

EMPLOYEES' OLD-AGE BENEFITS INSTITUTION



TENDER DOCUMENTS

PROVIDING, OPERATION AND MAINTENANCE OF LIFTS
EOBI HEAD OFFICE, MAIN SHAHRAH-E-FAISAL KARACHI

SINGLE STAGE- ONE ENVELOPE METHOD (LEAST COST)

Issued To: _____

Issued On: _____

November 2025

Director (GA)
EOBI Head Office,
190/1/B, Block-2, PECHS Karachi
Tel: 021-99225397

EMPLOYEES' OLD-AGE BENEFITS INSTITUTION

INVITATION TO E-BID

1. The Employees' Old Age Benefits Institution, invites electronic bids from eligible financially sound and well reputed firms/companies/organisations/contractors, having valid license of the PEC (Effective validity from 5 years back), for Operation & Maintenance services of Lifts installed at EOBI Head Office Shahr-e-Faisal, Karachi. The firms must be registered with income tax and sales tax department and on active tax list of FBR database.
2. **Single Stage One Envelop Bidding** Method of Procurement will be used by adopting **Least Cost Based Selection (LCBS) procedure**, in line with the Public Procurement Rules, 2004.
3. The complete set of bidding documents containing complete information, detailed terms & conditions and requirements are available for registered bidders on the websites of **EOBI** (www.eobi.gov.pk) PPRA (www.ppra.org.pk) & e-PADS (www.eprocure.gov.pk) .
4. All e-bids must be submitted through EPADS. The electronic bid must be submitted by using EPADS on on/or before 1100 hours by **16th December, 2025**, Manual bids will NOT be accepted/entertained. E-bids will be opened on the same date at 1130 hours on www.eprocure.gov.pk .The bids must be supported with a bid security of **Rs. 40,000/-** in the shape of pay order/demand draft in favour of Employees' Old Age Benefits Institution (EOBI) which must reach to the undersigned before closing date and time of the bid.
5. EOBI may reject all bids at any time prior to the acceptance of a bid by invoking rule 33 of Public Procurement Rule (PPR), 2004.

Director (General Administration Department)

EOBI Head Office, 190/B/1, P.E.C.H.S Block #2,
Shara-e-Faisal, Karachi, Tel No: 021-99225397
Email. director.gad@eobi.gov.pk

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SECTION -1
FORM OF TENDER

ANNEXURE 'I' AND 'II'
TO THE FORM OF TENDER.

1.0`

2.0 FORM OF TENDER

(Please read Section-2 'Instruction to Tenderers' carefully before filling up the Form of Tender)

To
The Director (GA)
Employees Old-Age Benefits Institution.
EOBI Head Office,
190/1/B, Block-2, PECHS
Karachi.

Subject: **PROVIDING, OPERATION AND MAINTENANCE SERVICES 02 Nos.
LIFTS AT EOBI HEAD OFFICE MAIN SHAHRAH-E-FAISAL KARACHI.**

Dear Sir,

- 2.1 Having examined the Tender Documents, conditions at Site for the subject Services/Works, I/we, the undersigned offer to undertake the said Services/Works, in accordance with this Tender Documents and said addenda, and execute & complete in all respects in accordance with the Conditions of the Contract as far as applicable for the rates & sum filled in Section-6 "Financial Bid" of Tender Documents or such other sum as may be ascertained in accordance with these Tender Documents and said addenda.
- 2.2 I/we undertake if our Tender is accepted:
- a. To commence the Services/Works within the period mentioned in the Annexure-'I' to the Form of Tender and in Special Conditions of Contract.
 - b. To perform the Services/Works in competent manner meeting the highest professional standards and to the entire satisfaction of the Employer, whose decision in this respect will be final.
 - c. To carry out such addition, deletion and / or amendment of the Services/Works as may from time to time be determined and ordered in writing by the Employer in accordance with the Contract.
 - d. To arrange and supervise adequate staff (but not contrary to the staff specified in the Contract) together with the machinery/equipment/tools and/or supplies necessary to perform the Services/Works properly and in Contract Period as specified in Annexure-'I' to the Form of Tender and in Special Conditions of Contract.
 - e. To sign the Contract Agreement within the period mentioned in the Annexure-'I' to the Form of Tender and in Special Conditions of Contract. We agree to pay all costs towards the preparation of the Contract including but not limited to the stamp duty as required under Stamp Act 1899 and any further amendment thereafter. Unless and until a form of agreement is prepared and executed, this Tender (the Tender Documents) together with Employer's written intent of acceptance thereof shall constitute a binding Contract between us and shall be deemed for all purposes to be the Contract.
 - f. To provide specified Insurance covers and Performance Guarantee(s) (to be approved by Employer) within the period mentioned in the Annexure-'I' to the Form of Tender and in Special Conditions of Contract, to be jointly and severally bound

with me/us in the sum named in the Annexure-'I' to the Form of Tender and in Special Conditions of Contract for the due performance of the Contract, in the manner specified in General Conditions of Contract, with such modifications as you may accept at any time before the expiration of that period.

- 2.3 I/we agree to abide by this Tender for the period of mentioned in the Annexure-'I' to the Form of Tender and in Special Conditions of Contract (validity period of the Tender) from the date of opening of the tenders and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 2.4 The Earnest Money has been attached as per details given in the Annexure-'I' to the Form of Tender, the full value of which is to be absolutely forfeited by Employer, without prejudice to any other rights and remedies which you may have, should I/we fail to commence the Services/Works or execute the performance guarantee(s), within the periods specified above, otherwise the said sum of Earnest Money shall be repaid by Employer when the formal agreement and performance guarantee has been duly entered into and executed by us on acceptance of our Tender or in any other case in a period and manner as specified in 'Instructions to Tenderers' and General Conditions of the Contract.
- 2.5 I/we understand that you are not bound to accept any tender you may receive, and that you will not defray any expenses, incurred by us in tendering. I/we understand that certain information applicable to the Contract which is the subject of this Tender is set forth for ease of reference in the Annexure-'I' to the Form of Tender.
- 2.6 I/we hereby confirm that we have examined the Tender Documents, have inspected the Site and have obtained all the information which may affect this Tender. I/we accept that no claim will be admitted by you which may arise from our pleading ignorance of the nature of Services/Works.

Dated this _____ day of _____ 2025.

Name and Signature with Seal _____

in the capacity of (DESIGNATION) _____

duly authorized to sign tenders for and on behalf of (ORGANIZATION) _____

(Full address including Telephone/fax no.) _____

Witness _____ CNIC# _____

Address _____

ANNEXURE-'I' TO THE FORM OF TENDER

(Blank spaces to be filled-in by the Tender).

- | | |
|--|--|
| a. Title of Work | Providing, Operation and maintenance services for 02 no lifts at EOBI Head office, main shahrah-e-faisal karachi. |
| b. Signing of Contract Agreement | Within 28 days after Acceptance of Letter of Intent/Award or the date mentioned in Letter of Intent/Award (As given in Special Conditions of the Contract.) |
| c. Validity period of Bid: | 120 Days from the date of opening of Tender. |
| d. Commencement: | Effective from date mentioned in Letter of Intent/Award or the date mentioned in Letter of Intent/Award / or Letter to Proceed/Commence with the Services/Works.
(As per detail given in and Special Conditions of the Contract.) |
| e. Contract period: | 01 (One) Years further extendable for another year on mutual consent of both parties. |
| f. Performance Guarantee required from successful Bidder: | 5% (Five percent) to be furnished within 21 days after Acceptance of Letter of Intent/Award. (As per detail given in Special Conditions of the Contract.) |
| g. Insurance Policies of lift operators required from successful Bidder: | _____
(As per detail given in Special Conditions of Contract.) |
| h. Liquidated Damages: | _____
(As per detail given in Special Conditions of the Contract.) |
| i. Penalty/Deductions: | _____
(As per detail given in Special Conditions of Contract General Conditions of the Contract.) |
| j. Tendered price:
(To be filled-in by Tenderer) | _____
(As per "Financial Bid" Section-6 of Tender of Documents.) |
| k. Amount of Earnest Money: | _____
Fixed Amount Rs.- 40,000/- in the shape of Pay Order/Demand Draft in favor of "Employees Old-Benefits Institution)." (EOBI) to be submitted to Director (GA) EOBI HO Karachi on or before closing date and time of bid. |

ANNEXURE-'II' TO THE FORM OF TENDER

Detail of Equipment.

(To be filled-in by Tenderer in the light of Instructions to Tenderers)

The following Equipment will be furnished and maintained by us at the Site for fulfillment of the contract. We take cognizance of and agree to the fact that the submission of this list does not in any way relieve us of the obligations to provide to the satisfaction of the Employer all necessary equipment required for the satisfactory performance of the services.

Sr. No.	Description of Equipme	Qty.	Manufacturer	Remarks
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Signature & Seal of the Tenderer

SECTION – 2
INSTRUCTIONS TO TENDERERS

2.0 INSTRUCTIONS TO Bidders

2.1 General

The EOBI intends to carryout procurement of the Services/Works as advised through relevant invitation / envisaged in present Tender Documents.

2.2 Tender Documents

The Tender Documents comprise of the following:

1. Form of Tender (inclusive of Annexure-I & II to the Form of Tender).
2. Instructions to Tenderers
3. Scope of Work
4. Special Conditions of Contract
5. General Conditions of Contract
6. Form of Financial Bid.
7. Appendices (i.e. specimens of Form of Agreement, Performance Guarantee)

2.3 Clarifications

The Tenderer must make local and independent examinations and enquiries as to the physical conditions prevailing at the Site and obtain his own information on all matters and things that may in any way influence him in making the Tender and fixing the Tender price. He must also satisfy himself as to the risks, obligations and responsibilities to be undertaken in and according to the contract to be entered into by him should his Tender be accepted. The Tenderer must consider all other matters and possible contingencies affecting the execution and performance of the Contract. If the Tenderer wishes to seek clarification or meaning of any part of the Tender Documents from Employer, he may address his enquiry through e-PADS within prescribed time.

2.4 Quantities, Rates and Prices

The rates and prices shall be quoted in Pakistani Rupee. The Tender price set down by the Tenderer is the full inclusive value of the Services/Works described in the Tender Documents and shall cover profit and all obligations of every kind whatsoever which under the Contract are to be borne by the Contractor. The bidders may be required to furnish a complete rate analysis of any item if considered necessary by Employer. The attention of Tenderer is drawn specifically to the Clauses in the Conditions of the Contract dealing with the payment, deductions, guarantees, insurances, liquidated damages, and guarantees, etc. Tenderers will not be reimbursed for the costs of any kind whatsoever, incurred in connection with the preparation and submission of Tender..

2.5 Bid Security/Earnest Money

Each Tender must be accompanied by an Bid Security of Rs 40,000/- in the shape of Pay Order/Demand Draft, in favor of the Employees Old Age Benefit Institution (EOBI) and must reach to the Director (GAD) on or before closing date and time of bid The Bid Security /Earnest Money of all unsuccessful Tenderers shall be returned:

- a. after execution of Contract Agreement with the successful Tenderer, OR
- b. if all Tenders are rejected, after such rejection, OR
- c. After the expiry of validity of Tender or the Pay Order.

2.6 Completion and submission of Tender

Tenders must be prepared only on the documents supplied herewith. All entries are to be made in English and clearly legible ink. No alteration unless authorized in writing by the Employer may be made in the Form of Tender or the accompanying Tender Documents. The Tender Documents should be signed and stamped by Tenderer or his authorized representative (all pages of tender documents including addenda if any). Erasures and / or corrections, if any, are to be initialed by the same representative. Tender Documents shall be submitted on or before the time and date fixed for submission of the Tenders, as mentioned in the Tender Notice. Tenders received after opening of the Tenders shall be rejected.

2.7 Addition, deletion, amendment, rejection and acceptance

The right is reserved to amend any of the Tender Documents or to issue additions to them prior to the due date for submitting Tenders. Tenders will be checked and evaluated by the Employer. The Tender of any Tenderer who has not fully conformed to these instructions for Tender or who has submitted a conditional or incomplete tender may be rejected. The Employer, however, reserves the right to reject any tender without giving any reason, or to accept any tender in whole or in part and is not bound to accept the lowest or any tender. The Tenderer, whose Tender may be accepted will be required to send authorized representatives at their own expense for necessary technical and contractual discussions and as the case may be for arranging the Agreement of Contract.

2.8 Evaluation criteria

The bid evaluation criteria will be based on least cost basis.

2.9 Rights of EOBI

EOBI reserves the right to reject all bids.

SECTION – 3

SCOPE OF WORK

3.1 **SCOPE OF WORK:**

The scope includes, but not limited to the following:-

3.1.1 **The Work:**

The work includes the operation, maintenance and servicing of Two **(02) Lifts** (680 Kg), installed at EOBI Head Office together with all related equipment and systems including machine room equipment, etc. as detailed in of the tender document.

