**INVITATION TO BID**

**TENDER NO. SLIC/RE/JS/SLIC-TOWER/ISB/018/08/2024**

**e-PADS-Tender No.F-241007976**

*1. State Life Insurance Corporation of Pakistan* invites e-PADS bids from the eligible/ reputed firms having more than 5-Years of relevant experience of cleaning & Janitorial Services works of corporate type Buildings and have rendered such services in Federal Government organizations, Banks and Multinational Companies in Pakistan and registered with the concerned authorities for “Cleaning & janitorial services contract of state life Tower (plot-61) jinnah avenue, islamabad**”**. The firms should have proper office, telephone number, N.T.N and should be duly registered with e-PADS, FBR on the ATL & GST list.

2. Bidding documents, containing detailed terms and conditions, etc. are available for download on e-PADS website <http://eprrocure.gov.pk> free of cost*.*

3. The bids, prepared in accordance with the instructions in the bidding documents, submitted through e-PADS **on or before 21-10-2024 upto 11:00 AM.** Bid will be opened on the same day **at 11:30 AM**.

4. The contractor is advised to submit original Bid Security on or before 21-10-2024 at 11:00 AM in the office of undersigned.

5. This advertisement is also available on State Life website [www.statelife.com.pk](http://www.statelife.com.pk) however the bids shall be submitted through e-PADS. Any bid submitted other than e-PADS will not be considered.

6. State Life Insurance Corporation of Pakistan reserves right to accept / reject all bids in accordance with PPRA Rules. Any bid submitted other than e-PPADS would not be considered.

 **DGM - INCHARGE RE**

 *Real Estate Department,*

 *Basement, State-Life Building No.5,*

 *Phase-II, Jinnah-Avenue, Islamabad.
 Ph:051-9203347*



***TENDER DOCUMENT***

*FOR*

*PROVIDING CLEANING & JANITORIAL SERVICES IN STATE LIFE TOWER (P-61) LOCATED*

*AT JINNAH AVENUE, ISLAMABAD*

*TENDER NO. SLIC/RE/JS/SLIC-TOWER/ISB/018/08/2024*

From:

**Real Estate Department,**

State Life Insurance Corporation of Pakistan, Islamabad.

l

Dated:

**M/s.**

**Subject: CLEANING AND JANITORIAL SERVICES CONTRACT FOR STATE LIFE TOWER (PLOT-61) JINNAH AVENUE, ISLAMABAD.**

Dear Sir(s),

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

1. Covering Letter
2. Scope of Work
3. Terms and Conditions
4. Code of Conduct
5. Special Conditions of Contract
6. Schedule of Janitorial Services
7. Staff Detail
8. Detail of SLIC Buildings
9. List of Cleaning Equipment.
10. List of Materials

Kindly submit your bid for the job along with above documents duly signed so as to reach this office on or before  **21-10-2024 at 11:00 AM**

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,

**Dy. General Manager**

**(Real Estate Department)**

State Life Building No5 (Phase-II)

Basement, Jinnah Avenue,

Islamabad.

**MANDATORY REQUIREMENTS**

1. **National Tax Number from FBR with certificate**
2. **SST Registration Certificate.**
3. **Registration with EOBI/ SESSI.**
4. **Letters / certificate from at least two reputed Govt. / Multinational Firms where the firm is currently engaged having similar nature and scope of works** *(****Attested Photo Copies****).*
5. **Undertaking on stamp paper for not black listed.**
6. **POST QUALIFICATION CRITERIA**
7. The Procuring Agency will evaluate and POST QUALIFY The Firms based on the following criteria and firm getting more than **60 marks** shall be considered **POST QUALIFIED** for participation in the bidding. Evaluation shall base 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 4 years
 |  2 |
|   | * + - * 5 to 7 years
 |  4 |
|   | * + - * 8 to 10 years
 |  6 |
|   | * + - * 11 to 14 years
 |  8 |
|   | * + - * 15 years and more
 |  10 |
| 1.2 | **JANITORIAL CONTRACTS HANDLED BY THE FIRM****(with reputed/renowned firms during past Five years)** | 20  |
|   | * + - * Upto 3 contracts
 | 5  |
|   | * + - * 4 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. 500,000/ per month per job.** | 20 |
|  | * + - * Upto 3 contracts
 | 5 |
|  | * + - * 4 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 75 | 5 |
|  76 to 120  | 10 |
|  121 and above  | 15 |
| 1.5 | **DETAILS OF EQUIPMENT**(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) | 5  |
| 2 | **FINANCIAL STATUS OF THE FIRM** |  |
| 2.1 | **(Financial Strength of the Firm)**Annual Average Turnover (ATO) by the firm during last two years. | 20 |
|  | More than 10 and less than Rs. 15 million (Per Year) | 10 |
|  | 15 to 20 million (Per Year) | 15 |
|  | Above 20 million (Per Year) | 20 |
| 3 | **ENLISTMENT WITH GOVT. DEPARTMENTS/ MULTINATIONAL ORGANIZATIONS**Please attach documentary documents/evidences  | 10 |
|  | **TOTAL MARKS****NOTE: QUALIFYING MARKS = 60 OR ABOVE** | **100** |
| **(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)** |

**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, Ceiling/ Bracket Fans, diffusers, Sign Boards etc. as per approved schedule.
3. Floor Polishing of all Lobby/ Lift Lobby Areas every after 3-Months. or to be indicated by Concerned 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 (where & when required).
6. Disposal of the debris, junks, fallen, litter / garbage (garden debris) from the offices and building compound as per CDA, Cantonment/ 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.
7. Cleaning, clearing of manholes, sewerage lines and keeping them in running condition as and when required.
8. Clear blockages in drains and toilet whenever required.
9. Dusting and cleaning pictures, glazing, shelves, venetian blinds, windows as per approved schedule (Daily/ Weekly/ Monthly).
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.
13. Spray of “Air Freshener” will be made in officer’s room except holidays.
14. Providing towels, toilet soap & tissue role in all the toilets.
15. Fumigation for disinfection, Pest & Rodent Control.

**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 5th 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 contractor will be responsible to keep the plumbing system in running/ good condition at all times in said buildings. The workers includes the periodical checking of plumbing fixture, fittings and water & sewerage system and keep it functional, attend the complaint, replacement of defective plumbing fittings and fixtures.
9. The actual cost of replaced parts with **20%** services charges will be reimbursed to the contractor on production of original cash memos and certification of job by the concerned building Incharge at the expiry of each month with their monthly bills.

i) All preventive maintenance material i.e., (Grease, Oil and gland

 Packing etc.) would be arranged by the contractor.

ii) All equipment, tools and other items required to carry out the services shall be arranged by the contractor at their own expenses.

1. 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 SLIC in respect of all the work as mentioned in Scope of Work.
2. 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**.
3. Contractor shall submit with the tender BID SECURITY for amount of **Rs.300,000/-** (**Rupees Three Lac only**) in shape of pay order in favor of State Life Insurance Corporation of Pakistan. The tenders without bid security will be rejected.
4. State Life reserves the right to accept or reject any or all Tender(s) as per PPRA Rules.
5. **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.***
6. 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.
7. Contract shall be exclusively responsible to tackle any demand raised by his workers whether financial or administrative any time.
8. The Corporation reserves the right to terminate this contract at any time without assigning any reason what so ever by giving one-month notice.
9. The Corporation reserves the right to stop entry of any person deputed by the contractor for performance of the contract.
10. 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.
11. 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.
12. The contractor’s staff shall follow the Corporation’s security rules strictly.
13. 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 by contractor, will be deducted per short worker /staff per day from the monthly bill.
14. 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.

**D. CODE OF CONDUCT**

**1. CODE OF CONDUCT:**

The Contractor shall strictly observe that its personnel:

Are always smartly turned out and vigilant.

Are punctual and arrive at least 15 minutes before start of their duty time.

Take charges of their duties properly and thoroughly.

Perform their duties with honesty and sincerity.

Read and understand their post and site instructions and follow the same.

Extend respect to all Officers and personnel of the office of the client.

Shall not drink on duty, or come drunk and report for duty.

Will not gossip or chit chat while on duty.

Will never sleep while on duty post.

Will not read newspaper or magazine while on duty.

Will immediately report to the Client any untoward incident/ misconduct or misbehavior

Do not entertain visitors.

Shall not smoke in the office premises.

Abide by the code of conduct devised by the Client.

**2. FRISKING/ CHECKING PROCEDURES**

* The contractor’s personnel providing Cleaning & Janitorial Services **to the Client may be** frisked at the time of their leaving the office premises in the evening as and when considered necessary.
* If anything untoward/ unusual/ suspicious is found, it must be reported to the Client representative immediately.

**3. JANITORIAL PERSONNEL**:

* 1. To be present on time as per allotted schedule.
	2. To be always in uniform with proper Identity Card to be provided by the Service Provider along with individual identity card.
	3. To obtain the keys of the Pump Rooms from SLIC Building Caretakers and maintain a logbook for handing over/ taking over of keys.
	4. To operate water pump as per present schedule of pump operation and to note in register by the Plumber cum Pump Operator.
	5. To be courteous to the Officers/ Employees/ Visitors.
	6. To be vigilant regarding Fire and take Fire Safety measures immediately on noticing any outbreak of fire.
	7. To keep control on incoming and outgoing Cleaning equipment, material, chemicals and to maintain inventory of the stock movement log-book.
	8. To operate the sum-pumps in a routine and in emergency situations like thunder storm/ heavy rain shower particularly late at night.

**4. SERVICE PROVIDER**

**Requirements are to be complied by the Service Provider after commencement of Service**

1. The list of persons to be engaged in along with their address is to be informed and changes, if any, afterwards are also to be informed to State Life Insurance Corporation of Pakistan.
2. The Service Provider must inform SLIC the name and mobile no. of staff for Cleaning & Janitorial Services under a contract for Tender.
3. The Service Provider must submit proof of compliance of all Statutory Payments containing the Name of Beneficiaries, wherever applicable, along with the monthly Bill.
4. The Service Provider must ensure to provide all services as specified without fail.
5. The payment to the persons engaged is to be made through electronic mode only.
6. The “Service Provider” must have adequate manpower to provide additional workmen at a short notice and also in emergency at any time of the day. The payment to such additional workmen will be made as per item rate which has been quoted in “Schedule Item Rate” and on pro rata basis if required for a lesser period. In case, any enhancement in manpower for Cleaning & Janitorial Services, the same is to be intimated to the Service Provider and the payment to such increased workmen, will be made as per item rate which has been quoted in “scheduled Item Rate” and on pro-rata basis. In future if any reduction of “manpower” for Cleaning & Janitorial Services, the same is to be intimated to the Service Provider. The quoted monthly amount will be reduced on prorate basis based on “Item Rate” quoted from the date such services were not required.
7. Payments to the personnel engaged by the Service Provider is to be made directly to the respective Bank Accounts and documentary evidence is to be furnished after each payment.
8. The Wages for a month to the workers engaged by the Service Provider need to be paid on or before of 7th of the next month and Register of Payment Wages for each month is to be submitted to State Life Insurance Corporation of Pakistan along with Bill and attendance of workers every month. The payment of the contractual amount by State Life Insurance Corporation of Pakistan to the Service Provider will be in the nature of reimbursement i.e. the wages to the contractual staff shall be paid by the service provider in the first instance without linking it to the settlement of the service provider’s Bills by SLIC. The settlement of bill is to be made by respective branch office where services are to be provided.
9. `The overall supervision of the contractual work and keeping close liaison with State Life Insurance Corporation of Pakistan Officials is to be arranged by the Service Provider. This will be in addition to the Cluster Supervisor.
10. Adjustment shall be made by the service provider regarding addition/ deletion of premises or addition/ deletion of Janitorial personnel/ whenever such contingency may arise on written request by SLIC.
11. The service provider will make arrangement of first aid kit for their deployed personnel.
12. The service provider will make arrangement to obtain the ESSI card for their deployed personnel.

**E. SPECIAL CONDITIONS OF CONTRACT**

|  |  |  |
| --- | --- | --- |
| **1.** | Amount of Bid Security (Bank Draft) to be submitted with tender | **Rs.300,000/-** (**Rupees Three Lac** )must be submitted in shape of pay order in favor of State Life Insurance Corporation of Pakistan in hard form at DGM Incharg RE Office address |
| **2.** | Release of Bid Security | 1. 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.
2. Bid Security of the lowest bidder will be retained by State Life for full period of contract as performance guarantee.
 |
| **3.** | Working days | Six (06) working days a week, except Gazette 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. | 1. A lump sum amount from 2% to 5% assessed by State Life officer in case of unsatisfactory services / shortage of materials.
2. Rs.1.5 times of quoted wages will be deducted per short worker/ staff per day from the bill.
3. All Taxes (income tax, SST, GST etc.) or any other taxes announced by Government of Pakistan.
4. Retention money of 5% will be deducted from monthly bills which will be released to the **contractor on satisfactory Completion of the Contract period.**
5. Clause 23 of terms and condition
 |
| **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 | For the Period of **12-Months** (One Year). |
| **8.** | Escalation | 1. Maximum to the yearly inflation announced by state bank of Pakistan.
2. Difference in minimum wages announced by Govt.
3. Any additional tax imposed by Govt. after award of contract.
 |
| **9.** | Insurance Coverage | The successful Janitorial Contractor shall have to arrange and provide an insurance coverage of Rs.500,000/- (Rupees Five Lac 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. |
|  |  |  |

**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) | Weekly |
| **8.** | Cleaning of windows & Glass Frame (external) | Weekly |
| **9.** | External Window Frame & Glass Cleaning of all floor with the arrangements of slide/ hanging machine with the proper safety of workers.  | Quarterly Basis(Every after every 03 months) |
| **10.** | Floor Machine polishing (wax polishing)Mosaic/ Marble floor and walls of common area Lounge, Lobby/ Lift Lobby Area | Quarterly Basis(Every after every 03 months) |
| **11.** | Dusting all partitions, curtains and removal of cobwebs etc. | Weekly |
| **12.** | Cleaning of all stains, sign boards, ceiling/ walls, fans, decorative pictures and fittings etc. | Weekly |
| **13.** | Cleaning of Manholes /Sewerage lines | Twice a month or whenever required |
| **14.** | Fumigation for disinfection, Pest & Rodent Control | Weekly or When required |

1. **LIST OF CLEANING EQUIPMENTS FOR JANITORIAL SERVICES IN STATE LIFE BUILDINGS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SR. NO.** | **NAME OF MATERIAL** | **UNIT** | **SLB-1** |
| 1. | Mopping Trolley / Equipment | Nos. | 04 |
| 2. | Hand Trolley | Nos. | 03 |
| 3. | Shovel | Nos. | 03 |
| 4. | Floor Polishing Machine | Nos. | 01 |
| 5. | Aluminum folding leader (Ghori) 10 to 20 ft. | Nos. | 02 |
| 6. | G.I. / Plastic Buckets (large) | Nos. | 10 |
| 7. | Dust pans and brushes, handy and with long handles | Nos. | 20 |
| 8. | Push brooms | Nos. | 10 |
| 9. | Trash collector bin | Nos. | 10 |
| 10. | Sliding on wheel Platform (Scaffolding) upto 30-Ft Height for cleaning of window glass & frame of premises. | No. | 01 |
| 11. | Heavy duty Vacuum cleaners, air blowers, Dusting Mops with spares, Trash collecting Bins, Dust pans or any other equipment required. | As per requirement |
| 12. | Fumigation/ Disinfection Spray Bottle with Hand-Pump (Automatic) and Fogy Spray machine (Electric) For COVID-91 Spray or other disinfection spray.  | 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.
* 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.

**FINANCIAL BID**

**(to be kept sealed)**

**COVERING LETTER**

 **(TO BE TYPED ON COMPANY’S LETTERHEAD AND KEPT IN FINANCIAL e-BID)**

Dy. General Manager,

Real Estate Department,

State Life Insurance Corporation of Pakistan,

SLB No.5 (Phase-II) Jinnah Avenue, Islamabad,

**I S L A M A B A D.**

**SUB:** **CLEANING AND JANITORIAL SERVICES CONTRACT AT STATE LIFE TOWER (PLOT-61) JINNAH AVENUE, ISLAMABAD.**

Dear Sir,

*Having inspected the All Buildings 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.* ***BASED ON THE ANNUAL QUOTED AMOUNT*** *is enclosed as bid security.*

**FOR & ON BEHALF OF CONTRACTOR**

**FINANCIAL BID**

**BILL OF QUANTITY**

1. **LABOUR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SR. NO.** | **STAFF / WORKERS** | **NO.** | **RATES/MONTH (Rs.)** | **TOTAL / MONTH (Rs.)** |
|  |
| 1. | Supervisor  | 01 |  |  |
| 2. | Sweepers | 16 |  |  |
| 3. | Gardeners | 01 |  |  |
|  |  |  |  |  |
| **Total Staff / Workers** | **18** |  |  |

(Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_per month)

(Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_per annum)

 **EXTRA-OPERATION/ OVER-TIME CHARGES**:-

|  |  |  |
| --- | --- | --- |
| Extra Operation – O/T Charges for Beyond Normal Operating Hours on a **Working Day**  | **Per Hours**  | PKR 300/-  |
| Extra Operation – O/T Charges for **Sundays** & **Public Holidays**  | **Per Hours**  | PKR 500/-  |

**Note:-**

NB: - All Govt. Taxes should be included in Contract amount/ consumable item. GST/ SST/ PST is applicable only to Mandate/ Profit of the Contractor.

\*\* GST/ SST @18%/ 15% for ICT Islamabad and PST @16% for Punjab.

 Amount in words (For One (01) Years)

1. Total consolidated monthly amount including Minimum Wages @Rs.37,000/- (ESSI, EGI, EOBI etc.) per person should be quoted by the bidder under each of the category separately.
2. The bidder should quote the details (price-break up) of the monthly consolidated amount in the Table-B given on next page.
3. Payments shall be made by the Client as per the terms and conditions of the Tender Documents.
4. Prices shall be valid for a period of one year. However, on revision of minimum wages by O/o The Labour Welfare Department, ICT Islamabad and O/o The Labour Welfare Department,

Punjab and O/o The Labour Welfare Department, Khyber Pakhtunkhwa the same shall be revised by the Client. However, even on revision of minimum wages*, the contractor’s profit in absolute terms (not in percentage terms) shall remain the same throughout the contract period as was quoted by the contractor in his bid.*

1. The quoted consolidated monthly amount prices shall be inclusive of all charges including Client’s contribution towards EGI, EOBI, Gratuity, Bonus, Substitutes. It shall also include cost of training and uniform, Supervision of company etc.
2. The prices in the Price Schedule shall be exclusive of any service tax, education cess, secondary and higher education cess or any other applicable taxes as may be levied by the Government from time-to-time and the same shall be charged in addition to the applicable rate. (vii) The Contractor shall mandatorily ensure that the cost per head as at ‘A’ in Table ‘B’ is paid as monthly wages to their PERSONNEL who are deployed in Client’s premises for cleaning services.
3. Bidder may compete the bidding process with respect to own profit margin. Any bid having price quoted below the Govt. determined minimum wage rate i.e., @Rs.37,000/- for 8 hour shift for 26 days a month (for the year 2024 excluding statutory benefits, profits, over heads, taxes etc., of the bidder) would be considered non workable and liable to rejection summarily forthwith.
4. Price Break-up of the quoted prices shall be submitted by the Contractor in the format given in Table B at next page:

The basic wage for 8 hours should be computed @Rs.**1423/-** per day for 8 hours shift for 26 days as per Govt. determined Minimum Wage Rate i.e., @Rs.37,000/- pm The bidder may compete the bidding process with respect to own profit margin.

