



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 13/13-14

Invitation to Bid

The Securities and Exchange Commission of Pakistan invites sealed bids from suppliers / service providers based in Pakistan and registered with sales tax department, having national tax number (NTN) for following:

S. No.	Type of Services	Identification No.
a)	Hiring of Security Services	[T#13(i) /13-14]
b)	Hiring of Courier Services	[T#13(ii) /13-14]
c)	Hiring of Janitorial Services	[T#13(iii) /13-14]

The relevant details plus terms and conditions may be obtained from the undersigned personally or by visiting the SECP website: www.secp.gov.pk/Procurement.asp

Sealed bid with 5% earnest money of the total quoted cost for each required, must reach the undersigned through courier or may be dropped in the tender box on the ground floor of the NICL Building. The tenders must be received on April 16, 2014, by 1500 Hrs and will be opened on the same day at 1530 Hrs.

M. Ubaidullah Khalid – Assistant Director (Admin)
4th Floor, NICL Building, 63 Jinnah Avenue, Islamabad
Tel: 9207091-4 Ext 107

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 13 (iii) / 13-14.**
2. Bids are invited for “**Hiring of Janitorial Services**” through **SINGLE STAGE ONE ENVELOP METHOD**, for 02 years.
3. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.
4. Relevant details plus terms and conditions of the tender may be obtained from the undersigned personally or by visiting the SECP website: www.secp.gov.pk/Procurement.asp
5. The right to accept, reject and cancel any offer without assigning any reason is hereby reserved. The SECP’s decision will be final and binding in all matters relating to this tender.
6. The SECP is not bound to accept the lowest bid and reserves the right to accept full or partial supplies offered and bidders should supply the same at the rates finalized between the agency and the bidder.
7. The bid validity period shall be 150 days.
8. The amount of the bid and earnest money shall be in Pak rupees. The bids should be accompanied by earnest money (refundable) for an amount equal to 5% of the total quoted price (inclusive GST, if applicable) in shape of either pay order, demand draft valid for not less than 6 months in favor of **Securities and Exchange Commission of Pakistan, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.** The tenders not accompanied by earnest money or with less amount of earnest money will not be entertained.
9. If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the earnest money will be forfeited in favor of the SECP, Islamabad.
10. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.
11. The language of the bid is English and alternative bids shall not be considered.
12. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
13. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the tender will not be entertained and may disqualify the original offer.

14. The rates must be quoted strictly in accordance with our documents and Annex(s). In the event of non-acceptance of offer no intimation will be given to the individual bidder.
15. Discounts (if any) offered by the bidder shall be part of the bid.
16. The service provider should be registered with income and sales tax departments and should have proven track record of providing the Janitorial services to large organization/multinationals.
17. The interested firm/company must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 1 years and proof of company as legal entity.
18. The proof of firm/company's existence as a legal entity and an affidavit that the company is not blacklisted by any organization must be presented with the bid.
19. Interested firm must submit its profile and list of existing clientele.
20. Employees of Company should have group insurance and company must be registered with EOBI and social security. Any other benefit provided by the Company would be considered as an edge.
21. Contractor will be bound to provide the Janitorial services within 7 days after issuance of work order.
22. Contractor will be fully responsible in case of theft, or damage caused by the janitorial staff.
23. 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 or otherwise appropriate deduction will be made from monthly bill.
24. Contractor shall ensure that proper dress code with name tag is observed by his personnel. Further management of the janitorial staff will be the responsibility of the contractor.
25. Inventory of equipment; Buffing Machine imported brand with shampoo and water extraction option and new vacuum cleaners with essential kit for upholstery vacuuming should also be submitted along with the tender documents
26. Successful service provider will have to sign a legal agreement with the Commission for said duration. Agreement may be extended for another year or any period mutually agreed between both parties on same financial terms.
27. Bidders must mention number of workers to be deployed at SECP premises.
28. Electrician, Plumber etc, should be well versed in their job/skill and must possess good knowledge of civil works.

29. Contact person/administrator of the service provider shall visit the Admin Dept. of SECP once a week to obtain feedback, however in case of emergency the visit shall be done upon call.
30. Cleaning staff deputed once shall not be changed during the contract period without consent of the Admin Department. However in case of any complaint of the staff, the service provider will provide replacement within 12 hours.
31. Carpet and furniture upholstery shampoo and fumigation would be done at least once a month and vertical blinds cleaning (wet/dry) as and when required shall be part of the package.
32. Timings observed will be from 8.30 am to 5.30 pm including 1 Hr lunch break. The daily cleaning schedule would be prepared in consultation with Admin. Representative in order to minimize hindrance caused to floor occupants.
33. Copies of Sales Tax Registration Number and National Tax Number should be affixed with the bidding documents.
34. Details regarding offices operating in Pakistan with addresses & telephone numbers of employees.
35. The services required may vary according to SECP requirement.
36. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted. Unsealed bids will not be entertained.
37. Successful service provider will have to sign a legal agreement with the Commission for said duration. Agreement may be extended for another year or any period mutually agreed between both parties.
38. The earnest money of successful tenders will be retained and that of other bidders will be returned.

An evaluation process will be based on the 60/40 principle where 60 refer to technical and 40 refer to financial proposal. Technical evaluation of the bidder will be determined according to following criteria:

Criteria:	Max Score
Particulars of the Company (60 Marks)	
Geographical Outreach: Name of area/region, addresses, contacts etc. The company should at least have its branch offices in Islamabad, Karachi and Lahore.	10
Experience: Number of years of applicable experience of organization: Over 10 Years= 10 7-9 Years= 07 5-8 Years= 05 5 Years or below= 03	10

Janitorial Staff: Number of personnel on company roster (strength/deployment year wise detail for last two years) Over 2000= 10 1000-1999= 7 999 or below= 4	10
Assignments in Hand: Bidder to supply references of similar services rendered: 10 >References= 15 7 References= 10 4 References= 7 2 References= 4	15
Equipment & Other Factors: Number of industrial cleaning equipment (10 marks) Training Programme (5 marks)	15
Total Technical	60
Financial Evaluation	40
Grand Total	100

39. The place of destination is: **Securities and Exchange Commission of Pakistan**, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.

40. The envelopes shall bear the following additional identification marks:

Bid for: “Hiring of Janitorial Services”
Firm Name: XYZ Firm
Attention: Assistant Director, Admin, 4th Floor
NICL Building, 63 Jinnah Avenue
Blue Area, Islamabad

41. The deadline for the submission of bids is:

Date: April 16, 2014
Time: 1500 Hrs

42. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad
Date: April 16, 2014
Time: 1530 Hrs

43. A statement “**Not to be opened before 1530 Hrs on April 16, 2014**” shall be clearly mentioned on the top of the sealed bid.

44. The bids received after the due date and time will not be entertained.

45. The SECP reserves the right to amend/change/revise the TORs of tender if deemed necessary. The successful bidder shall have to provide the services accordingly.

Note:

- **The attachment details are as under**

1. Terms of Reference	Annex “A”
2. Bid Submission Form	Annex “B”
- **If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.**

Terms of Reference**Purpose:**

SECP is inviting interested parties to bid for the provision of Janitorial services to provide high quality and professional janitorial services through fully trained housekeeping staff.

Scope of work entails:

Scope of work is hereunder:

Daily Tasks:

- Cleaning, sweeping and mopping all areas of the premises of SECP (HO) and three CROs (based in Islamabad, Lahore and Karachi) as per services under this agreement.
- Vacuum cleaning of all carpeted areas.
- Cleaning and dusting of all furniture, fixture, chairs, sofas, tables, computers, computer desks, telephone, partitions, doors, pedestal fans, fire extinguishers, fire aid boxes, electric switches / sockets / fixtures, blinds planters, racks, cabinets (steel / wooden) and filing cabinets or any other installed and removable fixture.
- Cleaning of glass curtain walls from inside with glint.
- Cleaning of glass windows from inside with glint.
- Cleaning of all partitions from both sides.
- Cleaning of waste paper baskets under all desks.
- Collections, removal and disposal of waste and garbage
- Change of towels in wash rooms.
- Change of toilet soap in wash rooms.
- Change of tissues in the toilets.
- Refilling of soap dispensers

WEEK END

- Glass cleaning.
- Bathrooms wall tiles, doors and floor washing with suitable chemicals.
- Light fixtures cleaning.
- Equipment dusting i.e. Computer, monitor, printer, telephone set, pedestal fans etc.
- Cob web removals.
- Blinds dusting

Monthly

- Carpet , furniture upholstery, vertical blinds, fabric shampoo
- Fumigation
- Building inspection.
- Any job not covered in weekly program.

Carpet /Vertical Blinds Shampooing /Fumigation

Carpet, furniture upholstery, vertical blinds, fabric shampooing and fumigation services, when required will be provided by the contractor free of cost.

Duty Hours

The concerned staff will perform their duties from 08:30 am to 05:30 pm daily (Monday to Friday) and 09:00 am to 01:00 pm on Saturday. The concerned staff will observe one hour lunch break from Monday to Friday.

Address and description of Premises:

Location	Description	
Head office Islamabad	Approximate Area	57,820 sqft
	Floors	13
	Bathrooms	43
	Staff Requirement	Supervisors =2 Janitors =13 Electrician =1 Plumber = 1

Company Registration Office Islamabad	Approximate Area	8593 sqft
	Floors	01
	Bathrooms	02
	Staff Requirement	Janitors =02

Company Registration Office Karachi	Approximate Area	27422 sqft
	Floors	02
	Bathrooms	16
	Staff Requirement	Supervisors =1 Janitors =06 Electrician cum plumber=1

Company Registration Office Lahore	Approximate Area	15582 sqft
	Floors	02
	Bathrooms	07
	Staff Requirement	Supervisors =1 Janitors =03 Electrician=01

Bid Submission Form

Rates must be quoted in following manner:

NO	Services/Item	Rate (PM) (Inclusive of all taxes)
01	Supervisor	
02	Plumber	
03	Electrician	
04	Janitors	
05	Material Cost (breakup should also be provided)	
06	EOBI Contribution	
07	Social Security	
08	Group life Insurance	
09	Machinery Transport	
10	Staff Uniform (one for each)	
11	Company Overheads (in % of total)	

Note: Details of Taxes includes must be mentioned