

TENDER NOTICE FOR PROVISION OF JANITORIAL SERVICES

1. Central Directorate of National Savings (CDNS), Islamabad invites electronic bids on PPRA e-Pak Acquisition & Disposal System (EPADS) from well-reputed firms, registered with Tax Department for Provision of Janitorial Services to Central Directorate of National Savings, Islamabad.
2. The Procurement method as per Public Procurement Rule 36(a) will be observed for this tender. Detailed list of items along with Terms of References (ToRs) for participation in the tender can be obtained from the undersigned on any working day. Terms of References (ToRs) & List of Items can also be downloaded from PPRA website "www.ppra.org.pk" and CDNS website "www.savings.gov.pk".
3. Bidders are required to submit their bids through PPRA EPAD System (www.eprocure.gov.pk), however the bidders are required to submit the bid security in original @ 2% of the total quoted price in the shape of a Bank Draft/Pay Order/Demand Draft /CDR/Bankers Cheque/Cashier Cheque only in favor of Director General, National Savings before bid submission/ closing date & time without which the proposal shall not be entertained/ accepted and be rejected straight away. Bids must be submitted online through EPADS as per schedule i.e. on **19th February, 2024** up to **11:00 a.m.** and the same will be opened on the same day at **11:30 a.m** at Conference Room of Central Directorate of National Savings, 23-N, Civic Centre, G-6 Markaz, Islamabad in the presence of the bidders or their representatives who wish to attend the proceedings.
4. The procuring agency reserves the right to accept or reject any or all or a part of tender for which reason may be conveyed if desired in writing as per PPRA Rule-33.
5. Please feel free to contact the undersigned for any query related to this tender.

Central Directorate of National Savings,
23-N Savings House, G-6 Markaz, Islamabad
051-9215744

GOVERNMENT OF PAKISTAN
CENTRAL DIRECTORATE OF NATIONAL SAVINGS
ISLAMABAD

TENDER NOTICE FOR JANITORIAL SERVICES

Central Directorate of National Savings, Islamabad invites electronic bids on PPRA e-Pak Acquisition & Disposal System (EPADS) from well-reputed firms, registered with Tax Department for following Janitorial Services:-

**DETAILS OF JANITORIAL SERVICES TO BE PROVIDED AT THE CENTRAL DIRECTORATE OF
NATIONAL SAVINGS BUILDING, ISLAMABAD.**

Daily Tasks:

- Cleaning, sweeping and mopping all areas of the premises of CDNS.
- Cleaning and disinfecting all toilets, wash basins, taps, glass mirrors, walls, floors and sinks to make the toilets look clean and dry all time.
- Cleaning and dusting of all furniture, fixture, chairs, sofas, tables, computers, computer desks, telephone, partitions, doors, pedestal fans, fire extinguishers, electric switches / sockets / fixtures, blinds, plants/ planters, racks, cabinets (steel / wooden), railing or any other installed and removable fixture.
- Cleaning of all partitions from both sides.
- Cleaning of waste paper baskets under all desks.
- Collections, removal and disposal of waste and garbage
- Change of towels and toilet soap in wash rooms.
- Change of tissues paper/toilet paper in the toilets.
- Refilling of soap dispensers.

Weekly Tasks

- Glass Fixture Cleaning.
- Detailed Bathrooms cleaning, wall tiles, doors, and floor washing with suitable chemicals.
- Light fixtures cleaning.
- Cob web removals.
- Blinds dusting.
- Cleaning of false ceiling.

Monthly Tasks

- Furniture upholstery and cleaning of vertical blinds.
- Chairs and tables all type (washing and cleaning).
- Any job not covered in weekly program.

Quarterly Tasks

- Fumigation (whenever required).
- Lobby/ Floor buffing and polish with machine (whenever required).
- Window Glass cleaning from outside (whenever required).

Note:

- i. *The arrangement of equipment i.e. Buffing Machine with Shampoo, kit for upholstery cleaning/ vacuuming and other required equipment/ material for cleaning tasks shall be the responsibility of the contractor.*
- ii. *Bid price should be submitted in compliance with minimum wages announced by the Government. In case of bid lower than minimum wage, bid would be liable to be cancelled. Any change increase/ decrease in the minimum wages by the Government would be incorporated/ materialized by the procuring agency subject to the approval of the Competent Authority.*

ADDRESS AND DESCRIPTION OF PREMISES

Address	23-N, Civic CentreG-6 Markaz, Islamabad.
Approximate Area	22,700/- sq ft
Floors	03
Bathrooms	14
Janitorial Staff Requirements	Supervisor: 01 Janitors: 06

TERMS OF REFERENCES (TORS)

1. The procurement method as per Public Procurement Rule 36(a) will be observed for processing this tender and the firm complying the requirements of CDNS, Tender Notice and Terms of References having the Most Advantageous Bid shall be considered for award of contract.
2. Bidders are required to submit their bids through PPRA EPAD System (www.eprocure.gov.pk), however the bidders are required to submit the bid security in original @ 2% of the total quoted price in the shape of a Bank Draft/Pay Order/Demand Draft /CDR/Bankers Cheque/Cashier Cheque only in favor of Director General, National Savings before bid submission/ closing date & time without which the proposal shall not be entertained/ accepted and be rejected straight away.
3. Any Bid not accompanied by the bid security shall be rejected as non-responsive. The bid security shall be refundable not later than 14 days from the date of signing of contract agreement by the successful bidder.
4. The bid security of unsuccessful bidder will be returned without any interest, as promptly as possible; however the bid security of the 2nd lowest bidder will be returned on submission of performance security by the successful bidder(s) or when the bidding process is cancelled by the authority.
5. The bid security of the successful bidder will be returned, without any interest, upon the bidder signing of the contract agreement and furnishing the Performance Guarantee in accordance with the provision thereof.
6. The firm should be registered with the Tax authorities and must be on the Active Tax Payers List of FBR. NTN/STRN should be mentioned in the bid.
7. The price including per month cleaning material charges inclusive of all taxes where applicable should be quoted in Pak Rupees for the whole job on monthly basis.

8. The bidder should have at least 05 (five) years of experience for providing similar services to government, semi-government or autonomous organizations. Interested bidder must submit its profile and list of existing clientele. Satisfactory Performance Certificate from the concerned organizations (at-least 05 Certificates during the period July, 2018 to June, 2023) must be attached.
9. Six (06) cleaning workers and one supervisor shall be required on daily basis.
10. The provision of cleaning material shall be sole responsibility of the Contractor. However, the quality/ quoted brands of the cleaning material will be checked by the representatives of the Procurement & Logistics Wing of this Directorate.
11. The successful bidder shall be responsible to carry out janitorial services of the building from 8:00 A.M. to 4:30 P.M daily or as per office timings issued by the Federal Government. The Attendance Register of Janitorial Staff will be maintained in Procurement & Logistics Wing. Further, the daily/ weekly cleaning schedule would be prepared in consultation with CDNS in order to utilize the janitorial staff more effectively and efficiently.
12. The Procuring Agency reserves the right to cancel the order/ agreement, forfeit the Performance Guarantee, impose a penalty upto 50% of monthly bill, or blacklist the firm if the terms of services contract are not met in toto.
13. The procuring agency reserves the right to accept or reject any or all bids for which the reason may be communicated, if desired.
14. Quoted Bid rates shall be valid for the contract period.
15. Affidavit on Rs.100/- stamp paper (attested by Notary Public) to the effect that the firm is not black listed and has no dispute with any Government department should be submit through EPADS.
16. The successful bidders will execute an agreement on prescribed form on Rs.500/- stamp paper for award of contract initially for a period of one year, which shall be further extendable for another year or two subject to satisfactory performance.
17. The Successful Bidders shall be responsible for the timely payment and rights and liabilities of the janitorial staff in accordance with the applicable labour laws and other relevant laws for the time being in force in Pakistan. Further, the management of the janitorial staff will be the responsibility of the contractor.
18. The Contractor shall ensure that proper dress code with name tag of janitorial staff.
19. The arrangement of inventory of equipment; buffing machine with shampoo, kit for upholstery cleaning/ vacuuming and other required equipment for cleaning tasks shall be the responsibility of the contractor.
20. The Contractor will be fully responsible in case of theft, or damage caused by the janitorial staff.
21. Payment of wages/ services costs shall be made on monthly basis subject to submission of invoices alongwith evidences of the Minimum Wage compliance as set out by the Federal/ Provincial Government from time to time and Compliance with any other rule/law as required by any Government authority or organization. Further, the bidder is bound to pay/ disburse the monthly salaries of the Janitorial Staff through their Cheque/ Bank/ Easy Paisa/ Jazz Cash Accounts etc. and evidences/ payment receipts

shall be submitted to this Directorate alongwith the monthly invoices, without which the monthly invoice shall not be passed/ cleared.

