



**Tender # GIKI/PD/FCD-1106/26**

**HIRING OF JANITORIAL / SANITATION SERVICES AT GHULAM ISHAQ KHAN  
INSTITUTE OF ENGINEERING SCIENCES & TECHNOLOGY**

**April 2026**

**Deputy Director Procurement**  
**Ghulam Ishaq Khan (GIK) Institute of Engineering Sciences & Technology,**  
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# **GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI**

## **(PROCUREMENT DEPARTMENT)**

### **SCHEDULE OF REQUIREMENTS FOR HIRING OF JANITORIAL / SANITATION SERVICES**

Tender No.: GIKI/PD/FCD-1106/26

**Bid Submission deadline: 21.04.2026, 15:00 P.M.**

#### **Tender Schedule**

<b>Particulars</b>	<b>Date &amp; Time</b>
Bid Security or Earnest Money Deposit	<b>Rs.200,000/- (Two Lakh only)</b>
Tender Fees	<b>Rs. 3,000/- (Rupees Three Thousand only) in the form of Pay Order, or it may also be deposited in cash with the Finance Department of the Institute. In case of cash deposit, the original receipt issued by the Finance Department must be attached with the bid</b>
Downloading of Tender Document	<a href="https://giki.edu.pk/tenders-notice/">https://giki.edu.pk/tenders-notice/</a>
Pre-Bid Site Visit at GIK Institute	All prospective bidders are strongly recommended to visit GIK Institute prior to submission of their bids during working hours (09:00 AM to 05:00 PM), in coordination with the Procurement Department.
Last date and time for submission of tenders	<b>21.04.2026 at 15:00 P.M.</b>
Date and time of opening of technical bids	<b>21.04.2026 at 15:30 P.M.</b>
Bidding Method	<b>Single Stage Two Enveloped</b>



# GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY, TOPI

## Evaluation Criteria

Technical Bids will be evaluated on the basis of the following criteria:

Qualification Criteria			Requirement
Registration certificate of KP Revenue Authority (KPRA).			<b>Mandatory</b>
Income Tax Registration Certificate			<b>Mandatory</b>
Professional Tax Certificate			<b>Mandatory</b>
Affidavit /Bidder's Undertaking on judicial stamp paper that the firm/company is not involved in any fraudulent practices and is not currently black listed			<b>Mandatory</b>
Bid Evaluation Criteria			
S. No.	Item Name and Description	Marks	Maximum Marks
<b>1</b>	<b>Bidder must have specific experience in similar sanitation/janitorial assignments and shall submit copies of Work Orders, Agreements, and Satisfactory Performance Certificates as documentary evidence</b>	--	<b>20</b>
1.1	1 - 3 year experience	5	--
1.2	4 - 8 year experience	10	--
1.3	9 - 15 year experience	15	--
1.4	Above 15	20	--
<b>2</b>	<b>Government-Mandated Social Security Contribution Proof (ESSI KP, EOBI) if any</b>	--	<b>5</b>
2.1	Last 02 years of Payment Vouchers	3	--
2.2	More than last 02 years of payment Vouchers	5	--
<b>3</b>	<b>Financial Position/ Status</b>	--	<b>10</b>
3.1	Statement Worth of last one year (Minimum 2 million)	5	--
3.2	Statement Worth of last one year (Minimum 4 million)	10	--
<b>4</b>	<b>Capacity of Service Provider and Working Methodology</b>	--	<b>65</b>
4.1	70-100 Relevant Personnel (Supervisors/janitors)	15	
4.2	100-150 Relevant Personnel (Supervisors/janitors)	20	
4.3	Material for Janitorial & Sanitation Staff: All consumable materials & machinery, including Manual Road Sweepers. Tractor-Mounted Street Sweeper / Mechanical Road Sweeping Machine. Heavy-Duty Industrial Vacuum Cleaners. Floor Cleaning / Scrubbing Machines. A Truck with a trolley for the collection and transportation of garbage. Dedicated Driver for operating the vehicle.	20	

	Adequate fuel, lubricants, and maintenance support for all machinery as mentioned in scope of work for completion of required job		
4.4	The Bidder shall provide the details about how to plan and manage the required services specific to the proposal including Janitorial and Sanitation schedules on daily/ weekly / monthly basis. The GIK Institute will assess each plan according to need and will score the bidders accordingly.	10	
<b>TOTAL</b>		--	<b>100</b>

Minimum marks required for qualification = 70 (Seventy)

Note: Financial Bids of only those bidders shall be opened who are technically qualified. In case of an existing contractor/company/firm/corporation currently providing services to the Procuring Agency, a Performance Satisfactory Certificate duly signed by the authorized officer of the concerned department/authority may be attached with the Technical Proposal.

The contract shall be awarded to the bidder who is declared technically responsive and qualified in accordance with the prescribed evaluation criteria, and whose Financial Proposal is determined to be the lowest evaluated bid for the complete scope of Janitorial & Sanitation Services. The award shall be subject to approval of the Competent Authority and fulfillment of all statutory and contractual requirements.

## **1. INSTRUCTION TO THE BIDDERS (ANNEXURE-A)**

**1.1.** All Annexures of this Tender Document shall form an integral part thereof. Each Annexure must be duly signed and stamped by the Bidder and submitted with the Technical Proposal. Non-compliance shall render the bid non-responsive and liable to rejection.

**1.2.** Technical Bids shall be opened first on the date and time specified in the Tender Notice for Hiring of Janitorial & Sanitation Services.

**1.3.** Financial Bids of only those Bidders who are declared technically qualified shall be opened publicly on a date and time to be notified separately.

**1.4.** In case of any ambiguity regarding scope of work, manpower requirements, equipment specifications, or service schedules, Bidders may seek clarification in writing not later than five (05) days prior to the bid submission deadline.

**1.5.** Any clarification, modification, or amendment to the Tender Documents shall be issued through an addendum and uploaded on the official website of GIK Institute. Bidders are advised to regularly visit the website for updates.

**1.6.** Bids must be clearly marked as “**CONFIDENTIAL – Janitorial & Sanitation Services Tender**” and must mention the relevant Tender Number as stated in the Tender Notice.

**1.7.** GIK Institute shall not be responsible for late receipt or non-receipt of bids due to courier delays or any other reasons beyond its control.

**1.8.** GIK Institute reserves the right to increase, decrease, or modify the scope of janitorial and sanitation services (including manpower and area coverage) without assigning any reason.

**1.9.** GIK Institute may inspect the Bidder’s existing janitorial or sanitation operations, equipment, machinery, or deployed manpower at any client site to verify capability and past performance.

**1.10.** The Bidder must confirm that the proposal fully complies with:

- Technical specifications
- Manpower requirements
- Equipment & machinery requirements
- Applicable labor laws (including EOBI, ESSI (KP), minimum wage compliance)
- All terms & conditions of the Tender Document

**1.11.** GIK Institute reserves the right to accept or reject any bid, annul the bidding process, or reject all bids at any stage prior to award of contract without incurring any liability.

**1.12.** Any attempt to influence the evaluation process through unsolicited communication, personal approach, or external influence shall result in immediate disqualification.

**1.13.** Failure to submit complete documentation, required undertakings, service plans (daily/weekly/monthly), or submission of a non-responsive bid shall result in rejection.

**1.14.** Bidders are advised to carefully study the complete scope of work, service areas (indoor & outdoor), machinery requirements, and contract terms before submission of bids.

**1.15.** The Blacklisting Policy of GIK Institute (attached as Appendix–L) shall be applicable to all bidders participating in this tender.

**1.16.** GIK Institute reserves the right to terminate the contract in case of:

- Non-performance
- Inadequate manpower deployment
- Failure to maintain cleanliness standards
- Delay in garbage disposal
- Violation of contractual terms

## **2. BID SECURITY MONEY & TENDER FEE:**

2.1 Sealed bids must be submitted to the office of the Deputy Director Procurement, GIK Institute, along with

- **Bid Security of Rs. 200,000/- (CDR)**
- **Tender Fee of Rs. 3,000/- (Pay Order)**

in favor of **GIK Institute of Engineering Sciences and Technology, Topi**

2.2 The Bid Security shall be attached to the **Technical Proposal**. Bids without the required instruments shall be treated as non-responsive

2.3 Short Bid Security Money or Crossed Cheque as Bid Security Money is not acceptable.

2.4 The Bid Security Money of unsuccessful bidder(s) will be returned after award of Contract to successful bidder(s). The Bid Security Money of successful bidder(s) will be discharged / returned upon bidder(s) furnishing the executing the order/contract (Subject to the satisfactory report without any objection from the end user).

