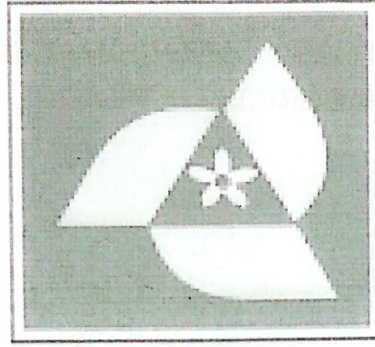


TENDER DOCUMENTS



HIRING OF JANITORIAL, SERVICES

FOR

STATE LIFE BUILDINGS,

LAHORE

GUJRANWALA

FAISALABAD

2024-2025

Engr. M. Jehangir Tariq
AGM/I/C Real Estate
Lahore

Signature & Seal of Contractor _____

M/s _____

Subject: **HIRING OF JANITORIAL SERVICES FOR STATE LIFE BUILDINGS, LAHORE,**
GUJRANWALA & FAISALABAD.

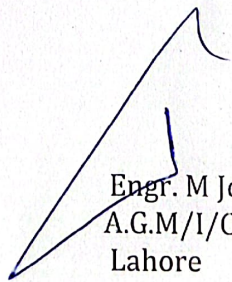
Dear Sir,

We are enclosing herewith the tender documents for the above job comprising the following:

- A. Covering letter
- B. Schedule of Prices
- C. Scope of work
- D. Term and conditions
- E. List of materials
- F. List of cleaning equipment
- G. Special condition of contract
- H. Schedule of janitorial services
- I. Performa of Technical criteria (to be filled by vendor otherwise tender will not be entertained)

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

Thanks and regards,



Engr. M Jehangir Tariq
A.G.M/I/C (Real Estate)
Lahore

Signature & Seal of Contractor _____



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

MANDATORY REQUIREMENTS FOR QUALIFICATION OF FIRMS

1. National Tax Number from FBR with valid NTN Certificate (copy required).
2. Valid PST Registration Certificate
3. Valid Registration with EOBI and PESSI (minimum 200 employees with evidence).
4. Original Letters and certificates from at least three reputed govt/multinational firms where the firm is currently engaged and providing janitorial services of similar nature and scope of services.
5. Undertaking on stamp paper that company is not black listed and engaged in litigation with State Life or any of the firm in respect of janitorial works.
6. Valid Registration of Group Insurance
7. Registration of Labour department
8. The firms who did not fulfilled their contractual obligations during their previous contracts or their services remained unsatisfactory with State Life shall not be eligible to participate in the bids.
9. Registration with Chamber of Commerce.

Engr. M. Jehangir Tariq
AGM/I/C Real Estate
Lahore

Signature & Seal of Contractor _____

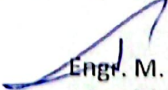


Post Qualification Criteria

Sr #	Parameters against which technical evaluation shall be done	Annexure / Page Ref. (to be filled by Firm)	Scoring Brackets	Total Points allocated
1	Company Profile			
1.1	Years of Experience related to Janitorial Works			10
	Less than 4 Years		02	
	5 to 7 Years		04	
	8 to 10 Years		06	
	11 to 14 Years		08	
	15 years and more		10	
1.2	Janitorial Contracts Handled by the Firm with reputed/reowned firms during past Five years (with minimum 50 Staff)			25
	Up-to 5 Contracts		10	
	6 to 9 Contracts		15	
	10 to 12 Contracts		20	
	More than 12 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		05	
	6 to 9 contracts		10	
	10 to 12 contracts		15	
	More than 12 contracts		20	
1.4	Number of Staff with related experience and proof of company employee/Payroll			15
	Up-to 200		05	
	201 to 300		10	
	Above 300		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 (Attach Original Pictures for reference)		5	5
2	Financial Status of the Firm/ Bank statement of the firm for last year closing balance			
2.1	Average Balance Certificate from Bank/Bank statement of the firm for last one year.			25
	More than Rs. 5 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 25 million and less than 30 million		20	
	Above 30 million		25	
Total				
Qualification Marks: 70 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)

Signature & Seal of Contractor _____


Engr. M. Jehangir Tariq
AGM/I/C Real Estate
Lahore

A- COVERING LETTER:

(To be typed on company's letterhead)

Incharge Real Estate,
State Life Building,
15-A Davis Road Lahore.

Subject: **MONTHLY CONTRACT FOR JANITORIAL SERVICES OF STATE LIFE BUILDINGS LAHORE, GUJRANWALA & FAISALABAD.**

Dear Sir,

Having inspected the building and studied the scope of work, terms and conditions etc. we hereby offer to execute the above job for a total amount of Rs. _____ (Rupees

_____) per month i.e. total amount

of Rs. _____ per annum
(Rs. _____).

A pay order No. _____ dated _____

From _____ bank for Rs. _____ is enclosed as bid security.

For & on behalf of company

Signature & Seal of Contractor _____



B:- Schedule of Prices

FINANCIAL Bid (LAHORE):

S.No.	Description	Qty	Rate (Rs.) month/Inclusive of all Taxes	Total (Rs.) Inclusive of all Taxes
1.	Janitorial Staff	10		
2.	Care Taking /House Maintenance (For Guest House)	01		
3.	Cook (For Guest House)	01		
4.	Gardening/ Landscaping (For Guest House)	01		
5.	House Keeping/Cleaning/ Laundry Services etc (For Guest House)	01		
6.	Pessi, Eobi and Group Insurance			
7.	Contractor Profit			
8.	Material	(as per list)		
Total Bid Value (inclusive of all taxes)				

Authorized Signature

Name

Company Official Seal

Date

Important Note: The bidders must quote the wages of labor keeping in view the existing Government policy of minimum wages as declared in the last budget session and as per the existing labor laws. The employer reserves the right to reject any financialbid considered to be under quoted in violation to the Government rules approved during the last budget on wages and in the labor laws. All prices must be quoted in Pak Rupees and shall be inclusive of all applicable taxes(i.e. PST, GST, Income Tax etc.)

Engr. M. Jehangir Tariq
AGM/I/C Real Estate
Lahore

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FINANCIAL Bid (FAISALABAD):

S.No.	Description	Qty	Rate (Rs.) month/Inclusive of all Taxes	Total (Rs.) Inclusive of all Taxes
1.	Electrician cum Supervisor	01		
2.	Janitorial Staff	17		
3.	Plumber	01		
4.	Pessi, Eobi and Group Insurance			
5.	Contractor Profit			
6.	Material	(as per list)		
Total Bid Value (inclusive of all taxes)				

Authorized Signature

Name

Company Official Seal

Date

Important Note: The bidders must quote the wages of labor keeping in view the existing Government policy of minimum wages as declared in the last budget session and as per the existing labor laws. The employer reserves the right to reject any financial bid considered to be under quoted in violation to the Government rules approved during the last budget on wages and in the labor laws. All prices must be quoted in Pak Rupees and shall be inclusive of all applicable taxes (i.e. PST, GST, Income Tax etc.)



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AGM/I/C Real Estate
Lahore

Signature & Seal of Contractor _____

FINANCIAL Bid(GUJRANWALA):

S.No.	Description	Qty	Rate (Rs.) month/Inclusive of all Taxes	Total (Rs.) Inclusive of all Taxes
1.	Janitorial Staff	6		
2.	Electrician cum Supervisor	1		
3.	Plumber	1		
4.	Gardner	1		
5.	Pessi, Eobi and Group Insurance			
6.	Contractor Profit			
7.	Material	(as per list)		
Total Bid Value (inclusive of all taxes)				

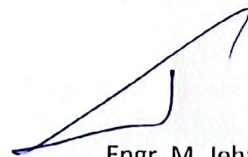
Authorized Signature

Name

Company Official Seal

Date

Important Note: The bidders must quote the wages of labor keeping in view the existing Government policy of minimum wages as declared in the last budget session and as per the existing labor laws. The employer reserves the right to reject any financial bid considered to be under quoted in violation to the Government rules approved during the last budget on wages and in the labor laws. All prices must be quoted in Pak Rupees and shall be inclusive of all applicable taxes (i.e. PST, GST, Income Tax etc.)

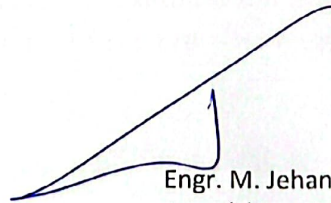


Engr. M. Jehangir Tariq
AGM/I/C Real Estate
Lahore

Signature & Seal of Contractor _____

C – SCOPE OF WORKS:

1. Sweeping and cleaning of all rooms, halls, lobbies, terraces, stairs, courtyards, parking areas, footpaths, rooftops, etc., of the entire building as per the schedule.
2. Dusting and cleaning of all interior and exterior surfaces of the building, including stair railings, glass doors, windows, internal partition walls, bracket fans, diffusers, signboards, etc., as per the approved schedule.
3. Wax polishing of floor areas every 3 months. Areas to be specified by the Building Incharge.
4. Cleaning and washing of kitchens/pantries and bathrooms, including WCs, commodes, urinals, washbasins, taps, with proper disinfectant phenyl, etc., as per the schedule.
5. Carpet cleaning by vacuum cleaner (if required).
6. Disposal of bath debris, junk, fallen litter/garbage (garden debris) from the offices and building compound as per municipal rules. In case of any mishap or fire caused by debris or junk not being timely disposed of, the firm shall be held responsible for all damages and related issues, and the same shall be recovered from the firm at its risk and cost.
7. Cleaning of manholes, sewage lines, and keeping them in running condition as and when required. The same service may also be provided in State Life residences (if needed).
8. Clearing blockages in drains and toilets whenever required.
9. Dusting and cleaning of pictures, glazing, shelves, Venetian blinds, and windows as per the approved schedule.
10. Dusting and washing of the main gate of the building (weekly).
11. Maintaining and caring for the greenery and plants of the building wherever available.
12. Providing and maintaining liquid hand wash dispensers in all the toilets.

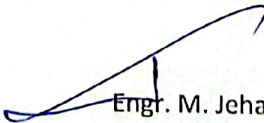


Engr. M. Jehangir Tariq
AGM/I/C Real Estate
Lahore

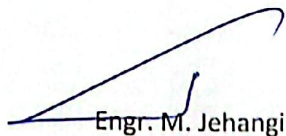
D – TERMS AND CONDITIONS:

1. Bid validity periods will be 180 days
2. The janitorial contractor will be required to employ, on full time basis all the labor required for subject work at their own cost.
3. All material required for cleaning servicing and polishing works shall be provided by the contractor at their own cost on monthly basis before 5th of every months. 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 their items required to carry out the services shall be arranged by the contractor at their own expense.
5. All taxes, Government levies and charges including GST & PST shall be borne by Contractor.
6. The cleaning of internal portion of tenant's offices (other than State Life Offices) is excluded from the scope of work, however, upon vacation premises / floors areas the space to be cleaned and cleared by the contractor.
7. Contractor shall be responsible for any breaking / stealing of the office material during the servicing by their staff. In case of any such happening the contractor will pay all the damaged / compensations.
8. The corporation will supervise and regulate the work of the janitorial contractor though it's Real Estate Division. The contractor shall follow all instructions issued to them by the Division in respect of all the work as mentioned in Scope of work.
9. Contractor will have to provide / supply of good looking uniforms and identify card to all its workers. Staff must be in uniform when they attend duty. All the workers should have their company ID cards CNIC and their ages should not be less than 20 years.
10. Contractor shall submit with the tender Bid Security for amount Rs. 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 rejected any or all Tenders as per PPRA Rules.

Signature & Seal of Contractor _____


Engr. M. Jehangir Tariq
AGM/I/C Real Estate
Lahore

12. All the payments to workers of the contractors shall be made by the contractor himself as per laws presently in force or amended in future and the corporation shall not be responsible in any way. Contractor will ensure that the minimum wages announced by Government of Pakistan and will be adhered to at all times and should submit documentary evidence of and when required by concerned agency/ department.
13. The corporation shall not be responsible for any loss / damage and / or injury sustained by the works employed by the contractor during the performance of the contractor.
14. Contract shall be exclusively responsible to tackle any demand raised by his works whether financial or administrative any time.
15. The corporation reserves the right to terminate this contract at any time without assigning any reason what so ever by giving one months notice.
16. The corporation reserves the right to stop the right of any person deputed by the contractor for performance of the contractor.
17. If any employee of contractor found not suitable for job by concerned SLIC officers, that employee should be replaced and removed by the contractor within on day.
18. The staff of contractor shall not interfere with the property or goods of the corporation. If any damage / loss are caused to the property / goods of the corporation by the staff of contractor the same shall be replaced / repaired by contractor at his own cost.
19. The contractor's staff shall follow the corporation rules strictly.
20. In case of shortage in staff strength provided by the contractor, the same shall have to be covered immediately, otherwise Rs.1.5 time of wages quoted, will be deducted per short workers / staff per day from the bill.
21. During the job in case of any type of breakage, damage or theft done by any Janitorial Staff, REAL ESTATE, (SLICP) will recover the loss from the security deposit / dues of the firm.
22. In case of any strike / emergency, the firm will ensure presence of minimum number of staff required for the cleanliness of the area / offices.



Engr. M. Jehangir Tariq
AGM/I/C Real Estate
Lahore

Signature & Seal of Contractor _____

23. The successful firm will provide uniform to the Janitorial Staff who will be bound to perform their duties in proper uniform.
24. The successful firm will ensure strict compliance of Government rules on the rights and privileges of skilled / unskilled employees including their minimum wages / pay as fixed by the Government and will be solely responsible for and liable to legal action, which the concerned Government department may like to take, in case of any breach or violation of the said rules.
25. Performa of Technical criteria (to be filled by vendor)
26. Single Stage Two envelope procedures will be adopted.



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Lahore

E - LIST OF CLEANING MATERIALS:

These are minimum cleaning materials to be provided by the contractor at each building. The contractor will use best available material to keep the building in good condition to the satisfaction of the building Incharge.

- *Broom & Dustpan*
- *Sponge Mop*
- *Plastic Buckets*
- *Rubber Gloves*
- *Cleaning Supply Cart*
- *Trash Bags*
- *Dust Towels*
- *Newspapers or Coffee Filters (for streak-free window cleaning!)*
- *Cleaning Towels – For General Surface Cleaning*
- *Glass cleaner*
- *Polish*
- *Bleach*
- *Lysol or Other Floor Cleaning Solutions*
- *Soft-Scrub*
- *Stainless Steel Cleaning Polish or Powder*
- *Mold & Mildew Cleaner*
- *Disinfectant Wipes*
- *Air Freshener*
- *Baskets for collecting trash*
- *Brooms*
- *Brushes for scrubbing*
- *Mops for floors*
- *Dusters / rough towels for glasses*
- *Dusters for glasses*
- *Glass Cleaner*
- *Wipers*
- *Cleaning powder / Vim detergent*
- *Jala Brush & Accessories*
- *Acid Bottle for Toilets*
- *Drain opener*
- *Naphthalene Balls*
- *Phenyl tins*
- *Liquid soap and hand wash for toilets*
- *Perfumed tickles*
- *Other materials as require.*

*Tentative cost estimate should be not less than:

- Rs. 65000 for SLB FSD
- Rs. 50000 for SLB LHR
- Rs. 45000 for SLB Gujranwala



Engr. M. Jehangir Tariq
AGM/I/C Real Estate
Lahore

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F - CLEANING EQUIPMENTS(Each Building:

- | | |
|-------------------------------------|-------|
| 1. Vacuum Cleaner | 02 No |
| 2. Hand Trolley | 02 No |
| 3. Floor Polisher | 01 No |
| 4. Floor Scrubber | 01 No |
| 5. Aluminum Folding Ladder | 02 No |
| 6. Any Other Equipment as required. | |



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AGM/I/C Real Estate
Lahore

G - SPECIAL TERMS OF CONTRACT (Salient Features) :

1	Amount of bid security shall be submitted in the form of a Pay Order / Bank Draft in favor of the State Life Insurance Corporation of Pakistan and must be submitted at the address given in tender notice before closing date and time else there bid will be rejected.	5,50,000
2	Release of Bid Security	The bid security of the lowest bidder will be retained by State Life for the full period of the contract as a performance guarantee and will be returned to remaining bidders after award of the contract lowest bidder.
3	Working day Trimmings of Works	Six (06) working days as week 07:00 am to 04:00 pm
4	Mode of Payment	Through monthly bills submitted by the contractor on completion of satisfactory services duly verified by respective State Life Building Incharge / supervisor.
5	Deduction of amount from the bill on account of unsatisfactory services or any other item	<ol style="list-style-type: none"> 1. A lump sum amount from 2 % to 5 % assessed by State Life officer in case of unsatisfactory services / shortage of material 2. wages quoted / 30days, will be deducted per short workers / staff per day from bill 3. All Taxes (income tax, PST,GST etc.) or any other taxes announced by Government of Pakistan
6	Period of contract	One (01) year.
7	Insurance Coverage	The successful Janitorial contractor shall have to arrange and provide an insurance coverage of Rs.200, 000/- (Rupees Two Lacs only) on favor of State Life insurance Corporation of Pakistan to cover the sustained loss by the negligence of part of the janitorial personal deployed by the janitorial contractor in the building.
8	Number of workers	42 Forty two (as per schedule of prices)
9	Tender criteria / procedure	Single Stage Two Envelop System



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AGM/I/C Real Estate
Lahore

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H-SCHEDULE OF JANITORIAL SERVICES:

The schedule of janitorial services would be as under:

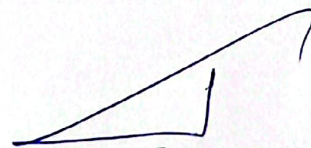
1	Sweeping an dust mopping cleaning	Minimum 02 time daily
2	Floor wet mopping with disinfectant	Minimum 01 time daily
3	Garbage removal	Daily
4	Toilets and kitchen washing (Toilets & Wash Rooms)	Minimum 02 time daily
5	Area cleaning i.e. seeping Footpaths & courtyards, Parking Areas, all strains, lobbies, halls, stair railing etc. Removing of posters, banners etc. as per directives of building Incharge	Minimum 02 time daily
6	Carpets Vacuum cleaning	As and when required / directed
7	Cleaning of window glazing (internal & external	Weekly
8	Floor Machine polishing (wax polishing) 1. Mosaic / Marble floor and walls of common area Longue , Terrace	After every 03 months
9	Dustin all partitions, curtains and removal of cobwebs etc.	Weekly
10	Cleaning of all strains, sign boards, walls, fans, decorate pictures and fittings etc	Weekly
11	Cleaning of Manholes / Sewerage lines	Twice a month or whenever required
12	Over head water tank and underground water tanks	every 4 months

Engr. M. Jehangir Tariq
AGM/C Real Estate
Lahore

Signature & Seal of Contractor _____

I:-Technical Evaluation Performa (To be filled by Vendor)

S.NO	Parameters against which technical evaluation shall be done	Annexure Page ref #
1.	Company profile	
2.	Years of experience (Janitorial):	
3.	Janitorial contacts handled by the firm with reputed / renowned firms during past five years (Financial worth)	
4.	List of janitorial contracts in progress	
5.	Technical staff with related experience	
6.	Details of equipment Machinery / tools e.g. floor scrubbing machine and grading machine, heavy duty vacuum cleaner (dry and wet) grass mover etc required for the specific jobs	
7.	Financial status of the firm	
8.	Total janitorial contacts executed by the firm during past 10 years	
9.	Enlistment with Government departments/Multinational organizations	



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