

CLARIFICATION NO.1

TENDER ENQUIRY NO: PROC-SERVICES/CB/ADMIN-4826/2020

HIRING SERVICES OF REPUTED FIRMS/COMPANIES FOR PROVISION OF JANITORIAL SERVICES

Some of the prospective bidders have raised some queries against the subject case. The queries along with OGDCL reply are listed below for information to all prospective bidders.

Sr #	Page / Para	General Queries	Clarification
1	5 /a 2	Attending of clean up at each of 190 bathrooms. OGDCL or the contractor is to provide the daily roaster holder for the daily twice	Total 120 janitors are required as mentioned in the TOR and roaster will be on discretion of OGDCL.
2	5 /a 5	Dusting of rooms include all tables, computers, chairs, almirah, shelf etc. Please clarify Dusters (wet and dry) are not included in TOR, contractor or OGDCL will supply these?	The said job is neither assigned nor mentioned in the TOR.
3	5 /a 6, 7 & 8	Window glass inner, lobby etc list for daily / monthly format to be provided.	5/a 6, on regular basis during whole day. 5/a 7, on monthly basis. 5/a 8, thrice a week.
4	5 /a 11	Litter / Garbage over the dust bins to be collected in Plastic sheets. Please specify that dust bins, its plastic cover are contractor responsibility or OGDCL is to provide. If Contractor is to provide, specify sizes of dust bins and plastic sheets color and sizes as per GoP instructions for Plastic Ban.	Contractor is responsible to provide dustbin (size 24 x 18) and plastic sheets D.W.2 (size 24 x 36).
5	5/b	Wattage power of vacuum cleaners and floor polishing machine is to be provided. Can used machines be used by contractor in its best working condition?	Yes but must be in best working condition.
6	5 / b (3)	Mop cleaner dryer trolley is from Rs. 10,000 to over Rs. 60,000. Please mention capacity/number of tanks and number of mop stands (mirco fiber) tips / brush head for each trolley. What is the change frequency period for mop brush / tips?	02 tanks with 01 stand and changing of mop brush / tips on monthly basis.
7	6 ©	Monthly requirement has missed following for each of the items 3,4,5,6,7,8,9, and 10: 1. Brand (local or multinational) 2. Generic or open source grades 3. Quantity of bottles for each of 8 items like soap weight / Bottle liter or 5 liters etc 4. Wiper width / replacement policy / period.	Local brand (best quality) Liquid Soap – 250 ml Vim (pouch) – 800 gm Toilet rolls – 18 meter Air Fresheners – 300 ml Wipers – 18 inch width Harpic –500 ml As and when required.
8	8 / para 7	HSEQ training for the workforce / janitors to avoid hazards	OGDCL HSEQ Department provides fire safety training/ evacuation drill in case of emergency/fire only.
9	Missed items	i. WET signage / STOP Work in Progress posts / Warning tapes with quantities etc. ii. Complaint system for the Contractor / OGDCL review. iii. Daily / monthly inspection charts at places like toilets / corridors etc by OGDCL to be signed by contractor janitor and its supervisor daily / monthly.	i. OGDCL will provide. ii. Any mode can be adopted as per situation either via telephone, written or by informing to Admin Deptt verbally for both parties. iii. Daily basis and contractor supervisor should sign.

10	Page 3 Para 5/ XV	The Contractor shall be bound to have its staff/ employees insured/registered against any and all applicable social security schemes/institutions including employees Old Age-benefits institution (EOBI), Employees Social Security Institution (ESSI) or any other government scheme under any other law without owing responsibility to OGDCL.	The Contractor shall be bound to have its staff employee insured / registered against any and all applicable Social Security Schemes, EOBI, ESSI etc or any other Govt. Scheme. Any payment of the said scheme, however, shall be paid by OGDCL.
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(A) Financial proposal: Bidder is advised to submit financial proposal on following table

Sr #	Description of Services	Location-I	Location-II	Total manpower required for both location	Salary per month Rupees	EOBI per month as per Govt. rules	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	03	04	07	25,000/-				
02	Janitors	60	60	120	17,500/-				

(B) Supply Items

Sr #	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 250 ml)	200	300	500		
02	Towels (27'' x 54'' size)	200	200	400		
03	Vim (Tins – ‘Max’) 800 gm	300	350	650		
04	Toilet Rolls (‘Rose Petal’) 18 meter	5000	7000	12000		
05	Air Fresheners (Tin Packs & Tablets) 300 ml	300	400	700		
06	Phenyl / Dettol (2.75 liter Tin Packs & Tablets)	550	600	1150		
07	Cotton Cleaners (for Floors / Furniture)	250	300	550		
08	Wipers 18 inch width	50	80	130		
09	Harpic 500 ml	100	200	300		
10	Dry Mop	50	80	130		
G. Total		7500	11010	18510		