

OFFICE OF THE REGISTRAR

KARACHI METROPOLITAN UNIVERSITY

Bidding Documents

**Hiring the Services of Firm for the Provision of Janitorial Services including
Sweeping, Cleaning and Cleaning of Sewerage Lines**

Tender Reference No: KMU/PC-JS/2024-25/05

ISSUED TO M/S _____

DATED: - _____



REGISTRAR
KARACHI METROPOLITAN UNIVERSITY

Bid Closing Date 14 October 2024 Time - 02:30 P.M

Bid Opening Date 14 October 2024 Time- 03:00 P.M

Cost of Tender vide

Pay order # _____

Dated _____

Rs:- _____

SIGNATURE

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OFFICE OF THE REGISTRAR
KARACHI METROPOLITAN UNIVERSITY

**Hiring the Services of Firm for the Provision of Janitorial Services including
Sweeping, Cleaning and Cleaning of Sewerage Lines**

TENDER FORM

I/We _____ carrying on Business under the name of _____ having made myself/our self fully with the detailed tender as specified in the schedule and with above condition of contract agrees to be bound by such condition and tender. We offer to provide the Janitorial Services including Sweeping, Cleaning and Cleaning of Sewerage Lines at Karachi Metropolitan University, Ref: KMU/PC-JS/2024-25/05 in accordance with the Contract Terms and Conditions for the overall Contract Price not to exceeding PKR _____ [amount in numbers] _____ Per month [amount in words] inclusive of Income Tax and Sindh Sales Tax (SST).

I/We further agree in the event of this tender being accepted to par the cost of the stamp on the relative contract form and undertake to execute the same and make the deposit mentioned in the attached condition of contract as soon as called upon to so. And in the event of any failure my/our part to execute the relative formal contract made the required, we agree to compensate the KARACHI METROPOLITAN UNIVERSITY. Fully for any loss/or expense which they or indirectly suffer owing to any such failure.

A sum of Rs. _____ (RUPEES) _____ accompany this tender as 2% bid security deposit and I/We withdraw the offer with in the aforesaid period or fail to execute the relative formal contract and to made the required contract promptly the KARACHI METROPOLITAN UNIVERSITY, shall be at liberty at their absolute discretion to appropriate this sum of Rs. _____ either as agreed liquidated damages without any proof with so ever to the extent of such damages or on accounts, reserving themselves the right to recover from me/us any further loss or expense to which they may have been put directly or indirectly be reason of any failure on my your parts as aforesaid.

DATED: _____

FULL SIGNATURE OF TENDERER

ADDRESS _____

Muhammad

Instructions to Bidders

- i. This invitation to tender is open to all service providers who have valid registration with NTN and Sindh Sales Tax (SST).
- ii. Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices or have blacklisted in any governmental institution.
- iii. The bidder shall bear all costs associated with preparation and submission of bid.
- iv. An interested bidder requiring any clarification of the bidding documents may notify the purchaser in writing. The purchaser may reply in writing not later than three working days prior to the submission of bid deadline.
- v. Language of the bid will be English.
- vi. The bid shall be quoted in Pak rupees.
- vii. The tender method of procurement will be Single Stage- One Envelope. All the technical and financial proposal should be placed and sealed in one envelope and all the pages of must be sign and stamp
- viii. Once the bid submitted in sealed cover by the bidder, the KMU will not accept any alteration / addition / deletion to the bid.
- ix. No alteration will be allowed to be made in the tender condition.
- x. The tender will not be accepted if sent / dropped on any other form or through email.
- xi. Service Provider may quote the price inclusive of all applicable taxes
- xii. The tenders will be opened in the presence of such tenderers who wish to be present at bid opening date and time.
- xiii. Procurement will be carried out as per SPPRA rules 2019 (amended time to time)

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BID DATA SHEET

1. **Name of Purchaser** : Karachi Metropolitan University
2. **Brief Description of work** : Hiring the Services of firm for the Provision of Janitorial Services including Sweeping, Cleaning and Cleaning of Sewerage Lines
3. **Purchaser address** : Block "M" North Nazimabad Karachi
4. **Method of procurement** : National Competitive Bidding- Single Stage Single Envelope
5. **Currency** : Bid shall be quoted in Pak. Rupees. The payment shall be made in Pak. Rupees.
6. **Amount of bid security** : 2% of bid cost
7. **Period of bid validity** : 30 days counted from date of opening.
8. **Number of copies of the bid to be Submitted.** : One Original
9. **Purchaser address for the purpose of bid submission** : Block "M" North Nazimabad Karachi
10. Issuance of Bidding Documents from the 25 September 2024 Time: 09:00 A.M To 12 October 2024 Time 02:00 P.M
11. **Deadline for submission of bids:** Date 14 October 2024 Time: **02:30 P.M.**
12. **Deadline for Opening of bids:** Date 14 October 2024 Time: **03:00 P.M.**
13. **Venue of the bid opening:** : **VC Secretariat**
Address: Karachi Metropolitan University Block "M" North Nazimabad Karachi.



Eligibility / Qualification Criteria

S. No	Description	Remarks (Yes / No)
01	Service Provider Profile	
02	Service Provider Registration Certificate /NTN / SST	
03	Enclose a pay order/ call deposit equivalent to 2% earnest money of the quoted value.	
04	Payment of tender fees.	
05	Compliance on Instructions and General & Special conditions of contracts mentioned in the bidding documents (must submit entire bidding documents by sign and stamp all pages of bidding documents).	
06	Affidavit of Rs. 100/- duly authenticated by Notary Public for never blacklisted from any organization / firm and or convicted from any court of Pakistan.	

Note: The Service Provider may provide / attach the relevant requirements listed in the same order in the tender documents to determine the eligibility and technical complaint. Any document missing / non provision from above listed items, their bids will be rejected.

TECHNICAL EVALUATION CRITERIA

S. No	Description	Marks
01	Service Provider must have a minimum of general experience of five (05) years. • Less than 5 years -0 Marks • 5 Years- 15 Marks • Each year of experience above 5 years is equivalent to 1 mark	20
02	Must complete five Contracts / Janitorial Services provided of similar size, nature and scope in last 3 years. • Less than 5 contracts- 0 Marks • 5 Contracts of similar size, nature and scope 15 Marks • Each additional contract over 5 contracts will fetch 2 marks	25
03	Number of Government Projects / Contracts completed Minimum two contracts with evidence (5 Marks for each contract) • Less than 2 contracts- 0 Marks • 2 Contracts- 10 Marks • More than 2 contracts- 1 mark for each contract	15
04	Turnover must have at least PKR 30 million in the last three years. Must attach Audited Account Statements • Less than PKR 30 Million- 0 Marks • PKR 30 Million- 50 Million- 10 Marks • Exceeding PKR 50 Million- 15 Marks	15
05	Service Provider should have Geographical presence at Karachi.	10
06	Availability of trained staff (list of persons with their ages along with copy of C.N.I.C) Age 20 to 25 years = 15 Marks, Age 26 to 30 years=10 Marks, Age 31 & above =8 Marks	15
Total Marks		100
Passing Marks		75

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Note:

1. Service Provider may provide / attach the relevant requirements listed in the same order in the tender documents.
2. Service Provider who secures the passing marks will be eligible for financial evaluation and will be considered as technical compliant.
3. Evaluation of bids: Lowest Evaluated most advantageous bid

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

1. Each tender should be accompanied with pay orders/call deposit of Two (2%) as earnest money as mentioned in notice inviting tender.
2. The bid should be valid for a period of 30 days from the deadline for submission of the quotation. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then your submitted bid security will be forfeited, and no compensation will be made.
3. KMU may request the participating Service Provider during the evaluation process to extend the Validity Period of their Bids/Proposals for a specified period [equal to or below the existing validity period referred 30 days.
4. Bids will be evaluated as per the Eligibility / Qualification criteria & Technical Evaluation and on price schedule. Most advantageous bidder will be awarded the contract.
5. Notification of Award of Contract issued to successful Service Provider who may accept the offer within seven days after issuance of notification of award of contract.
6. Successful Service Provider must furnish the E Stamp Paper with paid Stamp Duty equivalent to 0.35% of accepted Contract Price.
7. Successful Service Provider has to sign the contract agreement on e stamp paper for the period of one year.
8. Successful Service Provider has to on board the required personnel within 07 days of signing of the agreement.
9. Service Provider has to perform the services strictly as per TOR / Scope of Services attached as Annex A
10. Successful Service Provider must submit performance security through pay orders/call deposit of ten (10%) of accepted contract price.
11. The service provider shall not assign, sublet or underlet the contract.



12. If the Service Provider fails to deliver the required services within time period or not maintain good quality standard, then the penalty will be imposed.
13. After the selection of successful Service Provider and signing of contract agreement the submitted bid security of unsuccessful Service Provider may be returned.
14. Performance security will be returned to a successful Service Provider after the completion of agreement.
15. All Taxes as imposed / Levied by Govt. of Pakistan will be borne by the tenderer.
16. Sale Tax / Income Tax and Sindh Sale Tax (SST) as per rules will be deducted at source.
17. Any deviation from these conditions, bidders will be considered as technically non-compliant.
18. Payment Conditions
Upon submission by Service Provider of claim and subsequent verification of the claim by KMU, payment of the contract price shall be made in the following manner:
 - a) No Advance Payment is allowed under this Contract.
 - b) Payment will be made within 30 days after the successful completion of one month service.
 - c) Payment will be made upon submission of following documentation:
 - o Original Sales Tax Invoice with Covering Letter.
 - o Attendance sheet / report from Service Provider.
19. Karachi Metropolitan University may cancel the procurement process at any stage without assigning any reason.

