



# **PREQUALIFICATION DOCUMENTS**

Tender No. 02/2016

## **Hiring of Contractor for Façade Cleaning / Maintenance Services**

**National Electric Power Regulatory Authority**

**NEPRA Tower, Attaturk Avenue**

**G-5/1, Islamabad**

**Phone: 051-2013200, Fax: 051-9210215**

**[www.nepra.org.pk](http://www.nepra.org.pk)**



**National Electric Power Regulatory Authority  
(NEPRA)**

**PROPOSALS FOR PREQUALIFICATION**

**NEPRA Tender No. 02/2016**

NEPRA is an autonomous body established through an Act of the Parliament known as Regulation of Generation, Transmission and Distribution of Electric Power Act 1997 (XL of 1997) invites applications from the Contractors / Firms, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for prequalification for the provision of Façade Cleaning / Maintenance Services.

2. Prequalification documents, containing detailed terms and conditions are available at the office of Assistant Director (Admn), NEPRA Tower, Ataturk Avenue (East), G-5/1, Islamabad. Price of the prequalification documents is Rs. 100/- as per Rule 16(2) of Public Procurement Rules, 2004. Prequalification documents can also be downloaded from [www.nepa.org.pk](http://www.nepa.org.pk) free of cost.

3. The proposals, prepared in accordance with the instructions provided in the prequalification documents, must reach at the office of Assistant Director (Admn), NEPRA Tower, Attaturk Avenue (East), G-5/1, Islamabad on or before 22.03.2016 at 1400 hrs. Proposals will be opened on the same day at 1430 hrs. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

**(Hammad Shamimi)**  
**Director General (Administration)**  
**NEPRA Tower, Attaturk Avenue (East)**  
**G-5/1, Islamabad (Ph: 051-2013200)**  
**Fax: 051-9210215, Email: [info@nepa.org.pk](mailto:info@nepa.org.pk)**

## Bidder's Information

Tender Serial No. \_\_\_\_\_ Dated \_\_\_\_\_

Name of Firm to whom Tender issued: \_\_\_\_\_

SIGNATURE  
OF TENDER ISSUING  
OFFICER

Name of Firm/Contractor \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

National Tax Number: \_\_\_\_\_

GST Number \_\_\_\_\_

We M/s \_\_\_\_\_ hereby undertake to accept all the terms and conditions laid down by NEPRA with regard to award of this contract.

Signature of Bidder

## **NEPRA Tower:**

NEPRA Tower comprises of two basements, ground plus 7 floors with approx. 50000 Sft external area.

## **SCOPE OF SERVICE:**

Façade Cleaning systems at different levels is installed at NEPRA Tower and the contractor will use this system with due care and required safety measures for the cleaning / maintenance of the following on requirement basis but at least once in a month:

- a. All external glass (front & rear side) including aluminum sections;
- b. All external tiles, stone & other finishes (front & rear side);
- c. External glass & tiles of security check posts;
- d. External finishes on walls at all terraces/ open areas of the Tower;
- e. Cleaning of glass doors & frameless glass in central lobbies;
- f. Glass doors of all terraces;
- g. Any other related work required cleaning but not mentioned in above paras;
- h. Provision of quality equipment / material required for façade cleaning of NEPRA Tower which, inter alia, includes:
  - i. Chemicals
  - ii. Wipers
  - iii. Discard sheet
  - iv. Mopes
  - v. Scrapers
  - vi. detergents
  - vii. Cotton etc.
  - viii. Wooden ladder to be used at terraces or other locations etc
- i. Maintenance of Façade Cleaning System installed the Tower which inter alia includes grease/oil for lubricating the machine, replacement of minor parts of the machine etc.

## **No. of Workers / Working Hours:**

To be assessed by the Contractor as per requirement.

## **Contract Period:**

Three years from the date of signing of the agreement. However, NEPRA reserves the right to terminate this contract during the currency of contract after giving one month's notice.

## **Termination of Contract on Poor Performance:**

- In case of non-compliance to the clauses of the subject contract, or consistent poor performance, three notices may be served with one (01) week improvement time.
- If the contractor still fails to deliver as per agreement, the contract may be terminated resulting in forfeiture of the deposited security for the contract.

## **Dress Code:**

The deployed workers and cleaners should be in distinct uniform bearing the name of their company and the same shall be provided by the Contractor / Firm at its own cost.

**Compliance to NEPRA Code of Conduct:**

All the workers / cleaners provided by the Contractor will be obligated to follow NEPRA Code of Conduct and non-compliance to which may result in imposition of penalty / fine on the contractor.

**Safety of the Workers / Cleaners:**

The Contractor shall ensure that his workers / cleaners deployed at NEPRA Tower always wear Uniform, Helmets and Harnesses etc and if any injuries, fatal or otherwise, to the workers occurred during work, it will not be the liability of NEPRA.

**Eligible Bidders:**

- Pre-qualification is open only to the Contractors / Firms having registration with the tax authorities (must be attached with the evidence) and possess relevant experience of façade cleaning of multi-storey buildings.
- The applicant must secure at least **50 % score** in each category.

**Qualification Criteria**

Prequalification will be based on meeting all the following minimum pass / fail criteria regarding the applicants general and particular experience, personal and equipment capabilities, financial position. The Employer reserves the right to waive minor deviations, if they don't materially affect the capability of an applicant to perform the contract.

<b>Sr. No.</b>	<b>Category</b>	<b>Weightage/ Marks</b>
1.	Experience Record	40
2.	Personnel Capabilities	30
3.	Equipment Capabilities	20
4.	Financial Soundness	10

**Total: 100**

**1)- Experience Record:**

Credit Marks for experience shall be awarded on the basis of following qualifications:

<b>Sr. No.</b>	<b>Description</b>	<b>Marks Assigned</b>	<b>Explanation for Marks Obtained</b>
a)	Façade Cleaning Services rendered to high-rise buildings (minimum ten stories including basements) in last ten years.	30	For each completed contract, satisfactory provision of faced cleaning services, to high-rise building(s) will make eligible to the contractor for 6 marks, subject to provision of documentary evidence.

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
			Full marks will be given in case of 5 or more contracts of satisfactory services completed by the Contractor.
b)	Façade Cleaning services being rendered since last two years.	10	For each high rise building project in hand where the Contractor is providing satisfactory services since two years will make eligible to the contractor for 5 marks, subject to provision of documentary evidence.  Full marks will be given in case of 2 or more such contracts.
<b>Total Marks Allocated</b>			<b>40</b>

**2)- Personnel Capabilities**

Credit Marks shall be awarded under this category using the following criteria:

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
i)	No. of Façade Cleaners presently on payroll of the Contractor / Firm	20	1 mark will be given for each number of façade cleaner on the payroll of the Contractor subject to provision of evidence. Full marks will be given in case of 20 or more façade cleaner on payroll.
ii)	No. of Façade Cleaning Supervisors on payroll of the Contractor / Firm	10	3 mark will be given for each number of Façade Cleaning Supervisor on the payroll of the Contractor subject to provision of evidence. Full marks will be given in case of 3 or more such Supervisors on payroll.
<b>Total Marks Allocated</b>			<b>30</b>

**3)- Equipment Capability**

Credit Marks shall be granted on the basis of the following criteria for various kinds of equipment relevant for the contract:

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
1	Façade Cleaning Equipment	10	Full marks & 50% marks will be given to the firms having automatic and manual machines respectively for façade cleaning purposes.
2	Glass Cleaning Equipment	10	Full marks & 50% marks will be given to the firms having automatic and manual machines respectively for glass cleaning purposes.
<b>Total Marks Allocated</b>			<b>20</b>

4)- **Financial Soundness**

Credit Marks shall be awarded on the basis of the following criteria:

Sr. No.	Description	Marks Assigned	Criteria for Marks Obtained
a)	Average bank balance of the firm for the last 12 months	10	Less than Rs 300,000/- <b>0 marks</b> Between Rs 300,000/- to Rs 500,000/- <b>5 marks</b> Between Rs 500,000/- to Rs 1,000,000/- <b>10 marks</b>
<b>Total Marks Allocated</b>			<b>10</b>

**Miscellaneous Responsibilities of the Façade Cleaning /Bidding Company:**

- i. The entire financial liability in respect of the workers / cleaners deployed shall be that of the Contractor and the Office concerned will in no way be liable.
- ii. The Contractor shall be solely responsible for redressal of grievances or resolution of disputes relating to the deployed workers. NEPRA shall, in no way, be responsible for settlement of such issues whatsoever.
- iii. NEPRA shall not be responsible for any financial loss or any injury to the deployed workers during the course of their performing the functions/duties, or for payment towards any compensation.
- iv. The deployed workers / cleaners shall not claim nor shall be entitled to pay, perks and other facilities admissible to NEPRA employees or absorption during the currency or after expiry of the Agreement. Undertaking from the person to this effect would be taken from the selected Contractor.
- v. Accommodation and meals/refreshments for the workers /cleaners would be the responsibility of the Contractor.
- vi. The following documentations would be required for deployment of any worker / cleaner:
  - a. Clear copy of Duty Order / Form must be shared with NEPRA
  - b. Clear photocopy of CNIC
  - c. Contact Details
- vii. The bidding amount shall be in Pak Rupees and shall be inclusive of cost of labors, duties, taxes, surcharges, overhead and profits. If selected in the tendering process, the quoted rates would be considered as the contractual amount and no claim whatsoever will be determined for any extra or additional payment in this regard.
- viii. The Contractor offering façade cleaning services upon pre-qualification will submit with the bid (to be called by NEPRA) bid security in the form of pay order equivalent to Rs. **10,000/-**. Bids without bid security would be out-rightly rejected and the bidder cannot amend or withdraw bid once it is submitted. Moreover, NEPRA reserves the right to forfeit the bid security in case of breach of any of the agreement by the contractor.
- ix. Upon selection, the selected bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this Agreement to any other Service Provider or organization by whatever name be called without the prior written consent of the designated NEPRA Official.
- x. Successful Contractor, upon award of contract, shall nominate a coordinator who shall be responsible for immediate interaction with the designated NEPRA Official so that optimal services of the persons deployed could be availed without any disruption. The coordinator shall be well mannered, literate and possess

- supervisory skills.
- xi. Successful Contractor, upon award of contract, will sign the contract agreement as per the specimen provided by NEPRA and submit an amount of Rs. **25,000/-** (refundable) in the form of pay order/demand draft in the name of NEPRA as performance security deposit which will be released on successful completion of contract period.
  - xii. NEPRA reserves the right to accept or reject all bids as per PPRA rules.



**CONTRACT AGREEMENT**  
**FAÇADE CLEANING / MAINTENANCE SERVICES**

THIS AGREEMENT for Façade Cleaning & Maintenance Services of NEPRA Tower (Hereinafter called the “Agreement”) is made on \_\_\_\_ day of \_\_\_\_\_, 2016.

**BETWEEN**

**National Electric Power Regulatory Authority (NEPRA)** (hereinafter referred to as the “Client”, which expression shall, where the context so permits, be deemed to include its successor-in-interest and permitted assigns) of the one part;

**AND**

**M/s \_\_\_\_\_** (hereinafter referred to as the “Contractor”) of the other part;

(The Client and Contractor shall, hereinafter collectively be referred to as the “parties” and individually as the “party”)

**RECITALS**

- (i) Whereas, the Contractor has shown its intention to provide services for cleaning & maintenance of façade of NEPRA Tower, Attaturk Avenue (East) G-5/1, Islamabad;
- ii) Whereas, the Client is desirous to hire the services of the Contractor and the Contractor has agreed to provide the same to the Client in consideration of the agreed payments to be made by the Client to the Contractor;

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which hereby acknowledged, the Parties agree and covenant as follows:

**SCOPE OF WORK**

Façade Cleaning systems at different levels is installed at NEPRA Tower and the contractor will use this system with due care and required safety measures for the cleaning / maintenance of the following on requirement basis but at least once in a month:

- j. All external glass (front & rear side) including aluminum sections;
- k. All external tiles, stone & other finishes (front & rear side);
- l. External glass & tiles of security check posts;
- m. External finishes on walls at all terraces/ open areas of the Tower;
- n. Cleaning of glass doors & frameless glass in central lobbies;
- o. Glass doors of all terraces;
- p. Any other related work required cleaning but not mentioned in above paras;
- q. Provision of quality equipment / material required for façade cleaning of NEPRA Tower which, inter alia, includes:
  - ix. Chemicals
  - x. Wipers
  - xi. Discard sheet
  - xii. Mopes
  - xiii. Scrapers
  - xiv. detergents
  - xv. Cotton etc.
  - xvi. Wooden ladder to be used at terraces or other locations etc

- r. Maintenance of Façade Cleaning System installed the Tower which inter alia includes grease/oil for lubricating the machine, replacement of minor parts of the machine etc.

**SECTION-2**  
**GENERAL TERMS AND CONDITIONS**

1. The Contractor shall not transfer, assign, pledge or subcontract the assigned job to any other firm.
2. Taxes would levy as per the rules of the Government.
3. The Contractor cannot modify or withdraw his offered rates after submission of invoice.
4. The Client shall make payment to the Contractor as per actual after successful delivery of original invoice.
5. In case of any dispute or difference, the case will be settled amicably between both the parties.
6. In the event of failure of amicable settlement of dispute as above, either party of this contract may refer the matter of dispute to arbitration under the provision of Arbitration Act, 1940 and the rules issued thereunder, at Islamabad, Pakistan.
7. The Client can include/exclude terms and conditions if required.
8. The terms & conditions mentioned in the pre-qualification document shall be the part and parcel of this agreement.
9. The contract can be terminated with one-month advance notice by either of the parties.

**SECTION – 3**  
**CURRENCY OF AGREEMENT**

The Agreement shall come into force immediately upon signing by both parties and shall remain valid for three years.

**IN WITNESS WHEREOF, THE PARTIES HAVE HEREUNDER SET THEIR HANDS ON THE DAY AND THE YEAR FIRST WRITTEN ABOVE.**

**For and on behalf of the Client (NEPRA)**

**For and on behalf of Contractor**

(Hammad Shamimi)  
Director General (Admin. & HR)  
NEPRA, Islamabad

(\_\_\_\_\_)  
CEO  
MS \_\_\_\_\_

**1. WITNESSES**

**2. WITNESSES**

(Asfandiyar Farooq Khan)  
CNIC No. 13101-2546630-1

Name: \_\_\_\_\_  
CNIC No. \_\_\_\_\_