The payment shall be made by the following formula with relevant changes as per above. The Contractor shall also pay to his personnel by this formula. This formula takes care of all the paid weekly holidays, National holidays and other gazetted holidays.

**Formula**:

Wages payable to individual = (Total Monthly Wages as above/ No. of working days in the month) x (No. of days worked in the particular month by the individual).

In addition to the Tender Terms & Conditions, Contractor shall adhere to the minimum wages as announced by Govt. of Pakistan, in case of failure;

1. The contract will not be awarded.
2. The contract will be terminated at any stage, if contractor is found at default.
3. The Cleaning Duty hours shall be to suit the working hours of the Employer. According to current Employer’s working hours (Monday to Saturday), the Duty shall be as follows:-
	* **Shift From 08:30 A.M. to 04:30 P.M**
* Rate per Day basic wages including DA etc., quoted by tender/ should not be lesser than the minimum Wages prescribed by the provincial/ Federal Govt. (Whichever is higher).
* ***Statutory liabilities*** such as ESSI, EGI/ EOBI Goods Service tax etc., will be paid as per prevailing rates as declared by the State/ Federal Government from time to time.
* While quoting **minimum** **Service Charge @5% (max upto 11%),** the Service Provider should take care of all ***Statutory Payments (EOBI, ESSI, EGI etc.***) and liabilities that may arise like Bonus, Gratuity etc., if any or any charge that may be levied by the Statutory authority in future.
* The difference in subsequent minimum wages rates due to revision of the rates by the Labour Welfare Department/ State Government will be adjusted by the corporation accordingly.
* Income Tax will be deducted at source at the time of payment as per Rules.
* No any other charges will paid by SLIC except as mentioned in terms and condition.
* The bidder’s mandate/ profit must not exceed 25% of the contract net worth (excluding workers’ salaries)
	+ **The rates quoted shall be compliant with Govt. minimum wages and other compulsory benefits EOBI, ESSI (Social Security), Group Insurance etc., and inclusive of all profits, taxes viz income tax, GST, SST etc. as per government rules.**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Name, Signature & seal of the authorized person)**

For & on behalf of M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINANCIAL BID**

**H. LIST OF MATERIALS**

**(B) MATERIAL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** |  **Material** | **Units** | **Qty.** | **Rates Per Unit** | **Amount****(Rs.)** |
| 1. | Acid bottle for toilet (1-Liter) | Liter | 24 |  |  |
| 2. | Brushes for scrubbing roads fitted with rods | Nos. | 08 |  |  |
| 3. | Brushes for Commodes | Nos. | 10 |  |  |
| 4. | Brushes for scrubbing (S/Size) | Nos. | 05 |  |  |
| 5. | Brooms Hard 750 grams good quality | Nos. | 12 |  |  |
| 6. | Brooms Soft 200 grams good quality | Nos. | 10 |  |  |
| 7. | Spider Net Brush with Extendable Rod | Nos. | 03 |  |  |
| 8. | Brass Metal Polish 08 oz | Nos. | 02 |  |  |
| 9. | Basket for collecting trash | Nos. | 12 |  |  |
| 10. | Duster fine for glasses 18” x 18” | Dozen | 05 |  |  |
| 11. | Glass Cleaning Wiper (With Extendable Rod) | Dozen | 06 |  |  |
| 12. | Dettol Liquid Bottle ( 1-Liter) | Liter | 02 |  |  |
| 13. | Glass cleaners (Glint or equivalent) | Bottles | 12 |  |  |
| 14. | Mops long cotton 2 feet (chindi) | Nos. | 08 |  |  |
| 15. | Naphthalene balls (camphor balls) | Doz. – Pak | 06 |  |  |
| 16. | Phenyl tins (perfumed) 1.5 Liter | Tin | 12 |  |  |
| 17. | Wiper (Squeegees Rubber Mop) | Nos. | 08 |  |  |
| 18. | Harrpic Liquid Bottle (Red + Blue) | Bottles | 12 |  |  |
| 19. | Carpet brush Nylon 8” | Nos. | 06 |  |  |
| 20. | Surf powder Large | Kg. | 06 |  |  |
| 21. | Vim Powder Large | Kg. | 03 |  |  |
| 22. | Tissue Role & Boxes (Equal Quantity) | Nos. | 24 |  |  |
| 23. | Tissue Jumbo Role (Best Quality) | Nos. | 24 |  |  |
| 24. | Toilet Soap Lux (Small) | Nos. | 48 |  |  |
| 25. | Liquid Soap Refill (Lifebuoy or equivalent) | Liter | 15 |  |  |
| 26. | Rodent Control Pills (Zinc/ Iron Oxide) | Doz. - Pak | 03 |  |  |
| 27. | Air Freshener (300-ML) Spray Bottle | Bottles | 18 |  |  |
| 28. | Mortein (Insect Killer Spray) 50 ml | Bottles | 08 |  |  |
| 29. | Shaper Bag (Trash Collection) **3x1.66 & 2x1.50** | Kg | 06 |  |  |
|  |  |  |  |  |  |
|  | **Grand Total** | **(Amount)** | **Rs.** |
|  |  |

**FINANCIAL BID**

**SUMMARY OF COST**

**BREAKUP OF TOTAL QUOTED MONTHLY SERVICE CHARGES *(INCLUDING LABOR, MATERIAL, TAXES AND CONTRACTOR’S PROFIT)* FOR THE CLEANING & JANIRIAL SERVICES CONTRACT.**

|  |  |
| --- | --- |
| **ITEM** | **AMOUNT****(Rs.)** |
| **Labor Cost: (A)** | Rs.  |
| **Monthly Material Cost: (B)**  | Rs.  |
| **Exterior Window Frame & Glass Cleaning Charges****(Quarterly Basis) (C)** | Rs. |
| **Total D=(A+B+C)** | Rs.  |
| **Contractor Profit/ Overheads & all types of other Expenditures i.e., EOBI/ Social Security etc., E =\_\_\_% OF (D)**  | Rs.  |
| **SST/ GST on Contractor Profit: (F =\_\_\_% OF (E)**  | Rs.  |
| **Total quoted amount per Month: G = (D+E+F) E x 12)** | Rs.  |
| **Total quoted amount per Annum: H = (G x 12)** | Rs. |

**RUPEES IN WORDS: ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ PER ANNUM)**

**NOTE:**

The ABOVE rates quoted shall be inclusive of all profits, taxes viz income tax, GST, SST, LEVIES etc. as per Government Rules.

**DRAFT ANNUAL MAINTENANCE CONTRACT AGREEMENT**

**(CLEANING & JANITORIAL SERVICES)**

THIS AGREEMENT is made on between **State Life Insurance Corporation of Pakistan, Islamabad** (hereinafter referred to as “Client” which expression unless excluded or repugnant to the context be deemed to include his successors and assigns), and having registered **principal place of office at State Life Building No.9, Dr. Zia-ud-Din Ahmed Road, Karachi - 75530** of the One Part,

**AND** M/s having its registered office at (Hereinafter referred to as “the Contractor”) which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Cleaning & Janitorial Services to Client.

NOW THIS AGREEMENT WITNESSTH as follows:

1. **WHEREAS** the Client invited bids through open tender, vide Notice Inviting Tender dated for “**availing Cleaning & Janitorial Services of State Life Tower (Plot-61) Jinnah Avenue, Islamabad** under **Tender No. SLIC/RE/JS/SLIC-TOWER/ISB/018/08/2024 at:**
2. AND WHEREAS the Contractor submitted his bid vide in accordance with the procedure mentioned along with the bid documents and represented therein that it fulfills all the requirements and has resources and competence to provide the requisite services to the Client
3. **AND WHEREAS** the Client has selected **M/s** as the successful bidder (“the Contractor”) pursuant to the bidding process and negotiation of contract prices, awarded the **Letter of Acceptance (LOA) No.** to the Contractor on for a total sum of [Rupees only].
4. **AND WHEREAS** the Client desires that the Cleaning & Janitorial Services (as defined in the Bidding Document) be provided, performed, executed and completed by the Contractor, and wishes to appoint the Contractor for carrying out such services.

1. **AND WHEREAS** the Contractor acknowledges that the Client shall enter into contracts with other contractors / parties for the manpower services of its premises in cases the Contractor falls into breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard.

1. **AND WHEREAS** the terms and conditions of this Contract have been fully negotiated between the Client and the Contractor as parties of competent capacity and equal standing.
2. **AND WHEREAS** the Contractor has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing Cleaning & Janitorial Services in the Client’s premises, failing which the Contract is liable to be terminated at any time, without assigning any reasons by the Client.

1. **AND WHEREAS** the Contractor shall be responsible for payment of Service Tax with Excise and Taxation Department. The documentary proof of the same must be submitted within one month of payment of particular bill for the amount of Service Tax Charged in the said bill.

VIII. **AND WHEREAS** the Client and the Contractor agree as follows:

1. The Contractor (The successful bidder) hereby agrees that he is solely liable to fully indemnify and keep the Client indemnified against all loses/ penalties/ awards/ decrees arising out of litigation/ claims/ application initiated against the Client on account of acts of omission/ commission attributable to the Contractor and which are punishable under the provisions of Ministry of Labour and Employment Acts.

1. In this Agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents**.**

(a) The Letter of Acceptance (LOA) issued by the Client.

(b) Notice to Proceed (NTP) issued by the Client.

(c) The complete Bid, as submitted by the Contractor.

1. The Addenda, if any, issued by the Client.
2. Any other documents forming part of this Contract Agreement till date.
3. Supplementary Agreements executed from time to time.
4. Any changes / modifications / amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement.
5. This Contract shall be governed by and construed in accordance with the laws of Pakistan. Each Party hereby submits to the jurisdiction at Islamabad.

IX**. NATURE OF AGREEMENT: The parties hereto have considered** agreed to and have a clear understanding on the following aspects:

1. **This** Agreement is for providing the aforementioned services and is not an Agreement for supply of contract workers/ labour. It is clearly understood by the Contractor that the persons employed by the Contractor for providing services as mentioned herein, shall be the employees of the Contractor only and not of the Client. The individual person(s) to be deployed for providing the said services, shall be decided by the Contractor who shall be liable to make payments to them towards their monthly wages, etc. and other statutory dues like EOBI, ESSI, Minimum wages, bonus, gratuity, etc.
2. **The** client shall not be liable for any obligation/ responsibilities, contractual, legal or otherwise, towards the Contractor’s employees/ agents or to the said employees/ agents directly and/ or indirectly, in any manner whatsoever.
3. **The** personnel of the Contractor rendering the services under this Agreement, shall never be deemed to be the employees of the Client in any manner whatsoever and shall not be entitled to claim from the Client for employment, wages, damages, compensation or anything arising from their deployment by the Contractor.

X. **AND WHEREAS** the Client and the Contractor agree as follows:

When any condition of the contract is broken by the contractor, the Client who suffers any loss or damage by such breach, shall be entitled to receive, from the Contractor who has broken the condition(s) of the contract, compensation for any loss or damage caused to the Client thereby, which naturally arose in the usual course of things from such breach, or which the contractor and the Client knew, when they made the contract to be likely to result from the breach of it.

XI **IN WITNESS WHEREOF** the parties hereto have caused this Agreement to be executed in accordance with the laws of Pakistan on the day, month and year indicated above.

|  |  |  |
| --- | --- | --- |
| Signed on behalf ofthe Contractor(Authorized Signatory) |  | Signed on Behalf of State Life Insurance Corporation of Pakistan, Islamabad(Authorized Signatory) |

