Government of the Punjab

Technical Education & Vocational Training Authority (TEVTA)

BIDDING DOCUMENTS
FOR
Groundman Services at
Government College of Technology, Jhang
2019-20

<table>
<thead>
<tr>
<th>Last date of issuance of bidding Documents:</th>
<th>07-11-2019</th>
</tr>
</thead>
<tbody>
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</table>
GOVERNMENT OF THE PUNJAB  
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY  
OFFICE OF THE PRINCIPAL  
GOV'T. COLLEGE OF TECHNOLOGY  
12-KM CHINIOT ROAD, JHANG  
Ph # 047-7671050-53  
Email: gct.jhang@yahoo.com
**Scope of Work and Deliverables**

**Ground Men Services**

**Aim**
To provide the comprehensive Groundmen services to the Govt. College of Technology, Jhang and duties assigned by the management time to time.

**Scope of Work**

**Daily Duty Hours**
The duty hours of Groundmen are fixed which **08 hours a day** for each Groundman. This is done in order to maintain beautification and development of lawns. Any other duty assigned by the college management.

**Working Timings**
Duty starting and closing timings will be as per institute own requirement and seasonal change.

**Manpower**

<table>
<thead>
<tr>
<th>Manpower</th>
<th>Morning/General Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groundmen Male</td>
<td>04</td>
</tr>
</tbody>
</table>

**Duration of Contract**
The contract period for provision of services will one year.

**Performance Security**
05% of annual bid amount will be performance security which will have to deposit before the contract/award letter and will be retained by the management till the completion of contract period.

**Deduction of Taxes**
Any taxes (if applicable Services Tax, Income Taxes or any other tax) will be deducted while making payment as per Government instructions/notifications.

**Execution Period**
Execution for provision of services will be 15 days from the date of issuance of work order.

**Terms and conditions**
1. The Groundmen provided should be between the age of 30 and 45 years.
2. The Groundmen provided should be medically fit.
3. The Groundmen provided should be at least 5 feet 6 inches tall.
4. The Groundmen deployed preferably have middle level education.
5. All Groundmen will be interviewed by the institute management before deployments.
6. Any Groundman to be terminated by the contractor should be brought into the knowledge of institute management and the termination will be finalized with the consent of the institute management.

Name and Signature of Bidder
with official stamp
Dated:
8. Institute management reserves the right to change the starting/closing time.

9. The institute management reserves the right to terminate the contract in case of unsatisfactory services.

10. 03 days salary will be deducted if a Groundman is found sleeping on the duty and 7 days in case of found missing from his duty without replacement with intimation to the institute management.

11. If a Groundman reports/leaves to duty thirty (30) minutes late/before with respect to the start of the time without informing the institute management for two days, an absent will be marked for a day and salary will be deducted accordingly.

12. The firm will provide the following documents in original for the first time for our perusal and later original documents will be returned; only the photocopies of those documents will be kept for our record.

   a. Valid Computerized ID Card
   b. Educational Documents
   c. Character Certificate

13. The firm will plan leave of a Groundman and inform the institute management in advance regarding the leave and replacement of the Groundman via Email/letter. Even in case of emergency leave, information Email will be required. Not doing the same, the firm is liable to penalty of 03 days salary of Groundman.

14. In case of replacement/change of a Groundman, every new incoming individual will be in possession of his original above-mentioned documents prior to the commencement of his duty.

15. In case the firm provided any fake/forged or spurious documents/information, the firm will be liable to deduction of 01 month’s total salary and a warning. On 3rd warning the contract will be considered null and void.

21. In case of accident, theft or any untoward incident, a joint inquiry committee will be formed to assess the circumstances, causes, amount of loss and to fix the responsibility. In case of deadlock, institute management would be the decisive authority and their judgment would be considered final.

22. In case of any tools/items issued to Groundman found missing/damaged intentionally/broken, the firm will be responsible of provision the same or the price will be deducted from the salary.

23. In case of leave, absent etc. the firm is responsible to provide replacement immediately fulfilling the above-mentioned requirement. Not doing this, the firm will be charged three 03 days salary deduction as a penalty.

Name and Signature of Bidder
with official stamp
Dated:
24. If a Groundman is found misbehaving with the students, staff or anyone else in the institute, the Groundman will be terminated from duty immediately and a warning will be issued to the contractor. Upon receiving 2nd warning for such offense, 03% of one month’s invoice will be deducted. The contractor will immediately provide a replacement for the terminated guard.

25. The institute management reserves the right to terminate the contract if unsatisfactory services are provided for two months upon issuance of the unsatisfactory certificate by the college.

26. The GCT, Jhang reserves the rights to increase or decrease the number of Groundmen at the time of contract.

**Dress Code/Conduct for Groundmen**

1. The Groundmen should be wearing company designed Trouser & shirt in summer and Zipper with trouser in winter at all the time.
2. All tools will be returned to the person-in-charge after closing hours.
3. All Groundmen guards will carry their personal identification with them at all time.

**Tender Eligibility / Qualification Criteria**

Eligible Bidder/Tender is a Bidder/Vender/Tender who:

1. Has a registered/incorporated company/firm in Pakistan.
2. Has valid Registration of General Sales Tax (GST), Punjab Sale Tax (PST) & Income Tax (NTN).
3. Has not been blacklisted by any public or private sector organization and provided satisfactory services through contracts (submission of undertaking on legal stamp paper is mandatory)
4. Compliance Certificate with complete “Scope of Services” on stamped paper for all the above shall be mandatory. Non-submission may cause disqualification of the bidder for further process.
Bid Form

Name of Firm/Person: __________________________________________________________

Address: _____________________________________________________________________

Mobile No: ____________________ Income Tax No: _____________________________

National Identity Card No: ____________________________________________________

Name of Authorized Person: ___________________________________________________

Earnest Money CDR No: ___________________________ Date: ____________________

CDR Amount: ____________ Name of Bank: ____________ City: ____________

Offered Amount Rs. (inclusive all taxes): ____________________

CERTIFICATE

I, Mr./Mrs. ___________________________________________________________________ S/D/O __________________________________ have
read all terms & conditions and undertake to abide by all terms & conditions
mentioned in this Tender Document. I understand that the college
administration intends to award the contract to the lowest evaluated bidder.

Signature: __________________________ Date: ________________________
Government of the Punjab

Technical Education & Vocational Training Authority (TEVTA)

BIDDING DOCUMENTS
FOR
Sweeper Services at
Government College of Technology, Jhang
2019-20

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<tr>
<td>Opening Date &amp; Time</td>
<td>07-11-2019 01:30 PM</td>
</tr>
</tbody>
</table>
باہمی جائزہ کے لئے

<table>
<thead>
<tr>
<th>کمیشن کی مدت</th>
<th>بندہ</th>
<th>تفصیل</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 سال</td>
<td>4400</td>
<td>72000</td>
</tr>
<tr>
<td>3 سال</td>
<td>6600</td>
<td>54000</td>
</tr>
</tbody>
</table>

لائیسنس:
1. مذکورہ کمپنی کی میکانیکال میکنائزیشن مہارت کی دور کی کورس کی 45 مہینے کی مدت میں پیپرکٹ کی دائرہ کریں۔
2. اپنی میکانیکال میکنائزیشن مہارت کی کورس کی 45 مہینے کی مدت میں پیپرکٹ کی دائرہ کریں۔
3. افواہات اور ورتھنگ کے دائرے کی مدت میں پیپرکٹ کی دائرہ کریں۔

لائیسنس کی مناسبت میں 1 جنوری 2019 تا 30 جنوری 2020 کو 07:00 کی بजے میں لازمی تھیک پیپرکٹ کا اجرا کیا جاتا ہے۔ لازمی تھیک پیپرکٹ کی اجرا کے لئے 1 جنوری 2019 کو 07:00 کی بجے میں لازمی تھیک پیپرکٹ کا اجرا کیا جاتا ہے۔ لازمی تھیک پیپرکٹ کی اجرا کے لئے 1 جنوری 2019 کو 07:00 کی بجے میں لازمی تھیک پیپرکٹ کا اجرا کیا جاتا ہے۔ لازمی تھیک پیپرکٹ کی اجرا کے لئے 1 جنوری 2019 کو 07:00 کی بجے میں لازمی تھیک پیپرکٹ کا اجرا کیا جاتا ہے۔ لازمی تھیک پیپرکٹ کی اجرا کے لئے 1 جنوری 2019 کو 07:00 کی بجے میں لازمی تھیک پیپرکٹ کا اجرا کیا جاتا ہے۔ لازمی تھیک پیپرکٹ کی اجرا کے لئے 1 جنوری 2019 کو 07:00 کی بجے میں لازمی تھیک پیپرکٹ کا اجرا کیا جاتا ہے۔

047-7671050-53

نام اور پایہ تکمیل کا دورہ

دیتے:

Name and Signature of Bidder

with official stamp

Dated:
Scope of Work and Deliverables

Sweeper/Sanitary Services

Aim
To provide the comprehensive sanitary services to the Govt. College of Technology, Jhang and duties assigned by the management time to time.

Scope of Work

Daily Duty Hours
The duty hours of Sweepers are fixed which **08 hours a day** for each Sweeper. This is done in order to maintain cleanliness of college building. Any other duty assigned by the college management.

Working Timings
Duty starting and closing timings will be as per institute own requirement and seasonal change.

Manpower

<table>
<thead>
<tr>
<th>Manpower</th>
<th>Morning Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweeper Male</td>
<td>03</td>
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Duration of Contract
The contract period for provision of services will one year.

Performance Security
05% of annual bid amount will be performance security which will have to deposit before the contract/award letter and will be retained by the management till the completion of contract period.

Deduction of Taxes
Any taxes (if applicable Services Tax, Income Taxes or any other tax) will be deducted while making payment as per Government instructions/notifications.

Execution Period
Execution for provision of services will be 15 days from the date of issuance of work order.

Terms and conditions
7. The Sweepers provided should be between the age of 30 and 45 years.
8. The Sweepers provided should be medically fit.
9. The Sweepers deployed preferably have middle level education.
10. All Sweepers will be interviewed by the institute management before deployments.
11. Any Sweeper to be terminated by the contractor should be brought into the knowledge of institute management and the termination will be finalized with the consent of the institute management.
12. Institute management reserves the right to change the starting/closing time.

Name and Signature of Bidder with official stamp
Dated:
13. The institute management reserves the right to terminate the contract in case of unsatisfactory services.
14. 03 days salary will be deducted if a Sweeper is found sleeping on the duty and 7 days in case of found missing from his duty without replacement with intimation to the institute management.
15. If a Sweeper reports/leaves to duty thirty (30) minutes late/before with respect to the start of the time without informing the institute management for two days, an absent will be marked for a day and salary will be deducted accordingly.
16. The firm will provide the following documents in original for the first time for our perusal and later original documents will be returned; only the photocopies of those documents will be kept for our record.
   d. Valid Computerized ID Card
   e. Educational Documents
   f. Character Certificate
17. The firm will plan leave of a Sweeper and inform the institute management in advance regarding the leave and replacement of the Sweeper via Email/letter. Even in case of emergency leave, information Email will be required. Not doing the same, the firm is liable to penalty of 03 days salary of Sweeper.
18. In case of replacement/change of a Sweeper, every new incoming individual will be in possession of his original above-mentioned documents prior to the commencement of his duty.
19. In case the firm provided any fake/forged or spurious documents/information, the firm will be liable to deduction of 01 month’s total salary and a warning. On 3rd warning the contract will be considered null and void.
20. In case of accident, theft or any untoward incident, a joint inquiry committee will be formed to assess the circumstances, causes, amount of loss and to fix the responsibility. In case of deadlock, institute management would be the decisive authority and their judgment would be considered final.
21. In case of any tools/items issued to Sweeper found missing/damaged intentionally/broken, the firm will be responsible of provision the same or the price will be deducted from the salary.
22. In case of leave, absent etc. the firm is responsible to provide replacement immediately fulfilling the above-mentioned requirement. Not doing this, the firm will be charged three 03 days salary deduction as a penalty.
23. If a Sweeper is found misbehaving with the students, staff or anyone else in the institute, the Sweeper will be terminated from duty immediately and a warning will be issued to the contractor. Upon receiving 2nd warning for such offense, 03% of one month’s invoice will be deducted. The contractor will immediately provide a replacement for the terminated guard.
24. The institute management reserves the right to terminate the contract if unsatisfactory services are provided for two months upon issuance of the unsatisfactory certificate by the college.
25. The GCT, Jhang reserves the rights to increase or decrease the number of Sweepers at the time of contract.

Name and Signature of Bidder
with official stamp
Dated:
Dress Code/Conduct for Sweepers
4. The Sweepers should be wearing company designed Trouser & shirt in summer and Zipper with trouser in winter at all the time.
5. All cleanliness tools will be returned to the person-in-charge after closing hours.
6. All Sweepers guards will carry their personal identification with them at all time.

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Bid Form

Name of Firm/Person:_________________________________________________________

Address: ___________________________________________________________________

Mobile No: __________________________ Income Tax No: _________________________

National Identity Card No: ___________________________________________________

Name of Authorized Person: _________________________________________________

Earnest Money CDR No: __________________________ Date: _______________________

CDR Amount: __________________________ Name of Bank: _______________________

City ________________________________

Offered Amount Rs. (inclusive all taxes): _________________________________

CERTIFICATE

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Signature:___________________________ Date:___________________________

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Dated: