



**JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)
JACOBABAD (SINDH)**

JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)

**TENDER DOCUMENT
FOR**

**OUTSOURCING OF SKILLED/MAINTENANCE STAFF
FOR THE FINANCIAL YEAR - 2019-20**

Last Date for Bid Submission:	FRIDAY 26TH APRIL 2019 AT 10:30 AM
Date of Auction/Bid Opening:	FRIDAY 26TH APRIL 2019 AT 11:00 AM
Venue:	SEMINAR HALL, JIMS JACOBABAD AIRPORT ROAD, JACOBABAD

**JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)
AIRPORT ROAD JACOBABAD (SINDH)
PH # 0722-690003-4
Email: jims.jcd@gmail.com, www.jimssindh.org.pk**

INVITATION FOR BIDS

The Director, Jacobabad Institute of Medical Sciences (JIMS), Jacobabad invites the bids for the **Outsourcing of Skilled/Maintenance Staff for the Financial Year 2019-20**.

Bidding is open for all eligible bidders, Tenderers/bidders can obtain the Tender Document from the Office of the Director, Jacobabad Institute of Medical Sciences (JIMS), Airport Road, Jacobabad (Sindh).

Complete set of Tender/Bidding Document may be obtained/purchased by the interested bidder on written request to the above mentioned office and upon payment of tender fee of **Rs.3,000/-**(non-refundable) in shape of pay order/demand draft in favour of Director, JIMS Jacobabad.

Duly completed tenders/bids are required to be dropped in the tender box placed/affixed at the Office of the Director, Jacobabad Institute of Medical Sciences (JIMS), Jacobabad on or before above mentioned date & time.

DIRECTOR
JIMS, Jacobabad

PREAMBLE

1. Tender Title: **OUTSOURCING OF SKILLED/MAINTENANCE STAFF FOR THE FINANCIAL YEAR 2019-20**
2. Procuring Authority: JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS)
3. Date of Issue of Tender: 1ST DAY OF PUBLICATION IN NEWSPAPERS
4. Place of Issuing/submission/ opening of Tender: OFFICE OF THE DIRECTOR, JACOBABAD INSTITUTE OF MEDICAL SCIENCES (JIMS) AIRPORT ROAD, JACOBABAD (SINDH). www.jimssindh.org.pk
5. Last Date and Time for Submission of Tender: **FRIDAY 26TH APRIL 2019 AT 10:30 AM**
6. Date and Time of Opening of Tender: **FRIDAY 26TH APRIL 2019 AT 11:00 AM**
7. Amount of Earnest Money to be Submitted along with the Tender in Favor of Director, JIMS Jacobabad **3%** of tender amount in shape of demand draft/pay order issued from any scheduled bank of Pakistan. This bond will be released to unsuccessful tenderers/bidders after the issue of letter of intent to successful contractor and the bond of successful tenderer/bidder shall be released after completion of contract agreement.
8. Performance Security: **@ 7%** of the bid amount and/or value of supply/work order.
9. Release of Performance Security: Will be released after successfully completion of tender period and/or 100% supply and/or work completion.
10. Tender Fee: **Rs.3,000/-** in shape of PO/Demand Draft in favour of Director, JIMS Jacobabad.
11. Bidding Procedure: Open Competitive Bidding, Single Stage - Two Envelope
12. Bid Validity: 90 Days from the date of Financial opening
13. Contract w.e.f Contract will be effective from 1st July, 2019

**PRE-REQUISITE / ELIGIBILITY CRITERIA TO PARTICIPATE IN THIS TENDER
(CHECKLIST)**

SR.	DETAILS	YES/NO	REMARKS (if any)
1	Original terms and conditions duly signed and stamped. Each page should be signed by the authorized person/competent authority.		
2	Copy of Earnest Money without mentioning amount with Technical Bid.		
4	Company profile including list of personnel.		
	Copy of valid agency License / Authorization Registration Certificate of Government of Sindh/Government of Pakistan.		
5	Valid sales tax certificate / Professional Tax certificate		
	Registration with EOBI / SESSI		
9	Valid Registration with Sindh Revenue Board U/s 24 of Sindh Sales Tax Act on Services 2011		
11	List of litigations / court cases between the firm and clients should be provided on an affidavit along with undertaking that the firm has not been black listed by any Government /Autonomous organization.		
12	Client List / Relevant Experience / Previous year performance		

Note:

- (a) Failure to meet above pre-requisite will disqualify the bidder from participation in this Tender and its proposals will not be evaluated/considered.
- (b) Documentary evidence(s) of above required valid registrations/certificates must be attached with the Technical Proposal.

Bidder's details for notice purpose

Bidder Name	
Company	
Address	
Tel & Fax No.	
Contact Person & Cell No.	
Email Address	

TERMS & CONDITIONS

1. The Tender process shall be governed by the SPPRA Rules 2010 (amended 2017).
2. The Contract shall be valid initially for a period of one year and thereafter it may be extended for a further period (up-to further two years) on the performance basis as may be necessary on mutual agreement and/or satisfactory performance. The Director JIMS Jacobabad reserves the right to terminate the Contract at any time.
3. The contractor will be responsible for providing all item(s) mentioned in the BOQ (Bill of Quantities).
 1. Income Tax and other taxes will be deducted according to the government rules or at source by Accounts Department JIMS, Jacobabad.
4. A separate contract agreement shall be done on stamp paper between JIMS Jacobabad and the successful tenderer/bidder.
5. The Financial Bid must contain earnest money @ 3% of the total offered bid amount in shape of bank draft/pay order (in original) in favour of Director, JIMS Jacobabad; without earnest money the bid will not be entertained. A photocopy of the earnest money must be attached with the Technical Proposal without mentioning the amount or erasing the amount.
6. The Scrutiny of technical bids/offers will be performed by the Technical Committee and only financial bids of technically qualified bidders will be entertained. The financial bids of technically dis-qualified bidders will be returned un-opened.
7. Only one rate for each item as per tender specification is acceptable, no alternate rate(s) will be accepted.
8. Over-writing, cutting, erasing in the Tender Document should be avoided, if there is any over-writing, cutting, or erasing the correction should be duly signed and stamped by the authorized person.
9. The bid will be valid for 90 days from the date of opening of the tender. However, under exceptional circumstances and for reasons to be recorded in writing, if any extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than 1/3rd of the original bid validity.
10. Price escalation will not be allowed.
11. The Client (i.e. JIMS Jacobabad) reserves the right to increase/decrease or delete the quantities of good(s)/service(s), originally specified in the BOQ (Bill of Quantities) without any change in unit price or any other terms and conditions of goods at any time during the contract period as per relevant Rules of SPPRA-2010 (amended 2017).
12. The Client (i.e. JIMS Jacobabad) reserves the right to accept or ignore/scrap/cancel the Tender as per relevant Rules of SPPRA-2010 (amended from time to time).
13. Conditional tenders/bids will not be accepted.
14. The tenderer/bidder are required to submit separate envelopes for "Technical Proposal" and "Financial Proposal" and both envelopes shall be marked in bold and legible letters accordingly to avoid confusion.
15. All required items shall be quoted in PAK RUPEES.
16. The decision(s) of the Client, once taken will be final and will not be open to the criticism and/or challengeable.
17. The tenderer/bidder will provide warranty certificate(s) regarding quality of all general/disposable items etc. (if applicable) sold to the Client. Moreover, the bidder will be bound to provide the invoice(s) of their source of purchase if and when required along with the warranty.

18. The Contractor will submit bill(s)/invoice(s) after delivery of goods and/or services for payments, which will be subject to the availability of funds.
19. The Contractor will be responsible to deliver the quoted item(s) and/or service(s) at their own cost including transportation, insurance, and handling costs etc.(if any).
20. In case of short/late supply, the required quantities will be purchased from open market and the difference (if any) will be recovered from the Contractor.
21. The bidder with the lowest evaluated cost, but not necessarily the lowest submitted price, shall be awarded the contract.
22. Successful tenderer/bidder shall provide performance security **@7%**of the total bid value along with **0.30%** stamp duty on the Contract Agreement and/or on value of supply/work order(s) as the case may be.
23. The Client (i.e. Director, JIMS Jacobabad) reserves the right to accept or reject any/all tender(s) at any time without assigning any reason thereof.

(Signature of Contractor with Stamp)

Name: _____

KNOCKDOWN CRITERIA

A. If any certificate, information or less criteria the marks will be count as “Nil”.

SR.	CRITERIA	MAX SCORE	ACHIEVED SCORE	REMARKS
1	Original tender purchase receipt, copy of Earnest money without amount with Technical Bid & Quotation (tender inquiry / proforma) original	5		
2	Company profile including list of personnel completed projects, company address, email, contact numbers etc.)	10		
3.	At least 50 staff are working under company (attach list) with supply orders	10		
4	Bank statement Turnover of last year (10.000 M) showing in Bank Statement should be attached and an undertaking on Letter Head that the firm concerned is financially sound and have sufficient funds to pay three months salary from their source (if undertaking has not been given than offer will be rejected).	15		
	Relevant Work orders where firms is worked/working with Contact and Cell No	10		
5	Client List along with contact address, Ph#/Cell No. Relevant Experience / Previous year performance	10		
6	Valid NTN Certificates	10		
7	Firm must be registered with Sindh Revenue Board (SNTN/SRB certificate attach) and SRB return of last year	10		
	Registration with EOBI / SESSI	10		
	Copy of valid agency License / Authorization Registration Certificate of Government of Sindh/Government of Pakistan.	5		
9	Affidavit/Undertaking regarding that Tenderer has not been black listed by any Government, Semi-Government, &Autonomous Organization.	5		

Note:

- a) Please attach documentary evidence(s) in support of your claims in the Technical Proposal.

- b) Bids securing at least 70% points will only be considered for further process (i.e. Financial Proposal).

(Signature of Contractor with Stamp)

Name: _____

SPECIAL TERMS / CONDITIONS.

1. Contract will be made between Jacobabad Institute of Medical Sciences (JIMS) Administration and the successful bidder for the supply of manpower for Maintenance/Skilled of Hospital work.
2. The Contract shall be valid initially for a period of one year and thereafter it may be extended for a further period up-to every year (maximum two years)
3. The Hospital Administration will pay lump sum remuneration per person. The payment will be made every month up to 5th day on submission of bill by the contractor along with attendance sheets through District Account Office after satisfactory report of Administrative supervisors.
4. In case of technical staff for maintenance, the contractor will provide/responsible for tools, protective clothing & supportive equipments also. In case of any complaint regarding maintenance contractor will be notified and if work is not done or complaint is not settled the same work will be completed through hired labour and cost will be deducted from the bill of the contractor.
5. The contractor should submit pay order of 10% of the total value of the contract whichever is less with Director JIMS or as security deposit which will be refunded after completion of the contract period.
6. The authority (Director JIMS) reserve the rights to increase / decrease or delete the number of personnel / service originally specified in the schedule of requirements without any change in remunerations or other terms and conditions at any time during the contract period.
7. In case of any deviation / dispute with Hospital Administration workers /Contractor, the decision of competent authority (Director JIMS) shall be final and will not be challengeable at any forum.
8. In case of any dispute and till its decision by competent authority contractor will not stop the work. In case of failure the deduction from the remunerations will be made accordingly along with cancellation of contract.
- 10 Contractor will be responsible to provide maintenance staff during VIP visits/Holidays and National/Islamic celebration days.
- 11 Director JIMS reserve the right to accept or reject any person, if found not properly qualified.
- 12 That in case of the persons so deployed by the contractor does not come up to the mark or does not perform his/her duties properly or indulges in any unlawful activities or riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the Director JIMS. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Director JIMS, in case of any of the aforesaid acts on the part of the said person.
- 13 If any Maintenance/Skilled employees are taking leave the contractor is responsible to provide alternate.

JOB SPECIFIC TERMS & CONDITIONS.

1. Contractor will ensure availability of complete record of all personnel Maintenance/Skilled engaged by him.
2. Personnel should be provided with neat and clean uniform
3. The maintenance must possess the relevant qualification, experience and expertise.
4. The contractor will be directly responsible for payment of all dues to their personnel.
5. Personnel will not claim any medical or financial benefit from the Hospital / Government.
6. All Maintenance/Skilled worker should be well behaved and polite. In case of any misconduct with any patient or Hospital Staff contract will be terminated immediately.
7. Contractor will nor employ/engage any person with criminal record or a person removed or dismissed from Government service on criminal charges or any employee of Hospital or other Govt. Departments.
8. Contractor will provide tools & equipments to technical staff for maintenance.
9. Police verification and character certificate of each deployed is a must.
10. Maintenance staff will be deployed by JIMS administration as required, which will be supervised by the contractor/vendor round the clock.
11. Contractor will nor employ/engage any person with criminal record or a person removed or dismissed from Government service on criminal charges or any employee of Hospital or other Govt. Departments.
12. The contractor is responsible if any his employee is on leave or absent, he will provide alternate.

I/We solemnly declare that the information furnished by me/us is correct to the best of my/ our knowledge and if found incorrect our contract will be liable to be terminated.

NATIONAL TAX NO **SIGNATURE OF.....**

GST No..... **CONTRACTOR WITH ADDRESS.....**

C.N.I.C NO..... **FULL NAME &**

CELL NO **LAND LINE NO.....**

CERTIFICATE

I/We M/S. _____ are not suspended, black listed, or defaulter of any Government/ District Government/ Autonomous Institution etc. In case of violation of terms and condition of the tender, other rules/law time being enforced our security/earnest money may be forfeited and any action for suspension/ blacklisting of firm may be taken/ initiated. It would not be challenged. Moreover, we also confirm that prices quoted for Jacobabad Institute of Medical Sciences (JIMS), Jacobabad are not more than the prices quoted in any other Government/Semi-Government/ Autonomous Institution/Market Price in the Province of Sindh. In case of any over pricing we shall be bounded to refund the same to consignee in the best interest of the Government/ Health Department and Public. We also confirm to abide by all the terms and conditions contained in the Tender Form, SPPRA and other rules, regulations and laws being enforced from time to time.

I/We hereby confirm to have read all the terms & conditions as laid down in the enclosed bidding document including special instruction and we further abide by all these instructions/ conditions of this tender. We also hereby categorically confirm that provide the exactly particulars and janitorial personals as laid down in your order in all respect.

NAME OF TENDERER: _____

DESIGNATION OF TENDERER: _____

POSTALADDRESS: _____

TELEPHONENO.(Landline) _____ MOBILE: _____

CNICNO: _____ SALESTAX NO _____

E-MAILADDRESS: _____

SIGN. ANDSTAMPOF BIDDER: _____

BILL OF QUANTITIES (SCHEDULE OF PRICES)

FINANCIAL PROPOSAL
MAINTENANCE/SKILLED STAFF

Financial Proposal

A. Maintenance/Skilled Staff.

* The figure may vary

Sr #	Description	BoQ	Salary per Month	Salary Per Year
1.	Female Ward Servant	8		
2.	Male Ward Servant	20		
3.	Supervisor Ops. Maint	1		
4.	Electrician	4		
5.	Electrician Helper	2		
6.	Solor room Opr./Tech	1		
7.	Solar room Opr Helper	1		
8.	Generator Operator/Tech	2		
9.	Plumber	2		
10.	Plumber Helper	1		
11.	Carpenter	1		
12.	Carpenter Helper	1		
13.	Mason	1		
14.	Mason Helper	2		
15.	Welder	1		
16.	Welder Helper	1		
17.	Painter	1		
18.	AC Technician	1		
19.	Assistant AC Technician	1		
20.	Pump Operator	1		
21.	Tailor	1		
22.	Head Mali/Gardner	1		
23.	Mali/Gardner	06		
24.	Naib Qasid	15		
25.	Porter	10		
26.	Dhobi	5		
27.	Cloth presser	3		
28.	Head Cook	1		
29.	Cook	3		
30.	Roti maker	2		
31.	Cook Helper/Masalchi	1		
32.	Food Service Handler	4		
33.	Dishwasher	2		
34.	Barber	1		
	GRAND TOTAL	108		

**** List of equipments offered**

Total of 1 Month cost in Rs. _____

Total of 12 months cost in Rs. _____

Note:

- (i) Contractor will pay minimum wage to security personnel as per Government Policy, if offer lowest then bid offer will not be considered.
- (ii) The Strength of the said staff can be increased / decreased as per SPP Rules 2010 (Amended 2017).
- (iii) Director JIMS reserves the right to higher full or partial employees.
- (iv) The offer will not be considered without signature & Stamp of the contractor.

Signature & Seal (Bidder): _____

CONTRACT AGREEMENT (agreement will be done on the time of contract of award Director JIMS may change, update or any deletion in conditions

THIS AGREEMENT is made, effective from _____, BETWEEN, M/S _____, a company incorporated and existing under the laws of Pakistan and having its registered office at _____ (Hereinafter called "The Contractor") of ONE PART

AND

M/s Director Jacobabad Institute of Medical Science (JIMS), Circuit House Road Jacobabad, Sindh, Phone No: 0722-650252 and Email: jims.jcd@gmail.com, (Hereinafter called "The Client") of The OTHER PART.

(Hereinafter called "The Premises") Comprising the Maintenance/Skilled Staff of the JIMS. This agreement shall take effect from the date, in Clause (1) above written and shall continue in force until and unless it is determined in accordance with the provisions hereinafter appearing.

WHEREAS the Client is desirous of obtaining Operation and Maintenance services and has solicited and received proposals for such services;

AND WHEREAS the Operation and Maintenance services is in the business of providing professional services and have confirmed to the Client that it is capable and willing to provide such services;

AND WHEREAS the Client has approved and accepted the proposal made by the Operation and Maintenance services Provider and has agreed to award the contract on the following terms and conditions: -

NOR THIS AGREEMENT WITNESSED AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following document shall be deemed to form and be read and construed as part of this Agreement, viz.
 - (a) The Bid Form and the Price Schedule submitted by the Bidder.
 - (b) The Schedule of Requirements.
 - (c) The Technical Specifications.
 - (d) The General Conditions of Contract.
 - (e) The Purchaser's Notification of Award.
1. This agreement will be in force up-to _____ extendable for further each year (up-to 2 years more) with mutual understanding of both parties & may be terminated by either party upon one month Notice in writing.
2. Duties, deployment of Maintenance/Skilled staff and number of staff to be hired as per need and shall be at the discretion of the client.
3. Client shall have the right to terminate this Agreement, due to any unlawful activity, political involvement of any kind, corruption, theft, drug addiction, or asking for "bakhshish" from patients by Maintenance/Skilled staff. Contract will also be liable to be terminated without any prior notice in case of any serious violation to the Client's policy committed by the Operation & Maintenance Service Provider.

4. Contractor is not authorized to terminate/hire any employee without information/approval of the Director JIMS, Jacobabad.
5. Operation and Maintenance Service Provider is responsible for ensuring that all its Maintenance/Skilled staff performing the services under this Agreement are sufficiently trained for the job, have no communicable disease, disability and are healthy.
6. **Operation and Maintenance Service Provider** agrees that it is an independent contractor and accordingly is fully responsible for any accident or injury to its Maintenance/Skilled staff or caused by its Supervisors and agrees that the Client will not be held liable for either of the above.
7. Operation and Maintenance Service Provider guarantees that the following standards/requirements are fully met throughout the contractual period:-
 - a) Maintenance/Skilled staff should not have any criminal record or police case against his name.
 - b) The Maintenance/Skilled staff should have good working knowledge about use & maintenance of Equipments.
 - c) Operation and Maintenance Service Provider must provide EOBI card, Medical Facilities and group insurance to Maintenance/Skilled staff.
 - d) Maintenance/skilled staff should have a basic training by Operation and Maintenance Service Provider.
 - e) It should be made clear to all the Maintenance/skilled staff deployed that all the Client's location is "smoke free area", hence no smoking will be observed by staff on duty.
8. The Agreement may not be amended or modified except in writing and signed by the authorized representatives of both parties i.e. Operation and Maintenance Services Provider and the Client.
9. Both parties have mutually agreed to make payment at the rates for the Services as per strength and location (JIMS) shown below:-
10. The contractor will also be bound to provide the manpower for the Maintenance/Skilled Staff anywhere in the Sindh province in case of any Medical Camp/outreach program
11. The invoice will be raised by 25th of each month by the contractor and payment shall be made by the client by 10th of next month.
12. In case payment by client is delayed by one month or more due to delay in budget allotment formalities or due to any other reason, the contractor shall pay salaries to his workers for those periods with a written intimation to the client along with relevant vouchers. The client shall clear all dues in lump-sum to the contractor as soon as funds are available.
13. The contractor shall at all times to perform obligations efficiently, professionally and according to the verbal/written instructions by Director JIMS or his nominee.
14. The client will have the right to ask the contractor to remove any Maintenance/skilled Staff considered unsuitable or for any other reason. Maintenance/skilled staff so removed shall not be deputed again without consent of the client.
15. The contractor shall be responsible to pay/clear all Government taxes at source. For other taxes the contractor shall submit the copy of paid challan to the Accounts Department JIMS on monthly basis.
16. Contractor will provide tools & equipment to Maintenance/Skilled/Technical staff. All consumables and cleaning material will be provided by the client.
17. Upon termination of agreement, the contractor shall be permitted to remove all gadgets and equipment etc.
18. In the event of any war, declared or undeclared, enemy action, hostilities, Act of God, or any other circumstances (whether or not of a similar nature to the foregoing) which is of a national nature or which fully encompasses the city of Jacobabad, over which The Contractor has no control, which causes the cessation of or substantial interference with the performance of the services by The Contractor to perform the said services shall forthwith be suspended until such circumstances shall have ceased subject to the Contractor forthwith notifying "The Client "to that effect in writing upon such suspension, and "The Client "shall not be liable to make any payment hereof in respect of the period of such suspension and any sum already paid there under in respect of such period shall on the option of "The Client

”be credited to the period following the resumption of the said services or refunded forthwith by the Contractor. The client shall also have the right to terminate this agreement forthwith at any time during the period of such suspension.

19. WORK DESCRIPTION

As the Contractor is meant for Operation and Maintenance Services Provider of the premises, he will ensure employment & availability of staff as under:-

-) 24 hours Operation and Maintenance like Electric system (Solar room, etc.), Plumbing, HVAC, Firefighting, construction (repair & maintenance), and all other trades mentioned in Para No. 8.
-) Operation & Maintenance Staff will ensure that all systems are functioning round the clock.
-) To perform duties in neat and clean Uniform only.
-) Any other task given by JIMS Management will be immediately carried out.
-) Complete record of all personnel must be provided to the HR Department of JIMS.
-) Contractor will prepare document under which periodic maintenance of equipment to be carried out on daily/weekly/fortnightly and monthly basis. Record to this effect be maintained accordingly.
-) Various rehearsals like Fire fighting practices etc. be carried out on regular basis.
-) The maintenance personnel must possess the relevant qualification, experience and expertise.
-) The contractor will be directly responsible for payment of all dues to their personnel in time.
-) Personnel will not claim any medical or financial benefit from the Hospital / Government.
-) All Maintenance/Skilled Staff should be well behaved and polite. In case of any misconduct with any patient or Hospital Staff contract will be terminated immediately.
-) Contractor will not employ/engage any person with criminal record or a person removed or dismissed from Govt. service on criminal charges or any employee of Hospital or other Govt. Departments.
-) Police verification and character certificate of each deployed is a must.
-) Maintenance/Skilled staff will be deployed by JIMS administration as required, which will be supervised by the contractor/vendor round the clock.

In witness whereof the parties of the contract have there under set their hands this day and month to that written above.

1. DIRECTOR
M/S _____
Operation/Maintenance Service Provider
SIGNATURE _____
WITNESS 1 _____
CNIC No. _____

2. DIRECTOR
JACOBABAD INSTITUTE OF MEDICAL
SCIENCES (JIMS), JACOBABAD
SIGNATURE _____
WITNESS 1 _____
CNIC No. _____