



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 OF MAINTENANCE CONTRACT OF SUB-STATION EQUIPMENT INSTALLED AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 LOCATED 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 **22/12/2021** 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. RE/EL/SSE/NOV/01/2021

INVITATION OF TENDER OF MAINTENANCE CONTRACT OF SUB-STATION
EQUIPMENT INSTALLED AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11
LOCATED AT KARACHI.

PRE-QUALIFICATION DOCUMENTS

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

**TENDER OF MAINTENANCE CONTRACT OF SUB-STATION EQUIPMENT
INSTALLED AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 LOCATED AT
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TENDER NO. RE/EL/SSE/NOV/01/2021

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	10
	• 5 to 7 years		6	
	• 8 to 10 years		8	
	• 11 to 15 years		10	
02.	i.Similar Contracts of reputed/reowned firms in hand having value above 0.5 million per annum (Please attach evidence)			20
	• 04 Marks for each / per Contract			
	ii.Total similar contracts executed by the firm during past 05 years			30
	• 05 marks for each /per contract			
03.	Technical Staff with related experience related to the discipline			
	Number of Staff: up-to 15		05	10
	16 to 30		10	
04.	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		10	20
	• 0.5 million to 1.0 million (average of last 5 Years)		15	
	• >Above1.0 million		20	
05.	PEC CERTIFICATE		05	05
06.	ISO 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).

SEAL & SIGNATURE OF THE CONTRACTOR

**TENDER OF MAINTENANCE CONTRACT OF SUB-STATION EQUIPMENT
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GENERAL SCOPE OF WORK

A. MONTHLY INSPECTION:

The inspection of sub-station equipments (Annexure – A) shall be carried out as per following:

- i.* Monthly joint inspection by the contractor and the SLIC's supervisor or representative to be carried out in the 3rd week of every month.
- ii.* Reports, regarding the inspection & recording of readings shall be submitted on SLIC's proforma as in "Annexure – B" to Building Incharge / Supervisor for his remarks and recommendation regarding faulty components. It shall be noted that the bill of the contractor shall only be cleared after receiving monthly report of all buildings.
- iii.* Minor repairs may be arranged during inspection if deemed necessary.

B. QUARTERLY MAINTENANCE SERVICE:

- i.* Quarterly servicing of the equipments as per scope of work. Report to be submitted on form of State Life Insurance Corporation of Pakistan (Annexure – C).
- ii.* Servicing, Overhauling & Calibration of instrument relays of HT & Main L.T panels as per scope of work.
- iii.* Insulation resistance measurement of entire L.T electrical network and recording of the same.
- iv.* Detailed report regarding the condition of entire electrical system shall be submitted.

NOTE:

Please note that quarterly maintenance shall only be conducted on Sunday or on holidays. The work shall only be carried out with the prior approval of time and date by State Life.

C. YEARLY MAINTENANCE SERVICES:

- i.* Last quarterly service will be called yearly maintenance service and all the work specified in quarterly maintenance service shall be carried out accordingly.
- ii.* Oil testing of 11 KV OCB and transformer for dielectric strength / check (Reports to be submitted).
- iii.* Thermo scanning of Sub-station equipment as and when required. Report to be submitted and scanning charges will be paid separately.

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D. EMERGENCY SERVICE / CALL SERVICES:

- i.* On receipt of any complaint (via phone call, letter or fax), the contractor will attend the complaints within 2 Hours. Reason as political strikes etc, for not attending the complaints shall not be accepted. All the collective and precautionary measures under taken by contractor regarding maintenance / servicing shall be checked and supervised by electrical Incharge / Supervisor / Officer.
- ii.* To immediately attend all emergency breakdowns and replacement works. All such repairing works are to be supervised and controlled by an experienced person / qualified Engineer.
- iii.* For major breakdowns and replacement/repairing of H.T, L.T Panels, Transformers & PFI involving additional manpower & material, the payment shall be considered separately on actual cost + 20% overhead / profit subject to prior approval & verification of State Life Site Incharge / Engineer. Please note that in case of minor replacement work, the actual cost of the components will be paid only. In case, SLIC provides the material, then overhead / profit charges will be paid @ 15%.
- iv.* In case of maximum/more additional manpower for any major repairing/ replacement work the payment shall be made as per numbers of Labour, Technician, Supervisor, Engineer / involved.
No charges shall be paid in case of minor replacement/repairing work.

E. VARIATION IN CURRENCY & TAXES

During period of contract no currency variation, taxes escalation or labour escalations or any additional escalations like Govt. contribution (like EOBI/SESSI etc) shall be claimed by contractor or entertained by State Life after award of Contract.

MAIN L.T. & EMERGENCY PANELS:

- i.* Cleaning of terminal contracts of Vm, Am, selector switches and calibration of meters if required. Checking connections of CTS.
- ii.* Cleaning/Dust blowing of panels.
- iii.* Cleaning of terminal contact on bus bar and tightening of connections.
- iv.* Checking the resistance of bus bar (semi-annually) half yearly.
- v.* Checking and tight Conn. At ACB/MCB/Fuse switches.
- vi.* Check for proper grounding of panels.

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PFI PLANT:

Same as main panel and emergency panel but comprising of:

- i.* Setting of Reactive power relay with respect to the load if required. The reading should not less than 0.9 in all respects.
- ii.* Checking of HRC fuses, capacitors, indicating lamps, contactors and ensures that all of them are normally functioning.
- iii.* Arrangements to be made for the replacement of defective components.

