

Schedule of Requirements

a. Detail of Required Services

The contractor shall provide 14 Persons and 1 Supervisor. The number of personnel may be increased or reduced as per the organization's requirements and will be communicated by the Admin Department accordingly. The janitorial staff shall be required to be present from 0730 HRS to 1730 HRS. The contractor is liable to provide a replacement in case of leave or absence of any person provided by the contractor.

Scope of Services

- Cleaning, swabbing, and mopping the entire office premises, including corridors, staircases, and lobbies, on daily basis and as required during the day.
- Daily vacuum cleaning of all carpets using the contractor's own equipment/machines.
- Cleaning and washing all toilets, commodes, urinals, and washbasins thoroughly using branded cleaning materials, including scouring powder such as Vim (all costs to be borne by the contractor).
- Cleaning of all glass window panels, partition glass, and waste paper baskets.

Cleaning Schedule

Activity	Frequency
Fumigation	Quarterly
Cleaning & Wax Polishing of Floors	Once a Month
Carpet Shampooing	As and When Required

b. Responsibilities of Contractor

- Contractor shall provide Police Clearance Certificate and Medical Certificate of the staff provided to procuring agency.
- The Contractor shall provide the names, address, age and valid CNIC of the staff to be deployed at SMEDA office.
- The Contractor shall be responsible for maintaining a completely clean and pleasant premises including but not limited to indoor building(s), offices, conference rooms, kitchens, corridors, stairs, lobbies, and all covered areas, and any other area as required by the Procuring Agency.
- The Contractor shall be responsible for maintenance of inventory of all cleaning supplies and sufficient quantity should be available. Depletion in stock will not be acceptable. In case of depletion, the consumables will be procured at the cost & expense of the Contractor.
- The Contractor must abide by the prevailing labour laws including but not limited to minimum wages. The Procuring Agency reserves the right to seek proof if the same is being paid to the janitors, the failure of which can lead to the termination of the Contract.
- The Contractor must provide uniform (as prescribed by the procuring agency), shoes, identification cards etc. to its entire staff deployed at SMEDA Offices and ensure proper maintenance of it. All staff would be required to be in clean uniform at all times.
- Waste management shall be as per SOPs communicated by the Procuring Agency.
- All cleaning services will be ensured up to the standard of Government requirements.

c. Responsibilities of Procuring Agency

- Facilitate the Contractor in smooth provision of services.
- Periodical performance monitoring of the Contractor.
- Timely payment of invoices after generation of monthly report.
- Payment will be made on monthly basis and the Contractor shall provide all necessary

supporting documents along with invoice. The invoices will be verified by the concerned person of SMEDA office before payment.

- v. All payments shall be subject to all taxes, fees, duties and levies applicable under the laws of Government of Pakistan and clearance of all losses, damages and claims.
- vi. Provide office space/ storage for inventory and machinery and miscellaneous tasks by the contractor.

d. Monthly Quantities of Cleaning Material

Sr #.	Cleaning Supplies Required	Quantity
1	N-fold sheets (Ross Patel)	300pkt
2	Tissue Roll (Ross Patel White)	350
3	Hand Wash imported	100 bottles (small)
4	Garbage bags for dustbins (small & large)	500
5	Perfume Phenyl	50
6	Rommi Tiki	200
7	Duster (A quality)	150
8	Floor Duster	150
9	Bath Soap	100
10	Vim	80
11	Surf (1 KG)	10
12	Sweep	20
13	Towel (small & Large)	24
14	Glint (Viz)	50
15	Fly Killer Spray (Mortein)	24
16	Insect Killer (Begon)	24
17	Air Freshener (Cobra/Paris)	24
18	Viper	6
19	Commode Brush	12
20	Mob Dry & Wet	24
21	Vacuum Cleaner	As required
22	Carpet & Floor Cleaner	As required

Note: The contractor shall have to maintain the quality and quantity of consumable / material.

e. Services to be Provided

Description of services	Frequency			
	Daily	Weekly	Monthly	Quarterly
Toilets/ ablution Area. Sweep/ Mop and Scrub Floors utilizing a Cleaner/ Disinfectant. All surfaces shall be dry and the Corners clean.	X			
Clean all Fixtures, Metal Chrome Surfaces, Doorplates, Water Closets, Bowl Urinals, Washbasins, Mirrors, Waste Receptacles, Shelving, Dispensers and Wall Surfaces Utilizing a Cleaner/ Disinfectant.	X			
Office Space Main Entrance, Main Lobbies & Corridors.	X			
Empty Trash Containers	X			
Damp Mop all Floors.	X			
Clean all sides of Entrance Door Glass and Glass Surrounding		X		

Entrance Doors Handrails.				
Mop Areas near Entrances and in Corridors up to Four Times Per Day that become Wet and Dirty due to Foot Traffic	X			
Clean Metal Door Knobs; Push Bars, Thresholds, Kick Plates and Others Metal Surfaces; Clean Doors and other Wooden Surfaces; Clean Spots and Marks Off Walls.	X			
<u>Complete Spray</u> Insect killer spray (General & for plants)		X		
Scrubbing & Polishing where required			X	
Bathroom cleaning and washing etc.	X			
Provision of hand wash liquid	X			
Fumigation and spray etc. against dengue & Covid-19				X
Anti-rodents spray activity				X
For flying and crawling insect in all building areas.			X	