Sindh Institute of Child Health & Neonatology (SICHN), Government of Sindh

Bidding Documents

For

National Competitive Bidding

Pakistan

Hiring of Company for Janitorial Services for SICHN Sites

PART ONE (FIXED)

- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)

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Part One - Section I.

Instructions to Bidders

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Instructions to Bidders

A. Introduction

1. Source of Funds

1.1 The Procuring agency has received /applied for loan/grant/federal/provincial/local government funds from the source(s) indicated in the bidding data in various currencies towards the cost of the project /schemes specified in the bidding data and it is intended that part of the proceeds of this loan/grant/funds/ will be applied to eligible payments under the contract for which these bidding documents are issued.

1.2 Payment by the Fund will be made only at the request of the Procuring agency and upon approval by the Government of Sindh., and in case of a project will be subject in all respect to the terms and conditions of the agreement. The Project Agreement prohibits a withdrawal from the allocated fund account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Federal Government/ Sindh Government, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Procuring agency shall derive any rights from the Project Agreement or have any claim to the allocated fund proceeds.

2. Eligible Bidders

2.1 This Invitation for Bids is open to all suppliers from eligible source as defined in the SPP Rules, 2009 and its Bidding Documents except as provided hereinafter.

2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.

2.3 Government-owned enterprises in the Province of Sindh may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Sindh.

2.4 Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by the any government organization in accordance with sub clause 34.1.

3. Eligible Goods and Services

3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the SPP Rules, 2009 and its Bidding Documents, and all expenditures made under the contract will be limited to such goods and services.

3.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

3.3 The origin of goods and services is distinct from the nationality of the Bidder.

4. Cost of Bidding

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. The Bidding Documents

5. Content of Bidding Documents

5.1 The bidding documents include:

(a) Instructions to Bidders (ITB)
(b) Bid Data Sheet
(c) General Conditions of Contract (GCC)
(d) Special Conditions of Contract (SCC)
(e) Schedule of Requirements
(f) Technical Specifications
(g) Bid Form and Price Schedules
(h) Bid Security Form
(i) Contract Form
(j) Performance Security Form
(k) Manufacturer's Authorization Form

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

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6. Clarification of Bidding Documents

6.1 A 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 no later than three working days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. 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.

7. Amendment of Bidding Documents

7.1 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 a interested Bidder, may modify the bidding documents by amendment.

7.2 All interested bidders that have received the bidding documents will be notified of the amendment in writing, and will be binding on them.

7.3 In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring agency, at its discretion, may extend the deadline for the submission of bids.

C. Preparation of Bids

8. Language of Bid

8.1 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 language specified in the Bid Data Sheet. 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 language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.

9. Documents Comprising the Bid

9.1 The bid prepared by the Bidder shall comprise the following components:

(a) a Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11, and 12;

(b) documentary evidence established in accordance with ITB Clause 13 that the Bidder is eligible to bid and is qualified

to perform the contract if its bid is accepted;

(c) documentary evidence established in accordance with ITB Clause 14 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and

(d) bid security furnished in accordance with ITB Clause 15.

10. Bid Form

10.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

11. Bid Prices

11.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.

11.2 Prices indicated on the Price Schedule shall be delivered duty paid (DDP) prices. The price of other (incidental) services, if any, listed in the Bid Data Sheet will be entered separately.

11.3 The Bidder's separation of price components in accordance with ITB Clause 11.2 above will be solely for the purpose of facilitating the comparison of bids by the Procuring agency and will not in any way limit the Procuring agency's right to contract on any of the terms offered.

11.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected, pursuant to ITB Clause 24. If, however, in accordance with the Bid Data Sheet, prices quoted by the Bidder shall be subject to adjustment during the performance of the contract, a bid submitted with a fixed price quotation will not be rejected, but the price adjustment would be treated as zero.

12. Bid Currencies

12.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

13. Documents Establishing Bidder's Eligibility and

13.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

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Qualification

13.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Procuring agency's satisfaction that the Bidder, at the time of submission of its bid, is from an eligible country as defined under ITB Clause 2.

13.3 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring agency's satisfaction:

(a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Procuring agency's country;

(b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;

(c) that, in the case of a Bidder not doing business within the Procuring agency's country, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and

(d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

14. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents

14.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.

14.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

14.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:

(a) a detailed description of the essential technical and performance characteristics of the goods;

(b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Procuring agency; and

(c) an item-by-item commentary on the Procuring agency's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

14.4 For purposes of the commentary to be furnished pursuant to ITB Clause 14.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring agency in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Procuring agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

15. Bid Security

15.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.

15.2 The bid security is required to protect the Procuring agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 15.7.

15.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency and valid for thirty (30) days beyond the validity of the bid; or
(b) irrevocable encashable on-demand Bank call-deposit.

15.4 Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 will be rejected by the Procuring agency as nonresponsive, pursuant to ITB Clause 24.

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15.5 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Procuring agency pursuant to ITB Clause 16.

15.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 32, and furnishing the performance security, pursuant to ITB Clause 33.

15.7 The bid security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or

(b) in the case of a successful Bidder, if the Bidder fails:

(i) to sign the contract in accordance with ITB Clause 32;

or

(ii) to furnish performance security in accordance with ITB Clause 33.

16. Period of Validity of Bids

16.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring agency, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Procuring agency as nonresponsive.

16.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under ITB Clause 15 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

17. Format and Signing of Bid

17.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.

17.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the

contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

17.3 Any interlineation, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

17.4 The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

D. Submission of Bids

18. Sealing and Marking of Bids

18.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

18.2 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 Project name indicated in the Bid Data Sheet, the Invitation for Bids (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, pursuant to ITB Clause 2.2.

18.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

18.4 If the outer envelope is not sealed and marked as required by ITB Clause 18.2, the Procuring agency will assume no responsibility for the bid's misplacement or premature opening.

19. Deadline for Submission of Bids

19.1 Bids must be received by the Procuring agency at the address specified under ITB Clause 18.2 no later than the time and date specified in the Bid Data Sheet.

19.2 The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and obligations of the Procuring agency and bidders previously

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subject to the deadline will thereafter be subject to the deadline as extended.

20. Late Bids

20.1 Any bid received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.

21. Modification and Withdrawal of Bids

21.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.

21.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18, by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

21.3 No bid may be modified after the deadline for submission of bids.

21.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 15.7.

E. Opening and Evaluation of Bids

22. Opening of Bids by the Procuring agency

22.1 The Procuring agency will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register evidencing their attendance.

22.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 20.

22.3 Bids (and modifications sent pursuant to ITB Clause 21.2) that

are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

22.4 The Procuring agency will prepare minutes of the bid opening.

23. Clarification of Bids

23.1 During evaluation of the bids, the Procuring agency may, at its discretion, 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 prices or substance of the bid shall be sought, offered, or permitted.

24. Preliminary Examination

24.1 The Procuring agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

24.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

24.3 The Procuring agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

24.4 Prior to the detailed evaluation, pursuant to ITB Clause 25 the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning Bid Security (ITB Clause 15), Applicable Law (GCC Clause 30), and Taxes and Duties (GCC Clause 32), will be deemed to be a material deviation. The Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

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24.5 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

25. Evaluation and Comparison of Bids

25.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 24.

25.2 The Procuring agency's evaluation of a bid will be on delivered duty paid (DDP) price inclusive of prevailing duties and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

25.3 The Procuring agency's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with ITB Clause 11.2, one or more of the following factors as specified in the Bid Data Sheet, and quantified in ITB Clause 25.4:

(a) incidental costs

(b) delivery schedule offered in the bid;

(c) deviations in payment schedule from that specified in the Special Conditions of Contract;

(d) the cost of components, mandatory spare parts, and service;

(e) the availability in the Procuring agency's country of spare parts and after-sales services for the equipment offered in the bid;

(f) the projected operating and maintenance costs during the life of the equipment;

(g) the performance and productivity of the equipment offered; and/or

(h) other specific criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.

25.4 For factors retained in the Bid Data Sheet pursuant to ITB 25.3, one or more of the following quantification methods will be applied, as detailed in the Bid Data Sheet:

(a) Incidental costs provided by the bidder will be added by Procuring agency to the delivered duty paid (DDP) price at

the final destination.

(b) *Delivery schedule.*

(i) The Procuring agency requires that the goods under the Invitation for Bids shall be delivered at the time specified in the Schedule of Requirements which will be treated as the base, a delivery "adjustment" will be calculated for bids by applying a percentage, specified in the Bid Data Sheet, of the DDP price for each week of delay beyond the base, and this will be added to the bid price for evaluation. No credit shall be given to early delivery.

or

(ii) The goods covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as nonresponsive. Within this acceptable range, an adjustment per week, as specified in the Bid Data Sheet, will be added for evaluation to the bid price of bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements.

or

(iii) The goods covered under this invitation are required to be delivered in partial shipments, as specified in the Schedule of Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the bid price a factor equal to a percentage, specified in the Bid Data Sheet, of DDP price per week of variation from the specified delivery schedule.

(c) *Deviation in payment schedule.*

(i) Bidders shall state their bid price for the payment schedule outlined in the SCC. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Procuring agency may consider the alternative payment schedule offered by the selected Bidder.

or

(ii) The SCC stipulate the payment schedule offered by

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the Procuring agency. If a bid deviates from the schedule and if such deviation is considered acceptable to the Procuring agency, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the bid as compared with those stipulated in this invitation, at the rate per annum specified in the Bid Data Sheet.

(d) *Cost of spare parts.*

(i) The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the Bid Data Sheet, is annexed to the Technical Specifications. The total cost of these items, at the unit prices quoted in each bid, will be added to the bid price.

or

(ii) The Procuring agency will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation specified in the Bid Data Sheet. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Bidder and added to the bid price.

or

(iii) The Procuring agency will estimate the cost of spare parts usage in the initial period of operation specified in the Bid Data Sheet, based on information furnished by each Bidder, as well as on past experience of the Procuring agency or other Procuring agencies in similar situations. Such costs shall be added to the bid price for evaluation.

(e) *Spare parts and after sales service facilities in the Procuring agency's country.*

The cost to the Procuring agency of establishing the minimum service facilities and parts inventories, as outlined in the Bid Data Sheet or elsewhere in the bidding documents, if quoted separately, shall be added to the bid price.

(f) *Operating and maintenance costs.*

Since the operating and maintenance costs of the goods

under procurement form a major part of the life cycle cost of the equipment, these costs will be evaluated in accordance with the criteria specified in the Bid Data Sheet or in the Technical Specifications.

(g) *Performance and productivity of the equipment.*

(i) Bidders shall state the guaranteed performance or efficiency in response to the Technical Specification. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount specified in the Bid Data Sheet will be added to the bid price, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in the Bid Data Sheet or in the Technical Specifications.

or

(ii) Goods offered shall have a minimum productivity specified under the relevant provision in the Technical Specifications to be considered responsive. Evaluation shall be based on the cost per unit of the actual productivity of goods offered in the bid, and adjustment will be added to the bid price using the methodology specified in the Bid Data Sheet or in the Technical Specifications.

(h) *Specific additional criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.*

The relevant evaluation method shall be detailed in the Bid Data Sheet and/or in the Technical Specifications.

Alternative

25.4 Merit Point System:

The following merit point system for weighing evaluation factors can be applied if none of the evaluation methods listed in 25.4 above has been retained in the Bid Data Sheet. The number of points allocated to each factor shall be specified in the Bid Data Sheet.

[In the Bid Data Sheet, choose from the range of]

Evaluated price of the goods	60 to 90

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Cost of common list spare parts	0 to 20
Technical features, and maintenance and operating costs	0 to 20
Availability of service and spare parts	0 to 20
Standardization	0 to 20
Total	100

The bid scoring the highest number of points will be deemed to be the lowest evaluated bid.

26. Contacting the Procuring agency

26.1 Subject to ITB Clause 23, no Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.

26.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

F. Award of Contract

27. Post-qualification

27.1 In the absence of prequalification, the Procuring agency will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.3.

27.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13.3, as well as such other information as the Procuring agency deems necessary and appropriate.

27.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

28. Award Criteria

28.1 Subject to ITB Clause 30, the Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the

lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

29. Procuring agency's Right to Vary Quantities at Time of Award

29.1 The Procuring agency reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

30. Procuring agency's Right to Accept any Bid and to Reject any or All Bids

30.1 The Procuring agency reserves the right to accept or reject any bid, 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.

31. Notification of Award

31.1 Prior to the expiration of the period of bid validity, the Procuring agency will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.

31.2 The notification of award will constitute the formation of the Contract.

31.3 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 33, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 15.

32. Signing of Contract

32.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

32.2 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.

33 Performance Security

33.1 Within twenty (20) days of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Procuring agency.

33.2 Failure of the successful Bidder to comply with the requirement

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of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.

34. Corrupt or Fraudulent Practices

34.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) "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;

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.

34.2 Furthermore, Bidders shall be aware of the provision stated in

sub-clause 5.4 and sub-clause 24.1 of the General Conditions of Contract.

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Part One - Section II.
General Conditions of Contract

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General Conditions of Contract

1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

(a) "The Contract" means the agreement entered into between the Procuring agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

(c) "The Goods" means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Procuring agency under the Contract.

(d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.

(e) "GCC" means the General Conditions of Contract contained in this section.

(f) "SCC" means the Special Conditions of Contract.

(g) "The Procuring agency" means the organization purchasing the Goods, as named in SCC.

(h) "The Procuring agency's country" is the country named in SCC.

(i) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.

(j) "The Project Site," where applicable, means the place or places named in SCC.

(k) "Day" means calendar day.

2. Application

2.1 These General Conditions shall apply to the extent that they are

not superseded by provisions of other parts of the Contract.

3. Country of Origin

3.1 All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules of the World Bank, as further elaborated in the SCC.

3.2 For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.

4. Standards

4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.

5. Use of Contract Documents and Information; Inspection and Audit by the Government

5.1 The Supplier shall not, without the Procuring agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The Supplier shall not, without the Procuring agency's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.

5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring agency and shall be returned (all copies) to the Procuring agency on completion of the Supplier's performance under the Contract if so required by the Procuring agency.

5.4 The Supplier shall permit the Procuring agency to inspect the Supplier's accounts and records relating to the performance of

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the Supplier and to have them audited by auditors appointed by the procuring agency, if so required.

6. Patent Rights

6.1 The Supplier shall indemnify the Procuring agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring agency's country.

7. Performance Security

7.1 Within twenty (20) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring agency the performance security in the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Procuring agency and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency; or

(b) a cashier's or certified check.

7.4 The performance security will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

8. Inspections and Tests

8.1 The Procuring agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring agency. SCC and the Technical Specifications shall specify what inspections and tests the Procuring agency requires and where they are to be conducted. The Procuring agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and

assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring agency.

8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring agency.

8.4 The Procuring agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Procuring agency's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring agency or its representative prior to the Goods' shipment from the country of origin.

8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.

9. Packing

9.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring agency.

10. Delivery and Documents

10.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are specified in SCC.

10.2 Documents to be submitted by the Supplier are specified in SCC.

11. Insurance

11.1 The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after

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having been delivered, hence insurance coverage is sellers responsibility.

12. Transportation

12.1 The Supplier is required under the Contact to transport the Goods to a specified place of destination within the Procuring agency's country, transport to such place of destination in the Procuring agency's country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.

13. Incidental Services

13.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

(d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

(e) training of the Procuring agency's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

13.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged for other parties by the Supplier for similar services.

14. Spare Parts

14.1 As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

(a) such spare parts as the Procuring agency may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and

(b) in the event of termination of production of the spare parts:

(i) advance notification to the Procuring agency of the pending termination, in sufficient time to permit the Procuring agency to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the Procuring agency, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The Procuring agency shall promptly notify the Supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring agency.

15.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period,

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the Procuring agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring agency may have against the Supplier under the Contract.

16. Payment

16.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

16.2 The Supplier's request(s) for payment shall be made to the Procuring agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

16.3 Payments shall be made promptly by the Procuring agency, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.

16.4 The currency of payment is Pak. Rupees.

17. Prices

17.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Procuring agency's request for bid validity extension, as the case may be.

18. Change Orders

18.1 The Procuring agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:

(a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring agency;

(b) the method of shipment or packing;

(c) the place of delivery; and/or

(d) the Services to be provided by the Supplier.

18.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be

made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring agency's change order.

19. Contract Amendments

19.1 Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

20. Assignment

20.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring agency's prior written consent.

21. Subcontracts

21.1 The Supplier shall notify the Procuring agency in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

21.2 Subcontracts must comply with the provisions of GCC Clause 3.

22. Delays in the Supplier's Performance

22.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring agency in the Schedule of Requirements.

22.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

22.3 Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages.

23. Liquidated

23.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or

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Damages

all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 24.

24. Termination for Default

24.1 The Procuring agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

(a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring agency pursuant to GCC Clause 22; or

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

(c) if the Supplier, in the judgment of the Procuring agency 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 any thing 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.

24.2 In the event the Procuring agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those

undelivered, and the Supplier shall be liable to the Procuring agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier 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.

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

25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring agency in writing, the Supplier 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.

26. Termination for Insolvency

26.1 The Procuring agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring agency.

27. Termination for Convenience

27.1 The Procuring agency, by written notice sent to the Supplier, 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 Procuring agency's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

27.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring agency at the

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Contract terms and prices. For the remaining Goods, the Procuring agency may elect:

(a) to have any portion completed and delivered at the Contract terms and prices; and/or

(b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

28. Resolution of Disputes

28.1 The Procuring agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

28.2 If, after thirty (30) days from the commencement of such informal negotiations, the Procuring agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration.

29. Governing Language

29.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

30. Applicable Law

30.1 The Contract shall be interpreted in accordance with the laws of the Procuring agency's country, unless otherwise specified in SCC.

31. Notices

31.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.

31.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

32. Taxes and Duties

32.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring agency.

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Sindh Institute of Child Health and Neonatology, Government of Sindh

Bidding Documents

For

National Competitive Bidding

Pakistan

Hiring of Company for Janitorial Services for SICHN Sites

PART TWO (PROCUREMENT SPECIFIC PROVISIONS)

- Invitation for Bids (IFB)
- Bid Data Sheet (BDS)
- Special Conditions of Contract (SCC)
- Schedule of Requirements
- Technical Specifications
- Sample Form
- Eligibility

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RECEIPT

Receipt No: SICHN/GOS/Pro-Janitorial/26-27 Dated: _____

Received Bidding Document fee Rs.5000/ (Rupees Five Thousand only) nonrefundable fee that have been deposited in Account Title Sindh Institute of child Health and Neonatology (SICHN) Sindh Bank Account no. 0357-597726-1000 dated on _____ from M/s. _____ in respect of purchase of Invitation to Bid for Hiring of Company for Janitorial Services for SICHN Sites Notice No: SICHN/GOS/Pro-Janitorial/26-27 for the Financial Year 2026-27.

Signature _____

Stamp _____

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3. *Performance Security Form* *34*

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INVITATION FOR BID (NIT)

IFB No:SICHN/GOS/Pro-Janitorial/26-27

The Government of Sindh received an allocation from the Public Funds in Pak rupees towards the cost of Sindh Institute of Child Health and Neonatology (SICHN), Government of Sindh in Sindh Province. It is intended that part of the proceeds of this allocated fund will be applied to eligible payments under the contract for Hiring of Company for Janitorial Services for SICHN Sites.

2. The Sindh Institute of Child Health and Neonatology (SICHN), Government of Sindh Karachi now invites e-bids through E-Pak Acquisition and Disposable System (EPADS) for eligible bidders of Contract required for SICHN Hospitals for the Hiring of Company for Janitorial Services for SICHN Sites for the fiscal year 2026-27. The procurement method will be **Rule-46 (2) Single Stage Two Envelope Procedure**. The eligible bidders and firms in Sindh, should have valid registration with tax authorities of Islamic Republic of Pakistan (Income Tax, SRB (where applicable) & Sales Tax Department) and

3. Interested eligible bidders may obtain further information from the office of Executive Director, First Floor, Plot no. 354 & 356 JM, Near People's Secretariat Chowrangi, Jamshed Quarters Karachi Phone no. +9221-99333101-2-3 and E-mail: info@sichn.com.pk.

4. The Bids prepared in accordance with the instructions in the bidding documents must be submitted on EPADS and purchased by interested bidders on the submission of written application, to payment of Rs.5000/ Tender nonrefundable Fee that have to be deposited in Sindh Institute of Child Health and Neonatology (SICHN) Sindh Bank Account and Bank Paid Deposit Slip submit at First Floor, Plot no. 354 & 356 JM, Near People's Secretariat Chowrangi, Jamshed Quarters Karachi between 0900 to 1500 hours except Sunday, Saturday and Holidays from date of publication up to **17-11-2026 up to 10:00 a.m**. A complete set of bidding document containing detailed terms and conditions, can be viewed / downloaded from https://portalsindh.eprocure.gov.pk/#/.

5. The Bids must be submitted on EPADS on or before **Date of Opening up to 10:30 a.m.** and must be accompanied by a bid security of Two (2%) of estimated value of the procurement in favor of Sindh Institute of Child Health and Neonatology (SICHN) must reach before the deadline for the submission of e-bids, which will be opened on the same day **17-11-2026 at 11: 00 a.m** First Floor, Plot no. 354 & 356 JM, Near People's Secretariat Chowrangi, Jamshed Quarters Karachi.

6. The rates quoted should be inclusive of GST, Income Tax, etc. Applicable taxes will be deducted at source at prescribed rates. Delivery of Services will be made in as mentioned in the bidding document.

7. The bidders are requested to give their best and final prices as no negotiations are allowed.

8. In case Government declared / announce public holiday on the date of opening of Tender, the Tenders will be submitted / opened on the next working day.

9. The proposal shall be submitted through E-tendering portal under Technical and Financial/Commercial options on E-pad with all the supporting documentary evidence by or before the closing date and time.

10. In the first instance, technical Proposal shall be opened on the E tender portal, and then the "Financial Proposal" shall be retained unopened.

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11. During the technical evaluation, no amendments to Technical Proposal shall be permitted.

12. After the evaluation and approval of the technical proposals, the financial/commercial (on E-tender portal) shall be opened for technically responsive firms, publicly at a time, date and venue announced and communicated to the Bidder in advance, within the proposed validity period.

13. The financial proposals found technically non-responsive shall be rejected.

14. Financiall Proposal shall be evaluated based on procuring agency evaluation criteria as provided in the bidding document on E-pad portal.

15. The lowest evaluated bidder shall be awarded the contract.

16. Bidders are required to offer most competitive lowest price of their quoted items as no negotiations on quoted price are allowed under the rules.

17. Procurement Committee reserves the Right to accept or Reject any or all Bids prior to award of contract as per SPPRA Rules, 2010 (amended 2019).

18. In case of any difficulty prospective bidders may contact EPADS helpline 051-111-137-237 during working days/hours

Executive Director,
(SICHN)Government of Sindh

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Bid Data Sheet

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

Introduction	
ITB 1.1	Health Department, Government of Sindh
ITB 1.1	Name of Project: Sindh Institute of Child Health and Neonatology (SICHN), Government of Sindh
ITB 1.1	Name of Contract: Hiring of Company for Janitorial Services for SICHN Sites
ITB 4.1	Name of Procuring agency: SICHN, Govt. of Sindh
ITB 6.1	Procuring agency's address, telephone, telex, and facsimile numbers: Sindh Institute of Child Health and Neonatology (SICHN), Office First Floor, Plot no. 354 & 356 JM, Near People's Secretariat Chowrangi, Jamshed Quarters Karachi, Phone no. +9221-99333101-2-3 and E-mail: info@sichn.com.pk.
ITB 8.1	Language of the bid: English

Bid Price and Currency	
ITB 11.2	The price quoted shall be in Pakistani Rupees. The Prices indicated in the Price Schedule shall be delivered duty paid (DDP). The price of other (incidental) services, if any, may be mentioned separately.
ITB 11.5	The price shall be fixed, and in Pakistani Rupees.

Preparation and Submission of Bids	
ITB 15.1	1.The required bid security is 2% of the total estimated procurement value for Sobhraj is 11,313,720 million the bidder is required to submit bid security amount Rs. 226,274.40 /-. 2.The required bid security is 2% of the total estimated procurement value for Azam Basti is 11,313,720 million the bidder is required to submit bid security amount Rs. 226,274.40 /-. 3.The required bid security is 2% of the total estimated procurement

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	value for Shaheed Benazirabad is 11,313,720 million the bidder is required to submit bid security amount Rs. 226,274.40/-. 4.The required bid security is 2% of the total estimated procurement value for Larkana is 11,313,720 million the bidder is required to submit bid security amount Rs. 226,274.40/-. 5.The required bid security is 2% of the total estimated procurement value for North Karachi is 30,169,920 million the bidder is required to submit bid security amount Rs. 603,398.40 /-. 6.The required bid security is 2% of the total estimated procurement value for Sukkur is 30,169,920 million the bidder is required to submit bid security amount Rs. 603,398.40 /-.
ITB 16.1	Bid validity period: Validity Period of the Bid will be Ninety (90) Days
ITB 17.1	Number of copies: One technical proposal submitted on Epad & one financial proposal submitted on Epad
ITB 18.2 (a)	Address for bid submission: Executive Director, SICHN, Govt. of Sindh Office First Floor, Plot no. 354 & 356 JM, Near People's Secretariat Chowrangi, Jamshed Quarters Karachi
ITB 18.2 (b)	IFB title and number: Hiring of Company for Janitorial Services for SICHN Sites IFB No. SICHN/GOS/Pro-Janitorial/26-27
ITB 19.1	Deadline for bid submission: November 17, 2026 at 10:30 a.m
ITB 22.1	Time, date, and place for bid opening: November 17, 2026 (11:00 a.m) at address mentioned at ITB 18.2 (a)
ITB 24.2	Performance Security equal to 5% in form of pay order, Demand Draft or bank guarantee shall be submitted by the vendor.

Bid Evaluation	
ITB 25.3	Criteria for bid Evaluation: Merit Point Evaluation (Highest ranking Bid) The items ranked highest in merit points (obtained through and based on technical and financial evaluation) will get unit rate central contract shall be considered as most advantageous bid.
Contract Award	
ITB 29.1	Percentage for quantity increase or decrease: 15%

ITB 25.3 Bid Evaluation

MANDATORY CLAUSES

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Bidders are requested to read and check the below requirement carefully. The provision of below documents is essential prerequisite along with submission of bid. Bids without below documents will be declared as **NON-RESPONSIVE**.

SR. #	DETAIL	YES/NO	PAGE # /Annex.
1	Tender Purchase Receipt (Original)/Paid Bank Deposit Slip		
2	Bid Security (2%) Photocopy with value hidden in Technical Proposal; Original in Financial)		
3	Technical Proposal on Company's Letterhead		
4	Bidder must be Active Tax Payers' of FBR website (for Income Tax).		
5	Bidder must be Active Tax Payers' of SRB website (for Sales Tax).		
6	Copy of CNIC of Company Owner's		
7	Undertaking on Legal Stamp Paper the Bidder is not blacklisted in any Procuring Agency		
8	FBR Income Tax Returns (last 3 years)		
9	Audited Statement for the (last 3 years)		
10	Valid registration with **SECP / Registrar of Firms**		
11	Certificate of Registration with Old Age Benefit Institute (EOBI)		
12	Valid certificate of Social Security Registration of employees. Registration Certificate with SESSI.		
13	Undertaking made by the business on Rs. 200/- stamp paper to pay all janitorial personnel a monthly wage that is at least the minimum wage set by the government of Sindh from time to time. Any infringement of this policy, at any level, may bar the company from working with SICHN.		
14	Duly signed and stamped General Compliance Certificate as per the format give at **Annexure-C** of this document.		
15	Bidder / Company Profile / Details as per **Annexure – D**		
16	Turn Over as per specimen given at **Annexure – E**		
17	Client List as per specimen given at **Annexure – F**		

Note: Regardless of the conduct or result of the tendering process, the bidder shall incur all costs related to the preparation and submission of its documents, and SICHN shall in no event be responsible or liable for such costs.

Undertaking:
We hereby confirm that we have read, understand and agree with above.

Signature & seal (bidder):_____

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EVALUATION CRITERIA

Financial proposal must be submitted on company letter head duly signed and stamped. Bidder is required to type their offer in figure and as well as in words of the total amount else the offer would be rejected.

EVALUATION / QUALIFICATION

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
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
3. The following merit point system for weighing evaluation factors/criteria will be applied for technical proposals.
4. Bidders achieving minimum 70% points / marks will be considered only for further process besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.
5. Only those Financial Proposals will be announced / considered which were technically qualified by the committee

S#	PARAMETERS / SUB-PARAMETERS	Total Marks	Obtained Marks
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**	
1.2	Head Office with 2 regional offices	10	
1.3	Head Office with 1 regional office	07	
1.4	Head Office in Karachi	05	
2.	**Year of Establishment (information *along with evidences and proof)***	**Max. 15**	
2.1	Established during 2010 -2015	15	
2.2	Established during 2016-2018	10	
2.3	Established during 2019 or later	05	
3.	Satisfactory performance certificate issued during last 5 years of services performed by Janitorial Company / Firm in any public or private organization for providing janitorial services for minimum period 12 months. ***(Valid documentary evidence showing the required details to be attached must be provided in the form or work order, contract agreement, satisfactory performance letter).***	**Max. 30**	
3.1	For deployment of the 120 or more Janitors in any Public or Private Sectors a time (10 points for each Project yearly contract – Max.30 points)	**30**	

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3.2	For deployment of the 90 or more Janitors in any Public or Private Sectors a time (8 points for each project yearly contract – Max.24 points)	24	
3.3	For deployment of the 60 or more Janitors in any Public or Private Sectors a time (5 points for each Project yearly contract – Max. 15 points)	15	
3.4	For deployment of the 30 or more Janitors in any Public or Private Sectors a time (3 points for each yearly contract – Max. 9 points)	09	
4	**Relevant & valid ISO Certification** *(Credible documentary evidence must be provided)*	**Max. 05**	
4.1	Yes	05	
4.2	No	00	
5	**Average Annual Turnover last 3 fiscal year**	**Max. 10**	
5.1	More than 90.000 (M)	10	
5.2	More than 60.000 (M) to 90.00 (M)	08	
5.3	More than 30.000 (M) to 60.00 (M)	06	
5.4	More than 10.000 (M) to 30.00 (M)	04	
6	**Human Resource / Total Number of Employees on Bidder's Payroll of last 02 years (Supported with attested EoBI's most recent contribution payment slip)**	**Max. 10**	
6.1	Above 70 Employees	10	
6.2	Above 40 Employees	7	
6.3	Above 30 Employees	4	
7	Undertaking on Rs. 200/- Stamp Paper that the company has never been blacklisted by any Procuring Agency	**Max. 05**	
8	Undertaking made by the business on Rs. 200/- stamp paper to pay all janitorial personnel a monthly wage that is at least the minimum wage set by the government of Sindh from time to time. Any infringement of this policy, at any level, may bar the company from working with SICHN.	**Max. 05**	
9	**Client's Satisfactory Performance Certificate issued during the last 5years by any Public Sector Organization OR any Private Sector large National / Multi-National organization registered with SECP.** ***(Please provide satisfactory performance letter / certificate in the form or work order, contract agreement, satisfactory performance letter).)***	**Max. 10**	
9.1	Above 15 Clients	10	
9.2	Above 10 Clients	08	
9.3	Above 7 Clients	06	
9.4	Above 5 Clients	04	
	TOTAL MARKS	**100**	

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Financial Evaluation and Scoring System for Bids
(Maximum Allocable Marks Score 30 marks)

The financial bids of technically qualified bidders will be opened publicly at the time to be announced by the Procuring Agency and the financial bids found technically non-responsive shall be returned un-opened to the respective Bidders.

Total Allocable marks for Technical Proposal = **70**

Total Allocable marks in Financial Proposal = **30**

Total Combined Allocable Score for individual bids = Marks obtained in Technical Evaluation + Marks obtained in Financial Evaluation = **100**

Scoring Methodology:

Contract will be awarded to the most advantageous responsive firm whose items ranks highest in the Combined Evaluation scoring calculated through the Marks awarded to Technical Proposal and Financial Proposal as stated in the Bid Data Sheet of these Standard Bidding Documents.

The Evaluation Methodology is a combination of non-price factors (in Technical Criteria) and price factor (in Financial Criteria); and each having points as elaborated in the evaluation preformat provided in these SBDs.

Procedure for the Marks Scoring:

Marks will be awarded or otherwise for various technical parameters of quoted item based on the prescribed Technical and Financial criteria. The total combined marks will determine the highest ranking goods category for contract award.

The formula to calculate the marks for the price by the bidders:

Financial Evaluation Score of quoted Item:

= [Lowest quoted Price of the Item ÷ Next higher proposed Price of the competing Item] **x** Total allocable financial score

Solved Example of Financial Scoring (product):

- If the lowest quoted price of an item is Rs. **86**/-, the same lowest bidder will obtain score as below:

= **[86 ÷ 86] x 30**
= **30** marks, being the lowest bidder for the quoted item.

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- If the next higher quoted price of the same item is Rs. 105/-, the marks obtained will be:

= **[86 ÷ 105] x 30 = 24.5714 Marks**

- If the next higher quoted price of the same item is Rs. 130/-, the marks obtained will be:

= **[86 ÷ 130] x 30 = 19.8461 Marks**

…. And so on.

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Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

I. **Definitions (GCC Clause 1)**

GCC 1.1 (g)—The Procuring agency is: SICHN, and Government of Sindh

GCC 1.1 (h)—The Procuring agency's country is: Islamic Republic of Pakistan

GCC 1.1 (j)—The Project Site is: Sindh Institute of Child Health and Neonatology (SICHN), Office First Floor, Plot no. 354 & 356 JM, Near People's Secretariat Chowrangi, Jamshed Quarters Karachi.

2. Country of Origin (GCC Clause 3)

All countries and territories as indicated in Part Two Section VI of the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Government-Financed Procurement".

3. Performance Security (GCC Clause 7)

GCC 7.1—The amount of performance security, as a percentage of the Contract Price, shall be: 5% in shape of Pay Order, Demand Draft or unconditional & irrevocable Bank Guarantee as per the format provided at Page 17: Form – 3 from any schedule Bank of Pakistan.

GCC 7.4— After providing services, the performance security of 5%. The Pay Order, Demand Draft or Bank Guarantee against performance security will be released upon completion of the project. Moreover, security deposit shall be forfeited by the Procuring Agency if contractor fails to comply with terms and condition of the contract at any stage during contract period.

4. Inspections and Tests (GCC Clause 8)

GCC 8.6—In regards to the delivery of Goods, feedback will be obtained from the required Place of the delivery of goods and also the timelines of deliveries if the feedback is negative, SICHN shall cancel the purchase order and award the contract to second ranked vendor.

5. Packing (GCC Clause 9)

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GCC 9.2—The bidder shall deliver the supplies at the destination in Good Condition with in a given period of time.

6. Delivery and Documents (GCC Clause 10)

GCC 10—The qualified bidder has to return the original delivery Issue Receipt Voucher from the required destination assigned by SICHN with signed and stamp to SICHN without cutting and overwriting on it, after delivery bidder shall have to maintain record by making copies of every original receipt delivery of transportation goods.

7. Insurance (GCC Clause 11)

GCC 11.1— The services provided under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is sellers responsibility. Since the Insurance is seller's responsibility, they may arrange appropriate coverage.

8. Incidental Services (GCC Clause 13)

Not Applicable

9. Spare Parts (GCC Clause 14)

Not Applicable

10. Warranty (GCC Clause 15)

Not Applicable

11. Payment (GCC Clause 16)

GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Monthly wages of the Janitors will not be less than the minimum wages fixed by the government of Pakistan from time to time. Any violation at any stage in this regard will render the Janitors company ineligible to work with SICHN, Government of Sindh.
Payment shall be made in Pak. Rupees. 100% of the Contract Price as a when services delivery to SICHN Karachi but within Thirty days (30) on submission of invoice. Income/withholding tax shall be deducted at source as per applicable taxation laws, while making the payments.

12. Prices (GCC Clause 17)

GCC 17.1—Prices submitted by the vendor shall be considered final and will not be subject to any variation at any stage of bidding and/or during services. Costs related to

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signing of the contract (stamp duty etc.) between SICHN and Company shall be responsibility of the company.

13. Liquidated Damages (GCC Clause 23)

GCC 23.1— If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in Bidding Data of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in Bidding Data. Once the maximum is reached, the Procuring agency may consider termination of the Contract.

14. Resolution of Disputes (GCC Clause 28)

GCC 28.3—The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:

In the case of a dispute between the Procuring agency and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Procuring agency's country.

15. Governing Language (GCC Clause 29)

GCC 29.1—The Governing Language shall be: English

16. Applicable Law (GCC Clause 30)

GCC 30.1-The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan which includes the following legislation:

The Employment of Children (ECA) Act 1991
The Bonded Labour System (Abolition) Act of 1992
The Factories Act 1934

17. Notices (GCC Clause 31)

GCC 31.1—procuring agency's address for notice purposes:
Sindh Institute of Child Health and Neonatology (SICHN), Office First Floor, Plot no. 354 & 356 JM, Near People's Secretariat Chowrangi, Jamshed Quarters Karachi.

—Supplier's address for notice purposes:

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SCHEDULE OF REQUIREMENTS

A: HUMAN RESOURCES

SICHN, GoS reserves the right to increase / decrease or deletes the quantities of services at the time of award of contract and also reserves the right to enhance the quantity of services without any change in unit price or other terms and conditions at any time during the contract period.

FOR SOBHRAJ, AZAM BASTI, SHAHEED BENAZIRABAD & LARKANA				
S.#	**Particular**	**Required Staff**	**Age Limit**	**Experience**
01	General Supervisor-Janitorial Services	02	Up to 50 Years	Graduate + 10 years' Experience in Hospital/ Hotel Management
02	Janitorial Workers (Male / Female)	13	Up to 40 years	Matric + 2-year Experience in Hospital/ Hotel Management
	Total	**15**		
Evaluation will be based on the current janitorial staff requirements. As operations grow, the number of janitorial personnel at SICHN sites will be increased in phases, and SICHN expects each of the following sites to require between 15 and 35 janitorial staff: Sobhraj, Azam Basti, Shaheed Benazirabad and Larkana. Bids will be evaluated separately for each district and must be submitted in accordance with the **Price Schedule (Form).** Bids that do not meet this requirement will be rejected.				

FOR NORTH KARACHI & SUKKUR				
S.#	**Particular**	**Required Staff**	**Age Limit**	**Experience**
01	General Supervisor-Janitorial Services	07	Up to50 Years	Graduate + 10 years' Experience in Hospital/ Hotel Management
02	Janitorial Workers (Male / Female)	33	Up to40 years	Matric + 2-year Experience in Hospital/ Hotel Management
	Total	**40**		
Evaluation will be based on the current janitorial staff requirements. As operations grow, the number of janitorial personnel at SICHN sites will be increased in phases, and SICHN expects each of the following sites to require between 40 and 100 Janitorial staff: North Karachi & Sukkur. Bids will be evaluated separately for each district and must be submitted in accordance with the **Price Schedule (Form).** Bids that do not meet this requirement will be rejected.				

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Note 1: Total duration of the contract will be 1 year and will be extend on satisfactory performance of qualified bidder and extension of SICHN SITES, Government of Sindh**.**

Note 2: Financial proposal must be submitted on company letter head duly signed / stamped/ typed in figure and words of the total amount; if not then bid will be considered as rejected.

Note 3: The Janitorial Services will be provided at Sindh Institute of Child Health and Neonatology (SICHN) SITES which include North Karachi, Sobhraj, Azam Basti, Shaheed Benaziarabad, Sukkur & Larkana.

PART B: MACHINERY EQUIPMENT & MATERIAL FOR EACH SITES

S.#	PARTICULARS	RATE PER MONTH	RATE PER YEAR
A.	Contractor shall supply Scrubbers, floor polishers, Moping trolleys, s brooms & hand brooms and all required machinery and equipment. **(Equipment list attached)**		
B.	All necessary cleaning material for example phenyl, bleach, oil spray, washing powder, toilet cleaner, door mates, tissue roll, air freshener, proper color-coded disposal bags for disposal of infected/ blood related products/ general waste products. Etc. will be arranged by the contractor. **(Consumables / items list attached)**		

PART C: PEST CONTROL & FUMIGATION FOR EACH SITES

PARTICULARS	RATE PER MONTH	RATE PER YEAR
Contractor will be responsible to carry out fumigation on monthly basis to ensure that the SICHN SITES will remain free from all kinds for pests, insects, rodents, street cats and dogs& anything else which fall under this category. **Note:** A log book should be maintained with properly endorsed from end user (Incharge (s) of respective floor / facility)		

Certificate will be provided by the Contractor to Competent Authority –SICHN, on monthly basis that the Hospital municipal and infected waste have been disposed off in the approved Local Government Dumping yards and through Local Municipals Organization. Infected waste will be

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disposed off under the supervision of an authorized officer of SICHN SITES and its bill will be submitted after approval from competent authority on monthly basis.

Subsequent year's price increase of offered services (in terms of percentage), in case contract is renewed on the basis of satisfactory performance	
2nd Year	_____%Escalation in first year's price as per mutual understanding between both parties and extension of SICHN SITES, GoS
3rd Year	_____%Escalation in first year's price as per mutual understanding between both parties and extension of SICHN SITES, GoS

List of Monthly Consumables Supplies for Janitorial Services for each Sites
Qty A for each Site: Sobhraj, Azam Basti, Shaheed Benazirabad and Larkana.
Qty B for each Site: North Karachi & Sukkur.

S.no	Description	Qty A	Qty B	Pack Size	Unit Price
1	Coconut Oil 1 Litre	1	2	Nos	
2	Sweep 30 Ltr Can Local	1	2	Can	
3	Phenyl Can 30 Ltr Local	2	3	Can	
4	Hypo 30 Ltr Can Local	1	2	Can	
5	Vim 790 Grams	1	2	Kg	
6	Castic	1	2	Kg	
7	Castic Soda	1	2	Kg	
8	Color	0.25	0.50	Kg	
9	Air Freshener (Roomi)	18	26	Nos.	
10	Carpet Brush	2	3	Nos	
11	Brush Hard Local	1	2	Nos	
12	Brush Soft Local	1	2	Nos.	
13	Dish Brush	1	2	Nos..	
14	Commode Brush (Local)	1	2	Nos.	
15	WC Brush Hockey Local Plastic	1	2	Kg	
16	Dry Mop Complete (Export) Top mop 32 inch	1	2	Pcs.	
17	Dust Pan Local Plastic Supri	2	4	Pcs	
18	Mixture Bucket	2	3	Pcs	
19	Spray Bottle Local 500 ml	2	4	Pcs	
20	Magic Stick Taiwan Neco (Feather Stick)	1	3	Pcs	
21	Wet Mop with Stick Mosi	2	4	Pcs	
22	Wet Mop Refill (700 grms)	20	30	Pcs	
23	Duster Shop Towel	350	500	Pcs	

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24	Scotch Bright 3m	10	15	Pcs	
25	Scrapper Large	1	2	Pcs	
26	Wiper Large	1	2	Pcs	
27	Hand Wash Can 30 Litre Local	2	4	Can	
28	Air Fresher Perfect 300ml	12	20	Pcs	
29	Insecticide Aerosel (Power Plus) Insect Killer Spray	15	25	Pcs	

Machine and Cleaning Equipment			
1	Single Disk Floor Scrubbing Machine	Nos	1
2	Vacuum Cleaner	Nos	Need Based
3	Caution Sign Boards	Nos	1
4	Mop Buckets	Nos	1
5	Glass Cleaning Kit	Nos	1
6	Extension Wire 50 Meters	Nos	1

Note: Above mentioned all items supplied to SICHN 1st date of every month. Contractor will bear all charges and also note quantities of above-mentioned items are on estimate basis and could vary excessive qty. if needed contractor will bound to supply and rates for above items for the period of 1 year or finalization of next tender.

SCOPE OF WORK FOR JANITORIAL COMPANY / FIRM

Purpose of this contract will include cleaning of the SICHN Sites premises such as North Karachi, Sobhraj, Azam Basti, Shaheed Benaziarabad, Sukkur & Larkana Hospitals, which include floors, rooms, cabins, lifts, toilets, window glasses, light fixtures, boards, name plates, and glass panels on the building's outer side, as well as the surrounding areas, through skilled and experienced staff to ensure standard cleanliness.

AIM:
Bids are invited from reputable and well-equipped Janitorial Contractors for Janitorial Services to be rendered for **SICHN SITES,** for maintaining optimum hygienic conditions and general cleanliness round the clock. The contract will follow all the protocols prescribed by **SICHN SITES,** from time to time specially with regards to the working methods and time schedule at all areas of the relevant location. The following are the scope of work to be performed if hired for provision of required services.

i. Sweeping, Cleaning & scrubbing of all Units / Wards / OPDs / Operation Theaters / Laboratories / Radiology Suites / Procedure Rooms / Seminar Rooms / Admin Blocks / Offices / Corridors etc.

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ii. Cleaning of Sewerage System regularly including Septic Tanks
iii. Contractor will be fully responsible to keep the whole covered area including walls and roofs neat and clean. Contractor will be responsible for disinfecting operation theaters, ICUs, PICUs etc. under the supervision of **Director Administration SICHN SITES** and as per the satisfaction of the Centre Administration.
iv. All the open areas like roofs terraces, ducts etc. shall also be kept neat and clean all the time by the Contractor.
v. Contractor will be responsible for cleaning windows / glasses of the Centre from both inside and outside through the cleaning cradle.
vi. Contractor will be responsible for cleaning of the outer facade of the building with cleaning cradle.
vii. Contractor will be responsible for sweeping & cleaning of all open areas, bit mouse & R.C.C Roads.
viii. Contractor will be responsible removal & disposal of non-infected (regular) garbage and infected medical waste as per E.P.A recommendation.
ix. The Janitor will provide along with usual service as follow.
- Provide bed pan / urinal to the patients as and when required.
- Maintain the Cleanliness of the equipment used there-in.
- Clean the soiled bed of patient as and when required.

x. Services will be timely framed as and when required.
xi. The contractor shall supply all equipment, tools and cleaning supplies necessary to perform the cleaning activities. The contractor shall keep all equipment clean, disinfected and in working order.
xii. The contractor shall supply all consumables **(as mentioned above of List of Monthly Consumables Supplies for Janitorial Services)**, that is most suitable for a use in health care facility.
xiii. Contractor's staff at **SICHN,** facilities will be supervised by **Director Administration SICHN Sites**.
xiv. All contractor's staff assigned to work at **SICHN SITES,** will have to sign in and out of their shifts using the existing daily attendance verification system
xv. Authorized officer / Official will declare sensitive areas / works and the list of Janitors required for that area will be provided to the contractor. These Janitors will be non-transferable and will not be terminated without taking a written permission from the hospital authorities.
xvi. Any other service which will be required in the context of cleaning.
xvii. Contractor shall have its own equipment required for Maintenance etc. Equipment must be approved by the Authorized Officer of Sindh Institute of Child Health & Neonatology, Karachi before commencement of contract.

1. CLEANING SPECIFICATIONS AND GUIDELINES:

A. DAILY SERVICES - PUBLIC AREAS:

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i. Floors will be cleaned and mopped to present an attractive appearance at all times.
ii. Dust all ledges and other flat surfaces including window sills, chairs, tables, pictures and all manner of furnishings within reach with a treated cloth. Use extension pole for high window ledges and core lighting.
iii. Remove fingerprints, smudges and stains on building directories, doorframes, wall switches, relights and glass partitions.
iv. Spot clean all vinyl wall coverings and painted surfaces.
v. Maintain janitor closets and fire hose cabinets in a clean and orderly condition.
vi. Turn off all lights, leaving on only the emergency lights.
vii. Dust signs with dry clean cloth.

ELEVATORS & DUMBWAITERS:

i. Floor will be vacuumed daily including all corners with edges, spot clean if needed.
ii. Elevator stainless steel and glass wiped cleaned.
iii. Walls and rails wiped clean with treated cloth.
iv. Clean and polish exterior of all elevator doors and trim.
v. Elevator door tracks vacuumed daily.

RESTROOMS

i. Ceramic tile and vinyl floors will be mopped with disinfecting soap and machine scrubbed daily removing any mop sludge accumulated on toilet base, wall and partitions.
ii. Clean and polish mirrors, clean enameled surface and shelving.
iii. Clean and polish plumbing piping, toilet seat hinges and other metal work.
iv. Thoroughly clean and wash with disinfectant soap sinks, basins, urinals and toilet bowls; remove stains and make certain to clean under sides of rims.
v. Low ledges, sills, tops of partitions to be cleaned with damp treated cloth.
vi. Damp wipe and wash with disinfectant all baby-changing tables. Ceramic tile should be wiped down, spot clean walls including all partitions next to toilets, urinals and sinks. Notify Supervisor in writing, etc. items that cannot be removed. Also notify Admin.
vii. Disposal trash cans include sanitary napkin dispensers. Must be emptied, cleaned and disinfected regularly.
viii. Soap dispensers, paper towel and toilet tissue dispensers wiped clean, polished and refilled. All dispensers to be checked daily.

EXTERIOR ENTRANCE AREAS

i. Sweep and vacuum walk off mats.

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ii. Empty and dry polish all trash cans.
iii. Clean and polish glass on all entrance doors both sides.
iv. Clean door facings.
v. Exterior sidewalks, remove all trash.

DAILY SERVICES - TENANT AREAS:

i. All suite doors to remain locked and closed during cleaning.
ii. Dust cleared surface areas of desks, chairs, office furniture, counter tops, filing cabinets, window ledges, top surfaces of copy machines, tables and other flat surfaces, straightening magazines if present. However, never move papers, unplug or move any office equipment unless arrangements are made with tenant and / or Management Office if cleared.
iii. Spot clean cabinet doors and appliance exterior for spills
iv. Examine Room counter tops and sinks to be cleaned with disinfectant cleaner.
v. Vacuum clean all carpet areas and spot clean all stains. Remove all paper clips and staples from all floor areas.
vi. Sweep and/or dust mop all hard surface floors. Spot clean floors.
vii. Damp mop all hard surface floors.
viii. Floors mopped and sanitized in defined suites
ix. All wastebaskets emptied and wiped with damp cloth or washed when required. Replace plastic liner daily.
x. All paper trash will be collected, bags tied and emptied into the building trash dumpster
xi. Thoroughly clean and wash with disinfectant soap all sinks, basins, urinals and toilet bowls, remove stains and make certain to clean under sides of rims.
xii. Soap dispensers, paper towel and toilet tissue dispensers wiped clean, polished and refilled. All dispensers to be checked daily.
xiii. All vinyl wall covering and painted wall surfaces will be spot cleaned.
xiv. Lights to be turned off, doors locked and alarms set as requested.

C. WEEKLY SERVICES – NON-PUBLIC AREAS

i. Dust and polish tops of desks (if cleared), chairs, office furniture, counter tops, filing cabinets, ledges, equipment and flat surfaces with treated cloth, removing all removable spots and dirt weekly.
ii. Dust fixtures, picture frames, windowsills and window blinds.
iii. Wipe out microwave ovens in the lounge areas.
iv. Empty “catch basins” on bottled water coolers.
v. Wipe down tile walls and toilet compartment partitions
vi. Wet mop all hard surface floors.
vii. Flush floor drains with clear water and enzyme disinfectant, clean and polish metal drain cover.

SICHN, KARACHI

viii. Remove all scuffmarks from hard surface flooring.
ix. Clean and polish plumbing piping, toilet seat hinges, and other metal work.

D. WEEKLY SERVICES - PUBLIC AND OTHER AREAS

i. Flush floor drains with clear water and enzyme disinfectant. Clean and polish metal drain cover.
ii. Clean and service sand urns and change out sand weekly.

BUILDING ELEVATOR

i. Ceilings cleaned; lights wiped clean.
ii. Elevator door tracks cleaned and polished.

STAIRWELLS

i. All stairwell landings, stairs and flooring under stairs swept and mopped or vacuumed as required.
ii. High areas cleared of cobwebs and dust using an extension tool.
iii. All stairwell corners cleaned out.
iv. All handrails wiped clean with disinfectant cleaner.
v. Light fixtures dusted.

JANITOR CLOSETS

i. Thoroughly cleaned and trash removed.
ii. Floors mopped and kept clean
iii. Maintain janitor closets and fire hose cabinets in a clean, orderly condition.

OUTSIDE PERIMETER

i. Clean exterior trash cans and pick up trash around exterior of building
ii. Wipe down bench and railing outside of OPD's, Radiology, Laboratory, etc.

E. MONTHLY SERVICES - ALL AREAS – PUBLIC AND OTHER AREAS:

i. Machine scrub (where appropriate) all tile hard surface floors, including grout, monthly in all common area restrooms and lobbies.
ii. Wipe down baseboards when refinishing floors; do not allow buildup of wax.
iii. Wipe down stretcher guards installed in the hospital, OPD, Radiology and Laboratory
iv. All air duct vents, diffusers will be cleaned the first week of each month.
v. Building elevator stainless steel wiped clean and polished with treated cloth.

F. QUARTERLY SERVICES:

SICHN, KARACHI

i. Strip and wax all vinyl floors in tenant suites at no additional charge. A rotating schedule is to be set up and a copy of said schedule given to Admin. Office.

G. OTHER SERVICES

i. All entrance doors to building and tenant areas are to be locked during hours of cleaning operation and under no circumstances will admittance be given to anyone not part of the cleaning company's employ.
ii. All cleaning should be performed using an industry standard disinfectant for proper sanitation.
iii. Report all mechanical deficiencies, i.e. dripping faucets, running toilets to Supervisor/ Admin.

2. QUALITY OF WORK

i. 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.
ii. The decision of the **SICHN SITES** 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 **Director Administration SICHN SITES** 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 appropriate.

iii. Upon sub-standard services and unsatisfactory performance of the workers as determined by the **Director Administration SICHN** giving one month's notice to the Company, shall terminate the contract agreement. Unsatisfactory performance includes:

- Inability 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 SICHN SITES, property due to the negligence / unsatisfactory performance of the contractor.
- Non-reporting of major incidents to SICHN management that occurs in the SICHN SITES premises.
- During the validity of the contract agreement, in case damage occurs to the property or personnel of the SICHN SITES and caused by the negligence of the worker the company shall be wholly responsible and liable for paying for such losses occurred to SICHN,SITES.

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3. GENERAL CONDITIONS:

i. 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 may be imposed and recovered from contractor's bills for unsatisfactory performance of work.

ii. Contractor will be bound to provide uniform (approved by the competent authority (**Director Administration SICHN SITES**) to their staff and ensure that the staff wears neat and clean uniform. In case of violation fine will be imposed by the Competent Authority - or Authorized Officer, which will be at least Rs. 500/- per employee per day.

iii. In case of any dispute between Janitors / workers and the contractor the matter shall be, referred to the administration for arbitration whose decision shall be final. Contractor shall provide duty rooster of the supervisors According to the Centre administration on monthly basis.

iv. Indiscipline Janitors / the Janitors involved in immoral activities will not be allowed to serve in the hospital.

v. Contractor will be bound to replace the Janitors who will be unwanted by the Centre Administration immediately.

vi. Janitors will work according to time table issued by the Authorized Officer of the **SICHN, SITES** or Competent Authority - (**Director Administration SICHN SITES**).

vii. Contractor will work according to the Government rules / policy;

- Child labor rules and basic human rights will not be violated by the Contractor.
- Age of worker shall not be less than 18 years.
- Contractor must comply with the existing labor laws of Sindh and Pakistan.
- Contractor will be bound to pay minimum wages to the Janitorial staff as per prevailing laws along with contribution to EOBI & SESSI.
- Contractor shall be bound to provide the sanctioned strength of Janitors and cleaners at all-time even on holidays.
- Contractor will not appoint any person with an addiction of Pan, Gutka, Manpuri and anything which falls under this category. Failing so said person would be terminated immediately and a fine would be imposed on Contractor.

viii. In case of any complaint or observation conveyed to the Contractor or their supervisor by Competent Authority or official concerned, of (**SICHN, SITES**), the Contractor will report the steps taken in order to rectify those observations in writing within stipulated time.

ix. Attach list with bid documents, machinery / equipment / tools (relevant to the scope of

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work) which will be utilized by the Contractor to carry out desired operations.

x. Contractor will ensure uninterrupted services under all circumstances, without any complaints being referred to the management.

Note:

Financial proposal must be submitted on company letter head duly signed / stamped/ typed in figure and words of the total amount; else the offer would be rejected.

ANNEXURE – A

TECHNICAL PROPOSAL SUBMISSION FORM
(On company's /firm's or Contractor's /Service Provider's Letterhead)

To (Name and address of Client / SICHN)

Dear Sir,
We, the undersigned, offer to provide **the_____(insert title of assignment)** inaccordance 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. Theamounts 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 inaccordance with the delivery schedule specified in the schedule of requirements. If our bid isaccepted, 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 thisbid, 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 notdefray 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 :

SICHN, KARACHI

ANNEXURE – B

Price Schedule (Form)

Name of Bidder _____. IFB Number _____. Page of ___.

Financial Proposal of Janitorial Services will be submitted as per mentioned below format, if any bidder fails to provide on same format will be considered as rejected.

1	2	3	4	5
S.no	Rank	Qty	Per Person Service Charges (*)	Total Rate
1				
2				
3				
4				

(*) Include Minimum Wages Compliance, EOBI, SESSI, Uniform Charges, Operational Expense including: (Machinery, Equipment, Consumables Material, Best control & Fumigation) and Applicable Taxes.

Note: The proof of minimum wage, the copy of EOBI Challan, SESSI Registration should be submitted with the invoice every month.

REJECTION / ACCEPTANCE OF BID

1. bidder fails to meet all the requirements of Tender Eligibility / Qualification Criteria; or
2. bids submitted for partial / limited services / items as specified in the Format for Quoting the Rates / Schedule of Requirements / B.O.Q; or
3. bid submitted with shorter bid validity period; or
4. bidder fails to meet the minimum evaluation criteria requirements; or
5. bid not accompanied by the Bid Security (Earnest Money) of required amount and form; or
6. bidder refuses to accept the corrected Total Bid Amount / Price; or
7. rates quoted by bidder are not workable (not meeting the requirements of minimum wages, Income Tax, Sales Tax, EOBI, SESSI, etc.), or on higher side etc.

Name of Company: _____

Authorized Signature with Sealed: _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail

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ANNEXURE – C

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. SICHN/GOS/Pro-Janitorial/26-27, Dated: _____, "HIRING OF COMPANY FOR JANITORIAL SERVICES".

Dear Sir,

I/we have carefully read the Terms & Conditions as stated in the Tender materials linked above. I/we thus declare that my company is in agreement with all of the terms of this tender. Additionally, I/we attest that I am a duly authorised signatory of my business and am thus qualified to make this declaration.

Yours faithfully

Authorized Signature [In full and initials]: _____

Name and Title of Authorized Signatory:_____

Name of Bidder:_____

Stamp / Seal _____:

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ANNEXURE – D

Bidder Profile / Details

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:

SICHN, KARACHI

ANNEXURE – E

DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN
(On company's /firm's or Contractor's /Service Provider's Letterhead)

[Location, Date]

To: [Name and address of Employer]

Re: Tender Reference NO. SICHN/GOS/Pro-Janitorial/26-27, Dated: _____, "HIRING OF COMPANY FOR JANITORIAL SERVICES".

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

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ANNEXURE – F

CLIENT LIST
(On company's /firm's or Contractor's /Service Provider's Letterhead)

[Location, Date]

To: [Name and address of Employer]

Re: Tender Reference NO. SICHN/GOS/Pro-Janitorial/26-27, Dated: _____, "HIRING OF COMPANY FOR JANITORIAL SERVICES".

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/orlarge National / Multi-National organization registered with SECP **for providing the 50 or more 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 :
Encl : As above

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ANNEXURE – G

Contract Agreement Form

THIS AGREEMENT made the _____ day of _____ 26_____ between *[name of Procuring agency]* of *[country of Procuring agency]* (hereinafter called "the Procuring agency") of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

The Supplier shall perform the Services for a period of _____, commencing on _____ and continuing up to _____, or for such further period as may be mutually agreed upon by the parties in writing.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
(a) The Technical Proposal and the Financial Proposal submitted by the Bidder;
(b) The Schedule of Requirements;
(c) Scope of Works
(d) The Technical Specifications;
(e) The General Conditions of Contract;
(f) The Special Conditions of Contract; and
(g) The Procuring Agency's Notification of Award.
(h) Other terms and condition specified in bidding documents.

3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract and the supplier undertook the remedying of defects therein (if detected as per specification by experts if any).

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IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by

(EXECUTIVE DIRECTOR)

Sindh Institute of Child and Health Neonatology

(SICHN), Government of Sindh

Signature

Chief Executive Officer

Name of Company

For and on behalf of Service Provider

SICHN, KARACHI

ANNEXURE – H

Performance Security Form

To: *[name of Procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated _____ 26_____ to supply *[description of goods and services] (*hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, 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 Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____26_____.

Signature and seal of the Guarantors

_____

[name of bank or financial institution]

_____

[address]

_____

[date]

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FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN
AS PER SPPRA AMENDMENT 0F 2019, RULE 89
CONTRACTS WORTH RS. 0.1 MILLION OR MORE

ANNEXURE – I

Epad No: Dated:
Contract Value:
Contract Title:

Name of Supplier/Contactor/Consultant Here by 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 GoS through any corrupt business practice.

Without limiting the generality of the foregoing, **Name of Supplier/Contactor/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 GoS, except that which has been expressly declared pursuant hereto.

Name of Supplier/Contactor/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 GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

Name of Supplier/Contactor/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 rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, **Name of Supplier/Contactor/Consultant** agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] 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 GoS.

For and on behalf of the Buyer (SICHN)	**For and on behalf of the Seller/Supplier (Service Provider)**
Signature: ……	Signature……

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QUETTA

24 Pages, Regd. No. K-337
Vol. XL No. 190 | Rs 60

The Nation

Jamadi-ul-Awwal 20, 1448
SUNDAY,
November 01, 2026

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OFFICE OF THE EXECUTIVE DIRECTOR
Sindh Institute of Child Health and Neonatology (SICHN), Government of Sindh, Karachi

Ref No: SICHN/GOS/Proc./Adv-NIT/XIII/26-27/93 dated.28.10.2026

ADVERTISEMENT OF NIT

The Sindh Institute of Child Health and Neonatology (SICHN) now invites e-bids through E-Pak Acquisition and Disposable System (EPADS) for eligible bidders for services of following mentioned Project for fiscal year 2026-27 under the relevant provision of Sindh Public Procurement Rules 2010 (Amended 2019).

Interested bidders are invited to submit a written application along with a non-refundable tender fee of Rs. 5000/- via cash deposit in Sindh Bank account in favor of the "Sindh Institute of Child Health and Neonatology (SICHN)", and submit the paid deposit slip at the First Floor, Plot No. 354 & 356 JM, Near People's Secretariat Chowrangi, Jamshed Quarters, Karachi between 0900 to 1500 hours except Sunday and Holidays from date of publication up to 17-11-2026 up to 10:00 a.m. A complete set of bidding document containing detailed terms and conditions, can be viewed / downloaded from https://portalsindh.eprocure.pk/#/.

The Bids prepared in accordance with the instructions in the bidding documents must be submitted on EPADS and All bids must be accompanied by a bid security as mentioned below of the total estimated value of the procurement in shape of Bank Draft or Pay Orders or Call Deposit in the name of Sindh Institute of Child Health and Neonatology (SICHN) must reach before the deadline for the submission of e-bids, which will be opened on the same day 17-11-2026 at 11:00 a.m at First Floor, Plot no. 354 & 356 JM, Near People's Secretariat Chowrangi, Jamshed Quarters Karachi.

The Procurement Committee of SICHN reserves the right to postpone / accept / reject any / all bids under the relevant provision of SPPRA Rules 2010 (Amended 2019).

S. No	Tender Title	Earnest Money	Tender Fee	Sale of Tender Document	Last date and time of Tender sale	Date and time of Submission of Tender	Date and time of Opening of tender	Tender Opening Venue/ Address
1.	Hiring of Company for Janitorial Services for SICHN Sites	2%	5000/-	From day of Publication of NIT	On or before 17-11-2026 up to 10:00 a.m.	On or before 17-11-2026 up to 10:30 a.m.	17-11-2026 at 11:00 a.m.	Sindh Institute of Child Health and Neonatology (SICHN), First Floor, Plot No. 354 & 356 JM, Near People's Secretariat Chowrangi, Jamshed Quarters Karachi.
2.	Hiring of Company for Security Services for SICHN Sites							
3.	Rental Services for Medical Gases (Liquid Medical Oxygen, Compressed Medical Oxygen and Nitrous Oxide) for SICHN Sites (Re– Adv							

N.B.

- In case of Govt. announces Public Holiday then Tender will be submitted and opened on next working day.
- All NITs shall include Government Taxes including Professional Tax, GST, SRB and others wherever and if applicable.
- In case of any difficulty prospective bidders may contact EPADS helpline 051-111-137-237 during working days/hours.

INF-KRY No. 4903/26

EXECUTIVE DIRECTOR
(SICHN), GOVERNMENT OF SINDH
Phone no. +9221-99333101-2-3

iWORK FOR SINDH
www.iwork4sindh.com

Sr. No. 1894

GOVERNMENT OF SINDH
SINDH INSTITUTE OF CHILD HEALTH & NEONATOLOGY (SICHN)

No-SICHN/GoS/Re-Mod/Constitution of PC/2025-26/243 Date: 01-04-2026

NOTIFICATION

In partial modification of this office Notification **No-SICHN/GoS/Constitution of PC/2025-26/110** dated: **28.10.2025** the procurement committee has been modified for the procurement of goods, works and services with the approval of Executive Director – SICHN. The composition of Procurement committee is as under:

1. Dr. Shahid Raza, Chief Executive Officer, SICHN, Karachi — **Chairman**
2. Mr. Jalaluddin Akber, Prof at Baqai Medical University/Member of BoD — **Member**
3. Mr. Zulfiqar Ali Dars, Deputy Secretary, Health Department, GoS — **Member**

ToRs of the Committee are as under:

The TORS / Functions / Responsibilities of the procurement Committee in accordance with Rule-8 Of SPP Rules 2010 (Amended 2019) Shall be as under:

I. Preparing bidding documents.
II. Making recommendations for the award contract to the competent Authority.
III. Perform any other function ancillary and incidental to above.

(Prof. Syed Jamal Raza)
Executive Director-SICHN, Karachi

Copy forwarded for information to:

1. The P.S to the Chairperson, Board of Directors, SICHN, Karachi
2. The P.S to the Secretary, Health Department, Government of Sindh
3. All Concerned Member
4. Office File.

Prof. SYED JAMAL RAZA
Executive Director
Sindh Institute of Child Health & Neonatology
Karachi.

(Prof. Syed Jamal Raza)
Executive Director-SICHN, Karachi

GOVERNMENT OF SINDH
SINDH INSTITUTE OF CHILD HEALTH & NEONATOLOGY (SICHN)

No-SICHN/Re-Constitution of Committee/CRC/2023-24/63

Date: 16-04-2024

NOTIFICATION

In Subservience to the Complaint Redressal Committee of this office Notification **No-SICHN/Constitution of Committees/2021-22/05** dated: **01.11.2021** the Complaint Redressal Committee is hereby re-constituted in order to address the complaints of bidder as per SPPRA Rules:

1.	Prof. Syed Jamal Raza, Executive Director, SICHN, Karachi	**Chairman**
2.	Mr. Aftab Ahmed Junejo, Accounts Officer, A.G Sindh, Karachi	**Member**
3.	Prof. Khemchand N Moorani, General Secretary, NICH Trust, Karachi	**Member**

The TORS / Functions / Responsibilities of the Complaint Redressal Committee in accordance with Rule-31 of SPP Rules 2010 (Amended 2019).

(Prof. Syed Jamal Raza)
Executive Director-SICHN, Karachi

Prof. SYED JAMAL RAZA
Executive Director
Sindh Institute of Child
Health & Neonatology
Karachi.

Copy forwarded for information to:

1. The P.S to the Chairperson, Board of Directors, SICHN, Karachi
2. The P.S to the Secretary, Health Department, Government of Sindh
3. All Concerned Member
4. Office File.

(Prof. Syed Jamal Raza)
Executive Director-SICHN, Karachi

Prof. SYED JAMAL RAZA
Executive Director
Sindh Institute of Child
Health & Neonatology
Karachi.

CamScanner