

**AYUB TEACHING HOSPITAL ABBOTTABAD
(MTI)**

BID SOLICITATION DOCUMENTS

For

Conservancy services

Note: The prospective bidder is expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

INTRODUCTION:

Ayub Teaching Hospital (MTI) Abbottabad invites. Category wise sealed bids from the eligible bidders, Reputed Contractors/Individuals/FIRMS for the different services at Ayub Teaching Hospital. Open Competitive Bidding under rule Single Stage Two Envelope bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

Description	Dates
Tender opening date	17-10-2018
Technical Evaluation/ Report announcement	will be notified later
Financial Opening	will be notified later

1) INSTRUCTIONS TO BIDDERS:

1. This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws, Rules made there under along with Standard Bidding Documents.
2. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
3. All the bidders are required to provide annexure wise complete requisite documents with page marking for their Technical Evaluation / Qualification as prescribed under the rules.
4. The bid should be complete in all respect and must be signed by the bidder.
5. All prices quoted must be in Pak Rupees (PKR) and should include all applicable taxes. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes. MTI, ATH is exempted from GST.
6. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
7. For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send a written request at least one day prior to the opening date.
8. The Bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the Bidders.
9. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
 - a. Received without earnest money;
 - b. It is received after the date and time fixed for its receipt;
 - c. The tender document and the bid is unsigned;
 - d. The offer is ambiguous;
 - e. The offer is conditional i.e. advance payment, or currency fluctuations etc.;



f. The offer is from blacklisted firm in any Federal / Provincial Govt. Deptt:

10. Usage of correction fluid & corrections are strictly prohibited unless duly initialed.
11. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
12. In case of Bid Tie, the decision will be taken by Post Qualification.
13. Any direct or indirect effort by a bidding firm to influence this institution during the process of selection of a bidder or award of contract may besides rejection of its bid result into its disqualification from participation in the Ayub Teaching Hospital future bids.

2) ELIGIBILITY CRITERIA:

1. Bidders must give compliance to the below mentioned clauses as these are mandatory to being eligible for the bidding process. Relevant certificates must be attached.
2. Only Typed tender on original letter pad, sealed & signed should be submitted.
3. The tender must be according to hospital specification.
4. Alternates rates will not be acceptable
5. No conditional tender will be acceptable
6. The bidder must be registered with Income / Sales Tax Department, NTN, reflected as Active Tax Payer on the list of FBR.
7. The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental institutions.
8. Bidders shall not be eligible to bid if they are under a declaration of Ineligibility for corrupt and fraudulent practices issued by any government organization in accordance with the Section 44(1) KPPRA Rules 2014.

Evolution Criteria: (Single Stage Two Envelopes).

The Firm found eligible as per criteria given on the previous page shall be subject to evolution criteria given here below.

CLEANING OF HOSPITAL CONTRACT CRITERIA

Mandatory Documents	Status on ATL	Bids without Mandatory documents shall not be considered for evaluation
	Income Tax Registration	
	Sales Tax Registration where applicable	
	Last Year income Tax Return	
	Last Year Sales Return where applicable	
	Last 03 years Bank Statement showing annual turnover equal to 06 month minimum defined rent.	
	03 years Audit reports by external auditor if applicable	
	Registration with respective Govt. Department	
	Certificate that CDR (as per bidding document) is attached with financial bid	
	Affidavit on stamp paper duly attested regarding black listing & other conditions as per provided specimen in bid document	

	03 year experience of similar nature in a reputed Government/Private institution. (Documentary evidence to be provided)	
Human Resources	1. Sweepers = As per required for Peak time and as required each for evening and night shift 2. Supervisor = as required for each shift	
Physical Resources	1. Cleaning equipment 2. Garbage removal trolleys 3. Personal protective gadgets 4. Fumigation system	

Lowest priced among technically qualified bids will be accepted

Technical evaluation will be done on Pass Fail basis.

Price Bid (BoQ)/ Financial Proposal

DETAIL OF BID

RATE PER MONTH IN RS

IN FIGURE IN WORDS

Janitorial services contract for MCHC Block ATH Abbottabd

Detail	Required Number	Unit cost/ Per head/Per month	Total monthly cost	Total yearly cost (total Monthly cost x 12)
No of supervisor	6			
No of persons / janitors / sweepers etc seventeen (80)	54			
Inclusive of cost of standard cleaning material and equipment, as asked under scope of services	Please attached detail required item list along with cost (provided by contractor)	Rs	Rs	Rs.
Total cost of bid.				

ToR

Total per Month cost.

Note: The rates shall be inclusive of all taxes.

Rs: _____

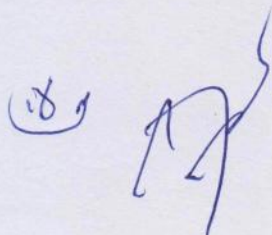
(Rupees _____)

Name & Signature

of Contractor/Authorized Representative

Grievance Resolution mechanism:

(18)

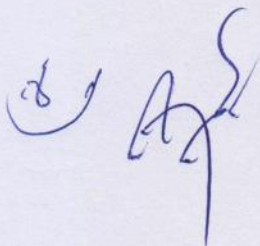


Grievance Resolution mechanism:

Grievance if any, shall be made through written application to the hospital director within the prescribed period. However, the hospital directors should either dispose off the said application by him or refer it for disposal to the purchase committee.

3. GENERAL CONDITIONS:-

1. Ayub Teaching Hospital shall evaluate the proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
2. Alternative bid shall not be considered and shall be rejected by the Competent Authority.
3. Ayub Teaching Hospital may increase or decrease the quantity of the items required as per KPPRA rules.
4. At any time prior to the deadline for submission of bids, Ayub Teaching Hospital may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.
5. If a bid is not substantially responsive, it will be rejected by the Procuring Entity and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
6. Ayub Teaching Hospital may accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.
7. No complaint, objection etc of any kind shall be entertained beyond the period reserved for grievance resolution.
8. No offer shall be accepted if Bidder failed to meet the qualification prescribed in these documents.
9. The contractor shall obey all the written and verbal instructions issued from competent authority. Default on part of contract will lead to fine which may extend to Rs. 50,000/- however, continuous default will lead to cancellation of contract as well as blacklisting.



4. BID Security

Bid security 2 % of the total yearly quoted amount in shape of Call Deposit / Bank Draft / Pay Order (refundable) drawn in favor of "Hospital Director MTI ATH Hospital" should be kept sealed in the financial proposal.

Bid security of the successful bidder will be released after submission of Performance Guarantee.

The bid security may be forfeited:

- i) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- ii) In the case of a successful Bidder, if the Bidder fails to sign the contract or to furnish performance Guarantee.

5. BID VALIDITY:

- i) The bids should be valid for a period of 90 working Days from the date of opening.
- ii) In exceptional circumstances, MTIATH Hospital may solicit the Bidder's consent to an extension of the period of validity reasons shall be recorded in writing. The request and the responses there to shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

7. SPECIAL CONDITIONS OF THE CONTRACT:-

1. If any of the given specifications/parameters does not meet the required specifications, their offer will not be considered and shall summarily be rejected by MTI / ATH ATD
2. Successful Bidder will have to furnish a performance guarantee up to 10% of the contract value in shape of Demand Draft or Bank Guarantee in favor of the "Hospital Director MTI ATH.
3. After delivery and acceptance of the Goods, its installation commissioning and inspection report from the technical member, the performance security shall be reduced to 02 (two) percent of the Contract Price to cover the Supplier's warranty obligations.
5. In case of a successful bidder, who repudiates the contract or fails to furnish performance guarantee and as the case may be shall proceed for blacklisting and the work order will be placed to the Next Successful Bidder or from the alternative sources at the cost/risk of the concerned firm.
7. All bidders shall comply with code of ethics formulated by KPPRA

bill.

10. Contractor shall carry out work directly. Contractor is not allowed to carry out whole or part of the work through subcontract/s.
11. The above manpower requirement does not include 'weekly off, leave, absence requirements.
12. The contractor shall not engage any person below the age of 18 years for the work.
13. The contractor shall provide replacement of personnel, in case of absenteeism, casual/sick leave, etc., so as to ensure full staff at all time. In case of absence/leave by any particular person, the Contractor shall make alternate arrangement immediately otherwise wages at double the rates would be deducted per day of absence.
14. If a person is found unsuitable for the work by Hospital Staff due to misconduct/negligence of duty / unsafe act/ being under influence alcohol/violation of any norms or instructions or any other reason, the person shall be replaced by the contractor immediately on being informed to that effect.
15. A daily attendance register shall be maintained by the supervisor which shall be countersigned by DDMS.
16. as the designated hospital staff responsible for the area of work shift wise and countersigned by Works-in-charge on day to day basis.
17. staff employed by him at his own cost and risk, including :-

8. Award of Contract:

- Contracts shall be confirmed through a written agreement signed by the successful bidder and the MTI / ATH Abbottabad.

9. MODE OF PAYMENT:

The Service Provider shall be providing all necessary supporting documents along with invoices:

1. The Service Provider shall submit an Application for Payment of monthly services to the ATH The Application for payment shall be accompanied by such invoices, receipts or other documentary evidence as the procuring agency may require, state the amount claimed, and set forth in detail. In the order of the Price Schedule, particulars of the Services and subsequent to the period covered by the last proceeding Payment, if any.
The ATH Abbottabad shall pay the monthly charges for provision of satisfactory services on verification of concerned DDMSs/authorized Officers by 10th of each month in lump sum through cross cheque in the name of Company and in Pakistani Rupees.
2. No advance payment will be permissible.

PERFORMANCE SECURITY FORM

To:

Hospital Director
Ayub Teaching Hospital
ABBOTTABAD

WHEREAS [] (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No.[] dated / /2018 to supply *Surgical Instruments and its ancillary services* (hereinafter called "the Contract").

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

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

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

Signature and seal of the Guarantors

[name of bank or financial institution]

[Address] date]

Service Level Agreement

Each non-compliance of the Scope of Services, Term and Conditions of the Contract will be penalized.

The following penalties will be applicable and will be deducted from the monthly charge of the Service Provider: -

1. Misbehavior with staff or Visitors Rs. 1000 per instance
2. Not carrying required material etc necessary for work Rs. 500 per instance
3. Late arrival to duty Rs. 200 per hour
4. Absence from duty Rs. 700 per day⁶ Late payment to staff Rs. 1000 per day for delayed days
5. Violation of labor laws Rs. 4000 per violations
6. Laziness during duty Rs. 200 per instance
7. Damage or loss to ATH Property Equal to the loss
8. Smoking in office Rs. 1000 per instance
9. Violation of SOP issued by ATH Rs. 500 per instance
10. Not following instructions of ATH authorized representative Rs. 500 per instance
11. Misuse of ATH assets such as Air-conditioning, Light etc. Rs. 2000 per instance
12. Sleeping during duty Rs. 2000 per instance
13. Any other violation of the Contract Rs. 500 per instance