22. The successful bidder shall have to submit an un-conditional and irrevocable Performance Bank Guarantee ("PBG") in shape of CDR, PO, DD, equal to 05% (Five percent) of total contract price (two years), valid for total contract period from the date of deployment of janitorial staff and subsequent resubmission/ renewal for each extended year as the case may be. The PBG shall be submitted on or before raising first invoice for payment.
23. Janitorial services are provided on official working days and in case of absence of janitor, bidder would be bound to provide the replacement otherwise appropriate deduction will be made from his monthly bill.
24. The Focal Person of the contractor shall visit the CDNS once a week to obtain feedback, however in case of emergency the visit can be obtained upon call/request. Furthermore, the performance level of bidder will be monitored regularly and shall be evaluated day by day and bidder is bound to submit the Performance Report on weekly basis to the Procuring Agency.
25. Janitorial staff shall be deputed in consultation with CDNS. Janitorial staff deputed once, shall not be changed without consent of the CDNS. However, in case of any complaint of the staff, the contractor will provide replacement within 24 hours.
26. The rules applicable for the entry/ exit at National Savings with respect to security/ identification will strictly be followed by each and every member of service provider's force.
27. In case of failure in maintaining the desired standard of janitorial services after issuing of warning notices, CDNS reserves the right to terminate the contract/ agreement immediately on expiry of Fifteen (15) days Notice. The Procuring Agency reserves the right to forfeit the Performance Bank Guarantee upon poor performance or non-compliance of the agreement and may terminate the contract. The Performance Bank Guarantee may be released upon successful completion of the contract.
28. No extra payment will be claimed by contractor for any on call/emergency services.
29. The contract initially will be for the period of one (01) year extendable up to maximum of Three (03) years (inclusive of initial contract period) upon satisfactory performance subject to the conditions that if both parties are willing to continue the contract on existing terms and conditions.
30. The procuring agency may proceed with blacklisting of the firm in case of gross violation of the terms and condition as per defined procedure of the Government.
31. The Procuring agency reserves the right to stop the payment of the firm in case of non-provision of information or any other non-compliance.
32. Bids must be submitted online through EPADS as per schedule i.e. on **19th February, 2024 up to 11:00 a.m.** and the same will be opened on the same day at 11:30 a.m at Conference Room of Central Directorate of National Savings (CDNS), 23-N, Civic Centre, G-6 Markaz, Islamabad in the presence of the bidders or their representatives who wish to attend the proceedings.

33. Tender documents can be obtained free of cost from the office of undersigned on any working day during the office hours. The tender documents can also be downloaded from the websites of National Savings www.savings.gov.pk or PPRA website www.ppra.org.pk.

PROFORMA FOR SUBMISSION OF FINANCIAL BID

Services Charges/ Rates must be quoted in following manner:

S#	Service/Items	Strength Required	Per Month Cost inclusive of all taxes
i	Supervisor	01	
ii	Janitors	06	
iii	Per month Cleaning Material Charges		
	Grand Total		

The provision of following cleaning equipment/ material shall be responsibility of the Contractor:

S#	Items	Brand
1	Vim Powder or equivalent	Vim or equivalent
2	Detergent	Excel or equivalent
3	Scourer / Sponge	Top Quality
4	Acid/ Toilet Bowl Cleaner for Washroom	Dettol or equivalent
5	Bath/ Floor Cleaning Liquid	Dettol or equivalent
6	Phenyl	Dettol or equivalent
7	Dusting Clothes	Top Quality
8	Broom	Top Quality
9	Dry Mob	Top Quality
10	Wiper	Top Quality
11	Any Other Equipment/ material required for cleaning as described in scope of work	Top Quality

(Ishtiaq Ahmad)

National Savings Officer (P&L)
Central Directorate of National Savings,
23-N Savings House, G-6 Markaz,
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051-9215744