



Terms of Reference for Hiring Services of Reputed Firms /
Companies for Provision of Janitorial Services at OGDCL


ED (HR/Admin)


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Terms of Reference

1. Registered Firms / Companies having NTN and GST providing janitorial services in Pakistan and having their office premises, are invited to quote their competitive rates for hiring janitorial services with manpower as mentioned in the Tender Documents at different locations of OGDCL in Islamabad/Rawalpindi mentioned 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 House Jinnah Avenue, Blue Area, Islamabad

2. The Firms / Contractors providing incomplete and or incorrect information will be liable for disqualification.
3. Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
 - a. Received without bid security
 - b. It is received after the time and date fixed for its receipt
 - c. The offer is ambiguous
 - d. The offer is received by fax or e-mail
 - e. The offer is from a black listed firm
 - f. Offer received with shorter validity than required
 - g. The offer is not conforming to specifications indicated in the tender documents
4. Bid will remain valid for a period of 180 days from the date of opening the tender. Contract will be enforced initially for a period of 02 years which may be extended with mutual consents of both parties for another one year (Client and Firm) as admissible by PPRA. No Escalation will be permissible during whole contract period except wages. Contract will be awarded to lowest Firm.


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5. The applicant must be the owner of the Company / Firm having at least 120 employees pertinently involved in janitorial services. The interested companies / firms may submit their Financial Bids with following requisite documents:
- i. Minimum 05 years' experience of provision of janitorial services in such contracts where workers were deputed in multistory building.
 - ii. Complete business location with phone, fax and e-mail / postal addresses.
 - iii. Companies with more than PKR 20 (Twenty) Million Annual Turn-over should participate every year for last 03 years (less may not apply).
 - iv. NTN and GST/PST Registration Number with Certificate.
 - v. Audited Accounts (last 03 years).
 - vi. List of reputed clients.
 - vii. Undertaking on non-judicial stamp paper to the effect that the firm has never been blacklisted by any Government / Semi-Government Department.
 - viii. Bid Bond for a sum of Rs.2,000,000/- shall be required with **Technical Bid**.
 - ix. OGDCL reserves the right to reject any/all bids without assigning reason.
 - x. The firm must be registered with their current Provincial Sales tax deptt.
 - xi. Record of the trainings being provided to the employees related to janitorial jobs with complete course contents and provision of at least 50 certificates issued after training.
 - xii. Complete details to be provided along with dates of the different contracts completed/ongoing with job description/scope of work regarding janitorial services only.
 - xiii. Only those contracts will be considered for evaluation purposes where the firm has provided janitorial services to multistory buildings.
 - xiv. The employees of the Firm/Company must be above 18 years of age. Where, if employees of the contractor are not performing his duty satisfactory, the contractor shall on intimation by Principal Admin Officer/Sr. Admin Officer (Gen. Admin), remove the employees from the job, immediately.
 - 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 owning responsibility to OGDCL.
 - xvi. The bidder shall submit generic measures/ proposals to ensure quality janitorial services in any building other than mentioned in TOR.
6. The successful bidder shall also furnish 10% PGB of the contract value within 15 days of issuance of LOI.
7. Technical proposals shall be evaluated as per the criteria laid down at Annex-A. All the supporting documents deemed necessary to assess the responsiveness of the firm must be attached with Technical Proposal on the prescribed formats.
8. The Contractor is bound to disburse Salaries/wages to Janitors/cleaners minimum PKR: 17,500/- per month and Supervisor minimum PKR: 25,000/- 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 wages accordingly with the approval of Management of OGDCL. Rest of the rates shall remain same throughout period of the contract.


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9. Evaluation criteria shall be full consignment wise that means the rates for material and services will both be added together to assess the financially lowest bidder.
10. Price is inclusive of all taxes, duties, (except GST, Provincial/Capital Sales Tax).
11. 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.
12. 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.
13. 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.
14. Submission of medical fitness certificate for janitors and supervisors before commencement of the job and thereafter, on annual basis.
15. 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.
16. That the Contractor shall employ and deploy the persons of sound physique and mental health.
17. 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.
18. 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 its authorized officer from Administration Department.
19. The uniform of all employees of the Contractor must contain logo of the Contractor displayed on the chest pocket. 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.
20. 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.


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General Requirements and Instructions

a). Instructions

- Provision of toilet amenities in all (190) bathrooms at each floor of location-1&2.
- Cleaning & washing of toilets twice a day.
- Cleaning & washing/sweeping foot-path & court yard on daily basis.
- Polishing of metal items once in a fortnight.
- Cleaning/sweeping & dusting of office rooms daily before office hours.
- Cleaning/sweeping/mopping lobbies regularly during the day.
- Wax polishing of lobbies, each floor & corridors on monthly basis.
- Cleaning of inner windows panel/glasses.
- Cleaning of all drain/gutter pipes and traps etc.
- Cleaning of green belt/parking area.
- Disposal of all litter/ garbage / debris from the office and building.

b). Tools & Equipment's

Sr #	Items	Location-I	Location-II	Total
i	Wet & dry vacuum cleaner 16-20 litter dust capacity.	05	05	10
ii.	Floor polishing machine.	02	02	04
iii.	Mop cleaner dryer trolley.	10	20	30


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c). Monthly Requirements

Sr #	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.25,000/- pm +EOBI+ Group Insurance	03	04	07
02	Janitors Salary @ Rs. 17,500/- pm) +EOBI+ Group Insurance	60	60	120
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

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Technical Proposal

Technical Proposal (Data Sheet)

Description	Detail
Year of Establishment	
No. of Contract / Jobs Completed to date	
No. of Contract / Jobs in Hand	
Bank Statement for Financial Soundness	
Audited Account Statement for last 03 years	
IBAN Number	

Date _____

Signature & Stamp _____

Name


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Technical Evaluation Marks Allocation

S.No.	Description	Marks
1	Experience in No. of years related to janitorial services (1 mark per year upto max of 10 year) upto maximum of 10 marks.	10
2	Available manpower with the Contractor/Firm (Complete record of the employees related to janitorial jobs whether on daily wages or regular employees of the firm and number of experience with the firm) 1 mark/10 employees. upto maximum of 20 marks.	20
3	Similar Job/Contracts related to janitorial Services (Completed to date or in hand and should not be below the amount of Rs. 20 to 40 million per anum) Each Contract will be awarded 05 Marks Each Contract must be of multi-storey building where janitorial services are being provided. upto maximum of 15 marks.	15
4	Submission of generic measures/ proposals to ensure quality janitorial services in any building other than mentioned in TOR. upto maximum of 10 marks.	10
5	Existing mechanism for Training and Skill Development /Capacity Building of staff (Record of the trainings being provided to the employees related to janitorial job with complete course contents and provision of atleast 50 certificats issued after training). upto maximum of 10 marks.	10
6	Financial Soundness in last three year related to provision of Janitorial Services (Audited Accounts Statement for last 03 years may be provided) 01 Marks will be allocated for each 4 Million (sum total turnover for last 3 years). upto maximum of 30 marks,	30
7	HSEQ POLICY. upto maximum of 05 marks.	05
	Total	100

Note:

1. Only those contracts will be considered for evaluation purposes where the firm has provided janitorial services to multi-storey buildings.
2. Bidder will have to secure minimum 50 % Marks in each category whereas will require 70 % as a whole to be technically qualified,


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Form A

Details of Contracts of Similar Nature (Completed)

Use a separate sheet for each Client /Contract/Work Order-

1	Name of the Project/Client/Contract /Work Order
2	Name of Employer
3	Employer Address
4	Value of the Contract on Annual Basis
5	Date of Award
6	Date of completion
7	Any other detail

Note: Copies of Satisfactory Completion Certificate(s) must be attached if applicable.

(Signatures, Name & Official Seal)


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Form B

Details of Contracts of Similar Nature (In Hand)

Use a separate sheet for each Client /Contract/Work Order-

1	Name of the Project/Client/Contract /Work Order
2	Value of the Contract on Monthly Basis. (Calculated per annum)
3	Date of Award
4	Any other detail

Note: Copies of contract awards must be attached.

(Signatures, Name & Official Seal)


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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 Services required for both location	Rate per month	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.25,000/-	03	04	07			
02	Janitors Rate @ Rs.17,500/-	60	60	120			

(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)	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		


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C). Overall

Sr #	Description	Rate per month in PKR	Grand Total for 02 years
A	Rate of services of both locations(Location I+II)		
B	Rates of material of both Location (location I+II)		
Total:			

Note: Contract shall be awarded on total cost of Material + Services.


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Total 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

Clarifications:

In case of any queries or clarifications following official may be contacted during office hours.

Mr. Sajid Ali
Sr. Admin Officer (GA)
Land Line # 051-920022295
Email: sajid_ali@ogdcl.com


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OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on 'Single Stage Two envelop'

AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to PKR: **2,000,000/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

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 and payment shall be made on monthly basis through verified invoices.

(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.

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 WITH INCOME TAX CERTIFICATE
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:

file:///C:/Users/OGDCL/AppData/Local/Temp/Tender%20Document%20Services
%20Press%20for%20Webloading-
Discount%20clause%20added%20dated%2011-08-2020.pdf