

# **TENDER DOCUMENTS**

**FOR**

**JANITORIAL WORKS WITH REQUIRED  
MATERIAL**

**AT**

**STATE LIFE BUILDING MINARA ROAD,  
SUKKUR**

## **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 schedule.
5. Disposal of the litter / garage 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, bars etc as per schedule.
9. Dusting and washing of main gates of the building (weekly)

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## 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 fans, 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.
- ✓ Equipment dusting i.e. Computer, monitor, printer, telephone set, pedestal fans etc.
- ✓ Cob web removals.
- ✓ Blinds dusting

### WEEKLY

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

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## **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.

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## **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 of Reckitt & Colman or 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.

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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.

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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. The staff of contractor shall both interfere with property or goods of the Corporation. If any damage / loss are caused to the property / goods of the Corporation b 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.

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## **DETAILED TERMS OF REFERENCES:**

Provision of high quality and professional janitorial services are required through fully trained housekeeping staff to maintain the cleaning standards of State Life Building, Sukkur. The team should also be supervised daily through trained and professional Supervisor.

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## **SPECIAL CONTIOND S OF THE CONTRACT**

1.	Amount of Bid Security (Demand Draft) to be submitted with tender	2% sum annual quoted amount in favor of State Life Insurance Corporation of Pakistan
2.	Release of Bid Security.	<ol style="list-style-type: none"> <li>1. Shall be released to un-successful bidders on acceptance of tender of the lowest bidder.</li> <li>2. Bid Security of the lowest bidder will be retained by State Life for full period of contract as performance guarantee.</li> </ol>
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 bill 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"> <li>1. A lump sum amount assessed by State Life representative in case of unsatisfactory service / shortage of materials.</li> <li>2. Minimum Rs. 500/- per day worker in case of absence of worker. For supervisor Rs. 600/- per day.</li> <li>3. Income tax as per rules.</li> </ol>
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	Initially for Two (02) Years, Further Extendable for 01 Year in accordance with the Yearly rate of inflation announced by State Bank of Pakistan and subject to satisfactory performance of contractor

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## **Janitorial Staff with Duty Location at SLB - Sukkur**

Name	Designation	Number	Duty Location
	Supervisor	01	Building
	Gardner	01	Plants
	Sweeper	01	Basement + Ground Floor
	Sweeper	01	1 <sup>st</sup> & 2 <sup>nd</sup> floor
	Sweeper	01	3 <sup>rd</sup> & 4 <sup>th</sup>
	Sweeper	01	5 <sup>TH</sup> & 6 <sup>TH</sup>
	<b>Total Staff</b>	<b>06</b>	

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## **CLEANING EQUIPMENT**

S#	Name of Equipment	Unit	Quantity
1	Floor polish machine	No.	01
2	Plastic Basket	No.	03
3.	Hand Carry (Tralee)	No	01
4	Any other equipment required 1.  2.  3.  4.  5.  6.		

Note. Contactor is bound to arrange all above or any other equipment for performance of this contract & shall keep in store spares in case of defect in any of above.

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## LIST OF JANITORIAL MATERIAL (MONTHLY)

S#	Description	Rate	Quantity	Amount
1.	Phenyl		15	
2.	Vim Max 500gm		12	
3.	Towel		12 kg	
4.	Soap small		6 dozen	
5.	Phool Jharoo		06	
6.	Cotton Cloth		3 kg	
7.	Tin Finish Oil (500 ml)		03	
8.	Sur Jharoo		04	
9.	Surf		04 kg	
10.	Sulphuric Acid		10	
11.	Viper Small		02	
12.	Viper large		02	
13.	Mortien Killer tablet		01 Packet	
14.	Phenyl Tablet		01 Kg	
15.	Ruhi		01 packet	
16.	Naarail Jharoo		03	
17.	Toilet Brush		03	
18.	Harpic		08	
19.	Dust Bin Large		04	
20.	Dust Bin Small		06	
21.	Glass Cleaner		02	
22.	Polish		3.5 kg	
23.	Polish Bursh		02	
<b>Total Amount (Rs)</b>				

Note:

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

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## **List of Staff**

For State Life Building Sukkur Office

<b>S #</b>	<b>Staff</b>	<b>Qty</b>	<b>Salary Wages (Each)</b>	<b>Total</b>
<b>01</b>	<b>Supervisor</b>	<b>01</b>		
<b>02</b>	<b>Sweepers</b>	<b>01</b>		
<b>03</b>	<b>Gardner / Cleaner</b>	<b>01</b>		
Total quoted per month (Including all Taxes, overhead Profit, duties as per Govt rules)				
Total Per Annum				
Total for 02 Years				

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NOTE: Contractor will submit breakup of the quoted amount showing amount of wages for sweepers, cleansers, supervisors, cost of material, & income tax.

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