KARACHI METROPOLITAN UNIVERSITY, KARACHI

Karachi Metropolitan University

Bidding Documents

Single Stage – Two Envelope Procedure
As per Rule 46 (2) of SPPRA, 2010 (Amended upto date)

IFB / NIT No: 001/JANITORIAL Dated: 29-July-2026

TENDER - HIRING OF JANITORIAL STAFF/SERVICES FOR KARACHI METROPOLITAN UNIVERSITY.

OFFICE OF THE PROCUREMENT DEPARTMENT KARACHI METROPOLITAN UNIVERSITY, KARACHI BLOCK M, NORTH NAZIMABAD, KARACHI

INSTRUCTIONS TO THE BIDDERS

1. GENERAL

1.1 Introduction

Karachi Metropolitan University, Karachi hereafter referred to as **"KMU or Procuring agency"** desires to hire Professional **Janitorial Services providers** for its **main campus Karachi Metropolitan University and its allied offices/department.**

1.2 Scope of Work

1.2.1 Bidder would be hired as per evaluation criteria of this document to provide services as mentioned in **Annexure – C.** Successful bidder would enter in to a **Framework Contract** as per Rule- 15 (B) of SPPRA Rules (Amended up to date).

1.2.2 Bidding shall be conducted under Rules 46 (2) "**Single Stage – Two Envelopes**" (Technical and Financial bids) procedure laid down in SPPRA Rules 2010 (Amended up to date). The contract shall be awarded as per the evaluation criteria mentioned in this document.

1.2.3 Bidders 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 Karachi Metropolitan University (KMU), Karachi has allocated funds towards the cost of **"Janitorial Services"** from its own resources.

2. ELIGIBLE BIDDERS

The bids which meet the following minimum **ELIGIBILITY CRITERIA (MANDATORY REQUIREMENT)** would be declared responsive for further evaluation as per Evaluation Criteria specified in this bidding document. **Documentary evidence must be attached in respect thereof** (*Mention page# of proposal*)**:**

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

2.2 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.

2.3 Copy of CNIC of signatory of the Bid Forms.

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

2.5 Bidder must be available on **'List of Active Tax Payers' SRB website** (for Sales Tax).

2.6 Valid **Professional Tax Certificate.**

2.7 Valid registration with **SECP / Registrar of Firms.**

2.8 Valid certificate of Registration of **Employees Old-Age Benefit Institution (EOBI).**

2.9 Valid certificate of **Social Security Registration of employees. Registration Certificate with SESSI.**

2.10 Duly signed and stamped General Compliance Certificate as per the format give at **Annexure-B** of this document.

2.11 Duly signed and stamped Compliance to Scope of Work as mentioned vide **Annexure-C** of this document.

2.12 Bidder / Company Profile / Details as per **Annexure – D.**

2.13 Average annual turnover in preceding 3 years (on closing of last fiscal year) should **not be less than Rs. 40.000 million**, demonstrated through **Income Tax Returns (ITR – FBR),** with audited statement of accounts details to be submitted as per **Annexure-F**

2.14 Valid Clients List as per specimen given at **Annexure – F.**

2.15 Percentage of payment (tentative) to be paid to the staff out of total payment claimed by the bidder from KMU (attach progressive schedule month-wise for complete one year).

2.16 Duly signed and stamped Affidavit on Stamp Paper of Rs. 100/- as per Specimen at **Appendix – 1.**

2.17 **Original Reference Letters / Satisfactory Performance Certificates** from current employer(s) on their official letter head duly signed and stamped by the competent authority, showing that bidder is providing the **40 or more Janitor's Services at a time** on **yearly contract basis.**

2.18 The company / companies already working or worked in the KMU are only eligible for bidding upon providing Satisfactory Performance Certificates for recent periods of services from the Office of the Registrar KMU duly signed and stamped. No other certificates will be accepted for eligibility

2.19 Undertaking on Rs. 100/- stamp paper by the company to the effect that all janitorial staff are paid monthly wages, not less than the minimum wages fixed by the government of Sindh from time to time. Any violation at any stage in this regard will render the company ineligible to work with KMU

2.20 Valid documentary evidence in support of eligibility / qualification and evaluation criteria and conformity with required terms and conditions of Scope of Work / Services given in the Tender Document.

2.21 Bidder must have secured minimum 70 qualification marks in Technical Evaluation Criteria described at Clause 16.

2.22 Bidders past experience for Janitorial Services. Original Satisfactory Performance certificate with agreement must be attached as evidence.

3. COST OF BIDDING

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

4. CLARIFICATIONS OF BIDDING DOCUMENTS

4.1 An interested Bidder requiring any clarification of the bidding documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bidding documents which it receives not later than five **(05) working days** prior to the deadline for the submission of bids. Written copies of the Procuring agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents.

5. AMENDMENT OF TENDER DOCUMENT

5.1 At any time prior to the deadline for submission of bids, the Procuring agency, for any reason, whether at its own initiative or in response to a clarification requested by an interested Bidder, may modify the bidding documents by issuing corrigendum / addendum.

5.2 Any corrigendum / addendum thus issued shall form 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 KMU may at its discretion extend the deadline for submission of bids.

5.3 All interested bidders that have purchased the bidding documents will be notified of the corrigendum / addendum in writing, and will be binding on them.

6. LANGUAGE OF BID

6.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Bid, the translation shall govern.

7. BID PRICE

7.1 Price / bid offer should be quoted in Pak Rupees as per format given at **Annexure – I.**

7.2 The price / bid offer quoted should be firm, final and clearly 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 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 contract period.

7.6 Bidder shall deem 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 Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet in the shape of Deposit at Call or Pay

Order or Demand Draft or a Bank Guarantee **(Annexure -G)** in favour of Karachi Metropolitan University, Karachi issued by a scheduled bank in Pakistan valid for a period of 30 days beyond the bid validity period. The Bid Security shall be attached with the Financial Proposal. No interest will be paid on Bid Security. Photocopy of the **Bid Security shall be attached with the Technical Proposal after hiding the amount.**

8.2 Any bid not accompanied by an acceptable bid security shall stand rejected.

8.3 The bid security / 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 bidder will be returned only when the bidder furnish the required Performance Security and signed relevant contract agreement.

8.5 **The security deposit 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 sign the contract agreement.
- iv. If the bidder fails to provide the requisite Services.
- v. If the bidder fails to fulfill the 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. A bid valid for a shorter period shall be rejected by the KMU as nonresponsive.

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 security will be forfeited.

11. RESPONSIVENESS OF BIDS

11.1 The valid bid security / earnest money is submitted **(Copy of the requisite Bid Security without showing the rates must be attached with the Technical Bid).**

11.2 The bid is valid till required period.

11.3 The bidder had quoted all the items / services exhibited at **Annexure-I (Schedule of Requirement / BoQ)**.
11.4 The bid prices are firm during its validity and inclusive of all taxes, duties etc.
11.5 Compliance to all terms and conditions of tender document on specified formats.
11.6 The bidder is eligible for tendering and possesses the requisite experience.
11.7 The bid does not deviate from basic requirements.
11.8 The bidder submitted all mandatory / requisite documents as mentioned in the tender document.
11.9 The bid is generally in order.

12. SUBMISSION OF BIDS

12.1 Bids should be submitted in accordance with SPPRA Rules 46 (2) Single Stage – Two Envelope Procedure. ***All bids must be submitted through SINDH EPAD System Only (Mandatory), manual bids not allowed. If not submitted through EPAD consider as disqualify.***

(a) Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;

(b) Envelopes shall be marked as **"FINANCIAL PROPOSAL"** and **"TECHNICAL PROPOSAL"** in bold and legible letters to avoid confusion; one (1) original and One(1) copy. The original and all copies of the Technical proposal shall be typed or written in indelible ink (in the case of copies, Photostats are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. Original & copies of the document should be separately clearly marking each **"ORIGINAL BID"** and **"COPY OF BID,"** as appropriate. In the event of any discrepancy between them, the original shall govern.

(c) Initially, only the envelope marked **"TECHNICAL PROPOSAL"** shall be opened; the soft copy of technical proposal only should also be provided in the form of USB showing the name of the company.

(d) Envelope marked as **"FINANCIAL PROPOSAL"** shall be retained in the custody of the procuring agency without being opened;

(e) Procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;

(f) No amendments in the technical proposal shall be permitted during the technical evaluation;

(g) Financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance; and

(h) Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.

12.2 The technical bid should contain all the relevant information and desired enclosures in the prescribed format. The financial Bid should contain only Financial Proposal and Bid Security. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.

12.3 Technical / Financial Bids should be submitted in sealed envelope. The inner and outer envelopes shall:

a. be addressed to the Procuring agency at the address given in the Bid Data Sheet; and

b. bear the Notice Inviting Tender / Invitation for Bids (NIT / IFB) title and number indicated in the Bid Data Sheet, and a statement: "DO NOT

OPEN BEFORE," to be completed with the time and the date specified in the Bid Data Sheet.

12.4 Opened or e-mailed or faxed or telexed bids will not be accepted.

12.5 Any bid received by the KMU after the date and time of tender opening will be rejected and returned as unopened to sender / bidder.

12.6 Bids qualified by such vague and indefinite expression such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.

12.7 Bidder shall comply with all Pakistani Laws, permits, codes and regulation applicable to the bidder's performance of services. Bid against the Government Rules and Policies, Conditional Bid, Ambiguous Bid or incomplete Bid and Bid without Bid Security will be rejected. No supplementary or revised offer after the opening of bids shall be entertained.

12.8 In case of announcement of Public Holiday or any unfavorable circumstance, the bids will be opened on next working day. Other terms and conditions, venue and time for drop and opening will remain unchanged.

12.9 In case of discrepancies between the Invitation for Bid (IFB) / Notice Inviting Tender (NIT) and the Bidding Documents, the Bidding Documents shall take precedence.

13. DEADLINE FOR SUBMISSION OF BID

13.1 Bids must be received by the Procuring agency at the address specified under ITB Clause 12.3 no later than the time and date specified in the Bid Data Sheet.

14. OPENING OF BID

14.1 Procurement Committee will publicly open the Technical/Financial Bids ***(Through EPAD System)*** first at the date, time and place given in the Bid Data Sheet in the presence of bidder's representatives who choose to be present, while the Financial Bids of all prospective bidders would be kept in safe custody at KMU. After declaration of Technical Bid Results, the Sealed Financial Bids of only Technically Qualified firms would be opened publicly at time / date to be announced later. Whereas, Financial Bids of technically non-qualified bidders will be returned unopened / unprocessed.

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

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 have concluded, shall not be entertained verbally or in writing.

14.4 The KMU reserves the right to reject any one or all bids / proposals or scrap / cancel the tender as per relevant SPPRA Rules 2010 (Amended up to date).

15. EVALUATION OF BIDS

15.1 The bids not responsive to the MANDATORY ELIGIBILITY CRITERIA provided at 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 submitted by an eligible bidder.

15.3 The bids shall be evaluated on complete package 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 janitorial services offered by the company complies with the provisions of this tender document. For this purpose, the company's data will be compared with the tender document eligibility and evaluation criteria along with visit to company facilities / offices for physical inspection (if required).

15.5 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.

15.6 Technically qualified / successful bidder(s) / Tenderer(s) shall be eligible for Financial Proposal(s).

15.7 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 KMU.

15.8 KMU 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.

15.9 Bidder shall be bound to produce the original documents for verification on the request of KMU. If bidder failed to produce the original documents within the prescribed time schedule their Bid will rejected.

16. <u>BID EVALUATION CRITERIA</u>

16.1 **THE BIDS SHALL BE EVALUATED ON MOST ADVANTAGEOUS BID BASIS.** The bidder which attains the highest combined weighted technical and financial score according to the following criteria shall be **SELECTED**

16.2 The Bids shall be evaluated on complete Lot / Group / Package basis reflected in the Bid Form / Price Schedule. Bids for partial / limited item(s) shall not be considered and **REJECTED**

16.3 The following merit point system for weighing evaluation factors/criteria will be applied for technical proposals.

16.4 Bidders achieving **minimum <u>70% points / marks</u> (Technical)** will be considered only for further process besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.

16.5 Only those Financial Proposals will be announced / considered which were technically qualified by the committee

S#	Evaluation Parameters/Sub-parameters	Maximum Points	Bidder Response
1.	**Head office and Regional offices across the Pakistan:** *(Please attach list of all offices with complete address and contact information along with evidences and proof)*	**Max. 10**	
1.1	**Head Office in Karachi** with 2 regional offices	10	
1.2	**Head Office in Karachi** with 1 regional offices	8	
1.3	**Head Office in Karachi**	5	
2.	**Year of Establishment (information** ***along with evidences and proof)***	**Max. 15**	
2.1	Established during 2016-2020	5	
2.2	Established during 2011-2015	10	
2.3	Established during 2010 or early	15	
3.	**Similar Experience with the Public / Private Sector Universities for providing the Janitor's Services for a minimum period of 12 months during the last five (05) years ending on the deadline for bid submission.** *(Valid documentary evidence showing the required details to be attached must be provided in the form or work order, contract agreement, satisfactory performance letter).* ***NOTE: - If a contract extended by the employer(s) for next 12 month or more period all such extensions of projects shall be considered as a single Project(s). No point shall be given for less than 12 month's period.***	**Max. 30**	
3.1	Providing the 100 or more Janitor's Services at a time (10 points for each yearly contract – Max. 30 points)	30	
3.2	Providing the 80 or more Janitor's Services at a time (8 points for each yearly contract – Max. 24 points)	24	
3.3	Providing the 50 or more Janitor's Services at a time (5 points for each yearly contract – Max. 15 points)	15	
3.4	Providing the 35 or more Janitor's Services at a time (3 points for each yearly contract – Max. 9 points)	09	
4.	**Client's Satisfactory Performance Certificate issued during the last 5 years by any Public Sector Organization OR any Private Sector large National / Multi-National organization.** ***(Please provide satisfactory performance letter / certificate issued during the last 3 years in the form or work order, contract agreement, satisfactory performance letter).)***	**Max. 10**	
4.1	Above 15 Clients	10	
4.2	Above 10 Clients	07	
4.3	Above 7 Clients	05	
4.4	Above 5 Clients	03	
4.5	Above 2 Clients	02	
6.	**Human Resource / Total Number of Employees on Bidder's Payroll (Supported with attested EoBI's most recent contribution payment slip)**	**Max. 10**	
6.1	Above 100 Employees	10	
6.2	Above 50 Employees	07	
6.3	Above 35 Employees	04	
7.	**Relevant & valid ISO Certification** *(Credible documentary evidence must be provided)*	**Max. 5**	
7.1	Yes	05	
7.2	No	00	
8.	**Average Annual Turnover during last three (03) financial years** ***(Income Tax Return Forms must be attached as***	**Max. 20**	

S#	Evaluation Parameters/Sub-parameters	Maximum Points	Bidder Response
	supporting documents with audited statement of accounts details)		
8.1	Above 60 Million	20	
8.2	Above 50 Million	15	
8.3	Above 40 Million	10	
	TOTAL MARKS	100	

17. Financial Proposal Evaluation:

17.1.1 Procuring Agency shall not be responsible for any erroneous calculation of taxes and all differences arising out shall be fully borne by the Successful Bidder. However, any subsequent changes in rates or structure of applicable taxes by the Government at any time during execution / evaluation period shall be passed to the Procuring Agency.

17.1.2 Technically qualified/successful bidder(s)/Tenderer(s) shall be eligible for Financial Proposal(s). The Financial bids shall be opened in the presence of the Bidders at the scheduled date, time and venue communicated in advance.

17.1.3 Financial Bids / Proposals of Technically disqualified / rejected bidders will not be opened and sealed envelope shall be returned to the bidder.

17.1.4 Bids not accompanied by the Bid Security of required amount and form shall be rejected.

17.1.5 Marks obtained in the detailed technical evaluation will be carried forward band prorated. Tender will be awarded to the Responding Organization with maximum accumulative points (Technical Score + Financial Score).

17.1.6 The formula for technical scoring is "Technical Marks / Score = Total Technical Marks of the respective bidder x 0.75".

17.1.7 The formula for financial scoring is that the lowest bidder gets 25% Marks and the other bidders score 25 multiplied by the ratio of the lowest bid divided by the quoted price.

EXAMPLE:

TECHNICAL EVALUATION

The formula to calculate the technical points / marks / score of the bidder is given below:
Technical Marks / Score = Total Technical Marks of respective bidder x 0.75

- **Solved Example of Financial Scoring:**
  Technical scoring out of 100 = 85
  Carried Forward & Prorated Technical scoring = 85 x 0.75

FINANCIAL EVALUATION

The formula to calculate the Marks for the price by the bidders other than lowest bidder is given below:

- **Financial Evaluation Score of individual quoted Product:**
  = [Lowest quoted price of the item ÷ Next higher proposed price of the competing item] x Total Allocable financial score

- **Solved Example of Financial Scoring:**
  If the lowest quoted price of an item is Rs. 25 million the same lowest will obtain score as below:

= [25 ÷ 25] x 25 = 25
= 25 marks being the lowest bidder for the quoted item

If the next higher quoted price of the same item is Rs. 30 million the marks obtained will be:
= [25 ÷ 30] x 25 = 20.83

If the next higher quoted price of the same items is Rs. 37 million the marks obtained will be:
= [25 ÷ 37] x 25 = 16.89 Marks and so on.

18. 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 the Pakistani Laws, Rules, Regulations, Policies, Permits, Codes etc.; or
iii. bidder has conflict of interest with the KMU; or
iv. bidder engages in corrupt or fraudulent practices in competing for Contract award; 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; or
ix. any bidder encloses the financial bid within the technical bid, the same shall be rejected, as bids are invited according to the Single Stage – Two Envelope Procedure in accordance with sub rule 2 of rule 46 of the Sindh Public Procurement Rules, 2010 (Amended upto date). In case; or
x. qualified by vague and indefinite expression such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly; or
xi. without verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements; or
xii. bidder fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-2); or
xiii. bids submitted for partial / limited services / items as specified in the Format for Quoting the Rates / Schedule of Requirements / BoQ; or
xiv. bid submitted with shorter bid validity period; or
xv. bidder fails to meet the minimum evaluation criteria requirements; or
xvi. bid not accompanied by the Bid Security (Earnest Money) of required amount and form; or
xvii. bidder refuses to accept the corrected Total Bid Amount / Price; or
xviii. the Bidder has been blacklisted by any public or private sector organization; or
xix. bidder has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations; or
xx. rates quoted by bidder are not workable (not meeting the requirements of minimum wages, Income Tax, Sales Tax, EOBI, SESSI, Gratuity etc.), or

on higher side etc.

18 **PROCESS TO BE CONFIDENTIAL**

18.1 No bidder shall contact KMU 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 KMU in the evaluation, comparison or selection decision may result in the rejection of its bid.

19 **COMPLIANCE CERTIFICATE**

19.1 The bidder should agree with the terms and conditions as mentioned in **Annexure – B**.

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 most advantageous evaluated bid (technical + financial score), provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

21 **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 up to date) and to annul the bidding process and reject all bids at any time prior to 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 **PROCURING AGENCY'S RIGHT TO VARY QUANTITIES**

22.1 The Procuring agency reserves the right to increase and/or decrease the quantity and/or drop the 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, cess etc. on the format given at **Annexure – I** 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**

25.1 Prior to expiration of the bid validity period or extended bid validity period, the Procuring agency will notify the successful bidder in writing about the acceptance of the offer delivery by hand or by registered letter or by Courier or by e-mail. The notification of 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, KMU at its own discretion can extend the contract for a further period of one year (12 months). The contractor shall be bound to provide the services & goods for extended period without any increase in rate and terms & conditions. But if any rates/salaries minimum revise by government it consider.

27 CONTRACT AGREEMENT

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

27.2 KMU reserves the right to cancel the agreement with or without giving notice (depending on nature of violation of contract agreement) and forfeit Security Deposit/ Performance Bond and any amount due to the service provider. The bidder shall reproduce draft contract agreement provided by KMU on stamp paper with stamps affixed of the value equals to the prevailing Government rules / rates. Bidder shall pay the prevailing Service Charges as per the article 22-A (Contract) of the schedule of stamp act 1899.

27.3 The bidder 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 KMU for the purpose of clarity, legality, or otherwise except where scope of work, terms & conditions, and service charges is not adversely affected against the KMU.

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 Procuring agency.

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 Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee in favour of Karachi Metropolitan University, Karachi issued by a scheduled bank in Pakistan valid for a period of ninety (90) days beyond the date of completion / expiry of the contract. No interest will be paid on Performance Security.

28.1 **Forfeiture of Performance Security**

a) In the event of failure to provide services as per 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 most advantageous bidder vide the same Work Order at contractors 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 KMU is damaged by the representative of approved firm, cost of the same will be deducted from the performance security money / pending bills of the contractor.

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

29 CANCELATION OF CONTRACT

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

30 TERMINATION FOR DEFAULT

30.1 KMU 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 KMU; or

(b) if the contractor fails to perform any other obligation(s) under the Contract.

(c) if the contractor, in the judgment of the KMU has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of 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 in contract execution.

"fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to 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 and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the

KMU 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 KMU in writing of such condition and the cause thereof. Unless otherwise directed by the KMU 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 KMU 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 which has accrued or will accrue thereafter to the KMU.

33 TERMINATION FOR CONVENIENCE

33.1 The KMU, 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 KMU's convenience, the extent to which 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 KMU and the Contractor, the dispute shall be referred to the dispute resolution mechanism as defined in rule 31, 32 and 34 of the SPP Rules, 2010 (Amended upto date).

35 GOVERNING LANGUAGE

35.1 The Contract shall be written in the ENGLISH language All correspondence and other documents pertaining to 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 Karachi - Pakistan shall have exclusive jurisdiction.

NOTICE INVITING TENDER (NIT)

Bid Data Sheet

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 of Procuring Agency:** Karachi Metropolitan University, Karachi (KMU)
ITB 1.1	**Name of Contract:** Hiring of Janitorial Services for KMU and its allied departments.
ITB 4.1	**Postal Address: Karachi Metropolitan University** Block M, North Nazimabad, Karachi Phone No. + 92-21-111-111-568 | 03312228568
ITB 6.1	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.
ITB 8.1	Amount of bid security **shall not be less than PKR 900,000 of one year (12 months).**
ITB 9.1	Bid validity period shall be **90 days**
ITB 12.3 (a)	Bids submission only through SINDH EPAD System. Manual Submission not allowed.
ITB 12.3 (b)	**IFB/NIT Title:** Hiring of Janitorial Services for KMU and its allied departments.
ITB 13.1	**Deadline for bid submission:** **Date:** 18-Aug-2026 **Time:** up to 10:00 Hrs.
ITB 14.1	**Date, Time and Place of Bid opening** **Date:** 18-Aug-2026 **Time:** 10:30 Hrs. **Place:** Procurement Department, KMU
ITB 28.1	Amount of Performance Security **shall not be less than 10% of the total contract value of one year (12 months).**

ANNEXURE – A (1)

TECHNICAL PROPOSAL SUBMISSION FORM

(On Bidder's / Company's / firm's Letterhead)

[Location, Date]

To (Name and address of Client / KMU)

Dear Sir,

We, the undersigned, offer to provide **the __(insert title of assignment)__** in accordance with your IFB / NIT / Tender Document No. **__(insert number)__ dated (insert date)** and our Proposal. We are hereby submitting our Proposal, which includes the Technical and Financial Bids sealed in one envelope.

Having examined the bidding documents including Addenda / Corrigendum Nos. **[insert numbers & Date of individual Addendum / Corrigendum],** the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the SERVICES / GOODS under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The amounts are in accordance with the Price Schedules attached herewith and are made part of this bid. We undertake, we have no reservation to these Bidding Documents.

We undertake, if our bid is accepted, to deliver the Services / Goods in accordance with the delivery schedule specified in the schedule of requirements. If our bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding documents. We agree to abide by this bid, for the Bid Validity Period specified in the Bid Document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the Most advantageous bid or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan. We confirm that we comply with the eligibility requirements of the bidding documents.

We also confirm that the any Government organization (Federal / Provincial / Local) has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal :

FINANCIAL PROPOSAL SUBMISSION FORM
(On Bidder's / Company's / firm's Letterhead)

[Location, Date]

To (Name and address of Client / Competent Authority (KMU))

Dear Sir,

We, the undersigned, offer to provide the **(Insert title of assignment)** in accordance with your IFB / NIT / Tender Document No. **(insert number)** dated **(insert date)** and our Technical Proposal. Our attached Financial Proposal is for the sum of **(insert amount in words and figures)**. This amount is inclusive of all taxes, duties, levies, Cess, Octori etc.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Bid / Proposal and Contract execution.

We also declare that the any Government organization (Federal / Provincial / Local) has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Authorized Signature [In full and initials]:
Name and Title of Authorized Signatory:
Name of Bidder:
Stamp / Seal :

ANNEXURE – B

GENERAL COMPLIANCE CERTIFICATE

DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS
(On PKR 100/- Stamp Paper)

[Location, Date]

To: [Name and address of Employer]

Re: Tender Reference NO. , Dated: DD-MM- 2026,

Dear Sir,

I/we carefully gone through the Terms & Conditions as mentioned in the above referred Tender documents. I/we declare that all the provisions of this Tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal :

SCOPE OF WORK

"HIRING OF JANITORIAL SERVICES FOR KMU."

(On Bidder's / Company's / firm's Letterhead)

Scope of Work is attached at the end of this Document/Tender

1. MATERIAL AND ANCILLARIES TO BE USED

1.1 The contractor shall supply highest-grade toilet tissue; liquid hand wash; disinfectants; garbage bags for disposal of non-infected and infected waste; bags for trash receptacles, etc. The contractor is responsible to supply all equipment necessary to complete the job in a timely and effective manner.

1.2 The quality of the **DRY ITEMS** such as Duster, High Dusting Equipment, Hand Scrubber, Mop, Brush, Miscellaneous equipment, Dry Pad etc. should be of SPONTEX brand or at least equivalent.

1.3 The quality of **LIQUID ITEMS** viz. Fumigation, Surface Cleaner, Liquid Hand Wash, Toilet Cleaners should be of UNILIVER brand or at least equivalent.

2. QUALITY OF WORK

2.1 The contractor shall ensure that the quality of janitorial and housekeeping services is to be the entire satisfaction of the Officer/Official In-charge of the location.

2.2 The decision of the KMU management with regard to the determining the quality of work/Services done by the contractor shall be final and acceptable to the contractor. The contractor shall therefore rectify the defect so pointed out without any extra payment. In case of failure the KMU reserves the right to get the work/service so rejected, done from some other source at the risk and cost of the contractor. The expenditure so incurred shall be recovered from the pending bills of the contractor or any other outstanding dues or by all parts of the security/other deposits as he may think proper.

2.3 Upon sub-standard services and unsatisfactory performance of the workers as determined by the KMU Management, giving one month's notice to the Company shall terminate the contract agreement. Unsatisfactory includes:

- Unable to provide desired number of workers.
- Absence of worker(s) from duty
- Casual performance of duty by workers.
- Using the substandard material and ancillaries.

- Any loss and damage to be occurred to KMU property due to the negligence/unsatisfactory performance of the contractor.
- Non-reporting of major incidents to KMU management that occurs in the KMU premises

2.4 During the validity of the contract agreement, in case damage occurs to the property or personnel of the KMU and caused by the negligence of the worker the company shall be wholly responsible and liable for paying for such losses occurred to KMU.

3. PENALTY

3.1 The contractor shall be responsible for smooth functioning of janitorial and housekeeping services and in the event of substandard or delay in service a penalty of Rs. 10,000/- (Rupees five thousand only) per event will be imposed and recovered from contractor's bills for unsatisfactory performance of work.

3.2 Janitors of the contractor will be bound to wear neat and clean uniform & badges approved by the firm as approved by KMU. In case of violation fine will be imposed by the KMU, which will be at least Rs. 500/- per employee per day.

4. GENERAL TERMS & CONDITION

4.1 Taxes will be deducted from the contractor's bill as imposed by the Government from time to time and contributions of the Government Institutions/ Sindh Sales Tax (SRB) will be paid by the contractor/suppliers themselves.

4.2 A Janitorial Services Monthly Bill should be submitted to the authorized officer along with the invoice in first week of every succeeding month. Authorized Officer(s) will process the bill for payment after completing all the codal formalities.

4.3 The Company shall notify its representatives who will be contacted for immediate replacement in the event of unsatisfactory performance of deputed personnel.

4.4 Salary should be issued prior to 5th of every month and disbursement sheets should be verified by banks statement submitted to the concerned department on monthly basis

4.5 Contractor will be bound to pay the salary of all employees through bank account which would be checked and verified by the KMU management at any time to make sure that prevailing rates fixed by the provincial government is followed

4.6 Contractor and workers will not be allowed to participate in any Political/Immoral/Illegal activities in the premises of KMU.

4.7 Contractors will not be allowed to sublet the contract and will responsible to pay the Government Institution contribution/ Sindh Sales Tax (SRB) themselves.

4.8 In case of any dispute contractor will approach to the head of the concerned department/institute. If he/she is not satisfied with the decision of the HoD (Admin/General) then he has the right to approach the Registrar, KMU. The decision of the VC and/or Registrar, KMU will be final.

4.9 Procuring Agency has the right to cancel the contract at any stage and without issuing any prior notice in case of violation of **Agreement/TOR** is proved as well as damages the prestige or property of KMU.

4.10 Contractor will be responsible for any theft or pilferage committed by any of his/their employees. The employee will be liable to punishment under the rules.

4.11 In case of breach of the contract by the firm, security will be forfeited partly or fully as decided by the competent authority of the KMU.

4.12 Any condition/clause of the contract can be included / amended if required in the interest of the KMU with the mutual understanding of the both parties.

4.13 Removal & disposal of Hospital/Labs/Radiology Garbage Infected/Non Infected wastage from Hospital/Labs/Radiology to approved Dumping Yard(s) as per the policy of the KMU.

4.14 Contractor shall have its own equipment and tools required for cleanliness etc. Equipment must be approved by the Authorized Officer of KMU, before commencement of contract.

4.15 The contractor should not violate himself or allow their janitors to violate the rules of Environmental Protection Agency (EPA).

4.16 In case of violation of the rules the contractor may be fined up to Rs.5,000/- per event and disciplinary action will be initiated against the contractor, as per rules.

4.17 Contractor shall be responsible for personal hygiene of the Janitors.

5. CONFIDENTIALITY

5.1 The company shall ensure that all employees performing, the services shall NOT any time during the validity of the contract agreement or thereafter, will disclose any information whatsoever, to any person, as to be affairs of the KMU or its personnel and as to any other matter, which may come to their knowledge by reason of performance of the services.

5.2 The company shall ensure that all its employees maintain strict confidentiality about the patients and their caregivers and does not disclose it to individuals with no need to know

5.3 If in the opinion of the KMU Management there has been any such disclosure the person concerned shall immediately be dismissed from the service of the company and other necessary action shall also be initiated with the consultation of KMU management.

6. RESPONSIBILITIES OF THE COMPANY

6.1 In addition to the services to be performed by the company specified above, the company shall provide at additional cost to the KMU such supervision of its employees as is necessary to adequately fulfill its obligations.

6.2 The company is responsible for ensuring that all its employees performing the services are physically and mentally fit, have no communicable disease and are in good health in all respects to perform the duties. Formal evidence of this may be sought by KMU on a case-by-case basis.

6.3 The Company is an independent contractor and accordingly is fully responsible for any accident or injury to its personnel or caused by its personnel and agrees that neither the KMU nor any of its personnel shall be held liable for either of the above in any manner.

6.4 The personnel of the company shall not in any manner indulge in any unionism nor have any linked activity with KMU employees.

6.5 The company is responsible for recruitment, discipline and all other service matters of its employees. They shall not in any case communicate with the KMU management regarding their service matters that is the sole responsibility of the company.

6.6 The KMU may refuse to accept services from any of the employees of the company, whose work has been found unsatisfactory or not in accordance with the requirements of this document.

6.7 Any health risk incident during the currency of the contract, would be the responsibility of the vendor and no claim can be charged

7. **RESTRICTION OF ASSIGNMENT / TAKE OVER**

7.1 The company shall not assign or sub-contract any of its duties or rights under this agreement, including but not limited to any benefit or interest herein or there under, any such assignment or sub-contacting by the company shall entitle the KMU to terminate its services forthwith.

7.2 If the company makes any arrangement with or assignment in favor of its creditors or amalgamates with any other concern or his taken over, the KMU shall be entitled to terminate its services forthwith.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

ANNEXURE – D

BIDDER PROFILE / DETAILS

(Add separate sheets, if required)

1.	Registered Company Name	
2.	Company Registration Number / Certificate	
3.	Date of Registration	
4.	National Tax Number	
5.	General Sales Tax Number	
6.	Sindh Sales Tax (SST) Number (SRB)	
7.	Registration Certificate with EOBI / SESSI	
8.	Years of Operation of Company after its Registration	
9.	Details of Staff to be assigned for the project	
10.	Bank Name and Branch	
11.	Bank Account Number	
12.	Additional Professional Registration Details (if any):	
13.	Physical address	
14.	Postal address	
15.	Telephone Number	
16.	Fax Number	
17.	E-mail address	
18.	Blacklisting / Complaint / Litigation against the firm (By any govt. or other org. if any)	
19.	Name & Address of the companies / subsidiaries and associated companies, if any, with whom there is collaboration or joint venture	
20.	List of Machinery / Equipment (To be utilized for the janitorial work)	
21.	Any other relevant detail	

Authorized Signature [In full and initials]:
Name and Title of Authorized Signatory:
Name of Bidder:
Stamp / Seal:

ANNEXURE – E

DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN

(On Bidder's / Company's / firm's Letterhead)

[Location, Date]

To: **[Name and address of Employer]**

Re: **NIT NO.________________________, Dated ___________2026,**
"HIRING OF JANITORIAL SERVICES FOR KMU."

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 :

Encl : As above

ANNEXURE – F

CLIENT LIST
(On Bidder's / Company's / firm's Letterhead)

Location, Date]

To: **[Name and address of Employer]**

Re: **NIT NO.________________________, Dated ___________2026,**
"HIRING OF JANITORIAL SERVICES FOR KMU."

Dear Sir,

I / we hereby declare that we had completed / ongoing following projects / contracts in Public and Private Sector University and/or Govt. / Semi Govt. organization and/or large National / Multi-National organization **for providing the Janitor's Services at a time for a minimum period of 12 months during the last five (05) years** ending on the deadline for bid submission (copy of satisfactory performance certificate / reference letter / agreements / contracts / work orders are attached for your reference):

Sr. No.	Client Name / End User	Nature of Client (Govt. / Semi Govt. / Private Sector)	No. of Janitors / Scope of Work	Name & Location of Project	Year	Total yearly contract value (PKR)

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal :

Encls: As above.

ANNEXURE – G

FORMAT OF BANK GUARANTEE FOR BID SECURITY

Bank Guarantee No.: ____

Dated of issue: ____

Valid upto: ____

Value (Rs.): ____

To: [Name & Address of the Procuring Agency]

Dear Sir,

WHEREAS **M/s.**____________________(hereinafter called the Bidder) have requested us through ________________Bank Ltd., to furnish Bid Security by way of Bank Guarantee in your favor in the sum of **__[Amount of the Guarantee in Words and Figures]___** against your tender Notice No. __________________dated _____________ **for HIRING OF JANITORIAL SERVICES FOR KMU.**

WE HEREBY AGREE AND UNDERTAKE:

i. To make unconditional payment to you on demand without further question or reference to the Bidder in case of withdrawal or modification of bid or any default or non-execution of the Contract or refusal to accept order by the Bidder from the date of opening of bids until the expiry of the validity of their offer.

ii. To keep this guarantee in full force from (date) ______________up to (date) _____________he date until which the Bidder offer is valid.

iii. To extend the period of guarantee if such extension be necessary beyond the date stated in Para (ii) and as so desired by the Bidder.

Any claim arising out of this guarantee must be lodged with this Bank within the period the guarantee is valid and before the date of its expiry. After this date the guarantee will be considered null and void and should be returned to us.

Yours faithfully,

Name of the Bank:__________________________

Authorized officer's Signature & Seal: __________________________

Witness 1: ____________________________

Witness 2: ____________________________

Sworn & Sign before me   This day of ....

METROPOLITAN UNIVERSITY PROCUREMENT

FORMAT OF BANK GUARANTEE FOR PERFORMANCE BOND

Bank Guarantee No.: _

______________________________ Dated of

issue: ______________________________ Valid upto:

______________________________ 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 Karachi Metropolitan University, Karachi with a Bank Guarantee by a scheduled bank for the sum of 10% of the total Contract amount as Security for compliance with the Bidder's performance obligations in accordance with 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 Karachi Metropolitan University, Karachi 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 Karachi Metropolitan University, Karachi 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

KARACHI METROPOLITAN UNIVERSITY PROCUREMENT

This day of ....

FORMAT FOR QUOTING OF RATES

SCHEDULE OF REQUIREMENT / BOQ

IMPORTANT NOTE

1. Contractor shall be bound to pay the minimum salary to its employees working at KMU as per the prevailing rates of the Labour & Human Resource Department, Government of Sindh and Sindh Minimum Wages Act 2015.

2. The services of janitorial staff must be on shift basis according to labor laws.

3. The janitorial staff is required to be present at designated locations of Karachi Metropolitan University, Karachi. Staff will work according to the time table of respective location(s) issued by the management of KMU.

4. KMU reserves the right to decrease or delete the quantities of requisite services and also reserves the right to increase / enhance the quantity of the requisite services without any change in unit price or other terms and conditions at any time during the contract period.

S#	Particulars	Monthly Service Charges for Each	Required Quantity	Total Monthly Service Charges
1.	2.	3.	4.	5. (3 x 4)
1.	**SUPERVISORS (MALE)**		01 Nos.	
2.	**JANITORIAL STAFF (MALE / FEMALE)** ***(details given in BOQ)***		29 Nos.	
MONTHLY CHARGES (IN PAK RS.) **Including all taxes**				
TOTAL CHARGES FOR 12 MONTHS (IN PAK RS.) **Including all taxes**				

Note: ***This Tender is for manpower outsourcing services.***
Mandatory Site Survey: All interested bidders are required to conduct a comprehensive physical survey of the Karachi Metropolitan University premises before submitting their bids. The survey shall include, but not be limited to, assessment of the total covered and uncovered areas, number and type of washrooms, offices, classrooms, corridors, staircases, open spaces, and any other relevant facilities to accurately determine the required quantity of cleaning materials, consumables, and equipment for efficient service delivery. Bidders shall be deemed to have satisfied themselves regarding all site conditions, material utilization, and expected consumption. No claim for additional payment, price adjustment, or variation due to lack of site inspection or incorrect assessment shall be entertained after submission of the bid.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

APPENDIX - 1

AFFIDAVIT

(Must be Printed on Rs. 100/- Stamp Paper)

We, M/s. ____ hereby undertake that:

i. Our company is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government Organization.

ii. Any director or owner of our company is not awarded any punishment from any Court of Law.

iii. We has submitted the correct and complete information along with our bid/offer.

iv. If any document / information is found forged / engineered / false / fake / bogus at any stage OR any criminal proceedings found in any court of law during the contract period, KMU has right to terminate our services immediately without assigning any reason and making any refund or payment and we may be declared as Blacklisted and the performance guarantee and payment, if any may be forfeited.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

ATTESTED BY NOTARY PUBLIC

INTEGRITY PACT

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

Contract 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 Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, **[Name of Supplier/ Contractor/ Consultant]** represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

[Name of Supplier/Contractor/Consultant] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of 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 obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of 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 time the sum of any commission, gratification, bribe, finder's fee or kickback given by **[Name of Supplier/Contractor/Consultant]** 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.

______________________ ______________________

[Procuring Agency] **[Supplier /Contractor/Consultant]**

FORM OF CONTRACT

Specimen Purpose only)

THIS AGREEMENT made on this__________day of____________2026 between M/s. ____________ ____(Name and Address of the Contractor) (hereinafter referred to as the CONTRACTOR, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART and the KARACHI METROPOLITAN UNIVERSITY, KARACHI (hereinafter referred to as the KMU, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and Include its successors and assigns) of the OTHER PART.

WHEREAS the Contractor is a service provider. AND
WHEREAS the KMU is procuring agency. The KMU intends to hire firm for janitorial services, therefore, invited bids through N.I.T No. ____ dated____________.

WHEREAS the Contractor (successful bidder) submitted his bid vide________________in accordance with the bid document and was selected as "successful bidder" pursuant to the bidding process and negotiation on contract prices, awarded the "Letter of Acceptance" (LoA) No._____to the Contractor on.
BOTH THE PARTIES HERETO agree to abide the terms and conditions as mentioned in:

(Conditions of Contract) of Tender Document.

____

____
(Signature of Contractor / Authorized Representative)
Name: ____________________________
Designation:____________________________
Address:____________________________
Seal:____________________________

____
(Signature of Authorized Officer of the KMU)

Name: ____________________________
Designation:____________________________
Address:____________________________
Seal:____________________________

WITNESS – 1

Name:____________________________
CNIC #: ____________________________
Address: ____________________________

Name:____________________________

WITNESS – 2

CNIC #: ____________________________
Address: ____________________________

SCOPE OF WORK/BOQ

SERVICES REQUIRED

Sr.NO	Description of Require Services	
01	The Firm shall provide janitors (as per demand of the client, including male and female janitors and supervisors) for providing Janitorial services. The services shall start at 8:00 AM and will end at 5:00 PM on each working day (**Monday to Sunday**) or as per client's requirement. Lunch Break will be or one hour i.e from 12:00 Noon to 1:00 PM.	
2	The Services shall be provided at the Karachi Metropolitan University (KMU) Karachi main campus and allied Hospital (Abbasi Shaheed) or any other location of the University.	
3	The client may also utilize the services at any event/ function scheduled either after office hours or at other premises.	
4	The Services shall include the following: 1. Complete cleaning, sweeping of floors of the premises on daily basis; 2. Washing, mopping of floors of the premises; 3. Weekly cleaning of office floors with phenyl. The liquid phenyl for washroom will be provided by the successful bidder. 4. Daily cleaning/mopping of all male, female, at least thrice a day (but not limited to) along with executive washrooms. 5. Clean all waste bins in offices 6. Weekly cleaning of ceilings, doors, windows, glass, fans of the premises; 7. Daily cleaning of furniture & fixture, fittings and equipment of the premises; 8. Dusting of cabins, computers, telephones, filling cabinets, photocopy machines and other equipment's; 9. Cleaning of all glass windows panes, windows externally, wall claddings, lights, pictures and doors etc; 10. Daily cleaning of washrooms and toilets bowl with Phenyl; 11. Thorough cleaning/vacuuming of all the sofa sets/ seats in the premises whenever required; 12. Daily collection, storage and disposal of garbage, rubbish etc. 13. The successful bidder shall provide washing, cleaning and hygienic material for all washrooms, regularly such as; a) Phenyl tablets for each washroom, b) Soap for each washroom available during office timings (Lux or equivalent) c) Soap (Lux or equivalent) plus one hand-washes (safeguard or equivalent) for two (2) executive washrooms available during the office timings.	

KARACHI METROPOLITAN UNIVERSITY PROCUREMENT

	d) Tissue roles (Rose Petal or equivalent in white color only) for each washroom available during the office timings. e) Plastic bags for washroom bins and all office bins; f) Surf and other cleaning for each washroom; g) Mopping of each washroom h) Fumigation materials for each washroom etc; i) Any other cleaning, dusting and allied required in the premises as and when required.	
5	The deployment of all staff shall be subject to the prior approval of the concerned authority of KMU, and the firm shall ensure that only approved personnel are assigned to the premises.	
6	Deduction from the cost of contract @ Rs. 1500/- per day for both supervisor and worker in caseof absence will be made. Maximum one (01) leave is allowed per janitorial per month excluding Sunday and gazette holidays.	
7	Moreover, deduction up to PKR 10,000/- Ten Thousand per month shall also be made incase of poor services and /or any material, as detail provided in Sr.#4. The KMU authorized representative will check and verify the quality of services and materials.	
8	In case of negligence or provision of poor-quality services, the client has the right to terminate the contract after serving due notice (warning letter) to the firm.	
9	Adequate and direct supervision will be exercised by the firm over his staff. The authorized representative shall be present to supervise and control his staff at the premises during working hours.	
10	The firm shall be responsible to pay damages for any loss of client's property due to negligence, theft or willful action of its janitors.	
11	The contract will be signed for one year (01). However, the contract is renewable/extendable/revocable at the consent of both the parties.	
12	The service provider shall provide uniforms (approved by Registrar Office) and pair of shoes every six months, identification cards (ID), masks and plastic gloves, etc. to its entire janitorial staff deployed at the University free of cost and ensure its proper usage by the janitorial staff. Each uniform will comprise of trousers, shirt, pair of socks, pair of shoes, disposable face masks, disposable gloves etc. Supervisors shall ensure that disposable items and the uniform are made available to the janitorial staff as per weather requirements (vest, care essentials like gloves & masks and standard labor shoes), identification cards; personal protective equipment etc. to its entire staff deployed at the University and ensure proper maintenance of it. Further, the staff would be in clean uniform at all the times.	
13	Security Clearance of the deputed staff from the concerned Law Enforcement Agencies (LEAs) provided to procuring agency / University will be the responsibility of Service Provider.	

14	The Service Provider shall install its own Bio-Metric Machine (Operated, Installed & Maintained by Service Provider) under the supervision of university administration having the dual Biometric Measurements: Face & Fingerprint. The University Administration on daily basis will verify the record of the same.	
15	Service provider shall be bound to pay its staff before 10th day of each month as per minimum wage notified by the Government and salaries shall not be linked to any other payment which Service Provider is entitled to receive from the Procuring Agency.	
16	Salary Disbursement Report will be considered as a **Mandatory part for invoice processing**. Bank Transfer Record must also be the part of the invoice	

DETAILS OF ITEMS PROVIDED

Sr.#	Item Name	Brand Quoted
1	Phenyl Liquid (Harpic of Equivalent)	
2	Soap (LUX or Equivalent)	
3	Hand-wash (Safeguard or Equivalent)	
4	Tissue roles (Rose Petal or Equivalent)	
5	Air fresheners for dispenser (Local/High Quality)	
6	Detergent for cleaning (Vim or Equivalent)	

Service Provider shall submit a sample of each Janitorial Consumables / Supplies for approval by the University. All the supplies shall be as per approved samples. The client designated staff will inspect the supplies and may reject if found substandard.

KARACHI METROPOLITAN UNIVERSITY
PROCUREMENT

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NOTICE INVITING TENDER

Sealed Bids are invited through E-Procurement online submission from **Reputed Firms who must be registered and active tax payer with applicable tax authorities (NTN & SRB) and having relevant experience and capabilities as per relevant bidding document.**

S-No	Procurement/ Work Description	Earnest Money/ Bid Security (Fixed)	Tender Fee	Completion Period	Tender Procedure
1.	Hiring of Janitorial Staff/ Services for Karachi Metropolitan University	PKR 900,000/- nine lac	PKR 3,000	12 Months, contract extendable	Single Stage Two Envelope.
2.	Procurement of Office Stationery	PKR 200,000/- two lac	PKR 3,000	12 Months, contract extendable	Single Stage One Envelope.

SCHEDULE FOR ONLINE BID SUBMISSION / ONLINE OPENING OF THE TENDER

S-No	Name of Procurement/ Works	Issuance of Tender Documents	Submission of Tender Documents (on EPADs)	Opening of Tender (on EPADs)
1.	Hiring of Janitorial Staff/ Services for Karachi Metropolitan University	28-07-2026	18-08-2026 at 10:00AM	18-08-2026 at 10:30AM
2.	Procurement of Office Stationery	28-07-2026	18-08-2026 at 11:00AM	18-08-2026 at 11:30AM

VENUE: OFFICE OF THE PROCUREMENT MANAGER, KARACHI METROPOLITAN UNIVERSITY MAIN CAMPUS, NORTH NAZIMABAD BLOCK M.

Tender documents can be obtained during office hours on payment of tender documents fee of Rs.3000(each) (Non-Refundable & Non-Transferable) in shape of pay order in favor of **KARACHI METROPOLITAN UNIVERSITY** from the office of the Procurement department or can be downloaded from Karachi Metropolitan University official website www.thekmu.edu.pk **or Sindh Public Procurement Regulatory Authority (SPPRA) official EPADS** www.eprocure.gov.pk.

A The tender shall be opened by the Procurement Committee in presence of the bidders or their representatives who wish to attend as per rules of E-Procurement

B In case of holiday or any incident, tender will be obtained/submitted/opened on the next working day as per given schedule.

C All bidders must submit latest valid certificates of NTN & SRB along with required documents as per bidding documents dully attached with technical proposal. Complete Technical & financial bids must stamped & signed else bid(s) shall be REJECTED.

D All prescribed taxes applicable under Federal /Provincial / Local Government shall be borne by Bidder/Supplier

E Above mentioned specified tender procedure shall be adopted for the procurement as per SPPRA Rules 2010(Amended 2025)

F Technical Proposal & Financial Proposal shall be uploaded online on **EPADS website as specified in the bidding documents.** Separate copy of sealed bids in hardcopy, original bid Security & Tender Fee (in case of download) must be submitted on/before tender submission time & date (mandatory) at above mentioned address in sealed envelope for each tender separately. Bid Security shall be furnished in favor of KARACHI METROPOLITAN UNIVERSITY. The Bid Security shall be only acceptable in shape of Pay Order/Bank Demand Draft only.

G The firm/bidder must enclose in online bid an affidavit on judicial stamp paper of Rs. 500/- that the firm/bidder has never been blacklisted from any Government/ Semi Government/ Private or Public Sector all over the Pakistan. If at any stage firm / bidder found blacklisted the bid shall be rejected & not be consider further. In case of any litigation, the firm/bidder must mention the litigation details & current status in the undertaking.

H 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.

REGISTRAR OFFICE

Karachi Metropolitan University (KMU) Block M North Nazimabad Town, Karachi City, Sindh
UAN: 111-111-568

OFFICE OF THE REGISTRAR
THE KARACHI METROPOLITAN UNIVERSITY

Ref No: KMU/REG.SCTT/ 115 /2025 Date: 20/ 03/ 2025

NOTIFICATION

In compliance with Rule No- 31 under title "REDRESSAL OF GRIEVANCES AND SETTLEMENT OF DISPUTES" of Sindh Public Procurement Rules, 2010, amended up-to-date, a committee for complaint redressal to address the complaints of bidders that may occur during the procurement proceedings has been constituted on following members.

Committee Members:

1- Prof. Dr. Wasim Qazi — Chairman
Vice Chancellor, KMU031

2- Mr. Tayyab Ali Ghouri — Member
Accounts Officer, A.G Sindh

3- Mr. Salman Abbasi — External-Member
Executive Director, ICAP

Functions and Responsibilities:

This committee shall function as per SPPRA Rules-2010 amended-up-to date and ensure the compliance with all procedural requirements as follows.

1. Prohibit the Procurement Committee from acting or deciding in a manner, inconsistent with these rules and regulations;
2. Annul in whole or in part, any unauthorized act or decision of the procurement committee; and
3. Reverse any decision of the Procurement Committee or substitute its own decision for such a decision; or etc.
4. Provided that the complaint redressal committee shall not make any decision to award the contract.

Dr. Mahmood Ahmad Khan
Registrar
Karachi Metropolitan University

CC:

- P.S to Vice Chancellor, KMU
- All above concerned

ST-2, BLOCK-M, NORTH NAZIMABAD, KARACHI-74700, PAKISTAN
(021) 111-111-568
021-36670001, 021-36620071, 021-36620072
info@thekmu.edu.pk www.thekmu.edu.pk

Ref No: KMU/REG.SCTT/ 533 /2026 **Date: 30 / 06 / 2026**

NOTIFICATION

In compliance with Rule-7 of the Sindh Public Procurement Rules, 2010, amended up-to-date a **Procurement Committee (Goods/Equipment)** has been constituted to oversee procurement processes and ensure compliance with applicable rules and regulations. The committee's composition and responsibilities are outlined below:

Committee Members:

1.	**Dr. Mahmood Ahmad Khan** Registrar, KMU	**Convener**
2.	**Mr. Nadeem Shakoor Javeri** Director Finance, KMU	**Member-Secretary**
3.	**Mr. Salman Memon** In-charge Work & Services, JSMU	**External Member**

Functions and Responsibilities:

Functions and Responsibilities of Procurement Committee(s) shall be responsible for;

1. Preparing bidding documents;
2. Carrying out technical as well as financial evaluation of the bids;
3. Preparing evaluation report as provided in Rule 45;
4. Making recommendations for the award of contract to the competent authority; and
5. Perform any other function ancillary and incidental to the above

This committee shall function as per the Sindh Public Procurement Rules 2010 and ensure compliance with all procedural requirements.

Dr. Mahmood Ahmad Khan
Registrar
Karachi Metropolitan University

Cc:

- P.S. to Vice Chancellor, KMU
- All concerned, KMU

KARACHI METROPOLITAN UNIVERSITY-KARACHI					
ANNUAL PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2026-27					
Sr.No	**Description of Items/Brief Detail**	**Department**	**Target (Q1,Q2,Q3,Q4)**	**Estimated Total Cost (Millions PKR)**	**Proposed procurement method**
1	Procurement of Office Stationary Items (Framework) Contract	Store Department	Q 1 (July-Sept)	7.7 Million	Single Stage Single Envelope Procedure
2	Procurement of Hiring of Janitorial Staff/Services (Framework) contract	Registrar Office	Q 1 (July-Sept)	18.5 Million	Single Stage Two Envelope Procedure