnership firm, Limited Company or Corp.) 	
<p>2.Details of Contact Person: -Name, Designation, Contact No:, Fax No(s) and e-mail address.</p>	
<p>3. Statutory Details (photocopy to be attached) -Registration No. of the Firm -Sales Tax Registration No.</p>	
<p>4.Year of commencement of Business/ Janitorial (Sanitary services)</p>	

6. LIST OF PRESENT AND PAST CLIENTS

S#	Name of the organization/contractor with complete postal address	Name & designation of the Contact Person with Tel/ Mobile No(s)	Date from which the contract was awarded	No. of persons deployed by your firm	No. of persons served
1					
2					
3					

7. VOLUME OF BUSINESS DONE DURING THE LAST THREE YEARS

(Please submit Documentary Evidence)

Details of annual financial turnover	2022-2023	2023-2024	2024-2025

8. TERMS AND CONDITIONS

Please read the Terms & Conditions carefully before filling up the document. The terms and conditions of the Tender invited for the agreement of sanitary services at Sindh Agriculture University, Tandojam, are as follows:



1. 2% Earnest money of total tender/bid cost will be deposited through bank drafts, from the parties along-with the application.
2. Tenders received without the prescribed Earnest Money Deposit(EMD)shall be rejected. EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfill any of the following conditions:
 - i. An agreement is not signed in the prescribed form within ten days of the allotment.
 - ii. The Contractor does not commence "Sanitary Services" within One month of allotment of contract.
3. The contract will initially be allotted for a period of one year (subject to fulfillment of terms & conditions and satisfactorily services). Afterwards the contract will be extended for one or two year more upon satisfactory performance otherwise the tender of services will be re-advertised.
4. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
5. The Sindh Agriculture University reserves the right to reject tender at any stage without assigning any reason.
6. A performance guarantee must be furnished by the Companies/Firm/Service Provider in the shape of either a CDR or a Bank guarantee upon signing of Contract, which shall be 10% of the total value of the contract amount calculated for Twelve (12) months' time. This will be released after three month on completion of service agreement
7. ***EMD of the unsuccessful bidder preferably to 2nd lowest bidder will be returned back after award of contract to the first lowest bidder and only technically responsive bids will be evaluated using most advantageous bid selection method.***
8. If the Contract is terminated by the Contractor without giving stipulated period of notice (i.e. two months) or fails to observe the terms & conditions of the Tender, the Security Deposit will be forfeited without prejudice to the SAU Management's right to proceed against the contractor for any additional damages that the SAU suffers as a result of the breach of the aforesaid terms and conditions. Rates should be quoted in Pak Rupees.
9. The tender will be evaluated in the light of SPPRA rules, Govt. of Sindh (as amended).
10. Partial participation in tender is not allowed.
11. Rates must be inclusive of all taxes/service cost.

9. STATUTORY OBLIGATIONS OF THE TENDERER (CONTRACTOR)

1. The SAU can impose any condition(s) at any time which it deems proper.
2. The Contractor shall be responsible for engaging adequate number of trained/semi trained manpower required for providing services.
3. The Contractor shall be responsible for timely payment of wages to his workers as per Minimum Wages Act of Government and fulfill all other statutory obligations and submitted undertaking on stamp paper. The Bidders must adhere to the minimum wage rate (notified by Government of Sindh) and all applicable taxes (Imposed by FBR/PRA/GST/SRB or whatever applicable) while preparing financial bid.
4. The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
5. The Contractor, prior to the commencement of the operation of contract, make available the particulars of all the employees who will be deployed for Janitorial (Sanitary Services). Such particulars, inter alia, should include *age/date of birth, permanent address, police verification report and profile of the health status* of the employees.
6. The Contractor shall ensure proper discipline among his workers and further ensure that they do not indulge in any unlawful activity (inside and outside).
7. Employment of children is strictly prohibited under the law.
8. In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the SAU by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the SAU. As a result of the acts of the Contractor, if the SAU is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the SAU or the SAU reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the SAU.
9. The Contractor shall be personally responsible for the conduct and behavior of his staff and any loss or damage to SAU's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within stipulated time as intimated. The decision of the SAU's designated officer in this regard shall be final and binding on the Contractor.
10. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.



11. All work shall be carried out with due regard to the convenience of SAU. The orders of the authority concerned shall be strictly observed.
12. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other means of intoxication are strictly prohibited in the SAU.
13. Lunch/Dinner or any refreshment and residence will not be provided by SAU.
14. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with SAU. SAU shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law.
15. The Contractor shall ensure that either he/she himself/herself or his/her representative is available for proper administration and supervision at the works to the entire satisfaction of the SAU.
16. The Contractor will provide uniform to his/her employees.
17. The consumable items related to sanitary Services/cleanliness will be arranged by the University Administration.
18. Blacklisted Firms and those found involved in "Corrupt Practices" are not allowed to participate in bidding.



