



Pakistan State Oil Company Limited

PSO House, Khayaban-e-Iqbal, Clifton, Karachi-75600, Pakistan
Telephone (021) 9203866-85 Fax (021) 9203796

PAGE

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RFQ No	LMA4945SZ	
DATE	21.09.2026	

REQUEST FOR QUOTATION

(THIS IS PRICE ENQUIRY-NOT AN ORDER)

SAP No.6100018321

Company PSO Dummy Vendor
PAKISTAN

QUOTATION REQUIRED

ON
(Date)

07.10.2026

BY
(Time)

Please quote your best price for all items of following specifications. Please read the instructions attached herewith Rs. _____ EARNEST MONEY %
PO/DD NO. _____

Title: Services required for conservancy services at MCSL, Kotlakhpat

S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1	<u>Annual Conservancy Services Contract</u>	Kotlakhpat				
	<u>MCS</u>	(Lubricant WH)				
1.01	<u>Contract cleaning services.</u>		<u>DAY</u>	1,200		
	Services are required to ensure house-keeping of the Kot Lakhpat Depot including cleaning of all toilets, offices, warehouses and open area and maintenance of garden and greenery at the depot.					
	This includes all areas of terminal which includes:					
	- Warehousing Sheds(>,<)>					
	- Admin / Office Block(>,<)>					
	- Invoicing building(>,<)>					
	- Tank Farm(>,<)>					
	- All other open plant areas.					
	The number of services required for above are as following;					
	a) 1 Service required for cleaning of Office Block and invoicing building including washrooms.					
	b) 1 service for Warehousing and open areas cleaning and janitorial services.					
	c) 1 service for gardening services with all gardening tools(AXE, Power Grass cutter,Hand saw,Lawn Mover,Stickle,spade, water pipe 200 meter) in the plantation and earth areas of the Depot.					
	- Strong supervision is required to provide excellent house-keeping.					
	- Minimum 3 services are required for complete in all respect cleaning , janitorial and gardening services through the plant area.					
	Note:					
	- Service timings will comprise of 8.5 hours work on 7 days of the week					



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	- The minimum wage for the services is based on a 8.5-hour service (excluding break time). - During the service on Sundays and Gazetted holidays the contractor will be responsible to pay his staff/service providers. - Services shall be carried out from 08:00 am to 05:30 pm / as advised by location PSO officer. Scope of Works: The work is not limited to the cleaning and conservancy services in the common areas of the plant. Services shall include arranging all necessary equipment required in order to meet the highest standard of cleanliness at the plant i.e. ladder, scaffolding<(>,<)> floor-scrubber etc. The details of the work is under: a) Daily Services - All floors, Interiors and Exterior of all buildings, (Front, left <(>,<)> Right and back sides of the Buildings). Internal and external cleaning and sweeping of floor. - Cleaning of all Pipe lines, motors, Pumps, Signboards / Hoarding, Foot Paths and Landscape including cleaning of Fixtures. - Dry and Wet Cleaning / sweeping and frequent mopping of all above given to maintain dust free, dry and clearing of all trash material. - Dusting cleaning of furniture, seats, sofa sets, corner tables<(>,<)> cabinets, and other decorative items in the rooms and areas defined. - Removal of cobwebs, dusting and cleaning of ceiling of all office <(>,<)> bathrooms.					



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	- Proper cleaning of dustbins placed in different area of the plant , emptying of all dustbins as many time as necessary and to keep the dustbins clear and free of trash. Placement of plastic bags in each dustbin to be changed on daily basis and provided by the vendor. - Washing, cleaning and mopping of all Wash rooms, on as and when required basis. Deputation of staff at all times to ensure clean washrooms. - Display of related safety signs such as "wet floor" is a must for places where work is in progress. - Daily collection and disposal of all collected trash and waste material through Cycle Cartage (properly cleaned, provided by the contractor) to disposable area. - Cleaning of Pumps and motors located anywhere in Plant premises. - Maintenance of Garden Plants inside the plant area. All gardening activities are included in the scope. Cleaning of plant pots, up keeping and maintenance is included in the above job. Also removing all wild bushes inside the plant and tank farm is included. Any equipment for this work to be arranged by vendor. - Scrapping of floor of the entire premises on as and when required basis to make it slip free and neat and clean condition. b) Weekly Services 1. Cleaning of all windows frames and glasses from inside and outside. Ensure compliance of safety requirements. (Arranging appropriate equipment for safe access is in the scope of contractor and also ensure availability at all times).					



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S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
	- Cleaning of all accessible electrical fixtures. c) Monthly Cleaning 1. Dry and wet Cleaning of ceilings of Office Rooms, and Bathrooms areas. 2. Dry/wet cleaning of all fixtures and fittings on each floor and rooms. 3. Washing, buffing tiles, marbles, mosaic and granite flooring. Equipment to be arranged by contractor for once a month service. 5. Cleaning and removing dust from all Storage Tanks. d). As and when required: 1. Scrubbing and polishing of all tiles flooring to ensure proper polishing giving shiny appearance all the time. 2. Dry and wet Cleaning to scrub off oil spots effectively. 3. Inside tank cleaning of all tanks whenever empty or when required is included in the scope of work. 4. Cleaning of above ground water tanks in office building on as and when required basis as per instruction of Plant In. charge. All material for cleaning to be arranged by contractor. No. of services required per day: 3 1 day = 1 human activity unit					



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S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1.02	1 human activity unit = 8.5 working hours of service Service Type: Unskilled <u>Services for performing Electrical Works</u> Services are required for electrician services; - To operate DG set as per instruction of Plant In-charge or his nominated staff. - Also includes resolving electrical related issues at the depot. - Services include maintaining the fuel log, maintaining DG log book and ensuring its safe operation. All Electrical tools(Multimeter earthing, Basic electrical tool kit<> ,<>) PPEs & Shock absorber Safety shoes & gloves). Scope of services further includes: 1. Installing, maintaining and repairing electrical devices, wiring, and lighting systems. 2. Performing general routine predictive electrical maintenance of panels, lightings etc. and fill in maintenance checklists and getting them duly approved from maintenance Incharge. 3. Inspection of transformers and circuit breakers and other electrical components. 4. Troubleshooting electrical issues using appropriate testing devices. 5. Repairing and replace equipment, electrical wiring, and fixtures. 6. Implementing corrective measures to ensure plant compliance to National Electrical Code state and local building regulations. 7. Ensure Circuit breaker corrective maintenance. - Must have good knowledge of air conditioners as well. - Good knowledge of various test equipment.		D	400		



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S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
	- Any other electrical services as advised by location M<(>&<)>R Engineer - Must be suitably skilled with atleast 3 year relevant experience. No. of services required per day: 1 1 day = 1 human activity unit 1 human activity unit = 8.5 working hours of service Service Type: Semi-skilled Terms & Conditions: 1.Part Payment shall be allowed. 2.Contractor shall ensure strict implementation of PSO - HSE standards. In this regards: (a)The contractor shall provide uniform to all his workers. (b)The contractor shall provide Identity Card to all his workers. (c)The contractor shall be liable to provide all necessary PPEs(safety shoes, goggles, gloves, safety helmet etc.) to his workers according to the requirement set by PSO - HSE Department to perform different tasks at the terminal. 3.Contractor shall maintain the minimum turnover among his staff for smooth routine operation. 4.The scope of services will be the sole discretion of PSO management to suit company's operational requirements. Company's liability for payment, however, shall be restricted to the actual services rendered at the accepted rate and as per terms and condition mentioned in this order. 5.If contractor fails to perform the assigned job in assigned manner <(>,<)> or if required number of services is not provided, or the company's work suffer due to the negligence of his staff / labor, PSO reserves the right to impose a penalty. The amount of penalty shall be calculated on					



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	the basis of average per hour remuneration of the labor. The amount shall not exceed 10% of the per hour remuneration. 6.In case of absence of his any staff / labor, contractor shall be responsible to provide a replacement of equal caliber. 7.The labor/service provided by the contractor shall be strong, healthy and free from any serious or contagious diseases. 8. Contractor's Supervisor along with his team shall report to company's representative at the stated time. They shall complete all the jobs assigned to them in a given time. In case of delay in work completion, because of any reason, the company shall not be liable to pay overtime or any other compensation. 9.The contractor shall not use the equipment and material of the company for any purpose other than the performance of the company's work stated in this work order. In case of any loss by contractor's staff <(>,<)> the contractor shall be asked to pay a penalty to be described by the company's representative, which may include termination of the contract and forfeit of security deposit. 10.In case the contractor fails to provide the required services the company shall arrange the same services from other sources. In such events the contractor shall be liable to make such payments. 11. The contractor shall be responsible to handle all related problems of his labor including illness, injuries, damages, and similar. PSO shall not involve in any activity. 12.The contractor undertakes with the company that he shall strictly observed all the provisions of labor laws in respect of the labor employed by him and shall discharged his obligation under this agreement and shall also maintain all such registers, books of account <(>,<)> service books, leave record etc. as may be required by Law. It is understood that the contractor shall permit the company to inspect books and records as and when desired. 13. As per law, labor below the age of 18 years and above the age of 60 years shall not be allowed.					



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	14. Contractor shall provide police verification along with CNIC of all his employees and staff at the time of deputation at MCSL - KLP. 15.If any worker of the contractor is found in stealing or other such offence, all responsibility of material or equivalent lies on the contractor and contractor shall either compensate PSO or equivalent deductions shall be made from his bills. 16.The contractor shall be responsible to maintain quality of his provided services and shall be responsible to justify in case of any complaints. 17. Bidders are advised to visit site and understand job task in detail prior to the submission of the bid / quote for the required works. 18.Contractor shall maintain the record of his work on daily basis and get it signed by the person responsible of that area.					