

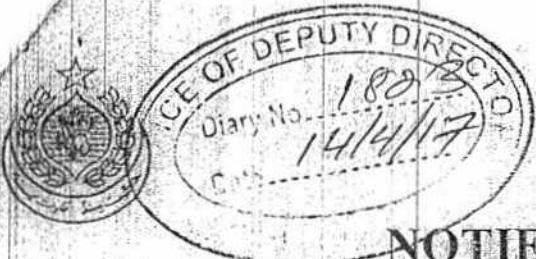
GOVERNMENT OF SINDH  
JINNAH POSTGRADUATE MEDICAL CENTRE  
KARACHI-75510

**TENDER NOTICE**

*Jinnah Postgraduate Medical Centre, Karachi intends to out source its Janitorial Services. For the purpose, sealed tenders addressed to the Executive Director, Jinnah Postgraduate Medical Centre, Karachi are invited for the financial year 2017-2018 from firms reputed having minimum 05 years of experience, preferably in Hospitals Janitorial Services in Government Offices/Departments, private institutions/Hospitals etc.*

*Tender forms with terms & conditions can be obtained from the Cashier of this Centre on cash payment of Rs.500/-(non-refundable) with effect from 22/11/2017 to 08/12/2017 during Office hours which should be dropped in the tender box lying in the Administration Block until 11:00 AM on 09/12/2017. The envelopes will be opened on the same day at 11:30 AM. The Earnest Money equivalent to @2% of the annual bid value in the shape of Pay order must be submitted along with the Tender. For further details please contact Mr.Riaz Gill, Assistant Director, Tel#99223235. Tender is also available at SPPRA Website ([www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)).*

  
**DR. SEEMIN JAMALI**  
**EXECUTIVE DIRECTOR**



**GOVERNMENT OF SINDH  
HEALTH DEPARTMENT**

**NOTIFICATION**

No. SO(PM&I)2-1/16-17/PM-01(JPMCK): A Procurement Committee under Rules-7 of Sindh Public Procurement Rules 2010 is hereby constituted comprising the following for procurement of services for out sourcing of Security, Sanitation other items, for the financial year 2017-18 in the office of Executive Director, JPMC, Karachi.

01.	<b>Dr. Shahid Rasool</b> Professor of Surgery	Chairman
02.	<b>Dr. Muhammad Usman</b> Associate Prof. ENT	Member
03.	<b>Assistant Commissioner (South)</b>	Member

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

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


**SECRETARY HEALTH**

No. SO(PM&I)2-1/16-17/PM-01(JPMCK):

Karachi, dated: 12<sup>th</sup> April, 2017

**C.C to:**

- 1. The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.
- 2. The Executive Director, JPMC, Karachi with reference to her letter dated: 15-03-2017.
- 3. The Chairman & all members of the Committee.
- 4. The P.S. to Secretary Health.

  
**(NAVEED AHMED SOOMRO)**  
SECTION OFFICER (PM&I)





GOVERNMENT OF SINDH  
HEALTH DEPARTMENT

**NOTIFICATION**

No. SO(PM&I)2-1/16-17/PM-05(JPMC). In pursuance of Rule 31 of Sindh Public Procurement Rule 2010 (Amended 2017) the Government of Sindh Health Department is pleased to constitute a Complaint Redressal Committee (CRC) comprising the following Officers for scrutinizing the complaints of aggrieved bidders against tender inviting by Jinnah Postgraduate Medical Centre Karachi.

01.	Dr. Seemin Jamali, Executive Director, Jinnah Postgraduate Medical Centre Karachi.	Chairman
02.	Representative from Accountant General Sindh Karachi.	Member
03.	Mr. Azhar Farooqui, Former Federal Ombudsmen	Member

**TORs**

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

**SECRETARY HEALTH**

No. SO(PM&I)2-1/16-17/PM-05(JPMC):

Karachi, dated: 10<sup>th</sup> April, 2017

**C.C to:**

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

  
(NAVEED AHMED SOOMRO)  
SECTION OFFICER (PM&I)

GOVERNMENT OF SINDH  
JINNAH POSTGRADUATE MEDICAL CENTRE  
KARACHI-75510

**TERMS AND CONDITIONS OF TENDER FOR OUT SOURCING JANITORIAL  
SERVICES AT JPMC, KARACHI FOR THE FINANCIAL YEAR 2017-2018**

- 01).Tender is invited as per rule#46 (2) of Sindh PPRA-2010 (single stage two envelope bidding procedure). The vendor should prepare their tenders in the form of **TECHNICAL & FINANCIAL PROPOSAL** separately. The envelopes should be marked Technical Proposal and Financial Proposal in bold and legible letters to avoid confusion. Both envelopes stapled & addressed to the Executive Director, Jinnah Postgraduate Medical Centre, Karachi should be placed in one envelope & inserted in the tender box on schedule date, time and place.
- 02).In **Technical Proposal**, the bidders must submit their tender with complete specification and all other relevant documents mentioned in page 6 which will be supplied to Jinnah Postgraduate Medical Centre, Karachi, otherwise the bid will be ignored. Technical evaluation will be done on the basis of tender specifications provided by the vendor as per their technical bid.
- 03).In **Financial Proposal**, the vendor should submit only rate of form/item and pay order of earnest money amounting to 2% value of quoted item(s) in favour of the Executive Director, Jinnah Postgraduate Medical Centre, Karachi, otherwise, the bid will be rejected.The earnest money should be in shape of Pay Order/Bank Draft. Personal cheque/C.D.R.Bank Guarantee will not be accepted in any case.
- 04).In **Financial Proposal**, vendor should submit only Rates. Technical bid will be separate from commercial bid, failing which tender will result in rejection.
- 05).The Committee will initially open the envelopes marked " Technical Proposal " in the presence of bidders or their representatives who wish to be present at the time of bid opening on the date, time and place specified in the tender documents. The Bidder or their representatives who are present shall sign the attendance sheet. The envelope marked " Financial Proposal " shall be retained in the custody of JPMC Authority without being opened till the completion of the technical evaluation.
- 06).The tender will be sold from 22/11/2017 to 08/12/2017 at the cost of Rs.500/- (non-refundable) per set and it can be purchased from the Cashier of Jinnah Postgraduate Medical Centre, Karachi during office hours.
- 07).The tender (Technical & Commercial bids) should be addressed to the Executive Director, Jinnah Postgraduate Medical Centre, Karachi & be submitted in sealed cover. Both envelopes prepared in separate sealed envelopes and should then be inserted in one envelope and can be dropped upto 11:00 AM on 09/12/2017 in tender box placed at Administration Block of this Centre which will be opened at 11:30 AM on same day in the presence of bidders, if present.

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T.C. OF TENDER FOR JANITORIAL SERVICE (2017-2018).

- 08).The first scrutiny of technical bids will be performed by the Committee on the basis of technical specification provided by the vendor Financial bids of those firms will be opened who would qualify in the technical specifications.
- 09).The successful bidder should submit security money equivalent to 5% of the total value of contract in the shape of Pay Order in the name of the Executive Director, Jinnah Postgraduate Medical Centre, Karachi. Security money with the Cashier, Jinnah Postgraduate Medical Centre, Karachi within 07 days from the issue of the order, failing which contract will be cancelled and earnest money will also be forfeited to Government Account. Security money will be refunded after satisfactory completion of whole contract. Partial security will not be refunded.
- 10).No tender will be entertained without earnest money. The earnest money will be forfeited to Government Account in case of non-submission of security money within 03 days from the receipt of the offer letter.
- 11).The rates once mentioned in tender will be final and no change therein will be accepted after tender opening. Rates should be inclusive of all Government taxes. Executive Director, Jinnah Postgraduate Medical Centre, Karachi reserve the right not to announce the tender rates or otherwise.
- 12).All cleansing materials (i.e. Hard Broom, Soft Broom, Mops (3 lari), steel Rod for Mops etc) and other chemical materials i.e. Phenyl, Acid, Bleach, Oil Spray, Vim Powder etc) required for Sanitation should be inclusive of all Government Taxes.
- 13).The Contractor shall have its own equipment and tools required for cleanliness etc., Equipment & tool and Chemical materials with complete specification (i.e. make & brand) and quality of the said articles must be approved by authorized Officer, Jinnah Postgraduate Medical Centre, Karachi before commencement of contract.
- 14).The Contractor will also provide Plastic Bags for use in Hospital wastages in 03 (three) colours and shall dispose all solid medical waste and Municipal waste as per rules of Sindh Hospital Waste Management Rules-2014,
- 15).The rates offered by the bidders will be valid upto 30/06/2018. No escalation is allowed after submission of tender. The strength of Janitorial\Cleaner Worker can be increased or decreased by the Competent Authority as per requirement of this Centre. Rate should be inclusive of all Government Taxes.
- 16).The tender receipt issued by JPMC and terms & conditions duly signed should be submitted in original alongwith tender.
- 17).All mistakes should be neatly crossed by a single line duly authenticated by initial. Erasing and over writing is liable to disqualification.

T.C. OF TENDER FOR JANITORIAL SERVICE (2017-2018).

- 18). If any holiday falls on the opening day of bids, it will be opened on the next working day.
- 19). The firm should be registered with Income Tax Department and shall submit the copy of Income Tax certificate for last financial year.
- 20). The firm\Contractor should indicate name of department, Government, Semi Government Organization, Autonomous bodies, private sector organizations where they are providing Janitorial Services.
- 21). The Contractor will give the registered address of the relevant Office alongwith telephone number and fax number.
- 22). The contract will be initially for three months and will liable to be discontinued in case of un-satisfactory service/performance of firm after issuance of 15 days notice and will continue after satisfactory performance.
- 23). The Contractor will make contract agreement on Rs.100/- stamp paper duly certified by Oath Commissioner and such expenditure will be borne by the Contractor.
- 24). The firm \Contractor should submit attested photocopies of CNIC of their Janitorial Staff to the JPMC Administration.
- 25). The duty timing for Sanitation Services will be 08 hours i.e. from 7:00 AM to 3:00 PM, 3:00 PM to 11:00 PM and 11:00 PM to 7:00 AM in three shifts. They will be deployed with in consultation JPMC Administration. A daily situation report will be submitted by the firm\contractor by 10:00 AM including Sundays & holidays.
- 26). Space will be provided by JPMC for their control room with free utility services.
- 27). Deployment of male and female Janitorial/Cleaner staff will be made as per requirement of administration.
- 28). Contractor will follow all verbal/written instructions of JPMC Administration issued in connection with Sanitation\Janitorial Service.
- 29). The payment will be made to the firm on 25<sup>th</sup> of every calendar month after submission of bill.
- 30). Any conditional, ambiguous or incomplete offer in any respect will be considered invalid.
- 31). In case of violation of any clause/terms and conditions of the tender, the tender will be ignored
- 32). Any condition/clause of the contractor can be included/amended if required in the interest of the hospital with the mutual understanding of the both parties.

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T.C. OF TENDER FOR JANITORIAL SERVICE (2017-2018).

- 33).The Executive Director, Jinnah Postgraduate Medical Centre, Karachi has the right to cancel the contract after issuance of 15 days notice in case of any breach of contract and contractor has to vacate premises within 03 days after the cancellation of contract agreement.
- 34).The Executive Director, Jinnah Postgraduate Medical Centre, Karachi reserves the right to increase or amend the terms & conditions of tender.
- 35).Executive Director, Jinnah Postgraduate Medical Centre, Karachi reserve the right to award the whole tender or any part of it on lowest bid basis. The Executive Director, Jinnah Postgraduate Medical Centre, Karachi also reserve the right to reject or accept the tender as a whole or part there of.
- 36).The tender which do not fulfill the conditions prescribed above, are liable to be cancelled.
- 37).Child Labour rules and basic human rights will not be violated by the Contractor. Age of Janitorial\Cleaner worker shall not be less than 18 years.
- 38).Contractor shall be bound to provide the sanctioned strength of Janitorial\Cleaner at all time even on holidays including Sundays.
- 39).The Contractor shall be responsible to eliminate all stray animals within the premises as mentioned in the tender.
- 40).The Contractor shall be responsible to wash allocated Wards & corridors area after two weeks and submit report through the concerned Deputy Director to the Administration block.
- 41).The Contractor will not be allowed to participate in any political/immoral/illegal activities in the premises of JPMC, Karachi.
- 42).The Contractor will be responsible for any theft or pilferage committed by any of his employees. The employee will be liable to punishment under the rules.
- 43).The Contractor will be bound to wear neat and clean uniform to Janitorial\Cleaner Worker and badges approved by Authority.
- 44).Contractor shall be responsible for personal hygienic of the Janitorial\Cleaner.
- 45).Contractor should not violate himself or allow his Janitors\Cleaner to violate the rules of Environmental Protection Agency (EPA).
- 46).Indiscipline Janitorial Supervisor\Cleaner involved in immoral activities will not be allowed to serve in the hospital.
- 47).Affidavit to the effect that the firm has not been black listed in Government/Semi Government Departments.
- 48).Bids shall remain valid for 90 days from the date of opening, A bid valid for a shorter period shall be rejected as being non-responsive.

**ACCEPTANCE CERTIFICATE FOR TERMS & CONDITIONS OF TENDER FOR OUT SOURCING  
JANITORIAL SERVICES AT JPMC, KARACHI FOR THE 2017-2018**

I/We, M/s: \_\_\_\_\_, hereby confirm that  
we have carefully read all terms & conditions of the tender and agree to abide by these during the  
validity of tender.

Signature & full address of the vendor \_\_\_\_\_

\_\_\_\_\_

Name of signing person \_\_\_\_\_

Designation \_\_\_\_\_

Seal & Address \_\_\_\_\_

Tel No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Cell/Mobile No. \_\_\_\_\_

Email. \_\_\_\_\_

Witness

Signature \_\_\_\_\_

Name. \_\_\_\_\_

CNIC No. \_\_\_\_\_



**CRITERIA OF EVALUATION OF TECHNICAL BID OF  
TENDER FOR OUT SOURCING JANITORIAL SERVICE (2017-2018)**

The following required tender documents should be attached with Technical Proposal

- ⇒ Company Profile.
- ⇒ Original tender purchase receipt .
- ⇒ Copy of Income Tax Registration Certificate and copy of the 02 paid challan of the contribution deposited by the firm in last three years 2014-2015 & 2015-2016. .
- ⇒ Original terms & conditions duly signed & stamped for acceptance.
- ⇒ List of trained persons (primary pass and experience of sanitation).
- ⇒ List of Chemical materials with specification (i.e. make & brand).
- ⇒ Financial standing of 1.5 Millions (sealed envelop) from Bank.
- ⇒ Undertaking on judicial stamp paper on Rs.100/- as per clause#45.
- ⇒ Detail (Client) list showing Janitorial services provided (30 cleaners or above) in departments. Government, Semi Government Organizations, Autonomous bodies, private Sector Organizations.
- ⇒ Letter of satisfaction services from three (03) end user from reputable intuitions stating that the vendor provided (30 cleaners or above) satisfactory services.
- ⇒ Each page should be signed & stamped and also page numbered.

**NOTE:-**

All the photo copies should be attested from Oath Commissioner/Notary Public or Gazetted Government Officer.

GOVERNMENT OF SINDH  
JINNAH POSTGRADUATE MEDICAL CENTRE  
KARACHI-75510

TENDER FOR OUT SOURCING JANITORIAL SERVICES AT JPMC, KARACHI  
FOR THE YEAR 2017-2018 (OPENED ON 09/12/2017)

S#	Name of Description	Qty.	@Rate per month (per worker)	Total Amount for one (1) Month
01	Janitorial\Cleaner Worker (with materials, Supervision & inclusive of all Govt.Taxes.).	100 Nos.	@Rs. _____ (per worker)	Rs. _____
<b>Total amount per month package</b>				<b>Rs. _____</b>

**Note:-** Earnest money pay order should be attached (In Original) with financial bid.

Signature & Stamp \_\_\_\_\_

Name of Firm \_\_\_\_\_

Name of signing person \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

## DEPLOYMENT PLAN FOR JANITORIAL\CLEANER STAFF

### SURGICAL SIDE (ZONE "A")

S#	WARD/UNIT	SHIFT "A"	SHIFT "B"	SHIFT "C"
01	Ward-19.	02	01	01
02	Ward-20	02	01	01
03	Ward-22	02	01	01
04	Ward-24	02	01	01
05	Ward-25	02	01	01
06	Ward-26	02	01	01
07	Ward-28	02	01	01
08	Surgical I.C.U	01	01	01
08	Accident & Emergence Ward	07	07	05
09	Road Area.	03	03	03

### MEDICAL SIDE (ZONE "B")

S#	WARD/UNIT	SHIFT "A"	SHIFT "B"	SHIFT "C"
01	Ward-4.	02	02	01
02	Ward-5 & Poison Centre.	03	03	02
03	Ward-6	02	02	01
04	Ward-7.	02	02	01
05	Ward-11	02	01	01
06	Ward-12 (1 <sup>st</sup> & 2 <sup>nd</sup> floor)	03	02	02
07	Gynae.& Obstt. Block	-	-	07

GOVERNMENT OF SINDH  
JINNAH POSTGRADUATE MEDICAL CENTRE  
KARACHI-75510

**PROCUREMENT ANNUAL PROCUREMENT PLAN**  
**FOR THE FINANCIAL YEAR 2017-2018**

Description	Quantity (where applicable)	Estimated Unit Cost (where applicable) Millions	Funds Allocated (Millions)	Source of Fund (ADPs Non-ADPs)	Proposed Procurement Method	Timing of Procurement				Remarks
						1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	
1	2	3	4	5	6	7	8	9	10	11
Out Sourcing Janitorial Services from private agencies for the year 2017-2018.	100 Nos. (Janitorial Staff)	12.5 Millions	20.0 Millions (expected)	Non A.D.P.	Tender SPPRA 46 (2)		Oct,2017 to Dec,2017			

  
**RIAZ GILL**  
**ASSISTANT DIRECTOR**  
**Riaz Gill**  
Assistant Director  
Jinnah Postgraduate Medical Centre  
Karachi