10. TERMINATION OF THE CONTRACT

1. The Contract can be terminated by either party, i.e., SAU or the Contractor, after giving **one-month notice** to the other party extendable by mutual agreement till alternate arrangements are made. However, SAU reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. Sindh Agriculture University(SAU) decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
2. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of the "Sanitary Services", SAU reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.
3. The contractor shall engage experienced staff to ensure high standards of "Sanitary Services" for Sindh Agriculture University, Tandojam.
4. The Service Provider shall maintain the attendance of deployed staff under the supervision of Administration of the University. The Administration of the University on daily basis will verify the record of the same.
5. Service provider shall be bound to pay its staff before 5th of each month, and salaries shall not be linked to any other payment which contractor is entitled to receive from the Procuring Agency.

6. The services provider shall provide the names, address, CNIC, age, Security Clearance Certificate and Medical Certificate of the Personnel deployed to this University. File of "Sanitary Services" Personnel will be maintained by Service Provider, and a copy will be shared with the Administration of the University.
7. The Procuring Agency reserves the right to direct the service provider for replacement of Personnel, and the service provider shall be bound to obey the directions of the Procuring Agency. Non-compliance may result in punitive action or contract cancellation against the Service Provider. The Procuring Agency also reserves the right to cancel the contract at any time or subject to availability of budget or required services as per prevailing scenario etc.
8. In case of any disputes among the staff, the service provider shall resolve the problem at the earliest to ensure that there is no interruption in the services.
9. The Sanitary Services" staff and their affairs relating to their employment will be the sole responsibility of the service provider and in this regard no extraneous influence will be brought to bear upon the University or the Procuring Agency.
10. The service provider will dispose the garbage of the University and the shifting responsibility of garbage in the Municipal's garbage containers is the service provider. Mostly garbage/solid waste containers of Municipal administration are near/adjacent to boundary walls of the University.
11. Fumigation every 4/6 month is also the responsibility of the service provider.
12. The Human Resource (HR) as mentioned in this Contract may increase or decrease subject to the approval of the Competent Authority/Procuring Agency as per need & ground circumstances of the University.
13. The Procuring Agency/University can increase or decrease the staff any time as deemed fit.
14. The service provider's performance will be monitored on daily basis by the assigned Focal Person/Administration of the University. The Focal Person/Administration of the University at any time will visit and check the services of any/ all areas of the University as per scope of work. The corrective actions for cleanliness of washrooms/toilets will be completed within 15 Minutes after reporting of problem to the service provider and the corrective actions for all other areas will be completed within 30 Minutes after reporting of problem to the service provider. The Focal Person will identify and record the non-conformances in Daily Activity Log. The focal person will visit the site once again after the stipulated time and in case the identified problem is not corrected, the fines will be imposed as mentioned in the Fines & Penalties section.



11. PENALTY

1. The SAU reserves the right to impose a penalty as stated in penalty section on the Contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the Contractor or his staff or for any adulteration.
2. If SAU is not satisfied with the quality of services, provided or behavior of the contractor or his/her employees, the Contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which the SAU will be at liberty to take appropriate necessary steps as deemed fit.



12. JURISDICTION

Dispute, if any, arising out of the Contract, shall be settled by mutual discussion

13. PRICE BID

The shifts would be for 08 hours each. The plan given above should be based on this consideration.

14. SCHEDULE OF REQUIREMENT

Sr. No	Description	Per person Rate	Unit Rate inclusive all	Requirement	Total amount
01	"Provision of Sanitary Services"			10-Nos.	

Note:

1. The Service Provider must submit the invoice in proper File Cover.
2. It is mandatory for Officer concerned section / unit to Sign (signature & stamp) each page of the invoice/ penalty/ all other relevant documents and the Registrar Office will verify/ countersign with covering letter. The Officer concerned section / unit will ensure the work of Service Provider as per contract and performance satisfactory report must be signed / attached. The authority of the University can depute any monitoring person as per need or circumstances etc. time to time or give instructions any time under the PPRA Rules (Amended). The Director Finance will process the payment / invoice / bill after completion of codal formalities under SPPRA rules.
3. Prices shall be fixed and shall not be adjusted. However, in case of change in minimum wage rate through official notification, the contract price based on minimum wage rates shall be adjusted on prorata basis, as decided by the Procuring Agency.

Proposal Covering Letter

To

**The Chairman,
Tender Opening Committee
Sindh Agriculture University
TANDOJAM**



Dear Sir,

We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes. We have attached the **Technical Bid Form, Check List, Detailed Specifications** and the required **supporting documents** along with our Technical Bid.

