



**KHYBER TEACHING HOSPITAL (KTH)
Medical Teaching Institution (MTI)
Peshawar**

Contact No: 091-9224400

**BID SOLICITATION DOCUMENTS
For
Outsourcing of Conservancy and Janitorial Services 2024-27**

Rates approved will be valid till 30-06-2027

Note: The prospective bidder is expected to examine the Bidding Documents carefully, including all Instructions, Terms & Conditions, and Specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

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1. INTRODUCTION:

Medical Teaching Institution (MTI)/ KHYBER TEACHING Hospital Peshawar invites sealed bids from the eligible bidders for **Outsourcing of Conservancy and Janitorial Services** through Open Competitive Bidding under rule 14 2 (b) "**Single Stage Two Envelope**" bidding procedures of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules 2014.

2. INSTRUCTIONS TO BIDDERS:

- This Bidding procedure will be conducted in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws, Rules made there under along with Standard Bidding Documents.
- The bids will be opened on **15-08-2024** at **10:30 am** in presence of the bidders/representatives who choose to attend
- Any bid received after the deadline for submission of bids shall not be entertained and shall be returned unopened to the Bidder.
- All the bidders are required to provide annexure wise complete requisite documents with page number as prescribed under the rules.
- The bid should be complete in all respect and must be signed and stamped by the bidder.
- All prices quoted must be in Pak Rupees (PKR) and should include all applicable taxes. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes.
- Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.
- For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send a written request at least 07 days prior to the opening date.
- The Bidder may after its submission withdraw its bid prior to the expiry of the deadline prescribed for submission of bids. Withdrawn bids will be returned unopened to the Bidders.
- Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
 - a. Received without earnest money;
 - b. It is received after the date and time fixed for its receipt;
 - c. The tender document and the bid is not signed and stamped;

- d. The offer is ambiguous;
 - e. The offer is conditional i.e. advance payment, or currency fluctuations etc.;
 - f. The offer is from blacklisted firm in any Federal / Provincial Government / autonomous Department;
 - g. Only typed tender on original prescribing letter pad, sealed & signed (Every Page) should be submitted, the quoted Price must be preprinted and hand written quoted price will not be acceptable. The tenders must be according to hospital specification; alternate rates (**Double rates for single Items**) will not be acceptable.
- Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
 - Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
 - Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own.
 - In case of Bid Tie, the decision will be taken by making toss/draw/Recall sealed quotation in front of the bidders.
 - Any direct or indirect effort by a bidding firm to influence this institution during the process of selection of a bidder or award of contract may besides rejection of its bid result into its disqualification from participation in the KTH Peshawar's future bids.

3. ELIGIBILITY CRITERIA:

- Bidders must give compliance to the below mentioned clauses as these are mandatory to being eligible for the bidding process. Relevant certificates must be attached.
- The bidder must be registered with Income Tax / Sales Tax Department and must be on active taxpayers list of KPRA
- The bidder shall provide an undertaking that the bidder has not been declared black listed by any Governmental/ Semi-Governmental institutions.
- Bidders shall not be eligible to bid if they are under a declaration of Ineligibility for corrupt and fraudulent practices issued by any government organization in accordance with the Section 44(1) KPP Rules 2014.
- Bidder shall clearly mention local office address, mobile and phone number and email address.

- Evaluation Criteria: (Single Stage Two Envelopes). The Firm found eligible as per the minimum eligibility criteria given above shall be subject to evaluation criteria given here below.

<u>Category</u>	<u>Description</u>	<u>Status</u>	<u>Score</u>
Legal Parameters	Certificate of Company / Firm Registration / Incorporation under the laws of Pakistan	Mandatory	No score being mandatory
	Valid Income Tax Registration (Active Tax Payer List (ATL) with FBR and KPRA)	Mandatory	–
	Registration with Employees Old Age Benefits Institution – EOBI, Employees Social Security Institution – ESSI and Directorate of Labor, Government of KP (Submit copies of certificates)	Mandatory	-
	Valid Registration with Khyber Pakhtunkhwa Revenue Authority/Relevant Provincial Sales Tax Authorities (Active Tax Payer List (ATL)	Mandatory	–
	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.	Mandatory	–
	At least five (05) years of similar experience in any government-owned hospital in Khyber Pakhtunkhwa.	Mandatory	
	Fully functional Offices/ Infrastructure Presence, (maximum 10 marks) (Valid/Current Rent/Lease agreement shall be submitted in technical bid)	Peshawar: 10 marks Provincial/National:05 marks	10
	In case of similar ongoing projects having minimum worth of Rs. 10 million of similar nature of work with Government Departments, each project shall carry 10 marks with maximum of 20 marks.	--	20
	Experience in completed projects (to be evaluated through Work Orders/Purchase orders and Extension letter/ Completion Certificate) of similar nature of work with Government Departments for the past maximum of 05 years (05 marks per certificate with a maximum of 30 marks). No marks	--	30

