



Tender Fee: Free of Cost

Bidding Document

Tender for Hiring of Janitorial Services for HBFC Offices & Branches Nationwide

Bid No. HBFC/HOK/GSD/2022/1691





Bid No. HBFC/HOK/GSD/2022/1691

September 06, 2022

Invitation for Bids (IFB)

Tender for Hiring of Janitorial Services for HBFC Offices & Branches Nationwide

HBFC invites sealed bids from well reputed/ renowned Janitorial Service Providers to provide Janitorial Services for HBFC Offices & Branches Nationwide for a period of five (05) years.

Bids will be evaluated separately in terms of Rule 36 (a) of Public Procurement Rules-2004 i.e., "Single stage-one envelope procedure". Bidding documents containing detailed BoQ / Scope of Work and Eligibility Criteria etc. can be downloaded Free of Cost from HBFC website i.e., www.hbfc.com.pk This IFB is also available at PPRA website www.ppra.org.pk

Bids prepared in accordance with the instructions in the bidding document must reach at address given below on or before **September 23, 2022 at 11:00 am**. Technical Proposals will be opened on same day at **11:30 am** in the presence of bidders, representatives (who choose to attend) at the address given below. Bidders will be required to submit 02% Bid Security along with their bid in shape of Pay Order / Demand Draft in favor of HBFC. Late/ incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Head - General Services Department
House Building Finance Company Limited
3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi
Tel: 021-356417352/39



General

1. Scope of Bid

House Building Finance Company Limited (HBFC), Country's premier housing finance institution having its principal place of business at 3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi, hereinafter called "Company", invites sealed bids from tax registered eligible bidders for providing Janitorial Services for HBFC Offices & Branches Nationwide. The bidding process is open to all bidders who meet the Compliance Based Eligibility Criteria at **Annexure - B**. Detailed BoQ / Scope of Work is attached at **Annexure - A**.

Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.

2. Cost of Bidding

The Bidder will bear all costs associated with the preparation and submission of its bid and HBFC will in no case be responsible or liable for those costs.

Bidding Documents

3. Contents of Bidding Documents

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

4. Amendment of Bidding Documents

- i. At any time prior to the deadline for submission of bids, HBFC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents.
- ii. Amendments will be provided in the form of Addenda to the bidding documents, which will be sent in writing to all prospective Bidders that received the bidding documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the Bidder in its bid will have taken the amendments contained in such Addenda into account.
- iii. In order to offer prospective Bidders reasonable time in which to consider the amendment in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPRA-2004.

Preparation of Bids

5. Bid Prices

The contract will be for providing Janitorial Services for HBFC Offices & Branches Nationwide as described in **Annexure - A** and the bidder will fill in rates and prices for all items, accordingly. All bids will be quoted in Pak Rupee. Bids in any other currency will be rejected. The price quoted would be inclusive of all taxes levied by the local Authority/ Provincial Government/ Federal Government at the time of submission of bids. Any subsequent change in applicable direct/ indirect taxes/ duties levied by the government will accordingly be adjusted.



Submission of Bids

6. Deadline for Submission of Bids

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. HBFC may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders previously subject to the original deadline will then be subject to the new deadline.

7. Late Bid

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

Bids Opening and Evaluation

8. Bid Opening

HBFC will open all bids in public, in the presence of bidders' representatives who choose to attend at the time, date and place specified in the Bid Data Sheet. Bidders' representatives will sign an attendance sheet as proof of their attendance.

9. Correction of Errors

HBFC for any arithmetic errors will check bids determined to be substantially responsive. HBFC, on the following basis will rectify arithmetical errors:

If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail, and the total price will be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail. The amount stated in the Bid will be adjusted by the Company in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, will be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.

10. Eligibility and Selection of Bids

The bids will be evaluated in terms of Rule 36 (a) of PPRA Rules. i.e., single stage – one envelope procedure. Bids will be evaluated as per the Compliance Based Eligibility Criteria at **Annexure – B**. Bidders must ensure to comply all the fields given in **Annexure – B**. If a bidder is unable to comply in any of the given field, their bid will be disqualified for further processing.

11. Client References

The bidder must mention the names and contact details of at least two (2) client references on prescribed format (**Annexure D**) who shall be able to provide information about services rendered by the firm.

12. Bid Security

Bidders will be required to submit 02% Bid Security along with their bid in shape of Pay Order / Demand Draft in favor of HBFC with their financial proposals in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.



Award Criteria

13. Award Criteria

The contract will be awarded to the most advantageous bidder whose bid has been found technically and financially compliant as per PPRA rules.

14. Company's Right to Reject All the Bids

The Company reserves the right to annul the bidding process and reject bids at any time prior to award of contract as per PPRA Rules.

15. Payment

Payments will be made on monthly basis by HBFC after production of Monthly Invoice, Attendance Sheet duly signed by concerned HBFC officers at the place of deployment along with receipts of EOBI, Gratuity (if applicable), Social Security etc. Vendor has to submit quarterly statement of the payments made to EOBI, Social Security, Insurance etc. duly vetted by their auditors along with invoices.

16. Code of Conduct

It is the Company's policy to require that Consultant/ Service Providers, Suppliers, and Contractor under Company-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPRA-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA.

17. Integrity Pact

Pursuant to Rule 7 of PPRA-2004, bidders will be required to sign an Integrity Pact in accordance with prescribed format attached at **Annexure – E**.

18. Overriding Effect of PPRA-2004

Wherever, in conflict with these documents the stipulation of PPRA-2004 will prevail.

Bid Data Sheet

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein will prevail over ITB.

| Instructions to Bidders (ITB) | |
|--------------------------------------|--|
| S# | Details |
| 1. | Tender for Hiring of Janitorial Services for HBFC Offices & Branches Nationwide Ref No. HBFC/HOK/GSD/2022/1691 |
| 2. | <p><u>Contact Information and Communication</u> The contact detail for all correspondence in relation to this bid is as follows:</p> <p>Name: Mr. Asad Baber Khan Designation: Manager Procurement – General Services Department (GSD) Email: asad.baber@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752, Ext: 752</p> <p><u>Technical Contact:</u> Name: Ms. Aasia Iqbal Designation: Assistant Manager Facilities Management – General Services Department (GSD) Email: aasia.iqbal@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641727, Ext: 727</p> |
| 3. | Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process. |
| 4. | The bids will be evaluated in terms of Rule 36 (a) of PPRA Rules. i.e., Single stage – one envelope procedure. Bids will be evaluated as per the Compliance Based Eligibility Criteria at Annexure – B . Bidders must ensure to comply all the fields given in Annexure – B . If a bidder is unable to comply in any of the given field, their bid will be disqualified for further processing. |
| 5. | The period of Bid validity will be 120 days after opening of the Bids. |
| 6. | Bidders will be required to submit 02% Bid Security along with their bid in shape of Pay Order / Demand Draft in favor of HBFC with their financial proposals in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder. |
| 7. | The Company's address for the purpose of bid submission is: Head - General Services Department, House Building Finance Company Limited, 3 rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641739 |



House Building Finance Company

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|---|--|
| 8 | <p>The deadline for submission of bids will be September 23, 2022 at 11:00 am. Proposals will be opened on same day at 11:30 am at the following address:</p> <p style="text-align: center;">House Building Finance Company Limited, 3rd. Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi –Pakistan.</p> |
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Technical Proposal

Tender for Hiring of Janitorial Services for HBFC Offices & Branches Nationwide

Bid No. HBFC/HOK/GSD/2022/1691

Scope of Work

A contract agreement will be signed between the successful janitorial service provider and HBFC for a period of five (05) years which can be extended for further period upon mutual understanding. Following shall comprise the Scope of Work but not limited to:

| S. No. | Detail of Scope |
|--------|--|
| 1. | A tentative list of janitorial staff requirement is attached at Annexure - B |
| 2. | Service provider is required to pay special attention while calculating the financial bid. Number of resources may vary as per need. |
| 3. | Successful firm will be responsible to provide uninterrupted janitorial services on daily basis for HBFC Office and Branches Nationwide during working days. |
| 4. | Janitorial Services are required for HBFC Offices and Branches Nationwide (List of HBFC Offices and Branches attached below) and bidder shall provide the required cleaning and housekeeping consumables (which will be paid separately on monthly basis) to cater the requirement of HBFC offices and branches. List of required consumables is attached at Annexure - B . |
| 5. | Successful service provider must assign a qualified manager level resource for coordination with all the vendor staff redressal of complaints from respective HBFC offices along with Escalation Matrix as well. |
| 6. | Janitorial Staff shall be physically fit, well trained and literate with complete official uniform at all time. |
| 7. | Janitorial Staff shall not be less than 18 years old and must be a valid CNIC holder and should not be a proscribed individual in Schedule 4 or must not be wanted by any law enforcement agencies. |
| 8. | Successful service provider must provide Police Verification Certificate for all the resources provided / deputed at HBFC. |
| 9. | The wages/salary to be paid to the janitorial staff must not be lower than the minimum salary/ wages prescribed by the Government of Pakistan during the course of contract without any deduction whatsoever. |
| 10. | The service provider will be responsible to pay all relevant/applicable charges including but not limited to such as accommodation, meal, contribution of EOBI, Group Life Insurance, Gratuity (if applicable), and Social Security in accordance with Federal / Provincial Government rules. |
| 11. | Janitorial Staff salary must be transferred before 1 st of every month without delay. A penalty of 02% per day will be imposed in case of failure. |
| 12. | Daily attendance will be marked in the register at the place of duty and must accompany with the monthly invoice. |
| 13. | Service provider must provide satisfactory service certificates from the concerned HBFC Office / Branch Managers along with the monthly invoice(s) by 5 th of every month along with necessary documents cited here with. |
| 14. | The service provider shall provide two new uniforms (completed in all respect) to each janitorial staff. |
| 15. | The service provider shall be responsible to get each janitorial staff medically examined by a registered medical practitioner and provide medical certificate before deployment. |
| 16. | The service provider will be required to clean entire premises including dusting, washing, Moping disposal of waste in plastic bags, window cleaning, wall cleaning, washing of floor etc. |
| 17. | Recourses may also be required after office hours and on Saturdays and Sundays, if deemed necessary. |
| 18. | Successful firm will be responsible for providing cleaning / housekeeping material as per Annexure - D . |

