



STATE BANK OF PAKISTAN
SBP BANKING SERVICES CORPORATION (BANK)
D. I. KHAN

TENDER NOTICE

**HIRING OF JANITORIAL SERVICES ON DAILY WAGES BASIS
THROUGH CONTRACTORS/ CONTRACTING FIRM
AT SBP BSC (BANK) D.I.KHAN**

State Bank of Pakistan, SBP BSC (Bank), D.I.Khan invites sealed quotations / tenders from approved contractors/ contracting firms for supply of daily wagers as detailed below.

Sr.No.	Type of Work	Number of Daily Wagers Required	Nature of Duties	Duty Hours
1	Sanitary Workers	02	To attend the work of sanitation, Cleaning, Washing, Dusting of entire office premises & furniture.	48 hours during a Week
2	Maintenance Worker	01	To attend the work of Cleaning, Washing, Dusting of entire office premises & furniture.	48 hours during a Week
3	Mali	01	Maintenance & look after of Lawns, Plants & Nursery of Office Buildings	48 hours during a Week

Tenders are invited from reputed and experienced firms / contractors on the terms & conditions detailed below. Tenderers are required to furnish the following information with their tenders, failing which their tenders are liable to be rejected:-

1. Organizational structure of the Contracting Firm (Whether the firm is a proprietorship, Partnership, or Limited Company).
2. Details of works of similar nature executed during the last five years with cost supported by documentary evidence. (Photocopies to be attached).
3. Availability of equipments & technical know how.
4. The particulars of the staff available for the said work together with their qualifications etc.
5. Confirmation to the effect that the Firm has not been blacklisted by any organization.

Sealed quotations addressed to “ **The Chief Manager State Bank of Pakistan, SBP BSC (Bank), Shami Road, D.I.Khan**” should reach this office on or before **28th February, 2012 upto 01:30 PM**. The quotations shall be opened at **03.00 PM** on same day in the presence of contractors who may like to be present at the occasion.

Terms & Conditions

1. The Contractor will have to deposit a Sum of Rs. 20,000/- along with the quotation as security in the form of Bank Draft / Payment Order in favour of State Bank of Pakistan, SBP BSC (Bank), D.I.Khan Refundable after expiry of the term of agreement.
2. That the contractor shall provide suitable, efficient and physically / medically fit persons having sufficient experience and required skill for the job.
3. That the contractor assumes full responsibility as to payment of salaries, allowances or other benefits to such persons and cause them to strictly observe punctuality in attending to their duties in the Bank.
4. The contractor shall be personally liable for any loss or damages to the Bank's property or any injury caused to the Bank's Staff / employees or visitors as a result of any direct or indirect negligence of the Electricians supplied by the Contractor and he shall make good the loss or damage within three days of lodging of such claim by the Bank.
5. The contractor shall be responsible for obtaining all Government permits and license that may be needed for performing the services contemplated under this Agreement.
6. In case no tax exemption certificate is provided by the Contractor, the Bank will deduct all State levies prescribed by the Government from time to time. Income Tax shall be directly deposited to the authority in terms of Section 50 (4) of the Income Tax Ordinance, 1979.
7. Cleansing material will be supplied by the Bank.
8. That such Daily Wagers shall always remain the employees of the contractor and under no circumstance, whatsoever, the contractor or its employees shall be considered to be the employees of the Bank or claim any employer/employee relationship with the Bank.
9. That the contractor shall obtain police or other authorized agency's clearance / verification for all said Daily Wagers and submit the same for record and reference to the Bank.
10. The Contractor will issue proper identity cards and uniforms to the staff and the Contractor's personnel shall perform the Bank's duties in neat and clean uniform.
11. Bank reserves the right to terminate the contract upon 30 days Notice in writing or till any suitable alternate arrangement is made by the Bank whichever is earlier. “The Bank” shall, however, have the right to terminate contract forthwith without any compensation if the contractor fails to provide the services to the utmost Satisfaction of the Bank or commits any other breach of its obligations under the Agreement.
12. Bank reserves the rights to reject all or any offer under the PPRA Rules-2004.

The successful tenderers shall have to execute an agreement with SBP BSC (Bank) as per Bank's standard format. After execution of the agreement the work order for commencement of the work shall be issued.

Sd/-
(Muhammad Humayun Khan)
Chief Manager
09-02-2012