Yours sincerely,

**Authorized Signature
(In full and initials)**

Name and Designation of Signatory Name of Firm Address

Check List

The bidder must attach this list along with the Bid

**1.1. PACKING OF THE BID**

S#	Description	YES/NO
1	Whether the Bid is submitted in Two Envelopes	
2	Technical Proposal <i>Envelope-A</i>	
3	Financial Proposal <i>Envelope-B</i>	
4	Whether both Technical and Financial Proposals are put into another Outer Envelope.	

1.2. SUBMISSION AND ARRANGEMENT OF SUPPORTING DOCUMENTS

The Bidder must provide all the Supporting Documents, number all the pages of supporting documents, provide the page information and arrange the documents in the following order:

Envelope A: Enclosures of Technical Proposal		Attached YES/NO	Page#
1	Covering Letter		
2	Copy of Income Tax Registration Certificate		
3	Copy of Sales Tax Registration Certificate		
4	Affidavit/Undertaking on the Stamp Paper		
5	Specifications of quoted items on the Letter Head of the bidder		
6	Two Supply Orders for supply of relevant items received in the past		
7	The specified catalogues/ brochures of items quoted by the bidder		
Note: All the above documents and any other supporting document must be numbered and page number must be mentioned in the column specified for the purpose.			
Total Number of pages attached with the Technical Bid		_____ Pages	
8	Tender Document duly signed and stamped each page by the bidder must be attached at the end of the Technical Bid but numbering is not required for this document.		
Envelope B: Enclosures of Financial Proposal		Attached Yes/No	Page#
1	Financial Proposal Form duly filled, signed and stamped by bidder		
2	Price Schedule Form duly filled, signed and stamped by bidder		
3	Bid Security in shape of Bank Draft, Pay Order or CDR.		

Bid Form**A) PROFILE OF THE BIDDER:**

S#	Particulars	Bidder
1	Name of the Company	
2	Year of Incorporation	
3	Registered Office	
	Address	
	Office Telephone Number	
	Fax Number	
4	Contact Person	
	Name of Authorized Representative	
	Personal Telephone Number	
	Email Address	
5	Registration Details	
	Registration Number	
	GST Registration Number	

B) Bid Security(Please do not mention amount of CDR)

S#	Particulars	Please Furnish Details
1	Name of the Bank	
2	Instrument Number and Date	

AFFIDAVIT/BIDDER'S UNDERTAKING ON THE STAMP PAPER

1. We have examined the Tender/Bid Document, and we undertake to meet the requirements regarding supply of Items, warranty and services as required and are prescribed in the Tender Document.
2. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with.
3. We have read the provisions of Tender/Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our response shall not be given effect to.
4. We agree to unconditionally accept all the terms and conditions set out in the Tender/Bid Document.
5. We undertake, if our Bid is accepted, to supply the items within the delivery period mentioned in the Tender Document.
6. We understand that no document regarding evaluation criteria will be accepted after opening of the Technical Bids and we are bound to provide all the documentary proof regarding evaluation criteria or any other supporting document at the time of opening of Technical Bids.
7. We agree that the Procurement Committee of Sindh Agriculture University, Tandojam, is not bound to accept the lowest or any of the bids received. We also agree that the Procurement Committee reserves the right in absolute sense to reject all the products/services specified in the Bid Response without assigning any reason whatsoever under SPPRA Rules.
8. We also declare that our Company/Organization is not blacklisted by any of the Federal or Provincial Government in Pakistan.



[Name and Signatures of authorized Person along with stamp]

**Financial Proposal Form
(To be attached with Financial Proposal)**



To,

**The Chairman,
Tender Opening Committee,
Sindh Agriculture University
Tandojam**

Dear Sir,

With Reference to your Tender No. _____ of Sanitary Services"; Please find attached our Financial Proposal for the sum of Rs. (insert amount in words and figures). This amount is inclusive of all taxes.

We have attached the Bid Security of amount Rs. _____/- (_____ only) having CDR, Demand Draft, Pay Order No. along with our Financial Bid.

Yours sincerely,

Authorized Signature

PRICE SCHEDULE

Annexure 

(Please attach this page along-with Financial Bid or quote rates on the Letter Head of the Bidder)

Sr. No	Description	Per Person Rate inclusive of all	Total number of staff	Total Amount
1	Provision of Sanitary Services			

Agreement

THIS AGREEMENT made the [day] day of [month] [year] between [Sindh Agriculture University, Tandojam] (hereinafter called "the University") of the one part and [name and address of Service Provider] (hereinafter called "the Service Provider") of the other part.



WHEREAS the University invited Tenders for certain related services, viz. [brief description of related services] and has accepted a Tender by the Service provider for the Sanitary Service in the sum of Rs. [Contract Price in figures and in words] (hereinafter called "the Contract Price").

NOW THEREFORE the parties hereby agree as follows:

- 1- The following documents attached shall be deemed to form and integral part of this Contract:
 - Tender/Bid Document
 - Letter of Acceptance
 - Performance Guarantee equal to 10% of Contract Price in shape of Demand Draft or Pay Order.
- 2- The Terms and Conditions given in the Tender/Bid Document will be applicable.
- 3- The mutual rights and obligations of the University and the Service Provider will be preserved in the light of the Terms and Conditions mentioned in the Tender /Bid Document.

INWITNESS whereof the parties have caused this Contract to be executed in accordance with the laws of Pakistan on the day, month and year written above.

For Sindh Agriculture University, Tandojam

For the Supplier:

Signature Print Name Title

* ANNUAL PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2025-2026

(under (Rule 11) of the Public Procurement Rules 2004)

Name of the Procuring Agency Purchase and Store Office Sindh Agriculture University Tandojam

Sr. No	Name of Procurement (Description)	Estimated Cost (Rs)	Procurement Method**	Tentative date of Procurement Notice Publication	Tentative date of Award of Contract	Tentative date of Completion	Remarks (if any)
1	Hiring of Janitorial Sanitary Services	42,800,000	Open Competitive Bidding	02-02-2026	01-05-2026	01-06-2026	

* The Annual Procurement Plan may be prepared on the assumption that total allocated budget will be released.

** Procurement method means Open Competitive Bidding/Petty Purchases/Quotations/Director Contracting/Negotiated Tendering.

**Annual/ Procurement Plan (2025-2026)
Sindh Agriculture University, Tandojam**

S.No	Fund Head & Sub Head	Name of work and break up	Allocated Funds and Break up for Different Locations / sites	Items to be executed	Method of Procurement	Anticipated / Actual Date of Advertisement	Anticipated / Actual Date of Start	Anticipated / Actual Date of Completion	Remarks
a	b	c	d	e	f	g	h	i	j
1	Sindh Agriculture University Tandojam "Contingent Paid Staff / Daily Wages"	Human Resources Component	42.8 Million	Hiring of Janitorial Sanitary Services	as per SPPRA rules	During the FY-2025-2026	As and when required during FY-2025-2026	As per NIT date	The Administration of SAU is hiring outsourcing of supporting staff services including Janitorial/ Sanitary/ Security services under the head as mentioned in the contingency head for hiring daily wage staff.



**Assistant Director-IRM
Sindh Agriculture University
Tandojam**

SINDH AGRICULTURE UNIVERSITY TANDOJAM

NO. SAU-HRM./ 489

/ of 2026

Dated: 28.01.2026

OFFICE ORDER:

Pursuant to rule-7 of the Sindh Public Procurement Regulatory Authority (Rules, 2010) read with amendments made therein from time to time, the Vice Chancellor, Sindh Agriculture University is pleased to constitute following Procurement Committee in connection with outsourcing the hiring of Janitorial (Sanitary Services) through third party at SAU campus Tandojam.

1. Mr. Qurban Ali Lakhair
Director-HRM, SAUT
Chairman
2. Dr. Sagheer Ahmed Rajper
Director, ICPC, GC, University, Hyderabad
Member (External)
3. Mr. Sajjad Ali Keerio
Procurement Officer, SAUT
Member

The Committee shall be responsible for;

- (i) Preparing bidding documents,
- (ii) Carrying out technical as well as financial evaluation of the bids,
- (iii) Preparing evaluation report of the bids,
- (iv) Submit recommendations for the award of contract to the competent authority, and,
- (v) Perform any other function ancillary and incidental to the above.

Mr. Nusrat Ali Chandio, Deputy Director (Planning & Development) will act as Secretary of the committee.


ASSISTANT DIRECTOR-HRM

Cc to:

1. All members.
2. The Director Finance, SAUT.
3. The PS to Vice Chancellor, SAU Tandojam
4. Office file.

Sindh Agriculture University Tandojam

No. Gen./PC-224/ 355 / of 2025

Dated: 10-06-2025

OFFICE ORDER:

Pursuant to clause-31 of the Sindh Public Procurement Rules 2010, the following **Complaint Redressal Committee** is constituted in connection to address the complaints of bidders for financial year 2025-26, if any occurs during procurement proceedings at Sindh Agriculture University.

S. No.	COMPLAINT REDRESSAL COMMITTEE	STATUS
1.	Dr. Inayatullah Rajper. (Meritorious Professor) Dean, Faculty of Crop Production, SAU, Tandojam	Convener
2.	Representative of A. G. Sindh Office Expert/Professional in the relevant field	Member
3.	(to be nominated by the Vice Chancellor)	Member

This is issued with approval of the Competent Authority.


Assistant Registrar (Gen.)

C. c to:

1. All concerned (Above)
2. The Director Finance, SAU
3. The Project Director, SAU
4. The Procurement Officer, SAU
5. The Sr. PS to Vice Chancellor, SAU
6. Office file

Received on
11-6-2025

