**EoI Document**

**Hiring of Janitorial Services**

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**COMSATS University (CUI)**

**Park Road, Chak Shahzad Islamabad**

**PABX Lines - 051-9247000-3 (Ext: 5122-5154)**

**Fax- 051-9247006**

*Price Rs.500/-*

**Expression of Interest**

**No. CUI/Proc/TN-(144)/4/-22/144**

**Hiring of Janitorial Services**

COMSATS University Islamabad (CUI), a public sector university of Ministry of Science and Technology (MoST) invites sealed EOI proposals from the relevant firms/companies/suppliers registered with Income Tax and Sales Tax Departments and are also active on taxpayers list (ATL) of FBR for **Hiring of Janitorial Services**. EOI procedure will consist of **“Single Stage-Two Envelopes Bidding Procedure”** as per PPRA Rules.

EOI document, containing detailed terms and conditions, method and procedure for submission and opening of proposals, evaluation criteria, and selection method of firm etc., is available for the interested parties on PPRA website as well as at **“Procurement Office, 2nd Floor, Faculty Block-II, COMSATS University Islamabad**”. Price of the EOI documents is **Rs.500/-** in shape of pay order/Demand Draft in favor of CUI Islamabad.

The bid must be accompanied with earnest money of Rs.50,000/- in the form of call deposit/bank draft (refundable) drawn in favor of COMSATS University Islamabad (FTN/NTN: 9013701-9).

The proposals, prepared in accordance with instructions in the EOI document, must reach at **Procurement Office, 2nd Floor, Faculty Block-II, COMSATS University, Park Road, Tarlai Islamabad** on **April 07, 2022 at 11:00 hrs**. EOI proposals (technical bids) will be opened on the same day at **11:30 hrs**. In case of situation referring the event of “Force Majure” or any other administrative reasons, the proposals will be opened on next working day. This advertisement is also available on PPRA website at www.ppra.org.pk

**In-Charge (Procurement)**

**COMSATS University Islamabad**

2nd Floor, Faculty Block-II, Park Road, Tarlai Kalan, Islamabad,

Tel: 051-9049-5154, 9049-5122

Email: fawadhashmi@comsats.edu.pk

**Eligibility & Qualification**

|  |  |  |
| --- | --- | --- |
| **Detail** | **Criteria** | **Envelope** |
| 1. Draft of Earnest Money
 | **Mandatory** | **In Financial Bid** |
| 1. Bid /Quotation **(Form No.1) -** *(Strictly as per pattern)*
 | **Mandatory** |
| 1. Declaration Form **(Form No.2)**
 | **Mandatory** | **In Technical Bid** |
| 1. GST and NTN Registered
 | **Mandatory** |
| 1. Active Taxpayer List (ATL) of FBR

Status as “Active” | **Mandatory** |
| 1. **Proof of Non-Blacklisting:**

Affidavit on legal paper of appropriate value (duly attested from notary public) **OR** Letterhead that the firm/company is neither blacklisted nor in litigation with any of its public sector client  | **Mandatory** |
| 1. **Professional Experience (Form No. 3)**
2. List of executed/ similar contracts in public sector/ government offices/Embassies etc since establishment.

**Similar contract of atleast 0.5 million each will be considered as VALID and will be given marks.****Each valid contract/ work order = 3 marks (Total 5 W.O)***Copies of contract agreement/work order etc are mandatory* | **15 Marks** |
| 1. **Clientele List**

**List 05 different clients of similar nature contracts.****Each clientele/ work order =3 marks of atleast 0.5 million****Total Marks = 15 Marks (3 Marks per client)** *Copies of contract agreement/work order etc are mandatory* | **15 Marks** |
| 1. **Minimum Wages Certificate**

Copies of Minimum Wages Certificate is Mandatory | **Mandatory** |

**Bids Evaluation Criteria:**

* Bids will be evaluated in fair, transparent and non-discriminatory manner. For the purpose of determining the lowest evaluated bid, the above criteria shall be taken into consideration of bids.
* **To be qualified, securing at least 80% Marks is Mandatory**.
* Failing to fulfill ANY of the Mandatory Requirement will disqualify the bidder from the process**.**

After evaluation/marking of bidders in technical evaluation process, the financial bids of technically qualified bidders will be opened only. Technically qualified bidders will be informed about the time/date and venue of financial opening prior to opening.

**FORM 1**

*[Letterhead of the Firm]*

|  |  |  |  |
| --- | --- | --- | --- |
| Ref No:  |  | NTN: |  |
| Date: |  | GST: |  |

**FINANCIAL PROPOSAL:**

Financial Proposal **(sealed in separate envelope)** must contain following pattern:

Janitorial services will be required from 7:00 AM to 9:00 PM daily (except for public holidays and Sunday). The age limit of janitor will be between 18-55 years.

|  |  |  |  |
| --- | --- | --- | --- |
| **S #** | **Detail Specifications** | **Qty** | **Rate per Janitor per month** |
| 1. | No. of Supervisor  | 07 |  |
| 2. | No. of Janitors Male/ Female | 83 |  |

The rates MUST be quoted inclusive of salary of janitors, cost of services and cleaning material and other allied services. Cleaning material and services which would be included in the rates, but not limited to, are as under the material must be available at all time on the designated places.

|  |  |  |  |
| --- | --- | --- | --- |
| **S #**  | **Description**  | **Qty/Day** | **Qty/Week** |
|  | Soap (Hygienic type) |  |  |
|  | Toilet Roll |  |  |
|  | Liquid Soap |  |  |
|  | Vim/Sweep bleach/Detergents  |  |  |
|  | Brooms/Mops |  |  |
|  | Dry Mop |  |  |
|  | Duster |  |  |
|  | Phenyl Liquid/Tablets |  |  |
|  | Acids  |  |  |
|  | Polishing/cleaning of glasses and windows of all buildings of all types |  |  |
|  | Glints  |  |  |
|  | Brushes of all types |  |  |
|  | Towel FOR Brush |  |  |
|  | Surf/Washing Powder |  |  |
|  | Air Freshener  |  |  |
|  | Vacuum cleaner/machines  |  |  |
|  | Machines/Transportation for disposal of garbage from CUI premises to CDA garbage points. |  |  |
|  | Scrubber Machine one for each building  |  |  |
|  | Wet Heavy Duty Vacuum Cleaner (**one for each building)** |  |  |
|  | Mopping Trolly one for each building  |  |  |
|  | Polishing Machine for Floors |  |  |
|  | Vipers for Glass Cleaning Large size |  |  |
|  | Plastic Bags for Dust Bins Large Size |  |  |
|  | Ladder for Glass Cleaning  |  |  |
|  | Drain opening Material (300 feet Pipe for Roding of drains, Gloves, Trolly, Ganti, bamboos, ropes, Bamboos, Bucket etc.) |  |  |
|  | Plastic Pipe 300 feet 1 inch dia |  |  |

**Name:**

**Signature:**

**Stamp:**

**Date:**

**Form 2**

**Declaration Form**

**(Mandatory)**

**(This form is to be provided with the Bid. Non-provision of this form will disqualify the bidder from the bidding process)**

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that

I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

All the information furnished by me/us here-in is correct to the best of my knowledge and belief.

I/we have no objection if enquiries are made about the work listed by me/us in the accompanying annexure.

I / We agree that the decision of committee in selection will be final and binding to me/us.

I / We have read the instructions appended to the proforma and I / we understand that if any false information is found at any stage, the committee is at liberty to act in a manner it feels deemed fit, which includes, but not limited to, confiscation of Security/Earnest Money AND/OR imposing a bar/restriction from future business with CUI AND/OR blacklisting.

|  |  |  |
| --- | --- | --- |
|  **Tender No.** |  |   |
|  |  |  |
| **Name of Firm/ Company**  |  |   |
|  |  |  |
| **Year of Establishment** |  |  |
|  |  |  |
| **Name of Owner/Authorized agent** |  |  |
|  |  |  |
| **Office Address** |  |   |
|  |  |  |
| **GST No.** |  |  |
|  |  |  |
| **NTN.** |  |   |
|  |  |  |
| **Valid Telephone No.** |  |   |
|  |  |  |
| **Valid E-mail** (For Official Correspondence) |  |   |
|  |  |  |
| **Signature & Stamp**(Authorized Representative) |  |  |

**Form- 3**

**Detail of Work Executed since establishment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Organization & Address** | **Duration**  | **Contact Information** | **Amount/Cost** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Detail of Clients**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Organization & Address** | **Year of work executed** | **Contact Information** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Attach Work Order/Contract Agreement for each of the above in above order as proof.

Bid will be rejected in case of non-provision of proof.

Filling of all fields are mandatory.

## General Terms & Conditions

 1. The Terms & Conditions are as under:

 No tender will be considered if: ‐

* 1. Received without required documentation or found incomplete;
	2. Received later than the date and time fixed for Tender submission;
	3. The Tender is unsigned/ unstamped;
	4. The Tender is singed/stamped by the unauthorized agent of the Firm/company;
	5. The Tender is from a firm which is blacklisted or in litigation of some sort with any Public-Sector Organization;
	6. The Tender is received by telephone/telex/fax/telegram;
	7. Tenders received without earnest money;
	8. In contradiction with the specification given by the CUI;

1. Suppliers, who are on Active Taxpayers List (ATL) of FBR, both GST and Income Tax are eligible to apply.
2. Bidders will have to produce the proof of being a Tax Filer with FBR.
3. Income tax as applicable and announced by the Govt. of Pakistan will be deducted at source.
4. The payment will be made after successful completion of all items and job.
5. The tender must accompany earnest money as mentioned in the tender notice, of the total value of the bid in the form of Call Deposit/Bank draft (refundable) drawn in favor of COMSATS University Islamabad.
6. The rates must be quoted **as per pattern**.
7. Bid should be valid for **90 days.**
8. **The quoted prices of the contract will be valid for the period of the contract.**
9. Any attempt by a bidder to influence in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its bid.
10. CUI reserves the right to accept or reject any or all tenders as per PPRA Rules 33.
11. No advance payment will be permissible.
12. The Work will be given to lowest evaluated bidder on the basis of lowest evaluated bid. In case the successful bidder(s) refuse to undertake the work, the earnest money will be forfeited AND a ban from business with CUI for a period of ONE YEAR will be imposed.
13. Applicable Taxes will be deducted at source/as per rules. In case of exemption, please mention and attach the proper documentation duly verified from the concerned tax authorities/FBR; however, if CUI will be final authority to accept or reject the exemption certificate and the vendor may claim refund from Tax Authorities/FBR.
14. In case of any holiday is announced by the Govt. OR any other unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majure), the tenders will be opened on the VERY NEXT WORKING DAY. Time and venue of the tender will remain as mentioned in the tender notice.
15. In case of Tie in rates, the bidder securing highest technical score in the criteria will be awarded the contract. In case of tie in technical Score, the bidder having the most valued work orders (work orders provided against relevant experience) will be awarded the Work Order.
16. The documents prepared by the Bidder as well as all correspondence and documents relating to the Bid shall be in English only.
17. The currency of the quotation would be in Pakistan Rupees only.
18. In case of calculation error, the unit price exclusive of GST will be considered as valid.
19. Any proposal/tender received by CUI after the deadline will be returned unopened to bidder concerned. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the bidder’s responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail to the concerned office..
20. In case a firm/company submits two bids/options against our tender; the bid with the highest value/amount will be considered.
21. Payment will be made as per actual.
22. Do not submit any other document other than demanded.
23. No request for correction will be entertained after opening of the bid.
24. Successful bidders shall be responsible to arrange the stamp paper duly attested by the Notary Public for Signing the Contract with CUI Islamabad Campus as per agreed ToRs.

**Terms of Reference of contract**

**Part 1**

**Detail & Scope of Required Janitorial Services**

**Daily Services:**

1. Cleaning, Swabbing and mopping of the entire CUI premises including rooms, glass windows and doors, passages, main floors, corridors, lawns, toilets and walk ways and surrounding areas etc. using phenyl where necessary.

2. Cleaning and washing thoroughly all toilet commodes, urinals, wash basins and paper baskets using a branded material such as vim etc.

3. Spray of Air Freshener will be made in offices/ rooms and spray of insecticide having good smell in all the offices/ premises. Spray of disinfectants such as phenyl will be made in the toilets /urinals in order to kill insects and germs and placing of naphthalene balls and air freshener (Tikki type such as Roomi etc.) in each washroom to avoid bad odor/smell.

