

**STATE LIFE**

Insurance Corporation of Pakistan
Sahiwal Zone

6th Floor Azaan Heights
Jahaz Chowk, Sahiwal
Ph. 040-9200027
Fax.040-9200024
Toll Free.0800-09099

Date.07.07.2025

Deputy Director- (M&IMP),
Public Procurement Regulatory Authority,
(Cabinet Division),
1st Floor, F.B.C. Building G-5/2,
Islamabad.

Sub: Advertisement of Tender Notice
HR&ADMIN/SWL/06/2025.

Dear Sir,

Kindly advertise the State Life's enclosed Tender Notice # HR&ADMIN/SWL/06/2025 on the Website of PPRA. The said caption of tender notice has also been sent to your given E-mail address info@ppra.org.pk. Advance Tender fee deposit slip is also attached herewith.

Thanking You.

Yours truly,

Madiha Farid
Incharge (HR&Admin)
Sahiwal Zone

CC:

Divisional Head (IT)
Please arrange to place this tender on
State Life website earliest.



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TENDER NO. HR&ADMIN/SWL/06/2025 DATED 07-07-2025

**Janitorial Services at State Life Insurance Corporation
Of Pakistan Azaan Heights Sahiwal**

Sealed bids are invited from well-reputed firms registered with GST/NTN, under Single-Stage Single Envelope Procedure, for the “ **Hiring of Janitorial Services at Zonal Office State Life Insurance Corporation of Pakistan Sahiwal, 6th Floor Azaan Heights Sahiwal.** ”

MANDATORY REQUIREMENTS.

1. National Tax Number from FBR with Certificate.
2. SST Registration Certificate.
3. Undertaking on stamp paper for not black listed.
4. The Local Firm will be preferred.

Detail of Date & Time of Tender is as under:

Last Date & Time for Submission of Tender Documents on E-PADS	Tender's Opening Date & Time	Bid Security
04-08-2025 11:00 a.m	04-08-2025 11:30 a.m	5% of Bid Amount

STAFF DETAIL

AS PER NEED

SCOPE OF WORKS

1. Sweeping and cleaning of all rooms, halls, lobbies, terraces, stairs, courtyards, etc. of complete Area 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, sign boards etc. as per approved schedule.
3. Cleaning and washing of bathrooms including WCs, Commodes, wash basins, taps with proper disinfectant phenyl etc. as per schedule.
4. Cleaning, Clearing of manholes, sewerage lines and keeping them in running condition as and when required.

6. Dusting and cleaning Pictures, Glazing, Shelves, Venetian Blinds, Windows as per approved schedule.
7. Maintaining / Maneuvering greenery, plants of the building wherever available.

TERMS AND CONDITIONS

State Life Insurance Corporation of Pakistan invites quotations through E-PADS, under Single Stage Single Envelope (Financial) Procedure, from the experienced firms / contractors of the filed registered with Income Tax Department & who are an Active Taxpayers List of the Federal Board of Revenue (FBR) and eligible to provide the “ **Janitorial Services** ” for State Life Insurance Corporation of Pakistan Sahiwal Zone 6th Floor Azaan Heights Sahiwal.

Bidding Documents, containing detailed terms & conditions etc. are available for download on EPADS website <http://eprocure.gov.pk> free of cost.

The bids prepared in accordance with the instructions in the bidding documents, must be submitted through EPADS on or before **04-08-2025** upto 11:00 A.M. Bids will be opened on same day at 11:30 A.M.

Contractor is advised to submit original bid security & copy of bidding documents on or before **04-08-2025** at 11:00 A.M. in the office of undersigned.

This advertisement is also available on State Life Website www.statelife.com.pk , however the bids shall be submitted through EPADS. Any bid submitted other than EPADS will not be considered.

State Life Insurance Corporation of Pakistan reserves the rights to accept / reject all bids in accordance with PPRA rules (33).

The Services will be hired for a period of 5 years.

The Janitorial contractor will be required to employ, on full time basis all the labor required for subject work at their own cost.

All material required for cleaning, servicing (including bath soap and Liquid Hand wash) shall be provided by the contractor at their own cost on monthly basis before 5th of every month.

All required equipment, tools and other items required to carry out the were services shall be arranged by the contractor at their own expense.

All Taxes, Government levies and charges including GST & PST shall be borne by the Contractor.

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.

The Corporation will supervise and regulate the work of the Janitorial contractor through HR&Admin department. The contractor shall follow all instructions issued to them by the HR&Admin department in respect of all the work as mentioned in Scope of Work.

All the payments to the workers shall be made by the contractor himself as per Govt. Laws presently in force or amended in future and the Corporation shall not be responsible in any way.

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.

Contractor shall be exclusively responsible to tackle any demand raised by his workers whether financial or administrative any time.

The Corporation reserves the right to terminate this contract at any time without assigning any reason what so ever by giving one month notice.

The Corporation reserves the right to stop entry of any person deputed by the contractor for performance of the contract.

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.

The staff of contractor shall not interfere with the property or goods of the Corporation. If any damages / 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.

The Contractor's Staff shall follow the Corporation's security rules strictly.

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.

MATERIAL

Phenyl, Vim, Surf, Harpic, Glass Cleaner, Viper Large and Small, Phenyl Table, Dust Bin Large and Small, Toilet Brush, Mope, Duster, Phhool Jharo, Sulphuric Acid, Bath Soap and Liquid Hand Wash.

SCHEDULE OF JANITORIAL SERVICES.

- Sweeping and dust mopping cleaning Minimum 02 time daily.
- Floor wet mopping with disinfectant Minimum 01 time daily.
- Garbage removal daily.
- Toilets washing (Toilets & Wash Rooms) Minimum 02 times daily.
- Area Cleaning i.e. Sweeping Courtyards, all stairs, halls, stair railing etc. removing of posters, banners etc. as per direction of Incharge HR&Admin.
- Cleaning of windows glazing (internal & external) weekly.
- Dusting of all partitions, curtains and removal of cobwebs etc. weekly.
- Cleaning of all stains, sign boards, walls, Fans, decorative pictures and fitting etc. weekly.
- Cleaning of Manholes / sewerage lines twice a month or whenever required.

Note :- The Contract will be given for one year and it would be effective from the date of approval of Zonal Procurement Committee. If the services are satisfactory then the contract can be renewed and would be extendable with same terms & Conditions if mutually agreed by the both parties.

For further details the undersigned may be contacted during working hours in person or telephonically on phone No. 040- 9200027.



Madiha Farid

Secretary – Procurement Committee
Incharge HR&Admin – Department
State Life Insurance Corporation of Pakistan
6th Floor Azaan Heights
Jahaz Chowk
Sahiwal.