



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

**TENDER DOCUMENT
FOR**

**OUTSOURCING OF JANITORIAL/HOUSEKEEPING STAFF
FOR 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**

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

PH # 0722-690003-4

Email: jims.jcd@gmail.com, www.jimssindh.org.pk

INVITATION FOR BIDS

The Director, Jacobabad Institute of Medical Sciences (JIMS), Jacobabad invites the bids for the **Outsourcing of Janitorial/Housekeeping 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 favour 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 JANIITORIAL/HOUSEKEEPING 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 favor 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, staff 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 janitorial/housekeeping) 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 (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

SECTION – 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. Client 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 the Janitorial staff. Contract will also be liable to be terminated without any prior notice in case of any serious violation to the Client’s policy committed by the janitorial Service Provider.
23. 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.
24. In case of emergency or requirement of Director JIMS, additional staff shall be provided by the bidder on the same rates quoted.

25. 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.
26. 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.
 27. 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: _____

SECTION - 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 Janitorial/Housekeeping staff for 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. The payment will be made every month up to 25th day on submission of bill by the contractor along with attendance sheets through District Account Office after satisfactory report of Administrative supervisors.
11. In case of Janitorial/Housekeeping staff, the contractor will provide/responsible for tools, protective clothing & supportive equipments also. In case of any complaint regarding cleanness the 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.
12. 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.
13. 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.
14. 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.
15. 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: _____

SECTION - C – JOB DESCRIPTION JANITORIAL/HOUSEKEEPING STAFF

1. The Contractor will be responsible for collection of refuse and its disposal also. In case of any complaint regarding cleanliness 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.
2. Contractor will be responsible for the extra cleanliness of building and premises of the Hospital on VIP visits/Holidays and National/Islamic celebration days
3. The contractor is responsible to check/maintain and desalination of water sewerage roots, main holes and outflow of drainage lines on monthly basis and submit the report to Director JIMS or his nominee.
4. The solid waste collected from the said building shall be disposed of in areas assigned by the institute for solid waste disposal.
5. Sanitary workers should be provided with neat and clean uniforms with badges, gloves, masks, shoes /long shoes etc.
6. Janitorial staff is bound to clean JIMS Ambulances and vehicles when as required.
7. Police verification and corrector of each deployed is a must.
8. Contractor will provide basic tools for cleaning to staff
9. The Hospital administration will provide the cleaning items (soap, liquid etc.) supplies required for cleaning
10. Duties and deployment of Janitorial staff shall be at the discretion of the client.
11. Client 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 the Janitorial staff. Contract will also be liable to be terminated without any prior notice in case of any serious violation to the Client’s policy committed by the janitorial Service Provider.
12. Janitorial Service Provider is responsible for ensuring that all its Janitorial staff performing the services under this Agreement are sufficiently trained for the job, have no communicable disease, disability and or healthy.
13. **Bidder/Contractor** agrees that it is an independent contractor and accordingly is fully responsible for any accident or injury to its Supervisors/Cleaners or caused by its Supervisors/Cleaners and agrees that the Client will not be held liable for either of the above.
14. Payment of salary to the Supervisors/Cleaners by 5th of each month.
15. The Janitorial staff should have good working knowledge about use of Equipments.
16. Janitorial Service Provider must provide EOBI card, Medical Facilities and group insurance to Supervisors/Cleaners.
17. Supervisors/Cleaners should have a basic training by janitorial Service provider.
18. It should be made clear to all the Supervisors/Cleaners deployed that all the Client’s location is “smoke free area”, hence no smoking will be observed by staff on duty.
19. Janitorial Service Provider will ensure that solid management team is sufficiently trained to do the work
20. The contractor shall at all times to perform obligations efficiently, professionally and according to the verbal/written instructions by Director JIMS or his nominee.
21. The client will have the right to ask the contractor to remove Supervisors/Cleaners considered unsuitable or for any other reason. Supervisors/Cleaners so removed shall not be deputed again without consent of the client.
22. The contractor shall be responsible to pay/clear all Government taxes at source. In this regard the contractor shall submit copy of the same to Accounts Branch JIMS on monthly basis.
23. Contractor will pay Minimum Salary to its staff as per Government Policy.
24. The contractor shall provide **basic cleaning equipment** to his workers as shown below:-

a. BASIC EQUIPMENT BY CONTRACTOR

➤ Broom/Jharoo	➤ Wiper	➤ Scotch Bright (Foam)
➤ Brush for Commode	➤ Duster	➤ Personal Safety Items like gloves, masks, Long shoes etc.
➤ Scrapper	➤ Scrubber	

