

Tender Document
IGNITE/Janitorial/2025-26/0025/Proc
Provision of Janitorial Services

Terms & Conditions:

1. The successful firm will be responsible for the provision of uninterrupted janitorial & work support services for the Company's working days during the period agreed between the parties through a services agreement.
2. **Four (06) janitors** and **Two (04) Office-Support/Tea-Boys** will be required for eight (08) working hours on daily basis starting from 8:00 A.M.
3. The office helper should be well-disciplined, well-mannered, presentable, and familiar with hygiene practices, and be able to serve tea/coffee refreshments & lunch in executive meetings.
4. The service provider will ensure that workers should have a proper seasonal dress code in line with their respective job descriptions. Two pairs of uniforms per season, and Two pairs of shoes annually will be a mandatory requirement
5. The agency will be responsible for providing vacuum cleaners and other necessary items for cleaning.
6. Bidder(s) are required to mention the complete cleaning material with cost as the successful bidder has to provide the required material on monthly basis.
7. National Tax Number/General Sales Tax registration number issued by the respective Departments should be quoted/attached in the bid.
8. Payment would be made on monthly basis upon submission of the invoice.
9. All Government applicable taxes will be deducted from the supplier's payment.
10. The quoted rates will remain **valid for a period of 12 months i.e. till June 30, 2026.**
11. The said services are initially required for ONE year effective from July 01, 2025, however, may be extended for the next year based on the satisfactory performance of the service provider and mutual consent of both parties under PPRA rules.

SUBMISSION OF PROPOSALS: -

Responses to this tender are due by **June 16, 2025**

Late submittals will be rejected. All proposals are to be sealed and addressed to the Manager Procurement

Date and Time of Submission of Tender: June 16, 2025 @ 14:00

Date and Time of Opening of Tender: June 16, 2025 @ 14:30

Information of Area to be covered by Janitorial agency:

The covered area is 18000 sq ft, 3rd Floor (Phase-I & II), TF Complex, 7 Mauve Area, G – 9/4, Islamabad as per detailed below

02 Conference room, 40 Offices, 54 workstations, 02 kitchen, 03 store, 04 emergency stairs, 02 reception area, 04 compounds of washrooms (gents & ladies) two executive washrooms and area adjacent to lifts etc.

Specimen of quotation

Sr. #	Description of Proposed Heads to be Charged	Rate(s) in PKR
1	Salary of Office Support/Tea Boy per head per month including EOBI, Social Security & Accidental Insurance	
2	Salary of Cleaner/Janitor per head per month including EOBI, Social Security & Accidental Insurance	
3	Charges for Cleaning Material /Per Month with the description of the material to be provided <i>(list is attached)</i>	
4	Charges of Company per month	
5	Charges of Uniform & Shoes for Janitors (to be provided to staff in summer & winter during the contract period) one pair of shoes and uniforms per season (winter & summer) (Two Times in One Year)	
6	Charges of Uniform & Shoes for Office Support Boys (to be provided to staff in summer & winter during the contract period) one pair of shoes and uniform per season (winter & summer) (Two Times in One Year)	
7	Other charges (if any)	

Term of References (ToRs): -

1. Monthly salary for Janitorial staff should be in line with existing labour laws & rules of the Govt. of Pakistan for the current financial year (minimum wage as announced by the Federal Govt. of Pakistan).
2. Monthly salary for office support/tea boy should have minimum equivalency to a gross salary of BPS-01 of the Federal Government of Pakistan.
3. The service provider shall pay each employee one month's basic salary as a bonus on annual religious events such as Eid ul-Fitr and Christmas, which will be reimbursable to the contractor.

4. The wage of workers will be governed by labour laws/regulations of the Federal Govt. Consequently, any increase in the annual budget inflation announced by the government will be automatically disbursed in the monthly salaries of these workers.
5. No. of staff under both categories may be added/deleted as and when required.
6. Workforce/Workers, to be provided at Ignite, should have coverage of EOBI, health coverage, and accidental insurance registered with the relevant institution(s).
7. The bidder shall submit its bid with bid security of **Rs:25,000/-** in the shape of a bank draft/pay order with a validity of 90 days.
8. Selection/Evaluation will be made on a ratio of 30:70 against technical evaluation and financial technical, respectively.
9. Bid Security shall be returned/released to the unsuccessful bidder(s) once this process has been completed/finalized. The bid security of the successful bidder shall be returned on the production of a performance bank guarantee.
10. Selected bidders will have to enter into a contract agreement with the procuring agency and shall submit a performance bank guarantee of **Rs:100,000/-** with validity till the period of the contract.

[Signature and date with official Seal]

(To be Filled-in by the Applicant)

1. Name of the Firm/Agency:

2. Proprietor/Partnership:

3. Address for Communication (postal, email, telephone number):

4. Permanent Address:

5. Address of Branch Offices:

6. List of services provided (client list) to national & international organizations/institutions:

7. ***Attach a complete profile of the agency in view of the tender evaluation form**

[Signature and date with official Seal of bidder]

Annexure - I

List of cleaning items to be provided on monthly basis

Sr. #	Description of Items	Quantity	Unit Price	Total Price
1	Hygiene Tissue	200 Packets		
2	Tissue Roll	100 Roll		
3	Hand Wash 200ml (Branded)	60 Bottles		
4	Sweep Liquid 600ml	24 Bottles		
5	Harpic 600ml	12 bottles		
6	Finyle 2.75 Litter	20 Bottles		
7	Phool Jaharo	4 Nos.		
8	Dusting Cloth	12 Nos.		
9	Cotton Towel for Floor Cleaning/whipping	06		
10	Complete Set of Refilling Dry Mop	2 Nos.		
11	Dry Mop	2 Nos.		
12	Surf Powder (Branded)	6 Kg		
13	Wipers	2 Nos.		
14	Bansi Jharo	2 Nos.		
15	Roomi Tikky	1Packet		
16	Brush for Toilet Cleaning	4 Nos. (Quarterly)		
17	Brush for Floor Washing	1 No.		

Mandatory Requirements (Section – A)

Sr. #	Requirements	Yes	No
1	The firm must have a registered office in Karachi or Lahore or Islamabad (Attach relevant documents)		
2	The firm must not be blacklisted by a procuring agency as per PPRA Active Blacklisted firms on its website (Attached affidavit on Rs. 100 legal paper as undertaking)		
3	The firm must be Active Taxpayer for Income Tax and Services Tax (Attach ATL check print of FBR website generated on date of preparation of bid)		
4	Valid Income Tax Registration *Registered for at least last three (03) years		
5	The firm must confirm the acceptance of all requirements of IGNITE (Attached signed and stamped copy of these bidding documents)		

Rating Summary (Section – B)

Sr. #	DESCRIPTION	%	MAX	OBTAINED
1.	Type of Firm <ul style="list-style-type: none"> ➤ Public / Private Limited ➤ Partnership ➤ Proprietorship ➤ None of the above <i>(Please provide certificate of incorporation)</i>	100 80 50 0	5	
2.	Established Offices Registered Offices in (Karachi, Lahore, Islamabad) <input type="checkbox"/> Nil <i>(Please provide full details of all offices located across the country)</i>	100 0	5	
3.	Average Annual Turnover in the last 3 years <ul style="list-style-type: none"> <input type="checkbox"/> More than 10 million <input type="checkbox"/> Between 08 to 09 Million <input type="checkbox"/> Between 06 to 07 Million <input type="checkbox"/> Between 02 to 05 Million <input type="checkbox"/> Less than 02 Million <i>*Please provide three years financial statements/Annual Income Tax Return</i>	100 70 40 30 0	5	
4.	Total work Experience <ul style="list-style-type: none"> <input type="checkbox"/> Above 10 years <input type="checkbox"/> B/w 5-10 years <input type="checkbox"/> B/w 1-4 years <input type="checkbox"/> Less than 1 year <i>(Please provide copies of work orders and other related documents)</i>	100 70 30 0	5	
5.	Clientele (Submit list of projects particularly relevant jobs) <ul style="list-style-type: none"> <input type="checkbox"/> Government Sector <input type="checkbox"/> Private Sector <input type="checkbox"/> Others 	100 90 50	5	
6.	Experience of relevant jobs <ul style="list-style-type: none"> <input type="checkbox"/> More than 5 years <input type="checkbox"/> B/w 2-5 years <input type="checkbox"/> B/w 1-2 years <input type="checkbox"/> Less than 1 year 	100 90 50 0	5	
	Technical	30		
	Financial	70		
	Grand Total	100		