

Standard Bidding Document

AMC Cleaning and Janitorial Services for State Life Buildings at Rawalpindi, Islamabad and Gujrat (Non-Consultancy Services)

National

Single Stage-Two Envelope



September 30, 2026

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PROCUREMENT NOTICE

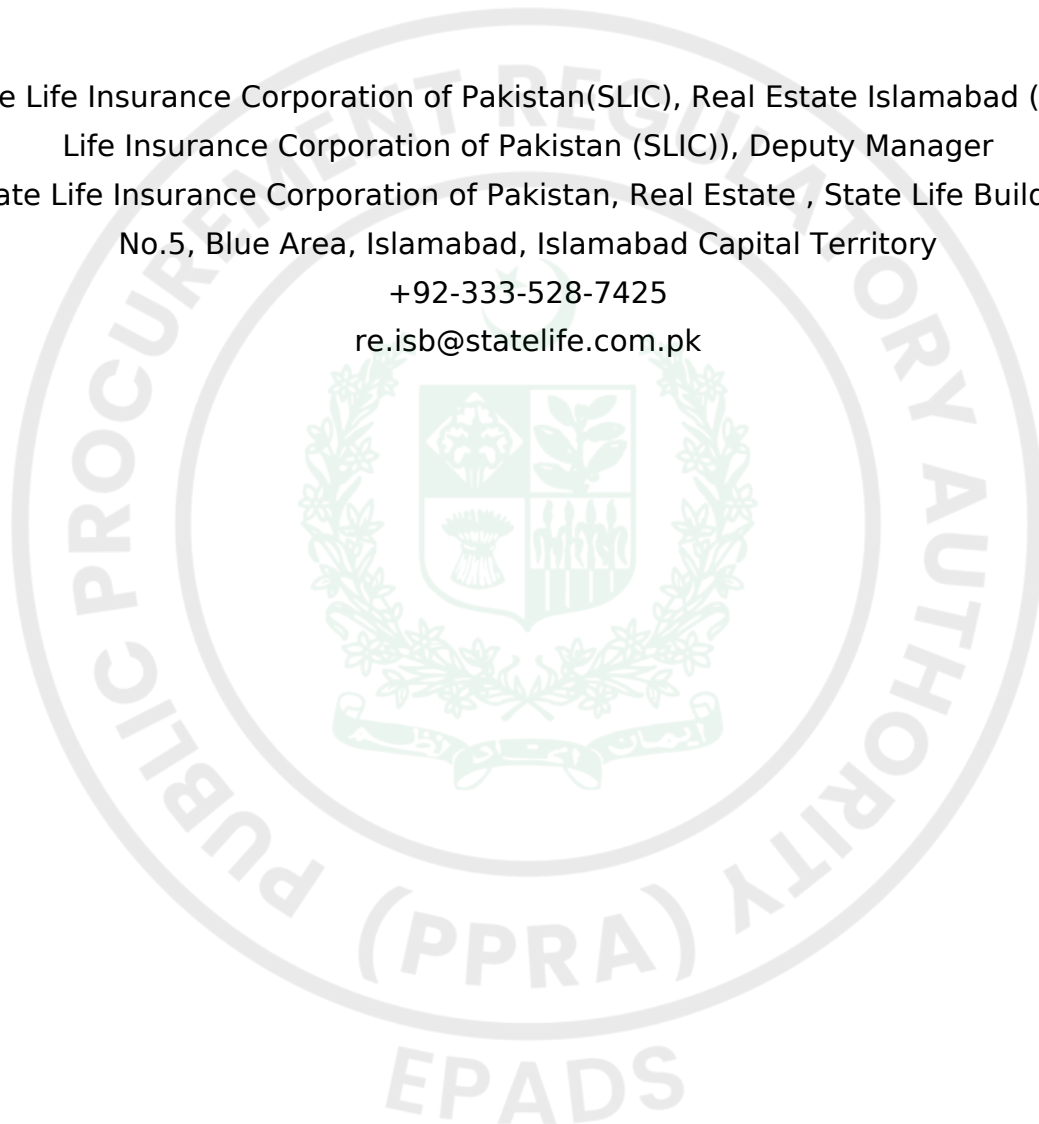
PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **State Life Insurance Corporation of Pakistan(SLIC), Real Estate Islamabad (State Life Insurance Corporation of Pakistan (SLIC))** has reserved Funds for the procurement planned for FY **2026-27**. The **State Life Insurance Corporation of Pakistan(SLIC), Real Estate Islamabad (State Life Insurance Corporation of Pakistan (SLIC))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the “**AMC Cleaning and Janitorial Services for State Life Buildings at Rawalpindi, Islamabad and Gujrat**” with the reference of "**P141126**"
2. The **State Life Insurance Corporation of Pakistan(SLIC), Real Estate Islamabad (State Life Insurance Corporation of Pakistan (SLIC))** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.
3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Least Cost Based Selection (LCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).
4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order** or Bid Securing Declaration on the prescribed format described.
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **<https://epads.gov.pk/opportunities/federal/procurements/141126>**.
6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Thursday, October 15, 2026 11:00 AM**. E-bids will be opened on the same day at **Thursday, October 15, 2026 11:30 AM**. Manual submission of Bids shall

not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (www.ppra.org.pk).

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Instructions to Bidders

A. Introduction

1. Scope of Bids

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and in **Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-Two Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. Source of Funds

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

3. Fraudulent & Corrupt Practices

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. Eligible Bidders

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

5. Qualification of the Bidder

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

6. Contents of Standard Bidding Document

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued by the Procuring Agency include:

Section I -Invitation to Bid

Section II Instructions to Bidders (ITB)

Section III Bid Data Sheet (BDS)

Section IV Eligible Countries

Section V Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.

Section VI Bidding Forms

Section VII Fraudulent & Corrupt Practices

Section VIII - Material & Non-material deviation

Section IX General Conditions of Contract (GCC)

Section X Special Conditions of Contract (SCC)

Section XI Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.

7. Clarifications

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 1.1.**

7.4. If indicated **in the BDS**, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum.

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.

No change in the prices or substance of the bid shall be sought, offered, or permitted.

The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

- 7.6.1. evaluation & qualification criteria;
- 7.6.2. required scope of work or specifications;
- 7.6.3. all securities requirements;
- 7.6.4. tax requirements;
- 7.6.5. terms and conditions of bidding documents; and
- 7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

8. Amendment of Bidding documents

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

9.1.2. Documentary evidence established in accordance with BDS that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with BDS that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

10. Documents Establishing Eligibility of the Services and Conformity to bidding documents

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

11. Documents Establishing Eligibility and Qualification of the Bidder

11.1. Pursuant to BDS, the bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. Form of Bid

12.1. The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.

13. Bids Prices

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

14. Price Adjustment

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

14.3. Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.

15. Bids Currencies

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. Bid Validity Period

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

17. Bid Security or Bid Securing Declaration

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

17.6. The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.

18. Alternative Bids by Bidders

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

19. Withdrawal, Substitution, and Modification of Bids

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. Format and Signing of Bids

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through

EPADS v2.0.

20.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

D. Submission of Bids

21. Submission of Bids through EPADS v2.0 before Dead deadline

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

22. Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004, The Procuring Agency is required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids in accordance with the evaluation criteria, terms and conditions given in the bidding documents.

23. Opening of Bids

23.1. The Bid Evaluation Committee of the Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who

choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

23.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

23.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline.

23.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

24. Confidentiality

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

24.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

25. Preliminary Examination of Bids

25.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

25.1.1. meets the eligibility criteria defined in **BDS**;

25.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

25.1.3. is accompanied by the required securities; and

25.1.4. is substantially responsive to the requirements of the bidding document.

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

25.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

26. Examination of Terms and Conditions, Technical Evaluation

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS**, to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed in the bidding document have been met without material deviation or reservation.

26.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with **BDS**, it shall reject the bids.

27. Correction of Errors

27.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

27.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

27.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

27.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

27.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed.

28. Conversion to Single Currency

28.1. As per Rule 30 of Public Procurement Rules, 2004.

29. Evaluation of Bids

29.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive.

29.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

29.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6**;

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

29.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS**.

30. Determination of Most Advantageous Bids

30.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

31. Abnormally Low Financial Bids

31.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency -

31.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

31.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

32. Rejection of Bids

32.1. As per Rule 33 of the Public Procurement Rules, 2004

33. Single Responsive Bid

33.1. The procuring agency may consider single responsive bid subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

34. Arbitration

34.1. As per Rule 49 of Public Procurement Rules, 2004.

F. Award of Contract

43. Criteria of Award

43.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous Bid.

44. Procuring Agency's Right to reject All Bids

44.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

44.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

45. Notification of Award

45.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

45.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").

45.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

46. Signing of Contract

46.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

47. Performance Guarantee

47.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS**

and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

48. Corrupt & Fraudulent Practices

48.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

53. Constitution of Grievance Redressal

53.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.

54. GRC Procedure

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

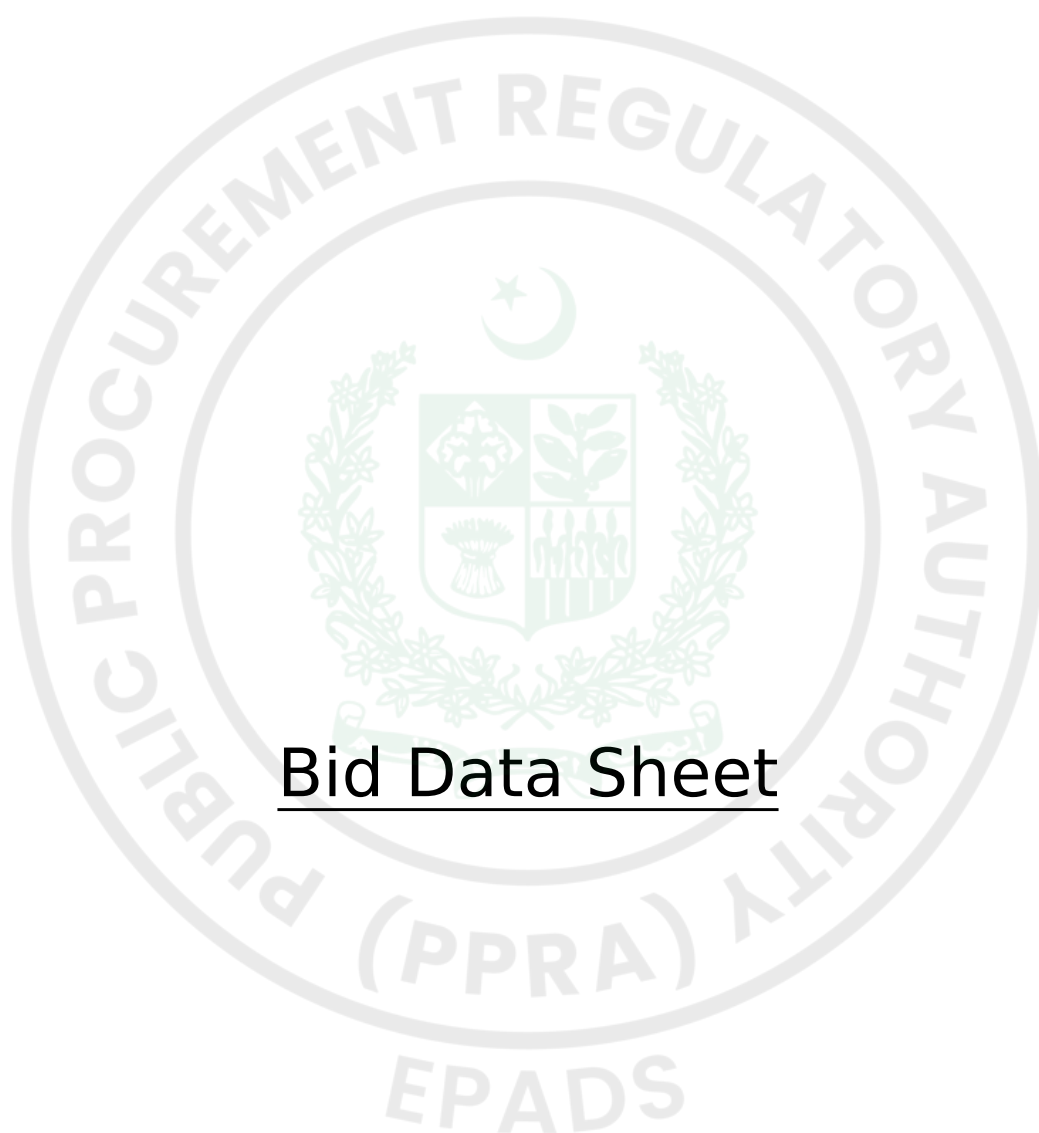
H. Blacklisting/ Debarment

55. Procedure for Blacklisting/Debarment

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.





Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

Name of Procuring Agency: **State Life Insurance Corporation of Pakistan(SLIC), Real Estate Islamabad (State Life Insurance Corporation of Pakistan (SLIC))**

The subject of procurement is: **AMC Cleaning and Janitorial Services for State Life Buildings at Rawalpindi, Islamabad and Gujrat**

Expected commencement date: **Monday, November 30, 2026**

BDS Clause Number 2

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P141126**

BDS Clause Number 3

JV/Consortium or Association Allowed: **No**

Number of JV/Consortium Members: **Nil**

B. Bidding Documents

BDS Clause Number 4

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date:

BDS Clause Number 5

Any addendum, in case issued, shall be published on **State Life Insurance Corporation of Pakistan(SLIC), Real Estate Islamabad (State Life Insurance Corporation of Pakistan (SLIC))** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid:

1. 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 Governm

BDS Clause Number 7

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8

Services and Their related documents:

See section Required Services and Scope of Work

BDS Clause Number 9

Price schedule will be provided according to the format defined and acquired.

see section price schedule.

BDS Clause Number 10

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11

The price shall be **Fixed**.

BDS Clause Number 12

Currency of the Bids shall be : **PKR**

BDS Clause Number 13

The Bids/Bid Validity period shall be: **180 Days**

BDS Clause Number 14

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**

The Bid Security shall be in the form of: **Pay Order**

BDS Clause Number 15

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for $90+28 = 118$ days.

BDS Clause Number 16

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

State Life Insurance Corporation of Pakistan, Real Estate , State Life Building No.5, Blue Area, Islamabad, Islamabad Capital Territory

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Thursday, October 15, 2026 11:00 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 18

The Bids opening shall take place on **EPADS v2.0**.

Day : **Thursday**

Date: **Thursday, October 15, 2026**

Time : **11:30 AM**

BDS Clause Number 19

Selection technique adopted will be: **Least Cost Based Selection (LCBS)**
see *Evaluation Criteria*

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall: **0%**.

The Performance Guarantee shall be acceptable in the form of: **Nil**

21.

51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22

Grievance against this procurement shall be submitted online on EPADS v2.0.

Eligibility Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	None
Sole Proprietorship	
Company (Private Limited)	
Company (Public Limited)	

Eligibility Criteria	Document
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	Yes

Evaluation Criteria

Least Cost Based Selection (LCBS)

Weightage

Technical Evaluation %	
100	
Technical Marks	100
Passing Marks	70
Technical Evaluation Criteria	
COMPANY PROFILE (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 (Quantitative)(Doc Required)	10
JANITORIAL CONTRACTS HANDLED BY THE FIRM (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 (Quantitative)(Doc Required)	20
LIST OF JANITORIAL CONTRACTS IN PROGRESS (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 (Quantitative)(Doc Required)	20

TECHNICAL STAFF WITH RELATED EXPERIENCE 15 Number of Staff: upto 75 5 76 to 120 10 121 and above 15 (Quantitative)(Doc Required)	15
DETAILS OF EQUIPMENT (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 (Quantitative)(Doc Required)	5
FINANCIAL STATUS OF THE FIRM (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 (Quantitative)(Doc Required)	20
ENLISTMENT WITH GOVT. DEPARTMENTS/ MULTINATIONAL ORGANIZATIONS Please attach documentary documents/evidences (How much contracts) 10 (Quantitative)(Doc Required)	10

Required Services

Lot Title : COMPLETE

Bid Security : 1612000 PKR

Position	Delivery Schedule	Quantity
TENDER DOCUMENT	Address: State Life Insurance Corporation of Pakistan, Real Estate , State Life Building No.5, Blue Area, Islamabad, Islamabad Capital Territory Schedule: 27 Days Quantity: 1/Qty	1/Qty
CONTRACTOR MANDATE OVERHEADS	Address: State Life Insurance Corporation of Pakistan, Real Estate , State Life Building No.5, Blue Area, Islamabad, Islamabad Capital Territory Schedule: 27 Days Quantity: 1/Qty	1/Qty

Related Services :

No



Services Specifications

Lot Title : COMPLETE

Position: TENDER DOCUMENT

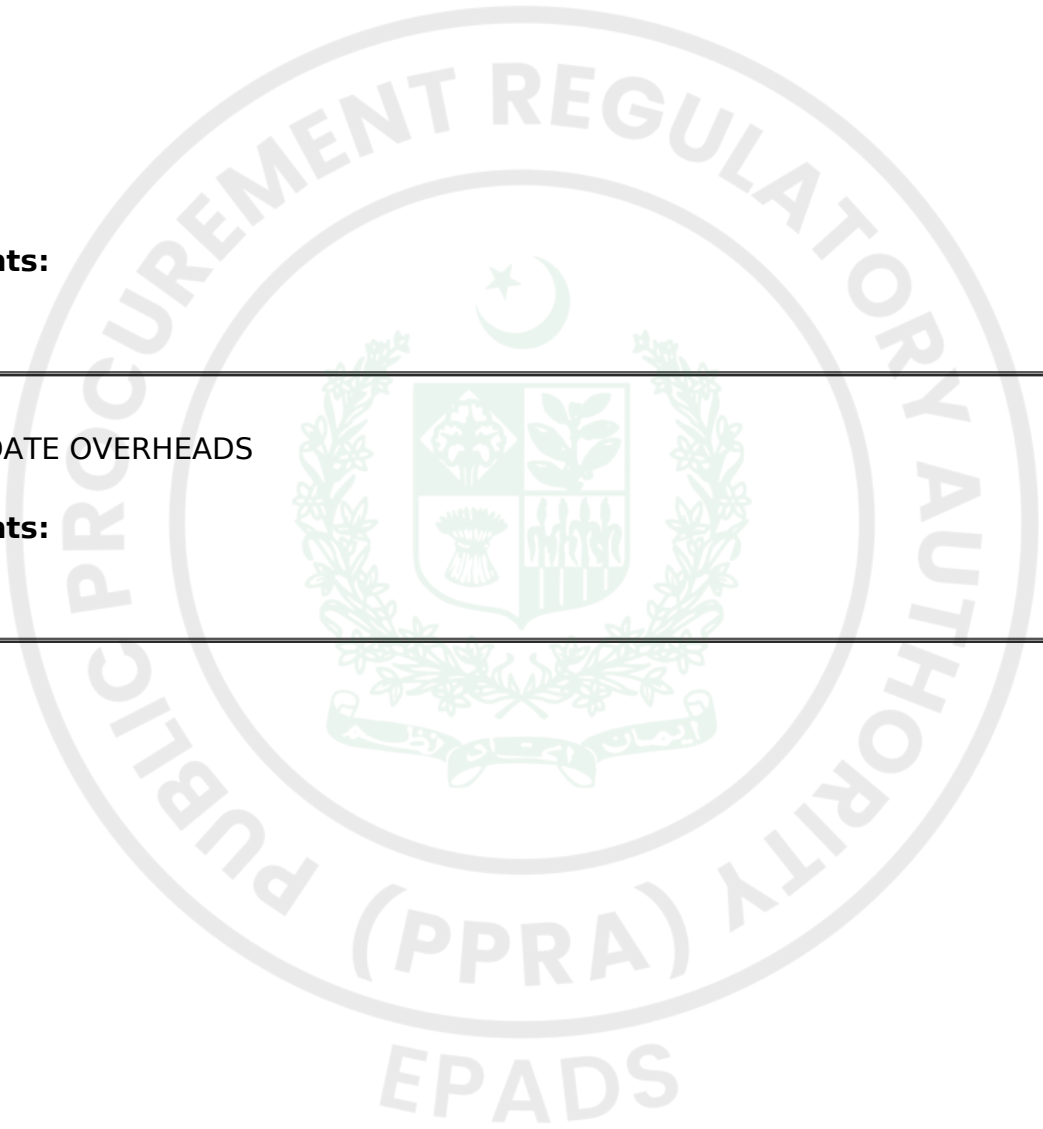
Specifications / Requirements:

TENDER DOCUMENT ATTACHED

Position: CONTRACTOR MANDATE OVERHEADS

Specifications / Requirements:

AS PER TENDER DOCUMENT



Scope of Work

AS PER TENDER DOCUMENT



Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		





General Conditions of Contract

A. General

1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. “Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. "Party" means the Procuring Agency or the Contractor, as the case may be, and "Parties" means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. "Subcontractor" means any entity to which the Bidder subcontracts any part of the Services.

2. Applicable Law

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. Language

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractor and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. Notices

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC.

5. Location

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in SCC.

6. Authorized Representatives / Authority of Member in charge

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the SCC.

B. Commencement, Completion, Modification, and Termination of Contract

7. Effectiveness of Contract

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

8. Commencement of Services

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

9. Program schedule

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. Starting Date/Expiration Date

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC.

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

11. Entire Agreement

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. Modification

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. Force Majeure

13.1. Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. Extension of Time

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. Termination

14.1. By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. By the Contractor

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. General

15.1. Standard of Performance

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. Law Applicable to Services

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. Conflict of Interests

16.1. Contractor Not to Benefit from Commissions and Discounts

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. Contractor and Affiliates Not to be Otherwise Interested in Project

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- 16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;
- 16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- 16.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC**.

17. Insurance to be Taken Out by the Contractor

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. Contractor's Actions Requiring Procuring Agency's Prior Approval

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

- 18.1.1. appointing such members of the Personnel not provided by the Contractor;
- 18.1.2. changing the Program of activities; and
- 18.1.3. any other action that may be specified in the **SCC**.

19. Reporting Obligations

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. Liquidated Damages

20.1. Payments of Liquidated Damages

The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC**.

20.3. Lack of performance penalty

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. Performance Guarantee

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC**.

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC**.

22. Sustainable Procurement

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC**.

D. Contractor's Personnel

23. Description of Personnel

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. Removal and / or Replacement of Personnel

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. Change in the Applicable Law

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

26. Services and Facilities

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. Contract Price

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC.

28. Terms and Conditions of Payment

28.1. Payments will be made to the Contractor according to the payment schedule stated in the SCC and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. Quality Control Identifying Defects

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

30. Correction of Defects, and Lack of Performance Penalty

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. Settlement of Disputes Amicable Settlement

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. Dispute Settlement

32.1. Arbitration

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.



Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: State Life Insurance Corporation of Pakistan(SLIC), Real Estate Islamabad (State Life Insurance Corporation of Pakistan (SLIC)), Deputy Manager State Life Insurance Corporation of Pakistan, Real Estate , State Life Building No.5, Blue Area, Islamabad, Islamabad Capital Territory

The Supplier is:

The title of the subject procurement is:AMC Cleaning and Janitorial Services for State Life Buildings at Rawalpindi, Islamabad and Gujrat

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English**.

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

State Life Insurance Corporation of Pakistan(SLIC), Real Estate Islamabad (State Life Insurance Corporation of Pakistan (SLIC)), Deputy Manager
State Life Insurance Corporation of Pakistan, Real Estate , State Life Building No.5, Blue Area, Islamabad, Islamabad Capital Territory
+92-333-528-7425
re.isb@statelife.com.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

State Life Insurance Corporation of Pakistan(SLIC), Real Estate Islamabad (State Life Insurance Corporation of Pakistan (SLIC)), Deputy Manager
State Life Insurance Corporation of Pakistan, Real Estate , State Life Building No.5, Blue Area, Islamabad, Islamabad Capital Territory
+92-333-528-7425
re.isb@statelife.com.pk

For the Bidder:

Name:

Designation:

Address:

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2.

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.01% to 10.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be 0% of the contract price in acceptable form of Nil

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause F

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause F

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Delivery & Documents

Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount of Cleaning MATERIAL to be supplied by the contractor at every State Life Building;

Insurance Certificate - Insurance Coverage worth PKR 1000000/-

Inspection Certificate issued by the Nominated Inspection Agency (CDA/MCI) for Fumigation/ Dengue Inspection Report issued by the Regulatory Authority

Number of GC Clause F 5 & 6

Following is the guidance for Dispute Resolution

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties.

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.



Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: **P141126**

To: **State Life Insurance Corporation of Pakistan(SLIC), Real Estate Islamabad (State Life Insurance Corporation of Pakistan (SLIC)), Deputy Manager State Life Insurance Corporation of Pakistan, Real Estate , State Life Building No.5, Blue Area, Islamabad, Islamabad Capital Territory**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.



Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the ____ day of _____ 20____ between **State Life Insurance Corporation of Pakistan(SLIC), Real Estate Islamabad (State Life Insurance Corporation of Pakistan (SLIC)), Deputy Manager State Life Insurance Corporation of Pakistan, Real Estate , State Life Building No.5, Blue Area, Islamabad, Islamabad Capital Territory**

(hereinafter called “the Procuring Agency”) of the one part and [name of Bidder] of [city and country of Bidder] (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **AMC Cleaning and Janitorial Services for State Life Buildings at Rawalpindi, Islamabad and Gujrat (P141126)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency’s Letter of Acceptance; and

8. [add here: any other documents]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

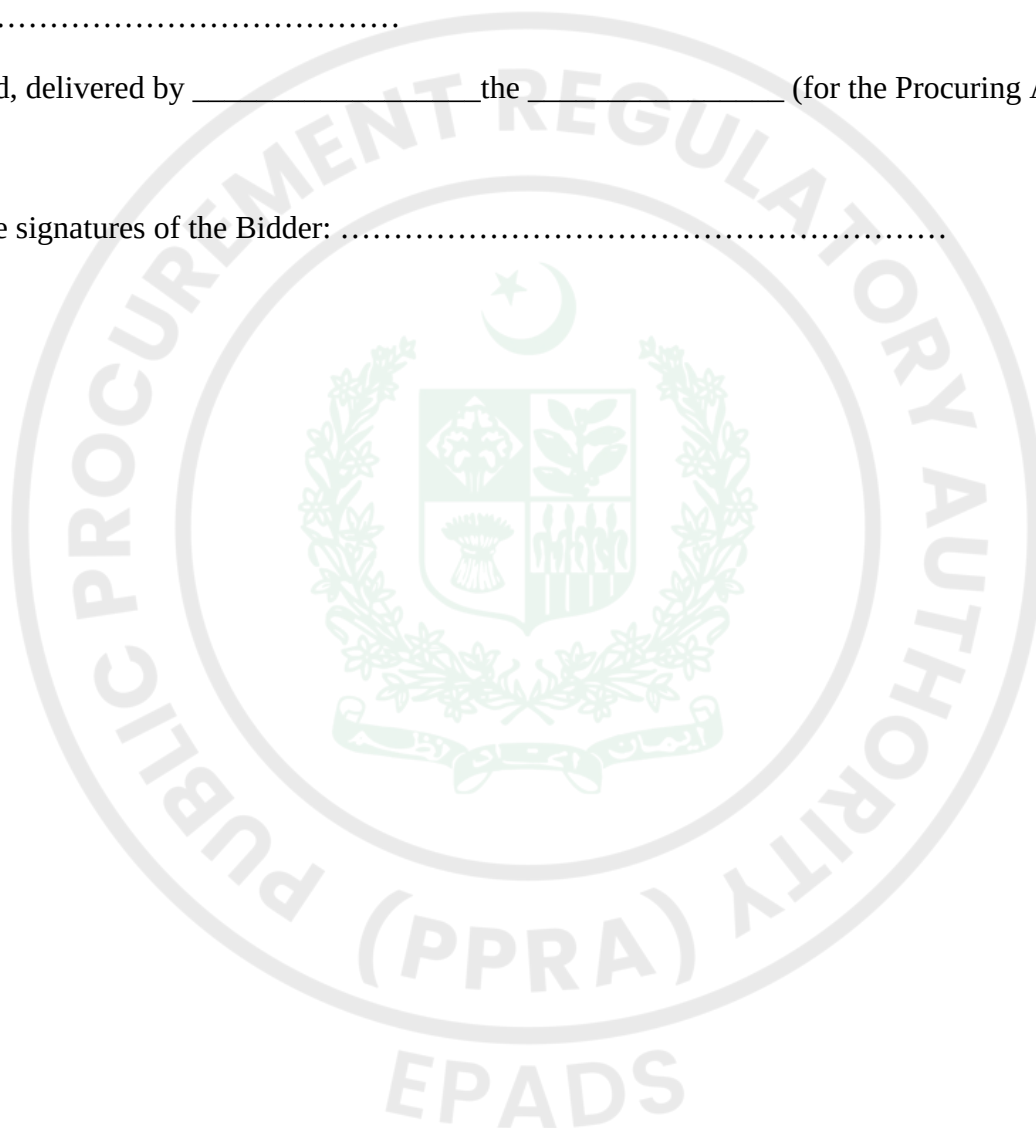
Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder:





Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract

Number: Contract

Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.



Performance Guarantee Form

Performance Guarantee Form

To: **State Life Insurance Corporation of Pakistan(SLIC), Real Estate Islamabad (State Life Insurance Corporation of Pakistan (SLIC)), Deputy Manager State Life Insurance Corporation of Pakistan, Real Estate , State Life Building No.5, Blue Area, Islamabad, Islamabad Capital Territory**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods(hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

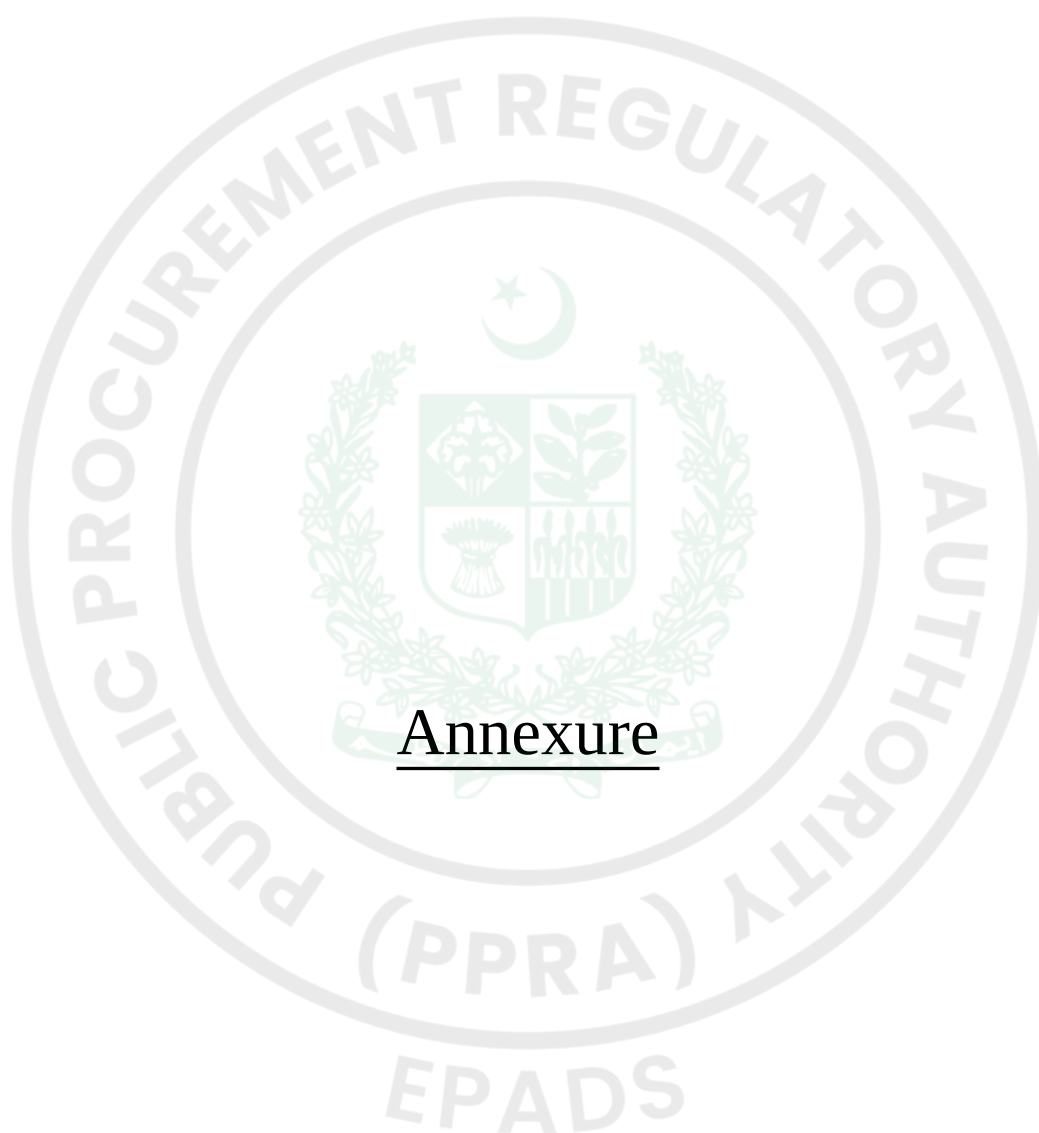
Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]





Annexure

SCOPE OF WORK

Information (Read-Only)

See Form Under Additional Forms and Documents: **SCOPE OF WORK** (page number: 69)

TENDER DOCUMENT

Information (Read-Only)

See Form Under Additional Forms and Documents: **TENDER DOCUMENT** (page number: 72)

TECHNICAL BID

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **TECHNICAL BID** (page number: 98)

FINANCIAL BID

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **FINANCIAL BID** (page number: 102)



Procurement Forms

Past Experience and Completed Contracts

Max Marks - upto 15 years and more - more than 10 Contracts Completed

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 108)

Current Contracts and Their Progress

Max Marks - More than 10 Contracts in Hand

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 109)

Average Annual Turnover

Max Marks - above PKR 20 Million Net Worth and Annual Turn Over

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 110)





Additional Forms and Documents

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 roll in all the toilets when and where required.
15. Fumigation of complete building specially storerooms for disinfection, Pest & Rodent Control.

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)





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:

Page no. 2

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

Sign and seal of firm

Dated:

Page no. 3

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.

Sign and seal of firm

Dated:

Page no. 4

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

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	<u>(Years of Experience related to Janitorial Works)</u>	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	<u>(Financial Strength of the Firm)</u> 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)		

Sign and seal of firm

Dated:

Page no. 5

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

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.

Sign and seal of firm

Dated:

Page no. 6

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



Sign and seal of firm

Dated:

Page no. 7

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

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.

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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 then minimum wages will be dealt by the committee so formed by corporation upon the decision of committee, if payment is found less then 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.



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

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.

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- (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.

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

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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)

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

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.

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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.

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

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.

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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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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.

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(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.

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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

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

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:

Page no. 24

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:

Page no. 26

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

Sign and seal of firm

Dated:

Page no. 1

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.

Sign and seal of firm

Dated:

Page no. 2

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

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	<u>(Years of Experience related to Janitorial Works)</u>	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	<u>(Financial Strength of the Firm)</u> 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)		

Sign and seal of firm

Dated:

Page no. 3

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



Sign and seal of firm

Dated:

Page no. 4

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

FINANCIAL BID

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:

Page no. 1

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

Dated:

Page no. 2

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 _____)

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

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.40,700/- (PESSI, EGI, EOBI etc.) per person should be quoted by the bidder under each of the category separately.

Sign and seal of firm

Dated:

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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.

Sign and seal of firm

Dated:

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

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:

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

Past Experience / Contracts

Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	Employer's Contact Address, Tel, Fax	Value of Outstanding Work [Current Eq. PKR]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Eq. PKR/month]
1					
2					
3					
4					
5					

Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

Annual Turnover Data			
Year	Amount Currency	Exchange rate* (If applicable)	PKR equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

* Refer ITA for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.