Public Private Partnership (PPP) Cell
P&D Board, Government of Punjab

Tender Notice
PROCUREMENT OF JANITORIAL SERVICES

Public Private Partnership Cell, P&D Board intends to outsource Janitorial Services for the period till **30th June, 2020** (Extendable on the basis of satisfactory performance), to a reputable and capable janitorial service provider for cleaning of its office (7705 sqft.) located at 11-Kashmir Road Lahore.

The procurement shall be completed in accordance with the Punjab Procurement Rules 2014, on Single stage – Single Envelope Bidding procedure.

Sealed bids (under Punjab Procurement Rules 2014) are invited from firms/companies, registered with Sales Tax, Income Tax Departments and having valid registration with Punjab Revenue Authority (PRA) for **"PROCUREMENT OF JANITORIAL SERVICES"** for the office of Public Private Partnership (PPP) Cell.

Bidding documents containing detailed requirements and terms & conditions are available on PPRA & PPP Cell websites. Bids as per prescribed format should reach office of the undersigned latest by **11:00 A.M. on 17-02-2020.** Bids will be opened on the same day at **11:30 A.M.** in the presence of bidders or their authorized representatives who may wish to attend.

Assistant Chief (Procurement)
Public Private Partnership Cell,
PAASCO Building 11-Kashmir Road
Lahore.
Phone No: 042-99206005 Ext: 118
Website: www.ppp.punjab.gov.pk

Public Private Partnership (PPP) Cell
P&D Board, Government of Punjab

TENDER DOCUMENT
For
PROCUREMENT OF JANITORIAL SERVICES
(Technical Proposal)

Tender # PPP/2019-20/02

Date of Submission / opening of Technical & Financial proposals:

Receipt of Tenders:	17-02-2020 till 11:00 AM
Opening of Tenders:	17-02-2020 at 11:30 AM at PPP Cell, PASSCO Building, 11-Kashmir Road, Lahore

PPP CELL Planning & Development Department

Sign & Stamp of bidder

PUBLIC PRIVATE PARTNERSHIP CELL, PLANNING & DEVELOPMENT Board,
GOVERNMENT OF PUNJAB
PASSCO BUILDING, 11 KASHMIR ROAD, LAHORE
Phone # 042-99206007

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Sign & Stamp of bidder

Important Note:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

Applicability of Punjab Procurement Rules, 2014

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

Assistant Chief (Procurement)

Public Private Partnership Cell,

PAASCO Building 11-Kashmir Road

Lahore.

Phone No: 042-99206005 Ext: 118

Sign & Stamp of bidder

Public Private partnership Cell *(hereinafter referred to as "PPP Cell)*, Planning and Development Board, Government of the Punjab, intends to outsource Janitorial Services of **three (03) janitors (02 janitors in morning shift and 01 in evening shift), 24 hours per day including Saturdays/Sundays and holidays** initially for **the period till 30th June, 2020** and may be extended by the Competent Authority / forum for another one (01) year, based on provisioning of satisfactory services by the Service Provider, invites sealed bids from eligible and experienced firms / companies *(hereinafter referred as "Bidder")* for cleaning of its office (7705sqft) located at PASSCO Building, 11-Kashmir Road, Lahore.

THE ASSIGNMENT

A. The Service Provider should provide janitorial services of three (03) janitors for the premises both from inside and outside on all working days including Saturdays/Sundays and holidays and will be responsible for waste disposal, mopping, floor and windows cleaning, dusting, disinfection and sanitization etc.

B. The personnel employed by the Service Provider shall fall under allowable age limits, comply with minimum wage salary notified by the Government.

C. Service Provider will arrange uniforms, cleaning material, items & equipment and hand wash material etc. for smooth delivery of janitorial services at no additional cost.

D. In the event of any illness/ injuries resulting from any incident to janitorial staff, the responsibility will lie with the Service Provider and shall provide the substitution of janitorial staff.

Interested bidder/s can visit office of PPP Cell to assess the cleaning requirements.

PPP CELL

Sign & Stamp of bidder

TERMS & CONDITIONS

1. *General*:

1.1 Any bid not received as per terms & conditions of the tender documents will not be considered. No bid shall be considered if:

a) received without bid security.
b) received after the prescribed submission date and time.
c) not signed & stamped by authorized person on each page of tender document.
d) the bid is ambiguous
e) the bid is received by fax or e-mail
f) the bid is from a black listed firm
g) bid has a shorter validity than required
h) the bid is not conforming to the requirements in the tender documents
i) the bid has additional terms & conditions added by the bidder
j) any conditional bid
k) the bid is not quoted in the prescribed format attached at **Annex-B**

1.2 Eligible companies as per essential requirements mentioned in **Annex-A** may participate in the tender.

1.3 **Bids should remain valid for a period of 90 days** from the date of the opening of tender and should be quoted in Pak Rupees only.

1.4 The bid should be submitted in a sealed envelope clearly mentioning **"Tender for the Procurement of Janitorial Services"**.

1.5 Work order(s) will be issued to technically and financially responsive, lowest evaluated bidder as per details in **Annex-A** & **Annex-B** and who fulfill all terms and conditions of this tender document (Least Cost Method).

1.6 The bidder must indicate their National Income Tax No. / Sales Tax No.

1.7 Offered rates will be on the basis of complete monthly services package.

1.8 PPP Cell reserves the right not to award or cancel the tender without assigning any reason.

1.9 Work order will be issued by PPP Cell after the approval of Competent Authority.

1.10 The bidder shall abide by all relevant labor laws, Acts/Rules including but not limited to Minimum Wage Act, Employee Old Age Benefit Act, Social Security Act.

1.11 Any type and kind of litigation shall be the sole responsibility of janitorial firm. PPP Cell shall not be assisting or be a party in this regard.

1.12 Concealment of facts will be sufficient reason for disqualification.

2. *Time Period*:

Successful bidder will have to ensure deployment of janitorial staff within **two (02) days including holidays** from the date of issuance of work order.

Sign & Stamp of bidder

PUBLIC PRIVATE PARTNERSHIP CELL, PLANNING & DEVELOPMENT Board,
GOVERNMENT OF PUNJAB
PASSCO BUILDING, 11 KASHMIR ROAD, LAHORE
Phone # 042-99206007

3. *Extension in Deployment Period:*

In special circumstances, request for extension of security guards deployment period may be considered by the Competent Authority on the written request of the firm/company before the target date of deploying security guards, who will be competent to either accept or reject the request of bidder without assigning any reason.

4. *Failure in Execution of Assignment:*

4.1 In case, bidder fails to execute the assignment in accordance with the terms & conditions laid down in the tender document, bid security will be forfeited / encashed.

4.2 PPP Cell will not be responsible for any direct/indirect costs or expenses incurred by the bidders in connection with provision of janitorial services.

5. *Payment to the Janitorial Firms/Companies*

5.1 Payment will be made through crossed cheque to the bidder against monthly invoice submission and its verification by Assistant Chief (Admin) / Assistant Chief (Finance), PPP Cell. No payment will be made in advance.

2.2 Partial payments will not be made.

6. *Bid Security*:

6.1 Bid security *@ 5%* of total bid amount **(for the period till 30th June, 2020)** must be attached only with the financial proposal and should be in the form of Pay Order / Bank Draft / CDR issued by a scheduled bank in favor of **Public Private Partnership Cell, P&D Board, Government of the Punjab.**

6.2 Bid security of unsuccessful bidders shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later; If the disqualified or non-responsive bidder submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency, whereas the bid security of successful bidder shall be returned on the completion and successful delivery of Purchase Order (PO). Performance Guarantee shall be retained till contract period.

6.3 The bid security shall be forfeited if:

a. The offer is withdrawn, amended or revised.

b. Does not provide security services within stipulated time

7. *Deduction of Taxes*:

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications/SROs. The successful bidder will be responsible for the payment of duties, levies and any other type of

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taxes/government fees.

8. *Dispute*:

In case of any dispute before or after the execution of contract, matter will be resolved as per PPR Rules 2014.

9. *Technical Evaluation Criteria*:

The detailed technical evaluation criteria (PASS/FAIL criteria) is given at **Annex-A.**

10. *Financial Evaluation Criteria*:

10.1 The Financial Bids will be opened in presence of bidder(s) / representative(s) along with technical bids on same date.

10.2 The Least Cost Method will be adopted for financial evaluation.

11. *Bid / Tender opening procedure*:

As per PPR Rule 38(1), **Single stage one envelope** bidding procedure shall be adopted. The bid shall comprise a single package containing one envelope having technical and financial proposal.

11.1 The technical proposal shall be evaluated in a manner prescribed in **Annex-A,** and any proposal may be rejected which does not conform to the specified requirements / specifications;

11.2 During the technical evaluation no amendments in the technical proposal shall be permitted;

11.3 The financial proposals of bidders shall be announced during technical bid opening publicly on **17th February, 2020 at 11:30 A.M.**

11.4 After opening of bids, Technical & Financial bids will be evaluated by the Procurement Committee and final results will be announced in the form of Bid Evaluation Report.

12. *One person one bid*:

In any procurement, one person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.

13. *Joint Venture / Consortium*

Joint venture / consortium are not eligible for this tender.

14. *Performance Security*

14.1 The Service Provider must submit the Performance security in the shape of Bank Guarantee at the rate of **05%** of the total contract value for the contract period. Performance Security should be provided within **seven (7) working days** of the

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issuance of relevant work order / Letter of Acceptance. In case the Service Provider having been notified of the acceptance of the LOA/Contract by the Purchaser, fails or refuses to furnish the Performance Security within stipulated time, the amount of bank guarantee, as required, shall be deducted from the amount payable to the Service Provider.

14.2 In case of extension by the Competent Authority/forum, the Service Provider shall have to submit Performance guarantee for the extended period of contract at the rate of 05% of the total contract value.

14.3 Performance guarantee shall be retained by the Purchaser till contract period completion.

Note: Bidders must fill-up checklist / tables in **Annexure-A & Annexure-B,** and attach copies of required documents along with tender document.

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Annexure-A

TECHNICAL EVALUATION CHECKLIST CRITERIA (PASS/FAIL)

The provision of this check list is essential pre-requisite along with submission of technical bid. The Firm must fill, sign and stamp this check list and accordingly attach the mentioned documents to assess the eligibility to accept the technical bid.

Sr. No.	Item Name	Yes/No	Page#
1.	Bid security for the janitorial services will be **05% of the total bid amount (for the period till 30th June, 2020),** in shape of Pay Order / Bank Draft / CDR from a scheduled bank attached with Financial Bid in original.		
2.	Copy of valid Income Tax Registration & valid National Tax Number certificate including last year Sales Tax/Income Tax/PRA paid certificate.		
3.	Technical proposal/specifications/annexure filled as per tender documents duly signed & stamped by the bidder.		
4.	Acceptance of all terms & conditions of tender document duly signed and stamped by the firm/company.		
5.	Affidavit on judicial paper of Rs. 100/- regarding non-involvement in any arbitration/litigation with any government agency/department stating that the firm/company is **not blacklisted.**		
6.	Firms/companies must have at least three (03) years verifiable experience.		
7.	Securities & Exchange Commission of Pakistan (SECP) registration certificate (in case of firms & Companies).		
8.	Copies of awarded work/service orders (at least 7) along with their address and contact numbers.		

PPP CELL ★ Planning & Development Department ★

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BIDDER INFORMATION

Name of Firm/Company:
Complete Postal Address:
Phone:
Contact Person:
Designation:
Cell Number:
E-Mail:
Fax Number:
National Tax Number:
GST Number:

Sign & Stamp of bidder

Public Private Partnership Cell
(PPP CELL)

TENDER DOCUMENT
FOR

PROCUREMENT OF JANITORIAL SERVICES
(Financial Bid)

Tender # PPP/2019-20/02

Financial bids will be opened and announced publically along with technical bids at specified time and date.

Sign & Stamp of bidder

PUBLIC PRIVATE PARTNERSHIP CELL, PLANNING & DEVELOPMENT Board,
GOVERNMENT OF PUNJAB
PASSCO BUILDING, 11 KASHMIR ROAD, LAHORE
Phone # 042-99206007

Annex-B

FINANCIAL BID PROFORMA

Sr. No.	Description of Services	Equipped Janitors Qty.	Total Monthly Cost (PKR) of the Assignment (Including all Taxes)
01.	Provision of Janitorial services	03	

i. Financial bids should be all inclusive.

ii. Bidder shall fill this proforma, otherwise bid will be straight away disqualified.

iii. Financial bid will be **non-responsive** if:

a. Offer is ambiguous
b. Total service charges on monthly basis is not given.
c. Offer is not according to the terms and conditions prescribed in tender document.
d. Quoted price is other than Pakistan Rupees.

Sign & Stamp of bidder

BID SECURITY FORM

The Total Bid Security amounting to Rs. _____ (Rupees _____ only) (fixed) in shape of "Call Deposit Receipt" of the Bank (Name)_____ is attached

The enclosed CDR number is _____.

Stamp and Signature of Bidder _____

_____
Sign & Stamp of bidder

PERFORMANCE SECURITY FORM

To,

Public Private Partnership Cell, P&D Board, Government of the Punjab,

PASSCO Building, 11 Kashmir Road, Lahore, Pakistan

Ph:+92-42-99206007; https://ppp.punjab.gov.pk/

WHEREAS (Name of the Service Provider) _____

Hereinafter called "the Service Provider" has undertaken, in pursuance of "INVITATION TO BID FOR THE LOT#/Item:_____ Name of Item"_____" (Hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Service Provider shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with the Service Provider's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Service Provider a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Service Provider, up to a total of **05%** _____(Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, 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. This guarantee is valid until _____ day of _____, 2020_____.

[NAME OF GUARANTOR]

Signature_____

Name_____

Title_____

Address_____

_____

Seal_____

Sign & Stamp of bidder