



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

Zonal Office (H&AI) Multan
Health & Accident Insurance
Z.A Tower, Chowk Nawan Shehr, Multan
PHONE 061-9201116

TENDER

FOR

CLEANING & JANITORIAL SERVICES AT

STATE LIFE H&AI

MULTAN ZONE

From:

Incharge HR&ADMIN
State Life Insurance Corporation of Pakistan, Zonal Office
H&AI Multan

Sign & Seal of Firm:

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INVITATION TO BID
TENDER No. HR&A/H&AI/MUL/011/2024

SUB: CLEANING & JANITORIAL SERVICES AT STATE LIFE H&AI MULTAN ZONE

State Life Insurance Corporation of Pakistan, Health Accident insurance Department invites electronic bids from firms contractors, registered with Income Tax, Sale Tax department for Cleaning & Janitorial work at State Life H&AI Multan Zone.

2. E-Bidding documents as per regulations, containing detailed terms and conditions specifications and requirements etc. are available for registered bidders on E-PADS at (www.eprocure.gov.pk)

3. The electronic bids must be submitted by using E-PADS on or before **15-10- 2024 at 10:00 AM**. Manual bids, shall not accepted. Electronic bids will be opened on the **same day at 10:30 AM**. This said procurement will be available on PPRA website www.ppra.org.pk as well.

Note: Notification of the GRC Constituted in terms of Rule-48 of PPRA Rules, 2004 is provide on E-PADS at www.eprocure.gov.pk and on PA'S website

Incharge HR&Admin
Health & Accident Insurance
Ph: 061-9201116

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**SUB: CLEANING AND JANITORIAL SERVICES CONTRACT AT STATE H&AI
MULTAN**

ZONE

TENDER No. HR&A/H&AI/MUL/011/2024

M/s. _____

GENERAL INFORMATION

1. Enclosed, please find herewith Tender Documents for the subject work as per single stage two envelope procedure of PPRA Rules. Please submit the same duly filled and completed in all respects **on EPADS latest by 15-10-2024 at 10:30 AM.**
2. The bid (s) shall be submitted on E-Pad (s) only.
3. Contractor is advised to submit Original Bid Security on or before 15-10-2024 at 10:00 AM in the office of **In-charge (HR&ADMIN) Z-A Tower, State Life Insurance Corporation of Pakistan, Health & Accident Insurance Department, Chowk Nawan Shaher, Multan.**
4. All queries / clarifications required from bidder shall be addressed on working days through E-pad.
5. State Life will reject proposal for award of contract if it determine that the firm recommended for award of contract has engaged in corrupt or fraudulent activities in competing for the contract in question.
6. The successful contractor will follow all instructions issued by corporation.
7. Any bid received by the Procuring Agency after the bid submission deadline prescribed by the Procuring Agency will be rejected and returned unopened to the Bidder.
8. You are requested to submit tender through E-Procurement system of PPRA (EPADS) by the stipulated date. No any manually receive tenders will be acceptable for further detail you may contact the undersigned before the opening of the tender for any query.
9. State Life Insurance Corporation of Pakistan reserves right to accept / reject all bids in accordance with PPRA Rules.

Hammad Mansha
Incharge HR&ADMIN
H&AI Multan Zone

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The Tender Documents of the above job comprising of the following:

- A. Mandatory Certificate Requirements
- B. Scope of Work
- C. Terms and Conditions
- D. Technical Criteria
- E. Special Conditions of Contract
- F. Schedule of Janitorial Services
- G. List of Staff
- H. List of Cleaning Equipment
- I. **Financial Bid**
 - (a) Bill of Quantity
 - (b) Summary of Cost

A. MANDATORY REQUIREMENTS

- I. **Registration Certificate FBR.... NTN**
- II. **Registration Certificate.....PST**
- III. **Relevant Experience Certificate**
- IV. **Registration Certificate.....EOBI**
- V. **Registration Certificate.....PESSI**
- VI. **Undertaking on stamp paper for Not Black listed.**



B. TECHNICAL QUALIFICATION CRITERIA

1) The Procuring Agency will evaluate the firms based on the Following criteria and firm getting more than 60 marks shall be considered qualified for participation in the bidding. Evaluation shall based on following parameters:

Sr. #.	Parameters against which Technical Evaluation shall be done	Annexure/ Page Ref. #
1	Company Profile	
1.1	Years of Experience related to Janitorial Works:	10
	• Upto 2 years	5
	• 2 to 6 years	8
	• 7 to 10 years	10
1.2	Janitorial Contracts Handled by the Firm with reputed/reowned firms during past Five years	20
	• Upto 2 contracts	5
	• 3 to 6 contracts	10
	• 7 to 9 contracts	15
	• More than 10 contracts	20
1.3	List of Janitorial contracts in progress (with name of firms) above Rs. 50,000/ per month per job.	20
	• Upto 2 contracts	5
	• 3 to 6 contracts	10
	• 7 to 9 contracts	15
	• More than 10 contracts	20
1.4	Technical Staff with related experience	15
	Number of Staff: upto 10	5
	11 to 35	10
	36 and above	15
1.5	Details of equipment / machinery / tools e.g. floor scrubbing machine and grading machine , vacuum cleaner (dry and wet), grass mover etc. required for the specific jobs	5
2	Financial Status of the Firm	
2.1	Financial Strength of the Firm Annual Average balance/Turnover (ATO) by the firm during last two years.	20
	More than 0.5 and less than Rs. 1.0 million	10
	1.0 to 1.5 million	15
	Above 1.5 million	20
3	Enlistment with Govt. departments/ Multinational organizations	10
	Please attach documentary documents/evidences	
	Total Marks	100
	Note: Qualifying Marks = 60 or above (ANY MIS-DECLARATION/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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C. 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. Cleaning and washing of kitchen / pantry and bathrooms including WCs, commodes, urinals, wash basins, taps with proper disinfectant phenyl etc. as per schedule.
4. Carpet cleaning by vacuum cleaner (if required).
5. Disposal of the debris, junks, fallen, litter / garbage (garden debris) from the offices and building compound as per municipal rules. In case any mishap, fire etc. broke out due to debris, junk not been timely disposed of 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.
6. Cleaning, clearing of manholes, sewerage lines and keeping them in running condition as and when required.
7. Clear blockages in drains and toilet whenever required.
8. Dusting and cleaning pictures, glazing, shelves, venetian blinds, windows as per approved schedule.
9. Dusting and washing of main gates of the building (weekly).
10. Maintaining / maneuvering greenery, plants of the building wherever available.
11. Providing and maintaining liquid hand wash dispenser in all the toilets.



D. TERMS & CONDITIONS

1. Bid validity period will be 90 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 shall be provided by the contractor at their own cost on monthly basis before 5th of every month. The material shall be of best approved quality.
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 Income Tax, GST, PST, PESSI and EOBI shall be borne by the Contractor.
6. 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.
7. The Corporation will supervise and regulate the work of the Janitorial contractor through its HR&ADMIN Department. The contractor shall follow all instructions issued to them by the said department in respect of all the work as mentioned in Scope of Work.
8. 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.
9. Contractor shall upload and submit with the tender BID SECURITY for amount **Rs.48,000/-** in shape of pay order in favor of State Life Insurance Corporation of Pakistan (Health & Accident Insurance Department Multan Zone). The tenders without bid security will be rejected.
10. State Life reserves the right to accept or reject any or all Tender(s) as per PPRA Rules.

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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.

11. 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.
12. Contract shall be exclusively responsible to tackle any demand raised by his workers whether financial or administrative any time.
13. The Corporation reserves the right to terminate this contract at any time without assigning any reason what so ever by giving one month notice.
14. The Corporation reserves the right to stop entry of any person deputed by the contractor for performance of the contract.
15. 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.
16. The staff of contractor shall not interfere with the property or goods of the Corporation. If any damage / loss are 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.
17. The contractor's staff shall follow the Corporation's security rules strictly.
18. 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.

