



Sialkot Zone

**Invitation for Bids**

Date: January 31, 2025

**Tender Notice #SLIC/ Zonal Office/Skt/Janitorial/02/2025**

State Life Insurance Corporation of Pakistan, Sialkot Zone invites sealed bids **on EPADS as per Single Stage Two Envelope Procedure** from reputable experienced firms having Sales Tax & Income Tax registration by Federal Board of Revenue to provide Janitorial Services including provision of Cleaning Material, Supplies & other accessories at above referred office located at Micro Plaza, Paris Road, Sialkot for period of 03-year, extendable as per both parties mutual understanding on same terms & conditions. The firm should have Active Status with FBR and eligible as per subject referred tender terms & conditions which are mentioned in tender documents.

Interested & eligible firms can submit their quotations/ bids in sealed envelopes under PPRA rules 2004 and amendments made from time to time. Tender Schedule is as follows:-

<b>Tender Description</b>	<b>Closing Time for Bids Submission</b>	<b>Bids Opening Time</b>	<b>Location</b>
Janitorial Services & Supplies	February 24, 2025 at 11:00 Hrs	February 24, 2025 at 11:45 hrs	Incharge HR & ADMIN Deptt, State Life Insurance Corporation, Zonal Office, Sialkot
Note	Bids shall be opened at above specified date & time in presence of those bidders or their authorized agents who wish to be present at occasion		

Bidding / Tender Documents are available at EPADS, PPRA & State Life Web Sites and only EPADS submitted Bids are acceptable.

Secretary,

Zonal Procurement Committee,

State Life Insurance Corporation,

Sialkot Zone.



**STATE LIFE**  
**INSURANCE CORPORATION OF PAKISTAN**

# **Sialkot Zone**

# **BIDDING DOCUMENT**

## **HIRING OF JANITORIAL SERVICES**

TENDER NOTICE # SLIC/ZONAL OFFICE /SKT/JANITORIAL/02/2025

<b>Tender Description</b>	<b>Closing Time for Bids Submission</b>	<b>Bids Opening Time</b>	<b>Location</b>
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## DISCLAIMER

1. This request for bid documents has been prepared by State Life Insurance Corporation of Pakistan, Sialkot Zone (SLIC). This tender constitutes no commitment on the part of SLIC to enter into any arrangement with any person / bidder regards to this proposed procurement or otherwise. SLIC reserves the right to withdraw from or cancel this tender bidding process or any part thereof, or to vary any of its term at any time, without incurring any financial obligation in connection therewith. The information contained in these bid documents or as may be subsequently provided to bidders (in document form) on behalf of SLIC, on the terms and conditions set out in this bid documents, are indicative only and are provided solely to assist in a preliminary assessment of the proposed procurement.
2. These bid documents do not constitute an agreement its sole purpose is to provide interested bidders with information that may be useful to them in preparing their bids pursuant to these bid documents. These bid documents may not be appropriate for all persons and its not possible for SLIC to consider the objectives and particular needs of each party which reads or uses this bid documents. The assumption, assessment, statements & information contained in this bid document may not be complete, accurate and adequate or correct for the purposes of any or all bidders. Each bidder should thereof conduct its own investigation and analysis, check accuracy, adequacy, correctness, reliability and complete assumption, assessments, statements and information contained in this bid document and seek independent professional advice on any or all aspects of this bid document, as deemed appropriate.
3. All information submitted in response to this bid document shall become the property of procuring agency (SLIC) which does not accept any responsibility to maintain secrecy of material including any trade secrets or data etc, submitted by vendors.
4. THE SLIC shall not responsible for non-receipt of any correspondence sent through any communication way (post / courier / e-mail/ fax). No decision should be based solely on the basis of the information provided for any statements, opinions or information provided in this bid documents.
5. **Upon submission of proposal in response to this tender document, each bidder shall certify that it reads & understands, accepts to this disclaimer set forth above.**

## **Instructions to Bidders**

### **1. Introduction**

1.1 State Life Insurance Corporation of Pakistan, Sialkot Zone located at Micro Plaza, Paris Road, Sialkot has appropriate budget for procurement of Janitorial Services for its office

### **2. Eligible Bidders**

2.1 This invitation for bids on EPADS as per Single Stage Two Envelope Procedure is open to all service providers except as provided hereinafter.

2.2 Bidders shall not be blacklisted by any Government / Autonomous body / PPRA or involved in any corrupt practice or facing such type of inquiry anywhere.

2.3 Firms / Bidders should have NTN & GST Registration by FBR with Active Taxpayer status in current year and also registered with EOBI & Punjab Social Security Departments

2.4 Service providers shall follow all applicable labor and other laws issued by government of Pakistan for its janitorial workers/staff.

### **3. Bidding Form**

3.1 The bidder shall complete the Bid Form and appropriate price schedule furnished in bidding documents indicating the goods & services to be supplied, a brief description of the goods & services, quantity and prices under this contract.

### **4. Bid Currency**

4.1 Quoted price shall be quoted in Pak Rupee only.

### **5. Scope of Work**

5.1 The successful bidder shall provide House Keeping Services for SLIC Zonal Office External, Internal offices / areas, toilets, stairs, lobbies, stairs, open plot, rooftops and other area of SLIC, Sialkot Zone premises but not limited to:-

5.2 Mason, Painter, Plumbing, Carpenter, Related Petty Repair (Civil, Paint, Plumber, Electrical respectively) Works in the office as & when required without any additional charges

5.3 Daily continuous cleaning of office tables, chairs / moping / Removal of stains of all office premises including floors, walls, entrances, lobbies, partition wooden / glass, toilets etc as per site requirement.

5.4 Shifting of garbage to Municipal Committee Garbage Container on Daily Basis.

5.5 Supply & Maintenance of Dust Bins with garbage bag in office and Air Freshener Activity except off days is responsibility of Service provider.

5.6 Service provider shall provide all branded / best quality cleaning/fumigation material e.g. detergents, Air Fresheners, Acids, Phenyl, Cleaning tools / equipment, Tissue Rolls & anti-bacterial soap / liquid in toilets etc.

5.7 Service provider shall assure 100% staff attendance in office on daily basis.

5.8 Service provider shall provide machinery for general cleaning activities indoor & outdoor as per requirement / nature of job mention in Technical Proposal, without any additional charges.

5.9 Service Providers shall assure that office shall remain neat & clean all time in working hours as per requirement.

## 6. Requirement of Janitorial Staff

Particulars	Sweeper	Sweeper Cum Electrician	Sweeper cum Plumber	Sweeper cum Painter	Sweeper Cum Electrician	Sweeper cum Mason	Total
Individuals Quantity	3	1	1	1	1	1	8
Timing for Janitorial Staff	08:00 Hrs to 16:00 Hrs Janitorial Staff Strength can be increase / decrease as per requirement						

6.1 Electrician, Carpenter, Plumber, Painter, Mason shall be utilized for Indoor petty Repair & Maintenance at any location wherever required and no extra claim or charges shall be accepted in this regard.

6.2 All material shall be provided by Procuring Agency however, tool, ladders, gadgets etc shall be provided by Contractor at his own risk & cost.

## 7. Bid Security

7.1 Bidder shall furnish as part of its bid, a bid security issued in favor of SLIC of amount Rs. 150000/-, in Pak rupee in form of CDR against protection SLIC's risk of Bidders conduct which would warrant the security forfeiture under the following:-

- a) If a bidder withdraws its bid during the period of bid validity specified by the bidder on the Bid Form
- b) In the case of a successful bidder, if the bidder fails to sign contract in this regard or to furnish the performance security in accordance to Work Order or submission of a fake document or fraudulent / illegal activities practice.

7.2 Unsuccessful bidders bid security will be returned as soon as possible upon finalization of Technical & Financial Evaluation Report by SLIC except than 2<sup>nd</sup> lowest qualified bidder which bid security shall be retained up to Award of Contract to qualified bidder.

## 8. Bids Validity Period

8.1 Bids shall remain valid up to 30-06-2025, however in exceptional circumstances, SLIC may solicit the Bidders Consent to an extension of the Period of Validity as prescribed in PPRA Rules.

## 9. Submission of Bids.

- a. The envelope should be marked as Quotation for **Tender Notice # SLIC/ Zonal Office /Skt/Janitorial/02/2025 Bidder shall submit bid on EPADS as per PPRA Single Stage – Two Envelope procedure after duly marking the each page and stamping, signing of bids each page.**
- b. SLIC reserves the right to extend tender deadline for the submission of bids by amending the bidding documents referred to PPRA rules.
- c. Bids shall not be received after Tender Deadline date & time.
- d. Bidder may modify or withdraw its bid after the bids submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the SLIC prior to one day of the deadline prescribed for submission of bids.

- e. The Bidders modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of Deadline for Bids Submission. A withdrawal notice may also be dispatched but followed by a signed confirmation copy, postmarked not later than one day prior to deadline for submission of bids.
- f. Bid Security should be reached SLIC authority at the given address not later than specified tender date & time otherwise bid shall not be entertained..
- g. The bidder shall complete the Bid Form and appropriate price schedule furnished in bidding documents indicating the services & janitorial equipment etc to be supplied, a brief description of the services & Janitorial equipment etc, quantity and prices under this contract.

#### **10. Opening & Evaluation of Bids**

- a. Bids will be opened in the office of Incharge HR & Admin Department, Micro Plaza, Paris Road, Sialkot Zone on the date and time as specified above in presence of those bidders or their authorized agents who wish to be present at the occasion and the authorized agent / representative hold authority letter with full authority to satisfy the management of State Life regarding specifications, price and technical information with respect to services etc on the occasion, otherwise quotation of those having no authority letter will be rejected. The Bidder shall submit bids which comply with tender document and alternative bid shall not be considered. Bidder can clarify its bid in writing during bids evaluation period prior to sign contract however no change in price or substance of the bid shall be sought, offered or permitted.
- b. Technical Bids will be opened first, evaluated on prescribed format, without refer to financial proposal, Technical proposal will be rejected if not confirm to specified requirements according to Tender Documents
- c. SLIC shall preliminary examine the bids to determine whether they are complete, required sureties have been furnished, documents have been proper signed and bids are generally in order.
- d. On opening of Technical Proposal, Sealed Financial Bids will be opened after evaluation of Technical Proposal & its publication on EPADS & PPRA. During the technical evaluation, no amends in the technical proposal shall be permitted

#### **11. Qualification & Bids Evaluation**

- 11.1 In absence of prequalification, SLIC authority shall determine to its satisfaction whether the Bidder is qualified to perform the contract as per this tender criteria.
- 11.2 Financial evaluation bid shall be free from all types of errors e.g. computational & arithmetical, Overwriting, cutting, incomplete information etc.
- 11.3 Any effort by a bidder to influence the SLIC during bid evaluation may result in rejection of bidder's bid with forfeiting of its bid security and blacklisting.

#### **12. Award of Contract**

- 12.1 SLIC will award the contract to successful bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest in Total Price, evaluated bid as per PPRA rules.

- 12.2 SLIC reserves the right at the time of contract awarding to add / delete terms and conditions, the quantity of goods and services originally specified in the schedule of requirements without any change in price or other terms & conditions in accordance to prevailing rules & regulations.
- 12.3 Upon notification acceptance by successful bidder, both parties shall sign a contract with successful bidder within 07-days (provided in tender documents) as per PPRA rules further Bidder shall submit Performance Security (05% of contract value for a year) in form of Pay Order or CDR
- 12.4 SLIC may require from the bidder (qualified) for submission of an integrity impact
- 12.5 Failure to successful bidder to comply with the requirement regarding commencement of contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security in which event or any other reason deems appropriate, SLIC may make award to next lowest evaluated Bidder or call for new bids.
- 12.6 Competent Authority reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposal. However State Life on request shall communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejections of all bids or proposals.

### **13. General Conditions**

- 13.1 The janitorial staff & Service Provider shall adhere to all SLIC policies and norms
- 13.2 The Service Provider shall certify that all janitorial workers are not addicted to drugs / alcohol.
- 13.3 The Contractor shall adhere that all applicable laws including labor and other laws enforced by Government of Pakistan.
- 13.4 The Service Provider shall submit Bio Data Form with CNIC Copies of Janitorial Staff as well as police verification report of janitorial staff.
- 13.5 The Service provider shall provide uniform & Service Cards to its janitorial staff.
- 13.6 The SLIC at its discretion can increase / decrease the number of janitorial workers on this tender approved rate of payment on same T&C. the verbal instructions would be followed by written form mentioning therein the reasons on next working day. In case of janitorial workers number increase / decrease, payment shall be made on this tender approved rate accordingly.
- 13.7 In case of absence of any worker, Service provider shall be liable to provide the required strength at site otherwise SLIC reserves the right to impose penalty in form of deduction in wages as per Janitorial staff absences proportional to number of days.
- 13.8 The agreement shall be effective from date of signing and shall continue in force for a period of 03-years unless & until it is terminated in accordance with provision of tender document / agreement.
- 13.9 All payments of workers of contractor shall be made by Contractor as per enforce labor laws or any amend in future and Corporation shall not be responsible in any way. Contractor shall ensure disbursement of Punjab Govt minimum wages to its staff and EOBI / Social Security etc and should provide its documentary evidence to concerned department / agency.

- 13.10 Any increase or decrease in taxes rate by government or variation on supplies rate during the period of this tender / agreement shall be bar on Service Provider, SLIC shall not responsible for such type of claims.
- 13.11 The Service provider shall be responsible of any liability for its janitorial staff in case of compensation / legal course, injury, death (if any).
- 13.12 03-month prior notice in writing shall be issued by either party for termination of contract in effective period
- 13.13 The service provider shall be responsible to complete all documentation as per requirement / notify from time to time.
- 13.14 An affidavit is required by Service Provider that firm is not black listed by any Government department / authority (if any) etc.
- 13.15 In case of any damage / loss / theft by Janitorial Staff of Service Providers, Zonal Procurement Committee of SLIC- Sialkot Zone & Service Provider owner / representative shall determine the liability, and the decision would be followed by each party.
- 13.16 If any janitorial staff is lethargic or not works properly, Service Provider is bound to replace with efficient worker as and when notified by SLIC representative.
- 13.17 100% payment shall be paid as per deduction of Govt applicable taxes at source from payment within 15 working days upon submission of bill by Service provider with duly signed / verified attendance sheet of janitorial staff (as per given record) after completion of each month
- 13.18 Bidders are encouraged to visit State Life Insurance Corporation of Pakistan, Sialkot Zone prior to quote cost / price
- 13.19 No overwriting / cutting allowed on bid document.

Secretary,  
Zonal Procurement Committee,  
State Life Insurance Corporation,  
Sialkot Zone.

**Undertaking by Bidder**

It is certified that all information hereby furnished in this tender and subsequent document submitted is true and correct and nothing has been concealed or tampered with. We accept all terms & conditions of this tender mentioned in each clause of tender documents and is liable to any punitive action for furnishing false information / document.

This undertaking signed on \_\_\_\_\_ day of \_\_\_\_\_ 2025.

Signature \_\_\_\_\_

Company Seal \_\_\_\_\_

Designation of Signing Authority \_\_\_\_\_

Duly authorized to sign bid for and on behalf of:-

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**(Undertaking on Stamp Paper by Successful Bidder)**

**Undertaking**

I /we hereby undertake and give assurance to State Life Insurance Corporation of Pakistan, Sialkot Zone authorities that our Janitorial Service Provider Company M/s \_\_\_\_\_ has financially worth to pay the salaries of deputed Janitorial Staff at State Life Insurance Corporation of Pakistan, Sialkot Zone and other misc expenses for the period of 02-months if payment is delayed by authority (SLIC) due to unavoidable circumstances or bills duly verification by us on time as the case may be.

\_\_\_\_\_  
Sign & Seal of Owner / Authorized Officer

Name \_\_\_\_\_

CNIC Number \_\_\_\_\_

Designation \_\_\_\_\_

### Janitorial Service Contract

This Agreement is made on this \_\_\_\_\_ between State Life Insurance Corporation of Pakistan, having its Principal Office at State Life Building # 09, Dr. Zia ud Din Ahmed Road, Karachi (hereinafter called State Life) which expression where the context so demands means and include its successor in interest and assigned of the **ONE PART** and **Bidder** proprietor of **Firm** business concern having its place of business at **Address** (hereinafter called the **CONTRACTOR** which expression where the context so demand, mean and include its successor in interest legal representatives, and assigns) of the OTHER PART.

Whereas **State Life – Zonal Office – Sialkot located in a building known as Micro Plaza, Paris Road, Sialkot** hereinafter referred to the said building.

Whereas State Life requires services of a Janitorial Contractor for execution of job related to cleaning and general housekeeping of the said building.

And whereas State Life is making this agreement with **Firm** i.e. House Keeping Contractors (on its request as well as ZSC/ZPC approval) who will be required to employ on full time basis the labour required for cleaning and serving of jobs in the said building at their own cost.

And whereas the Contractor has already inspected the said building and studied the scope of work, terms & conditions has offered to execute the jobs of cleaning & general housekeeping of said building for the total amount of Rs. \_\_\_\_\_ - (InWords \_\_\_\_\_) **per month for 08 –sweepers and cleaning material.**

And whereas State Life has agreed to accept the request through ZSC/ZPC approval, as offered and the Contractor has agreed to provide with Janitorial Services in the said building for a total amount of Rs. \_\_\_\_\_ - (InWords \_\_\_\_\_) for **08-sweepers per month and cleaning material.**

#### **General Conditions**

Now therefore it is hereby agreed by and between the parties as follows:-

1. That the Contractor will be liberty to employ on full time basis, all the labour required for the cleaning and servicing jobs, at his own cost and choice. The minimum number of such staff shall be as under:-
2. **Scope of Work**
  - a. The successful bidder shall provide House Keeping Services for SLIC Zonal Office External, Internal offices / areas, toilets, stairs, lobbies, stairs, open plot, rooftops and other area of SLIC, Sialkot Zone premises but not limited to:-

- b. Mason, Painter, Plumbing, Carpenter, Related Petty Repair (Civil, Paint, Plumber, Electrical respectively) Works in the office as & when required without any additional charges
- c. Daily continuous cleaning of office tables, chairs / moping / Removal of stains of all office premises including floors, walls, entrances, lobbies, partition wooden / glass, toilets etc as per site requirement.
- d. Shifting of garbage to Municipal Committee Garbage Container on Daily Basis.
- e. Supply & Maintenance of Dust Bins with garbage bag in office and Air Freshener Activity except off days is responsibility of Service provider.
- f. Service provider shall provide all branded / best quality cleaning/fumigation material e.g. detergents, Air Fresheners, Acids, Phenyl, Cleaning tools / equipment, Tissue Rolls & anti-bacterial soap / liquid in toilets etc.
- g. Service provider shall assure 100% staff attendance in office on daily basis.
- h. Service provider shall provide machinery for general cleaning activities indoor & outdoor as per requirement / nature of job mention in Technical Proposal, without any additional charges.
- i. Service Providers shall assure that office shall remain neat & clean all time in working hours as per requirement.

**3. Requirement of Janitorial Staff**

Particulars	Sweeper	Sweeper Cum Electrician	Sweeper cum Plumber	Sweeper cum Painter	Sweeper Cum Electrician	Sweeper cum Mason	Total
Individuals Quantity	3	1	1	1	1	1	8
Timing for Janitorial Staff	08:00 Hrs to 16:00 Hrs Janitorial Staff Strength can be increase / decrease as per requirement						

3.1 Electrician, Carpenter, Plumber, Painter, Mason shall be utilized for Indoor petty Repair & Maintenance at any location wherever required and no extra claim or charges shall be accepted in this regard.

3.2 All material shall be provided by Procuring Agency however, tool, ladders, gadgets etc shall be provided by Contractor at his own risk & cost.

**4. General Conditions**

- a. The janitorial staff & Service Provider shall adhere to all SLIC policies and norms
- b. The Service Provider shall certify that all janitorial workers are not addicted to drugs / alcohol.
- c. The Contractor shall adhere that all applicable laws including labor and other laws enforced by Government of Pakistan.
- d. The Service Provider shall submit Bio Data Form with CNIC Copies of Janitorial Staff as well as police verification report of janitorial staff.

- e. The Service provider shall provide uniform & Service Cards to its janitorial staff.
- f. The SLIC at its discretion can increase / decrease the number of janitorial workers on this tender approved rate of payment on same T&C. the verbal instructions would be followed by written form mentioning therein the reasons on next working day. In case of janitorial workers number increase / decrease, payment shall be made on this tender approved rate accordingly.
- g. In case of absence of any worker, Service provider shall be liable to provide the required strength at site otherwise SLIC reserves the right to impose penalty in form of deduction in wages as per Janitorial staff absences proportional to number of days.
- h. The agreement shall be effective from date of signing and shall continue in force for a period of 03-years unless & until it is terminated in accordance with provision of tender document / agreement.
- i. All payments of workers of contractor shall be made by Contractor as per enforce labor laws or any amend in future and Corporation shall not be responsible in any way. Contractor shall ensure disbursement of Punjab Govt minimum wages to its staff and EOBI / Social Security etc and should provide its documentary evidence to concerned department / agency.
- j. Any increase or decrease in taxes rate by government or variation on supplies rate during the period of this tender / agreement shall be bar on Service Provider, SLIC shall not responsible for such type of claims.
- k. The Service provider shall be responsible of any liability for its janitorial staff in case of compensation / legal course, injury, death (if any).
- l. 03-month prior notice in writing shall be issued by either party for termination of contract in effective period
- m. The service provider shall be responsible to complete all documentation as per requirement / notify from time to time.
- n. An affidavit is required by Service Provider that firm is not black listed by any Government department / authority (if any) etc.
- o. In case of any damage / loss / theft by Janitorial Staff of Service Providers, Zonal Procurement Committee of SLIC- Sialkot Zone & Service Provider owner / representative shall determine the liability, and the decision would be followed by each party.

If any janitorial staff is lethargic or not works properly, Service Provider is bound to replace with efficient worker as and when notified by SLIC representative.

**Payment mode**

- 5. 100% payment shall be paid as per Govt applicable taxes deduction at source from payment within 15 working days upon submission of bill by Service provider with duly signed / verified attendance sheet of janitorial staff (as per given record) after completion of each month and

6. That payment for these Janitorial / Cleaning and service shall be made through monthly bill submitted by the Contractor on satisfactory performance of service and janitors wages disbursement statement.
7. Performance Security referred to tender may be retained by State Life till the expiry of Agreement
8. Monthly bill will be paid upon submission of bills on satisfactory services
9. Deduction of material cost (cleaning material list enclosed) in case of shortage will be deducted with respect to assessed value by authority, in case of janitor absence per day wages per worker will be deducted, further government applicable taxes will also be deducted from payment.

This agreement will be effective from \_\_\_\_\_ and will remain in **force up to 03- year** from this date. However State Life management will be authorized and entitled to terminate the agreement any time prior to expiry of agreement period on 3-months prior notice if in the sole judgment of the owner the services of Contractor are found un-satisfactory.

For & behalf of the  
State Life Insurance Corporation  
Sialkot Zone

for & behalf of the  
M/s \_\_\_\_\_

Witness:-

1. \_\_\_\_\_

2. \_\_\_\_\_

## State Life Insurance Corporation of Pakistan, Sialkot Zone

**Technical Bid / Proposal Form** Tender Notice #SLIC/ Zonal Office/Skt/Janitorial/02/2025➤ **Name of Firm / Service Provider with complete address & active phone numbers**

Bidder \_\_\_\_\_

Owner Name \_\_\_\_\_

CNIC /NTN # \_\_\_\_\_ GST Reg # \_\_\_\_\_

Address \_\_\_\_\_

Active Phone Numbers \_\_\_\_\_

**Technical Evaluation Criteria**

Sr. #	Particulars	Total Marks	Marks Obtain	Remarks
<b>List of Major Clients (Attach only issued Work Order Copy by Organization for reference)</b>				
Government Offices / Banks /Autonomous Bodies/ Multinational / Embassy Offices / 5-Stars Hotels		10-Marks (Max)		Serve Period
1		02-Marks Each		
2				
3				
4				
5				
Factories / Commercial Centers / Hospitals / Residential Societies / Hotels etc		10 – Marks (Max)		Serve Period
1		01-Mark Each		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Sr. #	Particulars	Total Marks	Marks Obtain	Remarks
Experience of Firm __ Years (Registration date of Firm _____ )		10-Marks (Max)		2-Mark each year
Performance Certificate by Major Clients from above given clients (Government Offices / Banks /Autonomous Bodies/ Multinational / Embassy Offices / 5-Stars Hotels)		10-Marks (Max)		(Attach only issued certificates Copy by Organization for reference)
1		02-Marks each		
2				
3				
4				
5				
Financial Capability in past 03-years		10-Marks (max)		(Attach only filed annual tax return for year 2022-2023-2024) as Reference
1	Annual Turnover of organization equal to 15-million or more	10-marks		2022 Turnover
2	Annual Turnover of organization from more than 10-million but below 15-million	8-marks		2023 Turnover
3	Annual turnover of organization from more than 5-million but below 10-million	6-marks		2024 Turnover
4	Annual turnover of organization below 5-million	4-marks		Total
Detail of Equipment's Machinery, Tools Etc		10-Marks (Max)		Confirm these machines availability for cleanliness without any cost
1	Floor Scrubbing Machine	04-Marks		
2	Vacuum Cleaner (Dry & Wet)	2 -Marks		
3	Grass Cutting Machine	2 -Marks		
4	Paint, Gardening, Carpenter, Mason Tools Etc	2 - Marks		
Note	<b><u>In Case of reference document non-availability of quoted information in above fields, marks shall not be awarded respectively.</u></b>			

Signature \_\_\_\_\_ Company Seal \_\_\_\_\_  
Designation of Signing Authority \_\_\_\_\_ Duly authorized to sign bid for and on behalf of:-

**For Office Use Only**

Total Marks = 60                      Qualifying Marks = 50% of Total Marks  
Marks Obtained by Bidder \_\_\_\_\_  
Technical Proposal Accepted / Rejected \_\_\_\_\_

I/C HRA&P

Zonal Accountant

Incharge PHS

Incharge NB

**State Life Insurance Corporation of Pakistan, Sialkot Zone****Financial Bid / Proposal Form Tender Notice #SLIC/ Zonal Office/Skt/Janitorial/02/2025****➤ Name of Firm / Service Provider with complete address & active phone numbers**

Bidder \_\_\_\_\_

Owner Name \_\_\_\_\_

CNIC /NTN # \_\_\_\_\_ GST Reg # \_\_\_\_\_

Address \_\_\_\_\_

Active Phone Numbers \_\_\_\_\_

**➤ Bid Earnest Money Detail**

Issued by Bank	In Favor of	CDR/PO/DD #	Issue Date	Amount	Remarks

**➤ Financial Proposal**

Sr. #	Description	As per Govt Min Wages	Service Provider Net Profit	Total per Month	Total for Year
1	3-Sweeper / Cleaner				
2	1-Sweeper Cum Electrician				
3	1-Sweeper Cum Plumber				
4	1-Sweeper Cum Painter				
5	1-Sweeper Cum Carpenter				
6	1-Sweeper Cum Mason				
7	Cleaning Material as per Enclosed List Monthly Cost	<b>Supplies Material Cost per Month</b>			
<b>GRAND TOTAL</b>					
Note	<p>If Govt Minimum Wages shall revise as and when, shall be considered accordingly as per Govt Revision Rate but Service Provider Net Profit shall not change which is valid up to Agreement Enforce period</p> <p>Taxes shall be deducted at source from payment as per Govt Policy</p> <p>Above Bidders Quoted rates shall be considered inclusive of all applicable taxes (GST &amp; PST)</p>				

**Bidder Seal & Stamp with Date**

- I. Bidders are encouraged to visit State Life Insurance Corporation of Pakistan, Sialkot Zone prior to quote cost / price
- II. No overwriting / cutting allowed on bid document.
- III. Submit Detail of House Keeping Supplies & Machinery (if any) on prescribed format.



## State Life Insurance Corporation of Pakistan, Sialkot Zone

Financial Bid / Proposal Form Tender Notice #SLIC/ Zonal Office/Skt/Janitorial/02/2025

## ➤ Name of Firm / Service Provider with complete address &amp; active phone numbers

Bidder \_\_\_\_\_

Owner Name \_\_\_\_\_

CNIC /NTN # \_\_\_\_\_ GST Reg # \_\_\_\_\_

Address \_\_\_\_\_

Active Phone Numbers \_\_\_\_\_

**Detail of House Keeping Supplies & Machinery (if any)**

Sr. #	House Keeping Items	Monthly Required Quantity	Brand	Rate for Required Qty	Remarks
1	Air Freshener	8-Bottles of 300 MI			
2	Detergent	8-Kg			
3	Phenyl	12-Bottles of 03-liters			
4	Phenyl Balls	12-Pkt			
5	Anti-Bacterial Soap 70-grm cake (safeguard or Equivalent)	50 cakes			
6	Acid for toilet cleaning	10-Ltr			
7	Broom / Brush	08 pcs			
8	Cleaning Towel / Wet mop	12 Pcs			
9	Dust Mop	12 Pcs			
10	Glass Cleaner	04-Bottles (500 ml)			
11	Wipers	04 Pcs			
12	Shopping Bags for Dust Bins	1.5 Kg			
13	Dust Bins (20 Ltr) for Trash	10 Pcs			
<b>Janitorial Supplies Total</b>					
A	Cleaning Tool / Equipment / Machinery	Bidder shall provide cleaning tool/ equipment / machinery for any special janitorial assignment as per requirement on free of charge basis. Tool / equipment / machinery shall be property of bidder which bidder shall take upon completion of janitorial assignment.			

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 Bidder Seal & Stamp with Date