



THE URBAN UNIT
Urban Sector Planning & Management Services Unit (Pvt.) Ltd.
A Public Sector Company.

	NAME	SIG.	DATE
Draft	Kashif	[Signature]	28/5/18
Review I	M. Kasiq	[Signature]	28-5/18
Review II	Noor	[Signature]	28
Approved			

URBAN SECTOR PLANNING & MANAGEMENT SERVICES UNIT (PRIVATE) LIMITED



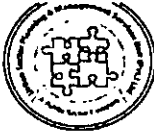
TENDER DOCUMENT Hiring of Janitorial Services (Rate Contract)

(Single Stage Two Envelope)

(Note: Procurement is done by Urban Unit in line with PPRA Rules 2014)

Tender # UU/2017-18/

Sign & Stamp of bidder



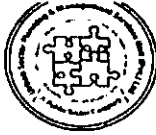
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Sign & Stamp of bidder



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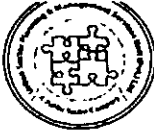
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DISCLAIMER

Urban Sector Planning & Management Services Unit (Private) Limited has prepared this Tender Document to provide information regarding the "Hiring of Janitorial Services – Rate Contract". Maximum efforts have been made to incorporate available information relevant to the services, however; this tender document does not claim to contain all the information related to the services. The Client does not make any representations or warranties, express or implied as to the adequacy, accuracy, completeness or reasonability of the information contained in the tender document. No decision should be based solely on the basis of the information provided in the tender document. The Client has no liability for any statements, opinions, information provided in this memorandum. The Client shall have no liability for any statements, opinions, information or matters (expressed or implied) arising out of, contained in or derived from, or for any omission in, the tender document. Furthermore, the Client will not be liable for any written or oral communication transmitted to third parties in relation to the tender document.

Sign & Stamp of bidder



INVITATION TO BIDDERS

Subject: LETTER OF INVITATION FOR HIRING OF JANITORIAL SERVICES – RATE CONTRACT

Dear Sir/Madam,

Urban Sector Planning & Management Services Unit (Private) Limited (*hereinafter known as "Client" or "Urban Unit"*) has advertised the Tender Document to invite sealed bids from eligible and experienced income tax & PRA registered sole proprietor / firms / companies (*hereinafter referred to as "Bidder"*) for Hiring of Janitorial Services – Rate Contract as per Annex A (*hereinafter known as "Services"*).

2. The successful bidder(s) will be selected based on technical responsive lowest evaluated bidder as per terms and conditions in this tender document, in accordance with the Punjab Procurements Rules 2014. The rate contract will be signed with successful bidder(s) for the period of approximately one year (i.e.) ending on 30th June, 2019 which may be extended for another one year with mutual consents of both parties (Client and Bidder). No escalation in rates will be permissible during contract period.

3. One set of "Technical Proposal" (one original) and one set of original "Financial Proposal" on the prescribed forms given in the tender document, separately sealed, signed & stamped, must be delivered to the address given below by no later than **June 26, 2018 before 11:00 AM**. The Technical Proposal will be opened on the same day at 11:30 AM in the presence of the representatives of the bidders who may wish to attend. The Financial Proposal of only Technically Responsive Bidders will be opened.

4. The Pre-bid meeting will be held at **11:00 am on June 07, 2018** in the conference room of Urban Unit, 503-Shaheen Complex, Edgerton Road, Lahore.

5. Bid security @ of 2% of estimated cost (estimated cost is Rs.9,000,000/-) in the shape of Bank Draft/Pay Order/Call Deposit Receipt valid from a scheduled bank in the favor of "Urban Sector Planning and Management Services Unit (Pvt.) Limited" must be furnished along with Technical Proposal.

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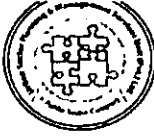
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6. The client reserve the right to reject all the bids at any time prior to the acceptance of a bid as per Rule 35 of Punjab Procurement Rules 2014

CHIEF EXECUTIVE OFFICER

Urban Sector Planning and
Management Services Unit (Pvt) Limited

Sign & Stamp of bidder



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TERMS & CONDITIONS

Urban Sector Planning & Management Services Unit (Pvt.) Limited (*hereinafter referred to as "The Urban Unit" or Client*) invites sealed bids from eligible and experienced income tax & Punjab revenue authority registered sole proprietor / firms / companies (*hereinafter referred to as "Bidder"*) for hiring of Janitorial Services for its office at 5th Floor, Shaheen Complex Lahore as per Annex-A (*hereinafter referred to as "services"*).

1. **General:**

- 1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
 - a) received without bid security
 - b) it is received after the time and date fixed for its receipt
 - c) not signed & stamped by authorized person on each page of tender document
 - d) the offer is ambiguous
 - e) the offer is received by fax or e-mail
 - f) the offer is from a black listed firm
 - g) offer received with shorter validity than required
 - h) any additional terms & conditions added by the bidder
 - i) any conditional offer
- 1.2 Only Income tax & PRA registered sole proprietor / firms / companies are eligible to participate in the tender.
- 1.3 Bid will remain valid for a period of 90 days from the date of opening the tender. No change in price will be made in case of Pak rupees variation against US\$ and any other case as may be. The rate contract will be signed for approximately one year (i.e.) ending on 30th June, 2019.
- 1.4 The cover envelop must indicate particulars of tender and date of opening. The envelope must be properly sealed.
- 1.5 Bidders shall participate for complete items at Annex-A. Partial bidding is not allowed.
- 1.6 The bidder must indicate their National Income Tax No. and PRA No.
- 1.7 Offered rates will be on the basis of janitorial services (as detailed in Annex-A) at the Urban Unit Lahore offices, and shall be inclusive of all taxes.
- 1.8 Contract agreement will be signed with the lowest evaluated bidder by The Urban Unit after the approval of Competent Authority i.e. Chief Executive Officer of The Urban Unit.
- 1.9 The Firm (Successful bidder shall ensure payment of minimum wages of its workers, as prescribed by the Government from time to time).

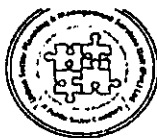
2. **Time Period:**

The contract will be signed for approximately one year (i.e.) ending on 30th June, 2019. However, the contract is renewable/extendable/revocable at the consent of both the parties.

3. **Cancellation / Penalty of Delay:**

- 3.1 Deduction up to Rs.10,000/- per month shall also be made as penalty in case of providing of poor services and/or if any material is not provided regularly or found missing, as per terms & condition of tender document, and Services will be evaluated

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by the Urban Unit, through authorized personnel. The Urban Unit will not be responsible for any costs or expenses incurred by the bidders.

3.2 In case, bidder fails to execute the contract in accordance with the terms & conditions laid down in the tender document, performance security will be forfeited after two warning letters, after which the contract shall be terminated.

4. *Payment to the Contractors:*

The Payment will be made on monthly basis through cross cheque after the approval of admin department of The Urban Unit. No payment will be made as advance.

5. *Bid Security:*

5.1 The estimated cost of the services is Rs.9,000,000/- and bid security @ 2% of estimated cost shall have to be attached along with technical proposal. It should be in the form of Pay Order / Bank Draft / CDR valid from a scheduled bank in favor of Urban Sector Planning & Management Services Unit (Pvt.) Limited.

5.2 Bid security of unsuccessful bidders shall be refunded on the finalization of the Tender whereas the bid security of successful bidder shall be refunded after submission and verification of performance security before award of contract.

5.3 The bid security shall be forfeited if the offer is withdrawn, amended or revised after submission date and time of bid.

6. *Performance Security:*

Performance security against provision of services mentioned at Annex-A in the shape of bank guarantee from schedule bank of Pakistan equivalent to 10% of the total contract amount will have to be furnished after the issuance of Letter of Acceptance. The period of Bank guarantee shall be for one year. Bank guarantee will be returned after successful completion of contract.

7. *Provision of services:*

The successful bidder will have to provide the services immediately after signing of Contract Agreement.

8. *Deduction of Taxes:*

All applicable taxes will be deducted while making payment as per Government Rules / Instructions/ Notifications. Bidder will be responsible for the payment of duties, levies and clearance from customs authorities etc.

9. *Dispute:*

In case of any dispute before or after the execution of contract, matter will be resolved as per Punjab Procurement Rules 2014.

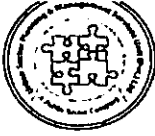
10. *Evaluation Criteria:*

10.1 NTN and PRA registration

10.2 Affidavit on non-judicial stamp paper of worth Rs.50/- regarding non-involvement in any legal actions or dispute and firm is not black listed by any firm/company.

10.3 Three (03) work orders / contract agreements of similar nature executed in the last 03 years. (Copies of work orders/contract agreement) must be attached along

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with technical proposal). The work order/contract agreement of client (Urban Unit) will not be considered for evaluation.

11. *Bid / Tender opening procedure:*

As per PPRA Rules 2014, single stage two envelopes bidding procedure shall be adopted. Single stage two envelopes bidding procedure shall be used for procurement of such goods where the bids are to be evaluated on technical and financial grounds and the procedure for single stage two envelopes shall be:

- a) The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
- b) The envelopes shall be marked as "Financial Proposal" and "Technical Proposal";
- c) In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the "Client";
- d) The "Client" agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
- e) During the technical evaluation no amendments in the technical proposal shall be permitted;
- f) After the evaluation and approval of the technical proposals, the "Client" shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- g) The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- h) The lowest evaluated bidder shall be awarded the contract;

12. *One Person One Bid*

- 12.1 One person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.

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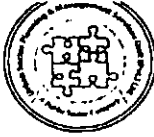
TENDER CHECKLIST				
S. #	DESCRIPTION	Tick Yes / No		Documents Attached at Annexure
1.	Copy of the Proprietor's CNIC (if applicable)			
2.	Copies of three WOs/contract agreement			
3.	Affidavit on non-judicial stamp paper of worth Rs. 50/- regarding non-involvement in any legal actions or dispute and firm is not black listed by any firm/company.			
4.	Copy of Income Tax Registration certificate			
5.	Copy of PRA Registration certificate			
6.	Bid Security			

Note: Bidders must fill-up above mentioned checklist / table and attach copies of required documents with proper annexures along with tender document.
All above documents will be used for technical evaluation.

Annex. A

Ok

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ANNEX A

SERVICES REQUIRED

Sr. No	DESCRIPTION
1.	The firm shall provide janitors (as per demand of the client, including male and female janitors and supervisors) for providing Janitorial Services. The Services shall start at 07:00 AM and will end at 03:00 PM on each working day (Monday to Saturday) or as per clients requirement. Lunch break will be for one hour i.e., from 12:00 PM to 1:00 PM.
2.	The Services shall be provided at The Urban Units' Lahore offices.
3.	The Client may also utilize the Services at any event/function scheduled either after office hours or at other premises.
4.	<p>The Services shall include the following:</p> <ol style="list-style-type: none">1. Complete cleaning, sweeping of floors of the premises on daily basis;2. Washing, mopping of floors of the premises;3. Weekly cleaning of office floors with phenyl (Phenyl will be provided by The Urban Unit only for this item). The liquid phenyl for washroom will be provided by the successful bidder.4. Daily Cleaning/Mopping of 31 washrooms,5. Clean all waste bins in office6. Weekly Cleaning of ceilings, doors, windows, glass, fans of the premises;7. Daily Cleaning of furniture & fixture, fittings and equipment of the premises;8. Dusting of cabins, computers, telephones, filing cabinets, photocopy machines and other equipment;9. Cleaning of all glass window panes, windows externally, wall claddings, lights, pictures and doors etc;10. Daily cleaning of washrooms and toilet bowl with Phenyl;11. Thorough cleaning/ vacuuming of all the sofa sets / seats in the premises whenever required;12. Daily collection, storage and disposal of garbage, rubbish etc.13. The successful bidder shall provide washing, cleaning & hygienic material for 31 washrooms, regularly such as:<ol style="list-style-type: none">a. phenyl tablets for each washroom,b. soap for each washroom available during office timings (safeguard or equivalent)c. soap plus one hand-wash for two (02) executive washrooms available during office timings (Safeguard or equivalent)d. tissue roles (Rose Petal or equivalent in white color only) for each washroom available during office timingse. automatic air freshener dispenser (branded) with spray for 10 washrooms,f. plastic bags for washroom bins and all office bins;g. surf and other cleaning for each washroom,h. mopping for each washroomi. fumigation materials for each washroom etc.;14. The Urban Unit will provide towels for all 31 washrooms. However, washing of towels on daily basis will be bidder's responsibility.15. Any other cleaning, dusting and allied work required in the premises as and when required.
5.	Deduction from the cost of contract @ Rs. 300/- per day for both supervisor and worker in case of absence will be made. Maximum one (01) leave is allowed per janitor per month excluding Sunday & gazette holidays.

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6.	Moreover, deduction up to Rs. 10,000/- (Ten Thousand) per month shall also be made in case of poor services and/or any material, as detail provided in Sr. # 4. The Urban Unit authorized representative will check and verify the quality of services and material.
7.	In case of negligence or provision of poor quality services, the Client has the right to terminate the contract after serving due notice (warning letter) to the Firm.
8.	Adequate and direct supervision will be exercised by the Firm over his staff. The authorized representative shall be present to supervise and control his staff at the premises during working hours.
9.	The Firm shall be responsible to pay damages for any loss of Client's property due to negligence, theft or willful action of its janitors.
10.	The contract will be signed for approximately one year (i.e.) ending on 30 th June, 2019. However, the contract is renewable/extendable/revocable at the consent of both the parties.

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Detail of Items Provided

Sr. #	Item Name	Brand Quoted
1	Phenyl Liquid	
2	Soap	
3	Hand-wash	
4	Tissue roles	
5	Automatic air freshener dispenser	
6	Dispenser Liquid	
7	Detergent for cleaning	

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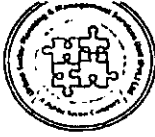
<u>BIDDER INFORMATION</u>	
Name of Firm/Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Cell Number	
E-Mail	
Fax Number	
National Tax Number	
PRA Number	

Date of Submission / opening of bids:

Receipt of bids : June 26, 2018 till 11:00 AM

Opening of bids : June 26, 2018 at 11:30 AM at Committee Room of
The Urban Unit, 503 – Shaheen Complex, Egerton Road,
Lahore

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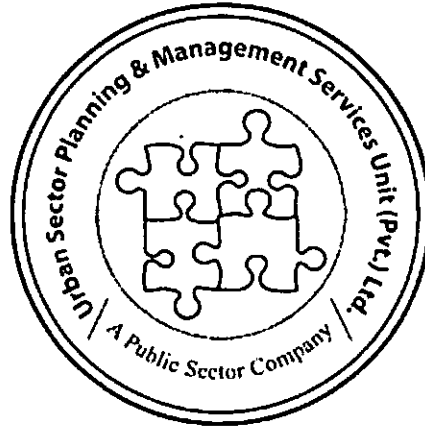


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**URBAN SECTOR PLANNING & MANAGEMENT
SERVICES UNIT (PRIVATE) LIMITED**



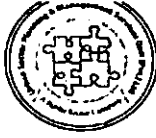
**TENDER DOCUMENT
Hiring of Janitorial Services
(Rate Contract)**

(Financial Proposal)

(Note: Procurement is done by Urban Unit in line with PPRA Rules 2014)

Tender # UU/2017-18/

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Financial Proposal

Sr. No	Items/Personals	Unit*	Unit Rate/ per month (PKR)	Total Monthly Cost*** (PKR)
1	Supervisor (01) /Janitor (30) [including various items]**	31		
Total Cost				

Note:

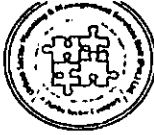
*The number of official is tentative which may vary as per requirement of the client.

** Various items includes Phenyl Liquid, Soap, Hand-wash, Tissue roles, Automatic air freshener dispenser, Dispenser Liquid and Detergent for cleaning

*** The total cost is inclusive of all taxes.

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<u>BIDDER INFORMATION</u>	
Name of Firm/Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Cell Number	
E-Mail	
Fax Number	
National Tax Number	
PRA Number	

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FORM OF PERFORMANCE SECURITY
(Bank Guarantee/ Insurance Bond)
FORM OF PERFORMANCE BANK GURANTEE
Bank / Insurance Guarantee

Date: _____
Guarantee No: _____
Executed on: _____
Expiry Date: _____
(this "Guarantee")

[By the Guarantor to the Employer]

The Chief Executive Officer

Urban Sector Planning and Management Service Unit (Pvt.) Ltd
Office Suite # 503, 5th Floor, Shaheen Complex,
Egerton Road, Lahore,

Name of Guarantor (Bank/Insurance Company) with address (the "Guarantor"):

Name of Contractor with address: [●] (the "Contractor"):

Guaranteed Amount (express in words and figures): [●]

Agreement Name, Reference No. and Date _____ (the
"Agreement")

1. The above premised, we the Guarantor, understand that the Employer and the Contractor have entered into the Agreement and that this Guarantee is required to be issued in favour of the Employer in accordance with the terms of the Agreement.
2. The above premised, we the Guarantor hereby undertake irrevocably and unconditionally on demand to pay to the Employer, without any notice, reference or recourse to the Contractor or to any other entity and without any recourse or reference to any document, agreement, instrument or deed, any sum or sums (or any part thereof) equivalent in aggregate up to but not exceeding a maximum amount of: [●] [●]/- ([●][●]) (the "Guaranteed Amount") at sight and immediately, however not later than 05 business days from the date of receipt of the Employer's first written demand (the "Demand") at the Guarantor's offices located at [●] or through SWIFT instructions transmitted by the Employer's bank (i.e. [●]), on behalf of the Employer, to the Guarantor. We acknowledge and agree that the Guaranteed Amount shall be revised by us upon receipt by us of a notice duly signed by the Employer and the Contractor of the revised guaranteed amount.
3. Such Demand shall state:
 - (a) that the Contractor is in breach of its obligations towards the Employer; and

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(b) the total amounts demanded.

4. A Demand shall only be honoured by us: (i) in the case of a written Demand, if it is made by and bears the signature of an authorised officer or other representative of the Employer; or (ii) in the case of a Demand transmitted through SWIFT, if it is transmitted through authenticated SWIFT instructions by the Employer's bank (i.e. [●]), on behalf of the Employer.
5. We, the Guarantor, shall unconditionally honor a Demand hereunder made in compliance with this Guarantee at sight and immediately on the date of receipt of your Demand, as stated earlier, and shall transfer the amount specified in the Demand to the bank account, as notified in the Demand, in immediately available and freely transferable funds, free and clear of and without any set-off or deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, deductions or withholdings of any nature whatsoever and by whomsoever imposed. Multiple Demands may be made by the Employer under this Guarantee but our aggregate liability will be restricted up to the Guaranteed Amount.
6. Such Demand must be received by us on or before the [●] (the "Expiry Date"), when this Guarantee shall expire and shall be returned to us, and in the event that the Employer issues a Demand to us on or immediately prior to the Expiry Date, we shall honour that Demand.
7. We have been informed that the Employer may require the Contractor to extend this Guarantee in accordance with the Agreement. We undertake to immediately pay you the Guaranteed Amount upon receipt by us of your Demand in writing stating that such extension has not been made by the Contractor in accordance with the Agreement. The Guarantor acknowledges and agrees that the Expiry Date may be extended from time to time upon receipt by the Guarantor of a written notice from the Contractor, however, at no time whatsoever shall the term of this Guarantee expire before the then stated Expiry Date.
8. We hereby agree that any amendment, renewal, extension, modification, compromise, release or discharge by the Employer, the Contractor or any other entity of any document, agreement, instrument or deed (including the Agreement) shall not in any way impair or affect our liabilities hereunder and maybe undertaken without notice to us and without the necessity for any additional endorsement, consent or guarantee by us.
9. This Guarantee for its validity period shall not be affected in any manner by any change in our constitution or of the Contractor's constitution or of their successors and assignees and this Guarantee shall be legally valid, enforceable and binding on each of their successors and permitted assignees.
10. All references to any contract, agreement, deed or other instruments or documents are by way of reference only and shall not affect our obligations to make payment under the terms of this Guarantee.
11. If one or more of the provisions of this Guarantee are held or found to be invalid, illegal, or unenforceable for any reason whatsoever, in any respect, any such invalidity, illegality, or

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unenforceability of any provision shall not affect the validity of the remaining provisions of this Guarantee.

12. We hereby declare and confirm that under our constitution and applicable laws and regulations, we have the necessary power and authority, and all necessary authorizations, approvals and consents thereunder to enter into, execute, deliver and perform the obligations we have undertaken under this Guarantee, which obligations are valid and legally binding on and enforceable against us under the laws of Pakistan [and under the laws of the jurisdiction where this Guarantee is issued]¹. Further, we hereby declare and confirm that the signatory (ies) to this Guarantee is/are our duly authorized officer(s) to execute this Guarantee.

13. This Guarantee and all rights and obligations arising from this Guarantee shall be governed and construed in all respects in accordance with the laws of Pakistan. The courts in Pakistan shall have exclusive jurisdiction in respect of any dispute relating to any matter contained herein.

14. The issuance of this Guarantee is permitted according to the laws of Pakistan [and the laws of the jurisdiction where this Guarantee is issued]².

For and on behalf of the Guarantor:

Name:
Designation:

Witness 1:

Witness 2:

Name:
Designation:

Name:
Designation:







¹ Insert if the Guarantee is issued outside Pakistan

² Insert if the Guarantee is issued outside Pakistan