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E. SPECIAL CONDITIONS OF CONTRACT

1.	Submission	Through E-PAD
2.	Amount of Bid Security (Bank Draft) to be submitted with tender in original and also uploaded on E-Pads.	Rs.48,000/- In shape of pay order in favor of State Life Insurance Corporation of Pakistan (Health & Accident Insurance Department Multan Zone).
3.	Release of Bid Security	Bid Security of the lowest bidder will be retained by State Life for full period of contract as performance guarantee.
4.	Date of Commencement of Work	Date of Acceptance of letter of Award.
5.	Forfeiture of Bid Security	a. If the bid is withdraw after opening b. If the bidder does not accept letter of award of refuse of inter in contract
6.	Working days	Six (06) working days a week, except Gazette Holidays. (Half hour before and half hour after office hours).
7.	Mode of Payment	Through monthly bills submitted by the contractor on completion of satisfactory services duly verified by respective State Life Building In-charges
8.	Deduction of amount from the bill on account of unsatisfactory services or any other item.	i. A lump sum amount from 2% to 5% assessed by State Life officer in case of unsatisfactory services / shortage of materials. ii. Rs. 1.5 times of wages quoted will be deducted per short worker / staff per day from the bill. iii. All Taxes and Charges (income tax, PST, GST, PEESI, EOBI & etc.) or any other taxes announced by Government of Pakistan.
9.	Period within which contract agreement is to be signed after the date of acceptance of lowest.	Fifteen (15) days
10.	Period of contract	One (01) Year and it would be effective from the date of approval of Zonal Procurement Committee. If the services are satisfactory then the contract can be renewed and would be extendable with same terms & conditions if mutually agreed by the both parties.

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F. 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.	Dusting all partitions, curtains and removal of cobwebs etc.	Weekly
09.	Cleaning of all stains, sign boards, walls, fans, decorative pictures and fittings etc.	Weekly
10.	Cleaning of Manholes /Sewerage lines	Twice a month or whenever required



G. STAFF DETAIL AT SLB-SUKKUR

Sr. #.	Building No.	Supervisor cum Electrician	Cleaner	Sweeper	Gardner	Plumber	Carpenter	Painter	Total
01	H&AI Multan Zone	01	01	02	-	-	-	-	04

- State Life reserve the right to vary (increase or decrease) the above strength of staff as per its requirement.

Note:

- i. 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.
- ii. Quality of material shall be approved by Building In-charge / service section at various State Life building.



H. LIST OF CLEANING EQUIPMENTS FOR JANITORIAL SERVICES IN STATE LIFE H&AI MULTAN ZONE

Sr. No	Material	Company
1	Phenyl	Finis
2	Vim Max 500gm	Vim
3	Surf	Bonus
4	Harpic	Harpic
5	Glass Cleaner	Gelent
6	Viper Large	Best Quality
7	Viper Small	Best Quality
8	Phenyl Tablet	Best Quality
9	Toilet Brush	Best Quality
10	Mope	Best Quality
11	Duster Fine for Glasses	18''*18
12	Sulphuric Acid	Sweep

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.
- To be arranged, provided and stored in the building by the contractor as per building requirement and as per satisfaction of Building Incharge, the same can be changed as and when required on the directives of Building Incharge / services section.

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I. FINANCIAL BID
(to be kept sealed)

COVERING LETTER

(TO BE TYPED ON COMPANY'S LETTERHEAD AND KEPT SEALED IN FINANCIAL BID ENVELOPE)

INCHARGE HR& ADMIN
Health & Accident Insurance Department
State Life Insurance Corporation of Pakistan,
Chowk Nawan Shaher,
MULTAN ZONE.

SUB: CLEANING AND JANITORIAL SERVICES CONTRACT AT STATE LIFE
(HEALTH & ACCIDENT INSURANCE MULTAN ZONE)

Dear Sir,

Having inspected the building and 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. _____ **BASED ON THE ANNUAL***

***QUOTED AMOUNT** is enclosed as bid security.*

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**FOR & ON BEHALF OF
CONTRACTOR**

FINANCIAL BID

BILL OF QUANTITY

LABOUR

SR. NO.	STAFF / WORKERS	NOs.	RATES/MONT H (RS)	TOTAL / MONTH (RS)
01.	Supervisor Cum Technician	01		
02.	Sweepers	02		
03.	Cleaners	01		
Total Staff / Workers		04		



FINANCIAL BID

(a) SUMMARY OF COST

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)	Rs.
Monthly Material Cost:	(B)	Rs.
Total Quoted Amount Per Month	C= (A+B)	Rs.
Total Quoted Amount Per Annum	D=(C*12)	Rs.

RUPEES IN WORDS:

(_____
_____ PER ANNUM)

NOTE:

The labor rates quoted shall be inclusive of all profits, taxes viz income tax, PST, PESSI, EOBI etc. as per Government Rules.

Sign & Seal of Firm

Date: