

**OIL & GAS DEVELOPMENT COMPANY
LIMITED**



TERM OF REFERENCE (TOR)

AGAINST

TE # PROC-SERVICES/CB/ADMIN-4586/2019

**HIRING OF JANITORIAL SERVICES FOR OGDCL OFFICES
AT ISLAMABAD/RAWAL**

NOTIC FOR PRESS TENDER FOR PROVISION OF “JANITORIAL SERVICES”FOR OGDCL

Registered Firms / Companies doing Janitorial Services business in Rawalpindi / Islamabad and having their own Registered Offices, are invited to participate in bidding process for provision of “**Janitorial Services**” at various office locations of the Company, situated in Rawalpindi / Islamabad, as per detail given below:

Location-1

PRTI / Hostel buildings, Base Workshop
Base Store, Exploration, W/Shop, G&R
Lab, DA Lab, Sector I-9, Medical Center
Rawalpindi and Medical Centre F/8,
Islamabad

Location-2

OGDCL HO., Building Jinnah Ave.,
Blue Area Islamabad

The interested Companies / Firms may submit their Technical and Financial Bids with following requisite documents:

- i. (Complete record of the employees whether on daily wages or regular employees of the firm and number of experience with the firm)
- ii. (Record of the trainings being provided to the employees with complete course contents and provision of certificates issued after training)
- iii. (Complete details to be provided along with dates of the different contracts completed/ongoing with job description/scope of work)
- iv. Annual Turn Over (30 Million or more) NTN/Income Tax
- v. Undertaking of being not blacklisted, otherwise Bid rejected.
- vi. Complete details and contact numbers of the clients along with any certificates/letters issued from the clients
- vii. Registration with social security departments e.g. registration with EOBI etc is mandatory otherwise bid rejected.
- viii. Submission of generic measures/ proposals to ensure quality janitorial services in any building other than mentioned in TOR

The bidder may quote both submitted Technical and Financial bids (single stage two envelop system)

**EVALUATION CRITERIA
FOR JANITORIAL SERVICES CONTRACTORS**

SCHEDULE OF REQUIREMENT

| Sr# | Evaluation Aspects | Max Marks |
|--|--|------------|
| 01 | Available manpower with the Contractor/Firm (Complete record of the employees whether on daily wages or regular employees of the firm and number of experience with the firm) 1 mark/10 employees | 20 |
| 02 | Existing mechanism for Training and Skill Development/Capacity Building of staff (Record of the trainings being provided to the employees with complete course contents and provision of certificates issued after training) | 10 |
| 03 | Experience (Minimum 03 Years) (Complete details to be provided along with dates of the different contracts completed/ongoing with job description/scope of work (10 marks per year) | 30 |
| 04 | Annual Turn Over (20 Million or more) NTN/Income Tax (01 marks per 02 million) | 10 |
| 05 | Reputed Clients/ List of Customers (Complete details and contact numbers of the clients along with any certificates/letters issued from the clients) (10 marks per project, Project must be multistorey building having at least 06 storey. | 20 |
| 06 | Submission of generic measures/ proposals to ensure quality janitorial services in any building other than mentioned in TOR. | 10 |
| 07 | Total Marks | 100 |
| <p style="text-align: center;">Minimum Qualification Marks are 70.</p> <p>Note: In each category, bidder must have minimum 60% marks for technical qualification .</p> | | |

A- SERVICES

- i. Provision of toilet amenities in all (190) bathrooms at each floor of Location-1&2.
- ii. Cleaning & washing of toilets twice in a day.
- iii. Cleaning & washing/sweeping foot-path & court yard daily basis.
- iv. Polishing of metal items once in a fortnight.
- v. Cleaning/sweeping & dusting of offices rooms daily before office hours.
- vi. Cleaning/sweeping/moping lobbies regularly during the day.
- vii. Wax polishing of lobbies, each floor & corridors each floor-one a month.
- viii. Cleaning of inner windows panel/glasses.
- ix. Cleaning of all drain/gutter pipes and traps etc.
- x. Cleaning of green belt/parking area.
- xi. Disposal of all litter/ garbage / debris from the office and building.

B- LIABILITIES OF CONTRACTOR

- i. The Contractor will pay EOBI and Group Insurance as per prevailing rates/rules.
- ii. The Contractor will pay Inco tax as per Government rules/regulation.

C. TOOLS & EQUIPMENTS

| | <u>Location-I</u> | <u>Location-II</u> | <u>Total</u> |
|--|-------------------|--------------------|--------------|
| i. Wet & dry vacuum cleaner 16-20 litter dust capacity. | 07 | 05 | 12 |
| ii. Floor polishing machine | 04 | 02 | 06 |
| iii. Mop cleaner dryer trolley. | 10 | 20 | 30 |
| iv. Floor scrubbing machine | | | |

HIRING OF “JANITORIAL SERVICES” FOR OGDCL

| | | MONTHLY REQUIREMENTS | | |
|----------------|---|---|---|--------------|
| Sr. No. | DESCRIPTION OF MATERIAL (As per number of outlets / dispensers) | LOCATION - I (includes OGTI / Hostel buildings, I-9 Base Workshop, Base Store, CIDA Store, Exploration Workshop, G&R Lab, DA Lab, and Rawalpindi / F-8 Buildings) | LOCATION – II (OGDCL House, Jinnah Avenue, Islamabad) | TOTAL |
| 01 | Supervisors Salary @ Rs.20,000/- pm +EOBI+ Group Insurance | 04 | 03 | 07 |
| 02 | Janitors Salary @ Rs. 17,500/- pm) +EOBI+ Group Insurance | 68 | 62 | 130 |
| 03 | Liquid Soap (Bottles) | 200 | 300 | 500 |
| 04 | Vim (Tins – ‘Max’) | 300 | 350 | 650 |
| 05 | Toilet Rolls (‘Rose Petal’) | 5000 | 7000 | 12000 |
| 06 | Air Fresheners (Tin Packs & Tablets) | 300 | 400 | 700 |
| 07 | Phenyl / Dettol (2 liter Tin Packs & Tablets) | 550 | 600 | 1150 |
| 08 | Cotton Cleaners (for Floors / Furniture) | 250 | 300 | 550 |
| 09 | Wipers | 50 | 80 | 130 |
| 10 | Harpic | 100 | 200 | 300 |

(A) Financial proposal: Bidder is advised to submit Financial proposal on following table

| Sr. No. | Description of Services | Location - I | Location - II | Total Services required for both location | Rate per month | Rate of EOBI per month as per Govt. Rules | Rate of Group Insurance per month as per Govt Rules | Commission + Taxes per month (Exclusive of PST/ICT on services) | Total amount inclusive of all taxes, duties (Exclusive of PST/ICT on services) |
|---------|--------------------------------------|--------------|---------------|---|----------------|---|---|---|--|
| 01 | Supervisors Rate @ Rs.20,000/- | 04 | 03 | 07 | | | | | |
| 02 | Janitors Rate @ Rs.17,500/- | 68 | 62 | 130 | | | | | |

Overall

| Sr. No. | Description | Rate per month in PKR | Grand Total for the year Rs. per year |
|---------------|--|-----------------------|---------------------------------------|
| A | Rate of services of both locations(Location I+II) | | |
| B | Rates of material of both Location (location I+II) | | |
| Total: | | | |

(B)

| Sr. No. | Description of material | Location - I | Location -II | Total Qty required for both location per month | Per unit rate per month in PKR inclusive of all taxes, duties, (Excluding GST) | Total amount in PKR per month inclusive of all taxes, duties, (Excluding GST) |
|----------|---|--------------|--------------|--|--|---|
| 01 | Liquid Soap (Lux) (Bottles) | 200 | 300 | 500 | | |
| 02 | Towels (27" x 54" size) | 200 | 200 | 400 | | |
| 03 | Vim (Tins – 'Max') | 300 | 350 | 650 | | |
| 04 | Toilet Rolls ('Rose Petal') | 5000 | 7000 | 12000 | | |
| 05 | Air Fresheners (Tin Packs & Tablets) | 300 | 400 | 700 | | |
| 06 | Phenyl / Dettol (2 liter Tin Packs & Tablets) | 550 | 600 | 1150 | | |
| 07 | Cotton Cleaners (for Floors / Furniture) | 250 | 300 | 550 | | |
| 08 | Wipers | 50 | 80 | 130 | | |
| 09 | Harpic | 100 | 200 | 300 | | |
| 10 | Dry Mop | 50 | 80 | 130 | | |
| G. Total | | 7500 | 11010 | 18510 | | |

Note:- Contract will be awarded to lowest bidder .

Note:-

1. Location-I: PRTI / Hostel buildings, Base Workshop, Base Store, Exploration, W/Shop, G&R Lab, DA Lab, Sector I-9, Medical Center Rawalpindi and Medical Centre F/8 Islamabad.
2. Location -II: OGDCL House, Jinnah Avenue, Blue Area, Islamabad.
3. All the prices charges under this contract shall remain firm during period of the contract.
4. The Contractor is bound to disburse Salaries/wages to Janitors/cleaners minimum PKR:17,500/- per month and Supervisor minium PKR20,000/- per month. Revised rates of wages as and when introduced by the Government of Pakistan shall be applicable to the workers of Contractor with increase or decrease in monthly services charges accordingly with the approval of Management of OGDCL, Rest of the rates shall remain same throughout period of the contract.
5. Evaluation shall be made on grand total of services and material.
6. The Financial Bid must be complete in all aspects and comparable. Conditional Prices and /or Prices mentioned other than Rate Format/Financial mentioned, failing which the bid(s) may be considered as non-responsive.
7. Price is inclusive of all taxes, duties, (except GST, Provincial/Capital Sales Tax)

SCOPE OF WORK IS AS UNDER:

Location-1: OGTI/Hostel, I-9 Workshop, Base Store, CIDA Store, Exploration Workshop, G & R Lab, D. A. Lab and Medical Center Rawalpindi / Islamabad.

Location-2: OGDCL House, Jinnah Avenue, Blue Area, Islamabad

Cleaning / sweeping & dusting of rooms daily before office hours.

Cleaning / sweeping of lobbies regularly during the day.

Cleaning & washing / sweeping footpaths, parking area & courtyard, staircases on daily basis.

Cleaning & washing of toilets twice daily basis with provision of accessories in all bathrooms of each floor of each building.

Cleaning of electrical appliances / tube shades on fortnight basis.

Polishing of metal items once time in a fortnight.

Wax polishing of lobbies and corridors each floor once a week.

Provision of toilet amenities in all bath rooms at each floor.

Cleaning of inner window panel / glasses once a week.

Dusting and cleaning of all interiors of the building, which are under the use including false ceiling, doors, windows, internal partition walls etc.

Cleaning and washing of toilets including commodes, urinal wash basins including use of proper disinfecting material like phenyl etc.

Disposal of all litter / garbage / debris from the office and building compound daily.

Sufficient / suitable space will be provided within the building premises by the Company for storage of required cleaning material and equipment / machine etc. The contractor can also use the space as complaint office with a telephone extension be provided by the Company to the contractor enabling the Contractor to ensure instant removal of complaints.

That all consumable items, tools, equipment's and instruments used in providing services under this agreement shall, in no way, bear any liability on the part of Company whether in term of money or otherwise.

The Contractor would provide and maintain daily consumable items washing powder, vim, phenyl liquid or tablets, chemical for cleaning, mop, duster, wiper, brush, mansion / brass polish, etc., in the store of the contractor and will utilize these items according to the requirement.

The Contractor will make sure that all the services are efficiently carried out and the building remain clean and tidy all the time with zero complaints of hygienic Safety.

The Contractor shall always be responsible to indemnify Company for any act of commission or omission by their workmen or employees, which results in loss or injury to man, material or property of Company.

That the Contractor shall employ and deploy the persons of sound physique and mental health.

The Contractor shall always undertake the job at his own risk and cost. The Company shall not be responsible for any injury / loss to the men and material of the Contractor during the course of performing janitorial services.

The Contractor will ensure provide required best quality material equipment's / tools to carry out the services at his own cost, subject to acceptance by the Company through it's authorized officer from Administration Department.

The Contractor will deploy minimum following strength of workers at each location/site retaining of additional manpower of Janitors/cleaners on full time basis for cleaning services and other jobs described in this agreement, at no additional cost to the Company:

| | Supervisor | Janitors/Cleaners |
|----------------|------------|-------------------|
| Location No.01 | 04 | 62 |
| Location No.02 | 03 | 68 |

The uniform of all employees of the Contractor must contain logo of the Contractor displayed on the chest pocket.

The contractor is bound to disburse Salaries/wages to Janitors/cleaners minimum PKR: 17,500/- per month and Supervisor minimum PKR: 20,000/- per month. Revised rates of wages as and when introduced by the Government of Pakistan shall be applicable to the workers of Contractor with increase or decrease in monthly services charges/ rate only accordingly with the approval of Management of OGDCL, Rest of the rates shall remain same throughout period of the contract.

OGDCL shall pay after deduction of Tax(s) as per draft contract tax clause#5 at source as per prevailing rules of the Government of Pakistan at the time of making each payment of service charges to the Contractor against their Invoice duly verified by authorized Officer from Administration Department and countersigned by Manager (Administration).

OGDCL shall have the right to impose financial penalty up to 5% (Five percent) on the monthly invoiced amount to the contractor in case the contractor failed to provide equipment number of staff ,amenities and to maintain cleanliness/Janitorial Services . The decision in this regard shall be taken by Manager (Admin). However the Contractor may appeal in writing to General Manager (Admin) within 07 (seven) days of imposition of penalty. The decision of GM(Admin) shall be final.

AREA

| Sr. No. | Location | Covered area (Sq.Ft) | Open area (Sq.Ft) |
|----------------|---|-----------------------------|--------------------------|
| 01 | OGDCL House, Jinnah Avenue | 151066 | 46167 |
| 02 | Masood Mansion F-8 Markez, Iba. | 32608 | 5612 |
| 03 | OGTI building I-9 Sector Iba. | 33255 | 60289 |
| 04 | Hostel I-9 Sector Iba. | 33183 | 12333 |
| 05 | Workshop Office I-9 Sector | 1000 | 281865 |
| 06 | Training Workshop I-9 (Exploration) | 4480 | - |
| 07 | G&R Lab I-9 Sector | 32608 | - |
| 08 | TDL building I-9 Sector | 20000 | - |
| 09 | Wireline logging I-9 Sector | 13375 | - |
| 10 | All I-9 shed for Store and Finance deptt. | 80360 | - |
| 11 | Rawalpindi Medical Center | 1600 | 300 |
| | Total Area | 403535 | 406566 |

OTHER IMPORTANT INFORMATION

Contract Duration:

Contract shall be initially valid for a period of One (1) period, extendable with mutual consent.

PAYMENT TERMS:

Payment shall be made through cross cheque on monthly basis in 100% Pak Rupees, against verified invoices.

(This clause will be prevailing instead of Master Tender document “ITB” clause # 07 ‘PAYMENT’).

BID PRICE:

- i. Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) in Pakistan.
- ii. The prices should be quoted in PKR.
(This clause will be prevailing instead of Master Tender document “ITB” clause # 06(ii) ‘BID PRICE’)
- iii. The prices quoted by the successful bidder (contractor) for required services shall remain firm and final throughout contract period. The price charged by the successful bidder (contractor) for required services shall not vary from the prices quoted by the service company.

AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to **PKR 1,200,000/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

MANDATORY REQUIREMENT

For online payment to vendors/contractors through (IBFT & LFT). Following info is required from your company: -

1. IBAN (INTERNATIONAL BANK ACCOUNT NUMBER 24 DIGITS).
2. VENDOR NAME AS PER TITLE OF THEIR BANK ACCOUNT.
3. NTN NO.
4. CONTACT # OF COMPANY CEO/OWNER (MOBILE & LANDLINE).
5. POSTAL ADDRESS.
6. BANK NAME.
7. BANK BRANCH NAME & ADDRESS.

The master set of tender documents (services) uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR.

Bidders are requested to read TOR & Master Set to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid.

Following is the link for Master Set of Tender Documents for Services:

<https://ogdcl.com/sites/default/files/Tender%20Document%20Services%20Press%20for%20Webloading%20dated%2018-03-2019-N.pdf>