



TENDER DOCUMENTS

**Cleaning & Janitorial Works at
State Life Zonal Office
Located at Abbottabad.**



Tender # JAN/ATDZ/Janitorial/01/2025
2025-2026

PURELY LOCAL OWNED AND BASED
VANDER ONLY APPLY FOR IT

*From:
HR&A Department,
Mir Alam Shopping Plaz,
Mansehra Road P.O Jahngi ,
Abbottabad Zone*



TECHNICAL BID



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

HR&A DEPARTMENT
Mir Alam Shopping Plaza
Stat Life Insurance Corporation
Abbottabad Zone.
Direct :0992-920013
Fax No: 0992-920015/ Mobile
Number 03325993994
Website: www.statelife.com.pk



M/s

**Subject: CLEANING & JANITORIAL WORKS AT STATE LIFE ZONAL OFFICE
ABBOTTABAD ZONE.**

Dear Sir(s),

We are enclosing herewith the Tender Documents of the above job comprising of the following:

- i. Covering Letter
- ii. Mandatory Requirements
- iii. Post Qualification Criteria
- iv. Scope of Work
- v. Terms and Conditions
- vi. Special Conditions of Contract

You are requested upload your Technical and Financial bids on EPADS and submit your bid for the job along-with above documents duly signed so as to reach this office on or before

_____.

Tender will be opened at time and date mentioned in the advertisement on PPRA website in the presence of tenderer(s) or their representatives who may wish to be present.

Thanks and regards,

Manager (Services)

Enclosed: set of bid documents



a) MANDATORY REQUIREMENTS FOR QUALIFICATION OF FIRMS

- a) National Tax Number from FBR with valid NTN Certificate (copy required).
- b) Valid SST Registration Certificate
- a) Valid Registration with EOBI + SESSI.
- b) Attested copies of Letters/Certificates from at least three reputed govt/multinational firms where the firm is currently engaged at based place that is at Abbottabad and providing janitorial services of similar nature and scope of services
- c) Affidavit on stamp paper (original), declaring that the company is not black listed by any Govt. Agency / Corporation /Private firms and is involving in litigation with State Life OR any Government/ Public Sector Organization.
- d) The firms who did not fulfilled their contractual obligations during their previous contract(s) or their services remained unsatisfactory with State Life shall not be eligible to participate in the bids.



A – SCOPE OF WORKS.

1. Sweeping and cleaning of all common areas, rooms (Zonal Office only), halls, lobbies, terraces, stairs, courtyards, parking areas if available , foot paths, rooftop etc of complete building as per schedule.
2. Dusting and cleaning of all interior and exterior surfaces of building including stairs railing, glass doors, windows, internal partition walls, diffusers, etc. as per approved schedule.
3. Wax polishing of floors after every 3 months. Areas to be indicated by Zonal Office In-Charge HR&A.
4. Cleaning and washing of kitchen / pantry and bathrooms including WCs, commodes, wash basins, taps with proper disinfectant phenyl etc. as per schedule.
5. Carpet cleaning by vacuum cleaner (if required).
6. Disposal of the debris, junks, fallen, litter, garbage from the offices and building compound as per municipal and CBA rules. In case any mishap, fire etc. broke out due to debris, junk not been timely disposed-off, the firm shall be held responsible for all the damages and its related issues and same shall be recovered from the firm at its risk and cost.
7. Cleaning, clearing of manholes, sewerage lines and keeping them in running condition as and when required.
8. Clear blockages in drains and toilet whenever required.
9. Dusting and cleaning pictures, glazing, shelves, venetian blinds, windows, bracket fans etc. as per approved schedule.
10. Dusting and washing of main gates and entrances of the building (Twice on weekly).
11. Maintaining, maneuvering horticulture, greenery, plants of the buildings wherever available.
12. Providing and maintaining liquid hand wash dispenser in all the toilets on daily basis (wherever required).

Hygiene and Health Services

13. Disinfecting surfaces and common areas (critical during health crises).

14. Pest control services.

15. Odor management.

B – TERMS & CONDITIONS

1. Bid validity period 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 on or before 5th of every month. The material shall be of approved quality. Quality of all material shall be got approved from State Life Zonal Office Abbottabd Zone.
4. All required equipment, tools, gadgets and other items required to carry out the services shall be arranged by the contractor at their own expense.
5. All prevailing Taxes, Government levies, charges including GST & SST etc. Shall be borne by the 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 of premises / floors / areas, these spaces 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 damages / compensations.



8. The Corporation will supervise and regulate the work of the Janitorial contractor through its HR&A Department Abbottabad Zone. The contractor shall follow all instructions issued to them by the Mentioned Department in respect of all the works as mentioned in Scope of Work.
9. Contractor will have to provide, supply good looking uniforms and identity cards to all its workers. Staff must be in uniform when they are attending their duty. All the workers should have their company ID cards and CNIC and their ages should not be less than **20 years or more than 50 years**.
10. Contractor shall submit original **BID SECURITY** for amount equal to **Rs. 5% Of Total Estimated Cost Of Year** in shape of pay order in favor of State Life Insurance Corporation of Pakistan Abbottabad Zone at least three days before opening date of the bid through courier service, **no pay order will be accepted on EPADs opening date of the bid submission made by the Vander by hand such contractors bid as well as their submission both will be presumed as cancel from the bid procedure. Tender will be rejected if original bid is not submitted.**
11. State Life reserves the right to accept or reject any or all Tender(s) as per PPRA Rules.
12. **All the payments to the workers of the contractor shall be made by the contractor himself as per Labor or other Laws presently/prevaling 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 the Federal Government of Pakistan and Payment of SESSI/EOBI, SST etc. will be adhered to at all times and should submit documentary evidence if and when required by concerned agency / department.**
13. The Corporation shall not be responsible for any loss / damage and / or injury sustained by the workers employed by the contractor during the performance of this contract.
14. Contract shall be exclusively responsible to tackle whenever any demand raised by his workers whether financial or administrative any time.
15. The Corporation reserves the right to terminate this contract at any time without assigning any reason or on unsatisfactory services what so ever by giving one month notice to the contractor.
16. The Corporation reserves the right to stop entry of any person deputed by the contractor for performance of the contract.
17. If any employee of contractor found not suitable for the job by concerned SLIC officer/Incharge, that employee should be replaced and removed by the contractor within one day.
18. The staff of contractor shall not interfere with the property or goods of the Corporation. If any damage / loss is caused to the property / goods of the Corporation by the staff of the contractor the same shall be replaced / repaired by the contractor at his own cost.
19. The contractor's staff shall follow the Corporation's security 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 times of wages quoted, will be deducted per short worker /staff per day from the bill(s).**
21. **The contractor should provide proper uniforms complete with proper shoes etc. after approval by State Life to its employees.**
22. **The contractor shall maintain daily performas in all the buildings under contract and submit to the respective Incharges on daily basis duly signed and stamped by supervisor of the company or firms**
23. **Contractor should adhere to HSE parameters, while working out-side on roof or prospection areas, workers shall be provided with PPE like Helmet, belts etc.**
24. **Most Important Note : Only Local based and local owned vendor /Company can apply for this tender , any vendor or his representative / employee of the company home office existing in Abbottabad other than mentioned above can't apply for it, as the matter of urgency we will only made contact with the owner in the office of State Life Insurance Corporation Of Pakistan Abbottabad Zone, any distant contact of owner based on the employees feedback not need not contact us and being the matter of right we don't bother to sit with third party at the time of emergency, so, before filing tender make sure that owner of the company have the valid proof of residency and office at Abbottabad, we may need to sit with him might be on daily bases as mentioned in our work chart & official working days.**
Vendor must submit certificate of service provided after each month completion and contractual amount will release against its certification and against attendance record maintained of each service provider staff in HR&A Department.



C – SPECIAL CONDITIONS OF CONTRACT

1.	Submission of Tender	On EPADS
	Date of Submission of Bids	28.02.2025 11.00 AM
	Date of Opening of Bids	28.02.2025 11.00 AM
	Performance Security	5% of Bid Amount
	Amount of Bid Security (Bank Draft) to be submitted with tender	Rs. 5% of total tender value
2.	Release of Bid Security	<p>a) Bid Security of lowest two bidders will be retained upto award of contract and will be returned to remaining bidders after financial evaluation of the bid of the successful bidder.</p> <p>b) Bid Security of the lowest bidder will be released after submission of 5% performance guarantee in shape of Bank Guarantee for full period of contract.</p> <p>c) The bid security submitted by the lowest evaluated bidder shall be forfeited in such cases for any losses, damages, or additional expenses incurred by the State Life as a result of the bidder's failure to perform.</p> <p>d) The bid security forfeiture clause shall be applicable in the following circumstances:</p> <p>e) Non-Acceptance of Contract: If the successful bidder refuses to accept the awarded contract or fails to sign the required agreement within the specified time frame.</p> <p>f) Non-Performance: If the successful bidder fails to commence the work within the agreed-upon timeframe or does not complete the work within the stipulated period, without a valid reason approved by the organization.</p> <p>g) Breach of Contract: If the successful bidder breaches any of the terms, conditions, or obligations outlined in the contract and fails to rectify the breach within the given notice period.</p> <p>h) Subcontracting: If the successful bidder subcontracts or assigns the contract, in part or in full, to a third party</p>
3.	Working days	Six (06) working days a week, except Gazette Holidays. (Half hour before and half hour after office hours).
4.	Mode of Payment	Through monthly bills submitted by the contractor on completion of satisfactory services duly verified by respective State Life HR&A Department In-charge
5.	Deduction of amount from the bill on account of unsatisfactory services or any other item.	<p>i. A lump sum amount from 2% to 5% assessed by State Life officer in case of unsatisfactory services / shortage of materials.</p> <p>ii. Rs. 1.5 times of wages quoted, will be deducted per short worker /staff per day from the bill.</p> <p>iii. All Taxes (Income tax, SST, GST Sindh etc.) or any other taxes announced by Government of Pakistan.</p> <p>iv. Retention money of 5% will be deducted from all monthly bills which will be released to the contractor on satisfactory completion of the contract.</p>
6.	Period within which contract agreement is to be signed after the date of acceptance of lowest bid by the employer.	Fifteen (15) days
7.	Period of contract	One (01) Year And further extendable subject to not change of least monthly income of individual by the Government of Pakistan
8.	Insurance Coverage	(Vendor discretion) and total responsibility of the vendor
9.	Blacklisting	As per PPRA rules



D – SCHEDULE OF JANITORIAL SERVICES

The schedule of the Janitorial services would be as under:

1.	Sweeping and dust mopping cleaning	Minimum 04 time daily
2.	Floor wet mopping with disinfectant	Minimum 02 time daily
3.	Garbage removal	Daily in morning and evening
4.	Toilets and Kitchen washing (Toilets & Wash Rooms) To provide Checklist on daily basis	Minimum 04 times daily
5.	Area Cleaning i.e. Sweeping Footpaths & Courtyards, Parking Areas, all stains, lobbies, halls, stair railing etc. Removing of posters, banners etc. as per directives of building In-charge	Minimum 02 times daily
6.	Dry and Wet Vacuum cleaning of areas or Carpets	As and when directed or required
7.	Cleaning of windows glazing (all internal sides & only external sides which are easily accessible)	Twice on Weekly bases
8.	Floor Machine polishing (wax polishing) i. Mosaic, Marble floor and walls of common area Lounge, Terrace	After every 03 months
9.	Dusting all partitions, curtains, fans, exhausts, etc and removal of cobwebs etc.	Weekly
10.	Cleaning of all stains, sign boards, walls, fans, decorative pictures and fittings etc.	Weekly
12.	cleaning of Manholes, Sewerage lines, drains etc.	Twice a month or whenever required
11	Pest Control Spray in whole building	Each quarter of the year (04 times in a year)
12	Any plumbing , Electrician etc services required .	as and when required
13	In emergency pandemic just like in past Corona Spread	Arrangement of all the necessary products for the safety of Employees of the zone.



FINANCIAL BID





A - COVERING LETTER

(To be typed on company's letterhead and kept sealed in financial bid envelope)

Departmental Head,
HR&A Department,
State Life Insurance Corporation of Pakistan,
Mir Alam Shopping Plaza Mansehra Road,
Abbottabad.

Subject: **CLEANING AND JANITORIAL SERVICES AT
STATE LIFE BUILDINGS LOCATED AT ABBOTTABAD.**

Dear Sir,

Having inspected the buildings and studied the scope of work, terms and conditions etc. We hereby offer to execute the above job for a total amount of Rs. _____ (Rupees _____) per month i.e. total amount of Rs. _____ per annum (Rupees _____)

A Pay Order No. _____ dated _____ from _____ bank for **Rs. 5% OF Total Estimated Amount Of The Tender** is enclosed as bid security.

For & on behalf of Contractor



BILL OF QUANTITY / RATES FOR LABOR

(A)

S. #	Description	Suggested Minimum wages/Salary per worker per month (Rs.) (Not less than as suggested below)	Add all prevailing and applicable taxes EOBI, SESSI/PESSI etc	Profit, overheads,	SST on Profit	Income Tax	Total	Quantity	Grand Total per month = A X B
		A	B	C	D	E	F=A+B+C+D+E	G	F X G
1	Supervisor	Rs.38,000/-						01	
2	Sweeper/Cleaner	Rs.37,000/-						04	
							TOTAL=	05	
Total per month									
Total Per Annum									

BILL OF QUANTITY FOR MATERIAL

(B)

Sr. #	Building No.	COST PER MONTH (RS)
1.	SLB No. 01, 1-A, 1-B, 1-C	
2.	SLB No. 02, 2-A, 2-B	
	TOTAL (RS)	

Note: the above rates quoted must be inclusive of all material, Labour, wages, SST., income tax, SESSI, EOBI, profit etc.



GROSS SUMMARY OF FINANCIAL BID

BREAKUP OF TOTAL QUOTED MONTHLY SERVICE CHARGES (INCLUDING LABOR, MATERIAL, TAXES AND CONTRACTOR'S PROFIT)

ITEM	AMOUNT IN Rs.
Labor Cost: (A)	
Monthly Material Cost: (B)	
Total quoted amount for services per Month: $C = A + B$	
Total quoted amount per Annum: $C \times 12$	

RUPEES IN WORDS (_____ PER ANNUM)

Note:

The above rates quoted should be inclusive of all labour, material, profits, taxes viz income tax, GST, SST., SESSI, EOBI etc.



HBL ISLAMIC BANKING
اسلامی بینک

Deposit Slip
Customer Copy

Branch:					Date: 13 02 2025									
Account Title: اکاؤنٹ ہولڈر کا نام PPR A														
IBAN:		PK H A B B 0 0 0 4 5 4 0 0 1 3 1 0 0 7 0 2												
Currency: <input type="checkbox"/> PKR <input type="checkbox"/> USD <input type="checkbox"/> EURO <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> Others					Account Type: <input type="checkbox"/> Current <input type="checkbox"/> Savings									
Credit Card No. - - - - -														
<input type="checkbox"/> CASH نقد														
BANK / BRANCH					CHEQUE/INSTRUMENT NO.					AMOUNT				
					TOTAL AMOUNT					15000/-				
Total Amount in Words: Fifteen thousand only														
Depositor's Name: Rashid wajas					Online Cash Deposit									
Contact No: 03335035801					Branch: 0281-MANSEHRA RD, ABBOTTA									
Depositor's CNIC No: 13101-0950167-9					Account: PUBLIC PROCUREM Date: 2025-02-13									
(For non-HBL/Walk-in Customers, Also attach CNIC Copy)					IBAN PK17HAB80004540013100701									
Depositor's Account No:					Amount *****15,000.00 PKR									
(For HBL Customers / Account Holders)					Charges *****719.00									
Received By: [Signature]					Teller XX39 31 Time 11.28.45.142000									
Depositor's Signature: [Signature]					(As per Terms & Conditions on reverse) (Not official unless validated)									

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