

**GOVERNMENT OF PAKISTAN
MINISTRY OF MARITIME AFFAIRS
PORT QASIM AUTHORITY
KARACHI - PAKISTAN**



GATEWAY TO NATIONAL PROSPERITY

TENDER DOCUMENT

For

**CLEANING & SWEEPING SERVICES CONTRACT FOR
PQA AREAS / OFFICES & HOUSING COMPLEX 2026-28**

ENVIRONMENT AND SAFETY DEPARTMENT

INVITATION TO TENDER

FORM OF TENDER BID

FORM OF TENDER

Date: 2026

To,
The Director (E&S), Port
Qasim Authority, Bin
Qasim,
Karachi.

**Subject: TENDER FOR CLEANING & SWEEPING SERVICES CONTRACT OF PQA
AREAS / OFFICES AND PQA HOUSING COMPLEX**

- 1.1 Having made ourselves fully acquainted with the requirements of PQA as detailed in the Tender Documents i.e. Invitation and Instructions to Tenders, Conditions of Contract and Schedules (A,B,C,D & E) we the undersigned offer our Tender in conformity with the said Tender documents and our prices are quoted in schedules.
- 1.2 We agree that this offer is valid and irrevocable until 180 days from the date of opening of Tender.
- 1.3 We acknowledge that all the attached Tender documents are valid and binding as all have been countersigned by us.
- 1.4 The rates which we have given in the schedules and all information / data attached to our Tender are complete and without any concealed technical and or financial reservations or implications. All data have been duly checked and are correct in every respect. These rates are fixed and unchangeable throughout the currency of the contract.
- 1.5 We undertake that if our Tender is accepted we would enter into an Agreement with Port Qasim Authority within 14 (Fourteen) working days from the receipt of Letter of Intent and to commence operation within 03 (three) working days from the date of signing of Agreement. We acknowledge the draft of agreement.
- 1.6 We undertake that if our Tender is accepted we will furnish security deposit for the due performance of the Contract in accordance with the conditions of Contract on the date of signing of the Agreement.
- 1.7 Unless and until a formal Agreement is signed, this Tender and your Letter of Intent shall constitute a

binding contract between PQA and ourselves.

- 1.8 We agree to pay all costs towards the preparation of the Agreement and the Contract documents.
- 1.9 We attached Rs. 1,000,000/- (Rupees One Million only) as earnest money to this Tender in the form of pay-order issued in favour of Port Qasim Authority from a Scheduled Bank of AA rating in Pakistan. The earnest money deposit will be refundable:
- a) Upon execution of the Agreement and after provision by us any Performance Security in accordance with the conditions of Contract & executing agreement our Tender is accepted.
 - b) Upon final decision by Port Qasim Authority, if our Tender is not accepted.
- 1.10 A certificate attesting the signature of our authorized representative is enclosed.
- 1.11 We understand that you are not bound to accept the lowest or any Tender you may receive and that you will not defray any expenses incurred by us in Tendering.
- 1.12 We certify that this Tender has been prepared without contact or collaboration with other persons or firms who have also submitted a Tender for this work and that it is fair in every respect and does not contain any secret or fraudulent arrangement.
- 1.13 Dated this _____ day of _____ 2026.
- 1.14 Type of firm - Ownership, Proprietorship, Public Limited etc. Signature by owner of firm authorizing the representative to sign tender documents on his behalf along with owners CNIC, Cell No., PTCL Number & present Office address.

Signature(s)

In the capacity of _____ duly authorized to sign Tender for
and on behalf of M/s.

(NAME OF THE TENDERER IN BLOCK CAPITAL)

Address:

(SEAL OF THE TENDERER)

INSTRUCTIONS TO TENDERERS / BIDDERS

1. SUBMISSION OF TENDER:

- a) Tenderer / bidder should examine the Tender documents carefully and should obtain at their own expenses any information that may be necessary for making a Tender.
- b) Incomplete and conditional Tenders shall be liable to rejection.
- c) The firm / contractor shall submit the Income Tax report for the last three (03) years. **(Mandatory)**
- d) The firm / contractor shall be registered with the FBR. **(Mandatory)**
- e) The firm shall submit Audited accounts report for the last three (03) years. **(Mandatory)**

2. TENDER EARNEST MONEY (BID BOND):

- a) The Earnest Money (Bid Bond) of all unsuccessful Tenderer / bidder shall be returned after the Tender have been finally decided by the Competent Authority.
- b) The Earnest Money (Bid Bond) of successful Tender shall be retained until such time that Performance Security Deposit in accordance with the "Condition of Contract" has been duly submitted.
- c) Should any Tenderer / bidder withdraw his Tender after opening of the Tender or in case he backs out after acceptance of his Tender his Earnest Money (Bid Bond) shall be forfeited.

3. ENTERING THE QUOTATION IN THE SCHEDULES / BILL OF QUANTITY:

- a) Tenderers are to exercise greatest care in entering their quotation in the Schedules / BOQ. No Bidder will be allowed to alter or modify his bid after the bids have been opened. However, PQA may seek clarifications regarding the bid.
- b) Tenderers are required to quote daily rates / monthly rates in the Schedules / BOQ covering the cost of labour, material and equipment etc.
- c) The quotations must be filled in figures as well as in words. Should there be any difference between the two; the Tender would be considered in words only.

- d) Any over writing by the Tenderer will render the Tender liable to rejection. Corrections if any, must be made by striking out the errors and entering and signing in full the corrections in ink by the same person who has signed the Tender and stamped.

4. SIGNATURE OF THE TENDERER AND FIRM'S RUBBER STAMP:

Each paper / document /All Tenders submitted must be signed only by the Sole Proprietor / Partner or any authorized person to do so on their behalf only be allowed having such letter from company and should bear rubber stamp of the Firm / Company.

5. ACCEPTANCE OR REJECTION OF THE TENDER:

- a) Tenderer will be required to conform strictly to all the terms and conditions stipulated in the Tender Documents. Tender will not be considered unless "The Tender" documents issued by Port Qasim Authority are submitted, duly signed and stamped by the Tenderer. Incomplete and conditional Tenders are liable to rejection.
- b) No alteration or interpolation should be made by the Tenderers in the conditions and other stipulations of his Tender. The Tenderers should clearly understand that should they make any such alteration or interpolation then their Tenders may be rejected without assigning any reason.
- c) Port Qasim Authority reserves the right to reject all Tenders without assigning any reason thereof.

6. PERFORMANCE SECURITY DEPOSIT:

- a) The successful Tenderer shall deposit an amount of Rs. 2,880,000/- (Rupees Two Million, Eighty Eight Thousand only) as Performance Security for the proper and conscientious execution of the Contract, on the date of signing of Agreement in the form of Bank Guarantee in favour of Port Qasim Authority issued by a Scheduled Bank of Pakistan having minimum AA rating and located in Karachi.
- b) The Performance will be held until the satisfactory completion of the Contract and will be forfeited at the discretion of PQA in case of failure to fulfill all or any of the conditions of the Contract, irrespective of and without prejudice to any other remedy for such failure which PQA may seek under the terms and conditions of the Contract.

7. EXECUTION OF AGREEMENT:

- a) The successful Tenderer will be required to enter into an Agreement with PQA within Fourteen (14) days from the receipt of Letter of Intent (LoI) from Port Qasim Authority. Copy of Draft Agreement enclosed.
- b) In the event of the successful tenderer failing to enter into any Agreement with Port Qasim Authority within the specified period, Port Qasim Authority shall without prejudice to its right to forfeit the Earnest Money (Bid Bond) will be at liberty to reinvite Tenders at the risk as to cost and consequences of the successful Tenderer.

8. VALIDITY OF OFFER:

Offer must remain valid up to 180 days (extendable for another period of 180 days) from the date of opening of Tender.

Signature of Tenderer

(With Seal)

GENERAL CONDITIONS OF THE CONTRACT

**TERMS AND CONDITIONS FOR OUTSOURCE OF
CLEANING & SWEEPING SERVICES CONTRACT FOR
PQA AREAS / OFFICES AND PQA HOUSING COMPLEX**

ARTICLE - 1

TERMS OF THE AGREEMENT:

This agreement shall, remain valid for TWO YEARS (02) commencing from _____ to _____ unless sooner terminated under the provisions of this Agreement and / or elsewhere. The same is extendable by Port Qasim Authority for further period of one-year subject to satisfactory performance by the Contractor or any terms less than it at least fifteen (15) days before its expiry on same terms and conditions.

ARTICLE - 2

TERMINATION OF THE AGREEMENT:

1. Without prejudice to any other available rights / remedies, Port Qasim Authority shall have the right to terminate this Agreement at its option for any reason specifically provided hereunder or otherwise in case of any breach of this Agreement by contractor.

2. The performance of services by the Contractor under this Agreement shall remain under observation during the whole period of the Agreement. In case the services are found non-satisfactory below the specified standard or non-performance due to strike of the Contractor's staff / manpower, this Contract shall be terminated by Port Qasim Authority at any time with immediate effect without giving any notice and in such events the Contractor may be BLACKISTED and declared disqualified for future pre-qualification and award of any contract by Port Qasim Authority.
3. Port Qasim Authority, shall be entitled to terminate this Agreement forthwith at any time upon serving notice in the event of misconduct either on the part of the Contractor or its employee(s) or non-performance of responsibilities and services by the Contractor under Article-7 & 8 and other provisions of this Agreement.
4. The termination shall be without prejudice to the acquired rights and liabilities of either party prior to termination.

ARTICLE - 3

PRICES:

1. In consideration of services provided hereunder, Port Qasim Authority agrees to pay to the Contractor a total sum of Rs. _____ /- (Rupees _____ per month only) & Rs. _____ /- (Rupees _____ per annum only) on monthly LUMPSUM basis during the period of validity of the Agreement as quoted by **Contractor**. Payment will be released on monthly LUMPSUM

basis during the period of validity of this Agreement after making all required deductions.

2. If the quality of the services provided by the Contractor is not upon the standard acceptable to Port Qasim Authority, Port Qasim Authority may get the required services performed through other ways and means at the risk and cost of the Contractor and expenditure(s) incurred on obtaining such services shall be deducted from the amount due from Port Qasim Authority to the Contractor.
3. If the required services are not satisfactory or Contractor fails to provide the agreed services at the sole discretion of Director (Environment & Safety) or any authorized officer of E&S Department, following penalties will be imposed on him for his default in addition to all other rights and remedies available to Port Qasim Authority:
 - i) For non-performance or unsatisfactory performance of Sweeping Services. Fine upto Rs. 50,000/- will be imposed for each service and deducted from the bill of the Contractor.
 - ii) For absence any of Contractor's Staff Rs. 2,000/- per absentee / per day

ARTICLE - 4

PAYMENT:

1. Payment in respect of supply / services shall be made by the Port Qasim Authority after submission of pre-receipted and duly certified bills, which shall be strictly in conformity with the agreed supply / services.
2. The Contractor shall provide detailed supporting documents along with each bill, including but not limited to:
 - i) Certified bills reflecting the supplies / services delivered;
 - ii) EOBI certified monthly certificates confirming that the subscription / contribution for each worker has been duly deposited by the Contractor;
 - iii) Bank-issued statements confirming payments made to workers through respective banks;
 - iv) Any other documents required by PQA to verify that the agreed services have been satisfactorily provided;
 - v) Payments shall be released only if the supplies / services are found to be in full compliance with the agreed terms. In case any supply / service is not delivered or is found deficient, the corresponding payment shall be withheld or proportionately deducted;
 - vi) All payments shall be made after deduction of all applicable taxes including Income Tax and other Government levies, in accordance with the laws and rules framed by the Federal Government and adopted by PQA from time to time;

ARTICLE - 5

SECURITY DEPOSIT:

The Contractor shall deposit an amount of Rs. 2,880,000/- (Rupees Two Million Eight Hundred Eighty Thousand only) as Performance Security in shape of pay-order in favour of PQA at the time of signing of the Agreement. The said Performance Security Deposit shall be held by the Port Qasim Authority until satisfactory completion of the Contract and shall be forfeited at the discretion of the Authority in case of failure of the Contractor to fulfill all or any of the conditions of the Contract irrespective and without prejudice to any other remedies for such failure.

ARTICLE - 6

RECOVERIES:

When any amount is recoverable from the contractor under any provision of this Agreement, Port Qasim Authority shall be entitled to deduct any such amount from the pending bills of the Contractor, whether due in respect of this or any other agreement and / or from any other due amount of the contractor lying with Port Qasim Authority and the Contractor shall have no objection on deduction of the same.

ARTICLE - 7

RESPONSIBILITIES OF THE CONTRACTOR:

a) The Contractor undertakes that he will provide complete Sweeping Services in Port Qasim Authority premises described in BOQ (WORK SCHEDULE) as per instructions of the Director (Environment & Safety), Port Qasim Authority, Karachi or any other authorized representative of E&S Department. The quality and standard of services to be provided by the contractor shall be the entire satisfaction of Port Qasim Authority for providing the said complete Sweeping Services in an effective and satisfactory manner. The Contractor shall maintain a total of **150 Numbers** work force i.e. **(12 Nos. Supervisory Staff + 138 Nos. of Janitorial Workers)** on daily basis as per list enclosed Annexure-"A,B&C" work - force within the PQA premises for execution of the satisfactory Sweeping Services at all PQA contractual areas as per deployment chart or as directed by the Director (E&S) or his representative. Any deficit deployment shall be liable to penalty as per Article - 3 (i&ii).

b) All minimum required cleaning tools / material, i.e. Phenyl (Finis or Max Phenyl or equivalent), Surf (Brite or Ariel or equivalent), Tile Cleaner (Harpic or Maxx Tile Cleaner or equivalent), Drain Opener (Drano or Mr. Muscle Drain Cleaner or equivalent), Broom (Diamond or Chawla Plastic Industry Brooms or equivalent), Mop (Scotch-Brite or Golden Wing Mop or equivalent) etc., shall be provided by the contractor at his own cost and sealed containers with the original label of the manufacturer shall be kept in the storeroom / suitable space (20x20) to be provided by Port Qasim Authority before execution of the work(s), to be checked by the Officer In-charge or any other authorized representative of the Environment & Safety Department, Port Qasim Authority, carried out in Port Qasim Authority premises. The contractor is also responsible to maintain Standard for offices and attached toilets using toiletries fragrances / deodorants / perfumes to avoid bad smell.

c) The Contractor shall be sole responsible for any adverse effect on any human being, Port Qasim

Authority's property, which may occur by use of substandard material or its wrong application in any area/any action.

d) The Contractor hereby agrees and undertakes that, with a view to ensuring proper execution of all Sweeping Services under the provisions of this Agreement, the Contractor shall maintain and deploy a specified workforce consisting of efficient, honest, able, and experienced persons. These employees shall work for and on behalf of the Contractor and shall not, in any manner, be treated as employees of Port Qasim Authority. The hiring and firing of employees, as well as any disciplinary action against them, shall be subject to the concurrence and consent of Port Qasim Authority. However,

Port Qasim Authority or its authorized official may, at any time, ask the Contractor to remove any employee(s) who, in its opinion, is/are undesirable. The Contractor shall immediately remove such employee(s) and provide a suitable replacement forthwith so as to maintain a sufficient workforce.

e) The Contractor hereby agrees and undertakes that he shall assign all such duties and responsibilities to his employees that may be necessary for first-rate execution of Sweeping Services. In this connection, he assures that his employees shall perform diligently the duties and responsibilities assigned to them.

f) Contractor shall be required to obtain clearance from Police Department and the Security Section of Port Qasim Authority in respect of all his employees engaged in provisioning of services within the premises of Port Qasim Authority. Unless they possess this clearance, they shall not be allowed to enter the premises of Port Qasim Authority.

g) For the purposes of Identification and Security, the Contractor shall issue proper Identity Card to all his employees who are detailed to work within the premises of Port Qasim Authority in connection with rendering of the services and the employees will display their Identity Card while on duty.

h) The Contractor accepts total responsibility for the settlement of all claims resulting from death, injury, burn or accident of any kind to his employees, office advisors, agents or any other third person acting for and on his behalf in the discharge of the Sweeping Services under this Agreement.

i) If any loss or damage is caused to Port Qasim Authority's property by any employee / officer or representative of the Contractor, such loss shall be made good by Contractor.

j) The Contractor further undertakes and agrees to indemnify and hold harmless Port Qasim Authority, its officers and agent from and against any and all claims, demands, liabilities, damages and expenses of any nature whatsoever, arising from or out of the execution or performance of any service under this Agreement by the Contractor, his employee or his agent.

k) All the above said liabilities of the Contractor are without prejudice of its order present / future liabilities arising from this Agreement whether due to the performance and / or nonperformance of its contractual obligations or otherwise.

l) The Contractor shall provide two prescribed uniforms to each worker every year, along with two pairs of shoes (Leather & Branded) and suitable summer & winter clothing. The Contractor shall ensure that all employees are properly dressed in neat and clean uniforms at all times while on duty. A strict monitoring system shall be maintained by the Contractor to ensure compliance with this requirement.

m) If the standard provided by the Sweeping Contractor is not up to the standard acceptable to Port Qasim Authority or the Contractor's employees go on strike for any reason, then Port Qasim Authority may get the required Sweeping Services performed through other ways and means at the cost and risk of the contractor and the expenditures incurred on obtaining such services shall be deducted from amounts due from Port

Qasim Authority to the Contractor. If the services provided by the Contractor are not satisfactory at the sole discretion of Port Qasim Authority's representative then Port Qasim Authority without prejudice to the penalties mentioned in Article-3 may impose a penalty not exceeding 10% of the total monthly bill for that month. Moreover' the Port Qasim Authority shall have the option for terminating the Contract at their discretion at any time by serving a written notice of 60 days.

n) At any time during the subsistence of the contract, if Port Qasim Authority requires the contractor to undertake additional routine works, the contractor shall be obligated to perform such tasks. However, the cumulative value of such additional works shall not exceed fifteen percent (15%) of the original procurement / contract value and the same shall be treated as contract enhancement in accordance with Rule-42(c)(iv) of the Public Procurement Rules, 2004, subject to proper justification and approval by the competent authority.

o) The Contractor will ensure that all the relevant equipment(s) as well as their workers employed for the execution of the works of this Contract are available all the time at site for the purpose of inspection of the Manager (E&S) or any authorized officer appointed by the Port Qasim Authority.

p) The Contractor shall all times obey and abide by all verbal and written instructions given by the Director (Environment & Safety), Manager (E&S) or any authorized officer so deputed to supervise the work.

q) The Contractor has to comply with all laws and pay the dues of EOBI/SESSI on account of PQA contract and submit requisite certificates thereof before processing bill for payment.

r) **The Contractor shall pay to each worker monthly wages not less than Rs. 37,000/- (Rupees Thirty-Seven Thousand only), in addition to Rs. 18,000/- (Rupees Eighteen Thousand only) as incentive allowance, making a total monthly payment of Rs. 55,000/- (Rupees Fifty-Five Thousand only) per worker, in accordance with the prescribed minimum wages. The Contractor shall also submit a detailed monthly payroll statement to the Port Qasim Authority for verification and record.**

s) **In future it will be mandatory for the contractor, shall pay the wages to the Labour / Manpower whichever increased by Govt. of Pakistan in each fiscal year. However, increase salary amount as per Govt. of Pakistan Notification shall be paid by PQA to the contractors including taxes for payment of increased salary.**

t) The Contractor shall not hire & deploy the Child labour.

u) The Contractor shall be responsible for the installation and maintenance of a biometric attendance system at the locations such as Finance Division, Admin Block Building - III and PQA Housing Complex within Port Qasim Authority for marking the attendance of all workers. The Contractor shall submit both soft and hard copies of the daily attendance record to the Environment & Safety Department. In case the workers are deployed at different locations, the Contractor shall ensure the use of a mobile-based biometric system to record attendance at each site. The Contractor shall also be responsible for ensuring that the data system is properly integrated with the PQA's central biometric attendance system. No excuse shall be accepted for non-installation, malfunction, or failure of the biometric system. All workers must mark their attendance through the biometric system without exception.

v) . The Contractor shall provide proper pick & drop service to the janitorial workers from city area to PQA.

w) . The Contractor shall have nearby Emergency hospital counter any event or incident for their workers for Medical treatment. Medical facilities shall be provided by the contractor to the Cleaning & Sweeping workers / staff as per labour rules / laws.

ARTICLE - 8

SERVICES TO BE PROVIDED BY THE CONTRACTOR:

- i) The whole work will have to be completed daily and within the eight (08) hours specified in Work Schedule and or as advised by the Director (Environment & Safety), or any authorized officer of Environment & Safety Department. In case of unsatisfactory work or function of the Contractor to execute the work within time schedule, a penalty shall be imposed on the Contractor as per Article-3.
- ii) Shall furnish and follow a Work Schedule covering the entire PQA areas, Offices and PQA Housing Complex.
- iii) Shall be liable to employee all labour, material and equipment for the purpose of carrying out the awarded work of Cleaning and Sweeping Services etc.
- iv) Garbage and dead animals shall be removed daily from the area and transported and buried out of PQA area / premises.
- v) Ensure daily Cleaning and Sweeping of all floor areas with broom ensuring that these are free from dust, papers and other objects which may otherwise look dirty. Thereafter cleaning of all the floors including floors of toilets with Phenyls, wet mops. Sweeping and Cleaning shall be carried out frequently as many times as necessary. While mopping, water to be used shall be mixed with perfumed Phenyl (Finis / Typhon) or Dettol or with other disinfectant and deodorant of approved brands, as directed by E&S Department's authorized official (all the office's floors shall be scrubbed / polished with machines once in every month).
- vi) Keeping toilets Clean and Tidy at all times, sweeping workers will frequently use detergent on Wash Basins, Commodes and other sanitary fittings and fixtures inner and outer surface and put Naphthalene balls where required before they are exhausted.
- vii) Removing waste from all wastebaskets and dumping them only at the place designated. For this purpose, all wastage, garbage and dry leaves shall be removed from all locations and put in specified places and garbage yard (Kundies) at Contractor's own cost.
- viii) The washing and cleaning of floors in office rooms, corridors and other used areas shall be carried out on a daily basis, while floors of non-office areas shall be washed as and when required. The Contractor shall ensure that scrubbing and polishing machines are used for cleaning and polishing of floors on a daily basis. It shall also be ensured that these machines remain available at all times (24 hours a day, 7 days a week) within the premises of Port Qasim Authority for cleaning purposes.
- ix) Sweeping of roads and pavement within the area of work to ensure a clean look and ensuring that water outlets are not blocked at any time. Washing of the roads and pavements, as and when required.
- x) Regularly mopping of all offices areas and corridors and other with long open cotton mops (CHINDI). All places which are inaccessible for the long mops and washed by using appropriate tools and equipment as frequently as required so that the Cleaning Standard of all floor areas is maintained.
- xi) Washing and Cleaning of Mosaic and Glazed Tiles at all locations and ensure their cleanliness at all times.
- xii) All windows glasses should be clean as & when required basis with long handle wiper.

- xiii) Cleaning of all windows panes and doors / dust and footstep marks on daily basis.
- xiv) Disposing of all collected rubbish and all other items to the appropriate dustbins. Emptying of all dustbins as many times as necessary and keeping the dustbins in neat conditions.
- xv) Roding and Clearing of material, which may result in the choking of sewerage lines.
- xvi) All oily areas will be cleared by using Saw Dust mixing with Kerosene Oil and other appropriate material as and when required.
- xvii) Using Liquid Soap, scrubbing brushes and Water for scrubbing the floors including the floors of Toilets.
- xviii) All marble and tiled floors shall be washed properly using approved cleaning chemicals, as required or as directed by the Environment & Safety Department. The cleaning and polishing shall be carried out with the help of floor scrubbing and polishing machines, which shall remain available and operational at all times within the premises of Port Qasim Authority.
- xix) Cleaning of Main holes / Sewerage Lines etc., of PQA Contractual Areas.
- xx) Any other services not described herein but required for first-rate execution of Sweeping Services.

ARTICLE - 9

INDEMNITY:

The Contractor undertakes and agrees to indemnify and hold harmless Port Qasim Authority, its Officers and agents from and against all claims, demands, liabilities, damages and expenses of any nature whatsoever, arising out of or resulting from this Agreement whether due to performance / non-performance of any services under this Agreement by the Contractor, its employees or its agent or otherwise.

ARTICLE - 10

INSOLVENCY AND BREACH OF CONTRACT:

Should the Contractor be adjudicated insolvent or made to enter into any Agreement for completion with creditors or commit any breach of this Agreement not herein specifically provided, Port Qasim Authority shall have the right to declare the agreement terminated forthwith, and in which case the contractor shall be liable to the confiscation of security deposited and pay any extra expenses which it might incur but it shall not be entitled to any gain / compensation from Port Qasim Authority.

ARTICLE - 11

SCHEDULE:

For intents and purpose, the SCHEDULES annexed herewith shall form an integral part of this Agreement and the Contractor's seal, SHALL bound to fulfill all the terms and conditions stipulated therein. A deviation from the terms and conditions incorporated in the annexed SCHEDULES or other part of the Agreement shall deemed to be violation of this Agreement on the part of the Contractor.

ARTICLE - 12

FORCE MAJURE:

Except provided under the agreement neither party shall be liable for any failure or delay in performing their obligations due to any cause beyond its reasonable control including without Limitation to the Act of Public Enemy, War, Rebellion, Insurrection, Accident, Act of God and Act of State or of the Judiciary.

ARTICLE - 13

CORRESPONDENCE:

The Contractor shall not correspond with or approach any other authority, persons directly or indirectly whether the staff of Port Qasim Authority or otherwise except the Director General, Director (E&S), Manager (E&S) PQA, or concerned regarding any matter arising from this or any other agreement with Port Qasim Authority. The Contractor may carry on correspondence with the designated officials of the user department.

ARTICLE - 14

NOTICES:

All notices, requests and demands given to or made upon the parties shall be in writing and posted through registered mail, confirmatory telex at the addresses set forth below:

PQA : PORT QASIM AUTHORITY
BIN QASIM,
KARACHI-75020.

CONTRACTOR : M/s.

ARTICLE - 15

BRIBE:

Any bribe commission, gifts or advantages given promised or defrayed by or on behalf of the Contractor or his Partner, Agent or Servant or any on its behalf to any Office, Servants Representative or Agent of Port Qasim Authority, for showing or for bearing to show favour or dis-favour to any person interrelation to this or any other agreement as aforesaid shall subject the Contractor to the cancellation of this and all or any other contract and decision of DIRECTOR GENERAL concerned in his respect shall be final and binding of the Contractor.

ARTICLE - 16

NO BROKER:

It is understood and agreed that no Broker Agents have participated in bringing the parties together in the negotiation, and preparation of this Agreement and Contractor hereby warrants that price of the subject matter of this Agreement hereof has not been enhanced or increased to accommodate directly and / or indirectly any commission or fees to any person or entity whatsoever. Contractor agrees to indemnify and hold harmless Port Qasim Authority from and against all claims, demands, liabilities, damages, losses and judgments which may be suffered by, accord against, charged to are recoverable from Port Qasim Authority and which rises out of Contractor's actions or negotiations with or in respect of Brokers or Agents.

Notwithstanding anything contained herein above, in the event that any future date it is established that such commission and / or fees of any kind have been made by Contractor to any brokers or agents or persons or entitles whatsoever, such sum shall be refundable immediately to Port Qasim Authority by the briber without prejudice to any other rights or remedies of Port Qasim Authority.

ARTICLE - 17

ASSIGNMENT:

The Contractor shall not sublet, transfer or assign this Agreement to any party.

ARTICLE - 18

APPLICABLE LAW:

This agreement shall be governed by the laws of Islamic Republic of Pakistan.

ARTICLE - 19

AUTHORITY OF PERSON SIGNING CONTRACT & DOCUMENT:

Person signing this Contract or any other document forming part of this Contract on behalf of the Contractor shall be deemed to warrant that he has the authority to do so from the Contractor, and if on inquiry, it is revealed that the person so signing had no authority to do so, Port Qasim Authority may without prejudice to other legal right / remedies cancel the Contract without notice and hold signatory level for all costs and damages.

ARTICLE - 20

DISPUTE RESOLUTION:

Notwithstanding anything to the contrary contained herein or in any of the documents mentioned herein, all

disputes, controversies or differences which may arise between the parties out of or in relation to or in connection with this Contract for breach of these except to any matter the decision of which is specifically provided for herein, the matter in dispute shall be referred to Director General (Administration), Port Qasim Authority under the Arbitration Act-1940, whose decision shall be final and binding on both the parties.

ARTICLE - 21

WAGES & OTHER FACILITIES:

- i) . The Contractor shall pay to each worker monthly wages not less than Rs. 37,000/- (Rupees Thirty-Seven Thousand only), in addition to Rs. 18,000/- (Rupees Eighteen Thousand only) as Incentive allowance, making a total monthly payment of Rs. 55,000/- (Rupees Fifty-Five Thousand only) per worker, in accordance with the prescribed minimum wages. The Contractor shall also submit a detailed monthly payroll statement to the Port Qasim Authority for verification and record.

I have received a sum of Rs. _____ from Contractor M/s.....	
(Company name to be mentioned) on account of monthly salary in my bank account	
number	
RECEIVER: Signature: Name: Designation: CNIC No.	CONTRACTOR: Signature: Name: Designation: CNIC No.

- ii) . In future it will be mandatory for the contractor, shall pay the wages to the Labour / Manpower whichever increased by Govt. of Pakistan in each fiscal year. However, increase salary amount as per Govt. of Pakistan Notification shall be paid by PQA to the contractor including taxes for payment of increased salary amount.
- iii) . Upon increase in minimum wages / pay by Government of Pakistan beyond Rs. 37,000/- per month, the contractor will immediately increase the amount of wages of each worker and the contract price will be increased by PQA with following formula with effect from the month of payment of increased wages to workers by the contractor.

“Increase amount in existing Wage X No. of Janitorial Staff”

- iv) . The Contractor shall comply with all applicable labour laws and shall ensure the timely payment of contributions to EOBI or SESSI in respect of all workers engaged under the Port Qasim Authority contract. The Contractor shall submit copies of valid EOBI or SESSI registered work-force list with the Port Qasim Authority prior to the processing of any payment bills. Furthermore, the Contractor shall ensure that a monthly certificate from EOBI, containing the names of all registered workers, is submitted to the Port Qasim Authority. The Authority shall verify and endorse that all workers are duly registered and covered under the said scheme from time to time failing to which PQA may terminate

the contract agreement.

- v) . The Contractor shall provide pick & drop services to the janitorial workers from city area to PQA (avoid the transport like Trucks or Pick-up).
- vi) . The contractor shall construct and maintain a Worker's Mess at own for proper hygienic cooking place. Land for this temporary arrangement will be provided by PQA (Details of Worker's Mess & designs will be provided). The payment of wages to all workers shall be made through their respective bank accounts within the first three (03) days of the commencement of each month. Under no circumstances shall the Contractor withhold or delay the payment of workers' wages or that the bill or payment from Port Qasim Authority is pending. It shall be the sole responsibility and obligation of the Contractor to ensure that salaries are disbursed to all workers within three (03) days from the start of each month, without any excuse or delay.
- vii) . The Contractor shall be responsible to provide one time proper meal / lunch to all workers at his own cost. The food shall be fresh / hygienic and to be served in a proper hygienic plastic containers.
- viii) . The Contractor shall comply with all applicable labour laws / rules relating to leave and other employment benefits of the workers. However, the contractor shall ensure maintenance of the required workforce strength of 150 workers at all times during the tenure of the contract.

ARTICLE - 22

MISCELLANEOUS:

- a) This Agreement supersedes all prior agreements and understandings relating to the subject. All terms and conditions or the tender documents and the quoted rates vide attached schedules are valid to the extent they are not repugnant with the terms and conditions of this Agreement
 - b) Titles are inserted in this Agreement for the purpose of reference and convenience and in no way define, limit or describe the scope or intent of Agreement and / or not to deem an integral part thereof.
 - c) This Agreement shall not be varied, modified, altered, amended or supplemented etc., except by the mutual consent, of the parties in writing.
 - d) The Contractor agrees that it shall from time to time do and perform such other and further acts or things and execute and deliver any or all such other and further assignments as may be required or reasonable requested by Port Qasim Authority to establish, maintain and protect its right and remedies under this Agreement.
 - e) This Agreement shall be binding upon and shall inure to the benefit of both parties.
- IN WITNESS WHEREOF the parties hereunto set their hands on the days, month and the year mentioned herein above.

**FOR AND ON BEHALF OF
PORT QASIM AUTHORITY**

**FOR AND ON BEHALF OF
CONTRACTOR**

NAME:

NAME:

DESIG:

DESIG:

SCHEDULES / BILL OF QUANTITIES (A,B,C,D&E)

PQA OFFICES / AREAS

SCHEDULE / BOQ- "A"

CLEANING & SWEEPING SERVICES AT PORT QASIM AREA:

Contractor shall be liable to employ all labour, material, equipments including (Mazda Truck- 3500, & Tractor Trolley) etc., and make arrangements for the Cleaning and Sweeping Services of the roads, streets, open areas (Land) and remote corner on daily basis. However, daily Cleaning and Sweeping Services will be done in the following areas as detailed below:

S. #	PAY ITEM	DAILY RATES (Rs.)	MONTHLY RATE (Rs.)
a.	Main Security Check-Post at PQA Main Gate to roundabout at water works		
b.	Roundabout to Marginal Wharf road upto QICT.		
c.	Railway Sidings upto PQA Bridge. (40 feet both sides)		
d.	Roundabout near PQA water works to Chairman's Secretariat		
e.	Control Tower area.		
f.	Roundabout to Telephone Exchange. (Roads and its sidings)		
g.	Workshops area in front of Fire Station and E&S Department.		
h.	Road Leading to Eastern Zone from conveyer belt upto end of main office Building No. 2 (HRM)		
i.	Truck Parking area.		
j.	Road leading Marginal Wharves		
k.	Port Qasim Sewage Treatment Plant (S.T.P) at Edible Oil & Molasses area.		
l.	I.O.C.B area including causeway 3 Km.		
m.	Marginal Wharves Berths No. 01 & 02.		
n.	Main National Highway T-Junction Mor to PQA main Entry gate Security Check post.		
o.	All Roads of Edible Oil & Molasses Area upto FAP Terminal Road.		
p.	Jungle Cutting in PQA areas where required and refusal material be disposed-off from PQA limits.		
q.	T-Junction to Main Check-post measuring linear distance of 10km and upto 40ft either side of the road.		
r.	Cleaning of Nallah outside PQA Housing Complex and alongside PQA main access road and any other Nallah at PQA premises shall be maintained after every fifteen (15) days.		

S. #	PAY ITEM	DAILY RATES Rs.	MONTHLY RATE Rs.
s.	Cleaning of 10 Nos. of Soakage Pits and 02 Nos. of Cemented Pits located in PQA areas & Marginal Wharf area respectively and keeps the drain passages clear all the time.		
t.	The following machinery shall be present 24/7 in PQA for operational activities: i. Hyd. Mechanical Road Sweeper Vehicle ii. Shovel iii. Excavator iv. Tractors v. Truck along with Suction Pump Machine vi. Garbage Truck		
Sub - Total Rs.			
SST @ Rs. As per prevailing rates			
Grand Total Rs.			

PQA OFFICES / AREAS**SCHEDULE / BOQ- "B"****CLEANING & SWEEPING SERVICES AT PORT QASIM AREA:**

Contractor shall to employ all labour, materials and equipment for Cleaning & Sweeping Services i.e. Cleaning of Bathrooms, Cleaning of floors (all modes all means) Sweeping and Dusting of PQA Offices, Wiping of Window Panes including keeping drain lines Choke Free as detailed below:

S. #	PAY ITEM	DAILY RATES Rs.	MONTHLY RATE Rs.
a.	TOB-II including Chairman's Secretariat, DG (Finance) Offices, Secretariat Office & Legal department offices.		
b.	TOB - I (Finance Offices)		
c.	Admin Block-I		
d.	Admin Block-II		
e.	Admin Block-III		
f.	Telephone Exchange Building		
g.	Stores Department		
h.	Industrial Management Department		
i.	Main Gate (Check-post) & All Weighbridges		
j.	Security & Immigration Offices & Check-posts		
k.	Water Works area		
l.	PQA Officer's Mess		
m.	E&S Department and Fire Fighting Station		
n.	Cargo offices at Berth No-1&2		
o.	Tower Building Offices		
p.	Old Canteen Building		
Sub - Total Rs.			
SST @ Rs. As per prevailing rates			
Grand Total Rs.			

SCHEDULE / BOQ-"C"**CLEANING & SWEEPING SERVICES AT PQA HOUSING COMPLEX**

Contractor shall be responsible to apply all labour, material, equipment and Independent Truck (Mazda-3500) on daily basis to carry-out the Cleaning and Sweeping works to be undertaken at PQA Housing Complex as under:

S. #	PAY ITEM	DAILY RATES (Rs.)	MONTHLY RATE (Rs.)
a.	Carry out daily sweeping of the surrounding streets and roads of the Residential Complex, Mosques, Schools and Water Point. Excluding Gulshan-e-Benazir Township Scheme.		
b.	Dispose off the garbage from the garbage collection points on daily basis outside the limits of PQA.		
c.	Carryout regular maintenance/cleaning of the sewerage drains and keep them chock free.		
d.	Carry out house-to-house Collection of Garbage and its disposal on daily basis.		
e.	Sweeping of Staircases of all Residential Blocks.		
Sub - Total Rs.			
SST @ Rs. As per prevailing rates			
Grand Total Rs.			

PQA OFFICES / AREAS**SCHEDULE / BOQ-"D"****EXTRA ORDINARY / SEASONAL ITEM OF WORK**

Contractor shall be responsible to apply all labour, material and equipment to carry out the following extra-ordinary / occasional items of work on routine basis which are at the following conditions:

S. No.	PAY ITEM	RATE PER DAY
i.	Labour Charges including Colouring for all trees from T- Junction to Chairman's Secretariat with Red & White Oil Paints, after every three (03) months.	
GRAND TOTAL		

MANDATORY INFORMATION TO BE FURNISHED BY THE BIDDER

The bidder should collect all information of all sites of his work at his own
and it shall be presumed that he is fully informed & well equipped with full
information on each & every aspect at later stage. No such claim of
contractor shall not be accepted that he was not given knowledge or
provided information.

DEPLOYMENT CHART

Following information are required to be furnished by the Bidder, as per BOQ - "A":

S. #	LOCATION	DEPLOYMENT OF MINIMUM MANPOWER	
		SUPERVISORY STAFF	CLEANING WORKER(S)
a.	Main Security Check-post to roundabout.		
b.	Roundabout to Marginal Wharf road upto QICT.		
c.	Railway Sidings.		
d.	Roundabout to Chairman's Secretariat.		
e.	Control Tower area.		
f.	Roundabout to Telephone Exchange.		
g.	Workshops area in front of Fire Station and E&S Department.		
h.	Road Leading to Eastern Zone from conveyer belt upto end of main office Building No. 2 (HRM)		
i.	Truck Parking area.		
j.	Road leading to Marginal Wharves		
k.	Port Qasim Sewage Treatment Plant (S.T.P) at Edible Oil & Molasses area.		
l.	I.O.C.B area including causeway 3 Km.		
m.	Main National Highway T-Juction Roundabout to PQA main Entry Gate Security Check-Post.		
n.	All roads of Edible Oil & Molasses Area.		

Annex-"B"**ENGAGEMENT OF MANPOWER**

Following information are required to be furnished by the Bidder, as per BOQ - "B":

S. #	LOCATION	DEPLOYMENT OF MINIMUM MANPOWER	
		SUPERVISORY STAFF	CLEANING WORKER(S)
a.	TOB-II including Chairman's Secretariat, DG (Finance) offices, Secretary Room & Legal department rooms.		
b.	TOB - I (All Rooms)		
c.	Admin Block-I (All Rooms)		
d.	Admin Block-II (All Rooms)		
e.	Admin Block-III (All Rooms)		
f.	Telephone Exchange Building (All Rooms)		
g.	Stores Department (All Rooms)		
h.	Industrial Management Department (All Rooms)		
i.	Main Check-post / Weighbridges (All Rooms)		
j.	Security & Immigration Check-posts (All Rooms)		
k.	Water Works area.		
l.	PQA Officer's Mess.		
m.	E&S Department and Fire Fighting Station		
n.	M/W Berth # 1&2 Cargo Department offices.		
o.	IOCB Area		
P.	Tower Building Offices		
q.	Old Canteen Building		

Annex-“C”**ENGAGEMENT OF MANPOWER**

Following information are required to be furnished by the Bidder, as per **BOQ-“C”**:

S. #	LOCATION	DEPLOYMENT OF MINIMUM MANPOWER	
		SUPERVISORY STAFF	CLEANING WORKER(s)
a.	Carry out daily sweeping of the surrounding streets and roads of the Residential Complex / Flats, Mosques, Schools and Water Point.		
b.	Dispose off the garbage from the garbage collection points twice a week i.e. on every Monday and on every Thursday, outside the limits of PQA to designated waste material site of Sindh Govt. & such return slip to deposit to PQA.		
c.	Carryout regular maintenance / cleaning of the sewerage drains and keep them choke-free.		
d.	Carry out house-to-house Collection of Garbage and its disposal through bags on daily basis. All PQA residential complex / flats building only.		
e.	Sweeping of Staircases, all four side of building of all Residential Blocks on daily basis.		
f.	To arrange bags for residents to put their daily garbage into & keep it on side their flat for collection by company Rep. on daily basis.		

ENGAGEMENT OF EQUIPMENT

Following information are required to be furnished by the Bidder:

S.#	NAME OF EQUIPMENT	MAKE/MODEL SIZE / CAPACITY	OWNED	HIRED
i.	Hydraulic Mechanical Road Sweeper Vehicle			
ii.	Shovel			
iii.	Excavator			
iv.	Truck along with Suction Pump Machine			
v.	Garbage Truck			
vi.	Buses (55 Seaters)			
vii.	Scrubber / Polish Machines			

LIST OF INCHARGE & SUPERVISORS TO BE DEPUTED AT PQA SITES

S.#	NAME OF PERSON	POSITION	ASSIGNMENT / RESPONSIBILITY AT PQA SITE	CONTACT No. / ADDRESS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**EVALUATION CRITERIA FOR FIRMS / CONTRACTORS
FOR JANITORIAL / CLEANING AND SWEEPING SERVICES
FOR PQA AREAS / OFFICES & PQA HOUSING COMPLEX**

A. MANDATORY REQUIREMENTS (with supporting updated documents)

1. Proof of Registration in Income Tax and Sindh Revenue Board (SRB) / Sales Tax Departments;
2. Proof as Active Tax Payer List (ATL);
3. Proof of registration with EOBI / SESSI;

Note: *(Non-provision of any one of above shall dis-qualify the firm at initial stage).*

B. EVALUATION CRITERIA

S. #	REQUIREMENT (Supported by Documentary proof)	MAX. POINTS POINTS OBTAINED
1.	EXPERIENCE OF THE FIRM IN THE RELEVANT FIELD:	
1.1	Similar nature Projects Completed for value of (23 Points;)	
	i. Rs. 03 Million & above 03 pts	
	ii. Rs. 06 Million & above 04 pts	
	iii. Rs. 12 Million & above 06 pts	
	iv. Rs. 24 Million & above 10 pts	
1.2	Similar nature Projects on going for value of (07 Points;)	30
	i. Rs. 04 Million & above 07 pts	

NOTE:

Copies of work orders & completion certificates issued to the firms are to be provided & can be verified from original & issuing company, if required.

2. PROFESSIONAL CAPABILITY OF THE COMPANY / FIRM:

2.1 The firm must have regular and qualified employees on its payroll. (Max: 20 pts;)

2.2 The firm must meet the following qualification requirements:

a.	02 Nos. Graduates or Equivalent (1.5 points on education & 1.5 points on experience will be given on each);	(06 pt;)
b.	02 Nos. Intermediate or Equivalent (01 point on education & 01 point on experience will be given on each);	(04 pt;)
c.	03 Nos. Matriculates or Equivalent (01 point on education & 01 point on experience will be given on each);	(06 pt;)
d.	04 Nos. Supervisors Name along with CNIC numbers not older than 40 years or less than 18 years;	(04 pt;)

NOTE:

Complete CV duly signed by concerned person & verified by company should be provided in original.

S. #	REQUIREMENT (Supported by Documentary proof)	MAX. POINTS	POINTS OBTAINED
3.	MACHINERY / EQUIPMENT AND TOOLS: i. 02 x Hyd. Mech. Road Sweeper Vehicle 01 pt each = 02 Pts; ii. 02 x Shovel 02 pts each = 04 pts; iii. 01 x Excavator 02 pts = 02 pts; iv. 01 x Scrubber / Polish Machine 02 Pts = 02 pts; v. 01 x Truck along with Suction Pump 02 pts = 02 pts; vi. 02 x Garbage Truck 02 pts each = 04 pts; vii. 02 x Buses (55 Seaters) 02 pts each = 04 pts Note: (Model, Make Year & Number registered mandatorily be provided) > It should not be older than three years. > The equipment / machinery / busses / trucks etc., owned may be given maximum scoring while that hired shall be given 50%. > Ownership / hiring should be in name of company. Committee may inspect all items, if required.	20	
4.	Financial Soundness 4.1 Average Working Capital for last three years audited accounts (15 points) 4.2 a. Minimum Working Capital Rs. 20 Million (10 points) b. For additional Rs.5.0 Million (05 points) Average Gross Revenue/turn over from last three years audited accounts (15 points) a. Minimum Gross Revenue Rs. 10 Million (10 points) b. For additional Rs.03 Million (05 points) Note: Last three years audited accounts by a Chartered Accountant firm must be mandatorily provided.	30	
	TOTAL	100	

NOTE:

- ✓ The minimum points to qualify are 60% overall and 60% in each section.
 ✓