

**FEDERAL EMPLOYEES BENEVOLENT AND GROUP
INSURANCE FUNDS , ESTABLISHMENT DIVISION**

BIDDING AND CONTRACT DOCUMENTS

FOR


**PROVISION OF JANITORIAL SERVICES AT BENEVOLENT FUNDS
BUILDING**

Last date & time
of receipt of Bid

12.12.2023 (11:00 am)

DATE OF OPENING

12.12.2023 (11:30 am)


MEHBOOB ALI
Dy Asstt. Director (Engg.)
Board of Trustees FEB & GI Funds
Estt. Division Govt of Pakistan
Islamabad

**FEDERAL EMPLOYEES BENEVOLENT AND GROUP
INSURANCE FUNDS, ESTABLISHMENT DIVISION**

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FEB & GIF BF BUILDING ZERO POIT ISLAMABAD

FEDERAL EMPLOYEES BENEVOLENT AND GROUP INSURANCE FUNDS
TENDER DOCUMENTS

1. The FEB & GIF intends to hire services of reputed firm/company to provide Janitorial Services at Head Office BF Building, located at G-7, Zero point, Islamabad.
2. FEB&GIF invites sealed Bids from Income tax / GST Registered Firms / Companies, having sufficient experience for provision of Janitorial Services to Government departments / private organizations initially for a period of (01) one year, extendable for another term of one year on the basis of satisfactory performance of the Service & mutual consent of both the parties.
3. Bids on the prescribed application form (**Annex- A**) duly completed in all respect and signed on each page of the Bid Document by the authorized representative of the Bidder, should reach to the office of undersigned on or before **12.12.2023 by 11:00 am**. The Bids shall be opened on the same day at **11:30 am** in the presence of representative of firms / companies. Detail of Janitorial work is enclosed at **Annex-B**.
4. The firms are also required to submit following documents with their bids:-
 - a) Bid application form duly completed /signed by the bidder's authorized representation.
 - b) Proof of registration with at least three Government departments / Private Organizations for the similar work.
 - c) National Tax and GST Number with copies of certificates.
 - d) Affidavit that the firm has never been blacklisted nor its contract was canceled in Non-fulfillment of contractual obligations by any Government / Semi Govt / Private organization.
 - e) Bank draft/Pay Order of 5% of bid cost in favour of FEB & GIF as earnest money, which will be released within 15 days of the award of work.
 - f) Details of Janitorial Staff to be deployed for the said services.
 - g) The company shall ensure minimum wages to all deployed staff in accordance with government policy as amended from time to time, during existence of the signed agreement/contract period with FEB & GIF (including extend period if any).
5. Incomplete bids and those received after due date/time shall not be entertained.
6. Any wrong information submitted shall make the firm liable for debaring in this bidding as well as future contracts in FEB&GIF.
7. 70% marks will be required to qualify in the technical evaluation. The financial bid of technically qualified firms will be opened on specified time and financial bids of unsuccessful bidders will be returned unopened.

(Continued...)


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Islamabad

8. The company / firm who win the Tender shall deposit an amount equivalent to 10% of total janitorial services charges of one year as performance guarantee in favor of FEB& GIF' as 'Security' which will be refunded after satisfactory completion of the contract period and shall remain held in case of extension of contract.
9. The successful bidder shall sign a contract agreement on judicial stamp paper as provided in the bidding documents.
10. The contract can be terminated by serving 30 days advance notice by FEB & GIF to contractor and 60 days by contractor to FEB & GIF without assigning any reason(s). However, in case of any serious default / evasion at the part of contractor, the contract can be terminated by FEB&GIF at any time without any notice.
11. Payment of monthly charges shall be made to the contractor within 30 days of receipt of invoice, after deductions of all taxes applicable.
12. FEB & GIF reserves the right to reject any or all the bids without assigning any reason(s) thereof.

