

## TENDER NOTICE

Jinnah Postgraduate Medical Centre, Karachi intends to **improve Security and Sanitation within the premises of JPMC, Karachi**. For this purpose, sealed tenders are invited for the financial year 2011-2012 from firms of repute offering these services, for pre-qualification having considerable experience of relevant field in the Government Offices\Department, private institutions etc. The Security firm must be registered with I.S.O.

Tender forms with terms & conditions can be obtained from the Cashier of this Centre on cash payment of Rs.500/- (non-refundable) for each category with effect from 19/10/2011 to 02/11/2011 during office hours, which will be dropped at tender box lying in Administration Block upto 11:00 AM on 03/11/2011 & will be opened on same day at 11:30 AM. For further details please contact Ch.Muhammad Akram, Assistant Director, Tel#99205086. Tender is also available at SPPRA Website ([www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)).

Executive Director, Jinnah Postgraduate Medical Centre, Karachi reserves the right to accept or reject the whole tender or any part of it without assigning any reason under the relevant provision of SPPRA Rules-2010.



**PROF. TASNIM AHSAN**  
**EXECUTIVE DIRECTOR**

GOVERNMENT OF SINDH  
JINNAH POSTGRADUATE MEDICAL CENTRE  
KARACHI-75510



TERMS AND CONDITIONS OF TENDER FOR OUT SOURCING JANITORIAL SERVICES AT JPMC, KARACHI FOR THE FINANCIAL YEAR 2011-2012

- 1). In this tender TWO envelopes procedure as per Sindh Public Procurement Rules (SPPRA-2010) will be followed i.e. TECHNICAL and FINANCIAL PROPOSAL will be prepared in separate sealed envelopes and also marked accordingly. These proposals should be placed in one envelop and then inserted in the tender box.
- 2). In Technical Proposal, the bidders must submit their tender with complete specification alongwith required documents, otherwise bid will be ignored. The technical evaluation will be done on the basis of technical specifications and required quality provided by the vendor as per their technical bid.
- 3). In technical Proposal the vendor should submit earnest money in shape of pay order amounting to Rs.1,00,000/- (Rupees One Hundred Thousand only) in favour of the Executive Director, Jinnah Postgraduate Medical Centre, Karachi. Personal cheque will not be acceptable at any cost. No tender will be entertained without earnest money. Earnest money will be refunded in case of non award, recall of tender. On awarding of tender earnest money will be refunded after satisfactory completion of contract, failing which earnest money will be forfeited.
- 4). In Commercial Proposal vendor should submit only Rates. Technical bid will be separate from commercial bid, failing which tender will result in rejection.
- 5). The Committee will initially open the envelopes marked " Technical Proposal " in the presence of Bidders or their representatives who wish to be present at the time of bid opening on the date, time and place specified in the tender documents. The Bidder or their representatives who are present shall sign the attendance sheet. The envelope marked " Financial Proposal " shall be retained in the custody of Purchaser without being opened till the completion of the technical evaluation.
- 6). The first scrutiny of technical bids will be performed by the Committee on the basis of technical specification provided by the vendor Financial bids of those firms will be opened who would qualify technical in the technical specifications.
- 7). The tender will be sold from 19/10/2011 to 02/11/2011 at a cost of Rs.500/- (non-refundable) per set and it can be purchased from the Cashier of Jinnah Postgraduate Medical Centre, Karachi during office hours.

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- 8). The tender (Technical & Commercial bids) should be addressed to the Executive Director, Jinnah Postgraduate Medical Centre, Karachi and be submitted in sealed cover. Both envelopes prepared in separate sealed envelopes and should be inserted in one envelope and should be dropped upto 11:00 AM on 03/11/2011 in tender box placed at Administration Block of this Centre which will be opened at 11:30 AM on same day in the presence of bidders if present.
- 9). All cleansing materials & other chemical materials required for Sanitation will be provided by the firm/Contractor and rates include per person on monthly basis. Rates should be inclusive of all Government Taxes. List of chemical materials also be provided by firm/Contractor with specifications (i.e. make & brand).
- 10). The rates offered by the bidders will be valid upto 30/06/2012. No escalation is allowed after submission of tender. The strength of Janitorial Staff can be increased or decreased by the Competent Authority as per requirement of this Centre.
- 11). The contract will be initially for three months and will liable to be discontinued in case of un-satisfactory service/performance of firm after issuance of 15 days notice.
- 12). All mistakes should be neatly crossed by a single line duly authenticated by initial. Erasing and over writing is liable to disqualification.
- 13). The firm should be registered with Income Tax Department and shall submit the copy of Income Tax certificate for last financial year.
- 14). The duty timing for Sanitation Services will be 08 hours i.e. 7:00 AM to 3:00 PM, 3:00 PM to 11:00 PM & 11:00 PM to 7:00 AM in three shifts. They will be deployed according to a deployment plan in consultation with JPMC Administration. A daily situation report will be submitted by the firm\contractor by 10:00 AM including Sundays & holidays.
- 15). The Executive Director, Jinnah Postgraduate Medical Centre, Karachi has the right to cancel the contract after issuance of 07 days notice in case of any breach of contract and contractor has to vacate premises within 03 days after the cancellation of contract agreement.
- 16). The Contractor will make contract agreement on Rs.100/- stamp paper duly certified by Oath Commissioner and such expenditure will be borne by Contractor.
- 17). Conditional tenders are not acceptable.
- 18). The tenderer will give the registered address of the relevant Office alongwith telephone number and fax number.
- 19). Contractor will follow all verbal/written instructions of JPMC Administration issued in connection with Sanitation\Janitorial services. Cont.....3



- 20). The payment will be made to the firm on 25<sup>th</sup> of every calendar month after submission of bill.
- 21). Space will be provided by JPMC for their control room with free utility services.
- 22). The Executive Director, Jinnah Postgraduate Medical Centre, Karachi reserves the right to increase or amend the terms & conditions of tender.
- 23). The tender receipt issued by JPMC and terms & conditions duly signed should be submitted in original along with tender.
- 24). The firm \Contractor should indicate name of department, Govt. Organization, Semi Government, Autonomous, private where they are providing Janitorial \Sanitation Services.
- 25). The firm \Contractor should submit attested photocopies of CNIC of their Janitorial Staff to the JPMC Administration.
- 26). The tender which do not fulfill the condition prescribed above are liable to be cancelled.
- 27). The Executive Director, Jinnah Postgraduate Medical Centre, Karachi reserves the right to reject or accept all or any of the tenders without assigning any reason.
- 28). If any holiday falls on the opening day of bids, it will be opened on the next working day.
- 29). Affidavit to the effect that the firm has not been black listed in Government / Semi Government Department.
- 30). Quantity of male & female Janitorial / Cleaner staff will be in equal ratio.

### C E R T I F I C A T E

I/WE HERE BY BIND MY SELF/OURSELVES TO ABIDE BY THE ABOVE CONDITION.

Signature of the Tenderer  
and full address with  
contact number.



**THE FOLLOWING REQUIRED TENDER DOCUMENTS SHOULD BE ATTACHED**

- 1). Attested copy by Oath Commissioner of N.I.T. Clearance Certificate from Income Tax Officer for the last two years 2009-2010 and 2010-2011, National Tax Number (NTN) will have to be indicated by each bidder in tender.
- 2). Current Bank certificate in original to the effect that financial position of Contractor/firm is sound.
- 3). Affidavit of Rs.50/- duly authenticated by Notary Public to the effect that the firm or Contractor or their partners have never been black listed.
- 4). Attested photocopy of Oath Commissioner of Sales Tax Registration Certificate (if any).
- 5). Original Tender purchase receipt should be attached with technical bid.
- 6). List of trained persons and tools available.
- 7). List of Chemical materials with specification (i.e. make & brand).
- 8). Detailed list showing Janitorial/Sanitation services provided in departments, Government Organizations, Semi Govt., Autonomous, private sectors.

Breach of terms & conditions and missing of any of the above documents will make tender liable to rejection.

**SIGNATURE OF THE TENDERER  
AND ADDRESS.**

**DEPLOYMENT PLAN FOR JANITORIAL SERVICES AT  
MAIN SURGICAL BUILDING OF JPMC**



**MAIN SURGICAL BUILDING (GROUND FLOOR).**

S/NO.	DEPARTMENT/UNIT	JANITORIAL STAFF OF PRIVATE FIRM			STAFF OF JPMC		
		"A"	"B"	"C"	"A"	"B"	"C"
01).	Medical OPD.	01	-	-	-	-	-
02).	Surgical. OPD & Main Pharmacy.	01	-	-	-	-	-
03).	X-Ray & Ultrasound.	-	-	-	01	-	-
04).	ENT.OPD, & Laboratory Counter.	01	-	-	-	-	-
05).	Orthopaedic.OPD & OPD-6.	01	-	-	-	-	-
06).	Physiotherapy OPD and Office of Add.Police Surgeon.	01	-	-	-	-	-
07).	Surgical Corridors.	01	01	01	-	-	-

**MAIN SURGICAL BUILDING (FIRST FLOOR).**

S/NO.	DEPARTMENT/UNIT	JANITORIAL STAFF OF PRIVATE FIRM			STAFF OF JPMC		
		"A"	"B"	"C"	"A"	"B"	"C"
01).	Surgical ICU.	-	-	-	01	01	01
02).	Main Operation Theatre.	-	-	-	05	-	-
03).	Ward-21 & related Offices	02	01	01	-	-	-
04).	Ward-15 & related Offices.	02	01	01	-	-	-
05).	Ward-18 & related Offices.	02	01	01	-	-	-
06).	Ward-16 & related Offices.	02	01	01	-	-	-

**MAIN SURGICAL BUILDING (SECOND FLOOR).**

S/NO.	DEPARTMENT/UNIT	JANITORIAL STAFF OF PRIVATE FIRM			STAFF OF JPMC		
		"A"	"B"	"C"	"A"	"B"	"C"
01).	Ward-17 & related Offices	02	01	01	-	-	-
02).	Ward-14 & related Offices	02	01	01	-	-	-
03).	Ward-2 & related Offices	02	01	01	-	-	-
04).	Ward-3 & related Offices.	02	01	01	-	-	-