

Tender Document
IGNITE/Janitorial/2024-25/0025/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 (04) janitors** and **Two (02) Office-Support/Tea-Boys** will be required for eight 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, 2025.**
11. The said services are initially required for ONE year effective from July 01, 2024, however, may be extended for the next year on the same rates 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 05, 2024] at [15:00 p.m.]**

All proposals are to be submitted on EPADs only. No hard copies of proposal will be accepted.

Original Bid security CDR to be submitted at the time of bid opening

Date and Time of Opening of Tender: **[June 05, 2024] at [15:30 p.m.]**

Information of Area to be covered by Janitorial agency:

The covered area is 10000 sq ft, 3rd Floor, TF Complex, 7 Mauve Area, G – 9/4, Islamabad as per detailed below

02 Conference room, 30 Offices, 20 office cabins, 01 kitchen, 01 store, 04 emergency stairs, 01 reception area, 02 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 wages of workers are governed by labor 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.
4. No. of staff under both categories may be added/deleted as and when required.

5. Workforce/Workers, to be provided at Ignite, should have coverage of EOBI, health coverage, and accidental insurance registered with the relevant institution(s).
6. 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.
7. Selection/Evaluation will be made on a ratio of 40:60 against technical evaluation and financial technical, respectively.
8. 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.
9. 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		
3	Hand Wash 200ml (Branded)	48 Bottles		
4	Sweep Liquid 600ml	12 Bottles		
5	Harpic 600ml	12 bottles		
6	Finyle 2.75 Litter	10 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.		

Tender Evaluation Form

(To be Filled-in by IGNITE National Technology Fund)

S #	Criteria	Points	Marks obtained	Remarks
TECHNICAL				
1	Profile of the agency (enough potential to deliver, age of the company, etc.) i. > 3 <5, ii. >5 <7, iii. >7 <10 and more	15		
2	Working Experience with Local NGOs, INGOs, and Multi-National Companies for the provision of office support staff and Janitorial staff with documentary proof	15		
3	i. Location of agency office/sub-office (Islamabad/Rawalpindi). ii. NTN/GST and Bank Account Statement of the Last Year	5		
4	Availability of the latest tools for fumigation, disinfection, Rodent Control, etc. (attach list)	5		
SUBTOTAL		40		
FINANCIAL		60		
GRAND TOTAL		100		