



**JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)
JACOBABAD (SINDH)**

**BID DOCUMENT
FOR**

**OUTSOURCING OF SKILLED/MAINTENANCE STAFF
FOR THE FINANCIAL YEAR - 2019-20**

Last Date & Time for Bid Submission : 10:30 AM Friday, the 12th July, 2019

Date & Time for Bid Opening: : 11:30 AM Friday, the 12th July, 2019

**Venue : SEMINAR HALL, JIMS JACOBABAD,
AIRPORT ROAD, JACOBABAD**

INVITATION FOR BIDS

The Director, Jacobabad Institute of Medical Sciences (JIMS), Jacobabad invites the bids for the **Outsourcing of Skilled/Maintenance Staff for the Financial Year 2019-20**.

Bidding is open for all eligible bidders. Bidders can obtain the Bid Document from the Accounts Department Jacobabad Institute of Medical Sciences (JIMS), Airport Road, Jacobabad (Sindh) or download from SPPRA and www.jimssindh.org.pk.

Complete set of Bidding Document may be obtained/purchased by the interested bidder on written request to the above mentioned office and upon payment of bid fee of **Rs.3,000/-**(non-refundable) in shape of pay order/demand draft in favor of Director, JIMS Jacobabad.

Duly completed bids are required to be dropped/submitted in the bid box placed/affixed at the Office of the Director, Jacobabad Institute of Medical Sciences (JIMS), Jacobabad on or before above mentioned date & time.

DIRECTOR
JIMS, Jacobabad

PREAMBLE

1. Bid Title : **OUTSOURCING OF SKILLED/MAINTENANCE STAFF FOR THE FINANCIAL YEAR 2019-20**
2. Procuring Authority : DIRECTOR JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS), JACOBABAD
3. Date of Issue of Bid : 1ST DAY OF PUBLICATION IN NEWSPAPERS UP TO 10:00 AM FRIDAY THE 12TH JULY, 2019
4. Place for Issuing, submission and opening of Bid : OFFICE OF THE DIRECTOR, JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS) AIRPORT ROAD, JACOBABAD (SINDH).
5. Last Date and Time for Submission/closing of Bid : **10:30 AM FRIDAY, THE 12TH JULY, 2019**
6. Date and Time for Opening of Bid : **11:30 AM FRIDAY, THE 12TH JULY, 2019**
7. Bid Fee (Original receipt must be attached with bid document) : **Rs.3,000/-** in shape of PO/Demand Draft in favour of Director, JIMS Jacobabad (non refundable).
8. Earnest Money to be submitted along with the bid. : **3%** of total quoted bid amount in shape of demand draft/pay order issued from any scheduled bank of Pakistan in Favor of Director, JIMS Jacobabad.
9. Performance Security (after issuance of award of contract) : **@ 7%** of the quoted bid amount and/or value of supply/work order and will be released after successfully completion of working tenure.
10. Stamp Duty : 0.35% of to total quoted value
11. Bidding Procedure : Open Competitive Bidding SPPRA Rule No. 46 (1) 2010 amended time to time, **Single Stage – One Envelope Procedure.**
12. Bid Validity : 90 Days from the date of technical opening
13. Contract w.e.f. : Contract will be effective from after issuing of award of contract to the successful bidder

ELIGIBILITY/KNOCK DOWN CRITERIA FOR QUALIFYNG IN THIS BID

Please read carefully before filling/submitting the documents. Document evidence must be attached.

(CHECKLIST)

SR.	DETAILS	YES/NO	Annex
1.	Original receipt along with bidding document issued by JIMS or downloaded from SPPRA or www.jimssindh.org.pk website duly signed and stamped on each and every page by Authorized bidder (clear readable copy).		
2.	3% Earnest Money in shape of Pay order/Demand draft (original).		
3.	Company profile including details of infrastructure, trained persons with contact Nos., List of equipments and number of offices/branches available with address and contact Nos.		
4.	Professional Sales Tax Return of last three years (1 each year), (enclosed copy)		
5.	SRB Registration provide paid challan/receipt of 03 years (1 challan for each year).		
6.	Copy of valid license issued by the Sindh employee social security institute (SESSI) firm must be registered from last 03 years.		
7.	Copy of valid license issued by the Employees Old age benefit institution (EOBI) firm must be registered from last 03 years.		
8.	Copy of registration certificate from security & exchange commission of Pakistan (SECP).		
9.	Audited balance sheet of last year(s).		
10.	Detail of clients showing at least (50 technical) staff currently working in Government, Semi Government or Autonomous bodies attach work order/supply order / award of contract.		
11.	Letters of Satisfactory relevant performance from three (03) reputable institution of Government, Semi Government or Autonomous Body with concerned officer contact no.		
12.	Completed at least 03 tenure continues of similar works and details should be of given on below format as annexure - A (page No.5)		
13.	Bank statement showing turnover of last three years Rs.10.00 million (minimum) in each year.		
14.	Bidder should attach affidavit (Rs.100) that the firm concerned is financially sound, have sufficient funds to pay three months salary from their own sources and also pay the salaries to staff as per government policy		
15.	Bidders should attach affidavit (Rs.100 stamp paper) on prescribed format attached as Annex-B (at page No.12)		
16.	Technical proposal on company letterhead containing detail of different positions provided by the bidder.		
17.	Each page should be signed & stamped by company authorized person.		
18.	Page numbered should be written on each and every page		

- (a) Failure to meet eligibility/knock down criteria will disqualify the bidder from participation in this Bid and its proposals will not be evaluated / considered.
- (b) Documentary evidence(s) of above required valid registrations/certificates must be attached.
- (c) Bidder should provide legible/clear copies of documents, otherwise their document should not be considered.

Bidder's details for notice purpose

Bidder Name	
Company	
Address	
Tel & Fax No.	
Contact Person Cell No.	
Email Address	

Annexure – A

Detail of experience should be furnished in the following format on company letterhead with relevant work order / award of contract.

Sr. No.	Name of client and full address	Valid/working Email, phone and fax number of the Procuring Agency	Tenure of the Contract	Value of the contract

Name_____

STAMP & SIGNATURE OF THE BIDDER

A. TERMS & CONDITIONS

1. The Bid process shall be governed by the SPPRA Rules 2010 amended time to time.
2. The Contract shall be valid initially for a period of one year and thereafter it may be extended for up-to (further two years) on the satisfactory performance basis or on mutual understanding of both parties.
3. The contractor will be responsible for providing all staff(s) mentioned in the BOQ (Bill of Quantities).
4. Income Tax and other taxes will be deducted according to the government rules or at source by Accounts Department JIMS, Jacobabad.
5. A separate contract agreement shall be done on stamp paper between JIMS Jacobabad and the successful bidder /bidder.
6. The Bid must contain earnest money @ 3% of the total offered bid amount in shape of bank draft/pay order (in original) in favor of Director, JIMS Jacobabad; without earnest money the bid will not be entertained.
7. The Scrutiny of technical evaluation will be performed by the Procurement Committee.
8. Only one rate for each position as per bid specification is acceptable, no alternate rate(s) will be accepted.
9. Over-writing, cutting, erasing in the Bid Document should be avoided, if there is any over-writing, cutting, or erasing the correction should be duly signed and stamped by the authorized person.
10. The bid will be valid for 90 days from the date of opening of the bid.
11. The Procuring Agency (i.e. JIMS Jacobabad) reserves the right to increase/decrease (up to 15%) quantities of staff(s), originally specified in the BOQ (Bill of Quantities) without any change in unit price or any other terms and conditions at any time during the contract period as per relevant Rules of SPPRA-2010 amended time to time.
12. Conditional bids will not be accepted.
13. The bidder is required to submit a single envelope containing the financial proposal and required information mentioned in the Eligibility criteria along with earnest money.
14. All required items shall be quoted in PAK RUPEES.
15. The Contractor will submit bill(s)/invoice(s) after providing of staff with attendance sheet to Accounts Department on 25th of every month and/or for payments, which will be subject to the availability of funds.
16. The bidder/contractor will be responsible to deliver the service(s) at their own cost including transportation, insurance, health benefits etc.(if any).
17. The bidder with the lowest evaluated cost, but not necessarily the lowest submitted price, shall be awarded the contract.
18. Successful bidder shall provide performance security @7%of the total bid value along with 0.35% stamp duty on the Contract Agreement and/or on value of supply/work order(s) as the case may be.
19. If any holiday falls on the opening day of bids, it will be opened on the next working day.
20. The rates of each item should be written in figures as well as in words. Arithmetical errors will be rectified, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected. In case of discrepancy the price in words will authenticated and final.
21. The bidder shall bear all costs / expenses associated with the preparation and submission of the bid(s) and the purchaser/procuring agency shall in no case be responsible for those expenses.

