

Punjab Tianjin University of Technology

Lahore



Tender Documents for Janitorial Services

Bid Reference No:	PTUT/PC/13/2020-21
Package Name:	Hiring of Janitorial Services
Procurement Procedure & Method:	Single Stage Two Envelope
Bid Opening Venue:	Conference Room PTUT, Lahore
Last date and time for obtaining of bid documents	17-01-2022, 01:00 P.M.
Last date and time for submission of bid documents	17-01-2022, 02:00 P.M.
Opening of Bid Documents	17-01-2022, 02:30 P.M.

Contact No: 042-99332570

CHECK LIST FOR SUBMISSION OF APPLICATION

(please mark ✓ / or X in relevant boxes)

1. Detail of company profile/ Firm/ Contractor etc. Profile
2. Original CDR/Earnest Money /Deposit at call attached with Technical Bid.
(2% of the total estimated Rs.164,840/- per annum)
3. Original Tender fee Amounting Rs.1,000/-
4. Affidavit on stamp paper Rs: 100/-
5. Evidence of Company/ Firm/ Sole proprietorship.
6. Copy of National Tax No.
7. List of All Mandatory required documents
8. List of documents required in Technical Evaluation criteria
9. Price offer on Bidder's letter head as mentioned in form-I.
10. Active Tax Payer List (ATL)
11. Provincial Sales Tax Number

Procurement Notice

HIRING OF JANITORIAL SERVICES FOR THE PUNJAB TIANJIN UNIVERSITY OF TECHNOLOGY, LAHORE.

The Punjab Tianjin University of Technology (PTUT), Lahore intends to hire services of a well reputed and well-equipped Janitorial Company for a period of one year (Extendable up to two more years on satisfactory performance) on yearly basis with mutually agreed increase up to a maximum of 10 percent)

Interested firms may obtain the signed copy from the office of Project Director (Building and Works), 1st Floor Room No. 120, of university, before obtaining Bid Time & Date (17-01-2022, 01:00 P.M.) from 09:00 a.m. to 04:00 p.m. (Monday to Friday) after depositing the Tender Fee of Rs. 1000/- (non-refundable) at BOP, Township (College Road) Branch, Lahore A/c No. 6580064981000010. The Bidding Document is available on websites www.ptut.edu.pk and www.ppra.punjab.gov.pk for information only.

The sealed bids complete in all respect as detailed in bidding documents must reach in the office of Project Director (Building and Works) on or before 17-01-2022 until 02:00 P.M. The technical proposal will be opened on the same day at 02:30 P.M. in the presence of the bidders or their representatives who make them present.

**Project Director
Punjab Tianjin University of Technology, Lahore
Ph. 042-99332570**

AFFIDAVIT (Stamp paper of Rs: 100/-)

We do hereby confirm that we have carefully read the requirements and instructions of this bidding document and all the terms and conditions of Janitorial Service and also do hereby confirm as follows:

1. That, M/s _____ shall abide by all the instructions/ conditions of the bidding documents and in addition the other conditions and university rules and regulations, all other special instructions from given time to time and enforced PPRA Rules.
2. That, M/s _____ is not blacklisted by any Provincial/ Federal Government/ Autonomous body Department/ Authority in Pakistan.
3. That the information given in the application form and bidding documents is correct. In case any of this information is proved incorrect, university reserve. The right to reject the bid beside forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of the Bidder.

Name: _____

Signature: _____

Designation: _____

Stamp: _____

TENDER DOCUMENT (Tender fee: Rs.1000/-)

TERMS AND CONDITIONS FOR JANITORIAL SERVICES

All the participating companies/ Firms/ Contractors etc. must adhere the following instructions regarding preparing and submission of Tender/ offer.

1. That the company/ Firm/ Contractor etc. will provide (22) Nos. of Janitors & two (02) supervisor as per requirement for sanitation works in both campuses of university department/ premises.
2. Bidding shall be conducted through Open Competitive Bidding Single Stage Two Envelope procedures specified in the Rule 38-2-a of PPRA rules 2014, and is open to all eligible bidders as defined in the bidding document.
3. The bidding procedure shall be Single Stage Two Envelopes as per Rule No. 38 (a) of PPRA Rules, 2014. The bidder shall seal the original Technical and Financial bid (separately sealed) into a single envelope. The Bidder shall seal the bid in envelopes, duly marking the envelopes as in block and legible letters "Technical" & "Financial". And the single sealed envelope should be clearly marked "Tender for Hiring of **Janitorial** services for The Punjab Tianjin University of Technology" Lahore. The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late". No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.
4. The rates should be quoted keeping in view the minimum wage announced by the Government.
5. That the company/ Firm/ Contractor etc. must be registered with Income Tax department should have proven track record of providing the janitorial services to reputable organizations such as government/ reputed institutions. The company/ Firm/ Contractor should have office or sub office in Lahore.
6. The Bid submitted must be accompanied by Bid Security 2% (Rs. 164,840/-) (Refundable) in shape of CDR/ Pay Order, Demand Draft from a Scheduled Bank in favor of Punjab Tianjin University of Technology, Lahore of the total estimated amount (Rs. 8,242,000/-). Bids submitted without CDR / Pay Order, Demand Draft will not be considered and rejected straight away.
7. That the Rates quoted should be in Pak Rupees inclusive all applicable Government taxes. Amount of these Taxes will be deducted out of the running bill of payment payable to the bidders.
8. That the successful company/ Firm/ Contractor etc. will arrange stamp paper(s) @ 0.25% on total value of approved bid for contract/ Agreement between University and approved bidder.
9. The list of the equipment to be used for performing the Janitorial work at university should also be provided.
10. That the company/ Firm/ Contractor etc. will quote the rates of Janitorial Services including material/ chemical etc.
11. That the tender should be filled on the prescribed form attached with Tender Document Rates quoted for Tender should be typed on the letter head of the firm both in words and figures. All supporting documents should and signed/ stamped by the Head of the Firm Company etc.

12. Bidder/ company/ Firm/ Contractor etc. will share a detailed operational plan for janitorial work, deployment of janitor workers, list of workers etc. with university authorized officer.
13. That the company/ Firm/ Contractor etc. will be bound to provide the Janitorial Services within 7 days after issuance of work order or extended time. In case work order issued and company/ Firm/ Contractor failed to execute work within stipulated period or extended period, the security money shall be forfeited.
14. That the Janitorial Services will be provided on all working days. Except Sunday however, in case of any particular event the company/ Firm/ Contractor etc. shall be bound to provide workers on said time.
15. That the company/ Firm/ Contractor. shall ensure observance of proper dress code (uniform) by his janitor workers. The uniform of janitor workers should neat & clean including shoes.
16. That the Penalties/ Fine imposed by university administration for misconduct, theft or damage caused to university property by the company/ Firm/ Contractor etc. or his janitor workers on the unsatisfactory performance of the deployed staff, shall be borne by the contractor. The amount of penalties/ fine etc. shall be deducted from the monthly bill.
17. That the company/ Firm/ Contractor etc. will immediately replace unwanted workers/ supervisor if demanded by university.
18. That the payment will be made on monthly basis after provision of satisfactory report from the university authorized officer.
19. The man power deployed by the company/ Firm/ Contractor etc. must be physically and mentally fit. Overweight, below age, lazy, clumsy janitor workers will not be deployed by the company/ Firm/ Contractor etc. The company/ Firm/ Contractor etc. are required to provide medical fitness certificate from registered medical practitioner of their janitor workers to the effect that their janitor workers are free from any disease.
20. In case of withdrawal after award of Tender, the earnest money shall be immediately forfeited.
21. The Contract can be cancelled/ terminated by university upon serving one month's notice.
22. That the inner and outer envelopes shall bear the address of the company/ Firm/ Contractor etc.
23. That the bidder/ Firm/ Contractor etc. at his own expense inspect and examine the sites & departments and at his own responsibility gather all information that may be necessary for preparing the Tender and entering into contract.
24. That the rates once quoted in Tender may not be allowed to change.
25. That the Boarding/ Lodging/ Transportation/ Mess/ Medical Facilities/ residence, will not be provided to janitorial staff by the University.
26. That the company/ Firm/ Contractor etc. shall be liable to report to authorized officer on daily basis regarding performance of his workers/ staff.

27. That the frequent change of supervisor and workers will not be accepted. However, any change if required in workers/ staff will be made after consultation with authorized officer.
28. That the company/ Firm/ Contractor etc. will be bound to comply all the instructions issued time to time by University Authority in performing of Janitorial.
29. That all workers and supervisor will provide two passport size photographs and an attested copy of CNIC for security record.
30. That the university Procurement Committee reserves the right to accept/ reject or cancel the Tender according to PPRA rules completely which cannot be challenged in any court of law. In case of dispute, Vice Chancellor, will be the arbitrator and his decision will be final.
31. Bid Security of unsuccessful bidders shall be refunded on the finalization of the contract / tender whereas the successful bidder shall submit performance guarantee @ 5 % of the contract value in the form of Call Deposit Receipt (CDR) in favor of Punjab Tianjin University of Technology, Lahore.
32. In case of breach of contract by the firm, performance guarantee shall be forfeited and the firm may be blacklisted for future bidding according to presubscribed PPRA Rules.
33. That the Head of the institution/ Vice Chancellor of the university, Lahore reserves the rights to waive off/ relax; impose conditions deemed necessary at any stage without assigning any reason.
34. That the bidders with the lowest evaluated bid, if not conflict with any other law, rules, regulations & policy of the University, shall be awarded the procurement contract within the signed & extended period of bid validity.
35. That the Procurement shall be governed by the presubscribed PPRA Rules, 2014.
36. That university required janitorial services at its two campuses (Township & Raiwind Road) or any other premises administered by the university.
37. That part of/ Advance payment is not allowed.
38. That Payment will be made on availability of funds, if delayed due to any reason, no extra interest/ mark up will be accepted or paid.
39. That the contract period is for one year extendable/ renewable on yearly basis (up to two more years) subject to progress/ satisfactory performance. University shall enter into agreement with successful bidder initially for a period of one year.
40. If two or more bidders quoted equal rate in bid, then the contract will be awarded to one gained higher marks in technical bid evaluation
41. The bid of all bidders will be opened publicly at a time, date and venue specified in tender /advertisement) observing SOPs of COVID 19 in the presences of representatives of the bidders who make them present.
42. Company shall be responsible for all the taxes required to be paid under relevant law.
43. The participating and qualifying firms are bound to follow all state and provincial Laws applicable to them
44. Joint venture / consortium is not eligible for this tender

45. Grievance (if any) against the tendering process shall be entertained up to 10 days after announcement of lowest bidder over PPRA website. Any grievance received after this duration shall not stand valid/entertained.
46. Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored`
47. Increase in existing rate @10% per annum can be granted by mutual consent.

Daily:

- a. Cleaning of office premises, wash rooms, gardens etc.
- b. Disposal of trash / waste/ cleaning of dust bins and replacement of trash bags.
- c. Cleaning of Building and grounds
- d. Ensure repeat visits of bathrooms on daily basis for maintaining cleaning standards.

Weekly:

- a. Bathroom wall tiles, doors and floor washing with suitable chemical.
- b. Light fixture cleaning.
- c. Blind dusting and shampoo if needed.
- d. Dusting of ceiling and walls of rooms/offices/corridors etc.
- e. Window Glass cleaning

Monthly:

- a. Any job not covered in Bi-weekly program but directed by the University official concerned.
- b. Detail working of floors. Polishing/ scrubbing of floors, hard floor buffing, grass cutting etc.
- c. Cob web removals.
- d. Window Glass cleaning

Rejection / Acceptance of the Tender

The Client shall have the right, at its exclusive discretion to reject any or all tender(s), cancel the Tendering process at any time prior to award of formal Contract, without assigning any reason or any obligation to inform the Bidder of the grounds for the Client's action, and without thereby incurring any liability to the Bidder and the decision of the Client shall be final.

The Tender shall be rejected if any of the following occurs:

- i. It is substantially non-responsive
- ii. Received without original bid security attached with technical bid
- iii. Received after the time and date fixed for its receipt
- iv. The offer is ambiguous
- v. The offer is received by fax or e-mail
- vi. The offer is from a black listed firm
- vii. Offer received with shorter validity than required
- viii. The offer is not conforming to requirements indicated in the tender documents
- ix. Any conditional offer
- x. It is submitted in other than prescribed forms, documents / by other than specified mode; or it is incomplete, un-sealed, un-signed, partial, conditional, alternative, and late; or It is subjected to interlineations / cuttings / corrections / erasures / overwriting.
- xi. The Bidder submits more than one Tenders;
- xii. The Bidder refuses to accept the corrected Total Tender Price; or The Bidder has a conflict of interest with the Client;
- xiii. Offering partial scope of work/ incomplete bids.
- xiv. The client has the right to forfeit the CDR in case the bidder violates any instructions to bidders of this document.
- xv. The bid security will be forfeited, in case of withdrawal of bid after opening of bids

BIDDING FORMS

BID SUBMISSION FORM

Date: _____
No: _____

To [Client Address]

Having examined the bidding documents including, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for, hiring of janitorial services in conformity with the said bidding documents. We undertake, if our Bid is accepted, to deliver the services in accordance with the delivery schedule specified.

If our Bid is accepted, we will obtain the guarantee of a Bank/CDR or any other form acceptable to the client in a sum equivalent to 5% of the Contract Price for the due performance of the Contract, in the form prescribed by the Client.

We agree to abide by this Bid for a period up to 120 days after the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any bid you may receive. Dated this _____ day of _____ 2021.

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of

Technical Proposal Submission Form on the letter head of the firm
(Part of Technical Bid Envelope)

[Location, Date]

To

Project Director B&W,
Punjab Tianjin University of Technology Lahore.

Dear Sir,

We, the undersigned, offer to provide the _____ in accordance with your Request for proposal / bidding document.

We also confirm that the Government of Pakistan / Punjab has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Authorized Signature

Name and Designation of Signatory

Name of Firm and Address

Mandatory Requirements

Sr. No.	Criteria	Requirement
1.	Evidence of Company/Firm/ Sole proprietorship	Mandatory
2.	Certificate of valid Income Tax Registration Certificate.	Mandatory
3.	Valid PRA Registration	Mandatory
4.	Original CDR @ 2% of estimated bid value must be attached with the technical bid	Mandatory
5.	Affidavit on attested stamp paper that the bidder is not black listed by the Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan.	Mandatory

It is mandatory to fulfill above stated requirements for all bidders. Any bidder not fulfilling above criteria will be considered as non-responsive bidder and will not be taken into consideration for Technical and Financial Evaluation. However, the technically qualified bidder with lowest rates will be awarded the contract (subject to fulfillment of all required conditions of bidding document & PPRA & Rules, 2014).

Technical Evaluation Criteria

TECHNICAL EVALUATION CRITERIA FOR HIRING of JANITORIAL SERVICES

Sr. No.	Technical Criteria	Maximum Marks
1.	No. of clients (5 Mark per client)	20
2.	Number of Employees on Company Payroll, Attach List No. of employees greater than 50 = 20 marks 25 to 49 = 15 marks Less than 25 = 10 marks	20
3.	Work Order of similar nature of similar or higher value (5 marks for each work order)	20
4.	Age of Company (2 Marks per year)	10
5.	Income Tax return for last 2 years (5 marks each year)	10
6.	Offices held in Pakistan (Attach List with complete address) 5 marks for each office.	10
7.	Annual amount Credited in PKR in bank statement for last financial year Less than 1,000,000 = 0 marks 1,000,000 – 8,000,000 = 5 marks More than 8,000,000 = 10 marks	10
Total Marks		100

60 Marks are compulsory to be technically qualified. All bids will be evaluated on basis of above given evaluation criteria and the bidders who do not obtain 60 marks as per above mentioned evaluation criteria will be considered as technically non-responsive bidders and will not be taken into consideration for Financial Evaluation. However technically qualified bidders (Responsive to Evaluation Criteria) will be considered as responsive bidder, and among technically responsive and qualified bidders, the bidder with

lowest rates will be awarded the contract (subject to fulfillment of all required conditions of bidding document & PPRA Rules, 2014).

FORM-I

Financial Proposal Submission Form on the letter head of the firm
(Part of Financial Bid Envelope)

[Location, Date]

To

Project Director B&W,
Punjab Tianjin University of Technology Lahore.

Dear Sir,

We, the undersigned, offer to provide the _____ in accordance with your request for proposal / bidding documents and our attached Financial Proposal is for the sum of (insert amount in words and figures).

Our financial proposal shall be binding upon us up to expiration of the validity period of the Proposal.

We also declare that the Government of Pakistan / Punjab has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We, furthermore, pledge not to indulge in such practices in competing for or in executing the Contract and are aware of the relevant provisions of the Proposal Document.

Authorized Signature

Name and Designation of Signatory

Name of Firm and Address

Price Schedule / Financial Bid Form for Security Services

Sr No.	Staff Description	Quantity	Unit Rate / Month Excluding taxes	Total Amount Excluding Taxes (One year)
<u>A</u>	Supervisor	02		
<u>B</u>	Janitors	22		
<u>C</u>	<u>All applicable Taxes</u>			
Total Contract Value in numbers (A +B +C)				
Total Contract Value in Words (A +B +C)				

- Unit rate for provision of (22) Twenty-two number janitorial and (02) two supervisor (Total of (24) Twenty-Four individuals) for Janitorial Services at Punjab Tianjin University of Technology, Lahore and its campuses in accordance with the Scope of Service and unit monthly rate should be inclusive of all costs including labor cost with cleaning material to be used for maintain cleanliness and all social benefits, sanitation gadgets costs, management costs, and other overheads etc excluding applicable taxes only.
- Minimum rates of wages notification copy must be attached herewith for proving their rates.
- Any fresh tax / charges/ notification of minimum daily wage imposed or exempted (both conditions) by any federal / provincial governments, will be adjusted / accepted by both the parties as per rules / laws.
- Missing or Incomplete filling of all the subject columns of this Financial Proposal will not be considered and should result in disqualification.
- If there is discrepancy between words and figures the small amount will prevail.
- Unit Price will govern for arithmetic check and corresponding Grand Total after arithmetic check will determine lowest bidder.
- If there is discrepancy between words and figures the small amount will prevail
- Prices must be quoted for all items.
- All items must be quoted for successful quote. Partial quotes are not acceptable and will be rejected
- Financial Proposal evaluation will be conducted on accumulative bases and under the Punjab Procurement Rules. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal

(Seal & Signature of **Janitorial** Company)

General Terms and Conditions

1. Currency:

Firm and final rates should be in Pak Rupees.

2. Arbitration

In case arising of any dispute between the procuring agency and the contractor after the procurement contract, the dispute should be resolved through the representatives of both parties otherwise the decision of Vice Chancellor will prevail over the version of both parties.

3. Blacklisting

The procuring agency may, for a specified period, debar or prohibit the contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:

- (a) Acted in a manner detrimental to the public interest or good practices.
- (b) Consistently failed to perform his obligation under the contract.
- (c) Not performed the contract up to the mark; or
- (d) Indulged in any sort of corrupt practice.

Blacklisting mechanism will be followed as per Punjab Procurement Rules 2014.

4. Miscellaneous

Any point which is not mentioned in the term and conditions contained in the bidding documents shall be decided in the light of the provisions laid down in PPRA rule 2014

5. Termination for Default:

The Procurement Committee without prejudice to any other remedy for breach of Contract, by written notice of default sent to the bidder, may terminate this Contract in whole or in part if:

1. The bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
2. The successful bidder fails to deliver items/services as per specifications mentioned in the bid.
3. The successful bidder fails to perform any other obligation(s) under the Contract.
4. The bidder, in the judgment of the Procurement Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

6. Force Majeure:

Majeure means an act of nature or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing with enough and valid evidence of such condition and the cause thereof. The Grievances Committee shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

7. Acceptance of tender

As per provisions of Rule (55) of Punjab Procurement Rules, the Purchaser shall issue the Acceptance Letter to the successful bidder, at least after 10 days of announcement of bid evaluation reports (Ref. Rule-37 of PPRA Rules) and prior to the expiry of the original validity period or extended validity period of the Tender. The successful Bidder must submit performance guarantee @ 5% of the final

contract amount within 10 days after the issuance of LOA/LOI. After receipt of performance guarantee from the bidder, Procurement Order will be issued. Bid Security of successful bidder will be released on receipt of performance guarantee The Performance guarantee will be released after completion of all supplies, installation, and commission, training, and performance period as per contract agreement.

- 8.** Agreement is attached