*TENDER REF# JANITORIAL/01/RE/2024*

**TENDER DOCUMENTS**

**Cleaning & Janitorial Works at**

**State Life Buildings**

**Located at Karachi.**



Tender # RE/PO/Janitorial/11/2024

2024-2025

*From:*

***Services Section****,*

*5th floor, Real Estate Division, Principal Office,*

*State Life building no, 9, State Life Insurance Corporation of Pakistan*

*Karachi*.



**TECHNICAL BID**

|  |  |  |
| --- | --- | --- |
| State life Letter Head.jpg |  | **Real Estate Division**  5th floor, Principal Office  State Life Building No. 9,  Dr. Ziauddin Ahmed Road,  Karachi.  Direct :021-99202828  Fax No: 021-99202839  Website: www.statelife.com.pk |

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

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

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

Subject: **CLEANING & JANITORIAL WORKS AT STATE LIFE BUILDINGS – KARACHI.**

Dear Sir(s),

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

1. Covering Letter
2. Mandatory Requirements
3. Post Qualification Criteria
4. Scope of Work
5. Terms and 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

You are requested upload your Technical and Financial bids on EPADS and 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 tenderer(s) or their representatives who may wish to be present.

Thanks and regards,

Manager (Services)

Enclosed: set of bid documents

# **a) MANDATORY REQUIREMENTS FOR QUALIFICATION OF FIRMS**

1. National Tax Number from FBR with valid NTN Certificate (copy required).
2. Valid SST Registration Certificate
3. Valid Registration with EOBI + SESSI.
4. Attested copies of 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. Affidavit on stamp paper (original), declaring that the company is not black listed by any Govt. Agency / Corporation /Private firms and is involving in litigation with State Life OR any Government/ Public Sector Organization.
6. The firms who did not fulfilled their contractual obligations during their previous contract(s) or their services remained unsatisfactory with State Life shall not be eligible to participate in the bids.

Post Qualification Criteria

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr # | Parameters against which technical evaluation shall be done | **Annexure/**  **Page Ref.**  ***(to be filled by firm)*** | Scoring Bracket | Total points allocated |
| 1 | **Company Profile** |  |  |  |
| 1.1 | **Years of Experience related to Janitorial Works:** |  |  | 10 |
|  | Less than 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**  **(with minimum 100 Staff in each contract)** |  |  | 25 |
|  | Up-to 5 contracts |  | 10 |
|  | 6 to 10 contracts |  | 15 |
|  | 11 to 15 contracts |  | 20 |
|  | More than 15 contracts |  | 25 |
| 1.3 | **List of Janitorial contracts in hand (with name of firms) above Rs. 3,000,000/ per month per job** |  |  | 20 |
|  | Up-to 5 contracts |  | 5 |  |
|  | 6 to 10 contracts |  | 10 |  |
|  | 11 to 15 contracts |  | 15 |  |
|  | More than 15 contracts |  | 20 |  |
| 1.4 | **Numbers of Staff with related experience and proof of company employee / payrol** |  |  | 15 |
| Up-to 75 |  | 5 |
| 76 to 100 |  | 10 |
| Above 100 |  | 15 |
| 1.5 | **Details of equipment’s, machinery, tools e.g. floor scrubbing machine and grading machine, heavy duty vacuum cleaner (both dry and wet), grass movers etc. required for the specific jobs (Attach original pictures for reference)** |  |  | 5 |
| **2** | **Financial Status of the Firm** | |  |  |
| 2.1 | **Average Balance certificate of Bank Account of the firm for last one year from the Bank** | |  | 25 |
|  | More than Rs.05 million and less than 10 million |  | 5 |
|  | More than Rs.10 million and less than 15 million |  | 10 |
|  | More than Rs.15 million and less than 20 million |  | 15 |
|  | More than Rs.25 million and less than 30 million |  | 20 |
|  | Above 30 million |  | 25 |
|  | Please attach all documentary evidences Total Marks | |  | 100 |

**Qualification marks: 60 or above**

**Note:**

**(*ANY MISDECLARATION / 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)***

A – SCOPE OF WORKS.

