

AYUB TEACHING HOSPITAL, MTI ABBOTTABAD

BID SOLICITATION DOCUMENTS

For services of

(Security, Sanitation, Plumbing, & Electrical, carpenter and gardeners)

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	18-02-2021
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 KPPRA 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. 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:
8. Usage of correction fluid & cutting are strictly prohibited.
 9. 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 for future bidding.
 10. Only Typed tender on original letter pad, sealed & signed should be submitted, hand written tender will not be acceptable.
 11. The tender must be according to hospital specification.
 12. Alternates rates will not be acceptable
 13. 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

2) ELIGIBILITY CRITERIA:

Mandatory Documents

1. Status of ATL
2. Last Year income tax return
3. Last Year sale tax return
4. Last 03 year bank statement
5. Certificate on judicial stamp paper that 2 % CDR of quoted amount is attached with financial bid.
6. The bidder must be registered with Khyber Pakhtunkhwa Revenue Authority
7. The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental institutions and acceptance of term and conditions of tender.

Evaluation Criteria: (Single Stage Two Envelopes).

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

Total Marks 100
Qualifying Marks 70

Criteria:	Max Score
Particulars of the Bidder (100 Marks)	
Geographical Outreach: 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
Experience: Number of years of applicable experience of organization: (Two (2) marks for each year. Maximum marks for 10 years or plus experience.)	20
Service provider Staff: Number of personnel on company roster (strength/deployment year wise detail for last two years) Over 100=20 marks 70-100= 15marks 50-70 =10 marks 30-50 =5 marks less than 30 zero marks	20
Assignments in Hand: Bidder to provide references of similar services rendered: 5 References= 10 marks 4 References= 7 marks 3 References= 5 marks 2 References= 3 marks less than 2 references = zero marks	10
Equipment & Other Factors: Buffing and Polish Machine, Heavy Duty Vacuum Cleaner, Garbage removal trolleys 3, Fumigation system= 8 marks. 2 Carpentry tools Kits = 03 marks , 2 Electrical tools Kits = 3 Marks, 2 Plumbing tools kits = 3 marks, gardeners tools 7 Machines = 3 marks	20
Financial strength Bank statement showing 2 to 3 Million=03marks, 3 to 4 Million=7marks, More than 4 Million=10Marks	10

TOTAL	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

LIST OF TOOLS AND EQUIPMEN

S.No	Name of Tools and Equipments	Nos
01	Complete electrical tools kit	02 kits
02	Complete plumbing tools kit	02 kits
03	Complete carpentry tools kit	02 kits
04	Weapon with lenience	01 per security guard
05	Metal detector	02
06	Detected minor	02
07	Gradners tools kit	02
08	Grass cutting machine	01
09	Cleaning material	As per requirement

PRICE BID (BOQ)/ FINANCIAL PROPOSAL

DETAIL OF BID RATE PER MONTH IN RS

IN FIGURE IN WORDS

SERVICES CONTRACT FOR FLATS/BLOCK OF ATH ABBOTTABD

Detail	Required Number	Unit cost/ head/Per month	Per cost	Total monthly cost	Total yearly cost (total Monthly cost x 12)
No of security guards	12				
No of sanitation Persons with clean material	08				
No of Plumbing persons	02				
No of electricians persons	02				
No of carpenter persons	01				
No of Gardners	04				
Total cost of Bid.					

Note: The rates shall be inclusive of all taxes.

Rs:

(Rupees _____)

Name _____
of Contractor/Authorized Representative

&

Signature

NOTE: Any fixed / consume able assets i-e lights, fans, plumbing items, carpentry items which are out of order, and to be replaced or repaired, those items will be provided by the resident of flat /Hospital.

2. 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 strength as per requirement.
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.
10. The KPPRA standard bidding documents for services is part of this bidding document.

3. BID SECURITY

Bid security 2 % (calculated annual /12 months quoted amount in shape of Call Deposit (refundable) in favor of "Hospital Director MTI ATH" 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.

4. BID VALIDITY:

- i) The bids should be valid for a period of 90 working days from the date of opening.

5. 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. All bidders shall comply with code of ethics formulated by KPPRA
- 3. The services shall be authenticated by the end user/ concerned DDMS assigned department by management of the MTI ATH Abbottabad.

6. SCOPE OF WORK:

SCOPE OF WORK/Terms of Reference (TOR)

The work under this Contract shall be provide security, sanitation, plumbing, electrical, carpenter and gardens services of all residential flats/ blocks of ATH and surrounding areas of the flats/block through skilled and experiences staff in order to ensure standard services 24/7 basis.

7. TOOLS AND EQUIPMENT:

The contractor shall arrange all relevant tools and equipment used for the work in modern era

8. DEPLOYMENT OF STAFF:

Skilled/ experienced worker in proper uniform with label cards showing their identity shall be deployed. List of staff along-with 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.

9. TERMS & CONDITIONS:

1. The tenure of contract will be 01 year or till the finalization of next year tender.
2. The contractor will provide the 10 % performance guarantee.
3. The firm will provide the daily, weekly and month work plan.
4. All the equipments 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 concerned committee 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 must be approved by the Hospital Director.
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 subcontractors.
11. The contractor shall not engage any person below the age of 18 years for the work.
12. 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.
13. 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 other reason, the person shall be replaced by the contractor immediately on being informed to that effect.

14. A daily attendance register shall be maintained by the supervisor which shall be countersigned by DDMS as the designated hospital staff responsible for the area of work shift wise and countersigned by works-in-charge on day to day basis.

15. The contractor shall abide by and comply with the provisions of all the Acts and rules by Central/ State Govt as applicable from time to time in respect of the contracted work.

16. All staff employed by him at his own cost and risk, including, Rights are reserved to cancel the order in to or a part thereof without assigning any reason but to safeguard interest of the institution/ patients.

17. Ensure that all service provider personnel are alert, punctual, physically fit and in good heath.

18. The security personnel responsible for safeguard moveable and immoveable property of flats and surrounding area.

19. The contractor will be liable to penalized if the services are not satisfactory.

10. AWARD OF CONTRACT:

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

11. PAYMENT:

- a. No advance payment will be permissible.
- b. The payment will be made after successful running, provision of satisfactory services on verification of concerned officer

**HOSPITAL DIRECTOR
Ayub Teaching Hospital**