

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DIVISION

TENDER FOR REHABILITATION OF ELECTRICAL WORKS AT FLAT NO. 09 & 10
AT STATE LIFE BUILDING NO. 05 ABDULLAH HAROON ROAD KARACHI.

TENDER NO. RE/EL/EW/4005/01/2024

FINANCIAL BID DOCUMENTS

REAL ESTATE DIVISION
5th Floor, State Life Building #. 9,
Dr. Ziauddin Ahmed Road,
Karachi



REAL ESTATE DIVISION

Principal Office,
State Life Building No. 9,
Dr. Ziauddin Ahmed Road,
Karachi - 75530

TELEPHONE : UAN: 111-111-888
PABX : 9202800-9
D. H. (RE) : 9202873
TELEFAX : 9202877
E-mail : dhred@statelife.com.pk
Website : www.statelife.com.pk

Dated : _____

M/s. _____

**SUB: TENDER FOR REHABILITATION OF ELECTRICAL WORKS AT FLAT NO. 09 & 10
AT STATE LIFE BUILDING NO. 05 ABDULLAH HAROON ROAD KARACHI.**

Enclosed, please find herewith Tender Documents for the subject work as per single stage single envelope procedure of PPRA Rules. Please submit the same duly filled and completed in all respects on EPADS latest by **08-05-2024 at 11:00 a.m.**

You are requested to submit tender through e-procurement system of PPRA (EPADS) by the stipulated date. For further details, you may contact the undersigned before the opening of the Tender for any query.

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.

MANDATORY CRITERIA

**TENDER FOR REHABILITATION OF ELECTRICAL WORKS AT FLAT NO. 09 & 10
AT STATE LIFE BUILDING NO. 05 ABDULLAH HAROON ROAD KARACHI.**

TENDER NO. RE/EL/EW/4005/01/2024

MANDATORY

- i.** Electrical Contractor License from Electric Inspector Govt. of Sindh (attached copy).
- ii.** NTN Certificate (Please attach copy).
- iii.** **Related work experience letters** (Please attach copy).
- iv.** Affidavit on stamp paper that the firm/company is not blacklisted by any Govt./Semi Govt./MNCs & Private Organization.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR

TENDER FOR REHABILITATION OF ELECTRICAL WORKS AT FLAT NO. 09 & 10
AT STATE LIFE BUILDING NO. 05 ABDULLAH HAROON ROAD KARACHI.

TENDER NO. RE/EL/EW/4005/01/2024

1. GENERAL TERMS:

- 1.1. Tender is invited for Rehabilitation of electrical works at flat no. 09 & 10 at state life building no. 05 Abdullah Haroon Road Karachi as per single stage single envelope procedure of PPRA Rules.
- 1.2. Tender shall be submitted through e-procurement system of PPRA (EPADS). Scanned copy of Tender documents (all papers) must be signed and stamped to signify the acceptance of tender's conditions before submitting the tender on EPADS.
- 1.3. Technical services and operating conditions for achieving the performance shall be the responsibility of the Tenderer.
- 1.4. Tender without Bid Security will be rejected.
- 1.5. Manual submission of tender will not be accepted. Original pay order must be reached to Real Estate Division, Principle office, 5th floor, State Life Building No. 09, Dr. Zia Uddin Ahmed Road Karachi before the time of opening of tender. However, scanned copy of Pay-order will be uploaded on e-pad while submitting the tender.
- 1.6. Any conditional Tender will not be accepted and will be liable to rejection.
- 1.7. Contractor has to clean the site in every respect from unused material, debris and tools on completion of work.
- 1.8. All the works to be carried out as per IEEE Code & Standard under the direct supervision of Electrical Section (Real Estate) Principal Office, Karachi.
- 1.9. Payment to be made as per actual work done/after completion of work.
- 1.10. State Life Insurance Corporation of Pakistan will not be responsible for any loss to life or theft of tool / equipment or consumable material and will not accept any claim, liabilities or compensation.

2. PRE-BID VISIT:

Tenderers are requested to visit the site before submission of Tenders/Bids and ensure that their offers are complete in all respect and that all terms & conditions mentioned in this document shall be strictly complied with. Tenderer must ensure/study the specification, schedules and B.O.Q as are attached with offer to avoid any debate/discussion/dispute during/after execution of work.

No TA/DA will be given to Tenderers for Pre-Bid Visit.

