



# ***TENDER DOCUMENTS***

***FOR CLEANING & JANITORIAL WORKS AT***

***STATE LIFE BUILDING, ABU DHABI ROAD, RAHIM YAR KHAN***

**TENDER NO. RE/CL/JANI/RYPK/JAN/2025**

**From: Real Estate Department, Rahim Yar Khan**

From:

**Real Estate Department,**

State Life Insurance Corporation of Pakistan, Zonal Office, Rahim Yar Khan.



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 25-06-2025 at 10:00 A.M.**
2. The bid (s) shall be submitted on E-Pad (s) only.
3. Contractor is advised to submit Original Bid Security and copy of Bidding Documents on or before 25-06-2025 at 10:00 hours in the office of **In-charge (Real Estate) 4<sup>th</sup> floor, State Life Building, Abu Dhabi Road, Rahim Yar Khan.**
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. SLIC 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. 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.
9. State Life Insurance Corporation of Pakistan reserves right to accept / reject all bids in accordance with PPRA Rules.

**Adi Khan Jadoon  
In-Charge (RE)  
Rahim Yar Khan**

(Sign and seal of firm)



## A-COVRING LETTER

TENDER NO. RE/CL/JANI/RYP/JAN/2025

*(To be typed on company`s Letter Head and kept sealed in financial bid envelope)*

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

In charge,  
Real Estate Division,  
State Life Building,  
Abu Dhabi Road,  
Rahim Yar Khan.

**SUB: TENDER FOR CONTRACT OF CLEANING & JANITORIAL WORKS AT  
STATE LIFE BUILDING -RAHIM YAR KHAN.**

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 (Rupees \_\_\_\_\_).  
\_\_\_\_\_ A Pay Order No. \_\_\_\_\_  
\_\_\_\_\_ Dated \_\_\_\_\_ from \_\_\_\_\_ bank for Rs. \_\_\_\_\_/- is enclosed  
as bid security.

\_\_\_\_\_  
For &on behalf of Contractor



## **B. 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 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.

(Sign and seal of firm)



## **C. 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, PST, PESSI 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.100, 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**

***announced by Government of Pakistan/ Government of Punjab 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 than minimum wages will be dealt by the committee so formed by corporation upon the decision of committee, if payment is found less than 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.

(Sign and seal of firm)



## **D. SPECIAL CONDITIONS OF CONTRACT**

1.	Submission & opening of bid	Only E-Bid received through E-PAD will be entertained Opening date 25/06/2025 at 10:30 A.M
2.	Amount of Bid Security (Bank Draft) to be submitted with tender	Rs.100,000/- 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 up to 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.	Working days	Six (06) working days a week, except Gazette Holidays. (Half hour before and half hour after office hours).
5.	Mode of Payment	Through monthly bills submitted by the contractor on completion of satisfactory services duly verified by respective State Life Building In-charges
6.	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, PST, GST, PEESI, 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
7.	Period within which contract agreement is to be signed after the date of acceptance of lowest bid by the employer.	Fifteen (15) days
8.	Period of contract	One (01) Year
9.	Escalation	i. Maximum to the yearly inflation announced by State Bank of Pakistan. ii. Difference in minimum wages announced by govt. iii. Any additional tax imposed by govt after Award of contract.
10.	Insurance Coverage	The successful Janitorial Contractor shall have to arrange and provide an insurance coverage of Rs. 100,000/- (Rupees One lac 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.



## **E. 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)	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.	Carpets Vacuum cleaning	As and when required / directed
7.	Cleaning of windows glazing (internal & external)	Weekly
8.	Floor Machine polishing (wax polishing) i. Mosaic / Marble floor and walls of common area Lounge, Terrace	After every 03 months
9.	Dusting all partitions, curtains and removal of cobwebs etc.	Weekly
10.	Cleaning of all stains, sign boards, walls, fans, decorative pictures and fittings etc.	Weekly
11.	Cleaning of Manholes /Sewerage lines	Twice a month or whenever required

(Sign and seal of firm)



## **F. STAFF DETAIL FOR STATE LIFE BUILDING RAHIM YAR KHAN**

<b>Building</b>	<b>Supervisor</b>	<b>Gardener /Cleaner</b>	<b>Plumber/Pump Operator</b>	<b>Sweeper</b>	<b>Total</b>
SLB- Rahim Yar Khan	<b>01</b>	<b>01</b>	<b>01</b>	<b>04</b>	<b>07</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.

(Sign and seal of firm)



## G. BILL OF QUANTITY / RATES FOR LABOR

FOR PROVIDING CLEANING & JANITORIAL SERVICES AT STATE LIFE BUILDING,  
ABU DHABI ROAD, RAHIM YAR KHAN.

S. #	Description	Quantity	Suggest Minimum Wages/Salary Per worker per month(Rs.) (Not less than as suggested below)	Add all prevailing and applicable taxes EOBI, PESSI etc	Profit, Over heads	PST on Profit	Income Tax	Total	Material Cost	Grand Total per month
			A	B	C	D	E	F=A+B+C+D+E	G	F x G
1	Supervisor	01								
2	Sweeper	04								
3	Gardner	01								
4	Plumber	01								
	<b>Total</b>	<b>07</b>								
	<b>Total per month</b>									
	<b>Total per Annum</b>									

Note: The above rates quoted must be inclusive of all material, Labour, wages, PST, income tax, PESSI, EOBI, profit etc.

(Sign and seal of firm)



## H. 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 (C= A+B)	Rs.
All Taxes, overhead, profit etc: D = _____.% of C	Rs.
Total Quoted Amount for services Per Month: E= (C+D)	Rs.
Total Quoted Amount Per Annum F=(Ex12)	Rs.

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

#### **NOTE:**

The labor rates quoted shall be inclusive of all profits, taxes via income tax, GST, PST, PESSI, EOBI etc. as per Government Rules.

(Sign and seal of firm)



## I. LIST OF MONTHLY MATERIAL FOR PROVISION OF JANITORIAL SERVICES AT SLB R.Y.KHAN.

(BEST QUALITY BRANDED MATERIAL APPROVED BY STATE LIFE TO BE FURNISHED BY THE CONTRACTOR WITH TENDER)

Sr No	Material	Company	Unit	Qty	Rate	Amount
1	Phenyl ½ Litter	Cleanz	Nos.	15		
2	Glass Cleaner	Cleanz	Nos.	12		
3	Phool Jharo.	Best Quality	Nos.	06		
4	Cotton Cloth.	Best Quality	Kg.	03		
5	Sur Jharo.	Best Quality	Nos.	04		
6	Surf Powder.	Bonus	Kg.	04		
7	Toilet Cleaner	Cleanz	Nos.	10		
8	Harpic	Harpic	Nos.	08		
9	Viper Large	Best Quality	Nos.	02		
10	Viper Small	Best Quality	Nos.	02		
11	Phenyl Tablet	Best Quality	Packet	02		
12	Dust Bin Large	Standard Quality	Nos.	06		
13	Dust Bin Small	Standard Quality	Nos.	06		
14	Toilet Brush	Best Quality	Nos.	04		

(Sign and seal of firm)



**J. LIST OF CLEANING EQUIPMENTS FOR JANITORIAL  
SERVICES IN STATE LIFE BUILDING, RAHIM YAR KHAN**

SR. NO.	NAME OF EQUIPMENTS	UNIT	QUANTITY
01	Shovel.	Nos.	02
02	Hand Carry Trolley	Nos.	02
03	Floor Polishing Machine	Nos.	01
04	G.I/Plastic Buckets	Nos.	08
05	Aluminum folding ladder (Ghori)	Nos.	01
06	Vacuum Cleaner	Nos.	01
07	All related plumbing tools	As per requirement	As per requirement
08	Any other equipment's required	As per requirement	As per requirement

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.

(Sign and seal of firm)



**CRITERIA REGARDING POST QUALIFICATION OF CONTRACTOR (JANITORIAL WORKS)**

**MANDATARY REOURIMENT**

- a) NTN Registration
- b) Under taking on stamp paper that firm is not blacklisted.
- c) PST/Registration Certificate(from PRA)
- d) EOBI & PESSI Registration.

**1. YEAR OF ESTABLISHMENT:**

- |   |               |
|---|---------------|
| a) The Company established for more than 10 years | 10 Marks      |
| b) The company established with in 1 to 10 Years  | Proportionate |

**2. WORKS DONE OF SIMILAR NATURE IN PAST:**

- |  |               |
|--|---------------|
| a) More than 05 Nos. Projects (minimum value of Rs. 1:00 million<br>Per annum) | 25Marks       |
| b) 05 Marks for each works   | Proportionate |

**3. WORKS OF SIMILAR NATURE IN HAND:**

- |  |               |
|--|---------------|
| a) More than 05 Projects (minimum value of Rs.1:00 million<br>Per annum) | 20 Marks      |
| b) 04 Marks for each work  | Proportionate |

**4. LIST OF TOOLS:**

- |   |          |
|---|----------|
| a) Availability of required tools as per tender | 10 Marks |
|---|----------|

**5. BANK/TAX CERTIFICATE:**

- |  |          |
|--|----------|
| a) Bank statement /Turn over (03mark/year with annual turnover<br>03million) | 15 Marks |
|--|----------|

**6. LIST OF STAFF:**

- |                 |          |
|-----------------|----------|
| a) More than 30 | 20 Marks |
| b) 15 to 25     | 10 Marks |
| c) Less than 15 | 00 Marks |

(Minimum qualifying marks 60)

(Sign and seal of firm)



## **POST QUALIFICATION FORM**

### **INVITATION OF TENDER FOR PROVIDING JANITORIAL SERVICES AT SLB, R.Y.KHAN.**

YEAR OF ESTABLISHMENT	WORK DONE OF SIMILAR NATURE IN PAST	WORK DONE OF SIMILAR NATURE IN HAND	LIST OF TOOLS	BANK STATEMENT/ CERTIFICATE	LIST OF STAFF
<b>10</b>	<b>25</b>	<b>20</b>	<b>10</b>	<b>15</b>	<b>20</b>

**Note:** Criteria of Post-qualification = 60 Marks.

---

Sign & Seal of Firm