

**INVITATION TO BID
HIRING OF JANITORIAL SERVICES
PIA BUILDING EGERTON ROAD LAHORE (PIA BOOKING OFFICE LAHORE)**

Introduction

PIA Holding Company Limited (PIAHCL) invites sealed bids from reputable and experienced firms/companies for the provisioning of **Janitorial Services** at the PIA Building Egerton Road Lahore (PIA Booking Office Lahore). Eligible bidders must be registered with the Income Tax and Sales Tax authorities and be on the Active Taxpayers List (ATL) of the Federal Board of Revenue (FBR).

This tender aims to engage a professional service provider to maintain high standards of cleanliness and hygiene at the Lahore Booking Office, ensuring a safe, pleasant, and welcoming environment.

Submission of Tender

A. INSTRUCTIONS FOR SUBMISSION OF TENDER

1. **Bidders MUST submit their bids through E-PADS, Manual submission of bid without E-PADS is NOT allowed.**
2. The Tender Document to be submitted with hard copy addressed to GM Coordination and Portfolio Management, PIAHCL, Blue Area, Islamabad latest by **01-10-2025 till 10:30 Hours.**
3. The tenders may be dropped at the office of GM Coordination, & Portfolio Management located at 4th Floor, PIA Blue Area, Islamabad latest by **10:30 Hours** on the specified date.
4. You may also send your tenders through registered A/D mail addressed to GM Coordination and Portfolio Management, which must reach before the closing date and time mentioned above.
5. Tenders will be opened at **11:00** Hours on the same day in the presence of tenderers.
6. Tenders received after stipulated date & time shall not be considered.

B. METHOD OF PROCUREMENT AND OPENING OF TENDER

1. Mode Of Procurement - **“Single Stage Single Envelope Basis”**
2. Opening Of Tender
 - I. Tender Document must be accompanied with Technical Proposal and Financial Proposal.
 - II. Both proposals will be opened at the same time and date.

C. PREPARATION OF TENDER

1. TECHNICAL PROPOSAL:

- I. The Technical Proposal must be enclosed in envelope which should be sealed and signed and must contain technical details of the services/items offered by you, supported with the technical literature, brochure, drawings and pictures, client list details, authorization certificates etc (if any).
- II. The Technical Proposal will be evaluated in accordance with the specifications of the tender document.
- III. The bidder must be registered with Sales Tax Authorities and Technical Proposal must contain Registration Certificate.
- IV. The bidder shall affix the company seal and sign on all relevant documents of the tender.
- V. The bidder shall clearly mention the words “Technical Proposal” & “Tender Name” **TOP OF THE ENVELOPE** and envelope must be properly sealed and signed.

2. FINANCIALPROPOSAL

- I. The Financial Proposal must be enclosed in envelope.
- II. The bidder shall clearly mention the words “Financial Proposal” & “Tender Name” on **TOP OF THE ENVELOPE** and envelope must be properly sealed and signed.
- III. Both the proposals (Technical & Financial) shall be enclosed in double cover and the outer cover should bear address of the General Manager Coordination & Portfolio Management, PIAHCL Blue Area, Islamabad.

D. PRICES

1. The Prices mentioned in the tender shall be treated as full and final till the completion of Contract.
2. The Prices must be stated in both words and figures.

E. DURATION OF CONTRACT

1. The contract will be valid for a period of 45 Days,
2. PIACL reserves the right to reject any or all bids or cancel the tender process at any stage in line with PPRA rules.

