



**STATE LIFE**

**INSURANCE CORPORATION OF PAKISTAN**

**REAL ESTATE DIVISION**

Principal Office,  
State Life Building No. 9,  
Dr. Ziauddin Ahmed Road,  
Karachi - 75530

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Website : www.statelife.com.pk

Dated : \_\_\_\_\_

M/s. \_\_\_\_\_

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**SUB: TENDER FOR MAINTENANCE CONTRACT OF D.G SET INSTALLED AT STATE LIFE BUILDINGS AT 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 07-12-2022 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./F&F) RE

**Encl:** As above.

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**  
**REAL ESTATE DIVISION**

TENDER NO. RE/EL/O&M/D.G/DEC/01/2022

**INVITATION OF TENDER FOR MAINTENANCE CONTRACT OF D.G SET**  
**INSTALLED AT STATE LIFE BUILDINGS AT KARACHI**

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**PRE-QUALIFICATION DOCUMENTS**

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**ELECTRICAL SECTION (REAL ESTATE)**  
5<sup>TH</sup> FLOOR, STATE LIFE BUILDING #. 9,  
DR. ZIAUDDIN AHMED ROAD,  
**KARACHI.**

**TENDER FOR MAINTENANCE CONTRACT OF D.G SET INSTALLED AT  
STATE LIFE BUILDINGS AT KARACHI.**

TENDER NO. RE/EL/O&M/D.G/DEC/01/2022

**MANDATORY REQUIREMENTS**

**BID EVALUATION CRITERIA / PRE-QUALIFICATION**

**MANDATORY**

- i. GST, Certificate
- ii. NTN & SST Certificate issued by Revenue Board Sindh Sales Tax Registration.
- iii. Affidavit on stamp paper that the firm/company is not blacklisted by any Govt./Semi Govt./MNCs & Private Organization.

| A.                 | COMPANY PROFILE:  | Page number/<br>reference of<br>Technical Bid to<br>be filled by firm |
|--------------------|---|---|
|                    | i. The company established before more than 10 Years Marks (Full)                         | 10 Marks  |
|                    | ii. The company established within 1 to 10 Years (1 Mark per year)                        |   |
| <b>B.</b>          | <b>SIMILAR ELECTRICAL MAINTENANCE PROJECTS HANDLED:</b>                                   |   |
|                    | 05 Marks per Contract (At Least Rs. 0.2 Million Per Annum)                                | 25 Marks  |
| <b>C.</b>          | <b>SIMILAR ELECTRICAL MAINTENANCE PROJECTS IN HAND/PROGRESS:</b>                          |   |
|                    | 05 Marks per Contract (At Least Rs. 0.2 Million Per Annum)                                | 25 Marks  |
| <b>D.</b>          | <b>TECHNICAL STAFF:</b>   |   |
|                    | i. Engineers 03 Marks each  | 15 Marks  |
|                    | ii. D.A.E 02 Marks each   |   |
|                    | iii. Electrician / Technician 01 Marks each   |   |
| <b>E.</b>          | <b>CERTIFICATES:</b>  |   |
|                    | Account Maintaining Certificates 05 Marks   | 15 Marks  |
|                    | PEC/Electrical Contractor License from Electric Inspector Govt. of Sindh. 05 Marks        |   |
|                    | ISO Certificate 05 Marks  |   |
| <b>F.</b>          | <b>FINANCIAL POSITION:</b>  |   |
|                    | Total Volume (Average Turnover for the last three years)<br>For each 01 Million, 01 marks | 10 Marks  |
| <b>TOTAL SCORE</b> |   |   |

**Note:** Minimum Qualifying / Passing Marks = 60

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**SEAL & SIGNATURE OF THE CONTRACTOR**

**TENDER FOR MAINTENANCE CONTRACT OF D.G SET INSTALLED AT  
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TENDER NO. RE/EL/O&M/D.G/DEC/01/2022

**SCOPE OF WORK**

**1. MAINTENANCE OF THE EQUIPMENT WOULD INCLUDED AS UNDER:**

- i. Contractor will carry out visit in alternate months for route maintenance as per the internationally acceptable standard for maintenance of generators and checking as per manufacturer's recommendation.
- ii. Consumable items replacement will be notified by the contractor during routine visits in written through service report and same will be carried out after taking approval from SLIC. Replacement of consumable parts i.e. all type filters and other Generator parts as specified by manufacture and mentioned in the tender documents at Page 8 of Financial Bid will be paid by SLIC as per the rate submitted by the contactor in Tender. Allied material other than the material mentioned at Page 8 of Financial Bid with installation charges will be paid by SLIC subject to submission of quotation by Contractor for prior approval.
- iii. Major repair and replacement of engine or alternator parts and major overhauling of equipments shall be carried out by contractor after taking prior approval and shall be billed to State Life at actual cost. Also, corrective maintenance job will be quoted separately for prior approval.
- iv. Contractor will get signature by SLIC representative on every field service report.
- v. Contractor will intimate SLIC before every 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 rates to be mutually agreed before execution.
- viii. Defects rectification and maintenance of equipments shall be carried out by qualified/ trained Engineers/staff of firm.
- ix. Contractor will provide backup canopied Generator/standby power with suitable required/desired rating on rent at mutual agreed rates in case existing D.G Set is under time consuming repair situation till the existing DG set resume the operation.
- x. **Emergency Service / Call Service:**

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

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**SEAL & SIGNATURE OF THE CONTRACTOR**

**2. SCOPE OF WORK:**

Detail of job to be carried out (Electrical/Mechanical) as per the following detail

|           |  |
|-----------|--|
| <b>a.</b> | Cleaning of excitation unit alongwith cleaning and re-tightening of connection |
| <b>b.</b> | Cleaning of alternator   |
| <b>c.</b> | Checking of circuit breaker switching  |
| <b>d.</b> | Checking of protections HWT, LOP, OST  |
| <b>e.</b> | Checking & Tightening of panel Control/AMF Connection.                         |
| <b>f.</b> | Checking of specific gravity and voltage of batteries                          |
| <b>g.</b> | Top up of battery water  |
| <b>h.</b> | Checking of dynamo output voltage and current                                  |
| <b>i.</b> | Checking of all meters   |
| <b>j.</b> | Checking of unbalanced load  |
| <b>k.</b> | Check battery charging system  |
| <b>l.</b> | Check unusual vibration / sound  |
| <b>m.</b> | Check the all filters (Oil, Fuel, Water, Air)                                  |
| <b>n.</b> | Checking and maintenance of "Electrical circuit including circuit breaker      |
| <b>o.</b> | Checking of radiator fins and cleaning   |
| <b>p.</b> | Checking of coolant level and condition  |
| <b>q.</b> | Checking of radiator Cap   |
| <b>r.</b> | Checking of hose pipes & tightening of Jubilee clamp                           |
| <b>s.</b> | Tightening of all nut bolts and driving belts                                  |
| <b>t.</b> | Checking of fuel tank and fuel level indication                                |
| <b>u.</b> | Checking of oil leakage / water leakage.                                       |
| <b>v.</b> | Checking & retightening of engine elect. Connection                            |
| <b>w.</b> | Cleaning of D.G Set  |
| <b>x.</b> | Any unforeseen works (if required)   |

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**SEAL & SIGNATURE OF THE CONTRACTOR**

**1. A. GENERAL TERMS & CONDITIONS:**

- i.** Tender are invited for Maintenance Contract of D.G Set installed at State Life Buildings Karachi.
- ii.** Tender shall be submitted in a sealed envelope mentioning name of job.
- iii.** Tender documents (all papers) must be initiated to signify the acceptance of tender's conditions.
- iv.** State Life Insurance Corporation of Pakistan have right to accept / reject the lowest or any tenders received as per PPRA Rules.
- v.** Any conditional tender will not be accepted and liable to rejection.
- vi.** State Life will not be responsible for any loss to life and will not accept any claim, liabilities or compensation.
- vii.** Prequalification period of bidder is Three (03) Years for the subject Tender and Financial Bids will be called every year from Prequalified bidders till Three (03) Years of Prequalification period.
- viii.** Only Pre-qualified bidders will be invited to participate in financial process later on.
- ix.** Contract will comprise of Six (06) visits (Alternate months) per annum for each D.G Set.
- x.** Contractor will inform SLIC on phone/Whatapp /fax/letter prior execution/Service.
- xi.** Contract price / rate shall include all kind of Taxes, Income Tax, GST, SST etc, and no escalation will be allowed during the contract
- xii.** 5% deductions will be made from monthly bill upon unsatisfactory performance after serving notice.
- xiii.** Contractors who downloaded pre-qualification documents from State Life Website shall submit proof of payment of pre-qualification document fee while submitting the Tender.

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**SEAL & SIGNATURE OF THE CONTRACTOR**

**2. 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. Payment of consumable items, Engine Oil Filter and other items mentioned in the Tender will be paid as per the contract amount.
- iii. All repairing works other than the routine maintenance shall be paid additionally subject to prior approval before execution.

**3. SIGNING OF CONTRACT AGREEMENT:**

- i. Upon acceptance of the tender the contractor shall execute with the State Life Insurance Corporation of Pakistan a proper agreement on a non-judicial stamp paper of appropriate value as per Contract Terms & Conditions in the form prescribed by the State Life within 15 days from the acceptance of work order / letter of award.
- ii. The contract shall be governed and interpreted in all respects in accordance with the law of Pakistan.
- iii. State Life Insurance Corporation of Pakistan, reserves the right to reject any or all others partly or completely without assigning any reason as per PPRA rules.
- iv. In case of any dispute, Divisional Head (Real Estate Division) State Life is the final arbitrary authority to settle the matter and it will be liable to accept the decision by both parties. Whereas contractor shall be implied in any action commenced and further to enforce of any decree or order.

**4. COMLETION OF WORK (RISK & COST)**

If due to any reason, contractor is unable to complete the work in given time on performing poorly for which L.D has been imposed on him, State Life can terminate the contact with him and get the remaining work executed through other contractor at his risk & cost. The cost so incurred will be deducted from his bills or recovered from him through other/ legal means.

**5. TERMINATION:**

The employer shall have the right to terminate the contract wholly by given a notice of 30 Days to the contractor.

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**SEAL & SIGNATURE OF THE CONTRACTOR**

## **APPENDIX**

### **SPECIAL CONDITION**

TENDER NO. RE/EL/O&M/D.G/DEC/01/2022

#### **TENDER FOR MAINTENANCE CONTRACT OF D.G SET INSTALLED AT STATE LIFE BUILDINGS AT KARACHI.**

|            |                                    |   |
|------------|------------------------------------|---|
| <b>01.</b> | Date and time of opening of Tender | <ul style="list-style-type: none"><li>i. Submission date of pre-qualification proposal on <u>07-12-2022</u> at <u>11:00</u> a.m.</li><li>ii. Opening of Pre-qualification, proposal / document on <u>07-12-2022</u> at 11:30 a.m.</li></ul> |
| <b>02.</b> | Period of Contract                 | <ul style="list-style-type: none"><li>➤ Pre-qualification period Three (03) Years</li><li>➤ Financial Bid will be called every year from pre-qualified bidders till Three (03) Years of Pre-qualification period.</li></ul>                 |

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**SEAL & SIGNATURE OF THE CONTRACTOR**



**TENDER FOR MAINTENANCE CONTRACT OF D.G SET INSTALLED AT  
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TENDER NO. RE/EL/O&M/D.G/DEC/01/2022

**DETAIL OF D.G SET INSTALLED AT STATE LIFE BUILDINGS – KARACHI**

| <b>STATE LIFE BUILDINGS</b> | <b>MAKE / CAPACITY</b> | <b>MODEL</b>          |
|-----------------------------|------------------------|-----------------------|
| SLB NO. 1                   | 135 kVA (Siemens)      | IF 02284-4/6CT-836    |
| SLB NO. 2                   | 200 kVA (CAT)          | 3306                  |
| SLB NO. 2                   | 350 kVA (ONAN)         | 310 DFCC              |
| SLB NO. 9                   | 500 kVA (SDMO)         | VOLVO V550 TAD 1641GE |
| SLB NO. 9                   | 150 kVA (PARKINS)      | Parkins               |
| SLB NO. 11                  | 200 kVA (CAT)          | 3406-B                |
| SLB – 70-A                  | 20 kVA (PARKINS)       | GBW 22                |

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