

# *TENDER*

*FOR*

*CLEANING & JANITORIAL SERVICES AT*

*STATE LIFE BUILDING*

*LARKANA*

From:

**Real Estate Department,**

State Life Insurance Corporation of Pakistan, Zonal Office, LARKANA.

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Sign and seal of firm

Dated:

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*TENDER No. RE/CL&JANI/LRK/SUK/DEC/2024*

## **TENDER NOTICE**

**Tender No. RE/CL&JANI/LRK/SUK/DEC/2024**

**SUB: CLEANING & JANITORIAL SERVICES AT STATE LIFE BUILDING QUAID-E-AWAM ROAD LARKANA**

State Life Insurance Corporation of Pakistan, invites electronic bids under single stage two envelope system from firms contractors, registered with Income Tax, Sale Tax department for Cleaning & Janitorial work at State Life Building Larkana.

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 **14-01-2025 at 11:00 AM**. Manual bids, shall not accepted. Electronic technical bids will be opened on the **same day at 11:30 AM**. Date for post qualified bidders will be announce later. This advertisement also available on PPRA website [www.ppra.org.pk](http://www.ppra.org.pk)

**Note:** Notification of the GRC Constituted in terms of Rule-48 of PPRA Rules, 2004 is provide on E-PADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk) and on PA'S website.

**In-charge  
Real Estate Department  
5<sup>th</sup> floor, SLB  
Sukkur  
Ph: 071-9310503**

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**TENDER No. RE/CL&JANI/LRK/SUK/DEC/2024**

**SUB: CLEANING AND JANITORIAL SERVICES CONTRACT AT STATE LIFE BUILDING  
- LARKANA.**

**(Tender No. RE/CL&JANI/LRK/SUK/DEC/2024)**

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

\_\_\_\_\_

\_\_\_\_\_

**GENERAL INFORMATION**

1. Enclosed, please find herewith Tender Documents for the subject work as per single stage two envelope procedure of PPRA Rules. Please submit the same duly filled and completed in all respects **on EPADS latest by 14-01-2025 at 11:00AM**
2. The bid (s) shall be submitted on E-Pad (s) only.
3. Contractor is advised to submit Original Bid Security and copy of Biding Documents on or before 14-01-2025 at 11:00 hours in the office of **In-charge (Real Estate) 7<sup>th</sup> floor, State Life Building #03 Thandi Sarak Hyderabad.**
4. All queries / clarifications required from bidder shall be addressed on working days through E-pad.
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 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 right to accept / reject all bids in accordance with PPRA Rules.

**Fayaz Mustafa Solangi**  
**In-Charge (RE) LARKANA**

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

- A. Mandatory Certificate Requirements
- B. Post Qualification Criteria
- C. Scope of Work
- D. Terms and Conditions
- E. Special Conditions of Contract
- F. Schedule of Janitorial Services
- G. List of Staff
- H. List of Cleaning Equipment
- I. **Financial Bid**
  - (a) Bill of Quantity
  - (b) Material
  - (c) Summary of Cost

## **A. MANDATORY REQUIREMENTS**

- I. **Registration Certificate E-PAD**
- II. **Registration Certificate FBR.... NTN**
- III. **Registration Certificate..... SST**
- IV. **Registration Certificate..... EOBI**
- V. **Registration Certificate..... SESSI**
- VI. **Undertaking on stamp paper for Not Black listed.**

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## **B. POST QUALIFICATION CRITERIA**

- 1) 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 based on following parameters:

Sr. #.	Parameters against which Technical Evaluation shall be done	Annexure/ Page Ref. #
1	<b>Company Profile</b>	
1.1	<b>Years of Experience related to Janitorial Works:</b>	10
	• Upto 2 years	5
	• 2 to 6 years	8
	• 7 to 10 years	10
1.2	<b>Janitorial Contracts Handled by the Firm with reputed/renowned firms during past Five years</b>	20
	• Upto 2 contracts	5
	• 3 to 6 contracts	10
	• 7 to 9 contracts	15
	• More than 10 contracts	20
1.3	<b>List of Janitorial contracts in progress</b> (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	<b>Technical Staff with related experience</b>	15
	Number of Staff: upto 10	5
	11 to 35	10
	36 and above	15
1.5	<b>Details of equipment</b> / 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	<b>Financial Status of the Firm</b>	
2.1	<b>Financial Strength of the Firm</b>	20
	Annual Average balance/Turnover (ATO) by the firm during last two years.	
	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/ Multinational organizations	10
	Please attach documentary documents/evidences	
	<b>Total Marks</b>	<b>100</b>
	<b>Note: Qualifying Marks = 60 or above</b>	
	(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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### **C. SCOPE OF WORKS**

1. Sweeping and cleaning of all rooms, 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, bracket fans, diffusers, sign boards etc as per approved schedule.
3. Wax polishing of floors of ~ 5000 sft area 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 / 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.
8. Clear blockages in drains and toilet whenever required.
9. Dusting and cleaning pictures, glazing, shelves, venetian blinds, windows as per approved schedule.
10. Dusting and washing of main gates of the building (weekly).
11. Maintaining / maneuvering greenery, plants of the building wherever available.
12. Providing and maintaining liquid hand wash dispenser in all the toilets.

## **D. 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 before 5<sup>th</sup> of every month. The material shall be of best approved quality. Quality of Wax polish and metal polish shall be got approved before supply.
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 Taxes, Government levies and charges including Income Tax, GST, SST, SESSI and EOBI 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 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 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 work as mentioned in Scope of Work.
9. 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**.
10. Contractor shall submit with the tender BID SECURITY for amount Rs.70,000/- in shape of pay order in favor of State Life Insurance Corporation of Pakistan. The tenders without bid security will be rejected.
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 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**

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**announced by Government of Pakistan / Government of Sindh and 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 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 what so ever by giving one month notice.
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 job by concerned SLIC officer, 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 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.
21. Complaint of paying less then minimum wages will be dealt by the committee so formed by corporation upon the decision of committee, if payment is found less then 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.



## **E. SPECIAL CONDITIONS OF CONTRACT**

1.	Submission	Through E-PAD
2.	Amount of Bid Security (Bank Draft) to be submitted with tender	Rs.70,000/- In shape of pay order in favor of State Life Insurance Corporation of Pakistan
3.	Release of Bid Security	a. 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. b. Bid Security of the lowest bidder will be retained by 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	a. If the bid is withdraw after opening b. If the bidder does not accept letter of award of refuse of inter in contract
6.	Working days	Six (06) 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 contractor on completion of satisfactory services duly verified by respective State Life Building In-charges
8.	Deduction of amount from the bill on account of unsatisfactory services or any other item.	i. A lump sum amount from 2% to 5% 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, SST, GST, SEESI, EOBI & etc.) or any other taxes announced by Government of Pakistan. iv. Retention money of 5% will be deducted from monthly bills which will be released to the <b>contractor on satisfactory Completion of the Contract.</b> v. Clause 21 of terms and condition
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
11.	Performance Grantee	05% of Quoted Amount
12.	Insurance Coverage	The successful Janitorial Contractor shall have to arrange and provide an insurance coverage of Rs. 50,000/- (Rupees Fifty Thousand 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.

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## **F. SCHEDULE OF JANITORIAL SERVICES**

The schedule of the Janitorial services would be as under:

<b>1.</b>	Sweeping and dust mopping cleaning	Minimum 02 time daily
<b>2.</b>	Floor wet mopping with disinfectant	Minimum 01 time daily
<b>3.</b>	Garbage removal	Daily
<b>4.</b>	Toilets and Kitchen washing (Toilets & Wash Rooms)	Minimum 02 times daily
<b>5.</b>	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
<b>6.</b>	Carpets Vacuum cleaning	As and when required / directed
<b>7.</b>	Cleaning of windows glazing (internal & external)	Weekly
<b>8.</b>	Floor Machine polishing (wax polishing) Mosaic / Marble floor and walls of common area Lounge, Terrace	After every 03 months
<b>9.</b>	Dusting all partitions, curtains and removal of cobwebs etc.	Weekly
<b>10.</b>	Cleaning of all stains, sign boards, walls, fans, decorative pictures and fittings etc.	Weekly
<b>11.</b>	Cleaning of Manholes /Sewerage lines	Twice a month or whenever required

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## **G. STAFF DETAIL AT SLB-LARKANA**

<b>Sr. #.</b>	<b>Building No.</b>	<b>Supervisor</b>	<b>Cleaner</b>	<b>Sweeper</b>	<b>Gardner</b>	<b>Plumber</b>	<b>Carpenter</b>	<b>Painter</b>	<b>Total</b>
<b>01</b>	SLB-LARKANA	<b>01</b>	<b>01</b>	<b>04</b>	<b>1</b>				<b>7</b>

- State Life reserve the right to vary (increase or decrease) the above strength of staff as per its requirement.

**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 Building In-charge / service section at various State Life building.

**H.**  
**LIST OF CLEANING EQUIPMENTS FOR JANITORIAL SERVICES  
IN STATE LIFE BUILDING**

<b>SR. NO.</b>	<b>NAME OF EQUIPMENTS</b>	<b>UNIT</b>	<b>QUANTITY</b>
01	Large Dust Bins	Nos.	01
02	Hand Carry Trolley	Nos.	03
03	Floor Polishing Machine	Nos.	01
04	Plastic Buckets	Nos.	01
05	Any other equipment's required 1. 2. 3. 4.		

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.
- To be arranged, provided and stored in the building by the contractor as per building requirement and as per satisfaction of Building Incharge, the same can be changed as and when required on the directives of Building Incharge / services section.

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Dated:

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**I.**

**FINANCIAL BID  
(to be kept sealed)**

**COVERING LETTER**

(TO BE TYPED ON COMPANY'S LETTERHEAD AND KEPT SEALED IN FINANCIAL BID ENVELOPE)

In-chare,  
Real Estate Department,  
3<sup>rd</sup> floor, State Life Insurance Corporation of Pakistan,  
Quad-e-Awam Road,  
**LARKANA.**

**SUB: CLEANING AND JANITORIAL SERVICES CONTRACT AT STATE LIFE BUILDING  
LARKANA.**

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 \_\_\_\_\_ )*

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

*from \_\_\_\_\_ Bank for Rs. \_\_\_\_\_ **BASED ON THE ANNUAL***

***QUOTED AMOUNT** is enclosed as bid security.*

\_\_\_\_\_  
**FOR & ON BEHALF OF CONTRACTOR**

\_\_\_\_\_  
Sign and seal of firm

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

\_\_\_\_\_  
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## FINANCIAL BID

### (a) BILL OF QUANTITY

#### LABOUR

SR. NO.	STAFF / WORKERS	NOS.	RATES/MONTH (RS)	TOTAL / MONTH (RS)
01.	Supervisor	01		
02.	Sweepers	04		
03.	Cleaners	01		
04.	Gardeners	01		
<b>Total Staff / Workers</b>		<b>07</b>		

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## FINANCIAL BID

### (b) MATERIAL

Sr No	Material	Company	Qty	Amount
1	Phenyl	Finis	18 (2.9) ml	
2	Vim Max 500gm	Vim	12	
3	Soap Small Towel	Capri / Tibet	08 Dozen	
4	Finish Oil	Finis / Fuji.	10 (400 ml)	
5	Surf	Bonus	06 kg	
6	Mortien Killer Tablet	Morten	01 Packet	
7	Harpic	Harpic	08 (250 ml)	
8	Glass Cleaner	Gelent	02	
9	Polish	Kivi / Mention	3.5 kg	
10	Polish Brush	Best Quality	02	
11	Viper Large	Best Quality	02	
12	Viper Small	Best Quality	02	
13	Phenyl Tablet	Best Quality	01 kg	
14	Rohi	Best Quality	02 Packet	
15	Dust Bin Large	Standard Quality	04	
16	Dust Bin Small	Standard Quality	06	
17	Toilet Brush	Best Quality	03	
18	Mope	Best Quality	06	
19	Cotton Cloth	Angosha	02 Set	
20	Cotton Cloth	Tolia Duster	12 kg	
21	Duster Fine for Glasses	18''*18	02 Dozen	
22	Sur Jharoo	Best Quality	04	
23	Naarail Jharo	Best Quality	03	
24	Phool Jharo	Best Quality	07	
25	Sulphuric Acid	Sweep	10	
26	Drain Opener		06	
27	Naphthalene Balls (camphor balls)		1 kg	
			<b>(B) Total Amount (Rs)</b>	

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## FINANCIAL BID

### (c) SUMMARY OF COST

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

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

#### **NOTE:**

The labor rates quoted shall be inclusive of all profits, taxes viz income tax, SST, SESSI, EOBI etc. as per Government Rules.

The material cost shall include the GST cost.

\_\_\_\_\_  
Sign & Seal of Firm

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Sign and seal of firm

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

\_\_\_\_\_  
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