



OFFICE OF THE MEDICAL SUPERINTENDENT DR. RUTH K.M. PFAU, CIVIL HOSPITAL, KARACHI

No.MS/CHK/2017-18/

39223

Dated: 7/09/2017

NOTICE INVITING TENDER

Sealed bids are invited for One year from interested Janitorial Services Providers / Firms, who have vast experience of working at large Hospitals and reputable firms on **Single Stage – Two Envelope Procedure as per Clause 46(2) of SPPRA Rule – 2010 (Amended till date) (Extendable till the finalization of the next tender)**

S #	NAME OF TENDERS	Requirement	Tender Fee	Time & Date of Opening	Completion Time
1	Janitorial Services	As mentioned in Bid Documents	Rs. 1,000/-	26-09-2017 @ 12:00 Noon	One year

Note:-

1. Eligibility Criteria

- 03 years experience in the relevant field.
- Turn-over at least last three years having a sum of Rs 20.00(M) each year.
- Registration with Income Tax / Sindh Revenue Board / EOBI & SESSI.
- An affidavit on Stamp Paper that the firm has never been blacklisted.

2. Method of Procurement

- Single Stage - Two Envelope Procedure Rule 46(2) of SPP Rule 2010 (Amended till date)
- Issuance:** Bid Documents can be downloaded from Authority's website as well as Dr. Ruth K.M. PfaU, Civil Hospital Karachi website, it can also be obtained from Office of the Addl. Medical Superintendent (Procurement), 1st Floor, Admin Block of this Hospital from the first date of publishing / hoisting up to **10:00 am 26-09-2017** on submission of application on firm's letter head along with Pay Order of Tender Fee.
- Submission:** Last date will be up to **11:00 am 26-09-2017**.
- Opening:** Will be opened at **12:00 Noon 26-09-2017**.
- Bid must be in Pak Rupees

3. Terms & Conditions:

a) Under following conditions bid will be rejected:

- Conditional and telegraphic bids / tenders.
- Bids not accompanied by Bid Security of required amount and form.
- Bids received after specified date and time.
- Bids of blacklisted firms.

b) Bid validity Period: 90 days from the date of opening of tender.

- Procuring agency reserves the right to reject all or any bid subject to the relevant provisions of Sindh Public Procurement Rules – 2010 (amended till date).

4. Bid Security @ 2% of the offered value in shape of Pay Order in favor of the undersigned.

- In case of any inconvenient situation created in the City or Public Holiday is declared by the Government on the date of opening of tender, the next official working day shall be deemed to be the last date for issuance, submission and opening of bids / tenders at the same time as mentioned.

Talib

MEDICAL SUPERINTENDENT
DR. RUTH K.M. PFAU, CIVIL HOSPITAL KARACHI



**GOVERNMENT OF SINDH
HEALTH DEPARTMENT**

NOTIFICATION

No. SO(PM&I)2-1/2017-18/PM-04/(CHK): As many as Seven (07) Procurement Committees under Rules-7 of Sindh Public Procurement Rules 2010 are hereby constituted comprising the following officers for purchase of various health items details of which are mentioned against each in Civil Hospital, Karachi during the financial year 2017-18.

1- Instruments: Coronary Angiography and Angioplasty, Endoscopy, Esophageal & Anorectic Motility, Ophthalmic, Orthopaedic & oral Maxillofacial Implants.

i.	Medical Superintendent Civil Hospital – Karachi.	Chairman
ii.	Head of Orthopaedic Unit – I & II, Dow University of Health Sciences – Karachi.	Member
iii.	Head of Surgical Unit – VI, Dow University of Health Sciences – Karachi.	Member
iv.	Addl. Medical Superintendent (Procurement), Civil Hospital – Karachi.	Member
v.	D.M.S. Civil Hospital – Karachi.	Member

2- Local Purchase of Drugs / Medicines , Medical Gases, Diet Enteric (Feeding and Food Supplements) / Other (Misc.) General Stores Articles, Uniform / Protective Clothing.

