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**CAPITAL DEVELOPMENT AUTHORITY  
AIWAN-E-SADR CIVIL**

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Name of Work:- **JANITORIAL / CLEANING SERVICES AT  
CABINET BLOCK, ISLAMABAD. (RATE  
RUNNING CONTRACT 2026-27)**

**N.I.T**

NIT Amount	Rs.13,188,400/-
Earnest Money	Rs.281,880/-
Completion Period	01 year

  
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**CAPITAL DEVELOPMENT AUTHORITY  
CIVIL DIVISION A/SADR**


**NIT / BIDDING DOCUMENTS**

Name of Work: JANITORIAL / CLEANING SERVICES AT CABINET BLO  
ISLAMABAD. (RATE RUNNING CONTRACT 2026-27)

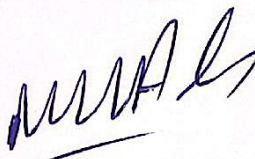
NIT Amount	Rs.13,188,400/-
Earnest Money	Rs.281,880/-
Completion Period	01 year

Certified that this NIT Consists of 76 Pages (From Page 01 to Page 76)  
(From Page One to Page Seventy Six)

  
Director  
Aiwan-e-Sadr, CDA

  
Deputy Director,  
Civil Division A/Sadr, CDA  
Deputy Director (Civil)  
Aiwan-e-Sadr, CDA

*NIT approved for Rs.13,188,400/- (Rupees thirteen million one hundred eighty eight thousand four hundred only).*

  
Director General (Services), CDA.

  
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## INVITATION FOR BIDS

Name of Work:

**JANITORIAL / CLEANING SERVICES AT CABINET  
BLOCK, ISLAMABAD. (RATE RUNNING CONTRACT  
2026-27)**

- i. The Employer, Capital Development Authority, invites Sealed Bids through **National competitive bidding on %age basis in Single Stage One envelop** procedure from eligible firms having Pakistan Engineering Council Registration Certificate in appropriate categories with relevant codes valid for the year 2025-26 along with proof their eligibility and qualification as mentioned in the Bidding Documents for the captioned project. The NIT cost of the project / work is **Rs. 13,188,400/-**
- ii. Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bids security, bid validity, opening of bids and any other clarifications are available for the interested bidders in the office of **Deputy Director, Civil A/Sadr, CDA, Capital Development Authority Room No.32, Aiwan-e-Sadr Building Islamabad**, upon submission of application along with Earnest Money (bid security) in shape of CDR amounting to **Rs.281,880/- (Rupees two hundred eleven thousand six hundred twenty eight only)** in favor of **Deputy Director, Civil A/Sadr,CDA** as mentioned in the bidding documents during working hours till dated \_\_\_\_\_. No application will be received after scheduled date and time.
- iii. The bids, prepared in accordance with the instruction in the bidding documents, must reach at office of **Director Aiwan-e-Sadr, CDA**, on or before 12:00 PM, on \_\_\_\_\_. The bids will be opened at 12:30PM on same date in the presence of bidder's authorized representatives who choose to attend.
- iv. The advertisement is also available on CDA, PPRA E-PADS website and leading newspapers.

  
**Deputy Director,  
Civil Division A/Sadr, CDA  
Deputy Director (Civil)  
Aiwan-e-Sadr, CDA**

  
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**INSTRUCTIONS TO BIDDERS**

(Note: These Instructions to Bidders (IB) along with Bidding Data will not be part of Contract and will cease to have effect once the Contract is signed).

**A. GENERAL**

**IB.1 Scope of Bid & Source of Funds**

**1.1 Scope of Bid**

The Employer as defined in the Bidding Data (hereinafter called "the Employer") wishes to receive Bids for the Works summarized in the Bidding Data (hereinafter referred to as "the Works").

Bidders must quote for the complete scope of work. Any Bid covering partial scope of work will be rejected as non-responsive.

**1.2 Source of Funds**

The Employer has arranged funds from its own sources or any other source which may be indicated accordingly

**IB.2 Eligible Bidders**

2.1 Bidding is open to all firms and persons meeting the following requirements:

- a) duly licensed by the Pakistan Engineering Council (PEC) in the appropriate category for value of Works.
- b) duly pre-qualified/enlisted with the Employer.

**IB.3 Cost of Bidding**

3.1 The bidder shall bear all costs associated with the preparation and submission of its bid and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**B. BIDDING DOCUMENTS**

**IB.4 Contents of Bidding Documents**

4.1 In addition to Invitation for Bids, the Bidding Documents are those stated below, and should be read in conjunction with any Addendum issued in accordance with Sub-Clause IB.6.1.

1. Instructions to Bidders & Bidding Data

2. Form of Bid & Schedules to Bid

Schedules to Bid comprise the following:

- (i) Schedule A: Schedule of Prices
- (ii) Schedule B: Specific Works Data
- (iii) Schedule C: Works to be Performed by Subcontractors
- (iv) Schedule D: Proposed Program of Works
- (v) Schedule E: Method of Performing Works
- (vi) Schedule F: Integrity Pact

  
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3. Conditions  
4. Stand

- 3. Conditions of Contract & Contract Data
- 4. Standard Forms:
  - (i) Form of Bid Security
  - (ii) Form of Bank Guarantee
  - (iii) Form of Contract Agreement
  - (iv) Form of Bank Guarantee for Advance Payment
- 5. Specifications
- 6. Drawings, if any

**IB.5 Clarification of Bidding Documents**

- 5.1 A prospective bidder requiring any clarification(s) in respect of the Bidding Documents may notify the Engineer/Employer at the Employer's/Engineer's address indicated in the Bidding Data.
- 5.2 The Engineer/Employer will respond to any request for clarification which it receives earlier than ten (10) days prior to the deadline for the submission of Bids. Copies of the Engineer/Employer's response will be forwarded to all prospective bidders, at least five (5) days prior to dead line for submission of Bids, who have received the Bidding Documents including a description of the enquiry but without identifying its source.

**IB.6 Amendment of Bidding Documents**

- 6.1 At any time prior to the deadline for submission of Bids, the Employer may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by issuing addendum.
- 6.2 Any addendum thus issued shall be part of the Bidding Documents pursuant to Sub-Clause 6.1 hereof, and shall be communicated in writing to all purchasers of the Bidding Documents. Prospective bidders shall acknowledge receipt of each addendum in writing to the Employer.
- 6.3 To afford prospective bidders reasonable time in which to take an addendum into account in preparing their Bids, the Employer may at its discretion extend the deadline for submission of Bids.

**C. PREPARATION OF BIDS**

**IB.7 Language of Bid.**

- 7.1 The bid prepared by the bidder and all correspondence and documents relating to the Bid, exchanged by the bidder and the Employer shall be written in the English language, provided that any printed literature furnished by the bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Bid, the English translation shall govern.

  
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**IB.8 Documents Comprising the Bid**

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8.1 The bid prepared by the bidder shall comprise the following components:

- (a) Covering Letter
- (b) Form of Bid duly filled, signed and sealed, in accordance with Sub-Clause IB.14.3.
- (c) Schedules (A to F) to Bid duly filled and initialed, in accordance with the instructions contained therein & in accordance with Sub-Clause IB.14.3.
- (d) Bid Security furnished in accordance with Clause IB.13.
- (e) Power of Attorney in accordance with Sub-Clause IB.14.5.
- (f) Documentary evidence in accordance with Clause IB.11
- (g) Documentary evidence in accordance with Clause IB.12.

**IB.9 Sufficiency of Bid**

9.1 Each bidder shall satisfy himself before Bidding as to the correctness and sufficiency of his Bid and of the rates and prices entered in the Schedule of Prices, which rates and prices shall except in so far as it is otherwise expressly provided in the Contract, cover all his obligations under the Contract and all matters and things necessary for the proper completion of the Works.

9.2 The bidder is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the bid and entering into a Contract for execution of the Works.

**IB.10 Bid Prices, Currency of Bid and Payment**

10.1 The bidder shall fill up the Schedule of Prices (Schedule A to Bid) indicating the unit rates and prices of the Works to be performed under the Contract. Prices in the Schedule of Prices shall be entered keeping in view the instructions contained in the Preamble to Schedule of Prices.

10.2 Unless otherwise stipulated in the Conditions of Contract, prices quoted by the bidder shall remain fixed during the bidder's performance of the Contract and not subject to variation on any account.

10.3 The unit rates and prices in the Schedule of Prices shall be quoted by the bidder in the currency as stipulated in Bidding Data.

**IB.11 Documents Establishing Bidder's Eligibility and Qualifications**

11.1 Pursuant to Clause IB.8, the bidder shall furnish, as part of its bid, documents establishing the bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.

11.2 Bidder/Manufacturer must possess and provide evidence of its capability and the experience as stipulated in Bidding Data and the Qualification Criteria stipulated in the Bidding Documents.

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**IB.12 Documents Establishing Works' Conformity to Bidding Documents**

12.1 The documentary evidence of the Works' conformity to the Bidding Documents may be in the form of literature, drawings and data and the bidder shall furnish documentation as set out in Bidding Data.

12.2 The bidder shall note that standards for workmanship, material and equipment, and references to brand names or catalogue numbers, if any, designated by the Employer in the Technical Provisions are intended to be descriptive only and not restrictive.

**IB.13 Bid Security**

13.1 Each bidder shall furnish, as part of his bid, at the option of the bidder, a Bid Security in the amount stipulated in Bidding Data in Pak. Rupees in the form of Deposit at Call or a Bank Guarantee issued by a Scheduled Bank in Pakistan or an insurance company having atleast AA rating from PACRA/JCR in favor of the Employer valid for a period up to twenty eight (28) days beyond the bid validity date.

13.2 Any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer as non-responsive.

13.3 The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidder or on the expiry of validity of Bid Security whichever is earlier.

13.4 The Bid Security of the successful bidder will be returned when the bidder has furnished the required Bank Guarantee, pursuant to Clause IB.21 and signed the Contract Agreement, pursuant to Sub-Clauses IB.20.2 & 20.3.

13.5 The Bid Security may be forfeited:

- (a) if a bidder withdraws his bid during the period of bid validity; or
- (b) if a bidder does not accept the correction of his Bid Price, pursuant to Sub-Clause 16.4 (b) hereof; or
- (c) in the case of a successful bidder, if he fails to:
  - (i) furnish the required Bank Guarantee in accordance with Clause IB.21, or
  - (ii) sign the Contract Agreement, in accordance with Sub-Clauses IB.20.2 & 20.3.

**IB.14 Validity of Bids, Format, Signing and Submission of Bid**

14.1 Bids shall remain valid for the period stipulated in the Bidding Data after the date of bid opening.

14.2 All Schedules to Bid are to be properly completed and signed.

14.3 No alteration is to be made in the Form of Bid except in filling up the blanks as directed. If any alteration be made or if these instructions be not fully complied with, the bid may be rejected.

14.4 Each bidder shall prepare Original and number of copies specified in the Bidding Data of the documents comprising the bid as described in Clause IB.8 and clearly mark them "ORIGINAL"

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*[Handwritten signature]*  
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**IB.21 Bank Guarantee.**

- 21.1 The successful bidder shall furnish to the Employer a Bank Guarantee in the form and the amount stipulated in the Conditions of Contract within a period of fourteen (14) days after the receipt of Letter of Acceptance.
- 21.2 Failure of the successful bidder to comply with the requirements of Sub-Clauses IB.20.2 & 20.3 or 21.1 or Clause IB.22 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

**IB.22 Integrity Pact**

The Bidder shall sign and stamp the Form of Integrity Pact provided at Schedule-F to Bid in the Bidding Document for all Federal Government procurement contracts exceeding Rupees ten (10) million. Failure to provide such Integrity Pact shall make the bid non-responsive.

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19.2	<p>Documents and who has offered the Most Advantageous Bid or lowest evaluated Bid Price, provided that such bidder has been determined to be qualified to satisfactory perform the Contract in accordance with the provisions of Clause IB.18.</p> <p>Not with standing Sub-Clause IB.19.1, the CDA reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the CDA action except that the grounds for its rejection of all bids shall upon request be communicated, to any bidder who submitted a bid, without justification of the grounds. Notice of the rejection of all the bids shall be given promptly to all the bidders.</p>
<b>I.B-20</b>	<b>Notification of Award &amp; Signing of Contract Agreement</b>
20.1	Dy. Director Civil Division A/Sadr CDA will notify the successful bidder on E-PADS web site Letter of Intent /Acceptance within validity period that his bid has been accepted. Award of work / Letter of start will also be issued accordingly.
20.2	Within seven (7) days from the date of furnishing of acceptable Bank Guarantee under the Conditions of Contract, this office will send the successful bidder the Form of Contract Agreement provided in the Bidding Documents, incorporating all agreements between the parties.
20.3	The formal Agreement between CDA & successful bidder / Contractor will be soon after fulfilling of all codal formalities of the Contract Agreement.
<b>I.B-21</b>	<b>Bank Guarantee.</b>
21.1	The successful bidder shall furnish to the CDA 10% Bank Guarantee of the Agreement Value issued by only Scheduled Bank of Pakistan or National Insurance Company Limited (NICL) as stipulated in the Conditions of Contract within a period of fourteen (14) days after the receipt of Letter of Start / Award of work.
21.2	Failure of the successful bidder to comply with the requirements of Sub-Clauses IB.20.2 & 20.3 or 21.1 or Clause IB.22 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
<b>I.B-22</b>	<b>Integrity Pact</b>
	The Successful Bidder / Contractor shall sign and stamp the Form of Integrity Pact provided at Schedule-F to Bid in the Bidding Document for all Federal Government procurement contracts exceeding Rupees ten (10) million. Failure to provide such Integrity Pact shall make the bid non-responsive.



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CAPITAL DEVELOPMENT AUTHORITY  
(CIVIL DIVISION A/SADR)

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SUBJECT: JANITORIAL / CLEANING SERVICES AT CABINET BLOCK, ISLAMABAD. (RATE RUNNING CONTRACT 2026-27)

**ABSTRACT OF COST**

<b>I. Cost of Non Schedule Rates:-</b>		<b>RS.</b>	<b>13,188,400/-</b>
Percentage	Above/Below	Rs.	
<b>TOTAL BID COST</b>		<b>Rs.</b>	

Note: The contractor is required to give percentage in figure & words separately to put tender.

Signature / Seal of Contractor / Bidder


Name of Firm/Contractor

Address of Firm/Contract

Earnest Money/Call Deposit Amount

Call Deposit No. & Date

Name of Bank From Issued

  
Deputy Director

Civil Aiwan-e-Sadr, CDA  
Deputy Director (Civil)  
Aiwan-e-Sadr, CDA

  
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**CAPITAL DEVELOPMENT AUTHORITY**

MAINTENANCE DIVISION CIVIL

CABINET BLOCK

**SUBJECT:- JANITORIAL / CLEANING SERVICES AT CABINET BLOCK,  
ISLAMABAD. (Rate Running Contract 2026-27)**

S.n o.	Sched ule Refer ance	Description	Executio n method	Q ty	Rate	Unit	Amount
1	NSR	Cleaning of roads, foot path <b>daily</b> with in the area of Cabinet Block by using broom, picking of waste material from lawn area, making the entire area neat and clean as per instruction of Engineer In Charge.(Total = 154136Sft)	Once a Day.				
2	NSR	Sweeping of terrazzo /tiles flooring/PCC of entire area followed by damp mop cleansing and dry mop drying <b>daily</b> using light detergent / chemicals to keep the area & clean round the clock complete as per instruction of Engineer in Charge.(Total Area other than corridors = 435138.00 Sft ) i. Ground Floor =147661 Sft ii. First Floor = 86055 Sft iii. Second Floor = 89873 Sft iv. Third Floor = 86853 Sft v. Fourth Floor = 24696 Sft	Once a Day.     no				
3	NSR	Sweeping of terrazzo /tiles flooring of entire area followed by damp mop cleansing and dry mop drying <b>continually through out the day</b> using light detergent / chemicals to keep the area neat & clean round the clock complete as per instruction of Engineer in Charge.(Total Area = 87799 Sft ) i. Ground Floor =11420 Sft ii. First Floor = 41708 Sft iii. Second Floor = 13482 Sft iv. Third Floor = 12405 Sft v. Fourth Floor = 8784 Sft	Contin ually throug h out the day	1 2	1,099,0 33.33	Per mo nth	13,188,40 0.00
4	NSR	Vacuum cleaning of carpets <b>daily</b> complete in all respect at any floor by heavy duty vacuum machine to keep the entire carpets neat & clean round the clock and as per entire satisfaction & instructions of Engineer-in charge.(20267 Sft) i. Ground Floor =182 Sft Sft ii. First Floor = 10392 Sft iii. Second Floor = 3559 Sft iv. Third Floor = 2400 Sft v. Fourth Floor = 3734 Sft	Once a Day.				

