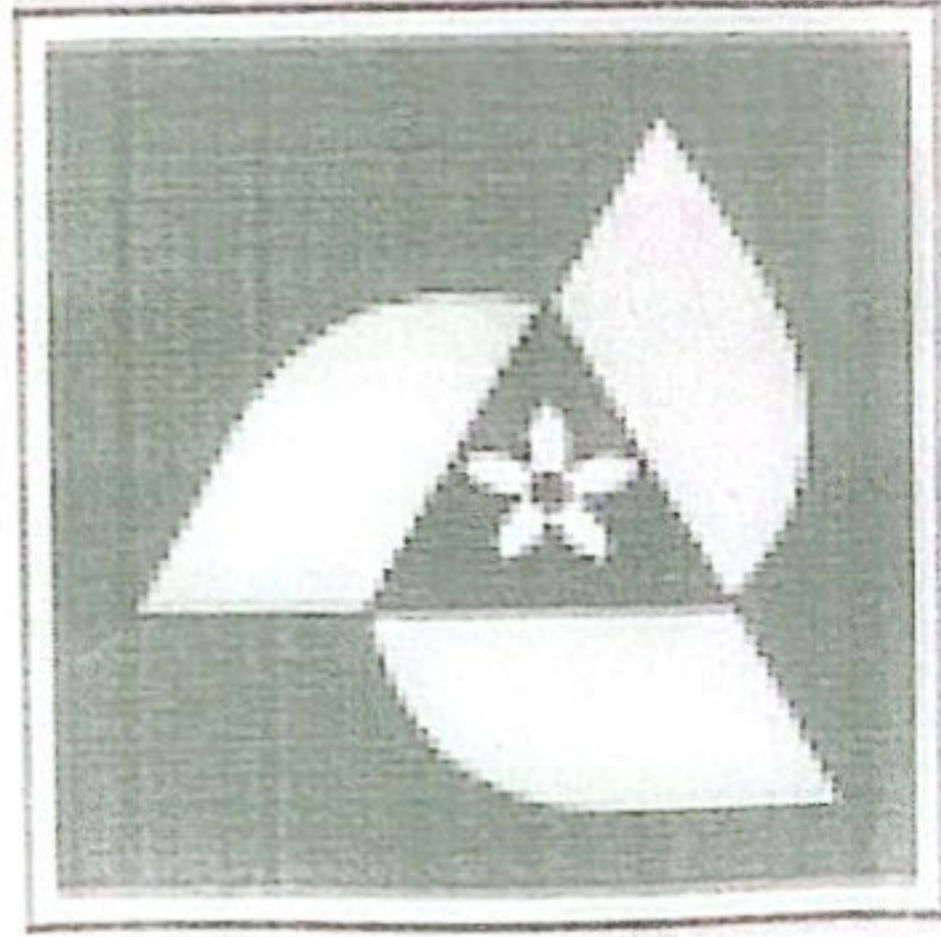


TENDER DOCUMENTS

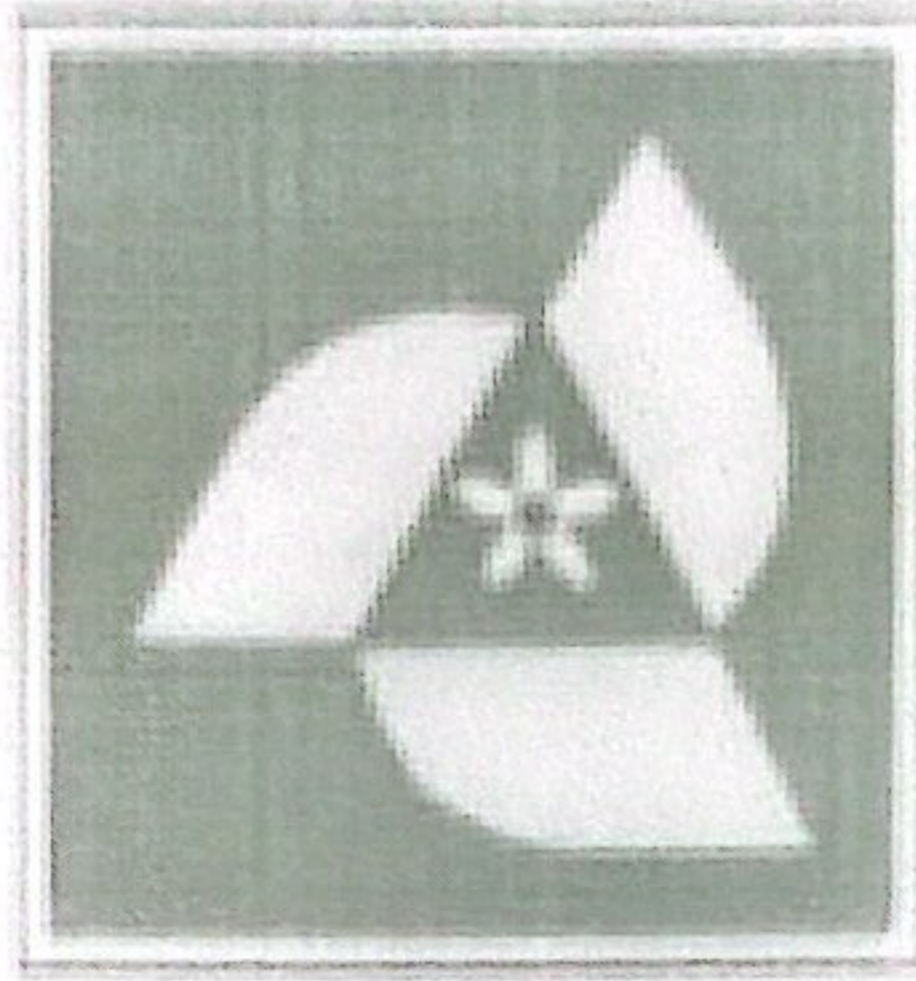
Monthly Contract For Janitorial Services of State Life Building No.02, Lytton Road Lahore



2024-2025



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Technical Bid

Cleaning & Janitorial Works Contract for
State Life Western Zone & Central Zone Buildings Located at Lahore & Sheikhpura
Zone.

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(Signature & Seal of Contractor)

M/s _____

Subject: Cleaning & Janitorial Works of State Life Western Zone & Central Zone Buildings Located at Lahore & Sheikhpura Zone.

Dear Sir,

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

1. Covering Letter
2. Mandatory Requirements
3. Post Qualification Criteria
4. Scope of Work
5. Terms & Conditions
6. Special Conditions of Contract
7. Schedule of Janitorial Services
8. List of Staff
9. List of Materials
10. List of Cleaning Equipment
11. List of Buildings

Kindly submit your bid for the job along-with above documents duly signed so as to reach this office on or before _____.

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

Cleaning & Janitorial Works Contract for
State Life Western Zone & Central Zone Buildings Located at Lahore & Sheikhpura
Zone.

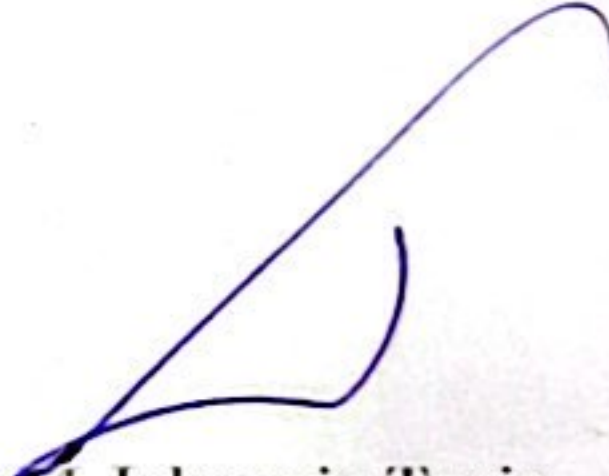
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MANDATORY REQUIREMENTS

1. Valid National Tax Number from FBR with certificate
2. Valid PST Registration Certificate
3. Valid Registration with EOBI and PESSI.
4. Original Letters, Certificates from at least three reputed govt/multinational firms where the firm is currently engaged and providing janitorial services of similar nature and scope of services
5. Undertaking on stamp paper that company is not black listed and engaged in litigation with State Life or any of the firm in respect of janitorial works.
6. Valid Registration of Group Insurance
7. Registration of Labour department


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AGM, Real Estate

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Cleaning & Janitorial Works Contract for
State Life Western Zone & Central Zone Buildings Located at Lahore & Sheikhupura
Zone.

(Signature & Seal of Contractor)

Post Qualification Criteria

Sr //	Parameters against which technical evaluation shall be done	Annexure / Page Ref. (to be filled by Firm)	Total Points allocated
1	Company Profile		
1.1	Years of Experience related to Janitorial Works		10
	Up to 2 years	02	
	3 to 5 years	04	
	6 to 8 years	06	
	9 to 10 years	08	
	10 years and more	10	
1.2	Janitorial Contracts Handled by the Firm with reputed/renowned firms during past Five years (with minimum 25 Staff)		20
	Up to 2 contracts	05	
	3 to 4 contracts	10	
	5 to 6 contracts	15	
	More than 8 contracts	20	
1.3	List of Janitorial contracts in progress (with name of firms) above Rs.500,000/ per month per job.		20
	Up to 2 contracts	05	
	3 to 4 contracts	10	
	5 to 6 contracts	15	
	More than 6 contracts	20	
1.4	Technical Staff with related experience		15
	Number of Staff: up to 10	05	
	11 to 15	10	
	25 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 Turnover (ATO)		25
	More than 0.5 and less than Rs. 2.0 million	08	
	2 to 4 million	15	

(Signature & Seal of Contractor)





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	Above 5 million	25	
3	Enlistment with Govt. departments/ Multinational organizations		5
Please Attach all documentary evidences		Total Marks	100

Qualifying marks: 60

Note:

(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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A. SCOPE OF WORKS.

1. Sweeping and cleaning of all rooms, halls, lobbies, terraces, stairs, courtyards, parking areas, foot paths, rooftop etc. of complete buildings 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. Polishing of floors of area after every 3 months. Areas to be indicated by Building Incharge.
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. Cleaning of manholes, sewerage line 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).
6. Clear blockages in drains and toilet whenever required.
7. Dusting and cleaning pictures, glazing, shelves, Venetian, blinds, window. as per approved schedule.
8. Dusting and washing of main gate of buildings (weekly).
9. Maintaining/maneuvering greenery plants of the building wherever available.
10. Providing and maintaining liquid hand wash dispensers in all the toilets.
11. On every Sat all Janitorial will work under the supervision of building incharge for general cleaning, sweeping etc. of building and the bill of the vendor must be vetted by building incharge on this regard before payment.
12. Cleaning of underground water tank twice a year.

B. TERMS & CONDITIONS

1. Bid validity periods 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. The material shall be of best quality.
4. All required equipment, tools, gadgets and their 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 & PST shall be borne by Contractor.

(Signature & Seal of Contractor)





STATE LIFE
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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 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 damaged compensations.
8. The corporation will supervise and regulate the work of the janitorial contractor through its Real Estate Division. The contractor shall follow all instructions issued to them by the Division in respect of all the work as mentioned in Scope of work.
9. Contractor will have to provide / supply of good-looking uniforms and identify card to all its workers. Staff must be in uniform when they attend duty. All the workers should have their company ID cards CNIC and their ages should not be less than 19 years.
10. Contractor shall submit with the tender Bid Security for amount Rs. 500,000/- in shape of pay order in favor of State Life Insurance Corporation of Pakistan must be submitted at the address given in tender notice before closing date and time else their bid will not be entertained.
11. State Life reserves the right to accept or reject any or all Tenders as per PPRA Rules.
12. All the payments to workers of the contractors 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 of and when required by concerned agency / department.
13. The corporation shall not be responsible for any loss/damage and/or injury sustained by the works employed by the contractor during the performance of the contractor.
14. Contractor shall be exclusively responsible to tackle any demand raised by his works whether financial or administrative any time.
15. The corporation reserves the right to terminate this contract at any time without assigning any reason whatsoever by giving one month notice.
16. The corporation reserves the right to stop the right of any person deputed by the contractor for performance of the contractor.

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Cleaning & Janitorial Works Contract for
State Life Western Zone & Central Zone Buildings Located at Lahore & Sheikhupura
Zone.

(Signature & Seal of Contractor)



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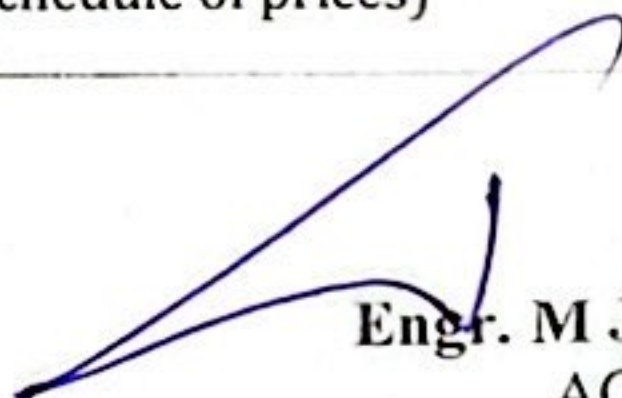
17. If any employee of contractor found not suitable for job by concerned SLIC officers. that employee should be replaced and removed by the contractor within one day.
18. The staff of contractor shall not interfere with the property or goods of the corporation. If any damage/loss are caused to the property / goods of the corporation by the staff of contractor the same shall be replaced / repaired by contractor at his own cost.
19. The contractor's staff shall follow the corporation 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 time of wages quoted, will be deducted per short workers / stall per day from the bill.
21. During the job in case of any type of breakage, damage or theft done by any Janitorial Staff REAL ESTATE (SLIC) will recover the loss from the security deposit / dues of the firm.
22. In case of any strike / emergency. the firm will ensure presence of minimum number of staff required for the cleanliness of the area /offices.
23. The successful firm will provide uniform to the Janitorial Staff who will be bound to perform their duties in proper uniform.
24. The successful firm will ensure strict compliance of Government rules on the rights and privileges of skilled / unskilled employees including their minimum wages / pay as fixed by the Government and will be solely responsible for and liable to legal action, which the concerned Government department may like to take, in case of any breach or violation of the said rules.
25. Single Stage Two envelope procedures will be adopted.
26. Any increase in the minimum Govt wages as and when announced by the Govt will be implemented

Engr. M Jehangir Tariq
AGM, Real Estate

(Signature & Seal of Contractor)

C. SPECIAL CONDITIONS OF CONTRACT

1.	Amount of Bid Security (Bank Draft) in favor of State Life Insurance Corporation of Pakistan to be submitted at the address given in tender notice before closing date	Rs.500,000/-
2.	Release of Bid Security	<p>a. Bid Security of lowest two bidders will be retained up to 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 as week (07:00 am to 04:00 pm).
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 as per short worker / staff per day from the bill.</p> <p>iii. All Taxes and Charges (income tax, PST, GST, PEESI, EOBI & etc.) or any other taxes announced by Government of Pakistan.</p>
7.	Period of contract	One (01) Year
	Insurance Coverage	The successful Janitorial Contractor shall have to arrange and provide an insurance coverage of Rs. 200,000/- (Rupees Two Lacks only) in favor of State Life Insurance Corporation of Pakistan to cover loss occurred by the negligence on part of the janitorial personnel deployed by the janitorial contractor in the building.
8.	Number of Workers	38 (as per schedule of prices)

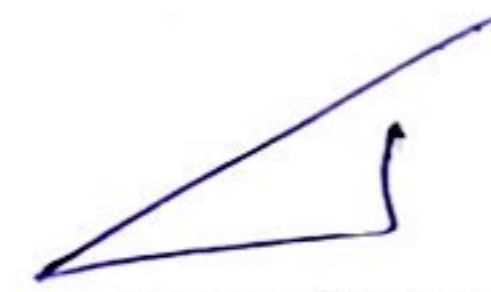

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(Signature & Seal of Contractor)

D. 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.	Cleaning of windows glazing (internal & external)	Weekly
7.	Floor Machine polishing (wax polishing) Mosaic / Marble floor and walls of common area Lounge, Terrace	After every 03 months
8.	Dusting all partitions, curtains and removal of cobwebs etc.	Weekly
9.	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
11.	Over Head & Underground water tanks cleaning.	Every 6 Months



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E. STAFF DETAIL AT BUILDINGS

Sr. #.	Building No.	Supervisor	Cleaner	Sweeper	Electrician	Plumber	Carpenter	QTY
01	RED LHR	----	----	----	01	01	----	02
02	Lahore Central Zone SLB # 02	01	----	16	----	----	01	18
03	Lahore Western Zone SLB # 02	01	----	12	----	----	----	13
04	LZW'S newly established SKP Zone	----	----	5	----	----	----	5
Total								38

- State Life reserve the right to vary (increase or decrease) the above strength of staff as per its 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.
- Quality of material shall be approved by Building In-charge / service section at various State Life building.



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F. LIST OF CLEANING EQUIPMENT :

SR. NO.	NAME OF EQUIPMENTS
01	Aluminum folding leader
02	Floor Scrubbing Machine
03	Hand Trolley
04	Vacuum cleaner

G. LIST OF CLEANING MATERIALS:

1. Baskets for trash collection
2. Brooms
3. Brushes for scrubbing
4. Mop for floors
5. Dusters / rough towels for glasses
6. Dusters for glass
7. Glass Cleaner
8. Wipers
9. Cleaning powder / Vim
10. Jala Brush
11. Acid Bottle for Toilets
12. Drain opener
13. Naphthalene Balls
14. Phenyl
15. Air Fresheners
16. Perfumed tickles


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H. Address of State Life Buildings included in the Contract.

Sr. #	Building No.	Location
1	Western Zone SLB # 02	Lytton Road Lahore
2	Central Zone SLB # 02	Lytton Road Lahore
3	LZW's newly Established SKP Zone	Sheikhupura

Engr. M Jehangir Tariq



STATE LIFE
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Financial Bid

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Cleaning & Janitorial Works Contract for
State Life Western Zone & Central Zone Buildings Located at Lahore & Sheikhupura
Zone

(Signature & Seal of Contractor)



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

A-COVERING LETTER

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

In charge,
Real Estate Department, State
Life Building

Subject: Cleaning & Janitorial Works of State Life Western Zone & Central Zone
Buildings Located at Lahore & Sheikhpura.

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

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Cleaning & Janitorial Works Contract for
State Life Western Zone & Central Zone Buildings Located at Lahore & Sheikhpura
Zone

(Signature & Seal of Contractor)

(A). Bill of Quantities for Janitorial Services Wages

Staff	Quantity	Rate	EOBI, PESSI & Group Insurance	Material Cost (Rs.)	Profit	PST (16%)	Income Tax	Amount
Supervisor	02							
Sweeper	32			LZC:50,000				
Electrician	01			LZW:45,000				
Plumber	01			SKP:25,000				
Carpenter	02							
Total	38			120,000/-				

Rupees.....

Note:

1. Rates Quoted should include cost of materials, wages, benefits, cost of uniform, EOBI, PESI, Insurance, Service Charges, all applicable taxes including 16% PRA and levies, overheads & Profit.
2. Government Rule of minimum wages and other terms and conditions must be ensured by vendor otherwise bid will not be considered.

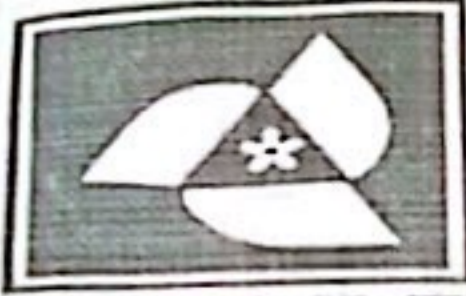
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Bill of Quantity for Material
(B)

Sr. #	Building No.	Cost per Month (Rs.)
1	Western Zone SLB # 02	Rs. 45000
2	Central Zone SLB # 02	Rs. 50000
3	Western Zone Sheikhupura	Rs. 25000
Total		120,000/-


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(Signature & Seal of Contractor)



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GROSS SUMMARY OF FINANCIAL BID

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.120,000
Total Quoted Amount Per Month	C= (A+B)	Rs.
Total Quoted Amount Per Annum	D=(C*12)	Rs.

RUPEES IN WORDS: (_____ PER ANNUM)

NOTE:

Minimum wage as announced by the Govt must be implemented if not will be rejected. The labor rates quoted shall be inclusive of all profits, taxes viz income tax, PST, PESSI, EOBI etc. as per Government Rules.

(Signature & Seal of Contractor)