List of HBFC Offices and Branches Nationwide

| S. No | Region/Area/Branch | Address | No. of Resources Required | Resource Required for Full Day / Half Day |
|-------|----------------------------------|---|---------------------------|---|
| 1 | Head Office - Karachi | FTC Building, 3rd Floor, C-Block, Shahrah-e-Faisal, Karachi | 05 | Full Day |
| 2 | Regional Office - South | Front Right Wing of Civic Centre, Hasan Square, main University Road Karachi. | 02 | Full Day |
| 3 | University Road Branch - Karachi | Plot No. SB-28, Block-1, Mahnoor Apartment, Gulistan-e-Jauhar, Opposite NED University, KDA Scheme No. 36, Karachi | 01 | Full Day |
| 4 | Hyderabad | 1st Floor , Civic Centre, Thandi Sarak Road, Hyderabad | 01 | Full Day |
| 5 | Mirpurkhas | Plot No.37 N-41 1st floor, Pakistan Railway Employees Cooperative Housing Society Limited, Hyderabad Road, Near Marvi Lawn, Mirpurkhas. | 01 | Full Day |
| 6 | Tando Adam | City Survey No. 877, Ward-D, Near Zaheer Town, Tando Allahyar Road, Tando Adam, District Sanghar | 01 | Half Day |
| 7 | Nawabshah | Plot No. A-84, City Survey No. 2267, Ward-'A', Government Employees Co-Operative Housing Society Limited (GECHS), Nawabshah | 01 | Full Day |
| 8 | Thatta | H. No. 327/2, Ward-4-, Shah Kamal Muhallah Thatta. | 01 | Half Day |
| 9 | Gwadar | Main Marine Drive, Near Sadaf Hotel, Gwadar | 01 | Half Day |
| 10 | Sukkur | H.No. C-16, Ground Floor, Muslim Co-operative Housing Society, Military Road, Sukkur | 01 | Full Day |
| 11 | Khairpur | 1st floor Suhag House, Katcheri Road, Khairpur. | 01 | Half Day |
| 12 | Larkana | City Survey No. 583 & 584, Ward A, Shiva Mandli Chowk, Bank Square, Larkana | 01 | Full Day |
| 13 | Shikarpur | City Survey No. 123/1, 123/2, 123/3, Ward No. 22, General Post Office (G.P.O) Road, Lakhi Gate, Shikarpur | 01 | Half Day |
| 14 | Dadu | Plot No. 189, Gulshan-e-Ibrahim Colony, Near Excise Office, Dadu, Taluka & District Dadu | 01 | Half Day |
| 15 | Quetta | Office No.03, Ground Floor, Bolan Arcade, Street No. 2, Model Town, Quetta. | 01 | Half Day |
| 16 | Regional Head (Central) | HBFCL House, 1-Lake Road, Chauburji, Lahore | 02 | Full Day |
| 17 | Defence Phase-3 Branch - Lahore | Plot No. 23/A, Block -XX, Phase 3/C DHA, Lahore | 01 | Full Day |
| 18 | Johar Town Branch - Lahore | Plot No. 105, Block G/1, Near Doctor's Hospital, Johar Town, Lahore | 01 | Full Day |
| 19 | Kasur | Cinema More, Near Pakistan Model School, Raiwind Road, Kasur | 01 | Half Day |
| 20 | Sheikhupura | 19-C, Civil lines, near Passport Office, Sheikhupura | 01 | Full Day |
| 21 | Gujranwala | Citizen Fan Industries, Opposite MCB Bank Limited Tower, Near Nigar Chowk, Main G. T. Road, Gujranwala | 01 | Full Day |
| 22 | Sialkot | Ground Floor, Mate Tower, Hararr, Adjacent to National Bank of Pakistan (NBP), Wazirabad Road, Sialkot | 01 | Half Day |
| 23 | Gujrat | Main Sargodha Road, Opposite Inyat Hospital, Gujrat | 01 | Full Day |
| 24 | Faisalabad | 48-Chanab Market, Madina Town, Faisalabad | 01 | Full Day |
| 25 | Jhang | Katchery Road, Opposite Tasveer Mehal Cinema, Saddar, Jhang | 01 | Full Day |