  
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5	NSR	Washing & cleaning of community baths / attached baths its tiles, Fitting and fixtures <b>twice a day</b> by using detergent / chemicals/ bath freshener / paracol tablets and disinfecting spray regularly for killing the bad odour, to keep neat & clean all bathrooms round the clock as per entire satisfaction and instruction of Engineer-in charge. (Total =70 Nos) I i. Ground Floor = 5 Nos ii. First Floor = 20 Nos iii. Second Floor = 20 Nos iv. Third Floor = 13 Nos v. Fourth Floor = 12 Nos	Twice a day			
6	NSR	Cleaning & dusting <b>once a day</b> of glasses of windows and doors etc including their frames with glint of any approved quality glass cleaning chemical to keep the glass and their frame neat and clean as per entire satisfaction and instructions of E-incharge. (Both side) area =33144 Sft i. Ground and First floor = 7050 Sft ii. Scond Floor = 14619 Sft iii. Third and fourth floor = 11475 Sft	Once a Day.			
7	NSR	General cleaning/ dusting <b>weekly</b> all walls, partition, ceiling, skirting, doors, electrical fitting, chandeliers, globe, tubes, switch boards, air conditioning grill, all type of railing etc to keep them neat and clean round the clock complete in all respect at any floor and at any height as per entire satisfaction and instruction of E-in charge.	Once a Week			
8	NSR	Cleaning of roof top <b>quarterly basis</b> by using brooms, brushes and chemicals complete in all respect and as per instructions of the Engineer-in - charge.(Area=39,370 Sft)	Quarterly basis			
9	NSR	Washing and cleaning of fountain <b>once a month</b> ie walls, floor tiles, stone paved area with approved quality detergent chemicals as per entire satisfactions of the Engineer-in- charge. (Total area = 6117 Sft) i. Formal Garden Fountian =3075.20 Sft ii. First floor Fountain = 3042.48 Sft	Once a month			
						<b>Total A 13,188,400.00</b>

Deputy Director (Civil)  
Aiwan-e-Sadr, CDA

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4.2

**Contractor's Representative**

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The Contractor shall appoint a representative at site on full time basis to supervise execution of work and to receive instructions on behalf of the Contractor but only after obtaining the consent of the Employer for such appointment which consent shall not be unreasonable withheld by the Employer. Such authorized representative may be substituted/replaced by the Contractor at any time during the Contract Period but only after obtaining the consent of the Employer as aforesaid.

4.3

**Subcontracting**

The Contractor shall not subcontract the whole of the Works. The Contractor shall not subcontract any part of the Works without the consent of the Employer.

4.4

**Bank Guarantee.**

The Contractor shall provide Bank guarantee to the Employer in the prescribed form. The said Security shall be furnished or caused to be furnished by the Contractor within 14 days after the receipt of the Letter of Acceptance. The Bank guarantee shall be of an amount equal to 10% of the Contract Price stated in the Letter of Acceptance, valid 28 days beyond the defect liability period.

5.

**DESIGN BY CONTRACTOR**

5.1

**Contractor's Design**

The Contractor shall carry out design to the extent specified, as referred to in the Contract Data. The Contractor shall promptly submit to the Engineer/Employer all designs prepared by him. Within fourteen(14) days of receipt the Engineer/Employer shall notify any comments or, if the design submitted is not in accordance with the Contract, shall reject it stating the reasons. The Contractor shall not construct any element of the Works designed by him within fourteen(14) days after the design has been submitted to the Engineer/Employer or which has been rejected. Design that has been rejected shall be promptly amended and resubmitted. The Contractor shall resubmit all designs commented on taking these comments into account as necessary.

5.2

**Responsibility for Design**

The Contractor shall remain responsible for his bided design and the design under this Clause, both of which shall be fit for the intended purposes defined in the Contract and he shall also remain responsible for any infringement of any patent or copyright in respect of the same. The Engineer/Employer shall be responsible for the Specifications and Drawings.

6.

**EMPLOYER'S RISKS**

6.1

**The Employer's Risks**

The Employer's Risks are:

- a) war, hostilities (whether war be declared or not), invasion, act of foreign enemies, within the Country;
- b) rebellion, terrorism, revolution, insurrection, military or usurped power, or civil war, within the Country;
- c) riot, commotion or disorder by persons other than the Contractor's personnel and other employees including the personnel and employees of Sub-Contractors, affecting the Site and/or the Works;

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Subject:

**SPECIAL TERMS & CONDITIONS OF THE CONTRACT.**

Clause-1

**Quality of work**

The contractor shall provide complete janitorial and cleaning services for the areas mentioned in B.O.Q attached and as per required standard, quality and satisfaction / instructions of the Engineer-in-charge.

If the standard of janitorial and cleaning services provided by the contractor is not up to the standard acceptable to CDA, then CDA may get the required janitorial and clearing services performed through other ways and means at the risk and cost of the contractor and the expenditure incurred on obtaining such services shall be deducted from the amount or amounts due from CDA to the contractor.

The contractor shall ensure a first rate performance and proper rendering of effective and satisfactory janitorial services in accordance with the terms and conditions of the tender.

Clause-2

**Minimum work force**

The list of minimum work force for the cleaning and janitorial services will be as under:-

- |     |                      |         |
|-----|----------------------|---------|
| i.  | Supervisor           | 02 No   |
| ii. | Vacuum Cleaner       | 24 No's |
|     | Farash / Khakroob    |         |
|     | Sweeper / Sewer Man. |         |

The Contractor shall maintain above mentioned employees / workers at the premises as the minimum work force. However the contractor shall be at complete liberty to employ employees / workers more than the prescribed minimum workforce, in case, if sole discretion of contractor determines such necessity for providing the janitorial & cleaning services in an effective and satisfactory manner.

The contractor shall ensure the attendance of minimum work i.e. 26 Nos as mention above and in case of any shortage in minimum work force, the contractor shall immediately provide at his own cost suitable replacement with a view to maintain the minimum work force. In case of less manpower, actual numbers available staff will be paid according to details of rates available in the agreement at page No \_\_\_\_.

  
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If the shortage of staff is found more than 10% of total work force, additional deductions will be made at rate of Rs. 2,000/- per worker as penalty. This will however not observe the contractor from the full responsibility.

Additional manpower will be provided by the contractor for services and the jobs mentioned in items v, vi, vii, viii of BOQ.

**Clause-3**

**I.D. cards & uniform of the employees**

The contractor shall issue proper identity card to all his employees and workers for the purpose of identification of security, deployed to work for janitorial service. In case of non-compliance of this condition, a penalty of Rs. 100/- per person per day will be imposed without giving any notice.

The contractor shall provide proper neat and clean uniform at his own cost to his employees deputed at work in connection with janitorial services. In case of non-compliance of the condition, a penalty of Rs. 200/- per person per day will be imposed without giving any notice.

**Clause-4**

**Cleaning Material for Janitorial Services**

Monthly supplies of the prescribed cleaning / janitorial material shall be supplied by the Contractor on the 5<sup>th</sup> of each month. The quantity and quality of the material shall be strictly according to the agreed standard and specifications. The Contractor will maintain proper stock register for this material. The quantity of the material shall be as under:-

1. Air freshener	=	15 No's
2. Air Freshener (Roomi)	=	50 No's
3. Brooms hard 600gm	=	20 No's
4. Broom soft 200gm	=	10 No's
5. Brusher for toilets	=	06 No's
6. Brusher wire net for webs	=	06 No's
7. Brushes with belts	=	06 No's
8. Duster rough 18"x 18"	=	50 No's
9. Duster soft	=	35 No's
10. Glint	=	25 No's
11. Mops long cotton 4' ft 6 lb	=	20 No's
12. Naphthalene balls	=	40 Packets Containing 5 Each
13. Phenyl (perfumed) 3 ltr	=	35 No's
14. Plunger	=	06 No's
15. Wiper	=	10 No's
16. Surf (one kg packing )	=	30 No's
17. Sweep Acid for toilets 500ml	=	60 No's
18. Typhoon of Finis (large)	=	20 No's
19. Vim (large size)	=	50 No's

  
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20. Brasso Liquid (Medium)  -67- = 10 No's

The contractor will also provide the material other than as mentioned above as and when required for cleaning and janitorial services in any emergency at Cabinet Block.

In case the contractor fails to provide the cleaning / janitorial material on prescribed date, then CDA will purchase the required material from local market and the amount spent on such purchases along with the incidental expenses shall be deducted from the amount due from CA to the contractor.

In addition, the contractor shall be liable to a penalty for 100% of the amount incurred by CDA for his failure to use the material in the prescribed quality and quantity.

**Clause-5 Tools & equipment's required at site**

Following machinery / equipment's will be arranged by the contractor for effective and efficient performance of the janitorial and cleaning services:

- |      |                           |        |
|------|---------------------------|--------|
| i.   | Mopping kit               | 1 Nos. |
| ii.  | Rolling Tower 30'-0"      | 1 No.  |
| iii. | Heavy duty Vacuum Machine | 2 Nos. |

The above mentioned machinery and equipment shall be available at site during the execution of the items for which they are required and will be shown to the Engineer-in-Charge as he desires. If the contractor will not provide these equipment in connection with janitorial and cleaning services, the same will be arranged from the market by CDA amount provided in the detail of estimate at page No will be deducted from the monthly payment to the contractor along with 50% additional charges as penalty.

Replacement of parts including brushes and electrical leads whenever, these are required, to keep the above equipment's in good running condition, shall be the responsibility of the contractor.

**Clause-6 Area and schedule of work**

Work will be executed as per area and execution method given in B.O.Q.

If at any time CDA requires extra janitorial services / manpower at any place, within the premises of the work, the contractor shall undertake to provide the same without any extra cost to CDA.

  
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Clause-7

**Implementation of labour Laws**

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The contractor shall fully comply with all the requirements of the applicable labour laws and other laws in respect of his employees and workers.

Clause-8

**Protection of CDA property**

It will be the responsibility of the contractor for making good the loss of damage that may occur to any property belonging to the CDA or located in during the performance of cleaning / janitorial services in accordance with the terms and conditions of this tender. In case of non-compliance of this condition, any loss caused to by the contractor or his employees, workers or agent shall be recovered from any of the amount or amounts of the contractor that may be with CDA.

Clause-9

**Duties, responsibilities of employees / workers of the contractor**

- a). The contractor shall assign all such duties and responsibilities to his employees and workers that may be necessary for the "A" class execution of the janitorial and cleaning services to be provided by under the provisions of this tender. In this connection, he will assure that his employees and worker shall perform diligently the duties and responsibility assigned to them.
- b). In case of accident or emergency to the staff on duty, the contractor will provide replacement of such staff immediately.
- c). The contractor shall submit the complete list of employees / workers along with the photo copies of their identify cards to the Engineer-in-Charge. Any type of change in employees / workers will be brought in the notice of Engineer-in-charge immediately.
- d). The contractor shall arrange the employees in such a manner that nobody will be seen loitering, sitting idle or sleeping while on duty.
- e). Minimum age limit for the cleaning staff engaged by the contractor should be 18 years while maximum limit should be 50 years.

Clause-9

**Facilities of the Employees / workers**

The contractor undertakes and agrees that in the performance of his contractual obligations assumed by him under this tender he shall fully comply with all the applicable laws; rules and regulations and customs prevailing from time to time in the country pertaining to the wages / allowances insurance of employees and workers, their medical attention, gratuity grant of annuals, sick and causal leave and other rights, facilities and benefits to which has employees and workers may entitled to and it is hereby expressly agreed and understood by the contractor that all responsibilities of his employees and workers in this regard or of himself are assures by the contractor and the grant of any such right facility or benefit to

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its employees and workers at any time whether under any law or otherwise shall not result in any additional cost of CDA. *DR*

Clause-10

**Monthly payment to the employees by the contractor**

The contractor shall be bound to disburse the monthly salary to his employees / workers up to 6<sup>th</sup> of succeeding month and he will submit copy of pay roll / vouchers up to 7<sup>th</sup> of each month in the office of Dy. Director Maint (Civil). In case, he fails to disburse the monthly salary to his employees / workers, the contractor shall be liable to pay the penalty of Rs. 2000/- per day subject to maximum up to Rs. 30,000/- in each month.

Clause-11

**Claims of the employees**

The contractor shall accept total responsibility for the settlement of the claims resulting from injury, burn or accident of any kind to his employees, workers, officers, agents, advisors or any other person acting for and on his behalf in the discharge of janitorial services. No claim on this part will be accepted by CDA.

Clause-12

**Legal entity**

The contractor warrants that he is a bonfire and independent legal entity and employees working in his own name and account and acknowledge that this tender does not confer in any manner whatsoever upon him or any individual employed by him the status of individual employees/ worker, officer, agent or advisor of CDA.

Clause-13

**Subletting of the work**

If the contractor shall assign this contract to any other party wholly or party, he shall be black listed and shall be debarred for future to execute any contract with CDA.

Clause-14

**Validity of Contract period**

This agreement shall remain valid and enforce for one year. The performance of the contractor shall remain under observation and if the services provided by the contractor are not found satisfactory, the same may be terminated by giving one month notice.

The agreement will be extendable for one year more with the approval of competent authority in case of emergency.

Clause-15

**General Obligations**

1. The contractor shall establish an office at site where responsible and literate person should be available at all time with mobile telephone facility that should be answerable for all operation.

*DR*

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2. Meeting will be held in the office of Dy. Director Maint (Civil) in the 1<sup>st</sup> week of every month discuss the matter relating to the work.
  3. Non-Muslim and Muslim employees can be employed for janitorial services work.
  4. No escalation on account of price hike shall be entertained during the currency of this contract.
  5. The contractor will submit schedule of activities along with timing along with his tender which shall have to be strictly observed by him during the currency of the contract.
  6. That CDA reserves the right to stop entry of any person deputed by the contractor for performance of the contract.
  7. Decision of the engineer regarding satisfactory standard of cleanliness shall be final and binding on the contractor.
  8. In case of any dispute, decision of Director Awan-e-Sadr will be final.
  9. Electricity to be used for cleaning shall be supplied by the CDA @ Rs. 2,000/- per month.
  10. Towels, soap, toilet rolls, air freshener will be provided in CDA office by the contractor free of cost.

**Clause-16 Attendance of the employees**

- i. The contractor shall maintain daily attendance register of his employees and workers engaged for janitorial services. The attendance register shall be submitted daily to Assistant Director Cabinet at 08:30 am daily for verification by physical head count.
- ii. CDA shall have full authority for making deductions from the contractor's monthly bill if the contractor shall not provide the minimum required members of work force at site.

**Clause-17 Payment to the contractor**

1. The payment to the contractor will be made on monthly basis on completion of complete work as described in the BOQ. Payment will be made to the contractor subject to the following supporting documents:-
  - a) Attendance register of staff and workers duly certified by the CDA representative for the billing month.
  - b) Satisfactory certificate from CDA representative regarding wearing of proper uniform and identity cards by employees / works.
  - c) Stock Register of Material duly certified by the CDA representative for the billing month.
2. The performance of the cleaning and janitorial services will be judged both in respect of quality of work done as well as the availability of cleaning tools & equipment's.

  
D.D.

3. CDA shall have the power to make deductions an account of sub standard work and shortage of staff

**Clause-18**

**Recovery / deduction from the contractor's bill:**


Following deductions shall be made from each payment made to the contractor,

- a. 5% security on the gross amounts of the bill, which shall be refundable after three months of the satisfactory completion of contract.
- b. Income Tax as per prevailing law of the Government
- c. 1.5% of the work done on account of water charges.
- d. ICT Tax on services as per Government Policy.
- e. Rs. 2000/- per month on account of electricity charges.
- f. Any other tax imposed by the Government time to time.

**Clause-19**

**Lifting and disposal of garbage**

The contractor will be responsible for lifting and disposal of garbage daily from site to specified dumping ground with lifter / refused compactor failing which contractor will be liable to fine of Rs. 40,000/- per month alongwith actual expenditure incurred for shifting of garbage.

  
**Deputy Director**  
Maintenance Division (Civil)  
Deputy Director (Civil)  
Aiwan-e-Sadr, CDA

