

Tender No. 02

OFFICE OF THE DIRECTOR
JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)
JACOBABAD, SINDH.



BIDDING DOCUMENT

FOR

OUT SOURCING OF JANITORIAL/HOUSE KEEPING SERVICES

FOR THE FISCAL YEAR 2017-18



**OFFICE OF THE DIRECTOR
JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)
JACOBABAD (SINDH)**

Tender Inquiry No: 02

Due on 10th July, 2017

INVITATION FOR BIDS.

The Director Jacobabad Institute of Medical Sciences (JIMS), Jacobabad invites the bids for the purchase of:

Out Sourcing of Janitorial/Housekeeping Services.

For Jacobabad Institute of Medical Sciences (JIMS), Jacobabad for the year 2017-18.

Bidding is open for all eligible bidders. Bidders can obtain bidding / tender documents prescribed from:

The office of the Director, Jacobabad Institute of Medical Sciences (JIMS), Jacobabad.

Complete set of tender / bidding Documents may be obtained/ Purchased by the interested bidder on written request to the above office and upon payment of non refundable fee of Rs.2,000 in shape of Pay Order in the name of Director Jacobabad Institute of Medical Sciences (JIMS), Jacobabad.

Tenders/ Bids are to be dropped in the tender box placed / affixed in the office of the Director Jacobabad Institute of Medical Sciences (JIMS), Jacobabad on or before Monday 10th July, 2017 till **11.30 AM** and will be opened publically same day at **12:30 AM**.

Director JIMS, Jacobabad

CHECK LIST.

The provision of this check list is essential prerequisite along with submission of bids. Bidders are required to comply with all the clauses mentioned below & terms & Conditions of the tender. In case of any deviation / incomplete documents, bidder / bidders will be disqualified and render their offer invalid for further / technical evaluation.

KNOCK OUT CLAUSES:

S/No.	DETAILS	Yes /No	Page No. / Annex.
1	Original tender purchase receipt.		
2	Copy of Earnest money without amount with Technical Bid.		
3	Quotation (tender inquiry / proforma)		
4	Original terms and conditions duly signed and stamped. Each page should be signed by the authorized person/competent authority.		
5	Company profile including list of personnel.		
6	Financial standing of firm at least (Turnover) 10 Million yearly.		
7	Registration with EOBI & SESSI Department		
8	Valid income tax (NTN) certificate or income tax exemption certificate (Filer).		
09	Valid sales tax certificate / Professional Tax certificate (if applicable).		
10	A certificate that the firm will abide by all terms and conditions of the tender.		
11	List of litigations / court cases between the firm and clients should be provided on an affidavit along with undertaking that the firm has not been black listed by any Government /Autonomous organization.		

Signature & Seal (Bidder): _____

Terms & Conditions

For Out Sourcing the Janitorial/Housekeeping services

GENERAL TERMS & CONDITIONS.

1. In this tender method of procurement, as per SPPRA-2010, will be **SINGLE STAGE – TWO ENVELOPE PROCEDURE.**
2. Tender who does not fulfill the prescribed condition is liable to be rejected.
3. Proof of payment of cost of tender shall be required at the time of opening the tender. Original receipt must be attached with the tender.
4. In financial bid, the vendor should mention financial offer along with 2% call deposit/earnest money in the shape of Bank draft / Pay order in favour of Director, JIMS, Jacobabad.
5. No tender will be entertained without call deposit/Bid security.
6. The original Bank draft / Pay Order of earnest money should be attached with the **Financial Offer/Proposal.** However, copy of same should also be attached with technical proposal without mentioning the amount or erasing the amount.
7. The bidder must provide complete details of their financial standing, listing of similar work/service delivered with list of clients.
8. The bidders shall quote only one rate for each item as per tender specification. No alternate rates will be accepted.
9. Over writing, Cutting, Erasing in tender document will result in to cancellation of the bid if not duly signed and stamped by the authorized person.
10. The bid will be valid for 90 days from the date of opening of the tender. However, under exceptional circumstances and for reasons to be recorded in writing, if any extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than 1/3rd of the original bid validity.
11. Price escalation will not be allowed.
12. Income Tax and other taxes will be deducted according to the government Rules.
13. The purchaser reserve the rights to increase / decrease or delete the quantities of goods / service originally specified in the schedule of requirements without any change in unit price or other terms and conditions of goods at any time during the contract period as per relevant **Rules of SPPRA-2010.**
14. The Hospital authority reserves the right to accept or ignore / scrap / cancel the tender as per relevant **Rules of SPPRA-2010.**
15. Conditional tenders will not be accepted.
16. The decision once taken will be final will not be open to the criticism or challengeable.
17. List of litigations / court cases between the firm and clients should be provided on an affidavit that the firm has not been black listed by any Government /Autonomous organization.

