

INVITATION TO BID

TENDER No. (SLIC/ELECT/RED/PESH /D.I KHAN/AUG/2024/01)

E-PADS Tender No. -----

1. *State Life Insurance Corporation of Pakistan* invites bids via PPRA e-PADS from the original authorized distributors/suppliers/Contractors etc., having more than 5-Years of relevant experience of O&M of Electrical Works and have rendered such services in Federal Government organizations, Banks and Multinational Companies in Pakistan and registered with the concerned authorities for “**ANNUAL TENDER FOR OPERATION, MAINTENANCE, SERVICING OF ELECTRICAL WORKS AT STATE LIFE BUILDING PESHAWAR, AND D.I KHAN**”. The firms should have proper office, telephone number, N.T.N and should be duly registered with e-PADS, FBR on the ATL & GST list.
2. Bidding documents, containing detailed terms and conditions, etc are available for download at State life’s website www.statelife.com.pk free of cost.
3. The bids, prepared in accordance with the instructions in the bidding documents, submitted through e-PADS **on or before date/ time as stipulated by e-PADS on 01-08-2024 10:30am** and will be opened on the same day **at 11:00 am**. This advertisement has been published via PPRA e-PADS website.
4. Any bid submitted other than e-PADS would not be considered.

(MUHAMMAD ASIF KHAN)

Dy. Manager / Incharge Real Estate,
Ground Floor, STATE LIFE Building 34-The
Mall, Peshawar Cantt.
Ph: 091-9222000



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

Tender # (SLIC/ELECT/RED/PESH/D.I KHAN/AUG/2024/01)

**ANNUAL TENDER FOR OPERATION AND MAINTENANCE OF
ELECTRICAL WORKS AT STATE LIFE BUILDING -
PESHAWAR & D.I KHAN**

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

Date: _____ .

Muhammad Asif Khan
Deputy Mgr & I/c (RED)
Ground Floor
STATE LIFE Building
34 -The Mall, Peshawar.
Ph: 091 - 9222000.

**Subject: Tender for Contract of Operation and Maintenance of
Electrical Works at STATE LIFE Building - PESHAWAR & D.I KHAN**

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 Rs. **1, 25,000/-** Fixed Bid Security .

Thanking You,

Yours Sincerely,

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

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DEPARTMENT

POST QUALIFICATION

**INVITATION OF TENDER FOR CONTRACT OF OPERATION & MAINTENANCE OF
ELECTRICAL WORKS AT STATE LIFE BUILDING – PESHAWAR AND D. I. KHAN**

Contractors / Firms who want to qualify should complete and submit attached application form.

All inquiries related to post qualification forms should be addressed in writing to:

INCHARGE

Real Estate Department,
Ground Floor, STATE LIFE Building,
34 – The Mall, Peshawar.

INSTRUCTIONS

1. Information supplied by the Tenderer (s) for the post qualification statement must apply to the company named on the statement. The substitution of background information pertinent to pre-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 in post qualification forms. Tenders of those firms 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. 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 pre-qualification have the experience as well as the technical administration and financial qualification 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.

Firms shall submit the following: (Mandatory Requirement)	<ul style="list-style-type: none">• GST, Professional Tax Certificate.• NTN.• Electrical Contractor License from Electric Inspector Govt. of KPK or Certificate of Pakistan Engineering Council (PEC).• Affidavit on stamp paper that firms not blacklisted with any Govt./Semi Govt. and Private body.• Registration with EOBI & Social Security(for KPK)
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STATE LIFE INSURANCE CORPORATION OF PAKISTAN POST QUALIFICATION BROCHURE

RETURN via e-PADS TO:

INCHARGE
Real Estate Department,
Ground Floor, STATE LIFE Building,
34 – The Mall, Peshawar Cantt.
Fax No. 091- 9211594

Please complete the following:

- 1. a. **FIRM NAME**.....
- b. REGISTERED ADDRESS.....

2. COMPANY INFORMATION

- a. FULL NAME OF THE COMPANY/ FIRM.....
- 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 MEMORENDUM AND ARTICLE OF ASSOCIATION OR PARTNERSHIP DEED WHICHEVER IS APPLICABLE.

3. ORGANIZATION & FINANCIAL DATA

- a. TYPE OF BUSINESS ORGANIZATION (CORPORATION JOINT VENTURE PARTNERSHIP ETC).

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

- c. IF PARTNERSHIP NAME OF THE PARTNERS WITH POSITION HELD BY EACH PARTNER.
- d. IF CORPORATION PROVIDE THE NAME AND THE TITLE OF PRINCIPALS (PRESIDENT, VICE PRESIDENT ETC.)

- e. DATE BUSINESS FOUND: _____
- 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 useless they 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 (05) years including all jobs involving similar nature of works (Form – 1).
- b. List of projects currently in progress of similar nature of works (See attach Form – 2) along with (Letter of Award).

5. **LIST OF REFERENCES**

- a. What is the size of your permanent full time work force?
- b. Provide organization chart of your firm indicating lines of communication and reporting responsibility.
- c. Detail of key technical staff with their qualifications and experience including of these who would be deputed for the proposed project.
- d. Names 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.

6. **BLACK LISTING**

If you are currently black listed from any Govt, Semi Govt, Autonomous body, Corporation or Private organization, you need not to apply.

Please submit affidavit **on stamp paper that** you are not black listed by any organization above.

7. **ORGANIZATION**

- From Clients (Attach Certificate)
 - 1.
 - 2.
 - 3.

- From Bankers (Attach Certificate)
 - 1.
 - 2.
 - 3.

8. **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 : _____

PRE - 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 PENELTIES, CLAIMS, ARBITRATION	TYPE OF WORK	CARRIED OUT ALONG OR IN PARTNERSHIP (IF IN PARTNERSHIP STATE SHARE & NAME OF PARTNER)	START DATE	DATE OF COMPLETION

STATE LIFE INSURANCE CORPORATION OF PAKISTAN POST QUALIFICATION BROCHURE

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

PRE - QUALIFICATION FORM - 2

List of Works of Similar Nature Which are 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 ANY PENELTIES, 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

STATE LIFE INSURANCE CORPORATION OF PAKISTAN POST QUALIFICATION BROCHURE

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

CRITERIA EVALUATION / POST QUALIFICATION

MAINTENANCE CONTRACT OF ELECTRICAL WORKS AT STATE LIFE BUILDING- PESHAWAR & D.I KHAN

Sr. #	Name of Contractor	Company Profile	Financial Statement / Bank Certificate	Experience Work Completed	Experience Work in Hand	Technical Staff Strength	List of performance certificate from Organization	Marks Obtained	Remarks
		10	10	30	20	15	15	100	
1.									
2.									
3.									

Note:- Criteria of Pre-qualification = 60 Marks

CRITERIA EVALUATION / POST QUALIFICATION

MAINTENANCE CONTRACT OF ELECTRICAL WORKS AT STATE LIFE BUILDING - PESHAWAR & D.I KHAN

Tender # (SLIC/ELECT/RED/PESH/D.I KHAN/AUG/2024/01)

Mandatory Requirement:-

1. Copy of SSTKPRA Certificate (Attach Copies)
2. Copy of NTN(Attach Copies)
3. PEC Certificate / Company Registration Certificate (Attach Copies)
4. Affidavit on **stamp paper** that firms not blacklisted with any Govt. / Semi Govt. and Private Body. (Attach Copies)
5. Registration with EOBI & ESSI Social Security(for KPK)

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 ELECTRICAL MAINTENANCE PROJECTS HANDLED:</u>	
	05 Marks per Contract (last 05 years)	30Marks
C	<u>SIMILAR ELECTRICAL MAINTENANCE PROJECTS IN PROGRESS:</u>	
	05 Marks per Contract (Current contract)	20Marks
D	<u>TECHNICAL STAFF:</u>	
	1. Engineer	03 Marks Each
	2. D.A.E	02 Marks Each
	3. Electrician / Technician	01 Marks Each
E	SATISFACTORY PERFORMANCE CERTIFICATE from organization where services were provided in past	
	03 Marks Each certificate	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 Department and Private Companies.	

NOTE:- Qualification / Passing Marks, less than 60% Rejection.