F. ACCESS TO TENDER DOCUMENTS

1. Detailed bidding documents can be downloaded from the following sources:
 - I. PIAHCL website: www.piahcl.com.pk
 - II. PPRA E-PADS portal: <https://eprocure.gov.pk/#/auth/login>

General Manager, Coordination & Portfolio Management
Pakistan International Airlines, Holding Company Limited
Tel: 051- 9059435
Email: gmassetmanagement@piahcl.com.pk

TERMS OF REFERENCE (TOR's)
HIRING OF JANITORIAL SERVICES
PIA BUILDING EGERTON ROAD LAHORE (PIA BOOKING OFFICE LAHORE)

Introduction

PIA Holding Company Limited (PIAHCL) intends to hire professional janitorial services for PIA Building Egerton Road Lahore (PIA Booking Office Lahore), comprising of area approximately 40,000 Sq.ft. area. The objective is to maintain international standards of cleanliness, hygiene, and housekeeping at all times.

Scope of Work

- I. Daily sweeping, mopping, and vacuuming of floors, corridors, stairs, and offices.
- II. Cleaning of office furniture, partitions, doors, windows, and IT equipment (external only).
- III. Complete cleaning and sanitization of toilets/washrooms, replenishment of consumables.
- IV. Collection, segregation, and disposal of garbage and waste at designated dumping points.
- V. Window, façade, and glass cleaning (internal & external as required).
- VI. Weekly polishing of corridors, stairs, and lobbies.
- VII. Monthly deep cleaning of carpets, curtains, blinds, and upholstery.
- VIII. Cleaning/disinfection of underground & overhead water tanks (twice yearly).
- IX. Regular cleaning of surrounding areas, parking, roads, shades, lawns, and footpaths.
- X. Fumigation/pest control services (monthly/quarterly or as required).

Staffing Requirement

- I. Supervisor – 01 (each shift)
- II. Janitors – Adequate strength to cover 40,000 Sq.ft. on two-shift basis
- III. Support staff – for tank cleaning, fumigation, heavy cleaning
- IV. All staff must wear uniforms with company monogram & ID badges.

Work Schedule

- I. Services to be provided on two-shift basis (morning & evening).
- II. Availability of services on weekly offs, public holidays, and special events.
- III. Toilets and corridors to be checked/cleaned every hour.

Materials & Equipment (As given in Annexure B)

- I. Contractor to provide all consumables and cleaning supplies (toilet rolls, hand wash, tissue, detergents, disinfectants, etc.).
- II. Contractor to provide modern cleaning machines (vacuum, scrubbers, polishers, garbage trolleys, etc.).
- III. All products must be environment-friendly and industry-approved.

Deliverables

- I. Clean, sanitized, and well-maintained premises at all times.
- II. Daily cleaning logbooks to be maintained and verified by PIA HCL representative.
- III. Monthly fumigation and quarterly deep cleaning reports to be submitted.

Contractor's Responsibilities

- I. Ensure compliance with Minimum Wage Laws of Pakistan.
- II. Maintain staff with valid EOBI & Social Security registration.
- III. Obtain Police/Security clearance & Medical fitness certificates for all staff.
- IV. Provide immediate replacements in case of absenteeism.
- V. Be responsible for theft/damage caused by its staff.
- VI. Ensure timely payment of salaries (by 5th of each month).

Performance & Penalties

- I. PIA HCL will monitor service quality through its nominated supervisor. Unsatisfactory services may lead to penalty up to 10% of monthly bill.
- II. Persistent non-performance may result in termination and forfeiture of security deposit.

FINANCIAL PROPOSAL

S. No.	Description	Area (Sq.Ft)	Monthly Quoted Amount (Inclusive of Tax) PKR	45 Days Quoted Amount (Inclusive of Tax) PKR
1	PIA Building Egerton Road Lahore (PIA Booking Office Lahore) Annual Contract of Hiring of Janitorial Services	40,000		

Total Amount (In Words): _____

NOTE:-

- Bidder is allowed to visit subject location/sites for the assessment of provision of Janitorial Services.
- As per agreement, if PIAHCL management closes any premises / building / office, the cost of contract will be deducted from the contract amount.

Seal & Sign Authorized Person (BIDDER)

Name: _____
M/s: _____
Address: _____
Tel. No: _____

MATERIAL & EQUIPMENTS

- A. The following monthly material and equipment will be provided by the Contractor.
B. Quality & Quantity of the material will be checked and verified by the designated person of PIAHCL.

MONTHLY MATERIAL

LOCATION WISE LIST OF MONTHLY MATERIAL (To Be Provided By The Contractor)

1.	Acid Bottle
2.	Air Freshener Spray (King - lavender / Jasmine)
3.	Basket for Collecting Trash
4.	Brasso Metal Polish (200 ml each)
5.	Brooms Hard (600 grm.each)
6.	Brooms Soft (200 grm each)
7.	Brush for Latrine with container (One in each Toilet)
8.	Brushes for Commodes with container (One in each Toilet)
9.	Brushes for Scrubbing (small size 6")
10.	Brushes Scrubbing (18" with rods)
11.	Carpet/Glass & Multi surface Cleaner (Bissell)
12.	Dettol Bottle (100 ml each)
13.	Drain Opener {375 gms (Kiwi)}
14.	Dust Collector Plastic
15.	Duster fine for Glasses (18"x18")
16.	Duster Rough for floors (18"x18")
17.	Garbage Plastic Bags (small size 18"x24")
18.	Garbage Plastic Bags (Big size 35"x50")
19.	Glass Cleaner (Glint KIWI)
20.	Harpick 500 ml (for Cleaning Toilets)
21.	Kerosene Oil
22.	Lota Plastic with handle (One in each Toilet Best Quality)
23.	Mansion Polish Reckitt & Colman (3Kg each)
24.	Mops with rod 12" (with 800 gms Bristle)
25.	Mops refill for steel 18" Long (Bristle 800gr.)
26.	Naphthalene Balls Belgium
27.	Parasol for Toilets (Roomi)
28.	Phenyl Perfumed 2.75ltr each (Finis / Tyfone / Hexit)
29.	Plunger (Gutter Pump)
30.	Roding Equipment for sewerage line
31.	Saw Dust
32.	Scraper 3"
33.	Shampoo Perfumed (Hand Wash)
34.	Soap (Capri / Lux) 100 gms
35.	Soda Ash
36.	Soda Castic
37.	Squeegees (Rubber Mops) 24" with rod
38.	Shampoo (Floor wash)
39.	Toilet Paper 2 ply (Good Quality)

AS AND WHEN REQUIRED

40.	Vim / Max small size	
41.	Tissue Box (Good Quality)	

EQUIPMENTS

S. No.	YEARLY EQUIPMENT
1.	Heavy duty scrubbers, sweepers, carpet extractors, vacuums (DRY, WET)
2.	Bucket G.1, 4 gallon capacity 18 swg (For Washing Mops/Floor)
3.	Bucket Plastic Medium (4, gallon capacity)
4.	Carpet Brushes Nylon 8"
5.	Dust Bin Plastic (45 liters capacity)
6.	Glass Cleaning Tray/Bucket Plastic
7.	Gum Boots
8.	Kasi with handle
9.	Masson Hand Trolley (one wheel)
10.	Pipe 1" dia 100 ft long (Nylon Good Quality)
11.	Punja for leveling
12.	Rope 1/2" 50 ft long
13.	Soap Disp. (press button) (one in each wash basin/Sink - Good Quality)
14.	Towel Bath size (Bed & Bath) for Executive Toilets
15.	Liquid Soap Dispenser Press Button Imported for Executive Toilets
16.	Mops Dry Heavy Duty 24" with refill accessories
17.	All sets of Brushes for cleaning (for each floor W/P/S Machine)
18.	Aluminum stool 10 ft
19.	Aluminum stool 3 ft
20.	Bamboo ladder 25 ft
21.	Glass Cleaning Viper 14" with handle
22.	Machine Floor Polishing high speed / heavy duty
23.	Machine Floor washing/scrubbing (Heavy Duty)
24.	Wet/Dry Vacuum Cleaner 1600 Watts
25.	Garbage Trolley Plastic 100 ltr. Capacity
26.	Water Suction

