

TENDER # RED/LRK/JS/2021/01

TENDER DOCUMENTS

FOR

JANITORIAL SERVICES

AT

**STATE LIFE BUILDING,
QUAID –E- AWAM ROAD,
LARKANA.**

1. TO BE SUBMITTED BY THE CONTRACTOR ON THEIR LETTER HEAD

The Incharge,
Real Estate Department,
State Life Insurance Corporation of Pakistan,
State Life Building,
Larkana.

SUB: JANITORIAL SERVICES AT STATE LIFE BUILDING, LARKANA.

Dear Sir,

Having inspected the building and studied the scope of work, terms and conditions etc.
We hereby offer to execute the above job for a total amount of Rs. _____
(Rupees _____) per month.

A Pay Order No. _____ Dated _____ from _____ Bank, is
submitted which is equal to 2% of total bid amount for a year & is enclosed as bid security.

Thank you.

Yours sincerely,

For & on behalf of Contractor

2. SCOPE OF WORK

1. Sweeping and cleaning of all rooms, halls, lobbies, terraces stairs, courtyards, parking areas, foot-paths and roof top etc. of complete building as per schedule.
2. Dusting and cleaning of all interior and exterior surfaces of building including stair railings, glasses, doors, windows, internal partition walls 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 bathrooms 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 cantonment board/Municipal rules.
6. Cleaning of manholes, sewerage lines 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. Clear blockage in drains and toilets whenever required.
8. Dusting and cleaning picture glazing, shelves, venetian blinds, windows etc as per schedule.
9. Dusting and cleaning of main gates/areas of the building (Weekly).

03. TERMS & CONDITIONS

1. The contractor will be required to employ, on full time basis all the labour 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. The material shall be of approved best quality. Wax polish and metal polish shall of Approved 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 expense.
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.
5. All Taxes (SST, GST), Government levies and charges including registration with Sindh Revenue Board shall be made and borne by the contractor. Minimum age limit of the worker as per Government policy shall be ensured by contractor for which an affidavit on stamp paper shall be given to SLIC with undertaking that all the workers deployed for specified work in State Life Building are meeting minimum standard & criteria set by the Government any breach to Government labour policy shall be dealt with as per rules against firm/contractor.
6. The cleaning of internal portion of tenant's offices is excluded from the scope of work, except life zone portions.
7. 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 to the Corporation.
8. 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 all the work as mentioned in scope of works.
9. Contractor will have to provide / supply a good looking & clean uniform and identity cards 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.
10. Contractor will submit with the tender bid security equal to 2% (Two percent) of the bid amount (calculated & equal to one year amount) in shape of pay order in favor

of State Life Insurance Corporation of Pakistan. The tenders without bid security will be rejected.

11. State Life reserves the right to accept or reject any or all tender(s) as per PPRA rules.
12. The services under the contract shall be cancelled at any time by giving 30 days notice upon observing unsatisfactory performance. Consequently, bid security & retention money shall be confiscated in favor of State Life Insurance Corporation of Pakistan.
13. The contract can also be terminated on contractor's request by giving 90 days (Ninety days) notice by contractor to corporation and in such case contractor will be paid till the time of actual performance of the job.
14. All the payments to the workers of the contractor shall be made by the contractor himself as per laws presently in force or amended in future and the corporation shall not be responsible in any way. The contractor will send the salary directly into the bank account of janitorial staff and submit evidence as & when required by SLIC.
15. The Corporation shall not be responsible for any loss / damage and / or injury sustained by the workers employed by the contractor during the performance of this Contract.
16. Contractor shall be exclusively responsible to tackle any demand raised by his workers whether financial or administrative any time.
17. The Corporation reserves the right to stop entry of any person deputed by the Contractor for performance of the Contract.
18. If any employee of contractor found not suitable for job by concerned SLIC officer, that employee should be replaced by the contractor within 02 days.
19. The staff of contractor shall not interfere with the property or goods of the corporation. If any damage / loss is caused to the property / goods of the corporation by the staff of the contractor the same shall be replaced / repaired by the contractor at his own cost.
20. The Contractor's staff shall follow the Corporation's security policy strictly.
21. The workers employed by the contractor should be bonafide citizens of Pakistan, carrying National Identity Card.

22. 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 at the rate of 1.5 times per day salary of short worker per day.

04. SPECIAL CONDITIONS OF CONTRACT

1.	Amount of bid security (Bank Draft). To be submitted with tender.	2% (Two percent) of the total Bid amount for a year
2.	Release of bid security.	<p><i>i.</i> Shall be released to un-successful bidders on acceptance of tender of the most advantageous bid.</p> <p><i>ii.</i> Bid security of the most advantageous bid will be retained by State Life for full period of contract as performance guarantee.</p>
3.	Working days.	Six (06) working days a week except gazetted holidays.
4.	Timings of Work.	08:00 A.M to 05:00P.M
5.	Mode of Payment.	Through monthly bills submitted by the Contractor on completion of satisfactory services.
6.	Deduction of amount from the bill on account of unsatisfactory services OR any other item.	<p><i>i.</i> Absenteeism/ deviation from BOQ/ terms & conditions invite penalty which is at discretion of representative of RED, SLICP.</p> <p><i>ii.</i> In case of absenteeism of a worker, deduction will be made @ 1.5 times salary per day/person</p> <p><i>iii.</i> Income tax / other taxes as per government rules.</p> <p><i>iv.</i> Retention money of 5% will be deducted from monthly service bill which will be released to the contractor upon satisfactory completion of entire contract period.</p> <p><i>v.</i> Rs.100/day per person will be deducted if the contractor's staff does not wear the uniform.</p>
7.	Period within which contract agreement is to be signed after the date of acceptance of lowest bid by the Employer.	Five (05) days.
8.	Period of Contract.	<p>➤ One year</p> <p>➤ May be extended for further one year on confirmation of satisfactory service by SLIC</p>

05. SCHEDULE OF JANITORIAL SERVICES

The schedule of the janitorial services would be as under:

1.	Sweeping and cleaning.	Daily
2.	Floors wet mopping.	Daily (Minimum 2 Times Daily)
3.	Garbage removal.	Daily
4.	Toilets and kitchens washing (common Toilets & wash rooms).	Daily (Minimum 3 Times Daily)
5.	Area Cleaning i.e. Sweeping Footpaths & Courtyards, Parking Area stains, lobbies, halls stair railing etc.	Daily (Minimum 2 Times Daily)
6.	Cleaning of windows glazing. (Internal & External).	Twice a Week
7.	Floor Machine polishing (Wax). Mosaic / Marble floor of common areas	After every 03 Months or as per schedule
8.	Dusting all partitions, curtains and removal of cobwebs etc.	Weekly
9.	Cleaning of all sign boards, decorative pictures and fittings etc.	Weekly
10.	Cleaning of Manholes / Sewerage lines.	Twice a Month or Whenever required

06. LIST OF STAFF

FOR STATE LIFE BUILDING, LARKANA.

	<u>QTY</u>	<u>Unit Rate Rs.</u>	<u>Total Amount Rs.</u>
1. Supervisor -	01 No.		
2. Sweeper	04Nos.		
3. Cleaner cum Helper (Physically fit) (For cleaning of Roof top, A/C plant & room, cooling towers, Air handling unit rooms & allied equipments at SLB LRK)	01 No.		
Total = 06 Nos.			

Note:-

- Contractor will submit breakup of the quoted amount showing amount of wages for sweeper, cleaner, supervisor etc.
- Contractor is bound to pay salaries to its employees not less than minimum wages announced by Govt. of Pakistan. Further, to ensure merit & transparency in this regard contractor is bound to follow relevant instructions issued by Incharge RED, SLICP.

07. LIST OF MONTHLY MATERIAL FOR JANITORIAL SERVICES

(BEST QUALITY BRANDED MATERIALS APPROVED BY STATE LIFE TO BE FURNISHED BY THE CONTRACTOR WITH TENDER)

Sr. #.	Name of Material	Unit	Qty	Unit Rate Rs.	Total Amount Rs.
1.	Acids/Chemicals bottle for toilet cleaning Harpic, Domex or equivalent	Bottles	18		
2.	Brushes for commodes.	Nos.	04		
3.	Brushes for scrubbing (S/Size).	Nos.	04		
4.	Brooms (SUR JAHROO) Good Quality.	Nos.	06		
5.	Brooms Soft 200 Grams each Good Quality.	Nos.	12		
6.	Brasso Metal Polish 08 oz.	-	03		
7.	Basket for collecting trash.	Nos.	04		
8.	Duster fine for glasses 18" x 18".	Dozen	05		
9.	Duster rough for floors 18" x 18".	Dozen	05		
10.	Drain opener.	Nos.	03		
11.	Glass Cleaners.	Nos.	04		
12.	Mops long cotton 4 feet with wooden holder	Nos.	06		
13.	Mansion polish for floor polishing.	Kgs.	03		
14.	Nepthaline balls. (Comphar balls).	Kgs.	03		
15.	Finis or equivalent 2.9 litre bottles (perfumed).	-	12		
16.	Wiper (Rubber mops) Big	No.	02		
17.	Vim small size (450) grams.	Dozen	01		
18.	Surf Powder (Ariel, Excel or equivalent)	Kgs.	07		
Grand Total Amount Rs.					

Note:

Above quantity may vary as per requirement /need of the Building /station Incharge

08. CLEANING EQUIPMENT

Sr. #.	Name of Equipment	Unit	Qty.
1.	Hand trolley.	No.	01
2.	Shovel.	No.	02
3.	Floor polish machine.	No.	01
4.	Aluminum folding ladder (Ghori).	No.	01
5.	G. I. / Plastic Buckets	Nos.	08
6.	Blower	No.	01
7.	Vacuum Cleaner as & when required	No.	01

- Note:**
1. Contractor is bound to arrange any other equipment for performance of this contract & shall keep in store spares in case of defect in any of above.
 2. The amount quoted by the firm/contractor shall be inclusive of all taxes (SST, GST etc) levies, profit & overheads etc.

09. INFORMATION TO BE SUBMITTED WITH BID
“Mandatory “

- i. Name _____
- ii Telephone No: _____
- iii Fax No. _____
- iv. Year of Establishment / Registration _____
(Attach copy)
- v. Detail of Works done in past with amount of contract (Attach proof)
 - a) _____
 - b) _____
 - c) _____
 - d) _____
 - e) _____
 - f) _____
- vi. Detail of Works in hand with amount of contract a) _____
(Attach proof)
 - b) _____
 - c) _____
 - d) _____
 - e) _____
 - f) _____
- vii. Affidavit for List of Tools & Staff
- viii. Bank statement for three years & SST certificate
- ix Income Tax certificate (Registration)
- x Undertaking that company is not involved in any litigation or black listed.
- xi No. of staff available.

10.FINANCIAL BID

SUMMARY OF COST

BREAKUP OF TOTAL QUOTED MONTHLY SERVICE CHARGES FOR THE WORKS(INCLUDING LABOR, MATERIAL, TAXES AND CONTRACTOR'S PROFIT)

ITEM	AMOUNT IN (Rs.)
Labor Cost: (A)	Rs.
Monthly Material Cost: (B)	Rs.
Total C=(A+B)	Rs.
All Taxes, Overhead , Profits etc: D=__% OF (C)	Rs.
Total quoted amount for services per Month: (E= C+D)	Rs.
Total quoted amount per Annum: F=(E x 12)	Rs.

RUPEES IN WORDS: (_____ PER ANNUM)

NOTE:

The above rates quoted shall be inclusive of all profits, taxes viz. income tax, GST, SST, Levies etc. as per Government Rules.