

**AYUB TEACHING HOSPITAL ABBOTTABAD
(MTI)**

BID SOLICITATION DOCUMENTS

For
Janitorial services

**(Top Ten Wards ATH BUILDING AND
RESIDENTIAL FLATS)**

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.

TABLE OF CONTENTS

S #	Contents
1.	Introduction
2.	Instruction To Bidders
3.	Eligible Bidders
4.	General Conditions
5.	Invitation For Bids
6.	Bid Security
7.	Bid Validity
8.	Statement of Requirement with Specification
9.	Special Conditions of the Contract
10.	Evaluation Criteria
11.	Award of Contract
12.	Payment
13.	Contract Forms

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
Pre-Bid	_____ at _____ hours
Tender opening date	_____
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. Pre-bid meeting with the interested bidders will be held on _____ at _____ hrs in Conference Room of the Hospital Director.
3. Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
4. 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.
5. The bid should be complete in all respect and must be signed by the bidder.
6. 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.
7. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
8. 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.
9. 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.
10. 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:
11. Usage of correction fluid & corrections are strictly prohibited unless duly initialed.

12. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
13. In case of Bid Tie, the decision will be taken by Post Qualification.
14. 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.
15. The company will obey all rules and regulation as per Govt of Pakistan and other Govt. labour laws.

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 and hand written will not be acceptable.
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 must be registered with **Khyber Pakhtunkhwa Revenue Authority**
8. The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental institutions.
9. 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 above shall be subject to evaluation criteria given here below:

Total Marks in Technical Criteria: 70
Qualifying Marks: 49

Award of Contract

The contract will be offered to lowest price bidder amongst the qualified bidders.

Technical Criteria for Janitorial service for Ayub Teaching Hospital Abbottabad

Total Marks in Technical Criteria: 70
Qualifying Marks: 49

Description

Marks

Local Office in Abbottabad	05
Experience Certificates 5 years (2 marks for each year)	10
Turn Over of 15 million for last 3 years (Bank statement should be attached)	15
Past performance certificates last 5 year (Each Certificate 2 marks)	10
Work in hand for last one year (2 marks for each project)	10
Equipments list for cleanliness (Floor Scrubber & housekeeping trolley)	10
Manpower Attested copy of Salary slips (At least 30) Last 2 years	10

Price Bid (BoQ)/ Financial Proposal

DETAIL OF BID

RATE PER MONTH IN RS

IN FIGURE IN WORDS

Janitorial services contract for wards of ATH and residential Abbottabad

Detail	Required Number	Unit cost/ Per head/Per month	Total monthly cost	Total yearly cost (total Monthly cost x 12)
No of persons / janitors / sweepers etc / supervisor	(43 for wards + 8 for flats)			
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.				

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 made 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 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 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 number of janitors and area/ward etc can be increase or decrease as per requirement of hospital.
11. The standard bidding documents KPPRA is part of this bidding document.

4. BID Security

Bid security 2 % (calculated annual /12 months quoted amount in shape of Call Deposit (refundable) 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

6. 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 similarly 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. All bidders shall comply with code of ethics formulated by KPPRA
4. The services shall be authenticated by the end user/ HOD Facilitation Management department/ any office by management of the MTI ATH Abbottabad.

Scope of work:

SCOPE OF WORK/Terms of Reference (TOR)

The work under this Contract shall be cleaning & janitorial services of (1).Medical-A (2).Medical –B (3).Medical-C (4).Surgical-A (5).Surgical-B (6).Surgical-C (7).Pulmo/Gastro (8).Neurosurgery (9).CCU, Cardiology (10) eye ward and residential flats of the employees 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/ Flith Removal of infectious filth from the ward(s) and patients area and drop the same to the Incinerator on disposed of point MTI ATH of disposed of point

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 liners/shoppers 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 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.

Terms & Conditions:

- The period of contract would be up to 30th June 2022 and extendable upto a period of three years, however annual rent should be enhanced as per rule (10%) at the completion of each contract year (as per decision of MC).
- The Contractor will provide the 10 % performance guarantee.
- The Firm will provide the daily, weekly and month work plan.
- All the Equipments/Material will be the responsibility of the Contractor.
- Initial 3 months will be on probation during which shortcoming on part of contractor shall lead to cancellation.
- Your services shall be evaluated through HOD Facilitation Management Department and Zonal DDMS of ATH MTI, on monthly basis, prior to release of monthly bills.
- 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 approved by the contractor from Hospital, Director.
- 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.
- 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.
- Contractor shall carry out work directly. Contractor is not allowed to carry out whole or part of the work through subcontract/s.
- The above manpower requirement does not include weekly off, leave, absence 'requirements.
- The contractor shall not engage any person below the age of 18 years and above the age of 50 years for the work.
- 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.

- 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.
- A daily attendance register shall be maintained by the supervisor which shall be countersigned by HOD (FMD) as the designated hospital staff responsible for the area of work shift wise and countersigned by Contract Incharge HOD (FMD) on day to day basis.
- 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 and 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.

8. Award of Contract:

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

9. 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 DDMSs/ HOD (FMD) including all admissible taxes.

HOSPITAL DIRECTOR
Ayub Teaching Hospital
Abbottabad