Punjab Tianjin University of Technology, Lahore

Tender Documents for Janitorial Services

Contact No: 042-99332439
# CHECK LIST FOR SUBMISSION OF APPLICATION

(please mark ✓ or X in relevant boxes)

1. Detail of company/Firm/contractor etc. profile (attach all documents)

2. Amount of Earnest Money /Deposit at call (2% of the total estimated Rs. 3,000,000/- per annum)  
   - Rs. 60,000/-

3. Tender fee Amounting Rs. 1,000/-

4. Affidavit on stamp paper Rs. 100/-

5. Copy of registration certificate

6. Copy of National Tax No.

7. Price offer on Bidder's letter head

8. Proof of Business status of the Bidder's Company
TENDER / APPLICATION FORM

Name of work: Janitorial services

Name of company/Firm/contractor: ............................................

Amount of Earnest Money (Deposit at call) Rs. 60,000/-
(2% of the total estimated Rs. 3,000,000/- per annum)
Deposit at Call No. (Quote P.O/Bank Draft/Voucher No.) ............................................

Tender fee amounting Rs. 1,000/-
Challan No /P O /etc. (Quote P.O/Bank Draft/Voucher No.) ............................................

Postal Address of the Bidder (Head Office) ............................................

Telephone Numbers: ............................................
Fax Number: ............................................

Email Address/Web: ............................................

Contract's authorized Person Name: ............................................
Designation: ............................................

Address and contact details of Branch office at Lahore: ............................................

Company NTN No: ............................................
(Attached copy of NTN)
Companies GST No: ............................................
(Attached copy of GST)

Contractor Signature
Contractor Stamp
AFFIDAVIT (Non judicial paper of Rs: 100/-)

We do hereby confirm to have read carefully the requirements and instructions of this bidding document and all the terms and conditions of janitorial service and also do hereby confirm as follows:

1. That, M/s___________ shall abide by all the instructions/conditions of the bidding document and in addition, the other conditions and PTUT, rules and regulations, all other special instructions given time to time and enforced PPRA Rules

2. That, M/s___________ is not blacklisted by any Govt. Department/Authority in Pakistan.

3. That the information given in the application form and bidding documents is correct. In case any of these information is proved incorrect, PTUT reserve the right to reject the bid beside forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of the Bidder

Name ........................................
Signature .................................
Designation ..............................
TERMS AND CONDITIONS FOR JANITORIAL SERVICES DEPARTMENTS OF PTUT

All the participating company/Firm/contractor etc. must adhere to the following instructions regarding preparing and submission of Tender/offer.

1. That the company/Firm/contractor etc. will provide (14) Nos. of janitors & Supervisor as per requirement for sanitation works in university department/premises.

2. That rates should be quoted keeping in view the minimum wage announced by the Government.

3. That the company/Firm/contractor etc. must be registered with Income Tax department and should have proven track record of providing the janitorial services to reputable organizations such as government/reputed institutions. The company/Firm/contractor etc. should have office or sub office in Lahore.

4. That the Tender/proposal should accompanied with company profile, list of present clients, performance certificates from the customers, proof of company as legal entity, affidavit that the company is not blacklisted by any government organization etc.

5. That the Tender must be accompanied by 2% of the total estimate amount Rs. 60,000/- (Sixty Seven Thousand Two Hundred only) as earnest money in shape of deposit at call in the name of Treasurer, Punjab Tianjin University of Technology, Lahore and shall be refunded after signing of agreement/contract.

6. That the rates quoted should be in Pak rupees inclusive all applicable Government taxes. Amount of these Taxes will be deducted out of the running bill of payment payable to the bidders.

7. That the successful Contractor/Company/Firm etc. will arrange two stamp papers @ 0.25% on total value of approved bid for contract/Agreement between PTUT and approved bidder.

8. That a list of equipment to be used for performing of janitorial work at PTUT should also be provided.

9. That the company/Firm/contractor etc. will quote the rates of janitorial services inclusive of cost of material/chemical etc.

10. That the tender should be filled on the prescribed form attached with the Tender Document. Rates quoted for Tender should be typed on the letter head of the firm both in words and figures. All supporting documents should be signed/stamped by the Head of the Firm/Company etc.

11. That the successful company/Firm/contractor etc. will share a detailed operational plan for janitorial work, deployment of janitor workers, list of janitor workers etc. with PTUT authorized officer.

12. That the Contractor/Company/Firm etc. will be bound to provide the Janitorial service within 15 days after issuance of work order or extended time. In case work order issued and company/Firm/contractor etc. failed to execute work within stipulated period or extended period, the security money shall be forfeited

13. That the janitorial services will be provided on all days except Sunday, however, in case of any particular event the company/Firm/contractor etc. shall be bound to provide janitor workers
on Sunday or after working hours, payment of such services rendered by the company/Firm/contractor etc. through his janitor workers will be made on per hour's per person basis, in accordance with monthly payment.

14. That the company/Firm/contractor etc. shall ensure observance of proper dress code (uniform) by his janitor workers. The uniform of janitor workers should be neat & clean including shoes.

15. That any Penalties/fine if imposed by PTUT administration for misconduct, theft or damage caused to University property by the company/Firm/contractor etc. or his janitor workers on unsatisfactory performance of the deployed janitor workers, shall be borne by the company/Firm/contractor etc. The amount of penalties/fine etc. shall be deducted from the monthly bill.

16. That the company/Firm/contractor etc. will immediately replace unwanted janitor workers/supervisors if demanded by University.

17. That the payment will be made on monthly basis after provision of satisfactory report from the concerned quarters.

18. The man power deployed by the company/Firm/contractor etc. must be physically and mentally fit. Overweight, below age, lazy, clumsy janitor workers will not be deployed by the company/Firm/contractor etc. The company/Firm/contractor etc. are required to provide medical fitness certificate from registered medical practitioner of their janitor workers to the effect that their janitor workers are free from any disease.

19. In case of withdrawal after award of Tender, the earnest money shall be forfeited

20. The Contract can be cancelled/terminated by PTUT upon serving one month’s notice

21. That the inner and outer envelopes shall bear the naked address of the Contractor/Firm/Company etc.

22. That the Contractor/Company/Firm etc. at his own expense inspect and examine the sites & departments and at his own responsibility gather all information that may be necessary for preparing the Tender and entering into contract.

23. That the rates once quoted in Tender may not be allowed to change.

24. That Boarding/lodging/Transportation/Mess/Medical Facilities, will not be provided to janitorial staff by the University.

25. That the company/Firm/contractor etc. shall be liable to report to authorized officer on daily basis regarding performance of his janitor workers/staff.

26. That the frequent change of supervisors and janitor workers will not be accepted. However, any change if required in janitor workers will be made after consultation with Authorized Officer.

27. That the company/Firm/contractor etc. will be bound to comply all the instructions issued time to time by PTUT Authorities in performing of janitorial work.

28. That all janitor workers and supervisor will provide two passport size photographs and an attested copy of CNIC for security record.

29. That University Central Procurement Cell (CPC) reserves the right to accept/reject or cancel the Tender according to PPRA rules completely or partially which cannot be challenged in any court of law. In case of dispute Vice Chancellor, will be arbitrator and his decision will be final.
30. That the successful bidder shall deposit a pay order/draft of amount Rs. 150,000/- (One Lac Fifty Thousand only) in favoring of Treasurer PTUT as refundable security

31. In case of breach of contract by the firm, refundable money Rs. 150,000 (One Lac Fifty Thousand only) shall be forfeited in favor of PTUT and the firm may be blacklisted for future bidding according to PPRA Rules.

32. That the Head of the institution/Vice Chancellor PTUT, reserves the rights to waive off/relax impose conditions deemed necessary at any stage without assigning any reason.

33. That the bidders with the lowest evaluated bid, if not conflict with any other law, rules, regulations & policy of the University, shall be awarded the procurement contract within the signed & extended period of bid validity.

34. That part or Advance payment is not allowed

35. That Payment will be made on availability of funds, if delayed due to and reason, no extra interest/ mark up will be accepted or paid.

36. That the Procurement shall be governed by the PPRA rules, 2014.

37. That the total contract period is three year extendable/renewable on yearly basis subject to progress /satisfactory performance. University shall enter into agreement with successful bidder initially for a period of one year.

38. For further information regarding tender, feel free to contact on Tel no. 042-99332439 during working hours.

39. There shall be increase in existing rate upto 5 to 10 % per annum.

Daily
a. Cleaning of office premises, wash rooms, etc.
b. Disposal of trash/waste/cleaning of dust bins and replacement of trash bags

c. Cleaning of floors
d. Ensure repeat visits of bathrooms for maintaining cleaning standards

Weekly
a. Bathroom wall tiles, doors and floor washing with suitable chemical
b. Light fixture cleaning.
c. Blind dusting and shampoo if needed.

Monthly
a. Any job not covered in Bi-weekly program
b. Detail working of floors., polishing/scrubbing of floors, hard floor baffling etc.
c. Cob web removals
d. Window Glass cleaning