25. Collection of waste after sorting plastic / paper / thermo coal and other waste separately and disposal of all wastes from institute buildings and premises areas, on daily basis as per the instruction given from time to time.
26. Cleaning of glass panels of windows. Removal of cobwebs and cleaning of ceilings, cleaning of flush heads and washing of floor area on weekly basis.
27. Dusting/cleaning of offices, doctors chambers, wards, corridors etc. on regular basis.
28. Sweep, Clean with dust mop to all surfaces
29. Empty all refuse bins as per SoPs
30. Wash & Clean all bins
31. Remove all waste and refuse from the premises
32. Booming/ cleaning all area including inside and outside of JIMS premises.
33. Washing and cleaning all bathrooms regularly.

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 & Schedule of requirements for
Janitorial/Housekeeping Staff for the year 2019-20.

Sr. No.	DESCRIPTION	MALE	FEMALE	TOTAL	Salary pay to Staff	Salary Per Month	Salary 12 Months
1	Workers 12 Hours daily shift	72	20	92			
2	Supervisors 12 Hours daily shift	4	0	4			
Total (Monthly)		76	20	* 96			
Grand Total 12 Months							

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 tender 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 _____. Ph# _____ (Hereinafter called "The Contractor") of ONE PART

AND

M/S **Director Jacobabad Institute of Medical Science (JIMS)**, Circuit House Road Jacobabad, Sindh, Ph # 0722-650252, Email: jims.jcd@gmail.com, (Hereinafter called "The Client") of The OTHER PART.

(Hereinafter called "The Premises") Comprising the Housekeeping Services (Cleaning) of the Premises. 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 Client is desirous of obtaining Janitorial services and has solicited and received proposals for such services;

AND WHEREAS the Janitorial and Housekeeping Services is in the business of providing professional Janitorial services and have confirmed to the Client that it is capable and willing to provide such services;

AND WHEREAS the Client has approved and accepted the proposal made by the Janitorial Service Provider and has agreed to award the contract on the followings terms and conditions: -

NOW THEREFORE THIS AGREEMENT WITNESSED AS FOLLOWS:

1. This agreement will be in force up-_____ extendable to any limit of time with mutual understanding of both parties & may be terminated by Director JIMS upon one month Notice in writing.
2. Duties and deployment of Janitorial staff shall be at the discretion of the client.
3. Client 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 the Janitorial staff. Contract will also be liable to be terminated without any prior notice in case of any serious violation to the Client's policy committed by the janitorial Service Provider.
4. Janitorial Service Provider is responsible for ensuring that all its Janitorial staff performing the services under this Agreement are sufficiently trained for the job, have no communicable disease, disability and or healthy.
5. **Janitorial Service Provider** agrees that it is an independent contractor and accordingly is fully responsible for any accident or injury to its Supervisors/Cleaners or caused by its Supervisors/Cleaners and agrees that the Client will not be held liable for either of the above.
6. Janitorial Service Provider guarantees that the following standards/requirements are fully met throughout the contractual period:-
 - a) Payment of salary to the Supervisors/Cleaners by 5th of each month.
 - b) Supervisors/Cleaners should not have any criminal record or police case against his name.
 - c) The Janitorial staff should have good working knowledge about use of Equipments.
 - d) Janitorial Service Provider must provide EOBI card, Medical Facilities and group insurance to Supervisors/Cleaners.
 - e) Supervisors/Cleaners should have a basic training by janitorial Service provider.

