

***Tender Fee: Rs.2000/-  
(Non-Refundable)***

# **TENDER FORM**

**Tender # Maint/01/20-21**

**House Keeping and Janitorial Services for  
IBA Premises**

**Company Name:** \_\_\_\_\_

**NTN:** \_\_\_\_\_

**SRB / GST Registration Number:** \_\_\_\_\_

**Pay Order / Demand Draft # \_\_\_\_\_, Drawn on Bank \_\_\_\_\_**

**Amount of Rs. \_\_\_\_\_, Dated: \_\_\_\_\_**

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## **1. Introduction**

Dear Tenderer:

Thank you the interest you have shown in response to the IBA's advertisement which has floated in IBA & SSPRA websites and leading newspapers on August 26, 2020 to "Housekeeping and Janitorial Services for IBA Premises".

The Institute of Business Administration, Karachi (IBA) is the oldest business school outside North America. It was established in 1955 with initial technical support provided by the Wharton School of Finance, University of Pennsylvania. Later, the University of Southern California (USC) set up various facilities at the IBA & several prominent American professors were assigned to the IBA. The course contents, the curriculum, the pedagogical tools & the assessment & testing methods were developed under the guidance of reputed scholars from these two institutions. IBA has zealously guarded the high standards & academic traditions it had inherited from Wharton & USC while adapting and adjusting them with the passage of time.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact Sr. Purchase Executive on 38104700 ext: 2150 for any information and query

Thank you.

-sd-  
**Registrar**

## **2. Instructions**

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant Janitorial Services Companies should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each page. Moreover, attach required supporting document according to the requirement.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space, please attach a paper & clearly mention item/column name or number etc that referred the column/item of the Tender Form.
- (c) You can collect the Tender Document from the office of Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Road, Karachi from August 26, 2020 to September 16, 2020 during working 10:00am to 3:00 pm.
- (d) The last date of submit the Tender Document in sealed envelope in September 16, 2020 by 3:00 pm in the Office of the Security Office, Gate # 4, IBA Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 PM in the presence of representatives who may care to attend.
- (e) Bid Security of 2% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.
- (f) Successful bidder should provide 5% Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) Please mention "Tender Number" at top left corner of the envelopes. IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 any may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.
- (h) The contract period for housekeeping and janitorial services is one year effective from date of signing of agreement / LoI. The contract period may be renewable based on satisfactory performance of the company / firm / agency and mutual consent.

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### 3. BILL OF QUANTITY

#### (I). Building wise Breakup of Main Campus Facilities

S. #	Building Name	Requirement / Quantity	Monthly Rate
1	Fauji Foundation Building	<b><u>Supervisor:</u></b> 1 Male  <b><u>Housekeeping / Janitors:</u></b>  4 (Males) + 1 (Female)	
2	AMAN Centre For Entrepreneurship Development	<b><u>Supervisor:</u></b> 1 Male  <b><u>Housekeeping / Janitors:</u></b> 4 (Males) + 1 (Female)	
3	ABDUL RAZZAK TABBA Academic Block	<b><u>Supervisor:</u></b> 1 Male  <b><u>Housekeeping / Janitors:</u></b> 5 (Males) + 1 (Female)	
4	ADAMJEE Academic Centre	<b><u>Supervisor:</u></b> 1 Male  <b><u>Housekeeping / Janitors:</u></b>  3 (Males) + 1 (Female)	

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5	GANI & TAYAB Auditorium	<b><u>Supervisor:</u></b> Not Required <b><u>Housekeeping / Janitors:</u></b> 2 (Males) + Not Required (Female)	
6	NBP Technology Center	<b><u>Supervisor:</u></b> 1 Male  <b><u>Housekeeping / Janitors:</u></b> 2 (Males) + 1 (Female)	
7	MIAN ABDULLAH Library	<b><u>Supervisor:</u></b> 1 Male  <b><u>Housekeeping / Janitors:</u></b> 2 (Males) + Not Required (Female)	
8	ALUMNI Student Center	<b><u>Supervisor:</u></b> 1 Male  <b><u>Housekeeping / Janitors:</u></b> 3 (Males) + 1 (Female)	
9	Parvez Abbasi Prayer Hall and Ladies Prayer Hall	<b><u>Supervisor:</u></b> Not Required <b><u>Housekeeping / Janitors:</u></b> Muslim - Outskirts only 1 (Male) + 1 (Female)	
10	Martin Dow IBA Clinic	<b><u>Supervisor:</u></b> Not Required <b><u>Housekeeping / Janitors:</u></b> 1 (Male) + 1(Female)	

