

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN
TENDER NO: RE/PO/ELEVATORS/02/2026**

TENDER DOCUMENTS

FOR

**SERVICING & MAINTENANCE OF SEVEN (07) NOS.
PASSENGER ELEVATORS**

INSTALLED

AT

**STATE LIFE BUILDING NO. 1-B, 1-C, 3 & 9,
KARACHI**

GENERAL INFORMATION

- 1- The bid (s) shall be submitted on EPADs only.
- 2- Contractor / Firm (s) are advised to submit Original Bid security along with copy of bidding document on or before 11.00 hours on dated **16-09-2026**
- 3- All queries / clarifications required from bidder shall be addressed on working days through E-pad.
- 4- State Life will reject proposal for award of contract if it determine that the firm recommended for award of contract has engaged in corrupt or fraudulent activities in competing for the contract in question.
- 5- The successful contractor will follow all instructions issued by corporation.
- 6- Agency may, at its discretion, extend this deadline for submission of bids by amending the bidding documents, in which case all rights and obligations of the Procuring Agency and Bidders will thereafter be subject to the deadline as extended.
- 7- Any bid received by the Procuring Agency after the bid submission deadline prescribed by the Procuring Agency will be rejected and returned unopened to the Bidder.
- 8- State Life Insurance Corporation of Pakistan reserves right to accept / reject all bids in accordance with PPRA Rules.
- 9- Every page of document should be signed

Seal & Signature of Contractor

SALIENT FEATURES OF THE
SERVICING & MAINTENANCE OF SEVEN (07) NOS. PASSENGER ELEVATORS
INSTALLED AT STATE LIFE BUILDING NO. 1-B, 1-C, 3 AND 9, KARACHI

TENDER NO: RE/PO/ELEVATORS/02/2026

1.	Submission of tender.	Through EPADs
2.	Date & Time for submission of tenders.	16-09-2026 (11:00 hrs).
3.	Date & Time for opening of tender.	16-09-2026 (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.	Rs: 30,000/- in the favor of State Life Insurance Corporation of Pakistan. Soft copy to be uploaded on epads and orgininal bid security be submitted manually before closing hours i.e 11.00 hrs dated 16.09.2026
7.	Period of contract.	One (01) year
8.	L.D	0.1% up to 10% of Contract Amout
9.	Deductions upon unsatisfactory performance	5% of Contract amount /Month
10.	Method of payment.	Upon submission of Monthly bill along with performance report of equipment (Elevator) and verified by In-charge Elevator / building.

Seal & Signature of Contractor

**SERVICING & MAINTENANCE OF SEVEN (07) NOS. PASSENGER ELEVATORS
INSTALLED AT STATE LIFE BUILDING NO. 1-B, 1-C, 3 AND 9, KARACHI**

TENDER NO: RE/PO/ELEVATORS/02/2026

SCHEDULE OF PRICES

Sr#.	Description	Qty.	Rate (Rs)	Amount (Rs)
1.	Charges for Servicing & Maintenance of Passenger Elevators Installed at State Life Building No. 1-B, 1-C Karachi	02		
2.	Charges for Servicing & Maintenance of Passenger Elevator Installed at State Life Building No. 3 Karachi	01		
3.	Charges for Servicing & Maintenance of Passenger Elevators Installed at State Life Building No. 9 Karachi	04		
4.	Total / Month			
5.	SST			
6.	Total with SST			
7.	Total per year			

NOTE:

Two Elevators are installed in State Life Building # 1-B & 1-C Karachi.
One (01) Elevator is installed in State Life Building # 03 Karachi.
Four (04) Elevators are installed in State Life Building # 09 Karachi.

Amount in words _____

Seal & Signature of Contractor

**WHEREAS THE EMPLOYER IS DESIROUS OF SERVICING & MAINTENANCE OF
SEVEN (07) NOS. PASSENGER ELEVATORS INSTALLED AT STATE LIFE BUILDING
NO. 1-B, 1-C, 3 AND 9, KARACHI**

(A) **SCOPE OF WORK:**

Monthly Servicing & Maintenance of Seven (07) Nos. Passenger Elevators installed at State Life Building Nos. 1-B, 1-C, 3 and 9, 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 Elevator 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.
- 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.
- Contractor shall maintain service card in triplicate each time after servicing of the Elevators, the card to be got signed by the representative of the employer in token of acknowledgment.

Seal & Signature of Contractor

- The contractor will submit a detailed report along with service card every month regarding the performance and condition of the Elevators with recommendations and suggestions for the satisfactory and smooth operation of the Elevators. 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 Elevator Contractor will be responsible for rectification of complaint / trouble shooting of Elevators at their own cost throughout contract period.
2. The corporation will supervise and regulate the work of the Elevator 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, govt. levies, 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 on monthly basis on submission of duly verified bill from Elevator / Building In-charge respectively.
5. The Contractor should be capable to carry out above job.

(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 charges 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

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(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.

(F) **INSTRUMENT AND TOOLS:**

- The Contractor shall supply and maintain such 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 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). **ELIGIBILITY CRITERIA / MANDATORY REQUIREMENT**

1. 03 Years' experience (Submit Contract Agreement / Work Order)
2. Registered with FBR for Income Tax
3. SST Registration with SRB (Please attach certificates).
4. Submit Affidavit that the contractor / firm is not black listed from any Government, Semi Government and Autonomous body.

Seal & Signature of Contractor

ANNEX "A"

**LIST OF TOOLS & INSTRUMENTS REQUIRED FOR SERVICING & MAINTENANCE OF
SEVEN (07) NOS. PASSENGER ELEVATORS INSTALLED AT STATE LIFE BUILDING NO.
1-B, 1-C, 3 AND 9, 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 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.	Megger (to 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.