SPECIAL TERMS / CONDITIONS.

1. Contract will be made between **Jacobabad Institute of Medical Sciences (Jims)** Administration and the successful bidder for the supply of manpower janitorial/Housekeeping services (sanitary work including disposal of refuse/garbage).
2. The contract will be made from the date of placement of order to 30th June, 2018 and will be renewable for further 12 months period with mutual understanding.
3. The Hospital Administration will pay remuneration per person as per Government Policy. The payment will be made every month up to 5th day on submission of bill by the contractor along with attendance sheets through District Account Office after satisfactory report of Administrative supervisors/Additional Director JIMS, Jacobabad.
4. Contractor is not authorized to terminate/hire any employee without information/approval of the Director JIMS, Jacobabad.
5. The Contractor will be responsible for collection of refuse and its disposal also. In case of any complaint regarding cleanliness contractor will be notified and if work is not done or complaint is not settled the same work will be completed through hired labour and cost will be deducted from the bill of the contractor.
6. The contractor should submit pay order of 5% of the total value of the contract whichever is less with Director JIMS as security deposit which will be refunded after completion of the contract period.
7. The authority (Director JIMS) reserve the rights to increase / decrease or delete the number of personnel / service originally specified in the schedule of requirements without any change in remunerations or other terms and conditions at any time during the contract period.
8. In case of any deviation / dispute with Hospital Administration workers /Contractor, the decision of competent authority (Director JIMS) shall be final and will not be challengeable at any forum.
9. In case of any dispute and till its decision by competent authority contractor will not stop the work. In case of failure the deduction from the remunerations will be made accordingly along with cancellation of contract.
10. Contractor will be responsible for the extra cleanliness of building and premises of the Hospital on VIP visits/Holidays and National/Islamic celebration days.
11. Director JIMS reserve the right to accept or reject any person on duty.

A. SANITARY WORKERS.

1. Contractor will ensure availability of complete record of all sanitary workers engaged by him with their CNIC.
2. Sanitary workers should be provided with neat and clean uniforms with badges, gloves, masks, shoes /long shoes etc.
3. The contractor will be directly responsible for payment of all dues to their personnel.
4. Sanitary workers will not claim any medical or financial benefit from the Hospital/Government.
5. All personnel should be well behaved and polite. In case of any misconduct with any patient or Hospital Staff contract will be terminated immediately.

6. Contractor will not employ/engage any person with criminal record or a person removed or dismissed from Government service on criminal charges or any employee of Hospital or other Govt. Departments.
7. Police verification and corrector of each deployed is a must.
8. Contractor will provide basic tools for cleaning to staff
9. The Hospital administration will provide the cleaning items (soap, liquid etc.) supplies required for cleaning
10. Duties and deployment of Janitorial staff shall be at the discretion of the client.
11. Client shall have the right to terminate this Agreement, due to any unlawful activity political involvement of any kind, corruption, theft, drug addiction, or asking for "bakhshish" from patients by the Janitorial staff. Contract will also be liable to be terminated without any prior notice in case of any serious violation to the Client's policy committed by the janitorial Service Provider.
12. Janitorial Service Provider is responsible for ensuring that all its Janitorial staff performing the services under this Agreement are sufficiently trained for the job, have no communicable disease, disability and or healthy.
12. **Janitorial Service Provider** agrees that it is an independent contractor and accordingly is fully responsible for any accident or injury to its Supervisors/Cleaners or caused by its Supervisors/Cleaners and agrees that the Client will not be held liable for either of the above.
13. Janitorial Service Provider guarantees that the following standards/requirements are fully met throughout the contractual period:-
 - a) Payment of salary to the Supervisors/Cleaners by 5th of each month.
 - b) Supervisors/Cleaners should not have any criminal record or police case against his name.
 - c) The Janitorial staff should have good working knowledge about use & maintenance of Equipments.
 - d) Janitorial Service Provider must provide EOBI card, Medical Facilities and group insurance to Supervisors/Cleaners.
 - e) Supervisors/Cleaners should have a basic training by janitorial Service provider.
 - f) It should be made clear to all the Supervisors/Cleaners deployed that all the Client's location is "smoke free area", hence no smoking will be observed by staff on duty.
14. Janitorial Service Provider will ensure that solid management team is sufficiently trained to do the work
15. In case payment by client is delayed by one month or more due to delay in budget allotment formalities or due to any other reason, the contractor shall pay salaries to his workers for those periods with a written intimation to the client along with relevant vouchers. The client shall clear all dues in lump-sum to the contractor as soon as funds are available.
16. The contractor shall at all times to perform obligations efficiently, professionally and according to the verbal/written instructions by Director JIMS or his nominee.
17. The client will have the right to ask the contractor to remove Supervisors/Cleaners considered unsuitable or for any other reason. Supervisors/Cleaners so removed shall not be deputed again without consent of the client.

