

TENDER

FOR

CLEANING & JANITORIAL SERVICES AT

STATE LIFE BUILDING

RAHIM YAR KHAN

From:

Real Estate Department,

State Life Insurance Corporation of Pakistan, Zonal Office, Rahim Yar Khan.

Sign and seal of firm

Dated:

Page no. 1

TENDER No. RE/CL&JANI/RYP/AUG/2026

INVITATION TO BID

Tender No. RE/CL&JANI/RVK/AUG/2026

**SUB: CLEANING & JANITORIAL SERVICES AT STATE LIFE BUILDING,
ABU DHABI ROAD, RAHIM YAR KHAN**

State Life Insurance Corporation of Pakistan, invites quotation through E-PADS, under Single stage two envelope procedure, from the experience firms / contractors of the field, registered with income tax and sale tax department & who are an active Taxpayer list of the Federal Board of Revenue (FBR) and eligible to handle the work for contract for Cleaning & Janitorial Services at State Life Building Rahim Yar Khan.

2. Bid documents, containing detailed terms and conditions etc. are available for download on E-PADS website (www.eprocure.gov.pk)

3. The bids prepared in accordance with the instruction in the bidding documents, must be submitted through E-PADS on or before **20-10-2026 at 11:00 AM**. Bids will be opened on same day **at 11:30 AM**.

4. Contractor is advised to submit original bid security and hard copies of original bids shall also be submitted in the Office of In-charge (Real Estate Department) 4th floor, State Life Building Abu Dhabi Road, Rahim Yar Khan. On OR before 20-10-2026 at 11:00 AM.

5. This advertisement is also available on State Life website www.statelife.com.pk & PPRA website www.ppra.org.pk however; the bids shall be submitted through E-PADS. Any bid submitted other than E-PADS will not be considered.

6. State Life Insurance Corporation of Pakistan reserve right to accept / reject all bids in accordance with PPRA Rule.

**In-charge / Manager
Real Estate Department
4th floor, SLB
Rahim Yar Khan
Ph: 068-9230026**

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Dated:

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TENDER No. RE/CL&JANI/RVK/AUG/2026

SUB: CLEANING AND JANITORIAL SERVICES CONTRACT AT STATE LIFE BUILDING
RAHIM YAR KHAN.

(Tender No. RE/CL&JANI/RYP/AUG/2026)

M/s. _____

GENERAL INFORMATION

1. Enclosed, please find herewith Tender Documents for the subject work as per single stage two envelope procedure of PPRA Rules. Please submit the same duly filled and completed in all respects **on EPADS latest by 20-10-2026 at 11:00AM**
2. The bid (s) shall be submitted on E-Pad (s) only.
3. Contractor is advised to submit Original Bid Security and copy of Bidding Documents on or before 20-10-2026 at 11:00 hours in the office of **In-charge (Real Estate) 4th floor, State Life Building Abu Dhabi Road Rahim Yar Khan.**
4. All queries / clarifications required from bidder shall be addressed on working days through E-pad.
5. State Life will reject proposal for award of contract if it determine that the firm recommended for award of contract has engaged in corrupt or fraudulent activities in competing for the contract in question.
6. The successful contractor will follow all instructions issued by corporation.
7. Agency may, at its discretion, extend this deadline for submission of bids by amending the bidding documents, in which case all rights and obligations of the Procuring Agency and Bidders will thereafter be subject to the deadline as extended.
8. Any bid received by the Procuring Agency after the bid submission deadline prescribed by the Procuring Agency will be rejected and returned unopened to the Bidder.
9. You are requested to submit tender through E-Procurement system of PPRA (EPADS) by the stipulated date. No any manually receive tenders will be acceptable for further detail; you may contact the undersigned before the opening of the tender for any query.
10. State Life Insurance Corporation of Pakistan reserves right to accept / reject all bids in accordance with PPRA Rules.

Makhdoom Sharukh Jamil
In-charge (RE)
Rahim Yar Khan

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TENDER No. RE/CL&JANI/RYP/AUG/2026

The Tender Documents of the above job comprising of the following:

- A. Mandatory Certificate Requirements
- B. Post Qualification Criteria
- C. Scope of Work
- D. Terms and Conditions
- E. Special Conditions of Contract
- F. Schedule of Janitorial Services
- G. List of Staff
- H. List of Cleaning Equipment
- I. **Financial Bid**
 - (a) Bill of Quantity
 - (b) Material
 - (c) Summary of Cost

A. MANDATORY REQUIREMENTS

- I. Registration Certificate E-PAD
- II. Registration Certificate FBR.... NTN
- III. Registration Certificate..... PST
- IV. Registration Certificate..... EOBI
- V. Registration Certificate..... PESSI
- VI. Undertaking on stamp paper for Not Black listed.

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B. POST QUALIFICATION CRITERIA

- 1) The Procuring Agency will evaluate and POST QUALIFY THE firms based on the following criteria and firm getting more than 60 marks shall be considered post qualified for participation in the bidding. Evaluation shall based on following parameters:

Sr. #.	Parameters against which Technical Evaluation shall be done	Annexure/ Page Ref. #
1	Company Profile	
1.1	Years of Experience related to Janitorial Works:	
	• 7 to 10 years	10
	• 2 to 6 years	8
	• Up to 2 years	5
1.2	Janitorial Contracts Handled by the Firm with reputed/renowned firms during past Five years	
	• More than 10 contracts	20
	• 7 to 9 contracts	15
	• 3 to 6 contracts	10
	• Upto 2 contracts	5
1.3	List of Janitorial contracts in progress (with name of firms) above Rs. 50,000/ per month per job.	
	• More than 10 contracts	20
	• 7 to 9 contracts	15
	• 3 to 6 contracts	10
	• Upto 2 contracts	5
1.4	Technical Staff with related experience	
	Number of Staff: 36 and above	15
	11 to 35	10
	up to 10	5
1.5	Details of equipment / machinery / tools e.g. floor scrubbing machine and grading machine , vacuum cleaner (dry and wet), grass mover etc. required for the specific jobs	5
2	Financial Status of the Firm	
2.1	Financial Strength of the Firm	
	Annual Average balance/Turnover (ATO) by the firm during last two years.	
	Above 1.5 million	20
	1.0 to 1.5 million	15
	More than 0.5 and less than Rs. 1.0 million	10
3	Enlistment with Govt. departments/ Multinational organizations	10
	Please attach documentary documents/evidences	
	Total Marks	
	Note: Qualifying Marks = 60 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, bracket fans, diffusers, sign boards etc as per approved schedule.
3. Wax polishing of floors after every 3 months. Areas to be indicated by 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 (if required).
6. Disposal of the debris, junks, fallen, litter / garbage (garden debris) from the offices and building compound as per municipal / KMC 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 as per approved schedule.
10. Dusting and washing of main gates of the building (weekly).
11. Maintaining / maneuvering greenery, plants of the building wherever available.
12. Providing and maintaining liquid hand wash dispenser in all the toilets.

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.
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.
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 Income Tax, GST, PST, PESSI and EOBI 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 the space 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 Real Estate Division. The contractor shall follow all instructions issued to them by the Division in respect of all the work as mentioned in Scope of Work.
9. 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**.
10. Contractor shall submit with the tender BID SECURITY for amount Rs. 80,000/- in shape of pay order in favor of State Life Insurance Corporation of Pakistan. The tenders without bid security will be rejected.
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 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**

Sign and seal of firm

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announced by Government of Pakistan/ Government of Punjab and 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 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 what so ever by giving one month notice.
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 job by concerned SLIC officer, 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 are 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.
21. 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. SPECIAL CONDITIONS OF CONTRACT

1.	Submission	Through E-PAD
2.	Amount of Bid Security (Bank Draft) to be submitted with tender	Rs.80,000/- In shape of pay order in favor of State Life Insurance Corporation of Pakistan
3.	Release of Bid Security	a. Bid Security of lowest two bidders will be retained up to 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.
4.	Date of Commencement of Work	Date of Acceptance of letter of Award.
5.	Forfeiture of Bid Security	a. If the bid is withdraw after opening b. If the bidder does not accept letter of award of refuse of inter in contract
6.	Working days	Six (06) working days a week, except Gazette Holidays. (Half hour before and half hour after office hours).
7.	Mode of Payment	Through monthly bills submitted by the contractor on completion of satisfactory services duly verified by respective State Life Building In-charges
8.	Deduction of amount from the bill on account of unsatisfactory services or any other item.	i. A lump sum amount from 5% to 10% assessed by State Life officer in case of unsatisfactory services / shortage of materials. ii. Rs. 1.5 times of wages quoted will be deducted per short worker / staff per day from the bill. iii. All Taxes and Charges (income tax, PST, GST, PEESI, EOBI &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. v. Clause 21 of terms and condition
9.	Period within which contract agreement is to be signed after the date of acceptance of lowest bid by the employer.	Fifteen (15) days
10.	Period of contract	One (01) Year
11.	Performance Grantee	05% of Quoted Amount
12.	Insurance Coverage	The successful Janitorial Contractor shall have to arrange and provide an insurance coverage of Rs. 50,000/- (Rupees Fifty Thousand 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.

