

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

REAL ESTATE DIVISION
ELECTRICAL ENGINEERING DEPARTMENT

**INVITATION TO TENDER FOR ANNUAL MAINTENANCE CONTRACT OF 100 KVA
SDMO D.G SET INSTALLED AT STATE LIFE BUILDING MINARA ROAD, SUKKUR**

Tender #. O&M/EW/DG/SUK/SEPT/15

Real Estate Division, State Life Insurance Corporation of Pakistan invites sealed Tender from firms dealing in Electrical Works (Maintenance of D.G Set) and having proven relevant experience.

Title Of Work	Tender Documents Cost (Rs.)	Bid Security (Rs.)	Tender Purchasing Date on Or Before	Tender Opening Date	Contract Period
Annual Maintenance Contract Of 100 KVA SDMO D.G Set Installed At State Life Building Minara Road, Sukkur.	200/-	2% of Contract amount per annum in Favour of State Life Insurance Corporation of Pakistan	14-09-2015	16-09-2015	1. One Year 2. Extendable for further period of Two (02) Years.

Tender(s) may obtain from the office of the undersigned upon payment of a non-refundable Tender Cost in shape of a Cash/Pay order/Bank Draft in favour of State Life Insurance Corporation of Pakistan, Karachi.

Document partial and incomplete Tenders will not be considered. Tender to be submitted at the under-mentioned address by **16-09-2015 at 11:00 A.M.** The Tender shall be opened on the same date at **11:30 A.M.** hours in the presence of those Tenderer(s) representative who wish to be present. Tender received after the prescribed time and date shall be rejected.

Bids received after the above deadline or without Bid Security shall not be accepted and will be returned unopened. Telegraphic/Telex/Fax bids shall not be accepted.

This advertisement alongwith Tender Documents is available on the Website of State Life www.statelife.com.pk.

Conditional Tender and bid without Bid Security will not be accepted.

State Life reserves the right to accept or reject any or all of the Tender as per PPRA Rules/regulation.

ENGR. ROOP CHAND

A.G.M (E&M) Real Estate Division
5th Floor, State Life Building #. 9,
Dr. Ziauddin Ahmed Road, Karachi

1. TECHNICAL DETAIL OF D.G SET

- i.** Rating 100 KVA
- ii.** Make SDMO France
- iii.** Model No. J110K
- iv.** Serial No. J110K 08004314
- v.** Engine Make John Deere
- vi.** Application Standby
- vii.** Alternator Make Leroy Somer

2. SCOPE OF WORK:

Detail of job to be carried out (Electrical)

- i.** Cleaning of excitation unit & re-tightening of connection
- ii.** Cleaning of alternator
- iii.** Checking of circuit breaker switching
- iv.** Checking of protections HWT, LOP, OST
- v.** Checking & Tightening of panel Control/AMF Connection.
- vi.** Checking of specific gravity and voltage of batteries
- vii.** Top up of battery water
- viii.** Checking of dynamo output voltage and current
- ix.** Checking of all meters
- x.** Checking of unbalanced load
- xi.** Check battery charging system
- xii.** Check unusual vibration / sound
- xiii.** Check the all filters (Oil, Fuel, Water, Air)
- xiv.** Checking and maintenance of “Electrical circuit including circuit breaker

3. SCOPE OF WORK

Detail of job to be carried out (Mechanical)

- i.** Checking of radiator fins and cleaning
- ii.** Checking of coolant level and condition
- iii.** Checking of radiator Cap
- iv.** Checking of hose pipes & tightening of Jubilee clamp
- v.** Tightening of all nut bolts and driving belts
- vi.** Checking of fuel tank and fuel level indication
- vii.** Checking of oil leakage / water leakage.
- viii.** Checking & retightening of engine elect. Connection
- ix.** Cleaning of D.G Set

SEAL & SIGNATURE OF THE CONTRACTOR / FIRM

4. GENERAL TERMS AND CONDITIONS:

- i. Tender is invited for annual maintenance contract of 100 KVA SDMO D.G Set at State Life Building, Minara Road, Sukkur.
- ii. Contract will comprise Six (06) visits per annum
- iii. Contractor will inform on phone/fax prior to carry out the service.
- iv. Tender shall be submitted in a sealed / stamped envelope under the sealing tape and mentioning name of job.
- v. Tender documents (all papers) must be initiated to signify the acceptance of tender's conditions.
- vi. Contract price / rate shall include all kind of Taxes, Income Tax, GST, SST etc,
- vii. M/s. State Life Insurance Corporation of Pakistan have right to accept/reject the lowest or any tender received for this job in the interest of Corporation.
- viii. Any conditional tender will not be accepted and liable to rejection.
- ix. Tender without earnest money will be rejected.
- x. State Life will not be responsible for any loss to life and will accept any claim, liabilities or compensation

5. Emergency service / Call Service:

On receipt of any complaint (Via phone Call, letter or fax) the contractor will attend the compliant on the same day.

SEAL & SIGNATURE OF THE CONTRACTOR / FIRM

6. MAINTENANCE OF THE EQUIPMENT WOULD INCLUDED AS UNDER:

- i. Contractor will carry out visit in alternate month for normal maintenance and checking as per manufacturer's recommendation.
- ii. Replacement of consumable parts i.e. all type filters and other Generator parts as specified manufacture in original on actual basis will provide by contractor. The cost of all consumable spares/allied parts will be paid by SLIC. The quotation will be sent by Contractor for prior approval.
- iii. Major repair and replacement of engine or alternator parts and major overhauling of equipments shall carry out by contractor will be billed to State Life at actual cost also corrective maintenance job will be quoted separately for approval.
- iv. Contractor will get signature by SLIC representative on field service.
- v. Contractor will intimate before routine/service visit.
- vi. Detail of maintenance and service are mentioned at Annexure – A.
- vii. Any modification of the equipment of facilities shall be carried out by contractor outside the scope of this maintenance at rate to be mutually agreed.
- viii. Defects rectification and maintenance of equipment shall be carried out by qualified/ trained contractor Engineers/staff.
- ix. Contractor will provide backup canopied Generator/standby power with suitable rating on rent at mutual agreed rates in case existing D.G Set is under repair for undefined period.

SEAL & SIGNATURE OF THE CONTRACTOR / FIRM

7. MODE OF PAYMENT:

- i. Payment to be made after every visit subject to receiving the invoice alongwith field service report duly verified by State Life Site Incharge.
- ii. No. extra payment will be made for replacement of consumable items/engine Oil.
- iii. Payment of consumable items, Engine Oil Filter and other allied parts will be made as per actual cost.
- iv. All repairing works other than the routine maintenance shall be paid additionally.

8. ANNUAL CONTRACT CHARGES:

- i. Contract charges for maintenance service per annum comprising Six (06) Visits per annum (in alternate months) Rs. _____

Amount in Words _____

9. TERMINATION:

- i. The employer shall have the right to terminate the contract wholly or partly by given a notice of 30 days to the contractor.

SEAL & SIGNATURE OF THE CONTRACTOR / FIRM

SPECIAL CONDITIONS

ANNUAL MAINTENANCE CONTRACT OF 100 KVA SDMO D.G SET INSTALLED AT STATE LIFE BUILDING, MINARA ROAD, SUKKUR.

1.	Amount of Bid Security (Pay-order) to be submitted with Tender	2% of bid amount for a year in shape of pay-order in favour of State Life Insurance Corporation of Pakistan
2.	Release of Bid Security	i. Shall be released to un-successful bidders on acceptance of the lowest evaluated bidder. ii. To the lowest evaluated bidder on satisfactory completion of entire contract of One (01) year.
3.	Date of Commence of Work	Date of Issue of Letter Of Award.
4.	Period of Completion of maintenance service Contract.	The contract will initially be for period of One (01) year
5.	Extension of Contract	For further period Two (02) years subject to satisfactory performance of contractor and mutual consent.
6.	Method of Payment	After every visit on submission of invoice.
7.	Income Tax Deduction	As per procedure announced by Government time to time.
8.	Period of Honoring the Bill	Within Twenty (20) days of receipt of bill
9.	Tender Fee	Rs. 200/- in shape of a cash/pay-order/ bank draft in favour of M/s. State Life Insurance Corporation of Pakistan

SEAL & SIGNATURE OF THE CONTRACTOR / FIRM