



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, 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”, which shall be released after expiry of contract. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.**
12. After opening of proposal/bids, COMSATS University Islamabad, Lahore Campus will examine the bids for completeness as per terms and conditions.
13. Service Contract will be awarded to the technically recommended and financially lowest bidder.

14. The registration of the firm should be attached with the bid.
15. The bid should be submitted in a sealed envelope up to **October 31, 2018** 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

16. 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.

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

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

19. The CUI-Lahore reserves the right to modify the quantities of Janitors at any time before the award of contract.

20. **Successful bidder shall be responsible to arrange the stamp paper of 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. The Contract shall be extendable on yearly basis with mutual understanding and performance evaluation by CUI-Lahore. 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. COMSATS Lahore has the right to increase or decrease the number of duty persons on campus as and when required during the contract period.
3. The contractor must ensure to pay the minimum disburseable wages to staff according to the Government rules as announced from time to time.
4. The contractor shall be responsible to make timely arrangement for disbursement of wages to their staff at COMSATS.COMSATS or his employee shall not be liable for any disbursement on behalf of the contractor.
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. The list of existing client's along with names & numbers of contact persons will be attached with the bid.
7. The bidder should also attach the complete company profile. The bidder should be in the business of providing Janitorial services for at least last five (05) years.
8. 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 22nd of each Month and CUI-Lahore shall inspect the attendance report and then process for payment.
9. 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) (*)
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 the vendor fails to deliver the services to CUI-Lahore, then the contract shall be cancelled and bid money may be forfeited.**
13. 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.

14. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **Firm Registration No.**
- **NTN# :**.....**GST#:**.....
- **Signature:**
- Please also attach the Certificate supporting being Active Taxpayer as per requirement of FBR.

15. *Draft Declaration by the Bidder, should be at the Rs.100.00 stamp paper*

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

a. 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, Old Abbassi café 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.

b. Work to be done

1. Clean and mop all floors, halls and corridors, stairs, roads etc. make them look clean all the times
2. Clean and vacuum all carpets and rugs, three times in a week.
3. Clean and disinfect all toilets, wash basins and sinks and make the toilet clean and dry at all the times.
4. Clean all boundary walls, pathways, sitting areas, main entrance area, grassy lawns and shopping area.
5. Empty all waste receptacles and dispose of garbage and waste of sewer pipes/gutters at his own responsibility
6. Buff marble and tiled floors once in a month.
7. Clear all stored water in the Campus to avoid the Dengue Larva.
8. Clean all walls, fans tube lights, switch, open cable ducts, AC etc and remove all spider webs once in a week.
9. Thorough Cleaning of all fountains.
10. Cleaning of water tanks, sewerage well and sewerage lines.
11. Cleaning Material required on monthly basis which will be submitted in main store. **(List Attached)**

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. 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

e. Other Terms and Conditions

1. The Contractors shall be abide by the all rules and regulations of the University and will abide by the law that may be applicable and enforced from time to time concerning to this agreement.
2. The sweepers and Supervisors to be provided by the contractor will be skilled, competent, appropriately equipped and uniformed.
3. Janitors will be healthy & medically fit and the age of janitors should be between 18 to 60 years
4. Janitorial staff will not be changed without informing COMSATS. Before changing of any janitorial staff from duty, vendor will inform to Incharge General Services, well before time.
5. Duty timings will be determined by CUI-Lahore.
6. The bidder shall be responsible for the supervision of their deputed janitorial staff in COMSATS.
7. The contractor shall also provide or arrange for COMSATS University approved uniform, identity cards and gate passed for all the staff/persons deputed by him at the University.
8. The contractor will be bound to pay the minimum salary to the Janitorial staff last 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.

9. The contractor will submit salary sheet with signature of each janitors staff be submitted after disbursement to the COMSATS University Islamabad, Lahore Campus.
10. CNIC is mandatory for all Janitors staff.
11. If the vendor 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 vendor and later on the paid amount be adjusted from the amount of bill submitted by the vendor.

f. **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.

D. EVALUATION REQUIREMENTS AND CRITERIA

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 and CUI terms & conditions signed, stamped, otherwise your bid may be rejected:

- 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) Undertaking
- 8) Strength of Manpower.
- 9) Financial Position

Sr. Nos.	Description	Max. Marks
1	Covering Letter/Profile	5
2	Registration of Firm	10
3	National Tax Number	10
4	Sales Tax Number	5
5	Work Experience in Years (minimum 5 years =10 marks),(6-10 years = 15 marks), (11-20 years=20 marks)	20
6	Satisfactory Report from Clients. (minimum three Clients)	15
7	Undertaking on the stamp paper Rs. 100/- that company has never been blacklisted by any organization / University:	10

8	Strength of Manpower (50 employee =5 marks, 100 employee =8 marks and above 100 =10 marks)	10
9	Financial Position (Turnover of Last Six Months, Only Credit Entries) <ul style="list-style-type: none"> Rs. 2 to Rs. 3 Million =05 marks Rs. 3.1 to 3.5 Million = 10 marks Rs. 3.6 Million & above =15 marks 	15
Total Marks		100
Qualify Marks		70

List of Equipment Required for Cleaning

Sr. #	Description	Units	Quantity Required
1	Floor Washing Machine	Nos.	01
2	Vacuum Cleaner	Nos.	05
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

List of Cleaning Material Required on Monthly Basis

Sr. #	Item Name & Specification	Qty.	
1	Liquid Soap in commercial packing (5 Kg) Lifebuoy/Palmolive, Luxes or equivalent	230	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	190	Bottle
8	Phenyl Naphthalene Ball or equivalent	05	KG
9	Towels Dusting New/Factory Second Medium Size	60	KG
10	Duster As per sample of CUI, Lahore	15	KG
11	Wipers, Rambo Boss fine quality	36	Nos.

12	Brooms Long stick (Fine quality)	60	KG
13	Rings for Brooms + 2 Feet Sticks	12	Nos.
14	Broom Brush, fine quality	06	Nos.
15	Wash Room Brush Double sided, fine quality as per sample	18	Nos.
16	Carpet Brush, Narial fine quality	12	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 / Sweep (Neat quality)	250	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	20	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	06	

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)

Sr. Nos.	Description	Janitors staff required on Shift wise including Timing		Total Janitors Staff (Qty.)	Rates to be quoted inclusive of all (applicable) taxes	
		Morning 0700 hours to 1500 hours	Evening 1300 hours to 2100 hours		Per month Rate per person (including salary, Cleaning material, equipment & uniform) (Rs.)	Total Per month Rate (including salary, Cleaning material, equipment & uniform) (Rs.)
1	Supervisor Janitorial (Male)	1	1	2 Nos.		
2	Janitorial Staff (Male)	37	17	54 Nos.		
3	Janitorial Staff (Female) for	11	0	11 Nos.		

	Campus					
4	Janitorial Staff (Female) for Hostels	12	0	12 Nos.		
4	Garbage Taker with Donkey cart/ Loader Rickshaw	2	0	2 Nos.		
5	Sewer Man	1	2	3 Nos.		
Total Staff required				84 Nos.		
Grand Total Amount for One Month (Rs.)						