

**TENDER DOCUMENTS**  
**FOR**  
**ELECTRIC/PLUMBING &**  
**JANITORIAL SERVICES**  
**AT**  
**STATE LIFE BUILDING**  
**ABDALI ROAD,**  
**MULTAN**

## MANDATORY REQUIREMENTS

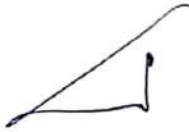
1. NTN / GST registered
2. PRA Registration Certificate
3. Registration with EOBI/PESSI (Attach Certificate)
4. Undertaking on stamp paper for not black listing

## TECHNICAL EVALUATION CRITERIA

S.NO	Parameters against which technical evaluation shall be done	Total Marks
1	<b>Company profile</b>	
1.1	<b>Years of experience(Janitorial): (4 marks each)</b>	
	Upto 4 years	20
	5 to 7 years	
	8 to 10 years	
	11 to 14 years	
	15 and more	
1.2	<b>List of janitorial contracts in progress (3.3 marks each) Above Rs. 500,000 0 per month per job.</b> <ul style="list-style-type: none"><li>• 3 and above contracts</li><li>• 3-6 contracts</li><li>• Above 6 contracts</li></ul>	10
1.3	<b>Technical staff with related experience (5 marks each)</b>	15
	Number of staff : upto 75	
	76 to 100	
	121 and above	
1.4	<b>Details of equipment</b> Machinery / tools e.g. floor scrubbing machine and grading machine, heavy duty vacuum cleaner ( dry and wet) grass mover etc required for the specific jobs	05
2	<b>Financial status of the firm</b>	
2.1	<b><u>Financial strength of the firm</u></b> Annual turnover (ATO) by the firm (8.3 each)	
	Upto Rs.5 million	25
	05 to 10 million	
	Above 10 millions	

2.2	<b>Total janitorial contacts executed by the firm during past 10 years ( 2.5 Marks Each)</b>	
	• 1 to 3 contracts upto Rs 06 million per annum	20
	• 4 to 10 contracts upto Rs 07 million per annum	
	• 11 to 14 contracts upto Rs 08 million per annum	
	• More than 15 contracts upto Rs 09 million per annum	
3	Enlistment with Government departments/Multinational organizations	5
	Please attach documentary evidences	
	<b>Total Marks</b>	<b>100</b>
	<b>Note: Qualifying marks = 70 or above</b>	

(ANY MISDECLARATION / MISSTATEMENT WILL BE TAKEN SERIOUS AND COMPANY MAY BE BLACKLISTED. SAME WILL BE ANNOUNCED AND INFORMED IN THE NEWSPAPERS, PPRA AND TO OTHER RELEVANT AGENCIES)



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**A – MONTHLY BREAK UP OF COSTS:**

**ELECTRICAL/PLUMBING & JANITORIAL SERVICES OF STATE LIFE BUILDING ABDALI ROAD, MULTAN**

Staff	Quantity	Rate	EOBI, PESI, etc	Material	Profit /Overhead	Taxes	Amount
Electrician cum Supervisor	1						
Plumber	1						
Sweepers /Cleaners	08						
Total							

**Rupees** \_\_\_\_\_

1. Rates quoted should include wages, Benefits, Cost of cleaning Material Equipments etc, EOBI, PESSI, Insurance, Service Charges, All applicable taxes including 16 % PRA and Levis, overheads and profit.
2. Government rules vis.i.viz minimum wages and others must be implemented in letter and spirit.

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## **B – SCOPE OF WORKS:**

1. Sweeping and cleaning of all rooms, halls, lobbies, terraces, terraces, stairs, courtyards, parking areas, foot paths, rooftop etc of complete building gas per schedule.
2. Dusting and cleaning o fall interior and exterior surfaces of building including stairs railing, glass doors, windows, internal partition walls, bracket fans, diffusers', sign boards etc as per approved schedule.
3. Wax polishing of floors of 5000 Sft area after every 3 months. Areas to be indicated by Building Incharge.
4. Cleaning and washing of kitchen / pantry and bathrooms including WCs, commodes, urinals, wash basins, taps with proper disinfectant phenyl etc. as per schedule.
5. Carpet cleaning by vacuum cleaner (if required).
6. Disposal of bath debris, junks, fallen, litter / garbage (garden debris) from the offices and buildings compound as per municipal rules. In case any mishap, fire etc, broke out due to debris, junk not been timely disposed off the firm shall be held responsible of all the damaged and its related issues and same shall be recovered from the firm at its risk and cost.
7. Cleaning, of manholes, sewerage line and keeping them in running condition as and when required. The same service may also be provided in State Life residences (if and when needed)
8. Clear blockages in drains and toilet whenever required.
9. Dusting and cleaning pictures, glazing, shelves, Venetian, blinds, window, as per approved schedule.
10. Dusting and washing of main gate of buildings (weekly).
11. Maintaining / maneuvering greenery, plants of the building wherever available.
12. Providing and maintaining liquid hand wash dispenser in all the toilets.

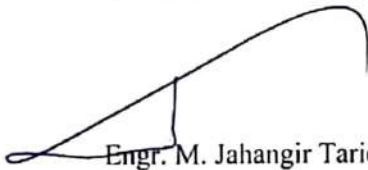


## **C – TERMS AND CONDITIONS:**

1. Bid validity period will be 180 days.
2. The janitorial contractor will be required to employ all the labor required for subject work at their own cost on full time basis.
3. All material required for cleaning servicing and polishing works shall be provided by the contractor at their own cost on monthly basis before 5<sup>th</sup> of every month. The material shall be of best approved quality. Quality of wax polish and metal polish shall be got approved before supply.
4. All required equipment, tools, gadgets and their items required to carry out the services shall be arranged by the contractor at their own expense.
5. All taxes, Government levies and charges including GST & SST shall be borne by Contractor.
6. The cleaning of internal portion of tenant's offices ( other than State Life Offices) is excluded from the scope of work, however, upon vacation premises / floors areas the space to be cleaned and cleared by the contractor.
7. Contractor shall be responsible for any breaking / stealing of the office material during the servicing by their staff. In case of any such happening the contractor will pay all the damaged / compensations.
8. The corporation will supervise and regulate the work of the janitorial contractor through its Real Estate Division. The contractor shall follow all instructions issued to them by the Division in respect of all the work as mentioned in Scope of work.
9. Contractor will have to provide / supply of good looking uniforms and identity cards to all its workers. Staff must be in uniform when they attend duty. All the workers should have their company ID cards CNIC and their ages should not be less than 20 years.
10. Contractor shall submit BID SECURITY with the tender for an amount Rs.110000/- in shape of pay order in favor of State Life Insurance Corporation of Pakistan. The tenders without bid security will be rejected.
11. State Life reserves the right to accept or reject any or all tenders as per PPRA Rules.
12. All the payments of the contractors shall be made by the contractor himself as per laws presently in force or amended in future and the corporation shall not be responsible in any way. Contractor will ensure that the minimum wages announced by Government of Pakistan and will be adhered to all times and should submit documentary evidence as and when required by concerned agency/ department.
13. The corporation shall not be responsible for any loss / damage and / or injury sustained by the workers employed by the contractor during the performance of the contractor.
14. Contract shall be exclusively responsible to tackle any demand raised by his works whether financial or administrative any time.



15. The corporation reserves the right to terminate this contract at any time without assigning any reason whatsoever by giving one months notice.
16. The corporation reserves the right to stop any person deputed by the contractor for performance of the contractor.
17. If any employee of contractor found not suitable for job by concerned SLIC officers, that employee should be replaced and removed by the contractor within one day.
18. The staff of contractor shall not interfere with the property of goods of the corporation. If any damage / loss are caused to the property / goods of the corporation by the staff of contractor the same shall be replaced / repaired by contractor at his own cost.
19. The contractor's staff shall follow the corporation security rules strictly.
20. In case of shortage in staff strength provided by the contractor, the same shall have to be covered immediately, otherwise Rs.1.5 time of wages quoted, will be deducted per short workers / staff per day from the bill.
21. Complaint of paying less than minimum wages will be dealt by the committee so formed by corporation upon the decision of committee, if payment is found less than minimum wages was proved, corporation reserve the right to deduct 1.5 times of difference from minimum wages for the period of default form the current bill of the firm and make the payment there to the complaint.



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## **D - LIST OF CLEANING MATERIALS:**

These are minimum cleaning materials to be provided by the contractor. The contractor will use best available material to keep the building in good condition to the satisfaction of the building Incharge.

<b>Sr. No.</b>	<b>Items</b>	<b>Quantity</b>
1.	Baskets for collecting trash	10
2.	Brooms	14 kg
3.	Brushes for scrubbing	12
4.	Mops for floors	10
5.	Dusters / rough towels for glasses	20 kg
6.	Dusters for glasses	30
7.	Glass Cleaner	08
8.	Wipers	12
9.	Cleaning powder / Vim detergent	18 kg
10.	Jalah Brush & Accessories	12
11.	Acid Bottle for Toilets	24
12.	Drain opener	12
13.	Naphthalene Balls	20 packets
14.	Phenyl tins	82 liters
15.	Air Freshener	10
16.	Perfumed tickles	23 packets
17.	Other materials as required.	

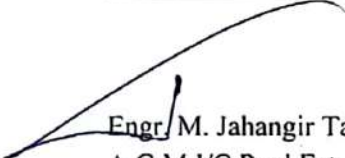
## **F - CLEANING EQUIPMENTS:**

<b>Sr. No.</b>	<b>Items</b>	<b>Quantity</b>
1.	Vacuum Cleaner	02
2.	Hand Trolley	01
3.	Floor Polisher	01
4.	Floor Scrubber	01
5.	Aluminum Folding Ladder	02
6.	Any Other Equipment as required.	



## **E - SPECIAL CONDITIONS OF CONTRACT:**

1	Amount of bid security (Bank Draft in favor of State Life Insurance corporation of Pakistan) must be submitted at the address given in tender notice before closing date and time else their bid will not be entertained.	Rs.110000/- (Annual)
2	Release of Bid Security	Bid security of lowest bidders will be retained upto completion of contract and will be returned to remaining bidders after financial evaluation of the bid of the successful bidder
3	Working day Time of Work	Six (06) working days a week, 07:00 AM to 04:00 PM
4	Mode of Payment	Through monthly bills submitted by the contractor on completion of satisfactory services duly verified by respective State Life Building Incharge/Supervisor
5	Deduction of amount from the bill on account of unsatisfactory services or shortage of any other item/ material	1. A lump sum amount form 2 % to 5 % assessed by State Life officer in case of unsatisfactory services / shortage of material 2. Rs.1.5 times of wages quoted, will be deducted per short workers / staff per day from bill
6	Period within which contract agreement is to be signed after the date of acceptance of lowest bid by the employer	Fifteen (15) days
7	Period of contract	One (01) year,
8	Insurance Coverage	The successful Janitorial Contractor shall have to arrange and provide an insurance coverage of Rs. 200,000/- (Rs. 0.2 million only) in favor of State Life Insurance Corporation of Pakistan to cover by the negligence of part of the janitorial personnel deployed by the janitorial contractor in the building.
9	Number of staff	a. RED, Multan = 04 b. Multan Zone = 05 c. Regional office = 01

  
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## **H-SCHEDULE OF JANITORIAL SERVICES:**

The schedule of janitorial services would be as under:

1	Sweeping and dust mopping cleaning	Minimum 02 time daily
2	Floor wet mopping with disinfectant	Minimum 01 time daily
3	Garbage removal	Daily
4	Toilets and kitchen washing (Toilets & Wash Rooms)	Minimum 02 time daily
5	Area cleaning i.e. sweeping Footpaths & courtyards, Parking Areas, all strains, lobbies, halls, stair railing etc. Removing of posters, banners etc. as per directives of building Incharge	Minimum 02 time daily
6	Carpets Vacuum cleaning	As and when required / directed
7	Cleaning of window glazing (internal & external	Weekly
8	Floor Machine polishing (wax polishing) 1. Mosaic / Marble floor and walls of common area Longue , Terrace	After every 03 months
9	Dustin all partitions, curtains and removal of cobwebs etc.	Weekly
10	Cleaning of all strains, sign boards, walls, fans, decorate pictures and fittings etc	Weekly
11	Cleaning of Manholes / Sewerage lines	Twice a month or whenever required

