



Government of Pakistan  
**PAKISTAN TELECOMMUNICATION AUTHORITY**  
[www.pta.gov.pk](http://www.pta.gov.pk)

## INVITATION TO BID

### Hiring of Janitorial Services for PTA Zonal Office Quetta

Pakistan Telecommunication Authority, the Telecom Regulator invites sealed bids from well reputed business entities providing Janitorial Service having minimum 02 years of experience, registered with Income Tax & Sales Tax Departments (i.e. FBR & BRA) and who are on Active Taxpayers List of Federal Board of Revenue & Balochistan Revenue Authority for provision of Janitorial Services at PTA Zonal Office, Samungli Road, Quetta for three (3) years.

Bidding documents, containing detailed terms and conditions etc, are available from Monday to Friday (During Office Timing) for interested bidders at the office of the undersigned at PTA Zonal office, Quetta. Price of bidding documents is Rs. 500/- (non-refundable in shape of pay order issued from scheduled bank in favor of PTA). Bidding documents can also be downloaded from [www.pta.gov.pk](http://www.pta.gov.pk) free of cost.

The bids, prepared in accordance with the instructions in the bidding documents, must reach to office of undersigned on or before 29<sup>th</sup> April, 2022 by 11:00 AM. Technical Bids shall be opened on the same day at 11:30 AM at PTA Zonal Office, behind FIA building, Samungli Road, Quetta. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

**Shoaib Ahmed, Zonal Director**  
**PTA Zonal Office, Behind FIA Building,**  
**Samungli Road Quetta**

**Tel: 081-2829476 Fax: 081-2829477**

**Email: [quetta@pta.gov.pk](mailto:quetta@pta.gov.pk)**

**12x2**

## BIDDING DOCUMENTS

### Hiring of Janitorial Services at PTA Zonal Office, behind FIA building, Samungli Road, Quetta

1. PTA intends to hire the services of a well reputed business entity for provision of janitorial services at PTA Zonal Office, Behind FIA Building, Samungli Road, Quetta. The services will be hired according to Rule 36(b) **PP Rules 2004 i.e. Single stage - two envelop procedure.**
2. Salient's features 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 envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICALPROPOSAL" 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 Zonal Office 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. Prior to opening of financial proposal, the technical evaluation report shall be announced as per Rule 35 of PP Rules 2004 (amended up to 28-06-2021).
  - h. Financial bids of those companies will be opened and evaluated who will obtain 60% marks in technical evaluation.
  - i. The financial proposals of technically qualified companies will be opened publicly at a time, date and venue announced and communicated to the bidders;
  - j. The financial proposal of bidders not qualified shall be returned un-opened to the respective bidders.
  - k. PTA reserves the right for the selection of most advantageous bid, which has met the mandatory requirements/ eligibility criteria, secured minimum 60% marks in technical evaluation, found substantially responsive to the terms and conditions as set out in these bidding documents and evaluated as the highest ranked bid on the basis of cost (i.e. lowest in price) thereof, as specified in these bidding documents.
1. If two bidders quote equal price in their financial bids then the bidder who has obtained the higher marks in technical evaluation will get the contract.
- m. No bidder will be allowed to withdraw its bid prior as well as after the deadline for submission of bids and during the period of bid validity or any extension thereto provided by the bidder.
3. **No claim in Increase/Escalation** in contract amount during the Contract will be entertained except for change/ revision in **rate of sales tax**, either increased or decreased by Government of Balochistan (GoB), will be entertained/ accepted by both the parties (i.e. PTA and contractor) and payment will be made accordingly.
4. **Bid Security:** Bidders will be required to submit an amount of **Rs. 50,000/- as Bid Security** in the shape of pay order or demand draft issued from scheduled bank in

favor of PTA along with **Technical Bid**. Bid Security of successful bidder will be converted into and be retained as Performance guarantee. Bid Security of technically disqualified/ un-successful bidders will be returned after opening of financial bids of technically qualified bidders. Whereas, bid security of unsuccessful bidders (financially) will be returned after signing of contract with the successful bidder/ contractor.

5. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -
  - i. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the client/ PTA there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
  - ii. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
  - iii. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
6. The amount stated in the Bid will be adjusted by the client/ PTA in accordance with the above procedure for the correction of errors and, with, the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited.
7. In case of withdrawal of the bid by a bidder **prior to deadline** for the submission of bids, the **Bid Security** shall be forfeited and blacklisting procedure may be initiated in accordance with the PP Rules.
8. In case of withdrawal of the bid by a bidder **after the deadline** for the submission of bids and during the period of bid validity or any extension thereto provided by the bidder, the **Bid Security** shall be forfeited and blacklisting procedure may be initiated in accordance with the PP Rules.
9. In case, performance of the contractor is not in accordance with the terms and conditions of the contract and remains unsatisfactory then maximum two notices, with the gap of one month, will be served to the contractor by the Zonal In-charge/ Director. Afterwards, if the contractor doesn't improve its performance as per terms and conditions of the contract, the contract will be terminated and amount of the performance guarantee will be forfeited.
10. Affidavit that the Company/firm has not been blacklisted by any Govt/Semi. Govt/Autonomous Body/Private Company will also be provided by the bidder on **non-judicial stamp paper** with technical proposal.
11. Tax will be deducted at source as per GoP rules.
12. Payment to the successful bidder/ contractor shall be linked with continuous active taxpayer status. If the contractor/bidder is not in ATL, no payment shall be made

until the bidder appears on ATL of FBR as well as BRA pursuant to regulation 2 of Eligible Bidders (Tax Compliance) Regulations, 2015 of PPRA.

13. Bids validity period shall be 90 days from the opening of technical bids.
14. Bidders shall be registered with Income Tax from FBR & Sales Tax from BRA. Bidder shall also provide copy of NTN and GST certificate.
15. Safety of its employees from injury will be responsibility of the Contractor.
16. The successful bidder will be required to enter into a formal contract which will be executed on non-judicial stamp paper with value of applicable duty and duly attested by notary public. (Draft Agreement Attached).
17. Contract term will be for 3 years.
18. The Successful Bidder /Contractor will commence work as per Contract/ Agreement between both parties.
19. Each page of the bidding documents should have sign and stamp of the bidder.
20. All janitorial material related to the services will be checked and approved by the Zonal Director before commissioning of job.
21. The Successful Bidder/Contractor will work under the supervision of Zonal Director.
22. In case of any dispute or conflict between Contractor and PTA Zonal office Quetta, the case will be referred to Dir (Administration) PTA HQs Islamabad. However, the Contractor will have the right to appeal to Chairman PTA.
23. In-complete tender/bids will be rejected forthwith.
24. The Successful Bidder/Contractor will only employ those persons who are adult (18 years of age or above), mentally and physically fit for the job.
25. Fair wages rule be adopted as per instructions of Government of Balochistan (GoB). No individual of the company working in PTA Zonal Office will be paid less than minimum wage prescribed by Government of Balochistan from time to time.
26. PTA reserves the right to ask the bidder to furnish break-up of its bid in case it appears that the bid is in violation of minimum wages notified by the GoB. Thereafter, if a bid is found to be in violation of the minimum wages then PTA has the right to reject any such bid or bids.
27. The rates quoted by Bidder shall be firm and final during the contract period.
28. PTA Zonal Office reserves the right to accept or reject the bids as per PPRA rules.
29. Interested Companies/Firms may forward their proposals as per above instructions, draft agreement, Scope of services (**Annex-A**), Technical Proposal Evaluation Criteria (**Annex -B**) along with filled financial Bid form (**Annex-C**) to the undersigned.

**Zonal Director**



**SERVICE AGREEMENT**  
**(FOR JANITORIAL SERVICES)**

This Service Agreement (the “**Agreement**”) for provision of janitorial services is made at \_\_\_\_\_ on this \_\_\_\_\_ day of, \_\_\_\_\_ 2022.

By and between

**Pakistan Telecommunication Authority**, a Statutory Body established under Pakistan Telecommunication (Re-organization) Act, 1996, having its principle office at PTA Headquarter, F-5/1, Islamabad and its Zonal Office located at **Behind FIA Building, Samungli Road Quetta**, through Zonal Director, Quetta (hereinafter referred to as the “PTA” which expression shall, where the context so permits, include its administrators or assigns) of the One Part;

And;

M/s. \_\_\_\_\_ through \_\_\_\_\_ bearing CNIC No. \_\_\_\_\_ having its registered office at \_\_\_\_\_ (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 including common areas whether in use or vacant by sweeping, mopping, scrubbing, or vacuuming them, gather and empty trash and more as prescribed in Scope of Work/Services attached as **Annexure-A** of this Agreement. (hereinafter referred to as the “Services”) of its Zonal office, behind FIA building, Samungli Road, Quetta, (hereinafter referred to as the “Premises”) in accordance with the terms of this Agreement; and as described in detail in Annexure-A of this Agreement.
2. The Contractor is being engaged in providing such type of Services and has agreed to provide these services to PTA Zonal Office Quetta on the terms and subject to 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.

**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 this Agreement.

**2. TERM**

The Initial Term of the Agreement shall be three (03) years commencing from (date/month/year) \_\_\_\_/\_\_\_\_/\_\_\_\_ and ending on \_\_\_\_/\_\_\_\_/\_\_\_\_ (both days inclusive). This Agreement may be renewed by mutual consent on same terms and conditions as already mutually approved by both parties and for such period or otherwise as may be mutually agreed by the parties' subject to satisfactory performance of the Other party in accordance with prevailing laws.

**3. 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, at convenience of PTA 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.
- e. The Contractor can terminate this Agreement by giving three (03) months advance notice to PTA.

#### **4. PAYMENTS AND INVOICES**

- 4.1 It is agreed that PTA shall pay to the Contractor Rs\_\_\_\_\_ inclusive of all applicable taxes etc. per month for first year + Rs\_\_\_\_\_ inclusive of all applicable taxes etc. per month for second year + Rs\_\_\_\_\_ inclusive of all applicable taxes etc. per month for third year, except for change/ revision in rate of sales tax, either increased or decreased by Government of Balochistan (GoB), will be entertained/ accepted by both the parties (i.e. PTA and Contractor) and payment will be made accordingly, on account of Services rendered by the Contractor in accordance with the description contained in this Agreement.
- 4.2 The payment shall be made to the Contractor for rendering the Services on submission of invoice/Bill having GST invoice on monthly basis duly verified by the In-charge officer PTA Zonal Office Quetta. All payments to be made by PTA to the Contractor shall be subject to such deductions and withholding at source of taxes, duties, charges as provided under the law of the land which shall be to the account of the Contractor.
- 4.3 The Contractor shall be entirely responsible for any kind of taxes, duties and charges whether Present or future, required under prevailing laws, payable in respect of the material and his staff/workers/janitors and for any necessary withholding of taxes from the salaries of staff/workers/janitors of Contractor. PTA will not pay any additional amount during contract period not specified herein and/or bidding documents.
- 4.4 The Contractor shall be solely responsible for all payments, liabilities and all other obligations of whatsoever nature pertaining to the material and his staff/workers/janitors who shall be deputed for the Services at PTA Premises.



- 4.5 Any additional time/hours of duty which may be treated by law as overtime, shall not be paid by PTA and it shall be sole duty of Contractor.
- 4.6 Contractor at all cost will pay the salary to its staff/workers/janitors by 5<sup>th</sup> of each month without its linkage to the payment of its monthly invoice.
- 4.7 Contractual amount 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, except for change/ revision in rate of sales tax, either increased or decreased by Government of Balochistan (GoB).

## **5. PERFORMANCE GUARANTEE AND OBLIGATIONs**

- 5.1 Bid security of successful bidder will be retained/converted as performance guarantee which will be released on expiration of the Agreement subject to NOC by Zonal In-charge/ Director PTA Quetta.
- 5.2 In case, performance of the contractor is not in accordance with the terms and conditions of the contract and remains unsatisfactory, then maximum two notices with the gap of one month, will be served to the contractor by the Zonal In-charge/ Director. Afterwards, if the contractor doesn't improve its performance as per terms and conditions of the contract, the contract will be terminated and amount of the performance guarantee will be forfeited.
- 5.3 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 consider 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. It is responsibility of the contractor to ensure the security clearance and character clearance of each person deployed within the premises of PTA.
- 5.4 Any major security threats shall cause for immediate termination of this Agreement by PTA which will be without any prior notice to Contractor without prejudice to the other terms of the Agreement.
- 5.5 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.

- 5.6 The Contractor shall indemnify and hold harmless PTA its Chairman, 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.
- 5.7 The Contractor shall pay the compulsory contributions of EOBI and social security of each employee as per prevailing laws to the concerned government departments every month.
- 5.8 If any dispute, or difference arise between the parties as to the terms and conditions of this 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 the Director (Administration) at PTA HQs, Islamabad. However, the Contractor will have the right to appeal to Chairman PTA and decision of Chainman will be final and binding on both parties.
- 5.9 Cost of electricity/water for rendering services shall be borne by the PTA.
- 5.10 The Contractor will be responsible for any or all mishap caused by his Janitors/Cleaners/staff.
- 5.11 The Second party warrants that its services under this Agreement shall be performed in a professional and work like manner in accordance with applicable professional standards.
- 5.12 PTA shall not be liable for any injury/ loss to the employees of the Contractor during the course of business. The Contractor shall always undertake the Job at its own risk and cost by adopting best safety measures for its employees and will be at its own responsibility that all its staff/employees are insured.
- 5.13 The Contractor will work under the guidance of Zonal Director, PTA Quetta 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. Anything found of below standards will be rejected forthwith.
6. The 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 and physically fit for the job and have no communicable disease and are healthy in all respect to perform the job.

7. The Contractor shall before deploying the manpower under this Agreement, provide valid and authentic, security clearance and character certificate of each of its employees/janitors from local police station along CNIC to PTA.
8. All Janitors/staff should be in distinct uniform (approved uniform from PTA) bearing the name of **Contractor i.e.** \_\_\_\_\_ with identification card showing his name and company name duly signed by company manger in PTA premises.
9. Storage Space will be provided within the building premises to the Contractor for storage of required cleaning material and equipment/ machines etc.
10. An appropriate deduction on account of unsatisfactory performance, task not done as per Agreement, fewer janitors deployed, shortage/less amount of material provided for cleaning during the period of this Agreement will be made on monthly basis. The amount will be conveyed/calculated by Zonal Director Quetta while processing the bill (if any).
11. Contractor will provide cleaning trolleys to janitors for floors which will be equipped with all required material used for cleaning etc.
12. 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 three months service charges prevailed at that time to cover this liability in the lieu of such termination without any notice.

### **13. FORCE MAJEURE**

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 of 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.

### **MISCELLANEOUS**

14. 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.
15. 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.
16. 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.
17. 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.
18. This Agreement may not be assigned by the Contractor to any other Party unless approved and consented by PTA in writing. However, PTA on its sole option may acquire the same or similar services from any other contractor.
19. Documents includes but is not limited to Annexure-A pertaining to the scope of work/services, Bid documents pertaining to general instructions, special stipulations and all other janitorial materials related to the Services under this Agreement and Annexure - A, B & C pertaining to the details of Bid Documents, Financial Bid and its sub-Annexure(s) (if any), Work Order, Corrigendum (if any), Addendum (if any) are integral part of this Agreement and has to be read and construed as such this Agreement.
20. Fair wages rule shall be adopted as per instruction of Government of Pakistan. The Contractor shall pay as per the fair wages rule and notification of Federal Government of Pakistan and respective provincial government from time to time. PTA will not entertain any request in this regard for the enhancement of wages during the period of this Agreement.
21. This Agreement shall not be interpreted or construed to create an employer-employee relationship, an appointment to the service of PTA or even a promise to be so

appointed, an association, joint venture, partnership or special agency between the parties or to impose any partnership obligation or liability upon either party. The contractor shall have no right, power, or authority to enter into any agreement or undertaking for, to act on behalf of, to act or be and agent or representative of, or to otherwise bind, PTA except when so expressly authorized by PTA.

**22.** This Agreement is intended by the parties as the final expression of their agreement and is intended also as a complete and exclusives statement of the terms of their agreement with respect to their relationship and all related matters.

**23.** The contractor shall act and shall ensure that its personnel also act in accordance with any instructions that may be given to them by the company from time to time, in verbal form and/or in written form.

**24.** Supervisor of the Contractor will visit PTA premises at least once in a week.

**IN WITNESS WHEREOF the parties hereto have set their hands the day, month and year first above written.**

(Mr. \_\_\_\_\_)  
S/o \_\_\_\_\_  
CNIC # \_\_\_\_\_  
Address: - \_\_\_\_\_  
\_\_\_\_\_

Zonal Director  
For & Behalf of PTA Zonal Office  
Quetta

Witness:  
1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_

Witness:  
1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_

**SCOPE OF WORK/SERVICES**

**Staff Required**

- 2 Persons (for 5 working days in a week on eight hours basis + on special occasion)

**Area / Building**

- PTA Zonal Office Building (Ground + First Floor + Parking Area + PTA Office Premises)

**Services to be Provided.**

**ONCE DAILY**

- Spotless cleaning of all rooms of all officers and stores, halls and parking area, footpaths, conference room, staff rooms and kitchen, Reception Area of office building, Corridors, Staircases. Vacuum and spot cleaning of all carpets.
- Sweeping/brooming 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, disposal of all litter / garbage / debris from entire covered and open building premises 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 and sinks with disinfection material.
- Provision of clean towels in washrooms every day and on special occasions.
- Cleaning and dusting of all interiors and exteriors of the building, which are under the use including false ceiling of floors, staircases and other metal items.

**TWICE AT LEAST (Daily) & On REQUIREMENT**

- Cleaning, Sweeping and mopping with disinfection material
  - Corridors, Stairs, Waiting area in office building.
  - Cleaning of toilets with branded disinfection material and provision of phenyl balls in basins.
  - Emergency cleaning whenever required.
  - Spraying of air fresheners in corridors.

**Weekly services**

- Cleaning and washing of external area of Zonal Office Building that is in front and back of building.
- Removal of Spider webs from offices & building.
- Cleaning of external windows.
- Dusting of fans.
- Dusting of walls and Cleaning of roof tops of building.

## BI ANNUAL SERVICES

- Cleaning of External windows of Zonal Office building twice a year as per satisfaction of officer in charge. Vendor will follow all safety standards and precautionary measures for safety workers.
- Any other special cleaning required and directed by Officer in charge.

## GENERAL INSTRUCTIONS

- Contractor shall provide liquid soap (Lux/Safeguard), towels of Large size (4'x5') (White export/best quality), rose petal facial tissues, rose petal tissue rolls, phenyl balls in washbasins, air freshener, air freshener tablets etc. (approved branded high quality product) and other toilet accessories tabulated below in the toilets/floors of the PTA building. The quality and quantity of fast consumable products shall be on the discretion of PTA and contractor will ensure regular availability.

Sr.No	Item	Qty
i	Liquid Lux / Safeguard Soap (Medium Size)	As soon as the provided volume of soap is consumed by $\frac{3}{4}$ of volume.
ii	Towels (4'x5') white premium quality	Provision of 6 towels (clean) of daily basis for office building for 5 working days.
iii	Tissue rolls (Rose Petal Soft)	As soon as the provided volume of Tissue roll is consumed by $\frac{7}{8}$ of volume.
iv.	Tissue paper Rose Petal (facial tissues)	As per requirement
v	Air Fresher Tablets (Roomi)	On consumption of provided ones.
vi	Phenol Balls or perfumed Wax in wash basins.	Good quality Imported ones which is specially made for the shanks/sinks for all washrooms of Zonal Office. On consumption of provided ones.
vii.	Disinfection & Cleaning material (Sweep, Harpic, Dettol, Acid, Liquid Phenyl (Finnis), 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.
viii.	Brooms, Mobs, Dusters, Glass cleaner vipers, web removers, buckets & other equipment to be used.	As per requirement and good quality to be used.
ix.	Air fresher spray (export quality)	To be sprayed twice a day at reception area and in offices or on VIP movement.
x	Lu blue in Toilet Cisterns	To be provided in washrooms and new ones on consumption of old one.
xi.	Morteen spray (mosquito killer)	3 every month.
xi.	Kitchen Rolls	To be provided in all washrooms and on requirement basis

- The contractors would provide and maintain daily consumable items i.e. washing powder, branded bathroom cleaning solutions, vim, phenyl liquid, phenyl balls, chemical for cleaning of bathroom tiles, floor tiles & wall tiles of PTA buildings, mop, duster, wiper, brush, mansion polish, brass polish 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 requirements. These items shall be of first/best quality, and bearing good results.
- The Contractor will arrange/provide Consumable items, Vacuum Cleaner (commercial size), Floor Cleaning machine, befitting equipment's and instruments and would arrange necessary equipment for cleaning of the stairs, floor, exterior walls, windows, ground etc. of the building used in providing services under this agreement and shall in no way bear any liability on PTA whether in terms of money or otherwise.
- The contractor will employ at least two persons (Janitors/Cleaners) for cleaning services and the jobs mentioned in this agreement and at no additional cost.
- 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 the time.
- The Contractor will provide a cleaning trolleys to janitors for floors which will be equipped with all required material used for cleaning etc.



### Technical Evaluation Criteria

<b><u>Mandatory Criteria:</u></b>		
i.	Registration with FBR & BRA (Income Tax & Sales Tax department).	
ii.	Company/firm should be on ATL of FBR for income tax and ATL of BRA for Sales Tax.	
iii.	Certificate of Registration with Employees Old-Age Benefits Institution (EOBI) and Balochistan Employees Social Security Institution (BESSI)	
iv.	At least two years of experience (to be reckoned from date of provided work order/ contract agreement/ completion certificate etc.)	
v.	<b>Affidavit on non-judicial stamp paper</b> to the effect that the firm has not been black listed by any government/semi government/autonomous body or company.	
vi.	Bid Security of Rs.50,000/- along with <b>Technical Proposal</b> .	
Sr. #	Criteria	Marks
1	<b><u>Experience:</u></b> (to be reckoned from the date of the oldest work order/contract agreement /completion certificate etc.) 05 marks per year beyond minimum experience of 02 years	15
2	<b><u>Active Tax Payer Proof:</u></b> (enclose tax return for last 3 years) 05 marks for each year tax return	15
3	<b><u>Good/ Satisfactory Performance Certificate (provided by the existing or previous clients):</u></b> 2.5 marks per certificate max up to 10 marks (enclose certificates)	10
4	<b><u>Copies of similar agreement in hand of organizations of comparable stature &amp; size:</u></b> 05 marks per agreement max up to 10 marks (provide signed copies)	10
5	<b><u>Major Clients: (Provide Work order and contract agreement copies)</u></b> Corporate/Multinationals/Hospitals (5 marks/client) Factory/parks/Universities (3.5 marks/client) Government/ Residential (2.5 marks/client)	10
6	<b><u>Verification from Clients by Committee:</u></b> Satisfactory Response (10 marks) Non-Satisfactory Response (Nil marks)	10
<b><u>Note:</u></b>		
i.	Minimum marks for qualifying for financial evaluation will be 60%.	
ii.	If verification result is not satisfactory then the bid shall be rejected forthwith.	
iii.	<b>Attach</b> supporting documents with <b>Technical Proposal</b> to claim marks.	

Financial Bid for the Provision of Janitorial Services to PTA Zonal Office Quetta as per Scope of Work/Service Annexure-A			
Description	<u>Amount for 1st Year of Contract</u> inclusive of all applicable taxes	<u>Amount for 2nd Year of Contract</u> inclusive of all applicable taxes	<u>Amount for 3rd Year of Contract</u> inclusive of all applicable taxes
Provision of Janitorial Services of 2 x Janitors including all material etc. as per Scope of Work/Services "Annexure-A"			
Amount per Month			
Total Amount Each Year			
Grand Total of Three Years Contract			

Total amount in words:

1<sup>st</sup> Year of contract:

Rupees \_\_\_\_\_

2<sup>nd</sup> Year of contract:

Rupees \_\_\_\_\_

3<sup>rd</sup> Year of contract:

Rupees \_\_\_\_\_

GRAND TOTAL (for 3 years): Rupees

**Note:**

1. Attach bid security equal to Rs.50,000/- in the shape of pay order or demand draft issued from scheduled bank in favor of PTA along with technical bid.
2. Financial Bid is to be submitted on this format only.
3. Amount should be inclusive of all applicable taxes.
4. Amount should include Uniforms/Badges/Jackets/ID Cards etc. and any other charges.
5. Minimum rates of wages notification copy must be attached herewith for proving their rates.

Sign & Stamp of Bidder