

## Terms & Conditions

1. The supplier should be registered with income and sales tax departments & should have proven track record of working in providing the Janitorial services to public sector organization/multinationals.
2. Proposal submitted must accompany with bank guarantee/performance bond equivalent to 5% of quoted price (inclusive of tax, per annum) in favor of Securities & Exchange Commission of Pakistan and valid for not less than 12 months.  
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. Moreover the company should be in business for providing Janitorial services to different organizations/large set up multinationals for not less than 5 years.
3. Price quoted shall remain valid for a period of 120 days from the closing date of proposal submitted. Rates quoted should be in Pak rupee (PKR) inclusive of all applicable taxes. Carpet shampoo rates on the basis of **per Sq.Ft** to be quoted separately.
4. Contractor will be bound to provide the Janitorial services within 7 days after issuance of work order.
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 on leave, contractor would be bound to provide the replacement staff.
7. Contractor shall ensure that proper dress code with employee name tag is observed by his personnel. SECP will not be responsible for any issues pertaining to the management of the janitorial staff and of such activities like salary, overtime, leave etc.
8. Services contract would be initially for a period of 12 months with a probation period of 3 months.
9. The last date for the receipt of tenders is 22<sup>nd</sup> **August, 2011** till 11.00 a.m. at CRO, 4<sup>th</sup> Floors SLIC Building No.2, Wallace Road Karachi 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.
10. Commission reserves the right to accept, reject or amend any or all tenders.
11. Bidders must mention number of workers to be deployed on SECP premises.
12. One (01) Electrician cum Plumber cum Carpenter is also required.

Quantities may vary as per SECP's requirement.

### **General Detail of supplies-**

- |                        |                         |
|------------------------|-------------------------|
| 1. Air freshener       | Good acceptable quality |
| 2. Bathroom freshener  | Good acceptable quality |
| 3. Toilet tissue rolls | Rose Patel White Color  |

Above said Items should always available during office timings

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

Provision of high quality & professional janitorial service are required through fully trained housekeeping staff preferably from 3/4 star hotels to maintain the cleaning standards of all floors of SECP Karachi office .The team should also be supervised daily through a trained and professional Supervisor.

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

#### **Approximate Area**

Karachi office: Floors = 02

Bathrooms = 29

Pantry area = 02

The scope of work includes the following:

#### **Daily**

1. Cleaning of office premises, wash rooms, pantry area, porcelain tile & carpet area
2. Dusting of office desks, computers, telephone, filing cabinets, photocopy machines and all furniture in the office, disposal of trash cans and replacement of trash bags
3. Cleaning/washing of washrooms
4. Placing of good quality soaps (Lux), liquid soap (detol or any other good quality) toilets papers (rose Petal), good quality air fresheners (contractor provided) etc. Hygiene tissue will be provided by SECP.
5. Daily insect spray
6. Daily air freshener spray
7. Refilling paper tissue 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 bathroom for maintaining cleaning standards.

**Twice Daily**

1. Cleaning, and mopping of office area, including waiting area, lift lobby.
2. Spray air freshener in working area and halls.
3. Garbage collection and disposal.
4. Cleaning of toilets.
5. Emergency cleaning whenever required.
6. Clean the bathrooms and toilets bowls with phenyl

**Weekly**

1. Glass cleaning
2. Bathroom wall tiles, doors and floor washing with machine 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
10. Building inspection

**Bi Weekly**

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

**Monthly**

1. Building inspection
2. Any job not covered in Bi-Weekly program