2.5 The Bid Security Money shall be forfeited:

2.5.1 If a bidder withdraws its bid during the period of bid validity.

2.5.2 In the case of a successful bidder who fails (a) to sign the contract agreement, and/or (b) to furnish the required performance security within the prescribed time period, the bid security shall be forfeited and the bid shall be liable to cancellation, without prejudice to any other rights or remedies available to GIK Institute under the applicable rules.

## **3. BID PRICES:**

3.1 Prices must be quoted in Pak Rupees (F.O.R Basis only) inclusive of all taxes. Conditional bid / bid having any price adjustment formula will be rejected.

3.2 Quoted prices will be valid for **60 days** from the opening date of the **Financial Bid**.

## **4. SEALING AND MARKING OF BIDS:**

4.1 The bidder(s) shall furnish Technical & Financial Bid(s) in two separate sealed envelopes.

4.2 Technical Bids will be opened first.

4.3 Earnest money as mentioned in the Press Tender Notice must be enclosed with a Financial Bid.

4.4 Only Financial Bid(s) of Technically responsive bidder(s) will be opened publicly.

4.5 Financial Bids of technically nonresponsive bidder(s) will be returned after award of Purchase Order to the successful bidder(s).

4.6 The bid shall be submitted in a sealed envelope marked as under:

**PROCUREMENT DEPARTMENT**

4.7. The envelope shall also bear the word "CONFIDENTIAL" and following identifications: -

**TENDER NO. GIKI/PD/FCD-1106/26**

**DON'T OPEN BEFORE (AS PER SCHEDULE MENTIONED IN THE TENDER NOTICE/SOR)**

**TECHNICAL/FINANCIAL BID(s) (INDICATE ONE ON EACH ENVELOPE)**

4.8. If the envelope is not marked, as instructed above, the Purchaser will assume no responsibility for the misplacement or premature opening of bid(s).

## **5. DEADLINE FOR SUBMISSION OF BIDS:**

5.1 The bids must be delivered at the Procurement Department, GIK Institute, Topi on or before as per schedule mentioned in Press Tender Notice and the same will be opened accordingly:

## **6. LATE BIDS:**

6.1 Any bid received by the Purchaser after the prescribed deadline for submission of bids mentioned in the Press Tender Notice will not be accepted and returned unopened to the bidder(s).

## **7. BID OPENING:**

7.1 The purchaser will open the Technical Bid, in the presence of bidder's representative(s) who may choose to attend on date, time and location mentioned above.

7.2 The bidder(s) names, bid prices including bid price modification and bid withdrawals, if any, will be announced at the time of financial bid opening.

7.3 The Purchaser will examine the bids to determine whether they are complete, no computational errors have been made, the required sureties have been furnished, documents have been properly signed, and the bids are generally in order.

7.4 Arithmetical errors found will be corrected as follows:

7.4.1 Where there is a discrepancy between amount in figures and word, the amount in word will prevail.

7.4.2 Where there is a discrepancy between the unit price and the total amount derive from the multiplication of the unit price and the quantity, the unit price as quoted will govern, unless there is an obvious gross arithmetical error in unit price, in which event, the extended amount quoted would prevail.

7.5 In case the due date of bids opening falls on a holiday, the bids shall be opened on the next working day.

## **8. DETERMINATION OF RESPONSIVENESS:**

8.1 After opening of the bids, the purchaser will determine whether each bid is substantially responsive to the requirements of the bidding documents.

8.2 For this clause, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviation. A material deviation is one which means inconsistent with the bidding document, affects in any substantial way the scope, quality or prescribed delivery schedule or which limits in any substantial way, the Purchaser's right, or the bidder's obligation under the contract.

8.3 A bid determined to be non-responsive will be rejected by the purchaser and shall not subsequently be made responsive by the bidder(s) by correction of the non-conformity.

8.4 The purchaser may waive any minor deviation non-conformity or irregularity in a bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of other bidder(s).

8.5 To assist in determining a bid's responsiveness the bidder(s) may be asked for clarification of his bid. The bidder(s) is not permitted, however, to change the bid price or substance of his bid. The bidder(s) may lodge a written complaint for redressed of their grievances and disputes to Dispute Resolution Committee within fifteen days of the placement of the Technical Evaluation report on the web.

**9. AWARD OF CONTRACT:** The contract shall be awarded to the bidder declared technically responsive and qualified, whose Financial Proposal is determined to be the lowest evaluated bid for Janitorial & Sanitation Services, subject to approval of the Competent Authority.

## **10. CANCELLATION OF TENDER:**

10.1 Notwithstanding anything specified in this tender document, Purchaser / GIK Institute, in its sole discretion, unconditionally and without having to assign any reasons, reserves the rights:

10.1.1 To accept OR reject the highest tender or any other tender or all the tenders.

10.1.2 To accept any tender in full or in part.

10.1.3 To reject the tender offer not confirming to the tenders terms.

10.2 Conditional Tenders and Unsigned Tenders will not be accepted.

**11. TRANSFER AND SUBLETTING:**

The contractor shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other contractor or organization by whatever name be called without the prior written consent of the Authority of GIK Institute.

**12. ARBITRATION:** In the event of any dispute or difference arising out of or in connection with this contract, the matter shall, in the first instance, be resolved through mutual consultation. If the dispute cannot be resolved amicably, it shall be referred to the Rector, GIK Institute, whose decision shall be final and binding on both parties.

**13. FORCE MAJEURE:** Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party. Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

## ANNEXURE- B (SCOPE OF WORK)

### SCOPE OF WORK

#### A- Janitorial Services

The successful contractor shall provide complete housekeeping / cleaning services for entire area of the GIK Institute Topi, Swabi including cleaning material/consumables i.e. mops, mop buckets, brooms, brushes, wipers, baskets, window wipers, dustpans, cobweb remover, scraper, ladders, gloves etc. at own cost. The contractor will be responsible for cleanliness of inside areas of buildings and external areas.

<b>SCOPE OF WORK (REQUIREMENT)</b>	
<b>INSIDE BUILDINGS</b>	<b>BUILDINGS</b>
<p><b>1. Floor Cleaning</b></p> <ul style="list-style-type: none"> <li>• Dry and wet mopping of floors on a <b>daily basis</b>.</li> <li>• Classrooms must be cleaned and made ready <b>before the commencement of classes</b>.</li> </ul> <p><b>2. Window Cleaning</b></p> <ul style="list-style-type: none"> <li>• Cleaning of windows (inside and outside) on a regular basis or as required.</li> </ul> <p><b>3. Fans &amp; Fixtures</b></p> <ul style="list-style-type: none"> <li>• Cleaning of ceiling fans, light fixtures, switchboards, and electrical fittings.</li> </ul> <p><b>4. Furniture Dusting</b></p> <ul style="list-style-type: none"> <li>• Daily dusting of office furniture, tables, chairs, cabinets, shelves, and related items.</li> </ul> <p><b>5. Washroom Cleaning</b></p> <ul style="list-style-type: none"> <li>• Daily cleaning and washing of toilets using appropriate cleaning materials (e.g., phenyl, disinfectant, vim, etc.).</li> <li>• Ensuring hygiene, odor control, and proper sanitation standards.</li> </ul> <p><b>6. Carpet Cleaning/Washing</b></p> <ul style="list-style-type: none"> <li>• Vacuum cleaning and carpet washing using appropriate machinery shall be carried out as and when required, or as directed by the Procuring Agency.</li> </ul> <p><b>7. Removal of Cobwebs</b></p> <ul style="list-style-type: none"> <li>• Removal of cobwebs from ceilings, corners, staircases, and walls on a <b>weekly basis</b>.</li> </ul> <p><b>8. Doors &amp; Staircases</b></p> <ul style="list-style-type: none"> <li>• Cleaning of doors, staircases, railings, and associated areas regularly.</li> </ul> <p><b>9. Glass &amp; Mirrors</b></p> <ul style="list-style-type: none"> <li>• Cleaning of glass panels, mirrors, ventilators, grills, partitions, and related surfaces.</li> </ul> <p><b>10. Cleaning of Utilities &amp; Electrical Items</b></p> <ul style="list-style-type: none"> <li>• Cleaning of utility areas and visible electrical items.</li> <li>• Cleaning of walls, ceilings, and other surfaces to maintain overall cleanliness and appearance</li> </ul>	<ul style="list-style-type: none"> <li>• Administration Block (including Rector's Office, Pro-Rector (Academics), Pro-Rector (Administration) and all allied offices)</li> <li>• All Academic Blocks</li> <li>• Medical Centre</li> <li>• All Boys &amp; Girls Hostels</li> <li>• Sports Complex</li> <li>• Mosques</li> <li>• GIKafe</li> <li>• Central Mess</li> <li>• Faculty Club</li> <li>• Any other area assigned by the Administration.</li> </ul>

<b>OUTSIDE BUILDINGS</b>	<b>AREAS OF GIK Institute</b>
<ul style="list-style-type: none"> <li>• Road sweeping (manual/mechanical as required)</li> <li>• Collection of garbage from designated points</li> <li>• Removal of litter from open/common areas</li> <li>• Cleaning around residential units and commercial areas</li> <li>• Disposal of waste at approved dumping sites</li> <li>• Cleaning of drains (surface level) and removal of debris (monthly or as directed by Institute Administration)</li> <li>• Maintenance of overall outdoor cleanliness standards</li> </ul>	<ul style="list-style-type: none"> <li>• Areas outside the Administration Block</li> <li>• Areas surrounding all Academic Blocks</li> <li>• Road sides and common areas</li> <li>• Residential Areas (Family &amp; Bachelor Accommodations)</li> <li>• Tuck shops and their surrounding areas</li> <li>• Areas outside the Sports Complex</li> <li>• Surroundings of Mosques</li> <li>• Surroundings of Faculty Club</li> <li>• Any other area as may be assigned by the University Administration</li> </ul>

**List of Consumables Items & Machinery:**

<b>For Janitorial &amp; Sanitation:</b>		
1.	<ul style="list-style-type: none"> <li>• All relevant consumable items required for janitorial and cleaning services (including but not limited to cleaning chemicals, detergents, disinfectants, mops, brooms, brushes, garbage bags, etc.</li> <li>• Manual Road Sweepers (10)</li> <li>• Tractor-Mounted Street Sweeper / Mechanical Road Sweeping Machine (1). Heavy-Duty Vacuum Cleaners (10)</li> <li>• Floor Cleaning / Scrubbing Machines (10)</li> <li>• Tractor with a trolley for the collection and transportation of garbage (1)</li> <li>• Any other relevant machinery/equipment necessary for proper execution of the services.</li> </ul> <p>All machinery and equipment shall be in good working condition and shall meet safety and operational standards. Replacement/backup arrangements shall be ensured to avoid disruption of services</p>	As Mentioned

Rates will be quoted inclusive of cleaning materials.

**B- Sanitation Services**

- i. Road sweeping (manual & mechanical).
- ii. Cleaning of streets, walkways, parking areas, and open spaces.
- iii. Floor cleaning, mopping, and scrubbing of academic blocks, administrative buildings, and common areas.
- iv. Collection, handling, and disposal of garbage from designated points.
- v. Operation of vacuum cleaners and floor scrubbing machines.

- vi. Removal of debris, dry leaves, and waste from roads and paved areas.
- vii. Cleaning of lobbies, corridors, staircases, and public areas.
- viii. Any other sanitation-related task assigned by the GIK Institute Authority.

Rates shall be quoted inclusive of all cleaning materials, detergents, disinfectants, tools, Equipment and consumables required to complete the Janitorial/sanitation services.

(Note: Tenders received without earnest money will not be considered and The Procuring Agency may reject without any notice or instructions.)

### **DAILY SERVICES**

- i. Sweeping, cleaning, and mopping of floors, rooms, corridors, lobbies, staircases, and other internal areas of buildings.
- ii. Thorough washing and cleaning of washrooms, including toilets, commodes, urinals, wash basins, mirrors, and fixtures using standard approved cleaning materials and disinfectants.
- iii. Replenishment of consumables, including:
  - Liquid soap
  - Toilet paper
  - Air fresheners
  - Phenyl balls / deodorizer blocks (where applicable)
- iv. General cleaning of external paved areas, including driveways, main entrances, parking areas, and surrounding premises.
- v. Collection and disposal of garbage from offices, classrooms, and all common areas. Emptying of dustbins and safe transfer of waste to designated collection points shall be the responsibility of the Contractor.
- vi. Road sweeping (manual and/or mechanical as required).
- vii. Collection of garbage from designated collection points.
- viii. Removal of litter from open areas, walkways, parking areas, and common spaces.
- ix. Cleaning around residential units, academic blocks, and commercial areas.
- x. Transportation and disposal of collected waste at approved dumping sites.
- xi. Maintenance of overall outdoor cleanliness standards to ensure a neat, hygienic, and presentable campus environment.

### **WEEKLY SERVICES**

- i. Cleaning and dusting of all building walls / Aluminum Panels
- ii. Cleaning and dusting of Glass Windows / Glass Partition with 'Glint' or any other approved quality glass cleaning detergent to keep them neat and shiny.
- iii. Removal of cobwebs, cleaning of false ceiling /Walls of all toilets & washrooms, offices and common areas.
- iv. Cleaning of un-covered area including Grounds, Lawns, Gardens, boundary walls etc.
- v. Removal of stains / dirt spots / marks etc.

### **EMERGENT SERVICES – (UNFORESEEN SITUATIONS)**

- i. Deep cleaning of washrooms, including washing of walls, tiles, partitions, and fixtures, and spraying of approved disinfectants in toilets and urinals to eliminate odor and ensure proper sanitation.
- ii. Sweeping, cleaning, and mopping of floors in academic blocks, halls, corridors, and other areas prior to or after events, seminars, official functions, or as directed by the GIK Institute Authority

### **MONTHLY SERVICES**

- i. Cleaning doors, windows and A/C Diffusers.
- ii. Opening and cleaning of sewerage lines and drainage pipes, including removal of blockages to ensure smooth flow, as and when required
- iii. Cleaning of surface drains and removal of debris, including desilting and clearing of accumulated waste on a periodic basis or as directed by the Institute Administration
- iv. Cleaning / Sweeping of roof top.

- v. Cleaning/Clearing of plants, weeds along boundary walls.
- vi. Water tanks cleaning.

**GENERIC REQUIREMENT:**

1. The Contractor shall provide all branded / best quality cleaning materials i.e. liquid cleaners, cleaning acids, detergents, air fresheners, and all necessary cleaning equipment/tools for the defined scope.
2. The Contractor shall ensure that all the toilets & washrooms are cleaned continuously on Daily / Weekly / Monthly basis including floors, walls, tiles, windows, dusting and cleaning of all sanitary fittings.
3. The Contractor shall ensure the provision of Tissue Rolls and Liquid Soap in all washrooms.
4. The Contractor shall ensure that all public areas are cleaned on regular basis as per requirement.
5. The Contractor shall provide 100% staff attendance on daily basis.
6. The Contractor shall provide machineries required to carry out activities mentioned in scope of work.
7. The Contractor shall be responsible for any damage to the property caused during cleaning and housekeeping activities.
8. The Contractor shall certify that the resources provided are not addicted to drugs or alcohol.
9. The Contractor shall adhere to all applicable laws including the labor laws and any other relevant law.
10. The Contractor shall ensure to hire qualified staff as per tender document. The Contractor shall submit the copy of CNIC of their hired employees as well as submission of particulars of workers with local police station verification.
11. Contractor will be responsible to provide medical fitness certificate for all employees immediately after joining.

**TIMINGS:**

The staff shall work eight (08) hours per day for six (06) working days per week. The duty shall commence one hour prior to the routine office timings or as directed by GIK Institute.

**The contractor shall submit a duty roster in advance for review and approval by GIK Institute. Any subsequent changes in the roster shall be made only with prior approval of the Institute.**

# **ANNEXURE-C – TERMS AND CONDITIONS**

## **Hiring of Janitorial & Sanitation Services**

Please read the following Terms & Conditions carefully before submitting the bid. The tender for provision of Janitorial & Sanitation Services shall be governed by the following conditions:

### **1. Contract Period**

- 1.1 The contract shall initially be awarded for a period of one (01) year, subject to satisfactory performance.
- 1.2 The contract may be extended on yearly basis subject to performance evaluation and approval of the Competent Authority.
- 1.3 The Procuring Agency reserves the right to re-advertise the tender in case of unsatisfactory performance.

### **2. Scope & Equipment Obligations**

The Service Provider shall:

- Provide required manpower for janitorial and sanitation services.
- Provide heavy-duty cleaning equipment including floor cleaning machine (electric), scrubber brush, buffing brush, dust vacuum machine, etc.
- Arrange consumable cleaning materials at its own cost.
- Ensure eco-friendly waste collection and disposal as per local municipal regulations.
- Conduct fumigation at least once every six months.

### **3. Statutory & Legal Compliance**

- 3.1 The Contractor shall comply with all applicable laws.
- 3.2 The Contractor shall ensure timely payment of wages (before 10th of each month) through bank transfer / digital payment mode and submit proof with invoice.
- 3.3 Employment of child labor is strictly prohibited.
- 3.4 The Contractor shall not sublet the contract without prior written approval.

### **4. Supervision & Monitoring**

- Contractor shall appoint a qualified Supervisors' (minimum Intermediate with 2 years experience).
- Daily attendance shall be maintained and verified by Administration.

### **5. Termination of Contract**

- 5.1 Either party may terminate the contract with one (one) month's written notice.
- 5.2 The Procuring Agency may terminate the contract without notice in case of breach, fraud, unsatisfactory performance, or violation of statutory obligations.
- 5.3 In case of termination due to contractor's fault, the Performance Security shall be forfeited without prejudice to further legal action.

### **6. General Conditions**

- Rates shall be quoted in Pak Rupees inclusive of all taxes.
- Partial bidding is not allowed.
- Blacklisted firms or firms involved in corrupt practices are not eligible.
- Procuring Agency reserves the right to accept or reject any or all bids as per applicable procurement rules.
- The Procuring Agency may increase or decrease manpower subject to budget availability and operational requirements.

### **7. Penalty**

The Procuring Agency reserves the right to impose penalties for:

- Non-availability of staff
- Poor performance
- Delayed rectification of issues
- Violation of contractual obligations

Penalties shall be imposed as per the agreed penalty matrix and applicable procurement rules.

## STATUTORY OBLIGATIONS OF THE CONTRACTOR

### 1. General Compliance

1.1 The Contractor shall comply with all applicable Federal and Provincial laws, rules, regulations, notifications and statutory requirements, including labor, taxation, social security, and environmental laws, as amended from time to time.

1.2 The Institute reserves the right to impose additional reasonable conditions, if deemed necessary in the interest of service quality, safety, or institutional requirements.

### 2. Engagement of Manpower

2.1 The Contractor shall engage an adequate number of trained/semi-trained personnel to ensure uninterrupted janitorial and sanitation services.

2.2 All deployed personnel shall be medically fit and free from contagious or communicable diseases.

2.3 Prior to commencement of services, the Contractor shall submit complete particulars of all deployed personnel, including:

- Name
- CNIC copy
- Date of birth/age
- Permanent address
- Police Verification Certificate
- Medical Fitness Certificate

No staff shall be deployed without prior submission and approval of required documents.

### 3. Discipline & Conduct

3.1 The Contractor shall ensure proper discipline, professional conduct, and ethical behavior of all deployed staff.

3.2 Workers shall not indulge in unlawful activities or misconduct within campus premises.

3.3 Employment of child labor is strictly prohibited.

3.4 The Contractor shall be fully responsible for the conduct of its employees. Any loss or damage caused to Institute property due to negligence or misconduct shall be compensated by the Contractor.

3.5 The Institute reserves the right to require replacement of any staff member found undesirable, incompetent, or involved in misconduct.

### 4. Supervision & Control

4.1 The deployed personnel shall remain employees of the Contractor and shall have no employer-employee relationship with the Institute.

4.2 The Contractor shall appoint a qualified Supervisor for effective administration, coordination, attendance management, and liaison with the Institute.

4.3 The Contractor shall not sublet or subcontract the services without prior written approval of the Institute.

### 5. Equipment, Uniform & Consumables

5.1 The Contractor shall provide, at its own cost:

- Cleaning machinery (heavy-duty vacuum, scrubber, buffing machine, etc.)
- Cleaning consumables and materials

5.2 The Contractor shall provide proper uniforms, shoes, and all other relevant items to its staff at its own cost.

The Contractor shall also ensure provision of the following:

- Valid Identification Cards for all deployed staff
- Personal Protective Equipment (PPE), as required
- Disposable items, including gloves, masks, caps, etc.

5.3 The dress code shall be as approved by the Institute, with appropriate identification markings.

### 6. Health, Safety, Environmental Responsibilities & Accommodation

6.1 The Contractor shall ensure periodic health monitoring and immunization of staff against communicable diseases.

6.2 The Contractor shall be solely responsible for any injury, illness, or accident involving its employees and shall bear all medical and compensation expenses.

6.3 Garbage collection and disposal shall be the responsibility of the Contractor, including shifting to designated municipal containers.

6.4 GIK Institute shall not provide any accommodation facility to the contractor or its employees. It shall be the sole responsibility of the contractor to arrange suitable accommodation for its staff at its own cost. The

contractor may arrange accommodation in nearby areas such as Topi, Ghazi, or other surrounding localities, as deemed appropriate.

## **7. Staffing Flexibility**

7.1 The GIK Institute reserves the right to increase or decrease manpower based on operational needs and budget availability.

7.2 The Contractor shall ensure 100% staff availability at all times. Leave replacement shall be the sole responsibility of the Contractor.

## **8. Monitoring & Performance Evaluation**

8.1 The Institute's designated Focal Person/Administration shall monitor performance on daily basis.

8.2 Attendance records shall be verified daily.

8.3 Non-compliance shall be recorded in Daily Activity Log and penalties imposed as per agreed penalty matrix.

## **QUALIFICATION CRITERIA FOR PERSONNEL**

### **1. Supervisor (Janitorial & Sanitation)**

- Minimum Intermediate/Matric
- At least two (02) years of relevant experience
- Age not exceeding: 50 years (Male & Female)
- Responsible for supervision, attendance, reporting, and coordination
- Mandatory Documents: CNIC, Educational Certificates, Medical Fitness, Police Verification

### **2. Janitorial & Sanitation Staff**

- Literate
- Age not exceeding: 50 years (Male & Female)
- Can understand the basic requirements of Janitorial / Sanitation works
- Mandatory Documents: CNIC, Medical Fitness, Police Verification

## **ANNEXURE-D SPECIFICATIONS & SCHEDULE OF REQUIREMENTS**

*(Please attach this page along with the Financial Bid or quote rates on the Letter Head of the Bidder)*

<b>Sr. No.</b>	<b>Description</b>	<b>No. of Person</b>	<b>Unit Rate with GST</b>	<b>Total Amount with GST</b>
1	<b>Hiring of Janitorial &amp; Sanitation Services on a Monthly Basis</b> (Including cleaning materials, consumables, and all relevant equipment)	02 Male Supervisors 80 Male Janitorial & Sanitation Staff (including Machine Operators, Drivers) 1 Female Supervisor 20 Female Sweepers		
<b>Total (with all taxes/duties, etc.)</b>				

Note: **Partial Bidding is not allowed.**

• **Price Validity and Adjustment:**

Prices shall remain fixed and shall not be subject to any adjustment during the contract period. However, in case of any revision in the minimum wage rate through an official notification issued by the Government of Pakistan, GIK Institute shall review the situation and may revise the rates through mutual agreement with the contractor.

Similarly, in case of a significant increase in fuel prices up to Rs. 10 per litre or beyond, the rent/rates may be reviewed and revised through mutual consent of both parties.

• **Payment Terms:**

Payment shall be made on a monthly basis, subject to verification and satisfactory confirmation of services by the concerned department of GIK Institute.

**ANNEXURE-E**  
**DECLARATION REGARDING NON-BLOCKLISTING / NON-DEBARRING FOR**  
**TAKING PART IN TENDER**

Form 4

*Mandatory for participation in the bidding process*

AFFIDAVIT

I, \_\_\_\_\_ S/o \_\_\_\_\_ aged \_\_\_\_\_ years \_\_\_\_\_ working as Proprietor/Managing Partner/Director of M/s \_\_\_\_\_ having its registered office at \_\_\_\_\_ do hereby solemnly affirm and declare on oath as under:

1. That I am competent to swear this affidavit being proprietor/one or the partners/ Director of M/s \_\_\_\_\_
2. That M/s \_\_\_\_\_ is a proprietorship/partnership firm/company is participating in tender process conducted by Institute.
3. That I hereby confirm and declare that none of my/our group/sister concern/associate company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company M/s \_\_\_\_\_ and my/our firm/group/company/ sister concern / associate company have not been blacklisted/de-listed any Institutional agencies/Govt. Deptt/ Public Sector Undertaking.
5. That there is no change in the Name & Style, Constitution and Status of the firm, after Pre-qualification.
6. That I further undertake that in case any of the facts contained above and in-our application is round otherwise or incorrect or false at any stage, my/our firm/company/ group/sister concerns/ associate companies shall stand debarred from the present and future tenders of the GIK INSTITUTE.

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at \_\_\_\_\_ on \_\_\_\_\_ that the contents of paras 1 to 6 of this affidavit are true and correct to best of my knowledge and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary)