

**TECHNICAL PROPOSAL**  
**“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**

**Date of Issuance:**

\_\_\_\_\_

**Issued To:**

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**Important Note:**

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

Envelops shall:

- a) Be addressed to “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 # 88/KTDMC/2020-21**

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

<b>S. No</b>	<b>Description</b>
<b>01</b>	<b>Janitorial, Gardener &amp; Office Boy Services</b>

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 **March 18, 2021 to April 2, 2021** Monday to Friday between 9:00 a.m. to 5:00 p.m. Bidding documents can also be downloaded from [www.ktdmc.com](http://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”**.
4. 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 **120 days** should be submitted on or before **April 03, 2021 (10:00 a.m.)** Bids will be opened on the same day at **10:30 a.m.** in the presence of bidders or their authorized representatives who intent to be present.
5. This advertisement is also available on [www.ppra.org.pk](http://www.ppra.org.pk) & [www.ktdmc.com](http://www.ktdmc.com)

### **Procurement 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](http://www.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 acquire services of 'Janitorial, Gardener and Office Boy' for the period of two year extendable for further one year. 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 the agreement.

#### **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 KTDMC premises and review the relevant documents and conduct site survey by the permission of the management 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 service contractors with complete support and services facilities and has well trained staff and experts.

All bids should be submitted in accordance with instructions to bidders.

#### **vii. Procedure of open competitive bidding:**

Single stage – two envelope procedure.-

- The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;

- Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the KTDMC without being opened;
- KTDMC shall evaluate the technical proposal in a manner prescribed in these documents and shall 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;
- 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
- The bid found to be the lowest evaluated bid shall be accepted.

## **B. THE BIDDING DOCUMENTS**

### **i. Contents of bids- Technical Proposal**

These bidding documents (Technical Proposal) to be completed and returned to KTDMC together with the following documents, in accordance with the instruction to bidders.

1. Covering letter with company profile for invitation to bid including detail of services.
2. Technical requirements (Annexure “D”)
3. Tax documents (NTN & SRB).
4. Affidavit on Judicial stamp paper of Rs.100 that company is not black listed.
5. Existing client list.
6. Proof of existing location in Korangi area of minimum 25 workers of contract.
7. Minimum 3 years of working experience (certificate of incorporation).
8. Annual tax return or financial statement of last year.
9. Copy of registration certificate of EOBI.
10. Any other document prescribed to be submitted with the bid.

### **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 must be submitted by the bidder in accordance with the requirements as mentioned in these bidding documents.

**iii. 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.

Envelope shall:

- a) be addressed as “Procurement Department, Karachi Tools, Dies & Moulds Centre Sector 38, Korangi Creek Industrial Park, Korangi Creek Road Karachi, Pakistan” along with “TENDER NUMBER”.
- b) Bear the words, “KTDMC” “DO NOT OPEN THE BID BEFORE (date and time of opening)”
- c) 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 these bidding documents.

**ii. Deadline for submission of bids**

Last date for submission of bid is **April 3, 2021 at 10:00 a.m.**

Bids will be opened on the same day at **10:30 a.m.**

KTDMC may, as per PPRA Rules, extend the deadline for submission of bids by amending the bidding documents, in this case all rights and obligations of the KTDMC and bidders will thereafter be subject to the deadline as extended. The extended date shall be intimated to the bidders in writing.

**iii. Late bids**

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. Modification or withdrawal of bids**

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

## **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 as per single stage – two envelope procedure, including withdrawals and modifications, 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 an attendance sheet as proof of their presence.

### **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, 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.

### **iv. Preliminary examination of bids**

KTDMC will examine the bids to determine whether they are complete in all respects and whether the documents have been properly signed, and are generally in order. KTDMC shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete notwithstanding his qualification based on preliminary examination of bidding documents.

### **v. Contacting the KTDMC**

From the time of bid opening to the time of agreement 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 interfere the bid evaluation process and the agreement award decision, its bid will be rejected.

## **F. POST-QUALIFICATION AND AWARD OF CONTRACT**

### **i. Post-qualification**

KTDMC will determine to its own satisfaction whether the bidder that is selected as having submitted the lowest evaluated bid or for any other reason is qualified to perform the contract period satisfactorily.

KTDMC will also evaluate the bidder's financial, technical, integration, customization, management, services & support capabilities and will be based on an examination of the documentary evidence of the bidder's qualifications, as well as other information the KTDMC deems necessary and appropriate. The determination may include visits or

interviews with the bidder's clients referenced in its bid, site inspections, and any other measures.

**ii. Award criteria**

KTDMC will award the agreement 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 the agreement satisfactorily.

The agreement will only be awarded to successful bidder.

**iii. 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.

The notification of award will constitute the formation of the agreement.

**iv. Signing of agreement**

After completion of bid procedure and award of agreement to successful bidders, an agreement will be signed between KTDMC & the successful bidder on terms & condition to be agreed upon. Subject to the conditions mentioned in the bid documents.

**v. Applicability of Pakistan's laws**

Anything contained in the documents which are in contraventions of the laws shall be considered as null and void.

**vi. Termination**

(i) 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 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.

(b) The bidder becomes bankrupt or insolvent or makes an assignment for the benefit of its creditors.

**vii. Arbitration**

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

**Janitorial, Gardener & Office Boy Services****Evaluation and comparison of bids****Technical requirement**

<b>S. No</b>	<b>Details</b>	<b>Check List</b>
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	

**Note:** Non fulfillment of the above technical requirement shall summarily reject the bid.



**List of consumable material provided by contractor on monthly basis:**

S.No	Items Name	Qty
1	Lux Soap (Large) 85 g	108 Pieces / 1 Carton
2	Dettol Soap (Small) 60 g	216 Pieces / 2 Carton
3	Harpick (ORG) 500 ml	6 Bottles
4	Lemon Max 500 ml	6 Bottles
5	Mortein Spray 400 ml	4 Bottles
6	Phenol Chlorine 3 ltr	10 Bottles
7	Room Spray (Perfect) 300 ml	6 Bottles
8	Glint (ORG) OR equivalent	3 Bottles
9	Phenol Ball OR equivalent	0.5 Kg
10	Roomi King (02 Boxes) OR equivalent	24 Pieces
11	Surf (Bonus) OR equivalent	6 Kg
12	Surf Bori OR equivalent	10 Kg
13	Lemon Max Powered 800 g	24 Pieces
14	Mop refill 700 g OR equivalent	5 Packets
15	Dry Mop refill with handle	8 Packets
16	Sepri OR equivalent	2 Piece
17	Hockey Brush OR equivalent	2 Piece
18	Hand Brush	1 Piece
19	Guttar Pump	2 Piece
20	Jala Brush	1 Piece
21	Floor Duster (Thick Size)	1 Dozen
22	Floor Duster (Checkdar) OR equivalent	2 Dozen
23	Yellow Duster (Large)	1 Dozen
24	Tissue Roll (Rose Patel OR equivalent)	20 Piece
25	Scotch Brite (scouring pad with sponge)	12 Piece
26	Phool Jharu 350 g	6 Piece
27	Tinka Jharu 700 g	6 Piece
28	Bleach liquid (30 Liters) OR equivalent	1 Cane
29	Sweep Chemical (30 Liters) OR equivalent	1 Cane
30	Garbage Bag (Black) 24" x 36"	10 Kg
31	Hand wash liquid (30 Liters)	1 Can

**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

## **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, Instruments 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 spoilageDusting 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
- 17) Cleaning of Windows and Glazing portions
- 18) 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.
- 19) Provisions of soap in all bathrooms, liquid soap (where installed), phenyl, tile acid, surf, bath room tissue papers and etc.
- 20) Washing of bath rooms towels.
- 21) 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.