

GOVERNMENT HOLDINGS (PRIVATE) LIMITED

Bidding Document

for

“Hiring of Contractor for General Maintenance Services”



Tender No.:	GHPL/Gen/03/03-24
Bid Submission:	April 04, 2024 at 11:00 AM
Bid Opening:	April 04, 2024 at 11:30 AM



TABLE OF CONTENTS

INVITATION TO BID3

INSTRUCTIONS TO BIDDERS4

ANNEXURE-I: SCOPE OF WORK8

ANNEXURE-II: BID BOND FORMAT10

ANNEXURE-III: TECHNICAL BID REQUIREMENTS11

ANNEXURE-IV: PRICE SCHEDULE12

ANNEXURE-V: PERFORMANCE GUARANTEE FORMAT13

ANNEXURE-VI: FORM OF BID15

ANNEXURE-VII: EVALUATION CRITERIA17

ANNEXURE-VIII: DRAFT CONTRACT19





INVITATION TO BID

Government Holdings (Private) Limited (GHPL) invites bids for hiring of contractor for general maintenance services. Detailed scope of work is provided at **Annexure-I**.

Bids are invited under a “Single Stage One Envelope Bidding Process”. Bids shall be clearly marked as Technical and Financial bids for “Hiring of Contractor for General Maintenance Services (Tender No. GHPL/Gen/03/03-24)” in bold and legible letters. The envelope shall be labeled with the name, address, and contact number of the bidder.

Bids prepared in accordance with the instructions provided in this bidding document must be uploaded on PPRA EPADS portal and hard copy of the bids must reach to GHPL office at following address on or before April 04, 2024 at 11:00 AM. Bids will be opened on the same day at 11:30 AM. In case the day of bid submission and opening falls on a public holiday, next working day shall be considered as the deadline for the same.

Dy General Manager (HR & Administration),
Hiring of Contractor for General Maintenance Services,
Government Holdings (Private) Limited,
5th & 7th Floors, Petroleum House, Ataturk Avenue, G-5/2,
Islamabad.



INSTRUCTIONS TO BIDDERS

The objective of “Instructions to Bidders” is to provide bidders information to submit bids in response to this Bidding Document (BD) according to the requirements defined in this BD and in the same order/sequence as set forth in this BD. Bidders are required to fulfil the below requirements for their bids:

- 1) Each bidder shall submit only one bid, multiple submissions of bids shall render the bidder disqualified.
- 2) The bidder will have to comply with all laws applicable in Islamic Republic of Pakistan.
- 3) Bid bond amounting to Rs. 50,000/- (Pak Rupees Thousand Only) shall be submitted in the form of bank guarantee or pay order or demand draft in favor of GHPL. The bid bond shall be enclosed in the Technical Bid. No bid shall be entertained without bid bond. Bid bond shall be retained up to 180 days and the bids shall remain valid up to 180 days from the date of Technical Bids opening. A bid bond format is attached herewith at Annexure-II. The bid bond shall be issued by a scheduled bank in Pakistan.
- 4) The bid bond of technically disqualified bidders will be returned along with their unopened financial bids and the bid bond of the technically qualified but financially disqualified bidders will be returned after publication of the final evaluation report or on the expiry of validity of the bid bond, whichever is earlier. The bid bond of the successful bidder will be released upon receipt of the required performance guarantee.
- 5) The bid bond may be forfeited in case of occurrence of any of the following:
 - a) Bidder withdraws its bid before the bid validity date;
 - b) Bidder fails to extend the validity period of the bid bond to match any extension of the bid validity date in accordance with the terms and conditions of this BD;
 - c) Successful bidder, fails to furnish the required performance guarantee as per BD requirement.
- 6) The bidders will submit their bid in accordance the terms and conditions of the BD. All the pages of the Technical & Financial bids must be sequentially numbered. All the pages of the financial bid and Form of Bid (technical bid) must be stamped & signed by the representative authorized at clause 6 of the Form of Bid (Annexure-VI). All other pages of the technical bid must be stamped and initialed by the representative authorized at clause 6 of the Form of Bid.
- 7) GHPL may, at any time prior to the deadline for submission of the bids, on its own initiative or in response to a clarification requested by the bidder(s), amend the BD, on an account for any reason. All amendment(s) shall be part of the BD and binding on the bidders. GHPL shall notify the amendment(s) in writing through EPADS and GHPL website within reasonable time prior to the bid submission date.
- 8) GHPL may, at its exclusive discretion extend the deadline for the submission of the bids in which case all rights and obligations of the GHPL and the bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 9) Within the original validity of the bids, GHPL may request the bidders to extend their bid validity for



another period not exceeding the original bid validity. The bidder who chooses not to extend their bid validity as may be required by GHPL; their bid will be deemed withdrawn and their bid bond shall be returned.

- 10) The language of the bids shall be English. Any printed literature/documents/certificates etc. furnished by the bidders in another language shall be accompanied by an English translation which shall govern for purposes of interpretation.
- 11) GHPL will respond to the clarifications received through EPADS. An SMS/text message or phone call will not be regarded as a communication for the purpose of this BD and cannot be referred as such and shall not be deemed legally binding. GHPL foresees that while clarifying a query, a bidder's identity may need to be disclosed due to the nature of the query, the bidder, in such case, will have no objection to such disclosure by GHPL.
- 12) GHPL may hold a prospective bidders' Pre-bid Meeting at GHPL Office in Islamabad as may be decided by GHPL to which prospective bidders will be invited. Prospective bidders may attend the Pre-bid Meeting at their own cost.
- 13) GHPL reserves the right to amend, modify, supplement or withdraw this BD or extend the deadline for submission of the bid at any time and to reject all the bids received and annul this process without assigning any reason/cause and without assuming any liability or obligation on its part.
- 14) Bidders shall submit their technical bids as per the requirements mentioned in Annexure-III.
- 15) Duly completed, signed and stamped Annexure-IV: Price Schedule shall be submitted as financial bid. Prices will be quoted in Pak Rupees; any other currency will be rejected. While submitting their bids, bidders shall be responsible to include all applicable duties / taxes / levies etc. (Federal and/or Provincial) and out of pocket expenses in their quoted rates. Omission, if any, shall be the sole responsibility of the bidder. All taxes and duties shall be borne by the bidder as per applicable laws. GHPL will not be responsible for any erroneous calculation of taxes or any differences arising out of tax incidence and computation and shall be fully borne by the successful bidder.
- 16) The successful bidder shall furnish a performance guarantee to GHPL in the form of a bank guarantee or pay order or demand draft issued by a scheduled bank in Pakistan of an amount equal to 10% of the bid price upon signing of the Contract. Failure to furnish the performance guarantee within the stipulated time will entitle GHPL to consider the bidder as having abandoned the tender. The performance guarantee shall be valid up to 180 days or as may be extended by the Bidder from time to time. The performance guarantee in the form of bank guarantee shall be in accordance with the format provided at Annexure-V.
- 17) The bidders participating in the bidding process are required to adhere to all the laws as promulgated by the Government of Pakistan for the time being in force. Upon completion of the bidding process, the terms and conditions as agreed between the parties will not be altered or amended.
- 18) The successful bidder shall be responsible for complying with all the local laws of Pakistan and fulfilling all requirements thereof.
- 19) The successful bidder shall sign a contract with GHPL as per the draft provided at Annexure-**VIII**. Successful bidder shall bear all costs associated with entering into the contract.



- 20) The bids will be rejected if any of the following shortcomings occurs:
- a. Bids not submitted through EPADS
 - b. Signed "Form of Bid", as per format given in **Annexure-VI**, with official stamp affixed on it is not provided;
 - c. Form of Bid is not submitted in original, on bidder's letterhead and with signatures, as required, and official stamp. Copy (whether scanned color copy or photocopy) would not be acceptable;
 - d. Bid bond is not submitted in the Technical Bid;
 - e. Bids must contain Certificate of Incorporation, Company/Firm's Registration Certificate, SECP registration, etc. (whichever applicable).
 - f. An affidavit to the effect that bidder is an independent company/firm, and not the agent, subsidiary, or holding of any company/firm having business relationship with GHPL in any manner whatsoever.
 - g. Bids submitted without FBR registration certificates and bidder not being appearing on Active Tax Payer list of FBR;
 - h. Bid having not fully filled-in/quoted price schedules or quoted in currency other than Pak Rupees (PKR);
 - i. Bid is un-sealed, un-signed, partial, conditional, alternative, late;
 - j. Bidder(s) has been found blacklisted during evaluation stage or prior to the award of contract;
 - k. Each bidder shall submit only one bid, multiple bid submissions shall render the bidder disqualified; and
 - l. Bidder(s) engages in corrupt or fraudulent practices during the process.
- 21) The bids will be evaluated as per the evaluation criteria provided at Annexure-VII. Bidders are required to secure at least 65 Technical Score (TS) on overall basis for technical qualification. Financial bids of technically qualified bidders will be opened in the presence of their representatives who choose to attend. The contract will be awarded on Quality and Cost Based Selection (QCBS) method, on 70% quality and 30% cost basis.
- 22) The bidders shall bear all costs/expenses associated with the preparation and submission of the bids and GHPL shall in no case be responsible/liable for those costs/expenses.
- 23) Any bid received by GHPL after the deadline for submission of bids shall be returned unopened to such bidder. Delays in the mail/courier, delays of person in transit, or delivery of a bid to the wrong office shall not be accepted as an excuse for failure to deliver a bid at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his bid will be accomplished either in person, by messenger or by mail / courier.
- 24) The bids shall be opened at the specified time and place in the presence of the authorized representatives of the bidders who choose to attend.
- 25) During the examination, evaluation, and comparison of the bids, GHPL at its sole discretion may ask any bidder for clarifications of its bid. The request for clarification and the response shall be in writing/email. However, no change in the price or substance of the bid shall be sought, offered, or permitted after bid submission.
- 26) Bids submitted via email or fax shall not be entertained.
- 27) GHPL does not accept:



