

**GOVERNMENT OF THE PUNJAB  
DIRECTORATE GENERAL,  
EXCISE, TAXATION & NARCOTICS CONTROL PUNJAB**

**BIDDING DOCUMENT**

**HIRING OF JANETORIAL SERVICES AT 9 E&T SERVICE  
CENTERS IN PUNJAB**

*Note: The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. 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.*

March 2018

## 1. INTRODUCTION / INSTRUCTIONS

1. The Competent Authority(procurement) Excise, Taxation & Narcotics Control, Punjab invites **sealed bids** from the interested bidders for provision of Janitorial Services as per the given specifications.
2. The procurement process shall be governed by PPRA Rules 2014.
3. Bids are required to submit bids in sealed envelopes, for the mentioned Lot, as per PPRA 2014 rules specifying single stage two envelopes procedure. Proponents applying for bids should submit **two separate sealed bids in one envelope**, containing, Technical and Financial Proposals.
4. Bidders are required to supply / deliver and install the requisite items as per the given specifications and locations mentioned in the tender document.
5. The bidder shall furnish an indemnity bond along with the performance guarantee of 10 % of the total value of the agreed price
6. GST number of the bidder must be provided.
7. Failure to supply items within the stipulated time period will invoke penalty 2% of the PO Price per month, besides BLACKLISTING of the delinquent supplier as per the PPRA Rules 2014. In addition to that the company will not be allowed to participate in future tenders as well.
8. Financial Proposal should contain the rate per unit of the quoted item as per the Technical Specifications, provided under clause 2 of this document.
9. Prices shall be quoted in Pak Rupees (PKR).
10. The bidder/supplier must have the experience of delivering / installing the same nature of product directly or through authorized partner anywhere in Pakistan.
11. The bids shall remain valid for 60 days. Moreover, quoted price should valid for at least 120 days, with effective from the opening of Financial Proposals
12. Only Authorized dealers / Manufactures of the mentioned items should apply and also provide the certificates of genuineness and newness from the principal and original import certificate etc.
13. The intended bidders are required to purchase this bidding document from the office of the Additional Director General/ Competent Authority(Procurement) Excise, Taxation & narcotics Control, Punjab 847-A,Shadman-I,Lahore on payment of Rs.1000/- (Non-refundable) in the shape of Bank Draft, enables the Firms / Contractor to bid in the prescribed tender.
14. The firms are required to submit the Lot wise separate bids (both Technical & Financial).

15. 2% estimated price bid security of the tender must be furnished in the shape of Bank Draft or Pay Order in favor of Additional Director General/Competent Authority(Procurement), Excise, Taxation & Narcotics Control, Punjab. Lot wise bid security is given in following table:

Lot #	Items	2% bid Security (Rs.)
1	JANETORIAL SERVICES	Rs.198,000 /-

16. Bidders are requested to quote their rates inclusive of all Taxes.
17. Delivery / installation details of items is mentioned in Schedule-A
18. Only GST registered Contractor / Firm should apply.
19. The bidders should clearly mention the Terms and Conditions of service agreements for the supplied equipment / Items after the expiry of initial warranty period.
20. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or Proposal.(Rule35(1))PPRA 2014.
21. The complete application proposal shall be typed or written in indelible ink and signed by the authorized signatory of the applicant who shall initial each page, in blue ink. All the alterations, omissions, additions, or any other amendments made to the application shall be initialed by the person(s) signing the application. The applications must be properly signed by the authorized representative (the "Authorized Representative")
22. Page numbering is must require on complete document with page numbering sequence like  
Page number 1 of 10. Noncompliance will result into rejection of bid.
23. In case of having contradictory statement the bid will be technically rejected.
24. Bid must be book bind (sewn or stapled in such a way that it cannot be opened, in case of noncompliance bid will be technically rejected.
25. The Primary Contact for all correspondence in relation to this bid is as follows:  
Additional Director General /  
Competent Authority (Procurement)  
Excise, Taxation & Narcotics Control Department,  
Government of the Punjab  
847A, Shadman-I, Lahore  
042-99203567  
Email: [adgent@punjab.gov.pk](mailto:adgent@punjab.gov.pk)

## 2. TECHNICAL SPECIFICATIONS

Technical Specifications are given below; all the bidders are required to quote according to given specifications:

