



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

(Tender No. SLIC/RED/PWR/MECH/HVAC/ 02/05/2024)

TENDER
for
Annual Operation, Maintenance and
Overhauling of Air-Conditioning Plants and
Allied Equipment installed at State Life Building
PESHAWAR

(TO BE SUBMITTED BY COMPANY / CONTRACTING FIRM ON THEIR LETTER HEAD) WITH
POST QUALIFICATION DOCUMENT

Date: _____

Incharge (RED)
Ground Floor
State Life Building
34 -The Mall, Peshawar.
Ph: 091 – 9222000.

Subject:- **TENDER FOR ANNUAL OPERATION, MAINTENANCE AND OVERHAULING OF AIR -CONDITIONING PLANTS AND ALLIED EQUIPMENT INSTALLED AT STATE LIFE BUILDING – PESHAWAR.**

Dear Sir,

Having gone through the Tender Documents / Post Qualification Criteria for the subject work, we hereby submit our tender consisting of Technical & Financial Bid for your consideration please. Pay Order / Demand Draft having no: _____ drawn on: _____ Bank Dated: _____ consisting of **45,000/-** Bid Security is placed in Financial Bid Envelope.

Thanking You,

Yours Sincerely,

Signature: _____
Name: _____
Designation: _____
M/s: _____

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DEPARTMENT

POST QUALIFICATION

INVITATION OF TENDER FOR ANNUAL OPERATION, MAINTENANCE AND OVERHAULING OF AC PLANTS & ALLIED EQUIPMENT INSTALLED AT STATE LIFE BUILDING, PESHAWAR.

All Tenders desiring to qualify for this contract should complete the post qualification documents.

All inquiries related to this document and or/ post qualification forms should be addressed in writing to:

Incharge

Real Estate Department,
Ground Floor, State Life Building,
34 – The Mall,
Peshawar.

Basic Conditions for Post -Qualification

1. Information supplied by the Tender (s) for the post qualification statement must apply to the company named on the statement. The substitution of background information pertinent to post qualification will not be considered for another company related to the applicant company through a "Group Ownership".
2. The SLIC will review the information supplied by the firms for post qualifications. Financial Bids of only those tenderer's which pass the Post Qualification process will be opened in the presence of tenderer's representative who chooses to attend at a time to be determined later. The Financial Bid Documents of the Tenderers who fail to post qualify shall not be CONSIDERED.
3. The response to this notice' must be sufficiently detailed to convince the SLIC that the firms applying for registration have the experience as well as the technical administration and financial qualifications necessary for the execution of the subject works and they must prove that they have carried out similar works.
4. All post qualification statement documentation including financial statement, auditor's report and bank references shall be in English

Language (a legally attested copy shall be required with the post qualification forms).

5. Firm shall submit copies of the following certificates:

- i. Pakistan Engineering Council
- ii. License to Electrical Contractor (Electric Inspector Govt. of KPK) iii. GST Registration Certificate
- iii. NTN Number
- v. Company Profile
- vi. EOBI + ESSI (Social Security For KPK)
- vii. Submit Affidavit that the contractor/ firm is not black listed from any
- viii. Government, Semi Government and Autonomous body.

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
POST QUALIFICATION BROCHURE

RETURN via e-PADS TO:

Incharge
Real Estate, Ground Floor, State Life Building,
34 – The Mall,
Peshawar Cantt.
Fax No. 091- 9211594

Please complete the following:

1. a. SUBMITTED
BY.....

b. REGISTERED
ADDRESS.....

2. **COMPANY INFORMATION**

a. FULL/FIRM NAME OF THE
COMPANY.....

b. REGISTERED OFFICE
ADDRESS.....

c. DESCRIPTION OF COMPANY
FIRM.....

d. TELEPHONE
NUMBER.....

e. E-MAIL.....FAX.....
.....

f. CONTRACT'S NAME/
TITLE.....

g. NAME OF PRESENT EXECUTIVE
DIRECTOR AND THEIR
POSITION.....

h. IN THE (COMPANY WITH
BIODATA).....

PROVIDE COPY OF MEMORANDUM AND ARTICLE OF ASSOCIATION OR PARTNERSHIP
DEED, WHICH EVER IS APPLICABLE.

3. **ORGANIZATION AND FINANCIAL DATA:**

a. TYPE OF BUSSINESS ORGANIZATION (CORPORATION/
JOINT VENTURE/ PARTNESHIP
ETC.).....
.....
.....

b. IF JOINT VENTURE, NAMES OF THE JOINT VENTURE PARTNERS WITH NAME
OF THE LEADING PARTNER
.....
.....
.....

c. IF PARTENERSHIP, NAMES OF THE PARTNERS WITH POSITION HELD
BY EACH PARTNER.

d. IF CORPORATION PROVIDE THE NAME AND THE TITLE OF
PRINCIPALS (PRESIDENT, VICE PRESIDENT ETC.)
.....
.....
.....

WHEN INCORPORATED..... WHERE
COUNTRY.....

STATE.....
.....

e. DATE BUSINESS
FOUNDED.....

f. UNDER PRESENT MANAGEMENT
SINCE.....

g. ATTACH THE LAST THREE (03) YEARS AUDITED FINANCIAL
STATEMENT OF YOUR COMPANY.

If joint venture, financial statement of each firm must be submitted.
No statements will be considered unless these are attested and unless
certified as being audited by an independent Public Accounting Firm.

4. PERFORMANCE RECORD:

- a. Please provide a brief resume of works completed by your firm in the last five years including all jobs involving similar nature of works (see attached Form - 1)
- b. List of Projects currently in progress of similar nature of works. (see attached form - 2) (along with letter of award)

LIST OF REFERENCES:

- c. What is the size of your permanent, full time work force?
- d. Provide organization chart of your firm indicate lines of communication and reporting responsibility.
- e. Detail of key technical staff with their qualification and experience including of those who would be deputed for the proposed project.
- f. Name of Bankers to the organization with Account Number and address. Bankers report on the credit worthiness of the organization must accompany under a sealed cover.

BLACK LISTING:

If you are currently black listed by Govt. Semi Govt. Autonomous Body, Corporation or Private Organization, you need not to apply. Please submit affidavit that you are not black listed by any or organization above.

ORGANIZATION:

- g. From Clients (attach certificate).

1

2

3.

5. CERTIFICATION- SIGNATURE

I hereby certify to the best of my knowledge that the information hereby submitted in this brochure is correct.

NAME : _____

TITLE : _____

SIGNATURE : _____

DATE : _____

SEAL : _____

POST QUALIFICATION BROCHURE

POST QUALIFICATION FORM – 1

List Previous Experience of Similar Nature of Works

| NAME OF PROJECT & LOCATION | FULL NAME & ADDRESS OF CLIENT | TYPE OF CONTRACT/ PERIOD OF CONTRACT | CONTRACT VALUE (INDICATE CURRENCY IN PAK RS. ONLY) | STATE ANY PENALTIES, CLAIMS, ARBITRATION | TYPE OF WORK | CARRIED OUT ALONG OR IN PARTNERSHIP (IF IN PARTNERSHIP STATE SHARE & NAME OF PARTNER) | START DATE | DATE OF COMPLETION |
|----------------------------|-------------------------------|--------------------------------------|--|--|--------------|---|------------|--------------------|
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POST QUALIFICATION BROCHURE

POST QUALIFICATION FORM – 2

List All Projects of Similar Nature, Which Your Firm Has Under Way At This Time.

| NAME OF PROJECT & LOCATION | FULL NAME & ADDRESS OF CLIENT | TYPE OF CONTRACT/ PERIOD OF CONTRACT | CONTRACT VALUE (INDICATE CURRENCY IN PAK RS. ONLY) | STATE AY PENALTIES, CLAIMS, ARBITRATION | TYPE OF WORK | CARRIED OUT ALONG OR IN PARTNERSHIP (IF IN PARTNERSHIP STATE SHARE & NAME OF PARTNER) | START DATE | EXPECTED DATE OF COMPLETION |
|----------------------------|-------------------------------|--------------------------------------|--|---|--------------|---|------------|-----------------------------|
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SEAL & SIGNATURE: _____

POST QUALIFICATION BROCHURE

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

CRITERIA FOR EVALUATION/ POST-QUALIFICATION

**ANNUAL OPERATION, MAINTENANCE AND OVERHAULING OF AC PLANTS AND
ALLIED EQUIPMENT INSTALLED AT STATE LIFE BUILDING, PESHAWAR**

| Sr. # | Name of Contractor | Company Profile | Financial Statement | Experience Work Completed | Experience Work in Hand | Technical Staff Strength | List of Reference P.Q / Enlistment | Marks Obtained | Remarks |
|-------|--------------------|-----------------|---------------------|---------------------------|-------------------------|--------------------------|------------------------------------|----------------|---------|
| | | 10 | 10 | 25 | 25 | 15 | 15 | 100 | |
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |

Note:- Criteria of Pre-qualification = 70 Marks

CRITERIA EVALUATION / POST QUALIFICATION

**ANNUAL OPERATION, MAINTENANCE AND OVERHAULING OF AC PLANTS
AND ALLIED EQUIPMENT INSTALLED AT STATE LIFE BUILDING, PESHAWAR**

| | | |
|----------|--|---------------|
| A | <u>COMPANY PROFILE:</u> | |
| | 1. The company established before more than 10 years (Marks Full) 2. The company established within 1 to10 years. (Proportionate) | 10 Marks |
| B | <u>SIMILAR HVAC MAINTENANCE PROJECTS HANDLED (LAST 05 YEARS):</u> | |
| | 05 Marks per Contract | 25Marks |
| C | <u>SIMILAR HVAC MAINTENANCE PROJECTS IN PROGRESS:</u> | |
| | 05 Marks per Contract | 25Marks |
| D | <u>TECHNICAL STAFF:</u> | |
| | 1. Engineer | 03 Marks Each |
| | 2. D.A.E | 02 Marks Each |
| | 3. Electrician / Technician | 01 Marks Each |
| E | <u>ENLISTMENT WITH OTHERS:</u> | |
| | 03 Marks Each Company / Letter | 15Marks |
| F | <u>FINANCIAL POSITION:</u> | |
| | 1. Balance Sheet | 05 Marks Each |
| | 2. Banker Certificate | 05 Marks Each |
| G | <u>DISQUALIFICATION:</u> | |
| | 1. Firms black listed by any Government, Semi Government Corporation, Multinational Department and Private Companies. | |
| | 2. Not REGISTERED with FBR. | |

NOTE:- Qualifying / Passing Marks, less than 70% Rejection.

MANDATORY CONDITION.

- i. Pakistan Engineering Council
- ii. License to Electrical Contractor (Electric Inspector Govt. of KPK) ‘
- iii. GST Registration Certificate iv. NTN Number
- v. Company Profile
- vi. EOBI + ESSI (Social Security For KPK)
- vii. Submit Affidavit that the contractor / firm is not black listed from any Government, Semi Government and Autonomous body.

SCOPE OF WORK

1. The Contractor shall be responsible for the operation of the complete air-conditioning units/ plant complete servicing and maintenance of all equipment components and accessories including minor repairs, annual overhauling and servicing. Major repairs whenever required are not included in the scope of work. Details of units/equipment are given at Annexure – “C”.
2. The plants and units shall be operated for nine (09) hours daily (from 08.300 am – 5.30 pm or as directed by the employer) on all working days excluding public holidays. The plants and units shall be operated on year round basis and the periods of cooling, heating and ventilation would depend on the weather conditions as decided by the employer.
3. The employer shall be responsible for the following:
 - (i) Electricity, Gas & Water supply.
 - (ii) Spares and materials required for operation, maintenance, servicing minor repairs and overhauling excluding miscellaneous items listed in Para No.4 (iii).
 - (iii) Water treatment chemicals any special lubricants or oils.
 - (iv) Suitable working space for the contractor's staff to carry out minor repairs.
4. The contractor shall be responsible for the following:
 - (i) All staff required for the described work as listed in the Annexure – “B” , tools and instruments required for operation, regular and annual servicing, overhauling maintenance and minor repairs of these air – conditioning units as described in Annexure – “D”.
 - (ii) To keep the plant rooms, air – handling units and terrace neat and clean, cleaning to be done every day.
 - (iii) Supply of miscellaneous items required for work such as cotton waste.
5. The contractor would ensure that the complete air- conditioning units to be operated maintained and serviced efficiently to avoid any break down during normal operation. The contractor would also ensure economical consumption of the materials and spare parts supplied by the employer.
6. The temperature of different rooms locations shall be recorded twice daily and the equipment operation would be recorded at suitable intervals. All observations would be recorded in approved log sheets prepared in duplicate.
7.
 - (i) The Site Incharge / Engineer of the contractor shall regularly submit a weekly report in triplicate to the employer's representative regarding the overall performance of the complete air – condition units during

the preceding month and pinpoint any action to be taken by the employer.

- (ii) The contractor shall arrange monthly site visit of the senior engineer from his head office to check the operation of the complete plant and the servicing maintenance and overhauling work carried out by the contractor's staff. The contractor will submit the inspection report of the senior engineer to the employer in the first week of every month along with monthly bill.
8. The contractor will submit a complete list of spares and materials required for the operation, maintenance routine servicing and annual maintenance and overhauling of the air – conditioning units. The contractor will be required to physically check the engineering stores of the employer to determine the availability of the imported and indigenous spare parts. The contractor will submit the list well in time to the employer giving one year time for indigenous spare parts and materials.
 9. The contractor would submit an estimate to the employer for approval before carrying out any major repairs, which become necessary in due course. The estimate would be submitted expeditiously so as not to disturb the air-conditioning plants and units operation.

TERMS AND CONDITIONS

1. The contractor will operate the entire air – conditioning units, plants and allied equipment installed at the premises on year round basis, the cooling, heating and ventilation would depend on the weather condition for which decision will be at the discretion of the employer. The air – conditioning units will operate from 08.30am to 05.30 pm on all working days, Monday through Saturday. The routine maintenance during operation if required will be carried out on Saturday and Sunday or any public holidays without any extra charges.
2. The contractor will give detail of staff as mentioned in Annexure – “B” for the operation, servicing and maintenance of the air – conditioning units / plants who will work exclusively in the building and shall not be diverted to the contractor's other installation while operation, maintenance, servicing and overhauling of the air – conditioning units are carried out the staff must remain at the site of working during their working hours and should have sufficient qualifications and experience in their respective trades. If any of contractor's staff goes on leave for more than five (05) days in succession the contractor shall arrange the substitute.
3. The temperature of the air – conditioned space shall be properly recorded by the contractor at least twice daily at different places/ locations. The temperature range will be mentioned for cooling as 74F + 2F.
4. The contractor may carry out the servicing of the air – conditioning units on Saturday and Sunday or public holidays, the contractor supervisor, engineer shall inform the employer's representative on the Wednesday or two days before, regarding the servicing work to be carried out next week so that the employer's representative can arrange necessary security and access for the contractor's staff. No extra charges for such work will be admissible.
5. The contractor will ensure proper functioning of the air – conditioning units/ plants. In case of unsatisfactory functioning or failure of the air – conditioning units on account of negligence on part of the contractor it will be made good by him.
 - (i) In case any parts of the plant are damaged or destroyed as a result of negligence on the part of the contractor his agent or employees, the contractor shall be liable to pay for rectification and making good of all such damages or losses at their cost.
 - (ii) In case the major break down occurs without any negligence or fault of contractor for which the employer would be the sole judge, the repair work will be carried out by the contractor at extra charges after approval of the estimate by the employer.
6. The contractor will be responsible for insurance of their workmen under the law against any accident of injury and third party insurance against any damage, losses or injury which may occur to property or a person (including of State Life property or employee).

7. **The minimum wages and other terms and conditions of employment of personnel engaged for the job shall not be less than fixed by the Government / law of land.**
8. **The contractor shall submit proof of payment of paying wages, not less than fixed by the government or authorized department, every month to the employer/ corporation. If it is found/ reported that minimum wages are not being paid by the contractor, the same shall be deducted from the monthly payable amount.**
9. Rates Quoted must be INCLUSIVE of All Taxes (Federal or Provincial)/ GST. No ESCALATION will be given by STATE LIFE during the currency of contract.
10. **PAYMENTS TO CONTRACT LABOUR/ SERVICES STAFF CLAUSE**
- 10.1 The contract labour/ staff for services will be provided at fixed monthly cost of Rs._____. The Minimum salary wages of contract labour/ services staff as notified by the Govt. of Pakistan shall be followed by the contractor.
- 10.2 The contractor shall issue to the Employer a consolidated Invoice by the last day of current month and payment will be made to the contractor within a reasonable period of receipt of invoice. Payment to contractor shall is made after deduction of all applicable taxes, levies etc.
- 10.3 The Employer may also make pro rata deduction from the invoiced amount on account of the absence of any staff being absent from duty or otherwise engaged in unauthorized or other activities which may be harmful for the Employer, which shall be determined by sole reference to Employer.
- 10.4 Personnel will be considered to be on effective pay Roll of the contractor from the date they report at the post of the Employer.
- 10.5 Pay to the personnel will be disbursed by the contractor vide their own arrangements by or before 3rd of each month, without waiting for payment of monthly invoice, while no personnel would bear any lien against Employer.
- 10.6 **The Firm (Contractor) shall pay the salary to the employees through cross cheques (Payee's A/c only) and shall attach the same with the invoice along with the detail of tax deduction from salary at source, otherwise, the invoice shall not be processed and strict action shall be taken accordingly.**
- 10.7 Payment towards workers Insurance, Social Security and EOBI or any other dues that may become applicable will be paid by the contractor at no extra cost to the Employer.
11. **CONTRACT AGREEMENT:**

The agreement shall be executed within 7 days from the date of issue of letter of award on a non-judicial stamp paper of appropriate value as per Pakistan Stamp Act applicable in the State in which works are being executed and the cost of the stamp paper shall be borne by the contractor.

Seal & Signature of Contractor

MINIMUM TECHNICAL STAFF REQUIRED AT SLIC BUILDING – PESHAWAR.

| | | Matric | | Minimum Salary |
|---------------|------------------------|---|---------------|-----------------------|
| 1. | A/C Mechanic | 5 (five) years experience certificate in respective field | 01 No. | |
| 2. | Industrial Electrician | Wiring Man License 5 (five) years experience | 01 No. | |
| 3. | Assistant A/C Mechanic | 3 (three) years experience | 01 No. | |
| Total: | | | 3 Nos. | |

Please Note: Top Supervision will also be provided by your Senior Engineer and Inspection report would be submitted as mentioned in Para 7(ii), (Scope of Work).

Seal & Signature of Contractor

LIST OF EQUIPMENT INSTALLED AT STATE LIFE BUILDING – PESHAWAR

| S/ # | DESCRIPTION | QTY. |
|------|---|---------|
| 1 | WATER COOLED PAKAGE UNITS CENTURY MAKE | 03 NOS. |
| 2. | WATER COOLED PAKAGE UNIT SABRO 226,000 BTU/HR | 01 NO. |
| 2 | KINGSUN COOLING TOWER | 01 NO. |
| 3 | CONDENSER WATER PUMP | 02 NOS. |
| 4 | ELECTRICAL DUCT HEATER | 09 NOS. |
| 5 | THERMOMETER, INSTRUMENT ETC. | 01 LOT |
| 6 | ELECTRICAL CONTROL BOARD | 10 NOS. |
| 7 | COMPLETE ELECTRICAL & EARTHING SYSTEMS FOR AC UNITS. | 01 LOT |
| 8 | CONDENSER WATER PIPING, VALVE FITTINGS ETC. | 01 LOT |
| 9 | DRAIN WATER PIPING, VALVE FITTING | 01 LOT |
| 10 | AIR DISTRIBUTION DUCTING THEMAL AND SOUND INSULATION | 01 LOT |
| 11 | AIR DEVICES, GRILLS ETC | 01 LOT |
| 12 | SPLIT UNITS 211,870 BTU/HR | 01 NO. |
| 13 | SPLIT UNITS 160,660 BTU/HR | 04 NO. |
| 14 | SPLIT UNITS 102,780 BTU/HR | 01 NO. |
| 15 | SPLIT UNITS MACHINE ROOM | 02 NOS. |
| 16 | SPLIT UNITS G&P (W-19) | 06 NOS. |
| 17 | SPLIT UNITS G&P (W-24) | 02 NOS. |
| 18 | SPLIT UNITS G&P (C-51) | 02 NOS. |
| 19 | SPLIT UNITS G&P (C-51) | 01 NO. |
| 20 | SPLIT UNITS COMPUTER DEPTT. | 04 NOS. |
| 21 | SPLIT UNITS REAL ESTATE DEPTT. | 02 NOS. |
| 22 | SPLIT UNIT DAIYA 90000 BTU. | 01 NO. |

WINDOW TYPE UNITS

| S/# | UNIT | LOCATION | QTY |
|-----|------------|--------------------|--------|
| 1 | mitsubishi | REAL ESTATE DEPTT. | 01 NO. |
| 2 | SHARP | REAL ESTATE DEPTT. | 01 NO. |
| 3 | PEL | GROUP & PENSION | 01 NO. |
| 4 | GENERAL | ZONAL HEAD SECTT. | 01 NO. |
| 5 | GENERAL | CONFERENCE ROOM | 01 NO. |
| 6 | GOLD STAR | TELEPHONE EXCHANGE | 01 NO. |