M. Shoaib Rauf Hashmi
Director (Admin)



MEHBOOB ALI
Dy Assst Director (Engg.)
Board of Trustees FEB & GIF
Estt Division Govt of Punjab
Islamabad



FEDERAL EMPLOYEES BENEVOLENT AND GROUP INSURANCE FUNDS ESTABLISHMENT DIVISION

Annex-A

BID APPLICATION FOR PROVISION OF JANITORIAL SERVICES IN BF BUILDING ZERO POINT ISLAMABAD

Date of issue-----

- 1. Name of Firm / Bidder
2. Name of owner of the firm
3. Father's Name
4. Address of bidder
5. Telephone/Mobile #
6. CNIC Number
7. GST Registration No.
8. Income Tax No.
9. Janitorial Services Experience

Note. (Attach list with rates including GST)
(Supervisor wage Rs. ---/(pm/per head)
Janitorial Staff wage Rs. ---/(pm/per head)

10. Bid Price (in figures) :Rs.
(Lump sum monthly charges) Rupees
(Including all taxes) (in Words)

11. Earnest Money : Rs.
In Words:

12. Bank Draft/Pay order No
Date Amount

13. Last date for submission of bids :12.12.2023 at 11:00am.

14. Date of opening of Bids :12.12.2023 at 11:30am.

15 Place of opening of bids : Conference room of FEB & GIF, B.F Building Zero point Islamabad

16. The terms and conditions as prescribed in the bid documents are understand and fully accepted.

MEHBOOB ALI
Dy Asstt Director (Engrg)
Board of Trustees FEB & GIF
Estt Division Govt of Pakistan
Islamabad

(Signature of Bidder)

JANITORIAL SERVICES

SOPE OF WORK

The work under this contract includes cleaning and janitorial services of the office premises of the FEB & GIF i.e. 1st, 2nd floor of block A-I & 1st, 2nd floor of Block C-II, C-III ground floor (Masjid), ground floor of block B-II, and 1st floor of Block B-I of BF building. Janitorial services are comprising of cleaning & dusting of floors, rooms, carpets, toilets, window glass panels, lighting fixtures, fans boards, logos, sweeping etc. of complete building internal & external passages twice in a day. Cleaning of stairs cases leading to main entrance of block, A-1 of the BF Building, stair case of mosque up to 1st floor, stair case of block-C-II up to 2nd floor, green area and parking area, including area along with the fence on the outside of external car parking, cleaning of ground and overhead water tanks.

MATERIAL CONSUMABLE

All consumable materials such as disinfectants, soap bars, Sweep, Vim Powder, Air Freshener, toilet paper, Phenyl Balls, Antiseptic spray, mosquito spray required for cleaning purposes shall be provided / arranged by the contractor/ firm at their own cost

TOOLS / EQUIPMENT

The Contractor shall be responsible for provision of required best quality materials tools including Mops, Mop Buckets, Brooms, Brushes, Wipers, Basket wipers, Cobweb remover, Scraper, Ladders, Gloves, Scrubbing Machine, Wet & Dry Vacuum Cleaners, steel wire for drain line, Sludge pump etc. at their own cost.

DEPLOYMENT OF STAFF

Trained workers (01) Supervisor and (13) Janitors in proper uniform with company cards showing their identity shall be deployed. A list showing names addresses along with the attested copies of CNIC of all employees shall be provided to FEB&GIF office concerned before deployment. Any replacement shall be intimated to FEB&GIF in advance. The contractor will be responsible to provide the character verification from the police authorities within 10 days after award of the contract. The Contractor shall immediately replace any Janitorial worker, as and when instructed by FEB&GIF.


TIMINGS

Eight hours daily on working days i.e. 05 or 06 days as the case may be. The staff will start the work one hour before routine office timings or as desired by FEB&GIF administration.

SERVICES TO BE PROVIDED

a. DAILY SERVICES

- i. Cleaning, sweeping and mopping all areas of the premises of FEB&GIF Headquarter, Regional Board Islamabad coordination branch, vacated space at block B-II and Project Office situated at BF Building, Zero Point, Islamabad 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


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cabinets or any other installed and removable fixture. Cleaning of curtain, walls and glass 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 toilet soap in wash-rooms. Refilling of soap dispensers and cleaning the internal and external area of passage.

- ii. Washing and cleaning of all toilet's commodes, urinals and wash basins with best cleaning material.
- iii. Provision of Soap, Toilet paper, Air Freshener, Phenyl Balls, etc.
- iv. General cleaning of Driveway and surrounding area.

b. **WEEKLY SERVICES**

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. Cleaning doors, windows and A/C Diffusers, bath room walls, light fixture cleaning. Equipment dusting computer, monitor, printer.

c. **FORTNIGHTLY SERVICES**

Cleaning / Sweeping of roof top, fumigation of FEB & GIF office premises. Carpet, furniture upholstery, vertical blinds, fabric shampoo, Fumigation, Building inspection. Lobby Buffing and Polish. Chairs all type (Washing and Cleaning) Tables all the types (Washing and Cleaning) Shifting of furniture / equipment etc. due to shifting of offices. Any job not covered in weekly program

d. **HALF YEARLY SERVICES**

Cleaning of underground / over-head water tank with approved comical, fumigation spray for mosquito.

e. **STORE CUM OFFICE**


Space for Store cum office for the Service Provider shall be provided by FEB&GIF.



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Proposed Technical Evaluation Criteria

S.No	Description	Total Points	Category-wise Point	Remarks:
				70% marks will be required to qualify in technical evaluation (attachment of proof as evidence in each case is mandatory in case of non-compliance no mark will be awarded)
1.	Relevant Experience	20		Documentary proof (Attested & verified copies of contract of work orders or contract details of clients) must be furnished.
	i. More than 7 years' experience of providing janitorial services		20	
	ii. 5-7 years' experience of revising janitorial services		5	
	iii. Less than 5 years services to at least 2 major companies		3	
2.	Number of Contracts	20		Documentary proof (Attested & verified copies of contract of work orders must be furnished.
	i. More than 10 with Govt /semi Govt/ Autonomous departments.		20	
	ii. 7-10 with Govt /semi Govt/ Autonomous department.		8	
	iii. Less than 7 contract with Govt /semi Govt/ Autonomous department		5	
3.	Financial Position	15		Copy of last financial audit report done by ICAP/SBP registered auditing firm or bank statement of one year
	i. Annual turnover of janitorial company should be greater than 4 million		15	
	ii. If less than 4 million but greater than 3 million		10	
	iii. less than 3 million but greater than 2 million		5	
	iv. less than 2 million		2	
4.	Company Presence	10		Company list of office with address and contact detail on company letterhead duly signed and stamp y authorities
	i. If in cities or more then 3,		10	
	ii. 2-3 cities		7	
	iii. Less than 2 cities		5	
5.	Number of Key management staff	10		Complete list of key management staff with designation and contact details on company letterhead duly signed and stamp by authorities
	i. If 20 and above		10	
	ii. 15-19		7	
	iii. 5-14		3	
	iv. Less than 5		0	


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6.	Number of Janitorial staff	15		A list showing the number of janitorial staff on company letterhead duly signed and stamp by authorities
	i. If 150 and above		15	
	ii. 100-149		10	
	iii. 70-99		5	
	iv. 50-69		3	
	v. Less than 50		2	
7.	Quality Management	10		A list showing the number of relevant equipment on company letterhead duly signed and stamp by authorities
	i. Relevant equipment if 20 and above		10	
	ii. 15-19		10	
	iii. 10-14		5	
	iv. Less than 10		2	
	Maximum Marks	100		

Financial Bids of technically qualified bidders shall be open & then contract shall be awarded to lowest bid quoted bidder.



