

TENDER DOCUMENTS
FOR
CLEANING & JANITORIAL SERVICES
STATE LIFE BUILDING

• **MINARA ROAD**
SUKKUR

REAL ESTATE DEPARTMENT

SCOPE OF WORK

1. Sweeping and cleaning of all rooms, halls, lobbies, terraces, stairs, corridors, parking areas, foot-paths and roof top etc of complete building as per schedule.
2. Dusting & cleaning of all interior and exterior surface of building including stairs railing, glasses, doors, windows, internal partition wall etc as per schedule.
3. Washing and polishing of floors and staircases including decorative marble walls and other metal surfaces.
4. Cleaning and washing of kitchen / pantry and washrooms including commodes urinals, wash basins, taps with proper disinfectant phenyl etc as per schedule.
5. Disposal of the litter / garbage from the offices and building compound and its dumping to any designated land fill site as per local govt. rules.
6. Cleaning of main holes, sewerage system and keep in running condition at all time. Further cleaning of main holes / sewerage running in-front of building will also be done as required for smooth flow of waste water of building.
7. Clearing the blockage in drains and toilet whenever required.
8. Dusting and cleaning picture glazing, shelves, venation blinds, windows, grills etc as per schedule.
9. Dusting and washing of main gates of the building (weekly)

WORK/JOBS

DAILY

- ✓ Cleaning, sweeping and mopping all areas of the premises of State Life Building Sukkur as per services under this agreement.
- ✓ Cleaning and dusting of all furniture, fixture, chairs, sofas, tables, computers, computer desks, telephone, partitions, doors, pedestal fan, fire extinguishers, fire aid boxes, electric switches / sockets fixtures, blinds planters, racks, cabinets, (steel / wooden) and filing cabinets or any other installed and removable fixture.
- ✓ Cleaning of glass curtain walls from inside with glint.
- ✓ Cleaning of glass windows from inside with glint.
- ✓ Cleaning of all partitions from both sides.
- ✓ Cleaning of waste paper baskets under all desks.
- ✓ Collections, removal and disposal of waste and garbage.
- ✓ Change of toilet soap in wash rooms.
- ✓ Refill soap dispensers
- ✓ Glass cleaning.
- ✓ Bathrooms wall tiles, doors and floor washing with suitable chemicals.
- ✓ Light fixtures cleaning.
- ✓ Cob web removals.
- ✓ Blinds dusting

WEEKLY

- ✓ Carpet , furniture upholstery, vertical blinds, fabric shampoo
- ✓ Fumigation
- ✓ Any job not covered in Daily program.

VERTICAL BLINDS CLEANING, SHAMPOOING / FUMIGATION

Furniture upholstery, vertical blinds, fabric shampooing and fumigation services, when required will be provided by the contractor free of cost.

DUTY HOURS

The concerned staff will perform their duties from 07:45 am to 05:15 PM daily (Monday to Friday) and 08:00 am to 01:00 pm on Saturday. The concerned staff will observe one hour lunch break from Monday to Friday.

TERMS & CONDITIONS

1. The housekeeping contractor will be required to employ, on full time basis all the labor force required for cleaning and servicing jobs at their own cost.
2. All material required for cleaning, servicing and polishing works shall be provided by the contractor at their own cost. The material shall be of best quality. Wax polish and metal polish shall be Reckitt & Colman or approved equivalent.
3. All equipment, tools, gadgets and other items required to carry out the services shall be arranged by the contractor at their own expenses.
4. The contractor shall submit schedule of works to be carried out for approval of Corporation. The schedule shall be in such a manner that all the services are efficiently carried out and the building should look clean and tidy all the time in all respects.
5. The service provider should be registered with income Tax department and must have NTN number.
6. All taxes, SST, government levies and charges should be borne by the contractor.

7. Rates quoted shall be inclusive of all taxes, SST, levies etc & no escalation shall be allowed during currency of contract or extended period.
8. Price quoted shall remain valid for a period of 150 days from the closing date of bids submitted, however the bidders are encouraged to extend the period of validity for their proposal. Rates quoted should be in Pak rupee (PKR) inclusive of all applicable taxes.
9. Contractor will be bound to provide the Janitorial services within 7 days after issuance of work order.
10. Minimum age limit of the worker as per Government policy shall be ensured viz a viz the minimum limit of the wages to be paid to each worker shall be ensured by you for which an affidavit on stamp paper shall be given to us by under taking that all the worker deployed for specified work in State Life Building are meeting minimum standard & criteria set by Govt. and any deviation with effect to any Govt. labor policy shall initiate all the advised proceedings against you.
11. The contractor will send the salary directly into bank account of janitorial staff.
12. The cleaning of internal portion of tenant's offices is excluded from the scope of work except for SLIC Zonal Office.
13. Contractor shall be responsible for any breaking / stealing of the office material during the servicing by their staff. In case of any such happening the contractor will pay damages / compensations.
14. The Corporation will supervise and regulate the work of the janitorial contractor through its Real Estate Department. The Contractor shall follow all instructions issued to them by the Department in respect of entire work as mentioned in scope of work.
15. Contractor will have to provide / supply a good looking uniform and identity card to all his workers. Staff must be in uniform when they attend duty. All the workers should have their CNIC and their age not less than 18 years.
16. Contractor will submit with tender bid security 2% annual quoted amount in shape of demand draft / pay order in favor of State Life Insurance

Corporation of Pakistan. The tenders without or less than 2% Bid Security will be rejected.

- 17.State Life reserves the right to accept or reject any or all tender (s) as per PPRA rules.
- 18.The services under the contract shall be cancelled at any time by giving 15 days' notice upon observing dissatisfied performance.
- 19.The contract can also be terminated on contractor's request by giving 30 days (Thirty Days) notice by contractor to Corporation and in such cases you will be paid till the time to actual performance of the job by contractor.
- 20.All the payments to the workers of the contractor shall be made by contractor himself as per laws presently enforced or amended in further and the Corporation shall not be responsible in any way.
- 21.The corporation shall not be responsible for any loss / damages and or injury sustained by the workers employed by the contractor during the performance of this contract.
- 22.The contractor shall be exclusively responsible to tackle any demand raised by his workers whether financial or administrative at any time.
- 23.The Corporation reserves the right to stop entry of any person deputed by the contractor for performance of the contract.
- 24.If any employee of contractor is found not suitable for the job by concerned SLIC officer, that employee should be replaced by the contractor within one day.
- 25.If any damage / loss are caused to the property / goods of the Corporation by the staff of the contractor the same shall be replace / repaired by the contractor at their own cost.
- 26.The contractor's staff shall follow the Corporation's Security rules strictly.
- 27.The workers employed by the contractor should be bonafide citizen of Pakistan, carrying National Identity Card.
- 28.In case of shortage in staff strength provided by the contractor, the same shall be covered by the contractor, immediately otherwise amount will be

deducted Rs.500/- per short worker per day and incase of supervisor Rs. 600/- per day.

29. Cleaning staff deputed once shall not be changed during the contract period without consent of the Real Estate Department. However in case of any complaint of the staff, the service provider will provide replacement within 12 hours.
30. Timings observed will be from 7:45 am to 5:15 pm including 1 Hr lunch break. The daily cleaning schedule would be prepared in consultation with Real Estate Department. Representative in order to minimize hindrance caused to floor occupants.

SPECIAL CONDITIONS OF THE CONTRACT

1.	Amount of Bid Security (Demand Draft) to be submitted with tender	2% of annual quoted amount in favor of State Life Insurance Corporation of Pakistan
2.	Release of Bid Security.	<ol style="list-style-type: none"> 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 State Life for full period of contract as performance guarantee.
3.	Working Days	Six working days a week except gazetted holidays
4.	Timing of work	07:45 AM to 5:15 PM
5.	Mode of Payment	Through monthly bills submitted by the contractor on completion on satisfactory services.
6.	Period of honoring bill	Within 10 days after building In-Charge certificate
7.	Deduction of amount from the bill on account of unsatisfactory services or any other item.	<ol style="list-style-type: none"> 1. A lump sum amount assessed by State Life representative in case of unsatisfactory service / shortage of materials. 2. Minimum Rs. 500/- per day worker in case of absence of worker. For supervisor Rs. 600/- per day. 3. All levies , Income tax as per rules.
8.	Period within which contract agreement is to be signed after the date of acceptance of lowest bid by the employer.	Five (05) days.
9.	Period of Contract	for One (01) Year,

Janitorial Staff with Duty Location

Designation	Number	Duty Location
Supervisor	01	Building
Gardner	01	Plants
Sweeper	01	Basement + Ground Floor
Sweeper	01	1 st & 2 nd floor
Sweeper	01	3 rd & 4 th floor
Sweeper	01	5 th & 6 th floor
Total	06	

CLEANING EQUIPMENT

S#	Name of Equipment	Unit	Quantity
1	Large Dust Bins	No.	01
2	Plastic Basket	No.	03
3.	Hand Carry (Trolley)	No.	01
4.	Floor Polish (Machine)	No.	01
4	Any other equipment required 1. 2. 3. 4.		

Note.

- State Life reserve the right to change the number of staff as per requirement
- Contactor is bound to arrange all equipment including above or any other equipment for performance of this contract & shall keep in store spares in case of defect in any of above.

LIST OF JANITORIAL MATERIAL (MONTHLY)

S#	Description	Company	Rate	Quantity	Amount
1.	Phenyl	Finis		15 (2.9) ml	
2.	Vim Max 500gm	Vim		12	
3.	Soap Small Towel	Capri / Tibet		6 dozen	
4.	Finish Oil	Finis / Fuji		10 (400 ml)	
5.	Surf	Bonus		06 kg	
6.	Mortien Killer Tablet	Mortien		01 Packet	
7.	Harpic	Harpic		08 (250) ml	
8.	Glass Cleaner	Gelent		02	
9.	Polish	Kivi / Mention		3.5 kg	
10.	Polish Bursh	Best Quality		02	
11	Viper Large	Best Quality		02	
12	Viper small	Best Quality		02	
13	Phenyl Teblet	Best Quality		01 kg	
14	Rohi	Best Quality		01 packet	
15	Dust Bin Large	Standard Quality		04	
16	Dust Bin Small	Standard Quality		06	
17	Toilet Brush	Best Quality		03	
18	Towel (mope)	Best Quality		12 kg	
19	Cotton Cloth	Angosha (Pink)		3 kg	
20	Sur Jharoo	Best Quality		04	
21	Naarail Jharoo	Best Quality		03	
22	Phool Jharoo	Best Quality		06	
23	Sulphuric Acid	Sweep		10	
(B) TOTAL AMOUNT (RS)					

Note:

- Above rates shall be inclusive of all prevailing taxes, overheads etc.
- The above quantity may vary as per requirement.

FINANCIAL BID

For State Life Building Sukkur

S #	Staff	Qty	Salary Wages (Each)	Total
01	Supervisor	01		
02	Sweepers	04		
03	Gardner / Cleaner	01		
(A) Total salary per month				
(B) Total Quoted Amount For Material				
(C) Profit				
(D) All Govt. Taxes SST, Income Tax etc.				
TOTAL CONTRACT AMOUNT PER MONTH- A+B+C+D=				
TOTAL AMOUNT PER ANNUM=				

NOTE:

Contractor will submit breakup of the quoted amount showing amount of wages for supervisors, sweepers, & Gardner / cleansers, cost of material, profit and all taxes showing separately.

Receipt

Tender for Contract of Cleaning & Janitorial Services at SLB Sukkur

Received with thanks one set of tender documents for Captioned works for an amount of Rs.500/- from Real Estate Department, State Life Insurance Corporation of Pakistan.

Signature:

For and on behalf of

M/s _____