

**Government of Pakistan**  
**Ministry of Planning, Development and Reform**  
**Pakistan Planning and Management Institute**  
PPMI Complex, Street No.1, H-8/1, Islamabad  
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No. 3(77)PPMI/PD/17-18

Date: 20<sup>th</sup> November, 2017

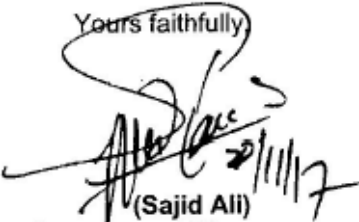
The Deputy Director,  
Public Procurement and Regulatory Authority,  
PPRA Headquarter, Near State Bank of Pakistan,  
Sector G-5/2, Islamabad

Subject: **ADVERTISEMENT FOR JANITORIAL SERVICES ON PPRA WEBSITE**

Dear Sir,

I am directed to enclose a copy of the Tender Documents for advertisement on the Authority's website for purchase of Janitorial Services for Pakistan Planning and Management Institute (PPMI) Institute Building and its Hostel Building.

2- You are therefore, requested to kindly upload requisition of Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Reform, Government of Pakistan, Islamabad advertisement/bid documents on your website for wide circulation please.

Yours faithfully,  
  
(Sajid Ali)  
Programme Officer

Copy to:

JACC for uploading on the Ministry Website

**TENDER DOCUMENT**

**PROCUREMENT OF**

**JANITORIAL SERVICES**

**2017-18**

**Pakistan Planning and Management Institute**

**(Institute +Hostel)**

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## **Pakistan Planning and Management Institute**

### **TENDER DOCUMENT**

1. The Pakistan Planning and Management Institute (PPMI) intend to award / Janitorial Services Contract for its PPMI Office covered area 6,211 Sq. yards and Hostel Building covered area 4,940 Sq. yards, located in Street # 1, Sector H-8/1, Islamabad.
2. PPMI invites sealed Bids from Income tax / GST registered firms / companies, having sufficient experience for provision of Janitorial Services to Government departments / private organizations initially for a period of one year, extendable on satisfactory performance of the Service Provider.
3. Bids on the prescribed application form (Annex- A) duly completed in all respect signed on each page of the Bid Document by the authorized representative of the Bidder, should be reached to the office of undersigned on or before the closing date. The Bids shall be opened on the same day at 11:30 hours in the presence of representative of firms / companies. The company / firm who win the Tender shall deposit a Bank Draft amounting to Rs. 50,000/- in the name of DDO, PPMI as 'Security' which will be refunded within 180 days of the contract period. Detail of Janitorial work is enclosed at Annex-B.
4. The firms are also required to submit following documents with their bids:-
  - a. Bid application form duly completed /signed.
  - b. Proof of registration with at least three Government departments / Private organization for the similar work.
  - c. National Tax and GST Number with copies of certificates.
  - d. Affidavit that the firm has never been blacklisted nor contract terminated in the past for non-fulfillment of contractual obligations by any Government / Semi Government or private organization
  - e. Details of Janitorial Staff/equipment to be deployed for the said service.
5. Incomplete bids received after due date/time shall not be entertained.
6. Any wrong/incorrect information submitted shall make the firm liable for debarring from this as well as future contracts in PPMI even after award of the works.

7. The successful bidder shall sign a contract agreement on judicial stamp paper on the basis of terms and conditions prescribed in the Bid documents and similar clauses as prescribed by PPMI for smooth, fair execution and achievement of the purposes of contract.
8. The contract can be terminated on 30 days advance notice by either side i.e. PPMI as well as Service Provider without assigning any reason(s). However, in case of any serious fault at the part of contractor, the contract can be terminated any time without advance notice as well as security amounting to Rs. 50,000/- be forfeited.
9. Payment of monthly charges shall be made to the contractor within 45 days or whichever is earlier of receipt of invoice, after deductions of all taxes.
10. PPMI reserves the right to reject any or all the bids without assigning any reason(s) thereof.

**Programme Officer, PPMI**

Street # 1, Sector H-8/1 Islamabad

051-9269769

**Pakistan Planning and Management Institute***Date of Issue***BID APPLICATION FOR PROVISION OF JANITORIAL  
SERVICES  
FOR INSTITUTE AND HOSTEL BUILDINGS**

1. Name of Firm / Bidder
2. Name of owner of the firm :
3. Father's Name
4. Address of bidder
5. Telephone No.  
Business  
Mobile
6. CNIC Number
7. GST Registration No.
8. Income Tax No.
9. Janitorial Services : Note. *(Attach list of items with rates including GST)*

11. Earnest Money @ 5% . Rs.  
-

of bid amount

In Words :

12. Bank Draft / Pay Order No :

Date

Amount

13. Last date for submission of bids in the office of DDO, PPMI –Street No. 1, Sector H-8/1, Islamabad

14. Date of opening of Bids : .....2017 at 11:30 am

15. Place of opening of bids : Training Hall No 1, PPMI complex , Street #  
01, Sector H-8/1 ,Islamabad

16. The terms and conditions as prescribed in the bid documents are understand and fully accepted.

Signature of Bidder)

**JANITORIAL/TECHNICAL****SERVICES****SCOPE OF WORKS:**

The works under this contract will be provision of Janitorial Services for PPMI Institute and Hostel Building, comprising of Basement, Ground plus three Floors and comprising of Basement and Ground plus one Floor respectively and its surrounding area within its Boundary Wall, located at PPMI and Hostel Premises , Islamabad. The work shall include cleaning of all floors, roof, basement, lawns, cabins, carpets, toilets, window glasses, light fixtures, logos, boards, name plate , lifts and surrounding area etc through the skilled and experienced staff in order to sure high standards of cleanliness and services.

**MATERIAL CONSUMABLE:**

All consumable materials such as disinfectants, liquid soap, soap bars, Sweep, Bleach, Vim Powder, Air Freshener, Toilet paper, Antiseptic spray, Glint, etc required for cleaning purposes shall be provided / arranged by the firm at their own cost.

**TOOLS / EQUIPMENT:**

The Service Provider shall be responsible for provision of required quantity of cleaning materials including Mops, Mop Buckets, Brooms, Brushes, Wipers, Basket , Window wipers, Dustpans, Cobweb remover, Scraper, Ladders, Gloves, Scrubbing Machines, Wet & Dry Vacuum Cleaners etc, at their own cost.

**DEPLOYMENT OF STAFF:**

Trained workers (Minimum 02 x Supervisor and 10 x Janitors) in proper uniform with lapel cards showing their identity shall be deployed. A list showing names addresses along with the attested copies of CNIC and designation of all employees shall be provided to PPMI office before deployment. Any replacement shall be intimated in advance. The Service Provider shall immediately replace any worker, as and when instructed by PPMI.



**TIMINGS:**

Eight hours daily for Five working days. The staff will start the work one hour before routine office timings or as desired by PPMI office.

**SERVICES TO BE PROVIDED:****a. DAILY SERVICES**

- i. Sweeping, cleaning and moping of floors, rooms, corridors /lobbies carpets, fountain.
- ii. Washing and cleaning of all toilets commodes, urinals and wash basins with standard cleaning material.
- iii. Topping up of liquid soap, Toilet paper, Air Freshener, Phenyl Balls, etc.
- iii. General cleaning of Driveway and surrounding area.

**b. WEEKLY SERVICES**

- i. Cleaning and dusting of all glass partition walls including Glass Windows with 'Glint' or any other approved quality glass cleaning detergent to keep them neat and shiny.

**c. FORTNIGHTLY SERVICES**

- i. Bathroom washing including their walls and Spraying disinfect in the toilets urinals in order to kill all bad odorous.

**d. MONTHLY SERVICES**

- i. Cleaning doors, windows and A/C Diffusers.

- ii. Cleaning / Sweeping of roof top.
- e. HALF YEARLY SERVICES
- i. Buffing of all floors (once at starting contract & subsequently 6 months after mobilization).
  - ii. Fumigation of the building.
  - iii. Water tanks cleaning.
  - iv. Dome/skylight cleaning

STORE CUM OFFICE

Space for Store cum office for the Service Provider shall be provided by PPMI.