



Airport Hotel

Sky rooms (private) limited (A PIACL Subsidiary)

Purchase Department

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Fax: 34578401

E-mail: purchasemgr.sr@piac.aero

Website: www.airporthotel.com.pk

APH-PUR-Garbage Collection-04-2024
Tender Cost Rs. 10,000/-NON-REFUNDABLE

INVITATION TO TENDER AND INSTRUCTIONS TO BIDDERS

M/S _____

**SUBJECT: ANNUAL REQUIREMENT FOR GARBAGE COLLECTION SERVICES FOR
THE YEAR 2024-2025 AT SKYROOMS (PRIVATE) LIMITED, AIRPORT HOTEL
KARACHI.**

Dear Sirs,

We are pleased to invite your sealed tenders for the items listed in Annexure "A". The terms & conditions of the tender/supplies are given below: -

A) SUBMISSION OF TENDER

1. You are required to send your sealed tenders **In Single Stage Two Envelope Basis** addressed to Manager Purchase, Airport Hotel Karachi by **04-03-2024 Monday**. The tenders may be dropped in the tender box marked as "**Tender Box**" placed in the room of Purchase Manager Airport Hotel Building latest by **11:00 am** on **04-03-2024 Monday**. Tenders received after stipulated date & time shall not be considered. The Airport Hotel will not be responsible for postal delays. Tenders will be opened at **11:45 am** the same day in the presence of all bidders.
2. All bidders are required to submit **Pay order of Rs 100,000/- earnest money pay order (refundable) interest free**, addressed to M/S Airport Hotel along with their financial proposal shall be valid for 120 days.

A security bid of 5% of total value is to be submitted by successful bidder on contract awarding. The pay order would be valid from day of awarding till 2 months after expiry of tender contract, a total of 14 months

PREPARATION OF TENDER

The tender will be opened on a “Single Stage Two Sealed Envelopes” basis. All bidders must submit two sealed envelopes “Technical Proposal and Financial Proposal” enclosed within one large envelope addressed to Manager Purchase, Sky rooms Hotel, on or before the specified tender opening date/time.

1. Technical Proposal will be opened on the same date, whereas Financial Proposal will remain sealed till the evaluation of technical documents/ sample is concluded in accordance with the specification/criteria as mentioned in the Tender document by Sky rooms (Private) Limited, Airport Hotel Management. The financial bid opening date would be later communicated to bidders.
2. Financial Proposals of only successful bidders will be opened who have qualified technical/sample evaluation. The unsuccessful bidder's financial would be handed over without opening.
3. Technical proposal will be evaluated by the evaluation committee of SRL/APH. The results of the Evaluation will be communicated to all bidders accordingly.

The financial Proposal has the following compulsory documents.

- a) The Annexure “A” duly filled in, signed and sealed.
- b) Item category that the supplier is unable/not able to supply or does not have the provision to supply for, should be marked as N/A. The remaining table should be filled as per supplier stock capacity.
- c) 5% earnest money.
- d) Undertaking on 100-rupee stamp paper.
- e) Bidder may submit prices as per segregated Annexure.

Technical Proposal having following documents etc.

- Copy of GST & NTN /SRB certificate.
- Company registration certificate copy
- Company profile
- FBR registration certificate copy
- Client list
- No litigation certificates

The outer cover of envelopes should bear the address of the Manager Purchase, Sky rooms (Private) Limited, Airport Hotel, Tender reference number, opening date, and company name with a stamp.

All information about the material proposed to be serviced must be given as required in the schedule to tender.

The tender will not be considered if the complete information required is not given therein.

Particular attention must be paid to service time.

Authorized Signatures of individuals signing the tender and other documents connected with the contract must specify whether signing as:

- a) Sole Proprietor or his attorney.
- b) A registered active partner of the firm or his attorney.
- c) As secretary, Manager, Partner, etc., or their attorney in case of firms registered under the Partnership Act.
- d) The Tenderers must indicate whether it's firm/company/organization etc. is registered with Skyrooms (Private) Limited, Airport Hotel, or not. If registered then specify Skyrooms (Private) Limited, Airport Hotel Registration number.

PRICES

- a) The Prices quoted must be net as per accounting unit as shown in the Schedule to tender inclusive of all taxes. If exclusive should be clearly mentioned.
- b) The Prices mentioned in the tender will be treated as firm till the completion of the Purchase Order / Contract.
- c) The Prices must be stated for each item separately both in words and figures. Additional information, if any must be linked with entries on the Schedule to Tender.
- d) Financial Offers must be valid for 120 days.
- e) **Quotation must be computerized typed on, Airport Hotel prescribed form otherwise Bids will not be entertained.**
- f) Supplier may quote prices as per segregated Annexure and would be evaluated as per the same.

ACCEPTANCE OF TENDER

Sky rooms (Private) Limited, Airport Hotel does not pledge itself to accept the lowest tender and reserves the right to accept or reject any or all tenders/quotations or extend the date of opening with assigned reason.

Yours truly,

For: Sky rooms (Private) Limited

Manager Purchase SRL

Encl:

- 1. Tender Schedule-A
- 2. Terms & Conditions
- 3. Mandatory Requirement
- 4. Undertaking

ANNEXURE “A”
“GARBAGE COLLECTION SERVICES”

S.NO	DESCRIPTION OF ITEMS WITH SPECIFICATION	MONTHLY RATE (without taxes)	ANNUAL VALUE
1	Collection of Garbage From the Garbage Area Outside The Hotel.		

Note: The above quantities are subject to change as per demand. The quantity shown in the column above is approximated and is subject to change depending upon our actual.

NOTE:

- Vehicle Loader and all Expenses are the responsibility of the Vendor/Contractor.
- Copy of Vehicle registration and license to be submitted along with technical document.
- The Vendor will arrange collection of the said refuse through his labor on a daily basis irrespective of weekdays/holidays. Round the clock, especially from Airport Hotel. The Vendor will be required to have the area washed after collection and spread lying on the floor thereafter daily basis.
- Buyer’s staff will be required to report in Uniform with a badge of their company for prompt identification.

WASTE ITEMS TO BE COLLECTED:-

- Throw-away food items, cooked and raw (not useable by Airport Hotel)
- Disposable bags, broken plastic, paper cups, discarded bottles, broken glasses, and empty Ghee Tin 35 Lbs.
- Unserviceable cardboard boxes and unserviceable damaged crates.
- Used Aluminum Casserole and Meal Foils.
- Old Newspapers/ Magazines.
- All disposable items received from the Airport Hotel.
- Bushes cleaning of Airport Hotel.
- Melba Cleaning
- Chipboard / Furniture old & pieces.

SPECIFIC TASKS AND SCOPE OF SERVICE:-

- Garbage collection should be conducted on a daily basis at Airport Hotel Premises.
- The hauling and disposal services shall cover all office waste materials leaves and other miscellaneous wastes deposited in a garbage bin/bag or designated area within the premises.
- Loading of garbage into the garbage vehicle shall be made in the presence of security staff and with the consent/knowledge of authorized Common Services.
- The contractor shall warrant that the schedule of garbage collection shall be followed reliably except when, due to acts of force majeure or events not attributable to the contractor, the same can no longer be done, after due diligence and exhaustion of alternative remedies.
- The contractor shall warrant that the vehicle and other equipment to be used in the hauling and disposal of garbage are sufficient to meet the needs of the said services and all vehicles personnel are confined to garbage collection area.
- The contractor shall agree to provide additional / substitute service calls should there be a breakdown of the garbage vehicles designated to collect Airport Hotel waste material/garbage without additional charge.
- The hauling shall be done as expeditiously as possible and in an orderly manner ensuring no littering in the premises.

OTHER TERMS AND CONDITIONS.

1. The collected APH refuse / throw-away material will be taken in such a way that it could not attract birds and burnt / earth-covered combustible items immediately at least five miles away from either end of the runway of each Airport at the place approved in consultation with civil Aviation Authority.
2. Refuse garbage at each of the above locations would be picked up under the supervision of the Housekeeping Department), Airport Hotel Security staff, and the supervisor in charge of the respective section of duty.
3. APH reserves the full right to remove, cannibalize, or pick up any material erroneously thrown or carry out minute physically checked by unloading Vehicle before removal of the refuse by the contractor.
4. Successful bidders will have to enter into a formal agreement with Airport Hotel on a non-judicial stamp paper.
5. APH reserves the right to accept/reject any or all tender(s) divide business among parties or extend the date of opening with assigned reason.

Note:

- If any stage documents provided by participants were found tempered /bogus. The earnest money deposit will be forfeited.

We/ I hereby confirmed having read and understood the terms and conditions of the tender and we / I expressly confirm and agree that our tender for the supply of the above-mentioned items is in terms of and subject to the terms and conditions of the tenders.

TENDERER'S SIGNATURE _____DESIGNATION _____

ADDRESS_____

Tel No._____ Fax No._____ Email _____

GST No._____ NTN NO._____

SEAL _____

Tender Terms & Conditions

- Annexure "A" is an integral part of the tender and should be duly filled, signed, and stamped by the bidder.
- All bidders are required to quote rates in the prescribed Annexure "A" format.
- All participants are required to quote rates inclusive of all Government taxes and GST, in case where taxes are not quoted, the bidder should mention "rates exclusive of taxes".
- Quoted rates must be firm and fixed in all aspects
- Quotation must be valid for 120 Days from the date of technical proposal opening.
- Quantity may increase or decrease by 10% to 15% is not the upper limit.
- Bid will be awarded on the lowest rate basis.
- Bidder must fulfill documentary requirements as per Airport Hotel procedure.
- Payment will be carried out within 30 days of submission of bills.
- Airport Hotel, security pass for vehicle and employees is the responsibility of the vendor.
- Hotel Management has the right to impose a penalty / fine if goods/services are found not up to the mark or as per the sample submitted.
- If the firm withdraws its offer or backs out from providing items won by the firm until the contract is finalized, the Competent Authority may place such firm under Embargo for a period of six months, which may extend up to one year / forfeit the bid security.
- "Force Majeure" means any event, act / or other circumstances not being an event, act, or circumstances, under the control of the Purchaser or of the Seller. The Seller will notify the Purchaser in writing of any such event within 15 days by Fax/Telex/Telegram of its commencement. The Purchaser has the right to conduct investigations to satisfy itself about the genuineness of the "Force Majeure".
- If the supplier fails to deliver any or all of the goods by date(s) of delivery or perform the related services within the period specified in the contract, the purchaser may take following action:
 1. Cancel the contract
 2. To purchase from elsewhere.

3. The purchaser's decision under this clause shall NOT be subjected to arbitration.
- Hotel management reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award as per rule 33 of PPRA rules 2004 without thereby incurring any liability to the affected Bidder. Moreover, past performance of the firms may also be considered.

NOTE

If any stage documents provided by participants found tempered / bogus Earnest Money deposited will be forfeited.

Manufacturer / Authorized Distributor / Suppliers registered with sales tax authorities is allowed to participate with all related documents at the time of technical opening.

All Bidders Should fulfill every column and attach the relevant documents along with the proposals

The bidder not fulfilling and/all of the above shall be declared non-responsive / disqualified. In addition to this all terms and conditions should be complied with by the Bidder. Participants allow quoting one price one brand only, for all items, also quoting required mode of packing.

TECHNICAL EVALUATION CRITERIA

S.NO	DESCRIPTION	MARKS	Marks Obtained
01	No litigation certificate	10	
02	Blacklisting – to be verified on PPRA website.	10	
	Total Marks	20	

Enlistment and Registration

S.NO	DESCRIPTION	MARKS	MARKS OBTAIN
01	NTN Registration	10	
02	GST Registration	10	
03	Registration with SRB	10	
	Total Marks	30	

Related Work Filed Experience

S.NO	DESCRIPTION	MARKS	MARKS OBTAIN
01	1-5 years	10	
02	5-10 years	20	
	Total Marks	30	

Financial Statement

S.NO	DESCRIPTION	MARKS	MARKS OBTAIN
01	Bank Statement for the last one year Transaction.	20	
	Total Marks	20	

TOTAL MARKS	100	
QUALIFYING MARKS	70	

INTEGRITY PACT / DISCLOSURE CLAUSE (On Letter Head of Firm)

Declaration of Fees, Commissions and Brokerage Etc. Payable by the Suppliers, Vendors, Distributors, Manufacturers, Contractor & Service Providers of Goods, Services & Works

_____ the Seller / Supplier / Contractor hereby declares its intention not to obtain the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative sub-division or agency thereof or any other entity owned or controlled by it (GOP) through any corrupt business practice.

Without limiting the generality of the forgoing the Seller / Supplier / Contractor represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Pakistan, except that which has been expressly declared pursuant hereto.

The Seller / Supplier / Contractor certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The Seller / Supplier / Contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall without prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument, be voidable at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by Government of Pakistan in this regard, the Seller / Supplier / Contractor agrees to indemnify Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Pakistan in any amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Seller / Supplier / Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from Government of Pakistan.

[RUPEE ONE HUNDRED NON-JUDICIAL STAMP PAPER]

[Enclose with technical proposal]

General Manager

Airport Hotel Karachi

V5V3+RJ2, Star Gate Rd, Faisal Cantonment, Karachi, Karachi City,

Subject: UNDERTAKING TO EXECUTE CONTRACT

Dear Sir,

1. We / I, the undersigned bidders do hereby confirm, agree, and undertake to do the following in the eventour / my tender, for_____is approved andaccepted: -
2. That we / I will enter into and execute the formal contract, a copy of which has been supplied to us/me, receipt whereof is hereby acknowledged and which has been studied and understood by me/us without any change, amendment, revision or addition thereto, within a period of seven days when required by APH to do so.
3. That all expenses in connection with the preparation and execution of the contract including stamp duty will be burned by us/me.
4. That we / I shall deposit with APH the amount of Security as specified in the contract which shall continue to be held by APH until three months after the expiry of the contract period.
5. That in event of our / my failure to execute the formal contract within the period of Seven days specified by APH the Earnest Money/Security Deposit held by PIA shall stand forfeited and we / I shall not question the same.

Bidder's Signature	
Name in Full	
Designation	
Cell No:	
Email:	
Address:	
Phone No	
Fax No	
N.I.C. #	
Seal	
Dated	