



STATE BANK OF PAKISTAN
ENGINEERING UP KEEP & MAINTENANCE UNIT.
BANKING SERVICES CORPORATION (Bank)
RAWALPINDI

**TENDER FOR
PROVISION OF
JANITORIAL
SERVICES/
TECHNICAL STAFF
AT STATE BANK OF
PAKISTAN
RAWALPINDI**



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NO.ENGG/ 3656 /JS-44/2010

Dated 26.11.2010

**PROVISION OF JANITORIAL SERVICES/TECHNICAL STAFF AT
STATE BANK OF PAKISTAN, SBP BSC (BANK), RAWALPINDI.**

Janitorial Service Providers having wide exposure and proven track record of successfully providing the janitorial services/Technical Staff are invited to apply for **Provision of Janitorial Services/Technical Staff at State Bank of Pakistan-SBP BSC (BANK), Rawalpindi.** Request for Proposed document can be obtained at the cost of Rs.500/- (Non-refundable) from Engineering Unit, 2nd. Floor, New Office Block, SBP BSC (Bank), The Mall, Rawalpindi up to **11.12.2010.** Quotations in sealed cover titled as for "**PROVISION OF JANITORIAL SERVICES/TECHNICAL STAFF**" and addressed to the Chief Manager, State Bank of Pakistan, SBP BSC (Bank), Rawalpindi, should reach this office by 11.00 A.M. on or before **13.12.2010.** Quotations shall be opened at 11.30 A.M. on same day in the presence of those service providers who may like to be present at the occasion.

The amount of Earnest Money for the above quotation/tender is 2% of total tender amount for twelve months services payable in the form of Cash/Bank Draft/Payment Order in favour of the State Bank of Pakistan SBP BSC (Bank), Rawalpindi. Conditional quotations and quotations without earnest money shall not be considered. Further personal convincing or recommendations will also disqualify the bidders. **Government wages rules should be kept in mind while sending the bid.** The successful bidder is required to execute an agreement with the Bank on its standard format for providing janitorial services/technical staff initially for a period of one year extendable by mutual consent and shall deposit a sum of Rs. 50,000/- as security deposit to State Bank of Pakistan SBP BSC (Bank) Rawalpindi refundable after the expiry of the term of agreement. The Contractor" will provide/depute at least **23** staff members comprising of one Supervisor, three I.T. Electricians, one carpenter, one Fitter/cum-Mechanic, sweepers/cleaners, one plumber one building electrician and two gardeners.

This tender is only an invitation to offer the bid and the Bank may reject all bids or proposals at any time prior to the acceptance of a bid or proposal and shall, upon request, communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals but is not required to justify those grounds PPRA's rule 33(1). The bank shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of contract PPRA's rule 35.

Sd/-
(JAVAID IQBAL)
CHIEF MANAGER



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RESPONSIBILITIES OF “THE CONTRACTOR”.

- a) Execution of the said work, as assigned in the Agreement.
- b) Issuance of proper identity cards to the staff.
- c) All payments to the Maintenance Staff shall be the responsibility of “The Contractor”, “The Bank” shall have no business with such workers (hired or recruited) and their salaries, wages, overtime, leave etc.
- d) “The Contractor” will depute his staff in such a manner that at any time during office hours, all the works noted below should effectively be completed, without any complaint and delay.
- e) “The Contractor” shall make available the services of two sweepers in evening from 2.30 p.m. to 5.00 p.m. or whenever required (As per mutual arrangement)

13) SCOPE OF WORK:

DAILY

Cleaning, sweeping, mopping of all floors comprising of: Main Building(New Office Block)	84054 Sq. ft.
Old Office Block	32872 Sq. ft.
Mosque	3400 Sq. ft.
Police Barracks	3335 Sq. ft.
Bankers Cafeteria	2600 Sq. ft.
Incinerators	1 Set. (400 sq.ft.)
Governor Annexes & C.M's Residence	7800 Sq.ft.
Sub- Station	1860 Sq.ft.
Gate Office and Pump Room	265 Sq. ft.
Security Guard posts on Mall Road side, Napier Road & ATM	250 Sq. ft.
Parking Area, outside footpath area etc	4.17 Acres
Fumigation	On monthly basis.

- ♣ Vacuum cleaning of all carpeted area. (Vacuum cleaner will be arranged by the Contractor).
- ♣ Cleaning/washing of all toilet fixtures, such as wash Basins, W.C, European Commodes, Urinals, Tiles, Marbles and mopping with phenyl (2 times in a day) in the entire buildings, including the detergents and sanitary requirements like surf, soap, towels, phenyl etc. at his cost
- ♣ Cleaning/ brooming of outside area, lawns, gardens, parking and passages etc. as per site requirements.
- ♣ Cleaning/ Dusting of tables, chairs, almirahs (Steel/ Wooden), Racks, Partitions, doors, fire extinguishers, fans, electrical points/ fixtures, sofa sets, blinds, all switch-board and other fixtures (Installed or moveable) planters etc. before the start of office.
- ♣ Cleaning of dust-bins of all floors and removing of garbage to outside building, outside municipal Cantt. Disposal areas.
- ♣ Collection and removal of entire garbage/debris or any sort of waste material anywhere in the Bank premises and disposal thereof inside the Bank premises and outside Cantt./ Municipal Limit on daily basis.
- ♣ Removal/ cleaning of ash from cells of incinerators.
- ♣ Plantation and Maintenance of Lawns.



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- ♣ Maintenance of existing water supply, sewerage System, inlets, Gas system of the building, (the addition/alteration will be carried out by the bank).
- ♣ Maintenance of Existing electric supply lines/ panels etc.(Additions/alterations will be done by the bank)
- ♣ **TWICE DAILY:**
 - ♣ The area under excessive usage will be cleaned twice daily, such as:
 - ✓ Wash Basins, toilets, European commodes, WC etc.
 - ✓ Main passage, stair-cases, corridors, court yards waiting area, etc.
 - ✓ All roads and outside area
 - ✓ Any other area, as and when, required.
- ♣ **WEEKLY**
 - ✓ Cleaning, dusting of wall, ceilings, lift doors, wooden partition, glazed partitions, stair railing, skylights, top roof area etc.
 - ✓ Thoroughly cleaning of toilet-blocks and tiles; drinking water coolers, walls, tiles; bathroom fixtures and fittings (material will be arranged by the contractor).
 - ✓ Thorough cleaning of all doors, windows, panes, etc (inside and outside in the best possible manners).
 - ✓ Removal of cobwebs.
 - ✓ Cleaning of Roofs of all buildings in bank's premises.
- ♣ **FORTNIGHT:**
 - ✓ Cleaning & dusting of main wooden gate /steel gate and M.S. Grills of boundary wall on fortnightly basis
 - ✓ Polishing of Office area (Terrazzo / Marble/PVC).
 - ✓ Scrubbing/polishing of stair-cases & podium. Cleaning of false-ceiling, wherever necessary
 - ✓ Spot cleaning, if any

MONTHLY BASIS:

- ♣ Cleaning of all electric installations, windows, doors, ceiling fans, pedestal fans, brackets fans, counters etc on monthly basis
- ♣ Polishing of brass plate installed in front of counters, Main Gates, kick plates of doors, vertical holders of counter glasses and handrails of stairs (Brasso and duster's etc. will be arranged by the contractor) on monthly basis.
- ♣ Cleaning of false-ceiling, wherever necessary.
- ♣ Any other sanitation or janitorial job assigned to "The Contractor" by the Bank's management as per need or contingency so as to keep the premises in tidy condition.

14. NUMBER OF STAFF TO BE DEPUTED.

"The Contractor" will provide/depute at least **23 staff members comprising of one, supervisor, three I.T. electricians, one Fitter-cum-Mechanic, one carpenter, one plumber, one Building electrician, two gardeners and sweepers/cleaners**, which may be enhanced, in view of the requirement/load of work, Duties of all the workers should be managed/arranged by "The Contractor" in a proper way to get complaint-free services before, after and during office hours upto the required standard of the State Bank of Pakistan, SBP BSC (BANK), The services of gardeners, plumbers and Electricians for eight hours for full time works. The Electric fitting, plumbing material and plants, planters, grass,



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flower pots, fertilizer etc. will be supplied by the bank whereas tools and plants etc. for electrician, plumber and gardeners will be supplied by the Contractor at his own cost.

15 VALIDITY OF THE CONTRACT:

The contract shall remain valid for a period of one year and thereafter the same may be renewed on revised terms and conditions by mutual consent of the parties hereto, subject to the condition that in case "The contractor" is not in a position to continue with the contract, he shall serve "The Bank" with one month's notice in advance.

16. WORKING HOURS

The working hours of the contractor's staff, shall firstly be by 7.00 a.m. or any other time suiting the bank inside the office premises at which time they should be ready in operative condition before start of the office. Secondly, the second cleaning would be done after close of office hours as intimated by 'the Bank.

S.NO.	JOB DESCRIPTION	NO. OF PERSONS REQUIRED
1	CARPENTER i. Middle ii. Two years experience. iii. Age: Maximum 50 years.	1
2	FITTER CUM MECHANIC i. Matric ii. Two years experience iii. Age: Maximum 50 years	1
3	I.T. ELECTRICIAN i. Matric with Science ii. One year Diploma in Electrical iii. Five years experience preferably I.T. related Equipment. iv. Age: Maximum 40 years.	3(Round the clock on Shift basis).

BID AMOUNT RS.

(Amount in words)

CONTRACTOR'S SIGNATURE WITH STAMP: