



**STATE LIFE**

**INSURANCE CORPORATION OF PAKISTAN**

State Life Insurance Corporation  
Zonal Office "SK Mall" Near  
NADRA Office Burewala  
Road 1<sup>st</sup> Floor, Vehari

**TENDER DOCUMENTS FOR CLEANING & JANITORIAL SERVICES AT STATE  
LIFE Office, Near NADRA Office Burewala Road, Vehari.**

**MANDATORY REQUIREMENTS.**

1. National Tax Number from FBR with certificate
2. Undertaking on stamp paper for not black listed.
3. The local Firm will be preferred.

**SCOPE OF WORKS**

01. Sweeping and cleaning of all rooms, halls, lobbies, terraces, stairs, courtyards, parking areas, foot paths etc of complete Area as per schedule.
02. Dusting and cleaning of all interior and exterior surfaces of building including stairs railing, glass doors, windows, internal partition walls, bracket fans, sign boards etc as per approved schedule.
03. Cleaning and washing of bathrooms including WCs, commodes, urinals, wash basins, taps with proper disinfectant phenyl etc. as per schedule.
04. Disposal of the debris, junks, fallen, litter / garbage from the offices and building compound as per municipal / KMC rules. In case any mishap, fire etc. broke out due to debris, junk not been timely disposed off the firm shall be held responsible for all the damages and its related issues and same shall be recovered from the firm at its risk and cost.
05. Cleaning, clearing of manholes, sewerage lines and keeping them in running condition as and when required.
06. Clear blockages in drains and toilet whenever required.
07. Dusting and cleaning pictures, glazing, shelves, venetian blinds, windows as per approved schedule.
08. Dusting and washing of main gates of the building (monthly).
09. Maintaining / maneuvering greenery, plants of the building wherever available.

## **TERMS & CONDITIONS**

01. Security amount must be deposited equal to 2.5% of the approximate value (noted above) of the tender in shape of pay order in favor of State Life Insurance Corporation of Pakistan as earnest money which will be refunded to the un-successful parties on the spot and the refundable cash payment or CDR will be detained of the successful parties till the completion of Tender. The tenders without bid security will be rejected.
02. The Tender Documents containing detailed terms and conditions etc can be obtained by interested bidders on cash Rs. 5000/- or DD in favour of "State Life Insurance Corporation of Pakistan "from the office of the undersigned on production of written request during 09:00 am to 03:00 pm except Friday, Saturday & Sunday.
03. The Janitorial contractor will be required to employ, on full time basis all the Labor required for subject work at their own cost.
04. All material required for cleaning, servicing 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.
05. All required equipment, tools and other items required to carry out the services shall be arranged by the contractor at their own expense.
06. All Taxes, Government levies and charges including GST & PST shall be borne by the Contractor.
07. 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.
08. The Corporation will supervise and regulate the work of the Janitorial contractor through HR&A. The contractor shall follow all instructions issued to them by the HR&A in respect of all the work as mentioned in Scope of Work.
09. State Life reserves the right to accept or reject any or all Tender(s) as per PPRA Rules.
- 10. All the payments to the workers shall be made by the contractor himself as per Govt. Laws presently in force or amended in future and the Corporation shall not be responsible in any way.**
11. 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.
12. Contractor shall be exclusively responsible to tackle any demand raised by his workers whether financial or administrative any time.
13. The Corporation reserves the right to terminate this contract at any time without assigning any reason what so ever by giving one-month notice.
14. The Corporation reserves the right to stop entry of any person deputed by the contractor for performance of the contract.

15. The Contractor shall adhere that all applicable laws including labor laws enforced by Government of Pakistan. If any revision occurs with respect to Govt minimum wages and other fringe benefits in future as and when, it shall be considered and subsequent followed by procuring Agency whereas the Firm Commission shall not be amended.
16. 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.
17. 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 the same shall be replaced / repaired by the contractor at his own cost.
18. The contractor's staff shall follow the Corporation's security rules strictly.
19. In case of shortage in staff strength provided by the contractor, the same shall have to be covered immediately, otherwise Rs. 1.5 times of wages quoted, will be deducted per short worker /staff per day from the bill.
20. If the Financial Bid ties up among different Vendors/ bidders, the most experienced Vendors/ bidders would be considered as most advantageous Bid.
21. All Taxes, Government levies and charges including GST & PST, EOBI, and PESSI Insurance shall be borne by the Contractor.

**NOTE.** The contract will be given for one year and it would be effective from the date of approval of Zonal Procurement Committee. If the services are satisfactory then the contract can be renewed and would be extendable with same terms & conditions if mutually agreed by the both parties.

### **MATERIAL**

Phenyl, Vim, Surf, Harpic, Glass Cleaner, Viper Large and small, Phenyl Tablet, Dust Bin Large and Small, Toilet Brush, Mope, Duster, Phool Jharo, Sulphuric Acid.

### **SCHEDULE OF JANITORIAL SERVICES.**

01. Sweeping and dust mopping cleaning Minimum 02 time daily.
02. Floor wet mopping with disinfectant Minimum 01 time daily.
03. Garbage removal daily.
04. Toilets washing (Toilets & Wash Rooms) Minimum 02 times daily.
05. Area Cleaning i.e. Sweeping Footpaths & Courtyards, Parking Areas, all stairs, halls, stair railing etc. Removing of posters, banners etc. as per direction of In-charge HR&A.
06. Cleaning of windows glazing (internal & external) Weekly.
07. Dusting all partitions, curtains and removal of cobwebs etc. Weekly.

08. Cleaning of all stains, sign boards, walls, fans, decorative pictures and fittings etc. Weekly.
09. Cleaning of Manholes /Sewerage lines twice a month or whenever required.

**STAFF DETAIL**

Cleaner	Sweeper	Total Staff
03	01	04

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



**Abdul Rauf Ahmad**

**Secretary Zonal Procurement Committee**

**Incharge HR&Admin, State Life Office**

**SK MALL, Near NADRA Office Burewala Road, Vehari.**

**Cell No. 0303 7878738 - 0300 7735946**