STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

REAL ESTATE DEPARTMENT HYDERABAD

NOTICE INVITING TENDER

TENDER NO: RE-HYD/Lift/SUKKUR/2026

State Life Insurance Corporation of Pakistan (SLICP), invites through E-Pak Acquisition and Disposal System (EPAD) under Single Stage Single Envelope system from EPAD / PEC Registration and with Active Taxpayers List of the FBR / SRB (whichever is applicable for the **Tender for Hiring the Servicing of Lift Operators for single passenger Make_(KONE) Lift Installed at State Life Buildings. Sukkur,** Bid Security cost is worth **PKR. 50,000/-**

2. The bids without submission of original bid security (Hard Copy) would be rejected and considered non-responsive IF:

   - *Bids/Tenders received conditional and telegraphic:*
   - *Bids/ Tenders uploaded on EPADS after Specified date and time.*
   - *Non- submission of original set of documents in Hard Copy to the designated officer.*

3. The bids prepared as per instruction in the bidding documents must be submitted on EPADS by 14-12-2026 up to 11:00 A.M along with bid security PKR. 50,000/-. Accordingly Bids will be opened on the same day i-e on 14-12-2026 @ 11:30 A.M at the bellow mentioned address in presence of committee and representative of bidder.

4. In case government announces any Public Holiday or any unfavourable circumstances, the tender / bids will be opened on next working day, with same venue and time. SLIC reserves the right to reject all or any bids subject to the relevant provision of public Procurement Rule.

Note: *Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on E-PADS at www.eprocure.gov.pk and on PA's website.*

Engr. Amjad Ali Memon
Deputy Manager (RE) Hyderabad
State Life Insurance Corporation of Pakistan
7thFloor, Real Estate Department
State Life Building No#03,
Thandi Sarak, Hyderabad.
Phone #: 0229200353

TATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DEPARTMENT HYDERABAD

TENDER DOCUMENTS

FOR

TENDER FOR HIRING THE SERVICING OF LIFT OPERATORS FOR SINGLE PASSENGER MAKE (KONE) LIFT INSTALLED AT STATE LIFE BUILDINGS SUKKUR

(TENDER NO. RE-HYD/LIFT/SUKKUR/2026)

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DEPARTMENT HYDERABAD

TENDER FOR HIRING THE SERVICING OF LIFT OPERATORS FOR SINGLE PASSENGER MAKE (KONE) LIFT INSTALLED AT STATE LIFE BUILDINGS. SUKKUR

TENDER NO: RE-HYD/Lift/SUKKUR/2026

Dated: _____

M/s. _____

_____

_____

Enclosed, please find herewith Tender Documents for the subject work as per single stage single envelope procedure of PPRA Rules. Please submit the same duly filled and completed in all respects on E-PADS latest by **14-12-2026 at 11:00 a.m.**

You are requested to submit tender through e-procurement system of PPRA (E-PADS) by the stipulated date. No any manually received tenders will be acceptable for further details, you may contact the undersigned before the opening of the tender for any query.

The Corporation reserves the right to reject any or all tenders as per provisions of PPRA Rules.

ENGR. AMJAD ALI
Deputy Manager 'RE'

Encl: As above.

SALIENT FEATURES

TENDER FOR HIRING THE SERVICING OF LIFT OPERATORS FOR SINGLE PASSENGER MAKE (KONE) LIFT INSTALLED AT STATE LIFE BUILDINGS. SUKKUR

