



SUKKUR WATER & SEWERAGE CORPORATION GOVERNMENT OF SINDH

No. SW&SC/Admin/- 208 of 2026

dated: 02-06-2026



(TENDER NOTICE)

The Sukkur Water and Sewerage Corporation (SW&SC) has been established with the primary mandate of supplying potable (safe and clean) water and efficiently disposing of sewage within the territorial limits of Sukkur Municipal Corporation. The Sukkur Water and Sewerage Corporation (SW&SC) invites sealed bids electronically on through "E-Pak Acquisition and Disposal System (EPADS)" on website <http://portalsindh.eprocure.gov.pk/> -Single Stage One Envelope- bidding procedure from the registered and well-reputed firms / companies, having valid/active registration with SRB & FBR, for the provision of following services to SW&SC.

S. No	Name of work	Earnest Money	Tender Fee	Period
01	Hiring of HRM firm to fill the vacant Positions	0.100 (M)	Rs. 3,000	1 Year
02	Acquiring of Office Premises on Rental Basis	0.500 (M)	Rs. 3,000	3 Years
03	Provision of Security Service	1.000 (M)	Rs. 3,000	1 Year
04	Provision of Janitorial Services	0.100 (M)	Rs. 3,000	1 Year

TENDER SUBMISSION DEADLINE AND OPENING PROGRAMME

	1 st Attempt	2 nd Attempt
Bidding Documents can be downloaded after hosted on SPPRA EPADS System website http://portalsindh.eprocure.gov.pk/ / Deadline for submission of E-Bids on SPPRA EPAD is	23-06-2026 @ 11:00 AM	07-07-2026 @ 11:00 AM
Opening of E-Bids in the presence of Procurement Committee / Participating Contractors / Firm's / JV/ Consortium authorized Agents who may attend.	23-06-2026 @ 11:30 AM	07-07-2026 @ 11:30 AM

TERMS AND CONDITIONS

1. The Blank Tender/Bidding Documents/RFP containing the detailed Terms and Conditions and Evaluation Criteria are available and can be seen or downloaded from the official website <http://portalsindh.eprocure.gov.pk/>. Tender Fee (Non-Refundable) in shape of Pay Order / Demand Draft (in favour of **Sukkur Water & Sewerage Corporation**) and the bid security as mentioned above in the shape of call deposit / pay order / demand draft as per manner prescribed in SPP Rules (in favor of **Sukkur Water & Sewerage Corporation**) both of them shall be delivered to the Procuring Agency on or before the deadline of submission of E-Bids. Otherwise such tender will not be considered and stands non participated.
2. If the any Procurement Committee Members is out of Head Quarter or observance of any public holiday the tenders will be opened on next working day.
3. The Bid Security would be pledge in the name of **Sukkur Water & Sewerage Corporation**, in the shape of Call Deposit / Pay Order / DD as per manner prescribed in SPP Rules from any scheduled bank and must be submitted before deadline of submission of bid, otherwise it will not be entertained.
4. Bidding Process "**National Open Competitive**". Procurement Method "**Single Stage – One Envelop**"
5. Bid Validity is 90 Days.
6. Bid Opening Venue and Contact Detail is as under:-
Office of the Executive Engineer (Civil), Sukkur Water & Sewerage Corporation at Sukkur Municipal Corporation, Ph: 071-9310307, Email. swsc.sukkur@gmail.com
7. Evaluation Criteria, sub-criteria, for the evaluation of Full Technical Proposals is based on Yes / No OR Pass / Fail, if a bidder fails to obtain yes or pass in any criteria or sub-criteria then he / it shall not be qualified.
8. Bidders are requested to be given their Best and Final Price as "No" negotiation is permitted.
9. Original and Fresh dated affidavit on Judicial E-Stamp Paper worth Rs. 500/- that, with effect that all the documents / particulars / information furnished are true and correct. In case of Bogus / Tempered or false information / certificates provided by the company / firm shall be liable to be black listed at any stage.
10. Undertaking on E-stamp worth Rs:500/- that firm is not involved in any kind of litigation with, any departmental rift, abandoned or unnecessary delay in completion of any work.
11. The undertakings/affidavits mentioned at S. No. 9 and 10 in original must be reached to the Procuring Agency in original along-with Call Deposit and Tender Fee before the deadline of submission of E-Bids.
12. The Tender should be submitted along with the above required documentation / information. If any such required documents / information lacking then the tender will not be considered by the procuring committee and no excuse will be entertain.
13. This NIT can also be seen on SPPRA (EPAD) Govt. of Sindh Website <http://portalsindh.eprocure.gov.pk/>
14. All SPPRA rules/notifications (amended to date) must be followed


