

**GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT**

BIDDING DOCUMENT

For

Hiring of Firm for Janitorial Services

Bid Reference No. SO(General)11-417/2025(Janitorial)

Name of Procuring Agency:	Section Officer (General), Higher Education Department
Corresponding Address:	Section Officer (General), Higher Education Department Punjab Shahra e Quaid e Azam, Lahore
Phone:	042-99212528
E-Mail:	soghed699@gmail.com

INVITATION FOR BIDS

Hiring of Janitorial Services

Bid Reference No. SO(General)11-417/2025 (Janitorial)

1. Higher Education Department Punjab, Lahore invites electronics bids on EPADS at www.punjab.eprocure.gov.pk from the bidders i.e. Janitorial Services providers firms / companies/JVs registered with relevant Authorities/Tax Departments (Income Tax, Sales Tax, PRA), having professional tax certificate for the fiscal year 2024-25 from Excise & Taxation Department and registered on EPADS. The bids should be submitted as per rule 38(2)(a) PPR-2014 single stage two envelope procedures description mentioned in the Tender Documents.

Procurement Title	Estimated Budget	2% Bid Security
Framework Contract for Provision of Janitorial Services & Allied Services	15,000,000	300,000

2. All electric Bids must be accompanied by a scanned Bid Security of 2% of the estimated price in the name of Section Officer (General), Higher Education Department in the form of CDR/Demand Draft/Pay Order. The original instrument of bid security must be delivered in HED office prior to closing date of submission of bids.
3. The complete electronic bid must be submitted online at www.punjab.eprocure.gov.pk, as per the following schedule:

Bid Submission Date & Time	07.04.2025 (Monday) 11:00 AM
Bid Opening Date & Time	07.04.2025 (Monday) 12:00 PM

4. Bidding Documents are immediately available after date of publication. Higher Education Department Punjab will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or online submission of bids. In case of official holiday on the day of submission, next day will be treated as closing date. The Bidding Documents carrying all details can also be downloaded from the website of Punjab Procurement Regulatory Authority <http://ppra.punjab.gov.pk> and www.punjab.eprocure.gov.pk.
5. All prospective bidders shall be required to quote rate. The lowest evaluated bidder shall be considered for award of contract.

SECTION OFFICER (GENERAL)
GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT
Shahra Quad e Azam, Mall Road, Lahore
PHONE NO. 042-99212528

GENERAL INSTRUCTIONS

1. A Bidder/ Service Provider shall be a legally registered entity with the formal intent to enter into an agreement.
 - 1.1 The bidder must be an active tax payer. Registration certificate with Punjab Revenue shall be provided by the bidder(s).
- 1.2 A Bidder who is barred / blacklisted or disqualified by Punjab Procurement Regulatory Authority (PPRA) and Procuring Agency would not be eligible to submit the Bid. The Bidder will submit an affidavit on stamp paper of Rs.100/- in this regard.
- 1.3 The bidder shall provide all information required in the bidding documents and documents to substantiate its claim for eligibility.
2. At any time prior to the deadline for submission of bids, the Procuring Agency / Department, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment. Such amendment / response shall be sent to all prospective Bidders that have received the bidding documents, and shall be binding on them.
3. The Procuring Agency, at its discretion, may extend the deadline for the submission of bids. Amendment notice to that effect shall be communicated in the same manner as the original invitation to bid.
4. For the purpose of preparing the bid, the interested bidders are allowed to visit the site to conduct the survey and relevant assessments.
5. The bidders shall submit technical and financial proposals through E-PADS not later than **07.04.2025 (Monday), at 11:00 A.M.**
6. In preparing the technical proposal, the bidders are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information shall be at bidder's risk and may result in rejection of the proposal.
7. The technical proposals shall be opened on **07.04.2025 (Monday), at 12:00 P.M** in the presence of bidders and / or their authorized representatives. Representatives shall have a signed authority letter from the bidder to be presented during the bid opening.
8. The offer must be valid for 06 months from the last date of submission of bids.
9. The procuring agency shall evaluate the technical proposal in a manner prescribed in the document, without reference to the price, and reject any proposals that do not conform to the specified requirements.
10. After submission, no amendments in the technical or financial proposal shall be permitted.
11. The Service Provider shall have to provide all relevant documents required for qualification. Service Provider shall have to give detail of HR, Goods, Machinery / Equipment etc. as per **Annexure-B**. Deficient documents, claims regarding HR, etc. shall not be acceptable.
12. After the evaluation and approval of the technical proposal, the procuring agency, shall at a time within the validity period, publicly open the financial proposals of the technically responsive bidders, on a time, date and venue announced and communicated to the bidders in advance in the presence of the bidders or their representatives. The financial bids of the technically non- responsive bidders shall be returned unopened to the respective bidders.

