



COMSATS Institute of Information Technology

Lahore Campus, Defence Road, Off Raiwind Road, Lahore

Tender No. CIIT-TN-580
Case # 1482

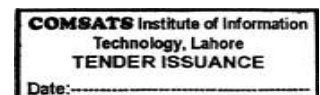
TERMS AND CONDITIONS

[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

1. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS Institute of Information Technology, Lahore Campus.
2. Documents along with Pay Order / Demand Draft amounting **Rs. 1,000/-** as a tender documents fee (Non-Refundable) in favor of COMSATS Institute of Information Technology, Lahore to the address given below. No bid will be accepted without tender documents' fee
3. Part / Advance payments is not allowed.
4. Your bid proposal should be inclusive of freight and all taxes delivered at COMSATS Institute of Information Technology, Lahore Campus's premises.
5. After opening of bids COMSATS Institute of Information Technology, Lahore Campus will examine the bids for completeness as per tender document.
6. The contract will be executed with the technically recommend lowest bidder (s) on the basis of grand total / turnkey basis.
7. COMSATS Institute of Information Technology, 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; and
 - ix. The bid found to be the lowest evaluated bid shall be accepted.

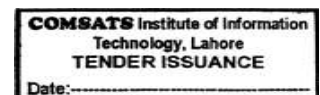
Technical Evaluation Criteria is as under:

Signature & Stamp of Bidder



- 1) Covering Letter
 - 2) Registration of Firm
 - 3) National Tax Number
 - 4) Sales Tax Number
 - 5) Work Experience in Years
 - 6) Satisfactory Report from Clients. (minimum three)
 - 7) Randomly Visit of Current Clients.
 - 8) Strength of Manpower.
 - 9) Bank Certificate.
8. Bidders who do not qualify cannot challenge the finding of the evaluation or ask for reason of disqualification.
9. The bid should be submitted in a sealed envelope up to **August 26, 2015** on or before **1400 hrs** and will be opened on the same date **at 1430 hrs** in the presence of available bidders.
10. The envelope should be marked as under;
- Secretary Purchase Committee**
COMSATS Institute of Information Technology, Lahore Campus
Defence Road, Off Raiwind Road, Lahore.
Tel: 042-111-001-007, Ext: 875
11. The envelope shall also bear the word “**CONFIDENTIAL**” and following identification quotation of “**Janitorial Services for CIIT-Lahore**”.
12. The bid form (BoQs) must be duly filled in, stamped and signed by the authorized representative of the bidder.
- 13. If the vendor fails to deliver the goods / services to CIIT-Lahore in time then the penalty will be charged as under:-**
- a. 1% per day of the invoice price for 5 working days.
 - b. 2% per day of the invoice price for further 5 working days.
 - c. If the vendor fails to deliver the goods / services during the extended period then the purchase / work order may be cancelled, earnest money and payment may be forfeited.
14. If the delivered goods / services are not according to the required quality standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to supply as per requirements mentioned in our BoQs, otherwise the purchase / work order will be cancelled after due date with confiscation of earnest money.
15. Deduction of Income Tax and other taxes of any will be deducted at source according to Government prevailing rules.
16. Payment will be made after each month on submission of invoice in the name of “COMSATS Institute of Information Technology, Lahore Campus” after the completion certificate/verification from the Incharge Janitorial.
17. All prices should be quoted on F.O.R (Pak Rupees).
18. All prices should be valid for at least **One Year**, withdrawal or any modification of the original offer within the validity period shall entitle CIIT to forfeit the earnest money in favor of the CIIT and / or put a ban on such vendor participation in CIIT tenders / works.
19. It is the sole responsibility of the supplier to comply with the applicable laws, with regard to execute the agreement.
20. In case of any dispute, decision of the Director, CIIT will be final and binding upon the parties.
21. The CIIT reserves the right to revise the quantities at any time before the award of work.
22. The bidder is required to furnish in form of **Bank deposit / CDR / Pay order of Rs. 25,000/- as Earnest Money crossed in favor of “COMSATS Institute of Information Technology, Lahore Campus”**. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.

Signature & Stamp of Bidder



23. COMSATS Institute of Information Technology, Lahore Campus, reserves the rights to accept or reject any of the bid on not fulfilling the following requirements: -
- Received without earnest money
 - Received later than the date and time fixed for tender submission
 - The tender is unsigned/ unstamped
 - The offer is ambiguous
 - The offer is conditional
 - The offer is from a firm, which is black listed, by any Govt. Office.
 - The offer is received by telephone/telex/fax/telegram.
 - Any unsigned / ambiguous erasing, cutting / overwriting etc. is made.
24. The tendered should furnish a certificate as worded below in token of acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.
25. I/We the undersigned certify that the terms and conditions as contained in the documents vise, “ Terms and Conditions for Tender Notice of COMSATS Institute of Information Technology, Lahore are accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into.

BoQs for Acquiring Janitorial Services for CIIT-Lahore

Sr. No	Description / detail	Quantity of Persons		Rates to be quoted inclusive of all (applicable) taxes	
				Per person Salary including Material & Uniform (Rs.)	Total Salary including Materials & Uniform (Rs.)
1	Supervisor Janitorial	02	Nos.		
2	Janitorial Staff	50	Nos.		
3	Janitorial Staff Female	25	Nos.		
4	Sewer Man	03	Nos.		
Grand Total Amount (Rs.)					

- The contract will be awarded on **Grand total amount / Turnkey basis.**

Terms and Conditions

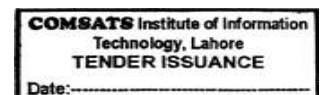
Area to be covered

Admin Block, Academics Blocks A, B, C, D, (A&D), Chemical Engg. Block, Labs, IRCBM Block, Telephone Exchange, Library, Gym, Exective Cafeteria, Mosque Bathrooms, White house, Transport, Purchase and ORIC Office, Examination, Health Center, Boys hostel, (MA Jinnah Hall, Safari Blocks, Liaqat Hall) Girls Hostel, Naz Hostel, H-Block, All Campus roads, Corridors, Parking Stands, Residential Areas, Shopping Areas, Gates, N. Block, PhD Faculty Block.

Work to be done

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

Signature & Stamp of Bidder



- Empty all waste receptacles and dispose of garbage and waste of sewer pipes/gutters at and approved point given by the CIIT, Lahore.
- Buff marble and tiled floors once in a month.
- Clean all walls, fans tube lights, switch, open cable ducts, etc and remove all spider webs once a week.
- Thorough Cleaning of all fountains.

Material Required on Monthly Basis

S. #	Description of Material	Units	Quantity Required
1	Vacuum Cleaner (one time)	Nos.	10
2	Washing Cleaner (one time)	Nos.	02
3	Polishing Grinder (one time)	Nos.	02
4	Liquid Soap	Kg	160
5	Vim Powder	Packet	215
6	Detergent powder	kg	107
7	Phenyl Bottle	Bottle	215
8	Phenyl Naphthalene Ball	Kg	11
9	Towels dusting / Duster	Kg	107
10	Wipers	Nos.	54 again 24 monthly
11	Brooms	Nos.	54
12	Broom Brush	Nos.	11
13	Wash Room Brush	Nos.	39
14	Carpet Brush	Nos.	26
15	Iron Moof	Nos.	52 again 12 monthly
16	Arooma Perfumed Soap	Packet	07
17	Acid / Sweep	Nos.	07 cane/ 02 Cartoon
18	Plastic Picker	Nos.	26
19	02 Plastic pipe for washing (one time)	Nos.	200 meter each
20	Wash Room Booki	Nos.	26

Holidays

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

Equipments/Material

Supply of all cleaning equipments/accessories and all related cleaning materials such as vacuum cleaner, polishing grindern liquid soap, scrubbing brush, commode brush, naphthalene balls cleaners/disinfectants, perfumed phenyl, Brasso, rubber pipes, ladders, roding bamboos, ropes, buckets, and other related items shall be the sole responsibility to the vendor/ contractor and no extra cost will be claimed on this account. The martial provided by the vendor/contractor will be deposited in main store of COMSATS and will be issued to janitorial supervisor as per their requisition by Incharge General Services.

Probation period

Initially the contractor shall be executed for a probationary period of three months. Upon satisfactory performance of contractual obligations, the same shall be renewed on annual basis

Other Terms and Conditions

- The Contractors shall be abide by the all rules and regulations of the institute and will abide by the law that may be applicable and enforced from time to time concerning to this agreement.
- The sweepers and Supervisors to be provided by the contractor will be skilled, competent, appropriately equipped and uniformed.
- The contractor shall also provide or arrange for CIIT approved uniform, identity cards and gate passed for all the staff/persons deputed by him at the institute.

Signature & Stamp of Bidder

