

Tender Notice For Janitorial Services

by TUSDEC

TUSDEC (Technology Upgradation and Skill Development Company) has been established by the Ministry of Industries and Production, Government of Pakistan to upgrade technology and skill of strategic industrial clusters.

TUSDEC wishes to engage reputed companies for the Janitorial services at head office in Lahore and its projects across Pakistan.

The scope of the services would be:

- 1) Wet mops all un-carpeted floors, hallways stairs, landings and stairways and make them look clean at all times.
- 2) Clean and vacuum clean all carpets and rugs.
- 3) Dust all furniture, equipment, partitions windows and chair ledges.
- 4) Clean and disinfect all toilets, wash basins and sinks and make the toilets look clean dry at all times.
- 5) Clean the grass plots and roads within boundaries of TUSDEC
- 6) Empty all waste receptacles and clean ash trays.
- 7) Disposal of garbage /waste including that of the canteen and sewerage pipes/gutters at an approved LMC points.

(A) **AS REQUIRED**

- 1) Wax and buff all mosaic floors using approved methods (2 monthly basis).
- 2) Buff marble floors (quarterly)
- 3) Clean all walls, tube lights and remove spider webs.
- 4) Dust all visible pipes and ducts.
- 5) Clean and wash to roof.
- 6) Clean and polish metal/brass work.
- 7) Clean all sign boards
- 8) Clean and disinfect under ground and over head water tanks (bi annually).
- 9) Clean all blinds every fortnight.
- 10) The equipments/accessories and all materials such as vacuum cleaner, polishing grinder, scrubbing brush, commode brush, cleaning brush, brooms, bleaching powder, dusters, mops, wax polish, naphthalene balls, perfumed phenyl, soap, liquid soap, tissue papers, fumigation twice in a month, at least fifty 50 Plants including its maintenance and proper replacements and other items shall be supplied by the contractor at his own cost.

(B) **ADDITIONAL SERVICES**

If some additional services/manpower are required by the owner for work as and when required, the same shall be provided by the contractor on the terms and conditions as may be mutually agreed.

(C) **STAFF**

TUSDEC will require Six (06) sweepers and One (01) supervisor for its Head Office Lahore and One (01) sweeper for its office located in Sialkot from the owner for carrying out the duties enumerated in this agreement.

- **On daily basis:** Cleaning of car parking areas, reception areas, floor mopping all the times, corridors and the building, inclusive of the windows, furniture, cabinet's etc. proper hygienic conditions to be ensured in the office and toilets.
- **On twice a day basis:** Cleaning swabbing, garbage collection, and emergency cleaning.
- **On fortnightly basis;** Floor polish and the general up keep of cleanliness.
- **On monthly basis:** Washing of the office floor not covered with carpets, cobweb removal and fumigation if required.
- **Call back facility:** Call back facilities of cleaning staff and any other services mutually agreed by both parties.

TUSDEC reserves the right to accept or reject any or all proposals without assigning any reason thereof. Interested parties are requested to furnish the following information;

- Name of firm, address, phone, fax, e-mail address and contact person
- Firm/company's profile and experience details (Minimum 03 to 05 years relevant experience)
- Statement that the firm/company is not black listed or debarred from undertaking Government projects
- Financial soundness certificate from a scheduled bank with last three years financial statements.
- List of clients with complete information like contact person, address, any other documentary proof like contract/agreement copies.
- Income tax & GST certificate.
- Details of services provided.
- Financial bid will be validate for a period of 60 days from the closing date.
- Any other documents which the interested parties may consider to be in the favor of Tendering
- Proof of financial stability.

“ Technical and Financial proposal for providing the janitorial services should be clearly written with all the terms and conditions.”

Each bidder shall submit 2% earnest money on annual amount of financial proposal submitted in the shape of pay order or bank draft in favor of TUSDEC.

Sealed Tenders duly completed must reach **TUSDEC, State Cement Corporation Building Kot Lakhpat, Lahore on or before 29-01-2016 up to 1500 hrs**. Quotations will be opened on the same date at **1530** hrs in the presence of bidders or their authorized representatives who wish to attend.

Submission of any false statement/documents shall disqualify the bidder.

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