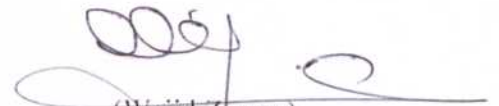


GOVERNMENT OF PAKISTAN
DIRECTORATE OF CROSS BORDER CURRENCY MOVEMENT
INTELLIGENCE AND INVESTIGATION-CUSTOMS
1-Mauve Area, G-10/4, Islamabad

TENDER NOTICE

Sealed bids are invited from the well reputed firms / contractors having at least three years' experience in the relevant field and are registered with Sales Tax/ Income Tax Departments etc. having their own business offices in Rawalpindi-Islamabad for providing 'Janitorial Services' in the office building/ premises of the Directorate General, Intelligence and Investigation-FBR, Islamabad for the financial year 2019-20. Tender form showing details of the requisite services and other terms/ conditions can be obtained from Incharge General Branch of this Directorate on any working hours.

2. Complete bid documents in the sealed envelope should reach in the office of the undersigned by 23.12.2019 upto 1100 hours and the same will be opened on the same day at 1130 hours in the presence of bidders or their authorized representatives who wish to be present.
3. Earnest money/ bids security @ 5% of the total bid/ quoted amount in shape of Bank Draft/ Pay Order (refundable) in favour of Deputy Director (HQs), Directorate of Cross Border Currency Movement, Intelligence and Investigation-FBR, Islamabad must be attached with the bid.
4. Attested copies of Certificates of Registration, Sales Tax, NTN and experience etc. may be attached with the bid.
5. Incomplete or any bid which is not accompanied by the earnest money/ bid security at the time of opening of bid shall be outrightly rejected.
6. No bid shall be entertained after given cut of date and time.


(Wajid Zaman)
Deputy Director (HQs)
Tel. No: 051-9106207

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TENDER FORM FOR PROVISION OF JANITORIAL SERVICES.

Name & address of the Contractor to whom Form issued:

Date of Issue:

Date & time of bid receiving: 23.12.2019 upto 1100 hours

Date & time of bid opening: 23.12.2019 at 1130 hours

Name of Services	Number of Persons required	Monthly Rate per Janitor/Person including taxes etc (Rs.)	Total amount including taxes (Rs.)
Provision of Janitorial Services of Janitors/ workers excluding materials for cleaning of office building/ premises for eight working hours on daily basis starting from 0730-hours.	03-Persons		

Other terms and conditions:

1. The quoted rates must be inclusive of all applicable duties/ taxes etc.
2. Earnest money/ bid security deposit @ 5% of the total bid amount (refundable) in shape of Bank draft/ pay order in favour of the Deputy Director (HQs), Directorate of Cross Border Currency Movement, Intelligence and Investigation-Customs, Islamabad must be attached with the bid otherwise the bid shall be outrightly rejected.
3. Certificate of Registration of Firm, National Tax, GST Registration & Vender Numbers etc. must be indicated by each bidder. Attested copies of all the relevant Certificates etc. may also be attached with the bid.
4. The number of persons/ workers can be increased or decreased.
5. The services of Janitors/ workers are to be provided by the successful bidder within 03-days from the date of contract to be signed in this regard.
6. The Directorate General, Intelligence and Investigation-Customs, Islamabad reserves the right to accept or reject any / all bids by assigning the reasons thereof.
7. Payment of Janitorial service charges of the Janitors/ workers will be made on monthly basis against pre-receipted bill of the firm and after receipt of Cheque from the AGPR.
8. No bid shall be entertained after given cut of date and time.
9. The validity period of the bid/ rates will be applicable upto 30.06.2020 from the date of opening thereof.

Services/ Scope of the work required:

The Firm/ Contractor shall provide following daily, weekly, monthly & half yearly Services at the office/ premises of the Directorate of Cross Border Currency Movement, Intelligence and Investigation-Customs, Islamabad:-

Daily Cleaning Services

- Floor mopping
- General cleaning of office building/ premises and equipments
- Window cleaning
- Dusting of tables and chairs

- Cleaning of dustbins
- Cleaning of stair cases
- Carpet vacuum cleaning
- Cleaning of corridors
- Clean all inside partition glazing
- Clean glazing and glass to central entrance
- Clean all picture glazing
- Cleaning of wash rooms & toilets including commodes, urinals, washbasins using of proper disinfectant material etc.
- Disposal of the trash/garbage
- Receptions, Main gates, Parking areas and any part of its premises
- Any other areas used or vacant

Weekly Cleaning Services

- Hygienic floor cleaning, general cleaning of equipment, Washing of windows with glint liquid, Cleaning of lights, bulbs, fans etc., cleaning of shelves and corners, removal of Cobe Webs, dusting and cleaning of ceilings of toilets and of the common areas and parking areas.
- Spraying disinfectants in the toilets, urinals in order to kill all bacteria, insects, flies, cockroaches, mosquitoes etc.
- Cleaning of adjacent other office spaces like gardens, drive ways etc.

Fortnightly Services

- Cleaning of all drain pipes and tabs etc.
- Checking and opening of choked sewerage lines or as and when required

Monthly cleaning services

- Floor polishing and Floor Washing with Machines
- In order to completely eradicate/ eliminate rat/ mice and cats from the entire building/ basement

Quarterly Cleaning

- Fumigation/ Disinfestations Services by using all necessary harmless to human and approved chemicals, check/ control the menace of cockroaches, flies, silver fish, spiders, bedbugs, ants, mosquitoes (all sorts of flying and crawling insects in all areas including the carpeted areas for their complete elimination of from the entire premises.

Half Year Cleaning

- Carpet Shampooing, Buffing of marble and chemical polishing

List of Machinery & equipments to be provide by the Firm/ Contractor

- Mopping Trolleys, Floor Washing Machines at least 02 Numbers, Carpet Shampooing Machines, Wet & Dry Vacuum Cleaners, Pressure Washers

Staff Required

- At present 03 persons / workers required for janitorial services (Directorate General, I&I-Customs, Islamabad can ask the selected vendor to increase or decrease the staff quantity as per its requirements)
- Time for the Firm/ Contractor's staff/ personnel shall be from 0700 hrs. to 1500 hrs. The Contractor shall ensure that its staff/ personnel reach the Office well in time to make sure that the main daily cleaning activities are complete in all aspects at latest by 0900 hours.
- The Firm/ Contractor shall be responsible for providing uniform to all janitorial staff.
- The Contractor shall provide trained staff/ personnel for the services. The Firm/ Contractor's staff/ personnel shall use modern equipments for carrying out the Services.

- The Firm/ Contractor shall depute a supervisor for Directorate General, I&I-Customs office for the supervision of the Janitorial Services.
- The Firm/ Contractor shall ensure that the staff/personnel being provided bear good moral character. The Contractor shall be fully responsible for the conduct of its staff/ personnel.
- Vendor will be responsible to manage the disposal of waste in an effective manner on daily basis.
- The requisite toiletries and cleaning materials shall be provided by the Directorate of Cross Border Currency Movement, I&I-Customs, Islamabad. However, the Machines/ equipments are to be arranged by the Firm/ Contractor.
- The contract may be terminated either by the Directorate of Cross Border Currency Movement, I&I-Customs, Islamabad or the Firm/ Contractor by giving one month's notice by Directorate Cross Border Currency Movement, I&I-Customs, Islamabad and one month notice by the contractor.

Note:

Final scope of services required to be carried out will be determined at the time of agreement between Directorate Cross Border Currency Movement I&I-Customs, Islamabad and successful bidding party.

Signature of Issuing Authority

Signature of Contractor