BIDDING DOCUMENTS

PRCURMENT OF LAUNDRY SERVICE

DAANISH SCHOOL (BOYS & GIRLS) HASILPUR DISTRICT BAHAWALPUR

1.Invitation to Bid

Daanish School (Boys & Girls) Hasilpur invites sealed tenders for provision of Laundry Services for two years from reputed firms having relevant experience and registered with FBR having active taxpayer status.

Scope of Work	Estimated Cost (Rs.)	Bid Security
Successful bidder will provide washing, drying and ironing of uniform, casual wear, track suit, bed sheets, pillow covers and other items given as per schedule of washing approximate monthly average strength of 1460 Boys & Girls students. Deduction of government taxes applicable.	5,840,000	2% of Estimated Cost **(Rs.116,800/-)** In Shape of CDR/Demand Draft/Pay Order

The intending bidders are advised to submit their Technical and Financial bids in separately sealed envelopes in a single package.

The bidding documents containing detailed specifications for above mentioned item can be downloaded from the PPRA website **(**www.ppra.punjab.gov.pk**)** and PDS-CE Authority website **(**www.daanishschools.edu.pk**)**. The document can also be purchased from Daanish School (Boys) Hasilpur, District Bahawalpur before 11:00 am up to **Monday September 7, 2020** for **Rs. 500/-.** The contractor who will download the document from above mentioned websites will submit the said bids fee at daanish school boys hasilpur.

The pre-bid meeting will be held on **Wednesday September 2, 2020.** The completed bids along with CDR/DD 2% as bid security should reach by **Monday September 7, 2020** up to **11:00 am** at Daanish School (Girls) Hasilpur, District Bahawalpur. The technical bids will be opened on the same day **at** 11:30 am In conference room.

Principal, Daanish Schools (Boys &Girls) Hasilpur
Contact Nos 0622733998-0622733980

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2.Instructions to Bidders (ITB)

1. This Bid form along with Annexures should be signed in original, with the rates duly filled in the Price Bid Format. Infringement of this condition shall render the tender liable to rejection.
2. This Tender Form is not transferable.
3. Each page of Bid document and Annexures should be signed by the Bidder with rubber stamp of the firm affixed on each page.
4. Bids should be in a single sealed envelope containing technical and financial bids.

Technical Proposal shall comprise the following:

a) NTN Certificate
b) Active Taxpayer Status
c) Bank account maintenance certificate (Bank statement)
d) Relevant experience certificate for handling of similar Laundry Services.
e) Signed and stamped on all pages of bidding documents.
f) Certificate regarding acceptance of Terms & Conditions including schedule of Washing given in Annexure-A.
g) Any other if required in support of bid.

Financial Proposals shall comprise the following:

a) Bid Security amounting to **Rs.116,800/-** in shape of CDR/Demand Draft in favor of "***Security account Daanish School Boys Hasilpur"***.
b) Price Bid (Annexure-III)

5. Unsealed, conditional Bids shall not be entertained.
6. Bids must be accompanied with bid security of mentioned amount as per tender notice.
7. No firm is exempted from furnishing the bid security in any case.
8. Rates offered should be mentioned both in figures as well as in words and offer should be typed legibly.
9. The Bidder will be responsible for timely submission of Bids completed in all respect.
10. In case the last date of bid submission/opening falls in/within the official holidays, the date for submission/opening shall be the next working day.
11. The Bidder may inspect the areas, where the services/work is to be performed, to assess the work involved, in consultation with the Admin Officer.
12. The Bids will be opened in the presence of intending Bidders or their representatives who may wish to be present at that time.
13. Principals reserve the right to reject all Bids accordance to PPRA rule 35.
14. Successful Bidder shall be required to execute an agreement deed on stamp paper of Rs.500/- duly attested by the Notary Public, the expenses incurred on which will be borne by the contractor.
15. Successful Bidder shall be required to furnish performance Guarantee not exceeding 5% of the value of contract.

3.TERMS AND CONDITIONS OF CONTRACT

1. **Scope of Work: -**
   Laundry Services involves i. e. washing, drying, and ironing of Students Uniform, bedding and other items of (Girls & Boys Campus). List of items and their washing schedule is attached as **Annexure-A**.
2. **Period of Contract: -**
   The Contract shall be awarded for a period of (02) Years commencing from 1st July, 2020 to 30th June, 2022. Contract can be further extended on same terms & conditions and rate for a period of one year after prior approval of competent authority. In case of unsatisfactory performance by the contractor or due to any unforeseen circumstances, the Competent Authority has the right to cancel or terminate the contract at any time with (02) months' notice period.
3. **Registration /execution of the agreement: -**
   The successful Bidder shall be required to execute an Agreement Deed on the format approved and supplied by this School on stamp Paper of Rs.500/- at his own cost. The same shall be submitted to this office after issuance of acceptance letter to finalizing the agreement so that the case can be pursued for award of contract.
4. **Forfeiture of Bid Security/Performance Guarantee: -**
   If the successful bidder fails to provide required services within the period as specified in the work order, bid security shall be forfeited and the work order will be issued to the next lowest bidder.
5. **Release of Bid Security/ Performance Guarantee: -**

   Performance Guarantee should be released back to the contractor on successful completion of contract and approval of competent authority. Performance Guarantee should be refunded after deducting any departmental dues (Fines/penalties) against the contractor. Performance Guarantee should be released through crossed cheque in favor of the contractor.

6. **Commencement of Work: -**
   The contractor is required to commence the work at the time and date as mentioned in the issued work order. In the event of failure to do so, Principal has the full right for penalty @ 0.2% of monthly bill for each day (as per strength) and in other matters, his/ her decision will be final.
7. **Washing Schedule: -**
   Items which are required to be washed will be collected from the houses/hostels in morning time from the concerned staff and the same will be return completed in all respect to the houses/hostels in next day till evening without delay.
8. **Detergent/washing material to be used:-**
   The contractor shall use only School marked detergent/washing Powder (Bonus or Equivalent) material as approved by the Principal. In case it becomes necessary to use any material other than the approved, prior permission shall be obtained from the controlling authority.
9. **Quality of Washing of Clothes and its ironing**: -
   The contractor shall ensure that the quality of washing of cloths & its ironing is to be the entire satisfaction of the in charge from where the clothes are collected.

10. **Determination of quality of work/ service: -**

The decision of the Principal with regard to the determining the quality of work/ Services done by the contractor shall be final and acceptable to the contractor. The contractor shall therefore rectify the defect so pointed out without any extra payment. In case of failure the Principal reserves the right to get the service so rejected and to be done from some other source at the risk and cost of the contractor. The expenditure so incurred shall be recovered from the pending bills of the contractor or any other outstanding dues or the security/other deposits as he may think proper.

11. **Penalty: -**

The contractor shall be responsible for smooth functioning of laundry services and in case of negligence, the penalty will be imposed which will be recovered from contractor's bills for unsatisfactory performance, Principal has the full right for penalty @ 0.2% of monthly bill for each day (as per strength) and in other matters, his/ her decision will be final.

12. **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.

13. **Electricity bill**

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

14. **Water bill**

Water bill of Rs.1000/- per month will be paid by the contractor.

15. **Machinery**

The school shall provide Washing Machinery for Laundry operations. Contractor will be responsible for damages/ repair/ maintenance of machinery & equipment provided by the school.

16. **Identification: -**

The contractor shall provide complete information about the persons deployed by him regularly i.e. names, father name, age, residential address, and permanent address, (CNIC) telephone/mobile numbers. In case of any change in deployment, the contractor shall also inform the office immediately.

17. **Raising of Bills: -**

The contractor shall raise the charges/bills regularly for payment on monthly basis after getting the same verified by the Principal, or the In Charge so authorized to verify the work and payment.

18. **Release of payment and deduction of tax: -**

The payment shall be released on monthly basis after receipt of the bill duly verified by the Principal or the In Charge so authorized. The payment shall be made through cheque only. All type of applicable government taxes imposed by the Federal or Provincial Government from time to time shall be applicable on successful bidder.

19. **Alternate arrangement in case of deficiency in service: -**
In case, it is found that the services being rendered by the contractor are not satisfactory, the Principal shall be at liberty to make alternate arrangement at any time giving two months' notice to the contractor. Accordingly, the contractor will vacate the premises of laundry within one month from the date and time of issue of such order positively failing which the Principal shall have the right to constitute a committee to make the loss good from the contractor.

20. **Preventive Measures to be taken by the Contractor: -**

The contractor shall take all reasonable measures to prevent any unlawful riots or disorderly conduct or acts of omission /commissions by his employees so deployed and for the protection of employees and property of the School.

21. **Execution of Contract: -**
The contractor will himself execute the contract for the complete period and he or his nominated deputy will be available to the management 24/7/30 basis. The contract cannot be sublet /grouped.

22. **Routine Termination of Contract: -**

a) The contract shall stands terminated on the expiry of contract period.
In case, either of the parties does not wish to carry out the obligations under this Contract Agreement, the contract can be terminated with a prior notice of two months, at the instance of either party.
b) However, if the contractor Stops service without the requisite notice, his Performance Guarantee shall be forfeited in proportion to the period falling short of the specified the notice period.
c) Provided that during the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.
d) In case the contractor assigns the contract or any part thereof or benefit or interest therein or there under to any other person, without any notice.
e) Or contractor being declared insolvent by the competent Court of law without any notice.

ANNEXURE-A

DAANISH SCHOOLS HASILPUR

DETAILS OF ITEMS REQUIRED TO BE WASHED AS PER GIVEN SCHEDULE

WASHING SCHEDULE

Sr#	Items Description	Work Specification	Frequency
1	Qameez	Washing/Drying/Ironing	2 Times in a week
2	Shalwar	Washing/Drying/Ironing	2 Times in a week
3	Pents	Washing/Drying/Ironing	2 Times in a week
4	Shirt	Washing/Drying/Ironing	2 Times in a week
5	T-Shirt	Washing/Drying/Ironing	2 Times in a week
6	Dupata	Washing/Drying/Ironing	2 Times in a week
7	Bed Sheet	Washing/Drying/Ironing	Fortnightly (15 Days)
8	Shorts	Washing/Drying	2 Times in a week
9	Towel	Washing/Drying	Once in a Week
10	Vest	Washing/Drying	2 Times in a week
11	Pillow Case	Washing/Drying/Ironing	Fortnightly (15 Days)
12	Underwear	Washing/Drying	2 Times in a week
13	Blanket	Washing/Drying	2 Times in an year
14	Track Suit	Washing/Drying	Once in a Week
15	Blazer	Washing/Drying/Ironing	2 Times in a year
16	Window Curtain (Large)	Washing/Drying/Ironing	Once in a quarter
17	Window Curtain (Small)	Washing/Drying/Ironing	Once in a quarter
18	Sweater (Full Sleeve)	Washing/Drying/Ironing	Once in a quarter
20	Sweater (Half Sleeve)	Washing/Drying/Ironing	Once in a quarter
21	Quit Cover	Washing/Drying/ Ironing	Once in a quarter
22	Synthetic Quilt	Washing/Drying	Once in a quarter
23	Synthetic Gadda	Washing/Drying	Once in a quarter
24	Skirting	Washing/Drying	Once in a Month
25	Napkin	Washing/Drying/Ironing	Once in a Week
26	White Table Sheet (Small)	Washing/Drying/Ironing	Fortnightly (15 Days)
27	Apron	Washing/Drying/Ironing	Fortnightly (15 Days)
28	Mess Uniform	Washing/Drying/Ironing	Fortnightly (15 Days)
29	Table Cloth	Washing/Drying/Ironing	Fortnightly (15 Days)

ANNEXURE-B

TECHNICAL BID FORM

1. Name of the Organization/Firm. _____

2. Registered Address _____

3. Name and Address of the Contractor _____

4. Mobile No of the Contractor _____

5. NTN No**.** _____

6. Bank account maintenance certificate (Bank statement)

7. Relevant Experience (attach copy of award letter) _____

8. CDR/Pay Order/DD No _____ Dated _____ _____in favor of Security **Account Daanish School (Boys) Hasilpur amounting** to Rs. _____ as Bid Security.

Signature
Stamp with designation

Compulsory parameters

1. Active Tax Payers
2. Vendor must have its Laundry Facility
3. Bank Account Maintenance Certificate
4. Relevant Experience
5. Detail of staff

ANNEXURE-C

FINANCIAL BID

1.	Bidder Particulars	**Name:**_____ **Firm Name:**_____
2.	Rate per student per month. **Note:-** Quoted rate must be inclusive of all applicable government taxes.	**Rate (Rs):**_____ **in Words:**_____ _____

Signature:_____

Stamp:_____

CONTRACT AGREEMENT

(On stamp paper value Rs 500)

This CONTRACT AGREEMENT (this "Contract") made as of the **[day]** of **[month]**, **[year]**, between **[Daanish Schools (Boys & Girls)** Hasilpur**]** (the "Procuring Agency"), on the one part, and **[full legal name of Contractor & Address],** on the other part severally liable to the Procuring Agency for all of the Contractor's obligations under this Contract and is deemed to be included in any reference to the term "the Contractor" for procurement of laundry services

RECITALS

WHEREAS,

(a) The Procuring Agency has requested the Contractor to provide certain services as described in Tender Document; and

(b) The Contractor, have represented to the Procuring Agency that it has the required professional skills, and personnel and technical resources, has agreed to provide such services on the terms and conditions set forth in this Contract.

NOW THEREFORE, the Parties to this Contract agree as follows:

1. The Contractor hereby covenants with the Procuring Agency to provide services and to remedy damage therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Procuring Agency to the Contractor.
2. The Procuring Agency hereby covenants with the Contractor to pay the Contractor, the Contract Price as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of provision of services and remedying of damage therein.
3. Bid document, Technical and financial bids, Acceptance letter & award notification and work order and minutes of pre-bid meeting shall be deemed to form and be read and construed as part of this Contract.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

[For Daanish School (Boys & Girls) Hasilpur**]**	For **[full legal name of the Contractor]**
Signature_____	Signature_____
Name _____	Name _____
Designation _____	Designation _____
WITNESSES	
Signature_____	Signature_____
CNIC _____	CNIC _____
Name _____	Name _____
Designation _____	