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11	OBS Courtyard	<p><b>Supervisor:</b> Not Required</p> <p><b><u>Housekeeping / Janitors:</u></b> 1 (Male) + Not Required (Female)</p>	
12	HABIBULLAH Visiting Faculty Residences	<p><b>Supervisor:</b> Not Required</p> <p><b><u>Housekeeping / Janitors:</u></b> 2 (Males) + Not Required (Female)</p>	
13	IBA Staff Town	<p><b>Supervisor:</b> 1 Male</p> <p><b><u>Housekeeping / Janitors:</u></b> 5 (Males) + Not Required (Female)</p>	
14	Sir Anwer Pervez Boys Hostel	<p><b>Supervisor:</b> 1 Male</p> <p><b><u>Housekeeping / Janitors:</u></b> 5 (Males) + Not Required (Female)</p>	
15	Capt. Haleem Siddiqui Boys Hostel	<p><b>Supervisor:</b> 1 Male</p> <p><b><u>Housekeeping / Janitors:</u></b> 4 (Males) + Not Required (Female)</p>	

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16	Boys Hostel B & C Blocks	Under Construction	
17	Girls Hostels	<b><u>Supervisor:</u></b> 1 Female  <b><u>Housekeeping / Janitors:</u></b> 1 (Male) + 3 (Females)	
18	Common Area Management	<b><u>Supervisor:</u></b> 1 Male <b><u>House Keeping / Janitors:</u></b>  5 (Males at Main Campus) 3 (Males at segregated garbage bins)	
Total Monthly			
Total Annual = Total Monthly x 12			
SST (Annual)			
Total Amount = Total Annual + SST Annual			

**Total Amount (in words)** \_\_\_\_\_

\_\_\_\_\_

**Note: The Consumables will be provided by the IBA.**

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**(II). Building Wise Breakup City Campus Facilities**

S. #	Building Name	Requirement / Quantity	Monthly Rate
1	Towfiq. H. Chinoy Administrative Building	<b><u>Supervisor:</u></b> 1 Male  <b><u>Housekeeping / Janitors:</u></b>  3 (Males) + 1 (Female)	
2	Faysal Bank Academic Centre	<b><u>Supervisor:</u></b> 1 Male  <b><u>Housekeeping / Janitors:</u></b>  6 (Males) + 1 (Female) (On two shifts basis)	
3	HBL Academic Centre	<b><u>Supervisor:</u></b> 1 Male  <b><u>Housekeeping / Janitors:</u></b>  6 (Males) + 1 (Female) (On two shifts basis)	
4	Aman Tower	<b><u>Supervisor:</u></b> 1 Male  <b><u>Housekeeping / Janitors:</u></b>  10 (Males) + 1 (Female) (On two shifts basis)	
5	J S Auditorium	<b><u>Supervisor:</u></b> Not Required  <b><u>Housekeeping / Janitors:</u></b>  2 (Males) + No required (Female)	
6	Cafeteria & Student Lounge	<b><u>Supervisor:</u></b> Not required  <b><u>Housekeeping / Janitors:</u></b>  2 (Males) + Not required (Female) (On two shifts basis)	

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7	Security Office / Gates	<p><b><u>Supervisor:</u></b> Not required</p> <p><b><u>Housekeeping / Janitors:</u></b></p> <p>1 (Male) + Not required (Female)</p>	
8	Complaint Center, Workshops	<p><b><u>Supervisor:</u></b> Not required</p> <p><b><u>Housekeeping / Janitors:</u></b></p> <p>1 (Male) + Not required (Female)</p>	
9	Common Area Management	<p><b><u>Supervisor:</u></b> Not required</p> <p><b><u>Housekeeping / Janitors:</u></b></p> <p>1 (Male) + Not required (Female)</p>	
Total Monthly			
Total Annual = Total Monthly x 12			
SST (Annual)			
Total Amount = Total Annual + SST Annual			

**Total Amount (in words)** \_\_\_\_\_

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**Note: The Consumables will be provided by the IBA.**

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Stamp & Signature

#### **4. Bidding Data**

- (a). **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b). **Brief Description of Works:** House Keeping and Janitorial Services for IBA Premises
- (c). **Procuring Agency's address:-**Main Campus, University Road, Karachi
- (d). **Amount of Bid Security:-** Bid Security of 2% of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (e). **Period of Bid Validity (days):-** Ninety Days
- (f). **Performance Security Deposit:-** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g). **Deadline for Submission of Bids along with time :-** The last date of submit the Tender Document in sealed envelope in September 16, 2020 by 3:00 pm in the Office of Security Office, Gate # 4, IBA Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 pm in the presence of representatives who may care to attend.
- (h). **Venue, Time, and Date of Bid Opening:-** Tender will be opened on September 16, 2020 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (i). **Time for Completion from written order of commence:-** 90 days
- (j). **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**  
# ....., **Amount :Rs.....Drawn on Bank..... Dated.....**

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## **5. Terms & Conditions of Services / Works**

- (i) **Signing of Contract Agreement:** The company / agency will sign the contract agreement as acknowledgement.
- (ii) **Services Deliverable:** All services must be executed on which the delivery/work execution, quantity, quality & specs are specified. Non-compliance with this condition renders the goods/services/works liable to non-acceptance.
- (iii) **Duration:** The contract period may be renewed based on satisfactory performance of the company / firm / agency and mutual consent.
- (iv) **Place of Delivery:** As specified in the contract agreement unless otherwise informed accordingly.
- (v) **Poor Performance:** Liquidity damages 2% of the total amount will be imposed per month for which the company/agency failed to deliver as per standard.
- (vi) **Service Execution:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance job without assigning any reason and contractor will abide the instruction.
- (vii) **Condition of Works:** All items must meet in all respects with the requirement of the contract agreement and must be in acceptable format otherwise they will be liable to rejection.
- (viii) **Delivery of Services:** After completion of job delivered to the authorized personnel of the IBA will sign the receipt with stamp on Delivery Advice.
- (ix) **Rejection of Services:** We reserve the right to cancel any or all the items if job is not in accordance with our specification or if the completion of services is delayed.
- (x) **Termination:** That upon termination of this agreement the agency shall be permitted to remove all its devices, equipment and manpower which may have been placed at premises from the time to time.
- (xi) **Submission of Bills/Invoices:** Invoice / bill & Delivery Advice should be submitted to Purchase Department.
- (xii) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the company/agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties under Arbitration Act 1940.
- (xv) **Bid Security:** 2% Bid Security must be deposited along with the Tender Form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (xvi) **Validity of Bid:** Validity is for ninety (90) days.
- (xvii) **Bid Security Deposit:** 2% Bid Security Deposit of total amount will be deposited by the party / agency / service provider before signing of Contract Agreement.

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- (xviii) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract / Warranty, whichever is longest.
- (xix) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xx) **Price / Rate:** Price / rate must be quoted in Financial Proposal only and submitted in sealed envelope.
- (xxi) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxiii) **Rights:** IBA reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.
- (xxiv) **Tender Document:** Tender Document available at the Office of Head of Procurement, IBA Main Campus, University Road, Karachi.
- (xxv) **Submission of Documents:** Last date for tender submission is September 16, 2020 upto 3:00pm
- (xxvi) **Opening of Tender:** Tender will be opened on September 16, 2020 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxvii) **Minimum Qualifying Percentage:** is 70%
- (xxviii) **Envelopes:** Separate Envelope of Technical Proposal, Financial Proposal & Earnest Money should be further enclosed in a envelope & seal of Company should be affix on opening flaps.
- (xxix) **Stamp Duty :** Stamp duty of 0.35% for Services against total value of Work will be levied accordingly.
- (xxx) **Awarded of Contract:** Contract will be awarded on itemized basis campus wise.
- (xxxi) **Rights to Remove:** IBA reserve the right to remove any area of service as per requirement
- (xv) **Health Safety:** The contractor is responsible for the safety of all its activities including protection of the environment on and off the site. IBA is no smoking zone. IBA will not be responsible for any mishap.
- (xvi) **Insurance / Security:** Life Insurance / Security of worker will be the responsibility of contractor.
- (xvii) **Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor
- (xviii) **Character Certificate:** Contractor must provide character certificate of all workers.
- (xix) **Interview by Sr. Manager Administration and Maintenance:** Staff deputed at IBA shall be interviewed by Sr. Manager Administration and Maintenance prior to deputation at IBA.

**Note:**

**This Terms & Conditions is integral part of contract agreement besides other clauses / articles.**

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Stamp & Signature

## 6. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency for Janitorial Services;

M/s \_\_\_\_\_, the Janitorial Services hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the company/firm/agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The company/firm/agency/ accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, company/firm/agency agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

### Note:

**This integrity pact is mandatory requirement other than auxiliary services / works.**

\_\_\_\_\_  
Stamp & Signature

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_\_  
Stamp & Signature