

**Tender Notice**  
**INVITATION TO BID**

**TENDER NO: RE/PO/Elevators/01/2026**

State Life Insurance Corporation of Pakistan (SLIC) invites quotations through **EPADs**, 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 **Contract for Hiring the Services of Elevator Operators for Hyundai Make Elevators Installed at State Life Building # 3 & 4, Karachi.**

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

The bids prepared in accordance with the instructions in the bidding documents, must be submitted through **EPADs** on or before **18.02.2026** 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 and copy of bidding document on or before **18.02.2026 at 11.00 A.M** in the office of under signed.

This advertisement is also available on **State Life** website [www.statelife.com.pk](http://www.statelife.com.pk), however the bids shall be submitted through **EPADs**. 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**  
**Offg: DGM (RE)**  
State Life Insurance Corporation of Pakistan  
Principal Office, Karachi

**STATE LIFE INSURANCE CORPORATION OF  
PAKISTAN**

**RE/PO/ELEVATORS/01/2026**

**TENDER DOCUMENTS**

**FOR**

**CONTRACT FOR HIRING THE SERVICES OF  
ELEVATOR OPERATORS FOR HYUNDAI MAKE  
ELEVATORS**

**INSTALLED**

**AT**

**STATE LIFE BUILDING # 3 & 4, KARACHI**

**SALIENT FEATURES OF THE**  
**Contract for Hiring the Services of Elevator Operators for Hyundai Make**  
**Elevators Installed at State Life Building # 3 & 4, Karachi.**

**TENDER NO: RE/PO/ELEVATORS/01/2026**

1.	Submission of tender.	Through EPADs
2.	Date & Time for submission of tenders.	<b>18/02/2026 (11:00 hrs).</b>
3.	Date & Time for opening of tender.	<b>18/02/202 (11:30 hrs).</b>
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.	<b>90,000/-</b>
7.	Performance Security	5% on Quoted Rate
8.	Period of contract.	01 (one) year
9.	Deductions upon unsatisfactory performance	5% of Contract amount /Month
10.	Release of bid Security	After submission of Performance Security.
11	Method of payment.	Upon submission of Monthly bill along with performance report of equipment (Elevator) and verified by In-charge Elevator / building.

**Contract for Hiring the Services of Elevator Operators for Hyundai Make Elevators Installed at State Life Building # 3 & 4, Karachi.**

**TENDER NO: RE/PO/ELEVATORS/01/2026**

**SCHEDULE OF PRICES**

S. #	Description	<b>Suggested</b> Minimum wages/Salary per Elevator Operator per month (Rs.) (Not less than as suggested below)	Add all prevailing and applicable taxes EOBI, SESSI/PESI, etc	Profit,	SST On Profit	Total	Income tax	Quantity	<b>Grand Total per month</b>
		A	B	C	D	E=A+B+C+D	F	G	(E+F)xG
1	Charges for Elevator Operators	40,000						7	
							<b>TOTAL=</b>	7	
	<b>Total per month</b>		=						
	<b>Total Per Annum</b>		=						

Amount in words \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Seal & Signature of Contractor**

**WHEREAS THE EMPLOYER IS DESIROUS FOR CONTRACT FOR HIRING THE SERVICES  
OF ELEVATOR OPERATORS FOR HYUNDAI MAKE ELEVATORS INSTALLED AT STATE  
LIFE BUILDINGS # 3 & 4, KARACHI.**

**TENDER NO: RE/PO/ELEVATORS/01/2026**

**A. SCOPE OF WORK:**

- MONTHLY Operation of Passenger Elevators for a period of 01 Year.
- Elevators will be operated form 8:00 A.M to 7:00 PM daily or as per instruction of In-charge Elevators any changes of schedule will be intimated.
- Six working days will be observed i/e (Monday –Saturday) for operation of Elevators. Elevator operators / will remain on duty.
- It will be the responsibility of the contractor to provide substitute in case of any Elevator Operator goes on leave or absent.
- Elevator Operators will ensure proper cleaning of car cabin or out part of Elevator.
- Operator's primary job is to ensure safe & efficient operation of the Elevators.
- Elevator operator is responsible for seeing to the facts that a Elevator is properly managed as per the standards.
- A Elevator operator is responsible for helping elderly people or disable individuals to get inside the Elevator and outside it if required.
- A Elevator operator is also responsible for regularly cleaning the Elevator cabin and checking its working conditions.
- In case of any emergency a Elevator operator must know how to rescue passengers safely.
- A Elevator operator is responsible for ensuring that, goods are safely put inside the Elevator and are in the right condition when they are being put outside the Elevator.
- Contractor shall provide uniform to Elevator operators at site.

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**Seal & Signature of Contractor**

**B. TERMS & CONDITIONS:**

- I. 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.
- II. All taxes, govt. levies, SST, GST, EOBI and SESSI charges, salaries, wages, overtime, legal dues under labor Laws shall be borne by the contractor.
- III. The payment for the services provided by the contractor shall be made monthly at the end of each Month on submission of duly verified bill from Elevator / Building In-charge respectively.
- IV. The Contractor should be capable to carry out above job.
- V. Contractor shall replace any staff deputed at site as demanded by Employer or his representative within 03 days of such demand.
- VI. In case of mishap due to unavailability of Elevator operator with machine or human life contractor / firm will be responsible and will pay the damages (if any) and assure all consequences.
- VII. Either party wish to terminate the contract shall serve two months prior notice period.
- VIII. Contractor will ensure to pay minimum wages fixed by Government of Pakistan to Elevator operator.

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**Seal & Signature of Contractor**

**C. BILLS, CERTIFICATE & PAYMENTS.**

- The contractor shall submit the bills at site on the 1<sup>st</sup> week of every month for his work carried out during the preceding month and the contractor shall be paid monthly 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.
- A lump sum deduction of 5% is made by SLIC from monthly bills upon unsatisfactory services.

**D. DEDUCTION OF AMOUNT FROM MONTHLY BILLS**

- 1.5 times of amount / worker will be deducted in case of absence of the contractor's staff.
- 1.5 of salary of contract's staff will be deducted in case of shortages of staff as per salary / price schedule submitted by contractor.
- Rs. 1000/- per month / person for not providing uniform will be deducted.

**E. 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.

**F. MANDATORY CONDITION.**

- Registration with FBR (Attach NTN Registration Certificate).
- Registration with SRB for Sindh Sales Tax (Attach Certificate)
- Submit Affidavit that the contractor / firm is not black listed from any Government, Semi Government and Autonomous body.
- Registration with EOBI & SESSI (Attach Certificate)
- Three years' Experience to handle subject work

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**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)