22. Child Labor rules and basic human rights will not be violated by the contractor. Age of personals not be less than 18 years and not upper age 50 years with medical fitness.
23. In case of emergency or requirement of Director JIMS, additional staff shall be provided by the bidder on the same rates quoted.

24. Rejection of Bid

- a. Submitted in other than prescribed forms, annexure and documents not attached.
 - b. Incomplete, partial, conditional, alternative or late submission.
 - c. Earnest money is not submitted.
 - d. Subjected to interlineations/cuttings/corrections/erasures/ overwriting.
 - e. The bidder refuses to accept the corrected total bid price at his own.
 - f. The bidder tries to influence the bid evaluation / contract award.
 - g. The tendere engages in corrupt or fraudulent practices in competing for the contract award.
 - h. The bidder fails to meet all the requirements of bid eligibility / qualification criteria
 - i. The bidder has been blacklisted by any public or private sector organization
 - j. The bidder has been served any legal notices, displeasure letters or any unsatisfactory performance letters by any public sector, Government, Semi Government or any autonomous body or serious failures to provide satisfactory services.
 - k. The tendere has mentioned in any financial implication(s) in the financial proposal that is in contradiction to this document and government rules and regulations.
 - l. The bidder fails to pay the government tax i.e Professional/SRB
 - m. The bidder submits any financial conditions as part of its bid which are not in conformity with bid document.
 - n. Non submission of verifiable proofs against the mandatory as well as general documentary qualification and eligibility related requirement.
25. The Procuring Agency (i.e. Director, JIMS Jacobabad) reserves the right to reject any/all bid(s) at any time subject to relevant provision of SPPRA Rules 2010 amended time to time.
 26. Any liability arising on this institute or any other taxes pertaining to bidder/firm in the tenure of contract with this institute shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the Performance security of the contractor. There would be no liabilities of the workers of the contractor towards the Director JIMS.

(Signature of Contractor with Stamp)

Name: _____

B - SPECIAL TERMS / CONDITIONS.