UNDER FOLLOWING CONDITIONS BIDS WILL BE STANDS REJECTED

1. Hard copy of bid or by hand is not accepted.
2. No conditional bid/tenders shall be accepted.
3. Bid not accompanied by Bid Security of required amount and manner as prescribed in the Bidding Documents / Tender Notice.
4. Submitted documents if found forged at any stage.
5. participated firm found Black listed firms.
6. The Procuring Agency reserves the right to reject any or all the tenders / bids as per SPPRA Rules 2010 (amended up to date).

Executive Engineer (Civil)
Sukkur Water & Sewerage Corporation

C.C to:-

- ✓ The **Chairman**, Sukkur Water & Sewerage Corporation for kind information.
- ✓ The **Secretary**, Government of Sindh, Local Government Department, Karachi for kind information
- ✓ The **Chief Executive Officer / Chief Operating Officer**, SW&SC for kind information.
- ✓ The **Procurement Committee** (Members (All)), Sukkur Water & Sewerage Corporation for information with request to remain available on above schedule.
- ✓ **SPPRA EPAD Web Portal and Notice Board.**


Executive Engineer (Civil)
Sukkur Water & Sewerage Corporation



SUKKUR WATER & SEWERAGE CORPORATION

www.swsc.gos.pk



BIDDING DOCUMENTS

**“PROVISION OF JANITORIAL SERVICES FOR SUKKUR
WATER & SEWERAGE CORPORATION”**

TENDER NO. SW&SC/Admin/- 208 of 2026 Sukkur Dated: 02-06-2026



SUKKUR WATER & SEWERAGE CORPORATION
GOVERNMENT OF SINDH

No. SW&SC/Admin/- 208 of 2026 dated: 02-06-2026

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- If the any Procurement Committee Members is out of Head Quarter or observance of any public holiday the tenders will be opened on next working day.
- The Bid Security would be pledge in the name of **Sukkur Water & Sewerage Corporation**, in the shape of Call Deposit / Pay Order / DD as per manner prescribed in SPP Rules from any scheduled bank and must be submitted before deadline of submission of bid, otherwise it will not be entertained.
- Bidding Process "**National Open Competitive**". Procurement Method "**Single Stage – One Envelop**"
- Bid Validity is 90 Days.
- Bid Opening Venue and Contact Detail is as under:-
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- Bidders are requested to be given their Best and Final Price as "No" negotiation is permitted.

9. Original and Fresh dated affidavit on Judicial E-Stamp Paper worth Rs. 500/- that, with effect that all the documents / particulars / information furnished are true and correct. In case of Bogus / Tempered or false information / certificates provided by the company / firm shall be liable to be black listed at any stage.
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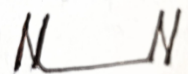
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- ✓


Executive Engineer (Civil)
Sukkur Water & Sewerage Corporation

BIDDING DATA	
Name of Work	PROVISION OF JANITORIAL SERVICES FOR SUKKUR WATER & SEWERAGE CORPORATION
Procedure of Open Competitive Bidding	SINGLE STAGE ONE ENVELOPE bidding procedure
Date for Issuance of Bid document	2nd June, 2026
Date and time of Submission ELECTRONICALLY	23 rd June, 2026 at 11:00 AM
Date and time of Technical and Financial Bid Opening	23 rd June, 2026 at 11:30 AM.
Place of opening	Office of the Executive Engineer (Civil), Sukkur Water & Sewerage Corporation at Sukkur Municipal Corporation
Name of Procuring Agency	Sukkur Water & Sewerage Corporation, Government of Sindh, Sukkur
Address, Telephone#, E-mail, & Website	Address along with Phone Numbers Office of the Executive Engineer (Civil), Sukkur Water & Sewerage Corporation at Sukkur Municipal Corporation Ph: 071-9310307 Email swsc.sukkur@gmail.com
Method & Procurement Procedure	National Open Competitive Bidding Single Stage – One Envelope Bidding Procedure
Bid Validity	90 Days
Commencement of Services	Within 15 days of signing of contract agreement
Bid Janitorial	Not exceeding PKR 1,00,000/- (The bid Janitorial of successful party shall be verified from the issuing agency as per SPPRA rule 39(3)).
Performance Security	5% Performance Security as prescribed in SPP Rules 2010 (Amended) (The performance Janitorial of successful party shall be verified from the issuing agency as per SPPRA rule 39(3)).

Executive Engineer (Civil)
Sukkur Water & Sewerage Corporation

INSTRUCTIONS TO BIDDERS

1. GENERAL

1.1 Introduction

Sukkur Water and Sewerage Corporation (SW&SC), Government of Sindh intends to hire private party/firm for provision of Janitorial services for Sukkur Water & Sewerage Corporation (SW&SC) Office in Sukkur.

1.2 Scope of Work

1.1.2 The bidder would be selected as per the evaluation criteria of this document to provide services as. The successful bidder would enter into a **Framework Contract** as per Rule-15 (B) of SPPRA Rules (Amended time to time).

1.2.2 Bidding shall be conducted under Rules 46 (1) "**Single Stage–One Envelope**" (Technical and Financial Bids) procedure laid down in SPPRA Rules 2010 (amended time to time). The contract shall be awarded as per the evaluation criteria mentioned in this document.

1.2.3 The bidder shall submit their bids with proper Indexing Table / Page Numbers and attach all the mandatory / required documents in Annex or Tagging format.

1.3 Source of Funds

1.3.1 The SW&SC has allocated funds towards the cost of "**Provision of Janitorial Services**" from its budget for the current financial year 2026-2027.

2. ELIGIBLE BIDDERS

The bids that meet the following minimum **ELIGIBILITY CRITERIA (MANDATORY REQUIREMENT)** would be declared responsive for further evaluation as per the Evaluation Criteria specified in this bidding document. **Documentary Evidences are mandatorily required to be attached thereof:**

2.1 Original Tender Purchase Receipt / Pay Order of Tender Fee.

2.2 The office of bidder preferably has a branch in Sukkur. Details of its office details at Sukkur and in other Provincial Headquarters (if any) with Phone Numbers /Addresses.

2.3 Copy of CNIC of the signatory of the Bid Forms.

2.4 The Bidder must be available on the "**List of Active Tax Payers**" of the **FBR website** (for Income Tax).

2.5 The bidder must be available on the "**List of Active Tax Payers**" **SRB website** (for Service Sales Tax).

2.6 Bidder / Company Profile / Detail.

2.7 Affidavit of not blacklisted

2.8 Acceptance of bidding requirement and TOR

3. **COST OF TENDERING**

3.1 The company shall bear all costs associated with the preparation and submission of its documents, while SW&SC, in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

4. **CLARIFICATIONS OF TENDERING DOCUMENTS**

4.1 A bidder or an Officer authorized on its behalf in writing requiring any clarification(s) may notify to SW&SC. The SW&SC or concerned Officer authorized on its behalf will respond to any request for clarification, which is received within **05 working days** or more before the deadline set for the submission of bids.

5. **AMENDMENT OF TENDER DOCUMENT**

5.1 At any time before the deadline for submission of bids, the SW&SC may, for any reason, whether at its initiative or in response to a clarification requested by a prospective company, modify the tender document by issuing a corrigendum/addendum.

5.2 Any corrigendum/addendum thus issued shall form an eternal part of the tender document. To offer bidders a reasonable time frame in which to take a corrigendum/addendum into account in preparing their bids, the SW&SC may at its discretion extend the deadline for submission of bids.

6. **LANGUAGE OF DOCUMENTS**

6.1 Bid Documents and related correspondence will always be in the English language.

6.2 All the relevant technical literature in the English Language should be attached to the bid.

7. **BID PRICE**

7.1 Price/bid offer should be quoted in Pak Rupees as per the given format.

7.2. The price/bid offer quoted should be firm, final, and written/typed without any ambiguity.

7.3 The bid price should include all the government taxes, as per prevailing taxation rates of provincial/federal/local governments, etc. (e.g., SST/GST, Income Tax, Withholding Tax, etc.).

7.4 If there is no mention of taxes or calculation error, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the Income Tax / SST / GST or other taxes during the contract period shall be passed on to the Procuring Agency.

7.5 The price/bid offer shall be entered against each personnel/material/equipment for the whole duration of the contract period.

7.6 The bidder shall be deemed to have obtained all related information as to the requirements thereto which may affect the bid offer/price if required.

8. **BID SECURITY / EARNEST MONEY**

- 8.1 The Bidder shall furnish, as part of its bid, a bid security in the amount in the shape of a Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee in favor of Sukkur Water and Sewerage Corporation issued by a scheduled bank in Pakistan. No interest will be paid on Bid Security. A photocopy of the Bid Security shall be attached to the Technical Proposal.
- 8.2 Any bid not accompanied by an acceptable bid security shall be rejected by the SW&SC as non-responsive.
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- 8.3 The bid securities / earnest money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid security whichever is earlier.
- 8.4 The bid security of the successful firm will be returned only when the bidder furnishes the required Performance Janitorial and signs the relevant contract agreement.
- 8.5 **The bid security / earnest money may be forfeited/confiscated:**
- i. If a bidder withdraws his bid during the period of bid validity.
 - ii. If the bidder does not accept the correction of his bid price.
 - iii. In the case of a successful bidder, if he fails to furnish the required performance security or sign the contract agreement.
 - iv. If the bidder fails to provide the requisite services.
 - v. If the bidder fails to fulfill the mandatory requirements upon which he has given certificates/affidavits etc.

9. **VALIDITY OF BIDS**

- 9.1 All bids shall remain valid for **90 (ninety) days** from the date of opening of bids.

10. **CLARIFICATIONS / CORRECTIONS OF BID**

- 10.1 To assist in the examination, evaluation and comparison of the bids the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought offered or permitted.
- 10.2 Arithmetical errors will be rectified on the following basis:
- i. If there is a discrepancy between unit price and total price that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected.
 - ii. If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid Janitorial will be forfeited.

11. **RESPONSIVENESS OF BIDS**

- 11.1 The valid bid security / earnest money is submitted (**A copy of the requisite Bid Janitorial must be submitted physically**).
- 11.2 The bid is valid till the required period.
- 11.3 The bid prices are firm during their validity and inclusive of all taxes, duties, etc.
- 11.4 Compliance with all terms and conditions of a tender document in specified

formats.

- 11.5 The bidder is eligible for tendering and possesses the requisite experience.
- 11.6 The bid does not deviate from basic requirements.
- 11.7 The bidder submitted all mandatory/requisite documents as mentioned in the tender document.

12. **SUBMISSION OF BIDS**

12.1 Bids should be submitted as per SPPRA Rules 46 (1) **Single Stage – One Envelope “ELECTRONICALLY”** on the website of SPPRA <http://portalsindh.eprocure.gov.pk/>. Procedure as under:

- a) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price, and reject any proposal that does not confirm to the specified requirements;
- b) No amendments in the technical proposal shall be permitted during the technical evaluation;
- c) Financial proposals of technically qualified bids shall be evaluated.

12.2 The technical bid should contain all the relevant information and desired enclosures in the prescribed format. The Financial Bid should contain only the Financial Proposal.

13. **DEADLINE FOR SUBMISSION OF BID**

13.1 Bids must be received **ELECTRONICALLY** by the Procuring agency no later than the time and date specified in the Tender Notice.

14. **OPENING OF BID**

14.1 Procurement Committee will publicly open the Bids first at the date, time, and place given in the NIT / Bidding Documents **electronically** in the presence of the bidder’s representatives who choose to be present.

14.2 The name of the bidder, bid price, and such other details as the committee at its discretion may consider appropriate, will be announced at the time of the Bid opening.

14.3 The relevant committee will resolve any issue raised by the bidders, on the spot. Any issue related to the proceeding after the same has concluded, shall not be entertained verbally or in writing.

14.4 The SW&SC reserves the right to reject any one or all bids/proposals or scrap / cancel the tender as per relevant SPPRA Rules 2010 (Amended time to time).

15. **EVALUATION OF BIDS**

15.1 The bids not responsive to the MANDATORY ELIGIBILITY CRITERIA provided in Clause 2 and Responsiveness of Bid according to Clause 11 shall not be eligible for further Technical Evaluation.

15.2 The relevant Committee will evaluate and compare only the bids previously determined to be responsive and submitted by an eligible bidder.

15.3 The bids shall be evaluated on a complete basis (all groups basis). The bids for partial/limited items / limited groups shall not be considered and rejected.

15.4 It will be examined in detail whether the documents comply with the conditions of the tender document. It is expected that no deviation/stipulation shall be taken by the company.

- 15.5 Technically qualified/successful bidder(s) / Tenderer(s) shall be eligible for Financial Proposal(s) evaluations.
- 15.6 The Price evaluation will include all duties, taxes (Federal/Provincial/Local) and expenses, etc. In case of any exemption of duties and taxes made by the Government (Federal/Provincial/Local), the contractor shall be bound to adjust the same in the Financial Proposal. The benefit of exemption from or reduction in the SST / GST / Income Tax during the contract period shall be passed on to the SW&SC.
- 15.7 SW&SC shall not be responsible for any erroneous calculation of taxes and all differences arising out as above shall be fully borne by the Successful Bidder.
- 15.8 Bidder shall be bound to produce the original documents for verification at the request of SW&SC. If the bidder fails to produce the original documents within the prescribed schedule their Bid will be rejected.

16. **BID EVALUATION CRITERIA**

- 16.1 If the bidder/firm/party is in non-responsive, the technical evaluation of that firm will not be conducted due to non-compliance with MANDATORY ELIGIBILITY CRITERIA.
- 16.2 The merit point system will be created for evaluation of technical criteria of all parties.

17. **REJECTION / ACCEPTANCE OF BID**

- 17.1 A bid determined as non-responsive will be rejected and will not be made responsive by the bidder by correction of the non-conformity.
- 17.2 The bid shall be rejected if:
 - i. it is substantially non-responsive in a manner prescribed in this tender document; or
 - ii. it is against Pakistani Laws, Rules, Regulations, Policies, Permits, Codes, etc.; or
 - iii. bidder has a conflict of interest with the SW&SC; or
 - iv. bidder engages in corrupt or fraudulent practices in competing for Contract awards; or
 - v. bidder tries to influence the bid evaluation / Contract award; or
 - vi. bid submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
 - vii. unsigned, incomplete, partial, ambiguous, conditional, alternative, late; or
 - viii. subjected to interlineations/cuttings/corrections/erasures/overwriting;
 - ix. qualified by vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly; or

- x. without verifiable proofs against the mandatory as well as general documentary, qualification, and eligibility-related requirements; or
- xi. bidder fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-2); or
- xii. bids submitted for partial/limited services/items as specified in the Format for Quoting the Rates / Schedule of Requirements / BoQ; or
- xiii. bid submitted with a shorter bid validity period; or
- xiv. bidder fails to meet the minimum evaluation criteria requirements; or
- xv. bid not accompanied by the Bid security (Earnest Money) of required amount and form; or
- xvi. bidder refuses to accept the corrected Total Bid Amount / Price; or
- xvii. the Bidder has been blacklisted by any public or private sector organization; or
- xviii. bidder has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations; or

18. PROCESS TO BE CONFIDENTIAL

- 18.1 No company shall contact SW&SC on any matter relating to its tendering process from the time of opening to the time of tendering announcement.
- 18.2 Any effort by a bidder to influence SW&SC in the evaluation, comparison, or selection decision may result in the rejection of its bid.

19. COMPLIANCE CERTIFICATE

- 19.1 The company should agree with the terms and conditions as mentioned in this bidding document.

20. AWARD CRITERIA

- 20.1 Subject to Clause 21, the Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

21. THE PROCURING AGENCY'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- 21.1 The Procuring agency reserves the right to accept or reject any bid, as per Rule 25 of SPPRA Rules 2010 (Amended time to time) and to annul the bidding process and reject all bids at any time before contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency's action.

22. THE PROCURING AGENCY'S RIGHT TO VARY QUANTITIES

- 22.1 The Procuring agency reserves the right to increase and/or decrease the quantity and/or to drop any or multiple services(s) originally specified in the Format for Quoting the Rates / Schedule of Requirements / BoQ without any change in unit price or other terms and conditions during the contract period.

23. REQUIREMENT / FORMAT OF BID

23.1 All bidders shall quote their firm and final rates including all the taxes, duties, levies, etc. and attach the requisite Bid Security / Earnest Money in the form of a Pay Order / Demand Draft / Bank Guarantee as per this Tender Document requirement/obligations.

24. ALTERNATIVE BIDS

24.1 Alternate Bids shall not be allowed, if any bidder elects to submit alternative bid(s) / proposal(s), both bids viz. ORIGINAL and ALTERATIVE will be rejected straightaway.

25. NOTIFICATION OF AWARD OF CONTRACT

25.1 Before the expiration of the bid validity period or extended bid validity period, The SW&SC will notify the successful bidder in writing about the acceptance of the offer delivery by hand, by registered letter, by Courier, or by email. The notification of the award will constitute the formation of the contract.

26. PERIOD OF CONTRACT

26.1 Initially contract shall be signed for a period of one year (12 months), however, SW&SC at its discretion can extend the contract for a further period. The bidder shall be bound to provide the services for an extended period with mutual acceptable terms & and conditions.

