

**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.

<b>Description</b>	<b>Dates</b>
<b>Tender opening date</b>	<b>10-01-2019</b>
<b>Technical Evaluation/ Report announcement</b>	<b>will be notified later</b>
<b>Financial Opening</b>	<b>will be notified later</b>

**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 Withdrawn bids will be returned unopened to the Bidders.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.

Evaluation Criteria Evaluation of received bids will be carried out as per following criteria:

Criteria:	Max Score
<b>Particulars of the Bidder (100 Marks)</b>	
<b>Geographical Outreach:</b> Name of area/region, addresses, contacts etc. The company should at least have two branch offices, one office must be within 300 KM. (10 marks for each office)	20
<b>Experience:</b> Number of years of applicable experience of organization: • (Two (2) marks for each year. Maximum marks for 10 years or plus experience.)	• 20
<b>Janitorial Staff:</b> Number of personnel on company roster (strength/deployment year wise detail for last two years) • Over 200=20 marks • 100-200= 10marks • 50-100 =5 marks less than 50 zero marks	20
<b>Assignments in Hand: Bidder to provide references of similar services rendered:</b> • 5 References= 10 marks • 4 References= 7 marks • 3 References= 5 marks • 2 References= 3 marks less than 2references = zero marks	10
<b>Equipment &amp; Other Factors:</b> • Buffing and Polish Machine=5 Marks • Heavy Duty Vacuum Cleaner=5 Marks, Garbage removal trolleys 3= 5 marks, Fumigation system= 5marks.	20
<b>Financial strength</b> Bank statement showing 2 to 3 Million=03marks, 3 to 4 Million=7marks, More than 4 Million=10Marks	10
<b>TOTAL</b>	100

Note: - Bids securing minimum 70 marks or more out of 100 Marks shall ONLY be qualified.

**Lowest priced among technically qualified bids will be accepted**

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.
<b>Total cost of bid.</b>				

Total per Month cost.

Note: The rates shall be inclusive of all taxes.

Rs: \_\_\_\_\_

(Rupees)\_\_\_\_\_

**Name & Signature**

of Contractor/Authorized Representative

**Grievance Resolution mechanism:**

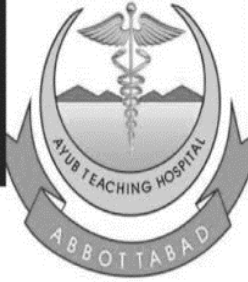
Grievance if any shall be making through written application to the hospital director within the prescribed period. However, the hospital directors should either disposed off the said application by him or refer it for disposal to the purchase committee.

**3. GENERAL CONDITIONS:-**

1. Ayub Teaching Hospital shall evaluate the proposal in a manner prescribe 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.

**MEDICAL TEACHING INSTITUTION  
AYUB TEACHING HOSPITAL, ABBOTTABAD  
PH: 0992-380412 FAX: 380328 website: ath.gov.pk**

**TENDER NOTICE**



**MEDICAL TEACHING INSTITUTION  
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PH: 0992-380412 FAX: 380328 website: ath.gov.pk

**Advt. No.182/2018-19 Dated 24/12/2018**

**TENDER NOTICE**

**Sealed and postal tenders are invited for the following to Ayub Teaching Hospital Abbottabad from the eligible firms as per bidding document and registered with the Khyber Pakhtunkhwa Revenue Authority.**

S.No	Description.	Tender cost (non refundable)	Bid Security in shape of CDR
1.	Janitorial Services for MCHC / ATH	Rs.1500/-	2% of the quoted value of contract
2.	Security Services for MCHC / ATH	Rs.1500/-	-do-

Bidding documents can be obtained from procurement cell till the closing date (i.e, 10/01/2019 upto 11:00 a.m during working hours after deposit of tender cost are also available on institution website [www.ath.gov.pk](http://www.ath.gov.pk) and [www.kppra.gov.pk](http://www.kppra.gov.pk). The tender documents can also be obtained on written request after deposit of tender cost. In case of the request received through courier the bank draft in favour of undersigned inclusive of courier charges be submitted within due date. The tender shall be opened on the same date at 12:30pm in presence of the bidders who care to be present.

**SAY NO  
CORRUPTION/  
DRUGS**

**HOSPITAL DIRECTOR  
MEDICAL TEACHING INSTITUTION  
AYUB TEACHING HOSPITAL ABBOTTABAD**

**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, MTI ATH 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. 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.
4. All bidders shall comply with code of ethics formulated by KPPRA
5. The services shall be authenticated by end user/Inspection committee assigned by management of the MTI ATH Abbottabd

**Scope of work:****COPE OF WORK/Terms of Reference (TOR)**

The work under this Contract shall be cleaning & janitorial services of MCHC Block of ATH i.e. cleaning services round the clock (24/7). Wards, OPDs, floors, rooms, stores, offices, cabins, toilets, windows glasses, light fixture, boards, name plates, glasses panels in and outer side of all the block and surrounding areas of the premises through skilled and experiences staff in order to ensure standard cleanliness. Removal of Garbage/ Soil/ Filth. Removal of infectious filth from the ward(s).OT and patients area and drop the same to the Incinerator of MTI ATH

**CONSUMABLE MATERIAL:**

All the consumable material for execution of above work i.e. liquid soap, sweep, bleach. Vim powder, air freshener for toilets, tissue rolls, phenyl balls and liquid tins, antiseptic spray, glint, dusters shall be provided/ arranged by the Contractor at his own cost.

**TOOLS AND EQUIPMENT:**

The Contractor shall arrange all tools and equipment used for the work i.e. mops, brooms, wipers, baskets, window wipers, dustpans, cobweb remover, scraper, ladder, brushes, gloves, scrubbing machines, wet four (4) dry vacuum cleaner along with standard trolley for each floor at his own cost.

**DEPLOYMENT OF STAFF:**

Skilled/ Experienced worker in proper uniform with lapel Cards showing their identity shall be deployed. List of staff alongwith their CNIC shall be provided to ATH before deployment. Any replacement shall be intimated in advance with consent of the concerned ATH office. Deployment shall be made as per requirement.:

**Terms & Conditions:**

1. The contract period would be up to 30<sup>th</sup> June 2020. However contract can be terminated at any time by hospital authority with one month notice or on poor performance it can be terminated at any time without notice.
2. The Contractor will provide the 10 % performance guarantee.
3. The Firm will provide the daily, weekly and month work plan.
4. All the Equipment/Material will be the responsibility of the Contractor.
5. Initial 3 months will be on probation during which shortcoming on part of contractor shall lead to cancellation.
6. Your services shall be evaluated through DDMS of ATH MTI, on monthly basis, prior to release of monthly bills.
7. The contract workers shall report in uniform dress clearly indicating their function. The uniform shall bear name of the contractor/firm. The uniform shall be got approved by the contractor from hospital Authority
8. Any failure to meet the requirements of the contract including failure to complete the work satisfactorily, failure to deploy minimum manpower, failure to provide/use materials, shall result in deduction of proportionate amount from the bill.
9. The contractor shall also be liable for any expenses, loss or damage which factor may incur or sustain due to contractor's fault. The cost shall be deducted from the contractor's 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 a 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 / /2019 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 day<sup>6</sup> 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

Habibullah  
Pharmacist, ATH  
Member

Murtaza Khan  
DDPC, ATH  
Member

Dr Mohammad Zeeshan  
Community Medicine  
Chairman Committee

**Submitted for Approval**

Hospital Director  
MTI, ATH Abbottabd