

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

REAL ESTATE DIVISION

TENDER NO. HES/EW/KAR/JAN/2023

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

FINANCIAL BID DOCUMENTS

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

SUB: 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:

- i.* 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.
- ii.* To assist for preventive maintenance minor renovation of electrical work and repair work of entire electrical installations of the buildings.
- iii.* 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).
- iv.* Responsible for other relevant general / emergency works.
- v.* 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).
- vi.* Contractor’s staff will be deputed at any SLIC Building at Karachi as & when required to attend the complaints or repair works.
- vii.* 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

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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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BILL OF QUANTITIES

WAGES FOR YEARLY CONTRACT

(Including all Taxes i.e. Income Tax & Sales Tax on Services)

Sr. No.	Designation / Post	Number of Staff	Salary Per Person Per Month (Rs.)	Salaries Per Month (Rs.)	Total Amount / Salaries Per Year (Rs.)
01.	Electrician	17			
02.	Asst. Electrician	07			
03.	Total Amount (A)				
04.	Material Cost (B)		-----		
05.	Total Amount (A) + (B) per Annum				

FOR RATE ONLY

- Over time for Electrician Per Hour. (Fixed) **Rs. 175/-**
- Over time for Asst. Electrician Per Hour (Fixed) **Rs. 130/-**

NOTE:

- i.* The quoted rates should be inclusive wages/salaries, EOBI, SESSI, Insurance, Sales Tax on services, Income tax, Profits, Overheads, Miscellaneous charges, levies etc.
- ii.* Monthly minimum wages for workers should not be less than minimum wages announced by Govt. of Sindh.
- i.* The contractor is bound to arrange the payment to the deputed staff on the fifth of every calendar month for this purpose. They shall submit the bill on the last date of every month.
- ii.* The contractor shall pay minimum wages to staff as per Govt. notification and also ensure their payments for EOBI, SESSI and Insurance. The contractor shall submit the certificate with bill on monthly basis that all the staff deputed by the firm has been paid minimum wages and also the payments for their EOBI, SESSI and Insurance are paid.
- iii.* Contractor shall remain responsible that non-payment of minimum wages to staff and if it is reported that minimum wages are not being paid by the firm to the staff, the contractor will be responsible for any legal/financial consequences thereof.
- iv.* Contractor shall pay/transfer all wages to its staff in their bank account.

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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	Submission of Financial Bid on <u>01-02-2023</u> @ 11:00 a.m. Opening of Financial Bid on <u>01-02-2023</u> @ 11:30 a.m.
02.	Amount of Bid Security (Pay Order) to be submitted with Tender.	Rs. 200,000/- in the shape of Pay Order in the favour of Stat Life Insurance Corporation of Pakistan else the Tender will be rejected.
03.	Release of Bid Security	i. Shall be released to unsuccessful bidders on acceptance of the lowest bid. ii. To the lowest bidder, on satisfactory completion of entire contract.
04.	Forfeiture of Bid Security	a. If the bid is withdrawn after opening. b. If the bidder does not accept letter of award or refuse to enter in contract.
05.	Period of Contract	One (01) Year
06.	Date of Commencement of Work	Date of acceptance of work order.
07.	Method of Mode of Payment	On monthly basis subject to submission of bill, complete in all respects.
08.	Period of Honoring the Bill	Within Twenty (20) days after receiving the verified bill along-with verified attendance sheets.
09.	Income Tax / Sales Tax / GST	As per procedure / rules announced by Govt. of Sindh/Pakistan time to time.

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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.
- i.* Tender shall be submitted in a sealed envelope and stamped mentioning name of job. Any open tender will be rejected.
- ii.* Tender documents (all papers) must be initiated to signify the acceptance of tender's conditions each page of the tender should be signed & stamped by the contractor.
- iii.* State Life Insurance Corporation of Pakistan have right to accept / reject all the lowest or any tender received for this job in the interest of Corporation in the light of PPRA Rules.
- iv.* Any conditional tender will not be accepted and liable to rejection.
- v.* Tender without Bid Security will be rejected.
- vi.* State Life will not be responsible for any loss to life and will not accept any claim, liabilities or compensation.
- vii.* Monthly minimum wages should not be less than as per directive of honorable Supreme Court of Pakistan. This policy must be implemented / wages increase as per announced Govt. policy time to time.
- viii.* Minimum wages and other terms & conditions of employment of personnel engaged for the job shall not be less than fixed by the Govt. / Law of land.

2. 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 containing certain terms and conditions in the form prescribed by the State Life within 15 days from the acceptance of work order. The cost of stamp duty (if any) shall be borne by contractor.
- ii.* The contract shall be governed and interpreted in all respects in accordance with the Law of land.
- iii.* In case of any dispute, Divisional Head (Real Estate) State Life is the final arbitrary authority to settle the matter and contractor will be liable to accept his decision.

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3. MODE OF PAYMENT

- i.* All staff will work for Six (06) days in a week. Sunday or any other day will be observed as weekly off. Un-authorized absences from the duty will be adjusted / deducted in term of deduction of wages at prorate basis from the monthly bill.
- ii.* All payments to be made for approved staff from RE, P.O. (SLB #. 9). Direct posting of staff at any building is not allowed and will not be treated for the payment of any wages.
- i.* The contractor is bound to arrange payment to his deputed staff up to the fifth of every calendar month.
- ii.* If the contractor is late in making payment to his workers for any two consecutive months, the employer's representative may recommend for the termination of this contract.

4. TERMINATION

- i.* In any case, the employer shall have the right to terminate the contract wholly or partially by giving a notice of 30 days to the contractor.
- ii.* Contractor can terminate the contract after serving three (03) months notice for reasons as per provision of Tender..

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