Government of the Punjab

Technical Education & Vocational Training Authority (TEVTA)

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

| Last date of issuance of bidding Documents: | 11-11-2019 |
| Last Date & Time of Receipt of Bids | 11-11-2019 01:00 PM |
| Opening Date & Time | 11-11-2019 01:30 PM |

Name and Signature of Bidder with official stamp
Dated:
GOVERNMENT OF THE PUNJAB  
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY  
OFFICE OF THE PRINCIPAL  
GOVT. COLLEGE OF TECHNOLOGY  
12-KM CHINIOT ROAD, JHANG  
Ph#047-7671050-53  
Email: gct.jhang@yahoo.com  

047-7671050-53  

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>
</tr>
</tbody>
</table>

Performance Security
0.05% 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.

Terms and conditions
1. The Sweepers provided should be between the age of 30 and 45 years.
2. The Sweepers provided should be medically fit.
3. The Sweepers deployed preferably have middle level education.
4. All Sweepers will be interviewed by the institute management before deployments.
5. 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.
6. Institute management reserves the right to change the starting/closing time.
7. The institute management reserves the right to terminate the contract in case of unsatisfactory services.

Name and Signature of Bidder
with official stamp
Dated:
10. 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.

11. 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.

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 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.

14. 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.

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 Sweeper 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.

24. 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.

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 Sweepers at the time of contract.

**Dress Code/Conduct for Sweepers**

1. The Sweepers should be wearing company designed Trouser & shirt in summer and Zipper with trouser in winter at all the time.
2. All cleanliness tools will be returned to the person-in-charge after closing hours.
3. All Sweepers 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.
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TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
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Ph#047-7671050-53
Email: gct.jhang@yahoo.com

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 against the daily wages rates of Un-skilled workers in other cities as per TEVTA Notification TEVTA/Bud/DW/2019-20 dated 3rd October, 2019.

Signature:________________________ Date:____________________

Name and Signature of Bidder with official stamp
Dated:
Government of the Punjab
Technical Education & Vocational Training Authority (TEVTA)

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

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<tr>
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</tbody>
</table>
Name and Signature of Bidder with official stamp
Dated:

<table>
<thead>
<tr>
<th>K</th>
<th>معدنی</th>
<th>مسیر</th>
<th>مبلغ (LPS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>کوریش کاری</td>
<td>مسیر</td>
<td>86,400</td>
</tr>
<tr>
<td>2</td>
<td>کوریش کاری</td>
<td>مسیر</td>
<td>64,800</td>
</tr>
</tbody>
</table>

1. موظف میں ایک اول یا کم کچھ عرصہ کے مکمل ملازمت کی تربیت ہوگئی ہوئی ہوئیں۔
2. موظف میں ایک اول یا کم کچھ عرصہ کے مکمل ملازمت کی تربیت ہوگئی ہوئیں۔
3. موظف میں ایک اول یا کم کچھ عرصہ کے مکمل ملازمت کی تربیت ہوگئی ہوئیں۔

047-7671050
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.

Terms and conditions
6. The Groundmen provided should be between the age of 30 and 45 years.
7. The Groundmen provided should be medically fit.
8. The Groundmen provided should be at least 5 feet 6 inches tall.
9. The Groundmen deployed preferably have middle level education.
10. All Groundmen will be interviewed by the institute management before deployments.
11. 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.
16. Institute management reserves the right to change the starting/closing time.

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

18. 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.

19. 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.

20. 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

21. 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.

22. 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.

23. 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.

27. 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.

28. 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.

29. 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.

30. 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 2\textsuperscript{nd} warning for such offense, 03\% of one month’s invoice will be deducted. The contractor will immediately provide a replacement for the terminated guard.

31. 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.

32. 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.

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1. Has a registered/incorporated company/firm in Pakistan.

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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:______________________________________________________

CDR Amount:________________________Name of Bank:_________________________

Date:________________________

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:__________________________

Name and Signature of Bidder with official stamp
Dated: