



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

TENDER DOCUMENT

FOR

PROVISION OF CLEANING & JANITORIAL SERVICES FOR ZONAL OFFICE, MIRPUR (AK) ZONE.

Prepared By: **Human Resources & Admin Department,
State Life Insurance Corporation of Pakistan,
Barry Mian Plaza Sector F/1 Kotli Road, , Mirpur (AK),
Phone: 05827-927454
Dated: 22-05-2025**

Zonal Office, Bary Mian Plaza Kotli Road, Sector F/1, Mirpur (AK)



www.statelife.com.pk



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(05827) 927454

BID INVITATION OF TENDER NO.HR&A/MRAK/03/2025

The State Life Insurance Corporation of Pakistan, Mirpur (AK) Zone invites Bids through E-PADS for provision of Janitorial Services for its **Zonal Office** which comprises on a building having four (04) floors with covered area of 10000 sq. ft., from the eligible firms/vendor having appropriate experience for provision of said services in Govt., Organization & Banks etc. The firms/Vendor must be registered with tax authorities. The firms/vendor must maintain their Office at **AZAD KASHMIR** (proof required). The firm/vendor should have their proper Office with telephone number.

<u>Type Of Procurement</u>	<u>Bid Security</u>	<u>Closing Date & Time for Submission of Bids</u>	<u>Opening Date & Time</u>	<u>Period</u>
Cleaning & Janitorial Services	Rs.50,000/-	16-06-2025 by 11:00 AM	16-06-2025 at 11: 30 AM	Initially for One Year (Extendable) for 2 turn of 1Year

- The **Single Stage-Single Envelope** method as provided in PPRA rules 2004 shall be adopted for in the tender. The bids will be opened online as per above mentioned schedule. The bidders' Representatives who wish to participate in the bidding process may join bids opening on E-pads PPRA. **The bid (s) submitted other than E-PADS will not be entertained.**
- The Bids should be uploaded along-with a scanned copy Pay Order/Bank Draft of the Bid Security in favor of **State Life Insurance Corporation of Pakistan, Mirpur (AK) Zone** on E-Pads, PPRA. The Original Pay Order/Bank Draft must reach on below mentioned address before the closing date/time of the tender.
- The State Life reserves the right to reject any or all bids or proposal at any time prior to the acceptance of bid, or proposal, under provision of PPRA rules No.33(1).
- Bidding documents, containing detailed terms and conditions, etc. are available for download at State life's website www.statelife.com.pk & www.eprocure.gov.pk free of cost.
- In Case of any clarification or query the vendors/contractors/suppliers may visit the office and contact the concerned officer Mr. Jawad Ur Rehman, Assistant Superintendent (HR& Admin), Kotli Road Sector F/1 Barry Mian Plaza Mirpur (AK) or call on Phone. No. **05827-927454** during office hours.

(M. Haneef Abbasi)

Manager (HR& Admin)/Secretary,
 Zonal Procurement Committee (ZPC),
 Mirpur (AK). Phone: 05827-927454

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