LIST OF BUILDING & STAFF DETAILS

FOR STATE LIFE BUILDING PESHAWAR

1.	Electrical Supervisor (Possessing Diploma of Associates Engineer and having minimum (05) FIVE YEARS experience).	01 No.
2.	Electrician (Matriculation / Middle and possessing Wireman license with (07) SEVEN YEARS experience).	01 No.
3.	Fire Men (Matriculate and having (05) FIVE YEARS experience in the relevant field)	02 Nos.

FOR STATE LIFE BUILDING D.I KHAN

1.	Electrical Supervisor (Possessing Diploma of Associates Engineer and having minimum (05) FIVE YEARS experience).	01 No.
2.	Electrician (Matriculation / Middle and possessing Wireman license with (07) SEVEN YEARS experience).	01 No.
3.	Fire Men (Matriculate and having (05) FIVE YEARS experience in the relevant field)	02 Nos.

S.NO	BUILDING NO	SUPERVISOR	ELECTRICIAN	FIRE MAN	TOTAL
1	STATE LIFE BUILDING PESHAWAR 34 THE MALL PESHAWAR CANTT PESHAWAR.	01	01	02	04
2	STATE LIFE BUILDING D. I.KHAN EAST CIRCULAR ROAD DERA ISMAIL KHAN	01	01	02	04
TOTAL					08

OPERATION & MAINTENANCE CONTRACT OF ELECTRICAL
WORKS AT STATE LIFE BUILDING –PESHAWAR & D.I KHAN

1. SCOPE OF WORK

- a) The following staff will be permanently required at site for daily Operation and Maintenance works during the working hours. (ANNEXURE – D)

Note: License must be issued from Electrical Inspector, Govt. of KPK.

b) DAILY MAINTENANCE WORKS:

- I. Visual inspection of all Electrical Installations at all floors checking at sub – station equipment and to record readings of measuring instruments (Ampere meter, Voltmeter & PF Relay) of both HT Panel / LT Panel & P.F.I etc., Proper register to be maintained at site and to be submitted with the monthly bill for verification.
- II. Immediate precautionary and remedial measures to be taken upon any abnormal readings.
- III. To attend day to day complaints from the tenants and take preventive maintenance and repair work of entire electrical installations of the building and operation of DG Sets on electric supply failure. List of major equipment is as per (ANNEXURE – A).
- IV. To keep clean all electrical installations.
- V. Demand of material diesel and other consumables.
- VI. Coordination with PESCO/Office of Electrical inspector and other concerned Govt. Agencies.
- VII. Maintain register of PF Reading on daily basis in (03) three times a day and get checked by Incharge RED.

Seal & Signature of Electrical
Contractor / Firm.

c) **MONTHLY MAINTENANCE SERVICE**

Detailed reports will be submitted with monthly bills (ANNEXURE – B).

d) **QUARTERLY MAINTENANCE SERVICES (TO BE ARRANGED ON SUNDAYS/HOLIDAYS)**

Servicing and complete check-up of all major electrical equipment as per (ANNEXURE – C). Detailed reports will be submitted.

e) **YEARLY MAINTENANCE SERVICES (TO BE ARRANGED ON SUNDAYS/HOLIDAYS)**

- I. Servicing, overhauling of HT & LT Panels and transformers and calibration of their instruments and relays.
- II. Oil testing of 11 KV OCB & transformer for viscosity / dielectric strength. (Certificate will be submitted).
- III. Insulation resistance measurement (meager test) of entire LT Electrical network and recording test readings.
- IV. Annual servicing and maintenance /overhauling of diesel generator sets as per manufacturer's recommendations.
- V. Annual servicing of the equipments as per (ANNEXURE – C) detailed report will be submitted.
- VI. Arrange Shut Down and Co-ordination for arrangement of shut down from Electric Supply Co. (PESCO).

2. **EMERGENCY SERVICE / CALL SERVICES**

- I. On receipt of any complaint (via phone call, letter or fax) the contractor will attend complaint within 02 hours. Reason as political strikes etc for not attending the complaints shall not be accepted. All the collective and precautionary measure undertaken by the contractor regarding maintenance / servicing shall be checked and supervised by the 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 HT/LT Panels, Transformer and PFI involving additional manpower and material the payment shall be consider separately on actual cost + 20% overhead / profit subject to prior approval and 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 additional 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

Seal & Signature of Electrical
Contractor / Firm.