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F. 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, Terrace	After every 03 months
9.	Dusting all partitions, curtains and removal of cobwebs etc.	Weekly
10.	Cleaning of all stains, sign boards, walls, fans, decorative pictures and fittings etc.	Weekly
11.	Cleaning of Manholes /Sewerage lines	Twice a month or whenever required

G. STAFF DETAIL AT SLB-SUKKUR

Sr. #.	Building No.	Supervisor	Sweeper	Gardner	Plumber	Total
01	SLB- Rahim Yar Khan	01	04	01	01	07

- State Life reserve the right to vary (increase or decrease) the above strength of staff as per its requirement.

Note:

- i. Contractor is bound to provide, store all required items, material, equipment at all time, in case of failure of any equipment the same shall be provided and arranged on priority.
- ii. Quality of material shall be approved by Building In-charge / service section at various State Life building.

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H.**LIST OF CLEANING EQUIPMENTS FOR JANITORIAL SERVICES
IN STATE LIFE BUILDING**

SR. NO.	NAME OF EQUIPMENTS	UNIT	QUANTITY
01	Large Dust Bins	Nos.	01
02	Hand Carry Trolley	Nos.	04
03	Floor Polishing Machine	Nos.	01
04	Plastic Buckets	Nos.	01
05	Any other equipment's required 1. 2. 3. 4.		

Note:

- Contractor is bound to provide, store all required items, material, equipment at all time, in case of failure of any equipment the same shall be provided and arranged on priority.
- To be arranged, provided and stored in the building by the contractor as per building requirement and as per satisfaction of Building In-charge, the same can be changed as and when required on the directives of Building In-charge / services section.

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**I. FINANCIAL BID
(to be kept sealed)**

COVERING LETTER

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

In-charge,
Real Estate Department,
4th floor, State Life Insurance Corporation of Pakistan,
Abu Dhabi Road,
RAHIM YAR KHAN.

SUB: CLEANING AND JANITORIAL SERVICES CONTRACT AT STATE LIFE BUILDING
RAHIM YAR KHAN.

Dear Sir,

Having inspected the building and 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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FINANCIAL BID

(a) BILL OF QUANTITY

LABOUR

SR. NO.	STAFF / WORKERS	NOs.	RATES/MONTH (RS)	TOTAL / MONTH (RS)
01.	Supervisor	01		
02.	Sweepers	04		
03.	Gardener	01		
04.	Plumber	01		
Total Staff / Workers		07		

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FINANCIAL BID

(b) MATERIAL

Sr No	Material	Company	Qty	Amount
1	Phenyl	Finis	18 (2.9) ml	
2	Surf	Bonus	05 kg	
3	Harpic	Harpic	08 (250 ml)	
4	Glass Cleaner	Gelent	04	
5	Polish	Kivi / Mention	1 Packet (3.5 kg)	
6	Viper Large (02) Small (02)	Best Quality	04	
7	Viper Sheesha	Best Quality	04	
8	Dust Bin Large(02) and Small (06)	Standard Quality	08	
9	Dust Bin Shopper	Standard Quality	06 Packet	
10	Toilet Brush	Best Quality	03	
11	Stick Mope	Best Quality	04	
12	Cotton Cloth	Angosha	02 Set	
13	Sur Jharoo	Best Quality	02	
14	Naarail Jharo	Best Quality	02	
15	Phool Jharo	Best Quality	04	
16	Sulphuric Acid (Sweet)	Sweep	10	
17	Plastic Scraper	Best Quality	03	
18	Road Brush	Best Quality	01	
19	DDT Powder	Power Plus / Tiger	04	
20	Stik Jala	Best Quality	01	
		(B) Total Amount (Rs)		

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TENDER No. RE/CL&JANI/RVK/AUG/2026

FINANCIAL BID

(c) SUMMARY OF COST

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

S. #	Description	Suggested Minimum wages/Salary per Employee / Staff per month (Rs.) (Not less than as suggested below)	Add all prevailing and applicable taxes EOBI, PESSI, etc	Profit, overheads,	PST	Income tax	Total	Quantity	Grand Total per month=
		A	B	C	D	E	F=A+B+C+D+E	G	FxG
1	Supervisor	42,000						1	
2	Sweepers	40,000						4	
3	Gardner	40,000						1	
4	Plumber	40,000						1	
5	Material Cost								
							TOTAL=	7	
	Total per month		=						
	Total Per Annum		=						

RUPEES IN WORDS: (_____
 _____ PER ANNUM)

NOTE:

The material cost shall include the GST cost.

Sign & Seal of Firm

Date:

Sign and seal of firm

Dated:

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