- f) It should be made clear to all the Supervisors/Cleaners deployed that all the Client's location is "smoke free area", hence no smoking will be observed by staff on duty.
- g) Janitorial Service Provider will ensure that solid management team is sufficiently trained to do the work.
7. The Agreement may not be amended or modified except in writing and signed by the authorized representatives of both parties i.e. Janitorial Services Provider and the Client.
 8. Both parties have mutually agreed to make payment at the rates for the Services as per strength and location shown below:-
 9. The contractor will also be bound to provide the manpower for the Janitorial services anywhere in the Sindh province in case of any Medical Camp/outreach program
 10. The invoice will be raised by 25th of each month by the contractor and payment shall be made by the client by 10th of next month.
 11. In case payment by client 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 client along with relevant vouchers. The client shall clear all dues in lump-sum to the contractor as soon as funds are available.
 12. The contractor shall at all times to perform obligations efficiently, professionally and according to the verbal/written instructions by Director JIMS or his nominee.
 13. The client will have the right to ask the contractor to remove Supervisors/Cleaners considered unsuitable or for any other reason. Supervisors/Cleaners so removed shall not be deputed again without consent of the client.
 14. The contractor shall be responsible to pay/clear all Government taxes at source. In this regard the contractor shall submit copy of the same to Accounts Department JIMS on monthly basis.
 15. The contractor shall provide **basic cleaning equipment** to his workers as shown below:-

b. BASIC EQUIPMENT BY CONTRACTOR

➤ Broom/Jharoo	➤ Wiper	➤ Scotch Bright (Foam)
➤ Brush for Commode	➤ Duster	➤ Personal Safety Items like gloves, masks, Long shoes etc.
➤ Scrapper	➤ Scrubber	

16. The Hospital administration will provide the basic supplies required for cleaning
17. Upon termination of agreement, the contractor shall be permitted to remove all gadgets and equipment etc.
18. 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 Client "to that effect in writing upon such suspension, and "The Client "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 Client "be credited to the period following the resumption of the said services or refunded forthwith by the Contractor. The client shall also have the right to terminate this agreement forthwith at any time during the period of such suspension.

19. WORK DESCRIPTION

As the Contractor is meant for Cleaning Services Provider of premises, they will be employed as under:-

- 24 hours cleaning, scavenging and Polishing of Floors ,Cleaning /Washing of bathrooms ,Toilets, Sanitary ware ,Dusting of door ,windows & ventilators.
- Sweeping of internal roads, Premises &backyards.

- De-silting of sewerage lines every three months period or whenever required
- To provide service to the patients like bed pans, urine and washing of linen soiled/soaked with patient's urine stool or blood etc.
- Infected and non infected garbage should be disposed off according to EPA (Environmental Protection Agency) Guidelines.
- Watering of lawn, flowerpots and maintenance of premises.
- Washing and cleaning of area.
- Fetching of water/tea/utility items.
- To perform duties in Uniforms clothes only.
- To shift luggage/store from one place to another.
- To accompany/patients family member outside the premises, if required by seniors JIMS/BMHS.

20. SANITARY WORKER:-

- Contractor will ensure availability of required strength of sanitary workers at all times engaged by him with their CNIC, Police verification of all Supervisors/Cleaners, to be submitted by the contractor within one month of starting the contract period.
- Supervisors/Cleaners should be provided with neat and clean uniforms with badges, gloves, masks, shoes /long shoes and name tags etc.
- Sanitary workers will not claim any medical or financial benefits from JIMS /Government.
- All personnel should be well behaved and polite. In case of any misconduct with any patient or Hospital staff, contract will be liable to be terminated immediately.
- Contractor will not employ /engage any person with criminal record or a person removed or dismissed from Government services on criminal charges or any employee of the other Government department.
- The Director/Administration of JIMS has right to engage any employee of Janitorial/Housekeeping for loading/unloading the equipment/goods time to time received at JIMS, Jacobabad without any delay.

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

Contractor

**1. DIRECTOR
JACOBABAD INSTITUTE OF MEDICAL
SCIENCES (JIMS), JACOBABAD**

SIGNATURE _____

SIGNATURE _____

WITNESS 1 _____

WITNESS 1 _____

CNIC No. _____

CNIC No. _____

SIGNATURE _____

SIGNATURE _____