

**Tender Fee: Rs.5,000/-
(Non-Refundable)**

TENDER FORM

Tender # MISC/06/20-21 Outsourcing of Multiple Support Services (Framework Contract)

Date of Issue : March 10, 2021

Last Date of Submission : March 31, 2021 (3:00 PM)

Date of Opening of Tender : March 31, 2021 (3:30 PM)

Company Name: _____

NTN: _____

SRB / GST Registration Number: _____

Pay Order / Demand Draft # _____, Drawn on Bank _____

Amount of Rs. _____, Dated: _____

Notice Invitation Tender (NIT)

Tender Notice

The Institute of Business Administration, Karachi (IBA) invites sealed bids from active taxpayers of firms / companies / outsource agencies registered with SRB & FBR (where applicable) for the following tender.

Tender Title (Ref. No.)	Procedure	Bid Security
Outsourcing of Multiple Support Services - Framework Contract (MISC/06/20-21)	Singe Stage One Envelope	2%
Tender Fee & Dates		
Fee: Rs.5,000/-		
Issuance start date: March 10, 2021		
Issuance end date & time: March 31, 2021 at 3pm		
Submission date & time: March 10, 2021 to March 31, 2021 from 9am to 3pm		
Opening date & time: March 31, 2021 at 3:30pm		

Tender Document may be collected after submission of paid fee challan from the Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** on any working day (Monday to Friday). Alternatively, the tender document can be downloaded from the website. The Tender fee challan is to be generated from the IBA website <https://www.iba.edu.pk/tenders/> which may be deposited in any branch of Meezan Bank Ltd. Sealed bids should be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus University Enclave Karachi and will be opened on same date & venue in the presence of the bidders representatives who may wish to attend. In case of holiday the tender shall be opened / received on the next working day at same place and time. Bid Security in form of Pay Order or Demand Draft, in favor of "IBA Karachi" along with the Tender Documents have to be submitted.

Kindly mention "Tender Number" at top left corner of the envelope.

N.B. IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to relevant provision of SPP Rules 2010.

REGISTRAR

IBA, Main Campus, Univeristy Enclave, Karachi 75270

111-422-422 Fax (92-21) 99261508

Contact Person Sr. Executive Purchase on 38104700 ext: 2150

Email tenders@iba.edu.pk Website <https://www.iba.edu.pk/tenders/>

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1. Introduction

Dear Tenderer:

Thank you for the interest you have shown in response to the IBA's advertisement which has floated in IBA & SSPRA websites and leading newspapers on March 10, 2021 to "Outsourcing of Multiple Support Services (Framework Contract)".

The Institute of Business Administration, Karachi (IBA) is one of 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. Executive Purchase on 38104700 ext: 2150 for any information and query

Thank you.

-sd-

Registrar

2. Instructions

(a) Sign & Stamp

The Institute of Business Administration, Karachi (IBA) expects that aspirant bidder contactor manufacturers / firms / supplier / companies / distributors / dealers 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 and every page. Moreover, attach required supporting document according to the requirement. The tender document will be accepted ONLY on the IBA's prescribed Tender Document available on IBA's Website.

(b) Filling of Tender Form

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) Collection of Tender

You can collect the Tender Document from the office of Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, Karachi from March 10, 2021 to March 31, 2021 during working 9:00 AM to 3pm.

(d) Submission of Tender

The last date of submit the Tender Document in sealed envelope in March 31, 2021 by 3pm in the Office of the Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, 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

Bid Security of 2% of total estimated value will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of **Institute of Business Administration**. Bid Security should be enclosed in a separate envelope, labelled as 'Bid Security, and which should be sealed. Proof of Sales Tax registration and NTN numbers should also be provided. (Please provide photocopies of relevant documents).

Stamp & Signature

(f) Performance Security

Successful bidder should provide 5% Performance Security of total estimated 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) Tender Number

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 and may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.

(h) Communication

Any request for clarification regarding technical specification should be submitted in writing to:

Contact Person (IBA): Muhammad Hanif
Sr. Executive Purchase
Institute of Business Administration,
Main Campus, University Enclave,
Karachi

Tel # : 38104700 Ext 2150
Email : tenders@iba.edu.pk

(i) Submission of Documents and Address

Separate envelopes clearly labeled for ‘Original Document’, ‘Copy’ and ‘Bid Security’ must be submitted on or before last date to submit the tender documents. Tender Document can be dropped by hand or courier in Tender Box placed at the office of Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, Karachi by the last date indicated for submission. **Tender Document received by fax or email will not be accepted.**

(j) Submission of Tender

The complete tender document should be submitted by 3pm on March 31, 2021 at the office of Security Office, Gate # 4, IBA Main Campus, University Enclave, Karachi

(k) Date of Opening of Tender

Bid will be opened on March 31, 2021 at 3:30 pm at Office of the Head of Procurement IBA Main Campus in presence of representative bidders who may care to attend.

Stamp & Signature

(l) Rights

Competent authorities reserve the rights to accept or reject any quotation / tender without any reason thereof.

(m) Certification / Proof

Please submit copies of certificates of registration with Sales Tax and Income Tax departments. The manufacturer /firms/companies' /distributors/ suppliers should also provide copy (ies) of certificate(s) etc as proof of their claim.

(n) Experience of Similar Services

Please attach copies of contract/Purchase orders or customer reference letter or any other reference document that can substantially prove the above.

(o) Coordination with IBA

Bidder shall maintain a two (or more) member team, deputed fulltime in IBA, for better coordination with the outsource personnel. IBA will provide office and other necessary arrangement as workable environment. The team will supervise their staff, handle their day-to-day issues, maintain their payroll and coordinate with IBA focal persons for routine operations.

(p) Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

Stamp & Signature

3. Bidding Data

- (a) **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b) **Brief Description of Procurement:** - Outsourcing of Multiple Support Services (Framework Contract)
- (c) **Procuring Agency's Address:** -Main Campus, University Enclave, Karachi
- (d) **Amount of Bid Security:** - Bid Security of 2% of total estimated value 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) **Deadline for Submission of Bids along with Time:-** The last date of submit the Tender Document in sealed envelope in March 31, 2021 by 3pm in the Office of the Head of Procurement, Ground Floor, Fauji Foundation IBA Main Campus, University Enclave, Karachi. The Tender will be opened on same day at 3:30 PM in the presence of representatives who may care to attend.
- (g) **Venue, Time, and Date of Bid Opening:** - Tender will be opened on March 31, 2021 on 3:30 PM at IBA Main Campus, University Enclave, Karachi.
- (h) **Time for Completion from Written Order of Commence:** - 60 days
- (i) **Liquidated Damages:** - Liquidated damages at the rate of 2% per month of the total contract amount will be imposed on delayed delivery.
- (j) **Bid Security: Amount:(in words and figures) Pay Order / Demand Draft #,**
Amount :Rs.....Drawn on Bank..... Dated.....

Stamp & Signature

4. Terms & Conditions

a) Validity of the Tender

All proposal and prices shall remain valid for a period of 90 days from the closing date of the submission of the tender document. However, the firms /companies are encouraged to state a longer period of validity for the proposal.

b) Arbitration and Governing Law

This tender and any contract executed pursuant to this tender shall be governed by and construed in accordance with the laws of Pakistan. The IBA and all Manufacturer / firms / companies / distributors / suppliers responding to this tender and parties to any contract executed pursuant to this tender shall submit to the exclusive jurisdiction of the Pakistani Courts. The arbitration proceeding will be governed by the Arbitration Act, 1940, and the substantive and procedural law of Pakistan. The venue shall be Karachi.

c) Cancellation

IBA reserves the right to cancel any or all the above services is not in accordance with its specifications.

d) Taxes

SST will be paid on applicable items only.

e) Pre-Bid meeting

Pre-bid meeting will be held on March 25, 2021, 3pm at Room # G-13, Aman CED, IBA Main Campus in the presence of the prospective bidders' representatives who may wish to attend.

f) Invoice

Invoice / bill should be submitted to Procurement Department.

g) Payment Terms

Payment will made on monthly basis after receipt of Invoice and satisfactory service advice.

h) Stamp Duty

Stamp duty 0.35% against total estimated value of Service Order will be levied accordingly.

i) Severability:

If any terms covenant or condition of this agreement shall be deemed invalid or unenforceable in a court of law or equity, the remainder of this agreement shall be valid & enforced to the fullest extent permitted by prevailing law.

Stamp & Signature

5. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc. payable by the Bidder.

M/s. _____, the Bidder hereby declares that:

- (a) Its intention not to obtain the Provide & Supply 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 Bidder 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 Provide & Supply or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The Bidder 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, Bidder 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/bidder as aforesaid for the purpose of obtaining or inducing Provide & Supply/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

6. Bidder Qualification Criteria*

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No	Annex #
1	Minimum 5 years of experience in providing manpower services to reputable organizations in all Categories mentioned in BoQ.		
2	Financial Statement or Bank Statement of at least Rs.100 million per year for last three years.		
3	Bidders must provide "Sales tax registration certificate with last month return copy both FBR and SRB" and Income Tax Certificates		
4	Affidavit of no dissatisfactory performance at any institution / organization.		
5	At least five number of 'active/operational' major clients for outsourcing of staff in Pakistan with minimum 150 outsourced staff.		
6	Company must be registered with Security Exchange Commission of Pakistan.		

** The bidders who do not meet any of the above-mentioned mandatory criteria shall be categorized as "NON-RESPONSIVE" hence shall not be considered for further tender proceedings.*

Stamp & Signature

7. Instructions to Bidders

- a- A Bid not submitted in conformity with the specifications / terms & conditions, or legal requirements, shall not be considered by IBA.
- b- IBA reserves the right to modify the Bidding Documents at any time prior to the deadline for submission of bids, on the request of the prospective bidder(s) for any clarification or at its own initiative, for any reason. This amendment shall constitute part of the Bidding Documents. In order to afford the prospective bidders a reasonable time to take the amendments into account in preparing its bid, IBA may at its discretion extend the deadline.
- c- A Bid found substantially in accordance with the Bidding Documents shall be checked by IBA for any arithmetic errors. If any discrepancy is found between the unit rate and the total Price resulting from multiplying the unit rate by the quantity, the unit rate as quoted will prevail and the total price shall stand Corrected. Unless in the opinion of IBA, there is an obvious gross misplacement of the decimal point in the unit rate, in such a case the total price as quoted will prevail and the unit rate will be corrected, and where there is a discrepancy in the total price quoted in the Price Schedule vis-à-vis addition of each item, the total of the itemized prices will govern.
- d- Any pressure by a Bidder to influence IBA in its decision making shall result in the rejection of its bid and blacklisting in future of the bidder from participating in bidding held by IBA or any other government institution / department.
- e- IBA reserves the right to accept or reject any of the bids and to annul the bidding process at any time prior to award of Purchase Order, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for its action.
- f- IBA will determine to its satisfaction whether the bidder has offered Prices consistent with the current prevailing market Prices.
- g- IBA reserves the right to increase or decrease the number of requirements agreed in the Specifications, without any change in the unit price or other terms and conditions.
- h- Before the payment is to be made by IBA, the Bidder shall furnish IBA Performance Guarantee from a reputable Scheduled Bank of Pakistan equal to the amount of 10% of the total yearly contract value, to cover the contract period. IBA reserves its right to forfeit Bank Guarantee in case of Bidder's failure to provide any of the services / maintenance / installation of equipment during contract period. The Bid security will be refunded after receiving Bank Guarantee.

Stamp & Signature

- i- Payments by IBA shall be made subject to Withholding Tax and other Government levies, in accordance with law.
- j- It shall be the right of IBA to split any supply order amongst different Bidders or different quantities in its sole and absolute discretion.
- k- The duty timings of staff is already mentioned, but if IBA requires their services during the timings other than prescribed, an intimation for which shall duly be sent in advance to the contractor, then and staff must follow the instructions given by IBA.
- l- Vendor must also provide the backups of staff as well if they are found uninformed absent from duty.

Stamp & Signature

8. Scope of Services

Category Number	Category	Details (complete details of required staff are available in BoQ attached)
<i>The tentative staff may be required in the following sub-categories during day shifts to support various IBA functions.</i>		
A	Facilities Management	Carpenter Mason Mason Helper Painter Plumber Senior Gardener Gardener Polisher Steel Carpenter
B	General Support	Office Assistant Khadim E Masjid Office Attendant Storekeeper
C	Hostel Management	Bearer Room Attendant Bread maker/ Tandoorchi Dish Washer Cook Cook Helper
D	Sports Facilities	Grounds Man Ground Supervisor Gym Instructor Sports Coach Student Centre Assistant Sports Coordinator
E	Transport Facilities	LTV Driver HTV Driver Transport Assistant
F	Electrical Services	A/C technician CMMS Operator Electrical Coordinator Electrical Supervisor Electrician Event Technician Generator Operator Sewerage Plant Operator
G	Janitorial Services	Coordinator Janitorial Supervisor Janitors

Stamp & Signature

H	ICT Support Services	Resident Engineers Labs Resident Engineers Resident Engineers ERP Data Center Engineers Resident Engineers VC IT Helpdesk Supervisor System / Network Engineer
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NOTE: Price Schedule is available at annex 'A'

Stamp & Signature

9. General Condition of Contract

Outsourcing of Multiple Support Services vide Tender # MISC/06/20-21

THIS AGREEMENT is executed at KARACHI, on this day, 2021

BETWEEN

M/s Institute of Business Administration, Karachi through its Registrar, located at Main Campus, University Road, Karachi, hereinafter called and referred to as "IBA" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the FIRST PART.

AND

M/s, having its office at hereinafter referred to as "THE SERVICE PROVIDER" (which expression shall wherever the context, so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor, holding CNIC No. on the SECOND PART.

WHEREAS "IBA" intends to obtain Outsourcing of Multiple Support Services vide Tender # MISC/06/20-21.

NOW IT IS HEREBY AGREED & DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:

WITNESSES

"IBA" hereby offer to appoint M/s as their official Services Provider for the specific purpose of "Outsourcing of Multiple Support Services" in respect of the same with "IBA" before the determination of scope of services on suitable scale with any/all other relevant details for presentation to "IBA" for services of Outsourcing of Multiple Support Services. "THE SERVICE PROVIDER" hereby agree to the offer of the "IBA" in acceptance of the terms & conditions here in below forth.

Article I

DUTIES & SCOPE OF AGREEMENT

1.1 "THE SERVICE PROVIDER" will provide manpower services as per IBA requirement at the following workplaces:

- 1 Main Campus, IBA
- 2 City Campus, IBA

- 1.2 THE SERVICE PROVIDER will be responsible for providing adequate manpower at the desired locations, as per the direction, supervision, and approval by IBA.
- 1.3 THE SERVICE PROVIDER” hereby agree and acknowledge for the periodic supervision of the services and to check the execution of services in accordance with the BoQ vide Tender # Maint/06/20-21.
- 1.4 “THE SERVICE PROVIDER” hereby agree and acknowledge the acceptance of attending the meetings with the “IBA” as & when required.
- 1.5 Staff deputed at IBA shall be interviewed by the IBA management prior to their deputation at IBA.
- 1.6 Agreed commission rate will not be revised during the agreement period.
- 1.7 IBA has the right to increase or decrease the quantity, and the service provider is bound to provide without any change in commission percentage.
- 1.8 IBA reserves the right to cancel any or all the items mentioned in different categories or may terminate any part of the BoQ or item independently if the required service standards are not met accordingly.
- 1.9 Scope of services includes mentioned below but not limited to:

Category Number	Category	Details (complete details f required staff are available in BoQ attached)
<i>The staff is required in the following sub-categories during day shifts to support various IBA functions.</i>		
A	Facilities Management	Carpenter Mason Mason Helper Painter Plumber Senior Gardener Gardener Polisher Steel Carpenter
B	General Support	Office Assistant Khadim E Masjid Office Attendant Storekeeper

C	Hostel Management	Bearer Room Attendant Bread maker/ Tandoorchi Dish Washer Cook Cook Helper
D	Sports Facilities	Grounds Man Ground Supervisor Gym Instructor Sports Coach Student Centre Assistant Sports Coordinator
E	Transport Facilities	LTV Driver HTV Driver Transport Assistant
F	Electrical Services	A/C technician CMMS Operator Electrical Coordinator Electrical Supervisor Electrician Event Technician Generator Operator Sewerage Plant Operator
G	Janitorial Services	Coordinator Janitorial Supervisor Janitors
H	ICT Support Services	Resident Engineers Labs Resident Engineers Resident Engineers ERP Data Center Engineers Resident Engineers VC IT Helpdesk Supervisor System / Network Engineer

Article II

REMUNERATION

- 2.1 The cost offered by Service Provider is on framework contract vide tender SBD # MISC/06/20-21, and following rates are fixed and exclusive of sales tax till the validity of this contract.

Category Number	Category Details	Percentage commission/Rate exclusive of sales tax
		<i>PKR</i>
A	Facilities Management	
B	General Support	
C	Hostel Management	
D	Sports Facilities	
E	Transport Facilities	
F	Electrical Services	
G	Janitorial Services	
H	ICT Support Services	

- 2.2 All the manpower and associated categories are presumed to be covered under the amount quoted here in. Any additional manpower required over and above the quantity mentioned in scope of work will be charged at the same rate. Whenever required, THE SERVICE PROVIDER will interchange the manpower from existing trades mentioned in the "Category" as per the requirement of IBA.
- 2.3 The working hours and timings has already been mentioned in BoQ - category wise and the Service Provider will manage the staff duties for mentioned timing to ensure the availability of services and staff. Biometric attendance is a mandatory requirement to reflect attendance against each staff deputed at IBA.
- 2.4 Liquidity damages 2% of the total amount will be imposed per month for which the SERVICE PROVIDER failed to deliver the manpower as per standard or in accordance with the entitlement / authorization. The monthly disbursement of salary by the SERVICE PROVIDER to the personnel deputed in IBA by specific date (mentioned below) shall also be considered as performance indicator and LD will be applicable if not observed in true letter and spirit.

- 2.5 Performance Security 5% of total estimated amount has been submitted vide Pay Order # _____ dated _____ amounting to Rs.-----.
- 2.6 All Government taxes (including Income tax and stamp duties), levies and charges will be charged as per applicable rates / denomination.
- 2.7 Stamp duty of 0.35% for supplies against total estimated value of contract will be levied accordingly.
- 2.8 The Outsourced Resource attendance would be closed at end of every month to process the salaries/fees for the current month by 15th. The attendance will be verified by IBA representative, through email for further processing. The attendance cycle will be on monthly basis. Salaries of the personnel provided to IBA will be paid by the service provider through direct bank transfer/account payee cheque by 5th of every month without fail.
- 2.9 The Service Provider will raise an Invoice by end of every month separately for each category according to the attendance and shall clear the invoice within the 30 days of receipt of the invoice. The Invoices shall be submitted after acknowledging by authorized category-wise respective managers.
- 2.10 The invoices submitted by the service provider shall not be processed for payment until the submission of all supporting documents.
- 2.11 Overtime (where applicable) to employees will be given on mutually agreed rates, that will be derived from number of working hours. However, SERVICE PROVIDER shall not charge commission on overtime amount.

Article III
UNIFORM

- 3.1 The workforce deployed by the Service Provider shall wear Uniforms where mentioned in the BoQ category wise. Further, shall provide an Identity Card (With Photograph) to the deployed workforce.

Article IV
ARBITRATION

- 4.1 The parties expressly consent that in the event of arising a dispute as to the provisions of this Agreement, or any modification hereto, each party shall submit its respective interpretation to the other for consideration. However, in case of any controversy or claim arising out or relating to this Agreement or its breach, shall be resolved through arbitration under the Arbitration Act-1940 and Executive Director IBA, Karachi, shall have the right to act as arbitrator. His decision will be binding upon both the parties. The Arbitration proceedings will

be governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

Article V
TERMINATION

5.1 "IBA" may terminate this agreement if the job is not executed according to the requirement at any time after issuing 15 days' notice.

5.2 The IBA may terminate any part of the BoQ or item independently if the required service standards are not met according.

Article VI
INDEMNITY

6.1 "THE SERVICE PROVIDER" in its individual capacity shall indemnify and keep IBA and any person claiming through IBA fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE SERVICE PROVIDER", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE SERVICE PROVIDER" which disturbs or damage the reputation, quality or the standard of services provided by "IBA" and any person claiming through the IBA.

Article VII
NOTICE

7.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

Article VIII
SEVERABILITY

8.1 If any terms covenant or condition of this agreement shall be deemed invalid or unenforceable in a court of law or equity, the remainder of this agreement shall be valid & enforced to the fullest extent permitted by prevailing law.

Article IX
RENEWAL

9.1 This Agreement shall be renewed with mutual consent & satisfactory performance upon completion of one year if the IBA, Karachi and the SERVICE PROVIDER agree so.

Article X
INTEGRITY PACT

- 10.1 The 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).
- 10.2 Without limiting the generality of the forgoing THE SERVICE PROVIDER 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.
- 10.3 THE SERVICE PROVIDER 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.
- 10.4 Notwithstanding any right and remedies exercised by the IBA in this regard, THE SERVICE PROVIDER 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 SERVICE PROVIDER as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

Article XI
FORCE MAJEURE

- 11.1 SERVICE PROVIDER shall not be asked for return of consideration amount, in part or full nor can be used in a court of law, when failure in providing services outlined in this Agreement is due to an event beyond the control of SERVICE PROVIDER and which could not have been foreseen, prevented, or avoided by a judicious person of able mind and body. These include, but are not restricted to, Acts of God, Acts of public enemy (including arson and terrorist activities), Acts of Government(s), fires, floods, epidemics, strikes, freight embargoes and unusually severe weather.

Article XII
CATEGORY-WISE JOB REQUIREMENT

Category – A Facilities Management

12.1 In this category all personnel should be of technical background i.e., Carpenter, Mason, Manson Helper, Painter, Plumber, Sr. Gardener, Gardener Polisher & Steel Carpenter.

Scope of Category:

The expectation from this category of staff is to:

- 12.1.1 construct, erect, install, or repair structures and fixtures made of wood and comparable materials, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall, and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways at all campus premises.
- 12.1.2 Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; and use saws to cut expansion joints at all campus premises.
- 12.1.3 Help brick masons, block masons, stonemasons, or tile and marble setters by performing duties requiring less skill. Duties include using, supplying, or holding materials or tools, and cleaning work area and equipment at all campus premises.
- 12.1.4 Paint walls, equipment, buildings, bridges, and other structural surfaces at all campus premises, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency.
- 12.1.5 Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases at all campus premises. May install heating and cooling equipment and mechanical control systems. Includes sprinkler fitters.
- 12.1.6 Brush, spray, or hand-rub finishing ingredients, such as paint, oil, stain, or wax, onto and into wood grain and apply lacquer or other sealers at all campus premises.
- 12.1.7 Raise, place, and unite iron or steel girders, columns, and other structural members to form completed structures or structural frameworks. May erect metal storage tanks and assemble prefabricated metal buildings at all campus premises.

Category – B General Support

12.2 In this category all personnel should be in non-technical background i.e., Office Assistant, Khadim e Masjid, Office Attendant & Storekeeper.

Scope of Category:

The expectation from this category of staff is to:

- 12.2.1 Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, office machine operation, and filing.
- 12.2.2 Directly supervise and coordinate activities of workers engaged in landscaping or groundskeeping activities at all campus premises. Work may involve reviewing contracts to ascertain service, machine, and workforce requirements; answering inquiries from potential customers regarding methods, material, and price ranges; and preparing estimates according to labor, material, and machine costs.
- 12.2.3 Landscape or maintain grounds of property using hand or power tools or equipment at all campus premises. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units.
- 12.2.4 Manage and supervise all matters of maintenance and management of the designated masjid at the campus premises. Maintain cleanliness.
- 12.2.5 Pick up and deliver messages, documents, packages, and other items between offices or departments within an establishment or directly to other business concerns, traveling by foot, bicycle, motorcycle, automobile, or public conveyance.
- 12.2.6 Verify and maintain records on incoming and outgoing shipments involving inventory. Duties include verifying and recording incoming merchandise or material and arranging for the transportation of products. May prepare items for shipment.

Category – C Hostel Management

12.3 In this category all personnel should be in non-technical background i.e. Bearer, Room Attendant, Break Maker / Tandoorchi, Dish Washer, Cook & Cook Helper.

Scope of Category:

The expectation from this category of staff is to:

- 12.3.1 Prepare and cook food in a fast-food restaurant with a limited menu. Duties of these cooks are limited to preparation of a few basic items and normally involve operating large-volume single-purpose cooking equipment.
- 12.3.2 Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea
- 12.3.3 Serve food to individuals outside of a restaurant environment, such as in hotel rooms, hospital rooms, residential care facilities, or cars.
- 12.3.4 Serve food to individuals outside of a restaurant environment, such as in hotel rooms, hospital rooms, residential care facilities, or cars.
- 12.3.5 Clean dishes, kitchen, food preparation equipment, or utensils.

Category – D Sports Facilities

- 12.4 In this category all personnel should be with relevant background i.e. Grounds Men, Ground Supervisor, Gym Instructor, Sports Coach, Student Centre Assistant & Sports Coordinator.

Scope of Category:

The expectation from this category of staff is to:

- 12.4.1 To assist with the preparation, management and maintenance of grounds utilised for all sports activities, including: the preparation and maintenance of the batting pitches in a condition suitable for competitive cricket; cutting and maintaining the grass in the outfield from time to time; ensuring that playing and practice nets and pitches are properly marked and ready for play or practice when required; providing basic maintenance such as painting the sightscreens, boundary ropes and fences when required.
- 12.4.2 To supervise the preparation, management and maintenance of grounds utilised for all sports activities, including: the preparation and maintenance of the batting pitches in a condition suitable for competitive cricket; cutting and maintaining the grass in the outfield from time to time; ensuring that playing and practice nets and pitches are properly marked and ready for play or practice when required; providing basic maintenance such as painting the sightscreens, boundary ropes and fences when required.

- 12.4.3 Instruct or coach groups or individuals in exercise activities for the primary purpose of personal fitness. Demonstrate techniques and form, observe participants, and explain to them corrective measures necessary to improve their skills. Develop and implement individualized approaches to exercise.
- 12.4.4 Instruct or coach groups or individuals in the fundamentals of sports for the primary purpose of competition. Demonstrate techniques and methods of participation. May evaluate athletes' strengths and weaknesses as possible recruits or to improve the athletes' technique to prepare them for competition. Those required to hold teaching certifications should be reported in the appropriate teaching category.
- 12.4.5 Perform a variety of attending duties at amusement or recreation facility. May schedule use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions and rides.
- 12.4.6 Perform a variety of attending duties at amusement or recreation facility. May schedule use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions and rides.

Category – E Transport Facilities

- 12.5 In this category all personnel should be in technical background having valid license i.e., LTV Driver, HTV Driver & Transport Assistant.

Scope of Category:

The expectation from this category of staff is to:

- 12.5.1 Drive a motor vehicle to transport passengers on an unplanned basis for official use.
- 12.5.2 Drive a motor vehicle to transport passengers on a planned or scheduled basis to transport students. Ensure adherence to safety rules. May assist students in boarding or exiting.
- 12.5.3 Plan & coordinate campus transportation includes Buses and Car for official visits.

Category – F Electrical Services

- 12.6 In this category all personnel should be with the required technical background as mentioned in the BoQ i.e. A/C technician, CMMS Operator, Electrical Coordinator, Electrical Supervisor, Electrician, Event Technician, Generator Operator & Sewerage Plant Operator.

Scope of Category:

The expectation from this category of staff is to:

- 12.6.1 Install or repair heating, central air conditioning, HVAC, or refrigeration systems.
- 12.6.2 Operate CMMS effectively and address all queries pertaining to CMMS, troubleshooting all related queries.
- 12.6.3 Coordinators assist supervisors with employee communication, organize training sessions and offer advice to employees about job advancement.
- 12.6.4 Manage maintenance of all HVAC & Electrical Equipment installed at various locations in IBA to ensure availability of equipment for uninterrupted operations and that standby equipment are operational in case of emergency.
- 12.6.5 Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service streetlights, intercom systems, or electrical control systems.
- 12.6.6 Ensure that technical and administrative tasks are completed in a timely manner to support the technical personnel in the delivery of the specific piece of work or project.
- 12.6.7 Watching gauges, dials, or other indicators to make sure a machine is working properly. Controlling operations of equipment or systems. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Determining causes of operating errors and deciding what to do about it.
- 12.6.8 Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or wastewater.

Category – G Janitorial Services

- 12.7 In this category all personnel in non-technical background i.e. Coordinator, Janitorial Supervisor, & Janitors.

Scope of Category:

The expectation from this category of staff is to

- 12.7.1 Janitorial training coordinators educate janitors and other cleaning personnel on how to perform job duties. Coordinators assist supervisors with employee communication, organize training sessions and offer advice to employees about job advancement.
- 12.7.2 Supervise janitorial staff employed by either hospitals, hotels, schools, offices, or other establishments. Ensure that the janitorial staff's day-to-day cleaning operations are completed in a timely manner.
- 12.7.3 Clean and provide upkeep for spaces and buildings, performs basic repairs, maintains cleaning supplies, operates cleaning equipment, and works at all campus premises.

A. Daily Services

- 12.7.4 Removal of waste material / garbage from the dustbins, buckets, mugs, and entire premises including the toilets, open areas / lawns, and Gardens, etc.
- 12.7.5 Wet mopping of floors of corridor every alternate hour, classroom twice daily; offices, canteen, library staircase, Lift Areas, Verandas etc. once daily. All toilets are to be cleaned, wet mopped after every period or every hour if no classes
- 12.7.6 Dusting and vacuuming of furniture, cupboards and doors, Windows, ventilators, blinds and glass partition using glass cleaning chemicals to keep all such articles dust free during the morning time.
- 12.7.7 Cleaning and scrubbing of toilets, washbasins, sanitary fittings using detergents, deodorants, and disinfectants at least twice a day.
- 12.7.8 Cleaning of Portable Fire Extinguishers available at Various Floors.

B. WEEKLY SERVICES

- 12.7.9 Mechanical washing and scrubbing of floor area with detergents, dust removing chemicals and polishing of the floor areas, etc.
- 12.7.10 Removal of cobwebs, dusts, termites, insects, pests, etc.
- 12.7.11 Windows sponging and cleaning.
- 12.7.12 Up keeping of partition glasses and panes with utmost care and by application of glass cleaning chemicals.
- 12.7.13 Polishing of taps and other steel fittings in the toilets with SILVO / BRASSO. Maintaining water outlets clean and open at all time. - whenever needed.
- 12.7.14 To spray Anti Mosquito spray etc. in hostel rooms, classrooms, office rooms, auditorium, conference hall, dining room etc. to keep all such areas insects free. The IBA will provide the pump and the spraying material.
- 12.7.15 Cleaning of water drain lines and Ventilation or Services Ducts and roof tops on monthly basis or as required before rainy seasons

C. AUDITORIUMS

- 12.7.16 Cleaning of Carpets (Vacuum, broom and dry mop where required)
- 12.7.17 Cleaning of adjacent refreshment areas
- 12.7.18 Cleaning / Dusting of chairs
- 12.7.19 Cleaning and washing of toilets on all floors
- 12.7.20 Passage / Pathway to Auditorium, are to be cleaned twice daily, however in case of any event then the place is to be cleaned with more attention and repeatedly.

D. FAÇADE CLEANING

- 12.7.21 Cleaning of glasses and ACP Panels by Contractor's furnished Window Cleaning Systems, such as Roof Mounted Cradles, Swings or Greater Height Hydraulic Machines and or High-Pressure Water Jet / Spray or any other arrangements.

Category – H ICT Support Services

- 12.8 In this category all personnel should be in technical background i.e. Resident Engineers Labs, Resident Engineers, Resident Engineers ERP, Data Center Engineers, Resident Engineers VC, IT Helpdesk Supervisors & System / Network Engineer.

Scope of Category:

- 12.8.1 Manage and maintain operations of computer lab, especially timely opening in the morning.
- 12.8.2 Ensure all computers and peripherals are in operating condition before commencement of lectures.
- 12.8.3 Ensure wired and wireless network connectivity is available in the lab throughout the session.
- 12.8.4 Install software and their updates, patches and fixes etc. on all the systems in the lab.
- 12.8.5 Prepare the lab and reinstall the systems from zero (by cloning) before commencement of every semester.
- 12.8.6 Reinstall a system with the O/S and all the applications after a system or application or system failure.
- 12.8.7 He should be able to write lab manuals.
- 12.8.8 He should be able to demonstrate the labs to students.
- 12.8.9 Document, track, and monitor problems to ensure resolution in a timely manner.
- 12.8.10 Installation of hardware / Software.
- 12.8.11 Join new devices to Network with coordination of ICT Department.

IT Help Desk Resident Engineers:

The Help Desk Engineer is responsible to follow up the complaint forwarded by the Help Desk Supervisor and response quickly to resolve the problem. The responsibilities of Help Desk Engineer include:

- 12.8.12 Tagging and inventory monitoring of new items.
- 12.8.13 Implementing, and complying to operational standards and escalation procedures to ensure service levels are maintained at a consistent level.
- 12.8.14 Document, track, and monitor problems to ensure resolution in a timely manner.
- 12.8.15 Act as site engineer to directly provide the technical support within the stipulated time and ensure the satisfaction of the complainant with user satisfaction.
- 12.8.16 Should be able to provide solutions and fixes via telephonic support, e-mail, etc.

- 12.8.17 Installation of hardware / Software.
- 12.8.18 Join new devices to Network with coordination of ICT Department.
- 12.8.19 Escalate the problem according to the severity level.
- 12.8.20 Maintain record of daily complaints.
- 12.8.21 Should be hands on with Cisco IP phones and able to troubleshoot user end problems.
- 12.8.22 Must be familiar with network switches/ /outlook/etc.
- 12.8.23 Resolved the complaint and report to his Supervisor.

ERP IT Help Desk Resident Engineers:

- 12.8.24 Perform as a member of an application support team for ERP systems users throughout the organization.
- 12.8.25 Gives training to ERP users and work with Faculty, students, users and management to determine any issue.
- 12.8.26 Assist ERP systems users with data conversion for online module and other ERP modules. Assist Team Leader ERP and Financial.
- 12.8.27 Create reports, documentation, and procedures guidelines for ERP systems users.
- 12.8.28 Analyse and troubleshoot ERP system issues reported by end users.
- 12.8.29 Design, develop and maintain reports used by technical staff and ERP systems users.

Data Center RE':

- 12.8.30 Data Center RE's should be responsible for monitoring of all Server Room hardware equipment.
- 12.8.31 Operate, monitor, maintain, and respond to abnormal conditions in facilities systems. Areas include: Electrical, Mechanical and Building Monitoring and Control.
- 12.8.32 Should have a good understanding of all technicalities. It will be helpful in identifying the errors, and monitoring the occurrences related to data centre tasks, which shall have to be resolved as quickly as possible.
- 12.8.33 Maintain a record to keep track of all the events and logs to facilitate in submitting timely reports to the superiors.

Network Engineer's:

- 12.8.34 Designing and implementing new network solutions and/or improving the efficiency of current networks
- 12.8.35 Installing, configuring, and supporting network equipment including routers, proxy servers, switches, WAN accelerators, DNS and DHCP.
- 12.8.36 Procuring network equipment and managing subcontractors involved with network installation.

