

**TENDER DOCUMENT / TERMS & CONDITIONS FOR HIRING SERVICES OF
GENERAL, NON-CORE SERVICES**

1. INTRODUCTION

Office of the Secretariat of the Council of Common Interests (CCI), hereinafter referred to as 'CCI', is a department of the Federal Government responsible for maintenance of accounts of Federal Government.

2. INVITATION FOR BIDS

CCI invites sealed bids from reputed experienced firms duly registered with Federal Board of Revenue/ Tax department to provide hiring of services. Single stage one envelope procedure shall be used for submission of bids.

3. DEFINITIONS

3.1 "Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.

3.2 "Availability and Reliability" means the probability that a component shall be operationally ready to perform its services when called upon at any point in time.

3.3 "Client" means the authorized officer of the purchaser i.e. Section Officer (Admin) or any other person, duly appointed in writing, by the Client/ authority.

3.4 "Bidder/Tenderer" means the interested Firm/Company/ human sources Supplier that may provide or provides the services required under this tender document to any of the public/private sector organization under the contract.

3.5 "Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.

3.6 "Contract" means the agreement entered into between the Purchaser and the Contractor.

3.7 "Contractor / Vendor" means the Tenderer whose bid has been accepted and awarded Letter of Acceptance for the specific services for specific period followed by the signing of Contract.

3.8 "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations and service discharge.

3.9 "Day" means calendar day.

3.10 "Services" means the services provided / required under this document.

3.11. "Worker" means a person appointed by the bidding firm/ contractor to carry out the required/ assigned services. Must be literate, physically fit and healthy and within the age bracket of 18-40 years.

4. GENERAL CONDITIONS

4.1. CCI at its discretion can increase/ decrease the number of workers, on already approved tender rate of payment and on the same terms & conditions, on the request of relevant Incharge in case of emergencies. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.

4.2. In case number of workers are increased/ decreased upon directives of the CCI, the payment shall be made/ adjusted on the already approved tender rates.

4.3. Contractor shall ensure the attendance of workers, strictly in accordance with agreement/ Terms and Conditions of tender.

4.4. In case of absence of any worker, the Contractor shall be liable to provide the required strength at site otherwise the CCI reserve the right to deduct the wages as per agreement / tender document.

4.5. The Contractor will provide physically fit and sound in health workers and ensure that each worker must have following documents:-

- i. Copy of NADRA Computerized ID Card.
- ii. Original Service Card issued by Contractor.
- iii. Medical fitness/ character certificate

4.6. The agreement would come in to effect from the date of signing and shall continue to be in force for a period of one year unless and until it is terminated in accordance with the provisions of tender documents, or extended for a further period on satisfactory performance on the same rates with mutual consent.

4.7. The Contractor firm would be responsible to cover all financial charges of workers, including payment of salary and compensation to the workers and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services

4.8. Any increase or decrease in any levies or wages imposed by the Federal Government/ ICT administration/ CBA, wages and/or salaries shall be on the Contractor Firm's account and no claims for such increase shall be entertained by CCI.

4.9. Any taxes/duties already in place or levied by the Federal Government during the currency of the agreement will be on Contractor Firm's account and no claim shall be entertained by the CCI. If during the subsistence of this agreement or any renewal thereof any excess, tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Federal Government shall be payable by the Firm.

4.10. The Contractor Firm will keep the CCI free of any liability for the cause of compensation/ legal course, if any employee of the firm claims in case of their injury, death etc.

4.11. Any claims of injuries, loss of limb or life of workers engaged/employed by the Contractor Firm for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Contractor Firm. The CCI shall in no way be responsible for any compensation in this regard.

4.12. One-month prior notice in writing mentioning valid reason shall be served by either party for termination of contract. Upon the termination of this agreement the Contractor Firm shall be permitted to remove all its staffs/ workers, placed in the premises.

4.13. The CCI shall make the payment to the Contractor Firm on monthly basis after submission of bill in detail with attendance sheet with name of workers duly countersigned by Section Officer (Admin) CCI, Islamabad.

4.14. In case of any dispute or differences arising between the parties hitherto relating to the interpretation or effect of any clause of this Agreement, the same shall be referred to the Secretariat of the Council of Common Interests (CCI) Grievance Redressal Committee (GRC) or his nominee as Arbitrator and his decision shall be final and binding upon the parties hereto.

4.15. The Contractor Firm shall be responsible to complete all documentation, if notified from time to time.

4.16. The Contractor Firm shall possess minimum experience to provide Services with at least three Government Departments or Multinational or Listed Companies.

4.17. Affidavit to the effect that there was no previous litigation of the contractor or his employees with Office of the Secretariat of the Council of Common Interests (CCI) and another Affidavit to the effect that the contractor has not been blacklisted by any Government Department/Autonomous Body/Corporation etc.

4.18. The Contractor Firm will ensure that they have enough financial capacity to pay at least two month salary timely to the deputed Manpower in CCI and Contractor Firm should submit such undertaking signed by CEO/CFO or Managing Partner on attested stamp paper.

5. REQUIREMENT OF SERVICES OF STAFF

5.1. The Contractor Firm shall commence services at CCI immediately after issuance of letter of award as per following deployment:

DAY SHIFT

(8:00 AM to 4:00 PM)

Location

Office of the Secretariat of the Council of Common Interests (CCI), 5th Floor, Kohsar Block Islamabad

Total Requirement of Staff

06 Employes (number can increase / decrease)

6. PENALTY

6.1. In case of non-placement of required number of workers, CCI has right to deduct the amount of actual wage of the absent workers for each absence from the monthly bill of Contractor Firm.

6.2. In case of any damage/loss to CCI property moveable or immovable due to negligence of workers herewith for determination of liability a three-member committee nominated by the Secretariat of the Council of Common Interests (CCI) will give initial findings and take appropriate measures. The decision of the CCI in this regard would be binding on the Contractor Firm.

6.3. Besides penalty, CCI can take any appropriate action, which may include the Suspension/ Blacklisting of the contractor in accordance with the rules/law on account of loss due to negligence of employee of Contractor Firm or otherwise.

6.4. In case of any theft/damage caused by the contractor staff at premises of CCI, the Contractor Firm will be held responsible to pay the entire losses to the CCI as determined by the above Committee.

6.5. In case of absence of any worker from his place of duty more than three days in a month, the CCI reserve the right to deduct the whole or partial salary in respect of such worker in addition to other penalty as deemed appropriate.

6.6. In case of placement of inefficient workers/ placement of over-aged workers, lethargic workers, workers without proper uniform, the CCI reserve the right to deduct the whole or partial salary for such worker in addition to other penalty as deemed appropriate.

7. PAYMENT

7.1. 100% payment will be made after completion of each month.

7.2. The Contractor Firm is required to submit the following documents along with bill: -

- i. Invoice with covering letter, both duly signed and stamped by authorized officer.
- ii. Attendance sheet of the workers daily and monthly duly verified by SCCI nominated official.
- iii. Any other details/documents, if required by the CCI (Accounts Department).
- v. Evidence / support of all claims in bills.
- vi. List of deputed workers along with their cell numbers/ CNIC number and present address.

7.3. Payment shall be made through crossed cheque/ bank transfer, within two weeks after receipt of bills from the Contractor Firm. Contractor Firm is required to provide all the relevant and complete documents properly for early processing of the bill by 5th of the next month. If the bill is submitted later than 5 days, the payment due on 15th to the said month may also be accordingly delayed. CCI requires at least 15 days for processing of payment.

7.4. All applicable taxes and penalties shall be deducted at source from monthly invoice.

8. ARBITRATION

8.1. In case of any difference or dispute arising between the parties during the contract period, shall be referred for resolution to the Secretariat of the Council of Common Interests (SCCI), or his duly authorized nominee whose decision shall be final and binding on both the parties.

9. BASIS OF OFFERS/ PRICE

9.1. For placement of Staffs/ workers and allied services, the rates shall be quoted in Pak Rupees.

10. VALIDITY OF BIDS

10.1. The bids shall remain valid for a period of one year the date of opening of financial bids.

11. GUIDELINES FOR SUBMISSION OF TENDER DOCUMENTS

11.1. The bids shall comprise a single stage containing two separate envelopes and each envelope shall contain separately the 'financial proposal' and the 'technical proposal'. The bidders shall mention on the envelope the services name applied for.

11.2. Each financial bid should be accompanied by the amount of earnest money (refundable) which is 3% of the total/ annual tender amount (per month charges x 12) payable in the form of bank draft or pay order from any scheduled bank in favor of Office of the Secretariat of the Council of Common Interests (CCI).

11.3. The firms must clearly attach the following documents as checklist with the technical bid and non-submission of any document will result into rejection of technical bid of the firm:

- a) Company profile
- b) Income Tax/ General Sales Tax Registration Certificate
- c) Experience certificate of the firm as per clause 4.16.
- d) An affidavit on stamp paper in favor of CCI that the firm was never blacklisted by any government department.
- e) An affidavit on stamp paper undertaking that firm has enough financial capacity to pay at least two month salary timely to the deputed human resources in Office of the Secretariat of the Council of Common Interests (CCI) signed by CEO/CFO or Managing Partner. **(Annex-I)**
- f) An undertaking on stamp paper that the bidder has read all terms and conditions of the tender mentioned anywhere in the tender documents and is liable to any punitive action for furnishing false information / documents. **(Annex-II)**

11.4. Financial Bid / Financial Proposal shall be submitted in the same format as given in **(Annex-III)** of this document which must be accompanied by the earnest money as per Para 11.2 above i.e. 3% of total annual charges.

11.5. The selected firms will provide services within 15 days from receipt of supply orders. If services are not provided in due time, a fine of 0.5% of bid value per day will be charged to the firm. If provision of services is delayed beyond 60 days from receipt of work order, the earnest money will be confiscated and bid of the firm will be cancelled.

11.6. The tenders should reach to Section Officer (Admin), Office of the Secretariat of the Council of Common Interests (CCI), 5th floor Kohsar Block, Islamabad as per time mentioned on tender notice.

11.7. Earnest money of unsuccessful bidder will be returned at the end of tender process and earnest money of successful bidder will be retained till validity of service period, and the same must be valid till expiry of contract.

11.8. Bidder(s) not 'active' on active tax payer list of FBR are not eligible to apply. Firm(s) blacklisted by any government organization under PPRA Rules are also not eligible for participation.

ON STAMP PAPER

UNDERTAKING

I/ We hereby undertake and give assurance to Office of the Secretariat of the Council of Common Interests (CCI) (Government of Pakistan) that our Services Provider Company M/S _____ is financially sound to pay the salaries of deputed workers and other related expenses for two months, if payment is delayed by CCI due to unavoidable circumstances or bills are not verified by us in time as the case may be.

SIGN & SEAL OF CEO/Director

Name: _____

CNIC # _____

UNDERTAKING

(Acceptable only as per provided format)

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender mentioned anywhere in the tender documents and are liable to any punitive action for furnishing false information / documents.

Dated this ____ day of _____ 20__

Signature _____

(Company Seal)

In the capacity of Duly authorized to sign bids for and on behalf of

**Secretariat of the Council of Common Interest
5th Floor Kohsar Block, Islamabad.**

FINANCIAL BID/PROPOSAL FORM

Name of Firm/Supplier: _____

Bid Security Draft/Pay Order No. _____ Amount. _____ Dated: _____

Sl. #	Description	No. of Posts	Total Cost Per Month	Total Cost for the Year
01	Duplicate Machine Operator (DMO)	01		
02	Naib Qasid	04		
03	Frash	01		
Total Annual Cost				

Rs: _____ (in figures)

_____ (In words)

Name: _____

Signature: _____

Date: _____

Stamp: _____