

TENDER DOCUMENT

PROCUREMENT OF JANITORIAL SERVICES 2022-23

CAPACITY BUILDING & INSTITUTIONAL STRENGTHENING PROJECT

CONTENTS

<u>S/No.</u>	<u>Description</u>	<u>Page No.</u>
1.	Tender Document	1
2.	Tender Application Form	2
3.	Scope of Janitorial / Technical	3-4

TENDER DOCUMENT

1. Ministry of Planning, Development and Special Initiatives, P- Block Pak-Secretariat intend to award / Janitorial Services Contract for its M/o PD&SI Office.
2. M/o PD&SI invite sealed Bids from Income Tax / GST registered firms / companies, having sufficient experience for provision of Janitorial Services to Government departments / private organizations. The agreement for the provision of services to the M/o PD&SI will initially be for one year, can be extendable under closed framework agreement of PPRA rule 16 A sub clause 1 & 4 of PPRA Rules. 2004 on mutual consent of the Ministry of Planning, Development and Special Initiatives, P- Block Pak- Secretariat and the supplier.
3. 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 black listed 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
4. Incomplete bids received after due date/time shall not be entertained
5. Any wrong/incorrect information submitted shall make the firm liable for debarring horn this as well as future contracts in M/o PD&SI even after award of the works
6. 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 M/o PD&SI for smooth fair execution and achievement of the purposes of contract.
7. The contract can be terminated on 30 days advance notice by either side i.e. M/o PD&SI 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 be forfeited
8. 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.
9. M/o PD&SI may reject any or all bids or proposals in accordance with PPRA Rules.
10. The bidders are to provide certificate/affidavit that all laws of Government of Pakistan have to be followed including labor laws and minimum wages

(Syed Mehboob Hussain)
Admn Officer / DDO

CAPACITY BUILDING & INSTITUTIONAL STRENGTHENING PROJECT

**BID APPLICATION FOR PROVISION OF JANITORIAL SERVICES
FOR 'P' BLOCK, PAK SECRETARIAT, ISLAMABAD**

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 No _____
6. CNIC Number: _____
7. GST Registration No. _____
8. Income Tax No. _____
9. Janitorial Services Note. (*Attach list of items*)
10. Earnest Money @ 5% Rs _____ of the total bid amount for the complete 12 months
11. Bank Draft / Pay Order No. -----
Date _____ Amount Rs _____
2. The terms and conditions as prescribed in the bid documents are understood and fully accepted.

(Signature of Bidder)

JANITORIAL/TECHNICAL SERVICES

SCOPE OF WORKS:

The works under this contract will be provision of Janitorial Services for Ministry of Planning, Development and Special Initiatives, P- Block Pak- Secretariat. The work shall include cleaning of all floors, roof, basement, lawns, cabins, carsets, 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. The firms shall supply the itemized list. Penalty shall be charged, if the successful bidder fails to supply any item(s).

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 M/o PD&SI office before deployment. Any replacement shall be intimated in advance. The Service Provider shall immediately replace any worker, as and when instructed by Ministry of Planning, Development and Special Initiatives, P- Block Pak- Secretariat.

TIMINGS:

Eight hours daily for Five working days. The staff will start the work one hour before routine office timings or as desired by Ministry of Planning, Development and Special Initiatives, P- Block Pak- Secretariat.

SERVICES TO BE PROVIDED:

a. DAILY SERVICES

Sweeping. cleaning and moping of floors. rooms. corridors /lobbies carpets. and fountain.

Washing and cleaning of all toilets commodes, urinals and wash basins with standard cleaning material

- i) Topping up of liquid soap Toilet paper Air Freshener. Phenyl Balls. etc
- ii) 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

Cleaning doors, windows and A/C Diffusers

Opening/Cleaning of sewerage lines/pipes of both buildings

Cleaning / Sweeping of roof top

- iv. Cleaning/Clearing of plants weeds along boundary walls

e. HALL YEARLY SERVICES

Buffing of all floors (once at starting contract & subsequently 6 months after mobilization).

- i. Fumigation of the building
- ii. Water tanks cleaning.
- iii, Dome/skylight cleaning

STORE CUM OFFICE

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