TENDER NO: RE-HYD/Lift/SUKKUR/2026

1	Nature of Job	Tender for Hiring the Servicing of Lift Operators for single passenger Make (KONE) Lift Installed at State Life Building Sukkur
2	Date & Time for submission of e-bids on EPADS	On or before **14-12-2026**at **11:00 AM**, Bid will be open on same day at **11:30 AM on E-pad** No manual bids will be accepted
3	Bid Security	**Rs.50,000/-** of quoted amount in the form of pay order / bank guarantee by schedule bank in favor of M/s. "State Life Insurance Corporation of Pakistan. Which shall be submitted in physical shape before closing time of e-bids submission.
4	Release of Bid Security	Bid Security of lowest bidders will be retained upto award of contract and will be returned to remaining bidders after acceptance of L.O.A to most advantageous bidder.
5	Forfeiture of Bid Security	a. If the bid is withdraw after opening. b. If the bidder does not accept letter of award or refuse to enter in contract.
6	Date of Commencement of Work	Not later than 07 days from the date of issuance of letter of award.
7	Validity of tender	120 days
8	Period of contract.	01 (one) year
9	Enhancement of Minimum Wages	Up-to maximum inflation rate announced by State Bank of Pakistan for the year.
10	Deductions upon unsatisfactory performance	i. 5% of Contract amount / month. ii. In case of absenteeism 1.5 time of wages / worker will be deducted.
11	Over time rates/ charges	Fixed over time charges will be Rs.200/- per hour / Operator after working hour.
12	Method of payment	Upon submission of Monthly Bill along with Performance Report of equipment (Lift) and verified by In-Charge lift / building

_____

Seal & Signature of Contractor

SCHEDULE OF PRICES

TENDER FOR HIRING THE SERVICING OF LIFT OPERATORS FOR SINGLE PASSENGER MAKE (KONE) LIFT INSTALLED AT STATE LIFE BUILDINGS. SUKKUR

TENDER NO: RE-HYD/Lift/SUKKUR/2026

Sr #	Description	Qty	Rate (Rs)	Amount (Rs)
1	Charges for Lift Operator	03		
Total				
EOBI				
SESSI				
PROFIT				
SST on Profit				
Total				
Income Tax				
Contract Value Per Month				
Cost of Salaries Per Annum				

Amount in words

_____

_____

_____

Note:-

The quoted rates should be inclusive of wages / salaries, EOBI, SESSI, Sale Tax on services, Income Tax, Levies and Profit etc.

_____

Seal & Signature of Contractor

TENDER FOR HIRING THE SERVICING OF LIFT OPERATORS FOR SINGLE PASSENGER MAKE (KONE) LIFT INSTALLED AT STATE LIFE BUILDINGS. SUKKUR.

TENDER NO: RE-HYD/Lift/SUKKUR/2026

1. SCOPE OF WORK:

I. Contract for Operations of 02 No. Passenger lift will be for the period of **01 (ONE) Year.**

II. Lift will be operated form ***08:00 A.M to 6:00 PM*** daily or as per instruction of In-charge Building. Any change in schedule of timings will be intimated as per need.

III. Six working days will be observed i/e (Monday –Saturday) for operation of lifts. Lift operators / Technician will remain on duty.

IV. It will be the responsibility of the contractor to provide substitute in case of any of the staff deputed goes on leave or absent.

V. Lift Operators will operate the lifts as per given time schedule &ensure proper cleaning of car cabin & outer parts.

VI. Technician deputed will have sufficient skills to remove day to day operational faults and keep the lifts in running position. He shall be responsible for keeping the machine room updated, neat & clean.

VII. Lift operators shall be responsible for helping elderly people or disable individuals to get inside the lift and outside it if required.

VIII. A lift operator is also responsible for regularly cleaning the lift cabin and checking its working conditions.

IX. In case of any emergency operators must know how to rescue passengers safely.

X. Operators shall ensure that, goods are safely put inside the lift and are in the right condition when they are being put outside the lift.

XI. Contractor shall provide uniform to lift operators at site.

XII. Contractor shall also be responsible for servicing of lifts at-least once a month. The material required for servicing shall be his responsibility.

Seal & Signature of Contractor

2. TERMS & CONDITIONS:

I. The corporation will supervise and regulate the work through their representative appointed by Real Estate Department. The contractor shall follow his instructions in respect of the works as contained in the scope of works.

II. All taxes, govt. levies, SST, GST, charges, salaries, wages, overtime, legal dues under labor Laws and cost of cleaning material shall be borne by the contractor.

III. The payment for the services provided by the contractor shall be made monthly at the end of each Month on submission of verified bill from Lift / Building In-charge respectively.

IV. The Contractor should be capable to carry out above job.

V. Contractor shall replace any staff deputed at site as demanded by Employer or his representative within 03 days of such demand.

VI. In case of mishap due to un-availability of lift operator, any damage to machine or human life, contractor / firm will be responsible and will pay the damages (if any) and face all consequences.

VII. Either party wish to terminate the contract shall serve one month prior notice period.

VIII. Contractor will ensure to pay minimum wages fixed by Government from time to time and shall be responsible for any legal implications arising due to this.

3. BILLS, CERTIFICATE & PAYMENTS.

I. The contractor shall submit its bill in the 1st week of every month for services provided during the last month. The contractor shall be paid monthly on satisfactory performance certificate of the employer's representative.

II. The Employer's representative shall have the power to verify and make adjustments in the bill.

III. The contractor shall submit his bill in the prescribed form duly approved by the employer's representative.

Seal & Signature of Contractor

IV. The Employer's representative may by any certificate make any correction or modification in any previous certificate which shall have been issued by him and shall have power to withhold any certificate if the works or any parts thereof are not being carried out to his satisfaction.

V. A lump sum deduction of 5% is made by SLIC from monthly bills upon unsatisfactory services.

4. DEDUCTION OF AMOUNT FROM MONTHLY BILLS

a. 1.5 time of salary amount / worker will be deducted in case of absence of the contractor's staff.
b. Rs. 2,000/- per month / worker for not providing Uniform will be deducted.

6. GROUNDS OF REJECTION OF BID:

a. Conditional / Ambiguous bid.
b. Bid submitted after stipulated time period.
c. Bid submitted without bid security.
d. Bid without original Affidavit of Non- Black listing of firm from any Govt. / Semi Govt. Autonomous body or private organization.
e. Non-Registration of EOBI & SESSI.

7. PROTECTION OF WORKS AND MATERIALS.

- The contactor shall be responsible for any damage caused by his workers, operatives or agents to the building, complete plants, equipment and system, works being executed under this contract, or the contents of the building, and shall make good such damage at his sole expense.

8. MANDATORY CONDITION.

I. Registration of Firm on EPADS
II. Income Tax, SST Registered
III. Tender shall only be issued to firms having experience of lift operation of at least 03 years.
IV. Affidavit that, firm is not black listed by any Govt, Semi Govt, Autonomous body, multinational or any private firm.

9. TERMINATION OF CONTRACT

a) The employer shall have the right to terminate the contract by giving a notice of 30 (thirty) days of contractor:

i. In the opinion of the Employer's Representative the contractor's performance is unsatisfactory.

OR

ii. The contractor fails to abide by any of the conditions of the contract or the instructions of the Employer's Representative.

b) The employer shall also have the right to terminate the contract by giving a notice of 30 (thirty) days if the discontinue the services of the contractor due to any reasons other than those mentioned above. However, in such a case the employers shall not invoke/ forfeit the performance bond of the contractor and shall make a fair assessment of the payments due to the contractor and release the same in full and final settlement of the accounts under the contract.

_____

Seal & Signature of Contractor

FORM OF PERFORMANCE SECURITY **ANNEXURE "A"**

(Bank Guarantee)

Guarantee No……
Executed on……..
Expiry date……

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with address: _____
Name of Principal (Contractor) with address: _____
Penal Sum of Security (express in words and figures) _____
Letter of Acceptance No. ……Dated……..

KNOW ALL MEN BY THESE PRESENTS that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the _____ (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Employer's above said Letter of Acceptance for _____(Name of Contract)
For the _____(Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of relevant Clause, Defects after Taking Over, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above,

against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

Signature _____
(Seal)

1. Name _____

   Corporate Secretary (Seal)
   Title & Address

2. Name _____
   Title & Address
   Corporate Guarantor (Seal)

"B". FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the _____ day of_____(month) 20_____ between _____ (hereafter called the "Employer") of the one part and _____ (hereafter called the "Contractor") of the other part.

WHEREAS the Employer is desirous that certain Works, viz _____ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW this Agreement witnessed as follows:

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

2. The following documents after incorporating addenda, if any, except those parts relating to Instructions to Bidders shall be deemed to form and be read and construed as part of this Agreement, viz:

   (a) The Contract Agreement;
   (b) The Letter of Acceptance;
   (c) Instruction to Bidder
   (d) Salient Features of Contract
   (e) General Terms
   (f) Bill of Quantity
   (g) Bank Guarantee
   (h) _____ (any other)

3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy defects therein in conformity and in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, 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 Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor	Signature of Employer
_____	_____
(Seal)	(Seal)
Signed, Sealed and Delivered in the presence of:	
Witness:	Witness:
_____	_____
(Name, Title and Address)	(Name, Title and Address)