



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

TENDER DOCUMENT

FOR

PROVISION OF CLEANING & JANITORIAL SERVICES FOR ZONAL OFFICE, MIRPUR (AK) ZONE.

Prepared By: **Human Resources & Admin Department,
State Life Insurance Corporation of Pakistan,
Barry Mian Plaza Sector F/1 Kotli Road, , Mirpur (AK),
Phone: 05827-927454
Dated: 22-05-2025**

Zonal Office, Bary Mian Plaza Kotli Road, Sector F/1, Mirpur (AK)



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PROVISION OF CLEANING & JANITORIAL SERVICES
FOR ZONAL OFFICE, MIRPUR (AK) ZONE.

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BID INVITATION OF TENDER NO.HR&A/MRAK/03/2025

The State Life Insurance Corporation of Pakistan, Mirpur (AK) Zone invites Bids through E-PADS for provision of Janitorial Services for its **Zonal Office** which comprises on a building having four (04) floors with covered area of 10000 sq. ft., from the eligible firms/vendor having appropriate experience for provision of said services in Govt., Organization & Banks etc. The firms/Vendor must be registered with tax authorities. The firms/vendor must maintain their Office at **AZAD KASHMIR** (proof required). The firm/vendor should have their proper Office with telephone number.

<u>Type Of Procurement</u>	<u>Bid Security</u>	<u>Closing Date & Time for Submission of Bids</u>	<u>Opening Date & Time</u>	<u>Period</u>
Cleaning & Janitorial Services	Rs.50,000/-	16-06-2025 by 11:00 AM	16-06-2025 at 11: 30 AM	Initially for One Year (Extendable) for 2 turn of 1Year

- The **Single Stage-Single Envelope** method as provided in PPRA rules 2004 shall be adopted for in the tender. The bids will be opened online as per above mentioned schedule. The bidders' Representatives who wish to participate in the bidding process may join bids opening on E-pads PPRA. **The bid (s) submitted other than E-PADS will not be entertained.**
- The Bids should be uploaded along-with a scanned copy Pay Order/Bank Draft of the Bid Security in favor of **State Life Insurance Corporation of Pakistan, Mirpur (AK) Zone** on E-Pads, PPRA. The Original Pay Order/Bank Draft must reach on below mentioned address before the closing date/time of the tender.
- The State Life reserves the right to reject any or all bids or proposal at any time prior to the acceptance of bid, or proposal, under provision of PPRA rules No.33(1).
- Bidding documents, containing detailed terms and conditions, etc. are available for download at State life's website www.statelife.com.pk & www.eprocure.gov.pk free of cost.
- In Case of any clarification or query the vendors/contractors/suppliers may visit the office and contact the concerned officer Mr. Jawad Ur Rehman, Assistant Superintendent (HR& Admin), Kotli Road Sector F/1 Barry Mian Plaza Mirpur (AK) or call on Phone. No. **05827-927454** during office hours.

(M. Haneef Abbasi)

Manager (HR& Admin)/Secretary,
 Zonal Procurement Committee (ZPC),
 Mirpur (AK). Phone: 05827-927454

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SCOPE OF WORK:

1. Cleaning of Rooms, Halls, Lobbies, Stairs & Courtyard at Zonal Office.
2. Cleaning and Sweeping of Wash Rooms (10 number) on daily basis.
3. Disposal of the debris, junks or any other material in proper way on daily basis.
4. Provision of hand wash liquid/Soaps for Wash Rooms.
5. Provision of cleaning material like Acid/Harpic etc., Brushes, Wipers, Surf/Vim Powder & Dusters etc., as per requirement.

TERMS & CONDITIONS

1. Bid validity period must be for 90 days.
2. The Contractor will be required to provide full time Workers as per quantity mentioned in the BOQ.
3. All consumable material required for cleaning Services will be provided by the Contractor.
4. All required equipment for cleaning will be provided by the Contractor.
5. The rates must be quoted inclusive of all applicable taxes.
6. The Contractor will be responsible for any loss sustained by State Life due lack of care by his Workers of the Contractor.
7. The Workers must be aged between **20 – 40** years
8. The Corporation shall not be responsible for any loss /damage and/ or injury sustained to the Workers during working.
9. The Contract may be terminated by given one (01) month notice by either side.
10. The interested firms/vendor may inspect the site before uploading their bid on E-Pads for better understanding of the job.
11. The Competent Authority reserves the right to reject all Bids or Proposals any time prior to acceptance of a bid or proposal. However, State Life on request shall communicate any contractor who submitted a bid or proposal, the grounds for its rejection but not bound to justify the same as per PPRA rules.
12. The contract shall be valid from 01.07.2025 to 30.06.2026, which could be extended for another two turns of One year each if satisfied and mutually agreed upon by both the parties.
13. The tender submission after the due date & time will not be entertained. The in-time submission of tender will be onus of bidder (s).
14. All mandatory requirements must be fulfilled by all the bidders to be eligible as responsive and their financial bids shall be considered for final evaluation.
15. The most advantageous & economical bid meeting criteria of tender shall be accepted.
16. All the payments to the deployed employee be made by the Contractor himself within first five days of each month and as per existing laws & policy inforce or amended in future by the govt., and the State Life shall not be responsible in any way.

17. Contractor will ensure that the minimum wages announced by Government of Pakistan will be adhered to at all times and should submit documentary evidence if and when required by concerned agency / department. All taxes, Government levies and charges etc. shall be borne by the Contractor.
18. The Contractor shall deposit the salaries of the employees deployed under the contract to their individual /respective bank accounts and submit the statement /documentary evidence to prove that wages being paid as per Government rules.
19. The State Life will supervise and regulate the duties of the Cleaning & Janitorial through HR&Admin Department. The CLEANING & JANITORIAL SERVICES Company shall follow instructions in respect of work as mentioned in the Scope of Work.
20. The State Life shall not be responsible for any loss, damage, injury sustained during the performance of their duties.
21. The State Life reserves the right to terminate the contract at any time without assigning any reason whatsoever by giving one-month advance notice. One month prior notice in writing shall be served by the CLEANING & JANITORIAL SERVICES Company for termination of contract.
22. If any worker is found not suitable for the job by State Life, the said worker should be replaced by the Contractor within one day of receiving notice.

REQUIRED WORKERS/ BILL OF QUANTITY

SR. NO.	Worker	Required Workers
1.	Supervisor	01
2.	Workers	04
Total:-		05

Mandatory Requirements for Responsive Bid

S. No	Description of Mandatory Requirement	Yes	No
1	Draft of Earnest Money (Separate Envelope)		
2	<u>GST and NTN Registration Certificate.</u> <u>Active Taxpayer List (ATL) of FBR</u> Status as “Active” in I.T and Compliance Level is 100% in GST.		
3	Certificates from Govt.,/ Banks (if any) where such SERVICES of the firm/vendor are currently ongoing.		
4	Submission of undertaking on Rs. 100 legal / stamp paper that the company is not blacklisted by any Govt. Department, Autonomous Body or Private Sector Organization anywhere in Pakistan or AJK.		
5	Bid Security (Return able)		
6	<u>Professional Experience</u> Appropriate experience.		

Authorized Signature of Company Official with Seal.

For & on behalf of M/S._____

Dated:_____Seal:_____

DRAFT ANNUAL MAINTENANCE CONTRACT AGREEMENT

(CLEANING & JANITORIAL SERVICES)

THIS AGREEMENT is made on _____ between **State Life Insurance Corporation of Pakistan, Mirpur (AK) Zone** (hereinafter referred to as “Client” which expression unless excluded or repugnant to the context be deemed to include his successors and assigns), and having registered **principal place of office at State Life Building No.9, Dr. Zia-ud-Din Ahmed Road, Karachi - 75530** of the One Part,

AND M/s _____ having its registered office at _____
_____ (Hereinafter referred to as “the Contractor”) which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Cleaning & Janitorial Services to Client.

NOW THIS AGREEMENT WITNESSTH as follows:

I. **WHEREAS** the Client invited bids through open tender, vide Tender _____ dated _____ for “**availing Cleaning & Janitorial Services of State Life Zonal Office Mirpur (AK)**” under **Tender No. HR&A/MRAK/03/2025**.

II. **AND WHEREAS** the Contractor submitted his bid vide _____ in accordance with the procedure mentioned along with the bid documents and represented therein that it fulfills all the requirements and has resources and competence to provide the requisite services to the Client

III. **AND WHEREAS** the Client has selected M/s _____ as the successful bidder (“the Contractor”) pursuant to the bidding process and negotiation of contract prices, awarded the **Letter of Acceptance (LOA) No. _____** to the Contractor on _____ for a total sum of _____ [Rupees _____ only].