REMARKS:

- i.* No extra charges shall be paid in case of any change/revision in the currency value.
- ii.* Contract price/rates shall include all kind of taxes and duties.
- iii.* No extra labour charges shall be entertained for the normal maintenance/repairing of the specified equipment.
- iv.* Necessary arrangements, as and when required shall be made to deposit the used/unused/ scrap material in central store located at State Life Building #. 2, Karachi.

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1. GENERAL TERMS & CONDITIONS:

- i.** Tender are invited for Yearly Maintenance of Electrical Works (Sub-Station Equipment) at State Life Building Nos. 1, 2, 3, 4, 9 & 11 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.** Only Pre-qualified bidders will be invited to participate in financial process later on.
- vii.** State Life will not be responsible for any loss to life and will not accept any claim, liabilities or compensation.
- viii.** 5% deductions will be made from monthly bill upon unsatisfactory performance after serving notice.
- ix.** 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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LIST OF SUB – STATION EQUIPMENTS FOR INSPECTION, SERVICING FOR MAINTENANCE

Sr. No.	DESCRIPTION	State Life Building Nos.						GRAND TOTAL
		1	2	3	4	9	11	
1	HT 11 KV VCB / OCB	04	04	01	01	03	03	16
2	TRANSFORMER 500 KVA TO 1500 KVA	03	03	01	01	02	02	12
3	MAIN LT. PANEL BOARDS	03	03	01	02	02	02	13
4	EMERGENCY PANELS	01	03	-	-	01	01	6
5	PFI PLANTS	03	03	01	02	02	02	13

Annexure – B

1. H.T Panel / Instrument
<i>i.</i> Indication Lights
<i>ii.</i> Volt Meter Reading
<i>iii.</i> Selector switch
<i>iv.</i> Ampere meter reading
<i>v.</i> Selector switch
<i>vi.</i> Reading of KWH / MDI
<i>vii.</i> Reading of KVARH
<i>viii.</i> General cleaning (outside only)
2. TRANSFORMER
<i>i.</i> Check Oil Level
<i>ii.</i> Inspection of silica gel
<i>iii.</i> General cleaning excluding top plate (safety measures to be taken)
<i>iv.</i> Record temperature (C°)
3. L.T PANEL / INSTRUMENTS
<i>i.</i> Indication lights
<i>ii.</i> Volt meters (Main)
<i>iii.</i> Selector switch
<i>iv.</i> Ampere meter (Main)
<i>v.</i> Selector Switch
<i>vi.</i> Ampere meters (Floor)
<i>vii.</i> General cleaning of External side of L.T panel, emergency & P.F.I.P

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SCOPE OF WORKS
(QUARTERLY MAINTENANCE)

H. T. PANEL:

- i.* Checking of oil level for OCB.
- ii.* Testing of oil for OCB (Yearly).
- iii.* Checking and cleaning of fixed / moving contracts.
- iv.* Checking the lowering and raising mechanism of trolley and making its operation smooth.
- v.* Check for proper grounding.
- vi.* Proper cleaning of panels.
- vii.* Cleaning, checking & tightening of terminal of Vm, Am, Kwh meter & MDI meter.
- viii.* Cleaning, checking insulation resistance of bus bars.
- ix.* Cleaning, checking and tightening the connection at bus bars.
- x.* Tightening the connection of CTS & PTS.
- xi.* Checking that all meters are working perfectly. Necessary test and calibration of meters shall be performed if required.
- xii.* Tightening, cleaning and alignment of auxiliary contacts.

TRANSFORMER:

- i.* Checking of oil level.
- ii.* Testing of all (Yearly).
- iii.* Checking and cleaning of terminal / contacts of Bucholz Relay.
- iv.* Cleaning of Hv, Lv and sliconing bushes.
- v.* Checking the mechanism of off load tapping switch handle for its proper operation.
- vi.* Checking and repairing of leakages if required.
- vii.* Check breather of transformer (silica gel) and replace it if required.
- viii.* Check oil level in oil tank reservoir and top up if necessary.
- ix.* General cleaning of transformers.

PFI PLANT:

- i.* Cleaning of terminal contacts for selector switch & others & calibration of PFI Relay, if required. Checking connections of CTs
- ii.* Cleaning of dust blowing off panels
- iii.* Cleaning of terminal contacts on bus bar and tightening of
- iv.* Checking the resistance of bus bars
- v.* Check for proper grounding of panels
- vi.* Setting of reactive power Realy with respect to the load, if required. the reading should not less than 0.9 in all respect
- vii.* Checking of HRC Fuses, Capacitors, Indicating Lamps, Contactors and ensure that all of them are normally functioning

MAIN LT & EMERGENCY PANELS:

- i.* *Cleaning of terminal contacts of VM, AM, Selector Switch & Calibration of meters, if required. checking connections of CTs.*
- ii.* *Cleaning of dust blowing of panels*
- iii.* *Cleaning of terminal contacts on bus bar and tightening of connections, if required*
- iv.* *Checking the resistance of bus bars*
- v.* *Checking and tight connection of ACB / MCB / Fuse Switches*
- vi.* *Check for proper grounding of panels*

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APPENDIX

SPECIAL CONDITION

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SUB: TENDER OF MAINTENANCE CONTRACT OF SUB-STATION EQUIPMENT INSTALLED AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 LOCATED AT KARACHI.

01.	Date and time of opening of Tender	i. Submission date of pre-qualification proposal on <u>22-12-2021</u> at <u>11:00</u> a.m. ii. Opening of Pre-qualification, proposal / document on <u>22-12-2021</u> at 11:30 a.m.
02.	Period of Contract	➤ Pre-qualification period Three (03) Years ➤ Financial Bid will be called every year from pre-qualified bidders till Three (03) Years of Pre-qualification period.

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