



**STATE LIFE**

**INSURANCE CORPORATION OF PAKISTAN**

**SARGODHA ZONE**

# **TENDER DOCUMENT**

**TENDER NOTICE NO. SGD/12/2024**

**Title:**

**CLEANING & JANITORIAL SERVICES AT**  
**STATE LIFE ZONAL OFFICE,**  
**SARGODHA**

**ADDRESS: STATE LIFE, ZONAL OFFICE**  
**QUEEN'S ROAD**  
**SARGODHA**  
**PH: 048-9330179**



# STATE LIFE

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SARGODHA ZONE

## 1. Invitation to Bids

### TENDER NOTICE NO.SGD/12/2024

Sealed Technical and Financial bids are invited in accordance with PPRA rules, (through EPADS) under 'Single Stage – Single Envelope Procedure', from reputable firms, contractors registered with Income Tax/ Sales Tax Department for Cleaning & Janitorial work at State Life, Zonal Office, Queen's Road, Sargodha.

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

3. The electronic bids must be submitted by using E-PADS on or before **18-12-2024 at 11:00 AM**. Manual bids, shall not accepted. Electronic bids will be opened on the **same day at 11:30 AM**. This advertisement also available on PPRA website [www.ppra.org.pk](http://www.ppra.org.pk)

[SECRETARY]

Zonal Procurement Committee  
State Life Insurance Corporation of Pakistan  
Queen's Road, Sargodha  
Phone: 048-9330179



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**SUB: CLEANING AND JANITORIAL SERVICES CONTRACT AT STATE LIFE,  
ZONAL OFFICE, SARGODHA**

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

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

**GENERAL INFORMATION**

1. Enclosed, please find herewith Tender Documents for the subject work as per single stage single envelope procedure of PPRA Rules. Please submit the same duly filled and completed in all respects on EPADS latest by **18-12-2024 at 11:00 a.m**
2. The bid (s) shall be submitted on E-Pads only.
3. Contractor is advised to submit Original Bid Security before opening of tender at 11:00 hours in the office of Secretary / Incharge HR & Admin, 1<sup>st</sup> Floor, State Life, Zonal Office, Queen's Road, Sargodha.
4. All queries / clarifications required from bidder shall be addressed on working days through E-Pads.
5. State Life will reject proposal for award of contract if it determine that the firm recommended for award of contract has engaged in corrupt or fraudulent activities in competing for the contract in question.
6. The successful contractor will follow all instructions issued by the Corporation.
7. Agency may, at its discretion, extend this deadline for submission of bids by amending the bidding documents, in which case all rights and obligations of the Procuring Agency and Bidders will thereafter be subject to the deadline as extended.
8. Any bid received by the Procuring Agency after the bid submission deadline prescribed by the Procuring Agency will be rejected and returned unopened to the Bidder.
9. You are requested to submit tender through E-Procurement System of PPRA (EPADS) by the stipulated date. No any manually receive tenders will be acceptable for further detail, you may contact the undersigned before the opening of the tender for any query.
10. State Life Insurance Corporation of Pakistan reserves the right to accept / reject all bids in accordance with PPRA rules.

GHULAM ABBAS MAIKEN  
AGM / SECRETARY / INCHARGE HR & ADMIN  
STATE LIFE, ZONAL OFFICE, SARGODHA



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

**A. Mandatory Certificate Requirements**

**B. Scope of Work**

**C. Terms and Conditions**

**D. Special Conditions of Contract**

**E. Schedule of Janitorial Services**

**F. List of Staff**

**G. Technical Evaluation**

**H. Financial Bid**

**(a) Bill of Quantity**

**A. MANDATORY REQUIREMENTS**

- i. Registration Certificate .....(E-PADS)
- ii. Registration Certificate FBR.....NTN
- iii. Registration Certificate .....GST
- iv. Registration Certificate .....EOBI
- v. Registration Certificate .....PESSI
- vi. Undertaking on stamp paper for Not Black Listed



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## **B. SCOPE OF WORKS**

1. Sweeping and cleaning of all rooms, halls, lobbies, terraces, stairs, parking areas, 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, glass walls, windows, internal partition walls bracket fans, ceiling fans, sign boards etc as per approved schedule.
3. Wax polishing of floors of 25000 sft area after every 3 months. Areas to be indicated by Incharge (HR & Admin).
4. Cleaning and washing of kitchen and bathrooms including WCs, commodes, wash basins, taps with proper disinfectant phenyl etc. as per schedule.
5. Carpet cleaning by vacuum cleaner (if required).
6. Disposal of the debris junks, fallen, litter / garbage from the office and parking areas. In case any mishap, fire etc. broke out due to debris, junk not been timely disposed off 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, vanishing blinds, windows as per approved schedule.
10. Dusting and washing of main gates of the building.
11. Maintaining / maneuvering greenery, plants of the building wherever available.
12. Providing and maintaining hand wash soaps / liquid hand wash dispensers in all the toilets.



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## 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**.
4. All required equipment tools, gadgets and other items required to carry out the services shall be arranged by the contractor.
5. All taxes, Government levies and charges including Income Tax, GST, SST, PESSI, and EOBI shall be borne by the contractor.
6. Contractor shall be responsible for any breaking / stealing of the office material during the servicing by their staff. In case of any such happening the contractor will pay all the damages / compensations.
7. The Corporation will supervise and regulate the work of the Janitorial contractor through its HR & Admin Department. The contractor shall follow all instructions issued to them by the office in respect of all the work as mentioned in Scope of Work.
8. Contractor will have to provide / supply of good looking **uniforms and identity cards** to all its workers. Staff must be in uniform when they attend duty. All the workers should have their company ID cards and CNIC and their ages should not be less than 20 years and more than 55 years.
9. Contractor shall submit with the tender BID Security for amount Rs.48,600/- in shape of pay order in favor of State Life Insurance Corporation of Pakistan. The tenders without bid security will be rejected.
10. State Life reserves the right to accept or reject any or all Tender(s) as per PPRA Rules.
11. 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 / Government of Punjab and will be adhered to at all times and should submit documentary evidence if and when required by concerned agency / department.
12. 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.
13. Contract shall be exclusively responsible to tackle any demand raised by his workers whether financial or administrative any time.
14. The Corporation reserves the right to terminate this contract at any time without assigning any reason what so ever by giving one month notice.
15. The Corporation reserves the right to stop entry of any person deputed by the contractor for performance of the contract.
16. 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.



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17. 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.
18. The contractor's staff shall follow the Corporation's security rules strictly.
19. In case shortage in staff strength provided by the contractor, the same shall have to be covered immediately.
20. The Corporation reserves the right to increase or decrease the janitorial staff of contractor as and when required during the contract period.



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## D. SPECIAL CONDITIONS OF CONTRACT

1.	Submission	Through E-PAD
2.	Amount of Bid Security (Bank Draft) to be submitted with tender	Rs.48600/- in shape of pay order in favor of State Life Insurance Corporation of Pakistan
3.	Release of Bid Security	a. Bud 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. b. Bid Security of the lowest bidder will be retained by the State Life for full period of contract as performance guarantee.
4.	Date of Commencement of Work	Date of Acceptance of letter of Award
5.	Forfeiture of Bid Security	c. If the bid is withdraw after opening d. If the bidder does not accept letter of award or refuse to enter in contract
6.	Working days	Five (05) working days a week, except Gazette Holidays. (Half hour before and half hour after office hours).
7.	Mode of Payment	Through monthly bills submitted by the contract on completion of satisfactory services duly verified by the monitoring officer.
8.	Deduction of amount from the bill on account of unsatisfactory services or any other item	i. A lump sum amount of 2% to % assessed by State Life officer in case of unsatisfactory services / shortage of materials. ii. Rs.1.5 times of wages quoted will be deducted per short worker / staff per day from the bill. iii. All Taxes and Charges (income tax, PST) or any other taxes announced by Government of Pakistan / Govt. of Punjab
9.	Period within which contract agreement is to be signed after the date of acceptance of lowest bid by the employer.	Fifteen (15) days.
10.	Period of contract	One (01) Year





## E. SCHEDULE OF CLEANING & JANITORIAL SERVICES

The schedule of the Cleaning & Janitorial services would be as under:

1.	Sweeping and dust mopping cleaning	Minimum 02 times daily
2.	Floor wet mopping with disinfectant	Minimum 01 time daily
3.	Garbage removal	Daily
4.	Toilets and Kitchen Washing	Minimum 02 times daily
5.	Carpets Vacuum cleaning	As and when required / directed
6.	Area cleaning i.e. Sweeping Stairs, Parking Areas, all stains, lobbies, halls, stair railing etc. Removing of posters, banners etc. as per directives of State Life Officer	Minimum 02 times daily
7.	Cleaning of windows glazing (internal & external)	As and when required / directed
8.	Floor Machine Polishing (wax polishing) Mosaic / Marble floor and walls of common area lounge, left areas, roof	After every 03 months
9.	Dusting all partitions, curtains and removal of cobwebs etc.	Weekly
10.	Cleaning of all stains, sign boards, walls, fans, decorative pictures and fittings etc.	Weekly
11.	Cleaning of Manholes / Sewerage lines	Twice a month or whenever required.



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**F. STAFF DETAIL AT STATE LIFE, ZONAL OFFICE, SARGODHA**

1. Supervisor cum Sweeper	=	01
2. Sweeper	=	02
Total No. of Staff	=	03

State Life reserves the right to vary (increase or decrease) the above strength of staff as and when required.

Note:

- i. Contractor is bound to provide, store all required items, material, equipment at all time, in case of failure of any equipment the same shall be provided and arranged on priority.
- ii. Quality of material shall be approved by State Life officer.



## G. TECHNICAL EVALUATION

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 be based on following parameters:

Sr. #	Parameters against which Technical Evaluation shall be done	Annexure / Page Ref. #
1	Company Profile	
1.1	Years of Experience related to Janitorial Works:	10
	• Upto 2 years	5
	• 2 to 6 years	8
	• 7 to 10 years	10
1.2	Janitorial Contracts Handled by the Firm with reputed / renowned firms during past Five years	20
	• Upto 2 contracts	5
	• 3 to 6 contracts	10
	• 7 to 9 contracts	15
	• More than 10 contracts	20
1.3	List of Janitorial contracts in progress (with name of firms) above Rs.50,000/ per month per job.	20
	• Upto 2 contracts	5
	• 3 to 6 contracts	10
	• 7 to 9 contracts	15
	• More than 10 contracts	20
1.4	Technical Staff with related experience	15
	Number of Staff: Upto 10	5
	11 to 30	10
	More than 30	15
1.5	Details of equipment / machinery / tools e.g floor scrubbing machine and grading machine, vacuum cleaner (dry and wet), grass mover etc. required for the specific jobs	5
2	Financial Status of the Firm	
2.1	Financial Strength of the Firm Annual Average balance / Turnover (ATO) by the firm during last two years.	20
	More than 0.5 and less than Rs.1.0 million	10
	1.0 to 1.5 million	15
	Above 1.5 million	20
3	Enlistment with Govt. departments / municipal organizations	10
	Please attach documentary documents / evidences	
	Total Marks	100
	Note: Qualifying Marks = 60 or above	



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## H. FINANCIAL BID

(to be kept sealed)

### COVERING LETTER

(TO BE TYPED ON COMPANY'S LETTER AND UPLOAD ON EPADS)

Secretary (Procurement),  
State Life, Zonal Office  
Queen's Road,  
Sargodha

Sub:- CLEANING AND JANITORIAL SERVICES CONTRACT AT STATE LIFE, ZOANL OFFICE, SARGODHA

Dear Sir,

Having inspected the building and scope of work, terms and conditions etc. We hereby offer to execute the above job for a total amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) per month i.e.

Total amount of Rs. \_\_\_\_\_ Per annum (Rupees \_\_\_\_\_) per annum.

A Pay order No. \_\_\_\_\_ Dated \_\_\_\_\_

From \_\_\_\_\_ Bank for Rs. \_\_\_\_\_ **BASED ON THE ANNUAL QUOTED AMOUNT** is enclosed as bid security.

\_\_\_\_\_  
Sign & Contractor Stamp



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**FINANCIAL BID**

**(a) BILL OF QUANTITY**

**LABOUR**

<b>SR. NO.</b>	<b>STAFF / WORKERS</b>	<b>Nos.</b>	<b>RATE / MONTH (Rs.)</b>	<b>TOTAL / MONTH (Rs.)</b>
01.	Supervisor cum Sweeper	01		
02.	Sweepers	02		
Total Staff / Workers		03		

\_\_\_\_\_  
Sign & Contractor Stamp