



GOVERNMENT OF PAKISTAN
TRADE DEVELOPMENT AUTHORITY OF PAKISTAN

BIDDING DOCUMENTS

**HIRING OF FIRMS FOR JANITORIAL & GARDENING
SERVICES (SWEEPERS, CLEANING, GARDENERS AND
OTHER RELATED SERVICES AT KARACHI EXPO CENTER**

PART ONE

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SECTION I: Invitation for Bids

ITB NO:TDAP-3(206)/KEC/2020/Janitorial Tender

TENDER FOR HIRING OF FIRMS FOR JANITORIAL & GARDENING SERVICES (SWEEPERS, CLEANING, GARDENERS AND OTHER RELATED SERVICES AT KARACHI EXPO CENTER

Trade Development Authority of Pakistan (TDAP), an authority established for promotion of trade and business, under the Ministry of Commerce, invites sealed bids from well reputed firms registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue and qualified in all respects having valid NOC / License from the relevant Federal / Provincial Departments for Janitorial & Gardening Services (provision of Sweepers, Cleaning & Gardening Services and Other related services at Karachi Expo Centre.

2. Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid evaluation criteria, performance guarantee, etc. are available for the interested bidders at the **Office of the Deputy Director (PME), TDAP Office, Karachi Expo Centre, Hassan Square, Karachi** on payment of Rs.2,000/- through pay order in favour of "Account Officer, TDAP, Karachi Expo Centre" or can be download from the website www.tdap.gov.pk free of cost. The interested firms who opt to download the documents from the website should register themselves with the office of Deputy Director (Expo) for communication of changes, if any.

3. Single Stage Two Envelope Procedure would be used for Open Competitive Bidding. In the first stage only the technical proposals will be opened. Later, the financial proposals of only the technically qualified firms will be opened. Financial proposals should accompany a bid security equivalent to two per cent **(2%) of the bid amount (Total Bid of Two Years)** in the form specified in the Bidding documents. Both the technical and the financial proposals must be sealed separately. Trade Development Authority of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time, however, reasons for rejection or annulling bid process will be communicated to the concerned bidder (s) in accordance with the Procurement Rules.

4. The bids, prepared in accordance with the instructions in the bidding documents, must reach the office of the Deputy Director (Expo), Trade Development Authority of Pakistan (TDAP), 3rd Floor, Block-A, FTC Building, Shahrah-e-Faisal, Karachi on or before 12:00PM on 1st September, 2020. Bids will be opened the same day at 12:30PM. This advertisement is also available on PPRA website www.ppra.org.pk.

**Deputy Director
(EXPO)**

Trade Development Authority of Pakistan
Ministry of Commerce
Government of Pakistan

3rd Floor, Block – A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi
Tel: 021-99232667 Fax: 021-99232669

SECTION II: Instructions to Bidders

A. Introduction

1. Source of Funds

1.1 The Procuring Agency (as given in the Bid Data Sheet) has arranged funds from its own sources towards the cost of management and operations of (as given in the Bid Data Sheet) and it is intended that part of the proceeds of these funds will be applied to eligible payments under the contract (as given in the Bid Data Sheet) for which these bidding documents are issued.

1.2 Payment from the Funds will be made only at the orders of the Procuring Agency and shall be subject in all respect to the terms and conditions of the agreement. No party other than the Procuring Agency shall derive any rights from the Project Agreement or have any claim to the allocated fund proceeds.

2. Eligible Bidders

2.1 This Invitation for Bids is open to all firms providing Cleaning Janitorial, Gardening Facility Management & Maintenance Services in Pakistan.

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

3. Eligible Goods and Services

3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the Public Procurement Rules, 2004 and the Bidding Documents, and all expenditures made under the contract will be limited to such goods and services.

4. Cost of Bidding

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. The Bidding Documents

5. Content of Bidding Documents

- 5.1 the bidding documents include:
- (a) Instructions to Bidders (ITB)
 - (b) Bid Data Sheet
 - (c) Schedule of Requirements
 - (d) Technical Specifications
 - (e) Bid Form and Price Schedules
 - (f) Bid Security Form
 - (g) Contract Form
 - (h) Performance Security Form
 - (i) General Conditions of Contract (GCC)
 - (j) Special Conditions of Contract (SCC)

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

6. Clarification of Bidding Documents

6.1 An interested Bidder requiring any clarification of the bidding documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bidding documents which it receives no later than three working days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Procuring agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents

7. Amendment of Bidding Documents

7.1 At any time prior to the deadline for submission of bids, the Procuring agency, for any reason, whether at its own initiative or in response to a clarification requested by an interested Bidder, may modify the bidding documents by amendment.

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

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

C. Preparation of Bids

8. Language of Bid

8.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.

9. Documents Comprising the Bid

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

(a) A Technical Proposal

- Comprising of Cover letter, Company Profile, Exhibits of work experience & Financial Strength and a proposal on work plan based on the Schedule of Requirements/ TORs. The Bidder should take into consideration the parameters listed in Technical Evaluation Criteria for submission of Technical Proposal in the Bid Data Sheet and its Annexure.

(b) A Financial Bid

- A Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11, and 12;
- Bid security furnished in accordance with ITB Clause 15.

10. Bid Form

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

11. Bid Prices

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

11.2 Unless otherwise stipulated in the Conditions of Contract, prices quoted by the bidder shall remain fixed during the bidder's performance of the Contract and not subject to variation on any account. The price of other (incidental) services, if any, listed in the Bid Data Sheet, will be entered separately.

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

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

12. Bid Currencies

12.1 Prices shall be quoted in Pak Rupees.

13. Documents Establishing Bidder's Eligibility and Qualification

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

13.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Procuring agency's satisfaction that the Bidder, at the time of submission of its bid, is legally established in Pakistan.

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

- (a) Bidder/Manufacturer must possess and provide evidence of its capability, experience and qualification criteria as stipulated in Bidding Documents and Bid Data Sheet

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

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

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

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

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

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

14.3 For purposes of the commentary to be furnished pursuant to ITB Clause 14.2(b) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring agency in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Procuring agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

15. Bid Security

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

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

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

(a) Each bidder shall furnish, as part of his bid, at the option of the bidder, a Bid Security in the amount stipulated in Bidding Data in Pak. Rupees in the form of Deposit at Call or a Bank Guarantee issued by a Scheduled Bank in Pakistan,

in favor of the Employer valid for a period up to twenty eight (28) days beyond the bid validity date.

(b) irrevocable encashable on-demand Bank call-deposit.

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

15.5 The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidder or on the expiry of validity of Bid Security whichever is earlier.

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

15.7 The bid security may be forfeited:

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

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

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

or

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

16. Period of Validity of Bids

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

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

17. Format and Signing of Bid

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

17.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

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

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

D. Submission of Bids

18. Sealing and Marking of Bids

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

18.2 The inner and outer envelopes shall:

(a) be addressed to the Procuring agency at the address given in the Bid Data Sheet; and

(b) bear the Project name indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: —DO NOT OPEN BEFORE,‖ to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.2.

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

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

18.5 Bids submitted through telegraph, telex, fax or e-mail shall not be considered

19. Deadline for Submission of Bids

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

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

20. Late Bids

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

21. Modification and Withdrawal of Bids

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

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

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

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

E. Opening and Evaluation of Bids

22. Opening of Bids by the Procuring agency

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

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

22.3 Bids (and modifications sent pursuant to ITB Clause 21.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

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

23. Clarification of Bids

23.1 During evaluation of the bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

24. Preliminary Examination

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

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

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

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

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

25. Evaluation and Comparison of Bids

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

25.2 Bids will be evaluated for complete scope of works. As already given in the Invitation to Bid, TDAP shall follow Single Stage – Two envelope procedure for open competitive bidding. The prices will be compared on the basis of the Evaluated Bid Price pursuant to following:

- (a) Technical Evaluation: It will be examined in detail whether the Services and Products offered by the bidder comply with the Technical Provisions of the Bidding Documents. For this purpose, the bidder's data submitted in the Technical Proposal will be compared with the Schedule of Requirements/ TORs and evaluated against the Technical Evaluation Criteria given in the Bid Date Sheet. **Minimum passing score is 70.** The Technical proposals which do not conform to the specified requirements and score below 70 will be rejected.

The financial proposals/ bids of technically qualified firms shall be opened publicly.

(b) Evaluation of Financial Bid

The Procuring agency's evaluation of a bid will be on delivered duties/ taxes paid, and the bid found to be the lowest evaluated responsive bid will be accepted.

25.3 The Procuring agency's evaluation of a financial bid will take into account, in addition to the bid price quoted in accordance with ITB Clause 11.2, the following factors:

(a) incidental costs, any correction for arithmetic errors, making an appropriate price adjustment for any other acceptable variation or deviation and discount, if any, offered by the bidders as also read out and recorded at the time of bid opening..

(b) deviations in payment schedule from that specified in the Special Conditions of Contract; (if any and acceptable to the Employer).

(c) other specific criteria indicated in the Bid Data Sheet.

25.4 For factors retained in the Bid Data Sheet pursuant to ITB 25.3, the following quantification methods will be applied:

(a) Price Adjustment for Technical Compliance

The cost of making good any deficiency resulting from technical non compliance will be added to the Corrected Total Bid Price for comparison purposes only. The adjustments will be applied taking the highest price quoted by other bidders being evaluated in detail in their original Bids for corresponding item. In case of non availability of price from other bidders, the price will be estimated by the Procuring Agency.

(b) Price Adjustment for Commercial Compliance

The cost of making good any deficiency resulting from any quantifiable variations and deviations from the Bid Schedules and Conditions of Contract, as determined by the Procuring Agency will be added to the Corrected Total Bid Price for comparison purpose only. Adjustment for commercial compliance will be added to the Corrected Total Bid Prices.

(c) Price Adjustment for Deviation in Terms of Payments

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

26. Contacting the Procuring agency

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

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

F. Award of Contract

27. Post qualification

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

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

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

28. Award Criteria

28.1 Subject to ITB Clause 30, the Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

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

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

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

30.1 The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders and in accordance with provisions of Public Procurement Rules 2004.

31. Notification of Award

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

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

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

32. Signing of Contract

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

32.2 Within ten (10) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

33. Performance Security

33.1 The Contractor shall furnish to the Employer / Procuring Agency Within fourteen (14) days of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the 10% performance security of the total contract amount in the form of Bank Draft or Bank Guarantee in accordance with the Conditions of Contract, provided in the bidding documents, acceptable to the Procuring agency.

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

33.3 The Proceeds of the Performance guarantee shall be payable to the procuring Agency as compensation for any loss resulting from successful bidders to complete its obligations / services under the contract.

33.3 The Performance security will be discharged by the Employer / Procuring Agency and returned to supplier not later than thirty (30) days following the date of completion of the Bidder's performance obligations / services, unless specified otherwise in SCC.

34. Corrupt or Fraudulent Practices

34.1 The Government of Pakistan requires that Procuring agency as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy and Rules made there under, PRRA and TDAP:

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

(i) –Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) –fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Procuring agency of the benefits of free and open competition;

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

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

34.2 Furthermore, Bidders shall be aware of the provision stated in sub-clause 5.4 and sub-clause 24.1 of the General Conditions of Contract.

SECTION III: Bid Data Sheet

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

| Introduction | |
|---------------------|---|
| ITB 1.1 | Trade Development Authority of Pakistan, Government of Pakistan |
| ITB 1.2 | Karachi Expo Centre |
| ITB 1.3 | Hiring of firm for Janitorial & Gardening Services of Karachi Expo Centre |
| ITB 4.1 | Trade Development Authority of Pakistan at Karachi Expo Centre |
| ITB 6.1 | On 1 st September, 2020 |
| ITB 8.1 | English |

| Bid Price and Currency | |
|-------------------------------|--|
| ITB 11.2 | The Price quoted shall be inclusive of all costs, duties and taxes related to delivery of services and materials/ products as defined in the TORs/ Technical Specification and Financial Bid |
| ITB 11.4 | Price shall be fixed |

Preparation and Submission of Bids

| | | | | | | | |
|---|---|---|---|--|---|--|--|
| ITB 13.3 (a) | Qualification Requirements for Single – Two envelope Procedure: | | | | | | |
| | The initial technical proposals of the firm shall be evaluated against the following criteria. A minimum score of 70 shall be required to technically qualify for further participation | | | | | | |
| | Company Profile | | Relevant Experience | | Proposed Work Plan | Financial Strength | Govt. Registration |
| | Years of Experience | Profile of total projects executed by the firm (excluding sub-contractors / special contract firms) | Relevant experience and qualification of team / employees proposed for the assignment | Janitorial & Gardening Services projects done so far | Conformity of the proposed work, deployment, management and maintenance plan to the Schedule of requirements / TORs | Accounts / statements justifying bidders financial strength to undertake the project | Registration with / GST & Income Tax (Mandatory) |
| | 10 | 20 | 15 | 15 | 20 | 10 | 10 |
| For details on how the technical proposals shall be scored / evaluated against above parameters, please see Annexure – I | | | | | | | |
| ITB 15.1 & 15.3 (a) | 2% of the bid (Total Amount of two years) price in favor of Accounts Officer (Karachi Expo Centre), TDAP, Karachi and should be sealed inside the envelope carrying financial proposal | | | | | | |
| ITB 16.1 | 60 days from the last date of submission of bids | | | | | | |
| ITB 17.1 | Three Copies | | | | | | |
| ITB 18.2 (a) | Deputy Director (Expo), TDAP | | | | | | |
| ITB 18.2 (b) | Hiring of firm for Janitorial & Gardening Services (Sweepers, Cleaning, Gardeners and Other Related Services of Karachi Expo Centre ITB # NO. TDAP-3(206)/2020/KEC/JANITORIAL TENDER | | | | | | |
| ITB 19.1 | 12:00PM on 1 st September, 2020 at the office of Deputy Director, (PME/Expo), 3 rd Floor, Block –A, FTC Building, Karachi | | | | | | |
| ITB 22.1 | 12:30PM on 1 st September, 2020 at the office of Deputy Director, (PME/Expo), 3 rd Floor, Block –A, FTC Building, Karachi | | | | | | |
| Bid Evaluation | | | | | | | |
| ITB 25.3 | 25.3 (a) and (c) | | | | | | |
| Contract Award | | | | | | | |
| ITB 29.1 | <p><u>Percentage for quantity increase or decrease.</u></p> <p>The Procuring agency reserves the right at the time of contract award to increase or decrease, by 15%, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.</p> <p>The Procuring agency also reserves the right at the time of contract award to not order or exclude any items, as deemed appropriate, the goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.</p> | | | | | | |

SECTION IV: Schedule of Requirements/ Terms of Reference

contracting firm shall take over operations, management and maintenance of the Karachi Expo Centre **for a period of two years**. Details of jobs/ TORs of the assignment are as under:

1. Management & maintenance Of janitorial / landscaping services & facilities at Expo Centre

- a. Cleaning, Janitorial services for all areas (including external façade). These services, if subcontracted, may be obtained from reputed firms and their details must be provided with the Technical Proposal for evaluation purpose. Garbage removal will be the responsibility of the Contracting firm. The contracting firm would be required to provide and maintain the equipment / tools as per **Annexure III**. The contractor, after finalization of the bidding process, shall provide a list of at-least three reputable security and janitorial firms, if subcontracted, for final selection by the employer's representative.
- b. Maintenance and upkeep of existing landscaping works and replacing the dead plants with the new ones. The requirement of manure, bhalo matti, spraying insecticides or any other item, as per the requirements will be arranged by the contractor at his own cost. The details shall be submitted by the contracting firm as per **Annexure** .
- c. Co-ordination with Operational and Maintenance firm of Karachi Expo Centre for routine work and conduct of the events will be the responsibility of the Operational and Maintenance firm.
- d. **The bidders must quote the wages of unskilled labor keeping in view the existing Government policy of minimum wages as declared in the last budget session and as per the existing labor laws. The Employer reserves the right to reject any financial bid considered to be under quoted in violation to the Government rules approved during the last budget on wages and in the labor laws.**
- e. The contractor will in no way be allowed to pay wages lower than the standard Government / labor rules (ceiling) to the labor. Any taxes, levies or profit of the firm should not affect the standard take home wages of the labor (to be explicitly quoted by the bidders in their bid). If the contractor does not pay the quoted wages to the labor (exact as per the Government rules as mentioned above), the EMPLOYER's REPRESENTATIVE can, on receipt of complains, impose penalty on the contractor and make deductions in the monthly bills as he / she (EMPLOYER's REPRESENTATIVE) deems necessary. Receipt of at-least three complains in this regard will be enough for making grounds for termination of the contract and blacklisting of the Contractor.

- f. The firm, if found mis-using its services / presence at KEC, will be blacklisted by TDAP. At-least three notices issued to the firm on such accounts will make grounds enough for termination of the contract and black-listing of the firm by TDAP and it could not be eligible for future dealings with TDAP.

2. Other Services

- a. Assisting TDAP in coordinating with various civic agencies viz. CDGK, KESC & KW&SB in matters related to property and building amenities. Support in getting all utility bills on time and get them corrected from the respective offices, if there is any discrepancy, is also the responsibility of the CONTRACTOR.