The essence of the contract is to ensure smooth functioning of Lifts at all times. A brief description of services is as under:-

- a. To clean, lubricate and adjust the mechanism of Lifts at least once a month particularly cleaning of machine, motor and control panel and greasing and oiling of bearings and guide rails.
- b. To provide all cleaning material, lubricants and to drain out the gear box including replenishment of fresh oil.
- c. To attend and rectify promptly any break-down of the lift(s).
- d. To carry out all minor repairs without any extra charge.
- e. To carryout major repair work at mutually accepted cost in addition to the price of this contract. Major works shall include changing of suspension/governor ropes, repair of gear box, winding of motors, etc. The CONTRACTOR shall submit an estimate to the EMPLOYER'S REPRESENTATIVE for approval before carrying out any major repairs which become necessary in due course but not due to any negligence or default of the CONTRACTOR, his agents or employees of which the EMPLOYER shall be the sole judge. The estimate shall be submitted expeditiously so as not to disrupt the normal operation of Lifts. The CONTRACTOR shall undertake the work on approval of the estimate by the EMPLOYER.
- f. The CONTRACTOR shall carry out the regular servicing and maintenance work in such a manner as to avoid interruption to regular operation of Lifts, without any extra charge to EMPLOYER.

3.2 **Staff:**

- a) The CONTRACTOR shall ensure **one (01)** Lift Technician on full time basis on all working days. In addition the overall supervision and maintenance will be undertaken by contract Service Engineers who shall conduct regular visits to the site in order to ensure fulfillment of the obligations under the contract. For this purpose CONTRACTOR shall maintain daily attendance register at the site which will be countersigned by the EMPLOYER'S REPRESENTATIVE.

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- b) The CONTRACTOR shall be required to deploy **Two (02) lift operators** between 8:30 hrs. To 05:30 hrs. On all calendar days of the year (Mon-Fri) for the operation of lifts. Contractor shall ensure presence of operators for which you will provide to the EMPLOYER'S REPRESENTATIVE a duty chart for every month and shall also maintain daily attendance register at site which will be countersigned by the EMPLOYER'S REPRESENTATIVE. It is advised that to ensure attendance of lift operators at all time, the contractor may appoint 01 (One) additional lift operator as reliever with no extra cost to the Employer.
 - c) The CONTRACTOR shall provide experienced and qualified staff for the operation, servicing and maintenance who will work exclusively in the building and shall not be diverted to the CONTRACTOR'S other installations(s). The staff must remain at the site of work during their working hours and should have sufficient qualifications and experience in their respective trades.
 - d) The CONTRACTOR shall depute additional staff as required from his central workshop for carrying out the work of servicing, maintenance and minor repairs, particularly annual servicing, maintenance and overhauling and work of urgent nature, without any extra charge to EMPLOYER.
 - e) The CONTRACTOR shall arrange periodic site visits, at least once every month of his Service Engineer from his Head Office to check the operation of the Lifts, Allied Equipment, and Systems and the servicing, maintenance, minor repairs and overhauling work carried out by the CONTRACTOR" staff. The CONTRACTOR will submit the Inspection Report of his Service Engineer to the EMPLOYER" REPRESENTATIVE in **first week** of every month for the preceding month. The Report shall also highlight the overall performance of the complete Lifts, Equipment and Systems and pinpoint any actions to be taken by the EMPLOYER.
 - f) Section-3 APPENDIX-A2 of the Tender Documents, List of O&M Staff, specifies the minimum full time staff to be employed by the CONTRACTOR at site without limitation. The CONTRACTOR must employ sufficient staff to satisfactorily fulfill his obligations under the contract.
 - g) The CONTRACTOR must ensure regular attendance of the approved staff for the work and maintain an Attendance Register for the staff and take signature from EMPLOYER'S REPRESENTATIVE every day.
 - h) Replacement staff shall be immediately arranged by the CONTRACTOR if any staff cannot attend to his duties. The bio-data of replacement staff shall be immediately submitted to the EMPLOYER'S REPRESENTATIVE for approval.
 - i) The EMPLOYER reserves the right to make deductions on pro-rata basis, of which the EMPLOYER shall be the sole judge, if the attendance of CONTRACTOR'S staff is irregular.

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- j) The CONTRACTOR must ensure good behavior by his staff and the CONTRACTOR'S Technician at the site should liaise with and follow the instructions of the EMPLOYER'S REPRESENTATIVE.
 - k) For the purpose of identification and security, all workers of the CONTRACTOR, who may be from time to time, posted to work within the premises of the EOBI House, Karachi in connection with the rendering of the services shall be issued with proper identity cards by the contractor at its own cost. The specimen of the card shall be approved by the EMPLOYER'S REPRESENTATIVE.
 - l) While being present within the premises of the EOBI House, Karachi in connection with the rendering of services for and on behalf of the CONTRACTOR, all workers of the CONTRACTOR shall always wear proper and clean uniforms (approved by the EMPLOYER'S REPRESENTATIVE) to be provided to them by the CONTRACTOR.

3.3 Tools and Equipment:

The CONTRACTOR shall supply and maintain sufficient tools, equipment and instruments for the use of their staff that are required to enable them to fulfill their obligations under the contract.

3.4 Monthly Reports:

- a) The CONTRACTOR shall submit monthly maintenance, servicing report of work done in respect of all **02 (Two) lifts**. The report shall be based on the works recorded in the maintenance register and shall be counter signed by the EMPLOYER'S REPRESENTATIVE.

3.5 Operational Timings:

- a) All lifts, allied equipment and systems shall be operated on all calendar days from 08:30 hrs. To 17:30 hrs. (Mon-Fri).
- b) The overhauling, maintenance, servicing and repairs of all Lifts, allied equipment and systems shall be carried out in a manner so that normal operation is not disrupted.

3.6 Spare Parts:

- a) The CONTRACTOR shall ensure that the spare parts etc. are replaced only when it is considered essential. Maximum care shall be exercised for economy and all efforts should be made to repair the old part for its reuse. New part should only be substituted when the old part cannot be satisfactorily repaired.
- b) The CONTRACTOR may be asked to procure and store consumable and spares required for operation and maintenance of lifts as and when

necessary and approved by the EMPLOYER. The CONTRACTOR shall be reimbursed the actual cost of material (including transportation charges) and additional **10%** of such cost as handling charges for this part of the service offered by the CONTRACTOR.

- c) The CONTRACTOR will submit a complete List of spare parts with cost and materials required for the operation, routine and annual servicing, maintenance and overhauling of lifts.
- d) The CONTRACTOR shall inform to the EMPLOYER for procurement of spare parts and materials adhering the following schedule:
 - i) **6 month's** time for imported spare parts & materials.
 - ii) **2 month's** time for locally available spare parts and materials.

3.7 General Requirements:

- a) The EMPLOYER'S REPRESENTATIVE may instruct the CONTRACTOR'S Resident Engineer to operate the Lifts, Allied equipment and systems on Gazette Public Holiday. CONTRACTOR'S staff will take certificate in writing from the EMPLOYER'S REPRESENTATIVE regarding the date and the period of the additional operation.
- b) The EMPLOYER reserves the right to make deduction for the periods of interrupted operation of the Lifts, Allied Equipment and Systems on pro-rata basis where the cause of interruption is attributable to the negligence of the CONTRACTOR, of which the EMPLOYER shall be the sole judge.

QUALIFICATION AND EXPERIENCE OF PROPOSED STAFF.

1. **Lift Technician**

Must have passed Matriculation Examination of Secondary Board of Education and Electrical wireman License and minimum 10 years' experience in operations and routine servicing and maintenance of lift equipment with electronic controls

2. **Lift Operator:**

Must have passed Matriculation Examination of Secondary Board of Education and have minimum **2 years'** experience of lift operating.

APPENDIX-A2

SCHEDULE OF OPERATION & MAINTENANCE STAFF FOR LIFTS.

S/N	Staff Category	Qty	Timing
01	Lift technician	01	8.30 AM to 5.30 PM
02	Lift Operator	02 Nos.	8.30 AM to 5.30 PM

- Timings can be change as per the Employer's requirements.

ANNEXURE –A3

LIST OF LIFT EQUIPMENT & SYSTEMS.

	Description of Equipment
	Lifts with the following allied equipment accessories
	-- Main Motor & Deflecting Pulley
	-- Speed Governor
	-- Counter – Weight
	-- Passenger Car
	-- Automatic Door
	-- Door Drive
	-- Main Ropes
	-- Magnetic Switch (Inductor)
	-- Safety Controls/main panel
	-- Guide Rails
	-- Floor Call Button
	-- Car Call Button
	-- Digital Display
	-- Car Exhaust Fan
	-- Blower Fan for Main Motor
	-- Counter – Weight Shoe
	-- Car Shoe
	-- Door Sleeper
	-- Indication Lamp
	-- Tube Lights in the Car
	-- Digital Display in the Car
	-- Mirror
	-- Hand Rail in the Passenger Car
	-- Relays

NOTES:

- There are two lifts in the building and one Machine Room exist for all 2 lifts.
- Size of each lift is 4’-5” x 4’-5” having a capacity of 680 KG (10 Persons)

SECTION – 4

SPECIAL CONDITIONS OF CONTRACT

4.0 SPECIAL CONDITIONS OF CONTRACT

4.1 Signing of Contract Agreement

The successful Bidder is required to sign the Contract Agreement with the Employer within 28 (Twenty Eight) days after the Acceptance of Letter of Intent/Award or date mentioned in Letter of Intent/Award, (in accordance with the General Conditions of Contract).

4.2 Employers' Representative

Representative of Employer for the purpose of this Contract and as defined in General Conditions of Contract shall be **Assistant Director (GA) EOBI Head Office Karachi**.

Site

The Site for the purpose of this Contract and as defined in Scope of Work shall be: **EOBI Head Office Main Shaharah-e-Faisal Karachi**.

4.3 Validity Period of Tender

The validity period of the Tender / Bid shall be 120 days from the Tender opening date.

4.4 Commencement Date

The Contractor shall commence with the performance of Contract on the date mentioned in Letter of Intent/Award / or Letter to Proceed/Commence with the Services/Works, which may be issued before signing of Contract.

4.5 Contract Period / Work Completion Period

The Contract Period for the purpose of this Contract and as defined in General Conditions of Contract shall be: **One (01) years** extendable for One year on same terms and conditions with mutual consent of both the parties.

4.6 Mobilization Period

Within 03 (Three) Days.

4.7 Performance Guarantee

The Performance Guarantee to be submitted by the successful bidder for the purpose of this Contract and as specified in General Conditions of Contract shall be equal to 5% (Five percent) of the total contract value, to be submitted prior to the signing of the Contract and within 21 (Twenty One) days after Acceptance of Letter of Intent/Award.

4.8 Insurance Policies

Prior to the signing of the Contract and within 21 (Twenty One) days after Acceptance of Letter of Intent/Award, the successful bidder shall ensure following Insurance Policies for the purpose of this Contract and as specified in General Conditions of Contract:

1. Workmen's Compensation Policy Based on Total wages / salary.
2. Third Part Liability Policy on 5% of the contract value per year.

4.9 Liquidated Damages

The rate of Liquidated Damages for the purpose of this Contract and as defined in General Conditions of Contract shall be 2 percent (2%) of final contract value for each week or part of the week of delay and limited to a maximum of 10% (Ten percent) of final contract value.

4.10 Penalty/Deductions For :

a. Delay in commencement

The rate of penalty for the purpose of this Contract and as defined in General Conditions of Contract on account of Contractor's failure to commence the Services/Works within specified period, shall be 0.5% of final contract value per week or part of the week.

b. Short Attendance

(One day wage per absentee on any day)

c. Lack Of Satisfactory Performance

(10 % of the total monthly payment)

d. Late Arrivals

(20 % of that particular day(s) payment)

e. Illegal Activities

(Dismissal of involved employee)

4.11 Mode of Payment

a. Monthly payment will be made to the Contractor for the works as against the monthly bills, submitted by the Contractor and certified by the Employer's Representative. Monthly payment will be made after such deductions as admissible under Contract Terms & Conditions i.e. those on account of shortage of manpower, equipment material and consumable, as well as on account of sub-standard performance during execution of Services/Works, expense/loss caused by or due to non usage of Personal Protective Equipments (PPE's) by contractor Employees, the deduction of income tax (as per government rules), solely on Contractor's risk and cost .

b. The monthly payment shall be made to the Contractor subject to submission of the following supporting documents

i. Attendance chart of their staff and workers duly certified by Employer's Representative for the billing month.

ii. The successful bidder shall submit evidence of receipt /Acknowledgement of payment of minimum wages from concerned employee alongwith monthly invoice.

iii. The monthly Invoice must also contain detailed list of employees, to whom wages are paid along with their EOBI & Social Security registration numbers.

iv. Satisfactory Certificate from Employer's Representative regarding use of PPEs by Employees employed at Site.

v. The satisfactory performance certificate duly signed by the Employer's Representative.

c. Up to date payment of EOBI/Social Security contribution alongwith contribution payment slip of relevant month will be mandatory for processing of invoices.

4.12 Special Obligations of Contractor & Contractor's Employees

4.13.1 The Contractor is bound to pay the salaries to his workers/employees regularly within 1st week of each month positively. If the Contractor fails to make the payment to its employees/workers by 7th of each month the Employer's Representative may on receipt of such written complaint by the employees pay the salaries to the employees/workers of the Contractor and the amount so incurred by the Employer's Representative, shall be deducted from the bill of the Contractor. If the Contractor is late in making payments

to its workers for any two months, the Employer's Representative may terminate this Contract in terms of Clause 5.7 of special conditions of the contract.

4.13.2 The Contactor shall liaise and coordinate with the other Contractors working at the site so that the performance of his and other Contractor's work is not affected in any way.

If any dispute and difference arises between the Contractors working at the site, the same shall be referred to the Employer's Representative in writing, whose decision shall be treated final, conclusive and binding on both the parties.

4.13.3 The Contractor should make himself available to the Employer's Representative whenever asked for and shall reply all communications issued within two days of their receipt.

4.13 Escalation Clause

No escalation in rate whatsoever on any account shall be payable to the contractor for any item of works and all rates will remain fixed during the currency of contract however in case of change of minimum wage the differential amount along with EOBI & SESSI, will be borne by EOBI subject to its satisfaction that benefit of increase in minimum wage is paid to the concerned staff of the contractor.

SECTION – 5
GENERAL CONDITIONS OF CONTRACT

-
- Definitions & interpretations
 - Scope of Contract
 - The Contract
 - The Contract Period/Work Completion Period
 - Signing Of Agreement
 - Works and Services
 - Commencement
 - Quality & Progress of Services/Works
 - Liquidated Damages
 - Contractor's superintendence
 - Quality of performance, workmanship, material, equipment
 - Employer's Powers in respect of Services/Works
 - Employer's Representative
 - Variations
 - Subletting
 - Performance Guarantee:
 - Validity, etc.
 - Coverage
 - Failure to furnish PG
 - Insurances
 - Coverage
 - Notifications
 - Failure to Furnish Insurances
 - Contractor's Employees
 - Competent Employees
 - Applicable rules, regulations, etc.
 - Liability of Contractor
 - Payment to Contractor's Employees, etc.
 - Disciplinary matters
 - Measurement, certification and payment
 - Unit Price / Contract Price
 - Escalation
 - Measurement
 - Certification and Payment
 - Termination
 - Termination without giving notice
 - Termination after giving Notice
 - General
 - Interpretations, Notices, Approvals
 - Employer's Instructions
 - Communication
 - Indemnification
 - Protection of existing installations, properties, personnel and neighborhoods
 - Stamp Duty
 - Other Duties & taxes
 - Compliance with statutes, regulations
 - HSE, Security
 - Force Majeure
 - Arbitration

5.0 **GENERAL CONDITIONS OF CONTRACT**

5.1 **Definitions and Interpretations:**

The following words wherever used in Tender Documents shall have meaning as specified below except where the context otherwise requires:

- I. Brief Title:
- a. Bidder / Tenderer: Any person or persons, firm or company submitting the Bid / Tender
- b. Conditions of Contract: General Conditions, Special Conditions and any other term of Contract and provision of other sections of Tender Document.
- c. Contract Means and includes the Contract Agreement if signed, Tender Documents and any addenda thereof, Letter of Intent/Award, Letter of Acceptance, Letter to Proceed if issued separately, and Insurances, Guarantees & sureties etc. submitted under the Contract conditions.
- d. Contract Agreement The agreement duly signed by and executed between the Contractor and the Employer, as referred to in Special Conditions of Contract.
- e. Contractor The successful Bidder/Tenderer whose Tender has been accepted by the Employer and who enters into contract with employer and includes contractor's authorized representative and approved assignees.
- f. Contract Period One years further extendable for another year on mutual consent of both parties
- g. Contract Price The sum stated in Letter of Intent/Award or Contract Agreement, as agreed between & by the Employer and Contractor, payable to Contractor subject to such deductions and additions and mode of payment, as permissible under the Contract
- h. Earnest Money Bid Security
- i. Employer The 'Employees' Old-Age Benefits Institution', hereinafter referred to as EOBI
- j. Employer's Representative A duly authorized person appointed by the Chairman of Employer or as specified in Special Conditions of Contract to act on behalf of the Employer in all matters arising out of the contract.
- k. Letter of Intent/Award of An unbinding intimation in writing by the Employer showing acceptance of a Bid subject to terms & conditions of Tender Document / Contract and alterations/obligations as specified thereof.
- l. Performance Guarantee A bond, guarantee and/or other instruments of surety furnished by Contractor in the manner specified in Conditions of Contract.
- u. Tender Bid or Offer made by the Bidder / Tenderer in response to this invitation for bids / tender notice.
- v. Tender Documents The documents provided and herein and itemized in 'Table of Contents' including any addenda or corrigendum thereof.

5.2 Scope of Contract

a. **The Contractf**

The Contract comprises the execution and performance of the Services/Works, and insofar as not otherwise specified in the Contract, provision of any Services/Works and everything required in and for such execution, supervision and management, so far as the necessity for providing the same is specified in the Contract or is to be reasonably inferred from the Contract.

b. **The Contract Period/Work Completion Period**

Subject to any requirement to execute and perform any portion or part of Contract before whole Contract, the period of Contract shall be the period as specified in Special Conditions of Contract. It shall commence from the date of commencement of Services/Works as specified thereof. The period of Contract may be extended as determined suitable by the Employer on terms and conditions mutually agreed by both parties.

c. **Signing of Agreement**

Within the time period specified in Special Conditions of Contract, the successful Bidder is required to sign an Agreement with the Employer in accordance with the prescribed specimen attached as Appendix-A to Section-7 of Contract, with such modifications as agreed upon and considered necessary.

5.3 Works and Services

a. **Commencement**

The Contractor shall commence the Services/Works within the period specified in Special Conditions of the Contract. The Contractor shall bear all costs and expenses required by him in connection with such commencement.

b. **Quality and progress of Services/Works**

The Contractor shall provide all equipment, material, workmanship and commit overall performance of the kinds and standards as required for under the Contract or in accordance with the Employer's instructions.

c. **Liquidated Damages**

If the Contractor fails to complete the Services/Works or any part thereof within the time prescribed under Contract for the whole of Services/Works or the part thereof, then the Employer shall be entitled to receive by way of liquidated damages a percentage of contract value prescribed in Special Conditions of Contract. Without prejudice to any other method of recovery, the Employer may deduct such amount from any moneys payable to Contractor. Such deduction shall not, however, relieve the Contractor of his liabilities and responsibilities under the Contract.

d. **Contractor's superintendence**

The Contractor shall provide all necessary superintendence during the execution of Contract period and defect liability/maintenance period if any. The Contractor or an approved representative of Contractor shall give his whole time to such superintendence.

e. **Employer's Powers in respect of Services/Works**

i. The Employer's powers include but are not limited to observing, inspecting, approving/disapproving and ordering necessary alterations to the Services/Works, including checking and examining suitability of all

materials/manpower/equipment to be provided/used and all performance and deliveries required in connection with the Contract. The Employer also has the power to assess the amount of deductions that shall be made from the contractor's bills/invoices on account of penalties, liquidated damages, as well as on account of sub-standard performance, expense/loss caused by or due to non usage of protective equipments by contractor Employees, or due to non compliance of any standards on Contractor's part, and to effect deduction of such amounts from the bills of the Contractor.

