Government of Pakistan
Ministry of Housing & Works
Federal Government Employee Housing Authority
Mauve Area, Sector G-10/4, Islamabad.

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TENDER DOCCUMENTS

Procurement Of Janitorial Services Work at Office Of Federal Government Employee Housing Authority, Islamabad.

Issued to.
M/S. _____

_____

Deputy Director (GA)
Federal Government Employee Housing Authority,
10-Mauve Area, Sector G-10/4, Islamabad.

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(To be Filled-in by the Applicant)

1. Name of the Agency: _____

2. NTN Registration Number: _____

3. Address for Communication (postal, email, telephone number): _____

_____

_____

4. Address of Branch Offices (If any): _____

5. List of services provided (client list) to national & international organizations/institutions: _____

7. Detail of Pay Order or earnest Money of **3% Of Total Annual Contract Amount** _____

_____

8. Contact Person Name & Phone Number _____

_____

9. Attach complete profile of the agency in view of tender evaluation form

[Signature and date with official Seal]

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BID EVALUATION CRITERIA

Hiring of Janitorial Services for Federal Government Employees Housing Authority.

1. Basic Conditions for Post-Qualification.

    a. The response to this notice must be sufficiently detailed to convince the FGEHA that the firms applying for post-qualification have the experience as well as the technical, administration and financial qualification necessary for the execution of the subject services and they must prove that they have carried out similar services.
    b. Joint Ventures (JV) are not allowed, only individual firms fulfilling the requirements mentioned in the Tender Notice are eligible to participate in the bidding process.
    c. The bidders shall provide maximum information required for the evaluation of their bids.

2. Qualification Criteria

    All bids submitted by various bidders shall be examined for following:-

    a. Duly filled and signed Form of Bid.
    b. An affidavit on stamp paper of Rs. 100/- that the firm has never been indulged in any litigation and has never been blacklisted by any Ministry/Division/Department/Organization of the Government(s).
    c. Bid is un-conditional, conditional bids shall be rejected.
    d. Single stage-two envelops bidding procedure shall be applied:

    i. The bid shall comprise a single package containing two separate envelops. Each envelope shall contain separately the financial and the technical proposal.
    ii. The envelops shall be separately marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold.
    iii. If the outer as well as inner envelope is not sealed and marked properly, the procuring agency shall assume no responsibility for the bid’s misplacement or premature opening.
    iv. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened.
    v. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of procuring Agency without being opened.

vi. The procuring agency shall evaluate the technical proposal, without reference to the price and reject any proposal which do not conform to the specified requirements.

vii. During the technical evaluation no amendments in the technical proposal shall be permitted.

viii. The financial proposal, if found technically non-responsive shall be returned up-opened to the respective bidders.

ix. After technical evaluation is completed, the procureing agency shall notify the date, time and location for opening of the financial proposals. Bidder's attendance at the opening of financial proposals is optional.

x. Financial proposals shall be opened publically in the presence of the bidders, representative who choose to attend. The name of the bidders and the technical score of the bidders shall be read aloud. The financial proposal of the bidders who met the minimum qualifying mark shall then be inspected to confirm that they have remained sealed and un-opened (financial proposals those bidders failing to secure minimum marks in the technical evaluation shall be returned up-opened). These financial proposals shall be then opened, and the total prices read aloud and recorded.

xi. The bid found to be the lowest evaluated bid shall be accepted.

- For the purposes of determining the lowest evaluated bid, facts other than price such as previous performance, previous experience, engineering/technical capabilities, financial soundness and such other details as the procuring agency at its discretion, many consider appropriate shall be taken into consideration. The following evaluation factors/criteria will be employed on technical proposals. The number of points allocated to each factor shall be specified in the Evolution report. Only bids securing minimum of **60% marks** would be declared technically accepted.

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Terms and Conditions:-

i. The contract for janitorial services will be made for the period One (1) year. However the contract shall be extendable for the further period of two (1) years subject to satisfactory performance and with mutual consent/understanding of both the parties as per provision in PPRA rule.

ii. **Cleaning of window glass panes from outside/inside of the building will be carried out once in a month. The equipment for cleaning of window glass panes will be provided by the contractor at his own cost.**

iii. The bidders are required to supply attested copies of Registration Certificates of FBR/Tax authorities.

iv. The bidder shall ensure due and proper payment of wages in line with minimum wage rate as announced by Government of Pakistan for the current financial year as it is responsibility of the contractor and observance of all applicable laws including labor laws and shall ensure compliance of labor laws as declared by Government of Pakistan.

v. Workforce/Workers to be provided should have coverage of EOBI and accidental insurance registered with the relevant institution(s).

vi. The bidders are required to quote their rates, which are inclusive of all taxes.

vii. The bidders are required to submit earnest money i.e. **3%** of total contract amount for one year in the shape of **Pay order/Demand Draft** in favor of **Federal Government Employee Housing Authority, Islamabad.** The Company/firm who will win the tender shall deposit an amount or furnish insurance guarantee equivalent to 10% of total contract amount of One year as performance guarantee in favor of **Federal Government Employee Housing Authority, Islamabad**.

viii. An affidavit on stamp paper of Rs. 100/- that the firm has never been indulged in any litigation and has never been blacklisted by any Ministry/Division/Department/Organization of the Government(s).

ix. Generally the working hours for the janitorial staff would be from 7:00am to 6:00pm. However, the contractor shall ensure the presence of janitorial staff beyond these hours as and when required without additional cost.

x. The contractor will provide suitable uniform and identity cards to all the janitorial staff.

xi. In case of any change in janitorial staff, the contractor will inform the FGEHA in advance.

xii. The contractor will replace any of his employees whose conduct or performance is not satisfactory.

xiii. The Federal Government Employees Housing Authority (FGEHA) has the right to terminate the contract/agreement signed with the successful bidder upon 30 days notice in writing. However, contract will be terminated on fifteen (15) days notice if the performance of the contractor found not satisfactory/up to the mark and the same will be awarded to the next qualified bidder.

xiv. The security of the firm, whose performance is not found satisfactory and whose contract is cancelled as noted above, shall be forfeited and the firm shall be blacklisted.

xv. The contractor shall provide cleaning material of the best quality as per list attached.

xvi. It will be responsibility of the contractor that the outsourced staff is medically fit and must not contain any kind of infectious diseases.

xvii. Detail of manpower required at FGEHA premises for janitorial/cleaning services work is mentioned below however FGEHA authorities have the right to increase or decrease the manpower as per its own requirement. Detail of Manpower requirement is as follows:-

Sr.	Location	Work Force Detail
1.	Supervisor at Federal Government Employees Housing Authority, Islamabad.	1
2.	Janitorial/Cleaning staff for FGEHA Head Office, Islamabad.	10
3.	Janitorial/Cleaning staff for FGEHA Site Offices, Islamabad.	4
TOTAL		**15**

xviii. Need of required services may increase or decrease depending upon FGEHA, Islamabad office requirement and contract amount will be revised accordingly.

xix. The bidders should examine carefully the terms & conditions of the tender documents. Bidders should also visit the FGEHA Head Office and premise at any time during working hours at their own expenses and obtain all necessary information prior to submitting the tender. Clarification if any, about the job may be obtained from the undersigned at any time during working hours before submitting tenders. Once the tender is submitted, it will be assumed that no further clarification is required.

Working Hours

- Supervisor & Janitorial Staff will arrive well before office hours and will ensure cleanliness of all the area thirty (30) minutes prior to usual office timings.
- In case of emergency/urgency, FGEHA may ask the janitorial staff for early arrival/late departure for which no extra payment shall be made.
- The supervisor will report to the caretaker for the arrival and departure.
- A daily duty roster will be maintained by the supervisor for the hourly deployment of janitorial workers to monitor and assess their performance which will be submitted to FGEHA accordingly.

Description of Work

The Contractor shall provide cleaning and janitorial service at Federal Government Employee Housing Authority and its site offices as per following details:-

DAILY SERVICES

i. **Scrubbing of floor with floor scrubbing machine of entire building lobbies before start of office hours i.e. 9:00 am daily.**
ii. Dusting of the office equipment's and furniture.
iii. Cleaning of the premises after each hour till office closing with perfumed phenyl.
iv. Cleaning and washing of all toilets. Cleanliness of bathrooms before the office timing and after a regular interval during office hours.
v. Inside cleaning of all the glasses installed at rooms/corridors, blinds and exhaust fans twice a week.
vi. Cleaning of all common areas.
vii. Sweeping and cleaning of all rooms.
viii. Mopping and cleaning of floors and staircases..
ix. Vacuum Cleaning of all carpets.
x. Spray of air-freshener in the building.
xi. Disposal of all litter/garbage/derbis from the office and building compound.

WEEKLY SERVICES

i. **Washing & Cleaning with floor machines of entire office building corridor, lobbies and reception area.**
ii. **Washing and cleaning of staircase and polishing of stair railings.**
iii. Cleaning of all common areas.
iv. Thorough cleaning of all toilets, spraying of disinfectant in the toilet.
v. Cleaning of all drain-pipes etc. (as and when required).

MONTHLY SERVICES

i. **Fumigation of entire building on monthly basis with WHO approved pesticides (SC Formulation pesticides i.e. odorless for inside premises of the building and EC Formulation pesticides for outside of the building premises).**
ii. Inside and outside cleaning of window glass panes of entire building with approved chemicals and equipment's.

iii. Polishing with floor machines of entire office building corridor, lobbies and reception area.
iv. Cleaning of all common areas.
v. Thorough cleaning of all toilets, spraying of disinfectant in the toilet.
vi. Washing and cleaning of all floors and staircases.
vii. Any other cleaning job assigned by FGEHA.
viii. Cleaning of all drain-pipes etc. (as and when required).

Job of the Supervisor

i. To ensure presence of all the staff.
ii. To ensure the availability of material/equipment's required for the purpose.
iii. To ensure cleanliness of the general office premises and bathrooms.
iv. Superior will provide the details of all the deputed janitorial staff/any change in the staff to FGEHA Caretaker.
v. In case of change of janitorial staff, the supervisor will inform FGEHA about it well in advance and will submit CNIC's of the new staff.
vi. Supervisor will ensure timely replacement of old/expired material.
vii. Monthly consumption of below mention material will intimated to the caretaker remaining material will be submitted/handed over to the caretaker.
viii. Supervisor will ensure the availability of stock of all the materials (as mentioned) at least for a period of one month. The stock will be physically checked and verified by the caretaker of FGEHA.

GENERAL INSTRUCTIONS

- In case of poor service, FGEHA may impose cash penalty on the firm up to the extent of 25% of its monthly payment of Janitorial Services.
- During the job in case of any type of breakage, damage or theft done by any Janitorial Staff, FGEHA will recover the loss from the security deposit / dues of the firm.
- The successful firm will provide complete bio-data of each member of their Janitorial Staff and deposit an attested copy of each one's CNIC with FGEHA.
- The successful firm will provide uniform to the Janitorial Staff who will be bound to perform their duties in proper uniform.
- The successful firm will ensure strict compliance of Government rules on the rights and privileges of skilled / unskilled employees including their minimum wages / pay as fixed by the Government and will be solely responsible for and liable to legal action, which the concerned Government department may like to take, in case of any breach or violation of the said rules.

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On Firm Letter Head

Hiring of Janitorial Services for office of Federal Government Employee Housing Authority, Islamabad.

i. Having examined the bidding documents, terms and conditions for the execution of the above named work, we the undersigned being a business registered under the name of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute the subject works and remedy any defects therein in conformity with the said documents.

ii. As security for due performance of the undertakings and obligations of the bid, we submit herewith a Bid Security as provided in the bidding data drawn in favor or made payable to FGEHF.

iii. We undertake, if we qualify and our bid is accepted, to take up the subject services for the time period as stated in the tender documents.

iv. We undertake, if we qualify and our bid is accepted, Unless and until a formal agreement is prepared and executed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

v. We undertake and understand you are not bound to accept the lowest or any bid you may receive.

vi. We do hereby declare that the Bid document is made without any collusion, comparison of figures or arrangement with any person or persons making a bid for the services.

vii. We do hereby declare that all the terms and conditions mentioned in the Bidding documents are acceptable to us and we have no objection about any clause/sub-clause of the conditions of the Bidding documents.

Dated this _____ day of _____, 2024.

Signature. _____

FINANCIAL BID

Government of Pakistan
Ministry of Housing & Works
Federal Government Employee Housing Authority
Mauve Area, Sector G-10/4, Islamabad.
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Subject: - **TENDER FOR JANITORIAL SERVICES AT OFFICE OF FEDERAL GOVERNMENT EMPLOYEE HOUSING AUTHORITY, ISLAMABAD.**

I have thoroughly inspected the location and perused terms & conditions, scope of work contained in document and I hereby offer rates/charges as per detail below:-

Sr.	Description of Proposed Heads	Detail/Qty	Quoted Rates Inclusive all taxes
1.	Rate of 15 Cleaners/Janitors including 1 Supervisor.	1 Supervisor & 14 Janitors	
2.	Charges for cleaning of window glass panes from outside and inside of FGEHA, Islamabad building.		
3.	Charges for fumigation services work from outside and inside of FGEHA, Islamabad building.		
4.	Charges for Cleaning Material/Per Month with description of material.	**Annexure – I**	
5.	Charges for Cleaning Equipment/Per Month with description of equipment to be utilized.	**Annexure – II**	

Special Instruction:-

a. Quoted rates of monthly salary for Janitorial staff should be in line with existing labour laws & rules of the Govt. of Pakistan for the current financial year.
b. Workforce/Workers to be provided should have coverage of EOBI and accidental insurance registered with the relevant institution(s).
c. Selected bidders will have to enter into a contract agreement with the procuring agency.

[Signature and date with official Seal]

Annexure-I

List of Monthly Material Requirement for FGEHA.

Sr.	Detail/Description of Material	Monthly Quantity	Amount Including GST
1.	Liquid Hand Wash Bottle 500ml (Dettol or equivalent)	50 nos	
2.	Liquid Hand Wash Filler	15 ltr	
3.	Acid/Sweep	4 dozen	
4.	Harpic	2 dozen	
5.	Dettol Bottle (Antiseptic Liquid 1 Liter)	1.5 dozen	
6.	Phenyl (Finis)	18 Bottles	
7.	Vim 1/2kg Packets (Original)	15 packets	
8.	Surf (1 Kg Packets)	8 packets	
9.	Glass Cleaner (Glint)	2 dozen	
10.	Air Freshener (Cobra Brand 400 ml)	1.5 dozen	
11.	Tissue/Toilet Roll (Tulip, Rose petal or equivalent)	60 Pcs	
12.	Parasol for Toilets (Roomi)	60 packets	
13.	Scotch Brite	1 dozen	
14.	Towel Rough for floors	12 pcs	
15.	Duster fine for Glasses (White)	2 dozen	
16.	Brooms Hard	8 pcs	
17.	Brooms Soft	1 dozen	
18.	Plastic Garbage Bags	5 Kg	
19.	Plastic Dustbin Bags	5 kg	
21.	Wooden Furniture Polish (Kiwi Revive All)	1 dozen	
22.	Air Freshener	15 Nos	
23.	Air Freshener Machine Filler Bottle Branded & Durable	30 Nos	
24.	Lu Blue Tablet	50 Tablets	
25.	Floor polish/Buffing Pad	4 pcs	
26.	Tissue Paper Box	100 Box	
27.	Wet and Dry Mob	20 PC	
28.	Wiper	12 Pc	
29.	Baskets Large	12 Pc	
30.	Washroom Brush and Pump	30 Pc	

Annexure-II

List of Equipment/Machinery Requirement for FGEHA.

Sr.	Description of Machinery	Equipment Quantity	Amount Including GST
1.	Floor cleaning/Washing and polishing machine	01	
2.	Floor Scrubbing Machine	01	
3.	Aluminum Ladder	01	
4.	Pressure washer Gun	01	
5.	Glass Cleaning Viper tool Kit	02	
6.	Curtain Wall Cleaning Lift (CWLC)	01	
7.	Vacuum Cleaner Machine	01	