### LOT # 1

Janitorial Services			
Sr. #	ITEMS	DESCRIPTION	QTY
1	Janitorial Services	Cleaning Services of E&T Service Centers, Services includes cleaning of tops of walls, stairs, cupboard fronts, desks, tables, vents, walls, Computers, Photocopiers, Printers, Scanners etc and other office equipment, Tables, Chairs Counters and Reception Furniture. Cleaning of waste bins. Inside and outside of all entry and exit points, compound, backyard, parking shed, access road and floors. Dusting of spider web. Any other cleaning related activity. Floor buffing /washing with machines. Vacuum cleaning of blinds /upholstery/carpets. Make sure any reading materials on tables are neat and presentable. Cleaning methods are proven to be eco-friendly, environmentally safe and hygienic. These services are required at 9 Service Centers. There are 4 service centers in Lahore, One at Faisalabad, One at Rawalpindi, One at Multan, One at Gujranwala, One at Bahawalpur.	1
Special Conditions(mandatory) :			
1- Company will provide Fumigation / disinfestations service on quarterly basis using all necessary chemicals harmless to human beings to check and control the menace of cockroaches, flies, silver fish, spiders bedbugs, ants, mosquitoes (all sorts of flying and crawling insects in all areas including the carpeted areas) etc. for their complete elimination from the entire building and from outside (compound, rooftop, access road, backside).			
2- The Bidder shall be responsible for providing uniforms, name tallies, and all the cleaning equipment & material required to carry out work to the workers.			
3- The Bidder will be responsible for seeing that regular supervision is maintained over all working personnel by taking action on and responding to performance concerns. It is his responsibility to see that all their activities are properly coordinated			
4- The Procuring Agency reserves the right to modify this coverage as deemed appropriate to meet its needs.			
5- The Bidder shall abide by all relevant Labor Laws, Acts/Rules including but not limited to Minimum Wages Act, Employees Old Age Benefit Act, Social Security Act etc.			
6- An authorized representative of the Bidder shall ensure his/her presence at short notice when required by the Procuring Agency.			

7- The Bidder shall not sub-contract any of its responsibilities contained in this Agreement to any sub agent or subcontractor without prior written permission of the Procuring Agency, and if Procuring Agency gives such written permission (which permission may be of a general or specific nature), it shall not be construed as waiver of any accrued rights and / or liabilities and the Bidder shall be fully responsible for all acts and omissions of its sub-contractors or sub agents.

8- The Bidder is responsible for the medical and accident insurance of its staff, payment of all dues like social security, EOBI, education cess. The Procuring Agency shall not accept any responsibility of the designated personnel in the event of death, injury, disablement or illness that may take place while performing/executing the contract. Any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the Bidder.

9- The Bidder shall ensure that it does not engage or continue to engage any person with criminal record / conviction or otherwise undesirable persons and shall bar such person from participating directly or indirectly in the provision of janitorial Services

### 3. SUBMISSION OF BID

#### 3.1. Labeling

- (a) To be addressed to the following address:

Additional Director General, Competent Authority(Procurement)  
Excise, Taxation & Narcotics Control Department Punjab  
847-A, Shadman-I  
Lahore  
Tel. No. 042-99203567

- (b) bear the following identification:

Bid for “Procurement of \_\_\_\_\_”  
Lot # \_\_\_\_\_  
**DO NOT OPEN BEFORE 10<sup>th</sup> of April 2018.**

- (c) Fax bid will not be entertained.

#### 3.2 Deadline for Submission of Bid

- 3.2.1 The original bid must be received by the Purchaser / Client at the address specified in Clause 3.1 not later than:

Date: **10<sup>th</sup> of April 2018.**

Time: **1200 hours**

#### 3.3 Late Bid

The bid received by the Competent Authority(Procurement)/Purchaser after the deadline for submission of bid prescribed by the Purchaser, pursuant to Clause 3.2, will be rejected and returned unopened to the bidder.

#### 3.4 Clarification of Bid Document

3.4.1. Prospective bidders at least seven (7) working days prior to last date of submission of proposal may request in writing for clarification of the tender document, the criteria for qualification or any other aspects of the tender document.

3.4.2. To assist in evaluation of bids, the Purchaser may, at its discretion, ask an applicant for a clarification. The bidder must respond within 5 working Days to all questions and provide complete information. Any lapses in providing essential information may result in the disqualification of the bidder.

## **4. OPENING AND EVALUATION OF BID**

### **4.1 Opening of Bid**

- 4.1.1 The bid shall be opened by the Purchaser/Client at **1400 Hrs on 10<sup>th</sup> of April 2018** in the presence of the bidder's representatives at the office of the Competent Authority(Procurement), given below:

Office of the Additional Director General /  
Competent Authority (Procurement)  
Excise, Taxation & Narcotics Control Punjab  
847-A, Shadman-I  
Lahore

## 4.2 Evaluation and Comparison of Bids

The Purchaser / Competent Authority(Procurement) will evaluate and compare the bids previously determined to be substantially responsive.

### 4.2.1. Technical Evaluation

All the bidders are advised in their own interest to provide the following for a fair evaluation of their capacity for the issuance of Purchase Orders. Failure to furnish any of the requisite documents will impact on the possibility of success of the bidder. A duly filled copy of the mandatory documents shall be annexed and attached with the sealed envelope by every bidder. An evaluation criterion is given below:

**Total Marks / Points = 500**

**Passing Marks / Points = 70% of the total marks = 350 :**

Description	Criteria
Certificate of Registration of Firms / Company / Distributor / Dealer	Mandatory
yGeneral Sales Tax Registration	Mandatory
Conformance to the RFP/ Tender Document	Mandatory
Undertaking that the firm is not blacklisted and involved in litigation with Government	Mandatory
Undertaking in case of JV	Mandatory
List of Number of Employees	Mandatory
List of similar nature projects with Private Organizations	Mandatory
No of similar projects with Government	Mandatory
Filled , signed stamped application form	Mandatory
Special Conditions	Mandatory

Net Worth (Total Assets – Total Liabilities) (Max Points 100) <i>(The bidder should provide the verified statement showing the Net worth of the Company / Firm)</i>	Less than 1 million	10 Points
	1-10 million	20 Points
	more than 10 up to 20 million	30 Points
	more than 20 up to 30 million	40 Points
	more than 30 up to 40 million	50 Points
	more than 40 up to 50 million	60 Points
	more than 50 up to 60 million	70 Points
	more than 60 up to 70 million	80 Points
	more than 70 up to 80 million	90 Points
	more than 80 million	100 Points



Total No of full time employees available for Support / Maintenance (Max Points 100) <i>(The bidder is required to provide the list with contact numbers)</i>	4 point for each employee(Max Points 100)	
Backup / Maintenance / Support availability in the Province Punjab (Max Points 100) <i>(Verified document required showing the list of districts)</i>	1 District	5 Points
	above 1 up to 4 District	10 Points
	above 4 up to 8 District	20 Points
	above 8 up to 12 District	30 Points
	above 12 up to 16 District	40 Points
	above 16 up to 20 District	50 Points
	above 20 up to 24 District	60 Points
	above 24 up to 28 District	70 Points
	above 28 up to 32 District	80 Points
	above 32 up to all Districts of the Punjab	100 Points
SLAs of same nature (Max Points 40) <i>(Documentary evidences are required)</i>	20 Points for each (40 Max)	
No of Similar nature Projects (1 million or above )( (Max Points 80) <i>(Documentary evidences are required)</i>	20 for each Project (Max 80)	
No of Similar Projects with Government (1 million or above )(Max Points 80) <i>(Documentary evidences are required)</i>	20 for each Project (Max 80)	

#### 4.2.2. Financial Evaluation

Financial bids of the successful bidders (Technically Qualified) will be opened publically and purchase order will be issued to the lowest bidder as per PPRA rules & regulations. Financial bids of the technically disqualified proponents will be returned unopened.

**5. PRICE SCHEDULE**

Bidders are required to fill the tables below and attached along financial proposal

**LOT # 1**

<b>Sr.#</b>	<b>ITEM</b>	<b>QTY</b>	<b>UNIT PRICE (Inclusive of all Taxes)</b>	<b>TOTAL PRICE (Inclusive of all Taxes)</b>
1	JANETORIAL SERVICES	1		
			<b>G Total</b>	

**6. BID FORM**

To:

Additional Director General/  
 Competent Authority(Procurement)  
 Excise,Taxation & Narcotics Control Department Punjab,  
 847-A, Shadman-I, Lahore  
 Tel. No. 042-99202775-76

Dear Sir

Having examined the bidding documents the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply / install the item mentioned below in conformity with the specification in the bidding documents as per the following price.

<b>Lot#</b>	<b>Item Name</b>	<b>QTY</b>	<b>Unit Price (PKR.) (inclusive of all taxes)</b>	<b>Total Price (PKR) (inclusive of all taxes)</b>
1				
	<b>Grand Total</b>			

We understand that the purchaser / Competent Authority(Procurement) to award the Purchase Order for the procurement of above mentioned item to a single lowest bidder on the basis of consolidated bids. We undertake, if our bid is accepted, we will complete the Works in accordance with the Execution Schedule provided in the Schedule-A Special Stipulations to Bid.

If our Bid is accepted, we will provide the performance guarantee of 10 % of the total value of the purchase order. Our prices are inclusive of all applicable Government taxes from time to time and no revision shall be made on account of taxes during the contract period.

We understand that the process of procurement is governed by PP Rules 2014. However any additional conditions specified in the bidding document shall remain applicable.

Dated this-----day of -----2018

**BIDDER**

Signature -----

Name-----

Title:-----

Address.-----

**WITNESS**

Signature -----

Name -----

Title-----

Address-----

## 7. SCHEDULE –A : SPECIAL STIPULATIONS

For ease of reference, certain information and Special Stipulations applicable to the Contract are set forth herein.

1.
 

	Amount of Performance Guarantee before the issuance of Purchase Order	10 % of the offer / total amount
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2.
 

	Delivery of services at following sites :	Annex-A
	b) Execution / delivery Schedule	Within 4-6 weeks
  
3.
 

	Warranty Period	Three years warranty
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4.
 

	Liquidated damages	
	a) Liquidated damages for delayed delivery	4% of the PO Price per Month, daily penalty will impose on the same basis
	b) Limit of Liquidated Damages	Not to exceed in the aggregate ten percent (10%) of Contract Price

## Annex-A

<b>FACILITATION CENTRES DETAIL IN PUNJAB</b>		
<b>Sr. No</b>	<b>District</b>	<b>Address</b>
1	<b>Lahore</b>	186 G.T. Road, Baghban pura, Lahore
2		Rajput House, H. No. 38-2A, Saeed Park, Sui Gas Road, Shahdara Lahore.
3		Ali Arcade, Property No 201, Block C, PIA Housing Society, Lahore.
4		X- Block DHA,Lahore
5	<b>Bahawalpur</b>	H.No. 3-C/111 Rashid Minhas Road, Model Town-A, Bahawalpur
6	<b>Faisalabad</b>	H. No. 720-P, Masood Arcade, Satiana Road, Faisalabad
7	<b>Gujranwala</b>	Zila Katchery Road, Gujranwala.
8	<b>Multan</b>	26-A, Madni House, Gulshan Mehar Colony, Multan.
9	<b>Rawalpindi</b>	B-Block STB-399, Commercial Market, Satelite Town, Rawalpindi

## 8. PERFORMANCE SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Services against Tender . \_\_\_\_\_ (hereinafter called "the Contract") for the Contract Value of PKR (in figures \_\_\_\_\_) (in words \_\_\_\_\_)

AND WHEREAS it has been stipulated in the Tender Document that the successful Tenderer shall furnish Performance Security, within fourteen working days of the receipt of the Acceptance Letter/PO from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document or in another form acceptable to the Purchaser, for a sum equivalent to 10% of the contract value, valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee; THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures \_\_\_\_\_) (in words \_\_\_\_\_) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to \_\_\_\_\_ or until all Obligations have been fulfilled in accordance with the Contract, whichever is later. Date

this \_\_\_\_\_ day of 2018.

### GUARANTOR

Signature \_\_\_\_\_  
 CNIC # \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Address \_\_\_\_\_

9.

**APPLICATION FORM**

Date: .....  
No: .....

To

Additional Director General/  
Competent Authority Procurement  
Excise, Taxation & Narcotics Control Punjab  
847-A Shadman-I, Lahore, Tel. No. 042-99203567

Subject: APPLICATION FOR PROCUREMENT OF (ITEM NAME, LOT #)

Sir

Being duly authorized to represent and act on behalf of ..... (“the Applicant”), and having reviewed and fully understood all the information provided, the undersigned hereby apply to be prequalified as a applicant for procurement of (item name).

2. The Client and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

3. The Client and its authorized representatives may contact the following persons for further information, if needed.

TECHNICAL QUERIES		
Contact 1	Telephone No 1	Email 1
Contact 2	Telephone No 2	Email 2

  

FINANCIAL QUERIES		
Contact 1	Telephone No 1	Email 1
Contact 2	Telephone No 2	Email 2

4. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed: \_\_\_\_\_

Signed : \_\_\_\_\_

Name: \_\_\_\_\_

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

Designation : \_\_\_\_\_

Stamp: \_\_\_\_\_

Stamp : \_\_\_\_\_

For and on behalf of  
(name of Applicant)

For and on behalf of  
(name and signature of witness)