

HIRING OF SERVICES OF 25 X JANITORIAL STAFF

TENDER DOCUMENTS

INVITATION FOR BID

TENDER NOTICE

SINGLE STAGE - TWO ENVELOPES PROCEDURE

Tenders in sealed covers are invited from well reputed firms having valid registration with Govt of Sindh and other relevant Govt agencies / departments and are on Active Taxpayers List of the Federal Board of Revenue for **the hiring of services of 25 x Janitorial Staff alongwith modern equipment hiring for upkeep and cleanliness of various Cantonment Board Clifton's premises which includes but not limited to CBC head office, CBC health Care etc to be deployed** and other documents in compliance of Eligibility & Qualification Criteria as included in bidding documents on Single Stage-Two Envelop Procedure (One Technical and 2nd Financial / Commercial Offer). Both envelopes shall be clearly marked as Technical & Financial / Commercial and shall be dropped on same day of tender opening for following hiring:-

Sr.#	Tender Reference No.	Name of Scheme	Bid Security in shape of Pay Order or Bank Guarantee in favour of (Refundable)	Tender Cost In shape of Pay Order in favour of (Non-Refundable)
1	2	3	5	6
1		Hiring of services of 25 x Janitorial Staff		

S. No.	Description	Nos	Rate (should be inclusive of all taxes)	Total Amount
1	Hiring of services of Janitorial Staff	25		

TERMS & CONDITIONS:-

1. The bids (technical & financial proposals) should reach the office of the Cantonment Board Clifton on or before **16th July, 2021** at 1100 hours and the technical proposals will be publically opened on the same day at 1130 hours in the presence of bidders or their representatives who may choose to be present under rule 28(2) of PPRA Rules, 2004 (as amended upto date).
2. The bid is open for all Firms meeting complying all Eligibility Criteria included in the bidding documents.

3. In case the date of selling / dropping & opening of tender is to be declared as a public holiday by the Government or Non-working day due to force Majeure, the next official working day shall be deemed to be the date for selling / dropping and opening of tenders at the same time.
4. The tender documents will be issued to the firms on submission of application in their original letterhead along with Pay Order in the prescribed amount in favour of **Cantonment Board Clifton** for tender cost as mentioned above. In other case, the tender documents can be downloaded from website & can be dropped on the given date, time & place in this NIT along with a pay order of tender cost as mentioned above separately to be attached with Technical Offer otherwise tender will be rejected.
5. The service provider will make sure the presence of total number of staff and will bound to provide alternate staff in case of any absence/ leave of routine staff member failing which penalty will be imposed on service provider.
6. All the staff deployed by the contractor should have Police verification certificate and have no criminal record.
7. All staff will be enrolled on the bio-metric devices installed. Service provider shall ensure that its staff uses these devices for attendance marking. Their attendance will be monitored duly by the administration through the biometric devices. PAYMENTS WILL BE MADE AGAINST BIOMETRIC ATTENDANCE ONLY.
8. All labor laws will be applicable and service provider will be bounded to observe labor laws in true sense
9. Ensure 100% staff required as per contract reports for duty regularly and punctually.
10. The services provider shall provide the names, address, age and a fresh medical certificate of the workers to be deployed.
11. The Service Firm shall be bound to provide janitorial services for 24 hours a day and 365 days a year. Firm will make arrangements for providing its services during holidays also (if required).
12. Any of the leave by any worker violating the SOPs notified by the Procuring agency shall also be deductible.
13. The Service Provider shall be liable to pay compensation for any loss and damage caused to the property of the site by the Service Provider or his workers. The service provider can also partner with an insurance company that will pay to compensate for the damage; on behalf of service provider.
14. At first, the technical offer will be opened on the day of opening of tender as mentioned above whereas the financial offer will be retained in sealed envelope by CBC till evaluation of technical offer.

15. The tender in sealed cover superscripted with the name of supply should be dropped in the tender box kept in the committee room of the Office of the CBC located at **CC-38, Street # 10, Khayaban-e-Rahat, Phase VI, DHA, Karachi**
16. **Bid Security:** -Bid Security as mentioned above in shape of pay order / Demand Draft in favor of **Cantonment Board Clifton** shall be enclosed.
17. Canvassing in connection with tenders is strictly prohibited and tenders submitted by the contractors who report canvassing will liable for rejection.
18. The Submission of Bids by the contractors implies that they are fully conversant with the, scope of work and term and conditions laid down in the tender / bid's documents.
19. Technical proposal must be numbered & a table of contents inserted at beginning of the proposal showing the table of contents of the proposal according to the numbered pages. All pages of Bids shall be signed & stamped by the bidder and seal be affixed along with the signatures / initials/ Stamp.
20. Contractor / Bidder black listed by Cantonment Board Clifton or involved in litigation or found to be indulged in corrupt or fraudulent practices will be considered non responsive by Cantonment Board Clifton being procuring entity.
21. The "**Technical Proposals/ Bids**" of the firms will be evaluated in accordance with laid down evaluation criteria based on the following documents to be provided in the bidding documents meant for submission of Technical Proposal.
 - i. Detail of clientage of similar nature related to the above mentioned services provided by the firm in the last 5 years (in hand/ completed) supported by documentary evidence such as completion reports in original or attested copies.
 - ii. Financial status, Bank balance & certificate from the scheduled bank for the last 5 years.
 - iii. The Income Tax Certificate from the concerned department. Showing Tax payment regarding works / projects executed during last 5 years.
 - iv. Details of technical staff for the proposed services, duly supported by attested credentials.
 - v. An affidavit that the firm is neither blacklisted nor in dispute / litigation / arbitration with any Govt. / semi Govt. Department on the left over/ incomplete projects.

- vi. An affidavit is required to be provided with the technical bid regarding attachment of the bid security in the shape of Bank Guarantee or call deposit with the financial bid.
 - vii. Incomplete Tender forms will be consider as Non responsive i.e. name of Firm, Quoted rates in words and in figures, signatures of the contractor and stamp of the firm.
22. Only upto two decimal digits (0.00) will be considered for evaluation of the quoted Rate. If any document submitted along with bid documents found false / bogus, the registration of the firm shall stand cancelled/ blacklisted in the light of enabling provisions of PPRA Rules 2004. Conditional / Incomplete bids shall not be acceptable.
23. Incomplete/ disfiguring/ overwriting/ by hand/ delayed bids shall be declared non-responsive.
24. As per PPRA Rule 33, the procuring agency may reject all bids at any time prior to the acceptance of a bid. The procuring agency shall upon request communicate to any firm who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
25. Other terms & conditions pertaining to the works can be seen in the Office of the Cantonment Board Clifton at any working day during office hours.

Name of Firm : _____

Name of Owner of the Firm : _____

CNIC of the Owner : _____

Address of the Firm : _____

Telephone No of the Firm / Cell No. : _____

**Cantonment Executive Officer
Cantt Board Clifton**

TECHNICAL BID EVALUATION CRITERIA
(HIRING OF JANITORIAL STAFF)
GENERAL EXPERIENCE

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
a)	Hiring of similar nature of services provided in the past.	20	<ul style="list-style-type: none"> • 20 Marks are given if the firm has completed at least 10 contracts of such hirings of similar nature in last 5 years. • 14 Marks are given if the firm has completed at least 7 contracts of such hirings of similar nature in last 5 years. • 2 Marks are given if the firm has completed at least 1 contracts of such hirings of similar nature in last 5 years.
b)	Insurance/ EOBI/PESSI Of Staff (documentary evidence required)	15	<ul style="list-style-type: none"> • 15 Marks registration with Insurance/ EOBI/PESSI. • 07 Marks registration with 02 insurance company • 03 Marks registration with 01 insurance company
c)	Provide a list of supervisory staff and number of janitorial labour.	15	<ul style="list-style-type: none"> • 15 Marks for 500 staff with complete detail • 07 marks for 100 staff with complete detail • 02 marks for 50 staff with complete detail
Total Marks Allocated			50

FINANCIAL STATEMENT

Sr. No.	Description	Marks Assigned	Criteria for Marks Obtained
a)	Bank statement for last 2 years	20	Credit <ul style="list-style-type: none">• 10 M - 20 M - 9 Marks• 21 M - 30 M - 11 Marks• 31 M - 40 M - 15 Marks• Above 40 M full marks
b)	Registration with income tax department and tax paid during the last 2 years for the projects	5	<ul style="list-style-type: none">• No points will be given if income tax certificate is not attached and 5 points will be added in case of valid certificate.
c)	Litigation History in which Decision has been given against the firm(s)	5	<ul style="list-style-type: none">• In case the firm is involved in any litigation, no marks will be given and 5 points will be added in case affidavit of no litigation is attached.
d)	Blacklisting from any agency	5	<ul style="list-style-type: none">• In case the firm is blacklisted, no Marks will be given and 5 points will be added in case affidavit by the company that it has not been black listed is attached.
Total Marks Allocated			35

TECHNICAL STAFF

Following factors may be used as a guideline:-

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
i)	Experience	9	<ul style="list-style-type: none">• 5 Marks will be given if the professional experience is 3 to 5 years.• 7 Marks will be given if the professional experience is 6 to 10 years.• 9 Marks will be given if the professional experience is more than 10 years.
ii)	Janitorial Staff	6	<ul style="list-style-type: none">• Education: Preferably Middle• Minimum experience: At-least 1 year• Age: Less than 45 Years
Total Marks Allocated			15