



KARACHI METROPOLITAN CORPORATION

OFFICE OF THE DIRECTOR (CONTRACT MANAGEMENT)

MUNICIPAL SERVICES DEPARTMENT

Room No.19, 2nd Floor, KMC Head Office M.A. Jinnah Road Karachi

Phone No.021-99215795

No. Dir/CM/MS/KMC/ 56 /2018

Dated: 24-01-2018

NOTICE INVITING TENDERS

(SINGLE STAGE ONE ENVELOPE SYSTEM OF SPPRA)

Tender in sealed covers are invited for the following services from reputable firms, having experience of similar nature service and fulfill the eligibility & evaluation criteria as attached with the bidding documents :-

S. No.	Tender Reference No.	Name of Scheme	Estimated Cost	Bid Security in shape of Pay Order / in favour of KMC	Tender Cost In shape of pay order in favour of KMC (Non-Refundable)	Eligibility Criteria
1	KMC/MS/CM/24/17-18	Janitorial Services Of KMC Head Office Building, M.A Jinnah Road, Karachi	Offer Rate	2% of Bid Amount	Rs.3,000/-	As attached in Annexure "G" in Tender Document

TERMS & CONDITIONS

1. Tender schedule shall be as follows:

SCHEDULE	DATE & TIME	VENUE
1. Receiving of Application & Issuance of Tender in addition to the facility of directly downloading of tender documents from SPPRA Website as mentioned below.	From 01-02-2018 To 16-02-2018 During Office Hours	Office of the Director (CM), Municipal Services situated at 2 nd Floor Room No.19, KMC Main Building, M.A Jinnah Road, Karachi
		Office of Director (Planning), F&A Department, situated at Ground Floor Main KMC Building M.A. Jinnah Road, Karachi
		Office of Deputy Director (Accounts), Mayor Secretariat, situated at Ground Floor, KMC Main Building, M.A Jinnah Road, Karachi
2. Dropping of Tender	19-02-2018 at 2:00 p.m	Office of the Director (CM), Municipal Services situated at 2 nd Floor Room No.19, KMC Main Building, M.A Jinnah Road, Karachi
3. Dropping of Tender	19-02-2018 at 2:30 p.m	Office of the Director (CM), Municipal Services situated at 2 nd Floor Room No.19, KMC Main Building, M.A Jinnah Road, Karachi

- In case of any reason, if the tenders are not responded on the above dates the next date of dropping and opening will be 07-03-2018 and the tender documents will also be available for sale upto 06-03-2018
- The tender documents will be issued to the firms on submission of application in their original letter head alongwith Pay Order from any schedule bank in the favourof KMC for tender cost as mentioned above. In other case the tender documents can be downloaded from SPPRA website & can be dropped on the given date & time place in this NIT alongwith a pay order of tender cost as mentioned above otherwise tender will be rejected

SPPRA INWARD DIARY

NO : 5116

DATED : 29-01-2018

DIRECTOR (CM)
Municipal Services Department
Karachi Metropolitan Corporation

4. The tender in sealed cover superscripted with the name of work should be dropped in the tender box kept in the committee room of the office of Director (CM) MS KMC.
5. In case the date of opening will be declared as a public holiday by the Government, or Non working day due to force Majeure the next official working day shall be deemed to be the date for submission and opening of tenders at the same time.
6. **Substantially Responsive Bid:-**
Only those bids, which comply with the each eligibility & minimum qualification criteria attached with the tender documents shall be declared substantially responsive bids and will be eligible for further evaluation, otherwise the same will be declared as non responsive / rejected.
7. Bid Security of bid amount in the form of a pay order or Bank Guarantee from any schedule bank should be enclosed with the tender which will be retained till finalization of the case.
8. Canvassing in connection with tenders is strictly prohibited and tenders submitted by the contractors who report canvassing will liable for rejection.
9. KMC may reject all or any bids or proposals at any time prior to the acceptance of a bid or proposals, subject to the relevant provisions of SPP Rules 2010


DIRECTOR (GM)
Municipal Services Department
Karachi Metropolitan Corporation

Not to be Published

Director (MMD)

Enclosed 10 Copies with a request to publish at least (03) widely circulated dailies newspapers of Urdu, English & Sindhi each in compliance of Clause 17(2) of SPP Rule 2010 (Amended 2013).

✓ **Director (CB) SPPRA**

With a request to upload in SPPRA (Authority) Website (A soft copy / hard copy of NIT as well as Bidding Document alongwith following and others relevant documents attached as under: -

1. Annual Procurement Plan
2. Notification of Procurement Committee.
3. Notification of Complaint Redressal Committee.

Sr. Director (IT), KMC

With a request to upload on the KMC Website (a soft copy of NIT as well as Bidding Document is enclosed).

Dy. Director (WEB) Computer Section, Mayor Secretariat, KMC

With a request to upload on the KMC Website (a soft copy of NIT as well as Bidding Document is enclosed).

C.C to: -

1. The Mayor, KMC.
2. The Metropolitan Commissioner, KMC
3. The Financial Advisor, KMC.
4. Sr. Director MS, KMC.
5. The In-Charge / Executive Engineer, KMC Head Office Building.
6. Office file



KARACHI METROPOLITAN CORPORATION

OFFICE OF THE DIRECTOR (CONTRACT MANAGEMENT)

MUNICIPAL SERVICES DEPARTMENT

Room No.19, 2nd Floor, KMC Head Office M.A. Jinnah Road Karachi
Phone No.021-99215795

No. Dir/CM/MS/KMC/414/2017

Dated 28-08-2017.

SUBJECT: - PROCUREMENT COMMITTEE FOR MUNICIPAL SERVICES, KARACHI METROPOLITAN CORPORATION.


- Reference:
1. Committee Constitution Order No.Dir(CM)/MS/KMC/371/2017 dated 07-08-2017
 2. Works & Services Department, GOS, letter No.B/W&S/Notification/III/2017-18 dated 22-08-2017

Referring the above order / letter, the procurement committee for Municipal Services, Karachi Metropolitan Corporation will be comprised off as follows.

- | | |
|---|-------------|
| 1. Director, (CM) MS, KMC. | Chairperson |
| 2. Concerned Sectional Head of Municipal Services KMC | Member |
| 3. Mr. Ghous Bux Abbasi, Executive Engineer / Manager RMU-RSDD, Works & Services Department, GOS. | Member |

This is for information & record.



6/ 
Director (CM)
Municipal Services, KMC

C.C. to: -

1. Metropolitan Commissioner, KMC.
2. Director (CB), SPPRA, GOS, Karachi.
3. Assistant Chief Development (Building), W&S, Dept. GOS. ----- With reference to letter No. Referred above.
4. Mr. Ghous Bux Abbasi, Executive Engineer / Manager RMU-RSDD, GOS,
5. Office copy.



29-08-17
R & I Branch
Works & Services Department
Government of Sindh



KARACHI METROPOLITAN CORPORATION
OFFICE OF THE CHIEF ENGINEER (CONTRACT MANAGEMENT)
MUNICIPAL SERVICES DEPARTMENT

Room No. CR-109, 4th Floor, Civic Centre, Gulshan-e-Iqbal, Karachi

No. C.E/(CM)/MS/KMC/ 379 /15

Dated: 18-12-2015

NOTIFICATION

In compliance of Rule-31 of SPP Rules-2010 (amended-2013), the Competent Authority has been pleased to constitute a Complaint Redresal Committee (CRC) for Municipal Services Department, comprising following members.

1. Sr. Director (MS), KMC. Chairman
2. Divisional Accounts Officer
(Representative of A.G. Sindh) Member
3. Independent professional from the relevant field concerning the Procurement Progress in question to be nominated by the head of procuring agency (as per approval by the Competent Authority, time to time & case to case basis) Member

TERM OF REFERENCE (TOR)

As defined in the relevant Rule of SPP Rules-2010 (amended-2013).

Khalid Masroor
18/12/15
KHALID MASROOR
Chief Engineer (CM)
MS, KMC

Copy to: -
All members.

- C C. to: -
1. Financial Advisor, KMC.
 2. Director (A.&F), SPPRA.
 3. P.S to the Administrator, KMC.
 4. P.S to Metropolitan Commissioner, Karachi.
 5. Office file

Karachi Metropolitan Corporation
Municipal Services Department
Financial Year 2017-18
Annual Procurement Plan

S #	Description	Quantity (Where Applicable)	Estimated Unit Cost (Where Applicable)	Estimated Total Cost	Funds Allocated	Source of Funds (ADP / Non ADP)	Proposed Procurement Method	Timing of Procurements				Remarks
								1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Enhancement / Up-gradation Rehabilitation of Telecommunication System (Including PABX & DSL) in house wiring Telephone Sets of KMC, Main Building.	N/A	N/A	20.00 Million (Approximate)	Anticipated to be released	ADP	Direct Contract 16 (b)	√				
2	Providing of Equipment Essential Instruments and Vehicles for upgrading in City Warden Department KMC	N/A	N/A	20.00Million (Approximate)	Anticipated to be released	ADP	Direct Contract 7-A (vii)		√			
3	Provision of Fire Hoses for Fire Fighting Operations in Karachi	N/A	N/A	20.00Million (Approximate)	Anticipated to be released	ADP	Single Stage One Envelope	√				
4	Supply of Jumping Cushion & Escape Chute for Emergency Evacuation Operation with support of 45 m Snorkel (in use of KMC).	N/A	N/A	20.00Million (Approximate)	Anticipated to be released	ADP	Single Stage One Envelope	√				
5	Strengthening of Drawing and Planning Section Land Department, KMC	N/A	N/A	10.00 Million (Approximate)	Anticipated to be released	ADP	Single Stage One Envelope	√				
6	Provision of Fire Fighting Accessories for fire Brigade Department, KMC	N/A	N/A	19.95 Million (Approximate)	Anticipated to be released	ADP	Single Stage One Envelope	√				
7	Improvement and Development work in different Graveyards.	N/A	N/A	20.00Million (Approximate)	Anticipated to be released	ADP	Single Stage One Envelope	√				
8	Provision of Equipment for Disaster Management Operations with in Karachi	N/A	N/A	20.00Million (Approximate)	Anticipated to be released	ADP	Single Stage One Envelope	√				
9	Operation, Management, Complete Maintenance & Fare Collection of 36 Nos. Dedicated HINO CNG Buses on CNG Route from Gulshan-e-Hadeed to Kemari, via: Shahrah-e-Faisal for City Public Transport Services in Karachi.	N/A	N/A	Share Basis	Subject to Budget Provision	KMC Funded	Single Stage Two Envelope	√				
10	Provision of Diet, Medicine, and Miscellaneous Item for Dog's / Pups of Urban Search and Rescue MS, KMC on (Annual Contract Basis)	N/A	N/A	20.00Million (Approximate)	Subject to Budget Provision	KMC Funded	Single Stage One Envelope	√				
11	Services of Experienced Search Dog's Trainers / Dog Hundlers USAR Acadmy KMC (Annual Contract Basis)	N/A	N/A	20.00Million (Approximate)	Subject to Budget Provision	KMC Funded	Single Stage One Envelope	√				


DIRECTOR
Municipal Services Department
Karachi Metropolitan Corporation

Karachi Metropolitan Corporation
Municipal Services Department
Financial Year 2017-18
Annual Procurement Plan

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								1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	2	3	4	5	6	7	8	9	10	11	12	13
12	Hiring of Various Kind of Machinery / Equipments and Manpower in case of Emergency and Disaster and Nallah Cleaning Sweepers (MPD) MS. KMC.	N/A	N/A	30.00Million (Approximate)	Subject to Budget Provision	KMC Funded	Single Stage One Envelope		√			
13	Rate Running Contract of Repair and Maintenance of various vehicles and machinery of (MPD) MS. KMC	N/A	N/A	30.00Million (Approximate)	Subject to Budget Provision	KMC Funded	Single Stage One Envelope	√				
14	Rate Running Contract of the work of Repair & Maintenance of Mechanical Sweepers, Tractors MF-240 and Tractor MF-385, (MPD) MS, KMC	N/A	N/A	30.00Million (Approximate)	Subject to Budget Provision	KMC Funded	Single Stage One Envelope	√				
	Modified -1											
15	Installation & Operation of Ready Mix Batching Plant in Joint Venture with Karachi Metropolitan Corporation, Karachi	N/A	N/A	Share Basis	Subject to Budget Provision	KMC Funded	Single Stage Two Envelope	√				
	Modified -II											
16	Appointment of Individual Consultant for the Capacity Building of Fire & Rescue Operation of Fire Brigade Department, KMC	—	N/A	Rs.1.90 Million (Approximate)	Subject to Budget Provision	KMC Funded	Clause-72(8) Selection of Individual Consultant		√			
	Modified -III											
17	Rehabilitation Repair / Maintenance of Deteriorated Machinery Pool Office Building Mewa Shah Karachi.	N/A	N/A	3.00Million (Approximate)	Subject to Budget Provision	KMC Funded	Single Stage One Envelope			√		
	Modified -IV											
18	Joint Venture in Transportation & Disposal of KMC Hospital Hazardous Waste through O & M of KMC Incineration Plants.	N/A	N/A	45.00Million (Approximate)	Subject to Budget Provision	KMC Funded	Single Stage Two Envelope			√		
19	Providing And Fixing Zebra Crossing, Lane Marking, Cat Eyes & Traffic Signs At Different Location In Karachi	N/A	N/A	20.00Million (Approximate)	Anticipated to be released	ADP	Single Stage Two Envelope			√		

[Signature]
DIRECTOR (CM)
Municipal Services Department
Karachi Metropolitan Corporation

Karachi Metropolitan Corporation
Municipal Services Department
Financial Year 2017-18
Annual Procurement Plan

S #	Description	Quantity (Where Applicable)	Estimated Unit Cost (Where Applicable)	Estimated Total Cost	Funds Allocated	Source of Funds (ADP / Non ADP)	Proposed Procurement Method	Timing of Procurements				Remarks
								1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	2	3	4	5	6	7	8	9	10	11	12	13
20	Construction of pedestrian bridge at Shafiq More FB Area.	N/A	N/A	20.00Million (Approximate)	Anticipated to be released	ADP	Single Stage Two Envelope			√		
21	Improvement & Rehabilitation Of Pedestrian Bridges Various Locations	N/A	N/A	20.00Million (Approximate)	Anticipated to be released	ADP	Single Stage Two Envelope			√		
22	Computerization Of All Kmc Department, Phase I	N/A	N/A	20.00Million (Approximate)	Anticipated to be released	ADP	Single Stage Two Envelope			√		
23	Digital Archiving Of Land Record Of KMC	N/A	N/A	20.00Million (Approximate)	Anticipated to be released	ADP	Single Stage Two Envelope			√		
24	Supply & Installation of Security Surveillance Items For KMC Head Office Located at M.A Jinnah Road, Karachi	N/A	N/A	Rs.1.00 Million (Approximate)	Subject to Budget Provision	KMC	Single Stage One Envelope			√		
25	Procurement of Uniforms & Outfit Items for Security Staff (KMC Head Office) (Summer & Winter).	N/A	N/A	Rs.1.00 Million (Approximate)	Subject to Budget Provision	KMC	Single Stage One Envelope			√		
Modified -V												
26	Joint Venture with KMC for Collection of License Fee From Meat Shops in KMC Jurisdiction.	N/A	N/A	2.50Million (Approximate)	Subject to Budget Provision	KMC	Single Stage One Envelope			√		
27	Joint Venture with KMC for Collection of License Fee From Poultry Shops in KMC Jurisdiction	N/A	N/A	2.50Million (Approximate)	Subject to Budget Provision	KMC	Single Stage One Envelope			√		
Modified -VI												
28	Janitorial Services of KMC Head Office Building, M.A Jinnah Road, Karachi	N/A	N/A	9.00Million (Approximate)	Subject to Budget Provision	KMC	Single Stage One Envelope				√	


DIRECTOR (CM)
 Municipal Services Department
 Karachi Metropolitan Corporation.



For SPPRA
Copy

**KARACHI METROPOLITAN CORPORATION
MUNICIPAL SERVICES DEPARTMENT**

TENDER DOCUMENTS

**JANITORIAL SERVICES OF KMC HEAD OFFICE BUILDING, M.A
JINNAH ROAD, KARACHI**

Estimated Cost:-	Offer Rate	Tender Cost:	Rs. 3,000/-
Time Limit:-	12 Months	Penalty	Annexure "C"
To be Opened on:-	19-02-2018	Validity of Tender:	90 Days and extension as per SPP Rules)


Director (CM)
Municipal Services, KMC

Tender Issued:

No: KMC/MS/ CM/24//17-08

Issue to M/s. _____

Pay Order No. _____

Dated _____

Bank: _____

Signature & Stamp of Issuing Authority

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1	KMC/MS/CM/24/17-18	Janitorial Services Of KMC Head Office Building, M.A Jinnah Road, Karachi	Offer Rate	2% of Bid Amount	Rs.3,000/-	As attached in Annexure "G" in Tender Document

TERMS & CONDITIONS

1. Tender schedule shall be as follows:

SCHEDULE	DATE & TIME	VENUE
1. Receiving of Application & Issuance of Tender in addition to the facility of directly downloading of tender documents from SPPRA Website as mentioned below.	From 01-02-2018 To 16-02-2018 During Office Hours	Office of the Director (CM), Municipal Services situated at 2 nd Floor Room No.19, KMC Main Building, M.A Jinnah Road, Karachi
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2. In case of any reason, if the tenders are not responded on the above dates the next date of dropping and opening will be 07-03-2018 and the tender documents will also be available for sale upto 06-03-2018

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4. The tender in sealed cover superscripted with the name of work should be dropped in the tender box kept in the committee room of the office of Director (CM) MS KMC.
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6. **Substantially Responsive Bid:-**
Only those bids, which comply with the each eligibility & minimum qualification criteria attached with the tender documents shall be declared substantially responsive bids and will be eligible for further evaluation, otherwise the same will be declared as non responsive / rejected.
7. Bid Security of bid amount in the form of a pay order or Bank Guarantee from any schedule bank should be enclosed with the tender which will be retained till finalization of the case.
8. Canvassing in connection with tenders is strictly prohibited and tenders submitted by the contractors who report canvassing will liable for rejection.
9. KMC may reject all or any bids or proposals at any time prior to the acceptance of a bid or proposals, subject to the relevant provisions of SPP Rules 2010

Director (CM)
Municipal Services, KMC

Instructions to Bidders/ Procuring Agencies.

General Rules and Directions for the Guidance of Contractors.

1. Content of Bidding Documents included Conditions of contract, Contract Data, , Bill of Quantities containing description of work items on item rates to be quoted, Form of Agreement.
2. **Fixed Price Contracts:** The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.
3. The Procuring Agency shall have right of rejecting all or any of the tenders as per provisions of SPP Rules 2010 (amended 2017).
4. **Conditional Offer:** No conditional offer will be accepted.
5. The envelope containing the tender documents shall refer the name and number of the work.
6. All works shall be measured verified by the work incharge or Committee as assigned by KMC Authority.
7. Bidders shall provide evidence of their eligibility as required & attached by the Procuring Agency in the Tender Documents.
8. Any bid received by the Agency after the deadline for submission of bids shall be rejected and returned unopened to the bidder.
9. Prior to the detailed evaluation of bids, the Procuring Agency will determine

whether the bidder fulfills all codal requirements of eligibility minimum qualification criteria given in the NIT / Bidding Documents. If the bidder does not fulfill any of these conditions, it shall not be evaluated further.

10. Bid without bid security of required amount and prescribed form shall be rejected.
11. Bids determined to be substantially responsive shall be checked for any arithmetic errors. Arithmetical errors shall be rectified on the following basis;
 - (A) **In case of schedule rates**, the amount of percentage quoted above or below will be checked and added or subtracted from amount of bill of quantities to arrive the final bid cost. **(Not Applicable)**
 - (B) **In case of item rates**, .If there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected unless in the opinion of the Agency there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate corrected. If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail and the total bid amount shall be corrected.
 - (C) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

BIDDING DATA

- A Name of Procuring Agency: Karachi Metropolitan Corporation through Municipal Services Department
- B Brief Description of Work: Janitorial Services of KMC Head Office Building, M.A Jinnah Road, Karachi
(Scope as attached at Annexure "F" this bidding documents.
- C Procuring Agency Address: Office of the Director (CM), Municipal Services situated at 2nd Floor Room No.19, KMC Main Building, M.A Jinnah Road, Karachi
- D Estimated Cost: Offer Rate
- E Amount of Bid Security: Rs. 2% of Offer Rate as mentioned in the NIT
- F Period of Bid validity (Days): 90 Days & can be extended upto further 90 days complying SPP Rules 2010 (Amended 2017)
- G Deadline for dropping of bid along with time: }
H Venue, Time and date of Bid Opening: } As per NIT
I Opening date }
- J Liquidity Damages: Deduction of cost of Missing / performance of any worker for the concerned day(s) plus Rs. 5000 per day but not more than 10% cost of work after than action will be taken as per rule including withdrawal of work order & blacklisting of the firm.
- K Place of Work KMC Building Main M.A Jinnah Road, Karachi

Conditions of Contract

Clause – 1: Commencement & Completion Dates of work. The contractor shall not enter upon or commence any portion or work except with the written authority and instructions of the Work-in-charge or of subordinate-in-charge of the work. Failing such authority the contractor shall have no claim to ask for payment for work. A daily satisfactory performance certificate for work in day be the basis of confirmation of payment.

The contractor shall proceed with the works with due expedition and without delay and complete the works in the time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall reckoned from the date on which the order to commence work is given to the contractor. And further to ensure good progress during the execution of the wok, contractor shall be bound, in all in which the time allowed for completion of any work exceeds one month, to achieve progress on the prorata basis.

Clause – 2: Liquidated Damages. The contractor shall pay liquidated damages to the Agency at the rate per day stated in the bidding data for each day that the completion date is later than the Intended completion date; the amount of liquidated damage paid by the contractor to the Agency shall not exceed 10 per cent of the contract price. Agency will deduct liquidated damages from payments due to the contractor. Payment of liquidated damages does not affect the contractor's liabilities.

Clause – 3: Termination of the Contract.

- (A) Procuring Agency/Officer Incharge may terminate the contract if either of the following conditions exists:-
- (i) contractor causes a breach of any clause of the Contract;
 - (ii) the progress of any particular portion of the work is unsatisfactory and notice of 10 days has expired;
 - (iii) in the case of abandonment of the work owing to the serious illness or death of the contractor or any other cause.
 - (iv) contractor can also request for termination of contract if a payment certified by the Engineer is not paid to the contractor within 60 days of the date of the submission of the bill;
- (B) The Officer Incharge /Procuring Agency has power to adopt any of the following courses as may deem fit:-

- (i) to forfeit the security deposit available except conditions mentioned at A (iii) and (iv) above;
 - (ii) to finalize the work by measuring the work done by the contractor.
- (C) In the event of any of the above courses being adopted by the work Incharge of /Procuring Agency, the contractor shall have:-

- (i) no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials, or entered into any engagements, or made any advances on account of, or with a view to the execution of the work or the performance of the contract,
- (ii) however, the contractor can claim for the work done at site duly certified by the work incharge in writing regarding the performance of such work and has not been paid.

Procuring Agency/Engineer may invite fresh bids for remaining work.

Clause 4: Possession of the site and claims for compensation for delay. The Engineer shall give possession of all parts of the site to the contractor. If possession of site is not given by the date stated in the contract data, no compensation shall be allowed for any delay caused in starting of the work on account of any acquisition of land, water standing in borrow pits/ compartments or in according sanction to estimates. In such case, either date of commencement will be changed or period of completion is to be extended accordingly.

Clause -5: Extension of Intended Completion Date. The Procuring Agency either at its own initiatives before the date of completion or on desire of the contractor may extend the intended completion date, if an event (which hinders the execution of contract) occurs or a variation order is issued which makes it impossible to complete the work by the intended completion date for such period as he may think necessary or proper. The decision of the work Incharge in this matter shall be final; where time has been extended under this or any other clause of this agreement, the date for completion of the work shall be the date fixed by the order giving the extension or by the aggregate of all such orders, made under this agreement.

When time has been extended as aforesaid, it shall continue to be the essence of the contract and all clauses of the contract shall continue to be operative during the extended period.

Clause -6: Specifications. The contractor shall execute the whole and every part of the work in the most substantial and work-man-like manner and both as regards materials and all other matters in strict accordance with the specifications lodged in the office of the work Incharge and initialed by the Engineer-in-charge, the said specification being a part of the contract. The contractor shall also confirm exactly, fully and faithfully to the designs, drawing, and instructions in writing relating to the work signed by the Engineer-in-charge and lodge in his office and to which the contractor shall be entitled to have access at such

office or on the site of work for the purpose of inspection during office hours and the contractor shall, if he so requires, be entitled at his own expense to make or cause to be made copies of the specifications, and of all such designs, drawings, and instructions as aforesaid.

Clause – 7: Payments.

- (A) **Interim/Running Bill.** A bill shall be submitted by the contractor as frequently as the progress of the work may justify for all work executed and not included in any previous bill at least once in a month and the work incharge shall take or cause to be taken the requisite measurements for the purpose of having the same verified and the claim, as far as admissible, adjusted, if possible before the expiry of ten days from the presentation of the bill, at any time depute a subordinate to measure up the said work in the presence of the contractor or his authorized agent, whose countersignature to the measurement list will be sufficient to warrant and the Work incharge may prepare a bill from such list which shall be binding on the contractor in all respects.

The work Incharge shall pass/certify the amount to be paid to the contractor, which he considers due and payable in respect thereof, subject to deduction of security deposit, advance payment if any made to him and taxes.

All such intermediate payment shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed, and shall not preclude the work Incharge from recoveries from final bill and rectification of defects and unsatisfactory items of works pointed out to him during defect liability period.

- (B) **The Final Bill.** A bill shall be submitted by the contractor within one month of the date fixed for the completion of the work otherwise work Incharge certificate of the measurements and of the total amount payable for the works shall be final and binding on all parties.

Clause – 8: Reduced Rates. In cases where the items of work are not accepted as so completed, the work Incharge may make payment on account of such items at such reduced rates as he may consider reasonable in the preparation of final or on running account bills with reasons recorded in writing.

Clause – 9: Issuance of Variation and Repeat Orders.

- (A) Agency may issue a Variation Order for procurement of works, physical services from the original contractor to cover any increase or decrease in quantities, including the introduction of new work items that are either due to change of plans, design or alignment to suit actual field conditions, within the general scope and physical boundaries of the contract.
- (B) Contractor shall not perform a variation until the Procuring Agency has authorized the variation in writing subject to the limit not exceeding the contract cost by of

15% on the same conditions in all respects on which he agreed to do them in the work, and at the same rates, as are specified in the tender for the main work. The contractor has no right to claim for compensation by reason of alterations or curtailment of the work.

- (C) In case the nature of the work in the variation does not correspond with items in the Bill of Quantities, the quotation by the contractor is to be in the form of new rates for the relevant items of work, and if the work Incharge is satisfied that the rate quoted is within the rate worked out by him on detailed rate analysis, and then only he shall allow him that rate after approval from higher authority.
- (D) The time for the completion of the work shall be extended in the proportion that the additional work bear to the original contact work.
- (E) In case of quantities of work executed result the Initial Contract Price to be xceeded by more than 15%, and then Engineer can adjust the rates for those quantities causing excess the cost of contract beyond 15% after approval of Superintending Engineer.
- (F) **Repeat Order:** Any cumulative variation, beyond the 15% of initial contract amount, shall be subject of another contract to be tendered out if the works are separable from the original contract.

