



## OFFICE OF THE MEDICAL SUPERINTENDENT

**SINDH GOVT. LYARI GENERAL HOSPITAL, KARACHI**

(Email: [lyarigeneralhospital@gmail.com](mailto:lyarigeneralhospital@gmail.com))



ND.MS/LGHK/4633

DATED: 28/12/2017

The Manager (Assessment)  
Sindh Public Procurement Regulatory Authority  
Government of Sindh, Karachi

Sub: NOTICE INVITING TENDER FOR HIRING OF CONTRACTOR FOR JANNTORIAL /  
CLEANLINESS SERVICES FOR LYARI GENERAL HOSPITAL, HEALTH DEPARTMENT,  
GOVERNMENT OF SINDH, KARACHI

I am directed to submit you the following documents for hoisting at SPPRA  
website.

- 1- NIT Published in newspapers.
- 2- Notification of Procurement Committee.
- 3- Notification of Complaint Redressal Committee.
- 4- Procurement Plan
- 5- Bidding Document/ NIT Document. (soft copy enclosed)

DR. KHALIL AHMED PATHAN  
MEDICAL SUPERINTENDENT  
SINDH GOVT LYARI GENERAL HOSPITAL  
KARACHI

CC.  
- The P.S to Secretary, Health Department, Government of Sindh Karachi  
- Account Section, LGHK

DR. KHALIL AHMED PATHAN  
MEDICAL SUPERINTENDENT  
SINDH GOVT LYARI GENERAL HOSPITAL  
KARACHI



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(Email: [lyarigeneralhospital@gmail.com](mailto:lyarigeneralhospital@gmail.com))



NO.MS/LGHK/4632-

DATED: 28/12/17

To,

The Director Advertising  
Information Department,  
Government of Sindh

**SUBJECT: PUBLICATION OF NOTICE INVITING TENDER FOR HIRING OF CONTRACTORS FOR JANITORIAL/CLEANLINESS SERVICES FOR LYARI GENERAL HOSPITAL, GOVERNMENT OF SINDH**

I am directed to refer to the subject noted above and to enclose herewith 07 copies of Notice Inviting Tender for Hiring of Contractors for Janitorial/Cleanliness Services for Lyari General Hospital, Health Department, Government of Sindh, is to be published in daily leading newspapers i.e. English, Urdu & Sindhi.

**DR. KHALIL AHMED PATHAN**  
MEDICAL SUPERINTENDENT  
SINDH GOVT LYARI GENERAL HOSPITAL  
KARACHI

C.C. to

R&I Incharge  
Advertisement Section  
Information Department  
Sindh, Karachi

1. The Secretary, Information Department, Government of Sindh, Karachi
2. The Manager (Assessment), Sindh Public Procurement Regulatory Authority, Sindh Karachi
3. The Additional Secretary (Development), Health Department, Government of Sindh, Karachi
4. The P.S. to Secretary, Health Department, Govt. of Sindh, Karachi
4. Office File.

**DR. KHALIL AHMED PATHAN**  
MEDICAL SUPERINTENDENT  
SINDH GOVT LYARI GENERAL HOSPITAL  
KARACHI



DATED 28/12/17 NO MS/LE/HK/4632

## OFFICE OF THE ADMINISTRATOR LYARI GENERAL HOSPITAL,

### NOTICE INVITING TENDER

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

S.No	NAME OF TENDERS	Quantity	Tender Fee	Time & Date of Opening	Completion Time
1	Janitorial Services	As mentioned in Bid Documents	Rs 2,000/=	16-01-2018 @ 12:00 Noon	One year, extendable till the finalization of the next tender

#### 2. Schedule of tender;

Issuing of tender documents	Schedule of Submission of bids	Schedule of Opening of bids	Method
From date of publication to 15-01-2018 till 12:00 Noon	16-01-2018 at 11:30 am	16-01-2018 at 12:00 Noon	Single Stage – Two Envelope Procedure Rule 46(2) of SPP Rule 2010 (Amended till date) Bidding Procedure

Schedule of Un-responded tenders will be again issued/submitted/opened on following dates:-

2 <sup>nd</sup> Attempt: Date of Issuance of Tenders	(b) Submission and Opening
(a) 16-01-2018 up to 02-02-2018 before 11:00 am	Received on 02-02-2018 upto 2:00 pm and open at the same day at 2:30 pm

#### Eligibility Criteria

- 01 Years of experience in the relevant field
- Turn-over at least three years having a sum of Rs 5.00 (M) every year.
- Registration with Income Tax & Sindh Revenue Board
- An affidavit on Stamp Paper that the firm has never been blacklisted.

#### 1. Method of Procurement

II Single Stage – Two Envelope Procedure Rule 46(2) of SPP Rule 2010 (Amended till date)

III ISSUANCE: Bid Documents can be downloaded from Authority's Website as well as Lyari General Hospital Karachi Website, it can also be obtained from office of the Addl, Medical Superintendent, Admin Block of this Hospital from the first date of publishing / hoisting up to 12:00 noon 15-01-2018 on submission of application on firm's letter head along with Pay order of Tender Fee.

IV Submission: Last date will be up to 11:30 am 16-01-2018.

V Opening: Will be opened at 12:00 Noon 16-01-2018

VI Bid must be in Pak Rupees

**2. Terms & Conditions:**

Under following conditions bid will be rejected:

- I. Conditional and telegraphic bids/tenders.
- II. Bids not accompanied by Bid Security of required amount and form.
- III. Bids received after specified date and time.
- IV. Bids of blacklisted firms.
3. **Bid Validity Period:** 90 days from the date of opening of tender.
4. 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).
5. **Bid Security @ 2%** of the offered value in shape of Pay Order in favor of the undersigned.
6. In case of any inconvenient situation created in City of 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.

  
MEDICAL SUPERINTENDENT  
SINDH GOVT LYARI GENERAL HOSPITAL  
KARACHI



GOVERNMENT OF SINDH  
HEALTH DEPARTMENT

## NOTIFICATION

No.SO (PM&I) Health/LGHK/Procurement/2017: In pursuance of Rule-07 of the Sindh Public Procurement Rules, 2010 (Amended 2013), Procurement Committee comprising of following Officers for Repair & Maintenance (M&R) of SINDH GOVERNMENT LYARI GENERAL HOSPITAL KARACHI" for the year 2016-17 & 2017-18, is constituted as under:-

1- Deputy Medical Superintendent, Sindh Govt. Lyari General Hospital, Karachi	Chairman
2- Sr. RMO General Sindh Govt. Lyari General Hospital, Karachi	Member/ Secretary
3- Executive Engineer, Education Works - Karachi	Member

### Function & Responsibilities of the Committee

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

- DR. FAZLULLAH PECHUHO-  
SECRETARY  
TO GOVT. OF SINDH

No.SO (PM&I) Health/LGHK/Procurement/2017

dated 25<sup>th</sup> - April - 2017

Copy forwarded for information & necessary action to:

1. All Members of Committee.
2. The P.S. to Senior Minister, Health Department, Govt. of Sindh, Karachi.
3. The Additional Secretary (Dev.), Health Department, Government of Sindh, Karachi
4. The P.S to Secretary, Health Department, Govt. of Sindh, Karachi
5. Office Order File

SECTION OFFICER (PM&I)



NO.HD(P&E) 3-2 (427)/2014  
GOVERNMENT OF SINDH  
HEALTH DEPARTMENT  
(Procurement, Monitoring and Inspection Cell)  
Karachi dated the 10<sup>th</sup> APRIL, 2017.

## NOTIFICATION

HA/HD(P&E)3-2(427)/2014. In supersession to this department's notification of even number dated 9-03-2017 and in pursuance of Rule 31 of the Sindh Public Procurement Rules, 2010, a Departmental Complaint Redressal Committee, comprising of following officers is hereby re-constituted as under to resolve complaints of aggrieved bidders:

- |   |                  |
|---|------------------|
| 1. Special Secretary,<br>Health Department.   | Chairman         |
| 2. Representative from Accountant General Sindh,  | Member           |
| 3. Independent expert from relevant field concerning<br>(to be nominated by the Head of Procuring Agency) | Member           |
| 4. Deputy Secretary (PM&I)  | Member           |
| 5. Deputy Secretary (General)   | Member/Secretary |
- Tasks.
- To perform according to Rule 31 of SPPRA, 2010
  - To Perform any other function ancillary and incidental to the above.

DR. FAZLULLAH PECHUHO -  
SECRETARY TO GOVERNMENT OF Sindh

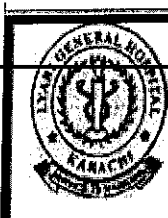
No.HD(P&E)3-2(427)/2014.

Karachi dated the 10<sup>th</sup> APRIL, 2017

1. The D.G.Health Services, Sindh, Hyderabad.
2. The District Health Officers (All)
3. Medical Superintendents (All)
4. All the Member of the Committee.
5. The PS to Secretary Health Department, Govt. of Sindh, Karachi.
6. Office order file.



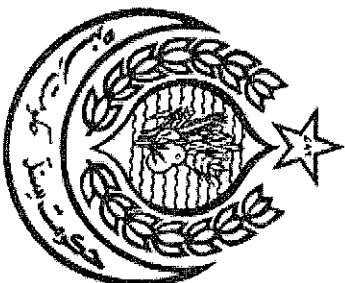
**OFFICE OF THE MEDICAL SUPERINTENDENT**  
**SINDH GOVT. LYARI GENERAL HOSPITAL, KARACHI**  
 (Email: [lyarigeneralhospital@gmail.com](mailto:lyarigeneralhospital@gmail.com))



**ANNUAL PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2017-18**

S.No.	Description of Procurement	Quantity (Where applicable)	Estimated Unit Cost (where applicable)	Estimated Total Cost	Funds Allocated (Rs.) Million	Source of Funds (ADP/Non ADP)	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.	
01	REPAIR & MAINTENANCE WORKS(M&R) – CIVIL & ELECTRICAL	On need basis	Nil	Nil	83 M	Regular Budget	Competitive Bidding amongst Contractors			To be procured	To be procured	
02	RENOVATION WORKS AT SINDH GOVERNMENT LYARI GENERAL HOSPITAL KARACHI	On need basis	Nil	Nil	76.502M	Regular Budget	Competitive Bidding amongst Contractors			To be procured	To be procured	
03	CONSULTANCY SERVICES FOR CONSTRUCTION SUPERVISION	On need basis	Nil	Nil	3M	Regular Budget	Least Cost Method			To be procured	To be procured	
04	CLEANLINESS / JANITORIAL SERVICES FOR LYARI GENERAL HOSPITAL, GOVERNMENT OF SINDH	On need basis	Nil	Nil	20 M	Regular Budget	Competitive Bidding amongst Contractor			To be procured	To be procured	

**GOVERNMENT OF SINDH**  
**BIDDING DOCUMENTS (BDS)**



**CLEANLINESS / JANITORIAL SERVICES**  
**FOR ONE YEAR**  
**LYARI GENERAL HOSPITAL,**  
**GOVERNMENT OF SINDH**  
**ESTIMATED COST = RS 17.75 MILLION**

<b>COST OF TENDER DOCUMENTS:</b>	Rs. 2,000/= Rupees One Thousand Only (Non-Refundable)
<b>TENDER PROCEDURE:</b>	Single Stage - Two Envelope / SPP Rule 46(2)
<b>TENDER PURCHASE DATE :</b>	From the date of publishing to 15 <sup>th</sup> January, 2017 upto 12.00 Noon
<b>TENDER SUBMISSION DATE AND TIME:</b>	On 16 <sup>th</sup> January, 2018 Upto to 11:30 AM
<b>TENDER SUBMISSION PLACE :</b>	Office of the A.M.S, Main Hospital Building, Lyari General Hospital, Government of Sindh
<b>TENDER OPENING DATE AND TIME :</b>	On 16 <sup>th</sup> January, 2018 Upto to 12:00 Noon
<b>TENDER OPENING PLACE :</b>	Office of the A.M.S, Main Hospital Building, Lyari General Hospital, Government of Sindh

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



### **BIDDING DATA**

Procuring Agency	: Medical Superintendent Lyari General Hospital, Government of Sindh
Address	: Lyari
Name of Item	: Cleanliness / Janitorial Services for One Year extendable till next tender
Bid Validity	: 90 days (As per SPP Rules – 2010).
Amount of Bid Security	: 2% of Bid Quoted Price
Supervision	: Lyari General Hospital Staff
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 LYARI GENERAL HOSPITAL, GOVERNMENT OF SINDH 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 Lyari Hospital Karachi sealed bids are invited from reputable and well equipped Janitorial Contractors for Janitorial Services to be rendered round the Clock at Hospital.

**Scope of work:**

- i) Sweeping & cleaning of Pavers / bituminous & R.C.C Roads.
- ii) Supervision of Sanitary Staff (Privately hired by the contractor) and where required Government Staff (Sanitation Staff) of Lyari General Hospital.
- iii) Cleaning of Sewerage System including Septic Tank atleast twice annually complete cleaning of lines, removal of grit and disposal of the same is required.
- iv) Sweeping & Cleaning of all Units / Wards / C.O.D / OPD / Operation Theaters / Admin Block .
- v) Cleaning of open areas /spaces .
- vi) Removal & disposal of garbage Infected & Non-Infected waste as per E.P.A recommendation. In case the Waste Treatment Facility installed within the Hospital Premises the contractors is bound to provide one skilled operator with one helper to operate the facility.
- vii) 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.
  - d. Washing cleaning of Wards on regular basis
- viii) 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, Lyari General 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 DMS, Lyari General Hospital, Karachi upto **16-01-2018 up to 11:30 am.** The technical proposal will be opened at 12:00 Noon same date in presence of those bidders who wish to be present, and the Financial Proposal will be opened on the date intimated by the Procuring agency to only Technically Qualified Bidders. **Technical Proposal** shall provide the requirement given in the proposal with a Proposed Operational Plan.

5. **Award Criteria & Employer's Right.**

The Medical Superintendent, Lyari General 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 Lyari 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, Lyari General 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, Lyari General Hospital, Hospital, Karachi.

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

One Copy (In Original) Technical Proposal with **Operational Plan/Cleanliness Plan for Lyari General 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, Lyari General Hospital, Karachi Lyari

**HUMAN RESOURCES:**

**50 Sanitary Workers and 02 Sanitary Supervisors** of this hospital will assist to the Contractors for Janitorial Services @ Lyari General 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 **Operational Plan / 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 against the work performed at Hospital within three to five days and submit the bills to the Accounts Branch, Lyari General Hospital on 6<sup>th</sup> of the same month for arranging the payment from office of the Accountant General Sindh.

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 (atleast 02 New Uniforms every year shall be provided by the contractor) . 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 Lyari Hospital Karachi or Additional Medical Superintendent and staff may be utilized in Shift where required.

Contractor shall not hire the Sanitary Workers under this contract who are already Government Employed Sanitary Supervisors and Staff.

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.
- v. Contractor shall be bound to provide manpower on all Gazetted Holidays including Sundays, Eid Festivals, Christmist, Divali and other religious and National Holidays.

#### **MATERIALS:**

- a. The Contractor shall supply Soft Brooms / Hard Brooms, Mop's (3 Lari) Steel Rods for Mops, Wheel Barrows, liquids, chemicals, and other stuff as per the approved quality by Hospital Staff as given as **Annexure B** to their Janitorial workers and will be responsible to incur any un-foreseen expenditure on minor nature of articles for maintaining the required standard of cleanliness.

#### **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 Lyari General 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. The Sindh Sales Tax (SST) on services shall be separately calculated as given at the Financial Proposal Form and provided. The financial evaluation will be performed on the Bid Amount exclusive of Sales Tax SST and GST
2. Contractor will not be allowed to participate in any Political / Immoral / Illegal activities in the premises of Lyari 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 Lyari General Hospital. If he / she is not satisfied with the decision of the Additional Medical Superintendent then he has the right to approach the Medical Superintendent, Lyari General Hospital, Karachi. The decision of the Medical Superintendent, Lyari General Hospital, Karachi will be final.
5. Medical Superintendent, Lyari General 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, Lyari General 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 (01) year in a renowned organization / institution. Contractor shall have NTN with sound financial background else the bid will be rejected. Contractors shall provide atleast 01 Work Order of similar Nature of Work with Rs 10.0 Million annual work provided in the last 05 years time. The time is calculated from the date of advertisement.
10. Removal & disposal of Hospital Garbage Infected / Non Infected wastage from Hospital to the Hospital Collection Point and Waste Sterilization Unit installed by the Hospital Administration within the Premises. The Contractor will only provide human resource for such facility, the maintenance and repair of such facility will not be responsibility of contractor under this contract.
1. Contractor shall have its own equipment and tools required for cleanliness etc. Equipment must be approved by the Authorized Officer / Official Lyari General Hospital Karachi, before commencement of contract.
2. The contractor should not violate himself or allow his janitors to violate the rules of Environmental Protection Agency (EPA).
3. 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.
4. Contractor shall be responsible for personal hygiene of the Janitors.
5. In case of dispute decision of the Medical Superintendent, Lyari General 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****Eligibility Criteria**

1	Copy of the Registration Certificate with EOBI / SESSI (Mandatory)	Yes	No
2	Copy of the Registration Sindh Revenue Board for SST (Mandatory)		
3	Copy of the Registration Certificate with Income Tax Department N.T. No (Mandatory)		
S. #	Criteria for Evaluation of Janitorial Bid (T.E.R)	Marks	Remarks
	Janitorial Services Experience		
	I. 05 to 10 Years of Firm similar nature of assignment experience (10 Marks)		
	II. 03 to 05 Years of Firm similar nature of assignment experience (08Marks)	10	
	III. 01 to 03 Years of Firm similar nature of assignment experience (06 Marks)		
	Company Profile		
1	Previous experience in similar nature of works of last five (03) years particularly – Must submit the Acceptance Letters, Work Orders, Agreements Copy, Performance certificates from departments and all clients MUST be attached. (Submission of atleast 01 similar nature project, each project with Minimum Cost of Rs 10.0 Million per Year shall be provided with 10 marks Each)	30	
2	Janitorial Plan for Lyari General Hospital, Karachi covering all activities provided in the Tender Documents as given below <ol style="list-style-type: none"> <li>1. Sweeping of Roads and Open Spaces (5.0 Marks)</li> <li>2. Cleaning of Hospital Façade (ALCOBOND) (10.0 Marks)</li> <li>3. Internal Department Cleaning and Disinfection including Washing of Operation Theatre and similar departments (10 Marks)</li> <li>4. Disposal of Municipal Solid Waste Being generated from the facility (5.0 Marks)</li> <li>5. Daily cleaning of all Toilets, Biannual cleaning of Septic Tanks, sewer system etc (5.0 Marks)</li> <li>6. Disposal of Infectious Waste (05 Marks)</li> </ol>	40	
3	List of Machinery / Equipments (which will be utilized by the Contractor in Hospital) as specified in Annexure B or equivalent by Contractor	05	
4	Client List / Relevant Experience / Previous year performance in Hospital	05	

	(Mandatory) – 5.0 Marks for each Hospital information of atleast 01 Hospital Provided		
	Financial stability showing and submitting through; i. Bank Statements for the last One years, ii. Professional Tax certificates of last three (03) years, iii. Audited Financial Statements of last three (03) Years, and iv. Annual income tax returns for minimum period of last three (03) years.	10	
5	<i>NOTE: Every required financial document has specific points (10 marks per year) to be calculated for evaluation of the firm, therefore attach all required documents.</i>		
6	Total	100 Marks	

- Minimum Qualifying Marks are 65 Marks out of 100 Marks

Note:

- All the Photo Copies should be attested from Oath Commissioner / Notary Public or Gazetted Government Officer.
- 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. The financial bids of technical qualified contractors will only be opened in the presence of committee.

(i)

S.No.	Particular	Required	Age	Experience
01	Head Supervisor	01		Provide CV
02	Supervisors	01		Provide CV
03	Janitorial Workers	45		List of Employees along with CNIC Number
	<b>Total =</b>	<b>47</b>		

Note:

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



(ii)  
List of Human Resource Equipment (which will be utilized by the Contractors in this Hospital.

S.No	Services	(Units/Numbers) per Month	Remarks
1	Sanitary Worker	50	Provide Separate list of Human Resource including names, CNIC Number
2	Sanitary Supervisor	2	Provide Separate list of Human Resource including names, CNIC Number
3	Washing Equipment for Wards/Scrubbers (As approved by Consulting Engineer)	2	Provide specifications – proposed equipment type
4	Cleaning of ALCOBOND Façade of Building Fortnightly (Total 15000) through mechanical means	2	Provide Work Plan
5	Cleaning of Sewer System Lumpsum	2 times a year	Provide Work Plan
S.No	Services	(Units/Numbers) per Month	Remarks
7	Providing HDPE Bins - 100 Liters for Pericarb - as per the approval of Consulting Engineer	6	
8	Plastic Bags Lumpsum - as per the approval of Consulting Engineer for Infectious Waste and for Dustbins (Quantity in Kilograms shall be considered by Contractor as per the scope of work)	1	
9	Brooms – Minimum 600 Grams	90	
10	Brooms Soft	25	
11	Mop Wet - as per the approval of Consulting Engineer	20	
12	Dry Mop - as per the approval of Consulting Engineer	40	
13	Wet Mop Refill	40	
14	Dry Mop Refill	40	
15	Brush	40	
16	Wiper	20	





17	Phenyl Liquid along with Fragrance 25 NOs bottles	100 Liters	
18	Phenyl Balls (Lumpsum) Monthly Basis		
19	Bleach / Powder	50 Liters	
20	Soda	20 Liters	
21	Hand Wash Liquid (Liters)	150 Liters	

Signature of Contractor(s)  
Stamp



(Annexure – B)

**FORM OF BID**  
(LETTER OF TECHNICAL OFFER)

Bid Reference No. \_\_\_\_\_

**NAME OF THE WORK: CLEANLINESS / JANITORIAL SERVICES FOR ONE LYARI**  
**GENERAL HOSPITAL, GOVERNMENT OF SINDH**

To:  
**MEDICAL SUPERINTENDENT**  
**LYARI GENERAL HOSPITAL,**  
**KARACHI**

Gentlemen,

1. Having examined the Bidding Documents including Instructions to Bidders, Conditions of Contract, Specifications, Drawings, Schedule of Prices and Addenda for the execution of the above-named services and Works, we, the undersigned, being a company doing business under the name of and address given in the proposal and being duly incorporated under the relevant laws of Pakistan hereby offer to execute and complete such Services and Works and remedy any defects therein in conformity with the said Documents including Addenda thereto submit our Technical Proposal which includes all the eligible criteria and all requirement as per the Term of Reference
2. We understand that all the Schedules attached hereto form part of this Bid.
3. We undertake, if our Bid is accepted, to commence the Services and Works and to deliver and complete the whole of the Services and Works comprised in the Contract within the time(s) stated in Preamble to the Conditions of Contract.
5. We agree to abide by this Bid for the period of \_\_\_\_\_ days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
7. We understand that you are not bound to accept the lowest or any Bid you may receive.
9. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a Bid for the Services and Works.



10.

We confirm, if our Bid is accepted, that all partners of the joint venture shall be liable jointly and severally for the execution of the Contract and the composition or the constitution of the joint venture shall not be altered without the prior consent of the Employer. (Please delete in case of Bid from a single firm).

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 : \_\_\_\_\_



(Annexure – B)

**FORM OF BID**  
(LETTER OF FINANCIAL OFFER)

Bid Reference No. \_\_\_\_\_

Name of the work: CLEANLINESS / JANITORIAL SERVICES FOR ONE YEAR LYARI  
GENERAL HOSPITAL, GOVERNMENT OF SINDH

To:  
**MEDICAL SUPERINTENDENT**  
**LYARI GENERAL HOSPITAL,**  
**GOVERNMENT OF SINDH - KARACHI**

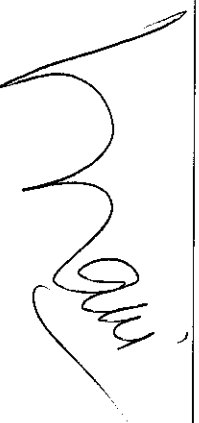
Having examined the Bidding Documents including Instructions to Bidders, Conditions of Contract, Specifications, Drawings, Schedule of Prices and Addenda for the execution of the above-named services and Works, we, the undersigned, being a company doing business under the name of and address given in the proposal and being duly incorporated under the relevant laws of Pakistan hereby offer to execute and complete such Services and Works and remedy any defects therein in conformity with the said Documents including Addenda thereto submit our Technical Proposal which includes all the eligible criteria and all requirement as per the Term of Reference

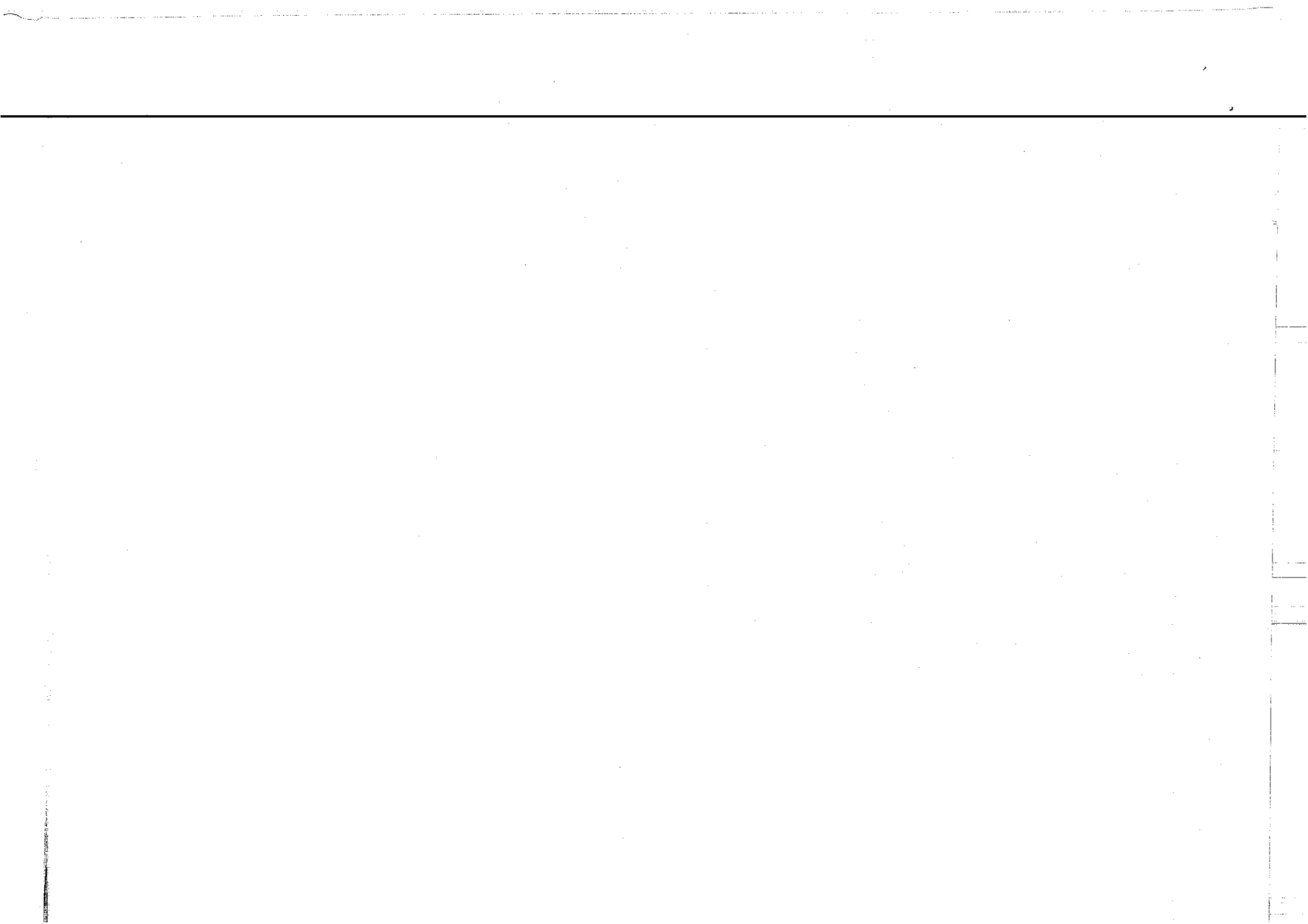
2. We understand that all the Schedules attached below form part of this Bid.

**FINANCIAL OFFER**

S.No	Services	(Units/Numbers) per Month	Unit Price	Total Cost /Month	Total Cost/Year
1	Sanitary Worker	50			
2	Sanitary Supervisor	2			
3	Washing Equipment for Wards/Scrubbers (As approved by Consulting Engineer)	2			
4	Cleaning of ALCOBOND Façade of Building Fortnightly (Total 15000 square foot) through mechanical means	2			
5	Cleaning of Sewer System Lumpsum	2 times a year			

	<b>Total Cost (A)</b>				
S.No	Services	(Units/Numbers) per Month	Unit Price	Total Cost /Month	Total Cost/Year
7	Providing HDPE Bins - 100 Liters for Pericarb - as per the approval of Consulting Engineer	6			
8	Plastic Bags Lumpsum - as per the approval of Consulting Engineer for Infectious Waste and for Dustbins (Quantity in Kilograms shall be considered by Contractor as per the scope of work)	1			
9	Brooms – Minimum 600 Grams	90			
10	Brooms Soft	25			
11	Mop Wet - as per the approval of Consulting Engineer	20			
12	Dry Mop- as per the approval of Consulting Engineer	20			
13	Wet Mop Refill	40			
14	Dry Mop Refill	40			
15	Brush	40			
16	Wiper	20			
17	Phenyl Liquid along with Fragrance 25 NOS bottles	100 Liters			
18	Phenyl Balls (Lumpsum) Monthly Basis				
19	Bleach / Powder	50 Liters			
20	Soda	20 Liters			
21	Hand Wash Soap Liquid (Liters)	150 Liters			
	<b>Total of Consumables Item (B)</b>				
	<b>GRANT TOTAL (B)</b>				
	<b>TOTAL BID AMOUNT (A+B) INCLUSIVE OF INCOME TAX</b>				
	<b>ADD SALES TAX</b>				
	<b>TOTAL BID AMOUNT (A+B) INCLUSIVE OF INCOME &amp; SALES TAX (LUMPSUM) MONTHLY CHARGES</b>				
	<b>TOTAL BID AMOUNT (A+B) INCLUSIVE OF INCOME &amp; SALES TAX Narration (LUMPSUM) MONTHLY CHARGES</b>				





**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.
- iii) The amount for consumables will be paid as lumpsum with Monthly Bill, however the consumables quantity will be checked by the Consultant and Hospital Administration.
- iv) A copy of Challan will be provided by the contractor that the Hospital infected garbage payment has been made to KMC.

(In Words.

).

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 Admin Block Lyari Hospital Karachi and the same will be opened at the office of Additional Medical Superintendent Admin Block.
- 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) Lyari 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 **15<sup>th</sup> December, 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**

A handwritten signature in black ink, appearing to be 'M. Ali', written in a cursive style.



**LIST OF DEPARTMENTS FOR SERVICES UNDER THIS CONTRACT**

Main Building (Ground + 03) Building Cardiology Block Emergency Block OPD Block New Store Facility Mosque Area Nursing Hostel occasionally Entire Premises of Lyari General Hospital excluding College Side Any assignment given by MS LYARI GENERAL HOSPITAL	
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## **DRAFT CONTRACT FORM**

**THIS AGREEMENT** made the \_\_\_\_ day of \_\_\_\_ 2017 between [name of Procuring Agency] of [county of Procuring agency] (here in after called "the Procuring agency") of the one part and [name of Supplier] of [city and county 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)

