



Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY
www.pta.gov.pk

INVITATION TO BID

Hiring of Janitorial Services at PTA Regional Office Abbottabad

Pakistan Telecommunication Authority Regional Office Abbottabad invites sealed bids from well-reputed, experienced business entities providing Janitorial Services registered with Income Tax Department and Sale Tax Department of Federal Board of Revenue (FBR) and Khyber Pakhtunkhwa Revenue Authority (KPRA) and who are on Active Tax Payer List of FBR and KPRA for provision of Janitorial Services to PTA Regional Office Abbottabad.

Bidding documents, containing detailed terms and conditions, etc. are available at office of the Regional Head, PTA Regional Office H # 226, Capt. Aamir Shaheed Road, Sikandarabad, Abbottabad. Price of the bidding documents is Rs. 500/- (non-refundable in form of pay order in favour of PTA). Bidding documents can also be downloaded from www.pta.gov.pk free of cost.

The bids, prepared in accordance with the instructions in the bidding documents, must reach at PTA Regional Office Abbottabad on or before 5th July 2022 by 11:00 am. Technical bids shall be opened the same day at 11:30 am. This advertisement is also available on PPRA website at www.ppra.org.pk.

Mudassar Hafeez, Regional Head

**PTA Regional Office H # 226, Capt. Aamir Shaheed
Road, Sikandarabad, Abbottabad**

Tel: +92-0992-416054-55

Email: mudassar@pta.gov.pk



Government of Pakistan

PAKISTAN TELECOMMUNICATION AUTHORITY

Regional Office, H # 226, Capt. Aamir Shaheed Rd, Abbottabad

www.pta.gov.pk. Tel: 0992-416054-55

BIDDING DOCUMENTS

Hiring of Janitorial Services at PTA Regional Office, Abbottabad

PTA intends to hire the services of a well reputed Janitorial Company/Firm for provision of janitorial services at PTA Regional Office, Behind Qureshi Petrol Pump, Captain Aamir Shaheed Road, Sikandar Abad, Abbottabad_OR any other location at Abbottabad in case office is relocated to a new premise in future **for a period of three (03) years** as per details given below:

1. The services will be hired according to Rule 36(b) of the Public Procurement Rules, 2004, (the "Rules") **i.e. Single stage - two envelope procedure.**
2. Salient features of single stage - two envelope procedure are enumerated below: -
 - a. The bid shall comprise a single package containing two separate envelopes. 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 Regional Office Abbottabad 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 the Rules (as amended).
 - h. Financial bids of those companies will be opened and evaluated who will obtain at least **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.


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- 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 period will be entertained except for change/ revision in **rate of sales tax**, either increased or decreased by Government of Khyber Pakhtunkhwa, will be entertained/ accepted by both the parties (i.e. PTA and contractor) and payment will be made accordingly.
4. 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 performance guarantee 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 Regional Head/ 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 applicable 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 KPRA pursuant to regulation 2 of Eligible Bidders (Tax Compliance) Regulations, 2015 of PPRA.
13. Bids validity period shall be 90 days from the date of opening of technical bids.
14. Bidders shall be registered with Income Tax from FBR & Sales Tax on Services from KPRA. Bidder shall also provide copies of NTN and KPRA GST on Services certificates.
15. The successful bidder will be required to enter into a formal contract which will be executed on **stamp paper** with value of applicable duty and duly attested by notary public. (Draft agreement attached as Annex-A).
16. Contract term will be for 3 years.
17. The Successful Bidder /Contractor will commence work as per Contract/ Agreement between both parties.
18. Each page of the bidding documents should have sign and stamp of the bidder.
19. All janitorial materials related to the services will be checked and approved by the Regional Head before commissioning of job.
20. The Successful Bidder/Contractor will work under the supervision of Regional Head.
21. In case of any dispute or conflict between Contractor and PTA Regional Office Abbottabad, the case will be referred to Dir (Administration) PTA HQs Islamabad. However, the Contractor will have the right to appeal to Chairman PTA.
22. In-complete tenders/bids will be rejected forthwith.
23. 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.
24. Safety of its employees from injury shall be responsibility of the Contractor.
25. Fair wages rule will be adopted as per instructions of Government of Khyber Pakhtunkhwa. No individual of the company working at PTA Regional Office will be paid less than minimum wage prescribed by Government of Khyber Pakhtunkhwa 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 Government of Khyber Pakhtunkhwa. 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 Regional Office Abbottabad 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 (**Annex-A**), Scope of services (**Annex-B**), Technical Proposal Evaluation Criteria (**Annex -C**) along with filled financial Bid form (**Annex-D**) to the undersigned.

Regional Head
PTA Regional Office
Abbottabad


MUDASSAR HAFEEZ
Regional Head
Pakistan Telecommunication Authority
Regional Office Abbottabad

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 Principal Office at PTA Headquarter, Sector F-5/1, Islamabad and its Regional Office located at **Captain Aamir Shaheed Road ,Behind Qureshi Petrol Pump, Sikandar Abad, Abbottabad**, through Regional Head, PTA Abbottabad (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, gather and empty trash and more as prescribed in Scope of Work/Services attached as **Annexure-B** of this Agreement (hereinafter referred to as the "Services") for its Regional Office, behind Qureshi Petrol Pump, Captain Aamir Shaheed Road, Sikandar Abad, Abbottabad OR any other location at Abbottabad in case office is relocated to a new premises in future (hereinafter referred to as the "Premises") in accordance with the terms of this Agreement; and as described in detail in Annexure-B of this Agreement.
2. The Contractor is being engaged in providing such type of Services and has agreed to provide these services to PTA Regional Office Abbottabad on the terms and 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/Khyber Pakhtunkhwa, and that it has the requisite expertise and resources to provide top quality requisite Services to PTA in accordance with the highest


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Pakistan Telecommunication Authority
Regional Office Abbottabad

standards and satisfaction of PTA. The Contractor undertakes that the Services shall be provided only through the staff/labor/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 at 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-B** of this Agreement.

2. TERM

The Initial Term of the Agreement shall be three (03) years commencing from (date/month/year) , 2022 and ending on , 2025 (both days inclusive). This Agreement may be renewed by mutual consent on same terms and conditions as already 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. PROVISION OF SUBSTITUTE IN ABSENCE OF DESIGNATED JANITORIAL STAFF:

- a. Availability of designated Janitorial staff during working hours is mandatory, however in case of any unavoidable circumstances, the Contractor shall ensure for provision of substitute janitorial staff without any request/ notice of PTA.

4. PENALTY:

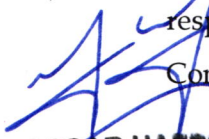
Notwithstanding anything herein contained PTA shall be exclusively entitled to deduct for;

- a. Number of days, the janitorial staff is absent from duty and the Contractor shall only be paid for the days on which Services were rendered.

5. TERMINATION

Notwithstanding anything herein contained PTA shall be exclusively entitled to terminate this Agreement;

- b. 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;
- c. Without cause, at convenience of PTA by giving one month advance written notice to the Contractor.
- d. 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.


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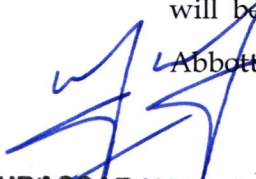
- e. PTA shall not, because of expiration or termination of this Agreement, be liable to the Contractor for any compensation, reimbursement, or damages because of the loss or prospective profit or because of expenditures or commitments incurred in connection with the business of the Contractor.
- f. The Contractor can terminate this Agreement by giving three (03) months advance notice to PTA.

6. PAYMENTS AND INVOICES

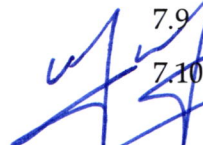
- 6.1 It is agreed that PTA shall pay to the Contractor Rs._____ inclusive of all applicable taxes etc. per month for first year, + Rs._____ inclusive of all applicable taxes etc. per month for second year, + Rs._____ inclusive of all applicable taxes etc. per month for third year on account of Services rendered by the Contractor in accordance with the description contained in this Agreement.
- 6.2 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 Regional Office Abbottabad. All payments to be made by PTA to the Contractor as per clause 6.1 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.
- 6.3 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 materials and its employees and for any necessary withholding of taxes from the salaries of employees of Contractor. PTA will not pay any additional amount during contract period not specified herein and/or bidding documents.
- 6.4 The Contractor shall be solely responsible for all payments, liabilities and all other obligations of whatsoever nature pertaining to the materials and its employees who shall be deputed for the Services at PTA Premises.
- 6.5 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 responsibility/duty of the Contractor.
- 6.6 Contractor at all cost will pay the salaries to its employees by 5th of each month without its linkage to the payment of its monthly invoice.
- 6.7 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.

7. PERFORMANCE GUARANTEE AND OBLIGATIONS

- 7.1 Bid security of successful bidder will be retained/converted as performance guarantee which will be released on expiration of this Agreement subject to NOC by Regional Head PTA Abbottabad.


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- 7.2 In case, performance of the contractor is not in accordance with the terms and conditions of this Agreement and remains unsatisfactory then maximum two notices, with the gap of one month, will be served to the contractor by the Regional Head/Director. Afterwards, if the contractor doesn't improve its performance as per terms and conditions of the Agreement, the contract will be terminated and amount of the Performance Guarantee will be forfeited.
- 7.3 The PTA shall have the right to require the Contractor to replace any of its employee/workman whose conduct or performance is not satisfactory. 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.
- 7.4 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.
- 7.5 The contractor, its staff, workers, employees, personnel, agents or any other person acting for it and/or on its behalf shall hold in confidence and complete confidentiality all documents and other information supplied to the Contractor and his Employees personnel, agents etc. by or on behalf of PTA or which otherwise comes into its knowledge and relates to PTA or any of its project.
- 7.6 The Contractor shall indemnify and hold harmless PTA, its, 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 its employees, personal , agents, etc. in connection with the Agreement, or (ii) arising out of or in connection with the performance of its obligations under this Agreement.
- 7.7 The Contractor shall pay the compulsory contributions of EOBI and Social Security of each employee as per prevailing laws to the concerned government departments of Khyber Pakhtunkhwa every month.
- 7.8 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.
- 7.9 Cost of electricity/water for rendering services shall be borne by the PTA.
- 7.10 The Contractor will be responsible for any or all mishap caused by its Janitors/Cleaners/staff.


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Pakistan Telecommunication Authority
Regional Office Abbottabad

- 7.11 The Contractor warrants that its services under this Agreement shall be performed in a professional and work like manner in accordance with applicable professional standards.
- 7.12 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.
- 7.13 The Contractor will work under the guidance of Regional Head, PTA Abbottabad who may also check all cleaning materials, equipment tools and other items to carry out the services. The materials used should be of best quality subject to acceptance by PTA. Anything found of below standards will be rejected forthwith.
8. 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 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.
9. The Contractor shall under this Agreement before deployment of manpower, provide valid and authentic, security clearance and character certificate of each of its employees from local Police Station along with attested copies of CNICs to PTA.
10. Employees of the Contractor deployed at PTA premises 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 manager.
11. Storage Space will be provided within the building premises to the Contractor for storage of required cleaning materials and equipment/ machines etc.
12. 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 determined by Regional Head PTA Abbottabad while processing the bill (if any).
13. Contractor will provide cleaning trolleys to janitors for floors which will be equipped with all required materials used for cleaning etc.
14. 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 lieu of such termination without any notice.

15. **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

16. 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.
17. 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.
18. 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.
19. All addition amendments and variations to this agreement shall be binding only if mutually agreed and made in writing and signed by the Parties or their duly authorized representatives.
20. 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.
21. Document includes but is not limited to Annexure-B 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.
22. 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 Government

of Khyber Pakhtunkhwa from time to time. PTA will not entertain any request in this regard for the enhancement of wages during the period of this Agreement.

23. 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.
24. 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.
25. The Contractor shall act and shall ensure that its employees also act in accordance with any instructions that may be given to them by the PTA from time to time, in verbal form and/or in written form.
26. 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: - _____

Regional Head
For & on Behalf of PTA Regional Office
Abbottabad

Witnesses:

1. _____

2. _____

Witnesses:

1. _____

2. _____


MUDASSAR HAFEEZ
Regional Head
Pakistan Telecommunication Authority
Regional Office Abbottabad

SCOPE OF WORK/SERVICES

Staff Required

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

Area / Building

- PTA R/O Building (Ground + First Floor + Parking Area + Office Premises)

Services to be Provided.

Daily Basis

- Spotless cleaning of rooms of all Officers/Officials and stores, halls, parking area, conference room, staff rooms, kitchens, 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, cupboards, file racks, doors, windows, ventilators and light switches.
- Empty all waste paper bins and other trash containers, disposal of all litter / garbage / debris from entire covered and open areas of building premises.
- Washing of all mirrors, dispensers, wash basins, faucets, flush tanks etc. with non-scratch disinfection cleaners, wipe and dry all sinks.
- Washing of all toilets and sinks with disinfection material at least two times.
- 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, staircases and other metal items.
 - Emergency cleaning whenever required.
 - Spraying of air fresheners in corridors.

Weekly Basis

- Cleaning and washing of external area of Regional Office Building that is in front and back/right and left side 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.

Monthly Basis

- Cleaning of External windows of Regional Office building once a month as per satisfaction of officer in charge PTA Regional Office Abbottabad. Vendor will follow all safety standards and precautionary measures for safety of its workers.
- Any other special cleaning required and directed by Officer in Charge.

GENERAL INSTRUCTIONS

- The quality and quantity of fast consumable products shall be on the discretion of PTA and contractor will ensure regular availability.
- The contractor shall 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.

Sr.No	Item	Qty
i	Liquid hand wash (Dettol/safeguard/lux) and Dettol/safeguard/lux Soap (Medium Size)	As soon as the provided volume of soap is consumed by $\frac{3}{4}$ of volume.
ii	Towels (medium size) -white premium quality	Provision of 7 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)	Upon consumption of provided one's.
vi	Phenyl Balls or perfumed Wax in wash basins. Good quality Imported one's which is specially made for the shanks/sinks	Upon consumption of provided one's.
vii.	Disinfection & Cleaning material (Sweep, Harpic, Dettol, Acid, Liquid Phenyl (Finnis), Glint, Surf, Vim, Scrubbers, etc.) to be used in washrooms, on floors, offices and outer premises etc.	It will be used on daily basis and uninterrupted supply should be made to Janitors for cleaning.
viii.	Brooms, Mops, Dusters, Glass cleaner wipers, web removers, buckets & other equipment to be used.	As per requirement and good quality to be used.
ix.	Air freshener 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.	Morten spray (mosquito killer)	3 times every month.
xi.	Kitchen Rolls	To be provided in kitchens and on requirement basis

- The Contractor will arrange/provide Consumable items, Vacuum Cleaner (commercial size), Floor Cleaning machine, befitting equipment and instruments and would arrange necessary equipment for cleaning of the stairs, floors, 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 shall ensure that a schedule is 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 materials used for cleaning etc.


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Pakistan Telecommunication Authority
Regional Office Abbottabad

Technical Evaluation Criteria

Mandatory Criteria:		
i.	Registration with FBR & KPRA (Income Tax & Sales Tax on Service departments).	
ii.	Company/firm should be on ATL of FBR for income tax and on ATL of KPRA for Sales Tax on services.	
iii.	Certificate of Registration with Employees Old-Age Benefits Institution (EOBI) and Khyber Pakhtunkhwa Employees Social Security Institution (KPKESSI)	
iv.	At least two (02) years of experience (to be reckoned from the date of the oldest work order/contract agreement /completion certificate etc. attached in technical bid).	
v.	Affidavit on non-judicial stamp paper 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 Technical Proposal .	
Sr. #	Criteria	Marks
1	Experience: (to be reckoned from the date of the oldest work order/contract agreement /completion certificate etc. attached in technical bid) 05 marks per year beyond minimum experience of 02 years on pro rata basis	20
2	Active Tax Payer Proof: (enclose tax return for last 2 years) 5 marks for each year tax return	10
3	Good/ Satisfactory Performance Certificate (provided by previous or existing clients): 2.5 marks per certificate maximum up to 10 marks (enclose certificates)	10
4	Copies of similar agreements in hand of organizations of comparable stature & size: 05 marks per Agreement maximum up to 10 marks (provide signed copies)	10
5	Major Clients: (Provide Work order and contract agreement copies indicating the No. of staff provided) Where 10 or more staff provided (5 marks/client) Where 5 or more staff provided (2.5 marks/client) Where 2 or more staff provided (1 mark/client)	20
6	Random Physical Verification from any Two Clients by Committee: Satisfactory Response (5 marks per client) Non-Satisfactory Response (Nil)	10
7	Presence of Office at Abbottabad/Haripur/Mansehra	10
8	Monthly credit transaction in business Bank Account(s) for last six months (attach bank statement) More than 1.5 million - 10 points More than 01 million and less than 1.5 million - 5 points Less than 01 million - 0 points	10
Note:		
i.	Minimum marks for qualifying for financial evaluation will be 60.	
ii.	Attach supporting documents with Technical Proposal to claim marks.	

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Regional Head
Pakistan Telecommunication Authority
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Annexure- D

Amount (in PKR)

Financial Bid for the Provision of Janitorial Services to PTA Regional Office Abbottabad 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 1 x Janitor 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:

1st Year of contract: Rupees _____

2nd Year of contract: Rupees _____

3rd 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.


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Sign & Stamp of Bidder