Seal & Signature of Contractor

SLIC/RED/PWR/MECH/HVAC/ 02/05/2024

P - 17/24

LIST OF TOOLS & INSTRUMENTS

| | | |
|----|--|----------|
| 1 | Box Spanner (Different size) | 02 sets. |
| 2 | Ring spanner (Different size) | 02 sets. |
| 3 | Fix Spanner (Different size) | 02 sets. |
| 4 | Philips screw driver (Different size) | 01 set. |
| 5 | Flat screw driver (Different size) | 01 set. |
| 6 | Pliers set (Grip, nose, long nose, electric) | 01 set. |
| 7 | Wire cutter | 01 no. |
| 8 | Adjustable wrench (Different size) | 01 set. |
| 9 | Pipe wrench (Different size) | 01 set. |
| 10 | Gas welding set (Oxy- acetylene plant) would be provided at site as when required. | 01 set. |
| 11 | Electric arc welding plant (with lead holders) would be provided at site as when required. | 01 set. |
| 12 | Magger (would be provided at site as when required) | 01 no. |
| 13 | Nitrogen cylinder (with gauge and adopter) | 01 set. |
| 14 | Vacuum pump (double stage) | 01 set. |
| 15 | Gauge manifold (imperial USA) | 02 sets. |
| 16 | Die set ½ " to 2" dia | 01 set. |
| 17 | Chisels (different size) | 01 set. |
| 18 | Flaring tools | 01 set. |
| 19 | Swaging tools | 01 set. |
| 20 | Hammer (different weight) | 01 set. |
| 21 | Claw hammer | 01 no. |
| 22 | Gun hammer | 01 no. |
| 23 | Grease gun | 01 no. |
| 24 | Dust blower | 01 no. |
| 25 | Hand grinder | 01 no. |
| 26 | Bench vice | 01 no. |
| 27 | Pipe vice (with stand) | 01 no. |
| 28 | Tong tester (USA) | 01 no. |
| 29 | Drill machine (hammering) ¼" to 1" (with masonry & steel drill bits) | 01 no. |
| 30 | Multimeter (AVO meter) | 01 no. |
| 31 | Valve keys (different size) | 01 set. |
| 32 | Right angle triangle | 01 no. |
| 33 | Allen key set (different size) | 01 set. |
| 34 | Psychrometer | 02 sets |
| 35 | Dry & wet thermometer | 02 nos. |
| 36 | Tachometer | 01 set. |
| 37 | Sprit level | 01 set. |
| 38 | Speeds meter | 01 no. |

Note : Contractor will also provide necessary tools & instruments at site which are required for operation and maintenance.

Seal & Signature of Contractor

SCHEDULE OF PRICES
FINANCIAL BID

| | | |
|----|---|---|
| 1. | <p>a. Charges for Additional Operation of the Plant</p> <p>b. On Sunday and Public Holidays.</p> | <p>Rs. _____/- per hour (Fixed)</p> <p>Rs. _____/- per hour (Fixed)</p> |
| 2. | Charges for Operation, Maintenance, Servicing and Overhauling of Plant & Allied Equipment according to Conditions of Contract, General Requirement and Scope of Work as detailed in Tender Documents. | Rs. _____/- per month (Fixed) |

BREAK UP Of "Charges for Operation, Maintenance, Servicing and Overhauling of Plant & Allied Equipment"

| S.No. | Description | Amount | |
|-------|--|--------|------------------------|
| 1. | A.C Mechanic | 01 | Rs. _____ /- per month |
| 2. | Asstt. A.C Mechanic | 01 | Rs. _____ /- per month |
| 3. | Industrial Electrician | 01 | Rs. _____ /- per month |
| 4. | EOBI @ 5 % + ESSI 6% (Social Security) for all contract labour | | Rs. _____ /- per month |
| 5. | Contractor Mandate/ overheads | | Rs. _____ /- per month |
| 6. | Service Charges | | Rs. _____ /- per month |
| 7. | KP SST/ GST @18% | | Rs. _____ /- per month |

| | |
|---------------|------------------------|
| TOTAL: | Rs. _____ /- per month |
|---------------|------------------------|

In Words: - (_____ Only).

| | | |
|----|------------------------|-----------------------|
| 01 | Amount of per Year Rs. | Rs. _____ /- per year |
|----|------------------------|-----------------------|

In Words: - (_____ Only).

