



Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY
Headquarters, F-5/1, Islamabad
<http://www.pta.gov.pk>

"SAY NO TO CORRUPTION"

INVITATION TO BID

Tender No.3/II/2015

Hiring of Janitorial Services for PTA HQ's, F-5/1, Islamabad

1. Pakistan Telecommunication Authority, a Government organization invites sealed bids for provision Janitorial services at PTA HQs and Vigilance office F-6/4 from reputable companies having experience of 10 years or more and valid NTN/GST registration for three years.
2. Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders from the office of undersigned during working hours i.e. 0830-1630 (Monday – Friday) up to **24-01-2017** by **10:30 hours**. Tender Documents can also be downloaded from www.pta.gov.pk free of cost.
3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at PTA HQs, F-5/1, Islamabad on or before **24-01-2017** by **11:00 AM**. Bids will be opened on the same day at **11:30 AM**. This advertisement is also available on PPRA website at www.ppra.org.pk.

Deputy Director (Civil Works)

PTA Head Quarters, F-5/1, Islamabad.

Ph.: 051-9225357, 051-9225352, Fax: 051-2878149

Email Address: asifsaeed@pta.gov.pk

TENDER DOCUMENTS

Hiring of Janitorial Services at PTA Headquarters and PTA Vigilance Office, F-6/4, Islamabad

1. PTA intends to hire the services of a well reputed Janitorial Company for provision of janitorial services at PTA Headquarters, and PTA Vigilance Office, F-6/4, Islamabad. The services will be hired according to PPRA Single stage – two envelop procedure.

2. Salient's of single stage – two envelop procedure are enumerated below:-
 - a. The bid shall comprise a single package containing two separate envelops. Each envelope shall contain separately the financial proposal and the technical proposal;

 - b. The envelops shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;

 - c. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;

 - d. The envelope marked as "FINANCIAL, PROPOSAL" shall be retained in the custody of PTA without being opened;

 - e. PTA will evaluate the technical proposal first without reference to the price and reject any proposal which does not conform to the specified requirements;

 - f. During the technical evaluation no amendments in the documents shall be permitted;

 - g. Financial bids of those companies will be opened and evaluated who will obtain 70% marks in technical qualification.

 - h. The financial proposals of short listed companies will be opened publicly at a time, date and venue announced and communicated to the bidders;

- i. The financial proposal of companies not qualified shall be returned unopened to the respective bidders; and
 - j. The bid will be evaluated on least quoted amount for qualified bidders in technical evaluation. It means that the firms which have qualified in the technical evaluation will become at par/equal and the company who has quoted the lowest financial bids as per scope of services shall be awarded contract.
 - k. If two bidders quoted equal financial bids then the firm who has obtained the higher marks in technical evaluation will get the contract.
3. No claim in Increase/Escalation in contract amount during the Contract will be entertained.
 4. Bidders will be required to submit earnest money @ 2% of first year bid price in the shape of pay order or draft in favour of PTA along with financial bid. A certificate in this regard is to be provided with Technical proposal that 2 % earnest money has been enclosed with Financial Proposal. Earnest Money of successful bidder will be retained as part of retention Money. Earnest money of un-successful bidder will be returned on issuing of Work Order by PTA but not later than 30 days from the date of opening of financial bid.
 5. Affidavit that the firm has not been blacklisted by any Govt/Semi. Govt/Autonomous Body/Private Company will also be provided by the bidder.
 6. Tax will be deducted as per GOP rules.
 7. Bids validity period shall be 90 days from the opening of technical bids.
 8. Firm should be registered with income tax department. Bidder shall also provide copy of NTN certificate.
 9. Safety of its employees from injury will be responsibility of the janitorial company.
 10. The successful company will be required to enter into a formal contract Agreement on Rs. 100 judicial paper duly attested by notary public, to be executed with mutual consent of both parties. (Draft Agreement Attached).
 11. Contract will be extendable on yearly basis with the mutual consent and subject to satisfactory performance of the Janitorial Company.

12. The janitorial company will commence work as per agreement between both parties.
13. Each page of the documents should have sign and stamp of the bidder.
14. All material will be checked and approved by the DD (CW) before commissioning of job.
15. Janitorial company will work under the supervision of DD (CW).
16. In case of any dispute or conflict between Contractor and Employer, the case will be referred to Dir (Administration). However, the janitorial company will have the right to appeal to Chairman PTA.
17. In complete tender/bids will be rejected forthwith.
18. PTA reserves the right to accept or reject the tender as per PPRA rules.
19. Interested Janitorial Companies may forward their proposals as per above instructions, Scope of services (**Annexure-A**), Summary of Company/Proposal (**Annexure-B**), Technical Evaluation Criteria (Annexure-C) and Financial Bid in separate sealed envelope as per performa (**Annexure –D**) to the undersigned.

(Engr. Asif Saeed)

Deputy Director (CW)

051-9225357, 9225352

SCOPE OF WORK

Following Services will be provided by Janitorial Services on daily basis five times a week and on special occasions if needed.

Staff Required

- 8 Persons + 1 supervisor (for 5 working days)

Area / Building

- PTA Headquarters (8 floors + 2 Cafeteria + 1 Basement)
- Vigilance office (F-6/4)

Services to be Provided.

ONCE DAILY

- Vacuum and spot cleaning of all carpets and rooms of all officers.
- Reception Area.
- Basement.
- Corridors.
- Staircases.
- Sweeping of area in front and behind of PTA building. (within PTA premises)
- Removal of all fingerprints, dirt, etc. from all glasses, doors and light switches.
- Empty all waste paper bins and other trash containers and then dispose them off.
- Washing of all mirrors, dispensers, faucets, flush tanks etc. with non-scratch disinfection cleaners, wipe and dry all sinks.
- Washing of all toilets, urinals and sinks with disinfection material.
- Provision of clean towels (size 4' x 5') in washrooms every day. (for 5 working days)

TWICE AT LEAST (Daily) & ON REQUIREMENT

- **Cleaning, Sweeping and mopping with disinfection material**
 - Corridors.
 - Lifts.
 - Waiting Areas on all floors.
 - Cleaning of toilets with branded disinfection material and provision of phenyl balls in basins and urinals.
 - Emergency cleaning whenever required.

MONTHLY SERVICES or on Requirement

- Cleaning and washing of external area of PTA Building that is in front and back of building.
- Removal of Spider webs from offices.
- Cleaning of external windows.

GENERAL INSTRUCTIONS

- Company will provide soaps (Lux / Safeguard), towels of Large size (4'x 5') (White export quality), tissues rolls (Rose Petal Soft) and other toilet accessories including air freshener tablets & phenol balls in washbasins etc. as per requirement tabulated below in the toilets/floors of the building. The quality these fast consuming products shall be on the discretion of PTA and company will ensure regular availability.

Sr. No.	Item	Qty
i.	Lux / Safeguard Soap (Medium Size) or Liquid Soap as the case may be	As soon as the provided volume of soap is consumed by ¾ of volume.
ii.	Towels (4'x5') white export quality	Provision of 55-60 towels (clean) on daily basis for 5 working days.
iii.	Tissue rolls (Rose Petal Soft)	As soon as the provided volume of Tissue roll is consumed by 7/8 of volume.

iv.	Air Fresher Tablets (Roomi)	On consumption of provided ones
v.	Phenol Balls or Perfumed Wax in wash basins/urinals	Good quality Imported ones which is specially made for the shanks/sinks and urinals for all washrooms of PTA. On consumption of provided ones in
vi.	Disinfection & Cleaning material (Sweep, Harpic, Dettol, Acid, Liquid Phenyl (Finis), Glint, Surf, Vim, scrubbers etc.) to be used in washrooms, floors, offices, outer premises etc	It will be used on daily basis and uninterrupted supply should be made to Janitors for cleaning.
vii.	Brooms, Mops, Dusters, Glass cleaner vipers, web removers & other equipment to be used	As per requirement and good quality to be used.
viii.	Air fresher spray	To be sprayed twice a day in lobbies or on VIP movement.
ix.	Lu blue in Toilet Cisterns	To be provided in 11 washrooms and new ones on consumption of old one.
x.	Brasso Polish	For railings and other brass items
xi.	Kitchen Rolls	To be provided in 3 x Washrooms of Authority on requirement basis

- Company will only employ those persons who are adult (18 years of age or above), mentally and physically fit for the job.
- Janitors will wear a uniform with identification card showing his name and company name duly signed by company manger in PTA premises.

