

Tender Notice
INVITATION TO BID

TENDER NO: RE / PO / LIFTS/10/ 2025

State Life Insurance Corporation of Pakistan (SLIC) invites quotations through **e-PADS**, 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 for **Operation, Servicing & Maintenance of 04 Nos. Elevators Installed at State Life Building. 11, Karachi.**

Bidding Documents, containing detailed terms and conditions etc. are available for download on **e-PADS** website <http://eprocure.gov.pk> free of cost.

The bids prepared in accordance with the instructions in the bidding documents, must be submitted through **e-PADS** on or before **24-12-2025** 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 & copy of bidding document on or before **24.12.2025 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 **e-PADS**. 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 CORPORATION OF
PAKISTAN
RE/PO/LIFTS/10/2025**

TENDER DOCUMENTS

FOR

**CONTRACT FOR OPERATION, SERVICING &
MAINTENANCE OF 04 NOS. ELEVATORS**

INSTALLED

AT

STATE LIFE BUILDING-11, KARACHI

SALIENT FEATURES OF THE
Contract for Operation, Servicing & Maintenance of 04 Nos. Elevators Installed
at State Life Building. 11, Karachi

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1.	Submission of tender.	Through EPAD
2.	Date & Time for submission of tenders.	24/12/2025 (11:00 hrs).
3.	Date & Time for opening of tender.	24/12/2025 (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.	76,000/-
7.	Performance Security	5% on Quoted Rate
8.	Release of Bid Security	After submission of Performance Security.
9.	Release of Performance Security	After Expiry of Contract
10.	Period of contract.	01 (one) year
11.	Deductions upon unsatisfactory performance	5% of Contract amount /Month
12.	Method of payment.	Upon submission of Monthly bill along with performance report of equipment (Lift) and verified by In-charge lift / building.

**Contract for Operation, Servicing & Maintenance of 04 Nos.
Elevators Installed at State Life Building. 11, Karachi**

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SCHEDULE OF PRICES

Sr#.	Description	Qty.	Rate (Rs)	Amount (Rs)
Part-A				
1.	Charges for Servicing, Maintenance including Trouble shooting	04		
SST 15%				
Total (Part-A)				
Part-B				
2.	Charges for Lift Operators	04		
Breakup				
3.	Salary for 04 Operators @ 40,000/-			
4.	EOBI of 04 Operators			
5.	SESSI of 04 Operators			
6.	Profit			
7.	SST on Profit			
Total (Part-B)				
Total (A+B)				
Income Tax				
Total per Month				
Total per Year				

Amount in words _____

Seal & Signature of Contractor

**WHEREAS THE EMPLOYER IS DESIROUS FOR CONTRACT OF OPERATION,
SERVICING & MAINTENANCE OF 04 NOS. ELEVATORS INSTALLED AT STATE
LIFE BUILDING. 11, KARACHI**

TENDER NO: RE / PO / LIFTS/10/ 2025

(A). SCOPE OF WORK:

Operation, Servicing & Maintenance of (04) Nos Elevators Installed at State Life Building No 11 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
-
- Six working days will be observed i/e (Monday to Saturday) for operation of lifts. All staff shall remain on duty from Monday to Saturday

Seal & Signature of Contractor

(2)

- Contractor shall be responsible for providing (04) Elevators Operators at site
- Operator (s) shall be provided uniform by the contractor and they shall wear it during the duty.
- It will be the responsibility of the contractor to provide substitute in case of any Lift Operator goes on leave or absent.
- Operator (s) will be responsible each day checking at the time of switching "ON" the Elevators. Similarly, the Elevators will be checked at closing time "Switch "OFF".
- Operator (s) will be responsible to maintain a log Book wherein all the major / minor defects or complaints will be recorded along with actions taken by contractor.
- Operator (s) 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.
- Contractor will 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.
- Contractor will 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.
- Contractor will submit a detailed report along with service card every month regarding the performance and condition of the lifts with recommendations and suggestions for the satisfactory and smooth operation of the lifts.
- Contractor will submit valid fitness certificate of all Elevators under his maintenance twice a year.

Seal & Signature of Contractor

(3)

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. Contractor will be responsible for rectification of complaint / trouble shooting of Elevators at their own cost throughout contract period.
2. Corporation will supervise and regulate the work of the Elevators 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.
3. All taxes, 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 on monthly basis on submission of duly verified bill from Elevators/ Building In-charge respectively.
5. Contractor should be capable to carry out above job.
6. Contractor shall replace any staff deputed at site as demanded by Employer or his representative within 03 days of such demand.
7. Performance guarantee will be 5 % of the quoted amount of bid.
8. Bidders are required to upload their bids on EPAD system as per laid down PPRA procedure for single stage- single envelop method i.e single bid containing all details such as mandatory document as required in bidding document and quoted rates (inclusive of all tax). However, bid security in shape of pay order must be submitted at the address given in tender notice before closing time else tender will be rejected.
9. Bid security will be returned to unsuccessful bidder (s) after completion of formal procedure and to successful bidder after issuance of LOA / Signing of Contract. However successful bidder will be required to submit performance guarantee @ 5% (Quoted Value)
10. No bid will be accepted without bid security.
11. Bid security of the successful bidder will be forfeited if bidder does not accept LOA.

D. BILLS, CERTIFICATE & PAYMENTS.

- 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 charges on the certificate of the employer's representative.
- Employer's representative shall have the power to verify and make adjustments in the bill.
- Contractor shall submit his bill in the prescribed form duly approved by the employer's representative.

Seal & Signature of Contractor

(4)

- 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 shall be deducted from the bill upon un-satisfactory performance reported by the employer.
- 1.5 times per day / worker will be deducted in case of absence of the contractor's staff.
- Rs. 1,000/ per month / person for not providing uniform will be deducted.

F. INSTRUMENT AND TOOLS.

- Contractor shall supply and maintain sufficient number 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 their obligations as under the contract.

G. PROTECTION OF WORKS AND MATERIALS.

- 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 REQUIREMENT

1. 03 Years' experience to handle subject work
2. Registered with FBR for Income Tax and SRB for SST
3. Registration with EOBI & SESSI
4. Submit Affidavit that the contractor / firm is not black listed from any Government, Semi Government and Autonomous body.

Seal & Signature of Contractor

**FORM OF PERFORMANCE SECURITY
(Bank Guarantee)**

(Annex-A)

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:

1. _____

Corporate Secretary (Seal)

2. _____

Name, Title & Address

Signature _____

Name _____

Title _____

Corporate Guarantor (Seal)