



**MEDICAL SUPERINTENDENT
DISTRICT HEADQUARTERS HOSPITAL DADU**

BIDDING DOCUMENTS

**OUTSOURCING JANITORIAL & SANITATION SERVICES
AT DHQ HOSPITAL DADU**

FOR THE FINANCIAL YEAR 2026-27

DUE ON 29-06-2026 AT 12:00 Noon

Opening time at 12:30 PM



Issued By:

District Headquarters Hospital Dadu

Ph: 025-9200080/ Fax:0259200081-82 Email: dhqhospitaldadu@gmail.com



Notice Inviting Tender

With the approval of competent authority i.e. Vice Chancellor LUMHS Jamshoro, the District Headquarters Hospital Dadu invites sealed bids from authorized Dealers, Distributors, Suppliers and Firms registered with the Federal Board of Revenue (FBR) for Income Tax and Sales Tax and with the Sindh Revenue Board (SRB) wherever applicable, under Single Stage – One Envelope Procedure in accordance with Rule 46(1) of the Sindh Public Procurement Rules, 2010 (amended from time to time), for procurement of the following categories/items for the Financial Year 2026-2027.

Sr	Description	Date of Purchase/Issue	Date of Submission of Bid	Opening date & time of tender	Tender fee (Non-refundable)	Tender opening Address
01	Procurement of Drugs/Medicine / Surgical Items / Disposable / Dialysis Materials / X-Ray /CT Scan Material, Dental items / Pathology Lab Reagents / Kits.	From the Date of publication	29-6-26 up to 12 pm	29-6-26 up to 12:30 pm	Rs. 3,000/-	Office of the Medical Superintendent DHQ hospital Dadu
2	Outsourcing of Janitorial and Sanitation Services.				Rs. 3,000/-	
3	Procurement of office Stationary/Printing Material				Rs. 3,000/-	
4	Outsourcing of Hospital Security Guard Services.				Rs. 3,000/-	
5	Procurement/ Supply of Diet for Indoor Patient. With Outsource Cook Services				Rs. 3,000/-	
6	Procurement Medical (Oxygen Gas).				Rs. 3,000/-	
7	Procurement Other Petty Articles Materials.				Rs. 3,000/-	
8	Procurement of Uniform Liveries and Protective Cloths.				Rs. 3,000/-	
09	Procurement of IT Instrument / Electronic Equipment's				Rs. 3,000/-	

Note:

Bidding documents can be downloaded from the Public Procurement Regulatory Authority (PPRA) e-PADS portal. However, all bidders shall submit a non-refundable tender fee of Rs.3,000/- in the shape of Pay Order/Demand Draft in favor of Medical Superintendent, DHQ Hospital Dadu at the time of bid submission. Bids submitted without the original tender fee instrument/receipt shall be considered non-responsive and rejected.

The bidder shall submit the following mandatory documents with the bid:

- Latest National Tax Number (NTN) Certificate.
- Valid Sales Tax Registration Certificate (where applicable).
- Detailed Company/Firm Profile.
- Documentary evidence of at least three (03) years' relevant experience.
- Certified turnover details for the last three (03) financial years.
- Valid Authorized Dealership Certificate and/or Manufacturer Authorization Certificate.
- Affidavit on judicial stamp paper affirming that the firm has not been blacklisted by any Government, Semi-Government, Autonomous, or Procuring Agency; is not involved in any litigation adversely affecting its business operations; and has not abandoned or defaulted on any procurement contract.
- Bids shall remain valid for a period of ninety (90) days from the date of bid opening.
- Bid Security/Earnest Money equal to two percent 2% of the Estimated Cost of the Tender shall be furnished in the form of Pay Order or Demand Draft in favor of the **Medical Superintendent, DHQ Hospital Dadu**. Bid Security of unsuccessful bidders shall be released in accordance with the Sindh Public Procurement Rules, 2010 (as amended).
- Bids that are incomplete, conditional, non-responsive, or lacking any of the required documents shall be rejected outright.
- Firms, suppliers, contractors, distributors, dealers, or manufacturers blacklisted by any Government Department, Autonomous Body, Statutory Organization, or Procuring Agency shall be disqualified from participation.
- The Procuring Agency reserves the right to increase, decrease, delete, or cancel any item(s) of the procurement plan, wholly or partially, in accordance with the Sindh Public Procurement Rules, 2010 (as amended from time to time).
- If the scheduled date of bid opening is declared a public holiday or the office remains closed due to unforeseen circumstances, the bids shall be opened on the next working day at the same time and venue, and all other terms and conditions shall remain unchanged.
- The Procuring Agency reserves the right to reject any or all bids and/or annul the procurement process at any stage prior to award of contract under Rule 25 of the Sindh Public Procurement Rules, 2010 (as amended), without assigning any reason.
- All procurement proceedings shall be regulated and governed by the Sindh Public Procurement Act and the Sindh Public Procurement Rules, 2010 (as amended up to date).

**MEDICAL SUPERINTENDENT
DHQ HOSPITAL DADU**

ELIGIBILITY / KNOCK DOWN CRITERIA FOR QUALIFYING IN THIS BID

Please read carefully before filling/submitting the documents. Document evidence must be attached (Where applicable)

SR.	DETAIL	YES/NO	Page No
1.	Original Tender Receipt / Pay Order in original prior to opening of Bid.		
2.	Valid 2% Earnest Money in shape of Pay order/Demand draft not showing amount in Technical proposals.		
3.	Company profile including details of infrastructure, staff with contact Nos., List of equipment and number of offices/branches available with address and contact Nos.		
4.	Professional Registered Sales Tax of last THREE years (1 each year), (enclosed copy)		
5.	Copy of SRB Registration and also provide paid challan / receipt of 03 years		
6.	Copy of valid license issued by the Sindh employee social security institute (SESSI). (Copy monthly payment of challan).		
7.	Copy of valid license issued by the Employees Old age benefit institution (EOBI). Firm must be registered (copy payment of challan each month attached).		
8.	Active Income Tax status & Operative sales tax.		
9.	Annual turn over of 30 Million Averagely of last 03 Financial years.		
10.	Letters of Satisfactory relevant performance (03) year's reputable Hospitals of Government, Semi Government or Autonomous Body with concerned officer contact numbers.		
10.	At least completed 3 tenure of similar works and details should be of given on below format as annexure-A .		
11.	Bank statement showing turnover of last three years. July-June		
12.	Bidder should attach affidavit (Rs.500/-) that the firm concerned is financially sound, Have sufficient funds to pay three months' salary from their own sources and also pay the salaries to staff as per government policy.		
13.	Bidders should attach affidavit (Rs.500/-stamp paper) on prescribed format attached as Annexure-B .		
14.	Technical proposal on company letter head containing detail of different positions provided by the bidder.		
15.	Each page should be signed & stamped by company authorized person.		
16.	Page numbered should be written on each and every page.		
17.	Copy of Professional tax certificate & paid challan/receipt of 3 years.		
18.	Bidder copy of valid ISO 9001: 2015(link must be provided for verification).		
19.	Up to date Bank Statement & Certificate with the company name must showing 5 million balance of bidder from July:2024 to June 2026. (sufficient funds to pay three months' salary from their own sources as per Govt policy)		

- (a) Failure to meet eligibility/knockdown criteria will disqualify the bidder from participation in this Bid and its proposals will not be evaluated/ considered.
- (b) Document any evidence(s) of above required valid registrations/certificates must be attached.
- (c) **Bidder should provide readable/clear copies of documents, otherwise their document should not be considered.**



DISTRICT HEADQUARTERS HOSPITAL DADU
HEALTH DEPARTMENT GOVERNMENT OF SINDH
Ph: 025-9200080 Fax: 025-9200081 Email: dhqhospitaldadu@gmail.com
BID DOCUMENTS FOR JANITORIAL SERVICES
AT DHQ HOSPITAL DADU



BIDDING DATA

Procuring Agency:	MEDICAL SUPERINTENDENT DHQ HOSPITAL DADU
Address:	DHQ HOSPITAL DADU
Name of Item:	JANITORIAL SERVICES
Estimated Cost of BID	25 MILLION
Bid Validity.	90 DAYS
Amount of Submission.	2% of the Estimated Cost of the Tender
Date of Submission:	AS PER TENDER ENQUIRY
Date of Opening:	AS PER TENDER ENQUIRY
Performance Security	2% OF CONTRACT VALUE
Language of Bid.	ENGLISH
Bidding Procedure:	SINGLE STAGE ONE ENVELOPE PROCEDURE
Eligibility Criteria:	AS PER ANNEX: A
Technical Evaluation Criteria:	AS PER ANNEX:A
Advance Payment.	No advance payment
Period of Completion.	UP TO 30 th JUNE 2027
Liquidity Damages.	2% PER MONTH
Inspection Authority.	DISTRICT HEADQUARTER HOSPITAL DADU
Place of Inspection.	DHQ HOSPITAL DADU
Place of Delivery.	DHQ HOSPITAL DADU
Contract of Award.	CONTRACT SHALL BE AWARDED TO THE MOST ADVANTAGEOUS BIDDER IN ACCORDANCE EVALUATION CRITERIA.



DISTRICT HEADQUARTERS HOSPITAL DADU

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BID DOCUMENTS FOR JANITORIAL SERVICES

AT DHQ HOSPITAL DADU

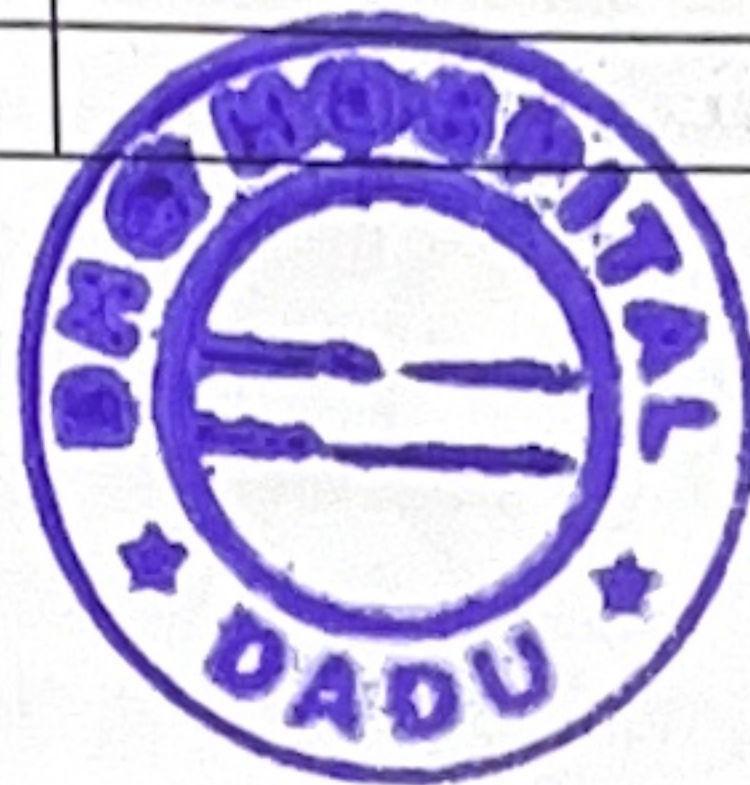
Bidder's details for notice purpose

Bidder Name	
Company	
Address	
Tel & Fax No.	
Contact Person	
Cell No.	
Email Address	

Annexure - A

Detail of experience should be furnished in the following format on company letter head with relevant work order/award of contract.

Sr. No.	Name of client and full address	Valid/working Email, phone and fax number of the Procuring Agency	Tenure of the Contract	Value of the contract



Name _____

STAMP & SIGNATURE OF THE BIDDER

(Annexure - A)

Note:

- Only those Contractors / Suppliers will be qualified, who will be provided all the above said required information with supporting documents else their bid will be rejected.

Signature of Contractor(s)
Stamp

TERMS & CONDITIONS

1. The bidding process shall be governed by SPPRA Rules 2010 (as amended from time to time).
2. The contract shall initially be valid for a period of one year and may be extended based on satisfactory performance and/or until finalization of the next tender of F/Y 2027-2028.
3. The contractor shall be responsible for providing the full strength of staff as specified in the Bill of Quantities (BOQ).
4. Income tax and other applicable taxes shall be deducted at source as per government rules by the Accounts Department, Medical Superintendent, DHQ Hospital Dadu.
5. A separate contract agreement shall be executed on stamp paper between the Medical Superintendent, DHQ Hospital Dadu, and the successful bidder.
6. The bid must include earnest money at the rate of 2% of the Estimated Cost of the Tender, in the form of a bank draft/pay order (original) in favor of Medical Superintendent DHQ Hospital Dadu. Bids without earnest money shall not be entertained.
7. The scrutiny and technical evaluation of bids shall be conducted by the Procurement Committee.
8. Only one rate per position, as per bid specifications, shall be accepted. Alternate rates will not be considered.
9. Overwriting, cutting, or erasing in the bid documents should be avoided. Any bid containing such alterations shall not be considered.
10. The bid shall remain valid for 90 days from the date of opening.
11. The Procuring Agency reserves the right to increase or decrease up to 15% of the staff quantities specified in the BOQ without any change in unit price or other terms, as per SPPRA Rules 2010 (amended).
12. Conditional bids shall not be considered.
13. All quoted prices shall be in Pak Rupees.
14. The contractor shall submit invoices/bills along with attendance sheets on the 25th of each month to the Accounts/Procurement Department for payment, subject to the availability of funds.
15. The contractor shall be responsible for the removal and disposal of hospital garbage (infected/non-infected waste) to approved dumping yards.
16. The contract shall be awarded to the bidder with the lowest evaluated cost or not less than the prescribed limit of ceilings announced by Government of Sindh not necessarily the lowest submitted price than the prescribed limits.
17. The successful bidder shall provide performance security equal to 5% of the total contract value at the time of signing the contract agreement.
18. If a public holiday falls on the bid opening day, bids shall be opened on the next working day.
19. The rates for each category must be written in both figures and words. In case of a discrepancy between the unit price and the total price, the unit price shall prevail and the total shall be corrected accordingly. In case of a discrepancy between the figures and words, the price in words shall be considered final.
20. All costs associated with bid preparation and submission shall be borne by the bidder. The Procuring Agency shall not be responsible for these costs.
21. Taxes shall be deducted as per Government Rules.
22. Any fluctuation in government taxes during the contract period shall be borne by the contractor.
23. The Procuring Agency reserves the right to terminate the contract without prior notice in case of unlawful activities, political involvement, corruption, theft, drug addiction, use of prohibited substances (Pan, Gutka, cigarette, naswar, alcohol, etc.), or solicitation of "bakhshish" by janitorial staff. The contract will also be liable for termination in case of serious violations of the client's policies.
24. The contractor shall not violate child labor laws or basic human rights. Staff must be between 18 and 50 years of age and medically fit in accordance with labor laws.
25. In case of emergency or upon the request of the Medical Superintendent DHQ Hospital Dadu, the contractor shall provide additional staff at the same quoted rates.

REJECTION OF BID

A bid is liable to rejection under any of the following conditions:

1. Submitted in other than the prescribed forms or required annexures; or with required documents not attached.
2. Incomplete, partial, conditional, alternative, or late submissions.
3. Earnest money in the shape of pay order not submitted.
4. Contains interlineations, cuttings, corrections, erasures, or overwriting.
5. The bidder attempts to influence the bid evaluation or contract award process.
6. The bidder engages in corrupt or fraudulent practices in competing for the contract award.
7. The bidder fails to meet all requirements of bid eligibility/qualification criteria.
8. The bidder is blacklisted by any public or private sector organization.
9. The bidder has been served legal notices, displeasure letters, or unsatisfactory performance letters by any public sector, government, semi-government, or autonomous body, or has serious failures in providing satisfactory services.
10. The financial proposal contains any financial implications that contradict this document or government rules and regulations.
11. The bidder fails to pay government taxes (e.g., Professional Tax, SRB, etc.).
12. The bidder submits financial conditions that are not in conformity with the bid document.
13. Failure to submit verifiable proof against mandatory or general documentary qualification and eligibility requirements.

ADDITIONAL CONDITIONS

3. The Procuring Agency reserves the right to reject any or all bids at any time, subject to the relevant provisions of SPPRA Rules 2010 (amended).
4. Any liability or tax obligation arising during the contract period shall be deducted from the contractor's bills. If full recovery is not possible, the balance shall be recovered from the contractor's performance security.
5. A formal contract will be signed between the **Medical Superintendent DHQ Hospital Dadu** and the successful bidder for the supply of janitorial/housekeeping manpower.
6. The contract shall initially be for one year, extendable for up to two additional years based on satisfactory performance and/or until the finalization of the next tender. Extension shall be with the written consent/request of the contractor.
7. The contractor shall pay each employee a minimum net salary of announced by Government and submit proof of payment (with signatures/thumb impressions) monthly to the Accounts/Procurement Department, as per labor law.
8. The contractor shall ensure full sanctioned strength of manpower on duty, including Sundays and holidays.
9. The contractor, supervisor, and staff shall not engage in political, immoral, or illegal activities within DHQ Hospital Dadu premises.
10. Duty timing (including supervisors) shall be shift-wise, as determined in consultation with the Medical Superintendent or their nominee.
11. The contractor shall provide leave benefits, weekly offs, national/festival holidays, etc., to personnel. In case of absence, a suitable substitute shall be arranged.
12. Solid waste shall be disposed of at areas designated by the hospital.
13. Daily attendance registers shall be maintained to record duty and work performed.
14. Payment shall be made by the 25th of each month, subject to submission of bills and verified attendance, along with satisfactory performance report from the Housekeeper In-charge.
15. The contractor shall provide tools, supplies, protective clothing, and equipment. In case of complaints regarding cleanliness, the contractor will be notified. If unresolved, work will be completed by hired labor at the contractor's cost, deducted from their bill.
16. The authority reserves the right to increase or decrease the number of personnel at any time during the contract period, including on an emergency basis, without change in rates.
17. In case of dispute, the decision of the Medical Superintendent DHQ Hospital Dadu shall be final and binding, not challengeable in any forum or court.
18. The contractor shall not stop work during dispute resolution; otherwise, deductions and contract cancellation shall follow.
19. The contractor shall immediately replace any personnel found unsatisfactory or involved in unlawful, riotous, or disorderly conduct upon hospital demand.

Authorized Person

Signature & Seal of Bidder: _____

JOB DESCRIPTION

JANITORIAL / HOUSEKEEPING STAFF

1. The contractor shall be responsible for the collection and proper disposal of garbage. In case of any complaint regarding cleanliness, the contractor will be notified. If the complaint is not resolved, the work will be completed through hired labor at the contractor's cost, which will be deducted from the contractor's bill.
2. The contractor shall ensure extra cleanliness of the building and hospital premises during VIP visits, holidays, and national/Islamic celebration days.
3. The contractor shall check, maintain, and perform desalination of water sewerage lines, manholes, and drainage outflows on a monthly basis, submitting a report to the **Medical Superintendent DHQ Hospital Dadu** or their nominee.
4. Solid waste collected shall be disposed of only at areas designated by the institute for waste disposal.
5. The contractor must provide sanitary workers with neat uniforms, badges, gloves, masks, shoes/long shoes, etc.
6. The janitorial staff is responsible for cleaning hospital ambulances and vehicles as required.
7. Police verification and character certificates are mandatory for each worker.
8. The contractor shall provide all basic cleaning tools to staff.
9. Bidders are encouraged to visit the hospital premises to assess the scope of work and tools/supplies required.
10. The contractor shall supply all cleaning materials, including (but not limited to) perfumed phenyl, Vim powder, soap, mops, lemon acid, etc.
11. The deployment and duties of janitorial staff shall be at the discretion of the Procuring Agency.
12. The Procuring Agency reserves the right to terminate the contract without prior notice in case of unlawful activities, political involvement, corruption, theft, drug use (e.g., pan, gutka, cigarette, naswar), or solicitation of "bakhshish" from patients.
13. The contractor must ensure that janitorial staff are sufficiently trained, free of communicable diseases, disabilities, or other health issues that could impact performance.
14. The contractor is solely responsible for any accident or injury to its supervisors/cleaners or caused by them. The client shall bear no liability in such cases.
15. The contractor shall ensure payment of salaries to supervisors/cleaners no later than the 5th of each month.
16. The janitorial staff should be familiar with the use of cleaning equipment.
17. The contractor shall provide EOBI cards, medical facilities, and group insurance for all supervisors/cleaners.
18. Supervisors/cleaners must receive basic training from the janitorial service provider before deployment.
19. All staff must observe a strict *no smoking* policy at the client's premises, which are designated smoke-free zones.
20. The contractor must ensure that its management team is sufficiently trained to oversee operations effectively.
21. The contractor shall perform all obligations efficiently and professionally, and follow any verbal or written instructions from the **Medical Superintendent DHQ Hospital Dadu** or their nominee.
22. The Procuring Agency reserves the right to ask for removal of any supervisor/cleaner considered unsuitable. Such individuals shall not be redeployed without client consent.
23. The contractor shall pay all government taxes at source and submit evidence (copies) of the same monthly to the Accounts Branch.
24. The contractor shall pay staff at least the minimum salary as per the prevailing government policy.

a. BASIC CLEANING EQUIPMENT BY CONTRACTOR (Mandatory)

