

Tender Notice
INVITATION TO BID

TENDER NO: RE/PO/LIFTS/08/2025

State Life Insurance Corporation of Pakistan (SLIC) invites quotations through **EPADs**, under **single stage one envelope procedure**, from the experienced firms / contractors of the field registered with Income Tax Department & who are on Active Taxpayers List of the Federal Board of Revenue (**FBR**) and eligible to handle the work **SERVICING & MAINTENANCE OF (04) NOS. PASSENGER (SWING DOOR) ELEVATOR (S) INSTALLED AT STATE LIFE BUILDING 4 & 6 KARACHI**

Bidding Documents, containing detailed terms and conditions etc. are available for download on **EPADs** website <http://eprocare.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 **12.11.2025** up to **11:00 A.M.** Bids will be opened on same day at **11:30 A.M.**

Contractor is advised to submit original bid security and copy of bidding document on or before **12.11.2025 at 11.00 A.M** in the office of under signed.

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 e-PADS will not be considered.

State Life Insurance Corporation of Pakistan reserves right to accept / reject all bids in accordance with PPRA Rules.

Mehtab-uddin
AGM (E&M)

State Life Insurance Corporation of Pakistan
Principal Office, Karachi

**STATE LIFE INSURANCE COPORATION OF PAKISTAN
RE/PO/LIFTS/08/2025**

TENDER DOCUMENTS

FOR

**SERVICING & MAINTENANCE OF (04) NOS. PASSENGER
(SWING DOOR) ELEVATOR (S) INSTALLED**

AT

STATE LIFE BUILDING# 4 & 6 KARACHI

SALIENT FEATURES OF THE
SERVICING & MAINTENANCE OF (04) NOS. PASSENGER (SWING DOOR) ELEVATOR (S)
INSTALLED AT STATE LIFE BUILDING 4 & 6 KARACHI
RE/PO/LIFTS/08/2025

1.	Submission of tender.	Through EPADs
2.	Date & Time for submission of tenders.	12/11/2025 (11:00 hrs).
3.	Date & Time for opening of tender.	12/11/2025 (11:30 hrs).
4.	Validity of tender	180 days
5.	Commencement of work	Not later than 07 days from the date of issuance of letter of award.
6.	Amount of bid security in the shape of pay order/bank draft.	12,000/-
7.	Performance Security	5% on Quoted Rate
8.	Period of contract.	01 (one) year
09.	Release of bid Security	After submission of Performance Security.
10.	Release of Performance Security	After Expiry of Contract
11..	Deductions upon unsatisfactory performance	Up to 5% of Contract amount /Month
12.	Method of payment.	Upon submission of Monthly bill duly verified by In-charge lift / building.

Seal & Signature of Contractor

**SERVICING & MAINTENANCE OF (04) NOS. PASSENGER (SWING DOOR)
ELEVATOR (S) INSTALLED AT STATE LIFE BUILDING 4 & 6 KARACHI
RE/PO/LIFTS/08/2025**

SCHEDULE OF PRICES

Sr#.	Description	Qty.	Rate (Rs)	Amount (Rs)
1.	Charges for maintenance & Servicing including trouble shooting of (04) Nos. Passenger (Swing Door) Elevator (s) installed at State Life Building# 4 & 6 Karachi	04		
2.	Total			
	SST			
	Total with SST / Month			
	Total / Year			

Amount in words_____

Seal & Signature of Contractor

WHEREAS THE EMPLOYER IS DESIROUS SERVICING & MAINTENANCE OF (04) NOS. PASSENGER (SWING DOOR) ELEVATOR (S) INSTALLED AT STATE LIFE BUILDING 4 & 6 KARACHI

(A) SCOPE OF WORK:

Monthly Servicing & Maintenance of (04) Nos Passenger (Swing Door) Elevator (s) Installed At State Life Building 4 & 6 Karachi. The General Servicing will be rendered once a month and shall include but not limited to:

- Cleaning of Control Panel.
 - Cleaning of Gear Machine unit.
 - Check Adjustment of Brake.
 - Check Gear Oil Level / Condition.
 - Check the condition of Main Traction Rope.
 - Check & Clean Speed Governor.
 - Check the Condition of Speed Governor Rope.
 - Check & Clean all safety switches.
 - Check & Clean Induction Plates.
 - Clean & Grease Main & S.W. Guides.
 - Check & Adjust the Guide Shoes.
 - Check Guide Clips of Brackets.
 - Check & Clean Emergency Brake.
 - Filling of Oil in Oil Cups (Car & counter Weight).
 - Check & Clean Door Lock & Door contact.
 - Check & Clean Door Drive Unit.
 - Check & Clean Landing Doors & Sills.
 - Check & Clean Lift car, Fall Ceiling & Sill.
 - Check the operation of car control Panel.
 - Clean Car Top & Check Maintenance Box
 - Check & Clean Landing Push Button Boxes.
 - Checking of all the safety systems.
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- Cost of consumables like oil & grease etc will be borne by Contractor.
 - 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.

(2)

- Contractor shall maintain service card in triplicate each time after servicing of the lifts, the card to be got signed by the representative of the employer in token of acknowledgment.
- The contractor will submit a detailed report along with service card every month regarding the performance and condition of the lifts with recommendation and suggestions for the satisfactory and smooth operation of the lifts.
- Contractor shall submit valid fitness certificate of all Elevators under his maintenance twice in year.

(B) **THE EMPLOYER HEREBY AGREES TO PROVIDE THE FOLLOWING:-**

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

(C) **TERMS & CONDITIONS:**

1. The Lift Contractor will be responsible for rectification of complaint / trouble shooting of lifts at their own cost thought out contract period.
2. 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 e in respect of the works as contained in the scope of works.
3. 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.
4. The payment for the services provided by the contractor shall be made monthly at the end of each Month on submission of duly verified bill from Lift / Building In-charge respectively.
5. The Contractor should be capable to carry out above job.

(3)

(D) **BILLS, CERTIFICATE & PAYMENTS.**

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

(E). **DEDUCTION OF AMOUNT FROM MONTHLY BILLS**

- Up to 5% of Contract amount /Month upon un-satisfactory performance

(F) **INSTURMENT AND TOOLS.**

- The Contractor shall supply and maintain such sufficient nos. of instruments, tools and equipment as per list given of **Annexure-A** for the use of his staff that is required to enable them to fulfill his obligations as under the contract.

(G) **PROTECTION OF WORKS AND MATERIALS.**

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

(H) **MANDATORY CONDITION.**

- Three years' Experience to handle similar nature of work
- Registration with FBR (Attach NTN Registration Certificate).
- Registration with SRB for Sindh Sales Tax (Attach Certificate)
- Black listed firms from any Govt. or Private Organizations need not to apply

(4)

ANNESURE "A"

**LIST OF TOOLS & INSTRUMENTS REQUIRED FOR SERVICING & MAINTENANCE OF
(04) NOS. PASSENGER (SWING DOOR) ELEVATOR (S) INSTALLED AT STATE LIFE
BUILDING 4 & 6 KARACHI**

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 Sixe)	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 Weight)	01 set
12.	Hammer (Different Weight	01 set
13.	Dust Blower	01 No.
14.	Tongue Tester	01 No.