

TENDER FOR JANITORIAL/GARDENING SERVICES IN PAKISTAN INSTITUTE OF TRADE & DEVELOPMENT, MINISTRY OF COMMERCE, GOVERNMENT OF PAKISTAN

Organization Name	Pakistan Institute of Trade & Development, Ministry of Commerce, Government of Pakistan
Address	Plot No.82, Pitras Bukhari Road, H-8/4, Islamabad
City	Islamabad
Tel No.	051-9269823
Fax No.	051-9269828
Tender No	PITAD-Acct-11(1)/2020
Description	Pakistan Institute of Trade & Development, invites sealed quotations/Bids from well reputed cleaning companies GST/NTN registered for provision of the Janitorial services in its building at Plot No.82, Pitras Bukhari Road, H-8/4, Islamabad, for 1 year which can be extended on their satisfactory performance, but that can be terminated by PITAD at any time given prior one month notice .
Remarks	Tender notice for provision of gardening and janitorial services
Advertisement Date	14-02-2024
Closing Date	04-03-2024
Closing Time	11.00 am
Opening Time	11:30 am
Tender Nature	National
Earnest Money	An amount of Rs.60,000/- in shape of Demand Draft/pay order (sealed envelope)
Bidding information /Tender Document Cost	<ul style="list-style-type: none"> i. Copy of GST/NTN Registration under single stage 2 envelope bidding procedure. ii. Earnest money / security deposit an amount of Rs.60,000/- in the shape of Demand Draft/pay order in sealed envelope. iii. list of previous clients. iv. Registration/NOC issued by concerned Govt Agency. v. Financial Bid for Janitorial service lump sum charged with breakup.
Remarks	<ul style="list-style-type: none"> i. Terms and conditions contract would be signed by the successful Bidder. ii. Bidder are required to participate only through EPADS. iii. PITAD may reject all Bids or proposal at any time prior to the acceptance of a Bid or proposal without assigning of any reason. iv. Tender documents may be obtained free of cost from the office at the above mentioned address during office hours i.e 9:00 a.m to 4:00 p.m.

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Tender No.PITAD-Acctt-11(1)/2020

TENDER DOCUMENTS
FOR JANITORIAL SERVICES FOR PITAD OFFICE PREMISES

Pakistan Institute of Trade and Development
Ministry of Commerce
Government of Pakistan

Dost Muhammad
Deputy Director
Pakistan Institute of Trade and Development
Ministry of Commerce, Government of Pakistan
Plot No.82, Pitras Bukhari Road, H-8/4 Islamabad
Ph: 051-9269823
Fax: 051-9269828

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
Pakistan Institute of Trade and Development

SPECIAL STIPULATIONS

Provision of Janitorial Services

The stipulations outlined hereunder summarize certain terms & conditions and these stipulations will be an integral part of the contract:

1.	7	No claim in Increase/Escalation in wages/rates during the contract will be entertained.
2.	Arbitration	In case of any dispute or conflict between Contractor and Pakistan Institute of Trade and Development (PITAD), the case will be referred to DG PITAD
3.	Bid Security	An amount of Rs.60,000/-
4.	Form of Earnest Money	Pay Order/Bank Draft in favour of PITAD Islamabad.
5.	Earnest Money	Earnest Money of successful bidder will be retained as part of retention money. Earnest money of un-successful bidder will be returned on Employer issuance of Work order but not later than 30 days from the date of opening tenders.
6.	Release of Earnest Money	After one month of expiration of Contract.
7.	Contract period & Renewal	This Contract will be valid for 1 year extendable on the basis of satisfactory performance.
8.	Insurance against injury to Workman	Safety of its employees from injury will be responsibility of the contractor. It is recommended that contractor should comply with GoP guidelines regarding subject issue.
9.	Wages for Contractor's Janitors/ Employees	Provisioning of wages to Janitors/Employees is sole responsibility of Contractor. Furthermore, contractor must adopt fair wages rule as declared by Government of Pakistan.
10.	Incomplete tender/bid will be rejected forthwith.	
11.	Work/services will be carried out under the supervision of Deputy Director Administration and by sweeper of PITAD	
12.	Bid money/value in financial bid should be inclusive of all applicable taxes.	
13.	Tax will be deducted as per Government of Pakistan rules.	
14.	Bids should be valid for 90 days from last date of submission of bids.	
15.	Provision of NTN along with copy.	
16.	Bill should clearly indicate the NTN and GST.	
17.	Provision of Letter of Appreciation/Work Experience certificate from at least five current clients (particularly Federal Ministries/Divisions/Departments/Organizations)	

A. SCOPE OF WORK

The work under this contract includes gardening, cleaning and janitorial services of the office premises of the PITAD i.e. Plot No.82, Pitras Bukhari Road, H-8/4, Islamabad, spotless cleaning of all rooms of all officers and stores, halls, conference rooms, staff rooms, kitchen, Reception Area of office building, Corridors, carpets, toilets, window glass panels, lighting fixtures, fans boards, logos, etc, sweeping of complete building external passages once in a day. Cleaning of stair cases of the Building and maintaining and cleaning of the garden as per instruction.

- i) The janitorial services include furnishing of all skilled/Labour, supervision and management.
- ii) Cleaning of water tank includes Labour / provision of chemicals, disinfectants where required.

B. AREA/BUILDING:

S.No.	Building No	Area	Covered Area
i)	Plot No.82, Pitras Bukari Road, H-8/4 Islamabad	03 Blocks including toilets, surrounding areas, class four rooms, wet kitchen and all garden lawns.	69,694 Sq. Ft. 85,600 Sq Ft. total plot area

C. CLEANING / JANITORIAL STAFF.

The contractor shall provide 3 (three) skillful janitorial staff (with all required cleaning material) and 1 (one) Gardner (including required tools) having experienced, skilled & sound physic persons who are adult (18-45 years of age) fit for the job.

The contractor shall provide staff for execution of all agreed services under the contract and will maintain a work force of most efficient and honest persons. The staff so engaged by the contractor shall not be treated in any manner whatsoever as employees of the PITAD. They will be the sole responsibility of the contractor and will continue to remain his employees. Security clearance of the staff posted shall be provided within one month of the acceptance of tender.

D. WORKING DAYS /WORKING HOURS/HOLIDAYS

The cleaning & janitorial services shall be carried out on the basis of 5 or 6 days a week (as the case may be). The deputed staff shall work on working days only. Sunday and gazetted holydays will be off days. However time schedule will be shown to the employer after mutual discussions and the same will be adjusted according to the employer's official timing.

E. SUPPLY OF ELECTRICITY /WATER.

The cost of electricity /water used for rendering services shall be borne by the employer.

F. STORE –CUM-COMPLAINT OFFICE

A reasonable space will be provided within the building premises to the contractor for storage of reburied cleaning material, equipment etc.

G. SCHEDULE OF SERVICE.

i) DAILY SERVICES.

1. Cleaning of external passages of PITAD offices.
2. Cleaning of carpet area.
3. Wet/dry mopping of rooms lobbies toilets.
4. Hygienic cleaning of common toilets, check and repeat cleaning thereafter every two hours.
5. Cleaning floor, window panels, fans tube light fixtures etc and washrooms once a day.
6. Cleaning of staircases leading to main entrance of the 03 Blocks of PITAD office.
7. Cleaning and maintaining of garden in the office premises.

8. Cleaning of class-IV rooms and wet kitchen.

ii) **WEEKLY SERVICES.**

Washing of corridors of the offices.

iii) **FORTNIGHTLY SERVICE**

Complete washing of bathrooms, bathroom walls and other related utensils.
Complete cleaning of glass window panels.

iv) **MONTHLY SERVICES**

Cleaning of light fixtures, ceiling fans, logos, boards. Anti insects spray in bathrooms and other PITAD premises where required. Complete washing/cleaning of 03 Blocks

H. TERMS AND CONDITIONS

i. The agreement shall take effect from the date of signing agreement. The contract may be extended for a further period of 1 year. However, the Employer and the Contractor have the right to revoke this contract by giving 30 days' notice in writing to the other party.

ii) The employer shall pay to the contractor a consolidated sum as mutually agreed (including taxes) per month on provision of satisfactory performance of the services on the basis of attendance of employees mentioned at Para –B, after deduction of taxes at source. Proportionate deduction shall also be made for absence of any worker.

iii) The contractor agrees that services shall be inspected by the employer's representative from time to time. In the case of any complaint the contractor shall be bound to satisfy the employer's representative by compliance of instructions of the employer. In the case of delayed provisions or non provision of service, any cost arising out of damage caused due to negligence of workers of the company will be borne by the company and penalty of Rs.10,000/- at one time and Rs.50,000/- in whole period of contract will be imposed on the contractor.

iv) Any dispute arising out of performance under this agreement shall be referred to the Director General PITAD, whose decision shall be final and binding on both the parties.

iv) This agreement has been made for a period of 1 year from the date of signing the agreement. However, the employer and the contractor have right to revoke this contract on giving one month's notice in writing to the other party.

v) The contractor shall deposit Rs.60,000/- of total amount with the employer as security deposit/ earnest money.

Technical Bid Evaluation Criteria:

1. Profile of the company = 20%
2. Experience of the Firm = 20%
3. Personnel Experience = 20%
4. Financial Position = 30%

5. Litigation History= 10%

Schedule For Receipt And Opening Of Bids

Last date for receipt of Tender	04.03.2024 till 11:00 am
Time & date of opening of Tender	04.03.2024 till 11:30 noon
Delivery / Execution Period	Next day of the signing of Agreement

TENDER FORM

**TENDER FOR HIRING OF JANITORIAL SERVICES FOR
PITAD OFFICE PREMISES**

Company's name: _____

Company's address: _____

Income Tax registration # _____

Sales Tax registration # _____

Person to be contacted with contact # _____

Amount of earnest money _____

Form fee Rs.500/-

OVERALL COMPLIANCE UNDERTAKING

(To be printed on stamp paper of Rs 50.00)

I, (Name) _____, (CNIC#) _____,
(Designation) _____, (Company Name) _____ have gone through all
terms & conditions of these tender documents and hereby undertake that me and my company are
firmly bound to abide by / comply all sections of these tender documents except for those items
listed below.

Name: _____

Title: _____

Company: _____

Signature: _____

Date: _____