



STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DEPARTMENT HYDERABAD

TENDER DOCUMENTS

FOR

OPERATION, SERVICIING & MAINTENANCE OF (01)
NO. MODIFIED LIFT, MAKE (KONE)
INSTALLED

AT

STATE LIFE BUILDING LARKANA

(TENDER NO. RE-HYD/Lift/LARKANA/04/2025)



STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DEPARTMENT HYDERABAD

**TENDER FOR OPERATION, SERVICING & MAINTENANCE OF (01) NO. MODIFIED
LIFT, MAKE (KONE) INSTALLED AT STATE LIFE BUILDING LARKANA**

INVITATION TO E-BID

(TENDER NO. RE-HYD/Lift/LARKANA/04/2025)

1. State Life Insurance Corporation of Pakistan (SLICP), invites electronic bids from the contractors, registered with Income Tax and Sales Tax Department for **Operation, Servicing & Maintenance Of (01) No. Modified Lift, Make (KONE) Installed At State Life Building Larkana.**
2. e-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at www.eprocure.gov.pk
3. The electronic bids must be submitted by using E-PADS on or before **22-07-2025 at 11:00 am.** Manual bids, shall not be accepted. Electronic Bids will be opened on the same day at 11:30 am.

Note: Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on E-PADS at www.eprocure.gov.pk and on PA's website.

Engr. Amjad Ali Memon
Deputy Manager (RE) Hyderabad
State Life Insurance Corporation of Pakistan
7thFloor, Real Estate Division
State Life Building No.3,
Thandi Sarak, Hyderabad.
Phone #: 0229200353



STATE LIFE INSURANCE CORPORATION OF PAKISTAN
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**TENDER FOR OPERATION, SERVICING & MAINTENANCE OF (01) NO. MODIFIED
LIFT, MAKE (KONE) INSTALLED AT STATE LIFE BUILDING LARKANA**

(TENDER NO. RE-HYD/Lift/LARKANA/04/2025)

Dated : _____

M/s. _____

Enclosed, please find herewith Tender Documents for the subject work as per single stage single envelope procedure of PPRA Rules. Please submit the same duly filled and completed in all respects on EPADS latest by **22-07-2025** at 11:00 a.m.

You are requested to submit tender through e-procurement system of PPRA (EPADS) by the stipulated date. No any manually received tenders will be acceptable. For further details, you may contact the undersigned before the opening of the Tender for any query.

The Corporation reserves the right to reject any or all Tenders as per provisions of PPRA Rules.

ENGR. AMJAD ALI
Deputy Manager 'RE'

Encl: As above.



STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DEPARTMENT HYDERABAD

SALIENT FEATURES

**TENDER FOR OPERATION, SERVICING & MAINTENANCE OF (01) NO. MODIFIED
LIFT, MAKE (KONE) INSTALLED AT STATE LIFE BUILDING LARKANA**

(TENDER NO. RE-HYD/Lift/LARKANA/04/2025)

1.	Date & Time for submission of e-bids on EPADS	On or before 22-07-2025 at 11:00 AM , Bid will be open on same day at 11:30 AM on E-pads . No manual bids will be accepted.
2.	Bid Security	Rs.20,000/- 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 physical shape before closing time of e-bids submission.
3.	Release of Bid Security	Bid Security of lowest bidders will be retained upto award of contract and will be returned to remaining bidders after evaluation of the bid of the successful bidder.
4.	Forfeiture of Bid Security	a. If the bid is withdraw after opening. b. If the bidder does not accept letter of award or refuse to enter in contract.
5.	Date of Commencement of Work	Not later than 07 days from the date of issuance of letter of award.
6.	Method of Procurement	Single stage SINGLE envelope as per PPRA Rules
7.	Validity of tender	120 days
8.	Period of contract.	01 (one) year
9.	Over time rates/ charges	Fixed over time charges will be Rs.150/- per hour / per Tech. / Operator after working hour.
10.	Enhancement of Minimum Wages	Up-to maximum inflation rate announced by State Bank of Pakistan for the year.
11.	Deductions upon unsatisfactory performance	i. 5% of Contract amount / month. ii. In case of absenteeism 1.5 time of wages / worker will be deducted.
12.	Method of payment	Upon submission of Monthly Bill along with Performance Report of equipment (Lift) and verified by In-Charge lift / building

Seal & Signature of Contractor



**TENDER FOR OPERATION, SERVICING & MAINTENANCE OF (01) NO. MODIFIED LIFT,
MAKE (KONE) INSTALLED AT STATE LIFE BUILDING LARKANA**

(TENDER NO. RE-HYD/Lift/LARKANA/04/2025)

SCHEDULE OF PRICES

Sr #	Description	Qty	Rate (Rs)	Amount (Rs)
1	Servicing & Maintenance of (01) Make (KONE) Modified Lift, Installed at State Life Building Larkana	01		
2	Charges for Lift Technician	01		
3	Charges for Lift Operator	01		
Total				
EOBI				
SESSI				
PROFIT				
SST on Profit				
Total				
Income Tax				
Contract Value Per Month				
Cost Per Annum				

Amount in
words _____

Note:-

The quoted rates should be inclusive of wages / salaries, EOBI, SESSI, Sale Tax on services, Income Tax, Levies and Profit etc.

Seal & Signature of Contractor



**WHEREAS THE EMPLOYER IS DESIROUS FOR OPERATION, SERVICING &
MAINTENANCE OF (01) NO. MODIFIED LIFT, MAKE (KONE)
INSTALLED AT STATE LIFE BUILDING LARKANA**

(TENDER NO. RE-HYD/Lift/LARKANA/04/2025)

(1). SCOPE OF WORK:

Operation, Servicing & Maintenance of (01) No. Modified (KONE) Make Lift, installed at State Life Building Larkana.

- i Cleaning of Control Panel
- ii Cleaning of Gear Machine unit
- iii Check Adjustment of Brake
- iv Check Gear Oil Level / Condition
- v Check the condition of Main Traction Rope
- vi Check & Clean Speed Governor
- vii Check the Condition of Speed Governor Rope
- viii Check & Clean all safety switches
- ix Check & Clean Induction Plates
- x Clean & Grease Main & S.W Guides
- xi Check & Adjust the Guide Shoes
- xii Check Guide Clips of Brackets
- xiii Check & Clean Emergency Brake
- xiv Filling of Oil in Oil Cups (Car & counter Weight)
- xv Check & Clean Door Lock & Door contract
- xvi Check & Clean Door Drive Unit
- xvii Check & Clean Landing Doors & Sills
- xviii Check & Clean Lift car, Fall Ceiling & Sill
- xix Check the operation of car control Panel
- xx Clean Car Top & Check Maintenance Box
- xxi Check & Clean Landing Push Button Boxes
- xxii Checking of all the safety systems

- a. Lifts will be operated from 8:00 A.M to 06:00 PM working days any changes of schedule will be intimated in advance.
- b. Six working days will be observed i-e (Monday to Saturday) for operation of Lift. All staff shall remain on duty from Monday to Saturday.

Seal & Signature of Contractor

- c. Operator charges beyond 6:00 P.M or on public / gazette holiday will by @ Rs. 150/- per hour / operator.
- d. The Contractor shall be responsible for providing (01) Lift Operator at site.
- e. Lift Operator shall be provided uniform by the contractor and they shall wear it during the duty.
- f. It will be the responsibility of the contractor to provide substitute in case of any Lift Operator goes on leave or absent.
- g. Lift Operator shall be responsible each day checking at the time of switching "ON" the lifts. Similarly the lifts will be checked at closing time "Switch OFF:
- h. Lift Operators shall be responsible to maintain a log Book wherein all the major / minor defects or complaints will be recorded along with actions taken by contractor.
- i. Lift Operators will ensure proper cleaning of control panel / Machines / car cabin, checking of all moving parts and oiling and greasing wherever required. Cost of oiling & greasing will be borne by Contractor.
- j. Contractor would attend the complaints without any cost. The cost incurred on replacement / repairs of parts shall be borne by the employer. The replaced parts shall be deposited by the contractor with the employer.
- k. Contractor shall maintain service card in triplicate each time after servicing of the lift, the card to be got signed by the representative of the employer in token of acknowledgement.
- l. The contractor will submit a detailed report along with service card every month regarding the performance and condition of the lift with recommendations and suggestions for the satisfactory and smooth operation of the lift.
- m. Contractor shall submit valid fitness certificate of Elevator under his maintenance twice a year.

Seal & Signature of Contractor

(2). THE EMPLOYER HEREBY AGREES TO PROVIDE THE FOLLOWING:-

- a. To provide spares as and when demanded by the contractor for replacement.

(3). TERMS & CONDITIONS:

- a. The Lift Contractor will be responsible for rectification of complaint / trouble shooting of lift at their own cost throughout contract period.
- b. The corporation will supervise and regulate the work of the lift contractor through its representative appointed by Real Estate Division. The contractor shall follow his instructions in respect of the works as contained in the scope of works.
- c. All taxes, govt. levies, SST, GST, charges, salaries, wages overtime, legal dues under labor laws and cost of cleaning material shall be borne by the contractor.
- d. The payment for the services provided by the contractor shall be made on monthly basis after submission of verified bill from Lift / Building In – charge respectively.
- f. The Contractor should be capable to carry out above job.
- g. Contractor shall replace any staff deputed at site as demanded by Employer or his representative within 03 days of such demand.

