

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**  
**(REAL ESTATE DEPARTMENT) LAHORE**

**Invitation for Tender Monthly Contract For Operation, Maintenance & Servicing of**  
**04 No's Lifts Installed at State Life Building, Liaqat Road Faisalabad.**


**TENDER NO. RED-LIIR-LIFT-SLB 02 (FSD)-21-2024**

Real Estate Department State Life Insurance Corporation of Pakistan invites sealed quotations from eligible/ reputed Firms for Monthly Contract For Operation, Maintenance & Servicing of 04 No's Lifts Installed at State Life Building, Liaqat Road Faisalabad.

Title of Works	Bid Security in the Form of Bank Draft /Pay Order/ CDR Only (Rs.)
Monthly Contract For Operation, Maintenance & Servicing of 04 No's Lifts Installed at State Life Building, Liaqat Road Faisalabad.	Rs.80000/-

1. Single Stage Two Envelop System will be adopted. All details regarding the above are available in tender documents.
2. Bid Security shall be submitted in the form of a Pay Order / Bank Draft in favor of the State Life Insurance Corporation of Pakistan and must be submitted at the address given in tender notice before closing date and time else their bid will not be entertained.
3. Bidding documents containing detail terms and conditions etc are available for download on EPADS website <https://eprocure.gov.pk> and State Life Website [www.statelife.com.pk](http://www.statelife.com.pk) free of cost.
4. The bids prepared in accordance with the instruction in the bidding documents must be submitted through e-PADS on or before 13-12-2024 up to 11:00 AM. Bids will be opened on same day at 11:30 A.M.
5. This advertisement is available on PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) and 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.

**Note:** State Life may reject any or all bids at any time prior to the acceptance of award.

 <b>STATE LIFE</b> INSURANCE CORPORATION OF PAKISTAN For Renting of Office Spaces in State Life Commercial Buildings, Please Contract On The Given Telephone Number:- Ph # 99200396, 99203443	<b>A.G.M (Real Estate)</b> State Life Building, 15- A Davis Road, Lahore Ph # 99200396, 99203443
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# Tender Documents

MONTHLY CONTRACT FOR OPERATION,  
MAINTENANCE & SERVICING OF FOUR (04)  
LIFTS INSTALLED IN STATE LIFE BUILDING  
FAISALABAD

Engr. M Jehangir Tariq  
AGM (Real Estate)  
Lahore



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

REAL ESTATE 15-A Davis Road Lahore Tel: 04299200396, Fax 99200302

Note: To be submitted by the contractor on their Letter Head

**(Letter of Offer)**

Incharge Real Estate,  
State Life Insurance Corporation of Pakistan  
State Life Building  
15-A Davis Road Lahore

**Subject: Monthly Contract For Operation, Maintenance & Servicing of four (04) Lifts  
Installed at State Life Building, Faisalabad.**

Dear Sir,

1. I have visit the premises for preliminary inspection of works & studied the scope of works, terms and condition etc. we hereby offer to execute and provide subject services, for as total bid amount of  
Rs..... per month  
(Rupees.....)
2. Bid Security amount Rs...../- In favor of SLIC issued by ..... Bank dated ..... is enclosed
3. We agree to abide by this for the period of 120 days from the date of opening of bid and it shall binding upon us.

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

Signature: \_\_\_\_\_

In the capacity of \_\_\_\_\_ duly authorized to sign bid for & on behalf of

(Seal & Stamp of the Lift Contractor)



## TECHNICAL EVALUATION CRITERIA

### MANDATORY/ PRE-REQUISITE REQUIREMENT:

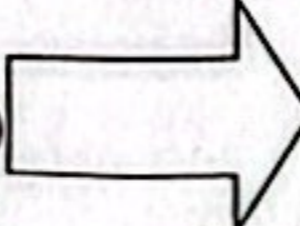
- NTN / GST CERTIFICATE / FROM FBR
- PRA REGISTRATION
- REGISTRATION WITH EOBI & PESSI
- UNDERTAKING ON STAMP PAPER THAT THE FIRM WAS NEVER BLACK LISTED, FROM ANY GOVT, SEMI GOVT OR PRIVATE ORGANIZATION.
- EXPERIENCE OF AT LEAST 05 YEARS TO HANDLE SUBJECT WORK.

Sr.#	Content	Max Marks
1	<b>(Company Profile )</b> Years of Experience; 04 marks = for each year	20
2	<b>Financial Soundness / Bank Certificate /Statement</b> <ul style="list-style-type: none"><li>• 20 Marks= annual turnover above 3 million;</li><li>• 16 Marks=for above 2.0 Million</li><li>• 12 Marks =for above 1.5 Million</li><li>• 08 Marks =for above 1.2 Million</li><li>• 04 Marks =for above 1.0 Million</li></ul>	20
3	<b>Experience of similar nature of work in the Past 5 years: (04 marks / each)</b>	20
4	<b>List of present clients</b> Registration / Enlistment with Govt. / Financial / Private organization / Semi Govt (04 marks / each) 1-2 clients = 02 marks 3-4 clients = 04 marks 5-6 clients = 06 marks 7-8 clients = 08 marks 10 and above = 10 marks	10
5	List of staff with experience related to technical knowhow and years of experience.	10
6	<b>Current Experience of similar nature of work: (04 marks / each year)</b>	20
7	<b>Total</b>	100

**Qualifying Marks = 70**

**SCHEDULE OF PRICES**

**Monthly Contract For Operation, Maintenance & Servicing of four (04) Schindler Lifts Installed at State Life Building, Faisalabad.**

<p><b>1</b> Monthly contract for operation, maintenance &amp; servicing of four lifts installed at State Life insurance corporation building Faisalabad according to condition of contract, General Requirements and scope of work as detailed in the tender documents. Break-up of O/M contract cost is as follows:</p> <ol style="list-style-type: none"> <li>1. Lift Technician = 01</li> <li>2. Lift operator = 03</li> <li>3. Pessi 6%</li> <li>4. EOBI 5%</li> <li>5. Group Insurance</li> <li>6. Maintenance / material expenses</li> <li>7. Monthly Service charges including vendor profit of four lifts.</li> <li>8. PRA (16%) on profit</li> <li>9. Income Tax</li> </ol> <p>Total ( 1 + 2 + 3 + 4 + 5 + 6 + 7 + 8 )    <b>+9</b></p>	<p>1) Rs. _____</p> <p>2) Rs. _____</p> <p>3) Rs. _____</p> <p>4) Rs. _____</p> <p>5) Rs. _____</p> <p>6) Rs. _____</p> <p>7) Rs. _____</p> <p>8) Rs. _____</p> <p>9) Rs. _____</p> <p>Total Expenses. _____ Rupees per month including all taxes.</p>
<p><b>2</b> Charges for additional services.</p> <ol style="list-style-type: none"> <li>a. Beyond normal operating hour on working days.</li> <li>b. On Sundays / public holidays</li> </ol>	<p>= (Monthly Wages / 30 ) / 8</p> <p>Rs. _____ per hour per operator</p>

1. Rates quoted should include Cost of materials. Wages. benefits. cost of uniform. EOBI, PESSI, insurance, services charges, all applicable taxes including 16% PRA and levies, overheads and profit.
2. Government rules Viz-à-viz minimum wages and other terms and conditions must be ensured by the vendor in letter and spirit.

Engr. M Jehangir Tariq  
A.G.M (Real Estate) Lahore

(Seal & Stamp of Lift Contractor)

**Monthly Contract For Operation, Maintenance & Servicing of four (04) Lifts Installed  
at State Life Building, Faisalabad.**

**Special condition of contract**

1	Amount of Bid Security (bank draft/payee as per/bankers cheque in favor of state life insurance corporation of Pakistan) to be submitted with tender.	Rs. 80,000 (Annually)
2	Release of Bid Security	<ul style="list-style-type: none"><li>• Shall be released to unsuccessful bidder after acceptance of tender by the lowest bidder.</li><li>• Bid Security of the successful bidder will be returned after expiry of the contract.</li></ul>
3	Working days Timing of work	Six working days a week (except gazzeted holidays) 08:30 AM to 5:30 PM or as directed by the in-charge
4	Commencement of work	Not later than 07 days from the date of issuance of Letter of award of work
5	Period of contract	One year
6	Mode of payment	Through monthly bills
7	Deduction of amount from bill	<ol style="list-style-type: none"><li>1. Non-operation/poor servicing of lifts as assessed by SLIC Engineer.</li><li>2. 1.5 times per day per operator of wages, in case of absence</li><li>3. Income tax as per Government rules</li><li>4. 5% services &amp; maintenance cost on un satisfactory performance</li></ol>
8	Period of honoring bill	Within one week after verification by the engineer. Upon submission of monthly bill along with attendance sheet of deputed operation & maintenance staff, and duly verified by in charge RE.
9.	Extra duty / overtime	= (Monthly Wages / 30 ) / 8 per hour per operator
10.	Procedure of competitive bidding.	<b>Single Stage Two Envelop System</b>

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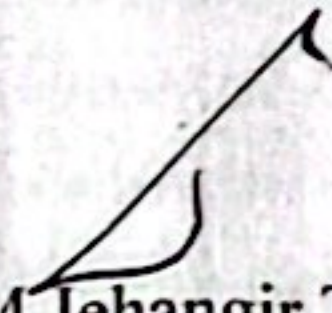
**OPERATING & MAINTENANCE STAFF**

**Monthly Contract For Operation, Maintenance & Servicing of four (04) Lifts Installed  
at State Life Building, Faisalabad.**

S.No	Strength	Designation	Qualification	Experience
a.	01	Lift Technician	Diploma / Certificate in related Trade	5 Years In Respective Field
b.	04	Lift Operators	Matric	5 Years In Respective Field
Total	05			

- The contractor shall depute experience and qualified staff for the operation, servicing and maintenance services that will work exclusively in the building and shall not be diverted to the contractor's other works, the staff must remain at the site of work during their working hours and should have required qualification and experience in their respective trades / fields.

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A.G.M (Real Estate)  
Lahore

**Monthly Contract For Operation, Maintenance & Servicing of four (04) Lifts Installed  
at State Life Building, Faisalabad.**

**Scope of Works & General Terms:**

1. The contractor shall be responsible for the following:
  - a. All staff required for the work and as listed.
  - b. All tools, cleaning brushes, instruments and equipment required to carry out the works. Contractor will also provide necessary tools & instruments at site, which are required for diagnosis of Fault in the Control Panel etc.
  - c. Supply of miscellaneous items required for work such as cotton waste and cloth, grease etc.
  - d. To keep all the spaces, lift / equipment room etc. neat and clean
  - e. Check for the working of all Electrical, Electronic and Mechanical components.
  - f. Proper cleaning of control panel, Mechanical parts, checking of all moving parts, oiling, greasing wherever required.
  - g. The contractor will submit every month's detailed check / inspection list of each lift regarding performance & condition of Lifts.
2. State Life will supervise & regulate the work of lift contractor through its Real Estate Department. The contractor shall follow all instruction issued to him by State Life in respect of all the works contained in scope of work
3. The contractor shall ensure that the systems, are operated, maintained and serviced efficiently to avoid break down during normal operation.
4. The work of routine servicing and maintenance as required must be completed by the contractor's staff everyday
5. The contractor / contractor's supervisor, technician shall immediately report any dis-functioning to the Employer Representative.
6. The contractor's will attend promptly to complaints on dis-functioning of any lifts system / parts made by employer's Representative to the contractors and rectify the same of priority basis. A log book will be maintained to record the date and time of each complaints and date and time of its rectification.
7. The contractor shall maintain a Register in the form of charts for each lift and record with dates the work of servicing, maintenance etc. as carried out. The contractor shall take confirmatory signatures from Employer's Representative for the work done.
8. The contractor must ensure regular attendance of the approved staff for work and maintain an Attendance Register for the staff and take signature from the Employer's Representative every day.
9. Replacement staff shall be immediately arranged by the contractor if any staff cannot attend to his duties.
10. The employer reserves the right to make deduction on pro-rata basis, of which the Employer shall be the sole judge, if the attendance of contractor's staff is irregular



11. The contractor shall hand over the defective items to the Employer's Representative .the contactor shall maintain the register to recover the new items taken form Employer's store an defective items handed back and take confirmatory signature form the Employer's Representative against each entry.
12. In case any equipment or its parts are damaged.or destroyed as a result of negligence of the part of the contractor, his agent or employees, the contractor shall be liable to pay for the rectification a making good of all such damages of losses.
13. The Employer shall be responsible for the following:
  - a. Spares, materials miscellaneous items required for operation, maintenance servicing & minor repairs
14. The Employer shall have the right to terminate this Agreement by giving a written notice of 30 (thirty) days and such the contractor will be paid till the time of actual performance of job.
15. Single Stage Two envelop procedure will be adopted.

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