	will be given if work order and completion certificate is not provided.		
	Value of the similar nature completed projects / Extended for the next tenure in the last 5 years shall not be less than 20 million each. 7 marks shall be carried for each project up to max 21 marks	--	21
	Financial Capability: (Bank statement of last 02 years). Annual Transaction of up to 50 million = 3 Annual Transaction of up to 70 million = 6 Annual Transaction of more than 70 million = 09	--	09
	Personnel & Equipment Availability: 1. Availability of Personnel minimum 300 Staff & Equipment (Staff should be confirmed from ongoing project's Work order, Contract Agreement or any other document) (04 Marks) Equipment List: 1. Walk Behind Scrub Machines: 04 2. Floor Scrubber Machine: 06 3. High Pressure Vacuum Cleaner: 02 4. Steam cleaning Machine: 02 5. Steam cleaning Mop: 05 6. Drain unblock Tool: 05 7. Waste Transportation wheel barrows: 20 8. Housekeeping Trolley: 30 (03 Marks) 2. Minimum 05 supervisory staff for supervising field activities and for liaison with MTI-KTH (Details & work experience of the staff be given) (03 Marks)	--	10
	TOTAL SCORE		100
Bid obtaining 70% score will be considered as eligible.			

Financial Bid

S.NO	CATEGORY	COST(PKR)
1.	Janitorial Staff (Male/Female) for Provision of Services as mentioned in Scope of Services.	Per Head Charges in PKR
2	Supervisor	Per Head Charges in PKR

Note: -

- Quoted rates must be inclusive of all Gov. taxes applicable at the time of bid opening date.
- The firm shall fill the financial bid for the whole assignment and contract will be awarded on total lowest to the technically responsive bidder.

The contractor shall comply with all applicable Laws, rules, regulations, Policies & Notification such as labor Law, Min. Wage Policy etc. Any violation thereof shall lead to disqualification.

4. GENERAL CONDITIONS: -

1. KTH Peshawar shall evaluate the proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
2. Alternative bid shall not be considered and shall be rejected by the Competent Authority.
3. At any time prior to the deadline for submission of bids, KTH Peshawar may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.
4. If a bid is not substantially responsive, it will be rejected by the Procuring Entity and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
5. Competent authority may accept or reject any or all of the bids under Rule 47 of KPPRA Rules, 2014.

5. **INVITATION FOR BIDS**

Hospital Director, Medical Teaching Institute, **KHYBER TEACHING HOSPITAL PESHAWAR** Invites sealed tenders on turnkey basis under National Competitive Bidding for the procurement of AC Plant Parts for Hospital, under rule 6(2) (a) ***“single stage two envelope procedure”*** of KPPRA Rules 2014, from Income / Sales tax, reflected on Active Taxpayer List of FBR.

The bidders are required to submit bid security @ **1,000,000/-** in shape of Call Deposit Receipt (CDR) in the name of Hospital Director KTH Peshawar. CDR must be from the firm/bidder/contractor account.

The tenders complete in all respect must reach the undersigned by **15-08-2024 at 10:00 am** which will be opened at 10:30 hrs. on the same day in Manager Supply Chain Office of the Hospital in the presence of the committee and the bidders / representatives who may choose to attend.

Competent Authority reserves the right to reject any or all the bids as per provisions contained in Rule 47 of KPPRA Rules 2014.

6. BID Security

Bid security @ **1,000,000/-** in shape of Call Deposit / Bank Draft (refundable) drawn in favor of "Hospital Director KTH Hospital"

The bid security may be forfeited:

- i) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- ii) In the case of a successful Bidder, if the Bidder fails to sign the contract.

7. BID VALIDITY:

- i) The bids should be valid for a period of 90 Days.
- ii) In exceptional circumstances, KTH Hospital may solicit the Bidder's consent to an extension of the period of validity reasons shall be recorded in writing. The request and the responses there to shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

8. Duration of the Contract:

Rates approved will be valid till 30-06-2027.

9. SPECIAL CONDITIONS OF THE CONTRACT: -

1. If any of the given specifications/parameters does not meet the required specifications, their offer will not be considered and shall summarily be rejected by MTI / KTH Peshawar.
2. Successful Bidder will have to furnish a performance guarantee up to 10% of the contract value in shape of Bank Guarantee in favor of the "Hospital Director KTH Peshawar", as per the prescribed rules of KPPRA.
3. In case of a successful bidder, who repudiates the contract or fails to furnish performance guarantee and as the case may be shall proceed for blacklisting and the work order will be placed to the Next Successful Bidder or from the alternative sources at the cost/risk of the concerned firm.
5. All bidders shall comply with code of ethics formulated by KPPRA.
6. The services shall be supervised and evaluated by Manager Facilities Management or any other focal person nominated by the Hospital Director.

SCOPE OF WORK

- numbers of workers (including janitors, supervisors and store keeper) required for whole institution and surrounding areas in three (03) shifts on 24/7 basis.
- Cleaning services on 24/7
- Removal of all type of waste
- Floors are free of stains, visible dust, spills and streaks.
- Walls, ceiling and doors are free of visible dust, gross soil, streaks, spider webs and handprints.
- All horizontal surfaces are free of visible dust or streaks including furniture, window ledges, overhead lights, phones, pictures frames, carpet s, equipment etc.
- Bathrooms fixture s including toilets, sinks, tubs and showers are free of streaks, soil, stains and soap scum.
- All type of mirrors and windows are free of dust and streaks.
- Transportation of waste to disposal point produces in old building under the EPA-2005 guidelines.
- Cleanliness of drain
- Building and its surrounding should be neat and clean in all respective
- Best quality approved material will be provided by the contractor as per guideline protocols of ISO.

TERMS & CONDITIONS:

- The tenure of the contract will be till 30-06-2027 subject to annual performance basis.
- The firm will provide weekly and monthly work plan.
- All sweepers shall wear proper uniform dress clearly indicating their function. Uniform shall bear name of contractor/firm.
- Arrangement and maintenance of all equipment/materials related to Housekeeping and cleanliness will be the responsibility of the contractor except color coded garbage bags.
- Contractor will follow EPA-2005 Hospital Waste Management policy.
- Contractor will provide spill kit on each floor.
- Contractor will change plastic bags of waste bins in each shift.
- Performance will be evaluated by Facility Manager and Facility Management Department on daily basis.
- Any failure to meet the requirement of the contract including failure to complete the work satisfactory, failure to deploy minimum manpower, failure to provide/use material, shall result in deduction of proportionate amount from firm.
- The contractor shall also be liable for any expenses, losses damage which factor may incur or sustain due to contractor fault. The cost shall be deducted from the contractor bill.
- The contractor shall carryout out work directly. Contractor is not allowed to carry out whole or part of the work through subcontractor.

- The above manpower requirement does not include weekly off, leave, absence, and requirement.
- The contractor shall not engage any person below the age less than 18 years for the work.
- The contractor shall provide replacement of personnel, in case of absenteeism, casual/sick leave etc. so as to ensure full staff at all time. In case of absence/leave by any reason the contractor must make arrangement of alternative immediately.
- If a person is found unsuitable for the work by hospital administration due to misconduct/negligence of duty /unsafe act/being under influence alcohol/violation of any norms or instruction or any other reason, the person shall be replaced by the contractor immediately on being informed that effect.
- A contractor will provide the duty Rota of deputed staff and will mark their bio metric attendance.
- The contractor will follow the KPPRA rules.
- The contractor shall follow all the labor laws and regulations and the hospital shall not be made party, in case of any non-compliance by any Government Department. Any fluctuation or increase / decrease in taxes and minimum wages revised from time to time will be duly incorporated as and when notified by the Central/State Government.
- The contractor shall comply with the provisions of the Acts and rules by Central/State Government as applicable from time to time in respect of the contracted work and all staff employed by him at his own cost and risk, including: -
- Penalty right is reserved to cancel the order in to or a part thereof without assigning any reason but to safeguard interest of the institution/patient.

S. No	Description	Penalty Charges
1	Staff without Uniform	Rs. 500 per worker per day
2	Poor Cleanliness	Rs. 200 per Area/ Washroom etc.
3	If workers found absent & Relievers not provided	Rs. 500 per worker per day
4	Personnel Poor Hygiene of employees	Rs. 100 per worker
5	Poor Quality of Material	Rs. 500 Per Day

Award of Contract:

Contracts shall be confirmed through a written agreement signed by the successful bidder and the MTI /KTH Peshawar.

9. Payment:

- a. No advance payment will be permissible.
- b. The payment will be made after successful supply, installation/inspection and test run of all requisite items.

CONTRACT FORMS

PERFORMANCE SECURITY FORM

To:

Hospital Director
KHYBER TEACHING HOSPITAL
Peshawar

WHEREAS [name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [Reference number of the contract] dated / /2024 to and its ancillary services (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with bank guarantee for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to 10% a total of amount of the contract. [amount in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

Signature and seal of the Guarantors