IV. **AND WHEREAS** the Client desires that the Cleaning & Janitorial Services (as defined in the Bidding Document) be provided, performed, executed and completed by the Contractor, and wishes to appoint the Contractor for carrying out such services.

V. **AND WHEREAS** the Contractor acknowledges that the Client shall enter into contracts with other contractors / parties for the manpower services of its premises in cases the Contractor falls into breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard.

VI. **AND WHEREAS** the terms and conditions of this Contract have been fully negotiated between the Client and the Contractor as parties of competent capacity and equal standing.

VII **AND WHEREAS** the Contractor has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing Cleaning & Janitorial Services in the Client’s premises, failing which the Contract is liable to be terminated at any time, without assigning any reasons by the Client.

VIII **AND WHEREAS** the Contractor shall be responsible for payment of Service Tax with Excise and Taxation Department. The documentary proof of the same must be submitted within one month of payment of particular bill for the amount of Service Tax Charged in the said bill.

IX. **AND WHEREAS** the Client and the Contractor agree as follows:

1. The Contractor (The successful bidder) hereby agrees that he is solely liable to fully indemnify and keep the Client indemnified against all losses/ penalties/ awards/ decrees arising out of litigation/ claims/ application initiated against the Client on account of acts of omission/ commission attributable to the Contractor and which are punishable under the provisions of Ministry of Labour and Employment Acts.

2. In this Agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

3. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.

- (a) The Letter of Acceptance (LOA) issued by the Client.
- (b) Notice to Proceed (NTP) issued by the Client.
- (c) The complete Bid, as submitted by the Contractor.
- (d) The Addenda, if any, issued by the Client.
- (e) Any other documents forming part of this Contract Agreement till date.
- (f) Supplementary Agreements executed from time to time.

4. Any changes / modifications / amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement.

5. This Contract shall be governed by and construed in accordance with the laws of Pakistan. Each Party hereby submits to the jurisdiction at Islamabad.

X. **NATURE OF AGREEMENT:** The parties hereto have considered agreed to and have a clear understanding on the following aspects:

(i) **This** Agreement is for providing the aforementioned services and is not an Agreement for supply of contract workers/ labour. It is clearly understood by the Contractor that the persons employed by the Contractor for providing services as mentioned herein, shall be the employees of the Contractor only and not of the Client. The individual person(s) to be deployed for providing the said services, shall be decided by the Contractor who shall be liable to make payments to them towards their monthly wages, etc. and other statutory dues like EOBI, ESSI, Minimum wages, bonus, gratuity, etc.

(ii) **The** client shall not be liable for any obligation/ responsibilities, contractual, legal or otherwise, towards the Contractor's employees/ agents or to the said employees/ agents directly and/ or indirectly, in any manner whatsoever.

(iii) **The** personnel of the Contractor rendering the services under this Agreement, shall never be deemed to be the employees of the Client in any manner whatsoever and shall not be entitled to claim from the Client for employment, wages, damages, compensation or anything arising from their deployment by the Contractor.

XI. **AND WHEREAS** the Client and the Contractor agree as follows:

When any condition of the contract is broken by the contractor, the Client who suffers any loss or damage by such breach, shall be entitled to receive, from the Contractor who has broken the condition(s) of the contract, compensation for any loss or damage caused to the Client thereby, which naturally arose in the usual course of things from such breach, or which the contractor and the Client knew, when they made the contract to be likely to result from the breach of it.

XII. **IN WITNESS WHEREOF** the parties hereto have caused this Agreement to be executed in accordance with the laws of Pakistan on the day, month and year indicated above.

Signed on behalf of
The Contractor
(Authorized Signatory)

Signed on behalf of
State Life Insurance Corporation of
Pakistan, Mirpur (AK) Zone.
(Authorized Signatory)

Signed at _____ on _____2025/2026

On Stamp paper of Rs.100/-

UNDERTAKING

I, the undersigned undertake that the photocopies submitted in support of proof of having fulfilled the minimum eligibility criterion are authentic and genuine. In case any variance is found by the Client on comparing with the originals the bidder shall be responsible for action against him to be taken by the client as deemed fit.

2. We also under take that our firm/Company is not black listed by any Government Department and Public Sector Client.

Signature of the Authorized Signatory

**Designation:
(Office seal of the Bidder)**

Dated:- _____

Place:- _____