



TENDER DOCUMENTS

Tender No. 7/2023

**Hiring of Contractor for the Provision of  
Janitorial Services At NEPRA Tower  
(Cost Plus Quality based)**

**National Electric Power Regulatory Authority**  
NEPRA Tower, Ataturk Avenue, G-5/1, Islamabad  
Phone: 051-201 3200, Fax: 051-921 0215  
[www.nepra.org.pk](http://www.nepra.org.pk)





**NATIONAL ELECTRIC POWER REGULATORY AUTHORITY  
NEPRA**

**NEPRA Tender No. 7/2023**

National Electric Power Regulatory Authority (NEPRA), an autonomous body established under an Act of the Parliament i.e., "Regulation of Generation, Transmission and Distribution of Electric Power Act 1997 (XL of 1997)", invites applications from reputable firms/contractors for the provision of Janitorial Services. The firm (s) must be

- i)- Registered with Income Tax /Sales Tax Departments;
- ii)- In active taxpayers' list of the FBR;
- iii)- Having minimum five years relevant experience;

2. Tender documents, which are containing all information including instruction for preparation and submission of documents, evaluation criteria etc. are available for the interested bidders at the office of Assistant Director (Admin.) NEPRA Tower, Ataturk Avenue (East), G-5/1, Islamabad. Price of the tender documents is Rs. 500/- as per Rule 16(2) of Public Procurement Rules, 2004.

3. The proposal, prepared in accordance with the instructions provided in the tender documents, must reach at the office of Director General (Admin./HR), NEPRA Tower, Attaturk Avenue (East), G-5/1, Islamabad on or before June 14,2023 at 1400 hrs. Bids will be opened on the same day at 1430 hrs. This advertisement is also available on NEPRA & PPRa websites at [www.nepra.org.pk](http://www.nepra.org.pk) and [www.ppra.org.pk](http://www.ppra.org.pk) respectively may be downloaded free of cost.

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

**SECTION – I**

**Schedule to Tender**

<b>Sr.#</b>	<b>Activity Description</b>	<b>Schedule</b>
1	Tender No.	No. 7/2023
2	Sale of Tender Documents	May 29, 2023 to June 14, 2023. Tender documents can be collected from the Office of Assistant Director (Admin), NEPRA or downloaded from PPRA / NEPRA websites.
3	Time & Last Date of Depositing Tender	14 day of June, 2023 upto 1400 hrs
4	Time & Date of Opening of Tender	14 day of June, 2023 at 1430 hrs
5	Time & Date of Opening of Financial Bid	The Financial Bids will be opened after evaluation of technical bids, which will be announced later
6	Services to be offered	<b>Provision of Janitorial Services at NEPRA Tower</b>
7	Period of Contract	3 years from the date of award of contract; whereby, extendible for another year subject to satisfactory performance.
8	Amount of Bid Security to be deposited	Rs. 25,000/-; in the form of Pay Order/Call Deposit in favour of NEPRA
9	Amount of Performance Security	Rs. 100,000/-
10	Cost of Tender Document	Rs. 500/-



**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 \_\_\_\_\_

**MANDATORY REQUIREMENTS FOR BIDDERS**

Sr. No.	Parameter	Yes	No
i.	Tax Registration		
ii.	Active Filer Status		
iii.	Copy of NTN & STN		
iv.	Bidder(s) having at least experience of 5 years		
v.	Litigation History (if any) otherwise Affidavit of non-black listed on proforma attached at ( <b>Annex-A</b> )		
vi.	Undertaking; conflict of interest ( <b>Annex-B</b> )		

Note:

- a. Proof of aforesaid parameters must be provided.
- b. Bidders who fail to provide supporting documents will not be entertained.

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



**Section II**  
**Instructions to Bidders**

1. The Client i.e., National Electric Power Regulatory Authority (NEPRA) intends to invite bids for **provision of Janitorial Services at NEPRA Office Building, G-5/1 Islamabad**, under the **Single Stage Two Envelope (SSTE)** bidding procedure. The NEPRA building is comprised of Ground + 07 stories + 02 basements + surroundings of the building.

2. The Client i.e. **NEPRA**, will award the subject services to the technically responsive firm on cost and quality basis. The technical responsiveness will be evaluated as per the criteria set forth in this document.

3. The Contractors/Firms having registration with tax authorities (registration certificate must be attached with evidence) and possess minimum five years relevant experience of provision of janitorial services shall be eligible to apply.

4. Each bidder shall submit only one bid. A bidder who participates in more than one bid will be disqualified.

5. The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6. The bidders are advised to visit and examine the site and its surroundings to obtain all information that may be necessary for preparing the bid. All cost in this respect shall be borne by the bidder.

7. The Client reserves the right to accept or reject any Bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, as per PPRA rules 2004.

8. **Submission of Bids:**

(i) The bid process will be single stage - two envelope and the minimum threshold for qualifying in the technical proposal is **80%**. Bid shall be submitted in a single package containing two separate envelopes clearly marked as 'Financial Proposal' and 'Technical Proposal'. Initially only envelope marked 'Technical Proposal' shall be opened, whereas envelop marked as 'Financial Proposal' shall remain in the custody of NEPRA without being opened.

(ii) NEPRA shall evaluate the technical bids, in a manner prescribed in advance, without reference to the price, and reject any proposal which doesn't conform to the specified requirements.

(iii) Technically qualified bidders will be called for opening of their Financial Proposals, and the bidder who obtained maximum marks on cost plus quality formula provided in the evaluation criteria would be awarded the Contract for provision of janitorial services at NEPRA Tower.

(iv) Bids shall remain valid for **140 days** after the date of bid opening.

9. **Bid Security:**

(i) Each Bidder shall furnish, as part of his technical bid, a Bid Security amounting to Rupees 25,000/- (Twenty Five Thousand only).

(ii) Bid Security will be in the form of Pay Order/Demand Draft from scheduled bank of Pakistan in favor of NEPRA.

(iii) Any bid not accompanied by an acceptable Bid Security shall be rejected by the Client as non-responsive.

(iv) The bid securities of unsuccessful Bidders will be returned upon award of contract to the successful Bidder or on the expiry of validity of Bid Security whichever is earlier.

(v) The Bid Security of the successful Bidder will be returned when the Bidder has furnished the required Performance Security and signed the Contract Agreement.

(vi) The Bid Security may be forfeited if a Bidder withdraws his bid during the period of bid validity; or in the case of a successful Bidder fails to furnish the required Performance Security or Sign the Contract Agreement.

(vii) The bidder cannot amend or withdraw bid once it is submitted.

10. **Letter of Acceptance:**

(i) Prior to expiration of the period of bid validity prescribed by the Client, the Client will notify the successful Bidder in writing (**Letter of Acceptance**) that his bid has been accepted. This letter shall name the sum (in view of Financial Proposal) which the Client will pay the Contractor in consideration of the Services by the Contractor as prescribed by the Contract.



- (ii) The Letter of Acceptance and its acceptance by the Bidder will constitute the grounds of the Contract, binding the Client and the Bidder, till signing of the formal Contract Agreement.

**11. Performance Security:**

- (i) After the receipt of Letter of Acceptance the successful Bidder shall furnish to the Client a Performance Security within a period of fourteen (14) days.
- (ii) Successful Contractor, upon award of contract, will sign the contract agreement as per the specimen provided by NEPRA and submit an amount of Rs. **100,000/-** (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.
- (iii) Failure of the successful Bidder to comply with the requirement of Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

**12. Contract Agreement:**

- (i) The form of Contract Agreement is provided at **Annex-C** of the Contract. The successful bidder shall submit duly filled form incorporating all agreements between the parties on Rs. 100 non-judicial stamp paper for signing by the client.
- (ii) The formal Agreement between the Client and the successful Bidder shall be executed within fourteen (14) days.

**Section - III**

**NEPRA Tower:**

NEPRA Tower comprises of two basements, ground plus 7 floors with approx. covered area of 147550 Sq.ft and total area 33000 Sq.ft.

**SCOPE OF SERVICE:**

- i. **Daily Cleaning – Once every day or as & when required**
  - a) Both of the basements (car parking area);
  - b) External areas, the front and rear side of the building;
  - c) Entry/Exit points;
  - d) Security check-posts including security rooms;
  - e) Rooftop;
  - f) Terraces / open areas and front and rear of the tower inside the premises;
  - g) Staircases including the stairs for emergency exits;
  - h) All lifts including lifts doors' on all floors;
  - i) All the glasses from its inner side fixed in rooms, lobbies, stairs etc;
  - j) Furniture, fixture and equipment in the lobbies;
  - k) Removal of garbage from all the offices through garbage shoot and its ultimate disposal from the NEPRA Building to the proper place duly identified and allowed by CDA;
  - l) Kitchenettes on all the floors and Cafeterias (Officers & Officials);
  - m) Fans (Brackets, Pedestal and Ceiling) on all floors (if any);
  - n) Washrooms;
  - o) Shifting of record/furniture within NEPRA tower;
  - p) Vacuum Areas not accessible by hand or cleaning tools;
  - q) Any other item required cleaning but not mentioned in above paras.
  
- ii. **Daily Cleaning and Mopping on Continuous Basis**
  - a) Lobbies of all the floors and Auditorium of NEPRA Tower;
  - b) Main Entrance;
  - c) Staircases from basement to 7<sup>th</sup> floor;
  - d) Cafeterias & Kitchenettes;
  - e) All washrooms;
  - f) Service and circulation area on all floors;
  - g) Lift lobbies;
  - h) Gym, Badminton Courts etc;
  - i) Any other item that requires cleaning but is not mentioned in above paras.
  
- iii. **Weekly Cleaning**
  - a) Disinfectant spray of corridors, kitchen and washrooms/toilets;

- b) Anti-clogging of toilets with quality branded material;
  - c) Removal of cobwebs from ceiling / walls;
  - d) Front and rear of building (outside the premises);
  - e) Cleaning of drains;
  - f) Basements wet cleaning;
  - g) Disinfectant in the wake of COVID-19 or any other widespread infection;
  - h) False ceiling cleaning (Once a month);
- iv) **Wash Rooms Services Specifications**
- a) Wash all mirrors, dispensers, faucets, flush meters and bright work with non-scratch branded disinfectant cleaner. Clean, wipes dry all sinks;
  - b) Wash and sanitize all toilets, urinals and sinks;
  - c) Mop all wash rooms floor with disinfectant solution;
  - d) Empty all receptacles;
  - e) Dust all low reach and high reach areas, including but not limited to, structural ledges, mirror tops and edges etc.
  - f) Disinfect partitions, tile walls, dispensers, doors and receptacles once weekly;
  - g) Any other item requiring cleaning but not mentioned in above paras;
- v) The provision of quality equipment required for general cleaning of NEPRA Tower like Fumigation Cylinder, Fumigation medicine, floor washing/buffing machines etc. shall be the responsibility of the vendor.
- vi) Thorough fumigation of the entire building (inside / outside) will be required on quarterly basis.

**No. of Janitors Required:**

20 Nos; a minimum of 3 female workers (as per requirement) will be required for the female washrooms and the Daycare etc. However, NEPRA may increase/decrease the number of janitors as per the actual requirement. Moreover, a supervisor will also be required to monitor the daily working of the janitorial staff.

**Working Hours:**

6 days a week @ 8 hours per day (from 8:30 a.m. to 04:30 pm; depending upon requirement).

**Contract Period:**

Three years from the date of deployment of the required manpower. However, NEPRA reserves the right to terminate this contract during the currency of contract after giving one month notice. The contract can be extended by 1 year with mutual consent.

**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 Janitors 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. The company is bound to provide new uniforms and joggers every 6 months and it must ensure that their attire is worth being worn. Uniform must consist of trousers and Polo shirts with distinct uniforms according to season.

**Compliance to NEPRA Code of Conduct:**

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

**Other Covenants:**

- i. The entire financial liability in respect of the workers/Janitors deployed shall be that of the Contractor and the office concerned will in no way be liable.

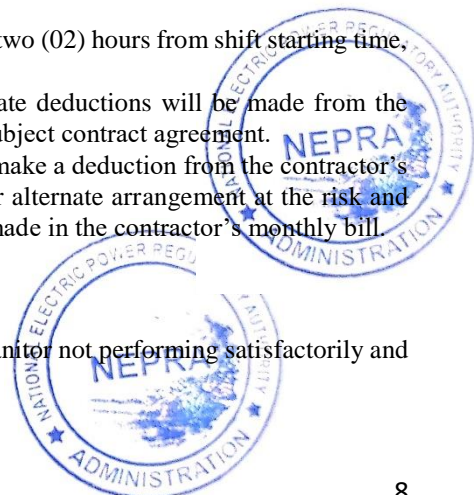
- ii. The Contractor shall be solely responsible for redressal of grievances or resolution of disputes relating to the deployed workers. NEPRA shall, in no way, be responsible for settlement of such issues whatsoever.
- iii. NEPRA shall not be responsible for any financial loss or any injury to the deployed workers during the course of their performing the functions/duties, or for payment towards any compensation.
- iv. The deployed workers/Janitors shall not claim nor be entitled to pay, perks and other facilities/benefits 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/Janitors would be the responsibility of the Contractor.
- vi. The following documentations would be required for deployment of any worker/Janitor:
  - a. Clear copy of Duty Order/Form must be shared with NEPRA
  - b. Clear photocopy of CNIC
  - c. Contact Details
  - d. Police verification of janitors being provided to NEPRA
- 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 Janitorial Company offering janitorial 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. **25,000/-**. 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 any of the agreement by the contractor.
- ix. Successful Janitorial Company, upon award of contract, will sign the contract agreement as per the specimen provided by NEPRA and submit an amount of Rs. **100,000/-** (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.
- 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. NEPRA reserves the right to accept or reject all bids as per PPR rules on the basis of rates reasonability.
- xii. The contractor shall ensure to make payment on account of salary to the workers deployed at NEPRA Tower equivalent to the minimum wage set forth by the GoP and revise the same from time to time as per GoP directions.
- xiii. The contractor shall be bound to provide EOBI & Social Security Services to the staff deployed at NEPRA Tower.
- xiv. The Contractor shall provide evidence disbursement of salary as per Government of Pakistan's approved wages rate besides cost of active EOBI & Social Security Services.
- xv. The interested bidders having the requisite registration(s) and a proper registered office(s) in Rawalpindi /Islamabad can submit their documents for tender.
- xvi. The interested firm itself will be responsible for ensuring that the proposal submitted are in accordance with the instructions stated herein. Any proposal not submitted within the prescribed deadline will not be considered/entertained.
- xvii. The proposals submitted by the firms shall be evaluated as per the criteria mentioned above and the bidder submitted lowest rates would be awarded the contract.

**Provision of Relievers / Replacement:**

- The contractor must provide reliever / replacement within two (02) hours from shift starting time, in case a janitor does not show up at work any day.
- In case of non-compliance to the above clause, appropriate deductions will be made from the contractor's monthly bill as per rates agreed upon in the subject contract agreement.
- Furthermore, the client will also have the option to either make a deduction from the contractor's monthly bill or arrange a replacement through some other alternate arrangement at the risk and cost of the contractor and subsequent adjustment will be made in the contractor's monthly bill.

**Right to Demand Replacement of a Poor Performer:**

The client reserves the right to demand replacement of a janitor not performing satisfactorily and the contractor must comply with it.





### Regular Visits by the Contractor:

The contractor will be obligated to visit the subject premises on alternate days (minimum 03 days a week), or as communicated, to monitor the janitorial work at the subject building. The contractor will also be required to visit a representative of NEPRA Administration Department for feedback of the services being provided.

### Minimum Wage

- a) A certificate to the effect that all janitors are paid monthly wages, not less than the minimum wages fixed by the Government of Pakistan from time to time. Any violation at any stage in this regard will render the janitorial company ineligible to work with NEPRA.
- b) The Bid prices shall not be in violation of minimum wages set by the Government of Pakistan, otherwise NEPRA has the right to reject any such Bids.

### 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 experience of Janitorial Tasks of multi-story buildings.
- The applicant must secure overall at least **80 % score**.

## Section IV

### Technical Proposal Evaluation Criteria

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

Sr. No.	Category	Weightage/ Marks
1	Experience Record	25
2	Personnel Capabilities	20
3	Equipment Capabilities	15
4	Financial Strength Compliance	05
Total:		<b>65</b>

#### (1) Experience Record:

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

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
a)	<b><u>Past experience:</u></b> Janitorial Services rendered to high-rise buildings i.e. minimum seven (07) story constructions (including basements) in last ten years.	15	For each completed year of satisfactory service to such building(s) will make eligible to the contractor for 2.5 marks, subject to provision of documentary evidence.  Full marks will be given in case period of 6 or more years of satisfactory services rendered by the Contractor.
b)	<b><u>Ongoing/Current Contract:</u></b> Provision of satisfactory services in the same high rise building since last two years	10	The Contractor will be eligible for 5 marks for provision of satisfactory services at a same place (high rise building) since two years, subject to provision of documentary evidence. Full marks will be given in case of 2 or more such contracts
Total Marks Allocated:			<b>25</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 Janitors presently on payroll of the Contractor / Firm	15	0.1 mark will be given for each number of janitor on the payroll of the Contractor subject to provision of evidence. Full marks will be given in case of 30 or more janitors on payroll.
ii)	No. of Janitorial Supervisors on payroll of the Contractor / Firm	5	1 mark will be given for each number of janitorial Supervisor on the payroll of the Contractor subject to provision of evidence. Full marks will be given in case of 5 or more janitorial Supervisors on payroll.
<b>Total Marks Allocated</b>			<b>20</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	Floor Cleaning Equipment	5	Full marks & 50% marks will be given to the firms having automatic and manual machines respectively for floor cleaning purposes.
2	False Ceiling Cleaning Equipment	5	Full marks & 50% marks will be given to the firms having automatic and manual machines respectively for this cleaning purposes.
3	Glass Cleaning Equipment	5	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>15</b>

(4) **Financial Strength/Compliance:**

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

Sr. No.	Description	Marks Assigned	Criteria for Marks Obtained
a)	Audited Financial Statements along with Auditor's Report for the last two years Bank statement of company account for last two years	5	Full Marks will be given to the firm providing Financial Statements along-with Auditor's report and 50% marks would be given to those providing bank statement only one of the two;
<b>Total Marks Allocated</b>			<b>5</b>

**Note:** The above data forms can be verified independently by NEPRA and any fabricated statement by the bidder may result in termination of the Contract, forfeiture of pending payments and blacklisting of the Company etc. The proposals without evidence/supporting documents will be rejected. **Minimum marks for pre-qualification are 80%** i.e. 52 marks out of 65.



**Financial Proposal Evaluation Criteria [35 Marks]**

Sr. No	Description	Rate/month (inclusive of all taxes)			Remarks
		1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	
A	Minimum Wage Rate as approved by the GoP for deployed human resource. *	<b>As per GOP Notification</b> e.g. Rs. 25,000/- x 20 = Rs. 500,000/- per month per 8 hourly shifts	<b>As per GOP Notification. **</b>	<b>As per GOP Notification. **</b>	1 <sup>st</sup> lowest=35 Marks 2 <sup>nd</sup> lowest=25 Marks 3 <sup>rd</sup> lowest=15 Marks
B	Vendor levies, duties, taxes, service charges, profits, uniform charges, jackets: [social security EOBI facility]etc.***	Rs. _____ per Janitor per month X 20 No. of Janitors Per month Rs. _____	Rs. _____ per Janitor per month X 20 No. of Janitors Per month Rs. _____	Rs. _____ per Janitor per month X 20 No. of Janitors Per month Rs. _____	
C	Total Month wise rate for both types of required janitors (B + C)	Rs. _____	Rs. _____	Rs. _____	
D	Average of the Three years for vendor levies etc. (D)				

**Note:** Financial proposal will be evaluated on the basis of average of the three years.

\* The persons deployed (not less than 20) must be provided minimum wage rate **excluding overtime** as approved by the GOP, which at present is **PKR 25,000/- [Rupees Twenty Five Thousand Only]** duly notified by the Office of the Chief Commissioner Directorate of Industries & Laborur ICT Islamabad vide ADLW-B(20)/ICT/2021-2052 dated April 28, 2022. Any increase or decrease in wage rates as notified by the GoP during the Currency of Contract will be borne by NEPRA *vis a vis* bill/invoice shall be processed accordingly.

\*\*For the 2<sup>nd</sup> and 3<sup>rd</sup> year, the estimated wage rate prevailing presently i.e. PKR 25,000/- per month will be taken as base wage only for the purpose of calculation, however, the same would be revised as per actual in line with the GoP notifications.

\*\*\* **For Cost provided at Sr. B**, must include all levies, duties, taxes, service charges and the vendor will ensure to provide 2 x clean, tidy and decent uniforms with one pair of shoes to the deployed human resource. Provision of winters jackets (uniform based) will also be the responsibility of the vendor. Social Security & EOBI point.

**Final Evaluation:**

The technical evaluation of bidders will be carried out in the first place and only those who qualify in technical evaluation will be considered for financial evaluation. Minimum points for qualification of technical proposal evaluation are 52 out of 65, whereas, the applicant must attain 70% marks in each section to qualify for financial evaluation. Financial proposal will be evaluated excluding any applicable taxes. The financial proposal will carry 35 marks. The segregation of total marks for final evaluation and grant of tender are mentioned under:

- |                         |                 |
|-------------------------|-----------------|
| a. Technical Evaluation | 65 Marks        |
| b. Financial Evaluation | <u>35 Marks</u> |
| Total                   | 100 Marks       |



Non-judicial stamp paper (with a value of Rs. 100)

Date: \_\_\_\_\_

**AFFIDAVIT**

It is hereby solemnly confirmed and declared that M/s -----, is declaring on oath that the Applicant:

- is not in *bankruptcy* or liquidation proceedings;
- has *never* been declared *ineligible/blacklisted* by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
- is not making any *misrepresentations* or concealing any material fact and detail;
- has not been convicted of, fraud, *corruption*, collusion or money laundering;
- is not aware of any conflict of interest or potential *conflict of interest* arising from prior or existing contracts or relationships which could materially affect its capability to comply with its obligations; and
- does not fall within any of the circumstances for *ineligibility* or disqualifications

(Stamp of Company)  
(Signatures of Authorized Rep)

\_\_\_\_\_  
Company Name

**Attestation by Oath Commissioner and/or Notary Public**



**Conflict of Interest**

**Undertaking**

**Annex-B**

I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

- i. No NEPRA official or employee has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
- ii. No NEPRA official's or employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
- iii. No retired or separated NEPRA official or employee, who has been retired or separated from the organization for less than two (2) years has an ownership interest in vendor's company.
- iv. No NEPRA official or employee is contemporaneously employed or prospectively to be employed with the vendor.
- v. Vendor hereby declares it has not and will not provide gifts or hospitality of any rupee value or any other tokens to any NEPRA official or employee to obtain or maintain a contract.
- vi. Please note any exceptions below:
  - a. Vendor Name: \_\_\_\_\_
  - b. Vendor Phone No: \_\_\_\_\_
  - c. Conflict of Interest Disclosure:
    - i. Name and designation of NEPRA Official, employee or immediate family members with whom there may be a potential conflict of interest:  
\_\_\_\_\_
    - ii. Relationship to official:  
\_\_\_\_\_
    - iii. Interest in vendor's company:  
\_\_\_\_\_
    - iv. Any other information:  
\_\_\_\_\_

4. I certify that the information provided is true and correct by my signature below:

Name & Signature of Vendor: \_\_\_\_\_

Date: \_\_\_\_\_

CNIC /NTN No: \_\_\_\_\_

**Witness Information:**

1. Name: \_\_\_\_\_

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

2. Name: \_\_\_\_\_

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

### Provision of Janitorial Services at NEPRA Tower

THIS AGREEMENT for Provision of Janitorial Services at NEPRA Tower (Hereinafter called the "Agreement") is made on \_\_ day of \_\_ 2023.

#### 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 Janitorial services at 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:

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

No of workers as mentioned above under scope of service. Minimum deployment must not be less than mentioned above. The working hours per person should not be more than 8 hourly shift at any cost per day.

### SECTION-2

#### General Terms and Conditions

1. The Contractor 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.
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 contractor agrees that the persons deployed (not less than 17) must be provided minimum wage rate **excluding overtime** as approved by the GOP, which at present is **PKR 25,000/- [Rupees Twenty Five Thousand Only]** duly notified by the Office of the Chief Commissioner Directorate of Industries & Laborur ICT Islamabad vide ADLW-B(20)/ICT/2021-2052 dated April 28, 2022. Any increase or decrease in wage rates as notified by the GoP during the Currency of Contract will be borne by NEPRA *vis a vis* bill/invoice shall be processed accordingly.
10. The contractor agrees that he will ensure to provide 2 x clean, tidy and decent uniforms along with jackets in winders with one pair of shoes to the deployed human resource.
11. The contractor agrees that all the human resource deployed at NEPRA Tower will be provided with the benefit of EOBI (post superannuation pension) and Social Security (Medicare) Services.

12. The contract can be terminated with one-month advance notice by either of the parties.
13. In case of loss of/damage to the property/valuable item/asset of the client by the worker (s) deployed by the vendor, the vendor will be responsible for repair/replacement (if any) at their own expense.

**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 M/s**  
\_\_\_\_\_

(Tufail Ahmed)  
Director (Administration)

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

**1. Witness**

**2. Witness**

(\_\_\_\_\_)  
CNIC No.

(\_\_\_\_\_)  
CNIC No. \_\_\_\_\_

