

**TENDER DOCUMENTS**  
**FOR**  
**JANITORIAL SERVICES CONTRACT**  
**OF STATE LIFE BUILDING No. 02**  
**LYYTON ROAD LAHORE.**

Note: To be submitted by the contractor on their Letter Head

**(Letter of Offer)**

Incharge Real Estate,  
State Life Insurance Corporation of Pakistan  
State Life Building  
15-A Davis Road Lahore

**Subject: MONTHLY CONTRACT FOR JANITORIAL SERVICES OF  
STATE LIFE BUILDING No. 02, LYTTON ROAD LAHORE.**

Dear Sir,

1. I have visit the premises for preliminary inspection of works & studied the scope of works, terms and condition etc. we hereby offer to execute and provide subject services, for as total bid amount of  
Rs..... per month  
(Rupees.....)
2. Bid Security amount Rs...../- In favor of SLIC issued by ..... Bank dated ..... is enclosed. It shall be submitted in the form of a Pay Order / Bank Draft in favor of the State Life Insurance Corporation of Pakistan and must be submitted at the address given in tender notice before closing date and time else their bid will not be entertained.
3. We agree to abide by this for the period of 180 days from the date of opening of bid and it shall binding upon us.

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

Signature: \_\_\_\_\_

In the capacity of \_\_\_\_\_ duly authorized to sign bid for & on behalf of

(Seal & Stamp of the Contractor)

### **MANDATORY REQUIREMENTS**

1. National Tax Number from FBR with valid NTN Certificate (copy required).
2. Valid PST Registration Certificate
3. Valid Registration with EOBI and PESSI (minimum 200 employees with evidence).
4. Original Letters and certificates from at least three reputed govt/multinational firms where the firm is currently engaged and providing janitorial services of similar nature and scope of services.
5. Undertaking on stamp paper that company is not black listed and engaged in litigation with State Life or any of the firm in respect of janitorial works.
6. Valid Registration of Group Insurance
7. Registration of Labour department
8. The firms who did not fulfilled their contractual obligations during their previous contracts or their services remained unsatisfactory with State Life shall not be eligible to participate in the bids.
9. Registration with Chamber of Commerce.

## TECHNICAL EVALUATION CRITERIA

| Sr#                                     | Parameters against which technical evaluation shall be done                                                                                                                                                           | Annexure/<br>Page Ref. (to<br>be filled by<br>Firm) | Scoring<br>Brackets | Total<br>Points<br>allocated |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------|------------------------------|
| 1                                       | <b>Company Profile</b>                                                                                                                                                                                                |                                                     |                     |                              |
| 1.1                                     | <b>Years of Experience related to Janitorial Works</b>                                                                                                                                                                |                                                     |                     | 10                           |
|                                         | Less than 4 Years                                                                                                                                                                                                     |                                                     | 02                  |                              |
|                                         | 5 to 7 Years                                                                                                                                                                                                          |                                                     | 04                  |                              |
|                                         | 8 to 10 Years                                                                                                                                                                                                         |                                                     | 06                  |                              |
|                                         | 11 to 14 Years                                                                                                                                                                                                        |                                                     | 08                  |                              |
|                                         | 15 years and more                                                                                                                                                                                                     |                                                     | 10                  |                              |
| 1.2                                     | <b>Janitorial Contracts Handled by the Firm with reputed/renowned firms during past Five years (with minimum 50 Staff)</b>                                                                                            |                                                     |                     | 25                           |
|                                         | Up-to 5 Contracts                                                                                                                                                                                                     |                                                     | 10                  |                              |
|                                         | 6 to 9 Contracts                                                                                                                                                                                                      |                                                     | 15                  |                              |
|                                         | 10 to 12 Contracts                                                                                                                                                                                                    |                                                     | 20                  |                              |
|                                         | More than 12 Contracts                                                                                                                                                                                                |                                                     | 25                  |                              |
| 1.3                                     | <b>List of Janitorial contracts inhand (with name of firms)above Rs.3,000,000/- per month per job.</b>                                                                                                                |                                                     |                     | 20                           |
|                                         | Upto 5contracts                                                                                                                                                                                                       |                                                     | 05                  |                              |
|                                         | 6 to 9 contracts                                                                                                                                                                                                      |                                                     | 10                  |                              |
|                                         | 10 to 12 contracts                                                                                                                                                                                                    |                                                     | 15                  |                              |
|                                         | Morethan 12 contracts                                                                                                                                                                                                 |                                                     | 20                  |                              |
| 1.4                                     | <b>Number of Staff with related experience and proof of company employee/Payroll</b>                                                                                                                                  |                                                     |                     | 15                           |
|                                         | Up-to200                                                                                                                                                                                                              |                                                     | 05                  |                              |
|                                         | 201 to 300                                                                                                                                                                                                            |                                                     | 10                  |                              |
|                                         | Above 300                                                                                                                                                                                                             |                                                     | 15                  |                              |
| 1.5                                     | <b>Details of equipment, machinery/tools e.g. floor scrubbing machine and grading machine, vacuum cleaner (dry and wet), grass mover etc. required for the specific jobs (Attach Original Pictures for reference)</b> |                                                     | 5                   | 5                            |
| 2                                       | <b>Financial Status of the Firm/ Bank statement of the firm for last year closing balance</b>                                                                                                                         |                                                     |                     |                              |
| 2.1                                     | <b>Average Balance Certificate from Bank/Bank statement of the firm for last one year.</b>                                                                                                                            |                                                     |                     | 25                           |
|                                         | More than Rs. 5 million and less than 10 million                                                                                                                                                                      |                                                     | 5                   |                              |
|                                         | More than Rs. 10 million and less than 15 million                                                                                                                                                                     |                                                     | 10                  |                              |
|                                         | More than Rs. 15 million and less than 20 million                                                                                                                                                                     |                                                     | 15                  |                              |
|                                         | More than 25 million and less than 30 million                                                                                                                                                                         |                                                     | 20                  |                              |
|                                         | Above 30 million                                                                                                                                                                                                      |                                                     | 25                  |                              |
| <b>Total</b>                            |                                                                                                                                                                                                                       |                                                     |                     | <b>100</b>                   |
| <b>Qualification Marks: 70 or above</b> |                                                                                                                                                                                                                       |                                                     |                     |                              |

(ANY MISDECLARATION / MISSTATEMENT WILL BE TAKEN SERIOUS AND COMPANY MAY BE BLACKLISTED. SAME WILL BE ANNOUNCED AND INFORMED IN THE NEWSPAPERS, PPRA AND TO OTHER RELEVANT AGENCIES)

Engr. M. Jehangir Tariq  
A.G.M I/C Real Estate  
Lahore.

## A – SCHEDULE OF PRICES:

MONTHLY CONTRACT FOR JANITORIAL SERVICES OF STATE LIFE BUILDING No. 02, LYTTON ROAD

LAHORE.

| Staff              | Quantity | Rate | EOBI,<br>PESI, etc | Material | Profit<br>/Overhead | Taxes                    |                  | Amount |
|--------------------|----------|------|--------------------|----------|---------------------|--------------------------|------------------|--------|
|                    |          |      |                    |          |                     | PRA Tax<br>16% on Profit | Income<br>Tax 6% |        |
| Supervisor         | 02       |      |                    |          |                     |                          |                  |        |
| Electrician        | 01       |      |                    |          |                     |                          |                  |        |
| Plumber            | 01       |      |                    |          |                     |                          |                  |        |
| Sweepers /Cleaners | 28       |      |                    |          |                     |                          |                  |        |
| Carpenter          | 01       |      |                    |          |                     |                          |                  |        |
| Total              | 33       |      |                    |          |                     |                          |                  |        |

**Rupees** \_\_\_\_\_

Note:-

1. Rates quoted should include Cost of materials, Wages, benefits, cost of uniform, EOBI, PESI, insurance, services charges, all applicable taxes including 16% PRA and levies, overheads and profit.
2. Government rules Viz-à-viz minimum wages and other terms and conditions must be ensured by the vendor. The financial bid may be rejected if not complied with the minimum wages etc.

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A.G.M/C Real Estate Lahore

## **B – SCOPE OF WORKS:**

1. Sweeping and cleaning of all rooms, halls, lobbies, terraces, terraces, stairs, courtyards, parking areas, foot paths, rooftop etc of complete building gas 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 area after every 3 months. Areas to be indicated by Building Incharge.
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 bath debris, junks, fallen, litter / garbage (garden debris) from the offices and buildings compound as per municipal rules. In case any mishap, fire etc, broke out due to debris, junk not been timely disposed off the firm shall be held responsible of all the damaged and its related issues and same shall be recovered from the firm at its risk and cost.
7. Cleaning, of manholes, sewerage line and keeping them in running condition as and when required. The same service may also be provided in State Life residences (if and when needed).
8. Clear blockages in drains and toilet whenever required.
9. Dusting and cleaning pictures, glazing, shelves, Venetian blinds, window, as per approved schedule.
10. Dusting and washing of main gate of buildings (weekly).
11. Maintaining / maneuvering greenery, plants of the building wherever available.
12. Providing and maintaining liquid hand wash dispensers in all the toilets.
13. Underground and Overhead Tanks Cleaning after every Six Months

## **C – TERMS AND CONDITIONS:**

1. Bid validity periods 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 their 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 GST & PST shall be borne by 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 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 damaged / 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 identify card to all its workers. Staff must be in uniform when they attend duty. All the workers should have their company ID cards CNIC and their ages should not be less than 19 years.
10. Contractor shall submit with the tender Bid Security for amount Rs. 500,000/- in shape of pay order in favor of State Life Insurance Corporation of Pakistan) must be submitted at the address given in tender notice before closing date and time else their bid will not be entertained.
11. State Life reserves the right to accept or reject any or all Tenders as per PPRA Rules.
12. All the payments to workers of the contractors 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 and will be adhered to at all times and should submit documentary evidence of and when required by concerned agency/ department.

13. The corporation shall not be responsible for any loss / damage and / or injury sustained by the works employed by the contractor during the performance of the contractor.
14. Contract shall be exclusively responsible to tackle any demand raised by his works 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 months notice.
16. The corporation reserves the right to stop the right of any person deputed by the contractor for performance of the contractor.
17. If any employee of contractor found not suitable for job by concerned SLIC officers, that employee should be replaced and removed by the contractor within on 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 contractor the same shall be replaced / repaired by contractor at his own cost.
19. The contractor's staff shall follow the corporation 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 time of wages quoted, will be deducted per short workers / staff per day from the bill.
21. During the job in case of any type of breakage, damage or theft done by any Janitorial Staff, REAL ESTATE, (SLICP) will recover the loss from the security deposit/dues of the firm.
22. In case of any strike / emergency, the firm will ensure presence of minimum number of staff required for the cleanliness of the area / offices.
23. The successful firm will provide uniform to the Janitorial Staff who will be bound to perform their duties in proper uniform.
24. The successful firm will ensure strict compliance of Government rules on the rights and privileges of skilled / unskilled employees including their minimum wages / pay as fixed by the Government and will be solely responsible for and liable to legal action, which the concerned Government department may like to take, in case of any breach or violation of the said rules.
25. Single Stage Two envelope procedures will be adopted.

Engr. M. Jehangir Tariq  
A.G.M I/C Real Estate  
Lahore.

## **D - LIST OF CLEANING MATERIALS:**

These are minimum cleaning materials to be provided by the contractor. The contractor will use best available material to keep the building in good condition to the satisfaction of the building Incharge.

|                                       |            |
|---------------------------------------|------------|
| 1. Baskets for collecting trash       | 18 No      |
| 2. Brooms                             | 22 kg      |
| 3. Brushes for scrubbing              | 20 No      |
| 4. Mops for floors                    | 20 No      |
| 5. Dusters / rough towels for glasses | 30 kg      |
| 6. Dusters for glasses                | 60 No      |
| 7. Glass Cleaner                      | 16 No      |
| 8. Wipers                             | 20 No      |
| 9. Cleaning powder / Vim detergent    | 26 kg      |
| 10. Jala Brush & Accessories          | 26 No      |
| 11. Acid Bottle for Toilets           | 40 No      |
| 12. Drain opener                      | 20 No      |
| 13. Naphthalene Balls                 | 40 packets |
| 14. Phenyl tins                       | 150 liters |
| 15. Air Freshener                     | 18 No      |
| 16. Perfumed tickles                  | 30 packets |

## **E - CLEANING EQUIPMENTS:**

|                            |       |
|----------------------------|-------|
| 1. Vacuum Cleaner          | 02 No |
| 2. Hand Trolley            | 02 No |
| 3. Floor Polisher          | 01 No |
| 4. Floor Scrubber          | 01 No |
| 5. Aluminum Folding Ladder | 02 No |

## F- SPECIAL TERMS OF CONTRACT:

|   |                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                 |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Amount of Earnest Money (Bank Draft in favor of State Life Insurance corporation of Pakistan) must be submitted at the address given in tender notice before closing date and time else their bid will not be entertained. | Rs. <u>500000/-</u>                                                                                                                                                                                                                                                                                                                                                                             |
| 2 | Release of Bid Security                                                                                                                                                                                                    | The bid security of the lowest bidder will be retained by State Life for the full period of the contract as a performance guarantee and will be returned to remaining bidders after award of the contract lowest bidder.                                                                                                                                                                        |
| 3 | Working day<br>Timings of Works                                                                                                                                                                                            | Six (06) working days as week<br>07:00 am to 04:00 pm                                                                                                                                                                                                                                                                                                                                           |
| 4 | Mode of Payment                                                                                                                                                                                                            | Through monthly bills submitted by the contractor on completion of satisfactory services duly verified by respective State Life Building Incharge / supervisor.                                                                                                                                                                                                                                 |
| 5 | Deduction of amount from the bill on account of unsatisfactory services or any other item                                                                                                                                  | <ol style="list-style-type: none"> <li>1. A lump sum amount from 2 % to 5 % assessed by State Life officer in case of unsatisfactory services / shortage of material</li> <li>2. Rs.1.5 times of wages quoted, will be deducted per short workers / staff per day from bill</li> <li>3. All Taxes (income tax, PST, GST etc.) or any other taxes announced by Government of Pakistan</li> </ol> |
| 6 | Period of contract                                                                                                                                                                                                         | One (01) year.                                                                                                                                                                                                                                                                                                                                                                                  |
| 7 | Insurance Coverage                                                                                                                                                                                                         | The successful Janitorial contractor shall have to arrange and provide an insurance coverage of Rs.200, 000/- (Rupees Two Lacks only) on favor of State Life insurance Corporation of Pakistan to cover the sustained loss by the negligence of part of the janitorial personal deployed by the janitorial contractor in the building.                                                          |
| 8 | Number of workers                                                                                                                                                                                                          | (33) Thirty Three ( as per schedule of prices )                                                                                                                                                                                                                                                                                                                                                 |
| 9 | Tender criteria                                                                                                                                                                                                            | Single Stage Two Envelop System                                                                                                                                                                                                                                                                                                                                                                 |

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Lahore.

## G-SCHEDULE OF JANITORIAL SERVICES:

The schedule of 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 time daily              |
| 5  | Area cleaning i.e. sweeping Footpaths & courtyards, Parking Areas, all strains, lobbies, halls, stair railing etc.<br>Removing of posters, banners etc. as per directives of building Incharge | Minimum 02 time daily              |
| 6  | Carpets Vacuum cleaning                                                                                                                                                                        | As and when required / directed    |
| 7  | Cleaning of window glazing (internal & external)                                                                                                                                               | Weekly                             |
| 8  | Floor Machine polishing (wax polishing)<br>1. Mosaic / Marble floor and walls of common area<br>Longue, Terrace                                                                                | After every 03 months              |
| 9  | Dust in all partitions, curtains and removal of cobwebs etc.                                                                                                                                   | Weekly                             |
| 10 | Cleaning of all strains, sign boards, walls, fans, decorate pictures and fittings etc                                                                                                          | Weekly                             |
| 11 | Cleaning of Manholes / Sewerage lines                                                                                                                                                          | Twice a month or whenever required |