- ii. The Employer also has the power object to and require the Contractor to remove forthwith from the Site any Employees of the Contractor who in the opinion of the Employer's Representative misconducts themselves or are incompetent or negligent in the proper performance of their duties or whose employment is otherwise considered by the Employer's Representative to be undesirable and such persons shall not again be employed upon the Services/Works without the written permission of the Employer. Any Employee so removed shall be replaced without delay by a competent substitute approved by the Employer.

f. Employer's Representative

The Employers Representative as specified in Special Conditions of Contract has been delegated the powers vested in Employer whereby any written instructions or approval given by him, during the period of his authorization is to be deemed just as binding on the Contractor as though it had been given by the Employer, provided that:

- i. Failure of the Employer's Representative to disapprove any Services/Works or materials shall not prejudice the power of the Employer to subsequently disapprove such work or materials and to order the removal thereof.
- ii. Approval of the Employer's Representative of any Services/Works in no case releases the Contractor from his sole responsibility and liability for the supply of specified manpower, materials and equipment for execution of the Services/Works in accordance with the Contract.
- iii. If the Contractor is dissatisfied with any decision of the Employer', he will be entitled to appeal to the Chairman EOBI (the Employer), who shall thereupon confirm, reverse or vary such decision. The decision of the Chairman EOBI (Employer) shall be final, conclusive and binding upon the Contractor.
- iv. No action as aforesaid in this clause taken by the Employer, or the Employer's Representative shall relieve the Contractor of any of his liabilities under the Contract or give rise to any right to compensation or to any other claim.

g. Variations

- i. The Employer can order any variation of the form, quality or quantity of the Services/Works or any part thereof, which may in their opinion, be necessary. For above purpose or for any other reason, the Employer has the power to issue following binding instructions in writing:
 - to increase or decrease the quantity of any Services/Works
 - to omit any such Services/Works from the Scope of Work
 - to change the character, quality or kind of any such Services/Works

-
- to place an order for execution by Contractor requiring additional Services/Works of any kind, in connection with or ancillary to the Scope of Works

Provided that no order shall be required in writing in case the quantities so exceeded or decreased or not so ordered under this clause.

h. Subletting

Subletting shall not be allowed.

5.4 Performance Guarantee:

Prior to the signing of Agreement and within time period specified in Special Conditions of Contract, the Contractor has to submit a Performance Guarantee as per following:

- i. The Contractor shall submit a Performance Bank Guarantee (PBG) as per approved format given at Appendix-B for the rate/amount specified in Special Conditions of the Contract, as Performance Guarantee.
- ii. In case of revision in the price/period of the contract, the previous PBG submitted by the Contractor shall be returned, on submission of a fresh PBG at rate specified at (i) for the revised price/period (provided that the amount in question shall be un-expired amount including amended amount of the Contract) valid up to the extended validity of the Contract. In case the contractor opts to extend the existing PBG, then the amount of the extended Bank Guarantee should be equal to rate specified at (i) of the value of the Contract for extended period (provided that the amount in question shall be un-expired amount including amended amount of the Contract) valid up to the extended validity of the Contract. In case of the revision in the price/period of the Contract in which the contractor has opted for deduction from running bills, the amount deducted from each bill as Performance Guarantee would be refunded at the termination of initial period of Contract after payment of final bill of the initial contract period. Provided that for extended period, an amount at the rate specified as above (i) shall be deducted from the running bills as Performance Guarantee afresh. This clause only applies to extensions in contract period which are not caused by delay in completion of Contract.

b. **Validity, etc.**

On receipt of PBG, Bid Security /earnest money will be returned. It is Contractor's responsibility to arrange that the PBG submitted as above remains valid for Contract Period / Work Completion Period and Maintenance/Defect Liability Period if any and default or delay on this account shall render contractor's bills/invoices liable to holdup. On successful completion of the Contract Period and Maintenance/Defect Liability Period if any, and upon fulfillment of all the obligations under the Contract, the Performance Guarantee deducted as above would be returned to the Contractor.

c. **Coverage**

The Performance Guarantee required and furnished under the Contract shall cover the faithful performance of the Contract and discharge of all obligations and responsibilities covered under Contract by the Contractor. The Employer's right to recover damages from Contractor for breach of Contract shall in no case be limited to value of Performance Guarantee.

d. **Failure to furnish PG**

Failure to furnish/update performance Guarantee will entitle Employer to consider the successful bidder/Contractor as having abandoned the Contract and to be at default, and to this effect take necessary remedial action against him including but not limited to forfeiture of the Earnest Money and claim any other loss or damage resulting to Employer by reason of the aforesaid default.

5.5 Insurances

a. **Coverage**

The Contractor shall arrange for and furnish to the Employer the Insurance as specified in Special Conditions of Contract and must make good at his own cost all losses or damages to anything or anyone, arising out of or during the progress of Services/Works and shall keep the said policies in force during the entire Contract Period and maintenance/Defect Liability Period if any and produce to the employer's representative the receipts for payment of the premiums, subject to following general guidelines:

- i. The insurance, where necessary, shall be assigned in the name of Employer.
- ii. Workmen's Compensation policy shall be based on the total wages/salary and to that limit required by the law of Pakistan for the workers and other persons in the employment of the Contractor (Contractor's Employees).
- iii. Third Party Liability Policy and Contractor's All Risk Policy shall be up to the Contract Price plus 10% (ten percent) to cover any additional expense or loss etc.
- iv. The insurance must be obtained from any of the AA rated insurance companies.

b. **Notifications**

It shall be the responsibility of Contractor to notify the Insurance Company for any matter or event which is required to be notified under such the terms of such policies and Contractor shall accept all liabilities resulting from any default on this account.

5.6 Contractor's Employees

a. **Competent Employees**

The Contractor shall make his own arrangements for the provision and employment of all employees in connection with the performance of the Contract, provided that only such persons are provided for and employed which are competent to perform, carryout, execute, supervise and maintain required Services/Works as per Scope of Work. The Employer shall be at liberty to object to and require the Contractor to remove forthwith from the Site any Employees of the Contractor under the terms of Contract.

b. **Applicable rules, regulations, etc.**

The Contractor shall at all times during the period of the Contract conform in all respects with and carry out all obligations imposed on him by the provisions and requirements of any Law and of any Regulations or orders of any Government (Central, Provisional or local) or any authority which may be applicable including any such Law, Regulation or Order passed or made or come into force after the date of the submission of Tender by the Contractor.

c. **Liability of Contractor**

The Contractor shall be liable for or in respect of any damages or compensations payable according to the provisions of Workmen's Compensation Act and any other laws in force, in respect or in consequence of any accident, injury, death arising in connection with this Contract or any sub-letting.

d. **Payment to Contractor's Employees, etc.**

The Contractor shall make payments due to his Employees payable to them from time to time under the applicable rules and regulations. Unless repugnant to the context of this Contract and/or so required to meet desired rate of progress, the Employees of the Contractor shall not be required to work on Public Holidays.

e. **Disciplinary matters**

The Contractor shall be fully responsible for the acts and omissions of persons provided/employed by him under the Contract. The Contractor shall be solely responsible for all disciplinary matters regarding his Employees and shall bear all the damages / losses incurred by Employer or Owner due to negligence / misconduct of the Employees. The Contractor shall be liable to pay at actual the amount claimed by the Employer/Owner on account of losses / damages so caused to men / material / property of Employer/Owner. In case of failure of the Contractor to pay the amount claimed as above, the same shall be deducted from Contractor's bills, Earnest Money, Performance Bond or any other moneys payable to Contractor by Employer on any account, without prejudice to any further suitable lawful action.

f. **Certification and Payment**

The Contractor shall submit bills/invoices along with necessary statements and supports to the Employer's Representative in a manner specified in Special Conditions or Scope of Work. Only after checking the correctness of the bill, making deductions and withholding payables as required under the Contract, the Employer's Representative shall certify the said bill/invoice and forward it to competent authority for further processing. Without prejudice to right of demanding and recovering any amount from Contractor's payments on account of any account under the Contract supported by subsequently discovered evidence, the Employer shall pay and Contractor shall receive such amount as determined above.

5.7 Termination

a. Termination without giving notice

The contract is liable to be terminated by Employer without prior notice to Contractor and at Contractor's risk and cost if the Contractor:

- i. Becomes or is adjudged insolvent or being an Incorporated Company is ordered or resolved to be wound-up, or
- ii. Hinders the Contract, or abandons the Contract, or
- iii. Sublets the Contract except for the manner and procedure provided in Contract, or
- iv. Fails to proceed with the Contract, commence the Services/Works, maintain the due progress of or complete the Services/Works under the Contract, or
- v. Neglects or fails to observe and perform any conditions under this Contract, or as per Scope of Work specified in the Contract, or
- vi. On account of above or on any other account described in the provisions of Contract, acts or fails to act constituting a default or breach of the Contract

Provided that such termination shall empower the Employer to forfeit Performance Guarantees, Earnest Money, and any moneys payable to Contractor by Employer under the Contract, without prejudice to Contractor's right to initiate any other lawful action against Contractor.

b. Termination after giving Notice

The Employer shall also have the right to terminate the contract by giving a 30 days notice if it decides to discontinue the services of the Contractor due to any reasons other than those mentioned above or in Instructions to Tenderers or Conditions or Scope of Work of the Contract. However, in such a case the Employer shall not invoke/forfeit the Performance Guarantee of the Contractor and shall make a fair assessment of the payments due to the Contractor and release the same as full and final settlement of the accounts under the Contract.

5.8 General

a. Interpretations, Notices, Approvals

Where context so requires, words in singular imply plural and vice versa, and words implying parties to Contract shall include firm, partnership, sole proprietorship company/corporation etc. having legal capacity. Unless otherwise specified, any notice, consent or approval under Contract shall be in writing. Approval or consent required under Contract shall not be unreasonably withheld or delayed. Approval by the Employer under the Contract shall not relieve the Contractor from any of his responsibilities under the Contract.

b. Employer's Instructions

The Employer has the right to issue from time to time instructions, directions and guidelines collectively referred to as "Employers' Instructions" to the Contractor as deemed necessary by Employer, in connection with the execution and performance of Services/Works under the Contract.

c. Communication

A written communication under Contract shall be deemed to be delivered when posted to parties' address through registered post or courier or handed over to an authorized representative of the parties.

d. Indemnification

The Contractor indemnifies and keeps indemnified the Employer in respect of all claims, damages, compensations, suits, actions, proceedings or expenses arising

out of in consequence with any accident or injury sustained by any Employee or other person, or property whatsoever, whether in the employment of the Contractor or not, while in or upon the said Services/Works or at the Site of the same or in consequence of any activity under the Contract, and the Employer shall not be liable to defend any claim whether brought under the Workman's Compensation Act or any other Law of State or otherwise in respect of or in relation hereto.

e. **Protection of installations, properties, equipment, personnel and neighborhoods**

Notwithstanding any other safeguard or security provided under the Contract, the Contractor shall take full responsibility of and make good damage or loss or injury to existing installations, properties, equipment including equipment employed by Contractor, personnel and neighborhoods at or around the Site, arisen out of any cause save by cause of Force Majeure as defined in the Contract.

f. **Stamp Duty**

In accordance with Stamp Act 1899 & any further amendment thereafter, the successful Tenderer/Bidder will be required to bear stamp duty at applicable rate for the execution of the contract agreement.

g. **Other Duties, taxes, levies, etc.**

All duties, taxes, levies, royalties etc. which the Contractor may be liable to pay shall be on the Contractor's account and entirely the responsibility of the Contractor.

h. **Compliance with laws, regulations**

The Contractor shall conform in all respects with the federal, provincial or local statutes, ordinances, regulations and rules etc. in relation to execution of Contract and shall keep the Employer indemnified against all liabilities and penalties for breach of such provision. The Contractor shall pay all moneys payable under any head to federal, provincial or local authority including EOBI & SESSI contributions.

i. **HSE, Security**

All obligations and responsibilities regarding health, safety and environmental matters under federal, provincial or local statutes, ordinances, regulations and rules etc. which the Contractor may be liable to obey shall be on the Contractor's account and entirely on the cost and expense of the Contractor. Due precaution shall be taken by Contractor to ensure the safety and security of his staff and equipment etc.

j. **Force Majeure**

Any delay in or failure of performance of the Contractor or in fulfillment of any obligation by the Employer, hereto shall not constitute default hereunder or give rise to any claim for damages if and to the extent such delay or failure of performance is caused by 'Force Majeure' including: natural calamities, war, rebellion or sabotage civil commotion or damage resulting there from, fire or explosions, accidents, breakdown, riots, commotion, strikes (excluding the strike of the employees of the Contractor) epidemic, change in Laws preventing any party from performing its part under the Contract or any other causes whether or not of the same class or kind as those specifically stated above, which are not within the control of the party affected and which by the exercise of reasonable diligence the party affected is unable to prevent.

k. **Arbitration**

In the event of any claim or dispute arising out of and in connection with this contract, the same shall be referred to the Chairman EOBI, for his sole arbitration.

SECTION-6
FINANCIAL BID

SECTION – 6

FINANCIAL BID - A

Schedule of Rates to be followed by the Tenderer:

S/N	Category (10 hrs)	Number of Manpower	Rate / Person / Month (To be filled by tenderer) <i>(Min. Wages Compliance to be ensured in line with Government notification as on Bid submission date, where applicable)</i>	Monthly quoted cost
01	Lift Technician. 08:30 am to 05:30 pm (Mon to Fri)	01		
02	Lift Operator 08:30 am to 05:30 pm (Mon to Fri)	02		
	Total	03		
Total Amount in Figures(For One year) (12 X TOTAL MONTHLY QUOTED COST) _____				
Total Amount in Words(For One year) : (12X TOTAL MONTHLY QUOTED COST) _____				

NOTE:

1. The quoted amount must comply with all relevant Government rules and regulations regarding labor Minimum wages and inclusive of all applicable taxes.
2. All the above quoted rates shall be treated as inclusive of all the works required to perform by the contractor as per Scope of Work given in the tender Documents.
3. The monthly payments on the basis of above rates and in accordance with the attendance sheet verified by the EMPLOYER'S REPRESENTATIVE will be made.

Seal & Signature of Contractor

SECTION - 7
APPENDICES
(Specimen of Forms)

APPENDIX –A
FORM OF AGREEMENT

Tender Enquiry No.
Contract No.
Title:

CONTRACT AGREEMENT

THIS AGREEMENT is made and entered into at Karachi on this _____ day of _____, 2025 by and between Employees' Old-Age Benefits Institution. having its Head office at , EOBI House 190/1/B, Block-2, PECHS, Shahr-e-Faisal, Karachi, hereinafter referred to as the "Employer" (which expression shall unless repugnant to the context mean and include their respective successors-in –interest and assigns) of the one part,

AND

M/s. _____, having its registered office at _____, hereinafter referred to as the "Contractor" (which expression shall unless repugnant to the context mean and include its successors-in –interest and assigns) of the other part.

WITNESSTH:

WHEREAS, the Employer is desirous for *(Title)* _____ and has accepted the Tender of the Contractor for the same.

AND WHEREAS, the Contractor has already furnished to the Employer the following as required under the terms of Contract *(Insert as per contract requirement)*:

1. Required: _____	Provided: _____
2. Required: _____	Provided: _____
3. Required: _____	Provided: _____
4. Required: _____	Provided: _____

NOW THEREFORE, for and in consideration of the promises, negotiation, covenants and agreements hereunder contained and to be performed by the parties hereto, the said parties hereby agree and covenant as follow:

1. Article-1: Words and Expressions:
In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract.
2. Article-2: Services/Works and compensation of the Services/Works:
The Contractor hereby covenants with the Employer for the execution, performance and completion of the Contract and of the Services/Works embraced therein including remedy of defects, according to and in conformity with the specifications, conditions and provisions of the contract, or agreed in course of subsequent understanding in accordance with the contract. The Employer covenants to pay the Contractor and the Contractor covenants to receive and accept from Employer as full compensation the Contract Price Rs. _____ (in words Rupees _____)

in consideration of the execution, performance and completion of the Contract in the manner prescribed by the contract subject to ascertainment of such price as per approved rates and such deduction as are allowed under provisions of contract.

3. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:

b) Contract Agreement

c) Tender Documents including:

1. Form of Tender and Annexure 'I' & II thereof
2. Instruction to Tenderers
3. General Conditions of Contract
4. Specific Conditions of Contract
5. Scope of Work
6. (Approved) Financial Bid / Schedule of items

d) Letter of Intent / Award No. _____ dt. _____ Contractor's Acceptance
dt. _____ ,

e) Performance surety and insurance as described above.

IN WITNESSES WHEREOF, the parties hereto have set their respective hands and seal on the day and year first above written.

For and on behalf of Employer:
Employees' Old-Age Benefits
Institution.

Signature: _____

Name: _____

In presence of:

WITNESS:

1. Signature: _____

Name: _____

2. Signature: _____

Name: _____

For and on behalf of Contractor:
M/s: _____

Signature: _____

Name: _____

WITNESS:

1. Signature: _____

Name: _____

CNIC#: _____

2. Signature: _____

Name: _____

CNIC#: _____

APPENDIX-B

FORM OF PERFORMANCE BANK GUARANTEE (ON STAMP PAPER OF APPROPRIATE VALUE)

Guarantee No. _____
Dated: _____
Value Rs. _____
Expiry Date: _____

Director (GA)
Employees Old-Age Benefits Institution,.
EOBI Head Office,
190/1/B, Block-2, PECHS,
Shahrah-e-Faisal
Karachi.

Dear Sirs,

In consideration of you entering/having entered into Contract No. _____ against Tender Enquiry No. _____ with M/s. _____ hereinafter called the "Contractor" and in consideration of value received from the Contractor, we hereby agree and undertake as follows:

1. To make unconditional payment of Rs. _____ and in such amount as you may require from time to time, as and when called upon by you to do so, being amount covering security for the due fulfillment by the Contractor of all liabilities, obligations, commitments and total and faithful performance of the above-said Contract by the Contractor or contractor's representative(s) or assignees, of which you shall be sole judge.
2. To accept written intimation from you as sufficient evidence of the existence of a default or breach or non compliance as aforesaid on the part of the Contractor and to make payment immediately upon receipt of the written intimation.
3. To keep this guarantee in full force from the date of this guarantee till all the obligations of the Contractor under Contract are duly fulfilled by the Contractor to your satisfaction.
4. Your indulgence or arrangement or alteration etc. whatsoever with the Contractor in respect of performance of the Contract with or without notice to us shall in no manner discharge or affect this guarantee and our liabilities are committed hereunder.
5. The guarantee shall be binding on us and our successors-in-interest and shall be irrevocable. The guarantee shall not be affected by any change in composition or constitution of the guarantor bank.
6. The Guarantee shall remain valid up to _____.

For and on Behalf of the Guarantor Bank
Signature and Seal

APPENDIX-C

FORM OF DECLARATION OF NO BLACKLISTING AND LITIGATION

(To be submitted on non-judicial stamp paper or e-stamp paper)

I/we _____, address _____, do hereby solemnly affirm and declare as under:-

- That our firm has not been blacklisted/ debarred from any Government/ Semi Government/ Autonomous/ Public Sector Organization or any Agency.
- That the firm has not been involved in any kind of litigation.
- That there is no litigation between partners of the firm.

We further, affirm and declare that above is true to best of our/my knowledge and that nothing has been concealed or hidden therein.

Signature of authorized signatory

Name: _____

Designation: _____

CNIC: _____

Seal/ Stamp: _____

Date: _____

Note:

- i. Duly signed by owner/CEO of the company or authorized representative having authority letter.
- ii. To be submitted on non-judicial stamp paper.

Checklist 1.

Please attach the following documents with your bid and indicate the corresponding page/reference number in the bid document.

S.No	Document	Page Number
1.	Income tax Registration Certificate	
2.	Sales Tax Registration Certificate	
3.	ATL Status for Income Tax /Sales Tax	
4.	PEC Registration certificate	
5.	FORM OF DECLARATION OF NO BLACKLISTING AND LITIGATION	
6.	Relevant Experience Certificates	
7.	Registration with EOBI & SESSI (If applicable)	

Services for Operation and Maintenance of lifts EOBI Head Office Karachi.