



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

REAL ESTATE DIVISION

Principal Office,
State Life Building No. 9,
Dr. Ziauddin Ahmed Road,
Karachi - 75530
TELEPHONE : UAN: 111-111-888
PABX : 9202800-9
D. H. (RE) : 9202873
TELEFAX : 9202877
E-mail : dhred@statelife.com.pk
Website : www.statelife.com.pk

Dated: _____

M/s. _____

_____.

SUB: TENDER FOR PROVIDING SERVICES OF ELECTRICAL STAFF FOR ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 KARACHI.

Enclosed, please find herewith Technical Documents for the subject work for pre-qualification for the period for three (03) years as per open framework agreement procedure of PPRA Rules. Please return the same duly filled and completed in all respects on the above noted address to reach latest by **29-12-2021 at 11:00 a.m.**

You are requested to return the Tender Bid Documents by the stipulated date whether or not you are interested in this bid. For further details, you may contact the undersigned before the opening of the Tender.

Only pre-qualified bidders will be invited to participate in financial process later on.

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

WALEED NASIM
A.M (Elect./Fire Safety) RE

Encl: As above.

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DIVISION

TENDER NO. HES/EW/KAR/OCT/2021

INVITATION OF TENDER FOR PROVIDING SERVICES OF
ELECTRICAL STAFF FOR ELECTRICAL WORKS AT
STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 KARACHI.

PRE-QUALIFICATION DOCUMENTS

ELECTRICAL SECTION (RE)
5TH FLOOR, STATE LIFE BUILDING #. 9,
DR. ZIAUDDIN AHMED ROAD,
KARACHI

NAME OF WORKS: PROVIDING SERVICES OF ELECTRICAL STAFF FOR ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 KARACHI.

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1. SCOPE OF WORK

- A. The following technical staff will be required under subject contract at State Life Buildings for daily operation / essential maintenance & repair works for One (01) Year (Annexure – “A”) on the basis of financial bid to be called every year from pre-qualified bidders till, 03 years from date of Pre-qualification.

<i>i.</i>	Electricians having academic qualifications of Matric or Middle possessing wireman License with minimum Five (05) Years experience or Electrician having 08 years experience/or fresh diploma holder of Associate Engineer.	17 Nos.
<i>ii.</i>	Assistant Electricians (Middle/Primary) having Four (04) Years experience of Electrical field.	07 Nos.

NOTE: Wireman license must be issued from the office of Electrical Inspector Govt. of Sindh.

B. DAILY MAINTENANCE WORKS:

- Engaged Staff will be on State Life disposal and will attend day to day complaints / requirements. Contractor will, however check his staff on regular basis and coordinate Electrical Department (RE) in all respects.
- To assist for preventive maintenance minor renovation of electrical work and repair work of entire electrical installations of the buildings.
- To operate DG Sets on test run and on Electric supply failure either from K-Electric or for local site requirements operation (record to be maintained).
- Responsible for other relevant general / emergency works.
- Electrician / Assistant Electrician of the contractor will daily record the readings of all measuring instruments and maintain the proper register. He will submit it weekly in RE (P.O) for checking & verification (specimen of Performa attached).
- Contractor’s staff will be deputed at any SLIC Building at Karachi as & when required to attend the complaints or repair works.
- Contractor has the responsibility to provide necessary tools and safety material, to their staff for carrying out routine electrical maintenance work which include (Gloves, Helmet and screw drivers etc)

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

**PROVIDING SERVICES OF ELECTRICAL STAFF FOR ELECTRICAL WORKS AT
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**WORKING SCHEDULE
POSTING OF ELECTRICAL STAFF (24 PERSONS), POSTING PLACE & WORKING HOURS.**

01.	State Life Building No. 1, I. I. Chundrigar Road, Karachi	Electrician Asst. Electrician	03 No. 01 No.
02.	State Life Building No. 2, Wallace Road, Karachi	Electrician Asst. Electrician	03 No. 01 Nos.
03.	State Life Building #. 3, Dr. Ziauddin Ahmed Road, Khi.	Electrician Asst. Electrician	01 No. 01 No.
04.	State Life Building No. 4, Shahrah-e-Liaquat, Karachi.	Electrician	02 No.
05.	State Life Building No. 9, Dr. Ziauddin Ahmed Road, Khi.	Electrician Asst. Electrician	04 Nos. 03 Nos.
06.	State Life Building No. 11, Abdullah Haroon Road, Khi.	Electrician Asst. Electrician	04 Nos. 01 No.

Electrician & Assistant Electrician will be selected & deputed with the advise & consent of Divisional Head (Real Estate).

Working Days	:	06 (Six) working days in a week.
Working Time	:	8½ Hrs.
Off Days	:	Sunday / Gazetted Holidays.
General Shift	:	09:00 A.M to 5:30 P.M (One Hour. lunch prayer included).
Shift "A"	:	8:00 A.M to 4:30 P.M
Shift "B"	:	03:00 P.M to 11:30 P.M
Shift "C"	:	11:30 P.M to 8:00 A.M
Month	:	One Calendar Month

NOTE:

1. The above timings may be changed by SLIC as and when required.
2. Electrical Contractor should adhere that all electrical staff would be posted at Building only after the approval of State Life, RE (P.O.).
3. Replacement of substitute electrical staff must be approved by State Life, RE (P.O.) prior posting at any Building. No wages would be paid for unauthorized posting if any.
4. It will be the responsibility of the Organizing Contractor to renew the Licenses of the staff to be posted at State Life Buildings.
5. Attendance register would be maintained at office of Incharge State Life Buildings and be submitted along with monthly bill at RE (P.O.)
6. No payment will be made without receiving attendance record of each person.
7. Wages on prorata basis will be deducted for absentees.
8. The contractor would provide 24 hours service at SLB #. 2, Karachi.
9. No post in morning duty in general, in evening & night duty in particular would be left vacant. It will be the responsibility of the contractor to pay the overtime to his staff giving duty in place of absent person.
10. Contractor staff deputed on "SUNDAYS" would either be paid overtime as per approved rates. The contractor will bound to depute its staff on the schedule given by State Life.
11. Contractor's staff if deputed on Guzatted Holidays or after duty hours will be paid overtime on the quoted rates by the contractor and approved by State Life.

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MANDATORY REQUIREMENTS

- i.* Certificate of Electric Inspector Govt. of Sindh.
- ii.* Certificate of NTN, GST, SST on Service.
- iii.* Affidavit that the firm/company is not black listed by any Government/Semi Government / MNCs and private organizations.

BID EVALUATION CRITERIA

Sr. No.	Parameters against which Technical Evaluation shall be done	Annexure Page Ref #.	Scoring Brackets	Total Points Allocated
01.	<u>COMPANY PROFILE</u>			
	Years of Experience related to subject works (Please attach evidence)			
	• Up-to 4 years		4	20
	• 5 to 7 years		7	
	• 8 to 10 years		10	
	• 11 to 14 years		14	
	• 15 years and more		20	
02.	Similar Contracts of reputed/renowned firms in hand (Please attach evidence)			
	• 04 Marks for each / per Contract			20
03.	List of contracts in progress having value above 1.0 million per annum.		(2.5 Marks Each)	10
04.	Technical Staff with related experience related to the discipline			
	Number of Staff: up-to 15		3	10
	16 to 30		5	
	> 30		10	
05.	FINANCIAL STATUS OF THE FIRM			
	The Company must provide financial statement of last Three Years which includes (Balance Sheet, Income Statement, A/c statement OR any other necessary documents showing financial standing of the firm.			
	• Up to 0.5 Million average of last Three (03) years		5	15
	• 0.5 million to 1.0 million (average of last 5 Years)		10	
	• >Above1.0 million		15	
06.	TOTAL SIMILAR CONTRACTS EXECUTED BY THE FIRM DURING PAST 05 YEARS			20
	▪ 04 Marks for each contract			
07.	PEC CERTIFICATE		05	05
	TOTAL			100

NOTE: Qualifying Marks = 60 OR Above

(Any mis-declaration/misstatement will be taken seriously and company can be blacklisted. Same will be announced and informed in the newspapers, PPRA and to other relevant agencies).

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GENERAL TERMS & CONDITIONS

1. TENDER TERMS:

- i.* Tenders are invited for providing of services for electrical works for State Life Buildings at Karachi.
- ii.* Pre-qualification proposal / document shall be submitted in a sealed envelope and stamped mentioning name of job. Any open proposal will be rejected.
- iii.* Prequalification proposal documents (all papers) must be initiated to signify the acceptance of conditions each page & should be signed & stamped by the contractor.
- iv.* M/s. State Life Insurance Corporation of Pakistan have right to accept / reject all OR any proposals received for this job in the interest of Corporation in the light of PPRA Rules.
- v.* Any conditional proposal will not be accepted and liable to rejection.
- vi.* Monthly minimum wages for workers should not be less than minimum wages announced by Govt. of Sindh from time to time.
- vii.* Only pre-qualified bidders will be invited to participate in financial process later on.
- viii.* Contractor who downloaded pre-qualification documents from state life website shall submit proof of payment of pre-qualification documents fee while submitting the tender.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

APPENDIX

SPECIAL CONDITION

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SUB: PROVIDING SERVICES OF ELECTRICAL STAFF FOR ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 KARACHI.

01.	Date and time of opening of Tender	<p>i. Submission date of pre-qualification proposal on <u>29-12-2021 at 11:00 a.m.</u></p> <p>ii. Opening of Pre-qualification, proposal / document on <u>29-12-2021 at 11:30 a.m.</u></p>
02.	Period of Contract	<p>➤ Pre-qualification period Three (03) Years</p> <p>➤ Financial Bid will be called every year from pre-qualified bidders till Three (03) Years of Pre-qualification period.</p>

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM