



NATIONAL TELECOMMUNICATION CORPORATION
NATIONAL TELECOMMUNICATION CORPORATION

REGIONAL DIRECTORATE QUETTA

Mir Jaffar Khan Jamali Road Quetta

EPADS E-TENDER DOCUMENTS

JANITORIAL SERVICES FOR NTC DIRECTORATE
QUETTA ON RATE RUNNING CONTRACT BASIS
FOR THE PERIOD OF ONE YEAR

E-Tender Notice # DIR-QTA/ ADMN-652/JNT/2026-27

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SECTION-I

INSTRUCTIONS TO THE BIDDERS

1 INVITATION TO e-BIDS

Tender Notice No. DIR-QTA/ADMN-652/JNT/2026-27

National Telecommunication Corporation (NTC), invites electronic bids from the contractor's / service providers, registered with Income Tax and Sales Tax Department having relevant experience for supply of following services:

Description of Service	Last Date & Time of Bid Submission	Bid Opening Date & Time
Janitorial services for NTC Directorate Quetta on rate running contract basis for the period of one year	23-06-2026 @ 11:00 Hrs.	23-06-2026 @ 11:30 Hrs.

Bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at (www.eprocure.gov.pk).

Electronic bids must be submitted through EPADS on or before the bid closing date and time, as specified in the table. Manual bids will not be accepted. Electronic bids will be opened on the same day, at least 30 minutes after the bid closing time, as indicated in the table.

Note: Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on EPADS at www.eprocure.gov.pk and on www.ntc.net.pk.

Director NTC Quetta

NTC Regional Directorate Mir Jaffar Khan Jamali Road Quetta

Phone: 081-9202151 **Fax:** 081-9202153

www.ntc.net.pk

INSTRUCTIONS TO THE BIDDERS

1. SCOPE OF TENDER

1.1 National Telecommunication Corporation intends to outsource the janitorial services for 05×working days (Monday to Friday) as per routine and on call as and when required and cleaning of main façade & windows of NTC Regional Directorate Building Quetta etc on rate running contract basis for a period of one year. The detail of the same is as under: -

1.1.1 SERVICES TO BE PROVIDED

ONCE DAILY

- Vacuum and spot cleaning of all carpets and rooms of all officers
- Reception Area
- Customer Service Area
- Store Rooms
- Corridors.
- Staircases
- Sweeping of area in front and behind of the building (with NTC premises).
- Removal of all fingerprints, dirt, etc. from all glasses, doors and light switches.
- Empty all waste paper bins and other trash containers and then dispose them off.
- Washing of all mirrors, dispensers, faucets, flush tanks etc. with non scratch disinfections cleaners, wipe and dry all sinks.
- Washing of all toilets, urinals and sinks.

TWICE AT LEAST OR ON REQUIREMENT

- Cleaning, Sweeping and mopping of entire Building
- Corridors
- Waiting Areas on all Floors
- Cleaning of toilets with branded disinfections material and provision of phenyl balls in basins and urinals. Three time in a day.
- Emergency cleaning whenever required.

WEEKLY SERVICES

- Washing of towels.
- Cleaning and washing of external area of NTC Directorate Building i.e. in front and back of building.
- Removal of Spider webs from offices.

- Cleaning of external windows.

MONTHLY SERVICES

- Cleaning of main glass, cladding and external windows of the building.

1.1.2 GENERAL INSTRUCTIONS

- Company will provide Lervia or equivalent soaps (Large size), towels (white export quality), tissue rolls (Fay Soft) and other toilet accessories including air freshener tablets & phenol balls in washbasins etc. as per requirement in the toilets of the building etc. The quality and quantity of these fast consuming products shall be on the discretion of NTC and company will ensure regular availability.
- The personnel will wear a uniform with identification card showing his name and company name duly signed by company manager in NTC premises.
- Company will provide a cleaning trolley to janitor for each floor which will be equipped with all required material used for cleaning etc.
- Company will provide cleaning material to their staff and they must be well equipped and having expertise of cleaning at height, operating the machine used for cleaning the whole face of the NTC Directorate building and other NTC sites.
- Safety of personnel (i.e. Insurance) will be the responsibility of contractor.
- Bidder will conduct a survey on the basis of which he will select the type of solution required for cleaning of main façade as per site conditions.

2. **ELIGIBLE BIDDERS**

Tendering is open to all suppliers who meet following criteria.

- Have at least 03 x year relevant experience of providing such services to other Government / Reputable Private organizations in Pakistan.
- Duly registered with the Income Tax / GST / BRA authorities of Pakistan / Balochistan.
- The firm must provide undertaking on at-least PKR 100/- Judicial Paper that:
 - The firm is not black listed from any government organization.
 - The firm does not have any linkage with India and/or Israel regarding ownership, sponsoring etc.
- The bidder must fully comply to the tender clauses as per **Annex-B**.

Note: *Prospective Bidder Must Provide Valid Documentary Proof against serial # (4.1-4.5) along with the bid. Non-Submission of any of above document will lead to Consideration of a firm as NON-RESPONSIVE & Sub-sequent NON-CONSIDERATION for the evaluation.*

3. **COST OF TENDERING**

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

4. CLARIFICATIONS OF TENDER DOCUMENTS

- 4.1 A prospective bidder requiring any clarification(s) regarding technical and commercial aspects of the tender document may notify to NTC on EPADS platform only, however, in case of further clarification/understanding are required, the bidder may contact following NTC Officers:

AD (A&HR) NTC Quetta
Tel: 081-9201300
Email: ghulam.sarwer@ntc.org.pk

- 4.2 The concerned NTC officer will respond to any request for clarification on EPADS, which receives well before (approximate 05 working days or more) to the deadline for the submission of bids.

5. AMENDMENT OF TENDER DOCUMENTS

- 5.1 At any time prior to the deadline for submission of bids, the NTC may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the tender documents by issuing addendum on EPADS.
- 5.2 Any addendum thus issued shall be part of the tender documents. To afford bidders reasonable time in which to take an addendum into account in preparing their bids, the NTC may at its discretion extend the deadline for submission of bids.

6. PREPARATION OF TENDER / BID DOCUMENTS

- (i) Bid should be prepared considering **single stage - single envelope** procedure.
- (ii) Bid documents and all correspondence will be in English language.
- (iii) The bid should have a covering letter on letter pad of the firm. All pages of the bid shall be initialed/signed and official seal be affixed by the person(s) authorized to sign. This shall be indicated by submitting a written Power of Attorney authorizing the signatory of the bid to act for and on behalf of the bidder. In addition, all the pages of the submitted bid must be numbered. Complete bid shall be scanned and uploaded on EPADS.

6.1 Following documents shall be submitted with the proposal:

- a. Duly filled Bill of Quantity as per **Annex-A1 & A2**.
- b. Duly filled commercial compliance statement as per **Annex-B**.
- c. Duly filled technical compliance statements as per **Annex-C**.
- d. Valid Bid Security.
- e. Documentary evidence and certificates as per Qualification Criteria.
- f. Company Profile.

NOTE: Every participant bidder may submit all above mentioned documents and samples. Non-submission of any of above documents or samples at the time of bid opening may lead to declaration of bidder as non-responsive & non-consideration for further evaluation.

7. LANGUAGE, DOCUMENTS

- 7.1 Bid documents and all correspondence will be in English language.
- 7.2 All pages of the bid shall be initialed/singed and official seal be affixed by the person(s) authorized to sign.

8. PRICE

- 8.1 Prices should be quoted in Pak Rupees inclusive of all the government taxes (if applicable)
- 8.2 The price quoted should be firm, final, and clearly written/typed without any ambiguity on printed letter pad.
- 8.3 The rates / prices shall be entered against each item in the BoQ as per Annex-A1 & A2. Any item against which no rate or price is entered and left blank by the bidder shall be deemed covered by the rates / prices for other items in Annex-A1 & A2.
- 8.4 The bidder shall be deemed to have obtained all information as to all the requirements thereto which may affect the bid price.

9. TENDER SECURITY / EARNEST MONEY

- 9.1 The bidder shall furnish tender security amounting to **PKR. 1300,000/-** (Pak Rupees One Hundred Thirty Thousand Only) in the form of Pay Order or Deposit at Call issued by a scheduled bank of Pakistan in favor of NTC valid for a period of **120 days**.
- 9.2 The Original Bid Security shall be delivered in person or sent by the registered mail which should reach the office of Director NTC Quetta, NTC Regional Directorate Mir Jaffar Khan Jamali Road Quetta on or before **11:00 hours on 23-06-2026**. Any online bid for which original bid security does not reach before deadline of the bid shall be rejected by the NTC as non-responsive. Scanned Copy of bid security shall be uploaded by the bidder on EPADS before deadline of bid submission. Any bid not accompanied by bid security shall be rejected by the NTC as non-responsive
- 9.3 The tender securities / earnest money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of tender security whichever is earlier. The tender securities of bidders, who are not in competition, can be returned earlier at NTC discretion upon receiving a request.
- 9.4 The tender security of the successful bidder will be returned upon submission of performance security and signing of contract.
- 9.5 All correspondence regarding release / extension of bid security shall be made with Director NTC Quetta.
- 9.6 The tender security may be forfeited:
- i. If a bidder withdraws his bid during the period of bid validity.
 - ii. If the bidder does not accept the correction of his bid validity.

- iii. In the case of successful bidder, if he fails to furnish the required performance security or sign the contract agreement.
- iii. If bidder does not respond to clarifications called by NTC.

10. VALIDITY OF BIDS

Bid shall remain valid for a period of **120 days** from the date of tender opening.

11. DEADLINE FOR SUBMISSION OF BID

- 11.1 The bid shall be uploaded in PDF format on PPRA EPADS website i.e. www.eprocure.gov.pk on or before "**11:00 hours on dated 23-06-2026**".
- 11.2 The bidders are required to follow procedure of EPADS and for any clarification/assistance regarding EPADS they may contact PPRA Helpline UAN: 051-111-137-237.
- 11.3 Bid received other than EPADS i.e. hard/Soft copy delivery in person or through e-mail or fax or registered mail will be not accepted by NTC.

12. MODIFICATION & WITHDRAWAL OF BID

- a. Any bidder may modify or withdraw their bid after bid submission provided that written notice of the modification or withdrawal is received by the concerned officer prior to the deadline for submission of bids.
- b. No bid may be modified or withdrawn by a bidder after the deadline for submission of bids.

13. OPENING OF BID

- a. The NTC tender committee will download the bids at **11:30 hours on dated 23-06-2026** in the presence of bidders' representatives who choose to attend, at Regional Directorate NTC Quetta.
- b. The bidder's name, bid prices, any discount, the presence or absence of tender security, and such other details as the committee at its discretion may consider appropriate, will be announced at the tender opening.
- c. The tender committee will resolve any issue raised by the bidders, on the spot.
- d. NTC reserves the right to reject any one or all bids prior acceptance of a bid / proposal.

12. RESPONSIVENESS OF BIDS

- 12.1 The valid bid security is submitted.
- 12.2 The bid is valid till required period.
- 12.3 The bid prices are firm during its validity and inclusive of all taxes, duties etc.
- 12.4 Completion period offered is within specified limits.
- 12.5 The bidder is eligible to tender and possesses the requisite experience.
- 12.6 The bid does not deviate from basic technical requirements.
- 12.7 The bid is generally in order etc.

13. EVALUATION CRITERION FOR MOST ADVANTAGEOUS BIDDER

- 13.1 The tender evaluation committee will evaluate and compare only the bids previously determined to be substantially responsive.
- 13.2 Evaluation will be carried out on **qualification, quality and cost basis**.

13.3 The **Most advantageous bidder** shall be the one fully compliant to **qualification criteria, compliant to quality criteria** and **highest ranked** in cost evaluation criteria as defined below:

14. Qualification Evaluation Criteria:

In first step, the received bids shall be evaluated on qualification criteria mentioned and full compliance to the terms and conditions set out in RFT shall be evaluated as per RFT clause 4 above. The bidders fully compliant to qualification criteria shall be declared as qualified. **Any firm found non-compliant in any of these conditions will be declared disqualified and will not be considered for further evaluation proceedings.**

14.1 Quality Evaluation Criteria:

It will be examined in detail whether the quoted items by the bidder comply the Technical Specification as enunciated in **Annex-A1 and Annex-A2** respectively. For this purpose, the bidder's data submitted with the bid will be compared with terms and conditions set forth in the tender documents; supported documents & clarification will be sought in case compliance is not evident from the literature / documents. Bidders obtaining minimum 75% marks in the technical specifications of each item besides complying all mandatory clauses will be considered technically qualified. **Any bidder obtaining less than 75% marks in technical specification of each item will be rejected by NTC.**

14.2 Cost Evaluation Criteria:

Cost evaluation of the bids shall be carried out by comparison of bids evaluated prices as per bill of quantity at Annex-A1 & A2. The bidder with lowest financial price against each item will be declared as **highest ranked** and so on.

14.3 Any effort by a bidder to influence NTC in the tender evaluation, bid comparison or order award decision may result in the rejection of his bid.

14.4 Any minor informality or non-conformity or irregularity in the bid which does not constitute a material deviation may be waived by NTC, provided such waiver does not prejudice or affect the relative ranking of any other bidders.

15 CLARIFICATIONS / CORRECTIONS OF BID

15.1 To assist in the examination, evaluation and comparison of the bids the committee, at its discretion, may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

15.2 Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between unit price and total price that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected.

15.3 If the bidder does not accept the corrected amount of bid, his bid will be rejected and its tender security forfeited.

16 COMMERCIAL COMPLIANCE STATEMENT

The bidder will furnish a compliance certificate with the bid.

17 VARIATION ORDER

NTC reserves the right to place variation order (increase or decrease or delete in the quantities of BOQ). The bidder shall be bound to accept the variation order by NTC.

18 AWARD CRITERIA & NTC'S RIGHT

- 18.1 The bid of eligible and commercially compliant bidder with financially lowest evaluated cost shall be considered as **most advantageous bid on item-wise-basis.** Contract will be awarded to most advantageous bid.
- 18.2 The NTC reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the NTC's action.

19 NOTIFICATION OF AWARD & SIGNING OF CONTRACT AGREEMENT

- 19.1 Prior to expiration of the period of tender validity prescribed by NTC, the NTC will notify the successful bidder Letter of Intent (LoI) through EPADS that their tender has been accepted.
- 19.2 Within 5 days from the date of furnishing of acceptable performance security under the condition of contract, the formal contract shall be executed with the successful bidder.

20. INSURANCE AND WELFARE OF WORKERS

The Contractor will be responsible for timely payments, all insurance, medical claims and welfare of its workers in all respects and NTC will not be responsible / liable for the same.

- 20.1 Contractor shall be responsible for payment of wages, Government dues, workman compensation, old age benefits, social security, group insurance etc as per law.
- 20.2 Payment towards worker's insurance and EOBI or any other dues that may become applicable shall be paid by the firm at no extra cost to NTC.
- 20.3 The Contractor shall disburse the salary on 1st of every month.
- 20.4 Contractor shall ensure that minimum wages as prevailing Government instructions are followed in true spirit.

IMPORTANT CONDITIONS OF CONTRACT / PURCHASE ORDER

1. PERFORMANCE SECURITY

- 1.1 The contractor shall furnish performance bond of **10%** of total contract / order value in the shape of Pay order / Demand Draft issued by any scheduled bank of Pakistan in favor of Director NTC Quetta at the time of confirmation. NTC has the right to confiscate the performance security in case of default during the period. This performance security will be released by NTC after successful completion of the warranty/contract period.
- 1.2 The performance securities will be released upon successful completion of contract. Failure of the contractor to complete the work or render the required services within retention of guarantee will result in confiscation of performance security.

2. RESPONSIBILITIES/OBLIGATIONS OF THE CONTRACTOR

The Contractor shall undertake the following assignments:

- 2.1 Provision of rational janitorial services on all working days (Monday to Friday) at all sites, mentioned in Annex-A1.
- 2.2 Provision of rational cleaning services once in a month at NTC Directorate Building. The contractor shall ensure the cleaning of main façade and windows of NTC Directorate Building etc Quetta in all respect.
- 2.3 The Contractor shall not subcontract the whole of the works or any part of the work.
- 2.4 The contractor shall with due care and diligence, execute the work and remedy any defect therein in accordance with the provision of requirements.
- 2.5 The contractor shall not indulge into correspondence with unconcerned offices and organizations within or outside NTC. Officers authorized in this connection are given below: -

Director
National Telecommunication Corporation, Quetta

Assistant Director (Admin & HR),
National Telecommunication Corporation, Quetta.

- 2.6 The contractor shall conform in all respects with the provisions of all Federal Provincial and Local Laws, Regulations and any other Laws for the time being in force in Pakistan including all regulations or by-laws of any local or other duly constituted authority within Pakistan which may be applicable to the performance of the contract and the rules and regulations of public bodies and companies whose property or rights are affected or may be affected in any way by the works (hereinafter referred to as "State laws") and shall give all notices and pay all fines required to be given or paid thereby and shall keep indemnified against all penalties of every kind for breach of any of the same. For the term of

the contract, as far as reasonably practicable and without liability on its part, NTC shall provide such information as may be required by the contractor.

3. RESPONSIBILITIES OF NTC

All the payments will be made on monthly basis by the Director NTC Quetta through Assistant Director (Admin & HR) NTC Quetta.

4. NTC PROJECT DIRECTOR/ ULTIMATE CONSIGNEE

- 4.1 The Director NTC Quetta will be the Project Director from NTC side. He will coordinate with the contractor for the satisfactory completion of contract.

5 CONTRACTOR PERSONNEL

5.1 General

The Contractor shall employ experienced Personnel required to carry out the Services and shall provide the detail of personnel detailed for execution.

6. DURATION OF CONTRACT

The contract shall remain valid for the period of 12 months (01 Year) from the date of signing of the contract.

7. LIQUIDATED DAMAGES & FORFEITING PERFORMANCE BOND

If the contractor fails to execute the services in professional manner NTC may forfeit the performance bond submitted by the contractor after issuance of Show Cause Notice to the contractor.

8. FORCE MAJEURE

- 8.1 The contractor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- 8.2 If either party is temporarily rendered unable, wholly or in part by Force Majeure to perform its duties or accept performance by the other party under the Contract it is agreed that on such party, giving notice with full particulars in writing of such Force majeure to the other party within 07 (seven) days after the occurrence of the cause relied on, then the duties, of such party as far as they are affected by such Force Majeure shall be suspended during the continuance of any inability so caused but for not longer period and such cause shall as far as possible be removed with all reasonable speed. Neither party shall be responsible for delay caused by Force Majeure. The terms "Force Majeure" as used herein shall mean Acts of God, strikes, lockouts or other industrial disturbance, act of public enemy, war, blockages, insurrections, riots, epidemics, landslides, earthquakes, fires, storms, lightning, flood, washouts, civil disturbances, explosion, Governmental Export/Import Restrictions (to be supported by a letter from the relevant Authority and verified by the Diplomatic Mission in Pakistan),

Government actions/restrictions due to economic and financial hardships, change of priorities and any other causes similar to the kind herein enumerated or of equivalent effect, not within the control of either party and which by the exercise of due care and diligence either party is unable to overcome. The terms of this contract shall be extended for such period of time as may be necessary to complete the work which might have been accomplished but for such suspension. If either party is permanently

prevented wholly or in part by Force Majeure for period exceeding 4 (four) months from performing or accepting performance, the party concerned shall have the right to terminate this contract immediately giving notice with full particulars for such Force Majeure in writing to the other party, and in such event, the other party shall be entitled to compensation for an amount to be fixed by negotiations and mutual agreement.

- 8.3 If a Force Majeure situation arises, the contractor shall promptly notify NTC in writing of such conditions and the cause thereof. Unless otherwise directed by NTC in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practicable, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

9. TERMS OF PAYMENT

- 9.1 100 % Monthly payments shall be payable to contractor by Director NTC Quetta through Assistant Director (Admin & HR) NTC Quetta.
- 9.2 Payments will be made on monthly basis after issuance of acceptance certificate by Assistant Director (Admin & HR) NTC Quetta.
- 9.3 Payment towards worker's insurance and EOBI or any other dues that may become applicable shall be paid by the firm at no extra cost of NTC.
- 9.4 Contractor shall ensure that minimum wages as prevailing Government instructions are followed in true spirit.

10. CONTRACTOR'S NEGLIGENCE

The contractor shall indemnify NTC in respect of all injury or damage to any person or to any property against all actions, suites, claims, demands, charges and expenses or breach of statutory duty of the contractor, any sub-contractors before or after, the whole of the contract duration has been finally accepted.

11. CONTRACTOR'S DEFAULT

- 11.1 If the Contractor;
- Have abandoned the Contract, or
 - Without reasonable excuse have failed to commence the Works
 - Despite previous warnings by NTC in writing, not executing the works in accordance with the contract, or neglecting to carry out his obligations under the Contract or cancel the Contract.
- 11.2 NTC will have the right to cancel the contract under the above clause, and it shall not be liable to pay to the Contractor any money on account of the contract.

Moreover, the performance bond deposited by the Contractor shall also be confiscated by the NTC under such circumstances.

12. ARBITRATION AND APPLICABLE LAW

- 12.1 Any dispute, disagreement or question arising out of or relating to or in consequence of this contract or relating to its execution or performance which can not be settled amicably, shall be referred to arbitration to MD NTC. Only MD NTC will have sole authority in arbitration to decide. All the decisions will be made in view of Arbitration Act 1940.
- 12.2 Within 30 (thirty) days of receipt of notice by one party informing the other in writing that such dispute exists, the case would be referred for arbitration.
- 12.3 The arbitrator shall initiate arbitration proceedings at Islamabad. In case the arbitration does not reach on conclusion, then case would be referred to the court of Law.

13. TERMINATION FOR INSOLVENCY

Without prejudice or affecting of any right action or remedy which has accrued or will accrue there-after to NTC, NTC may at any time terminate the contract by giving written notice to the Contractor, without compensation to the Contractor if the Contractor becomes bankrupt or otherwise insolvent.

14. TERMINATION FOR CONVENIENCE

NTC may, by written notice of one (01) month, sent to the contractor, terminate the contract in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for NTC convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

15. AMENDMENTS IN CONTRACT

No variation or modification of the terms of the contract shall be made except by written amendments signed by the both parties.

BILL OF QUANTITY (SERVICES)

S. No.	Requirement of Janitorial Workers	Quantity	Salary Per month (Per Janitor) including of all Taxes, as per minimum wage declared by Govt. in PKR	Cost / Month in PKR	Total Cost / Year in PKR
01	Janitors / Sweeper	03			

Note:

1. 01 worker to provide janitorial/cleaning services at following NTC sites.
 - i. NTC Directorate Office/premises, Phones division offices/branches, Transmission division offices/branches, Finance offices/branches, Admin & HR offices/branches Jaffar Khan Jamali Road Quetta.
2. 01 worker to provide janitorial/cleaning services at following NTC sites.
 - i. Alternate MW compound premises, Guest rooms, Sub divisions OSP Central & Cable, Store rooms, Circular Road Quetta.
 - ii. MSU (Central), PCM/Carrier hall, Data Centre NTC Telephone House, Zarghoon Road Quetta.
3. 01 worker to provide janitorial/cleaning services at following NTC sites.
 - i. MSAG building, MW compound premises, different store rooms, Brewery Road Quetta.

Payment will be made through attendance register, duly signed by the Assistant Director (Admin & HR) NTC Quetta.

BILL OF QUANTITY (Material Requirement Per Month)

S. No.	Material Required	NTC Dte Off Qta	Alt MW/ OSP & Cable	MSU NTC Qta	PCM/ Carrier Hall NTC Qta	Data Centre NTC Qta	MSAG/ MW compound Bry Qta	Total	Unit price	Tax	Total Incl Tax	Total/ Monthly	Total Yearly
								A	B	C	(B+C)=D	(AxD)=E	(Ex12)=F
1	Phenyl Bottles Gallons (Tyfone)	12	1	1	1	1	1	17					
2	Surface Cleaner (1 Kg)	2	1	1	1	1	1	7					
3	LERVIA Soap (Large)	10	5	1	1	1	1	19					
4	Mosquito Spray (Large) Power Plus	5	2	2	2	1	2	14					
5	Room Air Freshener	6	1	1	1	1	1	11					
6	Tinka Jharo	4	2	1	1	-	2	10					
7	Mop Refill	4	-	1	1	1	1	8					
8	Mop Stick	4	-	1	1	1	1	8					
9	Duster	10	6	2	2	1	2	23					
10	Garbage Bags (Large size) in Kg	2	1	1	1	1	1	7					
11	Phenyl ball (Packets)	6	2	-	-	-	2	10					
12	Drain opener	4	1	-	-	-	1	6					
13	Romi Ticki Bathroom Air Freshener	20	6	-	-	-	4	30					
14	Scotch Bright Foam	4	2	1	1	-	2	10					
15	Steel wool	2	1	1	1	-	1	6					
16	Glass Cleaner	4	1	1	1	1	1	9					
17	Surf (in kg)	2	1	-	-	-	1	4					
18	Web Cleaning brush	2	1	-	-	1	1	5					

19	Toilet Rubber Pump	5	2	-	-	-	1	8					
20	Toilet Tissue Roll	16	4			1	2	23					
21	Viper	1	1	-	-	-	1	3					
22	Tissue Box	8	-	-	-	1	-	9					
	Total	133	41	15	15	13	30	247					

**AMOUNT
IN
WORDS :**

COMMERCIAL COMPLIANCE STATEMENT

Clause. #	Description	Complied	Not Complied	Partially complied
1	Scope of Tender			
2	Eligible Bidders			
3	Cost of Tendering			
4	Clarifications of Tender Documents			
5	Amendment of Tender Documents			
6	Preparation of Tender / Bid documents			
7	Language, documents			
8	Price			
9	Tender Security / Earnest Money			
10	Deadline for Submission of Bid			
11	Opening of Bid			
12	Responsiveness of Bids			
13	Evaluation of Bids			
14	Clarifications / Corrections of Bid			
15	Evaluation Criteria / Method			
16	Compliance Certificate			
17	Award Criteria & NTC's Right			
18	Notification of Award & Signing of Contract Agreement			
19	Insurance and Welfare of workers			

ELIGIBILITY CRITERIA (TECHNICAL COMPLIANCE)

S.No	Description	Remarks	Compliance Yes/No
1	Registration with FBR (For Sales Tax & Income Tax) and BRA for Tax on Services. Bidders are required to submit the proof of the same along-with their bid.	Mandatory	
2	Bidders are required to submit the Company Profile along-with bid document	Mandatory	
3	Certificate on judicial paper that firm is never-black listed and Not involved in litigation with any Government department	Mandatory	
4	Assignment completed/in hands.	Optional	
5	Having 3 years of experience of Janitorial Services with different Govt. departments/clients. Bidders are required to submit proof of the experience	Mandatory	
6	Compliance of terms & conditions of the tender documents for each clause. Bidder are required to sign the compliance statement attached at Annex-B	Mandatory	

NOTE:-

Bidders shall submit all above mentioned documents. Non-submission of any of above documents will lead to declaration of bidder as non-responsive and non-consideration for further evaluation.