SEAL & SIGNATURE OF THE CONTRACTOR

Note:-

(i) Total consolidated monthly amount (including Minimum Wages @Rs.32,000/- (ESSI, EGI, EOBI etc.) per person should be quoted by the bidder under each of the category separately.

(ii) Payments shall be made by the Client as per the terms and conditions of the Tender Documents.

(iii) Prices shall be valid for a period of one year. However, on revision of minimum wages by O/o The Labour Welfare Department, ICT Islamabad and O/o The Labour Welfare Department, Punjab and O/o The Labour Welfare Department, Khyber Pakhtunkhwa the same shall be revised by the Client. However, even on revision of minimum wages, the contractor's profit in absolute terms (not in percentage terms) shall remain the same throughout the contract period as was quoted by the contractor in the bid.

(iv) The quoted consolidated monthly amount prices shall be inclusive of all charges including Client's contribution towards EGI, EOBI, Gratuity, Bonus, Substitutes. It shall also include cost of training and uniform, Supervision of company etc.

(v) The prices in the Price Schedule shall be exclusive of any service tax, education cess, secondary and higher education cess or any other applicable taxes as may be levied by the Government from time-to-time and the same shall be charged in addition to the applicable rate.

(vi) (vii) The Contractor shall mandatorily ensure that the cost per head is paid as monthly wages to their PERSONNEL who are deployed in Client's premises for providing services.

(vii) Bidder may compete the bidding process with respect to own profit margin. Any bid having price quoted below the Govt. determined minimum wage rate i.e., @Rs.32,000/- for 8 hour shift for 26 days a month (for the year 2023 excluding statutory benefits, profits, over heads, taxes etc., of the bidder) would be considered non workable and liable to rejection summarily forthwith.

NB:- The basic wage for 12 hours should be computed @(Rs.1230.76 + Rs.615.38 = Rs.1846.14) per day for 26 days) as per Govt. determined Minimum Wage Rate. The bidder may compete the bidding process with respect to own profit margin.

The payment shall be made by the following formula with relevant changes as per above. The Contractor shall also pay to his personnel by this formula. This formula takes care of all the paid weekly holidays, National holidays and other gazetted holidays.

Formula:

Wages payable to individual = (Total Monthly Wages as above/ No. of working days in the month) x No. of days worked in the particular month by the individual.

Note:-

In addition to the Tender Terms & Conditions, Contractor shall adhere to the minimum wages as announced by Govt. of Pakistan, in case of failure;

- a. The contract will not be awarded.

b. The contract will be terminated at any stage, if contractor is found at default.

c. The Duty hours shall be to suit the working hours of the Employer. According to current Employer's working hours (Monday to Saturday), the Duty shall be as follows:-

◆ **Shift** **From 08:30 A.M. to 05:30 P.M.**

- Rate per Day basic wages including DA etc., quoted by tender/ should not be lesser than the minimum Wages prescribed by the provincial/ Federal Govt. (Whichever is higher).
- Statutory liabilities such as ESSI, EGI/ EOBI Goods Service tax etc., will be paid as per prevailing rates as declared by the State/ Federal Government from time to time.
- While quoting **minimum Service Charge @2%**, the Service Provider should take care of all statutory Payments (EOBI, ESSI, EGI etc.) and liabilities that may arise like Bonus, Gratuity etc., if any or any charge that may be levied by the Statutory authority in future.
- The difference in subsequent minimum wages rates due to revision of the rates by the Labour Welfare Department/ State Government will be adjusted by the corporation accordingly.
- Income Tax will be deducted at source at the time of payment as per Rules.
- No any other charges will be paid by SLIC except as mentioned in terms and condition.

SALIENT FEATURES OF THE CONTRACT

| | | |
|-----|--|--|
| 1. | Date & Time for submission of e-bids on (e-PADS). | On or before 28-05-2024 at 11:00 AM , Bid will be open on same day at 11:30 AM on e-PADS . No manual bids will be accepted. |
| 2. | Title of work to be endorsed on the sealed package of the tender. | Tender for ANNUAL Operation, Maintenance & Overhauling of AC Plants & Allied Equipment installed at State Life Building, PESHAWAR. |
| 3. | Amount of BID SECURITY (in shape of pay order to be submitted with tender) | Rs.45,000/- of quoted amount in the form of pay order / bank guarantee by schedule bank in favor of M/s. "State Life Insurance Corporation of Pakistan. Which shall be submitted in original Hard form before closing time of e-PADS Bids submission. |
| 4. | Release of BID SECURITY. | (i) Shall be released to unsuccessful bidders on acceptance of tender of the lowest bidder. (ii) Earnest Money of the lowest bidder will be retained by State Life for full period of contract as performance guarantee. |
| 5. | Working days in a week. | 06 (Six) except gazette holidays. |
| 6. | Mode of Payment | Through monthly bill submitted by the contractor at the end of each month on completion of satisfactory services. |
| 7. | Period of Honoring Bill | Within 10 (ten) days after State Life Engineer's Certificate. |
| 8. | Deduction of Amount from the Bill on account of Unsatisfactory Services or any other item. | (i) A Lump Sum amount assessed by State Life Engineer in case of unsatisfactory services and or shortage of staff. (ii) Maximum Rs.1230/- per day per worker in case of absence of a worker. (iii) Income Tax as per Corporation Rule. |
| 9. | Period within which contract agreement is to be signed after the date of acceptance of Lowest Bid by the Engineer. | 10 (Ten) days. |
| 10. | Period of Contract. | One Year (12-Months) |
| 11. | Amount of Third Party Insurance Agreement is to be signed after the date of Acceptance of the Lowest Bid by the Competent Authority at STATE LIFE. | Rs.100,000/- |
| 12. | Workman's Compensation Policy. | As per the requirement of Workman's Compensation Act. |
| 13. | Bid Validity | 180 Days |
| 14. | Agreement | Rs.100/- stamp paper within Three (03) Days after signing of Letter of Award. |
| 15. | Venue of Arbitration | Peshawar |

Seal & Signature of Contractor

FORM OF AGREEMENT

(To be executed on Non-Judicial stamp paper of worth Rs.100/-)

Agreement No: _____

Dated: _____

THIS AGREEMENT is made on _____ day of _____ (month), _____ (year) between State Life Insurance Corporation of Pakistan, an autonomous Government of Pakistan Enterprise, a body corporate constituted and established under the Life Insurance (Nationalization) order No. X of 1972 having its principle office at State Life Building No.9, Dr. Zia-ud-Din Ahmad Road, Karachi hereinafter called **SLIC**, (which expression shall, wherever the context so demands or requires, include their successors in office and assigns) on the one part and M/s _____ hereinafter called the **Contractor** (which expression shall wherever the context so demands or requires, include his/their successors and assigns) on the other part.

WHEREAS the SLIC is desirous that certain works should be executed viz. (brief description of the work) and has by Letter of Acceptance dated _____ accepted the tender submitted by the contractor for the execution, maintenance and completion of such works at a total contract price of Rs. _____ (Rupees _____ only).

Now THIS AGREEMENT WITNESSETH as follows:

1. In this agreement, words and expressions shall have the same meaning as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents in conjunction with Addendum/ Corrigendum to Bid Documents shall be deemed to form and be read and construed as part of the agreement viz;
 - a. This Form of Agreement
 - b. The Letter of Award dated _____
 - c. Priced Schedule (Bill of Quantities)
 - d. Amendments to Tender Documents
 - e. Post-Qualifying Criteria- Section
 - f. Conditions of Contract/ Clauses of Contract
 - g. Notice Inviting Tender (NIT) and Instructions to Bidders
 - h. Memorandum – Special Conditions of Contract Agreement

The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies, shall take precedence in the order set out above.

3. In consideration of the payment to be made by the SLIC to the contractor as hereinafter mentioned, the contractor hereby covenants with the SLIC to execute, complete and maintain the works in conformity in all respects within the provisions of the contract.
4. The SLIC thereby covenants to pay to the contractor in consideration of the execution, completion and maintenance of the works at contract price at the

time and in the manner prescribed by the contract. In WITNESS whereof the parties hereto have caused their respective common seals to be here into affixed (or have herewith set their respective hands and seals) the day and year first above written.

SIGNED, SEALED AND DELIVERED BY

M/S. _____ (for contractor)

_____ (for SLIC)

In the capacity of _____

in the capacity of _____

On behalf of: Contractor

On behalf of SLIC

In the presence of

In the presence of

1. _____

1. _____

2. _____

2. _____