

Government of Pakistan
Ministry of Science & Technology
Pakistan Council of Renewable Energy Technologies
**“Establishment of Pak-Korea Testing Laboratory for PV Modules and Allied
Equipment”**
(Plot No. 25, Sector H-9)
ISLAMABAD

TENDER NOTICE NUMBER 12(55)/Admin/PD-PKP/2024-25/01

Pakistan Council of Renewable Energy Technologies (PCRET) Pak – Korea Project administration invites sealed bids, under PPRA Rules from well-established GST and Income Tax registered authorized firms having registered office for the following:

**Hiring of Security Guards, Gardner and Sweeper at PCRET Pak-Korea
Project Building, H-8/4 Islamabad.**

Sealed tenders are invited from reputable companies/firms registered with Income Tax and Sales Tax authorities, (NTN/GST Number), and also included in the Active Taxpayers List (ATL) of FBR, with valid Vendor Number of AGPR, Islamabad for the provision of following security personnel, gardener and sweeper at PCRET Pak-Korea project building Plot # 55, Street no 07, H-8/4 Islamabad.

S.#	Description of Worker	Quantity	Age Limit
1)	Security Guards	03 No.	30 – 45 years
2)	Gardner	01 No.	
3)	Sweeper	01 No.	

1. The bids on per head per month basis (inclusive of all taxes) must also be accompanied by the following documents: -
 - i Per head monthly charges for Armed Security Guards, Gardner and Sweeper along with a certificate that their salaries must not be less than the minimum Wage/Salary notified by the Government of Pakistan from time to time.
 - ii List of departments to which security, janitorial and gardening services have already been rendered.
 - iii In case of security guards, Registration/NOC issued by Ministry of Interior, ICT Administration and Home Department of the respective Provincial Government.
 - iv Earnest money as mentioned on PPRA EPADS (E-Pak Acquisition and Disposal System) shall be enclosed in the financial bid envelope of the bidders in the form of bank draft/pay order in favor of DDO Pak-Korea Project, Islamabad. Cheque will not be acceptable.
 - v The security guards must have a lawful authority of having requisite arms (Repeater, Pistol) with training to use the same.
 - vi The list/details of personnel to be deputed for duty.
2. Interested agencies/parties may send their bids in sealed cover to the undersigned within 15 days of advertisement.

3. The agreement for the provision of services will initially be for one year, can be extendable under closed framework agreement of PPRA rule 16 A-sub clause 1 & 4 of PPRA Rules. 2004 on mutual consent of the Pak-Korea Project administration and the supplier.
4. The bid (both technical and financial) should be submitted via PPRA EPADS (E-Pak Acquisition and Disposal System) without EPADS bids will not be entertained
5. The bidder also submit the bid (technical and financial) to PCRET HQ, Plot 25, H-9, Islamabad on the date of opening of tender.
6. Tender is also available at PPRA's website www.ppra.org.pk and PCRET's website www.pcret.gov.pk. Pakistan Council of Renewable Energy Technologies (PCRET) may reject all bids or proposals any time prior to the acceptance of a bid or proposal as per rules and regulations of PPRA. PCRET shall, upon request, communicate to any agency/party or contractor who submitted a bid or proposal, the grounds for rejection of all bids or proposals, but is not required to justify those grounds.
7. Bids evaluation will be based on **single stage - two envelopes** (Technical and Financial Bids) procedure for procurement/services under **PPRA Rules**.
8. The validity of offer must not be less than 90 days from the date of opening of tender.

Purchase Officer
Pak-Korea Project
Phone: 051-9265278

SECURITY STAFF SERVICES

A. SCOPE OF WORK:

- i. The contractor shall provide the experienced, skilled & sound physic persons who are adult (30-45 years of age) fit for the job for execution of all agreed services under the contract and will maintain a work force of most efficient and honest persons. The staff shall be dressed in uniform.
- ii. The staff so engaged by the contractor shall not be treated in any manner whatsoever as employees of Pakistan Council of Renewable Energy Technologies (PCRET). They will be the sole responsibility of the contractor and will continue to remain his employees. Security clearance of the staff posted shall be provided within one month of the acceptance of tender.
- iii. Contractor shall be exclusively responsible for timely payment of remuneration (within the limits of labour laws and Government announced minimum wage for labour to avoid any ambiguity) and legal benefits to its staff / employees including compensation for any death or injury while performing their duty. The contractor's obligation under this contract and Pak-Korea project administration bear no obligation or responsibility of any count whatsoever. Further, the contractor shall be exclusively responsible for the safety and well-being of its staff/employees and will get them adequately insured against accidental death or injury on the Pak-Korea Project premises at his own cost. In this respect, the contractor identifies and agrees to hold the Pak-Korea Project administration harmless against any claims, demands or legal benefits, workmen's compensation claims or any grievances arising out of their employment with the contractor.

B. WORKING DAYS /WORKING HOURS/HOLIDAYS

The security staff services shall be carried out on the basis of 24/7. However, time schedule will be shown to the employer and same will be adjusted per agreement.

C. STORE –CUM-COMPLAINT OFFICE

A reasonable space will be provided within the building premises to the contractor as per agreement. **Whereas, NO accommodation for security guards will be provided within the building premises.**

JANITORIAL SERVICES

A. SCOPE OF WORKS:

The works under this contract will be provision of Janitorial Services for Pak-Korea Testing Laboratory Building in H-8/4, Islamabad. The work shall include cleaning of all floors, roof lawns, cabins, toilets, window glasses, light fixtures, logos ,boards, Aluminum cladding, name plate, lifts and surrounding area etc. through the skilled and experienced staff in order to sure high standards of cleanliness and services.

B. MATERIAL CONSUMABLE:

All consumable materials such as disinfectants liquid soap, soap bars, Sweep, Bleach, Vim Powder for kitchen, 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. Penalty shall be charged, if the successful bidder fails to supply any item(s).

C. 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.

D. DEPLOYMENT OF STAFF:

One sweeper in proper uniform with label card showing their identity shall be deployed. A list showing name(s), address(es) along with the attested copies of CNIC and designation of all employees shall be provided to Pak-Korea project administration office before deployment. Any replacement shall be intimated in advance. The Service Provider shall immediately replace any worker as and when instructed by Pak-Korea Project Administration.

E. TIMINGS:

Eight (08) hours daily for five working days. The staff will start the work one hour before routine office timings or as desired by Pak-Korea Project Administration.

F. SERVICES TO BE PROVIDED:

DAILY SERVICES

Sweeping, cleaning and moping of floors, rooms, corridors /Lobbies and carpets etc. Washing and cleaning of all toilets commodes, urinals and washbasins with standard cleaning material. Topping up of liquid soap, Toilet paper, Air Freshener. Phenyl Balls and general cleaning of driveway and surrounding area.

WEEKLY SERVICES

- a) 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.
- b) Bathroom washing including their walls and Spraying disinfect in the toilets urinals in order to kill all bad odorous.

MONTHLY SERVICES

Cleaning doors, windows and A/C Diffusers Opening/Cleaning of sewerage lines/pipes of building. Cleaning / Sweeping of rooftop. Cleaning/Clearing of plants weeds along boundary walls.

STORE CUM OFFICE

The Pak-Korea Project administration shall provide space for Store cum office for the Service Provider.

GARDENING SERVICES

A. SCOPE OF WORKS:

One gardener (Mali) is required for watering, cleaning of lawns, flowerbeds, plants, trees etc. Collection and disposal of plants related waste away from the premises applying of natural and artificial fertilizers, seeding, preparation of seasonal plants, pesticides etc. Assessment of required materials/plants etc. for seasonal plantation and submission to Client at least one month before the start of particular seasons.

Growing and preparation of plants for future seasons. Germination, maturation and maintenance of seedlings etc. Landscaping, lawn dressing, watering, weed removal, grass cutting, applying fertilizers, and lawn pesticides by spray pumps. Zero cutting of lawns. Weed removal from lawns.

B. TOOLS / EQUIPMENT:

Lawn Mover (petrol engine), grass cutting machine, arranging of petrol for grass cutting machine and plants trimmer will be borne by the contractor, maintenance of petrol machine including monthly replacement of Oil Filter, Air Filter, replacement of damaged plugs, replacement of all faulty spare parts , replacement of blades and reel whichever is required for proper operation and maintenance of machine etc. is the sole responsibility of the Service provider.

C. DEPLOYMENT OF STAFF:

One gardener in proper uniform with label card showing their identity shall be deployed. A list showing name(s) address (es) along with the attested copies of CNIC and designation of all employees shall be provided to Pak-Korea project administration office before deployment. Any replacement shall be intimated in advance. The Service Provider shall immediately replace any worker as and when instructed by Pak-Korea Project Administration.

D. TIMINGS:

Eight (08) hours daily for five working days.

E. SERVICES TO BE PROVIDED:

DAILY SERVICES

Watering, cleaning of lawns, flowerbeds, plants, trees etc. Watering and caretaking of indoor and outdoor plants. Collection and disposal of plants related waste away from the premises.

WEEKLY SERVICES

Thorough cleaning of lawns, flowerbeds, plants, trees etc. Turning/Preparation of soil, plowing and mixing of manure/ fertilizer in the lawns, flowerbeds, plants etc. Fortnightly Services Trimming, reshaping of plants etc.

MONTHLY SERVICES

Trimming, thinning and reshaping of trees etc. Painting of flowerpots etc. using paint. To prepare complete details of materials /plants /seeds /supplements/fertilizers/ pesticides etc. required for the up-coming quarter/season and submit the same to the Client at least one month before the particular seasons. Growing and preparation of plants for future seasons. Any other landscaping related work.

STORE CUM OFFICE

The Pak-Korea Project administration shall provide space for Store cum office for the Service Provider.

TERMS AND CONDITIONS

1. The firms will be evaluated on the basis of their past experience, NTN and STN Certificates, Number of Employees and financial position. Evaluation criteria is placed at Annexure – 1.
2. Financial bids will be evaluated on lump sum basis.
3. The successful bidder shall provide list of employees and attested copies of CNIC of his workers for record.
4. The successful bidders shall be bound to inform the Pak-Korea Project administration regarding replacement of any worker three (3) days, in advance and submit the detail and attested copies of CNIC of the new worker at least three (3) days before the deployment of said worker.

5. Worker of the successful bidder shall be bound to display the identity cards issued by the Contractor.
6. The bidders shall submit bills/invoices for payment on quarterly basis. The payment will be made after deduction of applicable taxes at source as per rules/order of the Federal Government.
7. The successful bidder must submit the bank statement as a proof of minimum wage payment to the employees at the time of submission of quarterly bill. Without the proof of minimum wage, the bill will not be processed.
8. In case of any damage to the fitting/fixture bidder will be responsible for repair/replacement of such fitting/fixture.
9. If any employee is found absent without permission; Rs.1000/- will be deducted per day.
10. The tender must be quoted within the limits of labour laws and Government announced minimum wage for labour to avoid any ambiguity.
11. The firm/company has to furnish certificate every month along with invoice that salaries and overtime are paid to the employees as per government rules/criteria. Pak-Korea project administration will not be responsible for overtime.
12. In case of theft and negligence of security guard, contractor will be solely responsible and bear the cost of damage and theft.

EVALUATION CRITERIA FOR HIRING OF AGENCY FOR PAK-KOREA TESTING LABORATORY			
Sr. No	PAST EXPERIENCE	NO OF EMPLOYEES	FINANCIAL POSITION
	SCORE 40/100	SCORE 30/100	SCORE 30/100
1.			
2.			
3.			

*Minimum score is 70 for shortlisting of agency.