

Government of Pakistan
Ministry of Planning, Development and Reform
Pakistan Planning and Management Institute
PPMI Complex, Street No.1, H-8/1, Islamabad

TENDER NOTICE

Sealed quotations are invited from Income tax / GST registered firms / companies, having sufficient experience for provision of Janitorial Services to Government departments / private organizations initially for a period of one year, extendable on satisfactory performance of the Service.

Terms and Conditions:

1. Tax will be deducted as per rules.
 2. Certificate that firm is not black listed may be attached.
 3. Bank Draft in favor of DDO, Pakistan Planning and Management Institute (PPMI) should be enclose as Security deposit with the tender which will be refundable in case of non-acceptance of tender at the rate of 5% of the total bid amount for the complete 12 months. Tender not supported with the Bank Draft shall not be entertained.
 4. The firm should use their printed letter pad where firm name, address, telephone number etc. must be mentioned.
 5. The tenders complete in all respects should reach by 13-09-2019 till 11:00 am and will be opened at 11:30 am on the same day in presence of the bidders or their representatives.
 6. PPMI may reject any or all bids or proposals in accordance with PPRA Rules.
2. Bid documents are available on the website of PPRA (www.ppra.org.pk). It can also be obtained from the office of the Superintendent, PPMI on any working day during working hours.

(CH.SAJID ALI)
Programme Officer
Tel: 051-9269769

TENDER DOCUMENT

**PROCUREMENT OF
JANITORIAL SERVICES**

2019-20

Pakistan Planning and Management Institute (PPMI)

(Institute +Hostel)

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Pakistan Planning and Management Institute (PPMI)

TENDER DOCUMENT

1. The Pakistan Planning and Management Institute (PPMI) intend to award / Janitorial Services Contract for its PPMI Office covered area 6,211 Sq. yards and Hostel Building covered area 4,940 Sq. yards, located in Street # 1, Sector H-8/1, Islamabad.
2. PPMI invite sealed Bids from Income Tax/GST registered firms / companies, having sufficient experience for provision of Janitorial Services to Government departments / private organizations initially for a period of one year, extendable further for another period(s) on satisfactory performance of the service provider.
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 blacklisted 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 from this as well as future contracts in PPMI 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 PPMI 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. PPMI 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 to Rs. 50,000/- 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. PPMI 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 been/shall be followed including labor laws and minimum wages.

Programme Officer, PPMI
Street # 1, Sector H-8/1 Islamabad
051-9269769

Pakistan Planning and Management Institute
BID APPLICATION FOR PROVISION OF JANITORIAL
SERVICES
FOR INSTITUTE AND HOSTEL BUILDINGS

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

Signature of Bidder)

**JANITORIAL/TECHNICAL
SERVICES**

SCOPE OF WORKS:

The works under this contract will be provision of Janitorial Services for PPMI Institute and Hostel Building, comprising of Basement, Ground plus three Floors and comprising of Basement and Ground plus one Floor respectively and its surrounding area within its Boundary Wall, located at PPMI and Hostel Premises, Islamabad. The work shall include cleaning of all floors, roof, basement, lawns, cabins, carpets, 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 with price of items. 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 PPMI office before deployment. Any replacement shall be intimated in advance. The Service Provider shall immediately replace any worker, as and when instructed by PPMI.

TIMINGS:

Eight hours daily for Five working days. The staff will start the work one hour before routine office timings or as desired by PPMI office.

SERVICES TO BE PROVIDED:

- a. **DAILY SERVICES**
 - i. Sweeping, cleaning and moping of floors, rooms, corridors /lobbies carpets, and fountain.

- ii. Washing and cleaning of all toilets commodes, urinals and wash basins with standard cleaning material.
- iii. Topping up of liquid soap, Toilet paper, Air Freshener, Phenyl Balls, etc.
- iii. General cleaning of Driveway and surrounding area.

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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

- i. Cleaning doors, windows and A/C Diffusers.
- ii. Opening/Cleaning of sewerage lines/pipes of both buildings
- iii. Cleaning / Sweeping of roof top.
- iv. Cleaning/Clearing of plants, weeds along boundary walls.

e. HALF YEARLY SERVICES

- i. Buffing of all floors (once at starting contract & subsequently 6 months after mobilization).
- ii. Fumigation of the building.
- iii. Water tanks cleaning.
- iv. Dome/skylight cleaning

STORE CUM OFFICE

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