1. Contract will be made between Jacobabad Institute of Medical Sciences (JIMS) Administration and the successful bidder for the supply of manpower for Maintenance/Skilled of Hospital work.
2. The contract will be for a period of one year initially, which can be extended for two more year(s) on satisfactory performance of the initial period of the contract. The Director JIMS may renew/extend the contract to such further period(s) as it may deem proper having regarded to the quality and manner of the contractor's performance and agreed on the same rates quoted in this bid. However, it shall be with consent/written request by the contractor in this regard.
3. The Contractor is bound to pay wages to his employee/personals as per Government policy and submit the paid detail vouchers along with employees signature/thumb to Accounts office JIMS, Jacobabad on monthly basis.
4. Contractor shall be bound to provide the manpower according to the contract on holiday including Sunday with the sanctioned strength at all time.
5. The contractor, his supervisor and staff will not be involved & participate in any political/immoral/illegal activities in the premises of JIMS.
6. The duty timing for personals including supervisors will be shift wise. They will be deployed in the consultation with Director JIMS or nominee of Director JIMS.
7. The contractor shall be fully responsible for providing leave benefits, weekly off, national and festival holidays etc., to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, but it will be the prime responsibility of the contractor to provide a suitable substitute.
8. The solid waste collected from the said building shall be disposed of in areas assigned by the institute for solid waste disposal.
9. Daily attendance registers will be maintained to keep record of personnel on duty and a record of the work done.
10. In case of technical staff for maintenance, the contractor will provide/responsible for tools, protective clothing & supportive equipments also. In case of any complaint regarding maintenance contractor will be notified and if work is not done or complaint is not settled the same work will be completed through hired labor and cost will be deducted from the bill of the contractor.
11. The authority (Director JIMS) reserve the rights to increase / decrease the number of personnel / service originally specified in the schedule of requirements without any change in remunerations or Emergency basis at any time during the contract period.
12. In case of any deviation / dispute with Hospital Administration workers /Contractor, the decision of competent authority (Director JIMS) shall be final and will not be challengeable at any forum or Court of Law.
13. In case of any dispute and till its decision by competent authority contractor will not stop the work. In case of failure the deduction from the remunerations will be made accordingly along with cancellation of contract.
14. That in case of the persons so deployed by the contractor does not come up to the mark or does not perform his/her duties properly or indulges in any unlawful activities or riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the Director JIMS. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Director JIMS, in case of any of the aforesaid acts on the part of the said person.

Authorize Person_____

SIGNATURE AND SEAL OF BIDDER:_____

C – JOB SPECIFIC TERMS & CONDITIONS.

1. Contractor will ensure availability of complete record of all personnel Maintenance/Skilled engaged by him.
2. Contractor is bound round the clock to availability of skilled/maintenance staff in the hospital premises
3. Personnel should be provided with neat and clean uniform provided by contractor.
4. The maintenance staff must possess the relevant qualification, experience and expertise.
5. The contractor will be directly responsible for payment of all dues to their personnel.
6. Personnel will not claim any medical or financial benefit from the Hospital / Government.
7. All Maintenance/Skilled worker should be well behaved and polite. In case of any misconduct with any patient or Hospital Staff.
8. Contractor will nor employ/engage any person with criminal record or a person removed or dismissed from Government service on criminal charges or any employee of Hospital or other Govt. Departments.
9. Contractor will provide tools & equipments to technical staff for maintenance.
10. **Bidder/Contractor** is fully responsible for any accident or injury to its Supervisors/Skilled staff or caused by its Supervisors/staff and agrees that the Procuring Agency will not be held liable for either of the above.
11. Payment of salary to the Supervisors and staff up-to 5th of each month.
12. The staff should have good working knowledge about use & maintenance of Equipments.
13. It should be made clear to all the Supervisors and working staff deployed that all the Procuring Agency's location is "smoke free area", hence no smoking will be observed by staff on duty.\
14. Police verification and character certificate of each deployed is a must.

I/We solemnly declare that the information furnished by me/us is correct to the best of my/ our knowledge and if found incorrect our contract will be liable to be terminated.

NATIONAL TAX NO SIGNATURE OF.....

GST No..... CONTRACTOR WITH ADDRESS.....

C.N.I.C NO..... FULL NAME &

CELL NO LAND LINE NO.....

BILL OF QUANTITIES (SCHEDULE OF PRICES)

FINANCIAL PROPOSAL **MAINTENANCE/SKILLED STAFF**

S r #	Description	BoQ	Salary per Month	Salary Per Year
1.	Female Ward Servant	8		
2.	Male Ward Servant	20		
3.	Supervisor Ops. Maintenance	1		
4.	Electrician	4		
5.	Electrician Helper	2		
6.	Solor room Opr./Tech	1		
7.	Solar room Opr Helper	1		
8.	Generator Operator/Tech	2		
9.	Plumber	2		
10.	Plumber Helper	1		
11.	Carpenter	1		
12.	Carpenter Helper	1		
13.	Mason	1		
14.	Mason Helper	2		
15.	Welder	1		
16.	Welder Helper	1		
17.	Painter	1		
18.	AC Technician	1		
19.	Assistant AC Technician	1		
20.	Pump Operator	1		
21.	Tailor	1		
22.	Head Mali/Gardner	1		
23.	Mali/Gardner	06		
24.	Naib Qasid/peon	15		
25.	Incinerator Operator	1		
26.	Porter	10		
27.	Dhobi	5		
28.	Cloth presser	3		
29.	Head Cook	1		
30.	Cook	3		
31.	Roti maker	2		
32.	Cook Helper/Masalchi	1		
33.	Food Service Handler	4		
34.	Dishwasher	2		
35.	Barber	1		
	GRAND TOTAL	109		

**** List of equipments offered**

Contd....

Total of 1 Month cost in Rs._____

Total of 12 months cost in Rs._____

Note:

- (i) Contractor will pay minimum wage to personnel as per Government Policy, if offer lowest then bid offer will not be considered.
- (ii) The price quoted must be inclusive of all taxes as per applicable laws
- (iii) The Strength of the said staff can be increased / decreased by Director JIMS
- (iv) Director JIMS reserves the right to hire full or partial employees.
- (v) Separate rate or amount should not be quoted for uniform and shoes or basic equipments providing to staff, failing which the bid stands automatically disqualified.
- (vi) The contractor will be responsible to quote all staff(s) mentioned in the BOQ (Bill of Quantities) if fail offer will be rejected.
- (vii) The offer will not be considered without signature & Stamp of the contractor.

Name_____

Signature & Seal (Bidder): _____

ANNEXURE - B

(On 100 stamp paper attested by Notary public)

CERTIFICATE

I _____ M/s _____ registered Address _____
_____ CNIC No. _____ Contact No. _____ is hereby
certified that our firm M/s _____ have never been suspended, black
listed, changed the name of company, defaulter or given any unsatisfactory performance by
any government, Semi Government or any autonomous body.

I _____ M/s _____ is hereby confirm that
we e read and understand all the terms & conditions as laid down in the enclosed bid
document provided by JIMS, Jacobabad.

I _____ M/s _____ confirmed that in case of
violation of terms and condition of the bid, above mentioned certificate or any
misinformation provided by us our firm M/s _____ security deposit
/earnest money may be forfeited and any action i.e. for suspension / blacklisting of firm may
be taken/initiated against us and it would not be challenged by us at any government
department or court of Law.

SIGNATURE WITH STAMP AND THUMB IMPRESSION

NAME: _____

DESIGNATION _____

NIC NO: _____

FORMAT OF POWER OF ATTORNEY

(Bidder's letter head officially signed and stamped by company CEO/Director/Owner)

We (name of the company and address of the registered office with contact No.) do hereby appoint and authorize to Mr./Ms. (Full name and residential address along with NIC and contact No.) who is presently engaged with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (Name of the Operation) in response to the bid for _____ invited b the (Director Jacobabad Institute of Medical Sciences (JIMS), Jacobabad) including signing and submission of all documents and providing information / responses to Director Jacobabad Institute of Medical Sciences (JIMS), Jacobabad) in all matters in connection with our bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this power of attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this _____ of 2019

For _____

Signature

Name, Designation and Address

Accepted (signature)

Name, Title and address of the attorney with designation and stamp

Date: _____

(Note: in case of Power of attorney issued by firm/bidder will be signed from notary public)

CONTRACT AGREEMENT (agreement will be done on the time of contract of award Director JIMS may change, update or any deletion in conditions

THIS AGREEMENT is made, effective from _____, BETWEEN, **M/S** _____, a company incorporated and existing under the laws of Pakistan and having its registered office at _____ (Hereinafter called "The Contractor") of ONE PART

AND

M/s Director Jacobabad Institute of Medical Science (JIMS), Circuit House Road Jacobabad, Sindh, Phone No: 0722-650252 and Email: jims.jcd@gmail.com, (Hereinafter called "The Procuring Agency") of The OTHER PART.

(Hereinafter called "The Premises") Comprising the Maintenance/Skilled Staff of the JIMS. This agreement shall take effect from the date, in Clause (1) above written and shall continue in force until and unless it is determined in accordance with the provisions hereinafter appearing.

WHEREAS the Procuring Agency is desirous of obtaining Operation and Maintenance services and has solicited and received proposals for such services;

AND WHEREAS the Operation and Maintenance services is in the business of providing professional services and have confirmed to the Procuring Agency that it is capable and willing to provide such services;

AND WHEREAS the Procuring Agency has approved and accepted the proposal made by the Operation and Maintenance services Provider and has agreed to award the contract on the following terms and conditions: -

NOR THIS AGREEMENT WITNESSED AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following document shall be deemed to form and be read and construed as part of this Agreement, viz.
 - (a) The Bid Form and the Price Schedule submitted by the Bidder.
 - (b) The Schedule of Requirements.
 - (c) The Technical Specifications.
 - (d) The General Conditions of Contract.
 - (e) The Purchaser's Notification of Award.
15. This agreement will be in force up-to _____ extendable for further each year (up-to 2 years more) with mutual understanding of both parties & may be terminated by either party upon one month Notice in writing.
16. Duties, deployment of Maintenance/Skilled staff and number of staff to be hired as per need and shall be at the discretion of the Procuring Agency.
17. Procuring Agency shall have the right to terminate this Agreement, due to any unlawful activity, political involvement of any kind, corruption, theft, drug addiction, or asking for "bakhshish" from patients by Maintenance/Skilled staff. Contract will also be liable to be

- terminated without any prior notice in case of any serious violation to the Procuring Agency's policy committed by the Operation & Maintenance Service Provider.
18. Contractor is not authorized to terminate/hire any employee without information/approval of the Director JIMS, Jacobabad.
 19. Operation and Maintenance Service Provider is responsible for ensuring that all its Maintenance/Skilled staff performing the services under this Agreement are sufficiently trained for the job, have no communicable disease, disability and are healthy.
 20. **Operation and Maintenance Service Provider** agrees that it is an independent contractor and accordingly is fully responsible for any accident or injury to its Maintenance/Skilled staff or caused by its Supervisors and agrees that the Procuring Agency will not be held liable for either of the above.
 21. Operation and Maintenance Service Provider guarantees that the following standards/requirements are fully met throughout the contractual period:-
 - a) Maintenance/Skilled staff should not have any criminal record or police case against his name.
 - b) The Maintenance/Skilled staff should have good working knowledge about use & maintenance of Equipments.
 - c) Operation and Maintenance Service Provider must provide EOBI registration, Medical Facilities and group insurance to Maintenance/Skilled staff.
 - d) Maintenance/skilled staff should have a basic training by Operation and Maintenance Service Provider.
 - e) It should be made clear to all the Maintenance/skilled staff deployed that all the Procuring Agency's location is "smoke free area", hence no smoking will be observed by staff on duty.
 22. The Agreement may not be amended or modified except in writing and signed by the authorized representatives of both parties i.e. Operation and Maintenance Services Provider and the Procuring Agency.
 23. Both parties have mutually agreed to make payment at the rates for the Services as per strength and location (JIMS) shown below:-
 24. The contractor will also be bound to provide the manpower for the Maintenance/Skilled Staff anywhere in the Sindh province in case of any Medical Camp/outreach program
 25. The invoice will be raised by 25th of each month by the contractor and payment shall be made by the Procuring Agency by 10th of next month.
 26. In case payment by Procuring Agency is delayed by one month or more due to delay in budget allotment formalities or due to any other reason, the contractor shall pay salaries to his workers for those periods with a written intimation to the Procuring Agency along with relevant vouchers. The Procuring Agency shall clear all dues in lump-sum to the contractor as soon as funds are available.
 27. The contractor shall at all times to perform obligations efficiently, professionally and according to the verbal/written instructions by Director JIMS or his nominee.
 28. The Procuring Agency will have the right to ask the contractor to remove any Maintenance/skilled Staff considered unsuitable or for any other reason. Maintenance/skilled staff so removed shall not be deputed again without consent of the Procuring Agency.
 29. The contractor shall be responsible to pay/clear all Government taxes at source. For other taxes the contractor shall submit the copy of paid challan to the Accounts Department JIMS on monthly basis.
 30. Contractor will provide tools & equipment to Maintenance/Skilled/Technical staff. All consumables and cleaning material will be provided by the Procuring Agency.
 31. Upon termination of agreement, the contractor shall be permitted to remove all gadgets and equipment etc.
 32. In the event of any war, declared or undeclared, enemy action, hostilities, Act of God, or any other circumstances (whether or not of a similar nature to the foregoing) which is of a national nature or which fully encompasses the city of Jacobabad, over which The Contractor has no control, which causes the cessation of or substantial interference with the performance of the services by The Contractor to perform the said services shall forthwith be suspended until such circumstances shall have ceased subject to the Contractor forthwith notifying "The Procuring Agency "to that effect in writing upon such suspension, and "The

Procuring Agency "shall not be liable to make any payment hereof in respect of the period of such suspension and any sum already paid there under in respect of such period shall on the option of "The Procuring Agency "be credited to the period following the resumption of the said services or refunded forthwith by the Contractor. The Procuring Agency shall also have the right to terminate this agreement forthwith at any time during the period of such suspension.

33. WORK DESCRIPTION

As the Contractor is meant for Operation and Maintenance Services Provider of the premises, he will ensure employment & availability of staff as under:-

- 24 hours Operation and Maintenance like Electric system (Solar room, etc.), Plumbing, HVAC, Firefighting, construction (repair & maintenance), and all other trades mentioned in Para No. 8.
- Operation & Maintenance Staff will ensure that all systems are functioning round the clock.
- To perform duties in neat and clean Uniform only.
- Any other task given by JIMS Management will be immediately carried out.
- Complete record of all personnel must be provided to the HR Department of JIMS.
- Contractor will prepare document under which periodic maintenance of equipment to be carried out on daily/weekly/fortnightly and monthly basis. Record to this effect be maintained accordingly.
- Various rehearsals like Fire fighting practices etc. be carried out on regular basis.
- The maintenance personnel must possess the relevant qualification, experience and expertise.
- The contractor will be directly responsible for payment of all dues to their personnel in time.
- Personnel will not claim any medical or financial benefit from the Hospital / Government.
- All Maintenance/Skilled Staff should be well behaved and polite. In case of any misconduct with any patient or Hospital Staff contract will be terminated immediately.
- Contractor will not employ/engage any person with criminal record or a person removed or dismissed from Govt. service on criminal charges or any employee of Hospital or other Govt. Departments.
- Police verification and character certificate of each deployed is a must.
- Maintenance/Skilled staff will be deployed by JIMS administration as required, which will be supervised by the contractor/vendor round the clock.

In witness whereof the parties of the contract have there under set their hands this day and month to that written above.

1. DIRECTOR
M/S _____
Operation/Maintenance Service Provider
SIGNATURE _____
WITNESS 1 _____
CNIC No. _____

2. DIRECTOR
JACOBABAD INSTITUTE OF MEDICAL
SCIENCES (JIMS), JACOBABAD
SIGNATURE _____
WITNESS 1 _____
CNIC No. _____