



**STATE LIFE**

INSURANCE CORPORATION OF PAKISTAN

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## **TENDER DOCUMENTS**

**Tender NO (SLIC/JANITORIAL /RED/PESH & D.I KHAN/NOV/2024/01)**

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**ANNUAL TENDER FOR JANITORIAL SERVICES AT STATE LIFE  
BUILDING – PESHAWAR & D.I KHAN**

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**RETURN via E-PADS TO:**

SLIC/JANITORIAL /RED/PESH & D.I KHAN/NOV/2024/01 (TENDER DOCUMENTS) Page 1 of 15

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

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**SUBJECT: CLEANING AND SERVICING WORKS AT STATE LIFE BUILDING – PESHAWAR & D.I KHAN**

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 & Conditions
4. Special Conditions of Contract
5. Schedule of Janitorial Services
6. List of Staff
7. List of Material
8. List of Cleaning Material

Thanking you,

Yours sincerely,

Kindly submit your quotation through EPADS for the job along with the above documents duly signed on or before \_\_\_\_\_ at \_\_\_\_\_ hours.

Tenders will be opened online on EPADS at time & date as mentioned in the advertisement on PPRA / SLIC Websites and Newspapers in the presence of tenders or their representatives who may wish to be present.

Thanks & Regards.

**Signature & Seal of Contractor** \_\_\_\_\_

**RETURN via E-PADS TO:**

**NOTE: TO BE SUBMITTED BY THE CONTRACTORS ON THEIR LETTER HEAD**

Incharge  
Real Estate Department  
Ground Floor, STATE LIFE Building  
34-The Mall, Peshawar Cantt.

**SUB: CLEANING AND SERVICING WORKS AT STATE LIFE BUILDING – PESHAWAR & D.I KHAN.**

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.

A Pay Order No. \_\_\_\_\_ dated \_\_\_\_\_ from \_\_\_\_\_ Bank for Rs. \_\_\_\_\_ is enclosed as earnest money.

Thank you.

Yours sincerely,

**For & behalf of Contractor**

**Signature & Seal of Contractor** \_\_\_\_\_

**CRITERIA FOR PRE - QUALIFICATION  
OF JANITORIAL FIRMS / CONTRACTORS**

Name of the Firm	
Address	
Contacts	
Email	

S #	Description	Allotted Marks
1.	Status of the Firm	Years of Establishment 15 Marks
		Company Profile / Data / Works Profile 05 Marks
2.	List of Office Staff & Equipment	(Staff) 10 Marks
		(Equipment) 10 Marks
3.	Number of Reputed Organizations where such Services have been Provided	10 Marks
4.	Services Presently in Hand	10 Marks
5.	Financial Status of the Firm & Income Tax Returns of the Last Five Years	20 Marks
6.	Last Year Audited Statement	10 Marks
7.	Valid Registration with Social Security	10 Marks

**TOTAL:**

<b>100 Marks</b>
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**SELECTION MARKS : 60%**

**Mandatory Requirement**

- National Tax Number
- GST Registration
- Company Registration Certificate
- Undertaking on Stamp Paper for **NOT BLACK LISTED** from any Firms from any Govt. Semi Govt. or Private Organizations need not apply.
- EOBI.
- Social Security (ESSI for KPK)

**Signature & Seal of Contractor** \_\_\_\_\_

**SCOPE OF WORK**

1. Sweeping and cleaning of all rooms, halls, lobbies, terraces, courtyards, parking areas and foot-paths, roof top etc of **STATE LIFE Building Peshawar & D.I Khan**.
2. Dusting and cleaning of all interior and exterior surfaces of building including stairs, railings, glasses, doors, windows, internal partition walls etc.
3. Washing and polishing of floors and staircases including decorative marble walls and other metal surfaces.
4. Cleaning and washing of kitchen / pantry and bathrooms including commodes, urinals, wash basins with proper disinfectant phenyl etc.
5. Carpet cleaning by vacuum cleaner if any.
6. Disposal of the litter / garbage, (Garden debris) from the offices and building compound & disposal site as per municipal requirements.
7. Cleaning of Manholes & Sewerage lines in & in front of buildings and keep it in running condition at all time.
8. Chemical Polishing of Ground Floor and ground Floor Lift Lobby, Main Building Lobbies etc after every FOUR Months.
9. Clear Blockages in Drains and Toilets whenever required.
10. Dusting and Cleaning Pictures, Glazing, Shelves, Venetian Blinds and Windows as per approved schedule.
11. Dusting and Washing of Main Gates of the Building (WEEKLY).

**Signature & Seal of Contractor** \_\_\_\_\_

### **TERMS AND CONDITIONS**

1. The Housekeeping Contractor will be required to employ, on full time basis all the labour required for cleaning and servicing jobs at its own cost.

2. All materials required for cleaning, servicing and polishing works shall be provided by the contractor at its own cost. The material shall be of best quality. Wax Polish and Metal Polish shall be of Reckitt & Colman.

**The contractor at its own expenses shall arrange all equipment, tools, gadgets and other items required to carry out the services.**

3. The contractor shall submit schedule of works to be carried out for approval of Corporation. The schedule shall be in such a manner that all the services are efficiently carried out and the building should look clean and tidy all the time.
4. All taxes, government levies and charges shall be borne by the contractor.
5. The offices rented to tenants are excluded from the scope of work however common areas are included in scope of work.
6. Deduction of amount from the bill will be made on account of un-satisfactory services, absence of workers, shortage of material etc.
7. Retention Money of 5% will be deducted from each bill submitted by the contractor on monthly basis. The retention money will be released to the contractor after satisfactory completion of the contract.
8. The requirement of material, labour and schedule of work as mentioned hereinafter are only an approximation and for guideline which may be amended to some extent keeping in view the situation arises during execution of work in the contract period. Contractor will in no way be absolved from his responsibility for keeping the building in clean and tidy condition.
9. Contractor shall be responsible for any breaking / stealing of office material during the servicing by its staff. In case of any such happening contractor will pay the damages / compensations.
10. The Corporation will supervise and regulate the work of the housekeeping contractor through its Real Estate Incharge. The contractor shall follow all instructions issued by the Real Estate Department in respect of all the work as contained in scope of work.
11. Contractor will have to provide / supply a good looking uniform and identity card to all his workers. Staff must be in uniform when they attend duty. All the workers should have their NIC and their age should not be less than 18 years.
12. **Rs. 4,35,000/- Fixed Amount per Annum (for Tender Bid)**
13. STATE LIFE reserves the right to accept or reject any or all of the tenders as per provisions of PPRA rules.
14. **First THREE Months of the contract period is probationary period and if the services of the contractor were found un-satisfactory as per standards the contract shall be cancelled.**
15. The corporation will not be responsible for any loss / damage and / or injury sustained by the workers employed by the contractor during the performance of this contract.
16. The corporation reserves the right to terminate this contract at any time without assigning any reason whatsoever by giving ONE Month advance notice.
17. The corporation reserves the right to stop entry of any person deputed by the contractor for performance of the contract.

**Signature & Seal of Contractor \_\_\_\_\_**

18. If any employee of contractor is found not suitable for job by concerned STATE LIFE officer, the employee should be replaced and removed by the contractor within ONE day.
19. **The contractor's staff shall follow the corporation's security rules strictly.**

20. **Contractor shall be exclusively responsible to tackle any demand raised by his workers whether FINANCIAL or ADMINISTRATIVE any time.**
21. **If any employee of contractor found not suitable for the job by concerned SLIC Officer that employee should be replaced and removed by the contractor within one day.**
22. 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 the Government of PAKISTAN and will be adhered to all the times and should submit documentary evidence if and when required by concerned agency / department.
23. **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.**
24. 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 bill.

**Signature & Seal of Contractor** \_\_\_\_\_

**SPECIAL CONDITIONS OF CONTRACT**

<b>1.</b>	Date & Time for submission of e-bids on (e-PADS).	On or before <b>10-12-2024 at -10:30 AM</b> , Bid will be open on same day at <b>11:00 AM</b> on e-PADS. No manual bids will be accepted.
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1.	Amount of Bid Security (Bank Draft) to be submitted with Tender	<b>Rs. 4,35,000/-</b> of quoted amount in the form of pay order / bank guarantee by schedule bank in favor of M/s. "State Life Insurance Corporation of Pakistan. Which shall be submitted in original Hard form before closing time of e-PADS Bids submission.
2.	Release of Bid Security	<p>a. Shall be released to un-successful bidders on acceptance of tender of the lowest bidder.</p> <p>b. Earnest Money of the Lowest Bidder will be retained by STATE LIFE for full period of the 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 STATE LIFE Building Incharge.
5.	Deduction of Amount from the Bill on account of un-satisfactory services or any other item	<p>a. A lump sum amount up to <b>05%</b> assessed by STATE LIFE Representative in case of un-satisfactory services / shortage of material.</p> <p>b. <b>Rs.1.5 times</b> of wages quoted per day per worker in case of absence of a worker.</p> <p>c. <b>Rs.200/-</b> per day for not wearing uniform &amp; ID Card.</p> <p>d. All Taxes (Income Tax / GST etc.) or any other taxes announced by Govt. of Pakistan.</p> <p>e. RETENTION MONEY of <b>05%</b> will be deducted from Monthly Bills which will be released to the contractor on satisfactory completion of the contract period.</p>
6.	Period within which contract agreement is to be signed after the date of acceptance of lowest bid by the employer.	<b>FIVE (05) days</b>
7.	Escalation	<p>(i) Maximum to the yearly INFLATION announced by STATE BANK of PAKISTAN.</p> <p>(ii) Difference in Minimum Wages announced by Government.</p> <p>(iii) Any Additional TAX imposed by Government after AWARD of CONTRACT.</p>
8.	Period of Contract	<b>ONE (01) Year</b>
	Agreement	Rs.500/- stamp paper within Three (03) Days after signing of Letter of Award.
	Venue of Arbitration	<b>Peshawar Building and D. I. Khan</b>
	Performance bond as per E-PADS	

Signature & Seal of Contractor \_\_\_\_\_



**STATE LIFE**



**FINANCIAL BID**

**Tender NO # (SLIC/JANITORIAL /RED/PESH & D.I KHAN/NOV/2024/01)**

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**ANNUAL TENDER FOR JANITORIAL SERVICES AT STATE LIFE  
BUILDING – PESHAWAR & D.I KHAN**

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**SCHEDULE OF JANITRIAL SERVICES**

The Schedule of Janitorial Services would be as under:

1.	Sweeping & Dust Mopping Cleaning	Minimum (02) Times Daily
2.	Floors Wet Mopping	Minimum (01) Time Daily
3.	Garbage Removal	Daily

4.	Toilets & Kitchens Washing (Toilets & Wash Rooms)	Minimum (02) Times Daily
5.	Area cleaning i.e Parking Areas, all stains, lobbies, hall, stair railing etc. Removing of Posters, banners etc. as per directives of Building Incharge.	Minimum (02) Times Daily
6.	Carpets Vacuum cleaning	As & when required / directed
7.	Cleaning of windows glazing (Internal & External)	Weekly
8.	Polishing of Brass / equivalent made items, light shades, signs, ashtrays in common areas only.	As & when required / directed
9.	<p><b><u>Floor Machine Polishing:</u></b></p> <p>a. Mosaic / Marble floor &amp; walls of common area lounge, terrace stains.</p> <p>b. Chemical Polishing of lobbies, common areas and wherever required &amp; decorative marble walls.</p>	After every FOUR (04) months
		To be carried out monthly
10.	Dusting all partitions, curtains and removal of cobwebs etc	Weekly
11.	Cleaning of all stains, sign boards, walls, fans, lights, shades, false ceiling and fittings etc.	Weekly
12.	Cleaning of manholes / Sewerage Lines	Twice a month or whenever required

## **LIST OF BUILDING & STAFF DETAILS FOR JANITORIAL SERVICES**

### **FOR STATE LIFE BUILDING PESHAWAR**

Descriptions	Employees (No's)
Janitorial Supervisor	01
Plumber	01
Assistant Plumber	01
Gardner	01
Aluminum/Carpenter	01
Polish Machine Operator	01
Cleaner	01
Janitor	12
<b>Total</b>	<b>19</b>

**FOR STATE LIFE BUILDING D.I KHAN**

Descriptions	Employees (No's)
Plumber	01
Janitor	04
<b>Total</b>	<b>05</b>

**Total Staff State Life Building Peshawar and D. I. Khan**

Descriptions	Employees (No's)
Janitorial Supervisor	01
Plumber	02
Janitorial Staff	21
<b>Total</b>	<b>24</b>

**LIST OF MATERIAL FOR JANITORIAL SERVICES**

**(B) MONTHLY MATERIAL AT STATE LIFE BUILDING - PESHAWAR.**

Sr.#	Name of Material	Unit	Qty	Rate (Rs)	Total (Rs)
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1	Acid bottle for toilet	Bottles	12		
2	ARS tablets (packets)	Kg	04		
3	Brushes for scrubbing rods fitted with rods.	Nos	08		
4	Brushes for commodes	Nos	20		
5	Brushes for scrubbing (S/Size)	Nos	06		
6	Brooms Hard 750 grams good quality	Nos	20		
7	Brooms staff 200 grams each good quality	Nos	20		
8	Basket for collecting trash	Nos	10		
9	Bleaching powder	Kg	05		
10	Duster fine for glasses 18" x 18"	Nos	48		
11	Duster rough for floors 18" x 18"	Nos	24		
12	Drain opener	Nos	06		
13	Glass cleaners	Nos	10		
14	Mops fitted with rod 12" cotton bristle on wooden portion.	Nos	12		
15	Mops long cotton 4 feet 6 lbs eath (Chlndl)	Nos	10		
16	Mansion polish for floor polishing	Kg	20		
17	Nepthaline balls (Comphar balls)	Kg	05		
18	Phenyl tins (perfumed)	Tins	10		
19	Squeegees (Rubber mops)	Nos	08		
20	Stain remover for carpet	Bottles	02		
21	Vim small size (450) grams	Nos	25		
22	Carpet brush Nylon 8".	Nos	06		

**B =**

**(B) MONTHLY MATERIAL FOR STATE LIFE BUILDING - D.I.KHAN.**

Sr.#	Name of Material	Unit	Qty	Rate (Rs)	Total (Rs)
1	Acid bottle for toilet	Bottles	06		
2	ARS tablets (packets)	Kg	04		
3	Brushes for scrubbing rods fitted with rods.	Nos	04		
4	Brushes for commodes	Nos	10		
5	Brushes for scrubbing (S/Size)	Nos	03		
6	Brooms Hard 750 grams good quality	Nos	10		
7	Basket for collecting trash	Nos	10		
8	Bleaching powder	Kg	03		
9	Duster fine for glasses 18" x 18"	Nos	24		
10	Duster rough for floors 18" x 18"	Nos	12		
11	Drain opener	Nos	06		
12	Mops long cotton 4 feet 6 lbs eath (Chlndl)	Nos	06		
13	Mansion polish for floor polishing	Kg	15		
14	Nepthaline balls (Comphar balls)	Kg	05		
15	Phenyl tins (perfumed)	Tins	06		
16	Vim small size (450) grams	Nos	15		

**(B) =**

**FINANCIAL BID SUMMERY OF COST:**

**TOTAL QUOTED MONTHLY SERVICE CHARGES (INCLUDING ALL LABOURS, ALL MATERIALS, TAXES AND CONTRACTOR'S PROFIT) FOR THE WORKS OF SLB PESHAWAR & D. I. KHAN**

ITEM	AMOUNT IN (RS)
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Labors Cost:	Rs. _____/-
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Monthly Material Cost:	Rs. _____ /-
Uniform	Rs. _____ /-
Income tax :	Rs. _____ /-
KPRA Tax :	Rs. _____ /-
Profit:	Rs. _____ /-
EOBI + ESSI (Social Security KPK)	Rs. _____ /-
Total Quoted Amount for Services Per Month:	Rs. _____ /-
Total Quoted Amount Per Annum:	Rs. _____ /-

