

**HIGHWAY RESEARCH AND TRAINING CENTRE(HRTC)
NATIONAL HIGHWAY AUTHORITY
Main G.T. Road, Jallo Stop Near
Burhan Interchange, Burhan**

TENDER NOTICE

Highway Research & Training Centre (HRTC) NHA, intends to procure Janitorial Services for its office building, located at Main G.T. Road, Jallo Stop Near Burhan Interchange, Burhan through private firm / companies dealing with the job initially for a period of one year, extendable after satisfactory performance of firms/companies.

2. Bidding will be carried out by adopting single stage two envelopes procedure. The Income Tax/GST registered firm / companies dealing with Government departments are invited to offer their bids for janitorial/ technical services latest by **June 12, 2023 at 11:00 hours** which will be opened on the same day at **1130 hours** in the office of Executive Director(HRTC), Main G.T. Road, Jallo Stop Near Burhan Interchange, Burhan in the presence of the bidders/their representatives, who may choose to attend. Each envelop must be clearly marked as either **Technical or Financial bid**.

3. Bidding documents can be obtained by the interested Firms/Companies on submission of a written application from the office of Deputy Director (Admn) HRTC, Main G.T. Road, Jallo Stop Near Burhan Interchange, Burhan on any working day during office hours. The bidding documents may also be downloaded from NHA as well as PPRA website.

4. Bids complete in all respects duly supported with documentary evidence may be submitted in sealed envelopes and delivered to the office of the undersigned at above address on or before **June 12, 2023 at 11:00 hours**. A CDR/Pay Order amounting to **Rs.100,000/-** (refundable after completion of tender process) in favour of **NHA (HRTC) Account** may also be attached with **Technical bids as security**. Firms/Companies blacklisted by the Govt. of Pakistan or terminated by NHA on account of poor performance are not eligible to apply. For further information, please Contact on **057-2362166**.

5. The Firms/Companies providing unsubstantiated or incorrect information will be liable for legal action and disqualification, without any opportunity qua clarification.

6. Mobile Phone/communications Devices are not allowed in bid opening area. Only one authorized representative can enter the bidding area and will be allowed to leave once bid opening is completed for all bidders. NHA reserves the rights to reject any or all bids thereof as per PPRA rules.

**DEPUTY DIRECTOR (HRTC)
National Highway Authority
BURHAN.
057-2362166**

TENDER DOCUMENT
FOR
PROVISION OF JANITORIAL/TECHNICAL SERVICES
AT HIGHWAY RESEARCH & TRAINING CENTRE
MAIN G.T. ROAD, JALLO STOP NEAR
BURHAN INTERCHANGE, BURHAN

Tender Opening Date: 12th June ,2023.

Name of Newspaper : _____
Date of Advertisement : _____
Name of firm : _____
CDR/Pay Order No : _____
Bid Document No. : _____
Dated : _____

HIGHWAY RESEARCH & TRAINING CENTRE
ADMIN SECTION (HRTC) BURHAN

HIGHWAY RESEARCH & TRAINING CENTRE
ADMIN SECTION



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HIGHWAY RESEARCH & TRAINING CENTRE
ADMIN SECTION

TERMS AND CONDITIONS

01. GENERAL:

Sealed bids/single stage two envelopes basis are invited through PPRA's/NHA's websites as well as print media from GST/NTN registered firms having sufficient experience in the relevant field, for hiring of Janitorial/Technical Services at Highway Research & Training Centre, Burhan.