3. PRICES AND ESCALATION:

1. Quoted price shall be inclusive all applicable Taxes GST, SST, Transportation, Insurance, Octari, loading, unloading, lifting and fixing of equipment at Site, as specified in the Tender.
2. No price escalation claim will be entertained in any reason due to change in Taxes, Levy, Wages, Currencies fluctuation or any other change announced by the Central Government / Provincial Government or any local Authority.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR

4. MODE OF PAYMENT:

- i. 95% payment of bill will be made after completion of job.
- ii. 05% Retention Money will be deducted from bill & released after defect liability (i.e., One (01) year) completion of work.

5. DEFECT LIABILITY PERIOD:

- i. Defect liability period shall be started after completion of work for One (01) Year.
- ii. The Contractor will replace the components if not found according to specification or found defective due to faulty design material or workmanship or being non genuine.

6. LIQUIDATED DAMAGES:

Failure to execute the work within the stipulated time will render contractor liable to payment of liquidated damages at the rate of 0.3% of contract price per day or part thereof, of delay subject to max. to 10% of Contract amount.

7. SIGNING OF CONTRACT AGREEMENT:

- i. Upon acceptance of the tender the supplier shall execute with the State Life Insurance Corporation of Pakistan a proper agreement on judicial stamp paper of containing certain terms and conditions in the form prescribed by the State Life Insurance Corporation of Pakistan within Seven (07) days from the acceptance of Letter of Award.
- 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 offers, as per provisions of PPRA Rules.

8. COMPLETION OF WORK (RISK & COST)

If due to any reason, contractor is unable to complete the work in given time on performing poorly for which L.D has been imposed on him, State Life can terminate the contact with him and get the remaining work executed through other contractor at his risk & cost. The cost so incurred will be deducted from his bills or recovered from him through other/ legal means.

9. TERMINATION:

State Life employer shall have the right to terminate the contract wholly by giving a notice to the contractor upon failure of Contractual obligations.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR

**TENDER FOR REHABILITATION OF ELECTRICAL WORKS AT FLAT NO. 09
& 10 AT STATE LIFE BUILDING NO. 05 ABDULLAH HAROON ROAD**

KARACHI.

TENDER NO. RE/EL/EW/4005/01/2024

SPECIAL CONDITIONS

1.	Bid Security	Rs. 25,000/- in the form of pay order by schedule bank in favour of M/s. "State Life Insurance Corporation of Pakistan
2.	Release of Bid Security	a. To unsuccessful Tenderer after award of work. b. To successful Tenderer upon submission of performance bond
3.	Forfeiture of Bid Security	a. If the bid is withdrawn after opening. b. If the bidder does not accept letter of award or refuse of enter i..n contract
4.	Date and time of opening of Tender	a. Closing time for Submission of bid on e-pads is <u>08-05-2024 at 11:00AM.</u> b. Opening of bid on e-pads is <u>08-05-2024 at 11:30 AM.</u>
5.	Date of Commencement of Work	Three (03) days from the date of award of work.
6.	Time of Completion	Twenty (20) Days from the date of commencement of work
7.	Liquidated Damages	0.3% of the contract price per day (maximum 10% of contract amount)
8.	Defect Liability/Maintenance Period	One (01) Year from date of certificate of completion of works.
9.	Bid/Tender validity period	Three (03) Months
10.	Method of Payment	i. 95% payment will be made after satisfactory completion of job ii. 05% Retention Money will deducted from bill.
11.	Retention Money	05% (Five percent) of the certified amount
12.	Release of retention money	Upon completion of defect liability period
13.	Payment of income tax	All prevailing government taxes (federal & provincial) including income tax, GST, super tax, sales tax, S.S.T, etc. payable by the contractor should be included in the quoted prices of each item in the bill of quantity. (No Additional payment shall be entertained)
14.	Black Listing	As per blacklisting policy of State Life.
15.	Performance Bond	05% of total contract amount from scheduled bank of Pakistan. The format is attached at Appendix "C". Performance bond shall be released after successful completion of contract period

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**TENDER FOR REHABILITATION OF ELECTRICAL WORKS AT FLAT NO. 09 & 10 AT
STATE LIFE BUILDING NO. 05 ABDULLAH HAROON ROAD KARACHI.
TENDER NO. RE/EL/EW/4005/01/2024
BILL OF QUANTITIES
FLAT NO. 09**

Sr. #.	Description	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
1	Supply and installation, of Light Circuit Wiring from near DB to switch board wired. Circuits with 2x2.5mm 1x1.5sq.mm s/c PVC insulated wires 300/500v grade lying in PVC conduit, mounted on false ceiling/partition wall/columns/beams with all fixing arrangement as per site requirement, including the cutting of Floor/walls/columns/beams and re-plastering it if required. Cables make Pakistan Cables/ Pioneer/Universal/equivalent or approved by SLIC representative, hence complete in all respects.	Nos.	10		
2	Supply and installation of Light Circuit from Switch to Light Point , with 2x1.5mm 1x1.5sq.mm s/c PVC insulated wires 300/500v grade laying in PVC conduit, mounted on false ceiling/partition wall/columns/ beams with all fixing arrangement as per site requirement, include ON/OFF switch Cables make Pakistan Cables/ Pioneer/Universal/ equivalent or approved by SLIC representative, with PVC Back box, hence complete in all respects.	Nos.	60		
3	Supply and installation, of Power Outlet/Computer outlet to D.B Circuit wiring from Near D.B to switch board wired. Circuits with 2x2.5mm 1x1.5sq.mm s/c PVC insulated wires 300/500v grade lying in PVC conduit, mounted on false ceiling/partition wall/columns/beams with all fixing arrangement as per site requirement, including the cutting of Floor/walls/columns/beams and re-plastering it. Cables make Pakistan cables/pioneer/universal/equivalent or approved by SLIC representative, hence complete in all respects.	Nos.	12		
4	Supply and installation of Outlet/Computer outlet-to-Outlet/Computer outlet circuit wiring wired, Circuits with 2x2.5mm 1x1.5sq.mm s/c PVC insulated wires 300/500v grade lying in PVC conduit, mounted on false ceiling/partition wall/columns/beams with all fixing arrangement as per site requirement, Cables make Pakistan Cables/ Pioneer/Universal/ equivalent or approved by SLIC representative, hence complete in all respects.	Nos.	20		

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TENDER NO. RE/EL/EW/4005/01/2024
BILL OF QUANTITIES
FLAT NO. 09**

Sr. #.	Description	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
5	Supply and installation of Bracket Fans point wiring wired 18" Millat/Pak Fan all fixing arrangement as per site requirement, include ON/OFF switch Cables make Pakistan Cables/Pioneer/ Universal/equivalent or approved by SLIC representative, hence complete in all respects.	Nos.	18		
6	Supply and installation of Fans point wiring wired, with 2x1.5mm 1x1.5sq.mm s/c PVC insulated wires 300/500v grade laying in PVC conduit, mounted on false ceiling / partition wall / columns / beams with all fixing arrangement as per site requirement, include ON/OFF switch Cables make Pakistan Cables/Pioneer/ Universal/equivalent or approved by SLIC representative, with PVC Back box, hence complete in all respects.	Nos.	18		
7	Supply and installation, of Split A/C Circuit Wiring and Other equipment, with 2x6 sq.mm 1x1.5sq.mm s/c PVC insulated wires 300/500v grade laying in PVC conduit, mounted on Floor/false ceiling/partition wall/ columns/beams with all fixing arrangement as per site requirement, including the cutting of Floor/walls/columns/beams and re-plastering it. Cables make Pakistan Cables/ Pioneer/Universal/equivalent or approved by SLIC representative, hence complete in all respects.	Nos.	04		
8	Supply and Installation of LED Tube Light Complete 40W size 4" Ft. with 01 Years Warranty, Color Cool White, with all fixing arrangements accessories, make Taff/Osaka/Sogo or equivalent or approved by SLIC representative, complete work in all respects.	Nos.	40		
9	Supply and fixing, of Gang switch of ten gang for light plug with PVC Back box make (Clipsal/Orange/equivalent) or approved by SLIC representative, complete in all respects mounted in Floor boxes/walls/roof.	Nos.	20		
10	Supply and fixing, of Multi Outlet Socket 10Ampere with PVC Back box make (Clipsal/Orange/equivalent) or approved by SLIC representative, complete in all respects mounted in Floor boxes/walls/roof.	Nos.	35		

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TENDER NO. RE/EL/EW/4005/01/2024
BILL OF QUANTITIES
FLAT NO. 09**

Sr. #.	Description	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
11	Supply and fixing, of Power plug Outlet Socket 16 Ampere for AC with PVC Back box make (Clipsal/Orange/equivalent) or approved by SLIC representative, complete in all respects.	Nos.	04		
12	POWER CABLE WORKS: Supply, Laying, Installation, termination, testing and commissioning of 16mm ² 4core PVC / PVC Power cable) copper conductor 300/500volts Pakistan Cables/ Pioneer/Universal/equivalent or approved by SLIC representative, from (First Floor to 4th Floor MDB Area) run in through Cable Tray as per site required. The cable should be terminated at both ends with tin coated copper lugs and cable should be properly clamped or tie on both sides, complete works in all respect.	Mtrs.	32		
13	<u>Distribution Board:</u> Following LT Distribution Boards of size 18x24 gauge 16 gauge including indication lamp, recessed/surface mounted including all accessories, related civil work etc. complete in all respects. Incoming T.P Terasaki 60Amp 01Nos. Outgoing S.P 20 Amp 08 Nos. S.P 16 Amp 08 Nos. S.P 10 Amp 08 Nos.	Nos.	01		
14	Three Phase Meter: Supply and installation of three phase meter as per KE Spec of digital type along with board and all the accessories required as per site.	No.	01		
15	Supply and fixing, of Earthling Wire Single Conduit, 6mm ² Green Wire K-Electric D.B to D.B Board.	Mtrs.	32		
Total Amount (A)					

Note: The rates quoted should be inclusive of labour, transportation, material and all type of applicable taxes and profit etc.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR

**TENDER FOR REHABILITATION OF ELECTRICAL WORKS AT FLAT NO. 09 & 10 AT
STATE LIFE BUILDING NO. 05 ABDULLAH HAROON ROAD KARACHI.
TENDER NO. RE/EL/EW/4005/01/2024
BILL OF QUANTITIES
FLAT NO. 10**

Sr. #.	Description	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
1.	Supply and installation, of Light Circuit Wiring from near DB to switch board wired. Circuits with 2x2.5mm 1x1.5sq.mm s/c PVC insulated wires 300/500v grade lying in PVC conduit, mounted d on false ceiling/partition wall/columns/beams with all fixing arrangement as per site requirement, including the cutting of Floor/walls/columns/beams and re-plastering it if required. Cables make Pakistan Cables/Pioneer/Universal/equivalent or approved by SLIC representative, hence complete in all respects.	Nos.	10		
2.	Supply and installation of Light Circuit from Switch to Light Point , with 2x1.5mm 1x1.5sq.mm s/c PVC insulated wires 300/500v grade laying in PVC conduit, mounted on false ceiling/partition wall/columns/ beams with all fixing arrangement as per site requirement, include ON/OFF switch Cables make Pakistan Cables/Pioneer/Universal/equivalent or approved by SLIC representative, with PVC Back box, hence complete in all respects.	Nos.	60		
3.	Supply and installation, of Power Outlet/Computer outlet to D.B Circuit wiring from Near D.B to switch board wired. Circuits with 2x2.5mm 1x1.5sq.mm s/c PVC insulated wires 300/500v grade lying in PVC conduit, mounted on false ceiling/partition wall/columns/beams with all fixing arrangement as per site requirement, including the cutting of Floor/walls/columns/beams and re-plastering it. Cables make Pakistan cables/pioneer/universal/equivalent or approved by SLIC representative, hence complete in all respects.	Nos.	12		
4.	Supply and installation of Outlet/Computer outlet-to-Outlet/Computer outlet circuit wiring wired, Circuits with 2x1.5mm 1x1.5sq.mm s/c PVC insulated wires 300/500v grade lying in PVC conduit, mounted on false ceiling/partition wall/columns/beams with all fixing arrangement as per site requirement, Cables make Pakistan Cables/Pioneer/Universal/equivalent or approved by SLIC representative, hence complete in all respects.	Nos.	28		

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TENDER NO. RE/EL/EW/4005/01/2024
BILL OF QUANTITIES
FLAT NO. 10**

Sr. #.	Description	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
5.	Supply and installation of Ceiling Fans 56" Millat/Pak Fan all fixing arrangement as per site requirement, include ON/OFF switch Cables make Pakistan Cables/Pioneer/ Universal/equivalent or approved by SLIC representative, hence complete in all respects.	Nos.	15		
6.	Supply and installation of Fans point wiring wired, with 2x1.5mm 1x1.5sq.mm s/c PVC insulated wires 300/500v grade laying in PVC conduit, mounted on false ceiling / partition wall / columns / beams with all fixing arrangement as per site requirement, include ON/OFF switch Cables make Pakistan Cables/Pioneer/ Universal/equivalent or approved by SLIC representative, with PVC Back box, hence complete in all respects.	Nos.	15		
7.	Supply and installation, of Split A/C Circuit Wiring and Other equipment, with 2x6 sq.mm 1x1.5sq.mm s/c PVC insulated wires 300/500v grade laying in PVC conduit, mounted on Floor/false ceiling/partition wall/ columns/beams with all fixing arrangement as per site requirement, including the cutting of Floor/walls/columns/beams and re-plastering it. Cables make Pakistan Cables/Pioneer/Universal/equivalent or approved by SLIC representative, hence complete in all respects.	Nos.	05		
8.	Supply and Installation of LED Tube Light Complete 40W size 4" Ft. with 01 Years Warranty, Color Cool White, with all fixing arrangements accessories, make Taff/Osaka/Sogo or equivalent or approved by SLIC representative, complete work in all respects.	Nos.	40		
9.	Supply and fixing, of Gang switch of ten gang for light plug with PVC Back box make (Clipsal/Orange/equivalent) or approved by SLIC representative, complete in all respects mounted in Floor boxes/walls/roof.	Nos.	21		
10.	Supply and fixing, of Multi Outlet Socket 10Ampere with PVC Back box make (Clipsal/Orange/equivalent) or approved by SLIC representative, complete in all respects mounted in Floor boxes/walls/roof.	Nos.	40		

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STATE LIFE BUILDING NO. 05 ABDULLAH HAROON ROAD KARACHI.
TENDER NO. RE/EL/EW/4005/01/2024
BILL OF QUANTITIES
FLAT NO. 10**

Sr. #.	Description	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
11.	Supply and fixing, of Power plug Outlet Socket 16 Ampere for AC with PVC Back box make (Clipsal/Orange/equivalent) or approved by SLIC representative, complete in all respects.	Nos.	05		
12.	POWER CABLE WORKS: Supply, Laying, Installation, termination, testing and commissioning of 16mm ² 4core PVC / PVC Power cable) copper conductor 300 / 500volts Pakistan Cables/ Pioneer/Universal/ equivalent or approved by SLIC representative, from (First Floor to 4th Floor MDB Area) run in through Cable Tray as per site required. The cable should be terminated at both ends with tin coated copper lugs and cable should be properly clamped or tie on both sides, complete works in all respect.	Rft.	40		
13.	Distribution Board: Following LT Distribution Boards of size 20x30 gauge 16 gauge including indication lamp, recessed/surface mounted including all accessories, related civil work etc. complete in all respects. Incoming T.P Terasaki 100Amp 01 Nos. Outgoing S.P 20 Amp 10 Nos. S.P 16 Amp 10 Nos. S.P 10 Amp 10 Nos.	Nos.	01		
14.	Three Phase Meter: Supply and installation of three phase meter as per KE Spec of digital type along with board and all the accessories required as per site.	No.	01		
15.	Supply and fixing, of Earthling Wire Single Conduit, 6mm ² Green Wire K-Electric D.B to D.B Board.	Mtrs.	40		
Total Amount (B)					

Note: The rates quoted should be inclusive of labour, transportation, material and all type of applicable taxes and profit etc.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR

TENDER FOR REHABILITATION OF ELECTRICAL WORKS AT FLAT NO. 09 & 10
AT STATE LIFE BUILDING NO. 05 ABDULLAH HAROON ROAD KARACHI.
TENDER NO. RE/EL/EW/4005/01/2024

SUMMARY OF QUOTED AMOUNT OF BILL OF QUANTITIES IS REQUIRED
FLAT NOS. 9 & 10

A. Quoted Amount of Flat No. 9 (A) Rs. _____

B. Quoted Amount of Flat No. 10 (B) Rs. _____

Grand total quoted amount (A+B) Rs. _____

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR

(Bank Guarantee)

Guarantee No. _____ Executed on _____

Expiry date _____

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with address: _____

Name of Principal (Contractor) with address: _____

Penal Sum of Security (express in words and figures) _____

Letter of Acceptance No. _____ Dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the _____ (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Employer's above said Letter of

Acceptance for _____

(Name of Contract) for the _____
(Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of relevant Clause , Defects after Taking Over, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay

to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show

grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

Signature _____

1. _____
Name _____

Corporate Secretary (Seal)

Title _____

2. _____

Name, Title & Address