Clause-10: Quality Control.

- (A) **Identifying Defects:** There is no deft liability period except to rectify on the same day & time as indicated by Work Incharge on any working day otherwise the deduction of as per clause J of Bidding data..
- (B) **Correction of Defects:** The contractor shall be bound forthwith to rectify or remove the worker so specified in whole or in part, as the case may require. The contractor shall correct the notified defect within the Defects Correction Period mentioned in notice (which is not mote than in hours).
- (C) **Uncorrected Defects:**
 - (i) In the case of any such repeated failure, the Work-in-charge shall give the contractor at least 14 days notice of his intention to use a third party to correct a defect. He may rectify or remove, and re-execute the work or remove and replace the materials or Man Power or articles complained of as the case may be at the risk and expense in all respects of the contractor.
 - (ii) If the work incharge Engineer considers that rectification/correction of a defect is not essential and it may be accepted or made use of; it shall be within his discretion to accept the same at such reduced rates as he may fix therefore.

Clause – 11:

- (A) **Inspection of Operations.** The Work Incharge and his subordinates, shall at all reasonable times on day-to-day basis have access to the site for supervision and inspection of works under or in course of execution in pursuance of the contract and the contractor shall afford every facility for and every assistance in obtaining the right to such access.
- (B) **Dates for Inspection and Testing.** The Engineer shall give the contractor reasonable notice of the intention of the Engineer-in-charge or his subordinate to visit the work shall have been given to the contractor, then he either himself be present to receive orders and instructions, or have a responsible agent duly accredited in writing present for that purpose, orders given to the contractor's duly authorized agent shall be considered to have the same force an effect as if they had been given to the contractor himself.

Clause – 12: Examination of work before covering up.

- (A) No part of the works shall be covered up or put out of view/beyond the reach without giving notice of not less than 2 hours on each agreement working day to the Work Incharge whenever any such part of the works or foundations is or are ready or about to be ready for examination and the Engineer shall, without delay, unless he considers it unnecessary and advises the contractor accordingly, attend for the purpose of examining and measuring such part of the works or of examining such foundations;
- (B) If any work is covered up or completed or placed beyond the reach of measurement without such notice having been given, the same shall be uncounted, and in default thereof no payment or allowance shall be made for such work, or for the materials with which the same was executed. However, the work Incharge is bound to impact at-least 2 times daily.

Clause – 13: Risks. The contractor shall be responsible for all risks of loss of or damage to physical property or facilities or related services at the premises and of personal injury and death which arise during and in consequence of its performance of the contract. if any damage is caused while the work is in progress or become apparent within three months of the grant of the certificate of completion, final or otherwise, the contractor shall make good the same at his own expense, or in default the Engineer may cause the same to be made good by other workmen, and deduct the expenses from retention money lying with the Work Incharge.

Clause-14: Measures for prevention of fire and safety measures. The contractor shall not set fire to any standing jungle, trees, bush-wood or grass without a written permit from the Officer Incharge. When such permit is given, and in all cases when destroying, cutting or uprooting trees, bush wood or grass by fire, the contractor shall take necessary measures to prevent fire leading to or otherwise damaging surrounding property. The contractor is responsible for the safety of all its activities including protection of the environment on and off the site. Compensation of all damage done intentionally or unintentionally on or off the site by the contractor's labour shall be paid by him.

Not Applicable in this case

Clause-15:Sub-contracting. The contractor shall not subcontract the whole of the works, except where otherwise provided by the contract. The contractor shall not subcontract any part of the works without the prior consent of the Engineer. Any such consent shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of any subcontractor, his agents, servants or workmen as if these acts, defaults or neglects were those of the contractor, his agents' servants or workmen. The provisions of this contract shall apply to such subcontractor or his employees as if he or it were employees of the contractor.

Clause – 16: Disputes. All disputes arising in connection with the present contract, and which cannot be amicably settled between the parties, , the decision of the Superintending Engineer of the circle/officer/one grade higher to awarding authority shall be final, conclusive and binding on all parties to the contract upon all questions relating to the meaning of the specifications, designs drawings, and instructions, hereinbefore mentioned and as to the quality of workmanship, or materials used on the work or as to any other questions, claim, right, matter, or thing whatsoever in any way arising out of, or relating to the contract design, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution, of failure to execute the same, whether arising, during the progress of the work, or after the completion or abandonment thereof.

Clause –17: Site Clearance. On completion of the work, the contractor shall be furnished with a certificate by the Work Engineer of such completion, but neither such certificate shall be given nor shall the work be considered to be complete until the contractor shall have removed all temporary structures and materials brought at site either for use or for operation facilities including cleaning debris and dirt at the site. If the contractor fails to comply with the requirements of this clause then Work-in-charge, may at the expense of the contractor remove and dispose of the same as he thinks fit and shall deduct the amount of all expenses so incurred from the contractor's retention money. The contractor shall have no claim in respect of any surplus materials as aforesaid except for any sum actually realized by the sale thereof.

Clause –18: Financial Assistance /Advance Payment.

(A) Mobilization advance is not allowed.

(B) Secured Advance against materials brought at site. (Not Applicable)

- (i)** Secured Advance may be permitted only against imperishable materials/quantities anticipated to be consumed/utilized on the work within a period of three months from the date of issue of secured advance and definitely not for full quantities of materials for the entire work/contract. The sum payable for such materials on site shall not exceed 75% of the market price of materials;
- (ii)** Recovery of Secured Advance paid to the contractor under the above provisions shall be affected from the monthly payments on actual consumption basis, but not later than period more than three months (even if unutilized).

Clause -19: Recovery as arrears of Land Revenue. Any sum due to the Government by the contractor shall be liable for recovery as arrears of Land Revenue. **(Not Applicable)**

Clause -20: Refund of Security Deposit/Retention Money. On completion of the whole of the works (a work should be considered as complete for the purpose of refund of security deposit to a contractor from the last date on which its final measurements are checked by a competent authority, if such check is necessary otherwise from the last date of recording the final measurements), the defects notice period has also passed and the Engineer has certified that all defects notified to the contractor before the end of this period have been corrected, the Performance Security & Retention Money which are lodged by a contractor (recovered in installments from his bills) shall be refunded to him after the expiry of three months from the date on which the work is completed.

CONTRACT DATA

1. Procuring Agency's Drawings, if any
Not Applicable in this case.
2. **The Procuring Agency** means
Karachi Metropolitan Corporation through their office of Sr. Director, Municipal Services, KMC
3. **The Contractor** means
The Lowest Responsive Evaluated Bidder
4. **Commencement Date** means the date of issue of Notice to Commence which shall be issued within fourteen (14) days of the signing of the Contract Agreement.
5. **Time for Completion** 12 Months
6. **Incharge**
Sr. Director, Municipal Services, KMC (021-99215127)
7. **Documents forming the Contract listed in the order of priority:**
 - a) The Contract Agreement
 - b) Letter of Acceptance
 - c) Price Schedule
 - d) Contract Data
 - e) Conditions of Contract
 - f) The Drawings, if any (Not Applicable in this case)
 - g) The Specifications **(Not Applicable)**
 - h) Any additional documents/ correspondences
8. **Provision of Site:** (Not Applicable in this case)
9. **Authorized person:** As notified by the Sr. Director, MS, KMC
10. **Name and address of Incharge/Procuring Agency's representative**
Incharge, Sr. Director, MS, KMC

11. Performance Security:

Amount equal to 2% of Bid Amount in shape of pay order of Bank Guarantee in favour of Karachi Metropolitan Corporation with its validity 03 Months beyond the work period i.e 12 Months.

12. Requirements for Contractor's design (if any):

Specification Clause No's "Manufacturer Design" (Not applicable)

13. Programme: (Not applicable in this case)

Time for submission: Within fourteen (14) days of the Commencement Date.

Form of programme: as mutually agreed (*Bar Chart/CPM/PERT or other*)

14. Liquidated Damage: Deduction of cost of Missing / performance of any worker for the concerned day(s) plus Rs. 5000 per day but not more than 10% cost of work after than action will be taken as per rule including withdrawal of work order & blacklisting of the firm.

15. Remedy Defect: Manufactures Warranty or which ever is later and / or manufacturer warranty if equipments is replaced. However the RM will be released after 12 Months from the date of completion of work and satisfactory performance.

16. Variation procedures: (Not Applicable in this case)

Day work rates _____

_____ (details)

17. (a) Valuation of the Works:

- i. Lump sum price **Not Applicable** (details), or
- ii. Lump sum price with schedules of rates **Not Applicable** (details), or
- iii. Lump sum price with bill of quantities **BOQ Attached** or
- iv. Re-measurement with estimated/bid quantities in the Schedule of Prices or on premium above or below quoted on the rates mentioned in CSR **Not Applicable** (details), or/and
- v. Cost reimbursable **Not Applicable** (details)

18. Mobilization / Secure Advance:

(Not Applicable in this case)

19. Percentage of retention : *Five (8%) from each bill (running / final)*

20. Currency of payment: Pak. Rupees

21. Arbitration

Place of Arbitration: Karachi, Province of Sindh

SCOPE OF Work

Annexure "F"

A. The Scope of work Main Building including Material as follows:-

1. The initial area assigned shall be All Offices, All Rooms, and Attached & General Toilets. Lift, Lobby, Stairs, Roof Top and other area allocated by the administration (Site Visit is permissible on any day).
2. The contractor shall clean all Toilets, Washbasins, Glasses, Windowpanes, Doors, Wall tiles and stairs of the concerned area.
3. Sweeping / Brooming of floor followed by mopping.
4. To empty and clean all trash bins.
5. Cleaning and mopping of all cateresses of the area assigned
6. Cleaning and sweeping all walls interior & exterior
7. Cleaning of window blinds and fans twice a month
8. Washing of all floors with scubbing machine monthly
9. Used disinfectant material where necessary
10. Daily vacuum cleaning of carpet area (if any).
11. Soap Tissue on time

B. The Scope of work surrounding / open area including Material as follows:-

1. The initial area assigned shall be all open areas, all surrounding roads & foot paths etc.
2. The contractor shall clean all roads with brooming.
3. Sweeping / Brooming of all foot paths.
4. To empty and clean all trash bins.
5. Removing of Debris.
6. Cleaning and sweeping all walls
7. Removing of Pan spots.

Schedule of Operation is as follows:-

Area	All working days	Optional	
		Saturday	Sunday or any Holiday
Open Area	8 A.M TO 5 P.M	8 A.M TO 5 P.M (02 persons)	8 A.M TO 5 P.M (02 persons)
Main Building	8 A.M TO 5 P.M	8 A.M TO 5 P.M (02 persons)	8 A.M TO 5 P.M (02 persons)
Washrooms of Main Building	8 A.M TO 8 P.M	8 A.M TO 5 P.M (02 persons)	8 A.M TO 5 P.M (02 persons)

Source of Fund

Karachi Metropolitan Corporation

**JANITORIAL SERVICES OF KMC HEAD OFFICE BUILDING, M.A
JINNAH ROAD, KARACHI**
Eligibility & Minimum Qualification Criteria

The evidence / documents for the following minimum qualification / eligibility criteria will be checked during opening process of tender prior to technical & financial evaluation & if anyone is missing then the tender will be summarily rejected at the moment by the tender opening committee.