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Agreement

This agreement ("Agreement") is made on _____, 2024,

By and Between

FEB&GIF, an autonomous body established in pursuance of the FEB&GIF Act, 1969, having its Head Office at BF Building, Shahrah-e- Suhrawardy, Zero Point, Islamabad, Pakistan (hereinafter referred to as "**FEB&GIF**" which expression shall be deemed to include, where the context so permits, its successors in interests, administrators and permitted assigns) **OF THE ONEPART;**

And

M/s having its registered office at _____ (herein after referred to as the "**Contractor**" which expression shall be deemed to include, where the context so permits, its successors in interests, administrators and permitted assigns) **OF THE OTHER PART;** FEB&GIF and the Contractor may hereinafter individually be referred to as Party and collectively as Parties.

WHEREAS:


- A. The FEB&GIF requires janitorial services ("Services") from a competent firm dealing in sanitation services of the FEB&GIF's premises at its Head Office, Islamabad.
- B. The Contractor represents and warrants that it has the requisite expertise and resources to provide the services as required by the FEB&GIF.
- C. The Contractor has agreed and the FEB&GIF has approved the Services to be provided by the Contractor on the terms and conditions mentioned herein below.

NOW THIS AGREEMENT WITNESSES AS FOLLOWS

1- Duration

- 1-1. This Agreement will become effective as of ____ . ____ . 2024 and will remain in effect for a period of one year (the "Term") or until terminated in accordance with Article 5 & 7.
- 1-2. prior of the expiration of the terms, this agreement may be extended for a further period of 01 year with mutual agreement between parties, provided that the parties must be entered in to a mutual written agreement to extend the term. When used in this agreement, the phrase 'the term' shall refer to the entire duration of the agreement.

2- Scope of Work


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Islamabad

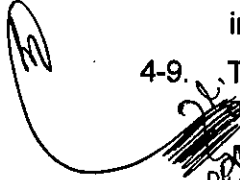
- 2-1. The Services to be provided by the contractor under this agreement shall be in accordance with Annex-A.
- 2-2. The address and description of the location (Premises) on which the Services are required are mentioned in Annex-B.

3- Payments

- 3-1. In consideration of the clear, efficient and uninterrupted fulfillment of the services and other obligation of the Contractor under this agreement to the satisfaction of the FEB&GIF, the Contractor shall be paid a fixed total amount of Rs. _____/- (per month in accordance with Annex-C).
- 3-2. The FEB&GIF will ensure timely payments within 30 days after the receipt of invoice from the contractor for each month.
- 3-3. Any payments made under this Agreement by the FEB&GIF shall be subject to deduction of all applicable Government taxes as per law of land.
- 3-4. The company shall ensure payment of minimum wages to all deployed staff in accordance with government policy amended from time to time, during existence/validity of this contract period & till extended period (if so desired by FEB&GIF).

4- Contractor Obligations

- 4-1. The contractor will at his own cost provide efficient sanitation and cleaning services, supervised and inspected by experienced and trained supervisor, who shall be available at all time inside the premises of the BF Building. The services will be provided in accordance with the requirements and adequate standard of hygiene. The Contractor under takes to provide these services to the full satisfaction of the FEB&GIF and will accordingly carry out the necessary planning management and supervision of services.
- 4-2. The contractor will engage its own employees / staff at the premises and employees / staff shall be physically and medically fit and have good moral conduct.
- 4-3. The Contractor will be exclusively responsible for the payment of the remuneration and all legal benefits to its staff / employees including compensation for death, injury etc while performing the contractor's obligations under this agreement and the FEB&GIF shall have no obligation or responsibility on any account what so ever.
- 4-4. The contractor shall be responsible for all acts or omissions of any of its staff or personnel working on the premises and liable for any loss or damage and compensate the FEB&GIF accordingly.
- 4-5. The contractor will be responsible to provide neat and clean uniforms to its staff / employees to the complete satisfaction of the FEB&GIF. The Contractor will further ensure that its employees/staff deputed at the FEB&GIF are disciplined, competent, efficient and in good physical and mental health.
- 4-6. The staff / employees of the contractor will be subject to personal search by the security staff both at the time of entry and exit from the premises of the FEB&GIF.
- 4-7. The contractor will be responsible for provision of all safety equipments to the staff / employees as required to be provided under the law and safety regulations peculiar to the requirements and will ensure that such equipment are properly used.
- 4-8. The contractor will indemnify the FEB&GIF against all the damages or losses etc. that may be caused by his staff / employees due to any reasons including whatsoever, including but not limited to theft, malignance and pilferage etc.
- 4-9. The work done and standard observed / maintained by the contractor will be regularly checked, inspected and reviewed by the authorized officers of the FEB&GIF to ensure