Rules as imposed by SPPRA must be followed

**SIGNATURES OF THE TENDERERS
WITH STAMP**



Schedule of Requirements

S. No	Description of Services	UNIT	QTY	SERVICE TIMELINE
1	Complete Service of sweeping / cleaning including cleaning of sewerage	Male Worker	10	Service Provider may mobilize the team within 07 days after signing of contract agreement
2	Complete Service of sweeping / cleaning including cleaning of sewerage	Female Worker	02	
3	Complete Service of sweeping / cleaning including cleaning of sewerage	Supervisor	01	

- **Timing of Services:** From 08:00 am to 04:00pm
- **Details of Cleaning are as under**
 - Daily cleaning.
 - Weekly cleaning
 - Fortnightly cleaning
 - Monthly cleaning
 - Supplies material equipment.
- **Service Provider may ensure the following material while performing his services**

<u>Detail of Equipment's.</u>	
Garbage trolley	20 Nos
Hand cart (single wheel)	10 Nos
Vacuum cleaner (heavy duty) About 1600 watts & 16-20 litre Dust capacity	02
Aluminum folding ladder	03
Safety shoes (pairs)	06
Safety belts	06
safety helmets	06
First aid kit	10
Floor scrubbing	05
Garbage truck	02

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KARACHI METROPOLITAN UNIVERSITY

Hiring the Services of Firm for the Provision of Janitorial Services including Sweeping, Cleaning and Cleaning of Sewerage Lines

PRICE SCHEDULE / FINACIAL PROPOSAL

S. No	Description of Services	Unit	Qty	Rate / month	Amount
1	Complete Service of sweeping/ cleaning including cleaning of sewerage	Male Worker	10		
2	Complete Service of sweeping/ cleaning including cleaning of sewerage	Female Worker	02		
3	Complete Service of sweeping/ cleaning including cleaning of sewerage	Supervisor	01		
Total Amount PKR (One Month) (Inclusive of Income Tax and Exclusive of Sindh Sales Tax SST)					
Sindh Sales Tax SST					
Total Amount Inclusive of Income Tax and SST (One Month)					
Total Amount Inclusive of Income Tax and SST (Twelve Month)					

Note:

- Prices should be quoted inclusive of all applicable taxes including Income Tax and Sindh Sales Tax (SST)
- All applicable taxes such as Income Tax and Sindh Sale Tax (SST) will be deducted as per rules.
- The quoted price will be firm and final for one year period and an agreement will be signed for one year period.
- The duration of contract for next year may be extended subject to provision of satisfactory services.
- The number of staff may be increased and decreased.

**SIGNATURE OF THE TENDERER
WITH STAMP**



Terms of Reference / Scope of Services

1. The service provider shall perform his obligations efficiently and professionally according to the instructions of KMU and mutually agreed upon.
2. The service provider will ensure that all the personnel deployed by him are in proper uniform smartly turned out and are in possession of requisite material.
3. The staff deployed should be utilized only for duties on which they are detailed at the various locations, as per the agreement.
4. The service provider shall be directly responsible for payment of all dues to his staff / personnel, or any Government agency and the second party KARACHI METROPOLITAN UNIVERSITY shall not be held responsible and have no liability whatsoever for any lapses in this respect on the part of the service provider
5. Service provider will be provided with a room/ store in the KMU premises where the service providing company will store equipment's / materials for day-to-day
6. Service providing will not appoint any person with criminal record of person removed or dismissed from Govt. service on criminal charges.
7. Service provider will not appoint or engage any KMU employee for their benefits.
8. Timing of Services: From 08:00 am to 04:00 pm
9. Details of Cleaning are as under
 - Daily cleaning.
 - Weekly cleaning
 - Fortnightly cleaning
 - Monthly cleaning
 - Supplies material equipment.



OFFICE OF THE REGISTRAR
KARACHI METROPOLITAN UNIVERSITY
BIDDING DOCUMENTS

ISSUED TO M/S _____

DATED: - _____



REGISTRAR
KARACHI METROPOLITAN UNIVERSITY

Tender for Procurement of Laptops.

Tender Reference No : KMU/PC-LAP/2024-25/02

Bid Closing Date 14 October 2024 Time - 10:30 A.M

Bid Opening Date 14 October 2024 Time- 11:00 A.M

Cost of Tender vide

Pay order # _____

Dated _____

Rs:- _____

SIGNATURE