Name of Work	Janitorial/Technical Services Contract for Highway Research & Training Centre, Burhan (as per terms and conditions & scope of work set out).
Period of Contract	One year (Extendable with mutual consent, on satisfactory performance of contractor) upto a period of one (01) year.
Bid Security	Rs. 100,000/- submitted along with Technical Bid (Qualification Document) refundable after completion of tender process
Last Date of Submission	12 th June, 2023 (1100 Hours)
Date of Opening of Technical Bids	12 th June, 2023 (1130 Hours)

02. Procedure for submission of bids:

- (a) Bidding Documents which include Application Form (**Annex-A**), Scope of work (**Annex-B**) and Detail of required staff can be downloaded from NHA & PPRA website & also can be obtained from the office of Deputy Director (Admn) HRTC, Main G.T. Road, Jallo Stop Near Burhan Interchange, Burhan on any working day (before 12th June, 2023).
- (b) The interested bidders are required to submit their bids duly completed in all respect and signed/stamped on or before 12th June, 2023 at 1100 Hrs. The bids shall be opened by Purchase Committee on the same date at 1130 Hrs. in the presence of bidders or their representatives who may choose to attend.
- (c) The bids shall comprise a single package containing two envelopes duly sealed and signed. The envelope should be marked clearly of its purpose in bold and legible letters to avoid inconvenience.
- (d) Rates quoted in the bid must be written in figures as well as in words to avoid the chance of misappropriation.

3. **Bid Evaluation Criteria.**

Single Stage Two Envelope procedure shall be adopted for procurement as per PPRA Rule 36(b). The Bid shall comprise of two parts **(i) Technical Part (ii) Financial Part.**

(i) Technical Part

- The Bidder shall provide all the requisite documents requested in section 04 below. The Financial proposals will be kept unopened in safe custody during the Technical Bid Evaluation. The Committee shall check these documents comprising the Technical Bid and will evaluate the Bids.

S#	Description	Max. Marks
1	NTN	05
2	GST Registration	05
3	Affidavit on Judicial Stamp Paper (As per specimen Page-14 of Tender Document)	10
4	Financial health supported by Bank Statement for last one year duly verified by the Bank concerned along with accounts maintenance certificate	10
5	General Experience (2 Mark for each year)	10
6	Audit Report for the last three (03) years as per NHA Format Attached.	20
7	Specific Experience – Similar Services provided to Government Organizations with documentary proof. 10 points for one time experience of one (1) complete year	40
	Total:	100

Minimum passing marks 70

- Technical qualified firms will be considered eligible for opening of their Financial Proposals, whereas the Financial Proposals of the rest of firm will be returned unopened.

(ii) Financial Part.

- Financial Part/proposal of only technically qualified bidders will be opened.
- The Financial proposal should be submitted using the format specified and enclosed with the Bidding Documents. This is a mandatory requirement for evaluation of proposals and needs to be filled up clearly.
- Costs shall be expressed in Pakistani Rupees only.

4. Documents to be attached

a. Technical Bid

The firms are required to submit following documents with their bids applications: -

- i. Bid Application Form duly filled up completely signed and stamped.
Pay Order of **Rs. 100,000/-** (Rupees one hundred thousand only) as “Bid Security” in favor of NHA (HRTC) Account.
- ii. Attested copies of GST certificate.
- iii. Attested copies of NTN certificate
- iv. Attested copy of CNIC of the bidder.
- v. Attested copies of EOBI registration certificate with deposit slips for the last two (02) financial years
- vi. Bank Statement of the bidder for the last one year issued/verified by the concerned Bank.
- vii. Audit report for the last three (03) years as per NHA Format Attached.
- viii. Detail of similar works carried out by the firm (alongwith attested copies of work orders/completion certificates) with NHA or any other government organization.
- ix. Affidavit on Judicial Stamp as specimen on **page 14**

b. Financial Bid

- (i) Application Form of financial bid
- (ii) Application Form for financial proposed

05. Acceptance /Rejection of Bids

On the basis of evaluation, the successful bidder will be informed accordingly through a confirmation/acceptance letter. The Authority reserves the rights to reject any or all bids as per PPRA rules.

06. Validity of Prices

The quoted rates shall be inclusive of all taxes, duties, levies, EOBI Charges, Social Security Charges etc. and will remain valid till final approval of competent authority/120 days from the date of opening of bids, the successful bidder shall be bound to mobilize his team on site within a period of one week after issuance of confirmation/acceptance letter, failing which his bid shall be stands rejected and bid security shall be forfeited.

07. Award of Contract

On the basis of evaluation, the successful bidder shall be offered a letter of acceptance indicating terms & conditions. If accepted, both the parties shall enter into a contract by signing contract agreement (**Annex-C**).

08. Period of Contract

The contract shall be made initially for one year which shall be extendable for further period of one (01) year subject to mutual consent & satisfactory performance of the contractor and approval of Competent Authority.

09. Security Deposit/Bid Security

The contractor shall provide performance security @ **10%** of the contract value of one year. The said security will be refunded after successful completion of the contract.

10. Dispute

(a) In case of dispute, an officer of BS-20 or above of the Authority shall be appointed as Arbitrator with the approval of Chairman, NHA for deciding the dispute. Decision of the Arbitrator shall be final and binding on both the parties.

(b) In case the parties are unable to agree upon and appoint a Sole Arbitrator, the Sole Arbitrator shall be appointed in accordance with the provisions of the Arbitrator Act, 1940, as amended from time to time.

(c) The cost of Arbitration proceeding, including the fees of the Sole Arbitrator and any costs of proceedings imposed by the sole Arbitrator shall be borne equally by both the Parties. Notwithstanding the foregoing, each party shall bear its own legal costs.

(d) Decision of Arbitrator(s)/Umpire shall be final and binding upon the parties.

11. Mode of Payment.

The firm shall issue to NHA (the Client) a consolidated Invoice by the last day of current month and payment will be made to the firm within period of 15 working days after receipt of invoice. Payment to firm shall be made after deduction of all applicable taxes, levies etc. Deduction shall be made for any losses to the assets of authority, if proved to be having been incurred due to negligence of contractor's staff.

12. Termination of contract.

The contract can be terminated by serving two month's advance notice by either party (The client or the contractor). However, the authority reserves the right to terminate contract immediately, if any serious default is noted on the part of the contractor. In this way, no advance notice shall be required and security deposit of contractor shall be forfeited.

13. Disqualification.

Incomplete/fake documents and wrong information shall make the firm liable to be disqualified from this contract in NHA even after award of the work. The contractor shall not employ any person who;

- a. Has been convicted in any offence involving moral turpitude or dismissed from Government Service.
- b. Is not fit for the concerned job

(SHAHID MEHMOOD)
Deputy Director (Admn)
HRTC Burhan
Tel : 057-2362166

NATIONAL HIGHWAY AUTHORITY
Highway Research & Training Centre

TECHNICAL BID APPLICATION FORM

1. Name of Firm/Bidder : _____
2. Name of Owner : _____
3. Address of Bidder : _____
4. Telephone No. (Business) : _____
5. CNIC No. of the Bidder/Owner : _____
6. GST Registration No. : _____
7. NTN Registration No. : _____
8. PO/DD No./Date : _____
9. **Bid Money Rs100,000/-**
Bid Security
10. Name of Bank & Branch : _____
11. Last Date of Submission of Bid: 12th June, 2023 (1100 Hours)
12. Date of Opening of Bids : 12th June, 2020 (1130 Hours)
13. Place of Opening of Bids : HRTC office, Burhan

Check List

Following documents are attached with the Application Form/Bid:

- (1) Attested Copy of CNIC : _____
- (2) Attested Copy of GST Certificate : _____
- (3) Attested Copy of NTN Certificate : _____
- (4) Attested Copy of EOBI Certificate: _____
- (5) Affidavit on Judicial Stamp Paper: _____
- (6) Bid Security Rs.100,000/- in shape of CDR/PO : _____
- (7) Bank Statement for last one year duly verified by the bidder's Bank.
- (8) Audit Report for the last three (03) financial years:
- (9) General Experience – Similar Services
- (10) Specific experience similar services provided to Government Organization with documentary proof.

Undertaking

Terms & Conditions prescribed in the Tender Documents are fully understood and accepted, I/We hereby agree to abide by all and fulfill the terms & conditions of the bid/contract.

**NAME, SIGNATUR AND STAMP OF OWNER/
PROPRIETER/REPRESENTATIVE**

ISSUED BY:

Deputy Director (Admn)
HRTC, Burhan

NATIONAL HIGHWAY AUTHORITY

Highway Research & Training Centre

SCOPE OF WORK

JANITORIAL SERVICES:

The definition of Janitorial Services under this contract shall include cleaning of entire HRTC premises, cleaning of floors, rooms, cabins, lifts, toilets, window glasses, light fixtures, boards, name plates, glass panels in outer side of building and surrounding areas of the premises through skilled and experienced staff in order to ensure standard cleanliness. The service shall also include routine and periodic inspection of electrical & plumbing installations, fitting & fixtures etc.

• **Material Consumable**

All the consumable material for execution of cleaning work, i.e. liquid soap, sweep, bleach, vim powder, room air freshener for toilets, tissue rolls, phenyl balls, and liquid tins, antiseptic spray, glint, dusters, etc., shall be provided/arranged by the contractor at his own cost.

• **Tools and Equipment**

The contractor shall arrange all tools and equipment used for the work i.e. mops, brooms, wipers, baskets, window wipers, dustpans, cobweb removers, scrapers, ladders, brushes, gloves, scrubbing machines, wet & dry vacuum cleaner alongwith standard trolley for each floor, normal plumbing & electrical tools at his own cost.

• **Timings**

Eight Hours for all working days in sense of Janitorial/Technical and other labor. The staff shall start work half an hour before office timings.

• **Deployment OF Staff**

Skilled/experienced workers in relevant field must be in proper uniform with label cards showing their identity shall be displayed. List of labor alongwith their CNIC copy shall be provided to DD (Admn), HRTC, NHA, Burhan before deployment. Any replacement shall be intimated in advance with consent of the concerned NHA office, Deployment shall be made as per below detail.

S#	Description	Quantity	Location
1	Mali/Gardener	05	HRTC office, Burhan.
2	Sweeper	04	
3	Electrician	01	
4	Plumber	01	
5	Helper	02	
	Total	13	

- **Daily Services:**

- (a) Sweeping, Cleaning and moping of floors, rooms, cabins, lifts, corridors, lobbies, glass panels, carpets and surrounding areas.
- (b) Washing and cleaning of all toilets, commodes, urinals and wash basins, with standard material.
- (c) General Cleanliness of offices, light fixtures, furniture and accessories etc.

- **Weekly Services:**

- (a) Cleaning/dusting of all window glasses and frames with standard detergent to keep them neat and shiny.
- (b) Spraying disinfectants in the toilets, urinals in order to kill all bad odorous.
- (c) Cleaning of all carpets/curtains.
- (d) Random inspection of sanitary/electric defective fittings/fixtures.

- **Monthly Services:**

- (a) Washing of floors, wash rooms including walls etc.
- (b) Dusting/Cleaning of doors, window glasses from outer side.
- (c) Cleaning/sweeping of roofs.
- (d) Periodic inspection of all sanitary/electric fittings/fixtures.

- **Half Yearly Services:**

- (a) Polishing of Marble/Chips Floors
- (b) Fumigation of the buildings and surrounding areas.
- (c) Detail inspection of all sanitary/electric fittings/fixtures.

- **Store Cum Office:**

Space for store cum office shall be provided by NHA as per availability.

CONTRACT AGREEMENT
JANITORIAL SERVICES FOR HRTC
(M-1 CAMP NHA BURHAN)

This contract agreement is made on _____ day of _____, 2020 at Burhan between Highway Research & Training Centre, Burhan through Executive Director (HRTC) NHA hereinafter called "The Client" on the one hand and M/shereafter called "The Contractor" on the other hand. The expressions of client (HRTC) and the contractor/firm shall include their representatives, heirs, successors, and administrators.