- Company will provide a cleaning trolleys (06 No.) to janitors for floors which will be equipped with all required material used for cleaning etc.
- Company will provide vacuum cleaner (commercial Size to janitors as per requirement.
- Fair wages rule be adopted as per instructions of Government of Pakistan. No individual of the company working in PTA will be paid less than prescribed by Government of Pakistan from time to time.
- This contract period will be initially for one year w.e.f. _____ to _____ and would extendable up to further two years subject to satisfactory performance certificate issued by PTA Administration and with bilateral consent.
- The rates for rendering services by Janitorial Company shall be firm and final during the contract period.
- Experienced supervisor having experience of minimum 3 years with education of matriculation will be employed by company.

10. What services are being offered?

- a. _____
- b. _____
- c. _____
- d. _____

11. What cleaning equipment will be used?

- a. _____
- b. _____
- c. _____
- d. _____

12. Monitoring control and supervision mechanism of the janitors:-

- a. _____
- b. _____
- c. _____
- d. _____

13. Janitors Selection & Verification Procedure.

14. Training of janitors on:-

- | | | | |
|----|-------|----|-------|
| a. | _____ | e. | _____ |
| b. | _____ | f. | _____ |
| c. | _____ | g. | _____ |
| d. | _____ | h. | _____ |

15. Refresher training.

16. Details of membership with any trade body or organization (if any)

17. List of arbitration/litigation cases in which the janitorial company is/has been involved.

18. Bank Statement for the last three years (year wise)

19. Contact person name _____

20. Office Address _____

21. Contact No _____

Note: Office premises will be visited / inspected to verify the above mentioned facts.
Documents supporting above should be attached herewith.

Date: _____

Signature: _____

Place: _____

Name: _____

SERVICE AGREEMENT
(FOR JANITORIAL SERVICES)

This Service Agreement (the "Agreement") for the provision of janitorial services is made at-----on this _____ **2016.**

by and between

Pakistan Telecommunication Authority, a statutory body established under Pakistan Telecommunication (Re-organization) Act, 1996, having its principle office at PTA H/Q, F-5/1, Islamabad through Director (Administration), (hereinafter referred to as the "PTA" which expression where the context so permits including its successors, administrators or assigns) of the One Part and;

M/s

_____ through-----

----bearing _____ (hereinafter referred as the "Contractor" which expression where the context so permits shall include its successors, administrators and permitted assigns) of the Other Part;.

(If when and where applicable the Party of the One Part and Party of Other Part shall hereinafter be collectively referred to as 'Parties' and individually as 'Party' as the context of this Agreement requires).

WHEREAS,

1. PTA is desirous to acquire the janitorial Services for cleaning building floors by sweeping, mopping, scrubbing, or vacuuming them, gather and empty trash more prescribed in Annexure-A of this Agreement. (hereinafter referred to as " Services of its PTA HQs Building F-5/1 and PTA Vigilance Office, House No. 4, Street 52, F-6/4, Islamabad (hereinafter referred to as "Premises" in accordance with the terms of this Agreement;

2. The Contractor _____ being engaged in providing of such type of services, has agreed to provide these Services to PTA on the terms and subject to the conditions as set forth hereunder.

3. The Contractor represents that it has the relevant expertise and holds valid and subsisting licenses/permissions, authorizations/approvals which are/or may be required from the Government of Pakistan, and that it has the requisite expertise and resources to provide top quality of requisite Services to PTA in accordance with the highest standards and satisfaction of PTA. The Contractor undertakes that the Services shall be provided only through the staff/labour/workforce that has the requisite expertise and experience in this regard.

4. Upon the basis of the representations and warranties of the Contractor contained herein, PTA wishes to appoint the Contractor to provide the Services in its Premises.

5. it is agreed that PTA shall pay to the Contractor Rs _____ + GST
- per month w.e.f _____ and Rs. _____

+ GST - per month w.e.f. _____

and Rs. _____ + GST w.e.f. _____

_____ inclusive of all other taxes etc. on account of services rendered by the Contractor in accordance with the description contained in this agreement. The payment shall be made through cross cheque credited to the account of the Contractor i.e. M/s _____ for rendering the services mentioned below.

NOW THEREFORE, for the consideration provided herein the representation and warranties, covenants, conditions and promises contained herein below and intending to be legally bound, PTA and Contractor hereby agree as follows:

1. **SCOPE OF AGREEMENT**

Subject to terms and conditions of this Agreement the Contractor agrees to provide the Services to PTA as per Annexure-A of the Agreement. Contractor

1.1.1 **GENERAL INSTRUCTIONS**

- a) Contractor shall provide soaps (Lux / Safeguard) or liquid soap, towels of Large size (4'x 5') (White export quality), tissues rolls (Rose Petal Soft) and other toilet accessories including air freshener tablets & phenol balls in washbasins etc. as per requirement tabulated below in the toilets/floors of the building. The quality these fast consuming products shall be on the discretion of the PTA, and Contractor shall ensure regular availability.

Sr. No.	Item	Qty
xii.	Lux / Safeguard Soap (Medium Size) or liquid soap as the case may be	As soon as the provided volume of soap is consumed by ¾ of volume.
xiii.	Towels (4'x5') white export quality	Provision of 55-60 towels (clean) on daily basis for 5 working days.
xiv.	Tissue rolls (Rose Petal Soft)	As soon as the provided volume of Tissue roll is consumed by 7/8 of volume.
xv.	Air Fresher Tablets (Roomi)	On consumption of provided/old ones
xvi.	Phenol Balls or Perfumed	Good quality Imported ones which

	Wax in wash basins/urinals	is specially made for the shanks/sinks and urinals for all washrooms of PTA. On consumption of provided ones in washrooms
xvii.	Disinfection & Cleaning material (Sweep, Harpic, Dettol, Acid, Liquid Phenyl (Finis), Glint, Surf, Vim, scrubbers etc.) to be used in washrooms, floors, offices, outer premises etc	It will be used on daily basis and uninterrupted supply should be made to Janitors for cleaning.
xviii.	Brooms, Mops, Dusters, Glass cleaner vipers, web removers & other equipment to be used	As per requirement and good quality to be used.
xix.	Air fresher spray	To be sprayed twice a day in lobbies or on VIP movement.
xx.	Lu blue in Toilet Cisterns	To be provided in 11 washrooms on consumption of old one.
xxi.	Brasso Polish	For railings and other brass items
xxii.	Kitchen Rolls	To be provided in 3 x Washrooms of Authority on requirement basis

b) Provision of Extra towels in offices of Chairman, Member (F) & Member (T).

2. The Contractor would **provide and maintain** daily consumable items i.e. washing powder, vim, phenyl liquid and phenyl balls, chemical for cleaning mop, duster, wiper, brush, mansion polish, brass etc., and all other tolls and supplies not stated herein as being supplied by the Contractor in the store of the PTA on monthly basis

and will utilize these items according to the requirement. These items shall be of first quality, and bearing good results.

3. The Contractor should ensure that the **schedule** should be prepared on the basis of requirement in such a manner that all the services are efficiently carried out and the exterior and interior of building remain clean and tidy all time.
4. The Agreement shall be **effective** on the date the contractor actually and physically provides the services as provided for in the contract, which date shall be notified by the Director (Administration) PTA.
5. This extension in **contract period** is up to _____.
6. **Termination:** Notwithstanding anything herein contained PTA shall be exclusively entitled to terminate this Agreement
 - a. without advance notice, in case the Contractor is in breach of any of the terms of this Agreement, or in case PTA is not satisfied with the quality of Services being provided by Contractor;
 - b. Without cause, by giving one month advance written notice to the Contractor.
 - c. In case of such termination, the Contractor shall only be paid for Services actually rendered up to the date of termination, and any advance payment in respect of services not performed or in respect of period falling after the effective date of termination shall be refunded by the Contractor within seven (07) days.
 - d. PTA shall not, because of expiration or termination of this Agreement, be liable to the Contractor for any compensation, reimbursement, or damages because of the loss or prospective profit or because of expenditures or commitments incurred in connection with the business of the Contractor. The Contractor can terminate the Agreement by giving

7. Present or future, payable in respect of his men or material. In this connection PTA shall **deduct at source** all such taxes, duties, charges as provided under the law of the land before making the payment to the Second Party.
8. The PTA shall have the right to require the Contractor to **replace** any of his employee/workmen whose conduct or performance is not satisfactory or PTA in its sole judgment considers that such employee/workmen of the Contractor shall be replaced immediately for security reasons in that event the Contractor shall be under obligation to provide replacement of such person immediately.
9. The Contractor shall be solely responsible for all payments, liabilities and all other obligations of whatsoever nature pertaining to its staff/workers who shall be deputed for the **Services** at PTA Premises.
10. Any **major security threats** shall be liable for immediate termination of the contract by PTA without any prior notice to Contractor without prejudice to para-6 supra.
11. The contractor will **arrange** consume able items, Vacuum Cleaner, Befitting, equipment and would arrange necessary equipment for cleaning of the exterior walls, windows etc. under this agreement and shall in no way bear any liability on PTA whether in terms of money or otherwise.
12. Exterior windows are to be cleaned twice in a year by hiring crane or whatsoever equipment which is required by the Contractor for cleaning external windows. No extra payment in this regard will be paid to the vendor. Equipment/method which felt by PTA during the cleaning of windows that it is not safe for employees/building will not be allowed to be used/adopted and vendor will provide another solution at his own cost.

13. The Contractor, its/his staff, workers, employees, personnel, agents or any other person acting for him and/or on his behalf shall hold in confidence and complete confidentiality and all documents and other information supplied to the Contractor and his Employees personnel, agents etc. by or behalf of PTA or which otherwise came/come into its/his/their knowledge and relates to PTA or any of its project.
14. The Contractor shall indemnify and hold harmless PTA its Chairman, Directors, Member Offices, Employees and other Personnel against any and all claims, damages, liabilities, losses, and expenses, whether direct or indirect, or personal injury or death to persons or damage to property arising out of (i) any negligence or intentional act or omission by the Contractor or his employees, personal , agents, etc. in connection with the Agreement, or (ii) arising out of or in connection with the performance of his obligations under this Agreement.
15. The Contractor shall pay the compulsory payments of EOBI and social security of each employee/janitor to the concerned government departments every month. Evidence of the remittance made to the concerned departments shall be provided to PTA.
16. The **payment** will be made through Cheque to the contractor after submission of invoice/bill having GST invoice on monthly basis duly verified by the in charge and, after deduction of tax(s) at source as per Government Rules prevalent at the time of payment. Cheque will be paid only after the production of record that Contractor has paid the Social Security and EOBI remittances of the employees as per the Government laws.

17. If any **dispute**, or difference arise between the parties as to the terms of the Agreement or as to the performance or non-performance of the terms thereof or in connection with or arising out to this agreement, the same shall be referred for resolution to Director (Administration). However, the janitorial Contractor will have the right of appeal to Chairman PTA.
18. The Agreement can be **extended** for the another year after the expiry of the initial period of the Agreement on the same terms & conditions as well as on mutual rates agreed by both parties.
19. **Cost** of electricity/water for rendering services shall be borne by the PTA.
20. That the PTA **shall not be liable** for any injury/ loss to the men and material of the Contractor during the course of business. The Contractor shall always undertake the Job at its own risk and cost.
21. The Contractor will **work under the guidance of DD (CW)** and all cleaning material, equipment tools and other items to carry out the services will be checked by him. The material used should be of best quality subject to acceptance by PTA.
22. **Contractual amount** as mentioned at page 1 of the Agreement is inclusive of cost of labors duties, taxes,surcharges, overhead and profit and no claim whatsoever will be determined for any extra or additional payment in this regard. However, any new tax/duty/charges imposed/levied by the Government after the signing the contract will be borne by the PTA and if any tax/duty/charges are reduced by the government during the currency of the contract the same will also be reduced and monthly invoice will be reduced or increased as the case may be.

23. Contractor will only **employ** those persons who are adult (18 years of age or above) having valid CNIC of Pakistan only. The Contractor shall ensure that all the janitors/employees hired are mentally & physically fit for the job and have no communicable disease and are healthy in all respect to perform the job.
24. **Medical Fitness** the Contractor will be responsible to get each janitor/worker/employee medically examined and provide medical certificate or results of the tests as prescribed by the Dir (Medical) of PTA.
25. The contractor shall before deploying the manpower under this contract, provide valid and authentic, **security clearance certificate** of each employee to PTA.
26. The Contractor shall provide security clearance from **police station** along CNIC of each employee hired in PTA.
27. The contractor will employ at least one **well-mannered literate (at least matriculation) supervisor having 3 years of experience** on full time basis and shall provide additional manpower helpers if required for cleaning services and the Jobs mentioned under this agreement with no additional costs.
28. All Janitors and Cleaners should be in distinct uniform bearing the name of Contractor i.e._____.
29. **Storage Space** will be provided within the building premises to the Contractor for storage of required cleaning material and equipment/ machines etc.
30. An **appropriate deduction** on account of unsatisfactory performance, fewer janitors deployed, shortage/less amount of material provided for cleaning during the period of contract will be made on monthly basis. The amount will be conveyed/calculated by DD (CW) while processing the bill (if any).

31. Contractor will provide **cleaning trolleys** (06 No.) to janitors for floors which will be equipped with all required material used for cleaning etc.
32. **Security Deposit/Retention Money:** Earnest Money of successful bidder will be retained/converted as retention money. Security Deposit/Retention Money will be equal to **two** months payment/remuneration (the amount will be enhanced in 2nd / 3rd year as per the contract amount) quoted by the bidder will be deposited with PTA in the form of pay order or bank draft in favour of PTA. This security deposit will be released on expiration of the contract subject to NOC by DD (Civil Works) PTA.
33. The Contractor shall always be responsible to indemnify the PTA in the event the **Contractor terminates the agreement before the expiry of the agreement.** The Contractor shall deposit with the PTA an amount equivalent to one month service charges prevailed at that time to cover this liability in the lieu of such termination.
34. Neither Party shall be held responsible for any loss or damage or failure to perform all or any of its obligations hereunder resulting from a Force Majeure event. For the purpose of this Agreement a "Force Majeure Event" shall mean any cause(s) which render(s) a Party wholly or partly unable to perform its obligations under this Agreement and which are neither reasonably within the control of such Party nor the result of the fault or negligence of such Party, and which occur despite all reasonable attempts to avoid, mitigate or remedy, and shall include acts of God, war, riots, civil insurrections, cyclones, hurricanes, floods, fires, explosions, earthquakes, lightning, storms, chemical contamination, epidemics or plagues, acts or campaigns of terrorism or sabotage, blockades or acts of Governmental Authority after the date of

this Agreement. The Party initially affected by a Force Majeure shall promptly but not later than seven (07) days following the Force Majeure event notify the other of the estimated extent and duration of its inability to perform or delay in performing its obligations (“**Force Majeure Notification**”). Failure to notify within the afore-said period shall disentitle the Party suffering the Force Majeure from being excused for non-performance for the period for which the delay in notification persists. Upon cessation of the effects of the Force Majeure the Party initially affected by a Force Majeure shall promptly notify the other of such cessation.

35. The provisions of this Agreement and the rights and obligations hereunder shall be governed by and construed in accordance with the prevailing laws of Pakistan.
36. A party's failure to exercise or delay in exercising any right, power or privilege under this Agreement shall not operate as a waiver; nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof.
37. The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.
38. All addition amendments and variations to this agreement shall be binding only if in writing and signed by the Parties or their duly authorized representatives.
39. This Agreement may not be assigned by either party to other than by mutual agreement between the Parties in writing.
40. Annexure-A-1 pertaining to the details of Service, this Annexure forms an integral part of this Agreement and has to be read and construed as such this Agreement.
41. **Fair wages rule shall** be adopted as per instructions of Government of Pakistan. The Contractor shall be bound to pay their staff as per the fair wages rule and

notification of Federal Government of Pakistan from time to time through his own pocket. PTA will not entertain any request in this regard for the enhancement of wages during the period of this Agreement. The salary of the Supervisor shall be at least Rupees Five thousand Rs.5,000/- per month more than the Janitors.

42. Contractor supervisor/owner will visit daily PTA building and will submit the **cleaning report** to the DD (CW).

43. Both Parties have agreed and signed this agreement before the witness on this day.

(Mr. _____)
S/o _____
NIC # _____
Address:- _____

Dir (Administration)
For & Behalf of Pakistan
Telecom Authority

Witness:

1. _____

2. _____

Witness:

1. _____

2. _____

ANNEXURE-A-1
SERVICES

<u>Staff Required</u>	Thirteen (8) Persons as staff and one person (01) as supervisor
<u>Working days & Hours</u>	Five (05) days in a week (8 Hours daily)
<u>Area / Building</u>	<ul style="list-style-type: none"> i. PTA Headquarters (8 floors + 2 Cafeteria + 1 Basement) ii. PTA Vigilance office (F-6/4)
<u>Services</u>	<ul style="list-style-type: none"> i. Once Daily <ul style="list-style-type: none"> a) Cleaning of all building area either in use or not. b) Vacuum and spot cleaning of all carpets and rooms of all officers. c) Reception Area. d) Basement. e) Kitchens. f) Staircases. g) Sweeping/brooming of area in front and behind of PTA building. (within PTA premises) h) Removal of all fingerprints, dirt, etc. from all glasses, doors and light switches. i) Disposal of all litter / garbage / debris from entire covered and open building premises, and dispose it of. j) Washing of all mirrors, dispensers, urinals, faucets, sinks, flush tanks etc. with non-scratch disinfection cleaners, wipe and dry all sinks. k) Dusting and cleaning of all interiors and exteriors of the building, which are under the use including false ceiling of floors, staircases and other metal items.

	<p>l) Provision of clean towels in washrooms every day. (for 5 working days)</p>
	<p>ii. <u>TWICE AT LEAST (Daily) & ON REQUIREMENT</u> Cleaning, Sweeping and mopping with disinfection material</p> <ul style="list-style-type: none"> a) Corridors. b) Lifts. c) Waiting Areas on all floors. d) Cleaning of toilets with branded disinfection material and provision of phenyl balls in basins and urinals. e) Emergency cleaning whenever required. f) Spraying of air fresheners in Lifts, 5th & Ground floor corridor.
	<p><u>MONTHLY SERVICES AND ON REQUIREMENT</u></p> <ul style="list-style-type: none"> a) Cleaning and washing of external area of PTA Building that is in front and back of building. b) Removal of Spider webs from offices. c) Cleaning of external windows. d) Cleaning of roof tops of building. (Once in a week)

Technical Evaluation Criteria

Annexure-C

Mandatory Criteria:		
i. Registration with income tax department & GST. ii. Registration with Registrar of firms/SECP. iii. At least ten years of relevant experience.		
Sr. #	Criteria	Marks
1	<u>Experience: (with documentary evidence)</u>	20
	20 years or more	20
	15-19 Years	15
	10-14 Years	10
2	<u>Active Tax Payer Proof:</u> (enclose Documentary evidence)	10
	2 points for each year maximum up to 10 pts	
3	<u>Good Performance Certificate (provided by the current clients):</u>	10
	2 Pts per Certificate max up to 10 pts (Enclose certificates)	
4	<u>Copies of similar agreement in hand:</u>	10
	2 Pts per Agreement max up to 10 pts (Provide Copies)	
5	<u>Major Clients : (Provide Work order copies)</u>	10
	Corporate/Multinationals/Hospitals (5 pts/client, max 10)	10
	Factory/parks/Universities (3.5/client, max 7)	7
	Government/Residential (2.5 pts/client, max 5)	5
6	<u>Physical Verification from Clients by Committee:</u>	10
	Satisfactory Response	10
	Non-Satisfactory Response	0
Note:	Minimum marks for qualifying for financial evaluation will be 70%.	
	If physical verification result is not satisfactory then the bid will be rejected forthwith.	

<i>Performa for Financial Bid for the Provision of Janitorial Services to PTA HQ and Vigilance Office</i>					
Sr. No	Description	Amount for 1st year of Contract + GST	Amount for 2nd year of Contract + GST	Amount for 3rd year of Contract + GST	Grand Total + GST
1	Provision of Janitorial services of 8 x janitors plus 1 supervisor for PTA HQ, F-5/1 and Vigilance Office F-6/4, Islamabad including all material as per scope of services.				

Note:

1. Attach 2 % earnest money of first year bid price along with this bid form in original. Technical proposal must contain a certificate regarding attachment of earnest money along with financial bid, failing to which may result in disqualification.
2. Financial Bid is to be submitted on this format only. The bid of company not following this format or submitting bid in any other shape shall be rejected forthwith.
3. GST amount be mentioned separately.