18. The contractor shall be responsible to pay/clear all Government taxes at source. In this regard the contractor shall submit copy of the same to Accounts Branch JIMS on monthly basis.

19. Contractor will pay Minimum Salary to its staff as per Government Policy.

20. The contractor shall provide **basic cleaning equipment** to his workers as shown below:-

a. BASIC EQUIPMENT BY CONTRACTOR

➤ Broom/Jharoo	➤ Wiper	➤ Scotch Bright (Foam)
➤ Brush for Commode	➤ Duster	➤ Personal Safety Items like gloves, masks, Long shoes etc.
➤ Scraper	➤ Scrubber	

I/We solemnly declare that the information furnished by me/us is correct to the best of my/ our knowledge and if found incorrect our contract will be liable to be terminated.

NATIONAL TAX NO SIGNATURE OF.....
GST No..... CONTRACTOR WITH ADDRESS.....
C.N.I.C NO..... FULL NAME &
CELL NO LAND LINE NO.....

Annexure: - “A”.

(Proforma for Technical Offer/Bid)

House Keeping (Janitorial) Service.

* The figure of staff may vary

TENDER NO.	DESCRIPTION	MALE	FEMALE	TOTAL	QUOTED	NOT QUOTED
	Professional Workers 12 Hours daily shift	50	17	67		
	Supervisors 12 Hours daily shift	3	0	3		
	GRAND TOTAL	53	17	* 70		

Note: The minimum wages of staff will be as per government Policy, contractor will mention service charges with tax separately.

- **Only Professional workers will be accepted.**

Signature & Seal (Bidder): _____

Janitorial Services
Financial Proposal

JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)
JACOBABAD, SINDH

B. Schedule of requirements for housekeeping (janitorial) services.

Sr. No.	DESCRIPTION	MALE	FEMALE	TOTAL	Salary pay to Staff	Service Charges with Tax	TOTAL AMOUNT IN PAK. RS.
1	Workers 12 Hours daily shift	50	17	67			
2	Supervisors 12 Hours daily shift	3	0	3			
Total (Monthly)		53	17	* 70			
Grand Total 12 Months							

Note:

- (i) Contractor will pay minimum wage to security personnel as per Government Policy, if offer lowest then bid offer will not be considered.
- (ii) Bid Security Pay Order / Demand Draft should be attached (In Original).
- (iii) The Strength of the said staff can be increased / decreased as per SPP Rules 2010 (Amended 2013/14).
- (iv) Only Professional workers will be accepted.
- (v) The offer will not be considered without signature & Stamp of the contractor.
- (vi) List of Cleaning Equipments offered

Signature of
Contractor / Supplier

Name : _____

Designation : _____

C.N.I.C No. : _____

Address : _____

Stamp : _____

SPECIMENS FORMS (RS. 100 STAMP PAPER) (AFTER CONTRACT AWARD ACCEPTANCE)

INTEGRITY PACT

(To be printed on Rs. 100/- Stamp Paper)

Integrity Pact

Contract Number: _____

Dated: _____

Contract Value: Rs. _____

Contract Title: OUT SOURCING OF JANITORIAL/HOUSE KEEPING SERVICES – JIMS, JACOBABAD

M/S _____ is hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, M/S _____ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

M/S _____ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/S _____ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, M/S _____ agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by M/S _____ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

[DIRECTOR JIMS, JACOBABAD]

[M/S _____]

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 201 _____ between -----
-----, Jacobabad Institute of Medical Sciences (JIMS)" hereafter called "the Purchaser") of
the one part and (name of Supplier) of (city and country of Supplier) of the other part.

WHEREAS the Purchaser invited bids for
_____ at Jacobabad Institute of Medical
Sciences (JIMS)" and has accepted a bid by the Supplier for the supply of those goods and services in the
sum of (contract price in words and figures) (hereinafter called "the Contract Price").

NOR THIS AGREEMENT WITNESSED AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following document shall be deemed to form and be read and construed as part of this Agreement, viz.
 - (a) The Bid Form and the Price Schedule submitted by the Bidder.
 - (b) The Schedule of Requirements.
 - (c) The Technical Specifications.
 - (d) The General Conditions of Contract.
 - (e) The Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and service and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed as under:

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

Signed, Sealed, delivered by _____ the _____ (for the Purchaser)

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

PERFORMANCE SECURITY FORM

To: (Name of Purchaser)

WHEREAS (name of Supplier) (hereinafter called "the Supplier") has undertaken, in pursuance of Contract NO. (reference number of the contract dated _____ 201 ____ to supply (description of goods and services) (hereinafter called "the Contract")

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

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

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

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

Signature and seal of the Guarantors.

_____(Name of bank or financial institution)

_____(Address)

_____(Date)

**CONTRACT AGREEMENT (agreement will be done on the time of contract of award
Director JIMS may change, update or any deletion in conditions**

THIS AGREEMENT is made effective from _____, BETWEEN, M/S _____
_____, a company incorporated and existing under the laws of Pakistan and having its registered office at
_____. Ph# _____

(Hereinafter called "The Contractor") of ONE PART

AND

M/S **Director Jacobabad Institute of Medical Science (JIMS)**, Circuit House Road Jacobabad, Sindh,
Ph # 0722-650252, Email: jims.jcd@gmail.com, (Hereinafter called "The Client") of The OTHER PART.

(Hereinafter called "The Premises") Comprising the Housekeeping Services (Cleaning) of the Premises. This agreement shall take effect from the date, in Clause (1) above written and shall continue in force until and unless it is determined in accordance with the provisions hereinafter appearing.

WHEREAS the Client is desirous of obtaining Janitorial services and has solicited and received proposals for such services;

AND WHEREAS the Janitorial and Housekeeping Services is in the business of providing professional Janitorial services and have confirmed to the Client that it is capable and willing to provide such services;

AND WHEREAS the Client has approved and accepted the proposal made by the Janitorial Service Provider and has agreed to award the contract on the followings terms and conditions: -

NOW THEREFORE THIS AGREEMENT WITNESSED AS FOLLOWS:

1. This agreement will be in force up-_____ extendable to any limit of time with mutual understanding of both parties & may be terminated by Director JIMS upon one month Notice in writing.
2. Duties and deployment of Janitorial staff shall be at the discretion of the client.
3. Client shall have the right to terminate this Agreement, due to any unlawful activity political involvement of any kind, corruption, theft, drug addiction, or asking for "bakhshish" from patients by the Janitorial staff. Contract will also be liable to be terminated without any prior notice in case of any serious violation to the Client's policy committed by the janitorial Service Provider.
4. Janitorial Service Provider is responsible for ensuring that all its Janitorial staff performing the services under this Agreement are sufficiently trained for the job, have no communicable disease, disability and or healthy.
5. **Janitorial Service Provider** agrees that it is an independent contractor and accordingly is fully responsible for any accident or injury to its Supervisors/Cleaners or caused by its Supervisors/Cleaners and agrees that the Client will not be held liable for either of the above.
6. Janitorial Service Provider guarantees that the following standards/requirements are fully met throughout the contractual period:-
 - g) Payment of salary to the Supervisors/Cleaners by 5th of each month.
 - h) Supervisors/Cleaners should not have any criminal record or police case against his name.
 - i) The Janitorial staff should have good working knowledge about use & maintenance of Equipments.
 - j) Janitorial Service Provider must provide EOBI card, Medical Facilities and group insurance to Supervisors/Cleaners.
 - k) Supervisors/Cleaners should have a basic training by janitorial Service provider.
 - l) It should be made clear to all the Supervisors/Cleaners deployed that all the Client's location is "smoke free area", hence no smoking will be observed by staff on duty.

- m) Janitorial Service Provider will ensure that solid management team is sufficiently trained to do the work.
7. The Agreement may not be amended or modified except in writing and signed by the authorized representatives of both parties i.e. Janitorial Services Provider and the Client.
 8. Both parties have mutually agreed to make payment at the rates for the Services as per strength and location shown below:-
 9. The contractor will also be bound to provide the manpower for the Janitorial services anywhere in the Sindh province in case of any Medical Camp/outreach program
 10. The invoice will be raised by 25th of each month by the contractor and payment shall be made by the client by 10th of next month.
 11. In case payment by client is delayed by one month or more due to delay in budget allotment formalities or due to any other reason, the contractor shall pay salaries to his workers for those periods with a written intimation to the client along with relevant vouchers. The client shall clear all dues in lump-sum to the contractor as soon as funds are available.
 12. The contractor shall at all times to perform obligations efficiently, professionally and according to the verbal/written instructions by Director JIMS or his nominee.
 13. The client will have the right to ask the contractor to remove Supervisors/Cleaners considered unsuitable or for any other reason. Supervisors/Cleaners so removed shall not be deputed again without consent of the client.
 14. The contractor shall be responsible to pay/clear all Government taxes at source. In this regard the contractor shall submit copy of the same to office superintendent JIMS on monthly basis.
 15. The contractor shall provide **basic cleaning equipment** to his workers as shown below:-

b. BASIC EQUIPMENT BY CONTRACTOR

➤ Broom/Jharoo	➤ Wiper	➤ Scotch Bright (Foam)
➤ Brush for Commode	➤ Duster	➤ Personal Safety Items like gloves, masks, Long shoes etc.
➤ Scraper	➤ Scrubber	

16. The Hospital administration will provide the basic supplies required for cleaning
17. Upon termination of agreement, the contractor shall be permitted to remove all gadgets and equipment etc.
18. In the event of any war, declared or undeclared, enemy action, hostilities, Act of God, or any other circumstances (whether or not of a similar nature to the foregoing) which is of a national nature or which fully encompasses the city of Jacobabad, over which The Contractor has no control, which causes the cessation of or substantial interference with the performance of the services by The Contractor to perform the said services shall forthwith be suspended until such circumstances shall have ceased subject to the Contractor forthwith notifying "The Client "to that effect in writing upon such suspension, and "The Client "shall not be liable to make any payment hereof in respect of the period of such suspension and any sum already paid there under in respect of such period shall on the option of "The Client "be credited to the period following the resumption of the said services or refunded forthwith by the Contractor. The client shall also have the right to terminate this agreement forthwith at any time during the period of such suspension.

19. WORK DESCRIPTION

As the Contractor is meant for Cleaning Services Provider of premises, they will be employed as under:-

- 24 hours cleaning, scavenging and Polishing of Floors ,Cleaning /Washing of bathrooms ,Toilets, Sanitary ware ,Dusting of door ,windows & ventilators.
- Sweeping of internal roads, Premises &backyards.
- De-silting of sewerage lines every three months period or whenever required
- To provide service to the patients like bed pans, urine and washing of linen soiled/soaked with patient's urine stool or blood etc.

- Infected and non infected garbage should be disposed off according to EPA (Environmental Protection Agency) Guidelines.
- Watering of lawn, flowerpots and maintenance of premises.
- Washing and cleaning of area.
- Fetching of water/tea/utility items.
- To perform duties in Uniforms clothes only.
- To shift luggage/store from one place to another.
- To accompany/patients family member outside the premises, if required by seniors JIMS/BMHS.

20. SANITARY WORKER:-

- Contractor will ensure availability of required strength of sanitary workers at all times engaged by him with their CNIC, Police verification of all Supervisors/Cleaners, to be submitted by the contractor within one month of starting the contract period.
- Supervisors/Cleaners should be provided with neat and clean uniforms with badges, gloves, masks, shoes /long shoes and name tags etc.
- Sanitary workers will not claim any medical or financial benefits from JIMS /Government.
- All personnel should be well behaved and polite. In case of any misconduct with any patient or Hospital staff, contract will be liable to be terminated immediately.
- Contractor will not employ /engage any person with criminal record or a person removed or dismissed from Government services on criminal charges or any employee of the other Government department.

In witness whereof the parties of the contract have there under set their hands this day and month to that written above.

Contractor

**1. DIRECTOR
JACOBABAD INSTITUTE OF MEDICAL
SCIENCES (JIMS), JACOBABAD**

SIGNATURE _____

SIGNATURE _____

WITNESS 1 _____

WITNESS 1 _____

CNIC No. _____

CNIC No. _____

SIGNATURE _____

SIGNATURE _____