2. Whereas, the Client who is rightful owner of the premises of HRTC (M-1 Camp) Burhan and the Contractor agreed upon to enter into the contract for provision of Janitorial Services at HRTC, Burhan as per terms & conditions set out hereunder:-

- (A) That this contract is made for a period of one (1) year commencing from date of _____. The contract can be further extended for a period of one (01) year subject to mutual consent & satisfactory performance of the Contractor. Both the parties i.e The Contractor and The Client shall have the option to withdraw from contract by serving two months advance notice to each other. However, any serious default on part of the contractor shall lead to termination of contract without advance notice.
- (B) That, the contractor shall provide Janitorial Services (including skilled manpower, cleaning material etc.) at the cost of Rs...../- (Rupeesonly) per month whereas the Janitorial Services will be for minimum eight (08) hours duty per day (half an hour before official time) on all working days, during the currency of contract.
- (C) That, the works under this contract agreement shall include cleaning services of HRTC Building i.e. cleaning of floors, Rooms, Cabins, Carpets, Toilets, Window Glasses, Light Fixtures, Logos, Boards, Name Plates, and Window Glass Panel from outside, etc through the skilled and experienced staff including execution of work in order to ensure standard cleanliness as per scope of work in bid documents.
- (D) That, all material such as consumable, disinfectants, i.e. Bath Soap, Seep, Bleach, Phenyl Tablets, Vim Powder, Room Air Fresheners for Toilets, Phenyl tins, Antiseptic Spray, Glint, etc. shall be provided/arranged by the Contractor.
- (E) That, the Contractor shall deploy qualified and skilled personnel i.e. 05x Mali/Gardener, 04x Sweeper, 1x Electrician, 1x Plumber & 2x Helper in proper uniform with label cards showing their identity. A list of staff showing names addresses alongwith copies of CNIC and designation of all workers shall be provided to the Client before deployment. Any replacement shall be intimated in advance and shall be made with the consent of the client (HRTC). Mobile Nos. of the workers shall also be provided. At least two references in respect of each worker shall be given.
- (F) That client shall provide adequate space for office cum store for the contractor free of charges.
- (G) That, the contractor shall provide services as per the scope of work given in the Bid Documents. Any diversion shall be liable for termination of contract immediately.
- (H) That, the contractor shall arrange all the equipment required for the services i.e. Mops, Dry Mops, Brooms, Wipers, Baskets, Window Wipers, Dustpans, Cobweb Removers, Scrapers, Ladders, Brushes, Scrubbing Machine, Wet & Dry Vacuums Cleaner with Standard Trolley for HRTC Buildings.

- (I) That, payment shall be made to the Contractor on monthly basis within reasonable time (15 days) of receipt of invoice after deduction of all applicable taxes, levies etc.
- (J) That, if the Contractor fails to provide (through alternate Personnel) due services as per contract agreement, the work will be carried out by the Client and amount to be incurred in this regard either will be deducted from the monthly bill of Contractor or recovered from the amount of security deposit of Contractor and the contract shall be terminated without any advance notice. That the contractor shall be bound to pay salaries to the workers as per regulations of the Federal Government (minimum wages/rates specified by the government time to time)
- (K) That the contractor shall pay the salaries to the employees on 1st of each month without waiting the payment of bill by the HRTC.
- (L) That, the contractor shall be bound to pay salaries to the workers as regulation of the Federal Government (minimum wages/rates specified by the government time to time). That, the Client shall not allow any increase in monthly charges claimed on part of the any announcement of the Federal Government.
- (M) That, any type of loss to the property/assets/fixtures of the Client due to negligence of the Contractor's staff, shall be deducted from monthly invoice or Performa/security deposit of the Contractor,
- (N) That, in the event of any dispute arises out of this contract:-
 - (I) An officer (BS-20) or above of the Authority shall be appointed as Arbitrator with the consent of both the parties (i.e. the Client and the Contractor) with the approval of Chairman NHA. Decision of the Arbitrator shall be final and binding on both the parties.
 - (II) In case the parties are unable to agree upon and appoint a Sole Arbitrator, the Sole Arbitrator shall be appointed in accordance with the provisions of the Arbitrator Act, 1940, as amended from time to time.
 - (III) The cost of Arbitration proceeding, including the fees of the Sole Arbitrator and any costs of proceedings imposed by the sole Arbitrator shall be borne equally by both the Parties. Notwithstanding the foregoing, each party shall bear its own legal costs.
 - (iv) Decision of Arbitrator(s)/Umpire shall be final and binding upon the parties.