- 12.8.37 Configuring firewalls, routing, and switching to maximise network efficiency and security.
- 12.8.38 Maximising network performance through ongoing monitoring and troubleshooting.
- 12.8.39 Arranging scheduled upgrades.
- 12.8.40 Investigating faults in the network.
- 12.8.41 Updating network equipment to the latest firmware releases.

System Engineer's:

- 12.8.42 Manages and monitors all installed systems and infrastructure for the organization to be in line with company guidelines or SOP (standard operating procedure).
- 12.8.43 Defines customers' needs and functionality in a service development cycle.
- 12.8.44 Assists in the coordination of various teams testing and evaluating for the development of design and its implementation of the best output.
- 12.8.45 Installs, configures, and tests operating systems, application software, and system management tools.
- 12.8.46 Ensures the highest level of systems and infrastructure availability.
- 12.8.47 Implements warranty and support activities.
- 12.8.48 Evaluates the existing systems and provides the technical direction to IT support staff.
- 12.8.49 Plans and implements system automation as required for better efficiency.
- 12.8.50 Oversees the development of customized software and hardware requirement.
- 12.8.51 Collaborates with other professionals to ensure high quality deliverables within organization guidelines, policies, and procedures.
- 12.8.52 Deals with work process, optimization methods, and risk management tools in the given projects for the successful accomplishments according to the requirements of the stakeholders.

Video Conference Engineer's:

- 12.8.53 Collaborate with operations and support teams to provide direction/support, streamline processes, improve efficiencies, and enhance the overall user experience.
- 12.8.54 Provide expertise on projects; designing; implementing; supporting critical networks and complex converged infrastructures.
- 12.8.55 Diagnose and evaluate problems with content related to Video, Audio or Technical composition of media.
- 12.8.56 Function as team lead and provide technical guidance and assistance to other team members and support teams.
- 12.8.57 Install/upgrade/maintain hardware systems and software packages related to video conferencing and other media technologies utilized.
- 12.8.58 Knowledgeable of scheduling procedures, and able to setup, and dismantle video conferences between offices, and with external clients.

- 12.8.59 Create documentation and manuals for supported hardware software packages as needed.

Article XIII
PAYMENT TERMS

13.1 Payment will be made on a monthly basis after receipt of Invoice and satisfactory service advice.

13.2 Payments by IBA shall be made subject to Withholding Tax and other Government levies, in accordance with law.

Article XIV
SELECTION PROCESS

14.1 Collection, scrutiny, and short listing of CVs for candidates to be deputed to IBA shall be the responsibility of the successful bidder. Before finally appointing the candidate, the bidder shall consult relevant category Manager(s) of IBA for their final opinion.

Article XV
MISCELLANEOUS

15.1 Any addition & alteration(s) made in the contents as required which entail extra time & labor and material on part of the services, shall be charged separately/extra on 'Quantum Merit' basis before & on final services handed over to the "IBA". After FINAL WORKS if any alteration(s), arise charges will be paid on mutually agreed upon.

15.2 Competent Authority reserves the right to change / alter / remove any item or reduce / enhance quantity without assigning any reason.

15.3 The terms and conditions of the AGREEMENT have been read over to the parties which they admit being correct and abide by the same.

15.4 All terms & conditions mentioned in the bidding document will be an integral part of this agreement and can't be revoked.

15.5 This agreement is effective from _____ up to _____

IN WITNESS WHEREOF both the parties hereto have set & subscribed their respective hands to this agreement at Karachi on the date as mentioned above.

"IBA"

NAME:

CNIC # _____

Address:

The Registrar, Institute of Business
Administration Main Campus
University Road, Karachi

WITNESS:

1. _____

Syed Fahad Jawed

CNIC # _____

Address:

Head of Procurement

Institute of Business
Administration Main Campus
University Road, Karachi

Focal Person IBA

M/s

NAME:

CNIC # _____

Address:

2. _____

M/s

NAME:

CNIC #

Address:

Annex-A**10. Price Schedule**

Category Number	Category	Estimated Yearly Remuneration	Employer's Commission % Inclusive of Income Tax	Commission Amount	Total Remuneration	Price Schedule Bill of Quantity
		<i>PKR</i>	<i>%</i>	<i>PKR</i>	<i>PKR</i>	
A	Facilities Management	6,384,000				Page 36
B	General Support	12,324,000				Page 37
C	Hostel Management	4,872,000				Page 38
D	Sports Facilities	8,052,000				Page 39
E	Transport Facilities	2,808,000				Page 40
F	Electrical Services	4,800,000				Page 41
G	Janitorial Services	24,384,000				Page 42
H	ICT Support Services	11,634,000				Page 43
Total		75,258,000				

Above prices are exclusive of Sales Tax

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Total Remuneration in words: Rs. _____

Special Instruction:

- (a) The Price Schedule of all BoQs is available on **excel** format on <https://www.iba.edu.pk/tenders/>
- (b) Tender will be awarded to lowest evaluated & responsive bidder through framework contract.

Bid Security to be submitted with the Financial Proposal	2% of total remuneration including 13% SST (for calculation of Bid Security only)	
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Applicable Taxes

Applicable Taxes (Please mention along with relevant tax reference)

Tax Rate (<i>excluding Income Tax which should be included in</i>	Under Section

Stamp & Signature

Price Schedule Bill of Quantities (BOQ)**Category A**

Category	Designation	Headcount	Required Qualification & Experience along with benefits		Benefits	Timings	Uniform
Facilities Management	Carpenter	3	At least Matric with certificate from a recognized institute in Carpentry	3 years in manufacturing/ repairing works . The estimated monthly remuneration would be Rs. 23,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Mason	2	Any skill/qualification.	Masonry or bricklaying experience . The estimated monthly remuneration would be Rs. 23,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Mason Helper	1	Any skill/qualification.	Masonry or bricklaying helper experience . The estimated monthly remuneration would be Rs. 21,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Painter	2	Any skill/qualification.	Painting experience . The estimated monthly remuneration would be Rs. 23,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Plumber	3	At least Matric with certificate from a recognized institute in Plumbing.	3 years Plumbing of commercial building experience . The estimated monthly remuneration would be Rs. 23,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Senior Gardener	1	Any skill/qualification.	8 years experience of maintaining landscapes / nurseries . The estimated monthly remuneration would be Rs. 25,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Gardener	10	Any skill/qualification.	3 years experience of maintaining landscapes / nurseries . The estimated monthly remuneration would be Rs. 21,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Polisher	1	Any skill/qualification.	Experience of polishing building . The estimated monthly remuneration would be Rs. 23,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Steel Carpenter	1	At least Matric with certificate from a recognized institute in Steel Carpentry	3 years in manufacturing/ repairing works . The estimated monthly remuneration would be Rs. 23,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
Total Headcount		24					

A.	<i>Estimated remuneration (Annual) for Category A</i>	6,384,000
B.	<i>Employer Commission Percentage*</i>	
C.	<i>Employer Commission Amount (A x B) in PKR</i>	
D.	<i>Employer remuneration with Commission Amount (A + C) in PKR</i>	

*Please quote the percentage commission for this specific category which should include the following as per the requirements mentioned against each category:

S. No.	Benefit	Details
a.	EOBI	As per standard rates
b.	Medical	Hospitalization of staff only up to yearly limit of Rs. 200,000/- Accidental & COVID-19 covered
c.	Mobile Allowance	Rs. 750/- per month
d.	Leaves	12 leaves per annum
e.	Life Insurance	up to Rs. 500,000/-
f.	Uniform	Two sets of Uniforms (in a year) – Pants/Shirts/Shoes etc.

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Price Schedule Bill of Quantities (BOQ)*Category B*

Category	Designation	Headcount	Required Qualification & Experience along with benefits		Benefits	Timings	Uniform
General Support	Office Assistant	2	Intermediate	2 years of experience of administrative work . The estimated monthly remuneration would be Rs. 25,000/-	EOBI, Medical, Life Insurance	8 am -6 pm, 5 days	
	Khadim E Masjid	2	Middle, Matric.	2 Years relevant experience. Must be Muslim . The estimated monthly remuneration would be Rs. 25,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	
	Office Attendant	41	At least Matric with experience	3 years relevant experience . The estimated monthly remuneration would be Rs. 22,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Store Keeper	1	At least Intermediate	2+ years of experience in storekeeping, inventory control, or recordkeeping . The estimated monthly remuneration would be Rs. 25,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	
Total Headcount		46					

A.	<i>Estimated remuneration (Annual) for Category B</i>	12,324,000
B.	<i>Employer Commission Percentage*</i>	
C.	<i>Employer Commission Amount (A x B) in PKR</i>	
D.	<i>Employer remuneration with Commission Amount (A + C) in PKR</i>	

**Please quote the percentage commission for this specific category which should include the following as per the requirements mentioned against each category:*

S. No.	Benefit	Details
a.	EOBI	As per standard rates
b.	Medical	Hospitalization of staff only up to yearly limit of Rs. 200,000/- Accidental & COVID-19 covered
c.	Mobile Allowance	Rs. 750/- per month
d.	Leaves	12 leaves per annum
e.	Life Insurance	up to Rs. 500,000/-
f.	Uniform	Two sets of Uniforms (in a year) – Pants/Shirts/Shoes etc.

Price Schedule Bill of Quantities (BOQ)*Category C*

Category	Designation	Headcount	Required Qualification & Experience along with benefits		Benefits	Timings	Uniform
Hostel Management	Bearer	5	Preferably middle	6 months relevant experience . The estimated monthly remuneration would be Rs. 21,000/-	EOBI, Medical, Life Insurance	8 am -8 pm, 7 days	Yes
	Room Attendant	3	Preferably middle	6 months relevant experience . The estimated monthly remuneration would be Rs. 21,000/-	EOBI, Medical, Life Insurance	Rotational Shift	Yes
	Bread maker/ Tandoorchi	1	Preferably middle	1 year relevant experience . The estimated monthly remuneration would be Rs. 21,000/-	EOBI, Medical, Life Insurance	8 am -8 pm, 7 days	Yes
	Dish Washer	1	Preferably middle	1 year relevant experience . The estimated monthly remuneration would be Rs. 21,000/-	EOBI, Medical, Life Insurance	8 am -8 pm, 7 days	Yes
	Cook	7	At least Matric with expertise of cooking different types of meal.	3 years or cooking different types of meals for at least 200 persons . The estimated monthly remuneration would be Rs. 25,000/-	EOBI, Medical, Life Insurance	8 am -8 pm, 7 days	Yes
	Cook Helper	1	At least Matric with expertise as helper in cooking different types of meal.	2 years experience as helper cooking of different meals . The estimated monthly remuneration would be Rs. 21,000/-	EOBI, Medical, Life Insurance	8 am -8 pm, 7 days	Yes
Total Headcount		18					

A.	<i>Estimated remuneration (Annual) for Category C</i>	4,872,000
B.	<i>Employer Commission Percentage*</i>	
C.	<i>Employer Commission Amount (A x B) in PKR</i>	
D.	<i>Employer remuneration with Commission Amount (A + C) in PKR</i>	

**Please quote the percentage commission for this specific category which should include the following as per the requirements mentioned against each category:*

S. No.	Benefit	Details
a.	EOBI	As per standard rates
b.	Medical	Hospitalization of staff only up to yearly limit of Rs. 200,000/- Accidental & COVID-19 covered
c.	Mobile Allowance	Rs. 750/- per month
d.	Leaves	12 leaves per annum
e.	Life Insurance	up to Rs. 500,000/-
f.	Uniform	Two sets of Uniforms (in a year) – Pants/Shirts/Shoes etc.

Price Schedule Bill of Quantities (BOQ)*Category D*

Category	Designation	Headcount	Required Qualification & Experience along with benefits		Benefits	Timings	Uniform
Sports Facilities	Grounds Man	9	Any skill/qualification.	2 years Groundman experience on any known facility . The estimated monthly remuneration would be Rs. 21,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Ground Supervisor	1	Any skill/qualification.	2 years experience as Ground Man Supervisor of Maintaining grounds of known organizations /academies . The estimated monthly remuneration would be Rs. 23,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Gym Instructor	6	Any skill/qualification.	2 years experience as Gym Instructor . The estimated monthly remuneration would be Rs. 26,500/-	EOBI, Medical, Life Insurance	Rotational Shift	Yes
	Sports Coach	10	At least intermediate.	2 years experience of related sports in Schools and Universities . The estimated monthly remuneration would be Rs. 22,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Student Centre Assistant	1	Intermediate	Relevant experience is preferable . The estimated monthly remuneration would be Rs. 25,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	
	Sports Coordinator	1	At least intermediate	2 years experience as sports coordinator of related sports . The estimated monthly remuneration would be Rs. 55,000/-	EOBI, Medical, Life Insurance, Mobile Allowance	8 am -5 pm, 6 days	
Total Headcount		28					

A.	<i>Estimated remuneration (Annual) for Category D</i>	8,052,000
B.	<i>Employer Commission Percentage*</i>	
C.	<i>Employer Commission Amount (A x B) in PKR</i>	
D.	<i>Employer remuneration with Commission Amount (A + C) in PKR</i>	

**Please quote the percentage commission for this specific category which should include the following as per the requirements mentioned against each category:*

S. No.	Benefit	Details
a.	EOBI	As per standard rates
b.	Medical	Hospitalization of staff only up to yearly limit of Rs. 200,000/- Accidental & COVID-19 covered
c.	Mobile Allowance	Rs. 750/- per month
d.	Leaves	12 leaves per annum
e.	Life Insurance	up to Rs. 500,000/-
f.	Uniform	Two sets of Uniforms (in a year) – Pants/Shirts/Shoes etc.

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Price Schedule Bill of Quantities (BOQ)*Category E*

Category	Designation	Headcount	Required Qualification & Experience along with benefits		Benefits	Timings	Uniform
Transport Facilities	LTV Driver	6	At least Matric with valid LTV driving license.	3 years or more driving experience of LTV . The estimated monthly remuneration would be Rs. 25,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	HTV Driver	2	At least Matric with valid HTV driving license.	3 years or more driving experience of HTV . The estimated monthly remuneration would be Rs. 28,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Transport Assistant	1	B.Com/BSc/BA or equivalent 14 years education	2 years of experience in communicate all shipments etc. in transport department . The estimated monthly remuneration would be Rs. 28,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	
Total Headcount		9					

A.	<i>Estimated remuneration (Annual) for Category E</i>	2,808,000
B.	<i>Employer Commission Percentage*</i>	
C.	<i>Employer Commission Amount (A x B) in PKR</i>	
D.	<i>Employer remuneration with Commission Amount (A + C) in PKR</i>	

**Please quote the percentage commission for this specific category which should include the following as per the requirements mentioned against each category:*

S. No.	Benefit	Details
a.	EOBI	As per standard rates
b.	Medical	Hospitalization of staff only up to yearly limit of Rs. 200,000/- Accidental & COVID-19 covered
c.	Mobile Allowance	Rs. 750/- per month
d.	Leaves	12 leaves per annum
e.	Life Insurance	up to Rs. 500,000/-
f.	Uniform	Two sets of Uniforms (in a year) – Pants/Shirts/Shoes etc.

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Price Schedule Bill of Quantities (BOQ)**Category F**

Category	Designation	Headcount	Required Qualification & Experience along with benefits		Benefits	Timings	Uniform
Electrical Services	A/C technician	8	Matric with AC Technician Certificate	2 years experience in AC Technician . The estimated monthly remuneration would be Rs. 23,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	CMMS Operator	2	At least intermediate with diploma in CMMS or computer troubleshooting.	3 years or more experience of manages and troubleshoots the CMMS . The estimated monthly remuneration would be Rs. 23,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Electrical Coordinator	1	At least intermediate.	2 years or more experience as coordinator in Events/Projects/ Administrative Tasks . The estimated monthly remuneration would be Rs. 30,000/-	EOBI, Medical, Life Insurance, Mobile Allowance	8 am -5 pm, 6 days	
	Electrical Supervisor	1	DAE Electrical	6 years experience in Electrical Supervisor . The estimated monthly remuneration would be Rs. 25,000/-	EOBI, Medical, Life Insurance, Mobile Allowance	8 am -5 pm, 6 days	Yes
	Electrician	2	DAE Electrical	3 years experience as Electrician . The estimated monthly remuneration would be Rs. 22,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Event Technician	1	Any skill/qualification.	2 years experience in Event Technical Assistant . The estimated monthly remuneration would be Rs. 22,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Generator Operator	1	Matric with Certificate in Electrical Trade from a recognized institute.	2 years of experience as generator operator . The estimated monthly remuneration would be Rs. 23,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Sewerage Plant Operator	1	Any skill/qualification.	2 years of experience as Sewerage Plant Operator . The estimated monthly remuneration would be Rs. 23,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
Total Headcount		17					

A.	<i>Estimated remuneration (Annual) for Category F</i>	4,800,000
B.	<i>Employer Commission Percentage*</i>	
C.	<i>Employer Commission Amount (A x B) in PKR</i>	
D.	<i>Employer remuneration with Commission Amount (A + C) in PKR</i>	

*Please quote the percentage commission for this specific category which should include the following as per the requirements mentioned against each category:

S. No.	Benefit	Details
a.	EOBI	As per standard rates
b.	Medical	Hospitalization of staff only up to yearly limit of Rs. 200,000/- Accidental & COVID-19 covered
c.	Mobile Allowance	Rs. 750/- per month
d.	Leaves	12 leaves per annum
e.	Life Insurance	up to Rs. 500,000/-
f.	Uniform	Two sets of Uniforms (in a year) – Pants/Shirts/Shoes etc.

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Price Schedule Bill of Quantities (BOQ)*Category G*

Category	Designation	Headcount	Required Qualification & Experience along with benefits		Benefits	Timings	Uniform
Janitorial Services	Janitorial Supervisor	8	At least Matric	3 Years relevant experience of supervising Janitorial staff in any commercial setup . The estimated monthly remuneration would be Rs. 23,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
	Janitors	88	Any skill/qualification.	2 years cleaning experience in any office environment . The estimated monthly remuneration would be Rs. 21,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	Yes
Total Headcount		96					

A.	<i>Estimated remuneration (Annual) for Category G</i>	24,384,000
B.	<i>Employer Commission Percentage*</i>	
C.	<i>Employer Commission Amount (A x B) in PKR</i>	
D.	<i>Employer remuneration with Commission Amount (A + C) in PKR</i>	

**Please quote the percentage commission for this specific category which should include the following as per the requirements mentioned against each category:*

S. No.	Benefit	Details
a.	EOBI	As per standard rates
b.	Medical	Hospitalization of staff only up to yearly limit of Rs. 200,000/- Accidental & COVID-19 covered
c.	Mobile Allowance	Rs. 750/- per month
d.	Leaves	12 leaves per annum
e.	Life Insurance	up to Rs. 500,000/-
f.	Uniform	Two sets of Uniforms (in a year) – Pants/Shirts/Shoes etc.

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Price Schedule Bill of Quantities (BOQ)*Category H*

Category	Designation	Headcount	Required Qualification & Experience along with benefits	Benefits	Timings	Uniform	
ICT Support Services	Resident Engineers Labs	3	Bachelors in related field (BCS / BS (CS) / BS (IT) / equivalent)	3 Years of relevant experience . The estimated monthly remuneration would be Rs. 34,500/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	No
	Resident Engineers	13	Bachelors in related field (BCS / BS (CS) / BS (IT) / equivalent)	3 Years of relevant experience . The estimated monthly remuneration would be Rs. 30,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	No
	Resident Engineers ERP	2	Bachelors in related field (BCS / BS (CS) / BS (SE) / equivalent)	3 Years of relevant experience . The estimated monthly remuneration would be Rs. 42,500/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	No
	Data Center Engineers	6	Bachelors in related field (BCS / BS (CS) / BS (IT) / equivalent)	3 Years of relevant experience . The estimated monthly remuneration would be Rs. 33,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	No
	Resident Engineers VC	2	At least Matric with relevant certification	3 Years of relevant experience . The estimated monthly remuneration would be Rs. 20,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	No
	IT Helpdesk Supervisor's	1	Bachelors in related field (BCS / BS (CS) / BS (IT) / equivalent)	6 Years of relevant experience . The estimated monthly remuneration would be Rs. 83,000/-	EOBI, Medical, Life Insurance, Mobile Allowance	8 am -5 pm, 6 days	No
	System / Network Engineer	2	Bachelors in related field (BCS / BS (CS) / BS (IT) / equivalent)	3 Years of relevant experience . The estimated monthly remuneration would be Rs. 35,000/-	EOBI, Medical, Life Insurance	8 am -5 pm, 6 days	No
Total Headcount		29					

A.	<i>Estimated remuneration (Annual) for Category H</i>	11,634,000
B.	<i>Employer Commission Percentage*</i>	
C.	<i>Employer Commission Amount (A x B) in PKR</i>	
D.	<i>Employer remuneration with Commission Amount (A + C) in PKR</i>	

**Please quote the percentage commission for this specific category which should include the following as per the requirements mentioned against each category:*

S. No.	Benefit	Details
a.	EOBI	As per standard rates
b.	Medical	Hospitalization of staff only up to yearly limit of Rs. 200,000/- Accidental & COVID-19 covered
c.	Mobile Allowance	Rs. 750/- per month
d.	Leaves	12 leaves per annum
e.	Life Insurance	up to Rs. 500,000/-
f.	Uniform	Two sets of Uniforms (in a year) – Pants/Shirts/Shoes etc.

Stamp & Signature

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

M/s _____

Contact Person _____

CNIC # _____

Address _____

Tel # _____ Fax _____

Mobile _____ email _____