3. **ENGINEER VISIT**

Qualified Engineer will visit on half yearly basis in STATE LIFE Building, Peshawar & D.I KHAN and check thoroughly all Electrical System and suggest replacing the defective component, improving the condition of Electrical System.

Note: No repairing / replacement charges will be paid for routine works to be carried out.

4. **MINIMUM WAGES**

- a) Minimum Wages should not be less than as per directive of the honorable Supreme Court of PAKISTAN, this policy must be implemented / wages increase as per announced Govt. Policy time to time.
- b) 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.
- c) The Contractor shall submit proof of payment of paying wages not less than fixed by the Govt. 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.

5. **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,ESSI etc) shall be claimed by contractor or entertained by State Life after award of contract.

Seal & Signature of Electrical
Contractor / Firm.

LIST OF MAJOR EQUIPMENTS FOR MAINTENANCE IN PESHAWAR BUILDING

S.NO.	DESCRIPTION	TOTAL
1	HT 11 KVA OCB.	02 Nos.
2	1500 KVA Transformer.	01 No.
3	1200 KVA Power Factor Improvement Panel	01 No.
4	100 KVA AMF Diesel Generator Set.	01 No.
5	126 KVA Diesel Generator Set.	01 No.
6	150 KVA Diesel Generator Set. (PERKINS – POWER ZONE)	01 No.
7	LT Switch Boards.	02 Nos.
8	Emergency LT Panel.	01 No.
9	1000 Amps Bus Bar Trunking from basement to top floor.	01 No.
10	300 Amps Bus Bar Trunking from basement to 2 nd floor.	01 No.
11	Distribution Boxes.	01 Lot.
12	Plug-in-Boxes.	01 Lot.
13	Cables.	01 Lot.
14	Lighting protection system.	01 No.
15	Fire Fighting System.	01 No.
16	Emergency Distribution Boards (EDB)	01 Lot.
17	Sub Emergency Meters.	01 Lot.
18	All types of lighting fixtures, power points, light points & bell points.	01 Lot
19	Building electrification and external lights etc complete in all respects.	-

LIST OF MAJOR EQUIPMENTS FOR MAINTENANCE IN D.I KHAN BUILDING

S.NO.	DESCRIPTION	TOTAL
1	630 KVA Transformer.	01 No.
2	100 KVA SIEMENS Diesel Generator Set.	01 No.
3	LT Switch Board.	02 Nos.
4	Emergency LT Panel.	01 No.
5	Distribution Boxes.	01 Lot.
6	Cables.	01 Lot.
7	Lighting protection system.	01 Lot.
8	Fire Fighting System.	01 No.
9	Emergency Distribution Boards (EDB)	01 Lot.
10	Sub Emergency Meters.	01 Lot.
11	All types of lighting fixtures, power points, light points & bell points.	01 Lot
12	Building electrification and external lights etc complete in all respects.	-

Note: Any other related works or works as per requirement of Electric Inspector, Peshawar & D.I KHAN.

Seal & Signature of Electrical
Contractor / Firm.

MONTHLY INSPECTION/SERVICE/MAINTENANCE REPORT
AT STATE LIFE BUILDING – PESHAWAR & D.I KHAN

For the Month of : _____

Date of Inspection: _____

Time : _____

1. H.T PANEL / INSTRUMENT	MAIN INCOMING	No.1	No.2	REMARKS
a) Indication Lights b) Voltmeter Reading c) Selector Switch d) Ampere Meter Reading e) Selector switch f) Reading of KWH/MDI g) Reading of KVARH h) General Cleaning (outside only)				I. _____ ii. _____ iii. _____ I. _____ ii. _____ iii. _____
2. TRANSFORMER				
a) Check Oil Level b) Inspection of Silica Gel c) General cleaning excluding top plate (safety measures to be taken) d) Record temperature (°C)				
3. L.T PANEL / INSTRUMENTS				
a) Indication Lights b) Voltmeters (Main) c) Selector Switch d) Ampere Meter (Main) e) Selector switch f) Ampere Meter (Floor) g) General Cleaning of external side of L.T Panel, emergency & P.F.I.P.				
4. GENERATOR SETS				
a) General cleaning of the sets. b) Checking battery charging system, battery, radiator. c) Provide photocopy of monthly operation record. d) Any other DEFECT.				

Signature of ELECTRICAL Supervisor (Contractor)

Seal & Signature of ELECTRICAL Contractor / Firm

Name / Signature & Stamp of Authorized Officer (SLIC)

HALF YEARLY MAINTENANCE SERVICE

1. HIGH TENSION PANEL

- a) Cleaning of terminal contacts of Voltmeters, Ammeters, MDI & KVARH meters.
- b) Check tightness of the connection at bus bars.
- c) Check insulation resistance at bus bars.
- d) Check tightness at primary and secondary connection of CTS & PTS and continuity.
- e) Check for tightness, cleaning and alignment of auxiliary contacts.
- f) Check for cleanness and mark of spark for dome plug top.
- g) Check for OCB Oil Level.
- h) Check for mark of spark smoothness of contacting surface of fixed and moving contacts.
- i) Check for lowering and raising mechanism for oil filling and smooth operation.
- j) Check for proper grounding and clear ground terminal.
- k) General cleaning of panel.

2. TRANSFORMER

- a) General cleaning of transformer including HV bushing & LT bushing etc.
- b) Check mechanism of off load tapping switch handle for its proper operations.
- c) Check silica gel and replace if needed.
- d) Setting of Transformer tapping as per required voltage.

3. LOW TENSION PANEL

- b) Cleaning of terminal contacts of Voltmeter, ammeter and selector switch.
- c) Check the tightness of connections at bus bars / circuit breakers.
- d) Check insulation resistance on bus bars.
- e) Check tightness at primary and secondary of CTS and continuity.
- f) Check for tight connections at ACB / MCB / Fuse switches.
- g) Check for cleanness of all contact surfaces (terminal).
- h) Check for proper grounding connections at L.T panel.
- i) Check for capacitors of PFI plant / repairing.

4. GENERATOR SETS

- a) Change by - pass filter if required.
- b) Clean fuel tank breather.
- c) Clean / change crank case breather.
- d) Check air piping.
- e) Check / Clean oil both air cleaner tray.
- f) Clean / change air compressor breather clean out.
- g) Change water filter if required.
- h) Check for leak in exhaust drain condensate trap.

- i) Check battery charging system, battery electrolyte level and specific gravity (Reading to be provided).
- j) Check inlet and outlet restrictions winding and electrical connections.
- k) Change engine oil if working hours exceed 250 hours.(must be changed during yearly service).
- l) Change engine oil filter if working hours exceeds 250 hours. (must be changed during yearly service).
- m) Change fuel filter if working hours exceeds 250 hours. (must be changed during yearly service).
- n) Check as per manufacturers recommendations.

5. LIGHTNING PROTECTION SYSTEM

Check tightness and continuity of the entire system.

6. EARTHING SYSTEM

Earth resistance test of all earth pits with earth tester and continuity. Testing of connections of earth conductor of the entire earthing system.

7. FIRE ALARM SYSTEM & SCOPE OF WORK FOR FIREMEN

- a) Cleaning and testing of bells.
- b) Testing of call points.
- c) Cleaning and checking of smoke detectors.
- d) Testing of fire alarm system.
- e) Check the fire panel control.
- f) Advise in technical matters as and when required pertaining to fire fighting / safety arrangements in order to upgrade the fire safety system upto the requirement of IAP rules and fire codes applicable in the country.
- g) Monitoring of purchase of fire fighting equipment for the building including administrative and technical responsibilities as under:
 - a) Maintaining daily of events and state of fire fighting equipment.
 - b) To keep contact with all the FIRE BRIGADES of the city for prompt action in emergency.
 - c) Seeking approval of competent authorities and government agencies for fire safety arrangements in the building as per their requirement.
 - d) To attend various meetings with owners, suppliers and other agencies working for STATE LIFE at office or site.

- h) Conduct on regular basis as and when desired by STATE LIFE practical demonstration to nominated personnel in STATE LIFE Building – Peshawar training aids for fire safety system.
- i) Be fully responsible against all types of fire. Fire fighting arrangements, up grading and its maintenance in STATE LIFE Building – Peshawar.
- j) Assume complete responsibility whatsoever regarding fire fighting of the building. Shall also be completely responsible for making and enduring proper, adequate and effective fire safety arrangements in the building after approval of STATE LIFE.
- k) Provide training to STATE LIFE Staff / guards to be able to fight fire in case of emergency.
- l) In order to fight any probable outspread of fire, the fire fighting personnel shall be available DAY & NIGHT in the building (including holidays).

**Signature of ELECTRICAL
Supervisor (Contractor)**

**Seal & Signature of ELECTRICAL
Contractor / Firm**

Name / Signature & Stamp of Authorized Officer (SLIC)

**MAINTENANCE CONTRACT OF ELECTRICAL WORKS
AT STATE LIFE BUILDING - PESHAWAR & D.I KHAN**

All Govt. Taxes should be included in Contract Amount / Consumable Item.

Scope of Work / Specifications As per details given in earlier pages charges	Cost/Month (Rs)	Cost/Annum (Rs)
Servicing & Maintenance of Electrical Works at STATE LIFE Building - PESHAWAR & D.I KHAN		
Amount (in words) per annum		

Amount in Words (Per Annum) _____

Break Up of Cost/Month

			Minimum Salary / Amount (Rs)
1.	Electrical Supervisor	02 No.	
2.	Electrician	02 No.	
3.	Fire Men	04 Nos.	
4.	EOBI + ESSI (Social Security) for all contract labour as per rule	-	
5.	Profit	-	
6.	KPRA of Profit as per rule	-	
7.	INCOME TAX as per rule	-	
Total Quoted Amount for Services per month:			
Total Quoted Amount per Annum:			

In Words: (_____)

FOR RATE ONLY

Every Contractor will also provide the rates of the following items. The rates must include supply, transportation, taxes, octroi & labour charges etc.

i.	Supply and refilling of dehydrated transformer oil	Per Liter _____
ii.	Centrifuging and dehydration of Oil	Per KVA _____
iii.	Silica Gel	Per KG _____
Iv	Oil Testing Charges	Per Test _____
V	Overtime (Supervisor) On the discretion of SLIC(Fixed)	Rs. 120/- Per Hour
Vi	Overtime (for Electrician) On the discretion of SLIC(Fixed)	Rs. 80/- Per Hour

Seal & Signature of Electrical
Contractor / Firm

(ANNEXURE – D)

For Electrical Staff:

Working days : 06(six) working days in a week except Gazetted Holidays.
General Staff : 0900 hours to 1700 hours.

For Fire Men:

Working days : 07(seven) working days a week.
Fire Man (Shift – A) : 0900 hours to 2100 hours (12 hours Shift)
Fire Man (Shift – B) : 2100 hours to 0900 hours (12 hours Shift)

NOTE:-

- The above timings may be changed by SLIC as and when required.
- Maintenance contractor should adhere that the replacement of electrical staff / fire men should not be changed frequently.
- All replacement of electrical staff must be approved by SLIC prior to posting at site and they must have valid wireman and supervisor licenses.
- It will be responsibility of the maintenance contractor to renew the licenses of the staff posted at STATE LIFE Building, PESHAWAR every year.

Seal & Signature of Electrical
Contractor / Firm.

I. GENERAL TERMS & CONDITIONS

- I. Tenders are invited for Yearly Maintenance Contract of Electrical Works at STATE LIFE Building, PESHAWAR & D.I KHAN.
- II. Tender shall be submitted on E-PADS.
- III. Tender Documents (all papers) must be initiated to signify the acceptance of tender's condition.
- IV. M/s STATE LIFE Insurance Corporation of Pakistan has the right to accept / reject the lowest or any tender received for this job in the interest of Corporation.
- V. Any conditional tender will not be accepted and liable to rejection.
- VI. Tender without earnest money will be rejected.

VII. Uniform and availability of relevant tools

- VIII. STATE LIFE will not be responsible for any loss of life and will not accept any claim, liabilities or compensation.
- IX. All the payments to the workers of the contractor shall be made by the contractor himself as per laws presently in force or amended in future and the corporation shall not be responsible in any way. Contractor will ensure that the minimum wages announced by the Government of PAKISTAN and will be adhered to all the times and should submit documentary evidence if and when required by concerned agency / department.
- X. In case of shortage in staff strength provided by the contractor the same shall have to be covered immediately otherwise Rs.1.5 times of wages quoted will be deducted per short worker/staff per day from bill.

