STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

(REAL ESTATE DEPARTMENT)
15-A Davis Road Lahore
Tel: 04299200396, Fax 99200302

Tender Documents

MONTHLY CONTRACT FOR OPERATION, MAINTENANCE & SERVICING OF TWO (02) LIFTS INSTALLED AT STATE LIFE BUILDING NO. 02, LYTTON ROAD, LAHORE.

TENDER NO: RED-LHR-LIFT-SLB#02-13-2026

Imran Asghar Butt
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Note: To be submitted by the contractor on their Letter Head

(Letter of Offer)

Incharge Real Estate,
State Life Insurance Corporation of Pakistan
State Life Building
15-A Davis Road Lahore

Subject: Monthly Contract For Operation, Maintenance & Servicing of Two (02) Lifts Installed at State Life Building No. 02, Lytton Road, Lahore.

:

Dear Sir,

1. I have visited the premises for preliminary inspection of works & studied the scope of works, terms and condition etc. we hereby offer to execute and provide subject services, for as total bid amount of
   Rs..... per month
   (Rupees.....)
2. Bid Security amount Rs...../- In favor of SLIC issued by ..... Bank dated ..... is enclosed
3. We agree to abide by this for the period of 120 days from the date of opening of bid and it shall binding upon us.

Dated: _____

Signature: _____

In the capacity of _____ duly authorized to sign bid for & on behalf of

(Seal & Stamp of the Lift Contractor)

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MANDATORY/ PRE-REQUISITE REQUIREMENT:

- NTN / GST CERTIFICATE FROM FBR
- VALID PRA REGISTRATION
- REGISTRATION WITH EOBI & PESSI
- UNDERTAKING ON STAMP PAPER THAT THE FIRM WAS NEVER BLACK LISTED FROM ANY GOVT, SEMI GOVT OR PRIVATE ORGANIZATION.
- EXPERIENCE OF AT LEAST 05 YEARS OF HANDLING SUBJECT WORK.

Note: (ANY MISDECLARATION / MISSTATEMENT WILL BE TAKEN SERIOUS AND COMPANY MAY BE BLACKLISTED. SAME WILL BE ANNOUNCED AND INFORMED IN THE NEWSPAPERS, PPRA AND TO OTHER RELEVANT AGENCIES)

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TECHNICAL EVALUATION CRITERIA

Sr.#	Content	Max Marks
1	**Years of experience (after 5 years of mandatory experience): (5 marks each)** 5 to 8 years 9 to 12 years 12 to 15 years More than 15 year	20
2	**Financial Soundness / Bank Certificate /Statement** **Financial strength of the firm** Annual turnover (ATO) in last fiscal year by the firm in rupees **(5 marks each)** Up to 3 million 3 to 5 million 5 to 10 million Above 10 million	20
3	**Total same nature of contracts executed by the firm during last 5 years with completion certificate (5 Marks Each)** 1 to 3 contracts 4 to 10 contracts 11 to 14 contracts 15 or more contracts	20
4	**List of present clients** Registration / Enlistment with Govt. / Financial / Private organization / Semi Govt **(04 marks / each)** 1-2 clients = 04 marks 3-4 clients = 08 marks 5-6 clients = 12 marks 7-8 clients = 16 marks 9 and above = 20 marks	20
5	**Technical Staff with detailed proofs of educational certificates and relevant governing bodies registration and CVs/experience certificates** Mechanical Engineer with valid PEC Registration = 09 Marks D.A.E. in Mechanical or Lifts/ Foreman = 07 Marks Industrial Technician/ Helper = 04 Marks	20
	Total (Qualifying Marks 60 or above)	100

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SCHEDULE OF PRICES

Monthly Contract For Operation, Maintenance & Servicing of Two (02) Lifts Installed at State Life Building No. 02, Lytton Road, Lahore.

1	Monthly contract for operation, maintenance & servicing of Two (02) lifts installed at State Life insurance corporation building No. 02, Lytton Road, Lahore according to condition of contract, General Requirements and scope of work as detailed in the tender documents. Break-up of Monthly O/M contract cost is as follows: 1. Lift Technician = 01 2. Lift operator = 03 3. Pessi 6% (on min. wages of 40,000/-) 4. EOBI 5% (on min. wages of 40,000/-) 5. Group Insurance 6. Maintenance/material expenses 7. Monthly Service charges including vendor profit of two lifts. 8. PRA (16%) on profit Total (1 + 2 + 3 + 4 + 5 + 6 +7 + 8) ⇨	1) Rs. _____ 2) Rs. _____ 3) Rs. _____ 4) Rs. _____ 5) Rs. _____ 6) Rs. _____ 7) Rs. _____ 8) Rs. _____ Total Expenses. _____ Rupees per month including all taxes.
2	Charges for additional services. a. Beyond normal operating hour on working days. b. On Sundays / public holidays	= **(Monthly Wages / 30) / 8** **Rs. _____ per hour per operator**

1. Rates quoted should include Cost of materials, Wages, benefits, cost of uniform, EOBI, PESSI, insurance, services charges, all applicable taxes including 16% PRA, income tax 7% and levies, overheads and profit etc.
2. Government rules Viz-à-viz minimum wages and other terms and conditions must be ensured by the vendor in letter and spirit.

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Monthly Contract For Operation, Maintenance & Servicing of Two (02) Lifts Installed at State Life Building No. 02, Lytton Road, Lahore.

Special condition of contract

1	Amount of Bid Security (bank draft/payee as per/bankers cheque in favor of state life insurance corporation of Pakistan) to be submitted with tender.	Rs. 70,000/-
2	Release of Bid Security	• Shall be released to unsuccessful bidder after acceptance of tender by the lowest bidder. • Bid Security of the successful bidder will be returned after expiry of the contract.
3	Working days Timing of work	Six working days a week (except gazzeted holidays) 08:30 AM to 5:30 PM or as directed by the in-charge
4	Commencement of work	Not later than 07 days from the date of issuance of Letter of award of work
5	Period of contract	One year
6	Mode of payment	Through monthly bills
7	Deduction of amount from bill	1. Non-operation/poor servicing of lifts as assessed by SLIC Engineer. 2. Per day per operator of wages, in case of absence 3. Income tax as per Government rules 4. 5% services& maintenance cost on un satisfactory performance
8	Period of honoring bill	Within one week after verification by the engineer. Upon submission of monthly bill along with attendance sheet of deputed operation & maintenance staff, and duly verified by in charge RE.
9.	Extra duty / overtime	**= (Monthly Wages / 30) / 8 per hour per operator**
10.	Procedure of competitive bidding.	**Single Stage Two Envelop System**

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OPERATING & MAINTENANCE STAFF

Monthly Contract For Operation, Maintenance & Servicing of Two (02) Lifts Installed at State Life Building No. 02, Lytton Road, Lahore.

S.No	Strength	Designation	Qualification	Experience
a.	01	Lift Technician	Diploma / Certificate	1-2 Years In Respective Field
b.	03	Lift Operators	Matric	1-2 Years In Respective Field
Total	04			

- The contractor shall depute experienced and qualified staff for the operation, servicing and maintenance services that will work exclusively in the Building and shall not be diverted to the contactor's other works. the staff must remain at the site of work/ Building during their working hours and should have required qualification and experienced in their respective trades.

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Monthly Contract For Operation, Maintenance & Servicing of Two (02) Lifts Installed at State Life Building No. 02, Lytton Road, Lahore.

Scope of Works & General Terms:

1. The contractor shall be responsible for the following:
   a. All staff required for the work as listed.
   b. All tools, cleaning brushes, instruments and equipment required to carry out the works. Contractor will also provide necessary tools & instruments at site, which are required for diagnosis of Fault in the Control Panel etc.
   c. Supply of miscellaneous items required for work such as cotton waste and cloth, grease etc.
   d. To keep all the spaces, lift / equipment room etc. neat and clean
   e. Check for the working of all Electrical, Electronic and Mechanical components.
   f. Proper cleaning of control panel, Mechanical parts, checking of all moving parts, oiling, greasing wherever required.
   g. The contractor will submit every month's detailed check/inspection list of each lift regarding performance & condition of Lifts.
2. State Life will supervise & regulate the work of lift contractor through its Real Estate Department. The contractor shall follow all instruction issued to him by State Life in respect of all the works contained in scope of work
3. The contractor shall ensure that the systems, are operated, maintained and serviced efficiently to avoid break down during normal operation.
4. The work of routine servicing and maintenance as required must be completed by the contractor's staff everyday
5. The contractor / contractor's supervisor, technician shall immediately report any dis-functioning to the Employer Representative.
6. The contractor's will attend promptly to complaints on dis-functioning of any lifts system / parts made by employer's Representative to the contractors and rectify the same of priority basis. A log book will be maintained to record the date and time of each complaints and date and time of its rectification.
7. The contractor shall maintain a Register in the form of charts for each lift and record with dates the work of servicing, maintenance etc. as carried out. The contractor shall take confirmatory signatures from Employer's Representative for the work done.
8. The contractor must ensure regular attendance of the approved staff for work and maintain an Attendance Register for the staff and take signature from the Employer's Representative every day. Moreover, the staff will also mark bio-metric attendance as directed by the concerned Building Incharge.

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9. Replacement staff shall be immediately arranged by the contractor if any staff cannot attend to his duties.
10. The employer reserves the right to make deduction on pro-rata basis, of which the Employer shall be the sole judge, if the attendance of contractor's staff is irregular
11. The contractor shall hand over the defective items to the Employer's Representative .the contactor shall maintain the register to recover the new items taken form Employer's store an defective items handed back and take confirmatory signature form the Employer's Representative against each entry.
12. In case any equipment or its parts are damaged or destroyed as a result of negligence of the part of the contractor, his agent or employees, the contractor shall be liable to pay for the rectification a making good of all such damages of losses.
13. The Employer shall be responsible for the following:
    a. Spares, materials miscellaneous items required for operation, maintenance servicing &minor repairs
14. The Employer shall have the right to terminate this Agreement by giving a written notice of 30 (thirty) days and such the contractor will be paid till the time of actual performance of job.
15. The contract may be extended up to a maximum of 1 year subject to approval of the competent authority of the State Life Corporation of Pakistan and this will be a sole discretion of the employer to terminate/end the extended contract at any time.
16. Single Stage Two envelop procedure will be adopted.

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