27. CONTRACT AGREEMENT

27.1 Subject to the fulfillment of all codal formalities, the SW&SC will award the contract to the successful bidder whose bid has been determined to be qualified to perform the contract satisfactorily. Both parties i.e. SW&SC and Bidder will sign the Contract Agreement on the stamp paper.

27.2 SW&SC reserves the right to cancel the agreement with or without giving notice (depending on the nature of the violation of the contract agreement) and forfeit the Janitorial Deposit / Performance Bond and any amount due to the Contractor/Agency. The Contractor / Agency shall reproduce the draft contract agreement provided by SW&SC on stamp paper with stamps affixed of the value equal to the prevailing Government rules/rates.

27.3 The Contractor / Agency shall not alter/add/delete any article, clause, or chapter of the draft contract agreement. However, the Service Provider may rephrase any clause, article, or chapter with the consent of the SW&SC for clarity, legality, or otherwise except where the scope of work, terms & and conditions, and service charges are not adversely affected against the SW&SC

27.4 Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the SW&SC.

28. PERFORMANCE SECURITY

28.1 The Successful bidder shall submit the Performance Security / Guarantee in the amount specified in the Bid Data Sheet in the shape of a Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee in favor of the SW&SC issued by a scheduled bank in Pakistan. No interest will be paid on Performance Security.

28.2 FORFEITURE OF PERFORMANCE SECURITY

- (a) In the event of failure to provide services as per the Contract Agreement / Work Order within the stipulated period, the security deposit may be forfeited.
- (b) In that event, acquiring of the said services may be taken from the next lowest bidder vide the same Work Order at the contractor's risk and cost without any further reference, so that the loss incurred would be recoverable from the Performance security of the said contractor or from any sum due of which may become due to the contractors.
- (c) If any equipment/instrument or property of SW&SC is damaged by the representative of the approved firm, the cost of the same will be deducted from the performance Janitorial money / pending bills of the contractor.

28.3 Refund of Performance Security: After the successful completion of services in the contractual period, performance Security will be refunded within six months if not extended for a further period.

29. CANCELLATION OF CONTRACT

29.1 If the successful bidder fails to provide satisfactory services, the SW&SC shall be entitled at his option to cancel the contract and recover the damages besides forfeiture of the Performance Guarantee. The SW&SC shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.

30. TERMINATION FOR DEFAULT

30.1 SW&SC without prejudice to any other remedy for breach of Contract, by written notice of default sent to the contractor may terminate this Contract in whole or in part:

- (a) if the contractor fails to deliver any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the SW&SC; or
- (b) if the contractor fails to perform any other obligation(s) under the Contract.
- (c) if the contractor, in the judgment of the SW&SC has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. 12 For this clause:

"Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or contract execution.

"Fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (before or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

31. FORCE MAJEURE

31.1 The contractor shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the

extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

31.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Contractor not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the SW&SC in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

31.3 If a Force Majeure situation arises, the contractor shall promptly notify the SW&SC in writing of such condition and the cause thereof. Unless otherwise directed by the SW&SC in writing, the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

32. TERMINATION FOR INSOLVENCY

32.1 SW&SC may at any time terminate the Contract by giving written notice to the contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the SW&SC.

33. TERMINATION FOR CONVENIENCE

33.1 The SW&SC, by written notice sent to the Contractor, may 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 SW&SC's convenience, the extent to which the performance of the Contractor under the Contract is terminated, and the date upon which such termination becomes effective.

34. RESOLUTION OF DISPUTES

34.1 In the case of a dispute between the SW&SC and the Contractor, the dispute shall be referred to the dispute resolution mechanism as defined in rules 31, 32, and 34 of the SPP Rules, 2010 (Amended time to time).

35. GOVERNING LANGUAGE

35.1 The Contract shall be written in the ENGLISH language. All correspondence and other documents about the Contract which are exchanged by the parties shall be written in the English language.

36. APPLICABLE LAW

36.1 The Contract shall be governed by the Laws of Pakistan and the Courts of Sukkur - Pakistan shall have exclusive jurisdiction.

Executive Engineer (Civil)
Sukkur Water & Sewerage Corporation

BID DATASHEET

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

- ITB 1.1 Name and address of Procuring Agency:**
Sukkur Water and Sewerage Corporation, Government of Sindh, Sukkur
- ITB 1.2 Name of Contract:**
Provision of Janitorial Services at SW&SC
- ITB 4.1 Postal Address:**
Executive Engineer (Civil), Sukkur Water & Sewerage Corporation at Sukkur
Municipal Corporation Ph: 071-9310307
Email: swsc.sukkur@gmail.com
- ITB 6.1** The language of the bid shall be ENGLISH.
- ITB 7.1** The price quoted shall be in **Pakistani Rupee**
- ITB 7.2** The price shall be fixed during the contract period.
- WITB 8.1** The amount of bid Janitorial **should not be more than PKR 1,00,000/-**.
- ITB 9.1** Bid validity period shall be **90 days**
- ITB 13.1 Deadline for bid submission:**
As notified in the NIT.
- ITB 14.1 Date, Time, and Place of Bid opening**
As notified in the NIT
- ITB 28.1** The amount of Performance Security **shall be as per SPPRA Rules**. The Contract is extendable on the basis of satisfactory performance of 12 months.

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Sukkur Water & Sewerage Corporation

TECHNICAL EVALUATION CRITERIA

Technical Evaluation Criteria

Sr. No.	Evaluation Parameter
1	Firm's Relevant Experience
2	Similar Assignments Completed
3	Staffing and Human Resources Capacity
4	Equipment and Cleaning Resources
5	Work Plan & Methodology
6	Financial Capacity

Detailed Evaluation Criteria

1. Firm's Relevant Experience

Experience in providing janitorial/housekeeping services to government, semi-government, donor-funded projects, corporate offices.

Experience
5- 10 years or above

Required Evidence: Registration certificate, work orders, contracts, or completion certificates.

2. Similar Assignments Completed

Number of similar janitorial contracts completed during the last five (05) years.

Similar Contracts Completed
5-10 or more contracts

Required Evidence: Copies of contracts, purchase orders, or completion certificates.

3. Staffing and Human Resource Capacity

Availability of trained janitorial personnel and supervisory staff.

B. Janitorial Workforce

Available Trained Workforce
More than 50 staff

Required Evidence: Staff list, payroll records, EOBI/Social Security records, or HR database.

4. Equipment and Cleaning Resources

Availability of cleaning equipment and resources.

Equipment Available
Vacuum cleaners
Floor scrubbers/polishers
Cleaning carts and tools
Waste handling equipment
Sufficient cleaning supplies inventory

Required Evidence: Equipment inventory list, ownership documents, invoices, or photographs.

5. Work Plan and Methodology

Evaluation of the bidder's understanding and approach.

Criteria
Understanding of assignment
Cleaning schedule and deployment plan
Complaint handling mechanism

Required Evidence: SOPs, safety manuals, training records.

6. Financial Capacity

Average annual turnover during the last three (03) years.

Average Annual Turnover
≥ PKR 10 Million

Required Evidence: Audited financial statements or bank-certified financial records.



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TERMS OF REFERENCE (TORs)

Hiring of Janitorial / Housekeeping Services for Office Premises

1. Background

The SW&SC requires professional janitorial and housekeeping services to maintain a clean, hygienic, safe, and pleasant working environment within its office premises. The selected service provider shall deploy trained housekeeping personnel.

2. Objective

The objective of this assignment is to:

- Maintain cleanliness and hygiene of office premises at all times.
- Ensure a healthy and safe working environment for employees and visitors.
- Maintain office facilities, washrooms, common areas, and surrounding premises in a neat and presentable condition.
- Provide professional housekeeping services in accordance with established cleanliness standards.

3. Scope of Services

The Janitorial Service Provider shall perform, but not be limited to, the following services:

A. Daily Cleaning Services

Office Areas

- Sweeping, mopping, vacuuming, and dusting of all office floors.
- Cleaning of workstations, desks, tables, chairs, cabinets, shelves, and office furniture.
- Cleaning of glass partitions, doors, windows, and mirrors.
- Removal of dust from computers, printers, telephones, and other office equipment using appropriate methods.
- Cleaning of corridors, reception areas, waiting areas, meeting rooms, and conference rooms.

Washrooms and Toilets

- Cleaning and disinfecting toilets, urinals, wash basins, mirrors, and fittings.
- Mopping and sanitizing washroom floors.
- Refilling soap dispensers, tissue paper holders, and air fresheners.
- Removal of stains, odors, and waste materials.
- Ensuring continuous cleanliness throughout office hours.

Pantry and Kitchen Areas

- Cleaning of pantry floors, countertops, sinks, cabinets, and appliances.
- Disposal of food waste and garbage.
- Cleaning and sanitizing dining and refreshment areas.

Waste Management

- Collection of waste from all offices and common areas.
- Segregation and disposal of waste in accordance with local regulations.

- Emptying and cleaning waste bins daily.
- Transportation of waste to designated disposal points.

B. Periodic Cleaning Services

Weekly Services

- Deep cleaning of floors and carpets.
- Cleaning of glass surfaces and partitions.
- Dusting of ceilings, vents, and light fixtures.
- Cleaning of office furniture and fixtures.

C. External Areas Cleaning

The Service Provider shall maintain cleanliness of:

- Building entrances and exits.
- Walkways and sidewalks.
- Parking areas.
- Courtyards and open spaces.
- Staircases and emergency exits.

D. Special Cleaning Services

The Service Provider shall:

- Provide cleaning services during official events, meetings, workshops, and conferences as required.
- Respond promptly to emergency cleaning requirements.
- Clean areas affected by spills, leaks, or other unforeseen incidents.

4. Staffing Requirements

The Service Provider shall:

- Deploy trained housekeeping personnel to maintain required service levels.
- Ensure personnel are physically fit, disciplined, and professionally trained.
- Provide uniforms, identification cards, and protective equipment.
- Arrange replacement staff in case of absence without disruption of services.
- Maintain attendance records of deployed personnel.

5. Responsibilities of the Service Provider

The Service Provider shall:

- Supervise and manage all deployed staff.
- Comply with all applicable labor laws and regulations.
- Ensure occupational health and safety of employees.
- Replace any staff member found unsuitable by the Procuring Entity.
- Maintain confidentiality regarding office information and activities.

Executive Engineer (Civil)
Sukkur Water & Sewerage Corporation



SUKKUR WATER AND SEWERAGE CORPORATION

Address along with Numbers
Swsc.info@swsc.gos.pk, www.swsc.gos.pk



BIDDING DOCUMENTS

"PROVISION OF JANITORIAL SERVICES FOR SW&SC"

FINANCIAL PROPOSAL FORMAT

PRICE SCHEDULE IN PAK RUPEES

S. No	Description	No. of Person required per month	Monthly Rate	Total Amount PKR (inclusive of Income Tax)
1	Personnel	04		
Total Amount inclusive of Income Tax and exclusive of SRB				
Sindh Sales Tax (SRB)				
Total Amount PKR (Inclusive of Income Tax & SST) Per Month				
Total Amount PKR (Inclusive of Income Tax & SST) for twelve (12) Months				

Note:

- The number of Janitorial personnel may be adjusted (increased/decreased) based on requirements or needs.
- Each Janitorial personnel shift / duty time will be 08 hours each day.
- In case of a discrepancy between the unit price and the total, the unit price shall prevail.

FORMAT OF BANK GUARANTEE

Bank Guarantee No.: _____
Dated of issue: _____
Valid up to: _____
Value (Rs.): _____

To: [Name & Address of the Procuring Agency]

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

And whereas it has been stipulated in the said Contract that the Bidder shall furnish to the SW&SC with a Bank Guarantee by a scheduled bank for the sum of 10% of the total Contract amount as Janitorial for compliance with the Bidder's performance obligations following the Contract.

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

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

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

Yours faithfully,

Name of the Bank: _____
Authorized officer's Signature & Seal: _____

Witness 1: _____

Witness 2: _____

Sworn & Sign before me

This day of

INTEGRITY PACT

Contact Number: _____ Dated: _____

Contract Value: _____

Contract Title: _____

[Name of Supplier/Contractor/Consultant] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege, or other obligation or benefit from the Government of Sindh (GoS) or an administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier/Contractor/Consultant] represents and warrants that it is 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 of subsidiary any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA) except that which has been expressly declared pursuant thereto.

[Name of Supplier/Contractor/Consultant] certifies that it has been 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, presentation or warranty.

[Name of Supplier/Contractor/Consultant] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts, or taking any action likely to defeat the purpose of this declaration, representation, and warranty. It agrees that any contract, right, interest, privilege, or other obligations or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract, or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, [Name of Supplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier/Contractor/Consultant] as aforesaid to obtain or induce the procurement of any contract, right interest, privilege or other obligation or benefit, in whatsoever form from PA.

(Procuring Agency)
Executive Engineer (Civil)
Sukkur Water & Sewerage Corporation

(Supplies/Contractor/Consultant)