

BID DOCUMENTS
“JANITORIAL, GARDENER & OFFICE BOY SERVICES FOR KTDMC”
THROUGH
NATIONAL COMPETITIVE BIDDINGS
KARACHI TOOLS, DIES & MOULDS CENTRE
(KTDMC)

MINISTRY OF INDUSTRIES & PRODUCTION,
GOVERNMENT OF PAKISTAN

Sector No 38, NC No24 Adjacent to Pakistan Refinery Limited,
Korangi Creek Industrial Park, Korangi Creek Road Karachi, Pakistan
Ph: (92-21) 35120501 & 35120499 - 500 Fax: (92-21) 35121890

PUBLISHED IN www.ppra.org.pk & www.ktdmc.com WEB SITE

Date of Issuance: _____

Issued To: _____

Important Note:

The Bidder shall seal & affix to the company's stamp the envelope, duly marked as “Bid Document of Janitorial, Gardener and Office Boy Services”.

Envelops shall:

- a) Be addressed to “Admin & Procurement Department, Karachi Tools, Dies & Moulds Centre Sector 38, Korangi Creek Industrial Park, Korangi Creek Road Karachi, Pakistan”.
- b) Bear the words, “” “DO NOT OPEN THE BID BEFORE (date and time of opening)”



TENDER NOTICE

Tender # 62/KTDMC/2017-18

1. Karachi Tools, Dies & Moulds Centre (KTDMC) invites sealed bids from reputable National bidders registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers list of the Federal Board of Revenue for hiring Janitorial, Gardener & Office Boy Services.

S.NO	Description
01	Janitorial, Gardener & Office Boy Services

2. Bidding documents, containing detailed terms and conditions are available at the given below address can be collected against fee of **Rs.500/-**(non-refundable) in the shape of demand draft or pay order in favor of **“Karachi Tools, Dies & Mould Centre”** from **February 16, 2018 to March 06, 2018** Monday to Friday between 9:00 a.m. to 5:00 p.m. Bidding documents can also be downloaded from www.ktdmc.com free of cost.
3. The bids, prepared in accordance with the instructions in the bidding document, must reach at below address in sealed envelopes marked as **“Invitation to Bid for Janitorial, Gardener & Office Boy Services”**. Sealed bids along with bid security amounting to **02% of the total bid price** in the shape of Pay Order/ Demand Draft/ Bank Guarantee in favor of **“Karachi Tools Dies & Moulds Centre”**, valid for a minimum period of **90 days** should be submitted before or on **March 06, 2018 (3:00 p.m.)** Bids will be opened on the same day at **03:30 p.m.** in the presence of bidders or their authorized representatives who intent to be present.
4. This advertisement is also available on www.ppra.org.pk & www.ktdmc.com

Admin & Purchase Department
Karachi Tools, Dies & Moulds Centre
Sector no 38, NC No24 Adjacent to Pakistan Refinery Limited,
Korangi Creek Industrial Park, Korangi Creek Road Karachi, Pakistan
Ph: (92-21) 35120501 & 35120499 - 500 Fax: (92-21) 35121890
Website: www.ktdmc.com, Email: imran.khan@ktdmc.com



INSTRUCTION TO BIDDERS

A GENERAL

i) Company Introduction

Karachi Tools, Dies and Moulds Centre (KTDMC) is wholly owned subsidiary of Pakistan Industrial Development Corporation. KTDMC was incorporated in March, 2006 as company limited by guarantee having share capital and registered under section 42 of the Companies Ordinance, 1984.

The main objectives of the company are to design, develop and manufacture tools, dies and moulds (TDM) in Pakistan and provide training, consultancy and skill development services to public and private sector.

ii) Scope of bid

Sealed bids are invited to hire Janitorial, Gardener and Office Boy Services for KTDMC. This Janitorial, Gardener and Office Boy Services here-in-after referred as "Services".

iii) Qualification of the bidder

By submission of documentary evidence in its bid, a bidder must establish to the KTDMC's satisfaction that it has the financial & technical capability to perform services.

iv) Cost of the bid

The bidder shall bear all costs associated with the preparation and submission of its bid and KTDMC will not responsible or liable for those costs.

v) Inquiry about the bid

Bidder may visit to the KTDMC premises by the permission of the KTDMC but such permission shall only be allowed on application made in writing by the bidder at least four days before the date of closing the bid.

vi) Eligible bidders & bid

The invitation is open to all bidders with complete support and services facilities and has self-sufficient trained staff and experts.

All bids should be submitted in accordance with bid forms (Annexure A) duly witnessed and signed.



B THE BIDDING DOCUMENTS

i) Contents of bids

All bids are to be completed and returned to KTDMC together with the following documents, in accordance with the instruction to bidder.

1. Covering letter with company profile for invitation to bid.
2. Form of bid
3. Mandatory/Technical proposal in separate envelope.
4. Financial proposal in separate envelop
5. Form of bid security
6. Form of contract
7. Tax documents (NTN & Sales Tax certificate/SRB).
8. Affidavit on Judicial stamp paper of Rs.100 that company is not black listed.
9. Existing cliental list.
10. Proof of existing location in Korangi area of minimum 25 workers of contract.
11. Minimum 3 years of working experience (Certificate of Incorporation).
12. Annual tax return or financial statement of last year.
13. Copy of registration certificate of EOBI.
14. Copy of registration certificate of SESSI
15. Any other document prescribed to be submitted with the bid.

Procedure of open competitive bidding:

Single stage – two envelope procedure.-

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- (v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and



(ix) The bid found to be the lowest evaluated bid shall be accepted.

ii) Clarification of bidding documents

A prospective bidder requiring any clarification of the Bidding Documents may notify the KTDMC in writing at the KTDMC's address at least four working days before tender opening.

C PREPERATION OF BID

i) Language of bid

The bid prepared by the bidder and all correspondence and documents related to the bid exchanged by the bidder and the KTDMC shall be written in English language.

ii) Documents comprising the bid

The bid submitted by the Bidder shall, in addition to the requirement as mentioned in clause (i) of Section B of the bid documents, comprise:

1. Covering letter with company profile for invitation to bid.
2. Form of bid
3. Mandatory/Technical proposal in separate envelope.
4. Financial proposal
5. Form of bid security
6. Form of contract
7. Tax documents (NTN & Sales Tax certificate/SRB).
8. Affidavit on Judicial stamp paper of Rs.100 that company is not black listed.
9. Existing cliental list.
10. Proof of existing location in Korangi area of minimum 25 workers of contract.
11. Minimum 3 years of working experience (Certificate of Incorporation).
12. Annual tax return or financial statement of last year.
13. Copy of registration certificate of EOBI.
14. Copy of registration certificate of SESSI
15. Any other document prescribed to be submitted with the bid.

iii) Bid Prices

Price must quote inclusive all taxes. Period of validity of Bid Price shall remain for 90 days after the date of Bid opening.

Prices quoted by the bidders shall remain fixed and valid until completion of contract period and will not be subject to variation on any account.

iv) Bid Currencies

Bid price must be in Pakistan Rupees.



v) Bid Security

The bidders shall furnish a bid security amounting to **02%** of the total bid price in the shape of Pay Order/ Demand Draft/ Bank Guarantee in favor of “**Karachi Tools Dies & Moulds Centre**”, valid for a minimum period of **90 days** on bid security form. (As per Annexure B) should be submitted with financial proposal. The bid security shall be dominated in Pakistan Rupees.

vi) Acceptance of bid

KTDMC reserves the right to ACCEPT or REJECT any or all Bids, as per PPRA Rules 2004.

D SUBMISSION OF BIDS

i) Sealing and marking of bids

The Bidder shall seal the envelope of the Bid in an inner and outer envelope.

Envelop shall:

- c) be addressed as “Admin & Procurement Department, Karachi Tools, Dies & Moulds Centre Sector 38, Korangi Creek Industrial Park, Korangi Creek Road Karachi, Pakistan” along with “TENDER NUMBER”.
- d) Bear the words, “KTDMC” “DO NOT OPEN THE BID BEFORE (date and time of opening)”
- e) Bear the name, address and contact number of the Bidder at which the bid could be returned unopened, if it is declared “LATE” pursuant to clause D(iii).

ii) Deadline for submission of bids

Last date for submission of bid is **March 6, 2018.**

Where a procuring agency has already prescribed a deadline for the submission of bids and due to any reason the procuring agency finds it necessary to extend such deadline, it shall do so only after recording its reasons in writing and in an equal opportunity manner. Advertisement of such extension in time shall be done in a manner similar to the original advertisement.

iii) Submission of bidding documents after last date & time

Any bid received by the KTDMC after the bid submission deadline prescribed by the KTDMC in the document will be rejected and returned unopened to the Bidder.

iv) Withdrawal of bid

A bidder may withdraw its bid after submission, provided that written notice of withdrawal is received by the KTDMC prior to the deadline prescribed for bid submission date.



E BID OPENING AND EVALUATION

i) Opening of bids by KTDMC

The bid shall be opened in the office of KTDMC, Sector 38 NC No-24 Korangi Creek Industrial Park, adjacent to Pakistan Refinery Ltd. Korangi Creek Road Karachi Pakistan.

The KTDMC will open all bids, including withdrawals, in public, in the presence of Bidders' or their representatives who choose to attend, at the time, on the date and at the place specified in the bid document. Bidders' representatives shall sign a register as proof of their attendance.

Bids shall be opened one at a time, reading loud and clear the name of the bidder and the total bid price including any unconditional discounts.

ii) Tender opening statement

The KTDMC will prepare tender opening statement, including the information disclosed to those present in a tender opening.

iii) Clarification of bids

During the bid evaluation, the KTDMC may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.

iv) Preliminary examination of bids

The KTDMC will examine the bids to determine whether they are complete, without any computational errors, whether required securities have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

The KTDMC may waive any minor informality, nonconformity, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

Prior to the detailed evaluation, the KTDMC will determine whether each bid is of acceptable quality, complete, and substantially responsive to the Bidding Documents. For purposes of the determination, a substantially responsive bid is one that confirms to all the terms & conditions of the Bidding Documents without deviations, exceptions, objections, conditional ties, or reservations.

Arithmetical error will be rectified on the basis, if there is discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in the words will prevail. If a bidder does not accept the correction of errors, its bid will be rejected.

If a bid is not substantially responsive, it will be rejected by the KTDMC and may not subsequently be made responsive by the Bidder by correction of the nonconformity. The KTDMC's determination of bid responsiveness will be based on the contents of the bid itself.



v) Evaluation and comparison of bids

The evaluation and comparison of the bids shall be made on the basis of following detail as per Annexure ‘D’:

S.No	Details	Qualification
1	Mandatory/Technical Requirement	Should qualify
2	Financial Evaluation	Lowest

vi) Contacting the KTDMC

From the time of bid opening to the time of award, if any Bidder wishes to contact the KTDMC on any matter related to the bid, it should do so in writing.

If a Bidder tries to directly influence the KTDMC or otherwise interference the bid evaluation process and the contract award decision, its bid may be rejected.

F POST-QUALIFICATION AND AWARD OF CONTRACT

i) Post-qualification

KTDMC, at any stage of the bid evaluation, having credible reasons for or *prima facie* evidence of any defect in bidder capacities, may require the bidder to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not:

Provided that such qualification shall only be laid down after recording reasons there for in writing. They shall form part of the records of that bid evaluation report.

The determination will take into account the bidder’s financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidders’ qualifications, as well as such other information required in the Bidding Documents.

ii) Award criteria

KTDMC will award the Letter of Intent to the Bidder whose bid has been determined to be substantially responsive and the Lowest Evaluated Bid, provided further that the Bidder has been determined to be qualified to perform as per contract awarded.

iv) Notification of award

Prior to the expiration of the period of bid validity, KTDMC will notify the successful Bidder in writing by registered letter, or by electronic means to be subsequently confirmed in writing by registered letter, that its bid has been accepted.



v) Signing of agreement

At the same time as KTDMC notifies the successful Bidder that its bid has been accepted, KTDMC will issue Agreement after mutual agreed between the KTDMC and bidder.

vi) Prevailing effect of laws

Any terms & conditions found contradictory with applicable Pakistani law, the law will have prevailing effect.

vii) Termination

KTDMC may, without prejudice to any other remedy for breach of contract by written notice of default sent to the Bidder, terminate the contract in whole or in part.

KTDMC shall have the right to terminate/cancel the contract concluded between the Bidder and KTDMC, if:

- (a) The Bidder fails otherwise to perform, fulfill or comply with terms & conditions, regulations and requirements of the contract to carry out the work in accordance with the provisions thereof or abandons the shipment.
- (b) The Bidder becomes bankrupt or insolvent or makes an assignment for the benefit of its creditors.

viii) Terms of payment

- (i) All the payments under shall be made after deduction of withholding or any other applicable taxes.
- (ii) Monthly bills will be submitted to KTDMC every month and its payment will be made with 10 working days.

ix) Arbitration:

After coming into force of the procurement contracts, disputes between the parties to the contract shall be settled by arbitration.



BID FORM

Admin & HR Department
Karachi Tools, Dies & Moulds Centre

Gentleman:

Having examined the bidding documents for the "Services", the receipt of which is hereby duly acknowledged, we the undersigned offer our 'Services' in conformity with the said Bidding Documents including Addenda Nos. (Insert Numbers _____), for the sum of (total Bid Amount in words _____) and in figures _____ or such other sums as may be ascertained in accordance with the Price Schedule attached and made part of the Bid.

We agree to abide by the Bid for a period of (_____) days from the date fixed for bid closing and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, the Bid, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest price or any Bid that you may have received.

Dated the _____ day _____ of 20

(Signature)

(In the Capacity of)

Duly authorized to sign Bid for and on behalf of M/S _____

(Signature of Witness 1)

Signature of Witness II _____

Address _____

Address _____

Date _____

Date _____

Tabulated Requirements

S.No	Details	Remarks
1	Bid Security	2 % of total bid price
2	Bid Validity	90 days
3	Payment Terms	Monthly bills will be submitted to KTDMC every month and its payment will be made with 10 working days
4	Wages	Bidder is liable to pay minimum wages to all personnel's as per Government rules & regulations



Annexure "B"

FORM OF THE BID BOND/EARNEST MONEY

GUARANTEE NO. _____
ISSUED DATE. _____
EXPIRY DATE. _____
AMOUNT. _____

To,

Admin & Procurement Department
Karachi Tools, Dies & Moulds Centre
Karachi.

Whereas _____ (Hereinafter called "The Bidder") has submitted its bid dated _____ for Karachi Tools, Dies & Moulds Centre, Karachi hereinafter called "The Bid".

And whereas the Bidder has requested the bank to issue the Bid Bond/Earnest Money in favour of Karachi Tools, Dies & Moulds Centre for the sum of Rs. _____ (2% of the total price) required to be furnished by the Bidder for consideration of its Bid.

Now, therefore, we (BANK) _____ having our registered office at _____ (hereafter called "The Bank") hereby Guarantees Irrevocably and unconditionally to pay forthwith to the sum of Rs. _____ (2% of the total price) without any reference to the Bidder on Karachi Tools, Dies & Mould Centre first demand in writing stating that the Bidder has withdrawn or unilaterally modified its offer or has after having been notified of the acceptance of its Bid by Karachi Tools, Dies & Mould Centre failed to execute the CONTRACT or has failed after executing the CONTRACT to submit to Karachi Tools, Dies & Mould Centre the bid security bond required under the CONTRACT.

This guarantee shall remain valid and in force for 90 days from the last date fixed for submission of the Bids that is and any demand for payment by Karachi Tools, Dies & Mould Centre within the said validity period of this guarantee shall be paid forthwith by the bank to Karachi Tools, Dies & Mould Centre.

This guarantee is valid upto _____ and any claim arising out of this guarantee must be lodged on or before the _____.

WITNESS BANK

BANK



Annexure 'C'

FORM OF CONTRACT

This contract (hereinafter called the "Contract") made on the _____ day of _____ 200____ between _____ (hereinafter called the "Employer") of the one part and _____ (hereinafter called the "Contract") of the other part.

WHEREAS the Employer is desirous that certain "Services", viz _____ should be executed by the 'Contract' and has accepted a Bid by the "Contract" or for the execution and completion of such 'Services'.

NOW this Agreement witnessed as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of "Contract" hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) The Letter of Acceptance/Intent/Work Order;
 - (b) The completed form of bid
 - (c) Conditions of contract
 - (d) The price
3. In consideration of the payments to be made by the Employer to the Contract or as hereinafter mentioned, the Contract or hereby covenants with the Employer to execute and complete the Services and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Employer hereby covenants to pay the Contract or, in consideration of the execution and completion of the Services as per provisions of the contract, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this contract to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

Signature of the Employer

(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

(Name, Title and Address)

(Name, Title and Address)



Specific conditions of contract:

- a) Contractor is liable to pay minimum wages to all personnel's as per Government rules & regulations.
- b) Contractor should be enrolled in EOBI.
- c) Contractor should be enrolled in SESSI.
- d) Contractor will arrange a survey of KTDMC representative to its existing clients in Korangi area.
- e) Contractor shall ensure that the manpower once provided would not be ordinarily changed from KTDMC premises.
- f) In case of absence of any worker, replacement will be arranged by contractor within 02 hour for his substitute.
- g) Contractor shall make himself available to the KTDMC premises whenever asked for and shall reply all communications issued within two days of their receipt.
- h) In case of any damage and injury to the contractor's staff, KTDMC shall not be responsible at all.
- i) I / we agree with above terms and conditions.

Signature _____

Name _____

Designation _____

Name of Firm _____

Seal of Firm _____



Janitorial, Gardener & Office Boy Services**Evaluation and Comparison of Bids****A- Mandatory/Technical Requirement**

S.No	Details	Check List
1	Existing locations in Korangi Area (At least one current contract of minimum 25 workers) Contract/Work Order copy required.	
2	Affidavit on Judicial stamp paper of Rs.100 that company is not black listed.	
3	Copy of NTN Registration Certificate	
4	Copy of Registration of SRB Certificate	
5	Minimum 3 years of similar working experience (Copy of certificate of incorporation)	
6	Annual tax return or financial statements of last year	
7	Copy of Registration Certificate of EOBI	
8	Copy of Registration Certificate of SESSI	

Note: Non fulfillment of the above Mandatory/Technical requirement shall summarily reject the bid.



B- Financial Proposal

Note: Below cost should be inclusive of all consumable & non consumable cleaning material & equipment provided on monthly basis by the Contractor. (List of material attached)

S.No.	DESCRIPTION	AMOUNT IN (PKR)
1	Head Sweeper With Uniform & Identity Card	No of PERSONNEL 01 Amount Rs. _____ (Monthly Excluding SRB) Amount Rs. _____ (Monthly Inclusive of SRB)
2	Janitors With Uniform & Identity Card	No of PERSONNEL 04 Amount Rs. _____ (Monthly Excluding SRB) Amount Rs. _____ (Monthly inclusive of SRB)
3	Professional Gardener With Uniform & Identity Card	No of PERSONNEL 01 Amount Rs. _____ (Monthly Excluding SRB) Amount Rs. _____ (Monthly Inclusive of SRB)
4	Office Boy With Uniform & Identity Card	No of PERSONNEL 01 Amount Rs. _____ (Monthly Excluding SRB) Amount Rs. _____ (Monthly Inclusive of SRB)
5	Total Monthly Cost Excluding SRB	PKR. _____
4	Total Monthly Cost Inclusive of SRB	PKR. _____ Note: Contractor is liable to pay minimum wages to all personnel's as per Government rules & regulations along with EOBI & SESSI.
5	Bid Security	2% Bid Security to be furnish in the shape of Pay Order/Bank Guarantee of Total Amount in the name of "Karachi Tools, Dies & Moulds Centre"



List of Consumable material provided by contractor on monthly basis:

S.No	Items Name	Qty
1	Lux Soap (Large) OR Equivalent	12 Pieces
2	Lux Soap (Small) OR Equivalent	1 Carton
3	Pamy Soap (Small) OR Equivalent	1.5Carton
4	Harpick (ORG) OR Equivalent	6 Bottles
5	Lemon Max OR Equivalent	6 Bottles
6	Mortein Spray (Large) OR Equivalent	4 Bottles
7	Phenol Chlorine OR Equivalent	12 Bottles
8	Room Spray (Perfect) OR Equivalent	6 Bottles
9	Glint (ORG) OR Equivalent	3 Bottles
10	Phenol Ball OR Equivalent	0.5 Kg
11	Roomi King (02 Boxes) OR Equivalent	24 Pieces
12	Surf (Bonus) OR Equivalent	6 Kg
13	Surf Bori OR Equivalent	10 Kg
14	Lemon Max Powered (Kg) OR Equivalent	1 Carton
15	Mop refill 700 Gram OR Equivalent	8 Packets
16	Dry Mop Refill	4 Packets
17	Sepri OR Equivalent	4 Piece
18	Hockey Brush OR Equivalent	3 Piece
19	Hand Brush	1 Piece
20	Guttar Pump	2 Piece
21	Jala Brush	1Piece
22	Floor Duster (Thick Size)	1 Dozen
23	Floor Duster (Checkdar) OR Equivalent	2 Dozen
24	Yellow Duster (Large)	1 Dozen
25	Tissue Roll (Rose Patel OR Equivalent)	20 Piece
26	Scotch Brite OR Equivalent	6 Piece
27	Phool Jharu 350 g	6 Piece
28	Tinka Jharu 700 g	6 Piece
29	Bleach Liquid (30 Liters) OR Equivalent	1 Cane
30	Sweep Chemical (30 Liters) OR Equivalent	1 Cane
31	Garbage Bag (Black) 24" x 36"	10 Kg
32	Hand wash liquid (30 Liters)	1 Cane

List of Equipment should be available at KTDMC:

S.No	Items Name	Qty	Remarks
1	Floor Washing Machine	1	16" Dia
2	MOP Buckets	3	Standard Sizes
3	Vacuum Cleaner	1	Industrial
4	Glass Cleaner	2 Set	13" Size



Scope of Work for Janitorial, Gardener & Office Boy Services

1. SCOPE OF SERVICES

The scope of services of contractors shall broadly be as follows, but not be limited to:

(A) DAILY EXCEPT HOLIDAYS

- 1) Transfer of all Scrap/Burada from Workshop to Junkyard Area.
- 2) Moving & shifting of Office Furniture, instrument and I.T Equipments.
- 3) Wet mop all floors, PEB, Admin Block, Hallways Stairs, Landings and Stairways and make them look clean at all times.
- 4) Clean and vacuum all Carpet & Rugs.
- 5) Dust all furniture, equipment partitions and windows ledges.
- 6) Clean and disinfect all toilets, wash basins and sinks and make the toilets look clean and dry at all times.
- 7) Clean the grass Pots and Roads within boundaries of KTDMC.
- 8) Clean the garbage from the Road outside the boundary (Motor Cycle/Car Parking Area & Front Road Passage).
- 9) Empty all waste receptacles and clean ash trays and garbage drums.
- 10) Disposal of garbage/waste including that of the canteen and sewerage pipes/gutters through Dunkey Pumps.
- 11) Replace all the plastic linens.
- 12) Sweep and clean waste disposal area
- 13) Scrub clean all the area
- 14) Damp mop and buff marble tiles surface
- 15) Buff brush all polished surface
- 16) Floor maintenance/carpeted Surface to include
 - a) Vacuum clean all the surface
 - b) Spot clean makes and spoilage
 - c) Shampoo Carpet
- 17) Dusting and Polishing
 - a) Dust Furniture
 - b) Vacuum clean cloth upholstery
 - c) Vacuum clean blinds
 - d) Vacuum clean dust of wall and ceilings
 - e) Dust books and shelves
- 18) Cleaning of Windows and Glazing portions
- 19) Janitorial
 - a) Wash, clean and empty all refuse bins
 - b) Booming cleaning of car parking
 - c) Washing and Cleaning of bath rooms
 - d) Maintenance and cleaning of Drains.
- 20) Provisions of soap in all bathrooms, liquid soap (where installed), phenyl, tile acid, surf, bath room tissue papers and etc.
- 21) Washing of bath rooms towels.
- 22) Provision and look after of at least fifty (300) indoor/outdoor plants, upkeep and maintenance of these plants and proper replacement if required.

(B) AS REQUIRED

1. Wax and buff all mosaic floors using approved methods
2. Tile floors
3. Clean all walls, main boundary wall, 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 underground and over head water tanks (Bi Annually)
9. Clean all blinds every fortnight
10. Cleaning of air-conditions and washing of filters (as required)
11. Cleaning of main Sewerage Line as and when required.
12. Cleaning of Workshop PEB structure (Bi annually)

2. ADDITIONAL SERVICES

If some additional services are required by the KTDMC for work on holidays and in emergency, the same shall be provided by the contractor on the terms and conditions as may be mutually agreed.

3. GARDENING / LANDSCAPE MAINTENANCE SERVICES

The services provider shall provide trained gardener to plant and maintain lawn at the KTDMC. Keep hedges trimmed, maintain flower beds etc. The responsibilities to include but not limited to

- Maintenance of lawn(s), and plants in good condition
- Trim hedges of trees
- Maintain flower beds and keep them healthy
- Clean Lawn(s) from leaves etc.
- Prepare soil
- Cultivation of Plants
- Fertilizing
- Watering
- Spray, prune, and transplant shrubs & trees
- Flowering plants, perennial and annual flowers.
- May pot certain flowers and plants for indoor displays.

The service providers shall provide above mentioned services as per Company's Rules.

KTDMC reserves the right to accept or reject any or all proposals without assigning any reason thereof as per PPRA Rules. For any queries please contact, HR and Administration KTDMC. Interested companies are requested to submit their response at the following address:

HR & Administration
Karachi Tools, Dies & Moulds Centre,

