

Financial Proposal
Procurement of Janitorial Services

1	2	3	4	5	6	7	8
Item No.	Item Description	Estimated Quantity	Agreement Period (Months)	Related Service Completion Period as per requirement	Unit Price (federal government notified minimum wages rates shall be adhered / ensured)	Unit Price (Including, Social Security, EOBI, BRA, Misc Taxes and all applicable taxes, etc)	Total Price (Col. 3*4*7) Inclusive of all Govt Taxes
1	Cleaning Staff	56	12	7 Days a Week (08 Hrs) Day/Night			
Total Bidding Amount (PKR) including all applicable taxes							
Total Bidding Amount (PKR) In Million including all applicable taxes							
Total Amount in Words:							

Note to the Procuring Agency: Bidders shall adhere the following points while quoting the rates if found unrealistic the bids may be treated as canceled / disqualified.

- a. The prices shall be Federal Government notified Minimum Wage Rates to be adhered/ followed by bidders while quoting Prices.
- b. The price shall include the EOBI and Social Security Charges to be adhered/ followed by bidders while quoting Prices.
- c. The prices shall include WHT & BRA Taxes.
- d. The bidder is required to quote the prices on their company letter head and signed and stumped duly
- e. Bidder is required to submit a stamp paper where clearly mentioned that all the

- applicable taxes shall be adhered by the bidder,
- f. EOBI and social security charges shall be adhered by the bidder and bidder shall be responsible to pay the minimum wages as declared by Government of Pakistan to deputy cleaning staff during the entire period of contract.
 - g. Percentage of quantity increase is 20 percent. The procuring agency reserve the right to decrease the number of deployed janitorial staff / cleaning staff upto twenty percent (20%) of the original contract quantity during the contract period, depending upon operational requirements keeping in view the uncertainty of services / requirements. Payment shall be made on the basis of actual number of janitorial staff / cleaning staff deployed at the agreed unit rates and no claim for compensation on account of such variation shall be entertained.
 - h. One year agreement will be signed between NADRA Balochistan and Successful bidder, extendable for one year on same terms and conditions upon mutual understanding between the two parties. Moreover, In case of any increase in Government-notified minimum wages during the contract period, the agreed contract rates shall be adjusted proportionately to the extent of such statutory change only. No Additional profit, overhead or margin shall be allowed.
 - i. Bidder shall submit the detail breakup of the quoted rates and attached with the financial proposal.
 - j. Bidder shall submit the monthly charges of EOBI and Social Charges against each janitorial staff deputed at NADRA Regional Head Office Quetta and Its Office across the Balochistan. Bidder shall submit / attach the monthly invoices / receipts of EOBI and Social Security charges against each janitorial staff with the monthly claim / bill / invoice.
 - k. The bidder shall submit salary disbursement record for all janitorial staff deputed at NADRA. Furthermore, salaries must be disbursed strictly through banking channels and cash payments shall not be permitted.
 - l. The bidder shall provide a detailed cost / price breakdown of the total quoted amount, including all applicable taxes, WHT, BRA etc and EOBI and Social Security Charges etc.