



# **Tender Documents**

**For**

**CLEANING & JANITORIAL WORKS OF  
STATE LIFE BUILDING NO.2, GULCENTRE,  
HYDERABAD**

**&**

**STATE LIFE BUILDING,  
M.A JINNAH ROAD MIRPURKHAS.**

FROM: REAL ESTATE DEPARTMENT, HYDERABAD.

(Signature & Seal of Contractor)



M/s \_\_\_\_\_

\_\_\_\_\_

**SUB: CLEANING AND JANITORIAL SERVICES CONTRACT  
AT STATE LIFE BUILDING, No. 2, (GULCENTRE,  
HYDERABAD & STATE LIFE BUILDING M.A JINNAH  
ROAD MIRPURKHAS.**

Dear Sir(s),

We are enclosing herewith the Tender Documents of the above job comprising of the following:

- A. Covering Letter
- B. Scope of Work
- C. Terms and Conditions
- D. Special Conditions of Contract
- E. Schedule of Janitorial Services
- F. List of Staff
- G. List of Materials
- H. List of Cleaning Equipment

Kindly submit your bid for the job along-with above documents duly signed so as to reach this office on or before **25. 01. 2018 at 11:00 hours.**

Tender will be opened at time and date mentioned in the advertisement on PPRA website and newspapers in the presence of tenderer(s) or their representatives who may wish to be present.

Thanks and regards,

**Manager (Real Estate)**  
State Life Building,  
Hyderabad.

(Signature & Seal of Contractor)



# A - COVERING LETTER

**TENDER REF# JANITORIAL/02/RE/2018**

**(to be typed on company's letterhead and kept sealed in financial bid envelope)**

**Manager ,  
Real Estate Department,  
State Life Insurance Corporation of Pakistan,  
SLB No.3, Thandi Sarak,  
HYDERABAD.**

**SUB: CLEANING AND JANITORIAL SERVICES CONTRACT  
AT STATE LIFE BUILDING, No. 2, (GULCENTRE,  
HYDERABAD & STATE LIFE BUILDING M.A JINNAH  
ROAD MIRPURKHAS.**

Dear Sir,

Having inspected the building and studied the scope of work, terms and conditions etc. We hereby offer to execute the above job for a total amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) per month i.e. total amount of Rs. \_\_\_\_\_ per annum (Rupees \_\_\_\_\_)

\_\_\_\_\_ .A Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_ from \_\_\_\_\_ bank for Rs. \_\_\_\_\_ is enclosed as bid security.

\_\_\_\_\_  
For & on behalf of Contractor

(Signature & Seal of Contractor)



## B – SCOPE OF WORKS.

1. Sweeping and cleaning of all rooms, halls, lobbies, terraces, stairs, courtyards, parking areas, foot paths, rooftop etc of complete building as per schedule.
2. Dusting and cleaning of all 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 In-Charge.
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 the debris, junks, fallen, litter / garbage (garden debris) from the offices and building compound as per municipal corporations rules. In case any mishap, fire etc. broke out due to debris, junk not been timely disposed off the firm shall be held responsible for all the damages and its related issues and same shall be recovered from the firm at its risk and cost.
7. Cleaning, clearing of manholes, sewerage lines 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, windows as per approved schedule.
10. Dusting and washing of main gates of the building (weekly).
11. Maintaining / maneuvering greenery, plants of the building wherever available.
12. Providing and maintaining liquid hand wash dispenser in all the toilets.

(Signature & Seal of Contractor)



## C – TERMS & CONDITIONS

1. Bid validity period will be 180 days.
2. The Janitorial contractor will be required to employ, on full time basis all the Labor required for subject work at their own cost.
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 other 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 the 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 of 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 damages / compensations.
8. The Corporation will supervise and regulate the work of the Janitorial contractor through its Real Estate Department. The contractor shall follow all instructions issued to them by the RE Department 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 and CNIC and their ages should not be less than **20 years**.
10. Contractor shall submit with the tender BID SECURITY for amount equal to 02% OF QUOTED ANNUAL CONTRACT COST in shape of pay order in favor of State Life Insurance Corporation of Pakistan. The tenders without bid security will be rejected.

(Signature & Seal of Contractor)



11. State Life reserves the right to accept or reject any or all Tender(s) as per PPRA Rules.
12. **All the payments to the workers of the contractor 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 at all times and should submit documentary evidence if 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 this contract.
14. Contract shall be exclusively responsible to tackle any demand raised by his workers whether financial or administrative any time.
15. The Corporation reserves the right to terminate this contract at any time without assigning any reason what so ever by giving one month notice.
16. The Corporation reserves the right to stop entry of any person deputed by the contractor for performance of the contract.
17. If any employee of contractor found not suitable for job by concerned SLIC officer, that employee should be replaced and removed by the contractor within one day.
18. The staff of contractor shall not interfere with the property or goods of the Corporation. If any damage / loss is caused to the property / goods of the Corporation by the staff of the contractor the same shall be replaced / repaired by the contractor at his own cost.
19. The contractor's staff shall follow the Corporation's 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 times of wages quoted, will be deducted per short worker / 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 from the current bill of the firm and make the payment there to the complainant.

(Signature & Seal of Contractor)



## 22. D – SPECIAL CONDITIONS OF CONTRACT

1.	Amount of Bid Security (Bank Draft) to be submitted with tender	02% OF QUOTED ANNUAL CONTRACT COST
2.	Release of Bid Security	<p>a. Bid Security of lowest two bidders will be retained upto award of contract and will be returned to remaining bidders after financial evaluation of the bid of the successful bidder.</p> <p>b. Bid Security of the lowest bidder will be retained by State Life for full period of contract as performance guarantee.</p>
3.	Working days	Six (06) working days a week, except Gazetted Holidays. (Half hour before and half hour after office hours).
4.	Mode of Payment	Through monthly bills submitted by the contractor on completion of satisfactory services duly verified by respective State Life Building In-charges
5.	Deduction of amount from the bill on account of unsatisfactory services or any other item.	<p>i. A lump sum amount from 2% to 5% assessed by State Life officer in case of unsatisfactory services / shortage of materials.</p> <p>ii. Rs. 1.5 times of wages quoted, will be deducted per short worker / staff per day from the bill.</p> <p>iii. All Taxes (income tax, SST, GST etc.) or any other taxes announced by Government of Pakistan.</p> <p>iv. Retention money of 5% will be deducted from monthly bills which will be released to the <b>contractor on satisfactory completion of the contract</b> .</p> <p>v. Clause 21 terms and condition</p>
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, extendable for further period of 02 years upon satisfactory performance
8.	Escalation	<p>i. Maximum to the yearly inflation announced by state bank of Pakistan.</p> <p>ii. Difference in minimum wages announced by govt.</p> <p>iii. Any additional tax imposed by govt after award of contract.</p>
9.	Insurance Coverage	The successful Janitorial Contractor shall have to arrange and provide an insurance coverage of Rs. 200,000/- (Rupees Two Lacs only) in favor of State Life Insurance Corporation of Pakistan to cover by the negligence on part of the janitorial personnel deployed by the janitorial contractor in the building.

(Signature & Seal of Contractor)



## E – SCHEDULE OF JANITORIAL SERVICES

The schedule of the 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 times daily
5.	Area Cleaning i.e. Sweeping Footpaths & Courtyards, Parking Areas, all stains, lobbies, halls, stair railing etc. Removing of posters, banners etc. as per directives of building In-charge	Minimum 02 times daily
6.	Carpets Vacuum cleaning	As and when required / directed
7.	Cleaning of windows glazing (internal & external)	Weekly
8.	Floor Machine polishing (wax polishing) i. Mosaic / Marble floor and walls of common area Lounge, Terrace	After every 03 months
9.	Dusting all partitions, curtains and removal of cobwebs etc.	Weekly
10.	Cleaning of all stains, sign boards, walls, fans, decorative pictures and fittings etc.	Weekly
12.	cleaning of Manholes /Sewerage lines	Twice a month or whenever required

(Signature & Seal of Contractor)





## **F . STAFF DETAIL FOR STATE LIFE BUILDING, M.A JINNAH ROAD, MIRPURKHAS.**

TENDER REF# JANITORIAL/02/RE/2018

Building	Supervisor	Gardener cum plumber	Sweeper	Total
SLB M.A Jinnah Road, Mirpurkhas	01	01	05	07
State Life Building #2 Gul Centre Hyderabad	00	00	03	03
<b>TOTAL</b>	<b>01</b>	<b>01</b>	<b>08</b>	<b>10</b>

- State Life reserves the right to vary the above strength of staff as per requirement.

Note: Contractor is bound to provide, store all required items, material, equipment at all time, in case of failure of any equipment the same shall be provided and arranged on priority.

Sample of quality shall be approval by section prior to issuance at various State Life building.

(Signature & Seal of Contractor)



**G. BREAKUP OF TOTAL QUOTED MONTHLY SERVICE CHARGES (INCLUDING LABOR, MATERIAL, TAXES AND CONTRACTOR'S PROFIT) FOR THE WORKS**

ITEM		AMOUNT IN Rs.
Labor Cost:	(A)	
Monthly Material Cost:	(B)	
All Taxes, Overhead and Profit:	(C)	
Total quoted amount for services per Month: (D= A+B+C)		
Total quoted amount per Annum: (D x 12)		

**Note: The rates quoted shall be inclusive of all profits, taxes viz income tax, GST, SST etc. as per government rules.**

(Signature & Seal of Contractor)



**H- BILL OF QUANTITY**  
**BILL OF QUANTITY / RATES FOR LABOR (A)**  
**TENDER REF# JANITORIAL/02/RE/2018**

SR. NO.	STAFF / WORKERS	NOS.	RATE/MONTH (RS)	TOTAL / MONTH (RS)
<b>STATE LIFE BUILDING, MIRPURKHAS</b>				
1.	Supervisor	01		
2.	Gardener cum plumber	01		
3.	Sweepers	05		
<b>STATE LIFE BUILDING NO.2 GUL CENTRE HYDERABAD.</b>				
4	Sweepers	03		
	<b>Total Staff / Workers</b>	<b>10</b>		

**BILL OF QUANTITY FOR MATERIAL COST (B)**

Sr. #	Building No.	COST / MONTH (RS)
1.	SLB No. 02, Gulcentre, Hyderabad.	
2.	SLB, M.A Jinnah Road, Mirpurkhas	
	<b>Total Rs.</b>	

**Summary of Cost excluding overhead profit/Taxes**

Sr.#	Description	Cost (Rs)
1	Cost of Labor (A)	
2	Cost of Material (B)	
3	Total / Month	

(Signature & Seal of Contractor)



**I- LIST OF MONTHLY MATERIAL FOR PROVISION OF JANITORIAL  
SERVICES AT STATE LIFE BUILDING NO.2, GULCENTRE,  
HYDERABAD**

(BEST QUALITY BRANDED MATERIALS APPROVED BY STATE LIFE  
TO BE FURNISHED BY THE CONTRACTOR WITH TENDER)

<u>SR. NO.</u>	<u>NAME OF MATERIAL</u>	<u>UNIT</u>	<u>QTY.</u>	<u>Rate</u>	<u>Amount</u>
1.	Acids bottle for toilet.	Bottle	08		
2.	Brushes for commodes.	No.	04		
3.	Brushes for scrubbing (S/Size).	No.	04		
4.	Brooms Hard 750 Grams Good Quality.	No.	04		
5.	Brooms Soft 200 Grams each Good Quality.	No.	06		
6.	Basket for collecting trash.	No.	04		
7.	Duster fine for glasses 18" x 18".	Dozen	06		
8.	Duster rough for floors 18" x 18".	Dozen	06		
9.	Drain opener.	No.	02		
10.	Glass Cleaners.	No.	01		
11.	Mops long cotton 4 feet (Chindi)	No.	02		
12.	Mansion polish for floor polishing.	Kgs.	03		
13.	Nepthaline balls. (Camphor balls).	Kgs.	02		
14.	Phenyl ½ litre bottles (perfumed).	Dozen	01		
15.	Vim small size (450) grams.	Dozen	01		
16.	Surf Powder	Kgs.	04		
	<b>Grand Total</b>			<b>(Amount)</b>	

(Signature & Seal of Contractor)



**J- LIST OF MONTHLY MATERIAL FOR PROVISION OF JANITORIAL  
SERVICES AT STATE LIFE BUILDING, M.A JINNAH ROAD,  
MIRPURKHAS.**

(BEST QUALITY BRANDED MATERIALS APPROVED BY STATE LIFE TO BE FURNISHED  
BY THE CONTRACTOR WITH TENDER)

<u>SR. NO.</u>	<u>NAME OF MATERIAL</u>	<u>UNIT</u>	<u>QTY.</u>	<u>Rate</u>	<u>Amount</u>
1.	Acids bottle for toilet.	Bottles	12		
2.	Brushes for scrubbing fitted with ods.	Nos.	02		
3.	Brushes for commodes.	Nos.	06		
4.	Brushes for scrubbing (S/Size).	Nos.	04		
5.	Brooms Hard 750 Grams Good Quality.	Nos.	06		
6.	Brooms Soft 200 Grams each Good Quality.	Nos.	06		
7.	Basket for collecting trash.	Nos.	03		
8.	Duster fine for glasses 18" x 18".	Dozen	03		
9.	Duster rough for floors 18" x 18".	Dozen	03		
10.	Drain opener.	Nos.	03		
11.	Glass Cleaners.	Nos.	02		
12.	Mops long cotton 4 feet (Chindi)	Nos.	03		
13.	Mansion polish for floor polishing.	Kgs.	06		
14.	Nepthaline balls. (Camphor balls).	Kgs.	02		
15.	Phenyl ½ litre bottles (perfumed).	Dozen	04		
16.	Squeegees (Rubber mops)	Nos.	06		
17.	Vim small size (450) grams.	Dozen	02		
18.	Surf Powder	Kgs.	05		
	<b>Grand Total</b>			<b>(Amount)</b>	

(Signature & Seal of Contractor)



## K- LIST OF CLEANING EQUIPMENT FOR JANITORIAL SERVICES

(TO BE ARRANGED, PROVIDED AND STORED IN THE BUILDING BY THE CONTRACTOR AS  
PER BUILDING REQUIREMENT)

**FOE STATE LIFE BUILDING NO.2, GULCENTRE, HYDERABAD**

<b><u>SR. NO.</u></b>	<b><u>NAME OF MATERIAL</u></b>	<b><u>UNIT</u></b>	<b><u>QTY.</u></b>
1.	Hand trolley.	No.	02
2.	Shovel.	No.	02
3.	Floor polish machine.	No.	01
4.	Aluminum folding ladder (Ghori).	No.	01
5.	G. I. / Plastic Buckets	Nos.	08
6.	Grinder for marble/mosaic furshing	No.	01
7.	All related plumbing & carpenter tools		
8.	Vacuum Cleaners	No.	02
9.	Any other equipment required for janitorial works		

**FOR STATE LIFE BUILDING, M.A JINNAH ROAD, MIRPURKHAS.**

<b><u>SR. NO.</u></b>	<b><u>NAME OF MATERIAL</u></b>	<b><u>UNIT</u></b>	<b><u>QTY.</u></b>
1.	Hand trolley.	No.	01
2.	Shovel.	No.	01
3.	Floor polish machine.	No.	01
4.	Aluminum folding ladder (Ghori).	No.	01
5.	G. I. / Plastic Buckets	Nos.	06
6.	Any other equipment required for janitorial works		

Note: Contractor is bound to provide, store all required items, material, equipment at all time, in case of failure of any equipment the same shall be provided and arranged on priority.

(Signature & Seal of Contractor)



**L. CRITERIA REGARDING POST QUALIFICATION OF CONTRACTORS (JANITORIAL WORKS)**

**MANDATARY REQUIREMENT**

- a) NTN Registration
- b) Undertaking on stamp paper that firm is not black listed.
- c) SST/Registration Certificate (from SRB)

**1. YEAR OF ESTABLISHMENT:**

- a) The Company established for more than 10 Years 10 Marks
- b) The company established within 1 to 10 Years Proportionate

**2. WORKS DONE OF SIMILAR NATURE IN PAST:**

- a) More than 05 Nos. Projects (minimum value of Rs. 1.00 million per annum) 25 Marks
- b) 05 Marks for each works Proportionate

**3. WORKS OF SIMILAR NATURE IN HAND:**

- a) More than 05 Projects (minimum value of Rs. 1.00 million per annum) 20 Marks
- b) 04 Marks for each work Proportionate

**4. LIST OF TOOLS**

- a) Availability of required tools as per tender 10 Marks

**5. BANK / TAX CERTIFICATE:**

- a) Bank statement /Turn over (03 mark/year with annual turn over 03 million) 15 Marks

**6. LIST OF STAFF:**

- a) More than 30 20 Marks
- b) 15 to 25 10 Marks
- c) Less than 15 00 Marks

(Minimum qualifying marks 60)

(Signature & Seal of Contractor)



## FORM OF CONTRACT AGREEMENT

This Agreement is made and entered at \_\_\_\_\_ on this \_\_\_\_\_

Day of \_\_\_\_\_ by and between \_\_\_\_\_

\_\_\_\_\_

(hereinafter called the "Employer" which expression shall include its successors, legal representative and assigns) of the one part and \_\_\_\_\_

\_\_\_\_\_

(hereinafter called the "Contractor" which expression shall include its successors, legal representative and permitted assigns) of the one part.

WHEREAS the Employer is desirous for the contract of Provision Of Janitorial Services At State Life Building, M.A Jinnah Road, Mirpurkhas, viz

\_\_\_\_\_

(hereinafter called the "works")

WHEREAS, under the procedure, tender has been received by the Employer for the works and the tender of the contractor for the work has been accepted by the Employer.

NOW THEREFORE, for and in consideration of the promises, covenants, agreements hereinafter contained and to be performed by the parties hereto, the said parties hereby covenant and agree as follows:-

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents (This also means entire connected Tender/Bid Document) shall be deemed to form and be read constructed as part of this Agreement, Viz.,
  - a) The said Tender No. \_\_\_\_\_ dated. \_\_\_\_\_ Memorandum and Appendix-I & II, as amended herein.
  - b) The schedule of prices.
  - c) The conditions of contract.
  - d) The general requirement.
  - e) The scope of work.

(Signature & Seal of Contractor)



Also the Letter of Intent No. \_\_\_\_\_ dated: \_\_\_\_\_ and all related correspondence mentioned therein

3. In consideration of the covenants and agreements to be kept and performed by the Contractor, and for the faithful performance of this contract and the works embraced therein, in conformity in all respects with the conditions herein contained and referred to, the Employer shall pay and all Contractor shall receive and accept as full compensation for everything furnished and done by the Contractor under this Agreement, the contract price at the time and in the manner prescribed by the contract.
4. The Contractor, at his own cost and expense, shall do all work and furnish all labour, equipment, materials, instruments and tools, for the works as outlined and described in these documents.
5. This Agreement shall take effect from \_\_\_\_\_ and shall be for a period of one year.

IN WITNESS whereof the parties hereto or here in have hereinto set their respective hands and seals on the day the month and the year first above-mentioned.

**Signed sealed and delivered**

By \_\_\_\_\_

**For and on behalf of**

\_\_\_\_\_

**( Employer )**

**In the presence of**

\_\_\_\_\_

**( Witness )**

**Signed sealed and delivered**

By \_\_\_\_\_

**For and on behalf of**

\_\_\_\_\_

**( Contractor )**

**In the presence of**

\_\_\_\_\_

**( Witness )**

(Signature & Seal of Contractor)



**POST QUALIFICATION FORM**  
**INVITATION OF TENDER FOR PROVIDING JANITORIAL SERVICES, AT STATE LIFE BUILDING NO. 2, GULCENTRE,**  
**HYDERABAD & STATE LIFE BUILDING M.A JINNAH ROAD, MIRPURKHAS.**

**Tender No. JANITORIAL/02/RE/2018**

<b>YEAR OF ESTABLISHMENT</b>	<b>WORK DONE OF SIMILAR NATURE IN PAST</b>	<b>WORK OF SIMILAR NATURE IN HAND</b>	<b>LIST OF TOOLS</b>	<b>BANK STATEMENT/ CERTIFICATE</b>	<b>LIST OF STAFF</b>
<b>10</b>	<b>25</b>	<b>20</b>	<b>10</b>	<b>15</b>	<b>20</b>

(Minimum qualifying marks 60)

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

POST QUALIFICATION BROCHU

(Signature & Seal of Contractor)

(Signature & Seal of Contractor)

Tender Documents For Cleaning & Janitorial Works of State Life Building #2, (Gulcentre) Hyderabad & State Life Building M.A Jinnah Road, Mirpurkhas.