13. The quoted prices shall be treated as firm and final in Pak Rupees.
14. **The Bidder shall indicate on the Price Schedule the Total Package Price of the Human Resource (Janitors & Supervisors etc.) and a complete detail of Material, Chemical, Machinery and Equipment (Floor Maintenance & Scrub Machine, Vacuum Cleaner etc.), to be deployed in Higher Education Department.**
- 14.1 Price Schedule is to be filled very carefully, and should be typed neatly.
- 14.2 Every page is to be signed and stamped at the bottom. The Bidder is required to offer competitive price. All prices must include relevant taxes and duties, where applicable. If any taxes are not mentioned, the offered / quoted price shall be considered as inclusive of all prevailing taxes/ duties. The benefit of exemption from or reduction in the GST, PST or other taxes shall be passed on to the Procuring Agency.
- 14.3 While tendering quotation, the present trend / inflation in the rate of services and goods in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of services and goods shall be entertained after the bid has been submitted.
15. Financial proposal should be prepared using the formats attached in **Annexure-C**. Financial proposals of only the technically qualified / responsive bidders will be opened after due notification and procedure as laid down in PPRA rules.
16. Conditional Discounts shall not be considered in evaluation.
17. **The Financial Proposals should contain:**
- 17.1 Covering Letter on Company letter-head
- 17.2 Human Resource Cost (Janitors & Supervisors) including all taxes.
- 17.3 Material and Chemicals Cost (including all taxes).
- 17.4 **Bid Security** - In the shape of a Bank Guarantee/ CDR equivalent to 2% of total estimated cost of Rs.15,000,000 which comes to Rs.300,000/- along with Technical Bid in the name of " **Section Officer (General), Higher Education Department**".
18. The award of the contract shall be valid upto **06 months** from the date of signing the contract.
19. The Service Provider will enter into contract within **ten (10) days** after issuance of Letter of Award/ Advance Acceptance of Tender.
20. The Service Provider must quote the Contract Title and include the following declarations:
 - 20.1 Have examined the information provided in terms of reference and offer to undertake the work described in accordance with requirements as set out in the TOR.
 - 20.2 The proposal (Technical & Financial) has been arrived independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other potential investor invited to submit proposal for this contract.

- 20.3 Confirm that the enclosed hard copy/ electronic versions of the technical proposal are true and have complete copies of these documents.
- 20.4 Confirm that all Service Provider will be available to undertake the services.
- 20.5 Confirm that there are no personal, financial and business activities that will, or might, give rise to a conflict of interest, if the bidder is awarded with this contract.
- 20.6 Confirm that the Service Provider:
- 20.6.1 Are not or have not been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing.
- 20.6.2 Have not been convicted of any offence concerning professional misconduct.
- 20.6.3 Have not been convicted of corruption including the offence of bribery.
- 20.6.4 Agree to bear all costs incurred s in connection with the preparation and submission of proposal and to bear any further pre-contract costs.

Bidding Method and Evaluation

21. Bidding Method

As per rule 38 2(a) of PPR, 2014 (amended) Single Stage Two Envelopes Bidding Procedure shall be adopted.

22. Rejection of Bids

- 22.1 The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per Rule 35 of PPR, 2014 (amended)
- 22.2 The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of bids or proposals, but shall not be required to justify those grounds.
- 22.3 The procuring agency shall incur no liability, solely by virtue of its invoking sub-rule (1) towards the bidders.
- 22.4 The bidders shall be promptly informed about the rejection of the bids, if any.

23. Performance Security

The successful bidder shall furnish a Performance Security in the shape of Bank Guarantee from any scheduled bank operating in Pakistan on the format attached as **Annexure-D** of the amount equivalent to **10% of the total Contract amount**, with annual validity before the signing of the contract.

24. Bid Evaluation

- 24.1 If the technical component achieves 65% points, the bid will be considered technically responsive. Those bids scoring less than 65% will not be considered for financial bid opening.
- 24.2 Financial bids of technically responsive bidders shall be opened at a date and time fixed and notified in advance to the bidder. The contract may be awarded to the lowest financial bid of the technically qualified bidders (bidders scoring 65% or more in the technical evaluation) subject to reasonability of prices. However, Procuring Agency may reject all proposals as specified in rule 35 of Punjab Procurement Rules, 2014.

24.2.1 Technical Evaluation

The technical evaluation of the bid shall be according to the criteria given in **Annexure-A**. All compliance certificates need to be submitted with the technical bid along with all lists and other requirements with proofs.

24.2.2 Financial Evaluation

The financial evaluation of the bid shall be according to the financial proposal as given in **Annexure-B**. Incomplete bids shall stand rejected.

25. Redressal of Grievances

- 25.1. The Procuring Agency shall constitute a committee, according to Rule 67 of Punjab Procurements Rules 2014, comprising odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
- 25.2. Any bidder feeling aggrieved by any act of the Procuring Agency after the submission of his bid may lodge a written complaint concerning his grievances not later than **five (05)** days after the announcement of the technical bid evaluation report.
- 25.3. The committee shall investigate and decide upon the complaint within **fifteen (15)** days of the receipt of the complaint.
- 25.4. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

GENERAL CONDITIONS OF CONTRACT

26. Approach and Methodology

The Bidder shall explain his plan for performing the janitorial services as per the terms of the references and overall scope of this document.

27. Roles and Responsibilities

27.1. Primary Responsibilities of the Service Provider

- 27.1.1. The minimum schedule of services can be seen at **Annexure-E**.
- 27.1.2. Security Clearance of janitorial staff will be the responsibility of the Service Provider.
- 27.1.3. The Service Provider shall be responsible for overall cleanliness of Higher Education Department's all Offices, Officers Rooms, Halls, Corridors, Washrooms and all open & other spaces within the premises of Higher Education Department.
- 27.1.4. The Service Provider shall provide cleaning services during office hours or on the day to day directions of the Procuring Agency.
- 27.1.5. The Service Provider shall provide the inventory as mentioned in **Annexure-B** to the Caretaker of the Department and consumable will be procured by the Service Provider at their own cost & expenses.
- 27.1.6. The Service Provider must abide by the prevailing labour laws.
- 27.1.7. The Service Provider must provide uniform-kits, shoes, identification cards; personal protective equipment to janitorial staff.
- 27.1.8. Ensure 100% staff attendance of all janitorial staff.
- 27.1.9. The Services Provider shall provide the required Equipment, Goods mentioned in **Annexure-B**.
- 27.1.10. The disposal of Wastage shall be the responsibility of the Service Provider according to the Waste management rule 2014 and other SOPs as communicated by the Procuring Agency.

27.2 Responsibilities of Supervisor(s)

- 27.2.1. Responsible for overall cleaning/ maintenance of the office premises.
- 27.2.2. Liaison with Janitorial staff and the Department for transfer / shifting of janitorial staff.
- 27.2.3. Responsible for deployment of janitorial staff on daily basis.
- 27.2.4. Responsible for attendance of all janitorial staff.
- 27.2.5. Ensuring presence of the janitorial staff at their respective stations and the completion and compliance of the various duties assigned to them.

28. Fines & Penalties

- 28.1. The Service Provider should provide the cleaning items mentioned in **Annexure-B** on the 1st day of each month in the office of the Caretaker of the Procuring Agency. In case of non-provision of cleaning items, **Rs. 5,000/-** will be charged on daily basis as penalty.
- 28.2. In case of absence of a janitor or supervisor from duty, a fine of **Rs. 2,000/-** will be imposed on daily basis for each absentee.
- 28.3. The Service Provider will pay the salary to janitorial staff from his own resources in the first 5 days of every month. Such payment will not depend on the payments made by the Department to the service provider.
- 28.4. Any strike or protest from the janitorial staff will lead to termination of the contract.
- 28.5. The Service Provider will ensure that no member of the staff takes financial compensation or benefit from the staff of public, a fine of **Rs. 5,000/-** shall be levied for every instance of a written report submitted to Section Officer (General), Higher Education Department.
- 28.6. In case of any janitorial staff is found without uniform a penalty of **Rs. 500/-** per day will be imposed for each janitorial staff.
- 28.7. In case of non-availability of equipment mentioned at **Annexure-B**, **Rs. 1,000/-** will be charged on daily basis as a penalty for each missing equipment.
- 28.8. The Service Provider will provide the supply of cleaning items, goods as mentioned in Annexure-B.
- 28.9. The Department reserves the right to get the brand changed if substandard material is being used without any increase in cost.
- 28.10. The material will be inspected by the Care Taker of Higher Education Department.

28. General Guidelines

- 29.1. In the event of any illness/ injuries resulting from any accident to staff, the Service Provider shall take all responsibility.
- 29.2. The Service Provider will be responsible for any labour disputes regarding their employees.
- 29.3. Ensure that all staff assigned to the offices be adequately immunized against all types of communicable diseases and periodically monitored through health check-ups.
- 29.4. The Service Provider shall provide the names, address, age and a fresh medical certificate of the workers to be deployed at the offices.
- 29.5. The age limit of the provided staff shall be in the following
range: Janitors - 18 to 45
Supervisors - 25 to 45

29. Termination of the Agreement

- 30.1. Without prejudice to any other available rights / remedies, the Procuring Agency shall have the right to terminate this agreement at its option for any reason specifically provided hereunder or otherwise in case of any breach of this agreement by Service Provider.
- 30.2. The performance of services by the Service Provider under this agreement shall remain under observation during the whole period of the agreement, in case the services are found unsatisfactory, below the specified standard or non-performance due to strike of the

Service Provider staff / manpower, this contract shall be terminated by the Procuring Agency at any time with immediate effect.

- 30.3. In such events e.g. non-performance due to strike or violation of contract, the Service Provider shall be BLACKLISTED as per the prevailing PPRA rules and performance security will be ceased or the cleaning equipment may be confiscated (cost of whichever is higher).
- 30.4. Notwithstanding anything contained in this agreement, each party shall have the right to terminate this agreement in **30 days** written notice to the other party and upon written/ recorded reasons for the same.
- 30.5. The Procuring Agency shall be entitled to terminate this agreement forthwith at any time upon serving notice in the event of misconduct either on the part of the Service Provider or its employees or non-performance of responsibilities and services by the Service Provider.
- 30.6. The termination shall be without prejudice to the acquired rights and liabilities of either party prior to termination.

30. GENERAL INSTRUCTION TO BIDDERS

As per Rule 38(2)(a)(i)(ii) of Punjab Procurement Rules, 2014 (amended from time to time), Single Stage Two Envelopes Bidding Procedure will be followed as mentioned below:

- i. The bid shall be a single package consisting of two separate envelopes, containing separately the Financial and Technical proposal along with the following documents:
 - a) Bid Security i.e. Rs.300,000/- @ 2% of total estimated cost (Rs.15.000 million) in the form of Bank Draft / Pay Order / CDR in favour of Section Officer (General), Higher Education Department Punjab, Lahore, must be attached with the technical bid, failing which the bid shall be considered as non-responsive and shall be rejected.
 - b) Minimum three (03) years business history.
 - c) An affidavit on stamp paper submitting that neither the Company / firm has been blacklisted by Punjab Procurement Regulatory Authority (PPRA) and Higher Education Department on any grounds whatsoever or is being proceeded against or is involved in litigation. This certificate shall remain operative till the finalization of the procurement.
 - d) Bank Certificate/ Statement/ Balance Sheet, Financial Soundness.
 - e) Audit Report Last 03 years.
 - f) General Sales Tax Number.
 - g) Proof of NTN and Income Tax Payee.
 - h) Professional Tax certificate.
 - i) Punjab Sales Tax certificate.
 - I) Company profile (Establishment of Company, Staff experience, appreciation letter, Service if any).

- j) Annual turn-over minimum 10 million for last 03
 - k) years. Average working capital last 03 years minimum 10 million.
- ii. The bids from the Companies / Firms / Service Providers shall reach on or before the date and time mentioned in the advertisement at the address given therein. Bidders shall bear all expenses incurred in the preparation and delivery of bids. No claims will be entertained for refund of such expenses.
 - iii. Higher Education Department may, at its discretion, extend the deadline for submission of bids (in accordance with PPRA, Rules, 2014) (amended from time to time) by issuing an amendment in which case all rights and obligations of the Higher Education Department and the Bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.
31. **GENERAL TERMS AND CONDITIONS FOR TENDER:**
- i Blacklisted Firms by Punjab Procurement Regulatory Authority (PPRA) and Higher Education Department are not allowed to participate.
 - ii The work should be carried out according to the specification/description.
 - iii No escalation, under any circumstances, would be entertained.
 - iv The Contract shall not sublet to anybody else. In case of subletting contract will be liable for cancellation without any notice and also liable to forfeiture of security deposit.

SPECIAL CONDITIONS OF CONTRACT

32. The Service Provider shall be liable to pay compensation for any loss and damage caused to the property of the Procuring Agency or its staff by the Service Provider or its workers. The Service Provider can also partner with an insurance company that will pay to compensate for the damage on behalf on the Service Provider.
33. The Service Provider shall inspect and keep in order all the bathroom and offices throughout the contract period. The current state of each bathroom will be recorded at the time of handing over and signed off by both parties to be maintained at that level at all times.
34. The Service Provider shall be entirely responsible for the conduct of its staff and in case of any complaint against any staff, Service Provider will be under obligation to take necessary action to replace any staff when instructed in writing by the Focal Officer appointed by the Department. The Service Provider shall observe all the laws and will responsible for any prosecution or liability rising from breach of labour laws. The Department shall not be responsible for any such action with regard to staff on the rolls of the Service Provider whatsoever.
35. In such circumstances when the Service Provider is unable to provide the required services, the Department has the right to withhold payment and procure the services of any other Service Provider for the same financial amount.

EVALUATION CRITERIA**Mandatory Parameters:**

The Bidder / Service Provider must comply with all the mandatory parameters. In case of non-compliance of any mandatory parameter, the bidder shall be declared as non-responsive and shall not be considered for further evaluation for marking parameters.

1. Evidence of legally registered entity.
2. The bidder must be an active tax payer. Documentary proof of National Tax Number (NTN) and Professional Tax Certificate.
3. Registration certificate of Punjab Revenue Authority (PRA).
4. A Bidder who is barred/ blacklisted or disqualified by Punjab Procurement Regulatory Authority (PPRA) and Higher Education Department would not be eligible to submit the Bid. The Bidder will submit an affidavit to this effect on stamp paper.
5. Registration with EOBI & PESSI.
6. The Service Provider shall have to provide Under Taking of Minimum Wage as per Annexure-E
7. Bidder who will obtain overall **70%** Marks shall be declared as Responsive.

Financial Bids of only Responsive Bidders shall be opened.

Marking Parameters:

SR. NO.	DESCRIPTION	MAX MARKS	
1.	Specific experience is similar Assignment. For the purpose of ranking of the Bidder/ Service Provider, marks will be awarded as follows	35	
	> 5-10 Projects		15 Marks
	> 10-15 Projects		25 Marks
	> 15 Projects or above		35 Marks
	The Service Provider shall submit Work Order/ Contract / Performance Satisfactory letter as an evidence.		

2.	Capacity). of the Firm		35
	50-80 Relevant Personnel (Supervisor/Janitor)	15 Marks	
	80-100 Relevant Personnel (Supervisor/Janitor)	25 Marks	
	120 No. of Relevant Personnel	35 Marks	
*The list of Personnel along with their Name, Designation CNJC, Mobile number and also evidence of EOBI / PESSI registration must be provided.			
3.	Financial Capability of Bidder:		30
	Average Annual Turnover for last 03 Years (duly supported by Audited Financial Statements) 10 - 15 Million PKR	10 Marks	
	Average Annual Turnover for last 03 Years (duly supported by Audited Financial Statements)> 15 - 20 Million PKR	20 Marks	
	Average Annual Turnover for last 03 Years (duly supported by Audited Financial Statements)> 20 Million or above	30 Marks	
TOTAL MARKS			100

Sign:

Designation:

Stamp:

ANNEXURE B**FINANCIAL BID JANITORIAL SERVICES FOR HIGHER EDUCATION
DEPARTMENT**

Name of Bidder. _____

Registered Office Address. _____

BREAKDOWN OF COST

Sr. No	Description	Monthly Pay Per Person Including (16% P.S.T.) & (11% I tax)
1	Salary of each Supervisor (2 supervisor)	
2	Salary of each Janitor (20 Janitor) 15 Male and 5 Female	

Sr. No	Detail of Material	Monthly Quantity	Monthly Cost of Material Including (16% P.S.T.) & (5.5% I. Tax)
1.	Phenyl Bottle 4 liter Fuji or equivalent	35	
2.	Wiper Steel Ranbo or equivalent	20	
3.	Flooring Towel	35	
4.	Surf excel or equivalent	30	
5.	Washroom Cleaner 500 ml Harpic or equivalent	25	
6.	Flower broom	20	
7.	Bansi broom	18	
8.	Dust cleaner cloth	30	

9.	Cleaner Detol or equivalent	25	
10.	Surface Cleaner Detol or equivalent	20	
11.	Toilet Cleaning Bursh good quality	15	
12.	Powder Vim or equivalent	15	
13.	Acid 1 liter bottle	30	
14.	Floor washing liquid 1 liter	20	
15.	Glass wiper	10	
16.	Cleaning long brush for roof cleaning	10	
17.	Glint for glass cleaning	10	
18.	Spinach	15	
19.	Romi Tikki	20	
20.	Phenyl Tablets	100	

Note-1: The Service Provider shall quote prices keeping in view the labour laws and minimum wage specified by the Govt. of the Punjab.

Note-2: The Service Provider will submit the contribution of the HR provided against this contract in EOBI & PESSI (if applicable) on monthly basis and must provide a copy of the same to the Department.

Note-3: There Service Provider will submit the detail of Material and Machinery Equipment etc. in Technical Proposal and will submitted rates of Material in Financial Proposal Separately.

Sign: _____

Designation: _____

Stamp: _____

FORM OF PERFORMANCE SECURITY

.....2024

To:

The Section Officer (General),
Higher Education Department

PERFORMANCE SECURITY NO.....

We, [•]³, being the Bank Guarantee issuing bank (the **issuing Bank**) understand that [•] a company incorporated under the laws of [•] having its registered office located at [•] (the **Service Provider**) has been selected as the successful bidder following a tendering process for the Procurement of Janitorial Services for** Name**.

Further, we understand that pursuant to such tender process, the Service Provider is required to provide** Name** with a performance bond equal to PKR _____ (10% of annual quoted price of contract).

The above premised, we (the Issuing Bank) hereby undertake irrevocably and unconditionally to pay to

Name, without any notice, reference or recourse to the Service Provider or to any other entity or without any recourse or reference to the Contract, any sum or sums (or any part thereof) equivalent in aggregate up to but not exceeding a maximum amount of:

PKR _____

(The **Bank Guarantee**

Amount) _____

³Insert name of Issuing Bank;

at sight and immediately, however not later than within five (5) .business days from the date of receipt of the** Name** first written demand (the **Demand**) at the Issuing Bank's offices located at [•], such Demand shall state that the Service Provider is entitled to make a demand under the Guarantee and shall set out the total amounts demanded.

The Demand shall only be honored by us, if it is made by and bears the signature of the Section Officer (General), Higher Education Department.

We, the Issuing Bank, shall unconditionally honour a Demand hereunder made in compliance with this Guarantee at sight and immediately on the date of receipt of your Demand, as stated earlier, and shall transfer the amount specified in the Demand to the bank account, as notified in the Demand, in

immediately available and freely transferable funds in the currency of this Guarantee, free and clear of and without any set-off or deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, deductions or withholdings of any nature whatsoever and by whomsoever imposed.

This Bank Guarantee shall come into force and shall become automatically effective upon the signing of the contract between** Name** and Service Provider.

After having come into force, this Guarantee and our obligations hereunder will expire on *and time]* (the **Expiry Hard Date**) (6-months after the expiry of the contract) provided that, in the event

That the Procuring Agency issues a Demand to the Issuing Bank on or immediately prior to the Expiry

Hard Date, the Issuing Bank shall honour that Demand.

Upon expiry, this Guarantee shall be returned to the Service Provider without undue delay. Multiple Demands may be made by** Name** under this Guarantee but our aggregate liability will be restricted up to the Guaranteed Amount.

We hereby agree that any part of the Contract may be amended, renewed, extended, modified, compromised, released or discharged by mutual agreement between ** Name** and the Service Provider without in any way impairing or affecting our liabilities hereunder without notice to us and without the necessity for any additional endorsement, consent or guarantee by us.

This Guarantee for its validity period shall not be affected in any manner by any change in our constitution or of the Service Provider's constitution or of their successors and assignees and this Guarantee shall be legally valid, enforceable and binding on each of their successors and permitted assignees.

All references to any contract or other instruments are by way of reference only and shall not affect our obligations to make payment under the terms of this Guarantee.

** Name** may not assign / transfer or cause or permit to be assigned or transferred any of its rights, title, interests and benefits of this Guarantee without our prior written consent, which consent shall not be unreasonably withheld or delayed.

If one or more of the provisions of this Guarantee are 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 Guarantee.

We hereby declare and confirm that under our constitution and applicable laws and regulations, we have the necessary power and authority, and all necessary authorizations, approvals and consents thereunder to enter into, execute, deliver and perform the obligations we have undertaken under this Guarantee, which obligations are valid and legally binding on and enforceable against us under the applicable laws and under the laws of the jurisdiction where this Guarantee is issued. Further, that the signatory (ies) to this Guarantee is/are our duly authorized officer(s) to execute this Guarantee.

**Signed\ by Authorized
signatory**

ANNEXURE-D

SCHEDULE OF SERVICES

SERVICE	FREQUENCY
All types of cleaning as per instruction of the Procuring Agency and Janitorial Department as well.	Continuous

Undertaking for Minimum Wage Rate

Dated _____

To

**The Section Officer
(General), Government
of the Punjab, Higher
Education Department.**

SUBJECT: Undertaking for Minimum Wages to Staff/ Labour

Respected Sir

It is undertaken that Mr./Miss _____ is currently practicing the undermentioned human resource policy and also will continue to practice the same in future under the contract named "____". Any non-compliance in below mentioned shall be headed towards the breach of contract.

1. Provision of minimum wage as notified by the Government of Punjab applicable for the period of Contract.
2. Child Labor is. For bidden under the contract. Children under the age of 18 years will not be employed, as per the Pakistani law.
3. All labor laws including Social Security and EOBI etc. are applicable in the Contract and will remain the responsibility of the Service Provider.
4. Our firm NTN Number is _____ and it was established in _ _

Note: *All tender terms and conditions are accepted as laid down in the tender inquiry*

Regards

Mr. _____

M/s _____

Lahore.

Note: *This will be printed on stamp paper worth Rs. 100/-*