- a) any responsibility arising in any way for any errors in or omissions from any information or for any lack of accuracy, completeness, currency or reliability of any data or information, including all written or oral information made available to the bidder or its advisors during the bidding process and responses to requests for information/clarification and questions raised by a bidder; or
- b) any liability for any loss or damage suffered or incurred by the bidder or any other person, whether directly or indirectly, as a result of or arising out of that person placing any reliance on the information or its accuracy, completeness, currency or reliability.

28) The Bidder agrees that:

- a) it will conduct its own investigation and analysis regarding any information, statements or representations contained in the information and will rely on its own enquiries and seek appropriate professional advice;
- b) it does not rely on any representation or warranty (express or implied) as to the accuracy, completeness, currency, or reliability of the information.

29) The decision of GHPL shall be final and GHPL will not be liable for any loss or damage to any party acting in reliance thereon.

30) GHPL reserves the right to forfeit the Bid Bond and/or blacklist any Bidder who breaches any terms and conditions of this BD.

31) The prospective bidder may request clarification on any aspect of this BD till. Any request for clarification must be sent in writing through EPADS:

Dy. General Manager (HR & Administration),
Government Holdings (Private) Limited,
E-mail: procurement@ghpl.com.pk

ANNEXURE-I: SCOPE OF WORK

1. Scope of Work:

- GHPL office is located at the 5th, 7th and other area within the premises of petroleum house. Further, it has a storage space at basement.
- GHPL requires general maintenance services as and when required basis at the mentioned areas.
- Repair and maintenance work include but not limited to:
 - i. Machinery, Gen. Set, plant or equipment installed at premises
 - ii. Air conditioning units
 - iii. Furniture and fixtures
 - iv. Plumbing and sanitation works
 - v. Electrical and solar system works
 - vi. Wood, glass and aluminum works
 - vii. Paint works
 - viii. Health and safety related works
 - ix. Other related works
- Contractor will inspect, operate, or test machinery or equipment to diagnose the malfunctions.
- Provide alteration, preparation, painting and repair of structures made of wood, glass, concrete or brick, etc.
- Provide maintenance and repairs of heating, ventilation systems, air conditioning and refrigeration systems and equipment.
- Provide troubleshooting, repair and maintenance of electrical distribution systems including electric appliances, electric controls, fire alarms, clock systems, etc.
- Repair and maintenance of hardware such as doors, automatic electric doors, windows, lockers and magnetic keying systems to ensure safety of facilities.
- Repair and maintenance of office furniture.
- Maintenance and repair of plumbing fixtures and components.
- Contractor will provide support in moving of furniture & fixtures, machinery, equipment, etc. within the premises of building as and when required.
- A prior approval of Company will be required where new equipment, part or material required. Whereas all the services will be covered against monthly service fee.
- The contractor is responsible for daily office visits to address and resolve any complaints promptly. Additionally, they must ensure a response time of 30 minutes or less for addressing complaints.

2. Bidder Responsibilities:

- Contractor are required to visit the office in order to familiar the site and to understand the requirements. Further, bidder is required to make them fully satisfied with the site conditions, works requirements etc. before bidding.
- Be fully responsible for all work and services performed by its laborer's.

- Ensure that its team has relevant experience and necessary equipment and support to undertake the work.
- Ensure that its laborers are equipped and wear all required protective equipment at all times when executing work on site, failure to do so such personnel will be dismissed from the site.
- Contractor ensure that work should not interfere with the normal operation of the GHPL. Contractor should take precautionary measures against the noise, dust and vibrations etc. Arrangements should be made for after hours or over weekends if such work will interfere/interrupt with normal operations.
- Contractor is responsible for ensuring cleanliness and delivering quality work.
- No advance payments will be made.
- Provide and execute everything necessary for the work in accordance with industry standards, OHS (Occupational Health and Safety) Act, municipal by-laws, labor laws and any other relevant regulations, including but not necessarily limited to execution of work as per details on scope of work above.
- It is important that the Contractor will work under the supervision of a GHPL representative to overlook quality of works and time lines.





ANNEXURE-II: BID BOND FORMAT

(ON NON-JUDICIAL STAMP PAPER AT APPLICABLE RATE, BASED ON GUARANTEE VALUE)

Government Holdings (Private) Limited (GHPL),
5th & 7th Floors, Petroleum House, Ataturk Avenue, G-5/2,
Islamabad

Dear Sirs,

In consideration of Messrs. _____ hereinafter called the "Bidder" having submitted the accompanying bid for **Hiring of Contractor for General Maintenance Services (Tender No. GHPL/Gen/03/03-24)** and in consideration of value received from _____ we hereby agree to undertake as follows:

1. To make un-conditional payment of Rs. 50,000/- (Pak Rupees Fifty Thousand Only) upon your written demand without further recourse, question or reference to the Bidder or any other person, in the event of the withdrawal of the aforesaid bid by the Bidder before the end of the period specified in the bid, after the opening of the same for the validity thereof; or if no such period to be specified, within 180 days after said opening or in the event that the Bidder within the period specified thereof the Bidder shall fail to execute such further contractual documents, if any, as may be required by GHPL or on the Bidder's failure to give the Performance guarantee as may be required.
2. To accept written intimation(s) from you as sufficient evidence of the existence of default or non-compliance as aforesaid on the part of the Bidder and to make payment immediately upon receipt of the written intimation.
3. No grant of time or other indulgence to, or composition, or arrangement with the Bidder in respect of the aforesaid bid with or without notice to us shall in any manner discharge or otherwise, however, affect this guarantee and our liabilities and commitments hereunder.
4. The bid bond shall be binding on us and our successors in interest and shall be irrevocable.

For and on behalf of

AUTHORIZED SIGNATURE

(Stamp and signature of the issuing bank)



ANNEXURE-III: TECHNICAL BID REQUIREMENTS

Bidders shall use the following matrix as an index to their technical bid. The technical bids shall be evaluated/scored in accordance with the documents provided as detailed below:

Sr.No.	Attributes	Reference Page in Bid
1.	Technical Compliance as mentioned in Scope of Work	
2.	The Bidder must provide references of previous related work.	
3.	The Bidder must provide list of skilled and experienced staff with number of years' experience etc.	
4.	Company Registration/Incorporation Certificate (if applicable)	
5.	The bidder must have its local presence in Rawalpindi/Islamabad.	
6.	Affidavit on stamp paper, declaring that company is not blacklisted by any government agency/authority till date. (Original required)	
7.	Bid Maintenance of Rs. 50,000/- with its technical bid.	
8.	Proof of NTN/GST (if applicable)	
9.	Integrity Pact as per Annex-E	

Note:

All pages of the Technical Bid must be sequentially numbered, stamped and signed/initialed by the representative authorized at clause 6 of the Form of Bid.



ANNEXURE-IV: PRICE SCHEDULE

Bidders are required to complete the FCS and provide all the data as listed below:

Sr.No.	Description	Price (without Taxes) Rs.	Applicable Taxes Rs.	Total Prices (inclusive of all applicable taxes) Rs.
01	Monthly Charges			
	Total Prices (inclusive of all applicable taxes) Rs.			

Note:

- i. Applicable taxes (Sales Tax, Levies, Duties etc.) shall be on account of buyer as per prevailing rates.
- ii. Payment will be made as per actual expense.

Please confirm hereafter:

Payment terms: _____

Offer Validity: _____

Name of the Bidder: _____

Address of Bidder: _____

Name of authorised Representative: _____

Phone number: _____

Email address: _____

Date: _____

Signature and Stamp: _____



ANNEXURE-V: PERFORMANCE GUARANTEE FORMAT

(ON NON-JUDICIAL STAMP PAPER AT APPLICABLE RATE, BASED ON GUARANTEE VALUE)

Government Holdings (Private) Limited (GHPL),
5th & 7th Floors, Petroleum House, Ataturk Avenue, G-5/2,
Islamabad.

Subject: Surety Guarantee for Rs. _____/- (Pak Rupees _____ Only) on behalf of [insert Bidder name] as performance guarantee for **Hiring of Contractor for General Maintenance Services, (Tender No. GHPL/Gen/03/03-24).**

Dear Sirs,

In the sum of Rs. _____/- (Pak Rupees _____ Only)
To you in Islamabad

In consideration of your having issued the award of contract for **Hiring of Contractor for General Maintenance Services, (Tender No: GHPL/Gen/03/03-24)** to M/s _____ called the Bidder and in consideration for value, received from Bidder, we [Insert name of the Bank] (a banking company incorporated under Companies Act, 2017 and having valid license from the State Bank of Pakistan) which expression shall mean and include its successors, administrators and legal representatives, whether jointly or severally, having its registered office at [Insert address] (hereinafter called the "Surety") do hereby irrevocably bind ourselves and unconditionally agree and undertake as under:

1. To make unconditional payments to you from time to time as called upon or make an unconditional payment of Rs. _____/- (Pak Rupees _____ Only) at any time on your written demand(s) without further resource, question or reference to Bidder or any other person, in the event of default or non- performance and / or non-fulfillment by Bidder of his obligation's liabilities, responsibilities, covenants, assurances, warranties, indemnities, representations, and guarantees under and in pursuance of the said contract of which you shall be the sole judge.
2. To accept written intimation from you as conclusive and sufficient evidence of the existence of a default or breach as aforesaid on the part of Company and to make payment accordingly within 03 (three) days of receipt thereof.
3. The performance guarantee shall come into force on [Insert date] and shall remain in full force, operative, effective and binding upon us for up to 180 days or as may be extended by the Bidder from time to time. The Surety shall notify GHPL in the event that the Bidder does not apply for renewal of this performance guarantee ten days prior to the expiry date of this performance guarantee or as extended from time to time.
4. That on grant of time or other indulgence to amendment in the terms of the contract by contract with Bidder in respect of the performance of his obligations under and in pursuance of the said contract with or without notice to us, shall in any manner discharge or otherwise, however, affect this guarantee and our liabilities and commitments there under.
5. This performance guarantee shall be binding on us, our successors including successors in interest, administrators and legal representatives, and shall be irrecoverable.



6. This performance guarantee shall not be affected by any change in the constitution of the guarantor bank or the constitution of the Bidder.
7. No delay or failure to exercise any right or remedy under this performance guarantee by GHPL shall constitute a waiver of such right or remedy. No single or partial exercise of any right or remedy shall preclude any other or further exercise thereof or of any other right or remedy. No waiver by GHPL shall be valid unless made in writing and duly signed by concerned representatives of the GHPL.
8. No set-off counter claim, reduction, or diminution of any obligations that the Surety has or may have against GHPL shall be available to the Surety against GHPL in connection with any of the Surety's obligations to GHPL under this performance guarantee. The Surety shall make all payments under this performance guarantee in full, without set-off or counter claim and free and clear of any deductions or withholdings in immediately available, freely transferable, cleared funds for value on the due date to GHPL, provided that if the Surety is required to make any deduction or withholding from such payments under applicable law, the Surety shall pay to GHPL such additional amount necessary to ensure that GHPL receives an amount equal to the amount which it would have received had no such deduction or withholding been made.
9. The performance guarantee shall be binding upon and insure to the benefit of GHPL and the Surety and to their respective successors and assigns, provided that the Surety shall not assign or transfer all or any of its rights, benefits and obligations under this performance guarantee except with the prior written consent of GHPL.
10. No payment to GHPL under this performance guarantee pursuant to any judgment or order of any court or otherwise shall operate to discharge the Surety's obligations in respect of which it was made unless and until payment in full shall have been received by GHPL.
11. If one or more of the provisions of this performance guarantee is held or found to be invalid, illegal, or unenforceable for any reason whatsoever, in any respect, any such invalidity, illegality, or unenforceability of any provision shall not affect the validity of the remaining provisions of this performance guarantee.
12. Ten days before expiry of the performance guarantee, Surety shall notify the beneficiary in writing about the same.

For and on behalf of

AUTHORIZED SIGNATURE

(Stamp and signature of the issuing bank)



ANNEXURE-VI: FORM OF BID

Government Holdings (Private) Limited (GHPL),
Bid for Hiring of Contractor for General Maintenance Services
Petroleum House, 5th & 7th Floors,
Ataturk Avenue, G-5/2, Islamabad.
Phone No. 051-9211236-37

Sir,

Reference your Tender No. _____ for
_____.

1. We, hereby submit our complete bid along with all the requirements as per the Bidding Documents (BD). We acknowledge that GHPL is not bound to accept any bid in this regard and reserve the right to accept any offer and to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
2. If our bid is accepted and we are declared successful bidder, we at our own expense will provide, within the timelines as provided in the BD or as communicated by GHPL, the performance Maintenance as per the requirements of the BD.
3. We agree to abide by this BD for a period of one hundred and eighty (180) days from the technical bid opening date or any extension thereto granted and it shall remain binding upon us and can be accepted at any time before the expiration of this period.
4. We hereby undertake and confirm that M/s [name of Bidder] and its employee(s) have never been blacklisted by any government, semi-government, autonomous or state-owned organization of Pakistan and their cases regarding black listing are not under trial by any Court of Law.
5. We submit herewith our technical and financial bids including the requisite bid bond enclosed in respective envelopes.
6. We do hereby appoint and authorize Mr./Ms. (full name and official address) who is presently employed with us and holding the position of [(designation)] in [name of the Bidder] to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our subject bid including signing and submission of all documents and providing information/responses to GHPL in all matters including but not limited to clarifications etc., in connection with our bid till the award of the contract. We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this authorization and that all acts, deeds and things done by our aforesaid authorized representative shall and shall always be deemed to have done by us.
7. The decision of GHPL shall be final and GHPL will not be liable for any loss or damage to any party acting in reliance thereon.



8. We have gone through the terms/conditions of this BD and have found the document in whole as non-biased to any particular company/bidder/vendor or product/ brand. We hereby undertake and firmly bound ourselves to abide by/ comply with all sections / conditions of this BD. We do not have any objection/comment on any clause/section/article and fully understand the documents as compliant with PPRA Rules.
9. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the bid. In case any information is found wrong, misleading or misstated in this bid, the same may lead to rejection of our bid and our disqualification.
10. We declare that our bid is our only and final offer and no unsolicited offer of any description shall be made for consideration of the GHPL.
11. We acknowledge that GHPL reserves the right to blacklist any Bidder who breaches any terms and conditions of this BD.

We remain,

Yours' sincerely

[Bidder's Official Stamp]

Authorized Signature: _____
 Name and Title of Signatory: _____
 Name & Address of Firm: _____
 Cell No. of Signatory: _____
 E-mail address of Signatory: _____
 Mailing address of Signatory: _____

Acceptance by representative authorized at Clause 6 above:

Signatures of Authorized Representative: _____
 Name and Title: _____
 Name & Address of Firm: _____
 Cell No.: _____
 E-mail address: _____
 Mailing address: _____

**ANNEXURE-VII: EVALUATION CRITERIA**

Relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded.

Technical Evaluation Criteria				
Sr. No.	Descriptions	Points	Maximum Points	(Attachments)
1.	Fully compliance with scope of work as per Annex-D		15	Attach technical compliance sheet
	Fully complied with scope of work as per Annex-D	15		
	otherwise	0		
2.	Average annual turnover of last three years		10	(audited financial Statements/ supporting documents to be provided)
	Over Rs. 01 Million	10		
	Below Rs. 01 Million	05		
3.	Experience of providing such services within last 05 years		20	Provide complete supporting documents i.e. copies of contract, work orders, work completion certificates, etc.
	01-05 companies	10		
	06-10 companies	15		
	11-15 companies	20		
4.	Office Setup		10	Details to be provided Bidder's Information signed and stamp on letter head.
	The bidder must have its presence in Islamabad/Rawalpindi	05		
	Response time within 30 minutes or less	05		
5.	Number of Skilled and Experienced Staff		40	Provide complete supporting documents (List of staff with number of years' experience)
	Provision of similar nature Project Manager/Supervisor	10		
	Staff for Glass/Aluminium Fittings	10		
	Electricians	10		
	Carpenter/Masonry Workers	10		
6.	Legal Status		05	Proof in form of SECP registration, certificate of registrar of firms or FBR's registration certificate etc. to be provided
	Registered company	05		
	Partnership / Proprietorship	03		
	Total Marks Awarded		100	
	Passing Criteria		65 Marks	

Note:

- Bidders shall submit in their bids all relevant documents required to evaluate/assess the bids as per the criteria mentioned hereabove. Bidders shall be evaluated on the basis of the documents provided in the bids. Provision of relevant and clear/unambiguous documents shall be responsibility of the bidders.
- Documents/details shall be provided in a manner that the required information is clearly mentioned/highlighted/marked. All supporting documents e.g. company profile, incorporation certificates, experience certificates, testimonials, client details, previous contracts/purchase orders/work orders, list of employees, documents related to financial strength etc. must be available and clearly identified in the bid.



- The evaluation committee shall evaluate the bids on the basis of responsiveness to the Scope of Work, mandatory requirements and evaluation criteria provided hereabove.
- Final evaluation shall be prepared as per the following method:
 - a. **Weightage for Technical Bids (TW):** ((Marks Obtained out of 100) x 100) x 70/100
 - b. **Financial Evaluation Criteria**

Financial bids will be opened only for those Companies/Firms who will secure at least **65 marks** in Technical Evaluation. Criteria for evaluation of financial bids is as under:

Criteria	Points
The lowest financial bid will obtain the highest Financial Score (FS).	Formula for award of marks is as under: $FS = 100 \times (\text{Lowest Financial Bid Value} / \text{Financial Bid Value to be evaluated})$

Weightage for Financial Bids (FW): Financial Score (FS) x 30/100

Final Score

Final Score shall be calculated as per the following formula:

Final Score = Weightage for Technical Bids (TW) + Weightage for Financial Bids (FW)

The contract will be awarded to the firm /company obtaining highest rank in Final Score.

NOTE: In case two or more bidders obtained same Final Score then preference will be given to bidder having the highest marks at its technical evaluation stage.



ANNEX-VIII: FORM OF CONTRACT

CONTRACT FOR HIRING OF CONTRACTOR FOR GENERAL MAINTENANCE SERVICES

BETWEEN

GOVERNMENT HOLDINGS PRIVATE LIMITED

AND



This contract for provision of Maintenance services (hereinafter called the “**Contract**”) is made the _____ day of the month of _____, 2024, by and between

Government Holdings (Private) Limited (GHPL), a company established under the laws of Pakistan, having its registered office at Floor (5th & 7th), Petroleum House, Ataturk Avenue, G-5/2, Islamabad (hereinafter referred as “**GHPL**”) which expression wherever the context so permits shall mean and include its successors-in-interest and permitted assigns, of the one part;

and

_____, a company established under the laws of Pakistan, having its registered office at _____ (hereinafter called “**Contractor**”) which expression wherever the context so permits shall mean and include its successors-in-interest and permitted assigns, on the other part.

Both GHPL and Contractor may be collectively referred to hereinafter as the “**Parties**” and individually as the “**Party**”.

WHEREAS:

1. GHPL carried out competitive bidding process for hiring of services for general office maintenance to provide GHPL general office maintenance services in accordance with the scope of work as fully described in Annexure – I to this Contract (“**Maintenance Services**”).
2. Contractor warranted and represented that it has requisite knowledge, expertise, relevant experience and capability to provide Maintenance Services in accordance with the terms and conditions of the bidding documents including the terms of this Contract and qualified as successful bidder.
3. Contractor, being successful bidder, has agreed and warranted to GHPL that it shall provide the required Maintenance Services to GHPL in accordance with the terms and conditions hereinafter set forth.

NOW THEREFORE, in consideration of the mutual covenants and agreements the Parties hereto enter into to this Contract on the following terms and conditions:

1. APPOINTMENT AND TERM

- 1.1 Contractor is hereby appointed to perform the Maintenance Services in consideration of the fee set forth in this Contract.
- 1.2 Contractor undertakes and agrees that it shall provide the Maintenance Services under this Contract in accordance with the scope of work as fully described in Annexure – I with all due diligence, care, efficiency and economy and to the acceptable standards.
- 1.3 This Contract shall become effective upon the signing by the Parties and shall, unless terminated earlier in accordance with the terms hereof, remain in force and effect for a period of one (01) year. GHPL may, at its sole and absolute discretion, extend duration of the Contract with mutual consent of the Parties.

2. PRICE AND PAYMENT



- 2.1 In consideration of providing the Maintenance Services, GHPL shall pay Contractor the monthly charges of Rs. _____ along with miscellaneous monthly bills (if any) at actual based on the prior approval and verification of GHPL.
- 2.2 All payments shall be subject to the relevant applicable tax laws as amended or substituted from time to time, and tax withholding or adjustment at such rates as required by the applicable law shall be deducted or adjusted, as the case may be, at the time of payment.
- 2.3 GHPL shall make payment to Contractor on monthly basis after submission by Contractor of invoice along with monthly bill of equipment, part or material installed in the GHPL with prior approval of GHPL will be verified by GHPL authorised representative. GHPL shall verify the invoices and subject to the provisions of this Contract including clause 3.3 and release the adjusted payment within thirty (30) days to the Contractor.
- 2.4 Prior to the signing of this Contract, Contractor shall furnish a performance guarantee to GHPL in the form of a bank guarantee or pay order or demand draft issued by a scheduled bank in Pakistan acceptable to GHPL. The bank guarantee shall be unconditional, on demand and without recourse to Contractor. The amount of the bank guarantee shall be equal to 10% of the monthly fee. The performance guarantee shall initially be valid up to 180 days. Contractor shall be obligated to extend the bank guarantee for the further successive periods as may be advised by GHPL. For the avoidance of doubt, Contractor shall ensure that there shall exist at all times during the Contract period a valid and enforceable bank guarantee in favor of GHPL.

3. TERMINATION

- 3.1 Notwithstanding the term of the Contract in Article 1, either Party may terminate this Contract by serving on the other thirty (30) days' prior written notice. In the event of termination under this clause, Contractor will be permitted to remove all its own apparatus and equipment which may have been placed in the premises on last day of thirty (30) days' notice period at no cost to GHPL.
- 3.2 Notwithstanding clause 3.1, in the event of any breach or non-performance or non-compliance of any obligation under this Contract by Contractor, without prejudice to any other remedy for breach of contract available to GHPL, GHPL may by written notice to Contractor, terminate this Contract immediately if Contractor fails to rectify or remedy such breach or non-performance or non-compliance, as the case may, within ten (10) days (or such other period as GHPL may agree in writing) of the receipt of the said notice.
- 3.3 If the Contract is terminated under clause 3.2, then the performance guarantee as submitted by Contractor shall be encashed forthwith and Contractor shall be entitled to payment for the period during which Maintenance Services are provided.

4. GENERAL OBLIGATIONS OF CONTRACTOR

- 4.1 Contractor shall provide the Maintenance Services with due diligence and efficiently and shall exercise such skill and care in the performance of the Maintenance Services as are consistent with recognized professional standards.
- 4.2 Contractor shall act at all times so as to protect the interests of GHPL, and shall take all reasonable steps to keep the premises maintained in accordance with the provisions of this Contract.



- 4.3 At all times during this Contract, Contractor shall remain compliant with all applicable laws including labour laws without any obligation or liability on GHPL.
- 4.4 Contractor shall not knowingly employ or contract with an illegal alien to perform work under the Contract. Contractor shall verify or attempt to verify through proper police verification process that Contractor does not employ any illegal aliens.
- 4.5 Contractor acknowledges that all terms and conditions detailed in Annexure – I are substantial part of this Contract and agrees to perform or, as the case may be, comply with each of such term and condition.

5. INFORMATION

Contractor shall furnish GHPL such information relating to the Maintenance Services as GHPL may from time to time reasonably request.

6. CONFIDENTIALITY

- 6.1 Contractor agrees to hold and cause its employees including the maintenance personnel deployed under this Contract to be held confidential any information relating to this Contract, GHPL, its employees and any entities having their place of business in the premises and their respective employees, for a period commencing with the signing date and ending five (5) years following the expiry or termination of this Contract.
- 6.2 In the event Contractor or its employees under this Contract are required to disclose any information under any law for the time being in force, Contractor shall immediately notify GHPL of such requirement in writing.

7. GOVERNING LAWS AND DISPUTE RESOLUTION

- 7.1 This Contract shall be governed, construed and interpreted in accordance with the laws of Pakistan.
- 7.2 Any question or dispute arising out of or in connection with this Contract shall, as far as possible, be settled amicably through mutual negotiations between the Parties in good faith within thirty (30) days after the date the disputing Party delivers return notice of the dispute to the other Party. Failing an amicable settlement within a reasonable period, such dispute shall be settled through arbitration by a sole arbitrator conducted in accordance with the Arbitration Act, 1940 for which the venue will be Islamabad.

8. ASSIGNMENT

Contractor shall not assign or transfer this Contract, in whole or in part, to any other party without the prior written consent of GHPL, which consent shall be at GHPL's sole and absolute discretion.

9. ENTIRE AGREEMENT

This Contract constitutes the entire agreement and understanding between the Parties and supersedes any prior agreement or understanding relating to the subject matter of this Contract.



10. MODIFICATION

This Contract may be modified or amended only by a duly authorized written instrument executed by the Parties hereto.

11. SEVERABILITY

If any of the provisions of this Contract becomes invalid or unenforceable, such invalidity or unenforceability shall not invalidate or render unenforceable the entire Contract, rather the Contract shall be construed as if it does not contain the pertinent invalid or unenforceable provision or provisions, and the rights and obligations of the Parties shall be construed and enforced accordingly, to effectuate the essential intent and purposes of this Contract.

12. ENFORCEMENT AND WAIVER

The failure of a Party in any one or more instances to insist upon strict performance of any of the terms and provisions of this Contract, shall not be construed as a waiver of the right to assert any such terms and provisions on any future occasion or of damages caused thereby.

13. INDEMNIFICATION

Contractor shall indemnify and hold harmless GHPL, its directors, officers, employees, contractors, and agents from and against any or all claims, damages, losses, and expenses (including litigation costs) arising out of or resulting from acts or omissions of Contractor, its employees including Maintenance guards deployed under this Contract or otherwise arising out of the performance of the Maintenance Services under this Contract including the matters enumerated in the Schedules to this Contract.

14. AUTHORIZED REPRESENTATIVE

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract, may be taken or executed on behalf of Contractor by the [_____] or his designated representative (name & address) and on behalf of the GHPL by _____.

ADDRESSES OF THE PARTIES:

For the GHPL:

**Government Holding (Private) Limited,
Floor 5th & 7th, Petroleum House Building,
Sector G-5/2, Islamabad**

For Contractor:



IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names the date first written above.

For and on behalf of **GHPL**

For and on behalf of **Contractor**

.....
(Signature)

.....
(Signature)

.....
(Name in block capitals)

.....
(Name in block capitals)

.....
(Designation)

.....
(Designation)

Witness 1: _____

Witness 1: _____

Witness 2: _____

Witness 2: _____



ANNEXURE-I
SCOPE OF WORK

