

DAILY DAWN

DATED: 02-05-2025



KARACHI PORT TRUST TENDER NOTICE IR&W DEPARTMENT

REQUEST FOR PROPOSAL

Tender Notice for Janitorial Services at KPT Lalazar & Others Including Manora, KPT Residential and Official Areas RFP No. KPT/IRW-001/2025	Last Date and Time of Receipt 20 May 2025 at 1500 Hours	Date and Time of Opening of Tenders 20 May 2025 at 1530 Hours
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- Tender is invited under Rule 36 (a), under the Single-Stage, Single-Envelope procedure of PPRA, 2004 (Amended). Complete details, scope of work, technical evaluation criteria and other terms and conditions, and instructions are given in the tender documents.
- Tender documents can be purchased from the office of the Manager IR&W on written request on firm's letterhead against non-refundable documents fee of **Rs. 3,000/-** to be deposited in the Habib Bank Ltd, KPT Branch, Karachi for which challan may be obtained from the said office or submission of pay order to be drawn in favour of **Chief Accounts Officer, KPT Karachi**. No tender will be issued on the opening date of the tenders. Tender documents will only be issued to those firms who provide proof of General Sales Tax Registration, NTN Certificate and copy of CNIC of the bearer with the request letter. **Tender documents can also be downloaded free of cost from the KPT website, www.kpt.gov.pk.**
- The tender should be sealed in one single envelope containing financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding documents. Bids will be opened on the same day in the presence of bidder's representative who wishes to attend. Offers must be valid for **90 days** from the date of opening of tenders.
- Karachi Port Trust may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The reason for rejection shall be communicated as per PPRA Rules.
- For further information, please visit the following websites: www.kpt.gov.pk and www.ppra.org.pk.

PID/KJ 3340/24

Manager IR&W,
IR&W Department,
Karachi Port Trust, Eduljee Dinshaw Road, Karachi
Phone: (021) 9921-4348 Website: www.kpt.gov.pk



KARACHI PORT TRUST IR&W DEPARTMENT

REQUEST FOR PROPOSAL FOR KPT LALAZAR & OTHERS INCLUDING MANORA, KPT RESIDENTIAL AND OFFICIAL AREAS

Karachi Port Trust (KPT), a premium port, operating under the KPT Act 1886 (amended), invites sealed bids from reputable and experienced firms registered with FBR and SRB. The companies submitting their bids must be appearing on the Active Taxpayers List issued by the Federal Board of Revenue, Government of Pakistan.

2. Bidding documents, containing detailed terms and conditions, method of bidding procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids etc. can be downloaded by the interested applicants from <https://kpt.gov.pk>. Prospective bidders may request a clarification on any aspect of the bidding documents till **16th May, 2025**.

3. Bids, prepared in accordance with the instructions provided in the bidding documents, must reach at following address on or before **20th May 2025** at 1500 Hrs. Bids will be opened on the same day at 1530 Hrs. This notice is also available on PPRA website at www.ppra.org.pk.

Manager IR&W
IR&W Department
Karachi Port Trust
KPT Head Office Building,
Edujee Dinshaw Road,
Karachi 74000, Pakistan
Phone 021-99214348



**KARACHI PORT TRUST
IR&W DEPARTMENT**

REQUEST FOR PROPOSAL (RFP)

**TENDER NOTICE FOR KPT LALAZAR & OTHERS INCLUDING
MANORA
KPT RESIDENTIAL AND OFFICIAL AREAS**

RFP No. K P T / IRW-001/2025

Bid Submission Date & Time: -----20-05-2025 by 1500 Hrs.

Bid Opening Date & Time: ----- 20-05-2025 at 1530 Hrs.



**KARACHI PORT TRUST
IR&W DEPARTMENT**

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INSTRUCTION TO BIDDERS

The objective of “Instructions to Bidders” is to provide bidders information to submit their bids in response to this **Request for Proposal (RFP)** document, according to the requirements defined in this RFP document and in the same order/sequence as set forth in this RFP document. Bidders are required to follow the below requirements for their bids:

- 1) Bidders who receive the RFP documents shall send an acknowledgement to KPT by email at “mgr.irw@kpt.gov.pk”. The acknowledgement shall have full contact details of its contact person. Any updates/communication/response to the clarifications shall be shared with such provided contact person(s). KPT assumes no liability for non- receipt of updates/communication/clarifications for such bidders who do not share the required contact details.
- 2) KPT will respond by electronic mail to any request for clarifications. A consolidated matrix of all queries along with respective responses will be sent to all prospective bidders without disclosing details of the bidders. An SMS/text message or phone call will not be regarded as a communication for purpose of this RFP document and cannot be referred as such and shall not be deemed legally binding. KPT foresees that while clarifying a query, a bidder’s identity may need to be disclosed due to nature of the query, the bidder, in such case, will have no objection to such disclosure by KPT.
- 3) KPT may hold a prospective bidders clarifications/pre-bid meeting at the IR&W Department, KPT Prospective bidders may attend the meeting at their own cost.
- 4) Scope of work for subject tender is provided at **Annexure-I**.
- 5) Karachi Port Trust (KPT) invites for “Hiring of Janitorial Services at Lalazar & other areas including Manora, KPT Residential and Official Areas (RFP No. KPT / IR&W -001/2025)” from reputable suppliers / contractors / service provider firms registered with Sindh Sales Tax Department (SST) and having valid National Tax Number (NTN) through having relevant experience, under PPRA rule 36(a) i.e. **“SINGLE STAGE ONE ENVELOP METHOD”**. The bids shall be properly sealed, packed and marked so that the contents are concealed and not visible. The envelope shall be clearly marked as **“Bid for Hiring of JANITORIAL FOR KPT LALAZAR & OTHERS INCLUDING MANORA KPT RESIDENTIAL AND OFFICIAL AREAS (RFP No. KPT / IR&W -001/2025)”** in bold and legible letters. The envelope shall be labelled with the name, address and contact number of the bidder.
- 6) The bidders will submit their bids in one (01) original along with one soft copy on USBdrive, in PDF as well as native MS Word/Excel formats. All the pages of the bid must be sequentially numbered. Forms of Bid and Price Schedule must be stamped & signed by the representative authorized as per clause 6 of the Form of Bid (Annexure-III). All other pages of the bid must be stamped and signed by the representative authorized as per clause 6 of the Form of Bid as a token of acceptance of bidding conditions.
- 7) Bid bond amounting to Pak Rupees 900,000/- (Rupees Nine Hundred Thousand Only) shall be submitted in form of Pay Order issued by a scheduled bank in Pakistan, in favor of Chief Accounts Officer KPT. No bid shall be entertained without bid bond.
- 8) The bid bond may be forfeited in case of occurrence of any of the following:

- a) Bidder withdraws its bid after bid submission deadline and before expiry of bid validity;
 - b) Successful bidder failing to sign the contract or submit the required performance guarantee. Bid bonds of unsuccessful bidders shall be returned to them after award of tender to the successful bidder whereas bid bond of the successful bidder shall be returned after submission of Performance Security in form of a bank guarantee, as per the format provided at **Annexure-VI**, issued in the name of Karachi Port Trust by a scheduled bank in Pakistan.
- 9) Bid validity period will One Hundred & Eighty **(180) days**, starting from date of opening of the bids. Within the original validity of the bids, KPT may request the bidders to extend their bid validity for another period not exceeding the original bid validity. Bidders who choose not to extend their bid validity as desired by KPT would be required to withdraw their bids and their bid bond shall be returned to them.
- 10) In case of extension of bid validity, bidders may also extend validity of their bid bonds for corresponding period of time.
- 11) Language of the bids shall be English. Any printed literature/documents/certificates etc. furnished by bidders in another language shall be accompanied by an English translation which shall govern for purposes of interpretation.
- 12) KPT reserves the right to amend, modify, supplement, or withdraw this RFP document or extend the deadline for submission of bids at any time and to reject all received bids and annul this process without assigning any reason/cause and without assuming any liability or obligation on its part. All amendment(s) shall be part of the RFP document and binding on the bidders. KPT shall notify the amendment(s) in writing within reasonable time prior to the bid submission date.
- 13) Bidders shall submit all relevant documents, in their bids, required to evaluate/assess the bidders as per the criteria mentioned at **Annexure-IV**. Bidders shall be evaluated on basis of the documents provided in their bids. Provision of relevant and clear/unambiguous documents shall be responsibility of the bidders. The lowest evaluated bidder, as per the evaluation criteria, shall be declared the successful bidder as per Public Procurement Rules 2004.
- 14) The successful bidder shall be responsible for complying with all the local laws of Pakistan and fulfilling all requirements thereof.
- 16) **The bids will be rejected if any shortcoming occurs in the following:**
- a. Signed “Form of Bid”, as per format given in **Annexure-III**, with official stamp affixed on it is not provided;
 - b. Form of Bid is not submitted in original. Copy (whether scanned color or photocopy) would not be acceptable;
 - c. Bid bond, as per required form and format, is not provided.
 - d. Bids submitted without FBR registration certificates and bidder not being appearing on **Active** Tax payer list of FBR;
 - e. Bid is un-sealed, un-signed, partial, conditional, alternative, late;

- f. Bidder(s) has been found blacklisted or having actual or potential conflict of interest either with KPT or the subject assignment;
 - g. Each bidder shall submit only one bid, multiple bid submissions, either jointly or severally, shall render the bidder disqualified; and
 - h. Bidder(s) engages in corrupt or fraudulent practices during the process.
- 17) Bids shall be opened at the specified time and place in presence of authorized representatives of the bidders who choose to attend.
- 18) Bidders are required to submit their prices as per format provided at **Annexure-V**.
- 19) Bidders shall bear all costs/expenses associated with preparation and submission of the bids and KPT shall in no case be responsible/liable for those costs/expenses.
- 20) Any bid received by KPT after the deadline for submission of bids shall be returned unopened to such bidder. Delays in the mail/courier, delays of in transit, or delivery of a bid to the wrong office shall not be accepted as an excuse for failure to deliver a bid at the proper place and time. It shall be bidder's responsibility to determine the manner in which timely delivery of its bid will be accomplished either in person, by messenger or by mail / courier.
- 21) During examination and evaluation of the bids, KPT at its sole discretion may ask any bidder for clarifications of its bid. Request for clarification and the response shall be in writing/email. However, no change in substance of the bid shall be sought, offered, or permitted after bid submission.
- 22) Bids submitted via email or fax shall not be entertained.
- 23) The successful bidder will sign a contract with KPT as per draft attached as **Annexure- II**. All costs associated with entering into the said contract shall be borne by the successful bidder.
- 24) KPT does not accept:
- a) Any responsibility arising in any way for any errors in or omissions from any information or for any lack of accuracy, completeness, currency or reliability of any data or information, including all written or oral information made available to the bidders or its advisers during the bidding process and responses to requests for information/clarifications and questions raised by a bidder; or
 - b) Any liability for any loss or damage suffered or incurred by the bidders or any other person, whether directly or indirectly, as a result of or arising out of that person placing any reliance on the information or its accuracy, completeness, currency or reliability.
- 25) The bidders agree that:
- a) they will conduct their own investigations and analysis regarding any information, statements or representations contained in this RFP and will rely on their own enquiries and seek appropriate professional advice;

- b) they do not rely on any representation or warranty (expressed or implied) as to the accuracy, completeness, currency, or reliability of the information.
- 26) Decision of KPT shall be final and KPT will not be liable for any loss or damage to any party acting in reliance thereon.
- 27) KPT reserves the right to blacklist any bidder and to forfeit their bid bond who breaches any terms and conditions of this RFP document.
- 28) Prospective bidders may request a clarification on any aspect of this RFP document till -----2025. Any request for clarification must be sent in writing to email id mgr.irw@kpt.gov.pk
- 29) Successful bidder will submit Performance Guarantee of PKR 4,000,000/- (Pak Rupees Four Million Only).

ANNEXURE-A: SCOPE OF WORK
AS PER KPT SCOPE OF WORK

The area of work will be as under:-

Cleaning, sweeping, dusting, washing & collection of garbage from KPT Sports Complex, FM Khan residential area, KPT School, Lalazar Area, Staff College, Bath Island flats including TPX Quarters and dump them on designated places as per Government rules and requirements or as directed by the Manager (IR&W). The areas including number of staff are as under:

AREA-A

• Lalazar	14
• KPT Staff College	02
• TPX	02
• Bath Island	09
• KPT Sports Complex including Barracks Area PSP08	
• FM Khan Residential Area	02

AREA-B

• KPT School Building (02 Keamari& 02 Manora)	14
• Boat Basin Jetty (Phase-I)	04
• Manora Workshop	20

- i. Schools operate in two shifts i.e Morning and Evening.
- ii. The contractor will supervise the Janitorial / cleaning staff himself of the areas mentioned above.
- iii. Parties are requested to physically inspect the areas / flats before submitting the Bids at their own expense.

Lalazar Residential Area

- a) The contractor will supervise the Janitorial / cleaning staff himself.
- b) Parties are requested to physically inspect the areas / flats before submitting the Bids at their own expense.
- c) All streets, roads & footpath of Lalazar areas.
 - The road leading from NORE-I to Karachi Club known as port house road/footpath will be covered for cleanliness purpose (Lalazar)
 - The road leading from M.T. Khan Road/footpath to Karachi Boat Club will be covered for cleanliness purpose (Lalazar).
 - The road/footpath in front of KPT Staff College, Lalazar, Lalazar Mosque, will also be covered for cleanliness purpose (Lalazar).

- d. The wide road and footpath adjacent to “C” and “D” Type residence will also be covered for the purpose of cleaning (Lalazar).
- e. Service road/footpath of Lalazar will be cleaned on daily basis (Lalazar).
- f. All streets, pavement/footpath etc will be sweep/cleared on daily basis.

B. Bath Island Residential Area (KPT Flats)

- Cleaning &Sweeping of compound including stair cases on daily basis.
- Collection of garbage, debris and rubbish from the compound.
- Cleaning of compound surface on daily basis.

C. FM khan Residential Area (KPT Flats)

- Cleaning &Sweeping of compound including stair cases on daily basis.
- Collection of garbage, debris and rubbish from the compound.
- Cleaning of compound surface on daily basis.

D. TPX Residential Area (KPT Flats)

- Cleaning &Sweeping of compound including stair cases on daily basis.
- Collection of garbage, debris and rubbish from the compound.
- Cleaning of compound surface on daily basis.

E. KPT Schools

- Cleaning &Sweeping of compound including stair cases on daily basis from each school.
- Collection of garbage, debris and rubbish from the compound from each school.
- Cleaning of compound surface on daily basis from each school.
- Daily cleaning and sweeping of all class rooms including teacher’s common room, library of each school.
- Cleaning and sweeping of Veranda and lavatory blocks on daily basis for each school.

F. KPT Staff College

- Complete cleaning and sweeping of KPT staff College Lalazar including Conference Hall and Syndicate room and library.
- Daily cleaning and sweeping of all class rooms including officer’s rooms.
- Cleaning and sweeping of Veranda and lavatory blocks on daily basis.

G. KPT Sports Complex

- Cleaning & Sweeping KPT Sports Complex on daily basis.
- Collection of garbage, debris and rubbish from the complex.
- Cleaning of roads, paths, play ground and adjacent area on daily basis.

H. Boat Basin Jetty (PHASE-I)

- Cleaning & Sweeping of compound and surroundings including stair cases.
- Collection of garbage, debris and rubbish from the compound.
- Cleaning of compound surface.

I. Manora Workshop

- Cleaning & Sweeping of the offices, workshop area, Jetty, washrooms and allied areas.
- Collection of garbage, debris and rubbish from the compound.
- Cleaning of compound surface.

All the works shall be carried out on daily basis in the above mentioned areas.

ANNEXURE II: DRAFT CONTRACT

[On Rs. 100/- Stamp Paper]

The Contract for provision of Hiring of Janitorial Services (hereinafter referred to as “this Contract”) is made on this day of ,

By and Between

Karachi Port Trust, a premium port authority, operating under KPT Act 1886, (hereinafter referred to as “**KPT**”) having its registered office at K P T Head Office Building, Eduljee Dinshaw Road, Karachi, 74000 which expression wherever the context so permits shall mean and include its successors-in-interest and permitted assignees) of the one part;

And

M/s [●] having its office at [●]] (hereinafter referred as “**Hiring of Janitorial Services**” of the other part

Both KPT and the firm may be collectively referred to hereinafter as “Parties” and either of them individually as “Party”.

WHEREAS KPT intends to engage the firm/contractor to perform the Scope of work/services as defined in Clause 3.

AND WHEREAS firm/contractor warrants and represents that it has necessary knowledge and relevant experience and capability to perform the Services in accordance with the terms of this Contract.

AND WHEREAS Hiring of Janitorial Services has qualified through a competitive bidding process conducted by KPT and has agreed to render the required Services in accordance with the terms and conditions hereinafter set forth.

NOW THEREFORE, in consideration of the mutual covenants and agreements the Parties hereto, agree to the following terms and conditions:

1. Interpretation

In this Contract, unless the contrary intention appears:

- i) clause headings are for convenient reference only and have no effect in limiting or extending the language of the provisions to which they refer.
- ii) words in the singular number include the plural and vice versa; and
- iii) where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings.

2. Term of the Contract

2.1 The service provider firm should be registered with income and sales tax departments and should have proven track record of providing the Janitorial services to large organization / multinationals.

3. Bid shall comprise a single package containing technical and financial bid/proposal along with the bid security.
4. Relevant details plus terms and conditions of the invitation may be obtained from the office of Manager (IR&W) personally upon payment of document fee Rs. 3000/- (non refundable) The documents can be download from KPT website www.kpt.gov.pk for guidance.
5. The bidders are expected to examine carefully the contents of all the documents and terms conditions. Failure to comply with the requirements of bid submission will be at the bidders own risk. The bids which are not substantially responsive to the requirements of the Bidding Documents will be rejected.
6. Each bidder shall furnish, as part of his bid, a Bid Security amounting to Pak Rupees 4,000,000/- (Pak Rupees Forty Million Only) in the manner described in these documents. The bid validity period shall be 180 days.
7. Any bid not accompanied by an acceptable Bid Bond shall be rejected by the Employer (KPT) as non-responsive.
8. 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 Bond whichever is earlier.
9. The Bid Security of the successful bidder will be returned when the bidder has furnished the required Performance Security i.e. 10% of contract value and signed the Contract Agreement.
10. The Bid Security may be forfeited:
 - (a) if a bidder withdraws his bid during the period of bid validity; or
 - (b) if a bidder does not accept the correction of his Bid Price, or
 - (c) in the case of a successful bidder, if he fails to:
11. Bidders are particularly directed that the amount entered on the Form of Bid shall be for performing the Contract strictly in accordance with the Bidding Documents.
12. All Schedules to Bid are to be properly completed and signed.
13. No alteration is to be made in the Form of Bid nor in the Schedules thereto except in filling up the blanks as directed. If any alteration be made or if these instructions be not fully complied with, the bid may be rejected.
14. Proposal / bids shall be opened in the presence of bidders or their representatives (from within those who have obtained the bidding documents), who may so wish.
15. Bids must be received by the Employer at the address specified in the Tender Notice hereof not later than the time and date stipulated in the Invitation for Bids.
16. Bids delivered in person or sent by registered / courier mail must be received by the Employer at the address given below up to or before _____, 2025 Pakistan Standard Time on _____ AM, after which no bid will be received. The Bids arrived by other means (except in person or mail / courier service) will not be considered.

**Manager (IR&W)
IR & W Department
Karachi Port Trust
EduljiDinshaw Road,
Karachi-74000, Pakistan
Tel:021-99214348**

17. Any bid received by the Employer after the deadline for submission of bids prescribed will be returned unopened to such bidder.

18. A committee consisting of nominated members by the Employer will open the bids in the presence of bidders' representatives who choose to attend, at the time, date and location stipulated in the Invitation for Bids.

19. The Employer / committee will evaluate and compare only the bids as per requirements given here under in the documents.

20. Evaluation and Comparison of Bids:

(a) Bids will be evaluated for each item and / or complete scope of work.

(b) Basis of Price Comparison

The prices will be compared on the basis of the Evaluated Bid Price

21. The Employer will award the Contract to the bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the lowest evaluated Bid Price, provided that such bidder has been determined to be qualified to satisfactorily perform the Contract in accordance with provision of terms and conditions.

22. The Contractor shall deposit an amount equivalent 2% of the approved rates based on the security Deposit Two Years, payment within fifteen days forfeited. The Security Deposit may be through Pay Order in the name of Chief Account Officer, KPT. (Cheques and Bank Guarantee towards Security Deposit shall not be accepted).

23. The Performance Guarantee lodged against the contract will be held until the satisfactory completion of the contract and will be forfeited at the discretion of the Employer in case the Contractor fails to fulfill all or any of the conditions of the contract, irrespective of and without prejudice to any other remedy for such failure which the Employer may seek under Terms and Conditions of the Contract.

24. Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder in writing "Letter of Acceptance" that his bid has been accepted. This letter shall name the sum which the Employer will pay the Contractor in consideration of the execution and completion of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of Contract called the "Contract Price").

25. The Letter of Acceptance and its acceptance by the bidder will constitute the formation of the Contract, binding the Employer and the Bidder till signing of the formal Contract Agreement.

26. Upon furnishing by the successful bidder of a Performance Guarantee, the Employer will promptly notify the other bidders that their bids have been unsuccessful and return their bid securities.
27. The successful bidder shall furnish to the Employer a Performance Guarantee 10% of contract value in the form and the amount stipulated in the Conditions of Contract within a period of fifteen (15) days after the receipt of Letter of Acceptance.
28. Failure of the successful bidder to comply with the requirements of shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
29. Within fourteen (14) days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Employer will send to the successful bidder the Form of Contract Agreement provided in the Bidding Documents, duly filled in and incorporating all agreements between the parties for signing and return it to the Employer.
30. The formal Agreement between the Employer and the successful bidder shall be executed within fourteen (14) days of the receipt of such Form of Contract Agreement by the successful bidder from the Employer.
31. All materials, labour, machinery, plant required for the satisfactory execution of works shall be the sole responsibility of the contractor. The contractor shall use standard material such as detergents, hand wash / soaps/ phenyl, harpics polish, Lime wax cotton waste, cleanings solutions, glass cleaning solutions, mops, brooms, dusters, baskets, buckets, wheel barrow brushes, lime, vacuum cleaners, polishing machine etc will be the responsibility of the contractor if further material / equipment will be required subject to work the contractor will be responsible to provide the same without charging extra amount.
32. The Contractor shall provide all Machinery and equipment required for grinding polishing, cleaning and washing of floor and vacuum cleaners shall normally be kept and stored at the building stores for use. The defective equipment will be removed and replaced with suitable one Equipment on the instructions of Manager (IR&W).
33. The contractor will ensure to provide material and machines in accordance with Annexure "A & "B", which they propose to use in the execution of this contract. He should clearly specify the quantity and the trade name for each of the material proposed to be used.
34. KPT will provide the facilities of electricity and water connection free of cost. In case if shortage of water the contractor has to arrange on his own.
35. If any increase made by the Government in levies, wages etc the same will be applicable in KPT. The KPT will pay the same.
36. It shall be the responsibility of the contractor to remove all the garbage and trash from the mentioned areas/buildings (door to door) and dump to a landfill site as authorized by the Government i.e. DehjamChackro, Surjani and Gond Pass with valid receipts of the same being provided. In case of failure, the Contractor will be penalized the concerned Authority to impose the penalty. The garbage will be removed from the areas/Building on daily basis every day or more if required.
37. The Contractor will provide 03 garbage trucks (minimum size 17 x 7 dumping size) on daily basis. The garbage trucks along with the drivers and cleaners will be stationed at Lalazar vicinity and ManoraWorkshop. All the fuel petrol/ maintenance etc and its allied expenditure will be borne by the

successful contractor. The contractor will ensure to remove the garbage from kachrakundi and allied areas.

38. The contractor shall submit list of personnel who he proposes to exclusively and permanently post at the different Residential and Official Areas/ Buildings of KPT for the execution of the aforesaid contract. The contractor should submit a separate list, indicating the names and designations of personnel who will attend to the work at the designated area for supervision. The Janitorial staff will be in good health having the age of 45 years (maximum) and free from all diseases.

39. **Timings**

The timing of work will be from 0700 Hours to 1245 Hours with a break of 01 hour and the work will be resumed at 1346 hours till 1700 hours. Sundays will be treated as a holiday (closed).

Wages

40. Minimum wages will be paid by the contractor to staff (subject to Government rate/labour laws). No excuse will be tolerated in this regard. If the same will not be paid by the contractor and any complaint received the difference of amount will be deducted from the bill of the contractor.

41. **Taxes**

The Sindh Sales Tax (SST), Income Tax and other Taxes if levied upon by the Government the same will be paid by the contractor. No financial assistance/help will be provided by the KPT Management in this regard.

42. **Payment Scheduled / Penalties:**

Payment shall be made to the contractor on monthly basis by 10th of each next month. In case the contractor fails to execute any item of work as per schedule of works, following penalties will be imposed on the contractor.

Uniforms:- The cleaning staff of the contractor shall wear uniform duly approved by the department. The management shall impose penalty of Rs.200/- per employee per day in case they found without uniform.

Attendance: KPT Management reserves the rights to impose penalties for absence of contractors staff as under:-

(i) Rs.800/- per day (for sanitary worker)

(ii) Rs.1000/- per day (for supervisor)

(iii) Material & Equipment: - The KPT Management reserves the right to impose the penalty for not providing material and equipment as per terms of Contract. A penalty of at the rate of Rs.10,000/- to 20,000/- per week depending upon the material cost.

(iv) If Hydraulic truck is not provided on any day, a fine of Rs.15,000/- per day will be levied.

43. KPT has reserved the right of immediate termination of contract if the work is not found satisfactory and security deposit will be confiscated.

44. The contract will be awarded to the most advantageous bidder for a period of 03 years from the date of assumption of the work (inclusive of trial period for 03 months subject to satisfactory performance evaluated by Departmental Tender Committee (DTC) for providing Janitorial services. However, the contractor shall continue to provide janitorial Services on the same Terms and conditions until a new/fresh tender is awarded and new contractor takes over the charge.

45. The No. of Sanitary workers required is 69 along with 03 Supervisors (Total 72). The bifurcation of the sanitary works is as under:-

• LALAZAR	14
• KPT Staff College	02
• TPX	02
• Bath Island	03
• KPT Sports Complex barrack area PSF KPT Sports Complex	08
• FM Khan Residential Area	02
• KPT School Buildings (02) Keamari&Manora	14
• Boat Basin Jetty Phase-I	04
• Manora Workshop	20
Total:	<u>69</u>

3. **Scope of Services**

The Firm shall perform its services as per the detailed Scope provided in **Annexure- A** hereof.

4. **Warranty**

- 4.1 The Firm warrants that it is duly incorporated, existing and in good standing under the laws of Pakistan and has conducted its business and executed, to deliver and to perform its obligations under this Contract.
- 4.2 The Firm warrants that it has not been blacklisted or debarred by any public sector enterprise due to any reason.
- 4.3 The Firm represents and warrants that it perform Work/Services, obligations, duties and responsibilities with reasonable care, due diligence, and professional skills. Further, it will be responsible for the losses and damage caused directly or indirectly by its negligence during the performance of Work/Services, obligations, duties, and responsibilities and make them good and remedy the loss solely at its own risk and cost and without any expenditure to KPT.

5. **Payment Terms**

- 5.1 In consideration of the Services detailed herein rendered satisfactorily by the Firm, KPT shall pay to the Firm the service charges, on actual, as detailed at **Annexure B** attached hereto. The rates are inclusive of all taxes, government levies etc. Taxes shall be deducted at source as per applicable laws.
- 5.2 The payment(s) shall be subject to a satisfactory report of work from all concerned. The service charges shall remain unchanged for the term of the Contract. The Firm shall not be entitled to request or demand an increase in the rates/service charges during the Term of the Contract.

- 5.3 KPT shall make the payment by cross cheque, in name of the Firm within thirty (30) days after receipt and acceptance of original error free invoice(s) from Firm. Taxes shall be deducted at source as per applicable laws.
- 5.7 Any increase and/or decrease or imposition of new tax(es)/government levies during contract period shall be adjusted according to the law.
- 5.8 No payment shall be made to the firm in advance as mobilization advance or on any other account.
- 5.9 The payment shall be made to firm only when it is on the Active Taxpayers List (ATL) of FBR. If Firm is not in ATL at the time of processing of invoice, no payment shall be made until Firm appears in ATL of FBR.

6. Obligation of Firm

- 6.1 The Firm undertakes and agrees that it shall perform the Work/Services and carry out its obligations under this Contract with all due diligence, care, efficiency, and economy and to the acceptable international standards. Firm shall always act, in respect of any matter relating to Services, in accordance with the best practices. It shall at all times support and safeguard KPT's legitimate interests in any dealings.
- 6.2 In case KPT identifies any lack of compliance with the applicable laws or standards that could result in a legal claim against KPT, and upon written request by KPT, the Firm undertakes and agrees to provide adequate proof of positive compliance with the concerned part of the applicable laws or standards at the earliest.
- 6.3 Firm undertakes and agrees with KPT, its officers, employees, directors, consultants and advisors (the "KPT Indemnified Persons") that it shall keep the KPT Indemnified Persons, both during and after the term of this Contract, fully and effectively indemnified and harmless against all losses, claims, damages, liabilities or expenses (including reasonable legal fees), suffered by the KPT Indemnified Persons arising out of or in connection with this Contract or the Services to be provided by Firm, where such losses, claims, damages, liabilities or expenses is/are the result of bad faith, gross negligence or willful misconduct of Firm.
- 6.4 In case of delay / unsatisfactory performance from scheduled time of performance of obligations KPT shall have the right to impose a penalty from Rs.10,000/- to 20,000/- .

7. Termination

- 7.1 This Contract shall be automatically terminated upon completion of term of this Contract as provided in Clause 2 (Term of the Contract).

- 7.2 KPT may without assigning any reason and at its sole and absolute discretion terminate this Contract at any time by serving on the firm thirty days' (30) prior written notice. Payment of the services rendered by firm, and accepted by KPT, till serving such notice of termination shall be made to Firm.

8. Performance Guarantee

- 8.1 If the Firm fails / delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract, KPT may, without prejudice to any other right of action / remedy it may have, forfeit **Performance Guarantee** of the Firm.
- 8.2 Failure to provide required services within the specified time period will invoke penalty as specified in this document. In addition to that, Performance Guarantee amount may be forfeited.
- 8.3 Provision of wrong / false information and/or documents as required during bidding stage and under this Contract may result in forfeiture of Performance Guarantee amount and the Firm may not be allowed to participate in future Tenders.
- 8.4 On successful discharge of obligations/services by the Firm, the Performance Guarantee shall be returned to the Firm upon successful completion of contract period, or if terminated earlier, in accordance with the clauses of this Contract.

9. Miscellaneous

- 9.1 Entire Contract. This Contract along with annexures contains the whole Contract between the Parties and supersedes and replaces any prior written or oral Contracts, representations, or understandings between them. The Parties confirm that they have not entered into this Contract on the basis of any representation that is not expressly incorporated into this Contract. Nothing in this Contract excludes liability for fraud.
- 9.2 Waiver. No delay or omission in the exercise of any right or remedy by a Party shall impair such right or remedy or be construed as a waiver. A Party's consent to or approval of any act by the other Party requiring the Party's consent or approval shall not be deemed to waive or render unnecessary the other Party's consent to or approval of any subsequent act. Any waiver by either Party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Contract.
- 9.3 Severance. In the event that any part of this Contract shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Contract which are hereby declared as severable and shall be interpreted to carry

out the intent of the Parties hereunder unless the invalid provision is so material that its invalidity deprives either Party of the basic benefit of their bargain or renders this Contract meaningless.

- 9.4 Notices. Any notice or request required or permitted to be given or made under this Contract shall be in English language. Such notice or request shall be deemed to be duly given or made when it shall have been delivered by hand, by e-mail or through registered mail or courier on the following address:

KPT	Firm
[Name of Representative]	[Name of Representative]
[Designation]	[Designation]
Land-line number:	Land-line number: Cell
number:	Cell number:
e-mail address:	e-mail address: Office
Address:	Office Address:

Any change in the details of above-mentioned authorized representatives shall be immediately communicated to the other party.

- 9.5 Authorization. The persons executing this Contract on behalf of the Parties hereto warrant that (i) such Party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Contract on behalf of said Party, (iii) by so executing this Contract, such Party is formally bound to the provisions of this Contract, and (iv) the entering into this Contract does not violate any provision of any law or other Contract to which said Party is bound.
- 9.6 Governing Law. This Contract shall be governed by and construed in accordance with the laws of Pakistan as may be issued, promulgated, enacted, or re-enacted from time to time.
- 9.7 Contract Language. The language of the Contract shall be English language.
- 9.8 Assignment. Except as provided herein, Firm shall not assign or transfer any of its rights, duties, obligations or any interest under this Contract to any third party without the prior written permission of KPT. Any such prohibited assignment or transfer shall be void.
- 9.9 Status of Firm. The Parties agree that Firm shall be an independent Firm /firm and not an agent, employee, or representative of KPT.
- 9.10 Order of Precedence. In case of any discrepancy between the main body of the Contract and Annexures incorporated therein by reference or otherwise, the main body of the Contract shall prevail over the Annexures.

9.11 Dispute Resolution.Any dispute or difference between the Parties as to matters arising from, related or pursuant to this Contract which cannot be settled amicably within thirty (30) calendar days after receipt by one Party of the other Party's request for such amicable settlement, may be referred to arbitration for settlement under the Arbitration Act, 1940 and the rules made thereunder by sole arbitrator to be appointed by the Parties. The arbitration shall take place in Karachi. The proceedings shall be held in the English language. The resulting award shall be final and binding on the Parties and shall be in lieu of any other remedy.

9.12 Contract Amendments.This Contract may be amended by a mutual agreement between the parties. All such amendments shall be in writing signed by the duly authorized representatives of the Parties.IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

**For and on behalf
of
KPT**

**For and on behalf
of
Firm**

[Name of authorized
signatory] [Designation]

[Name of authorized
signatory] [Designation]

Witness 1:

Witness 2:

ANNEXURE-III: FORM OF BID

Manager IR&W,
Karachi Port Trust
EduljeeDinshawRoad ,
Karachi -74000

Reference your RFP document No. ----- for Hiring of Janitorial Firm Services.

1. We, hereby submit our complete bid along with all the requirements as per the RFP document. We acknowledge that KPT is not bound to accept any bid in this regard and reserve the right to accept any offer and to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
2. We hereby undertake and firmly bound ourselves to abide by/ comply with all sections/ conditions of subject RFP for the whole bidding process.
3. We agree to abide by this Tender for a period of one hundred and eighty (180) days from the bid opening date or any extension thereto granted, and it shall remain binding upon us and can be accepted at any time before the expiration of this period.
4. We hereby undertake and confirm that M/s -----
-----[name of company (bidder)] and its employee(s) have never been blacklisted by any government, semi-government, autonomous or state-owned organization of Pakistan and their cases regarding black listing are not under trial by any Court of Law. We further undertake that we do not have any actual or potential conflict of interest either with KPT or scope of subject tender.
5. We submit herewith our bid as one (01) original along with one (01) soft copy on USB drive in PDF as well as native MS Word/Excel formats.
6. We do hereby appoint and authorize Mr./Ms.----- (full name and official address) who is presently employed with us and holding the position of-----
----- [(designation)] in -----
[name of the company (bidder)] to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our subject bid including signing and submission of all documents and providing information/responses to KPT in all matters including but not limited to clarifications etc., till award of subject tender. We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this authorization and that all acts, deeds, and things done by our aforesaid authorized representative shall and shall always be deemed to have been done by us.
7. We certify that, should we be awarded the contract, the resources who are to be assigned to the given project will be available to commence performance of the work within agreed timelines, and will remain available to perform the work. Furthermore, for any proposed person who is not our employee, we hereby certify that we have written permission from such person (or the employer of such person) to propose the services of such person in relation to the work to be performed in fulfillment of this requirement.

8. The decision of KPT shall be final and KPT will not be liable for any loss or damage to any party acting in reliance thereon.
9. We have gone through the terms/conditions of subject RFP document and have found the document in whole as non-biased to any company / contractor / consultant / advisor / firm or product / brand. We do not have any objection/comment on any clause/section/article and fully understand the documents as compliant with PPRA Rules.
10. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the bid. In case any information is found wrong, misleading, or misstated in this bid, the same may lead to rejection of our bid, forfeiture of our bid bond and our disqualification.
11. We declare that our bid is our only and final offer, and no unsolicited offer of any description shall be made for consideration of KPT.
12. We acknowledge that KPT reserves the right to blacklist any bidder or to forfeit its bid bond who breaches any terms and conditions of this RFP document.

We remain,

Yours sincerely

[Bidder's Official Stamp]

Authorized Signature: _____

Name and Title of Signatory: _____

Name & Address of Firm: _____

Cell No. of Signatory: _____

E-mail address of Signatory: _____

Mailing address of Signatory: _____

Landline No: _____

Acceptance by representative authorized as per Clause 6 above:

Signatures of Authorized Representative: _____

Name and Title: _____

Name & Address of Firm: _____

Cell No.: _____

E-mail address: _____

Mailing address: _____

ANNEXURE-IV: BID REQUIREMENTS & EVALUATION CRITERIA

1. Bidders shall submit all relevant documents, in their bids, required to evaluate/assess the bidders as per the criteria mentioned herein. Bidders shall be evaluated only on the basis of the documents provided in the bids. Provision of relevant and clear/unambiguous documents shall be responsibility of the bidders. Documents/details shall be provided in a manner that the required information is clearly mentioned/highlighted/marked. All supporting documents e.g. company profile, incorporation certificates, experience certificates, testimonials, client details, previous contracts/purchase orders/work orders, personnel profiles/CVs, documents related to financial strength etc. must be available and clearly identified in the bid.
2. In addition to the documents mentioned at serial 1 above, bidders shall provide the following:
 - a. copies of their NTN and GST registration certificates. The bidders should be on Active Taxpayers List of FBR;
 - b. Valid certificates;
 - c. Proof of established offices/branches in Karachi;
 - d. Firm must have minimum five (05) years' experience;
 - e. Signed & stamped Form of Bid as per the format given at Annexure III;
 - f. Bid bond.
3. If any discrepancy is found in the documents/requirements as mentioned at para 2 above, the same shall be communicated to said bidder for rectification. If the bidder declines or fails to rectify the discrepancy, its bid shall be disqualified and submitted bid bond shall be forfeited.
4. The evaluation committee shall evaluate the bids on the basis of responsiveness to the Scope of Services, mandatory requirements and evaluation criteria provided herein
5. Bidders must fulfil the following mandatory requirements to qualify:

S.No.	MANADATORY REQUIREMENT
1	The Bidder Must Posses Valid NTN & GST registration
2	The Bidder must possess valid certificates
3	The Bidder must possess minimum five (05) years working experience in the same field.
4	The Bidder must have minimum ten (10) clients to its credit for provision of specific/ similar jobs in last five years
5	The Bidder must have established office(s) in Karachi
6	The Bidder must attach bid bond with its bid.
7	The Bidder must attach signed Form of Bid.
8	The Bidder must attach duly filled in and signed & stamped Annex-V: Price Schedule with its bid

In order to show fulfillment of abovementioned mandatory requirements, the Bidders are required to submit the following documents with their bids and use the following table as index:

S/N	Attributes	Reference Page in Bid	Marks Obtained
1	Complete Company Profile		
2	NTN & GST registration certificates.		
3	Details of established office setup in Karachi		
4	Establishment of business (Registration / incorporation certificate / documents) Max Marks 25		5 years = 5 7 years = 7 Between 7-10 = 10 Between 10-15= 15 Greater than 15=25
5	Details & supporting documents of minimum ten (10) clients for provision of specific/similar jobs in Pakistan. Copies of contracts, purchase/work orders or invoices to be provided. Claims without supporting documents shall not be accepted. Max Marks 25		5 clients = 10 10 clients = 18 15 clients = 25
6	Volume of Business in a year with supporting documents. Max Marks = 25		i. 15m = 25 ii. 10 – 14 = 18 iii. 5 – 10m = 10
7	Average Turnover per Annum Bank Statements Required Max Marks 25		i. Rs. 50m = 25 ii. Rs. 40m-50m = 18 iii. Rs. 30m-20m = 10

8	The details established office set up in Karachi		
9	Bids amounting to Rs.500,000/ in the form of pay order issued by schedule of Pakistan in favor of Chief Accounts Officer KPT		
10	Signed form of Bid with official stamp affixed on it as per the format given in Annex-III		
11	Duly filled and signed and stamped Annex Price Schedule		

Annexure B – Breakdown of Charges

ANNEXURE-V: LIST OF CLEANING MATERIAL

S.NO	DESCRIPTION OF ITEMS	AREA A	AREA B
1	Broom Soft	30	20
2	Broom Hard with iron Bristles	30	20
3	Vim	40	30
4	Surf	30	20
5	Mops	30	20
6	Soother	ACCORDING TO WORK	
7	Mixing Oil	25	15
8	Hand Brusher	30	20
9	Road Brusher hand with iron bristles	25	15
10	Wipers	30	20
11	Mops Trolley	3	02
12	Adjustable Ladders	3	02
13	Wheel Barrows	5	03
14	Spray	-	-
15	Handwash	50	50
16	Harpic	50	50
17	Phenyl	50	50
18	Shovel & Dumper etc (if required)	-	-
19	Any other items(if required)	-	-

Note:

- The contract will be awarded to the bidder fulfilling all the mandatory requirements and quoting the lowest service charges. For evaluation average of all the quoted charges shall be considered.
- Quoted Rates shall be inclusive of all applicable taxes.
- Taxes shall be deducted at source as per the applicable law(s).
- The service charges shall remain fixed for the duration of the Contract.

ANNEXURE-VI: LIST OF EQUIPMENTS & MATERIAL

S.NO	DESCRIPTION OF ITEMS	AREA A	AREA B
1	Punja	6	4
2	Genti	6	4
3	Belcha	6	4
4	Phauda	6	4
5	Axe	3	2
6	Garbage Trucks daily basis	2	1
7	Grinding Machine	1	1
8	Cleaning Machine	1	1
9	Polishing Machine	1	1
10	Any other item required		

N.B

The Garbage will be collected from the contracted areas/ places and the same will be dumped off at Deh Jam Chakro/ Gond Pass landfill sites or any other areas by the Sindh Government / Local Government Order.

REQUIREMENT FOR JANITORIAL STAFF FOR EDUCATION

DEPARTMENT

S.NO	SCHOOL NAME	REQUIREMENT
1	KPT Girls/ Boys Secondary School Keamari	04
2	KPT Sports centreKeamari	02
3	KPT Industrial Home Keamari	02
4	KPT Girls/ Boys Secondary School Manora	04
5	KPT Kindergarten School Manora	02
TOTAL		14

• LALAZAR	14
• KPT Staff College	02
• TPX	02
• Bath Island	03
• KPT Sports Complex barrack area PSF KPT Sports Complex	08
• FM Khan Residential Area	02
• KPT School Buildings (02) Keamari&Manora	14
• Boat Basin Jetty Phase-I	04
• Manora Workshop	20

Total Bid value per month (in figures) Rs. _____/- (in words) Rupees

_____ Only.

TOTAL BID VALUE SHOULD BE QUOTED WITH ALL EXPENSES INCLUDING PROFIT

The Contractor will supervise the Janitorial/ cleaning staff himself of the areas mentioned above. Parties are requested to physically inspect the above mentioned area before submitting the Bids at their own expense.

Timing From 07.00AM TO 05.00PM

Break Time

One hour break from 12:45 PM till 01:45 PM for Lunch Prayers.

MANDATORY CONDITIONS:-

1. Annual turnover of Rs. 2.5 Crore should be portrayed in the audited financial statements for Janitorial Firms with Bank Statement.
2. Registration with evidence in EOBI, Sindh Sales Tax (SST, Sindh Employees Social Security Institution) and FBR (Active Tax Payer Certification) is mandatory.

NOTE: The Face Recognition Attendance will be mandatory for all Janitorial Staff/ Daily Wagers & Supervisors.

ANNEXURE-VI: PERFORMANCE GUARANTEE FORMAT

(ON NON-JUDICIAL STAMP PAPER @ APPLICABLE RATE, BASED ON GUARANTEE
VALUE)

**Chief Accounts Officer
Karachi Port Trust
Head Office
EduljeeDinshaw Road
Karachi.**

Dear Sir,

In consideration of M/s. _____ hereinafter
called the “Firm” for provision of firm services having been declared successful bidder for
award of Contract and in consideration of value _____ received from we hereby agree to
undertake as follows:

1. To make un-conditional payment of PKR 4,000,000/- (Pak Rupees Four Million Only) upon your written demand without further recourse, question or reference to the Firm or any other person, in the event of default or negligence in any aspect from the Scope of Services and terms & conditions of the Contract by the Firm before the end of the period specified in the Contract, after the signing of the same for the validity thereof.
2. To accept written intimation(s) from you as sufficient evidence of the existence of default or non-compliance as aforesaid on the part of the Firm and to make payment immediately upon receipt of the written intimation.
3. No grant of time or other indulgence to, or composition, or arrangement with the Firm in respect of the aforesaid Contract with or without notice to us shall in any manner discharge or otherwise, however, affect this guarantee and our liabilities and commitments hereunder.
4. The performance bond shall be binding on us and our successors in interest and shall be irrevocable.
5. This performance bond shall remain valid up to thirty-seven (37) months from its issuance date.

For and On behalf of

AUTHORIZED SIGNATURE.....

(Stamp and signature of the issuing bank)