

Government of Pakistan
Ministry of Planning, Development and Special Initiatives
Pakistan Planning and Management Institute (PPMI)
PPMI Complex, Street No.1, H-8/1, Islamabad

No. 3(77)PPMI/PD/2022-23

Date: 24th May, 2022

Subject: **APPLICATION OF PUBLIC PROCUREMENT RULES, 2004**

Reference PPRA letter No. F. No. 9-1/17-05/IT/2022 dated 20th May, 2022 on the subject Application of Public Procurement Rules, 2004.

2- It is stated that a Tender Notice for hiring of janitorial services in Pakistan Planning and Management Institute (PPMI) was published in print media dated 16-05-2022 (copy enclosed) in which it was requested that the tenders complete in all respects should reach by 01-06-2022 till 11:00 am and will be opened at 11:30 am on the same day in presence of the bidders or their representatives. Due to typo mistake the same could not be pasted in the tender documents of PPMI and uploaded on PPRA Website under TS481023E on 17-05-2022 the same is deeply regretted.

3- You are humbly, requested to kindly update the tender documents (copy enclosed) of Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Special Initiatives, Government of Pakistan, Islamabad advertisement/bid documents may kindly be uploaded as per tender notice inserted on print media (copy enclosed i.e opening date 16-05-2022, closing date 01-06-2022 till 11:00 am and will be opened at 11:30 am on the same day) on your website for wide circulation please.

Yours faithfully,

Encl: Updated tender documents


(Ateeq Ur Rehman)
Accounts Officer

✓
Mr. Rizwan Mehmood,
Director (MIS),
Public Procurement and Regulatory Authority,
PPRA Headquarter, Near State Bank of Pakistan,
Sector G-5/2, Islamabad

NO ~~EXT~~

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TENDER DOCUMENT

PROCUREMENT OF

JANITORIAL SERVICES

2022-23

PAKISTAN PLANNING AND MANAGEMENT INSTITUTE (PPMI)

(INSTITUTE + HOSTEL)

CONTENTS

<u>S. No.</u>	<u>Description</u>	<u>Page No.</u>
1	Tender Document	1
2	Tender Application Form	2
3	Scope of Janitorial / Technical	3-4

PAKISTAN PLANNING AND MANAGEMENT INSTITUTE (PPMI)

TENDER DOCUMENT

1. Pakistan Planning and Management Institute (PPMI) intends to award / Janitorial Services Contract for its PPMI Office covered area 6,211 Sq. yards and Hostel Building covered area 4,940 Sq. yards, located in Sector H-8/1, Islamabad.
2. PPMI invites sealed quotations are invited from Income tax / GST registered firms / companies, having sufficient experience for provision of Janitorial Services to Government departments / private organizations for a framework agreement for a period of 03 years provided in PPRA rule 16 A sub clause (1 & 4) of PPRA Rules, 2004. The agreement will be initially for one year, which will be extendable for the second and third year on the same terms and conditions without any price adjustment on mutual consent of the PPMI and the service provider
3. The firms are also required to submit following documents with their bids:-
 - a. Bid application form duly completed /signed.
 - b. Proof of registration with at least three Government departments / Private organization for the similar work.
 - c. National Tax and GST Number with copies of certificates.
 - d. Affidavit that the firm has never been blacklisted nor contract terminated in the past for non-fulfillment of contractual obligations by any Government / Semi Government or private organization
 - e. Details of Janitorial Staff/equipment to be deployed for the said service.
4. The tenders complete in all respects should reach by 01-06-2022 till 11:00 am and will be opened at 11:30 am on the same day in presence of the bidders or their representatives.
5. Incomplete bids received after due date/time shall not be entertained.
6. Any wrong/incorrect information submitted shall make the firm liable for debarring from this as well as future contracts in PPMI even after award of the works.
7. The successful bidder shall sign a contract agreement on judicial stamp paper on the basis of terms and conditions prescribed in the Bid documents and similar clauses as prescribed by PPMI for smooth, fair execution and achievement of the purposes of contract.
8. The contract can be terminated on 30 days advance notice by either side i.e. PPMI as well as Service Provider without assigning any reason(s). However, in case of any serious fault at the part of contractor, the contract can be terminated any time without advance notice as well as security amounting be forfeited.
9. Payment of monthly charges shall be made to the contractor within 45 days or whichever is earlier of receipt of invoice, after deductions of all taxes.
10. PPMI may reject any or all bids or proposals in accordance with PPRA Rules.
11. The bidders are to provide certificate/affidavit that all laws of Government of Pakistan have to be followed including labor laws and minimum wages.

Accounts Officer, PPMI
Street # 1, Sector H-8/1 Islamabad
051-9269771

PAKISTAN PLANNING AND MANAGEMENT INSTITUTE

BID APPLICATION FOR PROVISION OF JANITORIAL

SERVICES

FOR INSTITUTE AND HOSTEL BUILDINGS

1. Name of Firm / Bidder
2. Name of owner of the firm :
3. Father's Name
4. Address of bidder
5. Telephone No. Business: _____
Mobile No.: _____
6. CNIC Number: _____
7. GST Registration No. _____
8. Income Tax No. _____
9. Janitorial Services: Note. (*Attach list of items*)
10. Earnest Money @ 5% Rs. _____
of the total bid amount for the complete 12 months.

In Words: _____
11. Bank Draft / Pay Order No : _____
Date: _____ Amount Rs. _____
- 2 The terms and conditions as prescribed in the bid documents are understand and fully accepted.

Signature of Bidder)

JANITORIAL/TECHNICAL

SERVICES

SCOPE OF WORKS:

The works under this contract will be provision of Janitorial Services for PPMI Institute and Hostel Building, comprising of Basement, Ground plus three Floors and comprising of Basement and Ground plus one Floor respectively and its surrounding area within its Boundary Wall, located at PPMI and Hostel Premises, Islamabad. The work shall include cleaning of all floors, roof, basement, lawns, cabins, carpets, toilets, window glasses, light fixtures, logos, boards, name plate, lifts and surrounding area etc through the skilled and experienced staff in order to sure high standards of cleanliness and services.

MATERIAL CONSUMABLE:

All consumable materials such as disinfectants, liquid soap, soap bars, Sweep, Bleach, Vim Powder, Air Freshener, Toilet paper, Antiseptic spray, Glint equipment window cleaner, etc required for cleaning purposes shall be provided / arranged by the firm at their own cost. The firms shall supply the itemized list. Penalty shall be charged, if the successful bidder fails to supply any item(s)

TOOLS / EQUIPMENT:

The Service Provider shall be responsible for provision of required quantity of cleaning materials including Mops, Mop Buckets, Brooms, Brushes including machine operated, Wipers, Basket, Window wipers, Dustpans, Cobweb remover, Scraper, Ladders, Gloves, Scrubbing Machines, Wet & Dry Vacuum Cleaners etc, at their own cost.

DEPLOYMENT OF STAFF:

Trained workers (Minimum 02 x Supervisor and 10 x Janitors) in proper uniform with lapel cards showing their identity shall be deployed. A list showing names addresses along with the attested copies of CNIC and designation of all employees shall be provided to PPMI office before deployment. Any replacement shall be intimated in advance. The Service Provider shall immediately replace any worker, as and when instructed by PPMI.

TIMINGS:

Eight hours daily for six working days. The staff will start the work one hour before routine office timings or as desired by PPMI office.

SERVICES TO BE PROVIDED:

a. DAILY SERVICES

- i. Sweeping, cleaning and moping of floors, rooms, corridors /lobbies carpets, and fountain.
- ii. Washing and cleaning of all toilets commodes, urinals and wash basins with standard cleaning material.
- iii. Topping up of liquid soap, Toilet paper, Air Freshener, Phenyl Balls, etc.
- iii. General cleaning of Driveway and surrounding areas including basements & window cleaning.

b. WEEKLY SERVICES

- i. Cleaning and dusting of all glass partition walls including Glass Windows with 'Glint' or any other approved quality glass cleaning detergent to keep them neat and shiny.

c. FORTNIGHTLY SERVICES

- i. Bathroom washing including their walls and Spraying disinfect in the toilets urinals in order to kill all bad odorous.

d. MONTHLY SERVICES

- i. Cleaning doors, windows and A/C Diffusers.
- ii. Opening/Cleaning of sewerage lines/pipes of both buildings
- iii. Cleaning / Sweeping of roof top.
- iv. Cleaning/Clearing of plants, weeds along boundary walls.

e. HALF YEARLY SERVICES

- i. Buffing of all floors (once at starting contract & subsequently 6 months after mobilization).
- ii. Fumigation of the building.
- iii. Water tanks cleaning.
- iv. Dome/skylight cleaning
- v. External façade building cleaning through lift operated services

STORE CUM OFFICE

Space for Store cum office for the Service Provider shall be provided by PPMI.

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TENDER NOTICE

Sealed quotations are invited from Income tax / GST registered firms / companies, having sufficient experience for provision of Janitorial Services to Government departments / private organizations for a framework agreement for a period of 03 years provided in PPRA rule 16 A sub clause (1 & 4) of PPRA Rules, 2004. The agreement will be initially for one year, which will be extendable for the second and third year on the same terms and conditions without any price adjustment on mutual consent of the PPMI and the service provider

Terms and Conditions:

1. Tax will be deducted as per rules.
 2. Certificate that firm is not black listed must be attached.
 3. Pay Order/Bank Draft in favor of DDO, Pakistan Planning and Management Institute (PPMI) should be enclosed as Security deposit with the tender which will be refundable in case of non-acceptance of tender at the rate of 5% of the total bid amount for the complete 12 months. Tender not supported with the Pay Order/Bank Draft shall not be entertained. Security deposit in shape of Pay Order/Bank Draft in favor of DDO, PPMI must be enclosed with the tender.
 4. The firm should use their printed letter pad where firm name, address, telephone number etc. must be mentioned along with GST and NTN numbers.
 5. The tenders complete in all respects should reach by 01-06-2022 till 11:00 am and will be opened at 11:30 am on the same day in presence of the bidders or their representatives.
 6. PPMI may reject any or all bids or proposals in accordance with PPRA Rules.
 7. Firm/Companies should be on ATL of FBR.
2. Bid documents are available on the website of PPRA (www.ppra.org.pk). It can also be obtained from the office of the Superintendent, PPMI on any working day during working hours before last date of the bid opening date.

(Ateeq Ur Rehman)
Accounts Officer
Tel: 051-9269771

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