



COMSATS University Islamabad, Lahore Campus

Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-21-1452

Case # 3263

Single Stage Two Envelope 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 firms, who are on Active Taxpayers List (ATL) of FBR / PRA (*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. 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.
6. The firm/company will have to discharge its obligations up to the entire satisfaction of COMSATS University Islamabad, Lahore Campus.
7. **Kindly attach the tender fee with Technical Bid and Bid money / CDR with Financial Bid.**
8. **Documents along with Pay Order / Demand Draft amounting to Rs.1,000/- 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.**
9. **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.**
10. After opening of proposal/bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per terms and conditions.
11. Service Contract will be awarded to the technically recommended and financially lowest bidder.
12. **The bid should be submitted in a sealed envelope up to March 17, 2021 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

Signature & Stamp of Bidder

COMSATS University Islamabad, Lahore
Campus Defence Road, Off Raiwind Road, Lahore.
 Tel: 042-111-001-007, Ext: 875

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

- a. 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;
- b. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;
- c. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;
- d. 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;
- e. During the technical evaluation no **amendments** in the technical proposal shall be permitted;
- f. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- g. 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
- h. The bid found to be the lowest evaluated bid shall be accepted.

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

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

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

1. Received without earnest money
2. Received later than the date and time fixed for tender submission
3. The tender is unsigned/ unstamped
4. The offer is ambiguous

Signature & Stamp of Bidder

5. The offer is conditional
6. The offer is from a firm, which is black listed by any Govt. Office.
7. The offer is received by telephone/telex/fax/telegram.
8. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.

17. Successful bidder shall be responsible to arrange the stamp paper duly attested by the notary public for signing the contract with COMSATS University Islamabad, Lahore Campus as per contract Act.

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. 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 **20nd of each month** and CUI-Lahore shall inspect the attendance report and then process for payment.
6. **The contractor shall be responsible to make timely (not beyond 5th of each month) arrangement for disbursement of wages to their staff at University and penalty may be imposed for an amount of Rs. 20,000/- (Rupees) for failing to do so with the approval of competent authority.**
7. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
8. If any change is required in the duty of Janitorial staff, the Service Provider shall inform to In-charge General Services well before time.
9. Duty hours/timings of janitorial staff will be determined by the University.
10. The Service Provider shall be responsible for the supervision of their deputed janitorial staff in University.
11. SOPs of COVID-19 must be followed by all the janitorial staff as per Government Law for public places.
12. University may utilize the services of janitorial staff for shifting/transferring of furniture and other belongings as and when required basis.

Signature & Stamp of Bidder

13. 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.
14. 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.
15. **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 55 years. CNIC is mandatory for all Janitorial staff.**
16. Non-compliance with regard to all required services will lead to imposition of penalty (maximum up to Rs. 5,000/- for each time).
17. Contractor will be independent & all services rendered under this contract are to be performed as such, and being understood that the direction and manner of performance of the contractor's employees shall be solely within the control of contractor. Also the contractor shall be responsible for payment of all its employees' wages and salaries.
18. Contractor will be responsible to ensure security verification/ clearance of his employees and provide complete record of his employees to security section of CUI as and when asked.
19. Employees deployed by the contractor will carry their service cards duly issued/ attested from the contractor's firm along with NADRA NIC cards, whenever placed for duty or replaced.
20. Contractor will ensure adherence to the instructions of the contract in-charge/ administrator of CUI in case of any disciplinary lapses such as (misbehavior, careless attitude with the CUI officials or students), a strict

Signature & Stamp of Bidder

disciplinary action will be as per decision of the competent authority which may lead either to financial penalty or termination of contract.

21. **An amount of Rs.100,000/- performance security as a bank guarantee to be submitted by the contractor valid for 01 years which will remain intact with CUI up to the expiry of contract. Any illegal/ unauthorized violation of contractual term made by the contract may lead to forfeiture of performance security.**
22. Neither of the parties hereto shall be held responsibility for any delay or failure to perform any or all of the obligations imposed upon such party by case of “force majeure”.
23. Contractor will be held responsible and will pay for any loss / damage made to the CUI property intentionally or unintentionally.
24. The services shall be to the satisfaction of the CUI’s relevant authority and the contractor’s rates shall include for all incidental and contingent services, which although not specifically mentioned in this document, are necessary for cleanliness of CUI premises.
25. CUI’s authority shall have the power to:
 - a. Reduce the payments by imposing penalty (one time each) if the quality of the services rendered anywhere under the contract, thought acceptable but not up to the required standards.
 - b. Direct the contractor to make significant improvement in services, failing which the decision of CUI will be final and binding upon the parties.
 - c. Terminate the contract in full or partial at any time by giving advance notice and contractor shall have no right to claim/ appeal against termination of the contract or its part.
26. Contractor shall ensure the workers abide by all the safety precautions in force and comply with all such requirements as may be laid down in connection with execution of this contract and his employees/workmen shall confine themselves to work areas as may be specified by the CUI from time to time
27. Contractor shall be responsible for the conduct/ behavior and working standard of his staff individually and/ or collectively and shall exercise administrative control over them directly.
28. Contractor shall not sublet the contract or any part thereof to any other person/firm and shall always be personally responsible for the faithful/efficient performance and progress of the services entrusted to him under the contract.
29. Contractor shall ensure strict compliance with all relevant laws, rules and regulations including those applicable to his workmen/employees and shall indemnify CUI against all losses, damages costs and expenses that may be incurred by the CUI owing to the contractor’s failure to strictly comply with any such law, rule and regulation.
30. Contractor will guarantee that he and the workmen /employees of him shall maintain professional discipline while on the job inside the CUI premises during the entire contract tenure and any administrative, disciplinary or any other dispute arising between the contractor and his employees and any dispute amongst

Signature & Stamp of Bidder

the workmen/employees shall be settled outside the CUI premises without the effecting the work schedule set forth by the CUI.

31. **CUI shall have the right to terminate the contract without assigning any reason by giving a notice of 30 days and imposition of penalty keeping in view the nature of default, if any.**
32. **The contractor can also request for termination of contract stating valid reason by giving a prior notice of at least 60 days. In case of stating invalid reason the bank guarantee may be forfeited /enchased.**
33. In case of any dispute with regards to this contract the decision of the CUI authorities (Director CUI, Lahore campus) shall be final.
34. The rates as approved in the contract would be considered valid and remained unchanged for the whole contract tenure and additional/ future requirements of the CUI Lahore would be met on the same financial terms.
35. Except as otherwise expressly provided in the contract, all taxes as levied by the Government shall be on account of the contractor. The contractor shall indemnify the CUI against any liability in respect of such taxes.
36. The contractor will bound to pay salary to the Janitors as per minimum salary rate approved by the Government.
37. 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.
38. 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 of Bidder

SIGNATURE&STAMP

Name: _____

Designation: _____

C. 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.

D. DAMAGES

1. 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.
2. 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.

E. 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 LDA-II, Girls Hostel (Fatima Jinnah & Jupiter) H-Block, All Campus roads, foot path Corridors, Parking Stands, Residential Areas, Cafeteria First Floor Hall & Student service center, O Block building, outside the along the all wall, all general washroom , Driver and Security staff residences, N. Block, PhD Faculty Block, Opening of main drains and departmental drains, Gates, Garbage disposed responsibility as per Govt SOP/Standard, Nursery area, Guest Houses, Tube well rooms, Disposal Well, 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

Signature & Stamp of Bidder

- 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)**

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 bid meet all the BoQ/ specification requirements given in the tender document.
2. Supporting documents must be attached for verification & technical evaluation by the technical committee.
3. In Addition to the BoQ requirements, vendors must meet the vendor qualification criteria.
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 required documents with technical bid:

Sr. Nos.	Description	Max. Marks
1	Worked in Public Sector University during last three years (Please attach copy of agreement) 1. 2019-20 5 2. 2018-19 3 3. 2017-18 2 Minimum experience 6 month and above will be considered for marks	10
2	Firm Profile Covering letter =2 National Tax Number =2 Sales Tax Number [Registration Certificate of Punjab Revenue Authority (PRA)] =4 Active Tax Payer Status =2	10
3	Work Experience in Years (last 5 Years) Verifiable certificate of experience Sr. No. Year Marks	20

Signature & Stamp of Bidder

	<ol style="list-style-type: none"> 1. 2019-20 8 2. 2018-19 6 3. 2017-18 3 4. 2016-17 2 5. 2015-16 1 <p>Minimum experience 6 month and above will be considered for marks</p>	
4	Registered as company with SECP (Copy of Registration Certificate)	10
5	Strength of Manpower verifiable from work order/agreement for last 5 years (50-100 employees =10 marks, 101-200 employee =15 marks and above 200 =20 marks)	20
6	Audited financial Statement (Income statement and Balance Sheet) 2018-2019 =4 (2+2) 2019-2020=6 (3+3)	10
7	Financial Position (Copy of bank Statement) (Turnover of Last Six Months, Only Credit Entries) <ol style="list-style-type: none"> 1. Rs. 10 Million to 13 Million =5 marks 2. Rs. 13.1 Million to 16 Million =10 marks 3. Rs. 16.1 Million to 19 Million =15 marks 4. Rs. 19.1 Million and above =20 marks 	20
PRA registration is mandatory, In case of non-registration, bid will be rejected.		
Total Marks		100
Qualifying Marks		70

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)

<p>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:</p> <ol style="list-style-type: none"> The bid may be rejected on the reason of ambiguity (OR) 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 						
<p>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).</p>					<p>Rates to be quoted inclusive of all (applicable) taxes</p>	
<p>Janitors staff required on Shift wise including Timing</p>					<p>Per month Rate per person (including salary, Cleaning material, equipment & uniform) (Rs.)</p>	<p>Total Per month Rate per person (including salary Cleaning materia equipment & uniform) (Rs.)</p>
<p>Sr No</p>	<p>Description</p>	<p>Morning 0700 hours to 1500 hours</p>	<p>Evening 1300 hours to 2100 hours</p>	<p>Total Janitor Staff (Qty.)</p>		
1	Supervisor/Sawyer (Male)	1	1	2 Nos.		
2	Janitorial Staff (Male)	36	24	60 Nos.		
3	Janitorial Staff (Female) fo Campus	11	0	11 Nos.		
4	Janitorial Staff (Female) fo Hostels	11	0	11 Nos.		
5	Garbage Taker with Standard loading and disposal facility	2	0	2 Nos.		
<p>Total Staff required</p>				<p>86 Nos.</p>		
<p>Grand Total Amount for one month (Rs.)</p>						

- **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.**
 - **Company / Vendor Name:**
 - **Postal Address:**.....
 - **Tel. / Mobile:**.....**Email:**.....
 - **Firm Registration No.**
 - **NTN# :**.....**GST#:**.....
 - **Signature:**.....

(Annexure I)

Signature & Stamp of Bidder

1. List of Equipment Required for Cleaning

Sr. #	Description	Units	Quantity Required
1	Floor Washing Machine	Nos.	02
2	Vacuum Cleaner	Nos.	07
3	Plastic Pipe 300 feet 1 inch dia	Nos.	06
4	Drain opening Material (300 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 in (5 Kg) OK Metro Brands, Luxes	300	KG
2	Hand Soap Dettol 150 ML or equivalent	10	Nos.
3	Soap Safeguard 95g or equivalent	100	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 or equivalent	200	Bottle
8	Phenyl Naphthalene Ball or equivalent	05	KG
9	Towels Dusting New/Factory Second Large Size (as per sample)	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)	80	KG

Signature & Stamp of Bidder

13	Rings for Brooms	12	Nos.
14	Wood stick for Brooms 2 feet	24	Nos.
15	Broom Brush, standing fine quality	12	Nos.
16	Wash Room Brush Double sided, fine quality as per sample	12	Nos.
17	Carpet Brush, Narial fine quality	6	Nos.
18	Iron Moof , fine quality as per sample of CUI, Lahore	12	Nos.
19	Iron Mouf Cover as per sample of CUI, Lahore	18	Nos.
20	Cleaning Brush (Jala Brush)	06	Nos.
21	Acid (Neat/pure quality) 25 litre Packing as per sample	400	Liter
22	Plastic Picker as per sample of CUI, Lahore	06	Nos.
23	Scraper for Paint	06	Nos.
24	Thinner ICI fine quality	05	Liter
25	Plastic Bags for Dust Bins Large Size	30	KG
26	Foot Mate Plastic for washrooms (4feet X 10 feet) as per sample	02	Nos.
27	Dettol Multi Surface Cleaner 1 liter packing or equivalent	20	Nos.
28	Wash Room Bookie as per sample	06	Nos.
29	Vipers for Glass Cleaning Large size	06	Nos.
30	Room Tike (as per sample of CUI-Lahore)	12	Nos.
31	Robin Liquid Bleach 500 ml, As per sample of CUI, Lahore	40	Nos.