PART-A: Eligibility Criteria

- Valid NTN Certificate
- Valid Professional TAX
- Valid SRB
- Registration with E.O.B.I
- Registration with Sessi

PART-B:
Minimum Qualification Criteria

- i. Tender should be in properly sealed envelope.
- ii. Bid Security, as mentioned in the NIT & Bidding Documents, is furnished.
- iii. All rates quoted including the total amount of the bid shall be in figures & words (both).
- iv. All corrections / overwriting shall be clearly re-written with initials & duly stamped by the bidder.
- v. The bid shall be properly signed, named & stamped by the authorized person of the firm and authorization letter for signatory shall be enclosed with the tender by the authorized person, if other than the signatory of the firm.
- vi. Minimum turn over 3 years of more than Rs10.00 million/-
- vii. Experience period in relevant field 3 years or more.
- viii. A declaration confirming that bidder is not black listed / involved in any allegation in any Government, Semi Government or any Public Sector Autonomous Bodies, (Affidavit on Stamp Paper of Rs.100/-to be provided).



KARACHI METROPOLITAN CORPORATION

OFFICE OF THE DIRECTOR (CONTRACT MANAGEMENT)

MUNICIPAL SERVICES DEPARTMENT

Room No.19, 2nd Floor, KMC Head Office M.A. Jinnah Road Karachi

Phone No.021-99215795

PRICE SCHEDULE

(ON OFFER RATE BASIS)

SUBJECT: - JANITORIAL SERVICES of KMC HEAD OFFICE BUILDING, M.A JINNAH ROAD, KARACHI

BILL OF QUANTITIES

Item No	Description	Quantities / Unit	Rate per unit	Each Working Day	
				Total Amount	
				In figure	In Words
1	2	3	4	5	6
A	Surrounding / Open Area				
	1. Cleaner / Janitor	05			
	2. Supervisor	01			
B	Main Building including Wash Rooms				
	1 Cleaner / Janitor	24			
	2. Supervisor	02			
Total Rate:					

		Optional (Saturday, Sunday or Any Holiday)			
Item No	Description	Quantities / Unit	Rate per unit	Total Amount	
				In figure	In Words
1	2	3	4	5	6
A	Surrounding / Open Area				
	1. Cleaner / Janitor	02			
B	Main Building including Wash Rooms				
	1 Cleaner / Janitor	04			
	2. Supervisor	01			
Total					
Total Amount in Words: _____					

1. All Working Day

Total Bid Amount shall be calculated as follows:-

Estimate 300 Working Day = Total Rate Quoted Per Working Day x 300 Day = Rs. _____ /- P.Year ..I

2. All Optional Day

Total Bid Amount shall be calculated as follows:-

Estimate 65 Saturday & Holiday = Total Rate Quoted For Each Sat/ holiday x 65 Day = Rs. _____ /-

P.Year..II Over all Total Bid amount (I+II) = Rs. _____ (In Words) &

Rs. _____ (In Figure) Per Year

Note: **Bid Should be based on total (Including Optional Bid Amount).**

Cost should include all taxes & duties including Income & SRB Taxes which ever applicable.

I/We quoted the price schedule including all admissible taxes & duties with supply at the KMC Premises and I have attached a Bid Security in shape of Pay Order / Bank Guarantee No _____ Dated _____

(Pay Order / Bank Guarantee)

issued from _____ Amounting Rs. _____

(In Figure)

(Rupees _____) in favour of Karachi Metropolitan Corporation (KMC).

(In Word)

We / I have read all existing terms & conditions of Karachi Metropolitan Corporation and SPP Rules 2010 (amended 2017) and agreed to abide all of them.

Signature of Bidder with Stamp

METHOD OF PROCUREMENT USED

Single Stage – One Envelope Procedure (Rule 46 (1) of SPP Rule 2010)

46(1) Single Stage – One Envelope Procedure

- (a) Notice Inviting Tenders and bidding documents of this method shall contain the following eligibility criteria;
- i. relevant experience;
 - ii. turn-over of at least last three years;
 - iii. registration with Income Tax, Sales Tax and Pakistan Engineering Council (where applicable);
 - iv. any other factor deemed to be relevant by the procuring agency subject to provision of Rule 44;
- (b) each bid shall comprise one single envelope containing the financial proposal and required information mentioned at clause (a) above;
- (c) all bids received shall be opened and evaluated in the manner prescribed in the Notice Inviting Tenders or bidding document.

SPECIAL CONDITIONS FOR JANITORIAL SERVICES

A. Cleaning Material / Equipment

All locally made material required for satisfactory cleaning of the premises equipment such as vacuum cleaner, Glass Wiper set, Mop Bucket scrubbing machine shall be arranged by contractor.

B. Terms & Conditions

1. The contract shall be for one year. A notice of one month is to be served by either side for the termination of contract.
2. Fumigation, carpet shampoo, painting / polishing is not a part of this proposal. Uniforms / washing to be arranged by contractor.
3. Payment of monthly bills may kindly be reimbursed by the 10th of the subsequent month.
4. We would request that all our staff may be thoroughly checked by your security staff when ever they enter or leave the Office premises.