

Tender No.03

OFFICE OF THE DIRECTOR
JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)
JACOBABAD, SINDH.



BIDDING DOCUMENT

FOR

OUT SOURCING OF MAINTENANCE/SKILLED STAFF

FOR The Fiscal Year 2017-18



**OFFICE OF THE DIRECTOR
JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)
JACOBABAD (SINDH)**

Due on 10th July, 2017

INVITATION FOR BIDS.

The Director Jacobabad Institute of Medical Sciences (JIMS), Jacobabad invites the bids for the purchase of:

Out Sourcing of Maintenance/Skilled Staff.

For Jacobabad Institute of Medical Sciences (JIMS), Jacobabad for the year 2017-18

Bidding is open for all eligible bidders. Bidders can obtain bidding / tender documents prescribed from:

The office of the Director, Jacobabad Institute of Medical Sciences (JIMS), Jacobabad.

Complete set of tender / bidding Documents may be obtained/ Purchased by the interested bidder on written request to the above office and upon payment of non refundable fee of Rs.2,000 in shape of Pay Order in the name of Director Jacobabad Institute of Medical Sciences (JIMS), Jacobabad.

Tenders/ Bids are to be dropped in the tender box placed / affixed in the office of the Director Jacobabad Institute of Medical Sciences (JIMS), Jacobabad on or before Monday 10th July 2017 and will be opened publically same day at 11:30 AM.

Director JIMS, Jacobabad

CHECK LIST.

The provision of this check list is essential prerequisite along with submission of bids. Bidders are required to comply with all the clauses mentioned below & terms & Conditions of the tender. In case of any deviation / incomplete documents, bidder / bidders will be disqualified and render their offer invalid for further / technical evaluation.

KNOCK OUT CLAUSES:

S/No.	DETAILS	Yes /No	Page No. / Annex.
1	Original tender purchase receipt, copy of Earnest money without amount with Technical Bid & Quotation (tender inquiry / proforma) original		
2	Original terms and conditions duly signed and stamped. Each page should be signed by the authorized person/competent authority.		
3	Company profile including list of personnel.		
4	Client List / Relevant Experience / Previous year performance		
5	Turnover of last year (10.000 (M) each year (Bank Certificate / Bank Statement for the last three years should be attached and an undertaking on Letter Head that the firm concerned is financially sound and have sufficient funds to pay three months salary from their source (if undertaking has not been given than offer will be rejected).		
6	Registration with EOBI / SESSI		
7	Copy of valid agency License / Authorization Registration Certificate of Government of Sindh/Government of Pakistan.		
8	Valid income tax (NTN) certificate or income tax exemption certificate (Filer).		
9	Valid sales tax certificate / Professional Tax certificate		
10	A certificate that the firm will abide by all terms and conditions of the tender.		
11	List of litigations / court cases between the firm and clients should be provided on an affidavit along with undertaking that the firm has not been black listed by any Government /Autonomous organization.		

Signature & Seal (Bidder): _____

Terms & Conditions

For Out Sourcing of Maintenance/Skilled Staff

GENERAL TERMS & CONDITIONS.

1. In this tender method of procurement, as per SPPRA-2010, will be **SINGLE STAGE – TWO ENVELOPE PROCEDURE.**
2. Tender who does not fulfill the prescribed condition is liable to be rejected.
3. Proof of payment of cost of tender shall be required at the time of opening the tender. Original receipt must be attached with the tender.
4. In financial bid, the vendor should mention financial offer along with 2% call deposit/earnest money in the shape of Bank draft / Pay order in favour of Director, JIMS, Jacobabad.
5. No tender will be entertained without call deposit/Bid security.
6. The original Bank draft / Pay Order of earnest money should be attached with the **Financial Offer/Proposal.** However, copy of same should also be attached with technical proposal without mentioning the amount or erasing the amount.
7. The disclosure of firm's equipment price at the time of opening of technical proposal / Offer will result in to rejection of the bid / offer.
8. The Scrutiny of technical bids / offers will be performed by the technical committee and financial bids of technically qualified bidders only the lowest in rates will be entertained. The financial offers of technically un-qualified bidders shall be returned.
9. The bidder must provide complete details of their financial standing, listing of similar work/service delivered with list of clients.
10. The bidders shall quote only one rate for each item as per tender specification. No alternate rates will be accepted.
11. Over writing, Cutting, Erasing in tender document will result in to cancellation of the bid if not duly signed and stamped by the authorized person.
12. The bid will be valid for 90 days from the date of opening of the tender. However, under exceptional circumstances and for reasons to be recorded in writing, if any extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than 1/3rd of the original bid validity.
13. Price escalation will not be allowed.
14. Income Tax and other taxes will be deducted according to the government Rules.
15. The purchaser reserve the rights to increase / decrease or delete the quantities of services/staff originally specified in the schedule of requirements without any change in unit price or other terms and conditions of services at any time during the contract period as per relevant **Rules of SPPRA-2010.**

16. The Hospital authority reserves the right to accept or ignore / scrap / cancel the tender as per relevant **Rules of SPPRA-2010**.
17. Conditional tenders will not be accepted.
18. The decision once taken will be final will not be open to the criticism or challengeable.
19. List of litigations / court cases between the firm and clients should be provided on an affidavit that the firm has not been black listed by any Government /Autonomous organization.

SPECIAL TERMS / CONDITIONS.

1. Contract will be made between **Jacobabad Institute of Medical Sciences (JIMS)** Administration and the successful bidder for the supply of manpower for Maintenance/Skilled of Hospital work.
2. The contract will be made from the date of placement of order for one year and will be renewable performance base for further 12 months period with mutual understanding.
3. The Hospital Administration will pay lump sum remuneration per person. The payment will be made every month up to 5th day on submission of bill by the contractor along with attendance sheets through District Account Office after satisfactory report of Administrative supervisors.
4. In case of technical staff for maintenance, the contractor will provide/responsible for tools, protective clothing & supportive equipments also. In case of any complaint regarding maintenance contractor will be notified and if work is not done or complaint is not settled the same work will be completed through hired labour and cost will be deducted from the bill of the contractor.
5. The contractor should submit pay order of 10% of the total value of the contract whichever is less with Director JIMS or as security deposit which will be refunded after completion of the contract period.
6. The authority (Director JIMS) reserve the rights to increase / decrease or delete the number of personnel / service originally specified in the schedule of requirements without any change in remunerations or other terms and conditions at any time during the contract period.
7. In case of any deviation / dispute with Hospital Administration workers /Contractor, the decision of competent authority (Director JIMS) shall be final and will not be challengeable at any forum.
8. In case of any dispute and till its decision by competent authority contractor will not stop the work. In case of failure the deduction from the remunerations will be made accordingly along with cancellation of contract.
- 10 Contractor will be responsible to provide maintenance staff during VIP visits/Holidays and National/Islamic celebration days.
- 11 Director JIMS reserve the right to accept or reject any person, if found not properly qualified.
- 12 That in case of the persons so deployed by the contractor does not come up to the mark or does not perform his/her duties properly or indulges in any unlawful activities or riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the Director JIMS. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Director JIMS, in case of any of the aforesaid acts on the part of the said person.

JOB SPECIFIC TERMS & CONDITIONS.

1. Contractor will ensure availability of complete record of all personnel Maintenance/Skilled engaged by him.
2. Personnel should be provided with neat and clean uniform
3. The maintenance must possess the relevant qualification, experience and expertise.
4. The contractor will be directly responsible for payment of all dues to their personnel.
5. Personnel will not claim any medical or financial benefit from the Hospital / Government.
6. All Maintenance/Skilled worker should be well behaved and polite. In case of any misconduct with any patient or Hospital Staff contract will be terminated immediately.
7. Contractor will nor employ/engage any person with criminal record or a person removed or dismissed from Government service on criminal charges or any employee of Hospital or other Govt. Departments.
8. Contractor will provide tools & equipments to technical staff for maintenance.
9. Police verification and character certificate of each deployed is a must.
10. Maintenance staff will be deployed by JIMS administration as required, which will be supervised by the contractor/vendor round the clock.
11. Contractor will nor employ/engage any person with criminal record or a person removed or dismissed from Government service on criminal charges or any employee of Hospital or other Govt. Departments.

I/We solemnly declare that the information furnished by me/us is correct to the best of my/ our knowledge and if found incorrect our contract will be liable to be terminated.

NATIONAL TAX NO	SIGNATURE OF.....
GST No.....	CONTRACTOR WITH ADDRESS.....
C.N.I.C NO	FULL NAME &
CELL NO	LAND LINE NO.....

Annexure: - "A".
MAINTENANCE/SKILLED STAFF
Technical Proposal

A. Maintenance/Skilled Staff.

* The figure may vary

Sr #	Description	BoQ	Remarks
1.	Female Ward Servant	7	
2.	Male Ward Servant	15	
3.	Supervisor Ops. Maint	1	
4.	Electrician	3	
5.	Electrician Helper	1	
6.	Solor room Opr./Tech	1	
7.	Solar room Opr Helper	1	
8.	Generator Operator/Tech	2	
9.	Plumber	2	
10.	Plumber Helper	1	
11.	Carpenter	1	
12.	Carpenter Helper	1	
13.	Mason	1	
14.	Mason Helper	2	
15.	Welder	1	
16.	Welder Helper	1	
17.	Painter	1	
18.	AC Technician	1	
19.	Assistant AC Technician	1	
20.	Pump Operator	1	
21.	Tailor	1	
22.	Head Mali/Gardner	1	
23.	Mali/Gardner	4	
24.	Naib Qasid	10	
25.	Porter	8	
26.	Dhobi	4	
27.	Cloth presser	2	
28.	Head Cook	1	
29.	Cook	2	
30.	Roti maker	2	
31.	Cook Helper/Masalchi	1	
32.	Food Service Handler	2	
33.	Dishwasher	2	
34.	Barber	1	
	GRAND TOTAL	86	

Note:

- (i) Contractor will pay minimum wage to security personnel as per Government Policy, if offer lowest then bid offer will not be considered.
- (ii) Bid Security Pay Order / Demand Draft should be attached (In Original).

(iii) The Strength of the said staff can be increased / decreased as per SPP Rules 2010 (Amended 2013/14).

(iv) The offer will not be considered without signature & Stamp of the contractor.

Signature & Seal (Bidder): _____

Annexure: - "B".
MAINTENANCE/SKILLED STAFF
Financial Proposal

B. Maintenance/Skilled Staff.

* The figure may vary

Sr #	Description	B.O.Q	Per Month	Total Amount For 12 Month
35.	Female Ward Servant	7		
36.	Male Ward Servant	15		
37.	Supervisor Ops. Maint	1		
38.	Electrician	3		
39.	Electrician Helper	1		
40.	Solor room Opr./Tech	1		
41.	Solar room Opr Helper	1		
42.	Generator Operator/Tech	2		
43.	Plumber	2		
44.	Plumber Helper	1		
45.	Carpenter	1		
46.	Carpenter Helper	1		
47.	Mason	1		
48.	Mason Helper	2		
49.	Welder	1		
50.	Welder Helper	1		
51.	Painter	1		
52.	AC Technician	1		
53.	Assistant AC Technician	1		
54.	Pump Operator	1		
55.	Tailor	1		
56.	Head Mali/Gardner	1		
57.	Mali/Gardner	4		
58.	Naib Qasid	10		
59.	Porter	8		
60.	Dhobi	4		
61.	Cloth presser	2		
62.	Head Cook	1		
63.	Cook	2		
64.	Roti maker	2		

65.	Cook Helper/Masalchi	1		
66.	Food Service Handler	2		
67.	Dishwasher	2		
68.	Barber	1		
	GRAND TOTAL	86		

Total of 1 Month cost in Rs._____

Total of 12 months cost in Rs._____

WORK DESCRIPTION.

1. 24 hours managing the hospital maintenance work.
2. Complete the task within time from management or Director JIMS, Jacobabad.
3. To Check and ensure the smooth functioning of hospital installed item/equipments.
4. List of equipments offered

Signature & Seal (Bidder): _____

SPECIMENS FORMS (RS. 100 STAMP PAPER) (AFTER CONTRACT AWARD ACCEPTANCE)

Integrity Pact

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.**

Contract Number: _____

Dated: _____

Contract Value: **Rs.** _____

Contract Title: **OUTSOURCING OF SECURITY SERVICES**

M/S _____ is 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 Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, **M/S** _____ 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 inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

M/S _____ 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 PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/S _____ 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 PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, **M/S** _____ agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by **M/S** _____ 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 PA.

[DIRECTOR JIMS, JACOBABAD]

[M/S _____]

(RS.100 STAMP PAPER)

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 2017 between -----
-----, Jacobabad Institute of Medical Sciences (JIMS)" hereafter called "the Purchaser") of the
one part and (name of Supplier) of (city and country of Supplier) of the other part.

WHEREAS the Purchaser invited bids for
_____ at Jacobabad Institute of Medical
Sciences (JIMS)" and has accepted a bid by the Supplier for the supply of those goods and services in the
sum of (contract price in words and figures) (hereinafter called "the Contract Price").

NOR THIS AGREEMENT WITNESSED AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following document shall be deemed to form and be read and construed as part of this Agreement, viz.
 - (a) The Bid Form and the Price Schedule submitted by the Bidder.
 - (b) The Schedule of Requirements.
 - (c) The Technical Specifications.
 - (d) The General Conditions of Contract.
 - (e) The Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and service and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed as under:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed, delivered by _____ the _____ (for the Purchaser)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

PERFORMANCE SECURITY FORM

To: (Name of Purchaser)

WHEREAS (name of Supplier/vendor) (hereinafter called "the Supplier") has undertaken, in pursuance of Contract NO. (reference number of the contract dated _____ 2016_____ to supply (description of goods and services) (hereinafter called "the Contract")

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee.

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20 _____.

Signature and seal of the Guarantors.

(Name of bank or financial institution)

(Address)

(Date)

**CONTRACT AGREEMENT (agreement will be done on the time of contract of award
Director JIMS may change, update or any deletion in conditions**

THIS AGREEMENT is made, effective from _____, BETWEEN, M/S _____
_____, a company incorporated and existing under the laws of Pakistan and having its registered office at _____ (Hereinafter called "The Contractor") of ONE PART

AND

M/s Director Jacobabad Institute of Medical Science (JIMS), Circuit House Road Jacobabad, Sindh, Phone No: 0722-650252 and Email: jims.jcd@gmail.com, (Hereinafter called "The Client") of The OTHER PART.

(Hereinafter called "The Premises") Comprising the Maintenance/Skilled Staff of the JIMS. This agreement shall take effect from the date, in Clause (1) above written and shall continue in force until and unless it is determined in accordance with the provisions hereinafter appearing.

WHEREAS the Client is desirous of obtaining Operation and Maintenance services and has solicited and received proposals for such services;

AND WHEREAS the Operation and Maintenance services is in the business of providing professional services and have confirmed to the Client that it is capable and willing to provide such services;

AND WHEREAS the Client has approved and accepted the proposal made by the Operation and Maintenance services Provider and has agreed to award the contract on the following terms and conditions: -

NOW THEREFORE THIS AGREEMENT WITNESSED AS FOLLOWS:

1. This agreement will be in force up-to _____ extendable for further 12 months with mutual understanding of both parties & may be terminated by either party upon one month Notice in writing.
2. Duties, deployment of Maintenance/Skilled staff and number of staff to be hired as per need and shall be at the discretion of the client.
3. Client shall have the right to terminate this Agreement, due to any unlawful activity, political involvement of any kind, corruption, theft, drug addiction, or asking for "bakhshish" from patients by Maintenance/Skilled staff. Contract will also be liable to be terminated without any prior notice in case of any serious violation to the Client's policy committed by the Operation & Maintenance Service Provider.
4. Contractor is not authorized to terminate/hire any employee without information/approval of the Director JIMS, Jacobabad.
5. Operation and Maintenance Service Provider is responsible for ensuring that all its Maintenance/Skilled staff performing the services under this Agreement are sufficiently trained for the job, have no communicable disease, disability and are healthy.
6. **Operation and Maintenance Service Provider** agrees that it is an independent contractor and accordingly is fully responsible for any accident or injury to its Maintenance/Skilled staff or caused by its Supervisors and agrees that the Client will not be held liable for either of the above.
7. Operation and Maintenance Service Provider guarantees that the following standards/requirements are fully met throughout the contractual period:-
 - a) Maintenance/Skilled staff should not have any criminal record or police case against his name.
 - b) The Maintenance/Skilled staff should have good working knowledge about use & maintenance of Equipments.
 - c) Operation and Maintenance Service Provider must provide EOBI card, Medical Facilities and group insurance to Maintenance/Skilled staff.

- d) Maintenance/skilled staff should have a basic training by Operation and Maintenance Service Provider.
- e) It should be made clear to all the Maintenance/skilled staff deployed that all the Client's location is "smoke free area", hence no smoking will be observed by staff on duty.
8. The Agreement may not be amended or modified except in writing and signed by the authorized representatives of both parties i.e. Operation and Maintenance Services Provider and the Client.
9. Both parties have mutually agreed to make payment at the rates for the Services as per strength and location (JIMS) shown below:-
10. The contractor will also be bound to provide the manpower for the Maintenance/Skilled Staff anywhere in the Sindh province in case of any Medical Camp/outreach program
11. The invoice will be raised by 25th of each month by the contractor and payment shall be made by the client by 10th of next month.
12. In case payment by client is delayed by one month or more due to delay in budget allotment formalities or due to any other reason, the contractor shall pay salaries to his workers for those periods with a written intimation to the client along with relevant vouchers. The client shall clear all dues in lump-sum to the contractor as soon as funds are available.
13. The contractor shall at all times to perform obligations efficiently, professionally and according to the verbal/written instructions by Director JIMS or his nominee.
14. The client will have the right to ask the contractor to remove any Maintenance/skilled Staff considered unsuitable or for any other reason. Maintenance/skilled staff so removed shall not be deputed again without consent of the client.
15. The contractor shall be responsible to pay/clear all Government taxes at source. For other taxes the contractor shall submit the copy of paid challan to office superintendent JIMS on monthly basis.
16. Contractor will provide tools & equipment to Maintenance/Skilled/Technical staff. All consumables and cleaning material will be provided by the client.
17. Upon termination of agreement, the contractor shall be permitted to remove all gadgets and equipment etc.
18. In the event of any war, declared or undeclared, enemy action, hostilities, Act of God, or any other circumstances (whether or not of a similar nature to the foregoing) which is of a national nature or which fully encompasses the city of Jacobabad, over which The Contractor has no control, which causes the cessation of or substantial interference with the performance of the services by The Contractor to perform the said services shall forthwith be suspended until such circumstances shall have ceased subject to the Contractor forthwith notifying "The Client "to that effect in writing upon such suspension, and "The Client "shall not be liable to make any payment hereof in respect of the period of such suspension and any sum already paid there under in respect of such period shall on the option of "The Client "be credited to the period following the resumption of the said services or refunded forthwith by the Contractor. The client shall also have the right to terminate this agreement forthwith at any time during the period of such suspension.

19. WORK DESCRIPTION

As the Contractor is meant for Operation and Maintenance Services Provider of the premises, he will ensure employment & availability of staff as under:-

- 24 hours Operation and Maintenance like Electric system (Solar room, etc.), Plumbing, HVAC, Firefighting, construction (repair & maintenance), and all other trades mentioned in Para No. 8.
- Operation & Maintenance Staff will ensure that all systems are functioning round the clock.
- To perform duties in neat and clean Uniform only.
- Any other task given by JIMS Management will be immediately carried out.
- Complete record of all personnel must be provided to the Office Superintendent of JIMS.
- Contractor will prepare document under which periodic maintenance of equipment to be carried out on daily/weekly/fortnightly and monthly basis. Record to this effect be maintained accordingly.
- Various rehearsals like Fire fighting practices etc. be carried out on regular basis.

- The maintenance personnel must possess the relevant qualification, experience and expertise.
- The contractor will be directly responsible for payment of all dues to their personnel in time.
- Personnel will not claim any medical or financial benefit from the Hospital / Government.
- All Maintenance/Skilled Staff should be well behaved and polite. In case of any misconduct with any patient or Hospital Staff contract will be terminated immediately.
- Contractor will not employ/engage any person with criminal record or a person removed or dismissed from Govt. service on criminal charges or any employee of Hospital or other Govt. Departments.
- Police verification and character certificate of each deployed is a must.
- Maintenance/Skilled staff will be deployed by JIMS administration as required, which will be supervised by the contractor/vendor round the clock.

In witness whereof the parties of the contract have there under set their hands this day and month to that written above.

1. DIRECTOR
M/S _____
Operation/Maintenance Service Provider

SIGNATURE _____

WITNESS 1 _____

CNIC No. _____

SIGNATURE _____

WITNESS 2 _____

CNIC No. _____

2. DIRECTOR
JACOBABAD INSTITUTE OF MEDICAL
SCIENCES (JIMS), JACOBABAD

SIGNATURE _____

WITNESS 1 _____

CNIC No. _____

SIGNATURE _____

WITNESS 2 _____

CNIC No. _____