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that the work is being done and standards are observed as per terms of the agreement and agreed specification, who may issue or give such notice, advices or reminders to the contractor as may be necessary for the proper execution of the agreement.

- 4-10. The authorized officers of the FEB&GIF will at all the time have free access to all part of the work area where the work carried out by the contractor is in progress. The contractor will extend all possible help and facilitate as may be required by FEB&GIF.
- 4-11. The monthly invoice of the contractor will be verified by authorized officer of the FEB&GIF to check whether the contractor has fulfilled his obligations as per terms of the agreement and the payment will be made to the contractor accordingly.
- 4-12. The FEB&GIF will have the right to request the contractor to remove any employee from the premises upon providing reasonable grounds in respect thereof to the contractor (such grounds shall include but not be limited to misconduct and unauthorized absence from duty). The contractor will depute another member from its staff at the premises with immediate effect after the alleged employee is removed on the request of the FEB&GIF.

5- Termination

- 5-1. This agreement may be terminated by FEB & GIF by providing thirty (30) days prior written notice to the contractor and sixty (60) days' notice given by contractor to FEB & GIF if the other party is in material breach of its obligations under this agreement and the breach has not been remedied within period of fifteen (15) days after the notice has been issued.
- 5-2. The FEB&GIF may terminate this Agreement forthwith if the services are not performed in accordance with this Agreement or to the satisfaction of the FEB&GIF.

6- Arbitration

In case any dispute arises at any time between the parties:

- 6-1. The parties shall endeavor to resolve such differences amicably.
- 6-2. In the event of that such difference cannot be resolved within a period of 15 days: the matter shall be referred to the arbitrator i.e. Managing Director, FEB&GIF, whose decision shall be final and binding on both the parties.

7- Governing Law

This agreement shall be governed by and construed in accordance with the laws of Pakistan.

8- Amendment

This Agreement and schedules thereto shall not be amended except by the mutual consent in writing of both the parties.

9- Assignment

The Contractor shall not assign this agreement or any of its obligations hereunder, either in whole or any part, to any other person in any form or manner what so ever, without the prior written consent of the FEB & GIF.

Waiver

The failure of any party to exercise any right or the waiver by any party of any breach, shall not prevent a subsequent exercise of such a right or be deemed a waiver of any subsequent breach of the same or any other provision of this agreement.

Entire Agreement

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Dy Asstt Director (Engg.)

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This agreement along with the schedules constitutes the entire agreement between the parties in respect of the subject matter hereof and supersedes all prior oral or written arrangements.

11- Severance

If any one or more provisions of this agreement shall for any reason be held to be invalid, illegal or unenforceable in any respects, such provision (s) shall be limited, modified or severed as necessary to eliminate the invalidity, illegality or unenforceability and all other provision of this agreement shall remain unaffected.

12- Penalty

If performance of firm/company is found unsatisfactory then initially penalty of Rs.10,000/- each time in case of continues non-performance or any violation of the agreement by the contractor Rs.100,000/- shall be charged which may also result in termination of contract as well.

13- Notice

13-1. Any notice, request or consent made pursuant to this Agreement shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent by registered mail, facsimile or electronic mail to such party at the contact detailed below.

The Director (Admn)

FEB&GIF, BF Building,

Zero Point, Islamabad

Telephone: 051-9252308 Fax: 051-9252354

13-2. A party may change its contacts details by providing notice thereof to the other party without having to amend this agreement in accordance with this article.

14- Confidentiality

14-1. The contractor undertakes and shall ensure the complete confidentiality of all and any information in respect of this agreement and the services stated herein, including without limitation the communication to and by FEB&GIF about any of its business information. Contractor shall not disclose any such information to any person.

14-2. Contractor shall keep strictly confidential any and all business and technical information that may be disclosed or confided to it by FEB&GIF or which contractor or any of its employees / staff may obtain directly or indirectly during the course of performance of this agreement.

14-3. It shall keep strictly confidential any and all information that may divulge upon it or any of its personnel during the course of performance of this agreement. It shall not disclose any such information to any person or allow utilization of the same in any person. The terms of confidentiality as applicable on the employees of the FEB&GIF in terms of FEB&GIF Act, 1969, shall be applicable on all the staff and personnel of contractor working in the premises.

Relationship

The parties here by agree that no term soft his agreement shall be construed as to portray and employer-employee relationship between the parties and that both the parties are acting independently and at their entire discretion.

15- Annexure

Annexure A, B and C to this agreement shall be deemed to be an integral part of this agreement and shall be construed accordingly.

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In witness hereof the parties here to have executed this agreement on the date and at the place first above mentioned.

Scope of work:

Scope of work is hereunder:

Daily Tasks:


- i) Cleaning; sweeping and mopping all areas of the premises of FEB&GIF Headquarter, Regional Board Islamabad coordination branch, vacated space at block B-II and Project Office situated at BF Building, Zero Point, Islamabad as per services under this agreement.
- ii) Vacuum cleaning of all carpeted areas.
- iii) 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.
- iv) Cleaning of glass curtain walls from inside with glint.
- v) Cleaning of glass windows from inside with glint.
- vi) Cleaning of all partitions from both sides.
- vii) Cleaning of waste paper baskets under all desks.
- viii) Collections, removal and disposal of waste and garbage
- ix) Change of toilet soap in washrooms.
- x) Refilling of soap dispensers
- xi) Washing and cleaning of all toilet's commodes, urinals and wash basins with best cleaning material.
- xii) Provision of Soap, Toilet paper, Air Freshener, Phenyl Balls, etc.
- xiii) General cleaning of Driveway and surrounding area.

Weekend

- i) Glass cleaning.
- ii) Bath room Wall tiles door and floor cleaning
- iii) Light fixtures cleaning
- iv) Equipment dusting computer, monitor, printer
- v) Cob Web remove
- vi) Blinds dusting'
- vii) Lobby Buffing and polish
- viii) Table and chair

Monthly

- i) Carpet, furniture upholstery, vertical blinds, fabric shampoo
- ii) Fumigation
- iii) Building inspection.
- iv) Lobby Buffing and Polish.


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- v) Chairs all type (Washing and Cleaning)
- vi) Tables all the types (Washing and Cleaning)
- vii) Shifting of furniture/equipment etc. due to shifting of offices
- viii) Any job not covered in weekly program

Six Monthly

Cleaning of underground and overhead water tank with best chemical and fumigation spray

Duty Hours

The concerned staff will perform their duties for five days from 07:00 am to 04:00 pm daily (Monday to Friday) or six days in a week as the case may be. The concerned staff will observe one hour lunch break from Monday to Friday from 01:00 pm, to 02:00 pm.

Address and description of Premises.

Location	Description
FEB&GIF Headquarter, BF Building	i) Block A-I—1 st & 2 nd Floor (Cleaning of complete floor with stair cases of Block A-I upto 2 nd floor)
	ii) Block C-II—1 st & 2 nd Floor (Cleaning of complete floor with stair cases of Block C-II upto 2 nd floor)
	iii) Block B-I, Ground floor FEB & GIF Premises and block B-II 1 st floor FEB & GIF Premises.
	iv) Sweeping of complete building external passage once a day
	v) Cleaning of stair cases of Block C-III (Masjid) and both wazu area upto first floor
	vi) Green Area inside and outside the fence and Parking area inside/outside the fence
	vii) Cleaning of Masjid on daily basis with electric equipment's etc.
	viii) Cleaning of BF Building Canteen on daily basis.
Staff Requirement	<ul style="list-style-type: none"> i. Supervisor 01 ii. Janitors 13

Other Requirements

1. Interested bidder must submit its profile and list of existing clientele.
2. Company should have labour laws for its employees, and must be registered with EOBI, social security. Any other benefit provided by the Company would be considered as an edge and advantage.
3. Company will be bound to provide the Janitorial services within 7 days after issuance of workorder.
4. Contractor will be fully responsible in case of theft, or damage caused by the janitorial staff.

Janitorial services are provided five or six days a week as the case may be and in case of absence of janitor staff contractor would be bound to provide the

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- replacement or otherwise appropriate deduction will be made from his monthly bill.
6. Contractor shall ensure that proper dress code with name tag is observed by his supervisor. Moreover, management of the janitorial staff will be the responsibility of the contractor.
 7. Bidders must provide details of janitors staff shall deployed with respect to location outlined in the requirement.
 8. Contact person of the contractor shall visit the Admin Branch of FEB&GIF once a week to obtain feedback, however in case of emergency the visit can be obtained upon call / request.
 9. Janitorial staff deputed once, shall not be changed during the contract period without consent of the Admin Branch. However, in case of any complaint of the staff, the contractor will provide replacement within 12 hours.
 10. Carpet and furniture upholstery shampoo and fumigation would be done at least twice a month and vertical blinds cleaning (wet/dry) as and when required shall be part of the package.
 11. Timings will be observed from 7:00 am to 4:00 pm including 1 Hr lunch break. The daily cleaning schedule would be prepared in consultation with Admin. Representative in order to utilize the janitorial staff more effectively and efficiently.
 12. Copies of Sales Tax Registration Number and National Tax Number should be affixed with the bidding documents.
 13. Provision of the detail regarding the offices operating in Pakistan with addresses & telephone numbers of employees.
 14. The services required and janitor staff strength may vary i.e. increase/decrease, according to FEB&GIF requirement.
 15. The list of the material to be provided by the contractor is mentioned below:

S. No.	ITEMS
1-	SOAP, LIQUED SOAP
2-	DUSTER
3-	FENYLE or Equivalent
4-	VIM or Equivalent
5-	BROOM
6-	WIPER
7-	GLINT or Equivalent
8-	DETERGENT
9-	ACID
10-	SWEEP or Equivalent
11-	AIR-FRESHNER
12-	INSECT/FLY SPRAY

MEHBOOB ALI
 Dy Asstt Director (Engg.)
 Board of Trustees FEB & GIF Fund
 Estt Division Govt of Pakistan
 Islamabad

13-	DRY MOB
14-	ROUGH TOWEL
15-	GLOVES
16-	SUDGE PUMP
17-	STEEL WAIR
18-	TOILT PAPER
19-	SCRUNNING MACHAINE

For FEB&GIF

For Contractor

Name: _____

Name: _____

Title _____

Title: _____




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 Islamabad

Bid Submission Form

Rates must be quoted in following manner:

A	B	C	D	$E = C \times D$	$F = E \times 12$
S. No.	Services/Item	Strength Requirement	Rate Per month* (Rs.)	Total (Rs.)	Annual Cost (Rs.)
FEB&GIF Headquarter, Islamabad					
1	Supervisor	01			
2	Janitors	13			
Grand Total					

*Quote rate(s) must be inclusive of all statutory payment and applicable taxes


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 Dy Assst Director (Enqq.)
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 Islamabad

Authorized Signature/Seal of Company