House Building Finance Company

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|----|-----------------------------|---|----|----------|
| 26 | Sargodha | Islamiya Park, Near 47 Pull, Lahore Road, Sargodha | 01 | Full Day |
| 27 | Sahiwal | G. T. Road, Near Pakpattan Chowk, Sahiwal | 01 | Full Day |
| 28 | Multan | Gulistan chowk, Zoom Plaza, Masoom Shah Road, Multan | 01 | Full Day |
| 29 | Rahim Yar Khan | Opposite DPO Office, Church Road, R. Y. Khan | 01 | Full Day |
| 30 | Bahawalpur | St. # 5, Qasim Town, Near RPO Office, Bahawalpur | 01 | Full Day |
| 31 | Muzaffargarh | Near Central Jail Road, Muzaffargarh | 01 | Full Day |
| 32 | D.G. Khan | Khata 53, 54, Mouza Choratha, Sind Janobi, D.G. Khan | 01 | Half Day |
| 33 | Vehari | 41/WB, Opposite Tariq Bin Ziad Colony, 1-KM Main Ludden Road, Vehari | 01 | Full Day |
| 34 | Bahawlanagar | Near Chistian Road, Behind Noor Mahal Cinema, Nizampura West, Bahawalnagar | 01 | Half Day |
| 35 | Regional Head (North) | Plot No.81, Street No.54, Sector G-9/4, I&T Center Islamabad | 01 | Full Day |
| 36 | Rawalpindi | Plot No. 13-A Commercial Civil Lines Scheme, Rashid Minhas Road, Near Lucky CNG, Opposite Punjab House, Rawalpindi | 01 | Full Day |
| 37 | Jhelum | First Floor, Choudhary Khalid Plaza, Old G.T.Road, Main Jada, Jhelum | 01 | Half Day |
| 38 | Mirpur (AK) | Allama Iqbal Road, Mirpur (AK) | 01 | Half Day |
| 39 | Wah | Al-Mubeen Plaza, Gulberg Town, Nawababad, G.T. Road, Branch Office Wah Cantt | 01 | Full Day |
| 40 | Attock | Ground Floor, Yousaf Ishfaq Plaza, Takbeer Colony Chowk, Kamra Road, Attock | 01 | Full Day |
| 41 | Abbottabad | Adjacent to Food Godowns, Near Caltex Petrol Pump, Havelian Road Abbottabad | 01 | Full Day |
| 42 | Mansehra | Faisal Plaza, Channai, Mansehra | 01 | Half Day |
| 43 | Peshawar | 7th Floor, State Life Building, 34 The Mall Peshawar Cantt | 01 | Full Day |
| 44 | Mardan | Shops No. 51, 52, 53, 54, 55, 56, Upper Ground Floor, Mardan City Centre (MCC) Plaza, Qazi Bashir Road, Mardan Cantonment, Mardan | 01 | Full Day |
| 45 | Kohat | 1st Floor, Najan Complex, Hangu Road, Kohat | 01 | Half Day |
| 46 | Swat | Shahzad Plaza, 1st Floor, Makanbagh, Chowk Saidu Sharif Road, Mingora, Swat. | 01 | Half Day |
| 47 | Bannu | Hayat Plaza, Near Saddar Police Station Bazar, Ahmed Khan Chowk, Bannu City. | 01 | Half Day |
| 48 | Dera Ismail Khan (D.I.Khan) | Opposite Haque Nawaz Shaheed Park, East Circular Road, Dera Ismail Khan. | 01 | Half Day |
| 49 | Chitral | Shop No. 01 & 02, Ground Floor, Terichmer View Hotel, Shahi Masjid Road, Chitral | 01 | Half Day |
| 50 | Gilgit | Shahrah-e-Quaid-e-Azam, Jutial, Gilgit | 01 | Full Day |
| 51 | Hunza | Ground Floor, Diamond Plaza, Main Karakoram Highway (KKH), Front Location, Aliabad, Hunza | 01 | Half Day |
| 52 | Skardu | Mohib Road, Skardu | 01 | Half Day |

Note:

Above locations of HBFC Offices and Branches may increase or decrease or relocated in future as per discretion of HBFC and service provider shall adhere accordingly and the number of staff requirement along with full / half day may also vary form time to time.



Compliance Based Eligibility Criteria

| S. No. | Criteria | Compliance | | Evidence Provided | | Attach Evidences as Under |
|--------|--|------------|----|-------------------|----|---------------------------|
| | | Yes | No | Yes | No | |
| 1 | The bidder must be a registered tax payer for at least last three (03) years and must appear on the Active Taxpayer List. Please provide valid documentary evidence. | | | | | Appendix - A |
| 2 | The Bidder must have minimum two (02) janitorial contracts in hand. Attach verifiable evidence such as Work Order, Contract Agreement Copies) | | | | | Appendix - B |
| 3 | The bidder must submit an affidavit on a Stamp Paper of Rs.200/- duly notarized, that they have not been blacklisted or debarred by any public sector or private organization. | | | | | Appendix - E |

Note:

- i. Bids will be evaluated in terms of Rule 36 (a) of PPRA Rules. i.e., Single Stage – one envelope procedure.
- ii. If a bidder is unable to comply in any of the given field, the proposal will not be considered for further processing.
- iii. Bidders must place their provided evidences as Appendix (clearly marked).
- iv. Contract will be awarded to the successful bidder(s) whose bid has been technically compliant and financially lowest and emerged as the most advantageous bid.
- v. During the evaluation no amendments by the bidder in the proposal will be permitted; however, HBFC may seek clarification.
- vi. The bid security of bids of unsuccessful bidders will be returned once the Contract is awarded to the successful / most advantageous bidder.



List of Consumables

Successful janitorial service provider shall provide the below cited (but not limited to) cleaning and housekeeping material to all HBFC Offices and Branches during the course of the contract term and must not compromise the quality at any level.

| S. no. | Detail of Consumables |
|---------------|---|
| 1. | Brooms (Hard & Soft) |
| 2. | Wet Mops/Dry Mops |
| 3. | Glass Cleaner/Glint or equivalent best quality |
| 4. | Phenyl Finis or Equivalent |
| 5. | Detergent Ariel / Equivalent |
| 6. | Cotton Dusters for Dusting |
| 7. | Toilet cleaner Harpic or Equivalent |
| 8. | Dishwasher liquid Vim / Max or Equivalent |
| 9. | Dishwasher Sponge 3M or Equivalent |
| 10. | Hand Liquid Soap Top Quality |
| 11. | Air freshener Branded |
| 12. | Naphthalene Fragrance Perfume Tablets for Bath and Toilet |
| 13. | Cleaning Brushes |
| 14. | Garbage Bags/Black Bags |
| 15. | Toilet Tissue Roll Rose Patel, Maxob or Equivalent |
| 16. | Microfiber Cloths |
| 17. | Protective Gloves |

Note:

- Above cleaning items are not limited and may vary according to the requirement.
- Non-consumable items shall also be provided by the successful vendor which includes but not limited to Mopping Trolley / Tray, Vipers, Cleaning Brushes, Hard and Soft Brooms, Dustbins etc.

Bid Form

(To be printed on bidder's letterhead)

To:

Dated:

The Head, General Services Department,
House Building Finance Company Limited,
3rd Floor, Finance & Trade Centre,
Shahrah-e-Faisal, Karachi

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Mandatory Criteria at Annexure - B and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid for a period of (120) One Hundred and Twenty Days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If the Bid is accepted then until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2022

[Seal & signature] [In the capacity of]

Duly authorized to sign Bid for and on behalf of _____



Client References

| Reference One (1) | |
|----------------------------|--|
| Client Name | |
| Contact Person with email | |
| Address and Contact Number | |
| Industry | |
| Any Comments | |
| Reference Two (2) | |
| Client Name | |
| Contact Person with email | |
| Address and Contact Number | |
| Industry | |
| Any Comments | |

Integrity Pact

Tender for Hiring of Janitorial Services for HBFC Offices & Branches Nationwide

[Bidder Name] 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 Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [Bidder Name] 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 GoP, except that which has been expressly declared pursuant hereto.

[Bidder Name] 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 GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [Bidder Name] 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 GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Bidder Name] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Bidder] 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 GoP.

For and On Behalf Of

Signature: _____

Name: _____

Non-Disclosure Agreement

Tender for Hiring of Janitorial Services for HBFC Offices & Branches Nationwide

1. This Non-Disclosure Agreement exists between [Bidder] (hereinafter referred to as "RECIPIENT") and House Building Finance Company (HBFC).
2. This agreement serves to protect confidential information develop and owned by HBFC which will be used by the bidder from the Work order till during the contract/SLA period under the following terms.
3. "Confidential Information" means any information directly or indirectly concerning, or related to the: Information about the activities of the HBFC.
4. Information about the above mentioned categories in Project by HBFC, including but not limited to: Policies, Procedures, Business, Rules, Validation, Checks, all project related information Process followed etc.
5. Information about HBFC, above-mentioned categories in project as per RFP.
6. Any other information the recipient having obtained from HBFC deliberately or otherwise during the course if this exercise.
7. Confidential Information and Intellectual Property may be Oral, written, electronic or other machine-readable form.
8. Translated from the original, modified, updated, or altered Originated or obtained by HBFC.
9. Recipient shall protect the disclosed Confidential Information by using the same degree of care to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own Confidential Information of a similar nature.
10. Recipient must ensure the secure custody of the Confidential Information and must take all reasonable precautions to prevent the access, use or disclosure of this information by third parties.
11. Recipient shall not disclose or attempt to disclose any Confidential Information to any person or entity other than its consultants and legal advisors who need access to such Confidential Information, and shall assure that all such persons treat the Confidential Information in accordance with all of the terms hereof.
12. Recipient shall not make or take any copies of Confidential Information, unless previously approved by Disclosure.
13. Recipient shall not use or attempt to use any of the Confidential Information for his/her own benefit or for the benefit if any other person or entity.
14. Recipient shall not be authorized to use or process the Confidential Information upon the date that his/her services to HBFC are completed or terminated.
15. Recipient shall promptly return the Confidential Information, or certify in writing to the complete destruction thereof, as directed by HBFC in writing.
16. The laws of Pakistan shall govern the interpretation and enforcement of this Agreement.
17. Recipient shall be bound by conditions until released in writing by HBFC.

Agreed to and Accepted by

House Building Finance Company

(Signature of "Authorized Representative")

(Signature of HBFC Authorized Official)

Financial Proposal

Tender for Hiring of Janitorial Services for HBFC Offices & Branches Nationwide

Bid No. HBFC/HOK/GSD/2022/1691

Financial Proposal

| S. No. | Province of Deployment Of Janitorial Staff | A | B | C | D | E | F | G | H | I | J | K | M |
|--------|--|---|------|------------------------|----------------------|---|----------------------|------------------------------|------------------------------|---|---------------------|------------------------|--|
| | | Minimum Wage (As per prevailing law of the land) | EOBI | SESSI/ESSI /PESSI etc. | Group Life Insurance | Any other statutory Contribution with Details | Total F=A+B+C+D+E | Service Charges in % G=%F | Service Charges Amount (PKR) | Applicable taxes on Service Charges with breakup in % | Amount of Tax (PKR) | Total (PKR) K=H+I+J | Yearly Increment of Service Charges in % |
| 1. | Sindh | | | | | | | _____ % | | | | | _____ % |
| 2. | Punjab | | | | | | | _____ % | | | | | |
| 3. | Balochistan | | | | | | | _____ % | | | | | |
| 4. | KPK | | | | | | | _____ % | | | | | |
| 5. | Gilgit Baltistan | | | | | | | _____ % | | | | | |
| 6. | Federal Capital | | | | | | | _____ % | | | | | |

1. Bidder will fill in columns A, B, C, D, & E as per prevailing minimum wages in Pakistan.
2. Most advantageous bidder will be determined on the basis of percentage quoted as per column G in conjunction with yearly increment offered above in column M, which must not exceed 10%.
3. Minimum Wage, Statutory Contribution and Applicable Taxes will be as per actual prevailing regulations.
4. Once qualified and contract is awarded, successful service provider will submit their monthly invoices as per above cited breakup showing minimum wages, statutory contribution, applicable taxes etc.
5. No of janitorial staff require as per need basis, which may be change in future.

Financial Bid for Consumable Items

| S. no. | Detail of Consumables | Fixed Rate Year 1 | Fixed Rate Year 2 | Fixed Rate Year 3 | Fixed Rate Year 4 | Fixed Rate Year 5 |
|--------|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| 1 | Brooms (Hard & Soft) | | | | | |
| 2 | Wet Mops/Dry Mops | | | | | |
| 3 | Glass Cleaner/Glint or equivalent best quality | | | | | |
| 4 | Phenyl Finis or Equivalent | | | | | |
| 5 | Detergent Ariel / Equivalent | | | | | |
| 6 | Cotton Dusters for Dusting | | | | | |
| 7 | Toilet cleaner Harpic or Equivalent | | | | | |
| 8 | Dishwasher liquid Vim / Max or Equivalent | | | | | |
| 9 | Dishwasher Sponge 3M or Equivalent | | | | | |
| 10 | Hand Liquid Soap Top Quality | | | | | |
| 11 | Air freshener Branded | | | | | |
| 12 | Naphthalene Fragrance Perfume Tablets for Bath and Toilet | | | | | |
| 13 | Cleaning Brushes | | | | | |
| 14 | Garbage Bags/Black Bags | | | | | |
| 15 | Toilet Tissue Roll Rose Patel, Maxob or Equivalent | | | | | |
| 16 | Microfiber Cloths | | | | | |
| 17 | Protective Gloves | | | | | |

Note:

- Above cleaning items are not limited and may vary according to the requirement.
- Non-consumable items shall also be provided by the successful vendor which includes but not limited to Mopping Trolley / Tray, Vipers, Cleaning Brushes, Hard and Soft Brooms, Dustbins etc.
- Above cited consumable items shall be provided by the successful service provider for cleaning and housekeeping of HBFC Offices and Branches on monthly basis.
- Verification of quantity from the concerned HBFC Officials/Branch Managers will be provided along with monthly bills for payment.