➤ Broom / Jharo / Sar	➤ Hard Broom 600g B/Q
➤ Caustic Soda	Personal Safety Items like gloves, masks, Long Shoes etc.
➤ Plastic Dust Bin Drum 60/lit	➤ Garbage Bin 120-lit B/Q
➤ Scrapper	➤ Appropriate uniform

ADDITIONAL JOB DESCRIPTION / SCOPE OF WORK

JANITORIAL / HOUSEKEEPING STAFF — DHQ HOSPITAL DADU

Waste Management:

- Collection of waste after proper sorting of *infected*, *non-infected*, and *other waste* separately.
- Disposal of all types of waste from hospital premises on a daily basis, strictly following instructions provided by the **Medical Superintendent DHQ Hospital Dadu** or their nominee.

Glass, Ceiling & Cobweb Cleaning

- Cleaning of glass panels on windows.
- Removal of cobwebs and cleaning of ceilings.
- Cleaning of flush heads and thorough washing of floor areas on a *weekly* basis.

Dusting and Routine Cleaning

- Dusting and cleaning of offices, doctors' chambers, wards, corridors, and other designated areas on a *regular* basis.
- Sweeping and cleaning all surfaces with dust mops.
- Emptying all refuse bins according to hospital *Standard Operating Procedures (SOPs)*.
- Washing and cleaning of all refuse bins.

Premises and Equipment Cleaning

- The janitorial staff shall clean **both blocks** of DHQ Hospital premises, including: Ward walls Fans Beds Curtains (dusting) and other fixtures/fittings as required Booming/sweeping and cleaning all areas, both inside and outside of DHQ Hospital block premises.

Bathroom & Sanitary Cleaning

- Regular washing and cleaning of all bathrooms as per schedule or as required.

General Obligation

- Complete removal of all waste and refuse from the hospital premises daily.

DECLARATION

I / We solemnly declare that the information furnished by me / us is correct to the best of my / our knowledge. If any information is found to be incorrect or misleading, our contract will be liable to immediate termination by the Procuring Agency.

NATIONAL TAX NO

GSTNo.....

CONTRACTOR WITH ADDRESS.....

C.N.I.CNO.....

FULLNAME.....

CELL.....

LAND LINE.....

SIGNATURE.....

BILL OF QUANTITIES (SCHEDULE OF PRICES)

FINANCIAL OFFER

(i)

S. No.	Particular	Required	Per Month Including all taxes	Total Amount For 12 Month
01	Head Supervisor	01		
02	Supervisors	03		
03	Janitorial Workers with orange jackets	45		
04	Garden Service Labor	03		
	Total =	52	Grand Total including all taxes	

Note:

- The Strength / Nomenclature of the said staff can be increased / decreased by the undersigned.
- Helpers will work under supervision of the Hospital Administration.
- Polythene Bags will be provided by the **Contractors / Suppliers**
- Revised schedule of taxes / any new taxes if & when announce by the Government during the current financial year taxes will be paid by the successful bidders.

SPECIAL Note:

- I. Contractor will pay ceiling limit of Pay fixed by Government announced in Budget 2025-2026 personal, excluding (other taxes i-e SESSI, EOBI etc) if offer lower then bid offer will not be considered.
- II. Other taxes should be added separately other than net salary.
- III. The price quoted must be inclusive of all taxes as per applicable laws
- IV. The Strength of the said staff can be increased/decreased by **MEDICAL SUPERINTENDENT**.
- V. **MEDICAL SUPERINTENDENT DHQ HOSPITAL DADU** reserves the right to hire full or partial employees.
- VI. Separate rate amount should not be quoted for uniform and shoes or basic cleaning equipment or other cleaning supplies provided to staff, failing which the bid stands automatically disqualified.
- VII. The contractor will be responsible to quote all staff(s) mentioned in the BOQ (Bill of Quantities) if fail offer will be rejected.
- VIII. The offer will not be considered without signature & Stamp of the contractor.

ANNEXURE - B

(On 100 stamp paper attested by Notary public)

CERTIFICATE

IM/sregistered Address:

CNIC No.....Contact No.....is hereby certified that our firm M/s have never been suspended, black listed, changed the name of company, defaulter or given any unsatisfactory performance by any government, Semi Government or any autonomous body.

IM/sis hereby confirm that we agreed and understand all the terms & conditions as laid down in the enclosed bid document provided by DHQ HOSPITAL DADU

IM/sconfirmed that in case of violation of terms and condition of the bid, above mentioned certificate or any misinformation provided by us our firm M/ssecurity deposit/earnest money may be forfeited and any action i.e. for suspension /blacklisting of firm/etc may be taken/initiated against us and it would not be challenged by the firm at any government department or court of Law.

Income tax and other taxes will be deducted according to the Government Rules.
Fluctuation in Government taxes will be paid by the successful bidders.

SIGNATURE WITH STAMP AND THUMB IMPRESSION



NAME: _____

DESIGNATION _____

NICNO: _____

FORMAT OF POWER OF ATTORNEY

(Bidder's letter head officially signed and stamped by company CEO / Medical Suptd / Owner)

We (name of the company and address of the registered office with contact No.) do hereby appoint and authorize to Mr./Ms.(Full name and residential address along with NIC and contact No.) who is presently engaged with us and holding the position of as our attorney ,to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (Name of the Operation) in response to the tender for _____ invited by the **MEDICAL SUPERINTENDENT DHQ HOSPITAL DADU** including signing and submission of all documents and providing information/responses to Medical Superintendent DHQ Hospital in all matters in connection with our bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this power of attorney and that all acts , deeds and things done by our afore said attorney shall and shall always be deemed to have been done by us.

Dated this _____ of 2025

For _____



Signature

Name, Designation and Address

Accepted (signature)

Name, Title and address of the attorney with designation and stamp

Date: _____

(Note: in case of Power of attorney issued by firm/bidder will be signed from notary public)

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

Contract

Number: _____

Dated:

Contract

Value:Rs. _____

Contract Title: JANITORIAL SERVICES.

We, M/s. _____, hereby declare that we have 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 entity owned or controlled by it (GoS), through any corrupt business practice.

Without limiting the generality of the foregoing, M/s. _____ represents and warrants that:
It has fully declared all brokerage, commission, fees, etc. paid or payable to anyone in connection with this contract.

It has not given, 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 a 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 any form from **DHQ Hospital Dadu**, except that which has been expressly declared pursuant hereto.

M/s. _____ 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 the **Procuring Agency (PA)**, and has not taken and will not take any action to circumvent the above declaration, representation, or warranty.

M/s. _____ 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, or 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 rights and remedies available to the **Procuring Agency (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, M/s. _____ agrees to indemnify PA for any loss or damage incurred by it on account of corrupt business practices, and further undertakes to 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 M/s. _____ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege, or other obligation or benefit in whatsoever form from PA.

Contractor:.....

(Signature & Seal of Contractor)

For M/S DHQ Hospital Dadu :.....(Signature of Authorized Officer)

TERMS AND CONDITIONS FOR PROVISION OF JANITORIAL SERVICES/ GARDEN SERVICES

SECTION 1
SCOPE OF SERVICE

1. Company will provide following staff with equipment as under:-

S.No.	Particular of Post(s)	B.O.Q	Salary Per Month Inclusive GST/SST/EOBI/SESSI/SRB	Total Amount of salary 12 Month
01	Head Supervisor	01		
02	Supervisors	03		
03	Janitorial Workers with orange jackets	48		
	Total =	52	Grand Total =	

2. Janitorial Service will be healthy and medically fit and company will provide medical fitness certificate of each worker to DHQHD.
3. Worker will hold National Identity Cards as well as company Identity Card.
4. On a written report from employer, unsuitable Worker will be replaced within a day by company.
5. Workers will be the employees of company and will execute a contract of employment with DHQHD to perform duties for the client.
6. DHQHD would be responsible for payment of wages and all government dues.
7. Worker will be positioned on static premises within duty places indicated / mutually agreed by the DHQHD and company
8. SOP's (Standing Operating Procedures) and instructions for deployment of worker will be provided by installation in-charge and all workers will abide by these SOP's (Standing Operating Procedure) / instructions fully.
9. Workers will be directly under the control of DHQHD when have been deployed at the duty premises.

SECTION 2

SERVICE AND TERMINATION

- Each Worker will perform duty on an average of 12 hours per day.
- For provision of extra worker, DHQHD will provide notice well in advance.
- DHQHD has the right to demand additional guards, if required, on same terms and conditions & company shall be obliged to provide additional workers in the given time frame.
- Moreover, DHQHD has the right to decrease the worker keeping in view the budgetary constraints.
- If the DHQHD decides to terminate the contract during the period it is in force, DHQHD shall do either by giving one month advance notice or payment of full month's amount at contract invoice based on last month's verified invoice, to the company.

