



SENATE SECRETARIAT

Islamabad, the 1st March, 2023


FINAL EVALUATION REPORT

(As per Rule 35 of PP Rules, 2004)

1. Name of Procuring Agency : Senate Secretariat
2. Method of Procurement : Single Stage Two Envelope
3. Title of Procurement : Supply of Janitorial / Fumigation / Disinfection Services at Block-C building
4. Tender Inquiry No. : No.F.2(33)/2022-23/Admin-II
5. PPRA Ref. No. (TSE) : TS501097E
6. Date & Time of Bid closing : 06-02-2023 at 10:00 a.m.
7. Date & Time of Bid opening : 06-02-2023 at 11:30 a.m.
8. Date & Time of Financial opening : 20-02-2023 at 12:30 p.m.
9. No. of Bids Received : Two (02)
 - i) M/s National Cleaning Services, Islamabad
 - ii) M/s Noha Global Services, Private Limited, Islamabad
10. Criteria for Bid Evaluation : As per criteria prescribed in the Bidding Document
11. Details of Bid(s) Evaluation : Both bidders Classified as Technically Responsive
12. According to "Financial Bid Evaluation Criteria", **M/s National Cleaning Services (NCS), Islamabad** was technically qualified bidder and financially 1st lowest bidder which was declared as successful. The financial bids quoted by the bidders are as follows:-

Name of bidder	Marks		Evaluated cost (Rs.) (rates inclusive all taxes)	Rule/Regulation Basis of Rejection / Acceptance as per Rule of PP Rules, 2004.
	Technical (if applicable)	Financial (if applicable)		
M/s National Cleaning Services (NCS), Islamabad	80 out of 80	--	Rs.15,648,599/-	Rates offered were 1 st lowest. Bid was found responsive under rule 36(b) (v) and considered as most advantageous.
M/s Noha Global Services, Private Limited, Islamabad	80 out of 80	--	Rs.16,497,085/-	Rates offered were 2 nd lowest; therefore, bid was not approved.

GHULAM MUHAMMAD SHAR
Section Officer
Senate Secretariat
Islamabad


(GHULAM MUHAMMAD SHAR)
Section Officer (Admin-II)
Ph: 051-9244595

Official Stamp _____

*Standard Bidding Documents (SBD).

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SENATE SECRETARIAT

Tender Notice

No. 2(33)/2022-23/Admn-II

Sealed bids are invited as per Rule 36(b) of the Public Procurement Rules, 2004 under Single Stage-Two Envelope procedure from reputed and experienced Islamabad / Rawalpindi based firms / companies, having experience for supply of Janitorial and Fumigation / Disinfection services, with proper manpower and equipment as per below details;

S.No.	Description of required services
1.	Supply of Janitorial / House Keeping / Fumigation / Disinfection Services for External Areas, Rooms, toilets, Internal Common Areas, Lobbies and other area in the vicinity of Block-C building, Senate Secretariat, G-5, Islamabad. (3 floors + allied areas).

TERMS AND CONDITIONS

- The tender documents complete in all respects should reach the undersigned by Monday, the 6th February, 2023 up till 10:00 a.m. The tender will be opened on the same day at 11:30 a.m. in the office of Joint Secretary (Admin) Parliament House, Islamabad in the presence of the representatives of the bidders who wish to be present.
- The bidders should have valid NTN and GST number and should be on Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR).
- The interested bidders should provide telephone & mobile number, e-mail address for contact.
- The bidders can visit the above premises during office hours before submitting their bids to fully understand the scope and quantum of work.
- Pay Order/Bank Draft for 5% (refundable) of the total quoted price of the tender, as bid security / Earnest Money in the name of Senate Secretariat, Islamabad, should be enclosed with the tender documents.
- ✓ Firm /Company should have ISO Certification (Quality Control /Facility Management).
- ✓ Firm /Company should have EOBI registration.
 - Firm /Company should have audited accounts of last three years from any registered audit firm.
 - Firm /Company should provide bank certificate of their annual turnover.
 - Firm /Company should provide their last submitted income tax return.
- ✓ Firm /Company who are black listed during last five years are not eligible to apply.
- Tender documents should be duly signed / stamped by an authorized officer of the firm/company.
- No offer will be considered for tender competition if;
 - The tender documents are incomplete and the offer is ambiguous,
 - The tender is submitted with wrong pattern / method of bidding and is not properly covered and sealed,
 - Tender documents contain any unsigned / ambiguous erasing, cutting / overwriting etc.
- The tender documents containing detailed Terms & Conditions with scope of work, may be obtained free of cost from office of the undersigned at Block-C, Senate Secretariat, during office hours.
- This Tender Notice is also available on PPRA's website: www.ppra.org.pk and Senate Secretariat's website www.senate.gov.pk
- Senate Secretariat reserves the right to accept/ reject wholly or partially any proposal or cancel the tender process all together at any time prior to the acceptance of bids as per the Public Procurement Rules, 2004.

(MUHAMMAD AZAM)

Section Officer (Admn-II),

Block -C building, Senate Secretariat, G-5/1, Islamabad.

DL-051-0001611 & DL-051-0044505



House of the Federation

SENATE SECRETARIAT

TENDER DOCUMENTS

**Supply of Janitorial / Housekeeping / Fumigation /
Disinfection Services for External Areas, Rooms, toilets,
Internal Common Areas, Lobbies and other area in the
vicinity of Block-C building of Senate Secretariat G-5,
Islamabad (3 floors + allied areas).**

[Tender Notice. 2(33)/2022-23/Admin-II]

1. INVITATION FOR BIDS

Senate Secretariat (herein referred to as the "Client") invites bids from experienced Islamabad / Rawalpindi based firms / companies with well-equipped set up, proper office and having vast experience for Supply of Janitorial and Fumigation/ Disinfection Services with proper manpower and equipment to be provided at Block – C, Senate Secretariat, G-5, Islamabad for one year as per Rule 36(b) of Public Procurement Rules, 2004 under Single Stage-Two Envelope method according to **Annex-A, B, C & D**.

2. DEFINITIONS

2.1 "Authorized Representative" means any representative appointed, from time to time, by the firm / Company.

2.2 "Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.

2.3 "Bidder" means the interested Firm / Company that may provide or provides the services required under this tender document to any of the public/private sector organization under the contract and have registered with relevant authorities for the relevant business.

2.4 "Commencement Date of the Contract" means the date of signing of the Contract between the Client and the Contractor.

2.5 "Contract" means the agreement entered into between the Client and the Contractor.

2.6 "Contractor" means whose bid has been accepted and awarded Letter of Acceptance for the specific service/ supply followed by the signing of Contract.

2.7 "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

2.8 "Day" means calendar day.

2.9 "Client" means the Senate Secretariat or any other person for the time being or from time to time duly appointed in writing by the Client to act as Client for the purposes of the Contract.

2.10 "Premises" means all the External Areas, Offices, Rooms, Toilets, Internal Common Areas, Lifts, Lobbies, staircase, green area and other areas within the vicinity of Block-C, Senate Secretariat, G-5, Islamabad.

2.11 "Services" means the services provided / required under this document.

2.12 "Worker" means a person appointed by the bidding firm/ company to carry out the required/ provided services who must be literate, physically fit and healthy and within the age bracket of 18 and below 60 years.

3. SCOPE OF SERVICES

The successful Firm/Company shall perform each of the services in accordance with the standards required as mentioned hereunder,

- 3.1. Provide Janitorial/ House Keeping/ Fumigation/ Disinfection Services for External Areas, Rooms, Toilets, Internal Common Areas, Lobbies and other area within the vicinity of Block-C, Senate Secretariat, G-5, Islamabad. (3 floors + allied areas). House Keeping activity/ Janitorial Services includes but not limited to:
- a) Daily continuous cleaning / mopping /sweeping of all floors, walls, handrails, main entrance, staircases, lobbies, walkways, glazed / aluminum panels, Fire Hose Cabinets etc. and other common areas.
 - b) Removal of cobwebs, cleaning of false ceiling and common areas.
 - c) Supply and maintenance of dust bins with garbage bags for all common areas shall be the responsibility of the contractor
 - d) Provision of disinfection/ fumigation services as per client's requirement
- 3.2. Services to be provided are for 05 (five) working days i.e. from Monday to Friday (with lunch break as observed by Senate Secretariat) till office closing hours including Senate /Joint session adjournment) and on special occasions, if required. In case of exigency, if the office is opened on holiday, the firm shall deploy workers without additional claim in terms of remuneration.
- 3.3. The workers will start the work one hour before routine office timings or as desired by the client.

3.4. DAILY BASIS

- i). Toilet washing/ cleaning on service level agreement including washing of sinks, urinals etc., and throwing phenyl balls etc.
- ii). Cleaning, drying of all Washrooms to be ensured especially after Prayer Time
- iii). Garbage removal.
- iv). Removal of garbage from baskets
- v). Dusting of partition and skirting.
- vi). Sweeping and cleaning of office rooms, reception area, passage, main foyer, area, corridors, stairs, lifts, lawns, toilets, walk ways, roofs and green areas.
- vii). Spraying disinfectants in toilets.
- viii). Electronic data of compliance to be sent to the office on daily basis.
- ix). Vacuum and spot cleaning twice a week
- x). Cleaning of drain pipes.
- xi). Sweeping of area in front and behind of Block – C building of Senate Secretariat
- xii). Cleaning of Mirrors, dispensers, faucets, flush tank etc., with non- scratch disinfection cleaners, wipe and dry all sinks.
- xiii). Providing clean Paper Towels every day in toilets.
- xiv). The removal of debris of any construction / renovation activity.
- xv). Using Air fresheners in offices.
- xvi). Contractor to ensure that a worker is present at all times for Washing/Cleaning of Washrooms.
- xvii). Removal and disposal of building garbage through firm owned Garbage Compactor Truck (GCT) on daily basis.
- xviii). Watering of plants.
- xix). Cleaning of Parking Area.

3.5. WEEKLY SERVICES

- i). Cleaning of lights, switchboard and fans etc, records to be maintained.
- ii). Cleaning / dusting of aluminum windows and door glasses, records to be maintained.
- iii). Cleaning of false ceiling, records to be maintained.
- iv). Washing / cleaning of main dustbin dumps, records to be maintained
- v). Polishing of metal items in common area needs to be ensured and checked on weekly basis
- vi). Cleaning of all drain pipes and traps etc.
- vii). Fumigation/ disinfection as per COVID-19 or any concurrent pandemic SOPs.
- viii). Cleaning of lift area.
- ix). Wood polishing of furniture and wooden panels in corridors twice a week.

3.6. MONTHLY SERVICES

- i). Cleaning and washing of external areas.
- ii). Washing/cleaning of external windows, main gate, external grills etc.
- iii). Polishing of marbles tiles/ floors.

3.7. BI-ANNUAL SERVICES

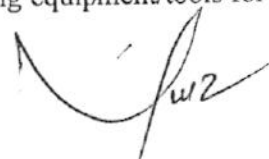
- (i) The cleaning of overhead water tanks.
- (ii) Cleaning of parking sheds and odd areas.
- (iii) Cleaning of underground water tank, sewerage chambers etc.

3.8. OCCASIONALLY / REQUIREMENT BASIS

- (i) Carpet washing (if any)
- (ii) Sofa or Chairs washing.
- (iii) Special house- keeping for visits of delegates or any other occasion intimated at least 6 hours before the occurrence.
- (iv) Any major blockage in the sewerage lines shall be removed on immediate basis

4. GENERAL TERMS AND CONDITIONS

- 4.1. The successful bidder shall be required to enter into a formal Contract Agreement as per **Annexure-E**, to be executed with mutual consent of both the parties.
- 4.2. The contract shall be for one year from the commencement date of the Contract. However, extension in the contract for 01 Year can be made subject to satisfactory performance of the Contractor as well as mutual agreement/ consent of both the parties.
- 4.3. The rates and remunerations as per **Annexure-C** shall be final and there shall be no changes after agreement.
- 4.4. Janitors staff/ Workers shall wear a uniform, with identification card showing name of the person, his company name, serial number with a sign of the manager of the company.
- 4.5. Contractor will employ those persons who are adult having ages above 18 years and below 45 years of age, mentally and physically fit for the job with good moral conduct and shall submit the copy of their CNIC as well as other particulars. Security Clearance of workers from the concerned Government agency shall be the responsibility of Contractor. The firm shall be responsible if any worker /labor involved in unlawful acts including theft etc.
- 4.6. The Contractor shall provide 100% staff attendance on daily basis strictly in accordance with agreement/ Terms and Conditions of tender.
- 4.7. In case of absence of any worker, the Contractor shall be liable to provide the required strength at the premises otherwise the Client reserve the right to impose the penalty as per agreement/ tender document
- 4.8. The workers as well as the Contractor shall adhere to all policies and norms specified by the Client.
- 4.9. Contractor shall provide best quality cleaning materials and cleaning equipment/tools for



the defined scope. Material and equipment used for all the services should be got approved from the Client prior to any activity.

- 4.10. Emulsifiable concentrate (EC) and Suspension concentrate (SC) Concentration formulation based WHO Approved pesticides / disinfectants must be provided and used by Contractor for Disinfection/ fumigation of the Clients premises.
- 4.11. The work done and standard observed/ maintained by the contractor will be regularly checked, inspected and reviewed by the authorized officers of the Client to ensure that the work is being done and standards are observed as per terms of the agreement and agreed specification, who may issue or give such notice, advises or reminders to the contractor as may be necessary for the proper execution of the agreement.
- 4.12. Space for Store to Contractor shall be provided by the client.
- 4.13. The contractor shall be responsible for provision of all safety equipments to its workers as required to be provided under the law and safety regulations peculiar to the requirements and shall ensure that such equipment are properly used.
- 4.14. Fair wages rules applicable by Government of Pakistan shall be ensured and the Contractor shall adhere to all applicable laws including the labor laws and any other relevant law.
- 4.15. ISO Certification (Quality Control /Facility Management)
- 4.16. Contractors' workers must be registered with EOBI and firm shall provide their registration credentials.
- 4.17. The Contractor firm would be responsible to cover all financial rates of workers, including payment of salary and compensation to the workers and all type of taxes and levies and all the expenditure for providing allied services.
- 4.18. The Contractor shall provide the following machinery as per below details;
 - Buff Machine.
 - Scrubber Machine for Floor Polishing.
 - Walk Behind single person operated/Floor Cleaning Machine.
 - Heavy Duty Vacuum Machine as per demand
 - Vacuum cleaner on daily use basis
 - Thermal Fogger Machines for fumigation purposes
 - Scaffolding extension Ladder for cleaning windows glass
 - Garbage Compactor Truck (GCT) on permanent basis.
- 4.19. Any increase or decrease in any levies or rates imposed by the Government, wages and/or salaries fluctuation in market rates of equipment, materials, etc. during the currency of this agreement shall be on the Contractor's account and no claims for such increase shall be entertained by the Client.
- 4.20. The Contractor shall keep the Client free of any liability for the cause of compensation/ legal course if any worker of the firm claims in case of injury or death.
- 4.21. Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Contractor Firm for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Contractor. The Client shall in no way be responsible for any compensation in this connection.
- 4.22. The Contractor shall provide three (03) set of uniforms to each worker.
- 4.23. The Contractor shall be responsible for any damage to the property caused during cleaning and housekeeping activities.
- 4.24. 30 Days prior notice in writing mentioning valid reasons shall be served by either party for termination of this contract. Upon the termination of this agreement, the Contractor shall be permitted to remove all its apparatus and equipment, which may have been placed in the premises.
- 4.25. The Client shall make the payment to the Contractor on monthly basis after submission of bill in detail along with attendance sheet with name of workers and other documents duly verified by the Authorized Officer of the Client.
- 4.26. The Contractor shall possess five years minimum experience for providing Janitorial / Disinfection and fumigation Services to Government Departments / Multinational or listed Companies. Documentary proof (i.e. Copies of contract of work order or contract details of

clients) be attached and should have a well-equipped set up, having proper office at Islamabad/Rawalpindi.

- 4.27. The Bidder shall provide an undertaking on stamp paper of Rs. 100 that his Firm/Company has not been blacklisted by any Government Department / Autonomous Body / Multinational corporation in the last five years

5. PENALTY

- 5.1. In case of non-placement of required number of workers, the Client has right to deduct the amount of actual wage of the absent workers for each absence from the monthly bill of Contractor.
- 5.2. In case of any damage/loss to the Client due to negligence of workers herewith for determination of liability a two member committee nominated by Client will give initial findings to be considered by the management of the Client to take appropriate measures. The decision of the Client in this regard would be binding on the Contractor.
- 5.3. Besides penalty, the Client can take any appropriate action, which may include the Suspension/ Blacklisting of the contractor in accordance with the rules/law on account of loss due to negligence of employee of Contractor or otherwise.
- 5.4. In case of any theft/damage caused by the contractor staff at premises of Client, the Contractor shall be held responsible to pay the entire losses to the Client as determined by the above Committee.
- 5.5. In case of absence of any worker from his place of duty more than three days in a month, the Client reserve the right to deduct the whole or partial salary in respect of such worker in addition to other penalty as deem appropriate.
- 5.6. In case of placement of inefficient workers/ placement of over-aged workers, lethargic workers, workers without proper uniform, the Client reserve the right to deduct the whole or partial salary for such worker in addition to other penalty as deem appropriate.
- 5.7. The succesfull Bidder shall provide services within **07 days from receipt of Work Order**. If services are not provided in due time, a fine of **0.5% of bid value** per day will be charged to the firm. If provision of services is delayed beyond 60 days from receipt of work order, the earnest money will be confiscated and bid of the firm will be cancelled.

6. PAYMENT

- 6.1. 100% payment shall be made after completion of each month.
- 6.2. The Contractor is required to submit the following documents along with bill: -
- Invoice with covering letter, both duly signed and stamped by authorized officer.
 - Daily/Monthly Attendance sheet of the workers duly verified by the authorized Officer of Client.
 - Copy of any/all correspondence made with the Client or any other agency/ person/organization during that month regarding this contract.
 - Any other details/documents, if required by the Client.
 - Evidence / support of all claims in bills.
 - List of deputed workers along with their cell numbers/ CNIC number and present address.
- 6.3. Payment shall be made through A.G.P.R., within 15 days of approval of bill by the Office of AGPR.. Contractor is required to provide all the relevant and complete documents properly for early processing of the bill before 5th of the next month.
- 6.4. Invoice amount will be inclusive of all applicable taxes/ duties and penalties shall be deducted at source from monthly invoice.

7. ARBITRATION

- 7.1. In case of any dispute or difference arising between the parties hereto relating to the interpretation or effect of any clause of this Agreement, the same shall be



referred to Head of Administration, Senate Secretariat or his nominee as Arbitrator and his decision shall be final and binding upon the parties hereto.

8. VALIDITY OF BIDS

8.1. The bids shall remain valid for a period of 90 days w.e.f. the date of opening of bids.

9. CONFIDENTIALITY

9.1. The contractor shall ensure the complete confidentiality of all and any information in respect of this agreement and the services stated herein, including without limitation the communication to and by Client about any of its business information. Contractor shall not disclose any such information to any person.

9.2. Contractor shall keep strictly confidential any and all business and technical information that may be disclosed or confided to it by the Client or which contractor or any of its employees / staff may obtain directly or indirectly during the course of performance of this agreement.

9.3. It shall keep strictly confidential any and all information that may divulge upon it or any of its workers during the course of performance of this agreement. It shall not disclose any such information to any person or allow utilization of the same in any person. Incase of confidential information leaks by the contractor, the client shall reserve the right to initiate inquiry under the Law and Rules.

10. GUIDELINES FOR SUBMISSION OF TENDER DOCUMENTS

10.1. The bidders shall submit a single package containing two separate sealed envelopes. One envelope should contain the "TECHNICAL PROPOSAL" and the other envelope contain the "FINANCIAL PROPOSAL", both indicating the tender for acquiring Janitorial/ Disinfection and Fumigation Services. The envelopes should clearly be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL".

10.2. Each bid shall accompany a Pay Order / Bank Draft for 5% (refundable) of the total quoted price of the tender, as bid security / Earnest Money, in the name of Senate Secretariat, Islamabad

10.3. Bidders must clearly attach the following documents with the bid and non-submission of any document shall result into rejection of bid of the firm:

10.3.1. Company profile with proof of Registration

10.3.2. NTN Certificate Income Tax/ GST Certificate

10.3.3. FBR's Active Tax Payer List (ATL)

10.3.4. Five (05) years minimum experience for providing Janitorial/ Disinfection and fumigation Services to Government Departments/ Multinational or Listed Companies. Documentary proof (i.e. Copies of contract of work order or contract details of clients) must be furnished.

10.3.5. A complete list showing the Number of employees on company letterhead duly signed and stamp.

10.3.6. Affidavit/ Undertaking on Rs.100 stamp paper that the bidder has not been blacklisted by any Government Department/Autonomous Body/Multinational corporation in the last five years

10.4. Bidders are required to submit their bids inclusive of all statutory payments and applicable taxes/duties as per **Annexure- C**.

10.5. Bids shall be evaluated as per evaluation criteria prescribed in the **Annexure-B**.

10.6. Incomplete bids or bids received after scheduled date and time will not be considered and will be rejected.

10.7. Bids are required to be filled in and submitted with care. Bidding Documents must not contain any unsigned/ ambiguous erasing, cutting/ overwriting etc.

10.8. If the bidder achieves 70% points on technical evaluation, the bid will be considered technically responsive. Those bids scoring less than 70% will not be considered for financial bid opening.

- 10.9. Purchase Committee may visit the office of technically responsive Bidders and perform inspection of office and machinery before opening of Financial Bid proposal.
- 10.10. After the evaluation and approval of the technical bid, financial bids and their bid bonds of the technically accepted bids only will be opened at a time, date and venue announced and communicated to the bidders in advance. Financial bids of technically non-responsive bidder will be returned.
- 10.11. The bids should be addressed to Section Officer (Admn-II), Senate Secretariat, Islamabad and must be submitted by **Monday, the 6th February, 2023** up till 10:00 am. The tenders will be opened on the same day at 1130 a.m in the presence of the representatives of the bidders who wish to be present.
- 10.12. The succesfull bidder shall provide services within 07 days from receipt of Work Order. If services are not provided in due time, a fine of 0.5% of bid value per day will be charged to the firm. If provision of services is delayed beyond 60 days from receipt of work order, the earnest money will be confiscated and bid of the firm will be cancelled.
- 10.13. While tendering your bids, the present trend/ inflation in the rate of services and goods in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of services and goods shall be entertained after the bid has been submitted.
- 10.14. Bid security shall be returned to unsuccessful bidders after the award of contract.
- 10.15. Bidders are requested and encouraged to Visit/ inspect the premises before submitting the tender.
- 10.16. Bidders or their representatives may attend the tender opening, intimating the **Superintendent (Admn-II) on Telephone numbers 051-9201611 on Monday, the 6th February, 2023 till 10:00 am** so that necessary entry pass for them could be arranged.



BID PROPOSAL FORM

For Supply of Janitorial and Fumigation/ Disinfection Services for Block – C, Senate Secretariat, G-5, Islamabad for one year.

The bidder shall perform each of the services in accordance with the Scope of Services, Terms and Conditions and other standards required as mentioned in the Tender Document;

Name of Bidder. _____

Mailing Address. _____

Telephone No. _____

Mobile No. _____

C.N.IC No. _____

E-mail Address _____

GST Registration No.: _____

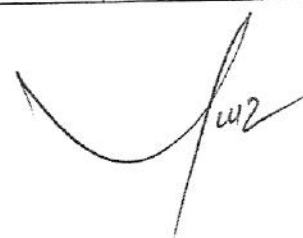
Income Tax No. : _____

EOBI Registration No. : _____

Note: Documentary Requirements as per Annexure-"D" be attached with the form for determining eligibility of the bidders.

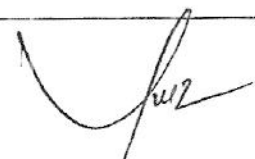
Supply of Janitorial and Fumigation/ Disinfection Services

Sr. No.	Description	Units	Quantity
1.	Supervisor	Per person	01 No.
2.	Handyman	Per Person	02 No.
3.	Sweepers/ Janitors (Male)	Per person	17 No.
4.	Sweepers/ Janitors (Female)	Per person	03 No.
5.	Disinfection/ Fumigation Services	Per service	As per demand



Provision of Store Material and Consumables

Sr. No.	Description	Units	Quantity
1.	Dettol Liquid Hand Soap bottle (100 ml) or equivalent	Each	100
2.	King's Air freshener Tablets or equivalent (12 piece in each packet)	Each	100
3.	Sweep / drain opener (500 ml)	Each	200
4.	Harpic toilet cleaner or equivalent (500 ml)	Each	300
5.	Glint Glass Cleaner or equivalent (500 ml)	Each	200
6.	Surf excel or equivalent (500 grams)	Each	144
7.	Scotch brite Scrubbers or equivalent	Each	150
8.	Vipers (small)	Each	100
9.	Cleaning cloth	Each	500
10.	Dettol Liquid Hand Soap (refill pouch) or equivalent (1000 ml)	Each	500
11.	Liquid Hand Soap dispenser wall mount (steel)	Each	50
12.	Dettol All purpose surface cleaner or equivalent (1000 ml)	Each	300
13.	Rose Petal Hygiene Tissue or equivalent	Each	400
14.	Hygiene Tissue paper dispenser	Each	50
15.	Toilet wash jugs (lota)	Each	100
16.	Glass cleaner / viper	Each	50
17.	Toilet Bowl Cleaner Tablets	Each	1000
18.	Finis Phenyl or equivalent (2.9 Liter)	Each	400
19.	Scraper floor brush large	Each	50
20.	Scraper set	Each	50
21.	Toilet brush	Each	30



22.	Garbage bags (large)	Each	10 Kg
23.	Garbage dustbin (small)	Each	200
24.	Kivi Polish spray (250 ml) or equivalent (Wooden and Leather Furniture)	Each	1300
25.	Watering plants can /pots	Each	07
26.	Wet mop full 450 gram	Each	50
27.	Dry mop full 450 gram	Each	50
28.	Wet mop Refill 450 gram	Each	100
29.	Dry mop Refill 450 gram	Each	200
30.	Garbage Dustbin (large)	Each	12
31.	Mop Bucket with Wringer (20L)	Each	10

- Store Material and Consumables items, shall be verified from the store and shall be for complete one year.

It is certified that;

- The Scope of Work, Terms and Conditions as prescribed in the tender documents are understood and fully accepted.



Signature & Seal of Firm

Date: _____

BID EVALUATION CRITERIA

NCS

The bids will be evaluated as per the following criteria:-

NCS

NoHA

Sr.	Grading	Max Marks
	<i>CDA, Govt. of Punjab Health, LWMC, HEC, Inst. of Spec. Tech.</i>	
1. ✓	Experience related to the similar assignments (03 marks for each assignment - Enclose contract of work / work order)	15
2. ✓	Annual Turnover supported by income tax return / Bank Statement (02 marks for each one million, -Enclose certificates))	10
3. ✓	• ISO Certification (Quality Control /Facility Management) • EOBI Registration Certificate (05 marks each, - Enclose certificates))	10
4. ✓	• Audit account from reputed registered Audit firms from last three years	15
5.	Janitorial Staff: Number of personnel on company roster (A list showing the names, CNIC Nos. of janitorial staff on company letterhead duly signed and stamp by authorities) • Over 500 = 10 ✓ • 100-499 = 07 • 99 or below = 05	10
6.	Type and No. of Machinery/Equipment including; • Floor Buff Machine (02 marks) • Scrubber Machine (02 marks) • Floor Cleaning Machine (02 marks) • Heavy Duty Vacuum Machine (02 marks) • Garbage Compactor Truck (GCT) on permanent basis (05 marks) • Thermal Fogger Machine for fumigation purpose (02 marks) • Scaffolding extension Ladder for cleaning windows glass (05 marks)	20
Total (Maximum)		80

Note:-

- Minimum marks for qualifying for financial bid evaluation will be 70%.
- Only technically qualified firms shall be considered for financial bid opening.



FINANCIAL BID FORM

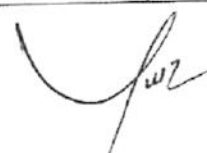
For Supply of Janitorial and Fumigation/ Disinfection Services for Block-C, Senate Secretariat, G-5, Islamabad for one year.

1) Rates must be quoted in following manner:

Sr. No.	Description	Units	Rate Amount in Rs.	Total Number	Rate Amount in Rs.
1.	Supervisor	Per person		01 No.	
2.	Sweepers/ Janitors (Male)	Per person		17 No.	
3.	Sweepers/ Janitors (Female)	Per person		03 No.	
4.	Handyman	Per Person		02 No.	
5.	Disinfection/ Fumigation Services	Per service		As per demand	
Total (A)					_____

2) Rates for store material and consumables must be quoted in following manner:-

Sr. No.	Description	Units	Amount in Rs. (Rate)	Quantity	Amount in Rs.(Rate)
1.	Dettol Liquid Hand Soap bottle (100 ml) or equivalent	Each		100	
2.	King's Air freshener Tablets or equivalent (12 piece in each packet)	Each		100	
3.	Sweep / drain opener (500 ml)	Each		200	
4.	Harpic toilet cleaner or equivalent (500 ml)	Each		300	
5.	Glint Glass Cleaner or equivalent (500 ml)	Each		200	
6.	Surf excel or equivalent (500 grams)	Each		144	
7.	Scotch brite Scrubbers or equivalent	Each		150	
8.	Vipers (small)	Each		100	
9.	Cleaning cloth	Each		500	
10.	Dettol Liquid Hand Soap (refill pouch) or equivalent (1000 ml)	Each		500	
11.	Liquid Hand Soap dispenser wall mount (steel)	Each		50	
12.	Dettol All purpose surface cleaner or equivalent (1000 ml)	Each		300	



13.	Rose Petal Hygiene Tissue or equivalent	Each		400	
14.	Hygiene Tissue paper dispenser	Each		50	
15.	Toilet wash jugs (lota)	Each		100	
16.	Glass cleaner / viper	Each		50	
17.	Toilet Bowl Cleaner Tablets	Each		1000	
18.	Finis Phenyl or equivalent (2.9 Liter)	Each		400	
19.	Scraper floor brush large	Each		50	
20.	Scraper set	Each		50	
21.	Toilet brush	Each		30	
22.	Garbage bags (large)	Each		10 Kg	
23.	Garbage dustbin (small)	Each		200	
24.	Kivi Polish spray (250 ml) or equivalent (Wooden and Leather Furniture)	Each		1300	
25.	Watering plants can /pots	Each		07	
26.	Wet mop full 450 gram	Each		50	
27.	Dry mop full 450 gram	Each		50	
28.	Wet mop Refill 450 gram	Each		100	
29.	Dry mop Refill 450 gram	Each		200	
30.	Garbage Dustbin (large)	Each		12	
31.	Mop Bucket with Wringer (20L)	Each		10	
Total (B)					

- Store Material and Consumables, shall be verified from the store and shall be for complete one year.

Grand Total/ Bid Price (A + B) =Rs. _____ (in figures)

_____ (In words)



It is certified that;

- i) Above rates are inclusive of all statutory payments and applicable taxes.
- ii) The bidder shall be held responsible for any discrepancy in quoting unit price and total amount. In case of any discrepancy in quoting rates (Unit Price, Total Amount), the firm shall not be considered for bid evaluation.
- iii) The Terms And Conditions, Scope of Work as prescribed in the tender documents are understood and fully accepted.

Signature & Seal of Firm

Date: _____

A handwritten signature in black ink, appearing to be 'J. W. 2' or similar, written over a horizontal line.

DOCUMENTARY REQUIREMENT

Senate Secretariat (herein referred to as the "Client" invites bids from experienced Islamabad/Rawalpindi based firms/ companies with well-equipped set up, proper office and having vast experience for Supply of Janitorial and Fumigation/ Disinfection Services, shall to attach all supporting documents as follows with the Bid Submission form;

1. Firm / Company profile with proof of Registration.
2. NTN Certificate
3. Income Tax/ GST Certificate.
4. On FBR's Active Tax Payer List (ATL).
5. 05 years minimum experience for providing Janitorial/ Disinfection and fumigation Services to Government Departments/ Multinational or Listed Companies. Documentary proof (i.e. Copies of contract of work order or contract details of clients) be furnished.
6. Complete list of key management staff with Names, CNICs, designations and contact details on company letter head duly signed and stamp by authorities.
7. Affidavit/ Undertaking on Rs.100 stamp paper that the bidder has not been blacklisted by any Government Department/Autonomous Body/Multinational corporation in the last five years.
8. Bid security / Earnest Money
9. Tender documents duly signed / stamped
10. Firm / Company ISO Certification (Quality Control /Facility Management)
11. Firm / Company EOBI Registration Certificate
12. Firm / Company Audit documents of last three years from reputed registered Audit firm.
13. Firm / Company Bank certificate of their annual turnover.
14. Firm / Company Annual Financial turn over supported by income tax return / Bank Statement.



FORM OF CONTRACT AGREEMENT

THIS AGREEMENT is made on the _____ day of _____ 2022 between
"SENATE SECRETARIAT" (hereinafter referred to as the Client) of one part, and
 "M/S _____"
 having offices at _____
 (hereinafter referred to as the Contractor) of the other part.

WHEREAS the Client is desirous of availing the Supply of Janitorial / Housekeeping / Fumigation / Disinfection Services for External Areas, Rooms, toilets, Internal Common Areas, Lobbies and other area in the vicinity of Block-C building of Senate Secretariat G-5, Islamabad (3 floors + allied areas) from the Contractor as per rates/ terms & conditions contained in the letter of acceptance/ tender documents and the contractor has accepted to provide the said services/ equipment as per Scope of Service, Rates and Terms & Conditions contained in letter of acceptance/tender documents.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a. Contract Agreement
 - b. Letter of Acceptance
 - c. Tender documents
 - d. General Condition
 - e. Scope of Service
 - f. Annexures
 - g. Signed bids
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies shall take precedence in the order set out above.
4. In consideration of the payment to be made by the Client to the Contractor as herein after mentioned, the Contractor hereby covenants with the Client to provide janitorial services/ Disinfection & Fumigation service in conformity in all respects with the provision of the Contract.
5. The Client hereby covenants to pay to the Contractor in consideration of the services the amount due in accordance with the provisions of the contract.
6. In witness whereof, the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

Sign & Seal on behalf of Contractor

Name: _____

Designation: _____

Date: _____

Sign & Seal on behalf of Client

Name: _____

Designation: _____

Date: _____

