



# Pakistan Gems and Jewellery Development Company

A Subsidiary of Pakistan Industrial Development Corporation  
Ministry of Industries and Production  
Government of Pakistan



Pakistan Gems and Jewellery Development Company (PGJDC) has been established as Public/Private partnership to develop the value chain from mine to market. The company aims to enhance the exports through facilitation, technology up gradation, skills development, & marketing/branding.

**Tender No: 65**

## ***Tender Notice for Janitorial Services for Gems and Jewellery Training & Manufacturing Center Karachi (A Project of PGJDC)***

**Sealed Tenders are invited from the eligible firms for provision of Janitorial Services for our project office (Gems and Jewellery Training and Manufacturing Center – Karachi) on the basis of following:-**

***a. Eligibility for Participation***

- Required Four Janitors including one Janitor working as well as Supervisory Capacity.
- Services are required for six (6) days a week basis.
- Cleaning staff must be present till closing hours of office.
- Janitors should wear proper uniform.
- Maximum age of 20 to 30 years.
- Janitors having at least 2 years relevant experience.
- Should have mentor staff, latest equipments with good quality material.
- In case of any damage during the cleaning, firm will be responsible for repairs/replacement of broken items.
- Payment will be made through monthly billing.

***b. Place of posting***

- Building on 181 Sq. Yards, Ground Plus 6 Floors. Total 10,000/- Sq ft. Sassi Building, Plot No.15, Sheet No. SB-5, Zaib-un-Nisa Street Sadar, Karachi.

***c. Required Documents***

- Complete profile of the firm.
- Proof of financial stability.
- Income tax certificate.
- List of clients and details of services provided.
- Undertaking on the letterhead of the service provider that the applicant is not blacklisted by any firm or government department.
- Company must be registered with General Sales Tax Department and mention the Sales Tax Registration number, N.T.N Number. Also attach clearance certificate of Tax on professional and Trade from Excise and Taxation Department.

**d. Job Specifications**

**On Daily Basis:**

- Cleaning Sweeping & Moping up of entire office premises including corridor, staircases, lobbies in and around areas, rooftop.
- Cleaning and washing all toilets, commodes, urinals, washbasins.
- Dusting and cleaning of office furniture.
- Cleaning of all glass windows, ventilators, partition glasses and paper baskets, and electrical appliances with Glint.
- Collection and disposal of garbage.
- Cleaning of all passages, podium and foot paths.
- Spray of air-fresheners in Officers rooms and Staff Halls.
- Providing toilets soap and toilets roll in all washrooms. Emptying of all waste receptacles and cleaning of all related items.
- Cleaning of all carpets with electric vacuum cleaner.
- Cleaning of all glass panels.
- Opening of all sewerage lines in building.

**On Weekly Basis:**

- Buffing floor Terrazzo/Marble weekly with buffing machine.
- Spray disinfectants in the toilets, urinals in order to kill all bacteria, insects.
- Checking of all drains, sewerage lines and pits in order to ensure their proper functioning.

**On Monthly Basis:**

- Terrazzo/Marble floor skirting and stairs polishing with machine using polish.
- Exterior Glass Cleaning with latest equipments and trained janitors.
- Cleaning of overhead and underground water tank.
- Fumigation once in a month.

**e. Terms and Conditions**

- The validity of tender will be 90 days from the date of opening of tender.
- Company has the right to accept or reject any or all tenders (in part or whole).
- The tenderers shall be required to quote their rates inclusive of all taxes.
- All Government taxes/levies will be deducted at the time of making payment.
- The envelope should invariably bear the word "TENDER FOR JANITORIAL SERVICES".
- The tender received after due date and time will not be entertained.
- The offers received incomplete and not according to criteria shall not be considered.
- Only those firms should participate who agree to our terms and conditions.

**f. Please note that**

- Date of closing of bids is 08.03.2010 at 3:00pm.
- Tender will be opened on 08.03.2010 in the PGJDC Head Office at M-3, Mezzanine Floor, Regent Plaza Hotel & convention Center, Shakra-e- Faisal, Karachi at 3:30pm in the presence of the bidders who wish to be present.

**Contact Person:**

**Manager (Accounts & Administration)**

**Pakistan Gems and Jewellery Development Company**

**M-3, Mezzanine Floor, Regent Plaza Hotel & convention Center,**

**Shakra-e- Faisal, Karachi. [www.pgjdc.org](http://www.pgjdc.org)**

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