

DRAFT BID SOLICITATION DOCUMENTS

FOR

**JANITORIAL/CONSERVANCY SERVICES
FOR THE FINANCIAL YEAR 2023-24**



**SAIDU GROUP OF TEACHING HOSPITALS,
SAIDU SHARIF, SWAT
PH: 0946-9240126-27, FAX: 0946-9240122**

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BID SOLICITATION DOCUMENTS FOR “JANITORIAL/CONSERVANCY SERVICES”

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.

INTRODUCTION & BACKGROUND:

Saidu Group of Teaching Hospitals (SGTH) is situated in Saidu Sharif Swat **Khyber Pakhtunkhwa**. The central wing was established in 1927 and then declared as Saidu Teaching Hospital for teaching purpose of the students of Saidu Medical College Swat in 2000. The Institution was accredited by CPSP for post graduate FCPS training in various specialties in 2011.

Saidu Group of Teaching Hospital, Saidu Sharif Swat is one of the largest government owned hospital of Malakand Division which provide health facilities to the general public. The SGTH is consists of two wings which are 1.5 KM apart from each other. The Institution has about 1240 beds and equipped with most of the required facilities to serve the general masses. The Hospital is accredited by College of Physicians & Surgeons Pakistan (CPSP) and Pakistan Medical & Dental Council (PMDC) for imparting FCPS, MCPS Trainings and House Job in various specialties.

Scope of work:**SCOPE OF WORK/Term Of Reference (TOR)**

The work under this Contract shall be cleaning & janitorial services of health facilities i.e. cleaning services in Morning, evening and night shift. Wards, OPDs, floors, rooms, stores, offices, cabins, toilets, windows glasses, light fixture, boards, name plates, glasses panels in and outer side of all the block and surrounding areas of the

premises through skilled and experiences staff in order to ensure standard cleanliness.

Removal of Garbage/ Soil/ Filth. Removal of infectious filth from the ward(s) and patient's area and drop the same for safe disposal of waste (Incinerator, burning, burial) of health facilities.

TOOLS AND EQUIPMENT:

The Contractor shall arrange all tools, equipment and cleanliness and washing consumable items used for the work i.e., Dry mops, Wet mops, brooms, wipers, window wipers, dustpans, Hand brush, cobweb brush, scraper, ladder, scrubbing machines, wet floor, dry vacuum cleaner, detergents at his own cost.

DEPLOYMENT OF STAFF:

Skilled/ Experienced worker in proper uniform with lapel Cards showing their identity shall be deployed. List of staff along-with their CNIC shall be provided to office of undersigned before deployment. Any replacement shall be intimated in advance with consent of the concerned office, Deployment shall be made as per requirement.

1) INSTRUCTIONS TO BIDDERS

1. This Bidding procedure will be conducted on **“Single Stage Two Envelope”** in light of Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Laws, Rules 2014 made there under along with Standard Bidding Documents.
2. Both Technical Bids and Financial Bids must be submitted in two separate sealed inner envelopes marked “1-Technical Bids” and “2-Financial Bids” which should be packed in one outer envelope.
3. Interested Bidders must submit sealed bids to the office of the Medical Superintendent, Saidu Group of Teaching Hospitals, Swat **on or before Thursday 06-07-2023 at 10:00 Hrs** which will be opened on the same day at **10:30 Hrs** in the presence of those bidders or their representatives, who choose to attend the process. Bid submitted after **Thursday 06-07-2023 at 10:00 Hrs** shall not be entertained.
4. Pre-bid meeting with the interested bidders held on **Monday 26-06-2023 at 10:00 Hrs**, in Committee Room of Saidu Group of Teaching Hospitals, Swat. The maximum number of authorized representatives allowed to each bidder will not be more than two.
5. Any observations/Grievances about draft SBD should reach this office in written form before pre-bid meeting through email (mssthsawat@yahoo.com) & carriers (Medical Superintendent Saidu Group of Teaching Hospitals saidu sharif Swat) same will be discuss in the pre-bid meeting.
6. All the bidders are required to provide annexure wise complete requisite documents with page marking for their Technical Evaluation / Qualification as prescribed under the rules.
7. The bids should be complete in all respect and each page must be signed by the bidder.
8. 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.
9. ***Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.***
10. For any query, clarification regarding Services / Bid Solicitation Documents, the applicants may send a written request at least one day prior to the opening date.
11. 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.
12. ***The bidder must attach the original receipt along with the bidding document submitted to this institution. In case of photocopy, bank draft of equal amount must be attached.***
13. 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 Affidavit / Bid Security;
 - b. Received after the date and time fixed for its receipt;

- c. The offer is ambiguous;
- e. The offer is conditional;
- f. The offer is from blacklisted firm in any Federal / Provincial Govt. Dept.:

14. ***The offer should not be hand written it must be typed.***
15. Usage of correction fluid & corrections are strictly prohibited unless duly initiated.
16. Any erasing / cutting etc. appearing on the offer, must be properly signed by the person signing the tender.
17. Bids will be rejected if the bid is in some way connected with bids submitted under names different from his own.

18. Alternative bids / rates of the same item shall not be considered and shall be rejected by the Procurement Committee.

19. In case of Bid Tie, contract shall be awarded to the firms secures high technical marks.

20. ***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 Saidu Group of Teaching Hospitals, Swat future bids.***

2. GENERAL CONDITIONS OF THE CONTRACT

1. **Definitions** 1.1 In this Contract, the following terms shall be interpreted as indicated:
- a. "The Contract" means the agreement entered into between the Procuring agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - b. "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
 - c. "The Goods" means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Procuring agency under the Contract.
 - d. "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
 - e. "GCC" means the General Conditions of Contract contained in this section.
 - f. "SCC" means the Special Conditions of Contract.
 - g. "The Procuring agency" means the organization purchasing the Goods, as named in SCC.
 - h. "The Procuring agency's country" is the country named in SCC.
 - i. "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
 - j. "The Project Site," where applicable, means the place or places named in SCC.
 - k. "Day" means calendar day.
2. **Application** 2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

- 3. Country of Origin**
- 3.1 All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules and further elaborated in the SCC.
- 3.2 For purposes of this Clause, “origin” means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.
- 4. Standards**
- 4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods’ country of origin. Such standards shall be the latest issued by the concerned institution.
- 5. Use of Contract Documents and Information; Inspection and Audit by the Government**
- 5.1 The Supplier shall not, without the Procuring agency’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The Supplier shall not, without the Procuring agency’s prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.
- 5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring agency and shall be returned (all copies) to the Procuring agency on completion of the Supplier’s performance under the Contract if so required by the Procuring agency.
- 5.4 The Supplier shall permit the Procuring agency to inspect the Supplier’s accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the procuring agency, if so required.

6. Patent Rights

6.1 The Supplier shall indemnify the Procuring agency against all third party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring agency's country.

7. Performance Security

7.1 Within twenty (20) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring agency the Performance security in the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Procuring agency and shall be in one of the following forms:

- a. a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency; or
- b. a cashier's or certified check.

7.4 The performance security will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

8. Inspections and Tests

8.1 The Procuring agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring agency. SCC and the Technical Specifications shall specify what inspections and tests the Procuring agency requires and where they are to be conducted. The Procuring agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring agency.

- 8.3** Should any inspected or tested Goods fail to conform to the Specifications, the Procuring agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring agency.
- 8.4** The Procuring agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Procuring agency's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring agency or its representative prior to the Goods' shipment from the country of origin.
- 8.5** Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.

- 9. Packing** 9.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring agency.

10. Delivery and Documents

- 10.1. Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2. Documents to be submitted by the Supplier are specified in SCC.

11. Insurance

- 11.1 The Goods supplied under the Contract shall be delivered duty **paid** (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is seller's responsibility.

12. Transportation

- 12.1 The Supplier is required under the Contract to transport the Goods **to** a specified place of destination within the Procuring agency's country, transport to such place of destination in the Procuring agency's country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price

13. Incidental Services

13.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b. furnishing of tools required for assembly and / or maintenance of the supplied Goods;
- c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- e. Training of the Procuring agency's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

13.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged for other parties by the Supplier for similar services.

14. Spare Parts 14.1 As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- a. such spare parts as the Procuring agency may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
- b. in the event of termination of production of the spare parts:
 - i. Advance notification to the Procuring agency of the pending termination, in sufficient time to permit the Procuring agency to procure needed requirements;
 - ii. Following such termination, furnishing at no cost to the Procuring agency, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The Supplier warrants that the Goods supplied under the Contract **are** new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

15.2 Warranty of Goods shall be provided along with (free after sale service, maintenance, replacement of parts and working of the equipment) "quote" "the warranty period shall be three years from the date of installation/test run." Post warranty maintenance contract for another two years including after sales service with parts, rates (companies to offer percentage (%) of the contract value will be included in the technical bid Warranty and post warranty maintenance contract rate shall be acknowledged from the original manufacturer regardless of change of local authorized dealer).

15.3 The Procuring agency shall promptly notify the Supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring agency.

15.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Procuring agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring agency may have against the Supplier under the Contract.

16. Payment 16.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

16.2 The Supplier's request(s) for payment shall be made to the Procuring agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

16.3 Payments shall be made promptly by the Procuring agency, but in no case later than sixty (60) days after submission of an invoice or claim by the supplier.

16.4 The currency of payment is Pak. Rupees.

17. Prices

17.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Procuring agency's request for bid validity extension, as the case may be.

18. Change Orders

18.1 The Procuring agency may at any time, by a written order given of the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:

- a. drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring agency;
- b. the method of shipment or packing;
- c. the place of delivery; and/or
- d. the Services to be provided by the Supplier.

18.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring agency's change order.

19. Contract Amendments

19.1 Subject to GCC Clause 18, no variation in or modification of the **terms** of the Contract shall be made except by written amendment signed by the parties.

20. Assignment 20.1 The Supplier shall not assign, in whole or in part, its obligations to **perform** under this Contract, except with the Procuring agency's prior written consent.

21. Subcontracts 21.1 The Supplier shall notify the Procuring agency in writing of all **subcontracts** awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

21.2 Subcontracts must comply with the provisions of GCC Clause 3.

22. Delays in the Supplier's Performance

22.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring agency in the Schedule of Requirements.

22.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the

Supplier's notice, the Procuring agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

- 22.3** Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages.

23. Liquidated Damages

23.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 24.

24. Termination for Default

24.1 The Procuring agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

- a. if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring agency pursuant to GCC Clause 22; or
- b. if the Supplier fails to perform any other obligation(s) under the Contract.
- c. if the Supplier, in the judgment of the Procuring agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Borrower of the benefits of free and open competition.

24.2 In the event the Procuring agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

25.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

26. Termination for Insolvency

26.1 The Procuring agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes **bankrupt** or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring agency.

27. Termination for Convenience

27.1 The Procuring agency, by written notice sent to the Supplier, may **for** terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring agency's convenience, the extent to which

performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

27.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring agency at the Contract terms and prices. For the remaining Goods, the Procuring agency may elect:

- a. To have any portion completed and delivered at the Contract terms and prices; and/or
- b. To cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

28. Resolution of Dispute

28.1 The Procuring agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

28.2 If, after thirty (30) days from the commencement of such informal negotiations, the Procuring agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.

29. Governing Language

29.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

30. Applicable Law

30.1 The Contract shall be interpreted in accordance with the laws of the Procuring agency's country, unless otherwise specified in SCC.

31. Notices

31.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.

31.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

32. Taxes and Duties

32.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring agency.

INVITATION FOR BIDS FOR THE YEAR 2023-24

01. Saidu Group of Teaching Hospitals, Swat Invites sealed bids under National Competitive Bidding from Manufacturers or their Authorize Dealers for the Procurement of:
I) **Cardiac Cath Lab Consumables** II) **Liquid Medical Oxygen**
III) **Janitorial Services** for the financial year 2023-24.
02. Bidding shall be conducted through Single Stage Two Envelopes Bidding Procedure comprising a single package containing two envelopes as per KPPRA Rules-2014. Each envelope shall contain separately Technical and financial bid clearly marked in bold & legible letters. The bidders are bound to provide complete information along with its postal as well as valid email address and phone number/s on each of the respective envelope.
03. Interested bidders must obtain Application Form along with complete set of bidding documents from the Office of the Medical Superintendent, Saidu Group of Teaching Hospitals, Swat during office hours on any working day on or before Thursday 06-07-2023 at 10:00 Hrs, against the non-refundable cash payment of Pak Rupees fifteen hundred per application form. Original Receipt of the paid amount must be attached to the Technical Bid inside its sealed envelope. The advertisement may be downloaded from the official website of Saidu Group of Teaching Hospitals, Swat www.sth.org.pk and www.kppra.gov.pk
04. Pre-bid meeting with the interested bidders will be held on Monday 26-06-2023 at 10:00 Hrs in the Committee Room of Saidu Group of Teaching Hospitals, Swat.
05. Interested Bidders must submit sealed bids to the office of the Medical Superintendent, Saidu Group of Teaching Hospitals, Swat on or before Thursday 06-07-2023 at 10:00 Hrs which will be opened on the same day at 10:30 Hrs in the presence of those bidders or their representative, who choose to attend the process. Bid submitted after Thursday 06-07-2023 at 10:00 Hrs shall not be entertained.
06. Financial bid must be accompanied with Bid Security (Cath Lab Consumables PKR. 1000,000/- Liquid Medical Oxygen PKR. 1000,000/- Janitorial Services PKR. 1000,000/-) in the name of the undersigned in shape of CDR/ Bank Guarantee/ Insurance Guarantee. Ordinary cheque in the form of bid security will result in bid rejection summarily.
07. Technical bid must be accompanied with a photocopy of the bid security (not showing the amount) or an Affidavit on Judicial Stamp paper to the effect that bid security as per Bid data Sheet is attached in the financial bid.
08. Bid must be computer typed & printed; and the offered bid price must be written both in words & figures. Bid price/quotations with cutting and over-writing shall not be accepted to the extent of that quoted item.
09. The technical proposal shall contain all the details in accordance with standard specification of the items/goods mentioned in the Schedule of Requirements (SOR) which must be supported by original catalogue/Brochures. All bidders are also required to submit the relevant detail of technical proposal and required documents in soft copies (USB) duly labeled by a permanent marker with the name of bidder/firm.
10. Bidders are required to offer the most competitive lowest rate of their items, as negotiations on quoted rates are not allowed under the rules.
11. The undersigned reserves the right to reject any or all the bids as per provisions contained in Rule 47 of KPPRA Procurement Rules 2014.

INF(P) 1268/23

Medical Superintendent
Saidu Group of Teaching Hospital Saidu Sharif Swat

BID DATA SHEET

Name of Procuring Agency	Medical Superintendent, Saidu Group of Teaching Hospitals, Swat
Name of Project	Recruitments of Janitorial/Conservancy Services
Project Worth	Approx >3 Million per month
Procuring Agency Address	Medical Superintendent, Saidu Group of Teaching Hospitals, Saidu Sharif Swat, Khyber Pakhtunkhwa, Pakistan, Ph: 0946-9240126-27, Fax: 0946-9240122
Language of Bid	English
Bid Price and Currency	The price quoted shall be in Pak Rupees The Price shall be fixed; Fixed upto the 30 th June 2024 (may be extended for next financial year upon satisfactory performance of the bidder)
Preparation and Submission of Bids	
Qualification requirements.	Please refer to Eligibility Criteria
Amount of bid security.	Rs. 1000,000/- in the name of the undersigned in shape of CDR/Bank Guarantee/Insurance Guarantee (will be considered as Performance Security)
Bid validity period.	120 Days
Number of copies of Bid	One copy Original
Address for bid submission.	Medical Superintendent, Saidu Group of Teaching Hospitals, Saidu Sharif Swat, Khyber Pakhtunkhwa, Pakistan, Ph: 0946-9240126-27, Fax: 0946-9240122
IFB title	Recruitment of Janitorial/Conservancy Services
Deadline for bid submission.	On or before 10:00 AM, Thursday, July 06, 2023
Time, date, and place for bid opening.	10:30 AM, Thursday, July 06, 2023 at Committee Room of Saidu Group of Teaching Hospitals, Swat
Pre-Bid Meeting Time, Date, and Venue:	Held on Monday 26-06-2023 at 10:00 Hrs in the Committee Room of Saidu Group of Teaching Hospitals, Swat.
Bid Evaluation	
Criteria for bid evaluation.	Please refer to evaluation criteria
Award of Contract	Technically Responsive & Financially Lowest Bidder
Delivery schedule.	After Contract award of the successful bidder.

LIST OF CLEANING ITEMS TO BE SUPPLIED BY THE CONTRACTOR

S.#	Items
1.	Coconut Broom
2.	Soft Broom
3.	Cobweb Brush
4.	Harpic Brush
5.	W,C round Brush
6.	Glass Duster
7.	Floor Duster
8.	Mop Stick
9.	Rubber Wiper
10.	Plastic Bucket
11.	Plastic Mug
12.	Cotton Swabs
13.	Nylon Scrubber
14.	Industrial Vacuum Cleaner
15.	Scotch Bright
16.	Steel Wool
17.	Waste Collection trolley complete cover for each unit
18.	Assurance of clean uniform
19.	Provision of PPEs for each Janitors as Per Standard
20.	Dust Ben (70Ltrs three different colors) as per requirement of the hospital
21.	Shopping Bag (3-different color as per requirement of the hospital)
22.	Equipment (i.e. floor scrubber, tile polish, etc
23.	The contractor shall provide water absorption mats in the sink area of every washroom
24.	The contractor shall maintain a proper dress code for all employees. Entry will not be granted on noncompliance
25.	Water Removal Pump

LIST OF CLEANING AGENTS & INSECTICIDE TO BE SUPPLIED BY THE CONTRACTOR

S.No	Items
1.	Vim
2.	Bathroom Acid
3.	Naphthalene Ball
4.	Phenyl (both White & Black)
5.	Room spray (Air Freshner)
6.	Bleaching Powder
7.	Potassium Permanganate
8.	Baygon Spray
9.	Soap Oil
10.	Lentrek
11.	Surf/ Tide
12.	Harpic
13.	Colin Spray
14.	Soap

Remove Goods and SOP should be given by the firm in Technical How to Manage Janitorial Services i.e.

- **High Risk Areas, Moderate Risk Areas and Open Areas.**
- **Pest & Rodent SOP will be given & financial bid will be quoted "Optional".**
- **The Firm will quote Janitor+ Material cost combine.**
- **Supervisor Rate**
- **Janitor Rate**
- **Plan implementation failure firm will be penalize or Any irregularity will be Penalized up to 50000/-**

JANITORIAL/CONSERVANCY SERVICES FOR THE FINANCIAL YEAR 2023-24

TERMS OF REFERENCE (TOR) FOR OUTSOURCING OF CLEANING ACTIVITIES AT SAIDU GROUP OF TEACHING HOSPITALS (SGTH) SWAT KPK

1. The Bidding process shall be conducted through **Single Stage –Two Envelopes Bidding Procedure** comprising a single package containing two envelopes as per KPPRA Rules-2014. Each envelope shall contain separately Technical and financial bid clearly marked in bold & legible letters.
2. The contract period will be for the financial year 2023-24
3. Both Technical Bids and Financial Bids must be submitted in two separate sealed inner envelopes marked “1-Technical Bids” and “2-Financial Bids” which should be packed in one outer envelope.
4. The Total number of workers should be needed basis to ensure 24/7 janitorial services or more along with supervisors for 24/7 basis of cleaning activity.
5. Initial 3 months will be on probation during which shortcoming on part of contractor shall lead to cancellation.
6. The contractor shall ensure to hire staff for the said work not less than the age of eighteen (18) years and not more than fifty (50) years.
7. All the workers engaged by the organization in the Saidu Group of Teaching Hospital shall have proper uniform.
8. All the staff of the organization shall bear photo identify card during the period of the work which shall be duly signed by the SGTH Swat administration & Head of organization.
9. All workmen/manpower to be engaged by the contractor should be covered under the statutory government regulation from time to time.
10. Contractor shall carry out work directly. Contractor is not allowed to carry out whole or part of the work through sub-contractors.
11. If a person is found unsuitable for the work by Hospital Staff due to misconduct/negligence of duty / unsafe act/ being under influence alcohol/violation of any norms or instructions or other reason, the person shall be replaced by the contractor immediately on being informed to that effect.
12. A daily attendance register shall be maintained by the supervisor which shall be countersigned by Medical Superintendent/ DMS of the concerned.
13. The payment will be made after successful running, provision of satisfactory services on verification of concerned Medical Superintendent/DMS concerned.
14. The service provider shall install its own (Operated, Installed & Maintained by Service Provider) Bio-Metric Machine under the supervision of Hospital Administration having the dual Biometric measurements; Face & Fingerprint. The record of the same will be verified by the Hospital Administration of daily basis and same will be shared to client wing.
15. Administration of SGTH Swat will have the right to direct the contractor to withdraw any of his workers from the Hospital upon poor performance or any other reason on 24 hours prior intimation.
16. The contractor will abide by all the rules and regulation relating to labor law, accident, workmen compensation Act, Workmen insurance EOBI, PF etc. This will be the sole responsibility of the contractor and SGTH Swat will not be a party at any stage to any kind of dispute relating to the above. In case any liability arises due to non-performance by the contractor under no circumstances SGTH shall be liable for the same.

17. Any damage/pilferage to the SGTH Swat property due to mishandling, carelessness of the contractor or his workmen will be recoverable from the contractor's bill and taking care of the hospital property handed over to the contractors shall be the sole responsibility of the contractor during the period of the contract.
18. Contractor should depute qualified and dedicated managerial staff to manage the entire cleanness activity and work in close liaison with the hospital administration.
19. The contractor will be responsible to provide all necessary materials, tools, equipment and working consumables etc needed for execution of the work. Safe custody of all such materials will be contractor's responsibility. No extra charge will be paid for the same.
20. All the employees will need to be covered under insurance against any personal accident.
21. SGTH Swat will not be liable for payment of any compensation on that account.
22. During execution of work the contractor should follow all standard norms of safety measures/precautions to avoid accidents/damages to men, machines and buildings etc. on non-adherence to this clause, suitable fines, as decided by the Governing Body of administration, will be imposed.
23. The floor area of the Hospital shall be cleaned as per Annexure-I details of which are enclosed to this assignment. Before the selection of the firm for award of contract the hospital administration can assigned specific area in any part of the hospital for practical examination.
24. The cleaning will comprise of all areas mentioned as per Annexure-I followed by wet mopping using disinfectant, removal of cobwebs, dusting of window panes, shutters, doors of entire covered area within and outside the wards and surrounding areas of the hospital main building.

Cleaning of Toilets & urinals:-

 - (a) This will include regular cleaning of all toilets bowls pans urinals & wash basins and any other porcelain components using soap/detergent solution & water regularly on regular 24/7 basis.
 - (b) All toilets/urinals floors are to be cleaned using soap/detergent & mopping. The floors are to be wiped dry. All other areas in the toilets & Urinals i.e walls, roofs, pipes, mirrors if any are to be cleaned & maintained dust free on 24/7 regular basis.
 - (c)The toilets should be maintained clean & dry and there shall not have any foul smell coming in that particular area. Moreover, naphthalene cakes should be used in toilets on daily basis.
25. **Cleaning of Drains:** - All drains shall be cleaned daily & as required to ensure smooth discharge of wastewater. There shall not be any stagnation & over flowing of water.
26. **Cleaning of Floors:-** Sweeping & moping of all common passage, platforms and entrance points to the main building within SGTH Swat premises must be ensured. The floors should be wiped & dried. All other structures in the offices, wards, OPD, etc i.e walls roofs doors & windows are to be kept cleaned & dust free. There shall not be any cobwebs in the building and should be regularly removed.
27. **Sanitation of the entire area:** Sweeping & cleaning of the entire designated area including cutting of bushes & pruning of trees if any are to be done, as & when required.
28. There should be a periodical spraying of insecticide/rodenticide/pesticide for removal of file-rodents and pests at least once in a week in every unit/ area of the hospital.
29. Cleaning of overhead tanks, sumps drains gully trap inside the building drains leading and connected with the main sewage line. These areas are to be cleaned once in every two weeks and as and when situation demands or as advised by the hospital administration time to time.
30. Daily dusting and cleaning of furniture provided in outdoor, wards, & officers of SGTH.
31. Proper upkeep and maintenance of mosaic floor, wall, ceiling, exterior wall etc.
32. Quality of materials to be used for cleaning & maintenanceshall be of high brands and standard and after approval by the Hospital authorities.
33. Safe space to store the cleaning materials shall be provided by the SGTH Swat.

34. The SGTH Swat administration reserves every right to accept or reject any tender without assigning any reason thereof.
35. Physically Demonstration will be given by the firm.
36. On trial base the firm will be given allocated space anywhere in the hospital for the cleanliness to check their performance as selection will be performance base.
37. The successful bidder will provide all kind of equipments / materials related to washing and cleaning of Hospital area which are allocated (i.e polithing, Scrubber, Surf, Phenyl Sweep, Harpic etc, acid when required etc, (List of washing is attached along with this TOR).
38. The Successful bidder will be monitored on daily basis for deployment of agreed number of staff and use of equipment and chemicals.
39. There will be fortnightly inspection of successful bidder on site for :
- i. Uniforms
 - ii. Equipments + cleaning chemical (quantity + quality)
40. After award of contract to successful bidder the firm must provide all type of equipments on daily basis. If the company failed to provide all those equipments and chemicals strict action will be taken against the firm and can also result in termination of the contract.
41. **Award of Contract:** Contract shall be confirm through a written agreement signed by the successful bidder and the Institute.
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 debarment/blacklisting and the purchase order will be placed to the next successful bidder or from the alternative sources at the cost/risk of the concerned firm & legal action will be taken against the firm under the KPPRA rules.
42. **Technical Evaluation Criteria**
This document is governed by the procedure approved by SGTH Swat management. The technical proposal of eligible organizations will be evaluated against requirements specified in the in “Annexure – B”.
43. **Financial Evaluation Criteria**
The Financial Proposals of only eligible bidders with technically qualified specifications will be opened in the presence of all the bidders. All bids shall be opened publicly in the presence of bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding and person designated for SGTH Swat, shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening. Please provide information regarding Financials in “Annexure – C”.
44. All Firm staff shall NOT:
- i. Smoke at the work site.
 - ii. Arrive at the work site under the influence of alcohol.
 - iii. Drink alcoholic beverages on the job.
 - iv. Use any of the bathrooms, except the one specifically designed for this purpose.
 - v. Indulge in discussions or arguments.
 - vi. Cause any disturbance in smooth operation of the office.
 - vii. violate harassment policy of SGTH Swat.
45. Firm employees / persons shall submit to a security check on entry and exit from the premises. However this shall not discharge them from the responsibility of any missing object cash or otherwise. If any person is caught red handed in the process of stealing, the matter should immediately be informed to the Firms office who will take action accordingly; otherwise the SGTH may take suitable legal action.

46. Statement of Requirement / Hiring of Staff:-

Total trained experienced workers required to this institution on need basis Janitors & Supervisors for 24 / 7 (Day / Night Shifts). Department / Unit wise detail is given below under "SERVICE AREAS and FACILITIES"

- a. The staff hired by the Firm shall be of well repute and not involved into subversive activities or implicated in crime.
- b. A certificate (**clearance certificate from respective Police Station**) to this effect will be provided by Firm for every person employed by him.
- c. Medical Certificate of all the staff will also be provided at the time of contract / initiating of services.
- d. He will declare their identification before entry into the premises of the SGTH distinctive in uniform displaying I.D. Card of the Firm on the chest.
- e. The Bio Data and attendance of these employees will be provided to SGTH at the time of Contract.
- f. The firm will immediately inform to SGTH in time, in case of hiring and firing of its staff during the contract period.
- g. The firm will provide replacement of staff in case of any of the janitor / supervisor is on leave terms and conditions given above.
- h. Female staff is mandatory for female wards.

47. SITE INSPECTION: -

- a. Bidders or their designated representatives may visit the site before submission of their bids, however before visit the firm will have to coordinate with Administration.
- b. In case (representative visits) he will bring a letter for inspection from the bidder on firm's letter head.
- c. Photography during the site inspection is NOT allowed

UNDERTAKING

It is certified that the above term & condition have been read, learned and accepted.

Signature & Stamp
CEO/Bidder
Date: ___/___/2023

CONDITIONS FOR ELIGIBILITY

The successful bidder, fulfilling the following criteria, will be considered as an eligible bidder for the evaluation process the proof document must be attached in bidding documents.

- The Firm/Company must be regular taxpayer. (Last year tax return, 21-22)
- Two years Bank Statement, Audit Reports, Sale tax Return, Income tax return on the name of firm.
- The bidders of Tax free zone will provide tax exemption certificate.
- Provide NTN, GST details, if applicable. (Copy of Registration is required)
- Evidence of the firm/company's registration/incorporation is required. (Copy of certificate required)
- Must not be blacklisted by any government or bi-lateral/multi-lateral financial institution/any organizations. (Declaration on stamp paper)
- A joint venture of any kind is not allowed to participate in the bid. (Please provide a declaration on letterhead)
- The Firm/Company and janitorial staff must be registered with Labour Department/KPPRA. (Copy of Registration Labour Department/KPPRA/EOBI is required)

Any, failure to provide information as per the above mentioned or fulfillment under the requirement of, "Eligibility Criteria Checklist" (**Annexure A**) shall be deemed to be or declared ineligible for the bidding process and its technical evaluation will not be carried out.

Please mark/flag the supporting documents for Eligibility Criteria Checklist.

1. Separate Technical – "Cover-A"
2. Separate Financial – "Cover-B"

Annex – A Eligibility Response Checklist

Eligibility Check List				
Sr. No	Eligibility Criteria Details	Response/Elaboration/Proof Required	Attached Documents/Proof mark Yes/No	Supporting and
Note: All documents should be submit in bid properly annexure wise.			Yes	No
1	The Firm/Company must be regular tax-payer	(Last year tax return, 21-22)	<input type="checkbox"/>	<input type="checkbox"/>
2	Two years Bank Statement, Audit Reports, Sale tax Return, Income tax return out of last three years on the name of firm.	Copy of attested document is required	<input type="checkbox"/>	<input type="checkbox"/>
3	For only Tax Free zone Bidders Tax Exemption Certificate	(Copy of certificate required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Provide NTN, GST details, if applicable.	(Copy of Registration is required)	<input type="checkbox"/>	<input type="checkbox"/>
5	Evidence of the firm/company's registration/incorporation is required.	(Copy of certificate required)	<input type="checkbox"/>	<input type="checkbox"/>
6	Must not be blacklisted by any government or bi- lateral/multi-lateral financial institution/any organizations	(Declaration on stamp paper)	<input type="checkbox"/>	<input type="checkbox"/>
7	A joint venture of any kind is not allowed to participate in the bid.	(Please provide a declaration on letterhead)	<input type="checkbox"/>	<input type="checkbox"/>
8	The Firm/Company and janitorial staff must be registered with Labour Department/ KPPRA / EOBI.	(Copy of Registration Labour Department /KPPRA/EOBI is required)	<input type="checkbox"/>	<input type="checkbox"/>
9	Having minimum experience in Janitorial Services 3 years Government/ semi-government/Private/ autonomous bodies Hospital, Institution.	(Copy of certificate & Contract Agreement required)	<input type="checkbox"/>	<input type="checkbox"/>

Annex – B Technical Evaluation Criteria

Technical Evaluation Criteria				
S. No.	Descriptions	Total Points	Categorized Points	Remarks (Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded) All attached documents should be submitted annexure wise.
1	Client Portfolio	12		Documentary proof (copies of the contract or work orders) should be furnished.
	Worked with above 10 Government/ semi-government/Private/ autonomous bodies Hospital, Institution.		12	
	Worked with more than 5 but less than or equal to 9 Government/ semi-government / Private/ autonomous bodies Hospital, Institution.		7	
	Worked with at least 3 but less than or equal to 04 Government/ semi-government/Private/ autonomous bodies Hospital, Institution.		04	
2	Relevant Experience	10		Documentary proof (copies of the contract or work orders) should be furnished.
	Providing Janitorial Services from equal or more than 6 years		10	
	Providing Janitorial Services from equal or more than 3 years but less than 6 years		5	
3	Financial Capability	15		Copy of last financial audit reports & Bank Statement
	Annual revenue/turnover of the company is greater than Rs. 10 million		15	
	If annual revenue/turnover is greater than Rs. 5M but less than Rs. 10M		10	
4	Certification	05		Documentary proof Required.
	ISO Certificate for Janitorial services		05	
5	Registration of firm	08		Documentary proof Required.
	Certificate of Registration Labour Department/KPPRA/EOBI		08	
6	Performance certificate/Appreciation Letter	10		(contact details also required for verification, SGTH rights to physically check the services at least 3 current vendor)
	Performance certificate/Appreciation Letter on respective company letterhead required from at least ten current Clients. Per clients = 1 mark		10	
7	Office Branch Offices	10		(Documentary proof is mandatory & SGTH Swat right to physically verified the office)
	Firm/Company have Head office in Malaknd Division/Swat		10	
	Firm/Company have Head office in Malaknd Division/Swat		7	
	Firm/Company have Head office in Other provinces		5	(Documentary proof is mandatory & SGTH Swat right to physically verified the office)
8	Human Resources (Proposed Team)	30		(Copy of Experience Certificate will be needed)
	Project Manager with experience in HR Management/Project Management of at least 10 years or above		10	
	Project Manager with experience in HR Management/Project Management of at least 5 years above or less than 10 years		5	

	Three supervisor is for Janitors		Mandatory	(Documentary proof is mandatory with CNIC)
	four or above supervisors for janitors		5	(Documentary proof is mandatory with CNIC)
	Minimum 100 Janitors employee with the firm		Mandatory	(Documentary proof is mandatory with CNIC)
	More than 110 janitors employee with the firm		10	(Documentary proof is mandatory with CNIC)
		100		

Note:

- i. Qualification Technical Marks for financial bid opening are 70 out of 100 marks.
- ii. Contract will be awarded to technically qualified & financially lowest evaluated bid.
- iii. Alternative bids / Rates of the same item shall not be considered and shall be rejected by the Procurement Committee.
- iv. The committee unanimously decided that the results of this technical evaluation report will be subject to verification of originality/genuineness of all documents attached by the bidders. If any document of any bidder is found bogus/forged at any stage in the FY 2023-24, the bid of that bidder will be rejected straight away & then legal proceedings/blacklisting process against the said bidder will be initiated accordingly.

Annex – C Financial Evaluation Criteria

**FORMAT OF FINANCIAL BID FOR OUT SOURCING OF
CLEANING SERVICES AT SGTH SWAT FOR FY 2023-24**

Sub Total

Rs. _____

Name & Address of the organization / Agency / NGO				
S #	Particulars	Per Unit Cost	Qty	Total cost
1	Supervisors with equipments		4	
2	Janitor With materials Including Applicable Taxes, Uniform & ID Card.		120	

Total Cost per month

Rs. _____

Signature of the Agency with date

Note:-

1. The Firm will quote Janitor+ Material cost combine per month .
2. The Firm will quote Supervisor Rate+ Equipment cost combine per month.
3. The Minimum daily wages fixed as per labour law should be maintained.
4. The party is required to comply with all the statutory provisions applicable as per Pakistan law/ SGTH Swat bylaws (as detailed above).
5. One month is presumed as 30 days.
6. Agency is free to attach any other supporting/ connecting document.
7. The rates shall be inclusive of all taxes.

BID FORMS**BID SECURITY FORM**

Whereas name of the Bidder (hereinafter called “the Bidder”) has submitted its bid dated *date of submission of bid* for the supply of *name and/or description of the goods* (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE name of bank of Pakistan, having our registered office at [address of bank] (hereinafter called “the Bank”), are bound unto [name of Procuring entity] (hereinafter called “the Procuring entity”) in the sum of for which payment well and truly to be made to the said Procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 2023.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring entity during the period of bid validity:
 - a. fails or refuses to execute the Contract Form, if required; or
 - b. fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

We undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

CONTRACT FORMS

PERFORMANCE SECURITY FORM

To:

Medical Superintendent
Saidu Teaching Hospital Swat

WHEREAS [name of Supplier] (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No.

[Reference number of the contract] dated / /2023 to supply (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank 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 a total of [amount of the guarantee 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.

This guarantee is valid until the ____ day of _____2023.

Signature and seal of the Guarantors

[name of bank or financial institution]

[Address]

[date]

GENERAL INFORMATION OF APPLICANT FIRM

NOTE: Complete filling of this form along with the provision of all requisite information. Missing or not providing any of the requisite information may lead to disqualification of the bidder/s from the bidding competition without any correspondence. Any appeal from bidder/s, for whatsoever reasons, will not be entertained in such a case.

S.N	Name of the Bidding Firm:	
1.	Please indicate whether the firm is : Manufacturer, or Importer, or Both; For various items offered for this bidding competition.	
2.	Please indicate the category/ies under which the Firm is applying for bidding. Machinery & Equipment Instrument/ iii other Hospital supplies or Both or All	
3.	Please provide names, attested copies of CNICs , two recent attested photographs , valid street addresses in Pakistan, all landline and mobile phone numbers of: Owner/Proprietor of the Firm; and Managing Director / CEO of the Firm; and Focal person officially made responsible and authorized by the Firm for day-to-day official correspondence with Project Director, Medical Superintendent Saidu Group of Teaching Hospitals Swat. (Please provide clear, legible and visible attested photocopies of all the requisite items mentioned items)	
4.	Please provide the following valid information Regarding applicant Firm: I. Complete street address of the: Head Office Main warehouse; and Valid & working official Landline Phone and Fax Numbers; and Mobile phone numbers of the Focal Person registered against his /her CNIC No. And name; and Valid and functional Email address; and Official Website address /es .	

5.	<p>Please provide in original the bid security instrument along with the Financial Proposal in the sealed envelope in the form of valid Call Deposit Receipt / Bank Draft / Bank Guarantee/ Insurance Guarantee of the requisite amount from a scheduled Bank of Pakistan in the name of Medical Superintendent Saidu Group of Teaching Hospitals Swat. Non- provision of bid security shall render the bid as non-responsive. However, please provide a copy of bid security (not showing the amount) or an affidavit on judicial stamp paper of appropriate face value in the sealed envelope of the technical proposal to the effect that the bid security of the required amount (without mentioning the amount of bid security) has been inside the sealed envelope of the financial bid..</p>
6.	<p>Please provide attested copies of the following Tax related mandatory documents: National Tax Number (NTN) Sales Tax Registration Certificate of the Firm</p>
7.	<p>In case of being manufacturer, the Firm should provide attested copies of the following mandatory documents also: Duly attested copy of valid Certificate from Chamber of Commerce of the respective country</p>
8.	<p>In case of being importers, the Firm should provide copies of the following mandatory document/s also: i. Valid Authorization Certificate for the quoted items.</p>
9.	<p>The bidding Firm should also provide an Affidavit to undertake on Judicial Stamp Paper of the value of at least Rs. 100/- (Rs. One Hundred Only) to the effect that: They have carefully read the whole set of Standard Bidding Documents for this bidding competition and that they have fully understood and agree to the terms and conditions, evaluation criteria, mechanism of evaluation & selection the Firm has applied for competition; and They fully understand and agree that the bidding competition for which they have applied to enter in, shall Be based on merit-based scoring system for the evaluation of technical bids which has inverse relationship with the rates quoted by the bidders in their financial bids submitted; and that in this situation, the lowest financial bid/s may or may not win the bidding competition;</p> <p>In case any documents submitted in relation to this bidding competition or any undertaking given by the Firm, if found incorrect or false or misleading or diverting the decision making for the competition, shall be liable to be proceeded for blacklisting for any business with / by the Government of Khyber Pakhtunkhwa, Health Department, confiscation of bid security and / or any other lawful action as deemed appropriate by the Government of Khyber Pakhtunkhwa.</p>
10.	<p>I certify and affirm that I have attached all the requisite mandatory documents / information including Bid Security with this Bid and that I fully understand that any document if not provided / missing shall result in the dis qualification and declaring my bid as ineligible and thus non - responsive.</p> <p>Signatures: _____ Name: _____ CNIC No. _____ Designation: _____ Address: _____</p>

SGTH SWAT

Name of Supplier

Firm Name

Name:

Designation: Medical Superintendent

Name:

Designation:

Signature

Signature

SEAL

SEAL

AGREEMENT DEED

**For JANITORIAL/CONSERVANCY SERVICES FOR THE FINANCIAL YEAR
2023-24**

This agreement is made on this day [_____] for the fiscal year 2023-24 between [_____] Address: [_____]. Through: _____ CNIC No: _____ Designation: _____ referred as 1st Party, which expression shall unless repugnant to the context mean and include his heirs, executors, administrators, successors and assigns).

And

The **SAIDU GROUP OF TEACHING HOSPITAL SAIDU SHARIF SWAT**, through its **MEDICAL SUPERINTENDENT** (hereinafter referred as 2nd Party which expression shall unless repugnant to the context mean and include his heirs, executors, administrators, and assigns).

WHEREAS the 1st party has agreed to supply [**SERVICES OF JANITORIAL/CONSERVANCY**]

(Hereinafter referred as goods & services) to the 2nd party on the following terms and conditions:-

1. The contract shall be signed initially for a period of FY 2023-24, however may be extended further for mutual consent for another one (01) year.
2. The Total number of workers should be on need basis of Janitorial Staff with materials & supervisors with material to ensure 24/7 janitorial services along with supervisors for 24/7 basis of cleaning activity.
3. The first party shall ensure to hire staff for the said work not less than the age of eighteen years and not more than fifty years.
4. All the workers engaged by the organization in the Saidu Group of Teaching Hospital shall have proper uniform.
5. All the staff of the organization shall bear photo identify card during the period of the work which shall be duly signed by the SGTH Swat administration & Head of organization.
6. All workmen/manpower to be engaged by the contractor should be covered under the statutory government regulation from time to time.
7. Initial 3 months will be on probation during which shortcoming on part of contractor shall lead to cancellation.
8. Administration of SGTH Swat will have the right to direct the contractor to withdraw any of his workers from the Hospital upon poor performance or any other reason on 24 hours prior intimation.

9. Contractor shall carry out work directly. Contractor is not allowed to carry out whole or part of the work through sub-contractors.
10. If a person is found unsuitable for the work by Hospital Staff due to misconduct/negligence of duty / unsafe act/ being under influence alcohol/violation of any norms or instructions or other reason, the person shall be replaced by the contractor immediately on being informed to that effect.
11. A daily attendance register shall be maintained by the supervisor which shall be countersigned by Medical Superintendent/ DMS of the concerned.
12. The payment will be made after successful running, provision of satisfactory services on verification of concerned Medical Superintendent/DMS concerned.
13. The service provider shall install its own (Operated, Installed & Maintained by Service Provider) Bio-Metric Machine under the supervision of Hospital Administration having the dual Biometric measurements; Face & Fingerprint. The record of the same will be verified by the Hospital Administration of daily basis and same will be shared to client wing.
14. The first party will abide by all the rules and regulation relating to labor law, accident, workmen compensation Act, Workmen insurance EOBI, PF etc. This will be the sole responsibility of the contractor and SGTH Swat will not be a party at any stage to any kind of dispute relating to the above. In case any liability arises due to non-performance by the contractor under no circumstances SGTH shall be liable for the same.
15. Any damage/pilferage to the SGTH Swat property due to mishandling, carelessness of the contractor or his workmen will be recoverable from the contractor's bill and taking care of the hospital property handed over to the contractors shall be the sole responsibility of the contractor during the period of the contract.
16. First party should depute qualified and dedicated managerial staff to manage the entire cleanness activity and work in close liaison with the hospital administration.
17. The first party will be responsible to provide all necessary materials, tools, equipment and working consumables etc needed for execution of the work. Safe custody of all such materials will be the first party responsibility. No extra charge will be paid for the same.
18. All the employees will need to be covered under insurance against any personal accident.
19. SGTH Swat will not be liable for payment of any compensation on that account.
20. During execution of work the contractor should follow all standard norms of safety measures/precautions to avoid accidents/damages to men, machines and buildings etc. on non-adherence to this clause, suitable fines, as decided by the Governing Body of administration, will be imposed.
21. The cleaning will comprise of all areas mentioned as per SBD followed by wet mopping using disinfectant, removal of cobwebs, dusting of window panes, shutters, doors of entire covered area within and outside the wards and surrounding areas of the hospital main building.

Cleaning of Toilets & urinals:-

- (a) This will include regular cleaning of all toilets bowls pans urinals & wash basins and any other porcelain components using soap/detergent solution & water regularly on regular 24/7 basis.
- (b) All toilets/urinals floors are to be cleaned using soap/detergent & mopping. The floors are to be wiped dry. All other areas in the toilets & Urinals i.e walls, roofs, pipes, mirrors if any are to be cleaned & maintained dust free on 24/7 regular basis.

(c) The toilets should be maintained cleaning & dry and there shall not have any foul smell coming in that particular area. Moreover, naphthalene cakes should be used in toilets on daily basis.

22. **Cleaning of Drains:** - All drains shall be cleaned daily & as required to ensure smooth discharge of wastewater. There shall not be any stagnation & over flowing of water.
23. **Cleaning of Floors:-** Sweeping & moping of all common passage, platforms and entrance points to the main building within SGTH Swat premises must be ensured. The floors should be wiped & dried. All other structures in the offices, wards, OPD, etc i.e walls roofs doors & windows are to be kept cleaned & dust free. There shall not be any cobwebs in the building and should be regularly removed.
24. **Sanitation of the entire area:** Sweeping & cleaning of the entire designated area including cutting of bushes & pruning of trees if any are to be done, as & when required.
25. There should be a periodical spraying of insecticide/rodenticide/pesticide for removal of flies-rodents and pests at least once in a week in every unit/ area of the hospital.
26. Cleaning of overhead tanks, sumps drains gully trap inside the building drains leading and connected with the main sewage line. These areas are to be cleaned once in every two weeks and as and when situation demands or as advised by the hospital administration time to time.
27. Daily dusting and cleaning of furniture provided in outdoor, wards, & officers of SGTH.
28. Proper upkeep and maintenance of mosaic floor, wall, ceiling, exterior wall etc.
29. Quality of materials to be used for cleaning & maintenances shall be of high brands and standard and after approval by the Hospital authorities.
30. The second party will be responsible for Safe space to store the cleaning materials shall be provided by the SGTH Swat.
31. The SGTH Swat administration reserves every right to accept or reject any tender without assigning any reason thereof.
32. The firm is bound to work for a term of 60 days on probationary period; performance will be checked by the End-user and the administration. If the performance is found unsatisfactory payment will not be released to the firm.
33. The first party will provide all kind of equipments / materials related to washing and cleaning of Hospital area which are allocated (i.e polishing, Scrubber, Surf, Phenyl Sweep, Harpic etc, acid when required etc,
34. The first party will be monitored on daily basis for deployment of agreed number of staff and use of equipment and chemicals.
35. There will be fortnightly inspection of first party on site for :
 - iii. Uniforms
 - iv. Equipments + cleaning chemical (quantity + quality)

- 36. The first party must provide all type of equipments on daily basis. If the company failed to provide all those equipments and chemicals strict action will be taken against the firm and can also result in termination of the contract.
- 37. During the term contract the first party shall pay all applicable taxes, assignment and license & registration fees on the equipment/its consumable.
- 38. The first party should submit Proforma invoice on monthly basis and the payment will be made within ninety (40) days.
- 39. The staff hired by the Firm shall be of well repute and not involved into subversive activities or implicated in crime.
- 40. A certificate (**clearance certificate from respective Police Station**) to this effect will be provided by Firm for every person employed by him.
- 41. Medical Certificate of all the staff will also be provided at the time of contract / initiating of services.
- 42. He will declare their identification before entry into the premises of the SGTH distinctive in uniform displaying I.D. Card of the Firm on the chest.
- 43. The Bio Data and attendance of these employees will be provided to SGTH at the time of Contract.
- 44. The firm will immediately inform to SGTH in time, in case of hiring and firing of its staff during the contract period.
- 45. The firm will provide replacement of staff in case of any of the janitor / supervisor is on leave terms and conditions given above.
- 46. Female staff is mandatory for female wards.

IN WITNESS WHEREOF the parties above named have executed this agreement and have carefully pursued the terms and condition embodied.

First Party

Second Party.

M/S _____
 Name: _____
 NIC No: _____
 Address: _____

**Medical Superintendent
Saidu Group of Teaching Hospitals Swat.**

Witness of First Party

Witness of Second Party.

Name: _____
 CNIC No. _____
 Address: _____

Name: _____
 CNIC No. _____
 Address: _____