Tender for Laundry Services

DAANISH SCHOOL (BOYS & GIRLS) MAILSI DISTRICT VEHARI

1. INVITATION TO BID

Sealed bids are invited from experienced and financially sound contractors, vendors business enterprises, manufacturer registered with Sales Tax and Income Tax Departments for laundry services for financial Year 2019-20 extendable by competent authority on same rates under Punjab Procurement Rules 2014 for Daanish Schools (Boys & Girls) Tibba Sultan Pur Tehsil Mailsi District Vehari.

Sr. No.	Goods Type (Lots)	Estimated Amount (Rs)	Bid Security (Rs) (in the form of CDR / DD)
1	Laundry Services	Rs. 1,421,730	RS. 71,087 (5% of Estimated Price)

Bid security does not exceed 5% of the estimated price. The intending bidders are advised to submit their profiles including technical and financial bids in separately sealed envelopes in a single package. Pre-Bid meeting will be held on **Tuesday, 10 March 2020, at 11:00 am.**

The bid documents are immediately available and can be purchased from School during Office hours for **Rs 500**. The bid documents are available at the PPRA website www.ppra.punjab.gov.pk and PDS & CEA website www.daanishschools.edu.pk.

The completed bids should reach by **Tuesday, 17 March 2020, 11:00 am** at Daanish Schools (Boys & Girls) Tibba Sultan Pur Tehsil Mailsi District Vehari Technical bids will be opened on the same day at 11:30 am.

Principals, Daanish Schools (Boys &Girls) Mailsi
Contact Nos. 0321-4759371, 0301-7933602

1. INVITATION OF BIDS

Daanish School (Boys &Girls) Tibba Sultan Pur, Tehsil Mailsi, District Vehari **(the procuring agency)** invites sealed bids for the procurement of **Laundry Services** for 440 Students (220 Boys & 220 Girls) during financial year (2019-20) extendable by competent authority on same rates, from registered firms / Laundry service providers owning laundry machinery, having previous experience, financially sound and registered with the Sales Tax and Income Tax Departments.

2. ITEMS, QUANTITY, FREQUENCY AND SPECIFICATION

Laundry items, estimated quantity, frequency, price and specification / quality of work are mentioned, in the **"LIST OF LAUNDRY ITEMS"** at **Annex A**. Laundry work will be done at the School. The bids should be given of each item in lot inclusive of all taxes/duties/charges. The bid should be submitted on the prescribed **"BID FORM"** at **Annex B**.

3. BID SECURITY / EARNEST MONEY

Tenders / Bids must be accompanied with Bid Security / Earnest Money in form of only CDR in the favour **"DAANISH SCHOOL BOYS MAILSI SECURITY DEPOSIT ACCOUNT"**. Amount of bid security / earnest money is mentioned in advertisement.

4. BIDDING PROCEDURE

a. All tenderers must submit their bids in accordance with **"Single Stage-Two Envelope Procedure"** of Punjab Procurement Rules 2014 vide clause 38(2),detail asunder:-

(i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;

(ii) the envelopes shall be marked as **"FINANCIAL PROPOSAL"** and **"TECHNICALPROPOSAL"**;

(iii) 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 procuring agency i.e Daanish School.

(iv) the procuring agency shall evaluate the technical proposal as per criteria mentioned in "**Technical Evaluation Sheet** "at **Annex C**, without reference to the price and shall reject any proposal which does not conform to the specified requirements;

(v) during the technical evaluation no amendments in the technical proposal shall be permitted;

(vi) after the evaluation and approval of the technical proposals, the procuring agency 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;

(vii) the financial bids found technically non- responsive shall be returned un-opened to the respective bidders.

(viii) lowest evaluated bid for entire service shall be accepted;

(ix) Procuring agency reserves the right to reject all bids in accordance with Punjab Procurement Rules - 2014.

5. TERMS AND CONDITIONS

Any offer not received as per instructions, terms & conditions of the tender notice/bidding documents is liable to be ignored. No offer shall be considered if:-

a. Received without Bid Security / Earnest Money equal to 5% of estimated amount mentioned in List of Laundry Items, in the form of only CDR in favour of Daanish School (Boys & Girls) Tibba Sultan Pur, Tehsil Mailsi, District Vehari

b. Received after fixed date and time.

c. The tender/bidding documents are unsigned.

d. Purchase receipt of bid document is not enclosed in technical proposal.

e. The offer is ambiguous.

f. The offer is conditional.

g. The offer is from a black listed firm/ suspended by the Government.

h. Unregistered/manufacturing firms having no experience, not financially sound and not registered with the Sales Tax and Income Tax Departments.

i. The offer received is of a shorter validity than required in the tender enquiry.

j. The offer is for the work not conforming of specifications indicated in the bidding documents.

k. Offer for laundry of any item is missing.

6. COMPULSORY PARAMETERS

Eligible Bidder/ Tenderer is a Bidder/ Tenderer who:

I. Has valid National Tax Number (NTN) and Registered for Sales Tax purposes.

II. Has relevant business experience at least Two (2) years.

6. TENDER OPENING

Sealed tenders/bids will be opened on the given date and time by tender committee in the presence of bidders or their duly authorized representatives.

7. BID VALIDITY

Bid will be valid for 90 days from biding date.

8. QUALITY

Contractor shall adopt neat and clean laundry and delivery procedures, shall use A Grade detergents and good quality machinery as well as shall employ experienced and trained staff. During the contract period, the quality of work will be examined regularly. In case of any difference in the quality of work as per prescribed specifications, quality standards, special instructions and contract deed, the contractor will repeat the work as per given specifications within specific time, at the cost, borne by himself.

In case of lost /missing of item or any damage (colour, fabric, stitching, etc) to the items, the contractor will replace the item with new or will pay the price of the damaged, missing item as per decision of procuring agency. Moreover, in case of repeated complaint of damage or missing of items, the contactor may be charged penalty in addition to replacement / payment of price. The amount on account of price of items or penalty may be deducted from monthly bill.

9. WORK EXECUTION PROCEDURE

Contractor will have to execute the work during the contract period (financial year 2019 - 2020) as per estimated quantity given in Annex A. Procuring Agency, Daanish School (Boys and Girls) Tibba Sultan Pur, Tehsil Mailsi, District Vehari will issue purchase orders / work orders as per requirement during the period of contractor after the commencement of Daanish School (Boys & Girls) Tibba Sultan Pur, Tehsil Mailsi, District Vehari. Contractor will complete each placed order of Laundry work within given time in prescribed manner. Receiving of items from specified points and delivery at same point will be the responsibility of contractor.

Failing which will render him liable to be proceeded against as per terms and conditions of agreement.

10. RENT OF PREMISES

The procuring agency shall provide space for Laundry operations, for which, the contractor will pay the rent of Rs. 5000/- per month.

11. ELECTRIICTY BILL

Contractor will pay the Electricity bill as per actual usage / units consumed.

12. WATER BILL

Water bill will be charged as per usage.

13. PAYMENT

The payment will be made on monthly basis through cross cheque after the successful execution of work during previous month and after deduction of all utility bills, penalties and other payable amounts by contractor.

14. DEDUCTION OF TAXES

Taxes will be deducted from all the payments as per Government rules on the Government prevailing rates. In case of any changes in the rate of taxes during the period of agreement, by the Government, the same will be implemented by Daanish School Vehari as per Government instructions. However, in case of any exemption the contractor will provide valid certificate.

15. PERFORMANCE GUARANTEE

The successful bidders will have to deposit performance guarantee of 5% of contract price. Performance guarantee shall be returned after successful completion of contract i.e. fulfillment of all terms and conditions of the tender and the contract. In case of any breach, or fails to fulfill any of the terms and conditions of the tender and or of contract, the performance guarantee shall be forfeited.

16. CLOSING OF CONTRACT

Except for defect liability by the contractor, as specified in the conditions of contract, performance of the contract shall be deemed close on the issue of overall completion certificate or taking over certificate which shall be issued within thirty days of completion of contract, or receiving the deliverables enabling the contractor to submit final bill.

In case of defect liability, defect liability certificate shall be issued within thirty days of the expiry of the said period enabling the contractor to submit the final bill, except for unsettled claims, which shall be settled through resolution of dispute mechanism provided in the contract.

17. DISPUTE RESOLUTION / REDRESSAL OF GRIEVANCE

The competent authority has constituted a committee with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract. Any bidder feeling aggrieved by any act of the Purchaser after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report.

18. ACCEPTANCE / REJECTION

Procuring Agency, Daanish School (Boys and Girls) Tibba Sultan Pur, Tehsil Mailsi, District Vehari reserves the right to accept and reject any or all bids at any time prior to the acceptance of a bid in the light of Punjab Procurement Rules, 2014.

The procuring agency reserves the right to purchase full or part of the Laundry services or cancel the tender in the light of Punjab Procurement Rules, 2014.

SPECIAL INSTRUCTIONS

1. Tenderers shall bid the laundry rates of all items. In case of missing rate of any item, that bid will be rejected. Bids will be evaluated on overall / total amount of entire work.
2. Original purchased bidding document signed on each page, cash receipt (in-original) or photocopy having purchased the tender form must accompany with the offer.
3. Tenderers should quote their firms final rates both in words and figures.
4. An affidavit should be provided by the tenderers that their firm has never been blacklisted by any Government Department.
5. The tenderers are required to examine the bidding documents/tender notice, including all instructions, terms & conditions, specifications etc. Failure to furnish all information/documents or submission of a bid not substantially responsive to the bidding documents/tender notice in every respect would result in the rejection of the bid.
6. Tenderers shall submit complete details of their firm, offices, and workplaces, Staff along with postal address, Phones/Fax numbers, E-mail and Website information.
7. Tenderers shall give evidences of their business /firm/Registrations/ licenses/ experience/ Tax detail / bank statements with complete relevant / valid documents attached.
8. Tenderers should specifically indicate their rates. Any erasing/cutting/crossing etc. appearing in the offer must be properly signed by the persons signing the tender. Offer with any overwriting shall in no circumstances be accepted.
9. The prices quoted by tenderers should be inclusive of all types of rates, taxes, packing, forwarding, transportation charges etc from the point of receiving and to the point of delivery.
10. The successful tenderers shall deposit 5% as Performance Guarantee of contract price in the form of only CDR in the favour of Daanish Schools Mailsi, Vehari within the period specified in Advance Acceptance of Tender. Security shall be refunded on successful completion of the contract after issue of No Objection certificates (NOCs) from the procuring agency.
11. Tenderers will provide an affidavit that they will follow all terms and conditions mentioned in this bidding document and all documents required have been attached herewith and no information is kept hidden or misquoted.
12. Procuring Agency, Daanish School (Boys and Girls) Tibba Sultan Pur, Tehsil Mailsi, District Vehari will issue purchase orders / work orders as per requirement during the period of contractor after the commencement of Daanish School (Boys & Girls) Tibba Sultan Pur, Tehsil Mailsi, District Vehari.
13. The contractor shall ensure that the quality of washing of cloths & its ironing is to be the entire satisfaction of the procuring agency / in charge from where the clothes are collected. The contractor shall use his own machinery and Equipment for the execution of contract which shall be installed in school premises.

14. Certificate should be given by the contractor that he will be responsible for the free execution of work at his own risk and cost if the same is found substandard and or at variance with the specification given in the bidding documents.
15. Contractor will abide by all the rules and instructions of Procuring agency during contract period.
16. The contractor shall provide complete information of the persons deployed by him i.e. names; father's name, CNIC, age, residential address, and permanent address. Contractor will give detail of his workers with police verification certificates.
17. Contractor will be responsible of his workers in all matters. Contractor will be answerable for any misconduct, untoward incident, and violation of rules, committed by his workers.
18. Contractor will ensure all the security and safety measures of his work area, operations and workers. In case of any violation or untoward incident contractor will be responsible.
19. Contractor will ensure cleanliness of his operational area in the light of all SOPs including Dengue prevention SOP.
20. Procuring agency will allow workers to work after security clearance and medical checkup. No worker will be allowed to work in case of any adverse report.
21. Contractor will only interact with nominated person / staff members of School. Interaction of contractor or his workers with students or irrelevant persons will be intolerable and may result in penalty or discontinuation of contract.
22. Contractor will settle all his personal disputes / litigations / conflicts at his own without involving procuring agency or its premises. Violation may result in termination of contract.
23. If contractor will terminate the contract before the completion of contract, performance guarantee will be forfeited.
24. The contractor shall present the bills / charges regularly for payment on monthly basis after getting the same verified by in charge so authorized to verify the quality of work. Utility bills, charges and penalties will be deducted from monthly bills.
25. Procuring Agency Daanish Schools (Boys & Girls) Mailsi, Vehari reserves the right to reject all bids in accordance with the Punjab Procurement Rules-2014.
26. Any other information/ details required, in this connection, may be acquired from the Admin Office, Daanish Schools Mailsi on any working day during office hours.
27. The tenders must be received in the office of procuring agency, Daanish Schools (Boys & Girls) Tibba Sultan Pur, Tehsil Mailsi, and District Vehari on Tuesday, 17 March 2020 at 11:00 am. Technical bids will be opened at 11:30 am on the same day in the presence of tender Committee and representatives of the firms/suppliers.

LAUNDRY SERVICES / ITEMS

Total Number of Students: 440 (Boys & Girls)

ANNEX - A

Sr	Items Description	Estimated Qty DSB Mailsi	Estimated Qty DSG Mailsi	Total Estimated Qty
1	Shalwar	1,320	4,400	6,600
2	Qameez	1,320	4,400	6,600
3	Dopatha		4,400	4,400
4	Pents	1,320	-	2,200
5	Shirts	1,320	-	2,200
6	Bath Towel	660	1,100	2,200
7	Track Suit	660	660	1,320
8	Blazer	110	110	220
9	High Neck	-	-	-
10	Neck Tie	330	-	550
11	Sweater (Full sleeve)	110	110	220
12	Sweater (Sleeveless)	110	110	220
13	Woolen Caps	-	-	-
14	T-Shirts	2,640	4,400	8,800
15	Shorts	2,640	4,400	8,800
16	Uniform Press	2,640	4,400	8,800
17	Pillow Case	660	1,100	2,200
18	Bed Sheet	660	1,100	2,200
19	Window Curtain (Large)	-	-	-
20	Window Curtain (Small)	671	-	671
21	Quilt Cover	110	110	220
22	Skirting	-	-	-
23	Napkin	2,640	4,400	8,800
24	White Table Sheet	1,320	2,200	4,400
25	Apron	1,320	1,320	2,640
26	Table Cloth	90	90	180

QUALITY / SPECIFICATION:

1- A Grade washing material / detergent will be used.
2- Neat and clean laundry and delivery procedure will be adopted.
3- Good quality machines will be used.
4- No Colour fading and fabric damage.

ANNEX – B

PRINTED LETTER HEAD WITH DETAIL ADDRESS AND CONTACT NUMBERS

BID FORM

(Financial Bid / Proposal)

QUOTED RATES

Below quoted rates are for the laundry services for 440 Students (Boys & Girls) as per specifications mentioned in Bid Documents inclusive of all taxes/duties/charges/ packing/freight/loading/unloading with receiving and delivery of all items at Specific places.

Sr #	Items Description	Estimated Qty	Rate Per Washing / Ironing	Amount
1.	Shalwar	**6,600**		
2.	Qameez	**6,600**		
3.	Dopatha	**4,400**		
4.	Pents	**2,200**		
5.	Shirts	**2,200**		
6.	Bath Towel	**2,200**		
7.	Track Suit	**1,320**		
8.	Blazer	**220**		
9.	High Neck	-		
10.	Neck Tie	**550**		
11.	Sweater (Full sleeve)	**220**		
12.	Sweater (Sleeveless)	**220**		
13.	Woolen Caps	-		
14.	T-Shirts	**8,800**		
15.	Shorts	**8,800**		
16.	Uniform Press	**8,800**		
17.	Pillow Case	**2,200**		

18.	Bed Sheet	**2,200**		
19.	Window Curtain (Large)	-		
20.	Window Curtain (Small)	**671**		
21.	Quilt Cover	**220**		
22.	Skirting	-		
23.	Napkin	**8,800**		
24.	White Table Sheet	**4,400**		
25.	Apron	**2,640**		
26.	Table Cloth	**180**		
Total Amount				

Bid Security of amount Rs _____ is deposited through CDR No _____ in the favour of **"DAANISH SCHOOL BOYS MAILSI SECURITY DEPOSIT ACCOUNT"**, Bank _____Dated_____.

Signature with Stamp

Annex C

PRINTED LETTER HEAD WITH DETAIL ADDRESS AND CONTACT NUMBERS

BID FORM

(Technical Bid / Proposal)

Name of Firm: _____

Proprietor Ship: _____ (Sole / Partnership)

Address: _____

Owner/s Name/s: _____, _____, _____

CNIC No/s: _____, _____, _____

Registered Under Law: _____ (Yes / No) Authority:_____

Registration No : _____

Tax Registered: _____ (Yes / No) NTN No: _____

Status: _____ (Active / In active) Blacklisted: _____ (Yes / No)

Defaulter: _____ (Yes / No) Under litigation: _____ (Yes / No)

Convicted: _____ (Yes / No) Security Clearance: _____ (Yes / No)

Own Machinery: _____ (Yes / No) Experience Staff: _____ (Yes / No) Number_____

Criteria/ Marks	Relevant Experience (Years) 25 Marks	Tax Payer for No of Years 25 Marks	Amount of Tax Paid 25 Marks	Bank Account Maintenance Certificate issued by Bank 25 Marks (Duly verified Bank statement of last financial year must also be attached)	Total Marks 100
Description	5 Yrs - 25 Marks 4 Yrs - 20 Marks 3 Yrs - 15 Marks 2 Yrs - 10 Marks Less than 2 year – 0 marks	5 Yrs - 25 Marks 4 Yrs - 20 Marks 3 Yrs - 15 Marks 2 Yrs - 10 Marks 1 Yr - 5Marks Less than 1 year – 0 marks	200000 - 25 Marks 160000 - 20 Marks 120000 - 15 Marks 80000 - 10 Marks 40000 - 5Marks Less than 40000 – 0 marks	5Yrs - 25 Marks 4 Yrs - 20 Marks 3 Yrs - 15 Marks 2 Yrs - 10 Marks 1 Yr - 5Marks Less than 1 year – 0 marks	
Obtain Marks					

Qualifying Marks – 50 %

Note: Attach verified valid /relevant documents as evidence of all information.

Declaration:

I / we _____ solemnly declare that the above mentioned information and evidences provided are correct and genuine. In case of any discrepancy I /we will be responsible in all respects. In such a case any decision made by procuring agency, Daanish School(Boys & Girls)Tibba Sultan Pur, Tehsil Mailsi, District Vehari will be acceptable.

Dated: _____ **Signature with Stamp**

On Judicial Paper amounting Rs.100/-

CERTIFICATE

1- I / We hereby confirm to have read carefully the description of all the terms & conditions as well as special Instructions of your bidding documents/tender notice no. _____Due for opening on_____for the provision of laundry services and agree to abide by all these instructions/ terms &conditions.

2- I / We also hereby categorically confirm that the services offered by us are exactly according to the particulars and specification as laid down in the bidding documents in all respects.

3- I / We accept that if the required Bid Security is not furnished or our offer is found lacking in any of the requirement of tender notice/bidding documents, it may be ignored.

4- I / We hereby confirm and adhere to the frequency of services required in the tender notice which would be the essence of the contract and which will strictly adhered by us.

5- I / We also hereby confirm that the services will be provided as per tender specifications and in case of failure, the procuring agency reserves the rights to forfeit our security including black listing the firm.

6- I / We confirm that my / our firm has never been black listed.

7- I / We confirm that all the documents required have been attached here with and no information is kept hidden or misquoted.

Name of Firm /Contractor: _____

Signature of Contractor: _____

Designation: _____

Seal: _____

Witness:

a). Name: _____Signature._____

b). Full address: _____

c). CNIC #. _____