



**19NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
PROCUREMENT CELL**

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“Say No to Corruption”

Director Procurement

No. DP/COS-120867/6710/ 556
October 26, 2018

EXPRESSION OF INTEREST (EOI)

The Directorate of Works & Services, NED University of Engineering & Technology, Karachi wishes to solicit applications from interested and eligible Janitorial / Sanitation service providers to participate in a competitive process for the submission of expression of interest in the area of Janitorial / Sanitation services for various teaching / non-teaching departments as per list attached. For visit to these departments contact to Manager Central Stores in working hours.

Respective service providers with good reputation, well established financial and management systems and sound professional background along with registration with applicable tax authorities, EOBI, SESSI etc. are invited to submit their expression of interest. The expression of interest must include following information:

1. Name of the service providing firm along with major goals and objectives of the firm.
2. Proof of registration with applicable tax authorities, EOBI, SESSI etc.
3. Relevant experience of providing services in janitorial / sanitation areas of work.
4. Last 03 year audited Financial Statements showing yearly turnover as per FBR. The average turnover of last 03 years should not be less than Rs. 15 million.
5. Satisfactory service providing certificate(s) for previous work completed.
6. Details of persons / employees working on the direct payroll of the firm.
7. Any other relevant document(s) in supplication.

After careful assessment of the EOIs, only short listed eligible service providing firms / entities will be contacted to submit their financial proposals. Late submission will NOT be entertained. Please submit your sealed expressions marking the envelope with “Expression of Interest for providing Janitorial / Sanitation services” latest by following schedule. Incomplete documents shall be rejected.

S#	Tender / Number	Tender Schedule – Date and Time				Tender Fee Rs
		Issue / Sale		Submission	Opening	
		From	To			
1	Procurement of Janitorial/Sanitation Services for various Deptt. Of NED Main Campus Tender No.PC/NED/COS/ Janitorial Staff/6710/18	30.10.2018	14.11.2018	15.11.2018 10:00 A.M	15.11.2018 10:30 A.M	1000/-

Tender Fee in shape of Payorder should be in favor of Director Finance. Bidding documents can be obtained and shall be submitted in the office of ADP – II as per above schedule. EOI Documents containing detailed terms and conditions are available at Websites www.neduet.edu.pk and www.ppms.pprasinidh.gov.pk.

Director Procurement

ISSUED ON: _____

ISSUED TO: _____

Expression of Interest (EOI)



**“Procurement of Janitorial / Sanitation Services
for various Department of NED Main Campus”**

TENDER NO. PC/NED/COS/JANITORIAL STAFF/6710/18

Procurement Cell

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NED UNIVERSITY OF ENGINEERING & TECHNOLOGY, KARACHI

JANITORIAL SERVICES

Date of submission tender : _____

Date of opening tender : _____

SCOPE OF WORK

The interested bidders 1 provide the “JANITORIAL SERVICES” on monthly charges basis to the NED UNIVERSITY OF ENGINEERING & TECHNOLOGY (NEDUET), Karachi.

TERM & CONDITIONS

1. Bids should be submitted in accordance with SPPRA Rules 46 (2) - Single Stage Two Envelope Procedure:
 - a) Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
 - b) Envelopes shall be marked as “FINANCIAL PROPOSAL” and TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
 - c) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
 - d) Envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
 - e) Procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
 - f) No amendments in the technical proposal shall be permitted during the technical evaluation;
 - g) Financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - h) Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
 - j) Best evaluated bidder with 60% Technical and lowest financial bid, shall be accepted.
2. The committee in the presence of the bidders or their authorized representatives, who may like to be present, will open the bids.
3. The Bids shall be evaluated in accordance with the specified evaluation criteria.

4. In case of discrepancies between the Invitation for Bids (IFB) / Notice Inviting Tender (NIT) and the Bidding Documents, the Bidding Documents shall take precedence.
5. Any Bid not received as per terms and conditions of the Bid Document is liable to be ignored. Offer shall not be considered if:
 - i. Bid received without original bid document purchase receipt.
 - ii. Bid received without prescribed Bid Security.
 - iii. Bid received after the time and date fixed for the bid opening.
 - iv. Unsigned Bid.
 - v. Ambiguous Bid.
 - vi. Conditional Bid.
 - vii. Bid from a firm blacklisted, suspended or removed from the approved list.
 - viii. Bid through telegram.
 - ix. Bid with shorter bid validity period.
 - x. Bid not conforming to the technical requirements
6. The bidders are expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish complete information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents may result in rejection.
7. Technical Proposal should have the following documents:
 - i. Original bid document purchase receipt, else the bids will be rejected. For alternate offer a separate Original bid document purchase receipt of Tender Fee amounting to Rs. 1,000/- (Non-Refundable) shall be submitted, otherwise both Proposals will be ignored.
 - ii. Photocopy of Pay Order / Demand Draft of Bid Security should be attached after hiding the amount in figure and words of the Pay Order / Demand Draft, otherwise the bid will not be considered.
 - iii. Copy of the Price Schedule without showing the rates.
 - iv. Complete Profile of the Bidder with legal status, organization structure and nature of business.
 - v. Valid License for the relevant business (if applicable)
 - vi. List of similar services provided to Public Sector Organizations including details of the services currently in operation.

- vii. A certificate / affidavit that firm (or consortium) is not black listed by any Government / Semi Government / Autonomous Body etc. and not involved in any kind of insolvency litigation.
 - viii. Last three years audited financial statements / income tax return form.
 - ix. Key professional staff qualification.
 - x. Company Staff List with details of Workshop etc.
 - xi. Income Tax Certificate / SRB Certificate / Valid Professional Tax Certificate, GST Registration Certificate (if applicable) etc.
 - xii. Sealed letter from Bank that bidder can perform monthly business of more than OR equal to Rs. 0.5 Million.
8. Financial Proposals should have the following documents:
- i. Original Pay Order / Demand Draft of Bid Security.
 - ii. Original copy of the Financial Proposals with Quoted price and prescribed certificate.
9. Bid will be valid for 90 days from the date of opening bids. The bidders shall quote their prices inclusive of all applicable duties and Taxes / Logistic Charges etc. and all other expenses.
10. The tender must be free from erasing, cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it duly stamped, else the offer will not be entertained.
11. The rates of each item should be written in figures as well as in words. Arithmetical errors will be rectified on this basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected. In case of discrepancy the price in words will be authenticated and final.
12. The bidder must be registered with GST / SRB /SESSI/ EOBI / Income Tax Departments (copies to be attached).
13. The firm must be a valid license holder for the relevant business.

14. The firm should have a minimum of three (03) years' experience of similar assignments in the public sector organizations, including details of the services currently in operation and should have a proper setup / office at Karachi.
15. Last three years audited financial statements.
16. List of company profile with staff details.
17. In case of emergency, additional staff shall be provided by the bidder.
18. Each offer will accompany pay order or bank draft of the 2% of the proposed bid as Bid Security in favor of Director Finance, NED University of Engineering & Technology, Karachi. The Bid Security is refundable to unsuccessful bidders but will be confiscated in case the bidder backs out or fails to abide by any condition of the agreement.
19. Expenses incurred on maintenance of premises as Janitorial Services will be borne by the bidder.
20. Bidder will follow the disciplinary rules of the NEDUET.
21. NEDUET reserves the right for the physical verification of any item included in contract in content of Janitorial Services, prior to the opening of the bids.
22. Conditional Bids against the Rules / policy will not be considered / entertained / accepted.
23. The tendered rate should be inclusive of all applicable taxes to Federal & Provincial Govt. or local bodies and will be deducted from the bill of the bidder / suppliers.
24. Required documents shall be submitted, if the bidders / Suppliers require Tax exemption facility regarding non deduction of Advance Income.
25. Successful bidder will enter into agreement for providing requisite services for a period of Two (02) Year (extendable upto One (01) Year with mutual consent) starting from the date of signing of contract.

26. During the currency of the contract, the firm will provide JANITORIAL SERVICES as per terms and conditions, to be settled later on in the shape of contract agreement.
27. Bidder will depute full time supervisors and other adequate staff for carrying out the desired services round the clock.
28. All cleaning material / chemicals / others used for Janitorial Services will be responsibility of the bidder.
29. Bidder will maintain the sufficient quantity of cleaning material / chemicals. Any damage due to use of detergent / chemicals will be the responsibility of the bidder and will be required to rectify.
30. All equipment and machinery used for Janitorial Services will be responsibility of the bidder including accessories and upkeep / maintenance of equipment and machinery.
31. Bidder will provide the Uniforms with identification of person on his own cost and expenses.
32. Bidder will be liable for and make good any loss or damage caused by any act or default on the part of his servant or employee to the said premises and / or NEDUET property on which decision of NEDUET will be final.
33. NEDUET reserves the right to increase / decrease or delete the quantities of goods / services at the time of award of contract and also reserves the right to enhance the quantity of goods / services without any change in unit price or other terms and conditions of goods at any time during contract period.
34. The successful bidders will have to deposit the performance security in the shape of a Pay Order / Demand Draft at 10% value of the contract amount. After the acceptance of the Bid, a work order may be issued during the bid validity period and if offer is not accepted by the Bidder, the Bid Security shall be forfeited by the procuring agency.
35. Bid Security will be released to the bidder after deposit of requisite performance security. The performance security will be released within 30 days after successful completion of contract period.

36. Bidders, whose bids are accepted, shall have to sign a written contract with the University on the judicial stamp paper amounting to Rs. 500/-. The Bidder shall pay Service Charges as specified in the schedule of Stamp Act.
37. The Bidder shall quote the bids on the attached Price Schedules only, and shall sign the certificate given therein to the effect that the services shall be provided exactly in accordance with the requirements of the procuring agency. In case there is any deviation, it should be clearly stated by the Bidder separately, describing deviation from Specifications, otherwise it would be presumed that offer is strictly in accordance with the requirement and specifications.
38. Bidder should quote their firm and final rates.
39. Any conditional, ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of bids shall be entertained.
40. The bidder shall have to accept any further conditions introduced by the Government during the period of contract.
41. An affidavit on legal stamp paper of Rs. 100/- to effect that the Bidder has not been blacklisted in the past on any ground by any Government (Federal or Provincial), a local body or a public sector organization. The Bidder will be debarred from the bidding process for submitting a false statement.
42. Payment of the bills will be subject to the deduction of mandatory government taxes/levies.
43. Bidder shall comply with all Pakistani Laws, other, permits, codes and regulation applicable to the bidder's performance of services.
44. The contract will be awarded to the technically lowest evaluated responsive bidder.
45. The firm / Contractor should submit attested photocopies of CNIC of their Janitorial Staff to the Registrar, NEDUET.
46. The duty timing for Sanitation Services will be 08 hours i.e. From 08:00 AM to 04:00 PM, They will be deployed with consultation of Directorate of Services, NEDUET. A daily report will be submitted by the firm / contractor by 10:00 AM excluding weekly holidays.

47. Space will be provided by NEDUET for their control room with free utility services.
48. Deployment of male and female Janitorial/Cleaner staff will be made as per requirement of University.
49. Contractor will follow all verbal/written instructions of Director Services issued in connection with Sanitation\Janitorial Service.
50. Child Labor rules and basic human rights will not be violated by the Contractor. Age of Janitorial\Cleaner worker shall not be less than 18 years.
51. Contractor shall be bound to provide the sanctioned strength of Janitorial\Cleaner at all time even on holidays including Saturdays and Sundays if required by the University.
52. The Contractor will not be allowed to participate in any political/immoral/illegal activities in the premises of NEDUET, Karachi.
53. Contractor shall be responsible for personal hygienic of the Janitorial\Cleaner.
54. Redressal of Grievances & settlement of dispute will be as per SPPRA Rule-2010 (Amended - 2013/14).

All terms & conditions must be complied with.

DETAILS OF SERVICES

(with material)

1. FLOOR MAINTENANCE / HARD SURFACES

- a) Sweep clean with dust mop
- b) Damp mop all surfaces
- c) Scrub clean all area of high spoilage
- d) Damp mop and buff marble / tile surface
- e) Buff brush all polished surfaces
- f) Pre & Post Monsoon season roofs cleaning.

2. FLOOR MAINTENANCE / CARPETED SURFACE

- a) Vacuums clean all surfaces
- b) Spot clean marks and spillage

3. STAIRCASES / ELEVATORS

- a) Sweep and damp mop staircases / elevators
- b) Sweep and damp mop emergency staircases / elevators
- c) Spot clean marks and spillage on staircases.

4. JANITORIAL

- a) Empty all refuse bins
- b) Wash and clean all bins
- c) Sweep clean waste disposal area
- d) Remove all waste and refuse from the premises
- e) Dispose off all waste and refuse to designated location
- f) Brooming / Cleaning all areas including class rooms, offices, corridors, paved area, lawns etc.
- g) Washing and cleaning all bathrooms as per requirements.
- h) Inform the concern department if unforeseen in any place

5. WASTE DISPOSAL

- a) Empty all waste bins / receptacles
- b) Any useable item identified in dustbins concerned staff would be informed immediately before disposal
- c) Empty all refuse bins
- d) Wash and clean the bins / receptacles
- e) Replace plastic liners of the bins
- f) Sweep clean waste disposal area.

GENERAL REQUIREMENTS OF MATERIAL

All appropriate cleaning tools and sufficient material are required for better cleaning and up keep of the mentioned areas. Cleaning tools i.e. Hard & Soft Brooms, Mops, Mops Refill, Broom & Mop Sticks, Wipers, Commode Brushes, Commode Pumps, Dust Controller, Dusters, Scrappers, Dust Trays, Glass Cleaning Wipers. Cleaning materials i.e. Caroline Phenyl, Harpic, Liquid Soap, Vim Powder/Liquid, Scotch Brite, Toilet Tissue Rolls, Garbage Bags (Small & Large), Mortien sprays, Glint etc. Material will be the responsibility of the contractor.

ELIGIBILITY CRITERIA

1.	Name of the Firm	
2.	Address (Telephone, Fax & E-mail)	
3.	Year of Establishment (Attach documentary evidence)	
4.	Sales Tax Registration No. (Attach documentary evidence)	
5.	NTN No. (Annual Turnover supported by Income Tax Return) Registration/Licences No. (if applicable) (Attach documentary evidence)	
6.	Registration/Licences No. (if applicable) (Attach documentary evidence)	
7.	Whether Pay Order, for the Bid Security enclosed?	Yes [] No []
8.	Clientage (Attach as separate Annexure, if necessary)	
9.	Experience related to similar assignments (Attach as separate Annexure, if necessary)	
10.	Managerial Capability a). Total No. of Permanent Staff: b). Total No. of Contract/Project Staff: (Attach as separate Annexure, if necessary)	a) _____ b) _____
11.	Assignment in Hand (Presently) (Attach as separate Annexure, if necessary)	
12.	Percentage of payment (Tentative) to be paid to the Staff out of total payment claimed by the bidder/firm from NED UET.	
13.	Banker's Name & Contact Details	
14.	Contact Person Date: _____	_____ <i>Name & Designation</i> _____ <i>Authorized Signature & Stamp</i>

TECHNICAL EVALUATION CRITERIA

The bids will be evaluated as per the following criteria;

S#	EVALUATION CRITERIA	Maximum Points
1.	A certificate / affidavit that the firm (or consortium) is not black listed by any Government / Semi-Government / Autonomous Body etc., and is not involved in any kind of insolvency litigation.	10
2.	NTN Certificate - Mandatory (05) SRB / GST Registration Certificate (05)	10
3.	Networking setup across Pakistan (1 mark for each setup upto maximum 5)	10
4.	Financial Turn-over for the last three years showing the financial soundness of the bidder <input type="checkbox"/> Supported by Audit Reports (5) <input type="checkbox"/> Balance Sheets (5) <input type="checkbox"/> Bank Statements showing the average turn-over not less than of Rs. 1.5 million for last three years. (5)	20
5.	List of similar services provided to public sector organizations, during last 5 years. (2 points for each service)	10
6.	List of Services currently in operation. (4 points for each services)	20
7.	Managerial Capability	10
8.	List of Janitorial Staff on permanent roster	10
Total Points		100

NOTE:

- I. Minimum 60 points are required to technically qualify.**
- II. The offer will not be entertained if the required documents have not been found attached.**
- III. Financial Bids of Technically qualified bidders will be opened exclusively.**

FINANCIAL PROPOSAL

PRICE SCHEDULE

<u>S. No.</u>	<u>Particulars</u>	<u>Service Charges for each</u>	<u>Required Quantity</u>	<u>Total Yearly Service Charges</u>
1.	2.	3.	4.	5. (3x4)
1.	Supervisors			
	Janitorial Staff (Male + Female)			
2.	Department of Civil Engg.			
3.	Department of Urban & Infrastructure Engg.			
4.	Department of Earthquake Engg.			
5.	Department of Electrical Engg.			
6.	Department of CIS.			
7.	Department of Mechanical Engg.			
8.	Department of Industrial Manufacturing Engg.			
9.	Department of CS&IT.			
10.	Department of Mathematics.			
11.	Department of Physics.			
12.	Department of Chemistry.			
13.	Department of Humanities.			
14.	Department of Materials Engg.			
15.	Department of Metallurgical Engg.			
16.	Department of Chemical Engg.			
17.	Department of Polymer & Petrochemical Engg.			
18.	Engr. Abul Kalam Library			
19.	Directorate of Planning & Projects			
20.	Directorate of IT			
21.	Old VC Secretariat			
22.	Directorate of Students Affairs			
23.	Girls Common Room			
24.	Allied roads			
Total Amount:				

CERTIFICATE

1. We guarantee to provide the requisite service exactly in accordance with the requirements / specification in the invitation to this tender.
2. We accept the terms and conditions of the contract as well as general provision applicable to Government contracts.

Signature: _____

Name: _____

C.N.I.C: _____

Designation: _____

Company Name: _____

Address: _____

Contact No.: _____

E-mail Address: _____

LIST OF DEPARTMENTS

S. No.	Description of Areas	Proposed Qty.
1.	Supervisors	
	Janitorial Staff (Male + Female)	
2.	Department of Civil Engg.	
3.	Department of Urban & Infrastructure Engg.	
4.	Department of Earthquake Engg.	
5.	Department of Electrical Engg.	
6.	Department of CIS.	
7.	Department of Mechanical Engg.	
8.	Department of Industrial Manufacturing Engg.	
9.	Department of CS&IT.	
10.	Department of Mathematics.	
11.	Department of Physics.	
12.	Department of Chemistry.	
12.	Department of Humanities.	
13.	Department of Materials Engg.	
14.	Department of Metallurgical Engg.	
15.	Department of Chemical Engg.	
16.	Department of Polymer & Petrochemical Engg.	
17.	Engr. Abul Kalam Library	
18.	Directorate of Planning & Projects	
19.	Directorate of IT	
20.	Old VC Secretariat	
21.	Directorate of Students Affairs	
22.	Girls Common Room	
23.	Allied roads	
24.		
Total Nos.		

Signature with Stamp