

# **STANDARD BIDDING DOCUMENT (SBD)**



## **GOVERNMENT OF SINDH SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA (SMBBIT), KARACHI**

### **TENDER TITLE: “PROVISION OF JANITORIAL SERVICES” AS PER SPPRA RULE 46(2))**

### **TENDER REFERENCE# PROC/SMBBIT/(POSR-01)/2023-24**

**NOTE:**

- 1. TENDER FEE: RS. 5,000/- (NON-REFUNDABLE) IN SHAPE OF PAY ORDER IN FAVOR OF SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA, KARACHI.**
- 2. NO TENDER WILL BE ACCEPTED AFTER CLOSING OF THE TENDER BOX, WHAT SO EVER REASON MAY BE.**
- 3. ALL THE PARTICIPANTS MUST SIGN EACH & EVERY PAGE OF BID DOCUMENTS, ELSE OFFER WILL BE REJECTED.**

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## **BIDDING DATA SHEET**

<b>PROCURING AGENCY</b>	SMBB Institute of Trauma
<b>ADDRESS</b>	Chand Bibi Road, Karachi
<b>BID VALIDITY</b>	90 Days, As per SPPRA Rule 2010 (amended till date)
<b>AMOUNT OF BID SECURITY</b>	5% of Total Bid Quoted Price
<b>LAST DATE OF SELLING OF BID</b>	As per Mentioned in NIT
<b>DATE OF SUBMISSION OF BID</b>	As per Mentioned in NIT
<b>PLACE OF SUBMISSION</b>	Planning & Procurement Dept. 13 <sup>th</sup> Floor at SMBB Institute of Trauma, Karachi
<b>PERFORMANCE SECURITY</b>	10% of the Contract Value
<b>LANGUAGE OF BID</b>	English
<b>CURRENCY OF BID</b>	PKR
<b>BIDDING PROCEDURE</b>	Single Stage Two Envelope Procedure 46(2)/ SPPRA Rule 46(2)(Complete in Single Package)
<b>ADVANCE PAYMENT</b>	No Advance Payment will be allowed
<b>PERIOD OF COMPLETION</b>	One year from the date of Award of Contract & Extendable for further two years on yearly basis, after the approval from Competent Authority

# **INSTRUCTIONS TO BIDDERS**

1. **Shaheed Benazir Bhutto Institute of Trauma** invites sealed bids on **Single Stage Two Envelope Systems 46(2)** as per Sindh Public Procurement Rules 2010, (Amended till date) from service providers for **“PROVISION OF JANITORIAL SERVICES”** (As Per SPPRA Rule 46(2)) **Tender Reference No: PROC/SMBBIT/(POSR-01)/2023-24.**
2. The tender shall be submitted with all documents in sealed envelope. The envelope must contain tender inquiry Number on the top, the name of the Bidder should be affixed on the face of the envelope. Envelope should be sealed and addressed to **Planning & Procurement Department 13<sup>th</sup> Floor at Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi** and inserted in Tender box by hand or mail on the scheduled date and time, else tender will not be entertained and would be returned unopened to the bidders.
3. Bidders are required to check that Tender Documents issued to them are complete in all respects as per table of content.
4. Bidders should examine carefully the table of content. They should visit and inspect the site at their own expense, responsibility and obtain all necessary information prior to submitting the tender. Any detail/specification missing in the document should be obtained from **Planning & Procurement Department 13<sup>th</sup> Floor at Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi** before bidding. Once the tender is submitted, it will be assumed that no further clarification was required.
5. Tender Fee in shape of pay order in favor of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma (SMBBIT), Karachi** must be attached; else the offer will be rejected.
6. Bidder will attach **BID SECURITY** (as per amount mentioned under Bidding Data) in shape of pay order issued from any scheduled Bank of Pakistan in favor of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma (SMBBIT), Karachi** submits in sealed financial proposal.
7. The original bid shall be typed or written in indelible ink by the bidder or person duly authorized. The person or persons signing and stamped the bid shall initial all pages of the bid. The name and designation of each person signing must be mentioned below the signature.
8. The Bidder shall indicate on the appropriate Price Schedule (in PKR) the units (where applicable) and total bid price of the goods/services it proposes to supply/execute under the contract.
9. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the Procuring Agency may seek and accept clarification to the bids that do not change substances of the bids.
10. The Procuring Agency may reject all or any bid or proposal at any time prior to the acceptance of a bid or proposal. Subject to relevant provision of SPPRA Rules, 2010 (Amended till Date). The

Procuring Agency upon request communicate to bidder who submitted a bid or proposal, the grounds for its rejection of all bids or proposal, but is not required to justify those grounds.

11. The quoted rates should include all costs of whatsoever description and expenses necessary for the whole work together with all risks, taxes, liabilities and obligations, specific or implied, in the Tender Documents. Arithmetical errors, if any shall be corrected and Tender price amended accordingly.
12. No unauthorized alteration may be made in the Tender documents. If any such alteration is made, tender may be liable for rejection.
13. Clarification, revision, addition or deletion, in the tender documents may be made by the authority before the submission and opening of Tender in the form of Addendum/Corrigendum. This will be made only by formal Addendum/ Corrigendum issued by the concerned authority and will become part of the contract documents. Each Addendum shall be signed by the Vendor and returned with other Tender documents.
14. The vendor has to quote only one rate for each work as per tender specifications. Hand written tenders or any over writing, cutting, should be signed.
15. The entire Tender Documents, listed duly priced, signed & stamped on each page and completed must reach at designated place in due time and dates as defined in the Bidding Data of the Tender.
16. Contractors who win the tender will be required to enter into a Contract Agreement as defined in the Form of Agreement.
17. 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.
18. The bid security will be forfeited to the Government, if the bidder withdraws his bid after opening and before the expiry of the bid validity period or fails to sign the contract in stipulated time if the bid is accepted.
19. Conditional tender and tender without bid security shall not be considered.
20. Bids shall remain valid for a period of 90 days after the date of bid opening and same may be extended in terms of Rule 38 (2) (3) (4) of SPPRA Rules.
21. Bids submitted late due to any reason whatsoever, shall not be considered and returned unopened to the bidder or his authorized representative.
22. Bid / offer will be evaluated as per criteria for evaluation of bid's terms & conditions.
23. **The quoted rates once offered by the firms will not be changed during the contract period.**
24. The tendered rate should be inclusive of all applicable taxes to Federal & Provincial Govt. or local bodies and will be deducted from the bill of the contractors / suppliers.

25. **All the (applicable) Government taxes (Income Tax / Sindh Sales Tax (if applicable) / 0.35% Stamp Duty of the value of the contract amount will be affixed on the bills or on the contract agreement of the full contract value by the Contractors / Suppliers.**
26. **All documents should be submitted duly paginated / flagged and the detailed of the documents should also be mentioned in front of the Index, else Procurement Committee reserves the right to accept or reject bid.**
27. **Technical Evaluation:** It will be examined in detail of the Works offered by the bidder complies with the Technical Provisions of the Bidding Documents. For this purpose, the bidder's data submitted with the bid in B.O.Q. to Bid will be compared with technical features/criteria of the Works detailed In the Technical Provisions. Other technical information submitted with the bid regarding the Scope of Work will also be reviewed.
28. **Financial Evaluation:** It will be examined in detail whether the bids comply with the Financial /contractual conditions of the Bidding Documents. It is expected that no material deviation / stipulation shall be taken by the bidders.

## **TERMS & CONDITIONS OF TENDER**

1. Taxes will be deducted from the contractor's bill as imposed by the Government from time to time as well as Contractor will pay all the Government Institution's Contribution himself.
2. **PERFORMANCE SECURITY:** The successful bidders will have to deposit the requisite Performance Security Bond in the shape of a Pay Order / Demand Draft or Bank Guarantee as per amount mentioned under Bidding Data in favor of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**. The same will be released after successful completion of contract period. 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.
3. Contractor will not be allowed to participate in any Political / Immoral / Illegal activities in the premises of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**.
4. Contractor will not be allowed to sublet the contract except defined specifically otherwise.
5. The Procuring agency reserves the right at the time of contract award to decrease, the items / quantities of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
6. 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 bidder does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.
7. In case of any dispute contractor will approach the **Executive Director Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**. The decision of the Executive Director will be final.
8. In case of any dispute, decision of the Executive Director shall be final and contractor will not challenge the decision in the Court of Law.
9. The **Executive Director** has the right to cancel the contract at any stage and without issuing any prior notice in case of violation of **Agreement / ToR** is proved as well as damages to the prestige or property of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**.
10. Contractor will be responsible for any theft or pilferage committed by any of his employees. The employee will be liable to punishment under the rules.

11. In case of breach of the contract by the contractor, contract will be forfeited partly or fully as decided by the Executive Director **Shaheed Mohtarma Benazir Bhutto Institute of Trauma**, Karachi.
12. Any condition / clause of the Contract can be included / amended if required in the interest of the **Shaheed Mohtarma Benazir Bhutto Institute of Trauma**, Karachi with the mutual understanding of both parties.
13. Contractor shall have its own equipment required for Maintenance etc. Equipment must be approved by the Authorized Officer of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma**, Karachi before commencement of contract.
14. The Contractor should not violate or allow his Staff to violate the rules of the Sindh Government.
15. In case of violation of any rule the contractor may be fined and legal action will be initiated against him.
16. Contractor shall be responsible for his staff.
17. The Contract is for one year starting from the date of agreement and extendable for further two years on yearly basis, after the approval from Competent Authority – Executive Director Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi.
18. Document(s) for Evaluation of Maintenance Services must be paged / flagged by the bidders.
19. Payment will be made on monthly basis subject to satisfactory report from concerned offices or through an inspection committee.
20. Bid / offer will be evaluated as per criteria and the bid's terms & conditions.
21. Bid should be inclusive of all Government taxes (if applicable) and the same will be paid by the Contractor except withholding tax.
22. Stamp duty should be placed on contract agreement (as per the govt. approved rate) on stamp paper of value(Rs.100).
23. Procurement Committee shall disqualify a contractor, whether pre-qualified or not, if it finds at any time, that the information submitted by him concerning his qualification and professional, technical, financial, legal, or managerial competence as contractor; was false and materially inaccurate or incomplete at any stage.
24. 20% of the due Sindh Sales Tax (if applicable) will be deducted from the bill of the Contractors / Suppliers while remaining 80% will be deposited by the Contractors / Suppliers themselves.

25. Conditional tender and tender without bid security shall not be considered.
26. GST / Income Tax & SRB Certificates must be accompanied with tender.
27. The Procuring Agency may reject all or any bid at any time prior to the acceptance of a bid or proposals, subject to the relevant provision of SPP Rules, 2010 (Amended till date)
28. No tender will be entertained without bid security. The bid security will be forfeited to Government Treasury, in case of non-submission of performance security within seven (7) Days of receipt of the Letter of Acceptance.
29. If the contractor fails to give services within the stipulated period, liquidity charges will be imposed.
30. The Bidder shall sign and stamp the Integrity Pact provided at Bid in the Bidding Document for all Provincial Government procurement contracts exceeding Rupees 10 million in case of goods and 2.5 million in case of services. Failure to sign such Integrity Pact shall make the bidder non-responsive.
31. 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.

I / We agree to above mentioned terms & conditions:

Name of Contractor \_\_\_\_\_ Signature \_\_\_\_\_

CNICNO \_\_\_\_\_ (Copy must be attached)

FullAddress \_\_\_\_\_

Rubber Stamp \_\_\_\_\_

**TECHNICAL EVALUATION CRITERIA****(MANDATORY)**

S.#	MANDATORY REQUIREMENTS	YES	NO
01.	Compliance of Terms & Conditions / Instructions mentioned in the SBD. 1. Attached authorized person CNIC copy. 2. Signed & stamped each and every page of Terms & Condition & all bidding documents. <b>(If compliance of above points not found offer will be rejected).</b>		
02.	Valid Sindh Sales Tax / Sindh Board of Revenue Certificate (Copy must be attached).		
03.	Copy of Registration Certificate with <b>EOBI</b> .		
04.	Copy of Registration Certificate with <b>SESSI</b> .		
05.	Copy of Registration Certificate with <b>SECP</b> .		
06.	Should be registered with Income Tax Department ( <b>NTN Certificate</b> must be attached).		
07.	Valid Copy of Professional Tax <b>2022-23</b> (Certificate must be attached).		
08.	Copy of 2020-21 Financial year <b>Paid Income Tax and Return</b>		
09.	Submission of undertaking on legal valid and attested stamp paper that the bid prices shall not be in violation of <b>minimum wages set by the Government of Pakistan</b> .		
10.	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted and litigated by any institute of Federal, Provincial Government or any Department / Agency / Organization / autonomous body or Private Sector Organization anywhere in Pakistan (As per attached sample).		
11.	Submission of undertaking on legal valid and attested stamp paper that the Contractor Paid staff salaries between 1 <sup>st</sup> to 5 <sup>th</sup> dates of every month.		
12.	Bidder already providing same services at <b>SMBB-IT</b> should obtain & attach a satisfactory Performance certificate from competent authority. (For the financial year in which the bidder last provided its services).		
13.	Copy of the Pay order / Bank Draft of Bid security / Earnest money should be attached without showing the amount along with technical bid document. (Original bid security should be attached with financial proposal).		

**Note: Bidders NOT complying with any of the above eligibility pre-requisites would be disqualified. All documentary evidence must be submitted along with the bids; no document will be acceptable after bid submission.**

## **BID EVALUATION CRITERIA**

- a. **THE BIDS SHALL BE EVALUATED ON MOST ADVANTAGEOUS BID BASIS** SPPRA Rule-2(x) amended till date.
- b. The bids not responsive to the **MANDATORY QUALIFICATION CRITERIA** provided at **Annexure-A** shall not be eligible for further Technical Evaluation.
- c. If a bidder elects to submit alternative bid without enclosing a separate tender purchased slip / pay order and Bid security of requisite amount in shape of pay order, Bid form and valid Manufacturer Authorization, all such alternative bids will be rejected as non-responsive.
- d. **Bids are invited as per Single Stage – Two Envelope Procedure** in accordance with sub rule 2 of rule 46 of the Sindh Public Procurement Rules, 2010 (Amended Till Date). In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.
- e. The following merit point system for weighing evaluation factors / criteria will be applied for technical bids / proposals. Bidders achieving **minimum 70% marks** will be qualified and considered only for further process / evaluation besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.
- f. Technically qualified/successful bidder(s) shall be eligible for Financial Proposal(s). The Financial bids shall be opened in the presence of the Bidders at the scheduled date, time and venue communicated in advance.
- g. Financial Bids of Proposals of Technically disqualified / rejected bidders will not be opened and sealed envelope shall be returned to the bidder.
- h. Bids not accompanied by the Bid Security of required amount in form of pay order shall be rejected.
- i. The technical evaluation carried out by the Procurement Committee, SMBB Institute of Trauma, Karachi will be final, which will be assessed on experience basis of the Consultant(s) in the relevant specialty.
- j. Procuring Agency shall not be responsible for any erroneous calculation of taxes and all differences arising out shall be fully borne by the Successful Bidder.
- k. Unsuccessful Bidder should take their unapproved samples within 30 days after the BER announcement; Institute will not be responsible for any claim made after 30 days
- l. Marks obtained in the detailed technical evaluation will be carried forward and prorated. Tender will be awarded to the Responding Organization with maximum accumulative points (**Technical Score + Financial Score**).
- m. The formula for technical scoring is “**Technical Marks / Score = Total Technical Marks of the respective bidder x 0.7**”.
- n. The formula for financial scoring is that the lowest bidder gets 30% Marks and the other bidders score 30 multiplied by the ratio of the lowest bid divided by the quoted price.

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

**EXAMPLE:**

**TECHNICAL EVALUATION**

The formula to calculate the technical points / marks / score of the bidder is given below:

Technical Marks / Score = Total Technical Marks of respective bidder x 0.7

• **Solved Example of Financial Scoring:**

Technical scoring out of 100 = 85

Carried Forward & Prorated Technical scoring = 85 x 0.70

**FINANCIAL EVALUATION**

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

• **Financial Evaluation Score of individual quoted Product:**

= [Lowest quoted price of the item ÷ Next higher proposed price of the competing item] x Total Allocable financial score

• **Solved Example of Financial Scoring:**

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

=  $[86 \div 86] \times 30 = 30$

= 30 marks being the lowest bidder for the quoted item

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

=  $[86 \div 105] \times 30 = 24.57$

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

=  $[86 \div 130] \times 30 = 19.84$  Marks and so on

S. #	Evaluation Parameters/Sub-parameters	Maximum Marks	Obtained Marks
<b>1</b>	<b>Head office and Regional offices across the Pakistan: (Please attach list of all offices with complete address and contact information)</b>	<b>Max. 10</b>	
1.1	Head Office with 3 regional offices	10	
1.2	Head Office with 2 regional offices	8	
1.3	Head Office with 1 regional office	5	
1.4	Head Office in Karachi	3	
<b>2</b>	<b>Relevant Experience Documentary proof (copies of contract or Purchase Orders) should be furnished. if no valid attachment is provided then no marks</b>	<b>Max. 10</b>	
2.1	Experience of providing janitorial Services more than or equal to 08 years	10	
2.2	Experience of providing janitorial Services equal to or more than 5 years but less than 8 years	8	
<b>3</b>	<b>Prior Similar Experience with the Public / Private Sector HOSPITAL for providing the Janitor's Services for a minimum period of 12 months during the last five (05) years ending on the deadline for bid submission. (Valid documentary evidence showing the required details to be attached). NOTE: - If a contract extended by the employer(s) for next 12 month or more periods all such projects shall be considered as a separate yearly Project(s). No point shall be given for less than 12 month's period.</b>	<b>Max. 30</b>	
3.1	Providing the 200 or more Janitor's Services at a time (10 points for each yearly contract – Max. 30 points)	30	
3.2	Providing the 150 or more Janitor's Services at a time (8 points for each yearly contract – Max. 24 points)	24	
3.3	Providing the 100 or more Janitor's Services at a time (5 points for each yearly contract – Max. 15 points)	15	
3.4	Providing the 50 or more Janitor's Services at a time (3 points for each yearly contract – Max. 9 points)	9	
<b>4</b>	<b>Client's Satisfactory Performance Certificate issued during the last 5 years by any Public Sector Organization OR any Private Sector large National / Multi-National organization registered with SECP. (Please provide satisfactory performance letter / certificate issued during the last 3 years)</b>	<b>Max. 20</b>	
4.1	Above 15 Clients	20	
4.2	Above 10 Clients	10	
4.3	Above 5 Clients	05	
<b>6</b>	<b>Human Resource / Total Number of Employees on Bidder's Payroll (Supported with attested EoBI's most recent contribution payment slip)</b>	<b>Max. 10</b>	
6.1	Above 200 Employees	10	
6.2	Above 100 Employees	7	
6.3	Above 50 Employees	4	

<b>S. #</b>	<b>Evaluation Parameters/Sub-parameters</b>	<b>Maximum Marks</b>	<b>Obtained Marks</b>
<b>7</b>	<b>Average Annual Turnover during last three (03) financial years</b>	<b>Max. 10</b>	
7.1	Above 100 Million	10	
8.2	Above 50 Million	7	
8.3	Above 25 Million	5	
8.4	Below 25 Million	0	
<b>8.</b>	<b>Experience in Handling Janitorial Services Contracts Throughout Pakistan</b>	<b>Max. 10</b>	
8.1	Established During 2010 or Early	10	
8.2	Established During 2011 - 2015	7	
8.3	Established During 2016 – 2020	4	
<b>TOTAL MARKS</b>		<b>100</b>	

- a. Financial bids shall be opened in the presence of the Bidders at the scheduled date, time and venue communicated in advance.
- b. Only those Financial Proposals will be announced / considered which were technically qualified by the Committee.
- c. Financial Bids / Proposals of Technically disqualified / rejected bidders will not be opened and sealed envelope shall be returned to the bidder.

**SCOPE OF WORK / SCHEDULE OF REQUIREMENTS / BILL  
OF QUANTITY**

**PROVISION OF JANITORIAL SERVICES FOR  
SMBBIT, KARACHI.**

**PART A: HUMAN RESOURCES**

SMBB Institute of trauma 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.

S.#	PARTICULAR	REQUIRED	AGE	QUALIFICATION / EXPERIENCE	RATE PER PERSON	RATE PER MONTH	RATE PER YEAR
1	Chief Supervisor- Janitorial Services	1	Up to 50 Years	Graduate + 10 years' Experience in Hospital/ Hotel Management			
2	Shift Supervisor- Janitorial Services	30	Up to 40 years	Graduate + 5 years' Experience in Hospital/ Hotel Management			
2	Janitorial Workers (Male / Female)	200	Up to 40 years	Matric + 2 year Experience in Hospital/ Hotel Management			
<b>Total</b>		<b>231</b>					

**Note:**

Chief Supervisor & Shift Supervisor- Janitorial Services will be interviewed by the competent authority before finalization for the recruitment.

**PART B: MACHINERY EQUIPMENT & MATERIAL:**

S.#	PARTICULARS	RATE PER MONTH	RATE PER YEAR
A.	Contractor shall supply Scrubbers, floor polishers, Moping trolleys, soft brooms & hand brooms and all required machinery and equipment. <b>(Equipment list attached)</b>		
B.	All necessary cleaning material for example phenyl, bleach, oil spray, washing powder, toilet cleaner, door mats, 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. <b>(Consumables / items list attached)</b>		

### **PART C: PEST CONTROL & FUMIGATION**

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

### **PART D: WASTE DISPOSAL**

<b>PARTICULAR</b>	<b>REQUIRED</b>	<b>RATE/ MONTH</b>	<b>RATE PER YEAR</b>
Mini Truck 24/7 basis (Shehzore / Master or equivalent) along with Driver for Disposal of the Hospital wastage from Hospital to KMC / Local Government approved dumping yard daily basis. <b>Note:</b> (Contractor should have own mini truck).	01		

### **PART E: PLANTATION**

<b>PARTICULAR</b>	<b>RATE/ MONTH</b>	<b>RATE PER YEAR</b>
Contractor will be responsible to carry out all the services required to maintain the plants inside and outside the premises of SMBB Institute of Trauma.		

### **PART F: ELEVATION CLEANING**

<b>PARTICULAR</b>	<b>RATE PER QTR.</b>	<b>RATE PER YEAR</b>
Contractor will be responsible to carry out all the services required to clean the outside elevation of SMBB Institute of Trauma. (04) Four times in a year.		

### **PART G: TANK CLEANING**

<b>PARTICULAR</b>	<b>RATE PER QTR.</b>	<b>RATE PER YEAR</b>
Contractor will be responsible to carry out cleaning services of all water tanks including underground and overhead water tanks of SMBB Institute of Trauma (04) time in a year.		

- Certificate will be provided by the Contractor to Competent Authority –SMBB Institute of Trauma, Karachi on monthly basis that the Hospital municipal and infected waste have been disposed off in the approved Local Government Dumping yards and through KMC as per EPA rules. Infected waste will be disposed off under the supervision of an authorized officer of SMBBIT 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**

<b>2nd Year</b>	_____ % Escalation in first year's price
<b>3rd Year</b>	_____ % Escalation in second year's price

**Part B: Machinery, Equipment & Material Section: A.**

<b>S.#</b>	<b>Items</b>	<b>Tentative Qty.</b>	<b>U.O.M</b>
1	Floor Scrubbing Machine	6	Units
2	Mopping Trolley (Double Bucket)	20	Units
3	Garbage Drums weight capacity 120 liter +-	15	Nos.
4	Caution Boards	2	Nos.
5	Dust Bin weight capacity 5 liter +-	150	Nos.
6	Vacuum Cleaner Heavy Duty	2	Nos.

**Note:** Above mentioned all items parked at SMBBIT till expiry of contract wear & tear repair and maintenance of above mentioned items solely contractor ends.

**Part B: Machinery, Equipment & Material Section B:**

1	Black Shopper 18/24 for Waste Bins	1000	Kg
2	Black Shopper 30/50 for Waste Bins	1000	Kg
3	Yellow Shopper 18/24 for Waste Bins	300	Kg
4	Yellow Shopper 30/50 for Waste Bins	300	Kg
5	Red Shopper 18/24 for Waste Bins	800	Kg
6	Red Shopper 30/50 for Waste Bins	800	Kg
7	Phenyl Best Quality (Typhoon / Finis)	3500	Liter
8	Duster Cotton Best Quality	500	Kg
9	Air Freshener Best Quality	500	Pcs.
10	Toilet Cleaner (Harpic or equivalent)	30	Bottles
11	Tissue roll (Maxob or equivalent)	250	Roll
12	Door Mates (Best Quality)	30	Pcs.
13	Spray Bottle for kills cockroaches and other crawling insects (Mortin or equivalent)	50	Pcs.
14	Liquid Soap for Hand Wash Best Quality	100	Liter
15	Washing Powder Best Quality	250	Kg
16	Soft Brooms Best Quality	50	Pcs.
17	Hard Brooms Best Quality	75	Pcs.
18	Mop Rods Best Quality	24	Pcs.
19	Mop Refill Best Quality	200	Pcs.
20	Dry Mop Best Quality	100	Pcs.
21	Dry Mop Rod Best Quality	20	Pcs.
22	Sweep Best Quality	200	Liter
23	Camphor Ball Best Quality	5	Kg
24	Scotch Bright Best Quality	6	Dozen
25	Dish washing powder 150gm Packets (Vim or equivalent)	200	Pack
26	Viper (Best Quality)	50	Pcs.
27	Bleach Powder (Best Quality)	100	Kg

S.#	Items	Tentative Qty.	U.O.M
28	Glass cleaner liquid bottle (Glint or equivalent)	6	Bottles
29	Spray bottles empty (Best Quality)	12	Pcs.
30	Scotch Bright Jali	6	Dozen

**Note:** Above mentioned all items supplied to SMBBIT 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 provide the same.

## SCOPE OF WORK:

### 1. AIM:

Bids are invited from reputable and well equipped Janitorial Contractors for Janitorial Services to be rendered for **SMBB Institute of Trauma, Karachi** for maintaining optimum hygienic conditions and general cleanliness round the clock. The contract will follow all the protocols prescribed by **SMBB Institute of Trauma, Karachi** 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.
- 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, HDUs etc. under the supervision of **Infection Control Department of SMBB Institute of Trauma, Karachi**, and as per the satisfaction of the Institute 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 under Part B of BOQ**), that is most suitable for a use in health care facility.
- xiii. Contractor's staff at SMBB Institute of Trauma, Karachi facilities will be supervised by Institute Admin staff.
- xiv. All contractor's staff assigned to work at SMBB Institute of Trauma, Karachi 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.

## **2. CLEANING SPECIFICATIONS AND GUIDELINES:**

### **A. DAILY SERVICES - PUBLIC AREAS:**

- 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.
- 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.
- 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:**

- 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.

## **3. 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 SMBB Institute of Trauma, Karachi 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 SMBB Institute of Trauma, Karachi 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 SMBB Institute of Trauma, Karachi Management, 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 SMBB Institute of Trauma, Karachi property due to the negligence / unsatisfactory performance of the contractor.
  - Non-reporting of major incidents to SMBB Institute of Trauma, Karachi management that occurs in the SMBB Institute of Trauma, Karachi premises.
- iv. During the validity of the contract agreement, in case damage occurs to the property or personnel of the SMBB Institute of Trauma, Karachi and caused by the negligence of the worker the company shall be wholly responsible and liable for paying for such losses occurred to SMBB Institute of Trauma, Karachi.

#### **4. 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 (SMBB Institute of Trauma, Karachi) 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 Institute Administration immediately.
- vi. Janitors will work according to time table issued by the Authorized Officer of the SMBB Institute of Trauma, Karachi or Competent Authority - (SMBB Institute of Trauma, Karachi).
- 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 SESSI & EOBI.
  - 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 (SMBB Institute of Trauma, Karachi), 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 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.

#### **5. PAYMENT**

1. Due payment will be made after completion of each month.
2. Bidder required to submit the following documents along with bill:

3. Invoice with covering letter, both duly signed and stamped by authorized officer, separate for each location.
4. Original attendance sheet of the Janitorial staff daily and monthly duly verified by the incharge.
5. Copy of any/all correspondence made with SMBBIT or any other agency / person / organization during that month.
6. Any other details/documents, if required by SMBBIT.
7. Evidence / support of all claims in bills.
8. Bidder shall Submit / close the attendance on 25<sup>th</sup> day of the month and shall submit invoices to concern offices by 27<sup>th</sup> day of each month.

**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.

# BID LETTER FORM

From:  
(Registered name and address of the bidder)

To:  
Executive Director,  
SMBB Institute of Trauma,  
Karachi - 74200

Sir,

Having examined the bidding document and amendment thereon we the undersigned, offer to supply goods/provide services / execute the works including in conformity with the terms and conditions of the bidding document and amendments there on, for the following project in response to your Tender call dated\_\_\_\_\_

**Tender Title:** \_\_\_\_\_

We undertake to provide services/execute the above project or it part assigned to us in conformity with the said bidding documents.

**If our bid is accepted, we undertake to;**

- 1) Provide services/execute the work according to the time schedule specified in the bid document,
- 2) Obtain the performance guarantee of bank in accordance with bid requirements for the due performance of the contract, and agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
- 3) We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Place: \_\_\_\_\_

Bidder's signature  
and seal.

Date: \_\_\_\_\_

# CONTRACT AGREEMENT

## Tender Title

This Contract Agreement (hereinafter called the Agreement) made on \_\_\_ day of \_\_\_\_\_ Year.

### **BETWEEN**

**M/s.**

A Contractor, having its office at **Bidder's address**. (Hereinafter mentioned as Contractor), which expression shall be deemed to mean and include its successors-in-interest and permitted assigns;

AND

### **SHAHEED MOHTARMA BENAZIR BHUTTO ISTITUTE OF TRAUMA, KARACHI**

A department under Government of Sindh, having its office at SMBBIT, Chand Bibi Road, Karachi Sindh, Pakistan hereinafter mentioned as "the Client", which expression shall be deemed to mean and include its successors-in-interest and permitted assigns;

WHEREAS the Contractor has agreed to render certain services i.e. "**Tender Title**" to SMBBIT Karachi and has necessary know how and staff in the respect.

AND

WHEREAS the Client is desirous of availing the services offered by the contractor for "**Tender Title**" for its premises at the cost of **Rs.** \_\_\_\_\_/- (The contract amount) as per below mentioned **BOQ**.

Brief particulars of the services which shall be supplied / provided by the Supplier are as under:

<b>Item. #</b>	<b>DESCRIPTION</b>	<b>Unit Quantity</b>	<b>Unit</b>	<b>Quoted Rate</b>

Now this agreement witnessed as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms & Conditions of Tender Enquiry referred to.

2. The Following documents after incorporating addenda, if any except these parts relating to Instruction to bidders, shall be deemed to form and be read and constructed as part of this Agreement, viz:

Purchase order(s)/ Letter of Acceptance where applicable.

The completed Form of Bid along with Schedules to Bid.

Condition of Contract & Contract Data

The priced Scheduled of prices

The specifications

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.

4. The Purchaser hereby covenants to pay the Supplier, in consideration of the execution and completion of the Works as per provisions of the Contract, 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.

5. The Contract Price of tender will be Rs: \_\_\_\_\_/Year;

6. That estimated cost of tender is on approximate basis and may vary in case of forced majeure or as per the demand of situation.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement in accordance with their respective hands and seals, the day, month and the year first above written.

This contract will be extendible on the same rates till the allocation of new tender.

Signature of the Supplier

Signature of the Purchaser

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
(Seal)

# **FORM OF PERFORMANCE SECURITY** **(Bank Guarantee)**

Guarantee No.: \_\_\_\_\_

Executed on: \_\_\_\_\_

Expiry date: \_\_\_\_\_

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with complete address (Scheduled Bank in Pakistan):

\_\_\_\_\_

Name of Principal (Contractor, Manufacturer, Supplier or any bidder) with complete address:

\_\_\_\_\_

Penal Sum of Security (express in words and figures):

\_\_\_\_\_

Letter of Acceptance No. \_\_\_\_\_ Dated: \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the are of the said Principal we, the Guarantor above named, are held and firmly bound unto the Chief Operating Officer (COO), SMBBIT, Karachi (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has accepted the Employer's above said Letter of Acceptance for \_\_\_\_\_ (Name of Contract) for the \_\_\_\_\_ (Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents- during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Condition of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, \_\_\_\_\_ (the Guarantor), waiving all objections and defences under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or

arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contractor has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Witness:

\_\_\_\_\_  
Guarantor (Bank)

1. \_\_\_\_\_  
(Name, Title, Signature & Seal)

Signature: \_\_\_\_\_

2. \_\_\_\_\_  
Name: \_\_\_\_\_  
(Name, Title, Signature & Seal)  
Title: \_\_\_\_\_

## **AFFIDAVIT (on Judicial Stamp Paper)**

I/We, the undersigned [Name of the Supplier] hereby solemnly declare and undertake that:

1. I/We have read the contents of the Bidding Document and have fully understood it.
2. The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
3. The Goods that we propose to supply under this contract are eligible goods within the meaning of this SBD.
4. The undersigned are also eligible Bidders within the meaning of the Standard Bidding Documents.
5. The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
6. I/We have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent for SMBB Institute of Trauma related to this Bid or Award or Contract.
7. I/We are not blacklisted or facing debarment from any institute of Federal, Provincial Government or any Department /Agency/Organization/Autonomous body or Private Sector organization anywhere in Pakistan.
8. That undersigned has not employed any child labor in the organization/unit.
9. I/We understand that the Selection and Rate Contracting Committee of the Procuring Agency is not bound to accept the lowest or any other bid they may receive.

I/We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signatures with stamp

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC No. \_\_\_\_\_ (**Copy must be attached**)

For Messrs. [Name of Supplier]

# **INTEGRITY PACT**

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

Contract Number: **NO.**  
Contract Value: **Rs.**  
Contract Title:

**Dated:**

**M/s.** \_\_\_\_\_ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, **M/s.** \_\_\_\_\_ 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, SMBBIT Karachi (PA), except that which has been expressly declared pursuant hereto.

**M/s.** \_\_\_\_\_ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

**M/s.** \_\_\_\_\_ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, **M/s.** \_\_\_\_\_ agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by **M/s.** \_\_\_\_\_ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

\_\_\_\_\_  
**M/s.**

\_\_\_\_\_  
**Executive Director SMBBIT**