1. Sweeping and cleaning of all common areas, rooms (Principal Office only), 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, diffusers, etc. as per approved schedule.
3. Wax polishing of floors after every 3 months. Areas to be indicated by 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 (if required).
6. Disposal of the debris, junks, fallen, litter, garbage (garden debris) from the offices and building compound as per municipal and KMC rules. 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. **The same services may also be provided in State Life residences (as and when needed)**.
8. Clear blockages in drains and toilet whenever required.
9. Dusting and cleaning pictures, glazing, shelves, venetian blinds, windows, bracket fans etc. as per approved schedule.
10. Dusting and washing of main gates and entrances of the building (weekly).
11. Maintaining, maneuvering horticulture, greenery, plants of the buildings wherever available.
12. Providing and maintaining liquid hand wash dispenser in all the toilets on daily basis (wherever required).

B – 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 on or before 5th of every month. The material shall be of approved quality. Quality of all material shall be got approved from State Life Principal Office, Karachi.
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 prevailing Taxes, Government levies, charges including GST & SST etc. 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, these spaces 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 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 works as mentioned in Scope of Work.
9. Contractor will have to provide, supply good looking uniforms and identity cards to all its workers. Staff must be in uniform when they are attending their duty. All the workers should have their company ID cards and CNIC and their ages should not be less than **20 years or more than 50 years**.
10. Contractor shall submit original **BID SECURITY** for amount equal to **Rs. 1.0 million** in shape of pay order in favor of State Life Insurance Corporation of Pakistan at time of bid opening on EPADs. Tender will be rejected if original bid is not submitted.
11. State Life reserves the right to accept or reject any or all Tender(s) as per PPRA Rules.
12. **All the payments to the workers of the contractor shall be made by the contractor himself as per Labour or other Laws presently/prevailing 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 Sindh/Government of Sindh/Pakistan *and Payment of SESSI/EOBI, SST etc. will be adhered to at all times and should submit documentary evidence if and when required by concerned agency / department.***
13. 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.
14. Contract shall be exclusively responsible to tackle whenever any demand raised by his workers whether financial or administrative any time.
15. The Corporation reserves the right to terminate this contract at any time without assigning any reason or on unsatisfactory services what so ever by giving one month notice to the contractor.
16. The Corporation reserves the right to stop entry of any person deputed by the contractor for performance of the contract.
17. If any employee of contractor found not suitable for the job by concerned SLIC officer/Incharge, 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 is 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.
19. The contractor’s staff shall follow the Corporation’s security 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 times of wages quoted, will be deducted per short worker /staff per day from the bill(s).**
21. **The contractor should provide proper uniforms complete with proper shoes etc. after approval by State Life to its employees.**
22. **The contractor shall maintain daily performas in all the buildings under contract and submit to the respective Incharges on daily basis duly signed and stamped by supervisor of the company or firms**
23. **Contractor should adhere to HSE parameters, while working out-side on roof or prospection areas, workers shall be provided with PPE like Helmet, belts etc.**

C – SPECIAL CONDITIONS OF CONTRACT

|  |  |  |
| --- | --- | --- |
| 1. | Submission of Tender | **On EPADS** |
|  | Date of Submission of Bids | **27.12.2024 11:00 AM** |
|  | Date of Opening of Bids | **27-12-2024 11:30 AM** |
|  | Performance Security | **5% of Bid Amount** |
|  | Amount of Bid Security (Bank Draft) to be submitted with tender | **Rs. 1.0 million** |
| 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 released after submission of 5% performance guarantee in shape of Bank Guarantee for full period of contract. 3. The bid security submitted by the lowest evaluated bidder shall be forfeited in such cases for any losses, damages, or additional expenses incurred by the State Life as a result of the bidder's failure to perform. 4. The bid security forfeiture clause shall be applicable in the following circumstances: 5. Non-Acceptance of Contract: If the successful bidder refuses to accept the awarded contract or fails to sign the required agreement within the specified time frame. 6. Non-Performance: If the successful bidder fails to commence the work within the agreed-upon timeframe or does not complete the work within the stipulated period, without a valid reason approved by the organization. 7. Breach of Contract: If the successful bidder breaches any of the terms, conditions, or obligations outlined in the contract and fails to rectify the breach within the given notice period. 8. Subcontracting: If the successful bidder subcontracts or assigns the contract, in part or in full, to a third party |
| 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 wages quoted, will be deducted per short worker /staff per day from the bill. 3. All Taxes (Income tax, SST, GST Sindh etc.) or any other taxes announced by Government of Pakistan. 4. Retention money of 5% will be deducted from all monthly bills which will be released to the **contractor on satisfactory completion of the contract.** |
| 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 | One (01) Year |
| 8. | Insurance Coverage | The successful Janitorial Contractor shall have to arrange and provide an insurance coverage of Rs. 500,000/- (Rupees Five Lacs 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. |
| 9. | HSE Compliance | As HSE parameters given in documents. |
| 10. | Blacklisting | As per PPRA rules |

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)  To provide Checklist on daily basis | 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. | Dry and Wet Vacuum cleaning of areas or Carpets | As and when directed or required |
| 7. | Cleaning of windows glazing (all internal sides & only external sides which are easily accessible) | Weekly |
| 8. | Floor Machine polishing (wax polishing)   1. Mosaic, Marble floor and walls of common area Lounge, Terrace | After every 03 months |
| 9. | Dusting all partitions, curtains, fans, exhausts, etc and removal of cobwebs etc. | Weekly |
| 10. | Cleaning of all stains, sign boards, walls, fans, decorative pictures and fittings etc. | Weekly |
| 12. | cleaning of Manholes, Sewerage lines, drains etc. | Twice a month or whenever required |
| 13 | Mason, painter and plumbing related works in the buildings. | as and when required |

E. STAFF DETAILS FOR ALL LOCATIONS

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. #** | **Building No.** | **Super-Visor** | **Sweeper/**  **Cleaner** | **Gardner Professional cum cleaner** | **Plumber Professional cum Cleaner** | **Painter Professional cum Cleaner** | **Carpenter Professional cum Cleaner** | **Total** |
| 1 | SLB No. 01, 1-A, 1-B, 1-C | 1 | 11 | 1 | 1 | 1 |  | 15 |
| 2 | SLB No. 02, 2-A, 2-B | 1 | 16 |  | 1 |  |  | 18 |
| 3 | SLB No. 03 | 1 | 5 |  | 1 |  |  | 7 |
| 4 | SLB No. 04 | 1 | 4 |  | 1 |  |  | 6 |
| 5 | SLB No. 05 & 5-A | 1 | 4 |  | 1 |  |  | 6 |
| 6 | SLB No. 06 | 1 | 4 |  | 1 |  |  | 6 |
| 7 | SLB No. 07 | 1 | 4 |  | 1 |  |  | 6 |
| 8 | SLB No. 09 | 1 | 14 | 1 | 2 | 1 | 1 | 20 |
| 9 | SLB No. 11 | 1 | 9 |  | 1 |  |  | 11 |
| 10 | SLB No. 12 | 1 | 2 |  |  |  |  | 3 |
| 11 | SLB 70-A, Lalazar |  | 3 | 1 |  |  |  | 4 |
| 12 | 1 A Framrose, Bath Island |  | 2 | 1 |  |  |  | 3 |
| 13 | 49-A, Lalazar |  | 1 |  |  |  |  | 1 |
| 14 | 1-B Queens Road |  | 1 |  |  |  |  | 1 |
| 15 | Karachi eastern zone, cost of cleaning zonal offices shall be borne by them. | 1 | 4 |  |  |  |  | 5 |
| **16** | **TOTAL** | **11** | **86** | **4** | **10** | **2** | **1** | **114** |

* Carpenter, Plumber and Painter shall be utilized at any location wherever, required and no extra claim or charges shall be accepted and paid to them or firm against such duties.
* All material shall be provided by State Life for the purpose, whereas all equipment’s, tools, ladders, gadgets etc. shall be arranged and provided by the contractor/firm to their labour at their own cost.
* State Life reserve the right to increase or decrease the above strength/quantity of staff as per requirement.

Note:

* Contractor is bound to provide, store all required items, material, equipment’s, tools at all time in above buildings, in case of failure of any equipment the same shall be provided and arranged on priority.
* Sample of quality shall be approval by RE, PO prior to issuance at various State Life buildings.

**F: LIST OF CLEANING EQUIPMENT**

(TO BE ARRANGED, PROVIDED AND STORED IN THE BUILDING BY THE CONTRACTOR AS PER BUILDING REQUIREMENT)1

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S#** | **NAME OF MATERIAL** | **UNIT** | **01, 1-A, 1-B, 1-C** | **02, 2-A, 2-B** | **3** | **4** | **05& 5-A** | **6** | **7** | **9** | **11** | **12** | **SLB 70-A** | **1-A, 1-B. 49-A** |
|  | Mopping Trolley / Equipment | Nos. | *2* | *2* | *1* | *1* | *1* | *1* | *1* | *1* | *1* |  |  |  |
|  | Hand Trolley | Nos. | *2* | *2* | *1* | *1* | *1* | *1* | *1* | *1* | *1* |  |  | *1 each* |
|  | Shovel/Balcha | Nos. | *2* | *2* | *1* | *1* | *1* | *1* | *1* | *1* | *1* | *1* |  |  |
|  | Floor Polishing Machine | Nos. | *1* | *1* |  |  |  |  |  | *1* |  |  |  |  |
|  | Aluminum /Wooden folding leader /(Ghori) 25 ft. | Nos. | *1* | *1* |  | *1* | *1* |  |  | *1* | *1* |  |  | *1* |
|  | G.I. / Plastic Buckets (large) | Nos. | *6* | *6* | *6* | *6* | *6* | *6* | *6* | *6* | *6* | *3* | *2* |  |
|  | Dust pans and brushes, handy and with long handles | Nos. | *12* | *12* | *12* | *12* | *12* | *12* | *12* | *12* | *12* | *6* | *2* |  |
|  | Push brooms | Nos. | *6* | *6* | *6* | *6* | *6* | *6* | *6* | *6* | *6* | *3* | *2* |  |
|  | Trash collector bin | Nos. | 12 | 12 | 6 | 2 | 2 | 2 | 2 | 2 | 2 | 6 | 2 |  |
|  | Dusting mops with spares, trash collecting bins, dust pans or any other equipment required |  | As per requirement | | | | | | | | | | | |
|  | Vacuum cleaners, Gardening tools, Pipes of required length for Watering of grass, trees and horticulture etc. |  | **AS AND WHEN REQUIRED IN THE BUILDINGS** | | | | | | | | | | | |

***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.***

***All required tools are to be kept in the above buildings and to be arranged /provided as per requirement, the same shall be changed as and when required on the directives of building Incharge(s) and Services Section, State Life, Principal Office.***

G: ADDRESSES OF STATE LIFE BUILDINGS INCLUDED IN THE CONTRACT

|  |  |  |
| --- | --- | --- |
| **Sr. #** | **Building No.** | **LOCATION** |
| 1 | **SLB No. 01, 1-A, 1-B, 1-C** | I.I. Chundrigar Road |
| 2 | **SLB No. 02, 2-A, 2-B** | I.I. Chundrigar Road |
| 3 | **SLB No. 03** | Dr. Ziauddin Ahmed Road |
| 4 | **SLB No. 04** | Sharah-e-Liaquat |
| 5 | **SLB No. 05 & 5-A** | Abdullah Haroon Road |
| 6 | **SLB No. 06** | M.A. Jinnah Road |
| 7 | **SLB No. 07** | G. Allana Road |
| 8 | **SLB No. 09** | Dr. Ziauddin Ahmed Road |
| 9 | **SLB No. 11** | Abdullah Haroon Road |
| 10 | **SLB No. 12** | Abdullah Haroon Road |
| 11 | **State Life Residential Unit 70-A (CEO House)** | Queens Road, Lalazar |
| 12 | **State Life Residential Unit 1-A Framrose** | Bath Island, Karachi |
| 13 | **State Life Residential Unit 49-A,** | Queens Road, Lalazar |
| 14 | **State Life Residential Unit 1-B,** | Queens Road, Lalazar |
| 15 | **Karachi Eastern Zone,** | Sharah-e Faisal |

**FINANCIAL BID**

**A - COVERING LETTER**

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

Divisional Head,

Real Estate Division,

State Life Insurance Corporation of Pakistan,

SLB No.9, Dr. Ziauddin Ahmed Road,

K A R A C H I.

Subject: **CLEANING AND JANITORIAL SERVICES AT**

**STATE LIFE BUILDINGS LOCATED AT KARACHI.**

Dear Sir,

Having inspected the 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. 1.5 million** is enclosed as bid security.

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

For & on behalf of Contractor

**BILL OF QUANTITY / RATES FOR LABOR**

**(A)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. #** | **Description** | **Suggested Minimum wages/Salary per worker per month (Rs.) (Not less than as suggested below)** | **Add all prevailing and applicable taxes EOBI, SESSI/PESSI etc** | **Profit, overheads,** | **SST**  **on Profit** | **Income**  **Tax** | **Total** | **Quantity** | **Grand Total**  **per month**  **= A X B** |
|  |  | A | B | C | D | E | **F=A+B+C+D+E** | G | **F X G** |
| 1 | Supervisor | Rs.38,000/- |  |  |  |  |  | **11** |  |
| 2 | Sweeper/Cleaner | Rs.37,000/- |  |  |  |  |  | **86** |  |
| 3 | Gardner Professional | Rs.37,000/- |  |  |  |  |  | **04** |  |
| 4 | Plumber Professional | Rs.37,000/- |  |  |  |  |  | **10** |  |
| 5 | Painter Professional | Rs.37,000/- |  |  |  |  |  | **02** |  |
| 6 | Carpenter Professional |  |  |  |  |  |  | **01** |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **TOTAL=** | **114** |  |
|  | **Total per month** | | |  |  | | | | |
|  | **Total Per Annum** | | |  |  | | | | |

**BILL OF QUANTITY FOR MATERIAL**

**(B)**

|  |  |  |
| --- | --- | --- |
| **Sr. #** | **Building No.** | **COST PER MONTH (RS)** |
|  | SLB No. 01, 1-A, 1-B, 1-C |  |
|  | SLB No. 02, 2-A, 2-B |  |
|  | SLB No. 03 |  |
|  | SLB No. 04 |  |
|  | SLB No. 05& 5-A |  |
|  | SLB No. 06 |  |
|  | SLB No. 07 |  |
|  | SLB No. 09 |  |
|  | SLB No. 11 |  |
|  | SLB No. 12 |  |
|  | SLB 70-A |  |
|  | 1 A Framrose |  |
|  | 49-A, |  |
|  | 1-B |  |
|  | KEZ |  |
|  | TOTAL (RS) |  |

**Note: the above rates quoted must be inclusive of all material, Labour, wages, SST., income tax, SESSI, EOBI, profit etc.**

**(B).**

**BILL OF QUANTITY FOR MATERIAL**

**LIST OF MONTHLY MATERIAL**

(BEST QUALITY BRANDED MATERIALS APPROVED BY STATE LIFE)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S#** | **ITEM** | **UNITS** | **01, 1-A**  **1-B, 1-C** | **02, 2-A, 2-B** | **3** | **4** | **05 & 5-A** | **6** | **7** | **9** | **11** | **12** | **SLB 70-A** | **1-A Framrose** | **49-A,** | **1-B** | **KEZ** | **Total Qty** | **Quoted Rates** | **Total Amount** |
| 1 | Acid bottle for toilet | Bottle | 12 | 12 | 8 | 6 | 4 | 10 | 4 | 8 | 8 | 2 | 3 |  |  |  | 6 | **83** |  |  |
| 2 | Brushes for scrubbing roads fitted with rods | No. | 2 | 2 | 4 | 6 | 2 | 2 | 2 | 12 | 4 | 1 | 0 | 1 | 1 | 1 | 6 | **46** |  |  |
| 3 | Brushes for Commodes | No. | 2 | 2 | 4 | 6 | 4 | 6 | 4 | 12 | 6 | 2 | 4 | 1 | 1 | 1 | 6 | **61** |  |  |
| 4 | Brushes for scrubbing (S/Size) | No. | 2 | 2 | 6 | 6 | 4 | 4 | 4 | 20 | 6 | 2 | 0 |  |  |  | 6 | **62** |  |  |
| 5 | Brooms Hard 750 grams good quality | No. | 15 | 15 | 16 | 12 | 6 | 6 | 6 | 24 | 16 | 4 | 4 | 2 | 2 | 2 | 12 | **142** |  |  |
| 6 | Brooms Soft 200 grams good quality | No. | 15 | 15 | 16 | 12 | 6 | 6 | 6 | 12 | 12 | 2 | 2 | 1 | 1 | 1 | 12 | **119** |  |  |
| 7 | Basket for collecting trash | No. | 20 | 20 | 4 | 6 | 6 | 8 | 4 | 6 | 8 | 2 | 2 |  |  |  | 6 | **92** |  |  |
| 8 | Duster fine for glass panes 18” x 18” | Dozen | 6 | 6 | 4 | 4 | 2 | 2 | 2 | 4 | 4 | 1 | 3 |  |  |  | 4 | **42** |  |  |
| 9 | Duster rough for floors 18” x 18” | Dozen | 8 | 8 | 4 | 4 | 2 | 2 | 2 | 4 | 4 | 1 | 3 |  |  |  | 4 | **46** |  |  |
| 10 | Drain opener | No. | 10 | 10 | 6 | 6 | 4 | 4 | 4 | 6 | 4 | 2 | 2 |  |  |  | 6 | **64** |  |  |
| 11 | Glass cleaners | No. | 12 | 12 | 6 | 4 | 2 | 2 | 1 | 12 | 3 | 1 | 2 |  |  |  | 4 | **61** |  |  |
| 12 | Mops long cotton 4 feet (chindi) | No. | 18 | 18 | 6 | 6 | 2 | 4 | 2 | 20 | 1 | 2 | 2 | 1 | 1 | 1 | 6 | **90** |  |  |
| 13 | Naphthalene balls (camphor balls) | Kg. | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 6 | 8 | 1 | 1 |  |  |  | 1 | **26** |  |  |
| 14 | Phenyl tins (perfumed) | tin | 20 | 20 | 6 | 6 | 6 | 10 | 4 | 12 | 6 | 3 | 2 |  |  |  | 6 | **101** |  |  |
| 15 | Squeegees (Rubber mops) | No. | 12 | 12 | 6 | 6 | 2 | 2 | 2 | 12 | 18 | 1 | 2 |  |  |  | 6 | **81** |  |  |
| 16 | Vim Small size (459 grams) | No. | 24 | 24 | 12 | 8 | 6 | 8 | 8 | 30 | 1 | 6 | 4 |  |  |  | 8 | **139** |  |  |
| 17 | Carpet brush Nylon 8” | No. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 3 | 0 | 2 |  |  |  | 0 | **13** |  |  |
| 18 | Surf powder | Kg. | 16 | 16 | 4 | 4 | 3 | 10 | 3 | 10 | 12 | 2 | 2 |  |  |  | 4 | **86** |  |  |
| 19 | Soda Ash Bleach | Kg. | 5 | 5 | 0 | 10 | 5 | 10 | 5 | 12 | 2 | 3 | 1 |  |  |  | 10 | **68** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Material Gross total amount=** | | | |  | |

Note:

* The above requirement may increase or decrease or vary as per requirements in the buildings
* Contractor is bound to provide, store all required items, material, equipment at all time in the buildings and in case of shortage shall be arranged on priority as per directives and approval of State Life representative/ building Incharge

**GROSS SUMMARY OF FINANCIAL BID**

**BREAKUP OF TOTAL QUOTED MONTHLY SERVICE CHARGES**

**(INCLUDING LABOR, MATERIAL, TAXES AND CONTRACTOR’S PROFIT)**

|  |  |
| --- | --- |
| **ITEM** | **AMOUNT IN Rs.** |
| **Labor Cost: (A)** |  |
| **Monthly Material Cost: (B)** |  |
| **Total quoted amount for services per Month: C = A + B** |  |
| **Total quoted amount per Annum: C X 12** |  |

**RUPEES IN WORDS (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PER ANNUM)**

**Note:**

***The above rates quoted should be inclusive of all labour, material, profits, taxes viz income tax, GST, SST., SESSI, EOBI etc*.**

## HSE GUIDELINES

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| *Description: C:\Users\RAJU\Desktop\State Life.jpg* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Building for HSE Inspection** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | |  | | |  |  | | | | | | | | | | | | |  | | | | | | |  | | |  | | | |  | |  |
| **Project / Building Name** | | | | |  | | |  | | | | | | | | | | | | | **Date:** | | | | | |  | | | | | | | | | | | | |
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|  | | | | | |  | | |  |  |  | | | | | | | **YES** | | | | | | | | **NO** | | | | | | | | | | | **NA** | | |
| **1. GENERAL SITE SAFETY** | | | | |  | | | | | | | | | | | | | | | |  | | | | | | |  | | |  | | | |  | | |  | |
| I | | Adequate signage is displayed for safety procedures and hazards | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | |
| II | | The site has a designated first aid station and emergency medical procedures. | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | |
| III | | Fire extinguishers and other firefighting equipment are strategically placed. | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | |
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| **OBSERVATIONS** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **2. PERSONAL PROTECTIVE EQUIPMENT (PPE) Depend on type of activity** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | |  | |  | |
| I | Workers are wearing appropriate PPE as required by their tasks | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | |
| II | PPE is in good condition and properly fitted for each worker | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | |
| III | Additional specialized PPE (e.g., fall protection, respiratory protection) is provided where needed | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | |
| IV | Adequate supplies of PPE are available for all workers | | | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | |
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| **OBSERVATIONS** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **3.  WORKSITE HOUSEKEEPING** | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | |  | | |  | | | |  | |  | |
| I | | | Work areas and access routes are clear of debris and hazards | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | |
| II | | | Are signs posted to warn of wet floors | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | |
| III | | | Waste and construction materials are properly disposed of or stored. | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | |
| IV | | | Tools and equipment are stored securely when not in use. | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | |
| V | | | Hazardous substances are stored and labeled correctly. | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | |
| VI | | | Care Related to floor Mopping | | | | | | | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | |
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| **OBSERVATIONS** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **4.  SCAFFOLDINGS AND LADDERS** | | | | | |  |  | | | | | | | |  | | | | | | | |  | | | | | | |  | | |  | | | |  | |  |
| I | | | Scaffoldings are erected and used according to safety standards. | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | |  | | | |
| II | | | Ladders are in good condition and used safely with appropriate access | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | |  | | | |
| III | | | Proper fall protection measures are in place for elevated work. | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | |  | | | |
| IV | | | Scaffoldings and ladders are inspected regularly for defects. | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | |  | | | |
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| **OBSERVATIONS** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **5.  ELECTRICAL SAFETY** | | | | | |  |  | | | | | | | |  | | | | | | | |  | | | | | | |  | | |  | | | |  | |  |
| I | | | Electrical installations comply with safety regulations and codes | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | |  | | | |
| II | | | Electrical panels and circuits are properly labeled and accessible | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | |  | | | |
| III | | | Power tools and electrical equipment have grounded plugs. | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | |  | | | |
| IV | | | Workers are trained in electrical safety and lockout / tag out procedures | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | |  | | | |
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| **OBSERVATIONS** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **6. MATERIAL HANDLING** | | | | | |  |  | | | | | | | |  | | | | | | | |  | | | | | | |  | | |  | | | |  | |  |
| I | | | Safe lifting and material handling practices are observed | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | |  | | | |
| II | | | Mechanical lifting equipment is inspected and certified | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | |  | | | |
| III | | | Workers are trained in material handling safety techniques | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | |  | | | |
| IV | | | Heavy materials are securely stacked and stored to prevent collapse | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | |  | | | |
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| **OBSERVATIONS** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **7. HAZARDOUS SUBSTANCES** | | | | | |  |  | | | | | | | |  | | | | | | | |  | | | | | | |  | | |  | | | |  | |  |
| I | | | Chemicals are properly labeled, stored, and handled | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| II | | | Material Safety Data Sheets (MSDS) are available for hazardous substances | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| III | | | Workers are informed about the hazards and safe handling of chemicals | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| IV | | | Spill kits and emergency response procedures are in place | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
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| **OBSERVATIONS** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **8. EMERGENCY PREPAREDNESS** | | | | | |  |  | | | | | | | |  | | | | | | | |  | | | | | | |  | | |  | | | |  |  | |
| I | | | Emergency response plans are posted, and workers are familiar with them. | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| II | | | Evacuation routes and assembly points are clearly marked. | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| III | | | First aid kits and medical emergency procedures are accessible | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| IV | | | Workers are trained in emergency response and evacuation procedures | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
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| **OBSERVATIONS** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **9. WORKSITE TRAFFIC MANAGEMENT** | | | | | |  |  | | | | | | | |  | | | | | | | |  | | | | | | |  | | |  | | | |  |  | |
| I | | | Traffic routes are clearly marked and separate from work areas | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| II | | | Adequate traffic signs and barriers are in place to control vehicle movement. | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| III | | | Workers and vehicle operators are trained in traffic safety rules | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| IV | | | High-visibility clothing is worn by workers in traffic areas | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
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| **OBSERVATIONS** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **10.Waste Disposal** | | | | | |  |  | | | | | | | |  | | | | | | | |  | | | | | | |  | | |  | | | |  |  | |
| I | | | Ensure there are adequate numbers of containers? | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| II | | | Ensure there are separate and approved containers for toxic and flammable waste? | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| III | | | Ensure waste containers located where the waste is produced? | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| IV | | | Ensure waste containers are emptied regularly? | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
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| **OBSERVATIONS** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **11.    HSE TRAINING AND COMPETENCY** | | | | | |  |  | | | | | | | |  | | | | | | | |  | | | | | | |  | | |  | | | |  |  | |
| I | | | Workers receive HSE induction and specific job training | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| II | | | Competency assessments are conducted for specialized tasks | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| III | | | Records of training and competency assessments are maintained | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| IV | | | Workers are periodically retrained on HSE topics. | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
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| **OBSERVATIONS** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |