

**Punjab Public Private Partnership Authority
P&D Board, Government of Punjab**

**Tender Notice (Tender # PPP/2020-21/03)
PROCUREMENT OF JANITORIAL SERVICES**

Punjab Public Private Partnership Authority, P&D Board Intends to outsource Janitorial Services for a period of one (01) year (**Extendable subject to satisfactory performance**), to a reputable and capable janitorial service provider for cleaning of its office based in Lahore.

The procurement shall be completed in accordance with the Punjab Procurement Rules 2014, on Single stage – Single Envelope Bidding procedure.

1. Bid Security from bidders shall be required as mentioned below in the table:

Sr. No.	Description of Services	Annual Estimated Cost of Procurement	Bid Security (5%)
1.	Procurement of Janitorial Services (06 Janitors including 01 Female Janitor)	Rs. 1,800,000/-	Rs. 90,000/-

Sealed bids (under Punjab Procurement Rules 2014) are invited from firms/companies, registered with Sales Tax, Income Tax Departments and having valid registration with Punjab Revenue Authority (PRA) for **“PROCUREMENT OF JANITORIAL SERVICES”** for the office of Punjab Public Private Partnership Authority (PPPPA).

Bidding documents containing detailed requirements and terms & conditions are available on PPRa website and can also be obtained from the Office of Punjab Public Private Partnership Authority. Bids as per prescribed format should reach office of the undersigned latest by **11:00 A.M. on 18-05-2021**. Bids will be opened on the same day at **11:30 A.M.** in the presence of bidders or their authorized representatives who may wish to attend.

Convener Procurement Committee
Punjab Public Private Partnership Authority,
PAASCO Building 11-Kashmir Road
Lahore.
Phone No: 042-99206005 Ext: 106



**Punjab Public Private Partnership Authority
P&D Board, Government of Punjab**



**TENDER DOCUMENT
For
PROCUREMENT OF JANITORIAL SERVICES
(Technical Proposal)**

Tender # PPP/2020-21/03

Date of Submission / opening of Technical & Financial proposals:

Receipt of Tenders: 18-05-2021 till 11:00 AM

Opening of Tenders: 18-05-2021 at 11:30 AM at

PPPPA, PASSCO Building, 11-Kashmir Road, Lahore



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Important Note:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

Applicability of Punjab Procurement Rules, 2014

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and Instructions of the Government of the Punjab received during the completion of the project.

Convener Procurement Committee
Punjab Public Private Partnership Authority,
PAASCO Building 11-Kashmir Road
Lahore.
Phone No: 042-9920600 Ext: 106

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Punjab Public Private Partnership Authority (*hereinafter referred to as "PPPPA"*), Planning and Development Board, Government of the Punjab, intends to outsource Janitorial Services of six (06) Janitors (Including one female Janitor on shift basis), 24 hours per day including Saturdays/Sundays and holidays initially for a period of one (01) year (extendable subject to satisfactory performance), invites sealed bids from eligible and experienced firms / companies (*hereinafter referred to as "Bidder"*) for cleaning of its office based in Lahore.

THE ASSIGNMENT

- A. The Service Provider should provide janitorial services of six (06) Janitors (Including one female Janitor) for the premises both from inside and outside on all working days including Saturdays/Sundays and holidays and will be responsible for waste disposal, mopping, floor and windows cleaning, dusting, disinfection and sanitization etc.
- B. The personnel employed by the Service Provider shall fall under allowable age limits, and the Service Provider shall comply with minimum wage salary notified by the Government of the Punjab. The Service Provider shall ensure and certify to PPPPA latest by 5th of each month that minimum wage salary has been given to all janitorial personals in line with enforced minimum wage salary notified by the Government of the Punjab. The PPPPA will accept and clear monthly invoice of Service Provider after provision of salary disbursement certification.
- C. Service Provider shall arrange proper uniforms, cleaning equipment and items for smooth completion of janitorial services at no additional cost.
- D. In the event of any illness/ injuries resulting from any incident to janitorial staff, the onus of responsibility shall lie with the Service Provider and shall provide the substitution of janitorial staff immediately.

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TERMS & CONDITIONS

1. General:

- 1.1 Any bid not received as per terms & conditions of the tender documents will not be considered. No bid shall be considered if:
 - a) received without bid security.
 - b) received after the prescribed submission date and time.
 - c) not signed & stamped by authorized person on each page of tender document.
 - d) the bid is ambiguous
 - e) the bid is received by fax or e-mail
 - f) the bid is from a black listed firm
 - g) bid has a shorter validity than required
 - h) the bid is not conforming to the requirements in the tender documents
 - i) the bid has additional terms & conditions added by the bidder
 - j) any conditional bid
 - k) the bid is not quoted in the prescribed format attached at Annex-B
- 1.2 Eligible companies as per essential requirements mentioned in Annex-A may participate in the tender.
- 1.3 Bids should remain valid for a period of 60 days from the date of the opening of tender and should be quoted in Pak Rupees only.
- 1.4 The bid should be submitted in a sealed envelope clearly mentioning "Tender for the Procurement of Janitorial Services".
- 1.5 Work order(s) will be issued to technically and financially responsive, lowest evaluated bidder as per details in Annex-A & Annex-B and who fulfill all terms and conditions of this tender document (Least Cost Method).
- 1.6 The bidder must indicate their National Income Tax No. / Sales Tax No.
- 1.7 Offered rates will be on the basis of complete monthly services package.
- 1.8 PPPPA reserves the right not to award or cancel the tender without assigning any reason.
- 1.9 Work order will be issued by PPPPA after the approval of Competent Authority.
- 1.10 The bidder shall abide by all relevant labor laws, Acts/Rules including but not limited to Minimum Wage Act, Employee Old Age Benefit Act, Social Security Act.
- 1.11 Any type and kind of litigation shall be the sole responsibility of janitorial firm. PPPPA shall not be assisting or shall be a party in this regard.
- 1.12 Concealment of facts will be sufficient reason for disqualification.



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2. Time Period:

Successful bidder will have to ensure deployment of janitorial staff within seven (07) calendar days from the date of issuance of work order. Furthermore, a formal services contract will be signed between PPPPA and successful service provider on a stamp paper, whose cost of purchase shall be bear by the Service Provider.

3. Extension in Deployment Period:

In special circumstances, request for extension in janitorial services contract period may be considered by the Competent Authority on the written request of the firm/company before the target date of deploying janitors, who will be competent to either accept or reject the request of bidder without assigning any reason.

4. Failure in Execution of Assignment:

4.1 In case, bidder fails to execute the assignment in accordance with the terms & conditions laid down in the tender document, bid security will be forfeited / encashed.

4.2 PPPPA will not be responsible for any direct/indirect costs or expenses incurred by the bidders in connection with provision of janitorial services.

5. Payment to the Janitorial Firms/Companies

5.1 Payment will be made through crossed cheque to the bidder against monthly invoice submission and its verification by Deputy Director General (Administration) / Manager (Administration) of PPPPA. No payment will be made in advance.

5.2 Partial payments will not be made.

6. Bid Security:

6.1 Bid security @ 5% of total bid amount must be attached only with the financial proposal and should be in the form of Pay Order / Bank Draft / CDR issued by a scheduled bank in favor of Punjab Public Private Partnership Authority, P&D Board, Government of the Punjab.

The bidder shall furnish the bid security as under:

Sr. No.	Description	Estimated Annual Cost of Procurement	Bid Security (5%)
1.	Procurement of Janitorial Services (06 Janitors including 01 Female Janitor)	Rs.1,800,000/-	Rs.90,000 /-

6.2 Bid security of unsuccessful bidders shall be returned on the expiry of the

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grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later; If the disqualified or non-responsive bidder submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency, whereas the bid security of successful bidder shall be returned on the completion. Performance Guarantee shall be retained till completion of the contract period.

- 6.3 The bid security shall be forfeited if:
- a. The offer is withdrawn, amended or revised.
 - b. Does not provide services within stipulated time

7. Deduction of Taxes:

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications/SROs. The successful bidder will be responsible for the payment of duties, levies and any other type of taxes/government fees.

8. Dispute:

In case of any dispute before or after the execution of contract, matter will be resolved as per PPR Rules 2014.

9. Technical Evaluation Criteria:

The detailed technical evaluation criteria (PASS/FAIL criteria) is given at Annex-A.

10. Financial Evaluation Criteria:

- 10.1 The Financial Bids will be opened in presence of bidder(s) / representative(s) along with technical bids on same date.
- 10.2 The Least Cost Method will be adopted for financial evaluation.

11. Bid / Tender opening procedure:

As per PPR Rule 38(1), Single stage one envelope bidding procedure shall be adopted. The bid shall comprise a single package containing one envelope having technical and financial proposal.

- 11.1 The technical proposal shall be evaluated in a manner prescribed in Annex-A, and any proposal may be rejected which does not conform to the specified requirements / specifications;
- 11.2 During the technical evaluation no amendments in the technical proposal shall be permitted;
- 11.3 The financial proposals of bidders shall be announced during technical bid opening publicly on **18th May 2021 at 11:30 A.M.**
- 11.4 After opening of bids, Technical & Financial bids will be evaluated by the Procurement Committee and final results will be announced in the form of

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Bid Evaluation Report.

12. One person one bid:

In any procurement, one person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.

13. Joint Venture / Consortium

Joint venture / consortium are not eligible for this tender.

14. Performance Security

14.1 The Service Provider must submit the Performance security in the shape of Bank Guarantee at the rate of 05% of the total contract value for the contract period. Performance Security should be provided within **seven (7) working days** of the Issuance of relevant work order / Letter of Acceptance. In case the Service Provider having been notified of the acceptance of the LOA/Contract by the Purchaser, fails or refuses to furnish the Performance Security within stipulated time, the amount of bank guarantee, as required, shall be deducted from the amount payable to the Service Provider.

14.2 In case of extension by the Competent Authority/forum, the Service Provider shall have to submit Performance guarantee for the extended period of contract at the rate of 05% of the total contract value.

14.3 Performance guarantee shall be retained by the Purchaser till contract period completion.

Note: Bidders must fill-up checklist / tables in **Annexure-A & Annexure-B**, and attach copies of required documents along with tender document.

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TECHNICAL EVALUATION CHECKLIST CRITERIA (PASS/FAIL)

The provision of this check list is essential pre-requisite along with submission of technical bid. The Firm must fill, sign and stamp this check list and accordingly attach the mentioned documents to assess the eligibility to accept the technical bid.

Sr. No.	Item Name	Yes/No	Page#
1.	Bid security for the janitorial services will be 05% of the total bid amount in shape of Pay Order / Bank Draft / CDR from a scheduled bank attached with Financial Bid in original.		
	Description	Estimated cost of procurement	Bid Security (5%)
	Procurement of Janitorial Services	Rs.1,800,000/-	Rs.90,000/-
2.	Copy of valid Income Tax Registration & valid National Tax Number certificate.		
3.	Copy of valid PRA registration certificate and copy of Sales Tax Registration No.		
4.	Technical proposal/specifications/annexure filled as per tender documents duly signed & stamped by the bidder.		
5.	Acceptance of all terms & conditions of tender document duly signed and stamped by the firm/company.		
6.	Affidavit on judicial paper of Rs. 100/- regarding non-involvement in any arbitration/litigation with any government agency/department stating that the firm/company is not blacklisted.		
7.	Firms/companies must have at least three (03) years verifiable experience in multinational firms/ Government Agencies. (Attach at least 10 work orders)		
8.	Securities & Exchange Commission of Pakistan (SECP) registration certificate (in case of firms & Companies).		
8.	Copies of awarded work/service orders (at least 7) along with their address and contact numbers.		

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BIDDER INFORMATION

Name of Firm/Company:
Complete Postal Address:
Phone:
Contact Person:
Designation:
Cell Number:
E-Mail:
Fax Number:
National Tax Number:
GST Number:

Sign & Stamp of bidder



**Punjab Public Private Partnership Authority
(PPPPA)**



**TENDER DOCUMENT
FOR**

**PROCUREMENT OF JANITORIAL SERVICES
(Financial Bid)**

Sign & Stamp of bidder

Tender # PPP/2020-21/01

Financial bids will be opened and announced publically along with technical bids on the same day.

Annex-B

FINANCIAL BID PROFORMA

Financial Bid shall only be accepted on this proforma.

Sr. No.	Description of Services	Equipped Janitors Qty.	Total Monthly Cost (PKR) (Including all Taxes)
01.	Provision of Janitorial services	06 (including 01 female janitor)	

- i. Financial bids should be all inclusive.
- ii. Bidder shall fill this proforma, otherwise bid will be straight away disqualified.
- iii. Financial bid will be non-responsive if:
 - a. Offer is ambiguous
 - b. Total service charges on monthly basis is not given.
 - c. Offer is not according to the terms and conditions prescribed in tender document.
 - d. Quoted price is other than Pakistan Rupees.

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