



JINNAH SINDH MEDICAL UNIVERSITY

**MONTHLY MAINTENANCE & SERVICE OF AIR-CONDITIONS AT VARIOUS
CAMPUSES OF JSMU
(SLA ANNUAL CONTRACT)**

BIDDING DOCUMENTS

2026 – 2027

(Through E-Procurement SPPRA)

PROCUREMENT DEPARTMENT

**6th Floor, Dental OPD BUILDING, JSMU, Rafiqui H.J.
Shaheed Road, KARACHI.**

JINNAH SINDH MEDICAL UNIVERSITY

MONTHLY MAINTENANCE & SERVICE OF AIR-CONDITIONS AT VARIOUS CAMPUSES OF JSMU (SLA ANNUAL CONTRACT)

INSTRUCTION TO BIDDERS

1. Bidders are advised to examine carefully the Bidding Documents / scope of work and should familiarize themselves completely with the nature and scope of work. Bidders can visit the JSMU Building, and its premises to obtain all necessary information required for the purpose of submitting the bid.

2. ***JSMU shall adopt Single Stage – One Envelops Procedure prescribed in Rule 46 (2) of SPPRA 2010 (Amended 2021) to assess the Technical and Financial soundness of the bidder, and accordingly the bidder shall upload the bids on SPPRA EPADS Portal along with proof of bid security as stated in the NIT. Financial Proposals of technically non-compliant firms shall be rejected.***

3. Bidders must complete all the entries in the enclosed Bid form, by stating rates and total amount for each individual item of work listed. The grand total amount should also be shown at the end of the schedule. The unit rates quoted shall be binding on the contractor for any further additions and deletions in the quantities of work, during the contract period.

4. Contractor shall visit JSMU its premises to assure and confirm the quantities set forth in the bid form, no claim for increasing the quantities under this contract will be entertained after award of work order.

5. **ELIGIBILITY CRITERIA:**

The participating firm(s) which meet the following minimum **ELIGIBILITY CRITERIA (MANDATORY REQUIREMENT)** would be declared responsive for further Financial evaluation as per Evaluation Criteria specified in this bidding document. Failure to compliance shall be disqualification of the firm.

Documentary evidence must be attached in respect thereof:

- i) Bidder should be based in Karachi or should have a branch in Karachi. Office details at Karachi and all provincial headquarters (if any) with Phone Numbers / Addresses.
- ii) Copy of CNIC of signatory of the Bid Forms.
- iii) Bidder must be registered & Active Tax Payer in FBR & SRB & must attached last 03-years tax return **(Mandatory)**
- iv) **Joint venture participation shall not be allowed.**
- v) The participating firm(s) must have at-least 03-years of relevant experience i.e (Aircondition Condition / HVAC Maintenance) in any reputable tax registered organisation or public sector (Copy of Work order + completion certificate must be attached for verification)
- vi) The participating firm must have completed at-least 03 contracts (each worth PKR 03 Million or above) of similar nature i.e. (Aircondition Condition / HVAC Maintenance / Service Contract) in any reputable tax registered organisation or public sector (Copy of Work order + completion certificate + Service Contract over judicial stamp paper all duly endorsed by the client must be attached for verification). Joint venture past experience or sub-contract experience shall not be acceptable.
- vii) The participating firm must have at-least 01 contract in hand (worth PKR 03 Million or above) of similar nature i.e. (Aircondition Condition / HVAC Maintenance / Service Contract) in any reputable tax registered organisation or public sector (Copy of Work order + Service Contract over judicial stamp paper all duly endorsed by the client must be attached for verification).
- viii) The participating firm(s) must have Average annual turnover during last 03 years amounting to Rs.15 Million or above (Audited Statement & FBR Tax returns of last 03 years must be attached for verification)
- ix) The participating firm(s) must attached the list of client
- x) An undertaking that firm(s) or its affiliates / concerns are not blacklisted by SPPRA / Government Ministries / Departments or Public Sector Organizations on Rs.200/- stamp paper. **(Mandatory)**

6. The award of contract shall be awarded to the most advantageous bidder fulfilling the above eligibility criteria.

7. The rates quoted shall be valid for at least **90 days** from the date of opening of Bids and could be extended in case of extension in bid validity period on acceptance of the bidder.

GENERAL CONDITIONS OF CONTRACT TO BE CONSIDER FOR BID

1. The monthly quoted rates for each category of AC units shall be inclusive of all applicable taxes as per Tax Rate/tariff 2026-2027 declared by the Provincial & Federal Government of Pakistan (what ever applicable)
2. The monthly quoted rates shall be inclusive of cost of labor with all material , equipment , parts and other accessories required for repair & maintenance service of AC unit(s) for satisfactory performance .
3. The Contractor shall have complete and undivided responsibility for the action of his personnel. Any damages/theft caused to JSMU /Building or the property by the Personnel of the Contractor will be fully made good by the contractor at his own cost, in the event of refusing or failing to do so within stipulated period, damage shall be repaired, replaced, reinstated and /or reconstructed by the JSMU and cost and all expenses incurred therein, shall deducted from any sum due, or which becomes due to the Contractor.
4. The Contractor shall ensure his Personnel against any physical hazards involved in the execution of this Contract and will take special measures to protect his personnel employed on cleaning the JSMU / Buildings from outside, both in terms of proper physical safety measure as well as monitory protection through insurance policy etc., copy of insurance policy to be provided to JSMU prior to execution to Contract, in Case of any accident JSMU will not be responsible for any damage or injury to the personnel of the Contractor.
5. The Successful bidder will deposit **05 %** of contract amount as performance guarantee or may adjust bid security within (15) days after award of contract as performance guarantee and refunded after 30 days of expiry of the Contract without any interest, in case of termination of contract prior to expiry due to unsatisfactory performance, performance guarantee may be forfeited beside other penal actions.
6. Amount outstanding against the contractor due to any reasons shall be adjusted from the performance guarantee.
7. If the Contractor fails to execute the work within stipulated time mentioned in work order, then the Performance guarantee shall be forfeited beside other penal actions as prescribed in SPPRA 2010 (Amended 2021)
8. In cases of any dispute, **Competent Authority JSMU** or his nominee will be the final authority to decide and his decision will be binding on both the parties.
9. In case of failure to perform the job, JSMU reserve the rights to get the work done through other sources at the risk and cost of the Contractor.
10. JSMU reserves the right to accept or reject all or any of the Bids as per SPPRA 2010 (Amended 2021)
11. ***Payment will be made on monthly basis on successful completion & satisfactory maintenance & services of Air-Condition Units of each department as per contract. Payment of only certified units (monthly basis) shall be liable for payment.***
12. Addition to above the general condition of standard bidding documents for medium scale procurment of works shall be enforced and part of the contract.

DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN
(On Bidder's / Company's / firm's Letterhead)
(ANNEX-B)

To: [Name and address of Employer]

Dear Sir,

1) I/we hereby declare that, our firm's Annual Turnover in last 3 fiscal years (on closing of last fiscal year) is as follow:

F.Y ONE	F.Y TWO	F.Y THREE
PKR_____(Million)	PKR_____(Million)	PKR_____(Million)

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns (ITR) for last 3 years. (Copy ITR of 03 (three) years.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

JINNAH SINDH MEDICAL UNIVERSITY

**TENDER FOR MONTHLY MAINTENANCE & SERVICE OF AIR CONDITION AT
VARIOUS DEPARTMENTS OF JSMU**

SCOPE OF SERVICES

- Separate of team of Supervisor, AC Technicians (upto 03Nos) and Labor for each campus of JSMU shall be deputed as per given requirement. The team shall be deputed from 9:00am to 3:00pm daily except Sunday and public holidays.
- Each month the service provider shall do the primary cleaning/service of each AC unit (indoor+outdoor) and also repair the unit in case of complaint and fault.
- The service provider shall be bound to provide repair service for defective AC units under the contract in case of complaint in addition to the scheduled monthly maintenance / service as mentioned in point 02. The defective unit shall be repaired within 02 days of date of complaint.
- The maintenance / services / repair of each unit shall be inclusive of all parts (electronic+mechanical), gas charging (any type) & labor also replacement of parts if needed for satisfactory performance.
 - The Bidder shall be bound to provide the manpower for events held other than normal business hours without any additional cost in case of university events (Conference/meetings/ceremony program)
- The service provider shall monthly departmentwise satisfactory reports (separate/collective) duly endorsed by authorized representative of Works & Services department / end user.
- Cost of labor+ all parts (electronic+mechanical)+ gas charging (any type) shall be included in the quoted monthly rates.
- The Bidders must visit the site & clear their doubts (if any) regarding description of work & later no excuse would be accepted.

FINANCIAL BID

S.No	Description of Services	Qty	Unit Price/Month (Including all taxes)	Total (Including all taxes)
01	Providing Monthly base Maintenance & Service of Split AC unit (Indoor +Outdoor) upto 02Ton of any make/model at any Campus of JSMU including Primary/Deep service of unit , cleaning of filter units , deep service quarterly , replacement of faulty parts (if required) , gas charging (if required) , replacement indoor coil/compressor (if needed) and other service for proper and satisfactory cooling of AC unit complete in all respect. <i>Cost of Parts /Equipment/Gas Charging included in the quoted rates</i>	320 Nos		
02	Providing Monthly base Maintenance & Service of Split AC unit (Indoor +Outdoor) upto 04Ton (Cassette type) of any make/model at any Campus of JSMU including Primary/Deep service of unit , cleaning of filter units , deep service quarterly , replacement of faulty parts (if required) , gas charging (if required) , replacement indoor coil/compressor (if needed) and other service for proper and satisfactory cooling of AC unit complete in all respect. <i>Cost of Parts /Equipment/Gas Charging included in the quoted rates</i>	80 Nos		
Total amount in Rs. (Including all taxes) per month				

Total amount in Rs. (Including all taxes) per year	
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I / WE AGREE WITH THE ABOVE TERMS AND CONDITIONS

SIGNATURE: _____

NAME: _____

FORM OF CONTRACT WITH SPECIAL TERMS & CONDITIONS

1. **THIS CONTRACT** is made and entered into at _____ on the _____ Day of _____ **2026**.

– BY & BETWEEN –

JINNAH SINDH MEDICAL UNIVERSITY, having its Office at JSMU Building, Rafquie H.J Shaheed Road, Karachi, Pakistan (hereinafter referred to as the “University” which expression wherever the context so permits shall include the legal representatives and assigns), party of the **ONE PART**.

– AND –

M/S _____ having their office _____ (hereinafter referred to as the “Contractor”, which expression wherever the context so permits shall include the legal representatives and assigns) party of the **OTHER PART**.

WHEREAS the University is desirous of carrying out certain work (hereinafter referred as the “Cleaning and Janitorial Services” at JSMU as fully described in the Tender Documents, which for all intents and purpose forms part of this Contract.

AND WHEREAS the Contractor warrants that it has the requisite know-how, experience, resources and personnel to carry out the Cleaning and Janitorial Services and to provide the required services to the full satisfaction of Corporation, subject to the Terms and Conditions set out in this Contract.

The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:

- a. Bid Form,
- b. Terms and Conditions.

SPECIAL TERMS AND CONDITIONS

1. The Contractor shall perform the Services throughout the month except Sunday and gazetted holidays and shall furnish Monthly Bills for payment. The work force shall work from **09:00 Hrs to 15:00 Hrs**.
 2. That the rates quoted hold good for the entire contractual period from the date of awarding of contract.
 3. The payment shall be made on monthly basis.
 4. The list of personnel submitted by the contractor is part of the contract. Any change or replacement of personnel should be mutually agreed.
 5. _____ The Total Value of the Contract is **PKR: _**. The Performance Guarantee submitted by the Contractor is **05%** of Contract Value amounted the **PKR: _____** will be kept as Performance Guarantee and refunded after 30 days of expiry of the Contract without any interest.
 6. Amounts outstanding against the Contractor due to any reasons shall be adjusted from the Performance Guarantee.
 7. If at any stage the work of Cleaning and Janitorial Services is found below standard or unsatisfactory, the JSMU may without prejudice terminate the Contract forthwith and recover damages from the Performance Guarantee of the Contract.
 8. Gratuity, Commission, Gifts etc: Any bribe, commission gifts or advantage given promised or offered by or on behalf of the Contractor, his partner, agent or servant or any one on their behalf to any officers, staff, representative or agent of the JSMU / University in relation to this contract with the JSMU / University will subject the Contractor to the Cancellation of this and all or any of the other contract as aforesaid and also the payment of an amount to be decided by the Competent Authority of the JSMU / University as damages, and the decision of the Competent Authority of the JSMU / University in this respect will be final, conclusive and binding on the Contractor
9. **FORCE MAJEURE**

- a. Neither party hereto shall be liable for any breach of the obligations hereunder resulting from causes beyond its reasonable control including, but not restricted to, act of God, public enemy, flood, storms, earthquake, epidemics, fire, hostilities, war (declared or undeclared), terrorism, strikes (of its own or other employees), riots, insurrection or embargoes etc.
- b. Each of the parties hereto agrees to give notice within 10 days forthwith to the other upon becoming aware of an event falling within the ambit of this Article, detailing the Circumstances giving rise to such event.
- c. If a default due to such an event shall continue for more than Ninety (90) days then the party not in default shall be entitled to terminate this Contract. In such a case, neither party shall have any liability to the

other in respect of termination of this Contract.

2. IN WITNESS WHEREOF THE PARTIES HERETO HAVE HEREUNTO SET THEIR RESPECTIVE HANDS THE DAY AND YEAR FIRST ABOVE WRITTEN

For and on behalf of JSMU:

Signature: _____

Name: _____

Designation: _____

Tel #: _____

For and on behalf of _____

Signature: _____

Name: _____

Designation: _____

Tel #: _____

WITNESSES:

1. _____

2. _____



Jinnah Sindh Medical University Karachi Tender Notice

TenderService.pk - 03202868975


JINNAH SINDH MEDICAL UNIVERSITY, KARACHI
PROCUREMENT DEPARTMENT

Ref No. JSMU/W&S/PROC/NIT/2026/805

Date: 07-07-2026

NOTICE INVITING TENDER

Sealed Bids are invited on below mentioned **BIDDING PROCEDURE** through E-procurement online submission from **Reputable Firms** who must be registered and active tax payer with applicable Tax authorities (NTN, FBR list & SRB) and having relevant experience and capabilities. The firm(s) must be registered in PEC (For serial #01) with valid license in specified category & specialties as well as relevant experience and required capabilities as stated in the relevant bidding documents of the tender.

S/N	Procurement/Work Description	Earnest Money/ Bid Security	Bidding Procedure	Tender Fee	Completion Period
01.	ESTABLISHMENT OF JSMU AUTISM REHABILITATION CENTRE	Rs. 7,500,000/-	Single Stage Two Envelope	Rs. 5,000/-	09-Months.
02.	MONTHLY MAINTENANCE & SERVICE OF AIR-CONDITIONS AT VARIOUS CAMPUSES OF JSMU (SLA ANNUAL CONTRACT)	Rs. 400,000/-	Single Stage One Envelope	Rs. 5,000/-	12-Months Contract

SCHEDULE FOR ONLINE BID SUBMISSION/ONLINE OPENING OF TENDER

S/N	Name of Procurement/Work	Receiving application & Issuance of Tender documents.	Submission of Tender Documents (on EPADS)	Opening of Tender (on EPADS)
01.	ESTABLISHMENT OF JSMU AUTISM REHABILITATION CENTRE	From 15/07/2026 to 31/07/2026	Till 01/08/2026 up to 09:00 AM	Till 01/08/2026 up to 09:30 AM
02.	MONTHLY MAINTENANCE & SERVICE OF AIR-CONDITIONS AT VARIOUS CAMPUSES OF JSMU (SLA ANNUAL CONTRACT)	From 09/07/2026 to 24/07/2026	Till 25/07/2026 up to 09:00 AM	Till 25/07/2026 up to 09:30 AM

VENUE: OFFICE OF THE PROCUREMENT OFFICER DEPARTMENT, 6th FLOOR, JSMU.

Tender Documents can be obtained during office hours on payment of Tender Documents fees of Rs. 5,000/- (Each) (Non Refundable & Non Transferable) in shape of pay order in favor of **JINNAH SINDH MEDICAL UNIVERSITY** from the office of the **Procurement Officer, 6th Floor, JSMU** or can be downloaded from Jinnah Sindh Medical University official website www.jsmu.edu.pk or Sindh Public Procurement Regulatory Authority (SPPRA) official EPADS www.eprocure.gov.pk. In any case deposit of tender fees is mandatory before opening of tender fees else bid shall be rejected.

- The Tender shall be opened by Procurement Committee in presence of the bidders or their authorized representative who wish to attend as per rules of E-procurement.
- In case of holiday or any incident, tenders will be obtained./submitted/opened on the next working day as per given schedule.
- All bidder must submit latest Certificates of NTN & SRB Certificate along with required documents duly attached with Technical proposal as specified in the bidding documents else bid shall be considered as non-responsive.
- All prescribed taxes applicable under Federal/Provincial/Local Government shall be borne by Bidder/Supplier.
- Single Stage One Envelope Procedure for Serial # 02 & Single Stage Two Envelop Procedure for Serial #01** shall be adopted for the procurement as per SPPRA Rules 2010 (Amended 2025)
- Technical Proposal & Financial proposal** shall be uploaded online on EPADS website as per specified in bidding documents. Bid security shall be submitted in hardcopy at above mentioned address in sealed envelope for each tender separately on the same day of opening of tender. Bid security shall be furnished in favor of **Jinnah Sindh Medical University** in shape of Pay order/ Bank Draft/Bank Guarantee.
- The firm/bidder must enclose in online bid an affidavit on stamp paper of **Rs. 200/-** that the firm / bidder has never been blacklisted from any Government Department. If at any stage firm/bidder found blacklisted the bid shall be rejected & not be considered further. In case of any litigation, the firm must mentioned the litigation details in the undertaking.
- Procurement agency may reject all or any Bid subject to the relevant provision of SPPRA Rules 2010 (amended 2025). All Terms & Conditions of SPPRA/EPADS shall be applicable.
- The participating firm must submit the original Bid Security and tender fee on/before tender submission else bid shall be rejected.

PROCUREMENT OFFICER
Jinnah Sindh Medical University
Rafiqi H.J. Shaheed Road, Karachi. Postal Code # 75510
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