i	Medical Superintendent, Civil Hospital – Karachi.	Chairman
ii	Head of Surgical Unit-VI, Dow University of Health Sciences - Karachi.	Member
iii.	Assistant Professor, Medical Unit – III, Dow University of Health Sciences – Karachi.	Member
iv	Addl. Medical Superintendent (Procurement), Civil Hospital – Karachi.	Member
v	D.M.S. Civil Hospital – Karachi.	Member

3- Consumable (Laboratory Kits / Chemicals).

i	Addl. Medical Superintendent (Procurement), Civil Hospital – Karachi.	Chairman
ii	Head of Medical Unit – III, Dow University of Health Sciences - Karachi.	Member
iii.	Assistant Professor of Gynae & Obs. Unit-II, Dow University of Health Sciences – Karachi.	Member
iv	Chief Pathologist, Civil Hospital Karachi.	Member
v	D.M.S. Civil Hospital – Karachi.	Member

4- Stationary / Printing / Petty Articles / Hardware /Software / I.T Equipment.

i	Addl. Medical Superintendent (Procurement), Civil Hospital – Karachi.	Chairman
ii	Assistant Professor of Medical Unit-III, Dow University of Health Sciences - Karachi.	Member
iii.	Assistant Professor of Gynae & Obs. Dow University of Health Sciences Karachi.	Member
iv	Incharge (I.T Department), Civil Hospital Karachi.	Member
v	D.M.S. Civil Hospital – Karachi.	Member

5- Janitorial Services.

i	Addl. Medical Superintendent (Procurement), Civil Hospital – Karachi.	Chairman
ii	Addl. Medical Superintendent (P & D), Civil Hospital – Karachi.	Member
iii.	Representative of Local Government.	Member

6- Security Services.

i	Addl. Medical Superintendent (Procurement), Civil Hospital – Karachi.	Chairman
ii	Addl. Medical Superintendent (P & D), Civil Hospital – Karachi.	Member
iii.	Representative of Home Department Government of Sindh.	Member

7- Repair / Purchase of Medical Equipment / Transport / Hospital Equipment.

i	Medical Superintendent, Civil Hospital – Karachi.	Chairman
ii	Assistant Professor of Cardiology, Dow University of Health Sciences - Karachi.	Member
iii.	Assistant Professor of Surgery Unit-VI, Dow University of Health Sciences – Karachi.	Member
iv.	Assistant Professor of Medical Unit-III, Dow University of Health Sciences – Karachi.	
v.	Addl. Medical Superintendent (Procurement), Civil Hospital Karachi.	Member
vi.	Addl. Medical Superintendent (Technical), Civil Hospital Karachi.	
vii.	D.M.S, Civil Hospital – Karachi.	Member

TORs

The TORs / Functions / Responsibilities of the Procurement committee in accordance with Rule-8 of SPP Rules 2010 shall be as under:

- Preparing bidding documents;
- Carrying out technical as well as financial evaluation of the bids;
- Preparing evaluation report as provided in Rule-45;
- Making recommendations for the award of contract to the competent authority;
- Perform any other function ancillary and incidental to the above.

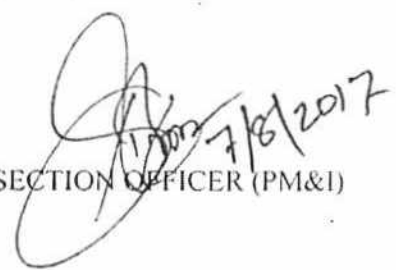
SECRETARY HEALTH

No. SO(PM&I)2-1/2017-18/PM-04/(CHK):

Karachi, dated the 07th Aug., 2017

A copy is forwarded for information & necessary action to:-

- The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.
- The M.S. Civil Hospital, Karachi w/r to his letter.
- Chairman and all members of the Committee.
- The P.S. to Minister Health Sindh.
- The P.S. to Secretary Health.


SECTION OFFICER (PM&I)



Phone # 99203108, 99204203
99212097 99212088

No. SO (M&I) 2-1/2013 (CRC)
GOVERNMENT OF SINDH
HEALTH DEPARTMENT
(PROCUREMENT MONITORING & INSPECTION CELL)
Karachi, Dated: 18th Feb 2016

NOTIFICATION

In supersession of this Department's notification of even number dated: 29th July, 2013 and 28th March 2015 and in pursuance of Rules-31 and 32 of Sindh Public Procurement Rules 2010, the Government of Sindh, Health Department re-constitutes Complaint Redressal Committee (CRC) comprising of the following officers for scrutinizing the complaints of aggrieved bidders against tender invited by Health Institutions / Hospitals / Programmes / Projects in Sindh.

01	Special Secretary(Admn), Health Department, Sindh	Chairman
02	Additional Secretary(PM&I), Health Department, Sindh	Member
03	Professor Khalida Soomro, Professor of Cardiology, Dow University of Health Sciences / Civil Hospital, Karachi.	Member
04	Dr. Syed Khalid Hussain, Procurement Executive, N.I.C.V.D., Karachi.	Member
05	Representative from Accountant General Sindh, Karachi	Member

TORs

- To scrutinize the complaints from the aggrieved bidders and decide the cases strictly in accordance with SPP Rules 2010.

SECRETARY HEALTH

No. S.O.(PM&I) 2-1/2011(CRC)

Karachi, dated, the 18th Feb 2016

C.C to:

1. The P.S. to Chief Secretary Sindh, Karachi.
2. The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.
3. The Executive Director, NICVD, Karachi.
4. The Director General Health Services Sindh, Hyderabad.
5. The Additional Secretary (Admn/Development/Public Health), Health Department.
6. The Chairman & all members of the Committee.
7. The P.S. to Secretary Health Sindh.

(RASHID HUSSAIN)
SECTION OFFICER (PM&I)

Recd
12.2.16



Civil Hospital
Baba-e-Urdu Road, Karachi
Dated: July, 2017

CIVIL HOSPITAL KARACHI
PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2017-18

Sr. #	Description of procurement	Funds allocated	Source of fund	Proposed procurement method	Tentative / Timing of procurement				Remarks
					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	
1	Local Purchase of Drugs / Medicines (24/7 on Emergency Basis)	40.000 (M)	Non-ADP	Single Stage One Envelope	✓				Rule 46 (1)
2	Purchase of Medical Gases	48.825 (M)	Non-ADP	Single Stage One Envelope	✓				Rule 46 (1)
3	Purchase of Drugs / Medicines (Bulk Quantity)	89.600 (M)	Non-ADP	Single Stage Two Envelope	✓	✓	✓	✓	Rule 46 (2)
4	Janitorial Services	23.535 (M)	Non-ADP	Single Stage Two Envelope	✓	✓			Rule 46 (2)
5	Security Services	16.500 (M)	Non-ADP	Single Stage Two Envelope		✓	✓		Rule 46 (2)
6	Uniform & Protective Clothing	7.671 (M)	Non-ADP	Single Stage One Envelope	✓				Rule 46 (1)
7	i) Other Misc. General Store (Sundries)	6.983 (M)	Non-ADP	Single Stage One Envelope	✓	✓	✓	✓	Rule 46 (1)
	ii) Other Misc. General Store (Appliances)								
8	Expenditure on Diet of Patients: Diet-Enteric (Feeding and Food Supplements)	15.000 (M)	Non-ADP	Single Stage One Envelope	✓				Rule 46 (1)
9	Diet for Patients	100.000 (M)	Non-ADP	Single Stage One Envelope		✓	✓		Rule 46 (1)
10	Consumable (Lab items etc)	174.550 (M)	Non-ADP	Single Stage Two Envelope	✓				Rule 46 (2)

Touqeer
Medical Superintendent
Civil Hospital, Karachi.

Sr. #	Description of procurement	Funds allocated	Source of fund	Proposed procurement method	Tentative / Timing of procurement				Remarks
					1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	
11	Instruments	44,954 (M)	Non-ADP	Single Stage Two Envelope	✓	✓	✓	✓	Rule 46 (2)
12	Repair of Medical Equipments	22,486 (M)	Non-ADP	Single Stage One Envelope	✓	✓	✓	✓	Rule 46 (1)
13	Repair of Fixture & Furniture	0.953 (M)	Non-ADP	Single Stage One Envelope	✓	✓	✓	✓	- As and when repair work is required - Priority will be given to the Authorized agent of the Medical Equipments
14	Repair of Transports	1,166 (M)	Non-ADP	Single Stage One Envelope	✓	✓	✓	✓	- Below One Lac through NIQ - Below One Million through NIT @ SPPRA Website - Above One Million through prominent Newspapers as per guideline of SPPRA
15	Maintenance & Repair (Office Building)	167,200 (M)	Non-ADP	Single Stage One Envelope	✓	✓	✓	✓	Rule 46 (1)
15	Purchas of Machinery & Equipments	34,900 (M)	SNE (New)	Single Stage Two Envelope			✓	✓	Rule 46 (2)
15	Purchas of Furniture & Fixtures	2,480 (M)	SNE (New)	Single Stage Two Envelope			✓	✓	Rule 46 (2)

Tawqir
MEDICAL SUPERINTENDENT
CIVIL HOSPITAL KARACHI

Medical Superintendent
Civil Hospital, Karachi

BIDDING DOCUMENTS (BDs)

CLEANLINESS / JANITORIAL SERVICES FOR ONE YEAR

DR. RUTH K.M. PHAU, CIVIL HOSPITAL - KARACHI

COST OF TENDER DOCUMENTS:	Rs. 1,000/= Rupees One Thousand Only (Non-Refundable)
TENDER PROCEDURE:	Single Stage - Two Envelope / SPP Rule 46(2)
TENDER SELLING DATE :	From the date of publishing to 26 th September, 2017 up to 10.00 am
TENDER SUBMISSION DATE AND TIME:	On 26 th September, 2017 from 10.00 am to 11:00 pm
TENDER SUBMISSION PLACE :	Office of the A.M.S (Procurement) 1 st Floor Admin Block, Dr. Ruth K.M. Pfua, Civil Hospital – Karachi
TENDER OPENING DATE AND TIME :	On 26 th September, 2017 at 12.00 noon
TENDER OPENING PLACE :	Committee Room, 2 nd Floor Admin Block, Dr. Ruth K.M. Pfua, Civil Hospital, Baba-e-Urdu Road – Karachi

Note: No tender will be accepted after closing of the Tender box, what so ever reason may be.



**DR. RUTH K.M. PFAU, CIVIL HOSPITAL
BABA E URDU ROAD – KARACHI**

BIDDING DATA

Procuring Agency	:	Medical Superintendent Dr. Ruth K.M. Pfaa, Civil Hospital Karachi
Address	:	Baba – e – Urdu Road – Karachi
Name of Item	:	Cleanliness / Janitorial Services for One Year
Bid Validity	:	90 days (As per SPP Rules – 2010).
Amount of Bid Security	:	2% of Bid Quoted Price
Date of Submission	:	As per Tender Enquiry
Date of Opening	:	As per Tender Enquiry
Performance Security	:	2% of the Contract Value
Language of Bid	:	English
Bidding Procedure	:	Single Stage – Two Envelope Procedure
Eligibility Criteria / Technical Evaluation Criteria	:	As per Annexure - A
Advance Payment	:	No Advance Payment

TERMS AND CONDITIONS FOR THE CONTRACT OF CLEANLINESS / JANITORIAL SERVICES AT DR. RUTH K.M. PFUA, CIVIL HOSPITAL, KARACHI

1. Rate will only be considered on the tender form issued by hospital for the period of one year from the date of award of this contract or till the finalization of the next tender.
2. For maintaining proper hygienic conditions and general cleanliness of the Dr. Ruth K.M. Pfu, Civil Hospital Karachi sealed bids are invited from reputable and well equipped Janitorial Contractors for Janitorial Services to be rendered round the Clock at Dr. Ruth K.M. Pfu, Civil Hospital Karachi.

Scope of work:

- i) Sweeping & cleaning of bituminous & R.C.C Roads.
 - ii) Cleaning of Sewerage System including Septic Tank.
 - iii) Sweeping & Cleaning of all Units / Wards / C.O.D / OPD / Operation Theaters / Admin Block / Nursing Hostel.
 - iv) Cleaning of open areas / area.
 - v) Removal & disposal of garbage Infected & Non-Infected waste as per E.P.A recommendation.
 - vi) The Janitor will provide along with usual service as follow.
 - a. Provide bed pan/urinal to the patients as and when required.
 - b. Maintain the Cleanliness of the equipment used there-in.
 - c. Clean the soiled bed of patient as and when required.
 - vii) Services will be timely framed as and when required.
3. **“FINANCIAL BID DOCUMENT”** shall be accompanied by a Bid Security equivalent to 2% of the annual bid amount, in the form of Bank Guarantee / Pay Order drawn from any scheduled bank of Pakistan in favor of Medical Superintendent, Dr. Ruth K.M. Pfu, Civil Hospital, Karachi.
 4. Each bid shall comprise **Single Stage Two Envelop Procedure basis**, envelope containing the **Technical and Financial** proposal and required information as mentioned in the bid documents as well as in N.I.T of the said services and the same are to be submitted by hand or by mail in the office of the AMS (Procurement) 1st Floor Admin Block Dr. Ruth K.M. Pfu, Civil Hospital Karachi on **26-09-2017 up to 11:00 am.** The same will be opened at **12:00 noon** in presence of those bidders who wish to be present.
 5. **Award Criteria & Employer’s Right.**

The Medical Superintendent, Dr. Ruth K.M. Pfu, Civil Hospital Karachi will award the Contract to the bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the best evaluated Bid Price provided that such bidder has been determined to be qualified to perform the Contract satisfactorily.

The Medical Superintendent Civil Hospital, Karachi reserves the right to accept or reject any bid as per SPPRA-2010 (Amended till date).
 6. **Notification of Award & Signing of Contract Agreement.**

Prior to expiration of the period of bid validity prescribed by the Medical Superintendent, Dr. Ruth K.M. Pfu, Civil Hospital, Karachi the successful bidder will be notified in writing (“Letter of Acceptance”) that his bid has been accepted.
 7. **Amount of Bid Security.**

2% of the Bid Annual Price in the shape of Pay Order or an irrevocable Bank Guarantee issued by the Scheduled Bank in favor of the Medical Superintendent, Dr. Ruth K.M. Pfu, Civil Hospital, Karachi.

8. **Number of Copies of the Bid to be submitted.**

One Copy (In Original) Technical Proposal with **Cleanliness Plan for Dr. Ruth K.M. Pfua, Civil Hospital** with photo copy of the Pay Order / CDR without showing the amount and original Pay Order / CDR may be attached with the Financial Proposals

9. **Employer's Address for the Purpose of Bid Submission.**

Medical Superintendent, Dr. Ruth K.M. Pfua, Civil Hospital Karachi Baba-e-Urdu Road Karachi Tel: 021 - 99215759 Fax.021-99215733

HUMAN RESOURCES:

160 Sanitary Workers of this hospital will assist to the Contractors for Janitorial Services @ Dr. Ruth K.M. Pfua, Civil Hospital Karachi. In case of complaint reported by the Janitorial Contractor with Hospital Staff necessary action will be taken against them by the Hospital Administration, as per rules.

Contractor shall ensure to post the Staff, as per the strength offered in bid, as well as mentioned in **Cleanliness Plan** for Hospital.

Authorized Officer / Official will declares **sensitive** areas / works and the list of Janitors required for that area will be provided to the contractor. These Janitors will be non-transferable and will not be terminated without taking a written permission from the hospital authorities.

