



**Single Stage Two Envelop Procedure**

**Title of Tender:**        **Hiring of Janitorial Services with Cleaning Material for CUI-Lahore Campus**

**A. GENERAL TERMS & CONDITIONS**

1. All pages of bidding documents are mandatory to be signed / stamped, meaning thereby bidder agrees to our terms & conditions mentioned herein, failing which the bid may be rejected.
2. Any addition, deletion or modification of any clause of the procurement terms & conditions/BoQs of CUI-Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.
3. Only registered Suppliers, who are on Active Taxpayers List (ATL) of FBR (***GST & Income Tax***), are eligible to participate in tender.
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
5. Any addition, deletion or modification of any clause of the procurement terms & conditions/ BoQs of CUI by any vendor will not be acceptable and may lead to rejection of the bid.
6. Please submit the technical and financial bid (s) on CUI-Lahore prescribed BoQs and also attach the terms and conditions (signed, stamped) with both bids, otherwise your bid (s) may be rejected.
7. Only registered firms/ companies (GST & NTN registered firm) and who are on Active Taxpayers List (ATL) of FBR, are eligible to participate in tender.
8. The firm/company will have to discharge its obligations up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
9. **Kindly attach the tender fee with Technical Bid and Bid money / CDR with Financial Bid.**
10. **Documents along with Pay Order / Demand Draft amounting to Rs.1000/- as a tender documents fee (Non-Refundable) shall be submitted in favor of COMSATS University Islamabad, Lahore to the address given below. No proposal/bid will be accepted without tender documents' fee.**
11. **The bidder is required to furnish in form of Bank deposit/ CDR/pay order of Rs.100, 000/- (Rupees one hundred thousand only) as Earnest Money in favor of “COMSATS University Islamabad, Lahore Campus”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
12. **Successful bidder shall be responsible to provide the bank guarantee equivalent to the quoted amount of one month payment and valid for a period of one year. However, the bid money/CDR shall be released after submission of the bank guarantee.**

**13. If the Contractor / Service Provider fails to deliver the satisfactory services to the University then the service contract shall be cancelled and bank guarantee may be encashed.**

14. After opening of proposal/bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per terms and conditions.

15. Service Contract will be awarded to the technically recommended and financially lowest bidder.

16. The registration of the firm should be attached with the bid.

**17. The bid should be submitted in a sealed envelope up to January 15, 2020 on or before 1400hrs and will be opened on the same date at 1430hrs in the presence of available bidders. The envelope should be marked as under;**

**Secretary, Purchase Committee**

**COMSATS University Islamabad, Lahore Campus**

Defence Road, Off Raiwind Road, Lahore.

Tel: 042-111-001-007, Ext: 875

**18. COMSATS University Islamabad, Lahore Campus, will follow prescribed methods as per the PPRA rule of Two stage envelope procedure;**

- i. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
- ii. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;
- iii. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;
- iv. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- v. During the technical evaluation no **amendments** in the technical proposal shall be permitted;
- vi. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- vii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- viii. The bid found to be the lowest evaluated bid shall be accepted.

19. The envelope shall also bear the word **“CONFIDENTIAL”** and following identification quotation of **“Hiring of Janitorial Services with Cleaning Material for CUI-Lahore Campus”**.

20. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.

21. COMSATS University Islamabad, Lahore Campus reserves the rights to accept or reject the bid if;

- i. Received without earnest money
- ii. Received later than the date and time fixed for tender submission
- iii. The tender is unsigned/ unstamped
- iv. The offer is ambiguous
- v. The offer is conditional
- vi. The offer is from a firm, which is black listed by any Govt. Office.
- vii. The offer is received by telephone/telex/fax/telegram.
- viii. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.

**22. Successful bidder shall be responsible to arrange the stamped paper (Rs. 100/-) for signing the contract with COMSATS University Islamabad, Lahore Campus.**

## **B. SPECIAL TERMS & CONDITIONS OF THE CONTRACT**

1. All prices should be valid for at **least One Year** from the date of award of contract. Withdrawal or any modification of the original offer within the validity period shall entitle CUI-Lahore to forfeit the earnest money in favor of the CUI-Lahore and / or put a ban on such vendor participation in CUI tenders / Services / works.
2. The contract will be initially for a period of one year and will be extendable on mutual consent and subject to the satisfactory performance of the contractor. (Note: Initially 3 months will be probationary period and contract will continue on the satisfactory performance of service provider. However, in case of unsatisfactory performance it will stand terminated by specific order from the University).
3. The University reserves the right to increase or decrease the number of duty persons on campus as and when required during the term of this contract.
4. In case of any absentee / illness / leave of any Janitorial staff, replacement will be provided by the vendor. COMSATS has reserved the right to make deductions on pro-rata basis, of which will be the sole judge, if the attendance of janitorial staff is irregular/ absent.
5. The list of existing client's along with names & numbers of contact persons will be attached with the bid.
6. Payment will be made on submission of Invoice in the name of "COMSATS University Islamabad, Lahore Campus" with a copy of Attendance Report on the date of **22<sup>nd</sup> of each month** and CUI-Lahore shall inspect the attendance report and then process for payment.
7. **The contractor will be bound for timely payment of salary to the Janitorial staff and contractor must ensure that salary should not be less than the minimum wages fixed by the Government. In this regards, salary amount will be provided to the staff as prevailing rates as per Labour Laws on last day of month.**
8. **The contractor shall be responsible to make timely (not beyond 5<sup>th</sup> of each month) arrangement for disbursement of wages to their staff at University. If the Service Provider fails to pay the salary to the janitorial staff within stipulated period, the University reserves the rights to pay the salary of janitorial on behalf of Service Provider, however penalty will be imposed for an amount of Rs. 20,000/- (Rupees**

**twenty thousand only) to the vendor which will be adjusted from the amount of bill submitted by the contractor for his/her monthly payment.**

- 9. Monthly payment to the contractor will be released after payment of salary to the Janitorial staff.**
10. Deduction of Income Tax and any other tax will be deducted at source according to applicable Government rules.
11. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
12. If any change is required in the duty of Janitorial staff, the Service Provider shall inform to In-charge General Services well before time.
13. Duty hours/timings of janitorial staff will be determined by the University.
14. The Service Provider shall be responsible for the supervision of their deputed janitorial staff in University.
- 15. The Service Provider shall provide uniform which would be approved by the University and he will also arrange for identification card or gate pass for all the staff/persons to be deputed at the University and its premises.**
16. University may utilize the services of janitorial staff for shifting/transferring of furniture and other belongings as and when required basis.
17. The Service Provider shall prohibit its employees/staff from disturbing papers placed on desks/tables, opening desk drawers or cabinets, or using telephone or office equipment provided for official business at the premises.
18. The Service Provider is responsible and hereby undertakes that all staff/employees and supervisors of the Service Provider appointed at the premises of the University have not been and shall not indulge in any criminal and unlawful acts; if however found guilty they shall be subject to termination of their appointment at the premises of the University and the Service Provider shall bear any damages caused to the University due to such indulgence.
- 19. The bidder shall ensure that all his employees/Staff appointed at the premises;**
  - a. Shall observe the rules and regulations of the University enforced and as amended from time to time.
  - b. Shall be skilled, competent, appropriately equipped and dressed to carry out their duties at the premises. The Service Provider has the right to inspect and test all services mentioned in this Contract, to extent practicable at all times during the terms of this contract.
  - c. Shall be courteous at all times and follow instructions of the University.
  - d. Shall arrive at the work site promptly at the scheduled time with clean and neat uniform while performing his duties at the premises.
  - e. Shall observe the No Smoking Policy of the University
  - f. Shall not arrive at the work site under the influence of alcohol and shall not drink alcoholic drinks while being on the job or within the premises of the University.
  - g. Shall not use any of the washrooms/bathrooms/restrooms, except the ones specifically designated for this purpose
  - h. Shall not indulge in discussions of arguments with any of the staff or officials of the University.
  - i. Shall be healthy and medically fit with the age between 18 to 60 years. CNIC is mandatory for all Janitorial staff.

20. By mutual agreement between the University and the Service Provider, appropriate action will be taken concerning employees/staff that disregard the contents of the foregoing subparagraphs, which are incompetent, careless and/or insubordinate and do not exhibit proper uniform, behavior and decorum being expected at the premises.

21. The Service Provider shall immediately and without requiring any justification shall remove any employee/staff (provided by the Service Provider) from the premises, if such removal is desired by the University and shall provide a replacement on immediate basis. The Service Provider shall not enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval from the University.

22. The bidder should submit an affidavit on Rs.100/-stamp paper that firm is not black listed from any Government / Semi Government / non-Government organization. (as per specimen given Below

*I, \_\_\_\_\_ being owner / proprietor / representative of this firm / company here by certify that I have read all the terms & conditions as detailed of this tender documents and are acceptable to me. I will be bound to provide best quality Janitorial services according to the COMSATS requirement. If, I fail to do so, I understand that COMSATS has the right to confiscate the earnest money and blacklist my firm / company.*

*It is further stated that as of today, our firm /company is not blacklisted by any Government / Semi Government department.*

*SIGNATURE&STAMP*

*Name: \_\_\_\_\_*

*Designation: \_\_\_\_\_*

## **C. SCOPE OFWORK**

### **1. Area to be covered**

Admin Block, Academics Blocks A, B, C, D, Chemical Engg. Block, Chemical Labs, IRCBM Block, Telephone Exchange, Library, Gym, Executive Cafeteria building, Mosque, General washrooms near Mosque, White house, Transport, , Examination, Security office, Boys hostel, Safari Blocks, LDA-1, Naz Town) Girls Hostel (Fatima Jinnah 1 &2, LDA-II) H-Block, All Campus roads, Corridors, Parking Stands, Residential Areas, Cafeteria First Floor Hall & Student service center, O Block building, all general washroom , Driver and Security staff residences, N. Block, PhD Faculty Block, Opening of main drains and departmental drains, Gates, Garbage disposed responsibility, Dustbin cleaning.

### **2. Work to be done**

- i. Clean and mop all floors, halls and corridors, stairs, roads etc. make them look clean all the times
- ii. Clean and vacuum all carpets and rugs, three times in a week.
- iii. Clean and disinfect all toilets, wash basins and sinks and make the toilet clean and dry at all the times.
- iv. Clean all boundary walls, pathways, sitting areas, main entrance area, grassy lawns and shopping area.

- v. Empty all waste receptacles and dispose of garbage and waste of sewer pipes/gutters at his own responsibility
- vi. Buff marble and tiled floors once in a month.
- vii. Clear all stored water in the Campus to avoid the Dengue Larva.
- viii. Clean all walls, fans tube lights, switch, open cable ducts, AC etc. and remove all spider webs once in a week.
- ix. Thorough Cleaning of all fountains.
- x. Cleaning of water tanks, sewerage well and sewerage lines.
- xi. Clear the Campus premises from stray Dogs.
- xii. Cleaning Material required on monthly basis which will be submitted in main store. (as per list given at annexure I)**

**3. Holidays**

Sunday and gazette holidays will be allowed, however if work is an emergent nature then the services of janitorial staff be called for any time.

**4. DAMAGES**

- i. In case of any theft or damages, both parties will investigate the case jointly and if it is proved that the incidence occurred due to the negligence of Janitorial Staff of the bidder, the losses/ damages shall be recovered from the bidder.
- ii. In case any of the Janitors staff have fatal injuries, death or any consequence there to arising during the course of duty, COMSATS will not take any responsibility.

**D. BID EVALUATION CRITERIA**

All bids shall be evaluated in accordance with the following evaluation criteria and other terms & conditions set forth in this bidding document.

- 1. The bids shall be evaluated to strictly ensure that the quoted brand/ model meet all the BoQ/ specification requirements given in the tender document for each item.
- 2. In addition to the BoQ requirements, vendors must meet the vendor qualification criteria /company profile requirements as set forth in this tender document.
- 3. Supporting documents must be attached for verification & technical evaluation by the technical committee.
- 4. The decision of the Authority as per set evaluation criteria for technical evaluation of the Company will be final. Technical Evaluation Criteria is as under, Please attach the all following documents with technical bid:

Sr. Nos.	Description	Max. Marks
1	Covering Letter/Profile	5
2	Registration of Firm	10
3	National Tax Number	5

4	Sales Tax Number [Registration Certificate of Punjab Revenue Authority (PRA)]	5
5	Active Tax Payer certificate	5
6	Work Experience in Years (minimum 5 years =10 marks),(6-10 years = 15 marks), (11-20 years=20 marks)	20
7	Satisfactory Report from Clients. (from three Clients & each have 5 marks )	15
8	Undertaking on the stamp paper Rs. 100/- that company has never been blacklisted by any organization / University:	5
9	Strength of Manpower (50 employee =5 marks, 100 employee =8 marks and above 100 =10 marks)	10
10	Financial Position (Turnover of Last Six Months, Only Credit Entries) <ul style="list-style-type: none"> <li>• Rs. 2 to Rs. 3 Million = 05 marks</li> <li>• Rs. 3.1 to 3.5 Million = 10 marks</li> <li>• Rs. 3.6 Million to 5 Million = 15 marks</li> <li>• Above Rs. 5 Million = 20 marks</li> </ul>	20
<b>Total Marks</b>		<b>100</b>
<b>Qualify Marks</b>		<b>70</b>

### **E. FINANCIAL PORTION**

#### **Hiring of Janitorial Services with Cleaning Material for CUI-Lahore Campus**

**(Price to be mention only in Financial Proposal in a separate sealed envelope)**

**Vendors are required to provide both unit and total price of each category and calculations must be made carefully to avoid mistakes. However, in case, total price does not match with the unit price and quantity due to calculation error or typo error, any of the following can be opted:**

- 1. The bid may be rejected on the reason of ambiguity (OR)**
- 2. Unit price will be considered as final and total price of the respective item will be calculated by multiplying it with the quantity required. Sub-totals and grand total will also be corrected accordingly**

No change in the BoQs (Specs & Qty.) of CUI-LHR. as detailed below, is allowed. Any modification in CUI-LHR. BoQ may lead to rejection of bid (fully or partially).					Rates to be quoted inclusive of all (applicable) taxes	
Sr. Nos.	Description	Janitors staff required on Shift wise including Timing		Total Janitors Staff (Qty.)	Per month Rate per person (including salary, Cleaning material, equipment & uniform) (Rs.)	Total Per month Rate (including salary, Cleaning material, equipment & uniform) (Rs.)
		Morning 0700 hours to 1500 hours	Evening 1300 hours to 2100 hours			
1	Supervisor/Sawyer (Male)	1	1	02 Nos.		

2	Janitorial Staff (Male)	36	27	63 Nos.		
3	Janitorial Staff (Female) for Campus	11	0	11 Nos.		
4	Janitorial Staff (Female) for Hostels	11	0	11Nos.		
5	Garbage Taker with Donkey cart/ Loader Rickshaw	2	0	02 Nos.		
<b>Total Staff required</b>				<b>89 Nos.</b>		
<b>Grand Total Amount for One Month (Rs)</b>						

**Note:**

- **Contract / Work order shall be awarded on turnkey / grand total amount basis to successful bidder**
- **Multiple rates of a category may also lead to the rejection of bid.**

**(Annexure I)**

**1. List of Equipment Required for Cleaning**

Sr. #	Description	Units	Quantity Required
1	Floor Washing Machine	Nos.	01
2	Vacuum Cleaner	Nos.	06
3	Plastic Pipe 250 feet 1 inch dia	Nos.	04
4	Drain opening Material (200 feet Pipe for Roding of drains, Gloves, Trolley, Ganti, bamboos, ropes, Bamboos, Bucket etc.)	sets	02
5	Ladder for Glass Cleaning (1 Large+ 1 small)	Nos.	02

**2. List of Cleaning Material Required on Monthly Basis**

*Bidders are requested to quote genuine / quality products without compromising on quality. The supplied products shall be inspected by our technical experts with respect to BoQs requirements and quality standards.*

Sr. #	Item Name & Specification	Qty.	
1	Liquid Soap in commercial packing (5 Kg) Lifebuoy, Luxes or equivalent	300	KG
2	Hand Soap Dettol 150 ML or equivalent	02	Nos.



3	Soap Safeguard 110g or equivalent	40	Nos.
4	Harpic 500 ML or equivalent	15	Nos.
5	Vim Powder (Pkt 900 g) Lemon Max or equivalent	250	Pkt.
6	Detergent powder (Pkt 100 g) Surf Excel, Ariel or equivalent	10	Pkt.
7	Phenyl Bottle (2.75-Liters Packing) , Finis/ King or equivalent	200	Bottle
8	Phenyl Naphthalene Ball or equivalent	05	KG
9	Towels Dusting New/Factory Second Medium Size	80	KG
10	Duster As per sample of CUI, Lahore	15	KG
11	Wipers, Rambo Boss fine quality	48	Nos.
12	Brooms Long stick (Fine quality)	60	KG
13	Rings for Brooms + 2 Feet Sticks	6	Nos.
	Wood stick for Brooms 2 feet	24	Nos.
14	Broom Brush, fine quality	06	Nos.
15	Wash Room Brush Double sided, fine quality as per sample	12	Nos.
16	Carpet Brush, Narial fine quality	6	Nos.
17	Iron Moof , fine quality as per sample of CUI, Lahore	12	Nos.
18	Iron Mouf Cover as per sample of CUI, Lahore	18	Nos.
19	Cleaning Brush (Jala Brush)	06	Nos.
20	Acid (Neat/pure quality) 25 litre Packing	300	Liter
21	Plastic Picker as per sample of CUI, Lahore	06	Nos.
22	Scraper for Paint	06	Nos.
23	Thinner ICI fine quality	05	Liter
24	Plastic Bags for Dust Bins Large Size	30	KG
25	Foot Mate Plastic for washrooms (4feet X 10 feet) as per sample	02	Nos.
26	Dettol Surface Cleaner 1 Litre packing	02	Nos.
27	Wash Room Booki as per sample	06	Nos.
28	Vipers for Glass Cleaning Large size	06	Nos.

• **Company / Vendor Name:**.....

• **Postal Address:**.....

- **Tel. / Mobile:.....Email:.....**
- **Firm Registration No. ....**
- **NTN#:.....GST#:.....**
- **Signature:.....**