(4). BILLS, CERTIFICATE & PAYMENTS.

- a. The contractor shall submit its bills at site in the 1st week of every month for his work carried out during the preceding month and the contractor shall be paid monthly charges on the certificate of the employer's representative.
- b. The Employer's representative shall have the power to verify and make adjustment in the bill.
- c. The contractor shall submit his bill in the prescribed form duly approved by the employer's representative.

Seal & Signature of Contractor

- d. The Employer's representative 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.

(5). DEDUCTION OF AMOUNT FROM MONTHLY BILLS

- a. Up to 5% of contract amount / Month shall be deducted from the bill upon un-satisfactory performance reported by the employer.
- b. In case of absenteeism 1.5 time of wages / worker will be deducted of the contractor.
- c. Rs. 1,000/- per month / person for not providing uniform will be deducted.

(6). TERMINATION:

- a) The employer shall have the right to terminate the contract wholly or partly by giving a notice of 30 (thirty) days of contractor:
- i. In the opinion of the Employer's Representative the contractor's performance is unsatisfactory.

OR

- ii. The contractor fails to abide by any of the conditions of the contract or the instructions of the Employer's Representative.
- a) The employer shall also have the right to terminate the contract by giving a notice of 30 (thirty) days if the discontinue the services of the contractor due to any reasons other than those mentioned above. However, in such a case the employers shall not invoke/ forfeit the performance bond of the contractor and shall make a fair assessment of the payments due to the contractor and release the same in full and final settlement of the accounts under the contract.

Seal & Signature of Contractor

(7). INSTRUMENTS AND TOOLS.

- a. The Contractor shall supply and maintain sufficient number of instruments, tools and equipment as per list given at (Annexure – A) for the use of his staff that is required to enable them to fulfill their obligations as under the contract.

(8). GROUND OF REJECTION OF BID:

- a. Conditional / Ambiguous bid.
- b. Bid submitted after stipulated time period.
- c. Bid submitted without bid security.
- d. Bid without original Affidavit of Non- Black listing of firm from any Govt. / Semi Govt. Autonomous body or private organization.
- e. Non-Registration of EOBI & SESSI.

(8). PROTECTION OF WORKS AND MATERIALS.

- a. The contractor shall be responsible for any damage caused by his workers, operatives or agents to the building, complete plant, 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.

(9) Mandatory Requirement.

- a. Registration of Firm on E-PADS
- b. Income Tax, SST Registered.
- c. Affidavit that firm is not black listed by any Govt. Semi Govt. Autonomous body, multinational or any private firm.
- d. Minimum Three (03) years list maintenance & operation experience.

Seal & Signature of Contractor

**ANNEXURE "A"****LIST OF TOOLS & INSTRUMENTS REQUIRED****OPERATION, SERVICING & MAINTENANCE OF (01) NO. MODIFIED LIFT, MAKE (KONE) INSTALLED AT STATE LIFE BUILDING LARKANA***(TENDER NO. RE-HYD/Lift/LARKANA/04/2025)*

Sr. #	Name of Tools	Qty
01	Book Spanner (Different Size)	01 Set
02	Ring Spanner (Different Size)	01 Set
03	Fix Spanner (Different Size)	01 Set
04	Philips Screw Driver (Different Size)	01 Set
05	Flat Screw Driver (Different Size)	01 Set
06	Pair Set (Grip, Nose, Long nose Electric	01 Set
07	Wire Cutter	01 Set
08	Adjustable Wench (Different Size)	01 Set
09	Pipe wrench (Different Size)	01 Set
10	Magger (would be provided at site as when required	01 Set
11	Chisels (Different Wight)	01 Set
12	Hammer (Different Wight)	01 Set
13	Dust Blower	01 No.
14	Tongue Tester	01 No.

Seal & Signature of Contractor

FORM OF PERFORMANCE SECURITY
(Bank Guarantee)

ANNEXURE "B"

Guarantee No.....
Executed on.....
Expiry date.....

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with address: _____

Name of Principal (Contractor) with address: _____

Penal Sum of Security (express in words and figures) _____

Letter of Acceptance No.Dated.....

KNOW ALL MEN BY THESE PRESENTS that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the _____ (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Employer's above said Letter of Acceptance for _____ (Name of Contract) For the _____ (Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of relevant Clause, Defects after Taking Over, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed

to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

Signature _____
(Seal)

1. Name _____

Corporate Secretary (Seal)
Title & Address

2. Name _____

Title & Address
Corporate Guarantor (Seal)