

TENDER PROPOSAL



Tender# GKr-18/12-01

Hiring of Sanitary Workers for Karachi Campus

National Textile University, Sheikhpura Road, Faisalabad-37610
www.ntu.edu.pk

M/S.....

ADVERTISEMENTS OF THE TENDER # GKr-18/12-01

Last date: 24-12-2018

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|----|--------------------|------------|
| i. | PPRA website dated | 03-12-2018 |
| ii | NTU website dated | 03-12-2018 |

ADVERTISEMENT AS IT IS:

National Textile University, Faisalabad

Tender Notice #. GKr-18/12-01

Hiring of Sanitary Workers for Karachi Campus

1. National Textile University, Faisalabad invites offers from sanitary firms/companies for providing sanitary workers, for its Karachi Campus located at Korangi Industrial Area. Technical & Financial bids must be sealed in envelopes (separately) as per PPRA Rule-36(b). Sanitary firms/companies must be registered with Govt. tax department.

Sr. #	Eligibility	Requirement
1	Sanitary workers Trained/Experienced (Each worker should be physically & Medically fit for the sanitation work)	03-05 persons

2. Tender Document can be downloaded from the official website of NTU (www.ntu.edu.pk) or may be obtained from the office of Convener Purchase. The tender fee is **Rs. 200/-** non-refundable. The tender document fee will be accepted in shape of Pay Order/Demand Draft drawn on Faisalabad in favor of "National Textile University, Faisalabad".
3. Eligible firms should submit their bids along with 2% bid security of the offered amount based on quoted salaries of one year for 03 persons, in sealed envelope of Financial Bid in the shape of CDR/Bank Draft in favor of National Textile University, Faisalabad, drawn on Faisalabad. In case of failure tender offer will not be entertained.
4. **Date, Time and venue:** Sealed bids should reach in the office of Convener Purchase by or before **2:30 pm** on **24-12-2018**. Bids received within the stipulated time and date **will be opened** by the Purchase Committee in the **Meeting Room of NTU Faisalabad** on the **same day** at **3:00 pm** in the presence of the bidders or their authorized representatives.
5. **NOTE:** University can request to the sanitary company/firm to provide 03 to 05 (any number) sanitary worker (as per its time to time requirement) and salary will be paid as per actual number of workers.
6. The name of contact persons for any technical queries is given in tender document.

Prof. Dr. Zahid Rizwan

Convener Purchase

041-9230081-85 (Ext. 159)

National Textile University, Sheikhpura Road, Faisalabad-37610

www.ntu.edu.pk

1. Deadline and Procedure for Bids and other general conditions:	
i.	Tender Proposals required under PPRA Rule 36(b) as indicated in the tender advertisement.
ii.	PPRA Rule 36(b): Single stage two envelope procedure. Technical & Financial Bids must be sealed (<i>separately</i>) with covering letter. There must be clearly mentioned on each envelope “Technical proposal” / “Financial Proposal”.
iii.	Accommodation, medical facility, transportation and food to the sanitary staff will not be provided by the university. It will be the responsibility of the company/firm/self etc.
iv.	Contract agreement on judicial paper will be signed by both parties for one year. Judicial paper will be provided by the company/firm.
v.	The necessary license from the Govt. departments (where applicable) must be valid for one year from the date of contract.
vi.	Any sanitary staff will not perform his duties without company/firm’s approved neat and clean uniform with badges etc.
vii.	Any sanitary staff /or his guest will not stay at campus after duty hours assigned by the university authorities.
viii.	Successful bidder will not sublet the services/or any part/ for any time interval, to any other sanitary company/firm. Also successful bidder will not hire personnel from any other company firm on permanently or temporarily basis.
ix.	Successful bidder can depute sanitary staff from his registered list of staff, but the details and relevant documents of deputed staff must be submitted well in time to the officer in charge at the campus.
x.	Submission of the fake documents (of any type) to the university can create a serious problems for the sanitary company/firm, under these circumstances, the case will be forwarded to the related Govt. departments for further proceedings.
xi.	Strict compliance of the timings of sanitary staff on duty place will be observed.
xii.	Bidders must quote salary (including all applicable Govt. taxes) per person per month with cleaning equipment (all types), material & chemicals.
2. Bidder’s Eligibility and Qualification	
i.	Sanitary firms/companies registered with the concerned Govt. Departments for providing sanitary services (if applicable). Such firms/companies must also be registered with Govt. tax department.
iii.	Bidders are required to submit the certificate along with their offer i.e. “Certified that the salaries (including all applicable Govt taxes) per person per month quoted in the tender are firm and final.
iv.	An Affidavit duly attested by the Oath Commissioner/Notary Public showing that the firm is not Black-listed from any Govt./Semi Govt. Department of the Pakistan. This document will be provided by the company/firm.
v.	Bidder will provide address of nearest office to Faisalabad as well as NTU Karachi campus (mandatory) and Web page address (optional).
vii.	Company/firm will submit SOP at the time of offer submission.
3. Sealed “Technical & Financial Bid”	
i.	Technical & Financial Bids must be sealed carefully (separately) with covering letter. There must be clearly mentioned on each envelope “Technical proposal” / “Financial Proposal”.
4. Conditional Tender:	
i.	Any condition(s) imposed by the bidder will not be accepted.
5. Bid Security (PPRA Rule-25):	
i.	Eligible firms should submit their bids along with 2% bid security of the offered amount based on quoted salaries (including all applicable taxes) of one year for 03 persons, in sealed envelope of Financial Bid in the shape of CDR/Bank Draft in favor of National

	Textile University, Faisalabad, drawn on Faisalabad. In case of failure tender offer will not be entertained. NOTE: University can request to the company/firm to provide 03 to 05 (any number) sanitary workers (as per its time to time requirement) but salary will be paid as per actual.
6.	Performance Guarantee (PPRA rule 39):
i.	Successful bidder will deposit performance Guarantee @ 06% of the quoted salaries (including all applicable taxes) of one year for 03 persons.
ii.	This Performance Guarantee (6%) will be retained during the whole period of contract.
7.	Taxes:
i.	All applicable Govt. Taxes will be paid by the bidder and should be included in the bid.
ii.	Permission/clearance from any Govt. agency (if applicable) is the responsibility of bidder, however, University will provide the necessary documents only and will not pay any additional amount in this regard.
8.	Bid Validity Period:
i.	Offer shall be guaranteed not to increase and this offer will be the same for the whole contract agreement period.
ii.	The offer should be valid for 120 days from the date of opening of the tender.
9.	Notification of Award:
i.	The university will award the contract to the technically successful bidder whose tender has been determined to be substantially responsive and has been determined as the lowest financial proposal.
ii.	The University will display the official comparative statement on the notice board for which such date will be notified to all bidders accordingly.
iii.	In case the offer is withdrawn, amended or revised during the validity period of the tender, the earnest money will be forfeited.
10.	Mandatory Signature & Stamp:
i.	Bidder or its authorized representative must sign & stamp each page of the bid documents (technical & financial).
ii.	Bidder will provide the certificate that is provided in this document named as Certificate (Mandatory).
11.	Rights of the University:
i.	If there is any conflict, it is a fundamental rule of the Tender that the Bidders acknowledges and accepts that the terms and conditions of the University shall prevail.
ii.	The University reserves the right to reject any or all bids with assigning reason(s).
iii.	The University reserves the right to ignore or waive off minor irregularities or errors in any offer.
v.	The University reserves the right to cancel the offer of the Bidder whose bid has been found financially to be the lowest if it is revealed to the University that the Bidder does not have the capability or financial resources or facilities to carry out the contract in accordance with the terms and conditions of this Tender Document.
vi.	Any ambiguity (if) in the contract agreement will be resolved by the Rector of NTU.
vii.	Rector of NTU can cancel the contract immediately on extremely poor performance of the company/firm.
viii.	Officer in charge at campus can prohibit/terminate the entry/duty of any sanitary worker immediately if performance of sanitary worker is very poor or showing unethical/unprofessional behavior. The banned /terminated person will not perform his duties at campus during the contract period.
xi.	Contract agreement will be signed between both parties incorporating tender terms and conditions to avoid any confusion/dispute between both parties.
12.	Breach of Contract Agreement:
i.	In case of breach of warranty or contract agreement, Performance guarantee may be forfeited.
ii.	Termination of contract agreement on either side, will be proceeded on the prior notice period of

	one month.
13. Legal proceedings:	
i.	The law of Pakistan shall govern the contract and the tender documents.
ii.	Any dispute arising in terms and conditions/contract agreement shall be proceeded by Rector NTU as per PPRA rule-48.
14. Contact Person(s)	
i.	Mr. Muhammad Zubair Gondal (Focal person Karachi campus): 041-9230081, Ext. 137

CERTIFICATE (Mandatory)

I (authorized official)..... On behalf of (Company name)solemnly declare that I have read all the terms and conditions of this tender document (Tender# **GKr--18/12-01** for hiring of sanitary workers for NTU Karachi Campus, carefully. I also undertake the responsibility that all the given information in tender proposal against the above said tender are true.

Signature

Date: _____

Company name address & stamp.

End of document