

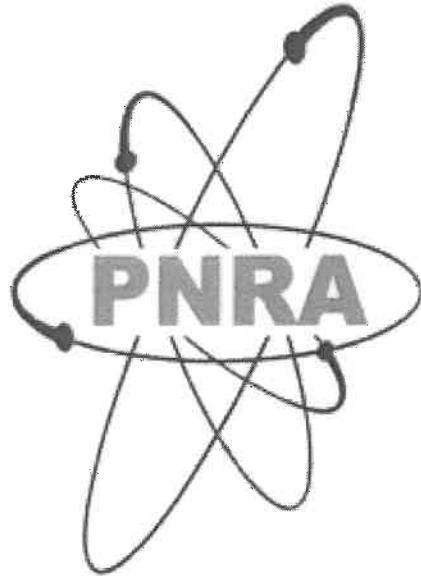
**TENDER DOCUMENT**

**FOR**

**WINDOW GLASS CLEANING CONTRACT ALONG  
WITH EQUIPMENT**

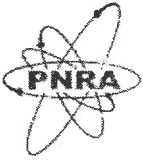
**AT**

**PNRA HQ'S BUILDINGS, ISLAMABAD**



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# PAKISTAN NUCLEAR REGULATORY AUTHORITY

## G-8/1, Mauve Area, Islamabad

### INTRODUCTION:

Sealed quotations in local currency are invited from the reputed firms/companies for window glass cleaning contract of PNRA Main Building, Additional Building, NISAS Building, NRECC Building, Auditorium Building located at G-8/1 Islamabad and H-11 Building located at H-11 Islamabad.

### Scope of work

The scope of the work and other details is as under: -

#### 1. FREQUENCY OF CLEANING

- External and internal cleaning of glass window will be done as per frequency given in below table. Additionally, cleaning staff can be called for cleaning as and when required by the Authority.

Sr#	Building	Frequency / Service in a Year
01	PNRA HQ Main	06
02	Back side of Additional Building adjacent to Main HQ building	04
03	NISAS Building	03
04	NRECC Building	03
05	Auditorium Building	03
06	H-11 Building	03

#### 2. PERIOD OF AGREEMENT

- Period of agreement shall be Three (03) years from date of signing of the contract with the option of extension of up to two years with mutual consent.

#### 3. PERFORMANCE CRITERIA

Element	Function	Comments
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<b>Windows</b>	Cleaning	Thoroughly clean all the glass (inside & outside) installed in PNRA Building mentioned at Para 01.
<b>Window Frames and Sills</b>	Cleaning	Thoroughly wipe clean all window frames and sills
<b>External Doors/Canopies and walk-ins</b>	Cleaning	Thoroughly remove all debris/dirt ,birds extents ,nets etc from external entrance space
<b>Vandalism/Damage/Defect</b>	Report	Report any damage if seen during cleaning of glass

#### **4. CHEMICALS AND CLEANING AGENTS.**

- All chemicals and cleaning agents must be used in accordance with the manufacturers' instructions for use.
  - The contractor must be competent with particular attention to the safety of humans, property and the environment.
  - All relevant OSHA (Occupational Safety & Health Administration) standards should be followed. The contractor shall be held responsible for any damage due to negligence or carelessness in carrying out their duties, which must comply with Health and Safety Standards (OSHA Standards).
  - All chemicals and cleaning agents must be kept in appropriate secure containers, clearly marked, if hazardous in any way and must never be left unattended whilst in PNRA premises.
  - All materials and cleaning agents to be approved by this Authority before utilization.
5. The quality of approved cleaning agents can be observed at any time during the contract period.

#### **6. WINDOWS CLEANING.**

- The exterior and interior of all windows and glass panels must be cleaned.
- The exterior and interior of all window frames and mullions, including the vertical surfaces between mullions and window putty must be cleaned.
- Trained staff shall be deputed for PNRA
- Activities shall be integrated into the daily activities at PNRA to ensure minimal disturbance.
- The maximum height is six stories, approximately 80 feet (06) Six Stories.

- Contractor must provide and maintain, his own cleaning equipment, chemicals and consumables. Equipment must be maintained in such a manner that it is at all times certified "Safe to Use" by the relevant competent person.
- External glazing shall be cleaned using clean water containing a mild detergent.
- All frames, reveals, sills, ironmongery shall be wiped clean using a standard cleaning method.
- Cleaning of windows will begin at the highest levels first so that any dripping can be cleared and the operator cleans each subsequent lower level window.
- For windows out of reach of the operator, a window cleaning lift/machine system shall be used for which contractor is solely responsible. The contractor will provide and maintain the machine and the same will be the property of contractor.
- Removal and cleaning of bird excrement and nests on ledges, walk ways, window sills and other places.
- Clean glazed elements of windows with approved window-cleaning agent, buff to shine all glazed elements.
- Damp wipe all PVCu, timber, external doors and metal finish surfaces, including underside of canopies. Removal of cobwebs and insect debris from external lighting using appropriate cleaning agents is a component of external door/entrance cleaning criteria.
- The contractor is also required to ensure they work tidily/carefully to reduce the possibility of slips, trips and falls. They will therefore keep their equipment away from pathways where possible, so as not to obstruct access. Signage and barriers will also be required where necessary to warn PNRA manpower of the works in progress.
- Any vandalism or defects discovered by the contractor, will be reported to PNRA immediately.

## **7. NON ROUTINE WORK**

- PNRA carefully prepared the document and ensured that everything required is covered within the specifications laid in the documents. However, from time to time, it may be necessary for some non-routine work of cleaning to be carried out for which no payment shall be made and shall be covered under the standard contract.

## **8. SAFETY CONSIDERATIONS**

- The contractor shall ensure that his staff wears safety helmets, harnesses, gloves, goggles, safety shoes, uniform and any other item deemed necessary for safety at all times.
- Any emergent situation, natural or manmade resulting in injury or fatality to the staff of contractor shall be the liability of contractor including emergencies.
- No work shall be carried out during harsh weather like winds, rain, etc.

## **9. DUTY HOURS**

The concerned staff will perform their duties from 07:45 am to 03:30 PM (Monday to Friday).

## **10. INSTRUCTIONS TO BIDDERS:**

- 1) It is in the interest of bidders to read all the conditions given below and ensure that these conditions are strictly complied.
- 2) The quotations will be opened on the date and time published in the advertisement at Pakistan Nuclear Regulatory Authority, Mauva Area, G-8/1, Islamabad in the presence of all those bidders who wish to attend.
- 3) Quotations must be sent in sealed envelope and should reach this office on or before 28-01-2025 (1100 hours) in Administration Directorate through mail/ by hand and must be addressed to "Senior Administrative Officer (Procurement), Pakistan Nuclear Regulatory Authority, Mauve Area, G-8/1, Islamabad. The sealed envelope/cover should clearly indicate in bold letters "QUOTATION FOR WINDOW GLASS CLEANING CONTRACT TENDER#10/2024-25 ".

## **11. TERMS & CONDITIONS**

- 1) Single stage-one envelope procedure will be followed and evaluation will be made on overall least cost basis.
- 2) Firms/suppliers are required to submit the Technical Proposal and Financial Proposal in unified single envelop.
- 3) Contractor will submit 2% bid security of annual quoted amount in shape of demand draft / pay order in favor of Senior Accounts Officer PNRA. Tenders without or less than 2% Bid Security will be rejected.
- 4) The Contractor must be registered with FBR department. All taxes, GST, government levies and charges must be borne by the contractor.
- 5) Rates quoted shall be inclusive of all taxes, GST, levies etc & no escalation shall be allowed during currency of contract or extended period.
- 6) Bids/Quotation shall remain valid for a period of 60 days from the closing date of bids. Rates quoted should be in Pak rupee (PKR) inclusive of all applicable taxes.
- 7) The contractor shall employ all the labor force required for cleaning and servicing jobs at their own cost.
- 8) All material required for cleaning, servicing and polishing works must be of best quality and shall be provided by the contractor at their own expenses.
- 9) All equipment, lifts, tools, gadgets and other items required to carry out the services shall be arranged by the contractor at their own expenses.

- 10) The contractor shall submit schedule of works to be carried out for approval of PNRA. The schedule shall be such that all the services are efficiently carried out and the building should look clean and tidy at all times in all respects.
- 11) Contractor will be bound to provide the services within one month after issuance of work order.
- 12) Contractor and his staff shall be responsible for any breakage / stealing of the office material during servicing by their staff. In case of any such happening, the contractor will pay damages / compensations or replace the goods.
- 13) The workers employed by the contractor should be Bonafede citizens of Pakistan, carrying National Identity Cards. Contractor will have to provide / supply a good looking uniform and identity card to all his workers. Staff must be in uniform when on duty.
- 14) PNRA reserves the right to accept or reject any or all tender(s) as per PPRA rules.
- 15) The contract shall be cancelled at any time by giving (30) Thirty days prior notice upon observing dissatisfied performance.
- 16) The contract can also be terminated by contractor giving (30) Thirty days prior notice to PNRA and in such case payment will be made of the actual work performed by the contractor.
- 17) All the payments to the workers of the contractor shall be made by contractor himself as per laws presently enforced or amended in future and the PNRA shall not be responsible in any such case.
- 18) The contractor shall be exclusively responsible to tackle any demand raised by his workers whether financial or administrative at any time.
- 19) PNRA reserves the right to stop entry of any person deputed by the contractor for performance of the contract.
- 20) The contractor's staff shall follow the PNRA Security rules strictly and must have security clearance from Local Police Authorities

## **12. SPECIAL CONDITIONS OF THE CONTRACT**

01	<b><i>Amount of Bid Security (Demand Draft) to be submitted with tender</i></b>	2% of the sum of quoted amount in favor of Senior Accounts Officer, PNRA.
02	<b><i>Release of Bid Security</i></b>	1. Shall be released to un-successful bidders on acceptance of tender of the lowest bidder. 2. Bid Security of the lowest bidder will be retained by PNRA for full period of contract as performance guarantee

03	<b>Working Day</b>	Five working days a week except gazetted holiday
04	<b>Timing of work</b>	07:45 AM to 3:30 PM
05	<b>Mode of Payment</b>	Through monthly bill submitted by the contractor on completion on satisfactory service
06	<b>Period of honoring bill</b>	Within 15 days after Satisfactory Report by the building In-charge.
07	<b>Deduction of amount from the bill on account of unsatisfactory services or any other item.</b>	1. Lump sum amount assessed by PNRA representative in case of unsatisfactory service / shortage of materials. 2. Income tax as per rules.
08	<b>Period within which contract agreement is to be signed after the date of acceptance of lowest bid by the employer.</b>	Five (05) days on judicial paper
09	<b>Period of Contract</b>	Initially for Three (03) Years, further extendable by 02 Years with mutual consent and subject to satisfactory performance of contract

**Sr. Administrative Officer(Procurement)**  
**Pakistan Nuclear Regulatory Authority**  
**G-8/1, Mauve Area, Islamabad**  
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