



COMSATS University Islamabad (CUI), Lahore Campus
Defence Road, Off Raiwind Road, Lahore

Tender No. CUI-LHR-TN-21-1550
Case # 3476

Invitation to Bid

(Single Stage Two Envelope Procedure)

Hiring of Janitorial Services with Cleaning Material

For

CUI Lahore Campus



Invitation to Bid

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

COMSATS University Islamabad (CUI), Lahore Campus, a public sector University of Ministry of Science & Technology (MoST) invites sealed bids from the registered with **Income Tax, GST & PRA Department** and who are also on Active Tax Payers List (ATL) of FBR for **“Hiring of Janitorial Services with Cleaning Material for CUI-Lahore Campus”**

- 2) Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/ rejection of bids, performance guarantee etc. are available for the interested bidders at **“Purchase Office, COMSATS University Islamabad (CUI), Lahore Campus, Defence Road, Off, Raiwind Road, Lahore”**. Bidding documents can also be downloaded from the following link (<https://lahore.comsats.edu.pk/Offices/Procurement/Tenders.aspx>) free of cost. Bids shall be submitted along with tender document's fee in the form of **Pay Order / Demand Draft** amounting **Rs. 2500/- (non-refundable)** for each tender. No bid shall be accepted without tender document fee.
- 3) The bids prepared in accordance with the instructions in the bidding documents must reach at **“Purchase Office, COMSATS University Islamabad (CUI), Lahore Campus, Defence Road, Off Raiwind Road, Lahore”** on or before **January 12, 2022 at 1400 hrs.** Bids will be opened on the same day at **1430 hrs.** This advertisement is also available on PPRA's website at www.ppra.org.pk. PID (I) No. 4274-21



Deputy Registrar (Procurement)
COMSATS University Islamabad (CUI), Lahore Campus
 (A public sector University of Ministry of Science & Technology)

Defence Road, Off, Raiwind Road, Lahore,

Ph: 042-111-001-007 (Ext: 875)

“SAY NO TO DRUGS”

www.comsats.edu.pk

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Part: A GENERAL TERMS AND 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. Tender Fee & Earnest Money/CDR

- a. Documents along with Pay Order / Demand Draft amounting to **Rs.2,500/-** 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.
- b. The bidder is required to furnish in form of Bank deposit/ CDR / Pay order equivalent to **2% of the total annual bid price** (i.e. total per month rate*12) as Earnest Money crossed in favor of "COMSATS University Islamabad, Lahore Campus", which shall be released after the completion of work / supply on submission of written request on firm / company letterhead. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
- c. In response to award letter issued by the CUI Lahore, the successful bidder will be bound to communicate its acceptance within given time. If the firm failed to respond within given time, the university reserves the right to forfeit earnest money provided by the firm and order may be awarded to 2nd lowest evaluated bidder.
- d. Kindly attach the tender fee with Technical Bid and Bid money / CDR with Financial Bid.

8. Performance Security:

- a. The contractor (successful bidder) shall deposit an amount equal to **10% of the total annual contract value (i.e. total per month rate*12)** in CUI Lahore bank account as security money within seven (7) days after issuance of the purchase/ work order.
- b. The proceeds of the security money shall be payable to the Procuring agency as compensation for any loss resulting from the supplier's failure to complete its obligations under the Contract.
- c. The Security Money will be discharged by the Procuring agency and returned to the Supplier on successful completion of the contract.

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

10. The bid should be submitted in a sealed envelope up to **January 12, 2022** on or before 1400hrs and will be opened on the same date at 1430hrs in the presence of available bidders.

11. COMSATS University Islamabad, Lahore Campus, will follow the PPRA rule of **Single Stage Two 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**;
- ii. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion;
- iii. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened;
- iv. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of the procuring agency without being opened;
- v. 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;
- vi. During the technical evaluation no **amendments** in the technical proposal shall be permitted;
- vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- viii. 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;
- ix. and
- x. The bid found to be the lowest evaluated bid shall be accepted.

12. 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

13. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of “**Hiring of Janitorial Services with Cleaning Material for CUI-Lahore Campus**”.
14. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
15. COMSATS University Islamabad, Lahore Campus reserves the rights to accept or reject the bid if;
 - a. Received without earnest money
 - b. Received later than the date and time fixed for tender submission
 - c. The tender is unsigned/ unstamped
 - d. The offer is ambiguous
 - e. The offer is conditional
 - f. The offer is from a firm, which is black listed by any Govt. Office.
 - g. The offer is received by telephone/telex/fax/telegram.
 - h. Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
16. 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.

17. Integrity Pact :

DECLARATION OF FEES, COMMISSIONS AND BROKERAGE ETC. PAYABLE BY THE
 SERVICE PROVIDERS/CONTRACTORS OF SERVICES, SERVICES & WORKS

Contract Number: **3476**

Dated: _____

Contract Value: _____

Contract Title: _____

 [Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, _____ [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Govt. of Pakistan, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Signature & Stamp of Bidder

Part: B: SPECIAL TERMS AND CONDITIONS

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. Rates to be quoted must be inclusive of all applicable taxes, salaries of the janitorial staff, cost associated with provision of staff uniforms, equipment and cleaning material.
4. 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.
5. 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.
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 last day of each month and CUI-Lahore shall inspect the attendance report and then process for payment.

Signature & Stamp of Bidder

7. 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.
8. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
9. If any change is required in the duty of Janitorial staff, the Service Provider shall inform to In-charge General Services well before time.
10. Duty hours/timings of janitorial staff will be determined by the University.
11. The Service Provider shall be responsible for the supervision of their deputed janitorial staff in University.
12. SOPs of COVID-19 must be followed by all the janitorial staff as per Government Law for public places.
13. University may utilize the services of janitorial staff for shifting/transferring of furniture and other belongings as and when required basis.
14. 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.
15. 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.
16. 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.

17. Non-compliance with regard to all required services will lead to imposition of penalty (maximum up to Rs. 5,000/- for each time).
18. 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.
19. 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.
20. 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.
21. 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 disciplinary action will be as per decision of the competent authority which may lead either to financial penalty or termination of contract.
22. Neither of the parties hereto shall be held responsible 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 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 security money will be forfeited.
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 from time to time.
36. The contractor will bound to pay salary to the Janitors as per minimum salary rate approved by the Government from time to time.
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 or security money, as the case may be 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. 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 and payment for said services will be made.

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.

Part: C SCOPE OF WORK

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, 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
- 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. Provide / supply necessary cleaning material in sufficient quantity to ensure cleanliness at the designated places by CUI. List of minimum required items is provided as annexure I.

Part: D **Technical Evaluation Criteria**

Marks on the technical grounds shall be calculated on the following parameters. Relevant documentary proof in support of the information provided against each parameter must be attached along with the bid. Detail of the documentary proof/supporting documents must be provided in form of a table of contents by referring to relevant annexure or page reference.

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 1. 2019-20 8 2. 2018-19 6 3. 2017-18 3 4. 2016-17 2 5. 2015-16 1 Minimum experience 6 month and above will be considered for marks	20
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 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) 1. Rs. 10 Million to 13 Million =5 marks 2. Above Rs. 13 Million to 16 Million =10 marks 3. Above Rs. 16 Million to 19 Million =15 marks 4. Above Rs. 19 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

Bid Evaluation Criteria and award of contract:

- i. Bids will be evaluated on the basis of technical and financial marks by giving 70% Weightage to the Technical Score and 30% Weightage to the Financial Score.
- ii. Minimum score required against technical parameters is **70**. If a bidder fails to obtain minimum required marks against technical parameters, respective offer will be rejected and will not be considered for further evaluation.
- iii. The contract will be awarded to lowest evaluated bidder having highest “**Total Score**” after meeting all other requirements mentioned in this tender document and tender advertisement. In cases lowest evaluated bidder refuses or fails to accept the offer within the deadline, the earnest money will be confiscated AND a ban from business with CUI for a period specified by CUI will be imposed. The Work Order may be offered to the next lowest evaluated bidder provided that the difference between the 1st lowest bidder and 2nd lowest bidder is less than or equal to the earnest money to be confiscated (General Economic Principle), and so on.
- iv. In case of Tie in “**Total Score**”; the bidder securing highest technical score, where applicable, will be considered for award of the contract. In case of tie in technical Score, CUI will be the final authority to award the contract to either party, as it deems fit in light of its previous experience.
- v. Following formula shall be used to calculate the Technical Score, Financial Score and Total Score:

$$\text{Technical Score} = \frac{\text{Bidder's Technical Score}}{\text{Total Technical Score}} \times \text{Weightage of Technical Score}$$

$$\text{Financial Score} = \frac{\text{Lowest Bid Price}}{\text{Bidder's Quoted Price}} \times \text{Weightage of Financial Score}$$

$$\text{Total Score} = \text{Technical Score} + \text{Financial Score}$$

Part: E

Tender Acceptance Form
(THIS FORM IS TO BE PROVIDED WITH THE TECHNICAL BID)

The above mentioned terms & conditions have been carefully read and are hereby unconditionally accepted.

Sr. #	Factors	Description
1	Name of the Organization / Contractor	
2	Date of Establishment	
3	Corporate Status	
4	Owner / Proprietor / MD / CE Name	
5	CNIC No.	
6	Mailing Street Address	
7	Contact No(s).	
8	Cell No(s).	
10	Fax No(s).	
11	Email Address	
12	NTN Registration No.	
13	GST Registration No.	
14	PRA Registration No.	
15	SECP Registration No.	

**Signature
(Authorized
Representative)**

-

Stamp

-

Signature & Stamp of Bidder

Part: F **MAIN FINANCIAL PROPOSAL**

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: 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>						
<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, equipment, uniform & Cleaning Material) (Rs.)</p>	<p>Total Per month Rate (including salary, equipment, uniform & Cleaning Material) (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 Janitors Staff (Qty.)</p>		
1	Supervisor/Sawyer (Male)	1	1	2 Nos.		
2	Janitorial Staff (Male)	36	21	57 Nos.		
3	Janitorial Staff (Female) for Campus	10	0	10 Nos.		
4	Janitorial Staff (Female) for Hostels	10	0	10 Nos.		
5	Garbage Taker with Standard loading and disposal facility	2	0	2 Nos.		
<p>Total Amount Per Month (Rs.) (including salary, equipment, uniform & Cleaning Material)</p>						
<p>Grand Total Amount for one year (Rs.) {<u>Total Amount Per Month Rate * 12</u>} (including salary, equipment, uniform & Cleaning Material)</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.

Signature & Stamp of Bidder

(Annexure I)

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.	04
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

Given below is a list of minimum required cleaning material which will be provided by the contractor to its janitorial staff through its supervisors or any other designated person. The contractor will ensure to provide/supply necessary cleaning material, throughout the contract period, in sufficient quantity, so as to ensure required cleanliness standard at the designated places upto the satisfaction of CUI Lahore.

1	Liquid Soap (Vendor will be responsible to keep the Soap Dispensers filled at the designated places)
2	Harpic 500 ML or equivalent
3	Vim Powder (Pkt 900 g) Lemon Max or equivalent
4	Detergent powder (Pkt 100 g) Surf Excel, Ariel or equivalent
5	Phenyl Bottle (2.75-Liters Packing) , Finis or equivalent
6	Phenyl Naphthalene Ball or equivalent
7	Towels Dusting New/Factory Second Large Size (as per sample)
8	Duster As per sample of CUI, Lahore
9	Wipers (Good Quality) to maintain Cleanliness
10	Brooms Long stick Good Quality) to maintain Cleanliness
11	Rings for Brooms
12	Wood stick for Brooms 2 feet
13	Broom Brush, Standard fine quality

14	Wash Room Brush Double sided, fine quality as per sample
15	Carpet Brush, Narial fine quality
16	Iron Moof , fine quality as per sample of CUI, Lahore
17	Iron Mouf Cover as per sample of CUI, Lahore
18	Cleaning Brush (Jala Brush)
19	Acid (Neat/pure quality) 25 litre Packing as per sample
20	Plastic Picker as per sample of CUI, Lahore
21	Scraper for Paint
22	Thinner ICI fine quality
23	Plastic Bags for Dust Bins Large Size
24	Foot Mate Plastic for washrooms (4feet X 10 feet) as per sample
25	Wash Room Bookie as per sample
26	Vipers for Glass Cleaning Large size
27	Room Tike (as per sample of CUI-Lahore)