



**T# 14 / 09-10**

**TENDER NOTICE FOR JANITORIAL SERVICES**

The Securities & Exchange Commission of Pakistan invites sealed tenders from financially sound Janitorial/cleaning services from Lahore based firms/organizations registered with sales tax department, having National Tax Number (NTN) for its office at 7-Edgerton Road, Lahore. Companies/firms interested in providing janitorial/cleaning services can obtain details, specifications, terms and conditions from our website [www.secp.gov.pk/procurement.asp](http://www.secp.gov.pk/procurement.asp) or from the undersigned during office hours.

Sealed tenders clearly marked “**TENDER FOR JANITORIAL SERVICES 2010-11**” may be sent through courier at the address mentioned below. The last date for the receipt of tender’s is April 05, 2010 till 11.00 a.m. and will be opened the same day at 11:30 a.m. Tender’s received through any other mode/addressed to any other person will not be entertained. The Commission reserves the right to accept or reject any or all tenders without assigning any reason.

**Shahbaz Sarwar**  
**(Joint Registrar-In charge)**  
**Securities & Exchange Commission of Pakistan;**  
**Company Registration Office, 3<sup>rd</sup> and 4<sup>th</sup> floor**  
**Associated House ,7-Edgerton Road Lahore**  
**Phone: 042-99200274, 042-99204962-66 (Ext. 31)**

**Terms & Conditions**

1. The service provider should be registered with income and sales tax departments & should have proven track record of providing the Janitorial services to large organization/multinationals. Bids must be submitted in a sealed envelope clearly marked “**Tender for Janitorial Services 2010-11**” latest by April 5; 2010 by courier till 11 a.m.
2. Proposal submitted must be accompanied with bank guarantee/performance bond equivalent to 5% of quoted price along with GST if applicable (per annum) in favor of Securities & Exchange Commission of Pakistan and valid for not less than 12 months, proposals submitted with out earnest money or less earnest money will not be further evaluated and will be rejected straightaway. Furthermore company profile, list of present clients, performance certificates from the customers, proof of company as legal entity, affidavit indicating that the company is not black listed by any government organization should also be part of proposal. Moreover the company should be in business for providing Janitorial services to different organizations/large set up multinationals for not less than 5 years. However preference will be given to companies having hotel industry background.

3. Price quoted shall remain valid for a period of 120 days from the closing date of proposal submitted however, the bidders are encouraged to extend the period of validity for their proposal. Rates quoted should be in Pak rupee (PKR) inclusive of all applicable taxes. Carpet shampoo rates on the basis of per Sqft to be quoted separately.
4. Contractor will be bound to provide the Janitorial services within 7 days after issuance of work order. The bids should clearly state no & quality of clientage; Financial Status of the company besides furnishing verifiable references.
5. Contractor will be fully responsible in case of theft, or damage caused by the janitorial staff.
6. Janitorial services are based on 6 working days a week and in case of employee no show contractor would be bound to provide the replacement.
7. Contractor shall ensure that proper dress code with employee name tag is observed by his personnel. Moreover issues pertaining to the employee management of the janitorial staff, SECP will not be responsible for any of such activities like salary, overtime, leave of the janitorial staff.
8. Inventory of equipment should also be submitted along with the tender documents.
9. Services contract would be initially for a period of 12 months subject to extension upon mutual consent.
10. The last date for the receipt of tenders is April 5; 2010 till 11.00 a.m. at Company Registration Office, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Associated House; 7-Edgerton Road, Lahore and these will be opened on the same day at 11.30 a.m. in the presence of bidders or their authorized representatives who may wish to be present.
11. Commission reserves the right to accept, reject or amend any or all tenders.
12. Bidders must mention number of workers to be deployed on SECP premises. At present; 4 janitors are required to maintain the services and rate per janitor & consolidated service charges be quoted separately.

#### **Detailed Terms of References**

Provision of high quality & professional janitorial services are required through fully trained house keeping staff preferably from ¾ star hotels to maintain the cleaning standards of two floors of company registration office at 3<sup>rd</sup> Floor, 7-Edgerton Road, Lahore. The team should also be supervised daily through trained and professional Supervisor's.

#### **Scope of work (SOW)**

#### **Approximate Area (15,582 Sq.Ft.)**

Lahore CRO office	Floors	= 2
	Bathrooms	= 8
	Pantry area	= 2

The scope of work includes the following:

Timings observed will be from 8.00 am to 6.00 pm including 1 Hr lunch break.

### **Daily**

1. Cleaning of office premises, wash rooms, pantry area, porcelain tile n carpet area
2. Furniture dusting, disposal of trash cans and replacement of trash bags
3. Cleaning/washing of washrooms
4. Placement of good quality soaps, toilets papers, clean towels and good quality air fresheners etc
5. Daily insect spray
6. Daily air freshener spray
7. Refilling paper tissues, as required
8. Daily vacuuming carpeted area and maintain quality cleaning at all floors
9. Supervision and surprise checks
10. Deployment of skilled staff for the janitorial operations
11. Cleaning and polishing of floors (as and when required).
12. Ensuring repeat visits of bathrooms for maintaining cleaning standards

### **Weekly**

1. Glass cleaning
2. Bathroom wall tiles, doors and floor washing with suitable chemicals
3. Light fixtures cleaning
4. Equipment dusting i.e. computer, monitor and printer, telephone set, pedestal fans etc.
5. Fumigation
6. Cob web removals
7. Chairs upholstery vacuuming
8. Chairs upholstery shampoo as and when required
9. Blinds dusting 7 shampoo
10. building inspection

### **Bi Weekly**

1. Carpet shampoo
2. Chair/sofa upholstery shampoo
3. Extensive fumigation
4. Extensive Glass cleaning
5. Light fixture cleaning/dusting
6. Building inspection

### **Monthly**

1. Carpet shampoo if any
2. Building inspection
3. Any job not covered in Bi-Weekly program
4. Rodent control treatment
5. Upholstery shampoo including window blinds

Note: Fumigation, spot cleaning and rodent control jobs may arise beyond schedule and require handling accordingly.