



TENDER DOCUMENT

FOR

PROVIDING CLEANING & JANITORIAL

SERVICES IN **STATE LIFE** BUILDINGS

LOCATED

AT RAWALPINDI, ISLAMABAD & GUJRAT

TENDER NO.

SLIC/RE/JS/ISB/RWP/GUJ/014/07/2026

From:

Real Estate Department,
State Life Insurance Corporation of Pakistan, Islamabad.

Sign and seal of firm

Dated:

Page no. 1

TENDER FOR JANITORIAL SERVICES IN **STATE LIFE** BUILDINGS LOCATED AT RAWALPINDI, ISLAMABAD & GUJRAT.

**INVITATION TO TENDER FOR PROVIDNG CLEANING AND JANITORIAL
SERVICES IN AT STATE LIFE BUILDING SITUATED AT RAWALPINDI,
ISLAMABAD AND GUJRAT.**

Tender No. SLIC/RE/JS/ISB/RWP/GUJ/014/07/2026

INVITATION TO e-BID

- a.** State Life Insurance Corporation of Pakistan invites bids via e-PADS from the original authorized distributors/supplier/contractors etc., having more than 05 years of relevant experience and have rendered such services in Federal Government organizations, Banks and Multi-National Companies in Pakistan and registered with the concerned authorities for “**PROVIDNG CLEANING AND JANITORIAL SERVICES IN AT STATE LIFE BUILDING SITUATED AT RAWALPINDI, ISLAMABAD AND GUJRAT**”. The firms should have proper office, telephone number, N.T.N and should be duly registered with e-PADS, FBR on the ATL & GST list.
- b.** Bidding documents, containing detailed terms and conditions, etc. are available for download at State life’s website **www.statelife.com.pk** and PPRA e-PADS website **https://eprocure.gov.pk** free of cost.
- c.** The bids, prepared in accordance with the instructions in the bidding documents, submitted through e-PADS **on or before date/ time 15-10-2026 11:00 am as stipulated by e-PADS** and will be opened on the same day **at 11:30 am**.
- d.** Any bid submitted other than e-PADS would not be considered.

INCHARGE (Real Estate)

State Life Ins. Corp. of Pakistan
Ground Floor, State Life Building No.5-I,
Jinnah Avenue, Islamabad.
051-9203347

Sign and seal of firm

Dated:

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TENDER FOR JANITORIAL SERVICES IN **STATE LIFE** BUILDINGS LOCATED AT RAWALPINDI, ISLAMABAD & GUJRAT.

Dated: _____

M/s. _____

**Subject: CLEANING AND JANITORIAL SERVICES CONTRACT FOR STATE LIFE BUILDINGS
LOCATED AT RAWALPINDI, ISLAMABAD & GUJRAT.**

Dear Sir(s),

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

- A.** Mandatory Requirement.
- B.** Technical Bid Evaluation Criteria.
- C.** Scope of Work.
- D.** Terms and Conditions.
- E.** Code of Conduct.
- F.** Special Conditions of Contract.
- G.** Schedule of Janitorial Services.
- H.** List of Buildings/ Required Staff Details.
- I.** Bill of Quantities.
- J.** Detail of SLIC Buildings.
- K.** List of Cleaning Equipment.
- L.** List of Materials.

Kindly submit your bid for the job along with above documents duly signed so as to reach this office on or before **15-10-2026** at **11:00 AM**

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

Thanks and regards,

INCHARGE (Real Estate)

State Life Ins. Corp. of Pakistan
Ground Floor, State Life Building No.5-I,
Jinnah Avenue, Islamabad

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Dated:

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TENDER FOR JANITORIAL SERVICES IN **STATE LIFE** BUILDINGS LOCATED AT RAWALPINDI, ISLAMABAD & GUJRAT.

A. MANDATORY REQUIREMENTS

- i)** National Tax Number from FBR and holding the valid NTN Certificate (Copy Required).
- ii)** SST Registration Certificate (Copy Required).
- iii)** Registration with EOBI/ PESSI (Copy Required).
- iv)** Letters / certificate from at least two reputed Govt. / Multinational Firms where the firm is currently engaged having similar nature and scope of works *(Attested Photo Copies)*.
- v)** Affidavit on Stamp Paper (Original), Declaring that the company is not black listed by any Government Agency/ Corporation/ Private Firms and is not involving in litigation with State Life OR any Government/ Public Sector Organizations.
- vi)** The firms/ contractors having already served in State Life for any period during last 10-Years having received minimum of 03-unsatisfactory service letters/ memos from SLIC for any period stand disqualified, shall not be eligible to participate in the bidding period.

B. TECHNICAL BID EVALUATION CRITERIA

(Single Stage Two Envelope Bidding Procedure will be Adapted)

- 1) The Procuring Agency will evaluate and POST QUALIFY The Firms based on the following criteria and firm getting more than **70 marks** shall be considered **POST QUALIFIED** for participation in the bidding. Evaluation shall base on following parameters: -

Sr.#	Parameters against which Technical Evaluation shall be done	Annexure/ Page Ref. #
1	<u>COMPANY PROFILE</u>	
1.1	(Years of Experience related to Janitorial Works)	10
	• Upto 04 years	2
	• 05 to 07 years (Above 5-Years and Less than 8-Years)	4
	• 08 to 10 years (Above 8-Years and Less than 11-Years)	6
	• 11 to 14 years (Above 11-Years and Less than 15-Years)	8
	• 15 years and more (More than 15-Years)	10
1.2	<u>JANITORIAL CONTRACTS HANDLED BY THE FIRM</u> (With name of firms) above Rs.500,000/ per month per job. (with reputed/renowned firms during past Five years) (Document proof should have clearly mentioned period of agreement along with contract amount)	20
	• Upto 03 contracts	5
	• 04 to 06 contracts	10
	• 07 to 10 contracts	15
	• More than 10 contracts	20
1.3	<u>LIST OF JANITORIAL CONTRACTS IN PROGRESS</u> (With name of firms) above Rs.500,000/ per month per job. (Document proof should have clearly mentioned period of agreement along with contract amount)	20
	• Upto 03 contracts	5
	• 03 to 06 contracts	10
	• 07 to 10 contracts	15
	• More than 10 contracts	20
1.4	<u>TECHNICAL STAFF WITH RELATED EXPERIENCE</u>	15
	Number of Staff: upto 75	5
	76 to 120	10
	121 and above	15
1.5	<u>DETAILS OF EQUIPMENT</u> (machinery / tools e.g. floor scrubbing machine and grading machine , heavy duty vacuum cleaner (dry and wet), grass mover etc. required for the specific jobs)	5
2	<u>FINANCIAL STATUS OF THE FIRM</u>	
2.1	(Financial Strength of the Firm) Annual Average balance/Turnover (ATO) by the firm during last two years.	20
	More than 10 and less than Rs. 15 million	10
	15 to 20 million	15
	Above 20 million	20
3	<u>ENLISTMENT WITH GOVT. DEPARTMENTS/ MULTINATIONAL ORGANIZATIONS</u> Please attach documentary documents/evidences (How much contracts)	10
	TOTAL MARKS	100
	NOTE: QUALIFYING MARKS = 70 OR ABOVE	

(Any Mis-Declaration/ Misstatement will be taken serious and company may be blacklisted. Same will be announced and informed in the newspapers, PPRA and to other relevant agencies)

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C. SCOPE OF WORKS

1. Sweeping and cleaning of all rooms, halls, lobbies, terraces, stairs, courtyards, parking areas, 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, Ceiling/ Bracket Fans, diffusers, Sign Boards etc. as per approved schedule.
3. Wax Polishing of Floors, Lobby/ Lift Lobby Areas (Approx. – 5,000 Sft after every 3-Months. Areas to be indicated by Concerned Building In-Charge.
4. Cleaning and washing of kitchen/ pantry and bathrooms including WCs, commodes, urinals, wash basins, taps with proper disinfectant phenyl etc., as per schedule.
5. Carpet cleaning by vacuum cleaner (where & when required).
6. Cleaning of Rain Water from the SLIC Premises especially from Roof Top & Basement areas during Monsoon Season with the use of 2"-Discharg (2-HP Submersible Pump) if necessary.
7. Disposal of the debris, junks, fallen, litter / garbage (garden debris) from the offices and building compound as per CDA, Cantonment/ Municipal rules. In case any mishap, fire etc. broke out due to debris, junk not been timely disposed of 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.
8. Cleaning, clearing of manholes, sewerage lines and keeping them in running condition as and when required.
9. Clear blockages in drains and toilet whenever required coordination with concern authorities CDA, Cantonment/ Municipal Corporation.
10. Dusting and cleaning pictures, glazing, shelves, venetian blinds, all Building windows (External & Exterior Sides) as per approved schedule.
11. Dusting and washing of main gates of the building (weekly).
12. Maintaining / maneuvering greenery, plants of the building wherever available.
13. Providing and maintaining liquid hand wash dispenser in all the toilets & Spray of "Air Freshener" will be made in officer's room except holidays.
14. Providing towels, toilet soap & tissue role in all the toilets when and where required.
15. Fumigation of complete building specially storerooms for disinfection, Pest & Rodent Control.

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TENDER FOR JANITORIAL SERVICES IN **STATE LIFE** BUILDINGS LOCATED AT RAWALPINDI, ISLAMABAD & GUJRAT.

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TENDER FOR JANITORIAL SERVICES IN **STATE LIFE** BUILDINGS LOCATED AT RAWALPINDI, ISLAMABAD & GUJRAT.

D. 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 & responsibility.
3. All material required for cleaning, servicing and polishing works shall be provided by the contractor at their own cost on monthly basis before 5th of every month. The material shall be of best approved quality. Quality of Wax polish and metal polish shall be got approved before supply from concern Building Incharge.
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 Taxes, Government levies and charges including GST & SST shall be borne by the Contractor and deducted from monthly bills.
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 the space to be cleaned and cleared by the contractor.
7. The contractor will be responsible to Clean & Clear the Roof Top & Basements of SLIC Buildings during & after the rain particularly during Monsoon Season with the help of **2-HP Submersible Pump with 2" Discharge** where required, is prime responsibility of Contractor at his on risk & cost.
8. 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.
9. The contractor will be responsible to keep the plumbing system in running/ good condition at all times in said buildings. The workers include the periodical checking of plumbing fixture, fittings and water & sewerage system and keep it functional, attend the complaint, replacement of defective plumbing fittings and fixtures.
10. The actual cost of replaced items/ parts (if not supplied by SLIC) with **25%** services/ handling charges will be reimbursed to the contractor on production of original cash memos and certification of job by the concerned Building Incharge at the expiry of each month with their monthly bills subject to administrative prior approval of the expenses.
 - i) All preventive maintenance material i.e., (Grease, Oil and gland Packing etc.) would be arranged by the contractor.
 - ii) All equipment, tools and other items required to carry out the services shall be arranged by the contractor at their own expenses.

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11. The Corporation will supervise and regulate the work of the Janitorial contractor through its representative of Real Estate Department. The contractor shall follow all instructions issued to them by the SLIC in respect of all the work as mentioned in Scope of Work.
12. Contractor will have to provide/ supply of good looking uniforms and identity cards to all its workers. Staff must be in uniform when they attend duty. All the workers should have their company ID cards and CNIC and their ages should not be less than **20 years**.
13. Contractor shall submit with the tender BID SECURITY for amount of **Rs.1,612,000/- (Rupees Sixteen Lac Twelve Thousand only)** in shape of pay order in favor of State Life Insurance Corporation of Pakistan. The tenders without bid security will be rejected.
14. State Life reserves the right to accept or reject any or all Tender(s) as per PPRA Rules.
15. **All the payments to the workers of the contractor shall be made by the contractor himself as per Laws presently 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 Government of Pakistan and will be adhered to at all times and should submit documentary evidence if and when required by concerned agency/ department.**
16. 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.
17. Contract shall be exclusively responsible to tackle any demand raised by his workers whether financial or administrative any time.
18. The Corporation reserves the right to terminate this contract at any time without assigning any reason what so ever by giving one-month notice.
19. The Corporation reserves the right to stop entry of any person deputed by the contractor for performance of the contract.
20. If any employee of contractor found not suitable for job by concerned SLIC officer, that employee should be replaced and removed by the contractor within one day.

21. 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, same shall be replaced/ repaired by the contractor at his own cost.
22. The contractor's staff shall follow the Corporation's security rules strictly.
23. 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 by contractor, will be deducted per short worker/staff per day from the monthly bill.
24. Complaint of paying less than minimum wages will be dealt by the committee so formed by corporation upon the decision of committee, if payment is found less than minimum wages was proved, corporation reserve the right to deduct **1.5 times** of difference from minimum wages for the period of default from the current bill of the firm and make the payment there to the complainant.

E. CODE OF CONDUCT

1. CODE OF CONDUCT:

The Contractor shall strictly observe that its personnel:

- Are always smartly turned out and vigilant.
- Are punctual and arrive at least 15 minutes before start of their duty time.
- Take charges of their duties properly and thoroughly.
- Perform their duties with honesty and sincerity.
- Read and understand their post and site instructions and follow the same.
- Extend respect to all Officers and personnel of the office of the client.
- Shall not drink on duty, or come drunk and report for duty.
- **Will not gossip/ chit chat & Use of Mobile while on duty.**
- Will never sleep while on duty post.
- Will not read newspaper or magazine while on duty.
- Will immediately report to the Client any untoward incident/ misconduct or misbehavior
- **Do not entertain visitors during duty hours.**
- Shall not smoke in the office premises.
- Abide by the code of conduct devised by the Client.

2. FRISKING/ CHECKING PROCEDURES

- The contractor's personnel providing Cleaning & Janitorial Services **to the Client may be** frisked at the time of their leaving the office premises in the evening as and when considered necessary.
- If anything untoward/ unusual/ suspicious is found, it must be reported to the Client representative immediately.

3. JANITORIAL PERSONNEL:

- a) To be present on time as per allotted schedule.
- b) To be always in uniform with proper Identity Card to be provided by the Service Provider along with individual identity card.
- c) To obtain the keys of the Pump Rooms from SLIC Building Caretakers and maintain a logbook for handing over/ taking over of keys.
- d) To operate water pump as per present schedule of pump operation and to note in register by the Plumber cum Pump Operator.
- e) To be courteous to the Officers/ Employees/ Visitors.
- f) To be vigilant regarding Fire and take Fire Safety measures immediately on noticing any outbreak of fire.
- g) To keep control on incoming and outgoing Cleaning equipment, material, chemicals and to maintain inventory of the stock movement log-book.
- h) To operate the sum-pumps in a routine and in emergency situations like thunder storm/ heavy rain shower particularly late at night.

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4. **SERVICE PROVIDER**

Requirements are to be complied by the Service Provider after commencement of Service

- (i) The list of persons to be engaged in along with their address is to be informed and changes, if any, afterwards are also to be informed to State Life Insurance Corporation of Pakistan.
- (ii) The Service Provider must inform SLIC the name and mobile nos. along with police verification of staff for Cleaning & Janitorial Services under a contract for Tender.
- (iii) **The Service Provider must submit proof of compliance of all Statutory Payments containing (EOBI/ PESSI) with Name of Beneficiaries, wherever applicable, along with the monthly Bill/ monthly payments in respect of EOBI & PESSI of those employee who work within said contract.**
- (iv) The Service Provider must ensure to provide all services as specified without fail.
- (v) The payment to the persons engaged is to be made through electronic mode only.
- (vi) The "Service Provider" must have adequate manpower to provide additional workmen at a short notice and also in emergency at any time of the day. The payment to such additional workmen will be made as per item rate which has been quoted in "Schedule Item Rate" and on pro rata basis if required for a lesser period. In case, any enhancement in manpower for Cleaning & Janitorial Services, the same is to be intimated to the Service Provider and the payment to such increased workmen, will be made as per item rate which has been quoted in "scheduled Item Rate" and on pro-rata basis. In future if any reduction of "manpower" for Cleaning & Janitorial Services, the same is to be intimated to the Service Provider. The quoted monthly amount will be reduced on prorata basis based on "Item Rate" quoted from the date such services were not required.
- (vii) Payments to the personnel engaged by the Service Provider is to be made directly to the respective Bank Accounts and documentary evidence is to be furnished after each payment.

- (viii) The Wages for a month to the workers engaged by the Service Provider need to be paid on or before of **7th** of the next month and Register of Payment Wages for each month is to be submitted to State Life Insurance Corporation of Pakistan along with Bill and attendance of workers every month. The payment of the contractual amount by State Life Insurance Corporation of Pakistan to the Service Provider will be in the nature of reimbursement i.e. the wages to the contractual staff shall be paid by the service provider in the first instance without linking it to the settlement of the service provider's Bills by SLIC. The settlement of bill is to be made by respective branch office where services are to be provided.
- (ix) The overall supervision of the contractual work and keeping close liaison with State Life Insurance Corporation of Pakistan Officials is to be arranged by the Service Provider. This will be in addition to the Cluster Supervisor.
- (x) Adjustment shall be made by the service provider regarding addition/ deletion of premises or addition/ deletion of Janitorial personnel/ whenever such contingency may arise on written request by SLIC.
- (xi) The service provider will make arrangement of first aid kit for their deployed personnel.
- (xii) The service provider will make arrangement to obtain the PESSI card for their deployed personnel.
- (xiii) The Service provider will make arrangement of movable scaffolding truly (Up to 30-Ft Height) for the cleaning of window glass for external side of SLIC Buildings i.e., SLIC-Tower, SLB-5, SLB-Gujrat.

F. SPECIAL CONDITIONS OF CONTRACT

1.	Amount of Bid Security (Bank Draft) to be submitted with tender	Rs.1,612,000/- (Rupees Sixteen Lac Twelve Thousand only) in shape of pay order in favor of State Life Insurance Corporation of Pakistan
2.	Release of Bid Security	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. b. Bid Security of the lowest bidder will be retained by State Life for full period of contract as performance guarantee.
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 Building In-charges
5.	Deduction of amount from the bill on account of unsatisfactory services or any other item.	i. A lump sum amount from 2% to 5% assessed by State Life officer in case of unsatisfactory services / shortage of materials. ii. Rs.1.5 times of quoted wages will be deducted per short worker/ staff per day from the bill. iii. All Taxes (income tax, SST, GST etc.) or any other taxes announced by Government of Pakistan. iv. Retention money of 5% will be deducted from monthly bills which will be released to the contractor on satisfactory Completion of the Contract period. v. Clause 23 of terms and condition
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	For the Period of 12-Months (One Year) and extendable for further period of 02-Years.
8.	Escalation	i. Difference in minimum wages announced by Govt. of Pakistan. ii. Any additional tax imposed by Govt. of Pakistan after award of contract.
9.	Insurance Coverage	The successful Janitorial Contractor shall have to arrange and provide an insurance coverage of Rs.1,000,000/- (Rupees Ten Lac only) in favor of State Life Insurance Corporation of Pakistan to cover by the negligence on part of the janitorial personnel deployed by the janitorial contractor in the building.

Sign and seal of firm

Dated:

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TENDER FOR JANITORIAL SERVICES IN **STATE LIFE** BUILDINGS LOCATED AT RAWALPINDI, ISLAMABAD & GUJRAT.

G. SCHEDULE OF JANITORIAL SERVICES

The schedule of the Janitorial services would be as under:

1.	Sweeping and dust mopping cleaning	Minimum 02 time daily
2.	Floor wet mopping with disinfectant	Minimum 01 time daily
3.	Garbage removal	Daily
4.	Toilets and Kitchen washing (Toilets & Wash Rooms)	Minimum 02 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.	Carpets Vacuum cleaning	As and when required / directed
7.	Cleaning of windows glazing (internal & external)	Weekly
8.	Floor Machine polishing (wax polishing) Mosaic/ Marble floor and walls of common area Lounge, Lobby/ Lift Lobby Area	Quarterly Basis (Every after every 03 months)
9.	Dusting all partitions, curtains and removal of cobwebs etc.	Weekly
10.	Cleaning of all stains, sign boards, ceiling/ walls, fans, decorative pictures and fittings etc.	Weekly
11.	Cleaning of Manholes /Sewerage lines	As per requirement (within contract agreement)
12.	Fumigation for disinfection, Pest & Rodent Control	As per requirement (within contract agreement)

H (a). STAFF DETAILS FOR ALL LOCATIONS AT RAWALPINDI, ISLAMABAD & GUJRAT

SR.#	BUILDING NO.	SUPERVISOR	SWEEPER	DRIVER	CARPENTER -CUM- PAINTER	GARDNER	PLUMBER	HELPER	TOTAL
1.	SLIC Bldg. No.1, Rwpl.	01	08	-	-	-	01	-	10 – Nos.
2.	SLIC Bldg. No.5 & 7, Isb.	01	08	01	01	01	01	-	13 – Nos.
3.	SLIC Bldg. No.8, Rwp.	01	06	-	-	-	01	-	08 – Nos.
4.	SLIC Bldg. No.9, Rwp.	01	08	-	-	-	01	-	10 – Nos.
5.	SLIC-Tower (P-61) Isb.	01	16	-	-	01	-	-	18 – Nos.
6.	SLIC Rest House, Ayubia	-	-	-	-	-	-	01	01 – No.
7.	SLIC Bldg. G.T Road, Gujrat	01	07	-	-	01	-	-	09 – Nos.
TOTAL		06	53	01	01	03	04	01	69 – Nos.

- State Life reserve the right to vary (increase or decrease) the above strength of staff as per its requirement.
- State Life reserve the right to change or replace the Janitor Staff on the complaint of respective Building Incharge on the negligence or unsatisfactory performance.

H (b). DETAIL OF STATE LIFE BUILDINGS :-

Sr. #	BUILDING NO.	LOCATION
1.	SLIC Bldg. No.1, Rwp.	The Mall, Rawalpindi.
2.	SLIC Bldg. No.5 & 7, Isb.	Jinnah Avenue, Islamabad.
3.	SLIC Bldg. No.8, Rwp.	Kashmir Road, Rawalpindi.
4.	SLIC Bldg. No.9, Isbl.	Blue Area, Islamabad.
5.	SLIC-Tower (Plot-61) Isb.	Jinnah Avenue, Islamabad.
6.	SLIC Rest House, RHA	Khanas, Pure, Ayubia.
7.	SLIC Bldg. Gujrat	G.T Road, Gujrat.

Sign and seal of firm

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TENDER FOR JANITORIAL SERVICES IN **STATE LIFE** BUILDINGS LOCATED AT RAWALPINDI, ISLAMABAD & GUJRAT.

I. **LIST OF CLEANING EQUIPMENTS FOR JANITORIAL SERVICES IN STATE LIFE BUILDINGS**

SR. NO.	NAME OF MATERIAL	UNIT	SLB-1	SLB-5	SLB-7	SLB-8	SLB-9	SLIC-Tower	SLB-Gujrat
1.	Mopping Trolley / Equipment	Nos.	03	02	01	02	02	03	02
2.	Hand Trolley	Nos.	01	01	01	01	01	02	01
3.	Shovel	Nos.	01	01	01	01	01	02	01
4.	Floor Polishing Machine	Nos.	01	01	-	-	01	01	01
5.	Aluminum folding leader (Ghori) 10 to 20 ft.	Nos.	01	01	01	01	01	01	01
6.	G.I. / Plastic Buckets (large)	Nos.	06	03	03	03	06	06	05
7.	Dust pans and brushes, handy and with long handles	Nos.	10	10	10	10	10	10	10
8.	Push brooms	Nos.	05	05	05	05	05	05	05
9.	Trash collector bin	Nos.	06	06	03	06	06	06	06
10.	2-HP Submersible Pump (2" Discharge) along with Flexible Pipe – 100-Ft Length.	Nos.	01	01	01	01	01	01	01
11.	Heavy duty Vacuum cleaners , air blowers, Dusting Mops with spares, Trash collecting Bins, Dust pans or any other equipment required.	As per requirement							
12.	Fumigation/ Disinfection Spray Bottle with Hand-Pump (Automatic) and Foggy Spray machine (Electric) For Spray.	As per requirement							

Note:

- Contractor is bound to provide all above materials at respective SLIC Premises at his own risk & cost and no any extra payment will be made in this regard to fulfill the cleaning requirements at all the time, in case of failure or damaged of any equipment the same shall be provided and arranged on priority basis.
- Contractor bound to provide, all required material, as mentioned in “**LIST OF MATERIALS**” give in said tender for different SLIC Building at different station, in case of shortage of any material contract should be bound to provide immediately or same will be deducted from monthly bill. The quality of material shall be approved by Building Incharge / Service Section, disputed material charge/ replace immediately at any State Life buildings mentioned in contract.

Sign and seal of firm

Dated:

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FINANCIAL BID
(to be kept sealed)

COVERING LETTER

(TO BE TYPED ON COMPANY'S LETTERHEAD AND KEPT SEALED IN FINANCIAL BID ENVELOPE)

INCHARGE (Real Estate),
Real Estate Department,
State Life Insurance Corporation of Pakistan,
SLB No.5 (Phase-II) Jinnah Avenue, Islamabad,
ISLAMABAD.

**SUB: CLEANING AND JANITORIAL SERVICES CONTRACT AT STATE LIFE BUILDINGS
LOCATED AT RAWALPINDI, ISLAMABAD & GUJRAT.**

Dear Sir,

Having inspected the All 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. _____ **BASED ON***

THE ANNUAL QUOTED AMOUNT *is enclosed as bid security.*

FOR & ON BEHALF OF CONTRACTOR

Sign and seal of firm

Dated:

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TENDER FOR JANITORIAL SERVICES IN **STATE LIFE** BUILDINGS LOCATED AT RAWALPINDI, ISLAMABAD & GUJRAT.

FINANCIAL BID

BILL OF QUANTITY

(A) LABOUR

S. #	Description	Suggested Minimum wages/Salary per month (Rs.) (Not less than as suggested below)	EOBI 5% of min. wage	PESSI 6% of min. wage	Profit	SST on Profit	Income Tax	Total	Quantity	Grand Total per month
		A	B	C	D	E	F	G=A+B+C+D+E+F	H	G x F
1.	Supervisor	Rs.42,000/-							06	
2.	Sweepers	Rs.40,700/-							53	
3.	Driver	Rs.40,700/-							01	
4.	Carpenter-Cum-Painter	Rs.40,700/-							01	
5.	Gardeners	Rs.40,700/-							03	
6.	Plumber	Rs.40,700/-							04	
7.	Helper	Rs.40,700/-							01	
								TOTAL=	69	
	Total per month	=								
	Total Per Annum	=								

Rupees _____ (Per Month)

Rupees _____ (Per Annum)

EXTRA-DUTY/ OVER TIMES

Extra Duty in case of emergency, Over Time Charge for Beyond Normal Operating Hours on a (Working Day)	Per Hours	Rs.300/-
Extra Duty in case of emergency, Over Time Charge for (Sunday & Public Holidays)	Per Hours	Rs.500/-

Note: The above rates quoted shall be inclusive of all profits, all taxes viz income tax, SST, EOBI, PESSI etc. as per government rules.

Sign and seal of firm

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TENDER FOR JANITORIAL SERVICES IN **STATE LIFE** BUILDINGS LOCATED AT RAWALPINDI, ISLAMABAD & GUJRAT.

FINANCIAL BID

J. LIST OF MATERIALS

(B) MATERIAL

Sr. No.	Material	SLB-1	SLB-5 & 7	SLB-8	SLB-9	SLIC-TOWER	SLB-Gujrat	Units	Qty.	Rates Per Unit	Amount (Rs.)
1.	Acid bottle for toilet (1-Liter)	24	12	12	24	24	12	Liter	108		
2.	Brushes for scrubbing roads fitted with rods	08	04	04	08	08	04	Nos.	36		
3.	Brushes for Commodes	10	05	05	10	10	05	Nos.	45		
4.	Brushes for scrubbing (S/Size)	05	02	02	05	05	05	Nos.	24		
5.	Brooms Hard 750 grams good quality	12	12	10	12	12	10	Nos.	68		
6.	Brooms Soft 200 grams good quality	10	08	10	10	10	08	Nos.	56		
7.	Spider Net Brush with Extendable Rod	03	03	03	03	03	03	Nos.	18		
8.	Brass Metal Polish 08 oz	02	02	02	02	02	02	Nos.	12		
9.	Basket for collecting trash	12	10	10	12	12	10	Nos.	66		
10.	Duster fine for glasses 18" x 18"	05	03	03	05	05	05	Dozen	26		
11.	Glass Cleaning Wiper (With Extendable Rod)	06	03	03	06	06	06	Dozen	30		
12.	Dettol Liquid Bottle (1-Liter)	02	02	02	02	02	02	Liter	12		
13.	Glass cleaners (Glint or equivalent)	12	06	06	12	12	06	Bottles	54		
14.	Mops long cotton 2 feet (chindi)	08	06	06	08	08	06	Nos.	42		
15.	Naphthalene balls (camphor balls)	06	03	03	06	06	06	Doz. – Pak	30		
16.	Phenyl tins (perfumed) 1.5 Liter	12	06	06	12	12	12	Tin	60		
17.	Wiper (Squeegees Rubber Mop)	08	08	04	08	08	08	Nos.	44		
18.	Harpic Liquid Bottle (Red + Blue)	12	06	06	12	12	12	Bottles	60		
19.	Carpet brush Nylon 8"	06	03	03	06	06	03	Nos.	27		
20.	Surf powder Large	06	03	03	06	06	06	Kg.	30		
21.	Vim Powder Large	03	02	02	03	03	03	Kg.	16		
22.	Tissue Role & Boxes (Equal Quantity)	24	12	12	24	24	12	Nos.	108		
23.	Tissue Jumbo Role (Best Quality)	24	12	12	24	24	12	Nos.	108		
24.	Toilet Soap Lux (Small)	48	24	24	48	48	24	Nos.	216		
25.	Liquid Soap Refill (Lifebuoy or equivalent)	15	10	10	15	15	10	Liter	75		
26.	Rodent Control Pills (Zinc/ Iron Oxide)	03	03	03	03	03	03	Doz. - Pak	18		
27.	Air Freshener (300-ML) Spray Bottle	18	12	12	18	18	12	Bottles	90		
28.	Mortein (Insect Killer Spray) 50 ml	08	04	04	08	08	08	Bottles	40		
29.	Shaper Bag (Trash Collection) 3x1.66 & 2x1.50	06	03	03	06	06	03	Kg	27		
Grand Total								(Amount)			Rs.

Note:- (Above Rates are inclusive all types of Levis, Profit & Taxes)

(Rupees _____ **)**

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TENDER FOR JANITORIAL SERVICES IN **STATE LIFE** BUILDINGS LOCATED AT RAWALPINDI, ISLAMABAD & GUJRAT.

FINANCIAL BID

SUMMARY OF COST

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

<u>ITEM</u>	<u>AMOUNT</u> (Rs.)
Labour Cost: (A)	Rs.
Monthly Material Cost: (B)	Rs.
Total C=(A+B)	Rs.
EOBI/ ESSI Charges (5% + 6%) D= 11 % OF (A)	Rs.
Overhead , Profits etc.,: E= _____% OF (C)	Rs.
SST on Profit: F= _____% of (E)	Rs.
Total quoted amount per Month: (G = C+D+E+F)	Rs.
Total quoted amount per Annum: H= (G x 12)	Rs.

RUPEES IN WORDS:(_____) PER ANNUM

NOTE:

The ABOVE rates quoted shall be inclusive of all profits, taxes viz income tax, GST, SST, LEVIES etc. as per Government Rules.

****Note: -**

- (i) Total consolidated monthly amount including Minimum Wages @ Rs.44,000/- (PESSI, EGI, EOBI etc.) per person should be quoted by the bidder under each of the category separately.

Sign and seal of firm

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TENDER FOR JANITORIAL SERVICES IN **STATE LIFE** BUILDINGS LOCATED AT RAWALPINDI, ISLAMABAD & GUJRAT.

(ii) The bidder should quote the details (price-break up) of the monthly consolidated amount in the Table-B given on next page.

(iii) Payments shall be made by the Client as per the terms and conditions of the Tender Documents.

(iv) Prices shall be valid for a period of one year. However, on revision of minimum wages by O/o The Labour Welfare Department, ICT Islamabad and O/o The Labour Welfare Department,

Punjab and O/o The Labour Welfare Department, Khyber Pakhtunkhwa the same shall be revised by the Client. However, even on revision of minimum wages, the contractor's profit in absolute terms (not in percentage terms) shall remain the same throughout the contract period as was quoted by the contractor in his bid.

(v) The quoted consolidated monthly amount prices shall be inclusive of all charges including Client's contribution towards EGI, EOBI, Gratuity, Bonus, Substitutes. It shall also include cost of training and uniform, Supervision of company etc.

(vi) The prices in the Price Schedule shall be exclusive of any service tax, education cess, secondary and higher education cess or any other applicable taxes as may be levied by the Government from time-to-time and the same shall be charged in addition to the applicable rate. (vii) The Contractor shall mandatorily ensure that the cost per head as at 'A' in Table 'B' is paid as monthly wages to their PERSONNEL who are deployed in Client's premises for cleaning services.

(viii) Bidder may compete the bidding process with respect to own profit margin. Any bid having price quoted below the Govt. determined minimum wage rate i.e., @Rs.4,700/- for 8 hour shift for 26 days a month (for the year 2026-27 excluding statutory benefits, profits, over heads, taxes etc., of the bidder) would be considered non workable and liable to rejection summarily forthwith.

(ix) Price Break-up of the quoted prices shall be submitted by the Contractor in the format given in Table B at next page:

The basic wage for 8 hours should be computed @Rs.1,565/- per day for 8 hours shift for 26 days as per Govt. determined Minimum Wage Rate i.e., @Rs.40,700/- pm
The bidder may compete the bidding process with respect to own profit margin.

The payment shall be made by the following formula with relevant changes as per above. The Contractor shall also pay to his personnel by this formula. This formula takes care of all the paid weekly holidays, National holidays and other gazetted holidays.

Formula:

Wages payable to individual = (Total Monthly Wages as above/ No. of working days in the month) x (No. of days worked in the particular month by the individual).

In addition to the Tender Terms & Conditions, Contractor shall adhere to the minimum wages as announced by Govt. of Pakistan, in case of failure;

- a. The contract will not be awarded.
 - b. The contract will be terminated at any stage, if contractor is found at default.
 - c. The Cleaning Duty hours shall be to suit the working hours of the Employer. According to current Employer's working hours (Monday to Saturday), the Duty shall be as follows: -
- Rate per Day basic wages including DA etc., quoted by tender/ should not be lesser than the minimum Wages prescribed by the provincial/ Federal Govt. (Whichever is higher). • **Statutory liabilities** such as ESSI, EGI/ EOBI Goods Service tax etc., will be paid as per prevailing rates as declared by the State/ Federal Government from time to time.
 - While quoting **minimum Service Charge @5% (max upto 11%)**, the Service Provider should take care of all **Statutory Payments (EOBI, PESSI, EGI etc.)** and liabilities that may arise like Bonus, Gratuity etc., if any or any charge that may be levied by the Statutory authority in future.
 - The difference in subsequent minimum wages rates due to revision of the rates by the Labour Welfare Department/ State Government will be adjusted by the corporation accordingly.
 - Income Tax will be deducted at source at the time of payment as per Rules.
 - No any other charges will paid by SLIC except as mentioned in terms and condition.
 - The bidder's mandate/ profit must not exceed 25% of the contract net worth (excluding workers' salaries)
 - **The rates quoted shall be compliant with Govt. minimum wages and other compulsory benefits EOBI, PESSI (Social Security), Group Insurance etc., and inclusive of all profits, taxes viz income tax, GST, SST etc. as per government rules.**

(Name, Signature & seal of the authorized person)

For & on behalf of M/s. _____

Dated: _____ Seal: _____

Sign and seal of firm

Dated:

Page no. 23

DRAFT ANNUAL MAINTENANCE CONTRACT AGREEMENT
(CLEANING & JANITORIAL SERVICES)

THIS AGREEMENT is made on _____ between **State Life Insurance Corporation of Pakistan, Islamabad** (hereinafter referred to as "Client" which expression unless excluded or repugnant to the context be deemed to include his successors and assigns), and having registered **principal place of office at State Life Building No.9, Dr. Zia-ud-Din Ahmed Road, Karachi - 75530** of the One Part,

AND M/s _____ having its registered office at _____ (Hereinafter referred to as "the Contractor") which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Cleaning & Janitorial Services to Client.

NOW THIS AGREEMENT WITNESSTH as follows:

I. **WHEREAS** the Client invited bids through open tender, vide Notice Inviting Tender dated _____ for "**availing Cleaning & Janitorial Services of State Life Building & Properties' locations** under **Tender No. SLIC/RE/JS/ISB/RWP/GUJ/014/07/2026** at:

Sr. #	BUILDING NO.	LOCATION
1.	State Life Building No.1.	The Mall, Rawalpindi.
2.	State Life Building No.5 & 7.	Jinnah Avenue, Islamabad.
3.	State Life Building No.8.	Kashmir Road, Rawalpindi.
4.	State Life Building No.9.	Blue Area, Islamabad.
5.	State Life – Tower (Plot-61)	Jinnah Avenue, Islamabad.
6.	State Life Rest House.	Khanas, Pure, Ayubia.
7.	State Life Building.	G.T Road, Gujrat.

II. **AND WHEREAS** the Contractor submitted his bid vide _____ in accordance with the procedure mentioned along with the bid documents and represented therein that it fulfills all the requirements and has resources and competence to provide the requisite services to the Client

III. **AND WHEREAS** the Client has selected **M/s** _____ as the successful bidder ("the Contractor") pursuant to the bidding process and negotiation of contract prices, awarded the **Letter of Acceptance (LOA) No.** _____ to the Contractor on _____ for a total sum of _____ [Rupees _____ only].

Sign and seal of firm

Dated:

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TENDER FOR JANITORIAL SERVICES IN **STATE LIFE** BUILDINGS LOCATED AT RAWALPINDI, ISLAMABAD & GUJRAT.

IV. **AND WHEREAS** the Client desires that the Cleaning & Janitorial Services (as defined in the Bidding Document) be provided, performed, executed and completed by the Contractor, and wishes to appoint the Contractor for carrying out such services.

V. **AND WHEREAS** the Contractor acknowledges that the Client shall enter into contracts with other contractors / parties for the manpower services of its premises in cases the Contractor falls into breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard.

VI. **AND WHEREAS** the terms and conditions of this Contract have been fully negotiated between the Client and the Contractor as parties of competent capacity and equal standing.

VII **AND WHEREAS** the Contractor has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing Cleaning & Janitorial Services in the Client's premises, failing which the Contract is liable to be terminated at any time, without assigning any reasons by the Client.

VIII **AND WHEREAS** the Contractor shall be responsible for payment of Service Tax with Excise and Taxation Department. The documentary proof of the same must be submitted within one month of payment of particular bill for the amount of Service Tax Charged in the said bill.

VIII. **AND WHEREAS** the Client and the Contractor agree as follows:

1. The Contractor (The successful bidder) hereby agrees that he is solely liable to fully indemnify and keep the Client indemnified against all loses/ penalties/ awards/ decrees arising out of litigation/ claims/ application initiated against the Client on account of acts of omission/ commission attributable to the Contractor and which are punishable under the provisions of Ministry of Labour and Employment Acts.

2. In this Agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

3. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.

- (a) The Letter of Acceptance (LOA) issued by the Client.
- (b) Notice to Proceed (NTP) issued by the Client.
- (c) The complete Bid, as submitted by the Contractor.
- (d) The Addenda, if any, issued by the Client.
- (e) Any other documents forming part of this Contract Agreement till date.
- (f) Supplementary Agreements executed from time to time.

Sign and seal of firm

Dated:

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TENDER FOR JANITORIAL SERVICES IN **STATE LIFE** BUILDINGS LOCATED AT RAWALPINDI, ISLAMABAD & GUJRAT.

4. Any changes / modifications / amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement.

5. This Contract shall be governed by and construed in accordance with the laws of Pakistan. Each Party hereby submits to the jurisdiction at Islamabad.

IX. **NATURE OF AGREEMENT:** The parties hereto have considered agreed to and have a clear understanding on the following aspects:

(i) **This** Agreement is for providing the aforementioned services and is not an Agreement for supply of contract workers/ labour. It is clearly understood by the Contractor that the persons employed by the Contractor for providing services as mentioned herein, shall be the employees of the Contractor only and not of the Client. The individual person(s) to be deployed for providing the said services, shall be decided by the Contractor who shall be liable to make payments to them towards their monthly wages, etc. and other statutory dues like EOBI, ESSI, Minimum wages, bonus, gratuity, etc.

(ii) **The** client shall not be liable for any obligation/ responsibilities, contractual, legal or otherwise, towards the Contractor's employees/ agents or to the said employees/ agents directly and/ or indirectly, in any manner whatsoever.

(iii) **The** personnel of the Contractor rendering the services under this Agreement, shall never be deemed to be the employees of the Client in any manner whatsoever and shall not be entitled to claim from the Client for employment, wages, damages, compensation or anything arising from their deployment by the Contractor.

X. **AND WHEREAS** the Client and the Contractor agree as follows:

When any condition of the contract is broken by the contractor, the Client who suffers any loss or damage by such breach, shall be entitled to receive, from the Contractor who has broken the condition(s) of the contract, compensation for any loss or damage caused to the Client thereby, which naturally arose in the usual course of things from such breach, or which the contractor and the Client knew, when they made the contract to be likely to result from the breach of it.

XI **IN WITNESS WHEREOF** the parties hereto have caused this Agreement to be executed in accordance with the laws of Pakistan on the day, month and year indicated above.

Signed on behalf of
the Contractor

(Authorized Signatory)

Signed on Behalf of
State Life Insurance Corporation of
Pakistan, Islamabad

(Authorized Signatory)

Sign and seal of firm

Dated:

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TENDER FOR JANITORIAL SERVICES IN **STATE LIFE** BUILDINGS LOCATED AT RAWALPINDI, ISLAMABAD & GUJRAT.