4. Spot cleaning whenever required in the office premises

5. Cleaning of doors/Windows glasses installed in the offices/ buildings

6. Carpet Vacuum Cleaning

7. Collection, Storage and disposal/delivery of Garbage

8. Removal of Garbage from the premises of CUI to CDA points

9. Dusting of Wooden Partition and Skirting

10. Provision of trash bags in trash bins (placed outdoor in all campus)

**Weekly Services**

11. Cleaning of Lights, switchboard and fans etc.

12. Cleaning / dusting of aluminum windows and door glasses

13. Spraying disinfectants in toilets

14. Cleaning of false sealing

**Monthly Services**

15. Polishing of metal items in common area

16. Cleaning of all drainpipes and traps etc.

17. Floor Mansion Polishing

18. Cleaning of drainpipes

19. General Cleaning / washing / polishing of Floors would be observed on Saturdays.

**Additional Services**

20. Cleaning of Exterior glass windows of the buildings upto the height of 50 meters or so. Twice a Year.

21. Fumigation Services

**Detail of Main Buildings & Locations: -**

**Building Wise Detail of Required Janitorial Staff**

**Academic Block-I**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr #** | **Floor Wise** | **Classroom** | **Labs** | **Offices** | **Meeting Room** | **Toilets**  | **Store**  | **Kitchen**  | **Hall** | **Required Janitors** | **Required Supervisor** |
| 01 | Ground Floor | 03 | 05 | 03 | Nil  | 04 | 01 | Nil  | Nil  | 02 | 01 |
| 02 | 1st Floor | 03 | 06 | 13 | 01 | 08 | 01 | 01 | Nil  | 03 |
| 03 | 2nd Floor  | 03 | 06 | 15 | 01  | 08 | 01 | 01 | Nil  | 03 |
| 04 | 3rd Floor  | Nil  | 03 | 15 | Nil  | 08 | 01 | 01 | 01 | 03 |
| 05 | 4th Floor  | Nil  | 02 | 11 | 01 | 04 | Nil  | 01  | Nil  | 02 |
| **Total** | **09** | **22** | **57** | **03** | **32** | **04** | **04**  | **01** | **13** | **01** |

**Physics Block**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr #** | **Floor Wise** | **Classroom** | **Labs** | **Offices** | **Meeting Room** | **Toilets**  | **Store**  | **Kitchen**  | **Hall** | **Required Janitors** | **Required Supervisor** |
| 01 | Ground Floor | Nil  | 06 | 07 | Nil  | 03 | 01 | Nil  | Nil  | 02 | 01 |
| 02 | 1st Floor | Nil  | 07 | Nil  | Nil  | 03 | 01 | Nil  | Nil  | 01 |
| 03 | 2nd Floor  | Nil  | 05 | 03 | Nil  | 03 | 01 | Nil  | Nil  | 02 |
| 04 | 3rd Floor  | Nil  | 05 | Nil  | Nil  | 03 | 01 | Nil  | Nil  | 01 |
| **Total** | **Nil**  | **23** | **10** | **Nil**  | **12** | **04** | **Nil**  | **Nil**  | **06** | **01** |

**Academic Block-II**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr #** | **Floor Wise** | **Class****Room** | **Labs** | **Offices** | **Meeting Room** | **Toilets**  | **Store**  | **Kitchen**  | **Hall** | **Required Janitors** | **Required Supervisor** |
| 01 | Ground Floor | 04 | 03 | 20 | Nil | 15 | 02 | 01 | Nil  | 04 | 01 |
| 02 | 1st Floor | 08 | 04 | 46 | 01 | 14 | 02 | 01 | Nil  | 04 |
| 03 | 2nd Floor  | 08 | 08 | 15 | Nil | 15 | 02 | 01 | Nil  | 03 |
| 04 | 3rd Floor  | 09 | 01 | 19 | Nil | 14 | 02 | 01 | Nil  | 03 |
| **Total** | **29** | **16** | **100** | **01** | **58** | **08** | **04** | Nil  | **14** | **01** |

**Academic Block-III**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr #** | **Floor Wise** | **Class****Room** | **Labs** | **Offices** | **Meeting Room** | **Toilets**  | **Store**  | **Kitchen**  | **Hall** | **Required Janitors** | **Required Supervisor** |
| 01 | Basement  | 15 | 03 | 02 | Nil  | Nil  | Nil  | Nil  | Nil  | 02 | 01 |
| 02 | Ground Floor | Nil  | 11 | 11 | Nil  | 13 | 02 | Nil  | Nil  | 02 |
| 03 | 1st Floor | Nil  | 10 | 12 | Nil  | 13 | 02 | 01 | Nil  | 02 |
| 04 | 2nd Floor  | 13 | Nil  | 08 | Nil  | 13 | 02 | 01 | Nil  | 02 |
| 05 | 3rd Floor  | 04 | 04 | 28 | Nil  | 13 | 02 | Nil  | Nil  | 03 |
| 06 | Momty  | Nil  | Nil  | Nil  | Nil  | Nil  |  |  | Nil  | Nil  |
| **Total** | **32** | **28** | **61** | **Nil** | **52** | **08** | **02** | **Nil**  | **11** | **01** |

**Faculty Block-II**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr #** | **Floor Wise** | **Class****Room** | **Labs** | **Offices** | **Meeting Room** | **Toilets**  | **Store**  | **Kitchen**  | **Hall** | **Required Janitors** | **Required Supervisor** |
| 01 | Basement | Nil  | Nil  | 116 | 2 | Nil  | Nil  | Nil  | Nil  | 1 | 01 |
| 02 | Ground Floor | Nil  | Nil  | 27 | Nil | 10 |  | 01 | Nil  | 3 |
| 03 | 1st Floor | Nil  | Nil  | 55 | 3 | 11 | 02 | 01 | Nil  | 3 |
| 04 | 2nd Floor  | Nil  | Nil  | 50 | 2 | 10 | 01 | 03 | Nil  | 2 |
| 05 | 3rd Floor  | Nil  | Nil  | 56 | 2 | 11 | 02 | 03 | Nil  | 2 |
| 06 | 4th Floor | Nil  | Nil  | 59 | Nil | 11 | 02 | 02 | Nil  | 2 |
| 07 | Momti | Nil  | Nil  | 36 | 1 |  |  | 01 | Nil  | 1 |
| **Total** | **Nil**  | **Nil**  | **399** | **10** | **53** | **07** | **11** | **Nil**  | **14** | **01** |

**Library**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr #** | **Floor Wise** | **Class****Room** | **Labs** | **Offices** | **Meeting Room** | **Toilets**  | **Store**  | **Kitchen**  | **Hall** | **Required Janitors** | **Required Supervisor** |
| 01 | Basement | Nil  | Nil  | 04 | 02 | Nil  | Nil  | Nil  | 01 | 01 | 01 |
| 02 | Ground Floor | Nil  | Nil  | 04 | Nil | 05 | 01 | Nil  | Nil | 02 |
| 03 | 1st Floor | Nil  | Nil  | 03 | 05 | 05 | 01 | Nil  | Nil | 02 |
| 04 | 2nd Floor  | Nil  | Nil  | 02 | 02 | 05 | 01 | Nil  | Nil | 01 |
| **Total** | **Nil**  | **Nil**  | **13** | **09** | **15** | **03** | **Nil** | **01** | **06** | **01** |

**N-Block**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr #** | **Floor Wise** | **Class****Room** | **Labs** | **Offices** | **Meeting Room** | **Toilets**  | **Store**  | **Kitchen**  | **Hall** | **Required Janitors** | **Required Supervisor** |
| 01 | Ground Floor | 13 | Nil  | 01 | Nil  | 10 | Nil  | Nil | Nil  | 02 | Nil  |
| **Total** | **13** | **Nil**  | **01** | **Nil**  | **10** | **Nil**  | **Nil** | **Nil**  | **02** | **Nil**  |

**BIC**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr #** | **Floor Wise** | **Class****Room** | **Labs** | **Offices/****Reception** | **Meeting** **Room** | **Toilets**  | **Store**  | **Kitchen**  | **Hall** | **Required Janitors** | **Required Supervisor** |
| 01 | Ground Floor | Nil  | 04 | 04 | Nil  | 03 | 01 | 01 | 01 | 01 | Nil  |
|  | 1st Floor  | Nil  | Nil  | 14 | Nil  | 03 | 01 | 01 | 01 | Nil  |
| **Total** | **Nil** | **04** | **18** | **Nil**  | **06** | **02** | **02** | **02** | **01**  | **Nil**  |

**Medical Centre/Security Office**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr #** | **Floor Wise** | **Class Room** | **Labs** | **Offices/****Receptoin** | **Meeting** **Room** | **Toilets**  | **Store**  | **Kitchen**  | **Hall** | **Required** **Janitors** | **Required Supervisor** |
| 01 | Ground Floor | Nil  | Nil  | 02 | Nil  | 01 | Nil  | Nil  | Nil  | 01 | Nil  |
|  | 1st Floor  | Nil | Nil | 02 | Nil  | Nil  | Nil  | Nil  | Nil  | Nil  |
| **Total** | **Nil** | **Nil** | **04** | **Nil**  | **01** | **Nil**  | **Nil**  | **Nil**  | **01** | **Nil**  |

**NANO Block**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr #** | **Floor Wise** | **Class Room** | **Labs** | **Offices** | **Meeting Room** | **Toilets**  | **Store**  | **Kitchen**  | **Hall** | **Required Janitors** | **Required Supervisor** |
| 01 | Ground Floor | Nil | 05 | Nil  | Nil  | 02 | Nil | Nil  | Nil  | 01 | Nil  |
|  | 1st Floor  | Nil | 02 | 02 | Nil  | Nil  | 01 | 01 | Nil | Nil  |
| **Total** | **Nil**  | **07** | **02** | **Nil**  | **02**  | **01** | **01** | **Nil** | **01** | **Nil**  |

**Sports Building**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr #** | **Floor Wise** | **Class Room** | **Labs** | **Offices/****Reception** | **Meeting Room** | **Toilets**  | **Store**  | **Kitchen**  | **Gym** | **Required Janitors** | **Required Supervisor** |
| 01 | Ground Floor | Nil  | Nil  | 01 | Nil  | 02 | Nil  | Nil  | 02 | 02 | Nil  |
|  | 1st Floor  | Nil | Nil | 01 | Nil  | 01 | Nil  | 01 | Nil  | Nil  |
| **Total** | **Nil** | **Nil** | **02** | **Nil**  | **03** | **Nil**  | **01** | **02** | **02** | **Nil**  |