2. SIGNING OF CONTRACT AGREEMENT

- I. Upon acceptance of the tender the contractor shall execute with STATE LIFE Insurance Corporation of Pakistan a proper agreement on a non-judicial stamp paper of Rs: 200/- containing certain terms and conditions in the form prescribed by the STATE LIFE within 15 days from the acceptance of work order.
- 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 other clauses partly or completely without assigning any reason.
- IV. In case of any dispute, GM / DH (RE), STATE LIFE is the final arbitrary authority to settle the matter and it will liable to accept the decision by both parties. Whereas, the contractor shall be implied in any action commenced and further to enforce of any decree or order.

3. Note

Contractor must have Contractor License which is issued from the Electric Inspector, Govt. of KPK.

Seal & Signature of Electrical
Contractor / Firm.

4. **MODE OF PAYMENT**

- I. On monthly basis on submission of bill, attendance sheet, and monthly report.
- II. An amount equal to 05% will be deducted from the monthly bills of STATE LIFE Building Peshawar & D.I Khan as RETENTION MONEY which will be released after the satisfactory completion of the contract.
- III. Income tax will be deducted as per procedure announced by the Govt. of PAKISTAN from time to time.
- IV. All staff will work for six (06) days in a week. Sunday will be observed as weekly off. Un-authorized absence of duty staff will be punished in terms of deduction of wages on pro-rata basis from the monthly bill.
- V. The contractor is bound to arrange payment to the deputed staff up to the fifth of every calendar month.
- VI. If the contractor is late in making payment to his workers for any TWO consecutive months, the employer's representative may terminate this contract in terms.
- VII. Minimum wages should not be less than as per directive of the honourable Supreme Court of PAKISTAN; this policy must be implemented / wages increase as per announced Govt. Policy from time to time.
 - a. Un-satisfactory Service : **5% deduction on un-satisfactory service.**
 - b. Date of Commencement : **Date of acceptance of letter of award.**
 - c. Period of completion of Maintenance Service : **As per maintenance schedule mutually agreed / decided.**

5. **TERMINATION**

- I. The employer shall have the right to terminate the contract wholly or partially by giving a notice of (60) days to the contractor.

OR

- II. The contractor fails to fulfill his obligations regarding payment of salaries to his worker / staff as mentioned in clause 4 (v & vi) above.

Seal & Signature of Electrical
Contractor / Firm.

SPECIAL CONDITIONS

**CONTRACT FOR OPERATION & MAINTENANCE OF ELECTRICAL
WORKS AT STATE LIFE BUILDING – PESHAWAR
34 THE MALL ROAD PESHAWAR CANTT PESHAWAR**

Tender # (SLIC/ELECT/RED/PESH/DIK/AUG/2023/01)

1.	Date & Time for submission of e-bids on (e-PADS).	On or before 01-08-2024 at -10:30 AM , Bid will be open on same day at -11:00 AM on e-PADS. No manual bids will be accepted.
2.	Amount of BID SECURITY (Pay Order) to be submitted with tender	Rs.1,25,000/- 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.
3.	Release of BID SECURITY	a. Shall be released to un-successful bidders on acceptance of the LOWEST BID. b. To the LOWEST BIDDER on satisfactory COMPLETION of entire contract.
4.	Forfeiture of Bid Security	a. If the bid is withdrawn after opening b. To successful renderer upon completion of work.
5.	Date of COMMENCEMENT of work	Date of ACCEPTANCE of letter of AWARD with manpower list to be posted at site otherwise from date of site taking over.
6.	Period of PERFORMANCE	One Year (12-Months)
7.	Method of MODE of PAYMENT	On monthly basis on submission of bill, monthly report and attendance sheet duly verified by the Building Incharge.
8.	Deduction of RETENTION MONEY	05% will be DEDUCTED from monthly bill.
9.	RELEASE of RETENTION MONEY	After the satisfactory COMPLETION of CONTRACT.
10.	Income TAX DEDUCTION	As per procedure announced by the Govt. time to time.
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 and D.I Khan Building
16.	Performance bond as per E-PADS	

Seal & Signature of Electrical
Contractor / Firm.

FORM OF AGREEMENT**(To be executed on Non-Judicial stamp paper of worth Rs. 500/-)**

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, includes 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. _____