SECTION 3

COMPENSATION SCHEDULE

- Company will be provided approved fixed cost per month.
- Company will issue to DHQHD a consolidated invoice by 25th of each month and payment shall be made to company within 20 days of receipt of invoice to enable company to disburse the salary.
- Payment towards workers insurance, social security, EOBI & SRB or any other dues that may become applicable will be paid by company.
- During duty anything happens to the worker company will be responsible.

SECTION 4 INSPECTION AND DISCIPLINE

Terms and conditions spelled out in this section will be binding on both the party's i.e DHQHD & company. Besides company DHQHD will exercise supervision of guards and report any misconduct of worker to company for prompt remedial measures.

In case of doubts, hold joint inquires to ascertain and apportion blame and responsibility.

All inquiries will be joint inquires to ascertain and apportion blame and responsibility Workers will remain in uniform (duly approved by Government of Pakistan) while on duty.

Attendance of workers will be biometric and double duty of any worker will not be allowed/paid.

No any other allowances like holidays or any emergency allowance will be paid to company.

In case of absence of any worker the company will provide substitute and if the company fails the pay of that day will be deducted.

SECTION 5 MISCELLANEOUS

Company will provide telephone/ Cell & fax number of their office to the employer.

SECTION 6 NOTES

Any notice under this contract shall unless otherwise stated be in writing and delivered by post or facsimile transmission or in person to each party at the addresses as given below or at such addresses as notified to the other party in writing.

(1) In case of Janitorial company

Address: _

Telephone No: _

Name of contact person: _____

(2) In case of Janitorial company

Address: _

Telephone No: _

Name of contact person: _____

SECTION 8

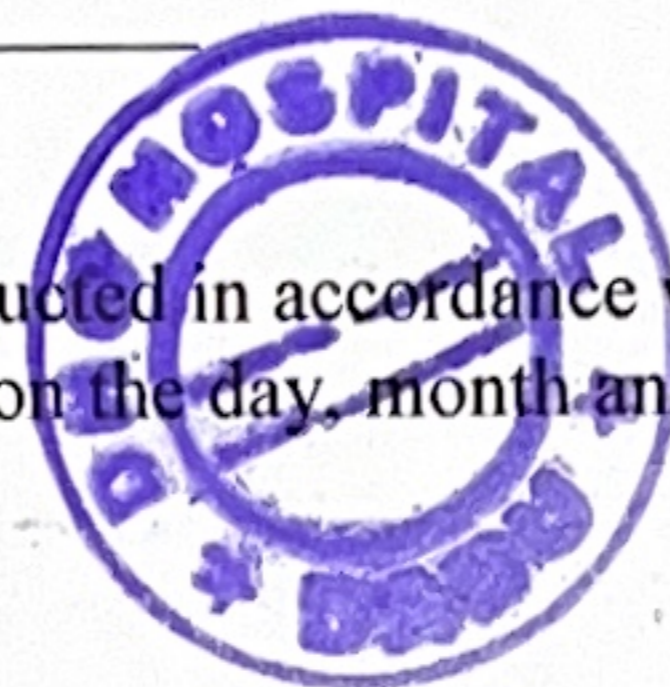
GOVERNING LAW

8.1 This contract shall be governed by and constructed in accordance with the laws of Pakistan. In witness whereof the parties hereto have set their respective hands on the day, month and year first above written.

SIGNED FOR AND SIGNED FOR AND
ON BEHALF OF ON BEHALF OF
DHQHD Company

Place: DHQ Hospital Dadu.

Dated: Dated:



Note

- All the above said instructions, terms and conditions in this bidding document must be read carefully for compliance; else the offer will be ignored.
- In case of discrepancy between the unit price and total, the unit price shall prevail
- Institute reserves the right to ask and verify any document from the participants related with Manufacturer / Importer of item, to assess the quality.
- All the Bid documents should be submitted page wise, any missing of papers will not be responsible of procurement authority
- The quantity of items will be increased or decreased subject to the release of funds
- Shortfall of any document given under evaluation criteria shall render the Bidding firm ineligible for competition.

**MEDICAL SUPERINTENDENT
DISTRICT HEADQUARTERS HOSPITAL DADU**