**Sports / R&D Lab**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr #** | **Floor Wise** | **Class Room** | **Labs** | **Offices/****Cabins** | **Meeting** **Room** | **Toilets**  | **Store**  | **Kitchen**  | **Hall**  | **Required Janitors** | **Required Supervisor** |
| 01 | Ground Floor | Nil | 05 | 02 | 01 | 02 | Nil | Nil  | 01  | 01 | Nil  |
| **Total** | **Nil** | **05** | **02** | **01** | **02** | **Nil** | **Nil**  | **01**  | **01** | **Nil**  |

**Transport Office/Transport Staff Office near Gate-II/Bus Parking**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr #** | **Floor Wise** | **Class Room** | **Labs** | **Offices/****Reception** | **Meeting Room** | **Toilets**  | **Store**  | **Kitchen**  | **Hall**  | **Required Janitors** | **Required Supervisor** |
| 01 | Ground Floor | Nil  | Nil  | 06 | Nil  | 09 | Nil  | Nil  | Nil  | 01 | Nil  |
| **Total** | **Nil**  | **Nil**  | **06** | **Nil**  | **09** | **Nil**  | **Nil**  | **Nil**  | **01** | **Nil**  |

**Building Section/Dental Unit/Horticulture Section**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr #** | **Floor Wise** | **Class****Room** | **Labs** | **Offices** | **Meeting Room** | **Toilets**  | **Store**  | **Kitchen**  | **Hall**  | **Required Janitors** | **Required Supervisor** |
| 01 | Ground Floor | Nil  | Nil  | 05 | Nil  | 07 | Nil | 01 | Nil  | 01 | Nil  |
| **Total** | **Nil**  | **Nil**  | **05** | **Nil**  | **07** | **Nil** | **01** | **Nil**  | **01** | **Nil**  |

**R&I Section /Gate-1& Gate-II**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr #** | **Floor Wise** | **Class Room** | **Labs** | **Offices** | **Meeting Room** | **Toilets**  | **Store**  | **Kitchen**  | **Hall** | **Required Janitors** | **Required Supervisor** |
| 01 | Ground Floor | Nil  | Nil  | 01 | Nil  | 01 | Nil  | Nil  | Nil  | 01 | Nil  |
| **Total** | **Nil**  | **Nil**  | **01** | **Nil**  | **01** | **Nil**  | **Nil**  | **Nil**  | **01** | **Nil**  |

**Outer Area**

**01 x Supervisor & 08 x Sanitary Workers**  are required to maintain the cleanliness of outer areas, lawns, roads, car / Bus Parking, play grounds area and walk ways.

**SUMMARY**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr #** | **Class Room** | **Labs** | **Offices** | **Meeting Room** | **Toilets**  | **Store**  | **Kitchen**  | **Hall** | **Gym**  | **Required Janitors** | **Required Supervisor** |
| **01** | **83** | **105** | **681** | **24** | **263** | **37** | **26** | **05** | **02** | **83** | **07** |

\* In case of any increase in building/ area / locations in the near future, the contractor will provide services as per actual requirement and total number of janitors can be increased.

**Part 2**

 **Terms of Reference of contract**

1. The Contractor will provide Janitorial Service as per timing schedule/rooster set forth by the relevant authority of CUI, 06 days a week.
2. This agreement shall take effect from the date of signing of this contract and shall continue in force upto initially for one year (Extendable upto 3 years) subject to satisfactory completion of **03 months’ probation period**.
3. The services will be provided on credit basis. The charges will be paid on monthly basis. The CUI will make the payment by 15th of following month. The invoices/bills to this effect will be submitted by the contractor (duly verified by the competent authority concerned) by 10th of each month. Bills received after 10th will be processed for payment in next month.
4. The Contractor will be independent & all services rendered under this contract are to be performed as such and being understood that the direction and manner of performance of services of the contractor’s employees shall be solely within the control of contractor. Also, the contractor shall be responsible for payment of all its employees’ wages and salaries as per policy of GOVT of Pakistan.
5. The Contractor will be responsible to ensure security verification/clearance of his employees and provide complete record of his employees to Security Section of CUI as and when asked.
6. Employees deployed by the contractor will carry their Service Cards duly issued/attested from the contractor’s firm along with NADRA NIC cards, whenever placed for duty or replaced.
7. The contractor will ensure good discipline and conduct and follow the instructions of the contract in-charge/administrator of CUI. In case of any disciplinary lapses such as (misbehavior, careless attitude with the CUI officials or Students), a strict disciplinary action will be as per decision of the competent authority which may lead either to financial penalty or termination of contract.
8. The contract can be extended on yearly basis (maximum of 03 years) subject to satisfactory performance and approval of the competent authority on mutual consent of the parties.
9. An amount of **Rs.50,000/-** as performance security to be submitted by the contractor valid for 03 years in form of DD/Pay order/crossed cheque which will remain intact with CUI upto the expiry of contract. Any illegal/unauthorized violation of contractual term made by the contract may lead to forfeiture of Performance Security.
10. Neither of the parties hereto shall be held responsibility for any delay or failure to perform any or all of the obligations imposed upon such party by case of “force majure”.
11. The contractor will be held responsible and will pay for any loss/damage made to the CUI property intentionally or unintentionally and penalty will be imposed
12. The contractor will ensure payment of salaries to his janitors before 5th of every month positively and not wait for monthly payment of his services contract from CUI.
13. The contractor will ensure discharge of services at CUI in a professional and efficient way. Either of two parties of this contract shall have the right to terminate this contract at any time upon 60 days notice of prior written intent.
14. In case of any dispute, the decision of the Competent Authority (CPC) of CUI will be final and binding of both parties.
15. SOPs of COVID-19 must be followed by all the janitorial staff as per Government Law for public places.
16. The Service Provider shall prohibit its employees/staff from disturbing papers placed on desks/tables, opening desk drawers or cabinets, or using telephone or office equipment provided for official business at the premises.
17. The Service Provider is responsible and hereby undertakes that all staff/employees and supervisors of the Service Provider appointed at the premises of the University have not been and shall not indulge in any criminal and unlawful acts; if however found guilty they shall be subject to termination of their appointment at the premises of the University and the Service Provider shall bear any damages caused to the University due to such indulgence.
18. The bidder shall ensure that all his employees/Staff appointed at the premises;
19. Shall observe the rules and regulations of the University enforced and as amended from time to time.
20. Shall be skilled, competent, appropriately equipped and dressed to carry out their duties at the premises. The Service Provider has the right to inspect and test all services mentioned in this Contract, to extent practicable at all times during the terms of this contract.
21. Shall be courteous at all times and follow instructions of the University.
22. Shall arrive at the work site promptly at the scheduled time with clean and neat uniform while performing his duties at the premises.
23. Shall observe the No Smoking Policy of the University
24. Shall not arrive at the work site under the influence of alcohol and shall not drink alcoholic drinks while being on the job or within the premises of the University.
25. Shall not indulge in discussions of arguments with any of the staff or officials of the University.
26. Shall be healthy and medically fit with the age **between 18 to 55 years.** CNIC is mandatory for all Janitorial staff.
27. The Service Provider shall immediately and without requiring any justification shall remove any employee/staff (provided by the Service Provider) from the premises, if such removal is desired by the University and shall provide a replacement on immediate basis. The Service Provider shall not enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval from the University.

**Holidays**

1. Sunday and gazette holidays will be allowed, however if work is an emergent nature then the services of janitorial staff be called for any time and payment for said services will be made by Contractor.

**DAMAGES**

1. In case of any theft or damages, both parties will investigate the case jointly and if it is proved that the incidence occurred due to the negligence of Janitorial Staff of the bidder, the losses/ damages shall be recovered from the bidder.
2. In case any of the Janitors staff have fatal injuries, death or any consequence there to arising during the course of duty, COMSATS will not take any responsibility.

**AGREEMENT COVERAGE**

1. The **services shall be to the satisfaction of the CUI’s** relevant authority and the Contractor’s rates shall include for all incidental and contingent services, which although not specifically mentioned in this document, are necessary for cleanliness of CUI premises.

24. The CUI’s authority shall have the power to:

a. Reduce the payments and impose penalty (upto Rs.1,000/- one time each) if the quality of the services rendered anywhere under the contract, though acceptable but not up to the required standards.

b. Direct the Contractor to make significant improvement in services, failing which the decision of CUI will be final and binding upon the parties.

c. Terminate the contract in full or partial at any time by giving advance notice and contractor shall have no right to claim/appeal against termination of the contract or its part.

25. The contractor **shall engage the required number of janitors/supervisors as it may consider necessary by CUI** and shall be directly responsible for determining the terms and conditions of their service. All such manpower shall continue to be the workers of the contractor and the CUI shall not be responsible for them, their dues, claims, damages, disputes for terminal benefits, whatsoever, that may arise in connection with their employment with firm/company. The Contractor will provide replacement of any absent janitor from the duty failing which a penalty @ **per absence** will be deducted from the monthly payment of the contractor. **Unit rate of janitor / RS. 600/- per person daily rate.**

26. The Contractor shall be responsible for the **conduct/ behavior** and working standard of his staff individually and/or collectively and shall exercise administrative control over them directly Any un-rest / strike of janitors will be handled by the contractor and CUI will not be responsible for any such demands by the janitors. In such cases, if the area/ buildings / washrooms are not cleaned, a fine of Rs. 10,000/- will be imposed per day.

27. The Contractor shall ensure that the workers employed by him **abide by all the safety precautions** in force and comply with all such requirements as may be laid down from time to time in connection with the execution of this Contract and his employees/workmen shall confine themselves to work areas as may be specified by the CUI from time to time.

28. The Contractor **shall not sublet** the Contract or any part thereof to any other person and shall always be personally responsible for the faithful/efficient performance and progress of the work entrusted to him under the **Contract.**

29. The Contractor shall ensure strict compliance with all **relevant laws**, rules and regulations including those applicable to his workmen/employees and shall indemnify CUI against all losses, damages costs and expenses that may be incurred by the CUI owing to the Contractor’s failure to strictly comply with any such law, rule or regulation.

30. The Contractor will guarantee that he and the workmen/employees of him shall **maintain professional discipline** while on the job inside the CUI premises during the entire period of the Contract and any administrative, disciplinary or any other dispute arising between the Contractor and his employees or any dispute amongst the workmen/employees shall be settled outside the CUI premises without affecting the work schedule set forth by the CUI.

31. The CUI shall have the right to **terminate this contract** without assigning any reason by giving a notice **of 60** days and imposition of penalty keeping in view the nature of default, if any. The Contract can also request for termination of the Contract stating valid reasons by giving a notice of at least 60 days.

32. In case of any dispute with regard to this Contract the **decision of the CUI authorities shall be final.**

33. The **Work is to be commenced immediately** upon receipt of the written “Order to Commence Work”.

34. The contractor shall be **liable for all types cleaning services** at CUI and shall leave the premises clean and tidy on daily basis at their own arrangements and expense. Negligence/non-compliance in this regard will lead to imposition of penalty (upto **Rs.5000/-** for each time) and contractor being found non-responsive even after 03 times, will be liable to the prevailing of condition for termination of its contract.

35. The rates as approved in the contract would be considered as valid and remained unchanged until the completion of contract period and additional/future requirements of the CUI would be met on same terms & conditions.

36. Except as otherwise expressly provided in the contract, all “**Taxes**” as levied by the Government of Pakistan, shall be on account of the Contractor. Contractor shall indemnify the CUI against any liability in respect of such taxes.

37. **The Contractor will ensure payment of Salary to his workers as per Government Approved Minimum Wages rate. In case of any Changes in Minimum wages by the Government the Contractor can request CUI, for revision of rates accordingly through written Application.**

**Performance Review Meetings:**

CUI Islamabad and contractor will arrange monthly or quarterly meeting to review the performance of Services to overcome gaps if any.

|  |  |
| --- | --- |
| **FOR AND ON BEHALF**COMSATS University | **FOR AND ON BEHALF** M/S  |
| Name & Designation Signature ……………………………… | Name & DesignationSignature ………………………..……. |
| Witness: ……………………………….Name: …………………………………NIC No: ………………………………Signature: …………………………….. | Witness: ……………………………….Name: …………………………………NIC No: ………………………………Signature: …………………………….. |

**Check List** *(To be filled by Applicants)*

***This page must be placed on Top of the complete bidding document***

*Prepare & Submit the Bid in this Order*

|  |  |  |
| --- | --- | --- |
| **Detail** | **Yes****🗸** | **No****🗴** |
| **ALL Pages are signed and Stamped**  |  |  |
| 1. Draft of Earnest Money
 |  |  |
| 1. Bid /Quotation – **Form 1 (Strictly as per Pattern)**
 |  |  |
| 1. Declaration Form – **Form 2**
 |  |  |
| 1. GST and NTN Registered
 |  |  |
| 1. Active Tax Payer List (ATL) of FBR
 |  |  |
| 1. Proof of Non- Blacklisting
 |  |  |
| 1. Professional Experience (Form No. 3)
 |  |  |
| 1. Clientele List
 |  |  |
| 1. Minimum Wages Certificate

Copies of Minimum Wages Certificate is Mandatory |  |  |

**For queries and further clarification, you may**

* Write to us on fawadhashmi@comsats.edu.pk
* Visit us at 2nd Floor, Faculty Block-II, CUI, Islamabad
* Call us at 051-9049-5154/051-9049-5122