

**PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES,  
(PIPS), ISLAMABAD**

**TENDER DOCUMENTS**



**Acquiring Janitorial Services/Cleaning Services  
For Office of the  
PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES,  
ISLAMABAD.**

**Pakistan Institute for Parliamentary Services,  
Ataturk Avenue, Sector F-5/2,  
Islamabad.  
Phone: 051-9091111/314**

# **PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**

## **TENDER NOTICE FOR ACQUIRING JANITORIAL SERVICES**

1. Pakistan Institute for Parliamentary Services (PIPS) invites sealed bids from well-reputed Janitorial Firms, having at least five **(05)** years relevant experience and registered with Income Tax and Sales Tax Departments, stationed at Islamabad/Rawalpindi for provision of Janitorial/Cleaning Services to PIPS Office, Ataturk Avenue, F-5/2, Islamabad on yearly basis, starting from the date of signing of contract.

2. Bidding documents, containing detailed terms and conditions, etc. can be downloaded from PIPS ([www.pips.gov.pk](http://www.pips.gov.pk)) and PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) websites. The documents can also be obtained **free of cost** from the office of the undersigned on any working day during office hours.

3. Bids along with **Complete Profile of the Company** prepared in accordance with the instructions in the bidding documents, must reach at ***the Pakistan Institute for Parliamentary Services, Ataturk Avenue, F-5/2, Islamabad*** on or before **25<sup>th</sup> March, 2024 by 11:00 a.m. Single stage- two envelope bidding procedure will be adopted.** Bids will be opened the same day at **11:30 hours on the address given below.** This advertisement is also available on PPRA website.

**(Sher Dil Khan)**  
**Director General (Admn)**  
**Pakistan Institute for Parliamentary Services,**  
**Ataturk Avenue, Sector F-5/2,**  
**Islamabad.**  
*Phone: 051-9091111/314*

# PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

## TENDER DOCUMENTS

### ACQUIRING THE JANITORIAL SERVICES FOR PIPS FOUR LEVEL MULTI-STOREY OFFICE BUILDING, F-5/2, ISLAMABAD

The Pakistan Institute for Parliamentary Services (PIPS) hereby invites tenders for provision of Janitorial Services as per **Annex-I, II & III** to PIPS Office near Kashmir House, Ataturk Avenue, F-5/2, Islamabad.

#### General Terms and Conditions:

1. The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the "TECHNICAL PROPOSAL" and the other envelope contain the "FINANCIAL PROPOSAL", both indicting the tender for acquiring Janitorial Services. The envelopes should clearly be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL".
2. The firm should be registered with Income & Sales Tax Departments (Registration Number should be clearly mentioned and valid documentary evidence be attached).
3. The firm should have a minimum of five **(05) years experience** of similar assignment with **reputable organizations** and should have a well-equipped set up, having proper office at Islamabad/Rawalpindi.
4. The firm should have in hand experience of providing of fumigation services and cleaning of external glass cleaning work of high rise building for verification purposes work order/agreements must be attached with the bid.
5. The bidder will be required to submit a **Pay Order amounting to Rs. 20,000/-** as earnest money in favour of PIPS, payable at Islamabad.
6. Sealed tenders are required to be delivered to the office of the undersigned by **11:00 a.m. on 25<sup>th</sup> March, 2024**.
7. The Procurement Committee of PIPS will open the technical proposals (**Annex-I & III**) in the first instance for evaluation as per criteria given at **Annex-III, on 25<sup>th</sup> March, 2024 at 11:30 hours** in the presence of the bidders or their authorized representatives, who may like to be present. Bids not accompanied by the documents at **serial No. 2, 3, 4, 5 & 6 above** shall be declared as Non-Responsive and their financial proposals will be returned un-opened.
8. The Bid Opening Committee will open the financial proposals (**Annex-II**) of the bidders whose technical proposals are accepted, on a date and time to be communicated to them in advance, in the presence of the bidders or their authorized representatives, who may like to be present.

9. The bidder with the most advantageous bid, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity.

10. The successful bidder will be required to enter into a formal Agreement, to be executed with mutual consent of both the parties.

11. The proposals should not have any over-writing or cutting. Bids with any of the aforementioned defects may not be considered.

12. The bidders should examine carefully the terms & conditions of the tender. They should also visit the office of PIPS 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.

13. Payment of the bills will be subject to the deduction of all government taxes including **ICT tax on Services**.

**14. Terms of Scope of work and evaluation criteria as enclosed below would be strictly adhered.**

15. The firms will not be eligible if they don't have the required machinery. Committee may visit the firm for the inspection of the said machinery before opening of financial bid proposal. In-case of non availability of the said machinery their bid shall be declared as Non-Responsive and their financial proposals will be returned un-opened.

- i. Hydraulic Lift upto Height of 30 feet.
- ii. Curtain Wall Cleaning Lift.
- iii. Buff Machine 20 Inch size of buffing pad.
- iv. Scrubber for Floor Polishing.
- v. Walk Behind single person operated/Floor Cleaning Machine.
- vi. Heavy Duty Vacuum Machine.
- vii. Thermal Fogger Machines for fumigation purposes, Tri Jet foggers.

16. Interested firms are required to visit the site before submission of tender documents.

17. The Bids should be in conformity with all the prevailing laws in the country including **minimum wages** as notified by the Federal Government.

18. The firm is bound to provide neat and clean uniform to the janitors and Supervisor during office timings.

**(Sher Dil Khan)**  
**Director General (Admn)**  
Phone: 051-9091111/314

**PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**

**ACQUIRING THE JANITORIAL SERVICES FOR PIPS FOUR LEVEL  
MULTI-STOREY BUILDING F-5/2, ISLAMABAD**

Particulars	Description	Remarks if any
Name of the Firm		
Address (Telephone, Fax & e-mail)		
Year of Establishment (attach any documentary evidence or furnish a statement on Oath)		
National Tax No. (Attach documentary evidence)		
Whether Pay Order or Earnest Money amounting to Rs. 20,000/-		
Banker's Name and Contact Details.		
Experience related to the similar assignments with reputable organizations		
Annual Turnover supported by sales or income tax return		
Enlistment Certificate (copy of certificate enlisted with Government/Semi Govt. Organizations, if any)		
Jobs in Hand (Current)		
Clientage of high repute (Attach as separate annexure (if necessary)		
Affidavit (That the firm has not been blacklisted by private, Govt., Semi Govt. or Autonomous Body)		
Managerial/Technical Capability(Manpower): a) Total No. of Permanent Staff: b) Total No. of Contract/Project Staff (Attach as separate Annexure, if necessary)		
Type and No. of Machinery/Equipment		
Contact Person :  Date:.....	<u>Name &amp; Designation</u>  <u>Authorized Signature &amp; Stamp</u>	

## Scope of Work

**a) Provision of 04 Nos. x Janitors plus 1No x Janitor Supervisor**

<p><b>04 Janitors and 01 Supervisor/Janitor:</b> 01 x Janitor for each floor for internal and external cleaning from <b>08:30 am to 05:30 pm</b> on daily basis with lunch break <b>and holidays</b> as observed by PIPS, under proper supervision of PIPS Supervisor.</p> <p><b>Eligibility</b></p> <ul style="list-style-type: none"> <li>• Services are required for <b>six days</b> a week basis (in case of exigency if the office is opened on holiday, the firm shall deploy staff without additional claim in terms of remuneration/ charges).</li> <li>• Cleaning staff must be present 30 minutes before and after closing of office hours.</li> <li>• Cleaning staff should wear proper uniform provided by the firm itself.</li> <li>• Age for janitor must be between 20-40 years.</li> <li>• At least five <b>(05) years</b> relevant experience.</li> <li>• Should have latest equipment with good quality material.</li> <li>• <b>In case of any damage during the cleaning, firm will be responsible for repair/replacement purely at their own cost.</b></li> <li>• Payment will be made on monthly basis after receipt of valid invoice.</li> </ul>	<p><b>To be filled in by the Bidder (Yes/No)</b></p>	<p><b>Remarks (if any)</b></p>
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**b) Services**

Work Schedule	Description of Work (Cleaning, swabbing and mopping)	To be filled in by the Bidder (Yes/No)	Remarks (if any)
A	B	C	D
<p><b>Daily Work</b></p>	<ul style="list-style-type: none"> <li>• Daily cleaning/mopping of marble and tiled floors &amp; Reception Areas.</li> <li>• <b>Daily buffing of marble and tiled floors.</b></li> <li>• Clean all waste paper baskets in the wash rooms, offices and corridors and cleaning all related items.</li> <li>• Clean the bathrooms, wash basin sinks and toilet bowl with Phenyl.</li> <li>• Collection and disposal of garbage.</li> <li>• Sweeping of entrance, car parking, and ground area.</li> <li>• Cleaning of mirrors in toilets and offices.</li> <li>• Spray air freshener in toilets and corridors.</li> <li>• Emergency cleaning whenever required.</li> <li>• Ensure there is soap, toilet roll and Phenyl tablet etc in every toilet in PIPS Office Building on daily basis.</li> </ul>		

<b>Weekly</b>	<ul style="list-style-type: none"> <li>• Cleaning of all interior and exterior glasses and grills.</li> <li>• Floor washing with surf/vim and cleaned water.</li> <li>• Clean all windows externally.</li> <li>• Scrubbing and cleaning lobbies and stairs.</li> </ul>		
<b>Monthly</b>	<ul style="list-style-type: none"> <li>• Cleaning of all exterior glasses and grills which are reachable and non-reachable.</li> <li>• Polishing of office room floors.</li> <li>• Cleaning of wall claddings.</li> <li>• Clean the Venetian blinds, lights, pictures and if necessary doors inside and outside the rooms/ offices.</li> <li>• Removal of cobwebs.</li> <li>• Fumigation of the whole building and as and when required.</li> </ul>		
<b>Quarterly</b>	<ul style="list-style-type: none"> <li>• Cleaning of all exterior glasses and grills which are reachable and non-reachable.</li> <li>• Carpet cleaning with shampoo and chemicals by the firm.</li> <li>• Any other work as may be assigned during conduct of different events at PIPS.</li> </ul>		
<b>Other Services (if any)</b>	<ul style="list-style-type: none"> <li>• <b>Cleaning of all exterior glasses and grills after every four months which are reachable and non-reachable with the use of specialized equipment's including curtain wall cleaning lift (CWLC)/ Hydraulic Lifts etc. (material to be used for this purpose will be provided by the firm).</b></li> <li>• Annual cleaning of PIPS building exterior with chemicals</li> <li>• Emergency services as and when required.</li> <li>• Any other work as may be assigned during conduct of different events at PIPS.</li> </ul>		

c) The Supervisor deputed by PIPS will furnish a true and accurate statement showing details of work done. This statement shall be submitted at specified intervals to PIPS Management.

**d) Provision of 8 x floor buffing pads of 3M Brand of 20 Inches in the first week of every month is the responsibility of the firm.**

**e) SC & EC formulation based WHO Approved pesticides must be provided and used by the firm for fumigation of the PIPS premises.**

PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

ACQUIRING THE JANITORIAL SERVICES FOR PIPS FOUR LEVEL  
MULTI-STOREYS OFFICE BUILDING F-5/2, ISLAMABAD

FINANCIAL PROPOSAL

Name of the Firm & Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

2. The monthly charges/rate for provision of janitorial services mentioned at (a) & (b) of Annex-I & II (Pre-qualification Proposal) is

Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_

\_\_\_\_\_ only)

**(Including all prevalent government taxes and ICT Tax on Services. EOBI, Labour Laws & Minimum wage rate must be observed while quoting rates keeping in view the terms of scope of work).**

\_\_\_\_\_  
Authorized Signature with Stamp

Name: \_\_\_\_\_

Date: \_\_\_\_\_



**PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES****ACQUIRING THE JANITORIAL SERVICES FOR PIPS FOUR LEVEL  
MULTI-STOREY OFFICE BUILDING F-5/2, ISLAMABAD.****Assessment Criteria:**

The bids will be evaluated as per the following criteria:

<b>S #</b>	<b>Grading</b>	<b>Marks</b>
1.	Proper Office and Store	10
2.	Experience related to the similar assignments (02 marks for each assignment)	20
3.	Registration with various Departments e.g. EOBI & Social Security Registration (Certificate enclosed) (05 marks each)	10
4.	Job in Hand (02 marks for each client/ job in hand)	20
5.	Human Resource (02 marks for each employee)	20
6.	Annual Turnover (01 mark per million)	20
<b>Total Marks</b>		<b>100</b>

Qualifying Marks = 65%

**Note:-**

Only technically qualified firms shall be considered for financial bid opening.