



# 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](mailto:dhred@statelife.com.pk)

Website : [www.statelife.com.pk](http://www.statelife.com.pk)

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

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

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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.**

Enclosed, please find herewith Financial Bid Documents for the subject work 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 **20/12/2023 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.

The Corporation reserves the right to reject any or all Tenders as per provisions of PPRA Rules.

**WALEED NASIM**

A.M (Elect.) RE

**Encl:** As above.

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

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

**TENDER NO. RE/EL/SSE/DEC/01/2023**

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**FINANCIAL BID DOCUMENTS**

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

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

**TENDER NO. RE/EL/SSE/DEC/01/2023**

**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 3<sup>rd</sup> 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 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.** Tender without, Bid Security will be rejected.
- 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 Financial Bid Documents from State Life Website shall submit proof of payment of Financial Bid Documents Fee while submitting the Tender.

**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 in terms and conditions in the form prescribed by the State Life within 15 days from the acceptance of work order / letter of award 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

**3. 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 upon his failure.
- ii.** Contractor can terminate the contract after serving Three (03) Months' notice for reasons as provision of Tender.

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## APPENDIX

### SPECIAL CONDITION

TENDER NO. RE/EL/SSE/DEC/01/2023

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

<b>01.</b>	Date and time of opening of Tender	<b>i.</b> Submission of Financial Bid on <u>20-12-2023</u> at 11:00 a.m. <b>ii.</b> Opening of Financial Bid on <u>20-12-2023</u> @ 11:30 a.m.
<b>02.</b>	Amount of bid Security (Pay-order) to be submitted with Tender.	Rs. 25,000/- Pay-order for Bid Security must be in the favour of State Life Insurance Corporation of Pakistan else the Tender will be rejected.
<b>03.</b>	Release of Bid Security	<b>i.</b> Shall be released to unsuccessful bidders on acceptance of the lowest bid. <b>ii.</b> To the lowest bidder, on satisfactory completion of entire contract.
<b>04.</b>	Period of Contract	One (01) Year
<b>05.</b>	Date of commencement of Work	Date of Acceptance of Work Order.
<b>06.</b>	Method of Mode of Payment	On monthly basis subject to submission of bill, complete in all respects.
<b>07.</b>	Deduction of Retention Money	05% Retention Money will be deducted from all monthly bill.
<b>08.</b>	Release of Retention Money	After the satisfactory completion of contract.
<b>09.</b>	Period of Honoring the Bill	Within Twenty (20) Days after receiving the verified bill alongwith verified monthly reports.
<b>10.</b>	Income Tax / Sales Tax / GST	As per procedure / rules announced by Govt. of Sindh / Pakistan time to time.

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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**

<b>1. H.T Panel / Instrument</b>
<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)
<b>2. TRANSFORMER</b>
<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°)
<b>3. L.T PANEL / INSTRUMENTS</b>
<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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**TENDER OF MAINTENANCE CONTRACT OF SUB-STATION EQUIPMENT INSTALLED AT  
SATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 LOCATED AT KARACHI.**

**TENDER NO. RE/EL/SSE/DEC/01/2023**

**BILL OF QUANTITIES**

**A. SCOPE OF WORK:**

SCOPE OF WORK / SPECIFICATION	Services Charges Per Month	Contract Amount For One (01) Year
Servicing & Maintenance charges for Sub-station equipments located at State Life Building Nos. 1, 2, 3, 4, 9 & 11 Karachi.		
<b>Total Contractual Amount per Annum (A)</b>		

**B. RATES ONLY:**

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

Sr. #.	Item	Approx Quantity	Unit	Rates (Rs.)	Total Amount (Rs.)
i.	Supply and refilling of dehydrated transformer Oil	100	Liter		
ii.	a) Centrifuging of Oil (H.T Panel) b) Centrifuging of Transfer Oil	60 4500	Liter KVA		
iii.	Silica Gel	24	Kg		
iv.	Oil Testing Charges	08	Test		
<b>Total Contractual Amount per Annum (B)</b>					

**TOTAL QUOTED AMOUNT (A+B) \_\_\_\_\_**

**Note:** All the rates quoted at A & B shall remain intact for the period of one year from date of award of work / signing of contract.

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