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

*Note: The above rates quoted shall be inclusive of all Profits, EOBI, ESSI, Taxes viz Income Tax, KPRA Tax etc. as per Government Rules.*

**BREAK UP OF QUOTED AMOUNT OF LABOUR FOR SLB PESHAWAR & D.I KHAN:**

	<b>Qty</b> (Nos)	<b>Salary</b> (Rs) (Each)	<b>Amount</b> (Rs)
Janitorial Supervisor	01		
Plumber	02		
Assistant Plumber	01		
Gardner	01		
Aluminum/Carpenter	01		
Polish Machine Operator	01		
Cleaner	01		
Janitor	16		
Material	-		
Uniform	-		
KPRA	-		
Income Tax	-		
EOBI + ESSI (Social Security)	-		
Profit	-		
	<b>Total/Month:</b>	<b>24</b>	<b>-</b>

**SIGNATURE & SEAL OF THE CONTRACTOR**

**Note:-**

- Contractor will submit Break Up of the quoted amount showing amount of Wages of Staff, Cost of Material, EOBI, ESSI (Social Security KPK) Income Tax, KPRA Tax, O/H, Profit etc.
- The minimum wages and other terms and conditions of employment of personnel engaged for the job shall not be less than fixed by the Government / law of land.

3. The contractor shall submit proof of payment of paying wages, not less than fixed by the government or authorized department, every month to the employer / corporation. If it is found / reported that minimum wages are not being paid by the contractor, the same shall be deducted from the monthly payable amount.

**SIGNATURE & SEAL OF THE CONTRACTOR**

**CLEANING EQUIPMENT**

S.No	Name of Equipment	Unit	Quantity
1	Mopping Trolley / Equipments	Nos	02
2	Vacuum Cleaner	Nos	01
3	Hand Trolley	Nos	02
4	Shoval	Nos	02
5	Floor Polish Machine	Nos	01
6	Aluminum Folding Ladder (Ghori)	Nos	01
7	Blower	Nos	01
8	G.I / Plastic Buckets	Nos	06
9	Plumbing Tools as per Site Requirement Gardener Tools as per Site Requirement		
10	Aluminum /Carpenter Tools as per Site Requirement		

Note: Contractor is bound to make standby arrangements in case of failure of any equipment at site

**TENDER NOTICE**

**INVITATION TO BID**

**TENDER No. SLIC/JANITORIAL /RED/PESH & D.I KHAN/NOV/2024/01**  
**E-PADS Tender No. -----**

1. *State Life Insurance Corporation of Pakistan* invites bids via PPRA e-PADS from the original authorized distributors/suppliers/Contractors etc., for the

contract “**JANITORIAL SERVICES WORKS AT STATE LIFE BUILDING PESHAWAR AND D.I KHAN**”. 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 at State life’s website [www.statelife.com.pk](http://www.statelife.com.pk) free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents, submitted through e-PADS **on or before date/ time as stipulated by e-PADS on 10-12-2024 10:30 am** and will be opened on the same day **at 11:00 am**. This advertisement has been published via PPRA e-PADS website, [www.ppra.org.pk](http://www.ppra.org.pk) & [www.statelife.com.pk](http://www.statelife.com.pk) .

4. Any bid submitted other than e-PADS would not be considered.

**(MUHAMMAD ASIF KHAN)**

Dy. Mgr / Incharge

Real Estate Department,

Ground Floor, STATE LIFE Building

34-The Mall, Peshawar Cantt.

Ph: 091-9222000

<p>WE ARE AN EQUAL OPPORTUNITY EMPLOYER</p>  <p>STATE LIFE 1972 - 2022</p>	<p><b>FOR RENTING OF OFFICE SPACES IN STATE LIFE BUILDINGS, PLEASE CONTACT THE GIVEN TELEPHONE NUMBERS. (051-9206017 / 053-9260340 / 091-9222000)</b></p>	<p><b>(MUHAMMAD ASIF KHAN)</b> Assistant Mgr / Incharge Real Estate Department, Ground Floor, STATE LIFE Building 34-The Mall, Peshawar Cantt. Ph: 091-9222000</p> 
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