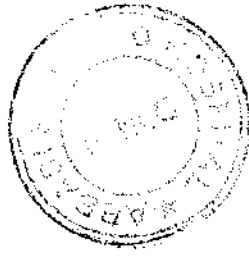


OFFICE OF THE MEDICAL SUPERINTENDENT  
ABBASI SHAHEED HOSPITAL, K.M.C




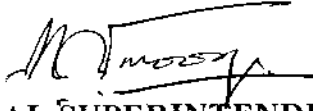
Issued to M/s

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Challan No \_\_\_\_\_ dated: \_\_\_\_\_

  
ADDL. DIRECTOR ACCOUNTS  
ABBASI SHAHEED HOSPITAL  
K.M.C  
*Addl. Director (Accounts)*  
*Abbasi Shaheed Hospital*  
*Karachi Metropolitan Corporation*

  
MEDICAL SUPERINTENDENT  
ABBASI SHAHEED HOSPITAL  
K.M.C

*Medical Superintendent*  
*Abbasi Shaheed Hospital*  
*Karachi Metropolitan Corporation*

Tender for Janitorial Services at Trauma Centre, Abbasi Shaheed Hospital, KMC,  
for the year 2014-2015, is to be dropped in the tender box affixed outside office of  
the Director (Medical Services), KMC, Jigar Muradabadi Road Guru Mandir,  
Karachi.

Date of Submission : 15/09/2014 at 11:30 am  
Date of Opening : 15/09/2014 at 12:30 p.m  
Pay Order No : \_\_\_\_\_  
Amount Rs : \_\_\_\_\_



# KARACHI METROPOLITAN CORPORATION

## TENDER FORM

I / we

Carrying on business under the name and style \_\_\_\_\_ having made myself / our self fully occupied with the detailed supply of stores as specified in the schedule and with above condition of contract agree to be bound by such conditions and tender as per rates given in attached schedule.

I / we further agree, in the event of this tender being accepted to pay the cost of the stamp on the relative contract form, and undertake to execute the same and made the deposit mentioned in the attached conditions of contract as soon as called upon to so. And in the even of any failure on my / our part to execute the relative formal contract made the required deposit, I / we agree to compensate the Karachi Metropolitan Corporation full for any loss / or expense which they may directly or indirectly suffer owing to any such failure.

A sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

Accompanies this tender as deposit and I / We withdraw the offer within the aforesaid period or fail to execute the relative formal contract and / or to made the required contract deposit promptly the Karachi Metropolitan Corporation shall be at liberty at their absolute discretion to appropriate this sum of Rs. \_\_\_\_\_ either as agreed liquidated damages with any proof whatsoever to the extent of such damages or on accounts, reserving themselves the right to recover from me / us any further lose or expense to which they may have been but directly or indirectly by reason of any failure on my / our part as aforesaid.

DATED: \_\_\_\_\_

FULL SIGNATURE OF TENDERER

ADDRESS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

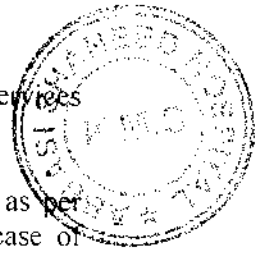
# KARACHI METROPOLITAN CORPORATION



## TERMS AND CONDITIONS FOR CONTRACT OF JANITORIAL SERVICES AT ABBASI SHAHEED HOSPITAL K. M. C

The following terms and conditions will apply to this tender:-

1. Tender are to be submitted by reputed firms, having direct contract of working with multinational companies / corporate and well reputable organizations / big hospitals minimum 500 bed.
2. Conditional tenders will not be accepted.
3. Rates quoted should be reasonable & will not be changed during the fiscal year.
4. After finalization of the tender this department will intimate tenderer regarding the approval of their rates and they will have to acknowledge in writing acceptance of the contract within stipulated period.
5. Service providing company will not employ or engage employees of Abbasi Shaheed Hospital.
6. Hospital Administration will provide Room/Store in the hospital premises where the service providing company will store equipments / material on day to day use.
7. Service providing company will be responsible for initiating the service as per contract within stipulated period on its own expenses.
8. On acceptance of tender, 10% of the total amount quoted for one year must be deposited (refundable after satisfactory service) in the name of KMC as security deposit.
9. If the contract is not executed according to terms and conditions, the Security deposit will be forfeited to the KMC.
10. In case of default the firm will be black listed or financial penalties may be imposed depending upon the gravity of defaults/circumstance.
11. In case of any dispute, decision of the KMC will be considered as final.
12. The tenderer will have to provide their permanent business address with telephone and fax numbers Purchase committee can inspect the office premises of the tenderer as and when necessary.
13. Duration of Tender is for current year and extendable on same terms and conditions till the finalization of next tender.



14. The tenderer will not be allowed to sub-let / under let the contract or withdraw his services till contract period is successfully completed.
15. Service providing company will ensure presence of sanitary workers in all shifts as per agreement. Penalty / Salary deduction will be made from their monthly bill in case of shortage.
16. Sealed tender alongwith following documents should be submitted in the name of DO (Med-Services), City District Government of Karachi and the category should be clearly marked at the top right corner of the envelope:-
  - a. Original tender purchases receipt.
  - b. Quotation (Tender Enquiry/Performa).
  - c. Pay order equivalent to 2% of the quoted value of one year (Refundable) in favour of Medical Superintendent (ASH) KMC as earnest money.
  - d. Original terms and condition duly signed and stamped. Each page should be signed and stamped by the authorized officer of the firm/Bidder.
  - e. Attested copy of Latest Income Tax Certificate or Income Tax exemption certificate.
  - f. A certificate on Affidavit that:
    - i. The firm will abide all terms and conditions of the tender.
    - ii. In case of infringement, recommendation by the competent authority (KMC) will be final and binding.
    - iii. The firm has not been black listed by any Government/Autonomous organization.
    - iv. Rates quoted are not higher than prevalent in market or that quoted in any other government/autonomous department. Any difference in rates will be compensated by the Tenderer.
  - g. Company profile along with contract letter with listed clients.
  - h. List of clients.
17. The KMC reserves the right to accept or reject any or all tenders without assigning any reason. The decision of the KMC will be final and binding.

**SIGNATURE OF THE TENDERER  
WITH STAMP**

**WITNESSES**

1. \_\_\_\_\_

2. \_\_\_\_\_



### **WORK DESCRIPTION:**

1. 24 hours cleaning, scavenging, washing, polishing floors, dusting & cleaning of doors, ventilators toilet sanitary.
2. Continuous provision of liquid soap with dispenser, Tissue paper roll with holder, Phenolphthalein ball wash basin & urinal polythene bags in all dust bin specially bed side staircase, corridor, O.T's etc.
3. Desalting of sewerage line every three month paint or as per required.
4. To provide services to patient like bed pans, urinal and washing of linen (seek with patient urine, stool, blood, vanillas)
5. Washing of wards on weekly basis
6. The janitorial service contractor shall at times perform his obligation efficiently and professionally according to the verbal or written instructions mutually agreed upon.
7. Infected and non infected garbage should be disposed off according to EPA (Environmental Protection Agency) guideline.

### **EQUIPMENTS / TOOLS / CHEMICALS:**

- a. Floor Polisher 05 Nos.
- b. Garbage Bin 120 Liters. 16 Nos.
- c. Window cleaning pole 10 fit. 30 Nos.
- d. Dust Collector 24 Nos.
- e. Floor Wiper large size 24 Nos.
- f. Dry Dust moup large size 24 Nos.
- g. Transparent White polythene bags in wards and patients bed side as on daily basis / as per need.
- h. Phenyl, Bleach, Shiner, Liquid Soap, floor polish, finis oil spray, Acids (registered company with their trade names).
- i. Tools related to sewerage system (Detail list with quality as per requirement).
- j. Affix sanitary sign boards at places required.

Tenderer should submit the details of equipments of janitorial services with complete equipment and machines. Offers with recondition and second hand equipments will not be considered.

### **SANITORY PERSONNELS:**

1. It will be responsibility of contractor to ensure availability of complete record of all sanitary workers engaged by them with their CNIC (NADRA).
2. Sanitary workers should be provided neat & clean uniforms with badges, gloves, masks, shoes / long shoes, etc.
3. The contractor shall be directly responsible for payment of all dues to their personnel's.
4. Sanitary workers will not claim any medical or financial benefit from KMC.
5. All Personnel's should be well behaved and polite, in case of misconduct with hospital staff or patient, contract will be terminated immediately.
6. Service providing company will not employ any person with criminal record or a person removed or dismissed from Government service on criminal charges or any employee of KMC.

Administration has the right to enforce penalty by deduction in their monthly bills on non compliance of any above cited work description.



**SIGNATURE OF THE TENDERER  
WITH STAMP**

WITNESSES.

1. \_\_\_\_\_

2. \_\_\_\_\_



**ANNUAL CONTRACT OF JANITORIAL SERVICES FOR  
TRAUMA CENTRE, ABBASI SHAHEED HOSPITAL  
KARACHI METROPOLITAN CORPORATION**

S#	DESCRIPTION	QTY. REQ	RATES	AMOUNT
01.	Complete Janitorial Services round the clock with all Essential Equipments & Materials at Trauma Centre, Abbasi Shaheed Hospital, KMC. <b>NOTE:</b> Participants should provide Catalogs / samples of disinfectants / chemicals & others items to be used by the firm along with tender			

Total amount (Rates should be mentioned in figures and words)

**SIGNATURE OF THE TENDERER  
WITH NAME & STAMP**

**WITNESSES**

01. \_\_\_\_\_

02. \_\_\_\_\_