



Government of Pakistan

PAKISTAN TELECOMMUNICATION AUTHORITY

Zonal Office Behind FIA Building, Samugli Road, Quetta

[http:// www.pta.gov.pk](http://www.pta.gov.pk)

Tender Notice No.Z.Dir (QTA)/2-15/14

HIRING OF JANITORIAL SERVICES

Sealed bids are invited from firms registered with tax department for provision of janitorial services to PTA Zonal Office Quetta. **Bidding Documents** can be collected from the office of the undersigned by submitting company profile and application on company's letterhead in the name of undersigned on cash payment of Rs.500/- (Non-refundable) during working hours up to **03 August, 2015**. Same may also be downloaded from PTA website for which Rs, 500/- shall be paid in cash at the time of submission of bids.

TERMS AND CONDITIONS

- Contractor must adopt fair wages rule as declared by Government of Pakistan (GoP). Bids shall be rejected in case quoted rates are below minimum wages declared by GoP and in future if the contractor is found to be violating the fair wages rules, the contract shall be terminated.
- Sealed bids along with 2% earnest money should reach in the office of the undersigned up to **03 August, 2015 at 1100 hours** by hand or through registered post. The bids will be opened by the Purchase Committee in the presence of bidders or their representatives at 1130 hours on the same day in the **Conference Room of PTA Zonal Office, Quetta**.
- PTA may reject all bids or proposals as per PPRA rules.
- Tender notice is also available at PTA and PPRA website i.e. www.ppra.org.pk and www.pta.gov.pk

Zonal Director (Quetta) Ph: 081-2829476

PAKISTAN TELECOMMUNICATION AUTHORITY
Zonal Office Behind FIA Building, Samungli Road, Quetta
SPECIAL STIPULATIONS

Provision of Janitorial Services

The stipulations outlined hereunder summarize certain terms & conditions and these stipulations will be an integral part of the contract:

1. No claim in Increase/Escalation in wages/ rates during the contract will be entertained.
2. Arbitration In case of any dispute or conflict between Contractor and PTA, the case will be referred to Director (Administration) PTA HQ's, Islamabad.
3. Amount of Earnest Money 2 % of total quoted rate of bid amount.
4. Form of Earnest Money Pay Order / Bank Draft from scheduled bank in favor of PTA.
5. Earnest Money Earnest Money of Successful bidder will be retained as part of retention Money. Earnest money of un-successful bidder will be returned on Employer issuance of Work Order but not later than 30 days from the date of opening tenders.
6. Release of Earnest Money After one month of expiration of Contract.
7. Contract period &Renewal This Contract will be valid for one year extendable on the basis of satisfactory performances upto three years. Rates for each year to be quoted separately i.e. 1st, 2nd and 3rd year.
8. Insurance against injury to Workman Safety of its employees from injury will be responsibility of the contractor. It is recommended that contractor should comply with GoP guidelines regarding subject issue.
9. Wages for Contractor's Janitors/ Employees Provisioning of wages to Janitors/ Employees is sole responsibility of contractor. Furthermore, contractor must adopt fair wages rule as declared by government of Pakistan and the authority can withdraw the firm not quoting the minimum fair wages as declared by GoP.
10. Incomplete tender/bids will be rejected forthwith.
11. Work/ services will be carried out under the supervision of Zonal Director (Quetta).
12. All material will be checked and approved by the Zonal Director (Quetta) before commissioning of job.
13. Bid money/ value in financial bid should be inclusive of all applicable taxes.
14. Tax will be deducted as per Government of Pakistan rules.
15. Bids should be valid for 90 days from last date of submission of bids.
16. Provision of NTN. Along with copy.
17. Bill should clearly indicate the NTN.
18. Provision of Letter of Appreciation/ Work Experience Certificate from at least five current clients(particularly Multinational Organizations and Progressive Public Sector Entities)
19. An agreement will be executed between client and contractor on judicial paper of worth Rs. 100/-
20. Scope of Services and General Instructions are attached at **Annex-A**.

Contractor's Sign & Seal

Employer's Sign & Seal

SCOPE OF WORK

Annex - A

Following Services will be provided by Janitorial Services on daily basis five times a week and on special occasions if needed.

Staff Required

02 Person (for 5 working days + on special occasions)

Area / Building

PTA Zonal Office (Ground + 1st Floor + Parking Area + PTA Quetta Office Premises)

Services to be provided

Once Daily

- Spotless cleaning of all rooms of all officers and stores, halls and parking area, footpaths, conference room, staff rooms and kitchen, Reception Area of office building, Corridors, Staircases
- Sweeping of area in front and behind of PTA Building (within PTA premises)
- Removal of all fingerprints, dirt etc. from all glasses, doors and electrical switches.
- Empty all waste papers bins and other trash and then dispose them off.
- Washing of all mirrors, dispensers faucets, flash tanks etc. with non scratch disinfection cleaners, wipe and dry all sinks.
- Washing of all toilets and sinks with disinfection material
- Provision of clean towels in washrooms every day. (for 5 working days + on special occasions)
- Cleaning and dusting of furniture.

Daily and as Needed

- Cleaning, sweeping and mopping with disinfection material
 - Corridors, Stairs, Waiting area in office building.
 - Cleaning of toilets with branded disinfection material and provision of phenyl balls in basins.
 - Emergency cleaning whenever required.

Weekly Services

- Cleaning and washing of external area of PTA Building that is in front of building.
- Removal of Spider webs from offices and Building.
- Cleaning of external windows.
- Dusting of bracket fans.
- Dusting of walls.

GENERAL INSTRUCTIONS

- Company will only employ those persons who are adult (18 years of age or above), mentally and physically fit for the job.
- Janitors will wear a uniform with identification card showing his name and company name duly signed by company manager in PTA premises.
- Company will provide a cleaning trolleys to janitors for floors which will be equipped with all required material used for cleaning etc.
- Fair wages rule be adopted as per instructions of Government of Pakistan.

Contractor's Sign & Seal

Employer's Sign & Seal

Financial Bid for Janitorial Services for PTA Zonal Office Quetta.

Sr. No.	Description	Qty	Rates (Rs.)		
			1 st Year	2 nd Year	3 rd Year
i.	02 Persons (for 5 working days + on special occasions)	02 x Persons			
ii.	Lux / Safeguard Soap (Medium Size)	As soon as the provided volume of soap is consumed by ¾ of volume			
iii.	Towels (1.5'x2') white exports quality	Provision of 4 towels (clean) of daily for office building for 5 working days			
iv.	Tissue rolls (Rose Petal Soft)	As soon as the provided volume of tissue roll is consumed by 7/8 of volume.			
v.	Tissue paper Rose Petal	As per requirement			
vi.	Air Fresher Tablets	On consumption of provided ones.			
vii.	Phenol Balls in wash basins	On consumption of provided ones.			
viii.	Disinfection of Cleaning material (Sweep, Harpic, Dettol, Acid, Liquid Phenyl (Finis), Tiles Cleaner, Glint, Surf, Vim scrubbers etc.) to be used in washrooms, floors, offices, outer premises etc	It will be used on daily basis and uninterrupted supply should be made to Janitors for cleaning.			
ix.	Brooms, Mops, Dusters, Glass cleaner vipers, web removers & other equipments to be used	As per requirement and good quality to be used.			
x.	Air fresher spray (export quality)	To be sprayed twice and in offices or on VIP movement.			
xi.	Lu blue in Toilet Cisterns	To be provided in 4 washrooms on consumption of old one			
xii.	Morteen spray (mosquito killer)	3 every month.			
Total Quoted Rate					

Contractor's Sign & Seal

AGREEMENT

FOR JANITORIAL SERVICES AT PTA ZONAL OFFICE QUETTA

This agreement is made on _____ between **Pakistan Telecommunication Authority**, having its Zonal Office, at Quetta through Zonal Director, Quetta (hereinafter the “First party”) on the part (which expression where the context so permits including its successors, administrator or assigns) and M/s _____, Man Power Supplier having its office at _____ through _____ (herein the “Second party”), on the other part (which expression where the context so permits including its successors, administrator or assigns) as under.

Whereas the First party desires to hire the services of the second party for the work/services as described in Para-I, below to be performed at PTA Zonal Office Quetta and whereas the second party has agreed to provide the aforesaid service to the first party on the terms and conditions contained here in below.

That the first party shall pay to the second party Rs. _____ Per month on account of services rendered by the Second party in accordance with the description contained in this agreement. The payment shall be made through cross cheque credited to the account of the second party i.e. _____

- 1.1 Cleaning of all common areas whether in use or vacant. (Daily Basis)
 - 1.2 Sweeping and cleaning of all rooms including Kitchen, halls lobbies, terraces courtyards, parking areas, reception area of office building and footpaths (Daily Basis).
 - 1.3 Dusting and cleaning of all interiors and exteriors of the building, which are under the use including false ceiling of floors, staircases and other metal items. (Daily Basis).
 - 1.4 Washing and cleaning of floors, staircases and other metal items. (Daily Basis).
 - 1.5 Cleaning and washing of toilets including commodes Scented, urinals were basins including use of proper disinfecting material like phenyl (approved branded items) and placing phenyl balls in toilets. (Daily Basis).
 - 1.6 Disposal of all litter / garbage / debris from entire covered and open building premises. (Daily Basis).
 - 1.7 Cleaning and dusting of furniture (Daily).
 - 1.8 Cleaning of doors and windows both internal and external (Weekly).
 - 1.9 Provision of soap Lux / Safeguard soap, tissues, roll and other toilet accessories including air freshener tablets as per requirement in all toilets of the building. The quality and quantity of these fast consumable products shall be on the discretion of PTA and contractor will ensure regular availability.
 - 1.10 Supply of clean towel or tissue paper in officer’s bathrooms.
 - 1.11 Daily spray of air freshener at in all floors and offices.
2. The contractors would provide and maintain daily consumable items washing powder, vim, phenyl liquid and phenyl balls, chemical for cleaning mop, duster, wiper, brush, mansion polish, brass etc., in the store of the contractor and will utilize these items according to the requirement.

3. The contractor should ensure that the schedule should be 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 time.
4. The contract shall be effective on the date under the contractor actually and physically provides the services as provided contract which date shall be notified by the Zonal Director. P.T.A Zonal Office Quetta.
5. This contract will be for a period of one-year up to _____ and would extendable to **three years** subject to satisfactory performance.
6. The First party shall have the right to terminate the agreement on one month's prior written notice to the Second Party without assigning any reason and without incurring any liability whatsoever in nature.
7. The Second Party shall be responsible entirely for any kind of tax, duties and charges whether present or future, payable in respect of his men and material. In this connection First party shall deduct at source all such taxes, duties, charges, as provided under the law of the land before making the payment to the Second party.
8. That unsatisfactory performance of the Second Party shall render the agreement liable to be terminated by the First party without notice. The First party shall have the right to require the Second Party to replace any of his employee/workmen whose conduct or performance is not satisfactory or First Party in its sole judgment consider that such employee/workmen of the Second Party shall replace immediately for security reasons in that event the Second Party shall be under obligation to provide replacement of such person immediately.
9. The Second party shall be responsible for the discipline of the workmen provided for the service in case of involvement of its workmen in any misconduct/ theft or any other such cases, the Second party will make the losses good to the First party with in a period of one month.
10. The second party will arrange necessary equipment for cleaning of the stairs exterior walls, windows etc of the building.
11. Any major security threats shall be liable for immediate termination of the contract by First party without any prior notice to Second party without prejudice to para-6 supra.
12. That all consumable items, equipment and instrument used in providing services under this agreement shall in no way bear any liability on PTA whether in terms of money or otherwise.
13. The contractor shall before deploying the manpower under this contract, provide Certificate of their each employee to PTA. CNIC be submitted to Zonal Director Quetta.
14. The payment will be made to the contractor on submission of invoice/Bill on monthly basis duly verified by the In charge and countersigned by officer, after deduction of Tax(s) at source as per Government Rules prevalent at the time of payment.
15. In case of satisfactory performance of Second Party during the contract period, the contract shall be renewed with bilateral consent.
 - a) If any dispute, or difference arise between the parties as to the terms of the 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 to Director (Admin) or to the sole arbitration of the Chairman PTA, Islamabad, who may either personally enter upon such reference or nominate a nominee to orbiter on his behalf. The award of the Chairman PTA or his nominee shall be final conclusive and binding upon both the parties and shall not be called in question in any court of law.
 - b) The arbitration shall be held in Islamabad Pakistan under the Provision of Pakistan Arbitration Act1940.

16. If by reason of force majeure, the parties are unable in whole or in part to act in accordance with this agreement, the parties shall not be deemed in default during the continuance of such inability, provided, however, that the Second party shall only be entitled to the benefit of this clause for a reasonable time if the event of force majeure does not affect First Party's property or employees which are necessary to Second party's ability to perform.

The term "Force Majeure": as used herein shall mean without limitation: acts of God; Strikes or Lockout; acts of public enemies; fire; flood; drought; civil disturbances and explosion. Second party shall however, remedy with all reasonable dispatch any such cause to the extent within its reasonable control which prevents the Second Party from carrying out its obligations contained herein".

17. The Second party warrants that its services under this Agreement shall be performed in a professional and work like manner in accordance with applicable professional standards.

18. The rates given above shall be firm and final during the period of the contract and 10% enhancement per year in case of renewal of contract beyond _____.

19. Cost of electricity/water for rendering services shall be borne by the PTA.

20. That Second Party shall always be responsible to indemnify First Party for any act of Commission or omission by their workman or employees whether intentional or unintentional which results in loss or injury to any individual or individuals material or property of First Party.

21. That the Second Party shall employ and deploy the persons of sound Physical mental health and character.

22. The Second Party shall not provide any service, within Pakistan, to any foreigner diplomat or Non- Pakistan foreign mission/ Office.

23. That the First Party shall not be liable for any injury/ loss to the men and material of the second party during the course of business. The Second Party shall always undertake the Job at his own risk and cost.

24. All cleaning material, equipment tools and other items to carry out the services will be arranged and provided by contractor at his own cost. The material used should be of best quality subject to acceptance of PTA, through its acceptance team nominated by Zonal Director, Quetta.

25. 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.

26. The contractor will employ two persons (Janitors/Cleaners) for cleaning services and the jobs mentioned in this agreement and at no additional cost.

27. All Janitors and Cleaners should be in distinct uniform bearing the name of _____

28. M/s. _____, will be responsible of all mishap caused by the Janitors/ Cleaners.

29. Space will be provided within the building premises to the Second Party for storage of required cleaning material and equipment/ machines etc.

30. The both Parties have agreed and signed this agreement before the witness on this day.

31. An appropriate deduction as decided by the PTA Zonal Director, Quetta on account of unsatisfactory performance during the period of contract will be made from the monthly bill.

(Zonal Director Quetta)
for and behalf of
Pakistan Telecomm Authority

1. _____

1. _____

2. _____

2. _____
