

INVITATION TO BID
TENDER No.SLIC/RED/DIK/LIFT/JAN/2025/01
e-PADS Tender No.-----

1. *State Life Insurance Corporation of Pakistan* invites bids via PPRA e-PADS from the original authorized distributors/suppliers/Contractors etc., having more than **5-Years** of relevant experience of LIFT Services and have rendered such services in Federal Government organizations, Banks and Multinational Companies in Pakistan and registered with the concerned authorities for “**ANNUAL OPERATION, MAINTENANCE AND SERVICING OF 02 NOS. SCHINDLER LIFTS INSTALLED AT STATE LIFE BUILDING D. I. KHAN, CIRCULAR ROAD D. I. KHAN**”. The firms should have proper office, telephone number, N.T.N and should be duly registered with e-PADS, FBR on the ATL & GST list.
2. Bidding documents, containing detailed terms and conditions, etc. are available for download at E-PADS and State life’s website www.statelife.com.pk free of cost.
3. The bids, prepared in accordance with the instructions in the bidding documents, submitted through e-PADS **on or before date/ time as stipulated by e-PADS on 21/03/2025 10:30am** and will be opened on the same day **at 11:00 am**. This advertisement has been published via PPRA e-PADS website.
4. Any bid submitted other than e-PADS would not be considered.

(ZUBAIR ASLAM MARWAT)
AGM / Incharge Real Estate,
Ground Floor, STATE LIFE Building 34-The Mall,
Peshawar Cantt. Ph: 091-922200



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

(TENDER NO. SLIC/RED/DIK/LIFT/JAN/2025/01)

TENDER

For

**Annual Operation, Maintenance and
Servicing of 02 Nos. Schindler Lifts Installed at
State Life Building D. I KHAN**

(TO BE SUBMITTED BY COMPANY / CONTRACTING FIRM ON THEIR LETTER HEAD) WITH
POST QUALIFICATION DOCUMENT

Date: _____

Incharge (RED)
Ground Floor
State Life Building
34 -The Mall, Peshawar.
Ph: 091 – 9222000.

Subject:- **TENDER FOR ANNUAL OPERATION, MAINTENANCE AND SERVICING
OF 02 NOS. SCHINDLER LIFTS INSTALLED AT STATE LIFE BUILDING –
D. I. KHAN.**

Dear Sir,

Having gone through the Tender Documents / Post Qualification Criteria for the subject work, we hereby submit our tender consisting of Technical & Financial Bid for your consideration please. Pay Order / Demand Draft having no: _____ drawn on: _____ Bank Dated: _____ consisting of **75,000/-** Bid Security. (Fixed)

Thanking You,

Yours Sincerely,

Signature: _____
Name: _____
Designation: _____
M/s: _____

PRE QUALIFICATION DOCUMENTS

PRE - QUALIFICATION OF CONTRACTORS / FIRMS FOR YEARLY OPERATION, MAINTENANCE & SERVICING OF 02 NOS LIFTS INSTALLED AT STATE LIFE BUILDING -D. I. KHAN.

Contractors / Firms who want to qualify should complete and submit attached application form.

All inquiries related to pre-qualification forms should be addressed in E-PADS:

Incharge

Real Estate Department,
Ground Floor, STATE LIFE Building,
34 – The Mall, Peshawar.

INSTRUCTIONS:-

1. Information supplied by the Tenderer for the pre-qualification statement must apply to the company named on the statement. The substitution of background information pertinent to pre-qualification will not be considered for another company related to the applicant company through a "Group Ownership".
2. Only those contractors / firms who qualify the pre –qualification process will be considered for the Financial Bidding later on.
3. Firms applying for registration individually are advised that any variation of constitution or membership from that put forward in response to this notice, without prior approval of the SLIC may result in disqualification of the firm.
4. The response to this notice' must be sufficiently detailed to convince the SLIC that the firms applying for registration have the experience as well as the technical administration and financial qualification necessary for the execution of the subject works and they must prove that they have carried out similar works in their own country and demonstrate the following capabilities:
 - a. The availability of the execution equipment required to carry out the works.
 - b. Capability to schedule the work, monitor progress against schedules and modify schedules on current and updated basis utilizing computerized or equivalent techniques.
 - c. Capability to obtain and transport to the site all the necessary materials required for execution.
 - d. Capabilities to manage, supervise and perform the work in a manner and quality commensurate with highest level achievable in the industry.
 - e. Firm/ Organization without mandatory requirement fulfilled need not apply.
 - f. Black listed firms from any Government / Semi-Government / Autonomous Body or Private Companies need not apply.
5. All statements / documentation including financial statements and bank references shall be in English Language.

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
POST QUALIFICATION BROCHURE

RETURN via E-PADS TO:

Incharge
Real Estate, Ground Floor, State Life Building,
34 – The Mall,
Peshawar Cantt.
Fax No. 091- 9211594

Please complete the following:

1. a. SUBMITTED BY.....
- b. REGISTERED ADDRESS.....

2. BASIC INFORMATION

A. COMPANY INFORMATION:-

- a. FULLNAME OF THE COMPANY / FIRM.....
- b. REGISTERED OFFICE ADDRESS.....
- c. DESCRIPTION OF COMPANY / FIRM.....
- d. TELEPHONE NUMBER.....
- e. E-MAIL.....FAX.....
- f. CONTRACT'S NAME/ TITLE.....
- g. NAME OF PRESENT EXECUTIVE
DIRECTOR AND THEIR POSITION.....
- h. IN THE COMPANY WITH BIODATA.....

B. ORGANIZATION'S FINANCIAL DATA:

- a. TYPE OF BUSINESS ORGANIZATION: _____
- b. WHEN INCORPORATED: _____
- c. UNDER PRESENT MANAGEMENT: _____
- d. NET WORTH: _____

3. MANDATORY REQUIREMENT (CRITERIA OF ELIGIBILITY):

- Registration with FBR
(Please attach copy of above registrations)
- Affidavit that firms not blacklisted with any Govt. / Semi Govt. and Private Body.
- **Registration with EOBI & Social Security for KPK(Attach Copies)**

4. PERFORMANCE RECORD

- a. Please provide a brief resume of works completed by your firm including all jobs involving similar nature of works (Form – 1).
- b. List of works currently in progress of similar nature of (Form – 2).
- c. Provide list of Technical Staff with qualification and equipments.
- d. Provide copy of Income Tax Registration Certificate.
- e. Provide copy of GST, SST Registration Certificate.
- f. Provide copy of Professional Certificate from Excise & Taxation Department.
- g. Attach audited financial statement of last three years.
- h. Have you got any previous working experience with STATE LIFE, if yes kindly attach documentary proof.

LIST OF REFERENCES:

- a. What is the size of your permanent, full time work force?
- b. Provide organization chart of your firm indicate lines of communication and reporting responsibility.
- c. Detail of key technical staff with their qualification and experience including of those who would be deputed for the proposed project.
- d. Name of Bankers to the organization with Account Number and address. Bankers report on the credit worthiness of the organization must accompany under a sealed cover.

BLACK LISTING:

If you are currently black listed by Govt. Semi Govt. Autonomous Body, Corporation or Private Organization, you need not to apply. Please submit affidavit that you are not black listed by any or organization above.

ORGANIZATION:

- a. From Clients (attach certificate).

- 1
- 2
- 3.

1. CERTIFICATION- SIGNATURE

I hereby certify to the best of my knowledge that the information hereby submitted in this brochure is correct.

NAME : _____

TITLE : _____

SIGNATURE : _____

DATE : _____

SEAL : _____

POST QUALIFICATION BROCHURE

POST QUALIFICATION FORM – 1

List Previous Experience of Similar Nature of Works

NAME OF PROJECT & LOCATION	FULL NAME & ADDRESS OF CLIENT	TYPE OF CONTRACT/ PERIOD OF CONTRACT	CONTRACT VALUE (INDICATE CURRENCY IN PAK RS. ONLY)	STATE ANY PENALTIES, CLAIMS, ARBITRATION	TYPE OF WORK	CARRIED OUT ALONG OR IN PARTNERSHIP (IF IN PARTNERSHIP STATE SHARE & NAME OF PARTNER)	START DATE	DATE OF COMPLETION

POST QUALIFICATION BROCHURE

POST QUALIFICATION FORM – 2

List All Projects of Similar Nature, Which Your Firm Has Under Way At This Time.

NAME OF PROJECT & LOCATION	FULL NAME & ADDRESS OF CLIENT	TYPE OF CONTRACT/ PERIOD OF CONTRACT	CONTRACT VALUE (INDICATE CURRENCY IN PAK RS. ONLY)	STATE AY PENALTIES, CLAIMS, ARBITRATION	TYPE OF WORK	CARRIED OUT ALONG OR IN PARTNERSHIP (IF IN PARTNERSHIP STATE SHARE & NAME OF PARTNER)	START DATE	EXPECTED DATE OF COMPLETION

SEAL & SIGNATURE: _____

POST QUALIFICATION BROCHURE

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

EVALUATION CRITERIA FOR CONTRACTORS / FIRMS

OPERATION, MAINTENANCE AND SERVICING OF 02 NOS. LIFTS INSTALLED AT STATE LIFE BUILDING, D. I. KHAN

Status of firm	Experience of Firm (Operation, Servicing & Maintenance)		List of Technical Staff Qualification & Experience & Equipment	Financial Status of Firm (Bank Certificate) Minimum 0.3 millions	ISO Certification	Total Marks / Remarks
	List of Previous similar nature of work (last 5 yrs)	Similar nature of work which is underway (5 project)				
1	2	3	4	5	6	7
Maximum Marks 10	Maximum 25 Marks	Maximum 15 Marks	Maximum 15+5(20) Marks	Maximum 20 Marks	Maximum 10 Marks	100
1 Marks / Year	5 Marks for each work	03 Marks for each (B.E) 03 Marks for each (DAE)	2 Marks for turnover of Rs. 03 Million / Year			

NOTE: QUALIFICATION MARKS = 70.

WHEREAS THE EMPLOYER IS DESIROUS OF OPERATION, MAINTENANCE TROUBLE SHOOTING / RECTIFICATION OF FAULT AND SERVICING OF FOUR NUMBERS "S C H I N D L E R" LIFTS INSTALLED AT STATE LIFE BUILDING -D. I. KHAN:

SCOPE OF WORK:-

1. Operation, Maintenance and Servicing including emergency maintenance, regular maintenance and preventive maintenance of **TWO** lifts.
2. The General Servicing will be rendered once a month and shall include:
 - Cleaning of Control Panel.
 - Cleaning of Gear Machine Unit.
 - Check Adjustment of Brake.
 - Check Gear Oil level / Condition.
 - Check the condition of Main Traction Rope.
 - Check and clean Speed Governor.
 - Check the condition of Speed Governor Rope.
 - Check and clean all Safety Switches.
 - Check and clean Induction Plates.
 - Clean and grease Main and C.Wt Guides.
 - Check and adjust the Guide Shoes.
 - Check Guide Clips of the Brackets.
 - Check and clean Emergency Brakes.
 - Filling of oil in Oil Cups (Car&C.Wt).
 - Check and clean Door Locks and Door Contacts.
 - Check and clean Door Drive Unit.
 - Check and clean Landing Doors and Sills.
 - Check and clean Lift Car, False Ceiling and Sill.
 - Check the operation of Car Control Panel.
 - Clean Car Top and check Maintenance Box Buttons.
 - Check and clean Landing Push Buttons Boxes.
 - Checking of all Safety System.
3. The lifts will be operated from **8.00 AM to 6.00 PM daily**. Any change in schedule will be intimated in advance.
4. Six working days will be observed i.e (Monday through Saturday) for operation of lifts. The lift operator will remain on duty.
5. It will be the responsibility of the contractor to provide **SUBSTITUTE** in case any LIFT OPERATOR goes on leave or remain absent.
6. Lift Staff shall be responsible each day checking at the time of Switching "ON" the lifts and their checking and thereafter handing over the same to the lift operators. Similarly the lifts will be checked at the closing time. (Switch "OFF").
7. Lift Staff shall be responsible to maintain a log book wherein the entire MAJOR / MINOR defects or complaints will be recorded alongwith actions taken.
8. Lift Staff will ensure proper cleaning of control panel / machines, checking of all moving parts and oiling and greasing, where required.

STAFF REQUIRED:

Lift Operators	02Nos.	(From: 8.00 A.M - 6.00 P.M)
Lift Mechanic	01 Nos.	(From: 8.00 A.M - 6.00 P.M)

(The above staff shall be in uniform having I.D Cards.)

9. To attend the complaints without any cost. Cost incurred on replacement of parts / and or repairs shall be borne by the employer. The replacement parts shall be deposited by the contractor with the employer in our store and the acknowledgement of receipt will be attached with the bill.
10. To maintain service card in triplicate each time after servicing of the lifts, the card to be got signed by the representative of the employer in token of acknowledgement.
11. The employer hereby agrees to provide the following:
 - (I) To pay the contractor operation, maintenance and servicing charges, payable at the end of each month against submission of the bill by the contractor .
 - (II) To provide replacement of the spares as and when demanded by the contractor and approved by the employer's representative.
12. The contractor will submit a detailed report every month regarding the performance and condition of lifts alongwith recommendations and suggestions for the satisfactory and smooth operation of lifts.

TERMS AND CONDITIONS:-

1. The lift contractor will be required to employ on full - time basis all the staff required for rectification of complaint / trouble shooting of lifts at their own cost. The minimum number is mentioned above in (S.No: 8; Scope of Work).
 2. The corporation will supervise and regulate the work of the lift contractor through its representative appointed by the employer. The contractor shall follow all the instructions issued to him by STATE LIFE in respect of all the works as contained in the scope of works.
 3. All taxes, government levies charges, salaries, wages, overtime, legal dues under labour laws and cost of cleaning material shall be borne by the contractor.
 4. A complete profile of the firm shall be submitted along with the Bid.
 5. The payment for the services provided by the contractor shall be made monthly at the end of each month.
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1. **The minimum wages and other terms and conditions of employment of personnel engaged for the job shall not be less than fixed by the Government / law of land.**
 2. Rates Quoted must be INCLUSIVE of All Taxes (Federal or Provincial)/ GST. No ESCALATION will be given by STATE LIFE during the currency of contract.

BILLS, CERTIFICATE & PAYMENTS:-

1. The employer's representative / consultant shall have the power to necessary adjustments in the bill and issue his certificate within a week of the receipt of the bill by him.
2. The contractor shall submit his bill in the prescribed form duly approved by the employer's representative.
3. The employer's representative / consultant may by any certificate make any correction or modification in any previous certificate which shall have been issued by him and shall have power to withhold any certificate if the works or any parts thereof are not being carried out to his satisfaction.
4. No claim from the contractor on account of fluctuations in the market rates shall be entertained during the currency of this contract for any item of work executed under this contract.
5. The amount due to the contractor under any certificate issued by the employer's representative shall be paid by the employer to the contractor within 10 days after such certificate has been delivered to the employer.

DEDUCTION OF AMOUNT FROM THE MONTHLY BILLS:-

1. 5% amount assessed by the employer's representative in case of unsatisfactory services provided by the contract.
2. 1.5 times of Salary per day per worker will be deducted in case of absence of contractor's staff. (Only one day's leave will be allowed to each worker of the contractor in each calendar month).

INSTRUMENT AND TOOLS:-

The contractor shall supply and maintain such sufficient instruments, tools, and equipment as per list given at Annexure – A for the use of his staff that is required to enable him to fulfill his obligations under the contract.

PROTECTION OF WORKS AND MATERIALS:-

1. The contractor shall be responsible for any damage caused by his workers, operators or agents to the building, complete plants, equipment and system, works being executed under this contract, or the contents of the building and shall make good such damage at his sole expense.

CONTRACT AGREEMENT:

The agreement shall be executed within 7 days from the date of issue of letter of award on a non-judicial stamp paper of appropriate value as per Pakistan Stamp Act applicable in the State in which works are being executed and the cost of the stamp paper shall be borne by the contractor.

Seal & Signature of Contractor

SCHEDULE OF PRICES

Monthly Contract for Operation, Maintenance and Servicing of 02 Nos. Schindler Lifts Installed at State Life Building D. I. KHAN

S. #	Description	Amount (Rs)
1.	Monthly charges for Operation, Maintenance and Servicing of 2 Nos. Schindler lifts installed at State Life Building, D.I. KHAN and Scope of Work as detailed in the TENDER DOCUMENTS:	
2.	(i) Lift Mechanic / Technician 01 No.	
3.	(ii) Lift Operator 02 Nos.	
4.	Income Tax@	
5.	KPRA,@	
6.	EOBI + ESSI+GI @	
7.	Monthly vendor Profit	
8.	Total Amount of per Month Rs.	
9.	Total Amount of per Year Rs.	

NOTE:-

- 1. The minimum wages and other terms and conditions of employment of personnel engaged for the job shall not be less than fixed by the Government / law of land.*
- 2. The contractor shall submit proof of payment of paying wages, not less than fixed by the government or authorized department, every month to the employer / corporation. If it is found / reported that minimum wages are not being paid by the contractor, the same shall be deducted from the monthly payable amount.*

Seal & Signature of Contractor

INSTRUMENT AND TOOLS:-

The contractor shall supply and maintain such sufficient instruments, tools, and equipment as per list given at Annexure – A for the use of his staff that is required to enable him to fulfill his obligations under the contract.

PROTECTION OF WORKS AND MATERIALS:-

2. The contractor shall be responsible for any damage caused by his workers, operators or agents to the building, complete plants, equipment and system, works being executed under this contract, or the contents of the building and shall make good such damage at his sole expense.
3. Any change (s) as may occur through negligence of the contractor, his agents or employees will be corrected and / or made good at the contractor's expense.

Annexure – "A".

LIST OF TOOLS & INSTRUMENTS REQUIRED FOR OPERATION, MAINTENANCE & SERVICING.

S.No	Name of Tools	Qty
1.	Box Spanner. (Different Size)	02 Sets
2.	Ring Spanner. (Different Size)	02 Sets
3.	Fix Spanner. (Different Size)	01 Set
4.	Philips Screw Driver. (Different Size)	01 Set
5.	Flat Screw Driver. (Different Size)	01 Set
6.	Pair Set (Grip, Nose, Long Nose Electric)	01 Set
7.	Wire Cutter.	01 No
8.	Adjustable Wrench. (Different Size)	01 Set
9.	Pipe Wrench. (Different Size)	01 Set
10.	Magger. (Would be provided at site when required)	01 No
11.	Chisels. (Different Size)	01 Set
12.	Hammer. (Different Weight)	01 Set
13.	Dust Blower.	01 Set
14.	Tong Tester. (USA)	01 No
15.	Multimeter. (AVO Meter)	01 No

(For and on Behalf of Contractor)

SALIENT FEATURES OF THE CONTRACT

1.	Date & Time for submission of e-bids on (e-PADS).	On or before 21/03/2025 at 10:30 AM , Bid will be open on same day at 11:00 AM on e-PADS . No manual bids will be accepted.
2.	Title of work to be endorsed on the sealed package of the tender.	Tender for ANNUAL Operation, Maintenance & Servicing of 02 Nos. Schindler Lifts Installed at State Life Building, D. I. KHAN.
3.	Amount of BID SECURITY (in shape of pay order to be submitted with tender)	Rs.75,000/- of quoted amount in the form of pay order / bank guarantee by schedule bank in favor of M/s. "State Life Insurance Corporation of Pakistan. Which shall be submitted in original Hard form before closing time of e-PADS Bids submission.
4.	Release of BID SECURITY.	(i) Shall be released to unsuccessful bidders on acceptance of tender of the lowest bidder. (ii) Earnest Money of the lowest bidder will be retained by State Life for full period of contract as performance guarantee.
5.	Working days in a week.	06 (Six) except gazette holidays.
6.	Mode of Payment	Through monthly bill submitted by the contractor at the end of each month on completion of satisfactory services.
7.	Period of Honoring Bill	Within 10 (ten) days after State Life Engineer's & Incharge Certificate.
8.	Deduction of Amount from the Bill on account of Unsatisfactory Services or any other item.	(i) A Lump Sum amount assessed by State Life Engineer in case of unsatisfactory services and or shortage of staff. (ii) Maximum Rs.1000/- per day per worker in case of absence of a worker. (iii) Income Tax as per Corporation Rule.
9.	Period within which contract agreement is to be signed after the date of acceptance of Lowest Bid by the Engineer.	10 (Ten) days.
10.	Period of Contract.	One Year (12-Months)
11.	Amount of Third Party Insurance Agreement is to be signed after the date of Acceptance of the Lowest Bid by the Competent Authority at STATE LIFE.	Rs.100,000/-
12.	Workman's Compensation Policy.	As per the requirement of Workman's Compensation Act.
13.	Bid Validity	180 Days
14.	Agreement	Rs.500/- stamp paper within Three (03) Days after signing of Letter of Award.
15.	Venue of Arbitration	Peshawar

Seal & Signature of Contractor