A Janitorial Services Monthly Bill will be submitted to the authorized officer along with the invoice on first of every succeeding month. Additional Medical Superintendent or Authorized Officer(s) of this hospital will verify the bills within three to five days and submit the bills to the Accounts Branch, Dr. Ruth K.M. Pfua, Civil Hospital Karachi on 6th of the same month for arranging the payment from office of the Accountant General Sindh.

A Hospital Infected Garbage bill will be submitted through the AMS (H.W.M.S) or Authorized Officer, Dr. Ruth K.M. Pfua, Civil Hospital Karachi, (Hospital Infected Garbage will be disposed off under the supervision of the AMS (H.W.M.S) Dr. Ruth K.M. Pfua, Civil Hospital Karachi.

In case of any dispute between Janitors / workers and the contractor the matter shall be, referred to the administration for arbitration whose decision shall be final. Contractor shall provide duty roster of the Supervisors accordingly to the Hospital Administration on monthly basis.

Janitors of the contractor will be bound to wear neat and clean uniform & badges approved by the hospital authority. In case of violation fine will be imposed by the Additional Medical Superintendent which will be at least Rs.50/- per employee per day.

Indiscipline servants / the servants involved in immoral activities will not be allowed to serve in the hospital.

Contractor will be bound to change the servants who will be unwanted by the Hospital Administration immediately.

Servants will work according to time table issued by the Authorized Officer of Civil Hospital Karachi or Additional Medical Superintendent (General) Dr. Ruth K.M. Pfua, Civil Hospital, Karachi.

The Employees will work according to Government rules / policy.

- i. Child labor rules and basic human rights will not be violated by the Contractor. Age of worker shall not be less than 18 years.
- ii. Contractor shall be bound to provide manpower according to contract on holidays.
- iii. Contractor shall be bound to provide the sanctioned strength of Janitors at all time even **on holiday**.
- iv. Contractor will assure the minimum wages by the Government Law.

MATERIALS:

- a. The Contractor shall supply Soft Brooms / Hard Brooms, Mop's (3 Lari) Steel Rods for Mops to their Janitorial workers and will be responsible to incur Rs.10,0500/- monthly basis on un-foreseen expenditure on minor nature of articles for maintaining the required standard of cleanliness. Phenyl, Bleach, Oil Spray, Vim Powder etc. will be arranged by the Hospital Administration.

AREA COVERED BY THE CONTRACTOR:

- a. Contractor will be fully responsible to keep the whole covered area including walls and roofs neat & clean and also disinfecting operation theaters etc. of Dr. Ruth K.M. Pfua, Civil Hospital, according to the entire satisfaction of the Hospital Administration.
- b. Similarly all the open areas like roofs, terraces, lawns, patios, ducts etc. shall also be kept neat and clean all the time by the Contractor.
- c. Contractor shall be responsible for round the clock cleanliness of the areas under contract.

RECTIFICATION REPORT:

- a. In case of any complaint or observation conveyed to the Contractor or their supervisor by hospital authorities / Additional Medical Superintendent, the Contractor will report the steps taken in order to rectify those observations in writing within stipulated time.

GENERAL TERMS:

1. Taxes will be deducted from the contractor's bill as imposed by the Government from time to time and contributions of the Government Institutions / Sindh Sales Tax (SST) will be paid by the contractor / suppliers themselves.
2. Contractor will not be allowed to participate in any Political / Immoral / Illegal activities in the premises of Civil Hospital, Karachi.
3. Contractors will not be allowed to sublet the contract and will responsible to pay the Government Institution contribution / Sindh Sales tax themselves.
4. In case of any dispute contractor will approach the Additional Medical Superintendent (Gen) Dr. Ruth K.M. Pfua, Civil Hospital, Karachi. If he / she is not satisfied with the decision of the Additional Medical Superintendent (Admin / General) then he has the right to approach the Medical Superintendent, Dr. Ruth K.M. Pfua, Civil Hospital, Karachi. The decision of the Medical Superintendent, Dr. Ruth K.M. Pfua, Civil Hospital, Karachi will be final.
5. Medical Superintendent, Dr. Ruth K.M. Pfua, Civil Hospital, Karachi has the right to cancel the contract at any stage and without issuing any prior notice in case of violation of **Agreement** / TOR is proved as well as damages the prestige or property of Hospital.
6. Contractor will be responsible for any theft or pilferage committed by any of his / their employees. The employee will be liable to punishment under the rules.
7. In case of breach of the contract by the firm, security will be forfeited partly or fully as decided by the Medical Superintendent, Dr. Ruth K.M. Pfua, Civil Hospital, Karachi.
8. Any condition / clause of the contract can be included / amended if required in the interest of the hospital with the mutual understanding of the both parties.
9. Contractor should have experience of at least (03) years in a renowned organization / institution. Contractor shall have NTN with sound financial background else the bid will be rejected.
10. Removal & disposal of Hospital Garbage Infected / Non Infected wastage from Hospital to K.M.C / Z.M.C approved Dumping Yard(s).

11. Contractor shall have its own equipment and tools required for cleanliness etc. Equipment must be approved by the Authorized Officer / Official Dr. Ruth K.M. Pfa, Civil Hospital Karachi, before commencement of contract.
12. The contractor should not violate himself or allow his janitors to violate the rules of Environmental Protection Agency (EPA).
13. In case of violation of the rules the contractor may be fined up to Rs.5,000/- at one time and disciplinary action will be initiated against him, as per rules.
14. Contractor shall be responsible for personal hygiene of the Janitors.
15. In case of dispute decision of the Medical Superintendent, Dr. Ruth K.M. Pfa, Civil Hospital, Karachi shall be final and Contractor will not challenge in the Court of Law.

SIGNATURE OF THE CONTRACTOR:

STAMP

Signature : _____

Name : _____

Designation : _____

CNIC NO : _____

(Copy duly attested must be attached)

Ph: No. _____ Cell No. _____

Fax No. _____

Email Address.

CRITERIA FOR EVALUATION OF JANITORIAL BID

S. #	Criteria for Evaluation of Janitorial Bid (T.E.R)	Yes	No
1	Company Profile		
2	Janitorial Plan for Dr. Ruth K.M. Pua, Civil Hospital, Karachi		
3	List of Machinery / Equipments (which will be utilized by the Contractor in Hospital)		
4	Client List / Relevant Experience / Previous year performance in Hospital (Mandatory)		
5	Copy of the Registration Certificate with EOBI / SESSI (Mandatory)		
6	Copy of the Registration Sindh Revenue Board for SST (Mandatory)		
7	Copy of the Registration Certificate with Income Tax Department N.T. No (Mandatory)		
8	Copy of the License issued by the Pakistan Engineering Council		
9	Turnover of at least three years (Bank Certificate / Bank Statement for the last three years should be attached along with an undertaking that the firm concerned financially sound for payment of salary to his staff for three months from their source.)		

Note:

- a. All the Photo Copies should be attested from Oath Commissioner / Notary Public or Gazetted Government Officer.
- b. Only those Contractors / Suppliers will be qualified, who will be provided all the above said required information with supporting documents else their bid will be rejected.

Signature of Contractor(s)
Stamp

CONTRACT FORM

THIS AGREEMENT made the ____ day of _____ 2017____ between [name of Procuring Agency] of [country of Procuring agency] (here in after called “the Procuring agency”) of the one part and [name of Supplier] of [city and country of Supplier] (here in after called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz. [brief description of goods and services] 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] (here in after called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH 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 documents 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 Special Conditions of Contract; and
 - (f) The Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services 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 by the contract.

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 Procuring Agency)

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

TECHNICAL OFFER
(On Firm Letter Head)

(i)

S.No.	Particular	Required	Age	Experience
01	Head Supervisor	01		
02	Supervisors	04		
03	Janitorial Workers	115		
04	Helpers	06		
05	Mali	01		
06	Plumber	02		
07	Electrician	01		
Total =		130		

Note:

- i) Cleanliness articles to be provided by the Contractors as mentioned in the Terms & Conditions of the Bid Documents in details.
- ii) Helpers will work under supervision of the Hospital Administration.

(ii)

S.No.	Particular	Required	Model
07	Mini Truck 24/7 basis (Shahzore / Master or equivalent) along with Driver for Disposal of the Hospital wastage from Hospital to KMC / Local Government approved dumping yard.	01	

Note:

Certificate will be provided by the Contractor to Hospital Admin on monthly basis that the Hospital Wastages have been disposed off in the approved Local Government Dumping yard as per EPA rules.

(iii)

List of Equipments (which will be utilized by the Contractors in this Hospital).

S.No.	Description (Equipments)	Quantity

Note:

The strength of the staff can be increased or decreased as per SPP Rules 2010(amended-2013).

Signature of
Contractor / Supplier

Name : _____
 Designation : _____
 C.N.I.C No. : _____
 Address : _____
 Stamp : _____

FINANCIAL OFFER

(i)

S. No.	Particular	Required	Per Month	Total Amount For 12 Month
01	Head Supervisor	01		
02	Supervisors	04		
03	Janitorial Workers	115		
04	Helpers	06		
05	Mali	01		
06	Plumber	02		
07	Electrician	01		
	Total =	130		

Note:

- i) The Strength / Nomenclature of the said staff can be increased / decreased on fund basis.
- ii) Helpers will work under supervision of the Hospital Administration.

(ii)

S.No.	Particular	Required	Model	Per Month	Total Amount For 12 Month
01	Mini Truck 24/7 basis (Shahzore / Master or equivalent) along with Driver for Disposal of day to day Hospital wastage from Hospital to KMC / Local Government approved dumping yard.	01			

Note:

Polythene Bags will be provided by the Contractors / Suppliers

(iii)

S.No.	Particulars	Total Per Month	Total Amount For 12 Month
01	Hospital Infected Garbage as per EPA rules through K.M.C on alternate days basis.(Polythene bags will be arranged Contractors		

Grand Total (i) + (ii) + (iii) =Rs

(In Words.

).

A copy of Challan will be provided by the contractor that the Hospital infected garbage payment has been made to KMC.

Signature:- _____

Name:- _____

Designation:- _____

CNIC No:- _____

Address:- _____

Stamp

INSTRUCTIONS:-

- a) Each bid shall comprise Single Stage Two Envelope containing the Technical and Financial proposal and required information.
- b) The Janitorial Contractor will be provided Janitor workers, as offered even on holiday(s).
- c) Bid Security may be attached in shape of DD / Pay Order / Bank Guarantee issued by the scheduled Bank(s) in Pakistan.
- d) Bid should be dropped in the office of the Additional Medical Superintendent (Procurement) 1st Floor Admin Block Civil Hospital Karachi and the same will be opened at Board Room 2nd Floor Admin Block Civil Hospital Karachi.
- e) Bid / offer will be evaluated as per criteria for evaluation of Janitorial Bid.
- f) Tender price will be assessed / computed on best bid evaluated cum lowest basis as mentioned i, ii & iii at "B".
- g) Hospital Infected Garbage payment will be made as per quantity handed over to the Contractors / Suppliers by the Hospital administration.
- h) Civil Hospital Karachi shall disqualify a contractor, whether pre-qualified or not, if it find at any time, that the information submitted by him concerning his qualification and professional, technical, financial, legal, or managerial competence as contractor was false and materially inaccurate or incomplete at any stage.
- i) Document(s) for Evaluation of Janitorial Services must be paged / flagged by the bidders.
- j) Technical Proposal will be opened on **26th September, 2017** and the Financial Proposal will be opened only those firms who will be qualified.
- k) Bid should be including all contribution of the Government Institution and the same will be deposited by the contractor / supplier themselves.
- l) Government Taxes (Income Tax / Sindh Sales Tax) will be deducted from the bill of the contractors / suppliers as per rules.
- m) Remaining 4/5 S.S.T due against contractors will be deposited in SRB themselves.

Signature of Contractor(s)
Stamp