3. Working hours

- a. The General shift shall operate during normal working hours only i.e. 9:00 am to 5:00 pm (Monday thru Saturday). However, in case of an exhibition on Sundays or in case of extended working hours, the operation and provision of all other services shall be arranged by THE CONTRACTOR within the proposed fee / wages as quoted in the bid. Details of staff salaries and wages should be provided as per **Annexure IV**.

4. Routine maintenance

a. Procurement of equipments / Items & Material for KEC

- i. THE CONTRACTOR shall provide consumable and spares for routine maintenance. Contractor shall procure these at their own cost and ensure regular supplies etc. on a monthly basis. Normal and special maintenance supply schedule will be furnished by THE CONTRACTOR as per **Annexure V**.

Note: -

- (i) Contractor shall provide details of spare parts required for annual servicing, major over hauling and or breakdown maintenance to TDAP for procurement. Spare parts for regular / routine monthly inspections will be provided by the Contractor at his own cost.

SECTION V: Technical Specifications

The technical specifications have been listed in the Financial Bid form. The Bidder should correlate the listed technical specification with Schedule of Requirements/ TORs given in Section IV. In case of a discrepancy the material listed in BOQ shall prevail.

SECTION VI: Sample Forms

Notes on the Sample Forms

The Bidder shall complete and submit with its bid the **Bid Form** and **Price Schedules** pursuant to ITB Clause 9 and in accordance with the requirements included in the bidding documents.

When requested in the Bid Data Sheet, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Procuring agency, pursuant to ITB Clause 15.3.

The **Contract Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted bid resulting from price corrections pursuant to ITB Clause 16, 25 and GCC Clause 17, acceptable deviations (e.g., payment schedule pursuant to ITB Clause 25.4, or quantity variations pursuant to ITB Clause 29. The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The **Performance Security (Guarantee)** and **Bank Guarantee for Advance Payment** forms should not be completed by the bidders at the time of their bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring agency and pursuant to GCC Clause 7.3 and SCC 11, respectively.

The **Manufacturer's/ Service Providers Authorization** form should be supplied by the Service Provider, as appropriate.

1. Bid Form and Price Schedules

Date:

IFB No:

To: *[name and address of Procuring Agency]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods and services in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will furnish a Performance Security in a sum equivalent to 10% percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency in the Contract data.

We agree to abide by this Bid for a period of *[60]* days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2020 _____

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Price Schedule in Pak. Rupees/ Financial Bid

Name of Bidder _____ ITB Number _____ Page of _____

| S# | Description of Items | Quantity | Unit Rate (Rs) | Amount (Rs) |
|--------------------|--|--|-----------------------|--------------------|
| A | Janitorial & Gardening Services fee including salaries and wages of the staff deployed as per ANNEXURE IV. (This should be inclusive of any staff charges for extended working hours beyond 9 am to 5 pm and include Sundays/ Holidays in a month / year, on average, from 5 pm onwards till 11 pm or 12:00 midnight and/ or earlier from 7am till 9 am for exhibitions or otherwise, for the personnel deployed under Annexure IV) | Total of Unit Rates Given in Schedule of Wages | Per Month | |
| B | Material on monthly basis (As per Annexure V) | Total of Annexure V | Per month | |
| Total : Rs. | | | | |
| GST : Rs. | | | | |
| Total : | | | | |

Signature of Bidder _____

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

A. (i) Schedule of wages (This is to be quoted in the lump sum fee at S.No. A above)

| Contractor's Site Staff | | | | |
|--|---|-------------|------|--|
| D. <u>JANITORIAL</u> | | | | |
| (Regular Office Hours) | | | | |
| 18. | Site Incharge | One | (01) | |
| 19. | Supervisor | Two | (02) | |
| 20. | Cleaners / Sweepers | Twenty Five | (25) | |
| E. <u>LANDSCAPING WORKS</u> | | | | |
| (Office Hours) | | | | |
| 21. | Head Gardener | One | (01) | |
| 22. | Gardeners | Ten | (10) | |
| F. <u>ADDITIONAL JANITORIAL SERVICES (NOT BE INCLUDED IN THE BID EVALUATION BUT FOR SERVICES OFFERED TO THE EXHIBITIORS; THE FINAL RATES IN THIS REGARD SHALL BE THE ONE TO BE ENFORCED BY GTC OF THE KEC)</u> | | | | |
| 23. | Additional Janitorial Service (Per Janitorial [Male/Female] per Hour) | | | |

Important Note: The bidders must quote the wages of unskilled labor keeping in view the existing Government policy of minimum wages as declared in the last budget session and as per the existing labor laws. The employer reserves the right to reject any financial bid considered to be under quoted in violation to the Government rules approved during the last budget on wages and in the labor laws.

Signature of Bidder_____

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

2. Bid Security Form (If the bidder wishes to submit a bank guarantee)

Whereas *[name of the Bidder]* (hereinafter called –the Bidder^{ll}) has submitted its bid dated *[date of submission of bid]* for the supply of *[name and/or description of the goods]* (hereinafter called –the Bid^{ll}).

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called – the Bank^{ll}), are bound unto *[name of Procuring agency]* (hereinafter called –the Procuring agency^{ll}) in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring agency up to the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

3. Contract Form

THIS AGREEMENT made the ____ day of _____ 20____ between [*name of Procuring Agency*] of [*country of Procuring agency*] (hereinafter called –the Procuring agency) of the one part and [*name of Supplier*] of [*city and country of Supplier*] (hereinafter called –the Supplier) of the other part:

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Procuring agency's Notification of Award.

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

4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, 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.

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

Signed, sealed, delivered by _____ the _____ (for the Procuring agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

4. Performance Security Form

To: *[name of Procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called – the Supplier) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated _____ 20____ to supply *[description of goods and services]* (hereinafter called – the Contract).

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

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

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

This guarantee is valid until the _____ day of _____ 20_____.

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

5. Bank Guarantee for Advance Payment

To: *[name of Procuring agency]*

[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called –the Supplier) shall deposit with the Procuring agency a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring agency on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between the Procuring agency and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

6. Integrity Pact

DECLARATION OF FEES, COMMISSIONS AND BROKERAGE ETC. PAYABLE BY THE SERVICE PROVIDERS/CONTRACTORS OF SERVICES, SERVICES & WORKS

_____ [the Seller/Service Provider/Contractor] hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [the Seller/Service Provider/Contractor] 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 including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[The Seller/Service Provider/Contractor] 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The Seller/Service Provider/Contractor] 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 GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [the Seller/Service Provider/Contractor] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Service Provider/Contractor] 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 GoP

ANNEXURE I

| S.no | Parameters against which technical evaluation shall be done | Scoring brackets | Total points allocated |
|----------|--|------------------|------------------------|
| 1 | <u>Company Profile</u> | | <u>30</u> |
| 1.1 | <u>Years of Experience:</u> | | <u>10</u> |
| | ≤ 2 year | 00 | |
| | ≥ 3 ≤ 4 years | 03 | |
| | ≥ 5 ≤ 7 years | 05 | |
| | ≥ 8 ≤ 10 years | 07 | |
| | ≥ 11 years | 10 | |
| 1.2 | <u>Profile of total Janitorial and Landscaping projects executed by the firm (excluding sub - contractors/ special contract firms):</u> | | <u>20</u> |
| | ≥ 1 ≤ 3 projects, each costing less than Rs. 3 million, in any one of the fields related to Janitorial, Landscaping or workforce management (like outsourced HR) | 5 | |
| | ≥ 4 projects, costing less than Rs. 3 million, in any one of the fields related to Janitorial, Landscaping or workforce management (like outsourced HR) but no projects to the credit beyond Rs. 5 million | 7 | |
| | ≥ 1 ≤ 3 projects, each costing beyond Rs. 3 million (in addition to any or none costing less than Rs. 5 million), in any one of the fields related to Janitorial, Landscaping or workforce management (like outsourced HR) | 11 | |
| | ≥ 4 ≤ 8 projects, each costing beyond Rs. 3 million (in addition to any or none costing less than Rs. 5 million), in any one of the fields related to Janitorial, Landscaping or workforce management (like outsourced HR) | 15 | |
| | ≥ 9 projects, each costing beyond Rs. 3 million (in addition to any or none costing less than Rs. 5 million), in any one of the fields related to Janitorial, Landscaping or workforce management (like outsourced HR) | 20 | |
| 2 | <u>Relevant Experience of Management and Team / Employees</u> | | <u>30</u> |
| 2.1 | <u>Relevant experience and Qualifications of team/ employees proposed for the assignment</u> | | <u>15</u> |

| | | | |
|-----------|--|----|-----------|
| | Qualifications of proposed managerial staff not related to engineering or management works but $\geq 2 \leq 4$ year experience in project Janitorial / Landscaping management and maintenance jobs, on average amongst employees | 2 | |
| | Qualifications of proposed managerial staff related to engineering or management works with $\geq 2 \leq 4$ year experience in project management and maintenance jobs, on average amongst employees | 10 | |
| | Qualifications of proposed managerial staff related to engineering works with ≥ 7 year experience in project management and maintenance jobs, on average amongst employees. | 15 | |
| 2.2 | <u>Operations, management and maintenance projects done so far</u> | | 15 |
| | ≤ 3 | 5 | |
| | $\geq 4 \leq 6$ | 7 | |
| | $\geq 7 \leq 9$ | 10 | |
| | ≥ 10 | 15 | |
| 3. | <u>Proposed Work Plan</u> | | 20 |
| | | | |
| | Conformity of the proposed work, deployment, Janitorial and Landscaping plan to the Schedule of requirements | | |
| | In accordance with ITB Clause 14.2 the item by item commentary of the goods and services offered by the bidder do not conform to the Schedule of Requirements of TORs. | 0 | |
| | In accordance with ITB Clause 14.2 the item by item commentary of the goods and services offered by the bidder partially conform to the Schedule of Requirements or TORs | 10 | |
| | In accordance with ITB Clause 14.2 the item by item commentary of the goods and services offered by the bidder fully conform to the Schedule of Requirements or TORs. | 20 | |

| | | | |
|----------|---|----|------------------|
| 4 | <u>Financial Strength of the Firm</u> | | <u>10</u> |
| | Audited/certified accounts / Balance Sheet or statements showing cash balances of less than Rs. 5 million in the relevant year but supported with evidence and justification that the bidder will be able to meet urgent requirements of the contract through other means possible. | 05 | |
| | Audited/certified accounts or statements showing cash balances of more than Rs. 05 million in the relevant year | 10 | |
| 5 | <u>Registration with GST & Income Tax (Mandatory)</u> | | <u>10</u> |
| | TOTAL | | 100 |

Minimum Passing Marks are 70

A. **Areas for cleaning & Janitorial Services**

A. **AREAS FOR CLEANING & JANITORIAL SERVICES**

| S.No. | Description | Quantity |
|-----------------------|---------------------|-------------------|
| | Congress Centre | 29163 SFT |
| | Exhibition Hall # 1 | 28800 SFT |
| | Exhibition Hall # 2 | 37660 SFT |
| | Exhibition Hall # 3 | 28800 SFT |
| | Exhibition Hall # 4 | 40000 SFT |
| | Exhibition Hall # 5 | 40000 SFT |
| | Exhibition Hall # 6 | 40000 SFT |
| | Link Corridors | 7590 SFT |
| | Parking | 252000 SFT |
| | Road | 110000 SFT |
| TOTAL (Approx) | | 614013 SFT |

Details of Equipment / Items

The following equipment / items will be provided and maintained by THE CONTRACTOR at the Site for fulfillment of the contract, at his own cost.

| Sr. No. | Description of Equipment | Manufacturer | Quantity |
|--|---|---------------------|------------------------------|
| <u>B. Equipment for Janitorial Services</u> | | | |
| 1 | Heavy duty Vacuum Cleaners | Branded and durable | 06 |
| 2 | Hydraulic / Manual cleaning Equipment for glasses cleaning on height. | Branded and durable | 01 |
| 3 | Floor Polishing Machine | Branded and durable | 04 |
| 4 | Mop trolley | Branded and durable | 10 Nos. |
| 5 | Garbage Trolley | Branded and durable | Small 10 Nos. Big 03 Nos. |
| 6 | Truck for garbage clearance/shifting and side of Expo Centre in CDGK dumping area for two years / daily basis | Branded and durable | 01 |
| 7 | Any other relevant equipment necessary for smooth execution of job. | Branded and durable | As per requirement |
| 8. | Chingchi Truck for lifting of Garbage in Expo Centre | Branded and durable | 01 |
| <u>C. Consumables for Janitorial Services</u> | | | |
| 1 | All chemicals, detergents, toilet Tories, soap, air fresheners etc. | Branded | As per requirement |
| <u>D. Landscaping Equipment and Material</u> | | | |
| 1 | Big size scissors | Branded and durable | 04 |
| 2 | Grass cutting machines (manual & engine operated both), | Branded and durable | 04 |
| 3 | insecticides, pesticides, fertilizer, manure, bhala matti as per requirement, Urea | Branded and durable | As per requirement |
| 4 | Trolley | Branded and durable | 06 |
| 5 | Water pipe of 300 feet length with connectors | Branded and durable | 08 |

ANNEXURE IV

CONTRACTOR 'S SITE STAFF

The following personnel shall be the optimal manpower strength to be deployed by the Contractor at the Karachi Expo Centre for the Janitorial & Gardening Services of Expo Centre Karachi for fulfillment of the contract.

B. above)

| Contractor's Site Staff | | | | |
|---|---|-------------|------|--|
| D. <u>JANITORIAL</u> | | | | |
| (Regular Office Hours) | | | | |
| 18. | Site Incharge | One | (01) | |
| 19. | Supervisor | Two | (02) | |
| 20. | Cleaners / Sweepers | Twenty Five | (25) | |
| E. <u>LANDSCAPING WORKS</u> | | | | |
| (Office Hours) | | | | |
| 21. | Head Gardener | One | (01) | |
| 22. | Gardeners | Ten | (10) | |
| F. <u>ADDITIONAL JANITORIAL SERVICES (NOT BE INCLUDED IN THE BID EVALUATION BUT FOR SERVICES OFFERED TO THE EXHIBITIORS; THE FINAL RATES IN THIS REGARD SHALL BE THE ONE TO BE ENFORCED BY GTC OF THE <u>KEC</u>)</u> | | | | |
| 23. | Additional Janitorial Service (Per Janitorial [Male/Female] per Hour) | | | |

Important Note: The bidders must quote the wages of unskilled labor keeping in view the existing Government policy of minimum wages as declared in the last budget session and as per the existing labor laws. The employer reserves the right to reject any financial bid considered to be under quoted in violation to the Government rules approved during the last budget on wages and in the labor laws.

ANNEXURE V

| B. CLEANING MATERIAL IN STORE | | | | | |
|--------------------------------------|--|------------------------|-----------------------------------|--|--|
| 1. | Tissue papers Rolls | Branded and durable | 300 Nos. | | |
| 2. | Soap (liquid) | Branded and durable | 04 Liters | | |
| 3. | Phenyl | Branded and durable | 04 Cartons of 1 liters Bottles | | |
| 4. | Shopping Bag (Black, Big & Medium) | Branded and durable | Big 30 Kg. 40 Kg Medium | | |
| 5. | Rod Mope | Branded and durable | 40 Nos. | | |
| 6. | Phenyl Golly | Branded and durable | 03 Kg | | |
| 7. | Hand Brush | Branded and durable | 30 Nos. | | |
| 8. | Commode Brush | Branded and durable | 60 Nos. | | |
| 9. | Wiper | Branded and durable | 35 Nos. | | |
| 10. | Dry Rod | Branded and durable | 10 Nos. | | |
| 11. | Surf (10 Kg) | Branded and durable | 05 Bori of 10 Kgs | | |
| 12. | Dry Mop | Branded and durable | 25 Nos. | | |
| 13. | Groom (Soft) | Branded and durable | 40 Nos. | | |
| 14. | Groom (Hard) | Branded and durable | 70 Nos. | | |
| 15. | Scraper | Branded and durable | 30 Nos. for Glasses | | |
| 16. | Duster | Branded and durable | 15 Kg. | | |
| 17. | Dry Towel | Branded and durable | 20 Nos. | | |
| 18. | Mop Riffle | Branded and durable | 100 Nos. | | |

| | | | | | |
|-----|-------------------------------------|---------------------|--|--|--|
| 19. | Romi | Branded and durable | 150 Nos. | | |
| 20. | Dustbin Large | Branded and durable | 50 Nos. | | |
| 21. | Hard Brush | Branded and durable | 20 Nos. | | |
| 22. | Soft Brush | Branded and durable | 10 Nos. | | |
| 23. | Dustbin (Medium and small) | Branded and durable | 30 Nos. 30 Nos. | | |
| 24. | Hand wash Bottles | Branded and durable | 50 Nos. | | |
| 25. | Liquid hand wash filler | Branded and durable | 15 Litres | | |
| 26. | Air Freshener Machine | Branded and durable | 30 Nos. one time on start of Contract and replacement of faulty machines at any time | | |
| 27. | Air Freshener Machine Filler Bottle | Branded and durable | 30 Nos. | | |
| 28. | Floor Wiper | Branded and durable | 50 Nos. | | |
| 29. | Tissue Paper Boxes | Branded and durable | 100 Nos. | | |

Note: The above mentioned material (Annexure V) will be deposited / entered in the store at KEC and will be issued by TDAP to the Janitorial firm as per requirement on regular basis. In case of less utilization of any of the items, the KEC Management may ask for reduced quantities from the next month and the payment will be made on basis of actual utilization of the material every month.



GOVERNMENT OF PAKISTAN
TRADE DEVELOPMENT AUTHORITY OF PAKISTAN

BIDDING DOCUMENTS

**HIRING OF FIRMS FOR JANITORIAL & GARDENING
SERVICES (SWEEPERS, CLEANING, GARDENERS AND
OTHER RELATED SERVICES AT KARACHI EXPO CENTER**

PART TWO

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SECTION I: General Conditions of Contract

1. Definitions

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

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

(b) –The Contract Price^{||} means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

(c) –The Goods^{||} means all of the services, products, and/or other materials which the Supplier is required to supply to the Procuring agency under the Contract.

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

(e) –GCC^{||} means the General Conditions of Contract contained in this section.

(f) –SCC^{||} means the Special Conditions of Contract.

(g) –The Procuring agency^{||} means the organization purchasing the Goods, as named in SCC.

(h) –The Procuring agency's country^{||} is the country named in SCC.

(i) –The Supplier^{ll} means the individual or firm supplying the Goods and Services under this Contract.

(j) –The Project Site,^{ll} where applicable, means the place or places named in SCC.

(k) –Day^{ll} means calendar day.

2. Application

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract

3. Country of Origin

3.1 All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules and law

4. Technical Specifications

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

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

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

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

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

5.4 The Supplier shall permit the Procuring agency to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the procuring agency, if so required.

6. Patent Rights

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

7. Performance Security

7.1 The Contractor shall furnish to the Employer within fourteen (14) days after receipt of Letter of Acceptance a 10% Performance Security of total contract amount at the option of the bidder, in the form of Bank Draft or Bank Guarantee for the amount and validity specified in Contract Data.

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

7.3 The performance security will be discharged by the Procuring agency and returned to the Supplier not later than thirty

(90) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

8. Inspections and Tests

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

8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring agency.

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

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

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

9. Packing

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

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

10. Delivery and Documents

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

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

11. Insurance

11.1 The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is sellers responsibility.

12. Transportation

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

13. Incidental Services

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

- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- (e) training of the Procuring agency's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

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

14. Spare Parts

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

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

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

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

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

15. Warranty

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

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

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

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

15.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Procuring agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring agency may have against the Supplier under the Contract.

16. Payment

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

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

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

16.4 The currency of payment is Pak. Rupees.

17. Prices

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

18. Change Orders

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

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring agency;
- (b) the method of shipment or packing;
- (c) the place of delivery; and/or
- (d) the Services to be provided by the Supplier.

18.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring agency's change order.

19. Contract Amendments

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

20. Assignment

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

21. Subcontracts

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

21.2 Subcontracts must comply with the provisions of GCC Clause 3

22. Delays in the Supplier's Performance

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

22.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring agency in writing of the fact of the delay, its likely duration and its cause(s).

As soon as practicable after receipt of the Supplier's notice, the Procuring agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

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

23. Liquidated Damages

23.1 Subject to GCC Clause 25, 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 SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 24.

24. Termination for Default

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

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

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

(c) if the Supplier, in the judgment of the Procuring agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

–corrupt practice^{ll} means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

–fraudulent practice^{ll} means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

24.2 In the event the Procuring agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

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

25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

26. Termination for Insolvency

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

27. Termination for Convenience

27.1 The Procuring agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring agency's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

27.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring agency at the Contract terms and prices. For the remaining Goods, the Procuring agency may elect:

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

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

28. Resolution of Disputes

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

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

29. Governing Language

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

30. Applicable Law

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

31. Notices

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

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

32. Taxes and Duties

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

SECTION II: Special Conditions of Contract

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

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Procuring agency is: **Trade Development Authority of Pakistan, Government of Pakistan**

GCC 1.1 (h)—The Procuring agency's country is: **Pakistan**

GCC 1.1 (i)—The Supplier is:

GCC 1.1 (j)—The Project Site is: **Karachi Expo Centre**

2. Country of Origin (GCC Clause 3)

All countries and territories as eligible under rules and law of Islamic Republic of Pakistan

3. Performance Security (GCC Clause 7)

GCC 7.1—**The amount of performance security, as a percentage of the Contract Price, shall be: 10% of the Contract Price.**

GCC 7.4—The Performance Security shall be valid for 90 days after the three year contract period to evaluate the performance and conformity of services and products supplied under the contract.

4. Inspections and Tests (GCC Clause 8)

GCC 8.6— Not Applicable

5. Packing (GCC Clause 9)

GCC 9.3—Not Applicable

6. Delivery and Documents (GCC Clause 10)

GCC 10.3—Upon delivery/installation at the Project Site, the Supplier shall notify the Procuring agency the full details of the product, description of Goods and quantity. The Supplier shall mail the following documents to the Procuring agency:

- (i) copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Manufacturer's or Supplier's warranty certificate; in case the subject good is of another origin or a third party manufacture.
- (iii) inspection certificate, issued by the Fund Managers appointed by TDAP

7. Insurance (GCC Clause 11)

GCC 11.2 The CONTRACTOR or his Sub – Contractor or Specialist Contractors shall furnish the following Insurance Policies to the EMPLOYER within 15 days of the commencement of services. The CONTRACTOR must keep the policies in force during the entire contract period and produce to the EMPLOYER'S REPRESENTATIVE the receipt for payment of the premiums.

- Workmen's Compensation Policy based on the total wages / salary and to that limit required by the law of Pakistan for the workers / staff and other persons in the employment of the CONTRACTOR.
- Insurance against theft, dacoity, burglary etc. upto the limit of Rs.500,000/- per incidence. This would also cover the risks of Third Party Liability.

GCC 11.3 The insurance must be obtained from any of the following insurance companies (or a company with AA rating): -

- Adamjee Insurance Company
- National Insurance Corporation
- Eastern Federal Union Insurance Company Limited

GCC 11.4 The CONTRACTOR shall be responsible for protection of existing installations including building, equipment, machinery, fittings, fixtures, furnishings etc. and shall be solely responsible for making up any damage caused by his manpower / staff to any of the existing installations whether of temporary or permanent nature. THE CONTRACTOR is liable to pay for the damages caused by neglect of his manpower / staff.

8. Incidental Services (GCC Clause 13)

GCC 13.1—Incidental services to be provided are:

(a) on-site assembly and fixing of supplied Goods;

(d) maintenance and repair of the supplied Goods, for a till the conclusion of the event, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

13.2 Prices charged by the Supplier for incidental services, are included in the Contract Price for the Goods.

9. Spare Parts (GCC Clause 14)

GCC 14.1—Not applicable

10. Warranty (GCC Clause 15)

GCC 15.2— Not applicable

11. Payment (GCC Clause 16)

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

Payment for Services & Goods supplied:

Payment shall be made in Pak. Rupees in the following manner:

- **Monthly payment will be made to the CONTRACTOR for the services rendered by him against the monthly bills, submitted by the CONTRACTOR and certified by the EMPLOYER'S REPRESENTATIVE. Monthly payment will be made after the deduction of income tax (as per government rules) and such other deductions i.e. those on account of shortage of manpower, equipment, bad performance etc. as per the relevant provisions of the contract. The outline form of the running bills shall be approved by the EMPLOYER'S REPRESENTATIVE.**

GCC 16.5 - The CONTRACTOR is bound to pay the salaries/ overtime of employees & charges related to specific service contracts within 1st week of each month positively. If the CONTRACTOR fails to make payment to its employees / workers and the specific service providers by 7th of each month the EMPLOYER'S REPRESENTATIVE may on receipt of such written complaint by the employees/ service providers pay the due amounts to the employees / workers of the CONTRACTOR and the service providers, the amount so incurred by the EMPLOYER'S REPRESENTATIVE, shall be deducted from the bill of the CONTRACTOR. If the CONTRACTOR is late in making payments to its workers/ service providers for any two months, then the EMPLOYER may terminate the Contract pursuant to provisions of GCC 24, 26 or 27.

12. Prices (GCC Clause 17)

GCC 17.1— Prices shall be fixed.

13. Liquidated Damages (GCC Clause 23)

GCC 23.1— The amounts indicated in the bid both for the salaries/ wages and special service contracts would be deducted at source and directly paid by the procuring Agency.

14. Termination for Default (GCC Clause 24)

GCC 24.3- In case of default of contractor, contract will be executed at the risk and cost of Contractor.

15. Termination for Convenience (GCC Clause 27)

GCC 27.3 - The EMPLOYER shall also have the right to terminate this agreement wholly by giving a written notice of 90 days and also inform of the reason for such termination.

16. Resolution of Disputes (GCC Clause 28)

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

A dispute which has been the subject of a notice of dissatisfaction shall be finally settled as per provisions of Arbitration Act 1940 (Act No. X of 1940) and Rules made there under and any statutory modifications thereto. Any hearing shall be held at the place specified in the Contract Data and in the English language

17. Governing Language (GCC Clause 29)

GCC 29.1—The Governing Language shall be: English

18. Applicable Law (GCC Clause 30)

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

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

19. Notices (GCC Clause 31)

GCC 31.1 —Procuring agency’s address for notice purposes:

Director (Facilitation/ Expo Pakistan Cell)
Trade Development Authority of Pakistan
3rd Floor, Block A, Finance and Trade Center
Sharah-e-Faisal, Karachi

—Supplier’s address for notice purposes:

20. Duties and powers of the Employer’s representative (GCC Clause 33)

- 33.1 The EMPLOYER’S REPRESENTATIVE has been delegated the powers and authorities whereby any written instructions or approval given by him, during the period of his authorization is to be deemed just as binding for the CONTRACTOR as though it had been given by the EMPLOYER himself.
- 33.2 Failure of the EMPLOYER’S REPRESENTATIVE to disapprove any of the staff members or material, equipment shall not prejudice the power of the EMPLOYER to subsequently disapprove such staff or materials, equipment and to order the removal thereof.
- 33.3 If the CONTRACTOR shall be dissatisfied with any decision of the EMPLOYER’S REPRESENTATIVE, he shall be entitled to appeal to the Director (Facilitation), Trade Development Authority of Pakistan, 3rd Floor, Block – A, Finance & Trade Centre, Karachi, who shall thereupon confirm, reverse or vary such decision. The decision of the TDAP shall be final, conclusive and binding upon the CONTRACTOR.

- 34.4 The duties & powers of the EMPLOYER'S REPRESENTATIVE are to manage and supervise the services and to watch, inspect and approve the staff, as well as to check and examine all equipment to be used and in connection with the CONTRACT and recommend payments related to CONTRACT.
- 34.5 If the standard of Management, Operation and Maintenance services provided by the CONTRACTOR is not up to the standard acceptable to the EMPLOYER'S REPRESENTATIVE, then the EMPLOYER'S REPRESENTATIVE shall give written notice to the Contractor and if Contractor fails to take remedial measures within 15 days, then the Employers Representative may get the required services performed through other ways and means at the risk and cost of the CONTRACTOR and the expenditure incurred on obtaining such services shall be deducted from the amounts due from the EMPLOYER to the CONTRACTOR.

21. Provision of Office Space (GCC Clause 34)

- 34.1 The EMPLOYER would provide the suitable office space to the CONTRACTOR within the premises of Karachi Expo Centre. The contractor may install his ACs, fans, office equipment, furniture, computers and other relevant accessories required to perform the job smoothly. The electricity and telephone connections are available. The CONTRACTOR would pay the telephone bills as per usage to the concerned agency on monthly basis, without fail; while the use of electricity will be charged through sub-meter government (Commercial) rates and amount will be deducted in the monthly bill.