3. In Witness whereof the parties aforementioned have signed this Contract Agreement in token of their acceptance of terms and conditions thereof,

The Client
Executive Director (HRTC)
NHA Burhan

The Contractor
M/s _____
Sign & Stamp

Witness – I

Witness-II

NATIONAL HIGHWAY AUTHORITY
Highway Research & Training Centre

FINANCIAL BID APPLICATION FORM

1. Name of Firm / Bidder : _____
2. Name of Owner : _____
3. CNIC of the Owner : _____
4. Name of authorized : _____
representative, if any : _____
5. CNIC of authorized : _____
Representative
6. Address of the Office : _____
of the firm/ company : _____

7. Mailing Address : _____
8. Telephone / Fax No. : _____
9. GST Registration No. : _____
10. NTN Registration No. : _____

**NAME, SIGNATURE AND STAMP OF OWNER/
PROPRIETER/REPRESENTATIVE**

ISSUED BY:

Deputy Director (Admn)
HRTC, Burhan

NATIONAL HIGHWAY AUTHORITY
Highway Research & Training Centre

FINANCIAL PROPOSAL

(A) REMUNERATION

S#	Description/ Category of staff	No. of Persons	Total Months	Monthly Rate (Per Person inclusive of all Taxes,	Total Amount inclusive of all taxes (12 Months) (C x D)
	A	B	C	D	E
1	Mali/Gardener	05	60		
2	Sweeper	04	48		
3	Electrician	01	12		
4	Plumber	01	12		
5	Helper	02	24		

Services for period of 12 months =

Note: Salary of Janitorial/Technical staff must be given in accordance with approved wages by the Federal Govt. (Not less than Rs.25,000/- for unskilled labour and Rs. 35,000/- for skilled labour)

(B) Direct/Non Salary Costs

Cost of consumables and other expenses inclusive of all taxes
= Rs. _____ /-(Mandatory)

Total Amount (A + B) = Rs. _____ /-

(in figures) with all applicable Federal / Provincial Govt. Taxes etc. and keeping in view minimum wages /rates per person w.r.t hygienic, material and equipment etc.

Total amount in Words Rupees _____

Note:

I hereby solemnly agree to abide by this bid for the period 120 days from the date fixed for receiving the same and it shall remain bindings upon us and may be accepted at any time before expiration of that period.

Name, Signature & Stamp

NATIONAL HIGHWAY AUTHORITY
Highway Research & Training Centre

Specimen-Affidavit

I/We, _____ resident of _____
holding CNIC No. _____ do hereby solemnly affirm and
declare as under:-

- (i) That I am the sole proprietor of the firm established in the name of _____ located at _____.
- (ii) That M/s _____ have never been black listed, disqualified or debarred from any Government Department, Semi Government Organization, Private Company or Corporation.
- (iii) That, there is no other partner in the above said firm and there is no case against our firm.
- (iv) That, M/s _____ has never been or is involved in litigation, arbitration with any Government Department.
- (v) That, all the data submitted with Bid Documents is complete and accurate.
- (vi) Firm has neither been black listed nor any contract rescinded due to non-fulfillment of contractual obligations in the past.
- (vii) That the firm will pay the wages to the workers not less than the rates specified by the Federal Government.
- (viii) That firm shall pay the salaries to the employees on 1st of each month without waiting the payment of bill by the HRTC.
- (ix) That the firm shall pay all the taxes to the government as per prevailing law and social security rules.
- (x) That breakup of expenditures and income showing the profit will be provided to HRTC Burhan, if demanded.
- (xi) That the firm will provide the services to HRTC Burhan through skilled persons of relevant field.
- (xii) That bio-data and security clearance of the persons deputed on service shall be provided to HRTC Burhan for record.

2. It is certified that declaration given above is true to the best of my knowledge and belief and nothing has been kept hidden.

Deponent:

For and on behalf of
M/s _____

Date _____
Place _____

