



# NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

PROCUREMENT CELL

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“Say NO to Corruption”

Director Procurement

No.DP/RG-108603/1282  
November, 24 2017

## TENDER NOTICE


### Janitorial, Cleaning and Maintenance Services at City & LEJ Campus

Sealed Bids are invited from the registered firms/ contractors for the above mentioned services. Firms/contractors registered with Federal Board of Revenue (FBR) / SRB for Income Tax & General Sales Tax and also registered with Employees' Old Age Benefit Institution (E.O.B.I) and Sindh Employees' Social Security Institution (SESSI) as an employer and having at least Five (05) years of janitorial services experience for providing similar services to leading groups of schools Colleges & Universities, well established public or private enterprises or multinational organizations and have successfully completed at least two similar jobs during last five (05) years shall be eligible to participate in bidding.

The amount of Earnest Money/ Bid Security for the above tender is 2% of the total bid amount payable in the form as specified in the Bidding Documents in favour of Director Finance, NEDUET. Tender Documents can be obtained from the office of the Assistant Director Procurement-II, during office hours on working days not later than last date of submission of bids on payment of non-refundable tender fee of PKR 1,000/- (one thousand Rupees) in the form of Payment order in favour of Director Finance, with written request/application on company letter head and evidence of registration with FBR, E.O.B.I, SESSI / SRB/ Income Tax Departments.

Bidding will be conducted on National Competitive Bidding basis under the provisions of Sindh Public Procurement Rule, Single Stage-One Envelope Procedure of SPPRA Rules as amended. Bids must be sealed in one envelope as per the details given in bidding documents. Bids should be dropped in the Tenders Drop Box kept in the office of Assistant Director Procurement-II Office, NED University of Engineering & Technology, Karachi, by 14.12.2017 till 10:30 A.M. that shall be opened on the same day at 11:00 AM in the presence of the bidders or their authorized representatives who may like to attend the session.

In case of any unforeseen reasons, unrest or force majeure on the bid submission/opening date the tender shall be opened on the next working day at the same place and time. The bids shall remain valid for a minimum period of 90 days from the date fixed for submission of the Bids. Incomplete, conditional and bids without appropriate earnest money shall not be considered. The Tender Notice is also available at SPPRA's & NED University of Engineering & Technology, Websites [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) & [www.neduet.edu.pk](http://www.neduet.edu.pk)

  
DIRECTOR PROCUREMENT  
24/11/2017

ISSUED ON: \_\_\_\_\_

ISSUED TO: \_\_\_\_\_

# **NED UNIVERSITY OF ENGINEERING & TECHNOLOGY, KARACHI**



## **TENDER DOCUMENT**

**Directorate of Services**

**TITLE OF THE JOB**

**JANITORIAL, CLEANING & MAINTENANCE SERVICES AT  
CITY CAMPUS & LEJ CAMPUS**

**Tender No. PC/NED/COS/Services/6517/17**

# NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

## Directorate of Services

To,

The Director Services  
NED University of Engineering & Technology  
Karachi.

**Subject:- Janitorial, Cleaning & Maintenance Services at City & LEJ Campus**

1. Having examined the instructions to the tenders, drawings, conditions of contract (General conditions and the conditions of particular application), and specification, bill of quantities and having visited and inspected the site of the above names works. I/We the undersigned offer to carryout, complete the above works/supplies in conformity with said instructions to tenders; conditions of work order/contract, specifications, agreement, for the following sums or such other sum as may be ascertained in I accordance with said conditions.

Rs- \_\_\_\_\_/- (Rupees \_\_\_\_\_)

2. We under take if my/our tender is accepted to commence the works within one week of recognized of the works order.
3. We agree to abide by this tender for period of 90 days from the date of opening the same and it shall remain binding upon us and may be accepted at any time before expiration of the said period of 90 days.
4. I/WE understand that you are not bound to accept the lowest or any tender you may receive and you may reject any or all tenders without assigning any reason.

Signature of Contractor/Seal of Firm  
Authorised Representative of Firm

## APPENDIX TO FORM OF TENDER (BIDDING DATA)

- |   |  |
|---|--|
| (a). Name & Address of Procuring Agency               | <b>NED University of Engineering &amp; Technology.<br/>Main University road, Karachi.</b>  |
| (b) Brief Description of Works                        | <b>Janitorial, Cleaning &amp; Maintenance Services at City &amp; LEJ Campus</b>  |
| (c) Amount of Bid Security                            | <b>2.50% in shape of Payorder in favor of Director Finance NEDUET, Karachi.</b>  |
| (d). Period of Bid Validity (days)                    | <b>90 days</b>   |
| (e). Agreement  | <b>One Year</b>  |
| (f). Period of commencement from                      | <b>Within one Week after receipt of Work Order</b>   |
| (g). Performance Bond                                 | <b>10%</b>   |
| (h). Deadline for Submission of Bids along with time. |  |
| (i). Liquidity damages:                               | <b>(0.1% of the contract amount per day for the work remains un-commenced and un-completed after due date maximum of 10% and after than termination of contract</b>  |
| (j). Eligibility                                      | <ul style="list-style-type: none"> <li>- <b>Registration with FBR/SRB/EOBI/SESSI for Income Tax, Sales Tax in case of procurement of goods, registration with the Sindh Revenue Board in case of Procurement of Works and Services and registration with Pakistan Engineering Council as the case may and are not black listed in any procuring agency or authority.</b></li> <li>- <b>At least five years relevant experience</b></li> <li>- <b>At least five years turnover details</b></li> </ul> |

**Director Procurement**

## INSTRUCTIONS TO TENDERERS

- a) Director Services, NED University of Engineering & Technology, calls tenders for the repair/constructions/replacement/supply in accordance with Bill of Quantities, attached here to be submitted by or before \_\_\_\_AM on \_\_\_\_, 2017. Tenders cost will not be reimbursed for any cost of any kind whatsoever incurred in connection with preparations and submission of their tenders.
- b) The tender for the each work should be in the sealed envelope bearing name of the work/contractor/firm clearly marked and addressed to Controller of services, NED University of Engineering & Technology, Karachi.
- c) The tender may be delivered in person or sent by registered mail so as to reach on or before the date & time stated above. Any tender received after the stipulated time will not considered regardless of the cause of delay.
- d) All bidders are invited to be present for the opening of the tender on \_\_\_\_, 2017 at \_\_\_\_ A.M. The name of each tenderer and his total contract price only will be read aloud and recorded.
- e) Any tender/tenders with earnest money will not be entertained. Earnest money of the awarding supplier may be return after successful delivery of the furniture. If the supplier fails to supply the quoted/awarded items with in stipulated time his/her work order will be cancelled as per rule and earnest money shall also be forfeited.
- f) Detailed particulars of the work can be discussed with DDS(C) in the Services Department on any working day during the office hours.
- g) Tenders shall be made in the forms supplied therefore, with all items and blanks properly filled in. All data and figures and the signature of persons signing the tender shall be in ink.
- h) All unit prices filled in the schedule of quantities shall be firm. The unit prices against each item of work and estimate amount and all other data called for shall be given.
- i) All prices quoted shall be deemed to include all costs of performing the works, including labour, materials, income tax, duties, octroi charges, royalties permit ; all applicable taxes etc. and no claim whatsoever shall be accepted in case of escalation any or all prices entered in the rate of bid.

- j) The actual sum to be paid to the contractor whose tender is accepted shall be determined by measuring the work actually done or supplying/repairing the actual number of items in accordance with the work order and valuing it at the rates or prices by the contractor in the tender.
- k) "Incase of a discrepancy between the unit price and amount entered for an) item in the schedule of quantities, the unit price will be taken as correct and the amount will be adjusted accordingly when the tender is being examined".
- l) The tender must be signed on each and every page by a person (s) authorized to do so.
- m) "Engineer" means the Director Services of the University or any other Engineer appointed by him

## **Director Procurement**

# NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

Directorate of Services

## Terms & Condition

1. Services are required in accordance with agreement from the date of letter of award.
2. Inspection: Nominated Inspection Committee will make Inspection of **Janitorial, Cleaning & Maintenance Services at City & LEJ Campus.**
3. In case of late delivery@ 0. 1% per day will be charged on bid amount deducted from the bill but not more than 10% of contract value.
4. All prices will include all costs of performing the works including labour, material, income tax, GST. Octroi charges. Royalties & transportation etc. as mentioned in the agreement.
5. No subletting of all or any part of work will be allowed at any cost I reasons.
6. The supplier will discuss with DDS (C) before quoting the rates.
7. Services will be delivered at NED University, Campuses as awarded work.
8. Director Services and Inspection Officer will issue inspection certificate after inspection through Inspect ion Committee.
9. If the services are not found according to the specification, agreement will be rejected and in case fails to provide the services, the firm will be black listed.
10. Payments: -
  - 10.1 The actual sum to be paid shall be determined by quantifying/measurements or items actually supplied valuing it at the rates/prices quoted in the approved quotations.
  - 10.2 Part payment against part supply can be allowed. N/A

*Director Procurement*

# AGREEMENT

This agreement is renew on this \_\_\_\_\_ 2017

## **BETWEEN**

The NED University of Engineering & Technology, an institution under the Sindh Act No. III of 1977, having its registered office at Main University Road, Karachi, hereinafter referred to as "NEDUET" which expression wherever the contest so admits shall mean and include its successor's in-interest and assign of the ONE PART, through its Registrar. This agreement renewal valid for \_\_\_\_\_ 2018.

## **AND**

Mr. \_\_\_\_\_, S/o. \_\_\_\_\_, Bearing CNIC No. \_\_\_\_\_  
Resident of House NO. \_\_\_\_\_  
Soie proprietor of M/s. \_\_\_\_\_  
Having their registered office at \_\_\_\_\_  
Which expression wherever the contest so admits shall mean and include their executors, successors-in-interest and assign of the OTHER PART.

WHEREAS the NEDUET is desirous of availing cleaning and janitorial serves from a competent firm dealing in sanitation services for sanitation and cleaning of NEDUET, situated at University Road, Karachi AND WHEREAS the "Contractor" has offered for as competent firm to carry out and perform the above said.

NED University of Engineering & Technology will engage the contractor for the following;

Payment will be made by the NED UET latest by the 10<sup>th</sup> of each month, after proper scrutiny and verification of relevant record and after deduction of any on the basis of attendance of agreed work force and time as per contract.

IN witness whereof the parties hereto, setting through their duly authorized representative, have caused this agreement to be signed in their respective name, the day month and year, first above mentioned.

\_\_\_\_\_  
**REGISTRAR**  
NEDUET, Karachi

\_\_\_\_\_  
Proprietor M/s. \_\_\_\_\_  
CNIC \_\_\_\_\_

**WITNESSES:**

1. Name & Signature  
CNIC NO. \_\_\_\_\_

2. Name & Signature  
CNIC NO. \_\_\_\_\_



## DESCRIPTION OF WORKS

Cleaning of all floors with all adjoining areas including the roofs along with other allied buildings e.g. class rooms, offices, library, prayer areas, grounds etc.

Cleaning of main entrance area including all roads and footpath areas of the campus and front portion outside the campus.

Cleaning of all staircases, buildings, galleries, all floors toilets and walls etc.

The Contractor shall provide their services by providing cleaning, sanitation and janitorial services on the basis of following terms and conditions:

## SERVICE

The Contractor shall provide their services by deputing competent, efficient staff and at the required time, sanitation and cleaning services, and the same inspected by the departmental supervisors, who shall be available at all the time during office hours inside the campus. The services should be complete in all respects with its requirements and adequate standard of hygiene to the full satisfaction of the concerned authority.

## SCOPE OF WORK

- (a) Cleaning, sweeping, mopping of areas as specified in point (i) of description of works.
- (b) Vacuum cleaning of all carpeted area, if any.
- (c) Cleaning / washing of all toilets with fixture, (wash basin, W.C., Commodes, Urinals, marbles, floor and walls tiles) by using mopping and detergents i.e. Phenyl, liquid Soap, Surf, Harpic etc. to maintain the internal and external atmosphere of toilets in good condition.
- (d) Sweepers will be posted throughout the working hours in the campus. The Contractor shall be responsible to ensure complete supply of detergents and rapid mopping etc. as and when required.
- (e) Cleaning of the dustbins of all floors and removing the garbage to outside garbage point for final disposal through municipal authorities on daily basis.

## TWICE DAILY ROUTINE

The area under excessive usage will be cleaned twice daily including all roads and outside area or any other area when desired.

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24/07/17

## WEEKLY ROUTINE

- (a) Cleaning of toilets blocks and kitchen tiles, water coolers, wall tiles bathroom fixtures and fittings.
- (b) Dusting of walls ceiling, wooden partitions, stair railing, skylights, fiberglass, top roof area and doors in lobbies and main passage.
- (c) Cleaning of false ceiling, doors, window and ventilators with glasses of Faculty Rooms, Class Rooms and Laboratories etc.

## DAY REQUIREMENT

Keeping in view the present cleaning/sanitary requirement following 06 (Six) sweepers will be required to perform duties five days a week.

120 (One Twenty) monthly attendance

- (a) Lady workers                      02 Nos.                      One each at LEJ and City Campus for ladies / Girls bathrooms and ladies / Girls common rooms.
- (b) Sweeper                              04 Nos.                      02 Nos. each are required at LEJ and City Campus to perform duties on the locations as specified in Description of works.
- (c) Age Limit                              Maximum age 40 years  
Minimum age 21 years

## REQUIREMENT FOR NIGHT / HOLIDAYS

- (a) To be informed upon requirement arises for the mentioned strength of workforce as and when required.

## VALIDITY OF THE CONTRACT

The Contract/work is initially awarded for period (01) year w.e.f. \_\_\_\_\_ to \_\_\_\_\_. If during the above period of contract the performance of Contractor found upto the requirement of NEDUET, the said contract will be extended upto \_\_\_\_\_. Thereafter the same shall be renewable by mutual consent of the parties hereto subject condition.

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## WORKING HOURS

The working hours of the Contractor's staff firstly be at 08:00 hrs. (05 days a week) inside the office premises at which time they shall be ready in operative condition before start of the office / class hours as intimated by the Supervisor. The services staff shall work on working days only. Time schedule will be submitted to employer after mutual discussion/understanding and the same will be changeable/adjustable according to job requirements.

## INSTALLATION OF SOAP DISPENSERS

The Contractor shall fix/install S.S. Soap Dispensers in all Washrooms

## STORE-CUM-COMPLAINT OFFICE

Space will be provided within the Campus premises to the Contractor for the storage of cleaning materials, necessary equipment if required.

## DEFAULT

In case of any default or damage to the campus property within premises or material or any theft the damage would be claimed by the NEDUET from the Contractor and recovery shall be made from his security deposit/performance bound/bills if required. Any dispute arising out of this agreement or performance under this agreement or any cost of damage to the property of the NED UET caused during the course of services rendered by the workers of the Contractor shall be borne by the Contractor. The dispute shall be referred to the concerned authority whose decision shall be final and binding on both the parties.

## CLAIM

In case of any claim against the Contractor the same shall be deducted from monthly bill or the Contractor's security deposit and the Contractor shall be responsible to replenish same by the deposit of the amount so deducted.

## JANITORIAL SERVICE CHARGES

The NED UET shall pay Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only) per month to the "Contractor" towards the Janitorial Services rendered by the Contractor after verification of relevant record and after deductions if any on the basis of attendance of agreed work force and time as per contract.

*[Handwritten signature]*

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24/05/17