



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

Website : www.statelife.com.pk

M/s. _____

_____.

SUB: MAINTENANCE CONTRACT OF 200 KVA (CAT) D.G SET INSTALLED AT STATE LIFE BUILDING NO. 2, WALLACE ROAD, KARACHI.

Dear Sir,

Enclosed please find herewith Tender Documents for the subject work comprising of the following for quoting your rates.

- Scope of Work & Maintenance of DG Set
- General Terms & Conditions
- Special Condition

Tender may be purchased on or before **20-02-2018** and the same shall be return duly filed and completed in all respects on the above noted address to reach latest by **21-02-2018** at **11:00 A.M.** in the office of REFC Room 5th Floor, Principal Office, Karachi.

2. You are requested to return the Tender Documents by the stipulated date whether or not you are interested in this bid. For any further details you may contact the under signed before the closing and time date of the Tender.
3. The works under this tender shall be carried out as per General Engineering Practice as per Scope of Work. Your rates must be inclusive of all cost of Labour, Overheads, Profit, taxes, surcharges and preparatory work as required and no escalation or extra payment shall be considered on any of those account or reason.
4. The Corporation reserves the right to reject any or all the tenders as per PPRA Rules / regulations.

Thanking you,
Yours Sincerely

S. NADEEM JAMSHEED
Dy. Manager (Elect.) RE

Enclosed: One (01) Set of Tender.

1. GENERAL TERMS AND CONDITIONS:

- i.** Tender is invited for maintenance contract of 200 KVA (CAT) D.G Set at State Life Building #. 2, Wallace Road, Karachi.
- ii.** Contract will comprise Six (06) visits per annum
- iii.** Contractor will inform on phone/fax prior to carry out the service.
- iv.** Tender shall be submitted in a sealed / stamped envelope under the sealing tape and mentioning name of job.
- v.** Tender documents (all papers) must be initiated to signify the acceptance of tender's conditions.
- vi.** Contract price / rate shall include all kind of Taxes, Income Tax, GST, SST etc,.
- vii.** M/s. State Life Insurance Corporation of Pakistan have right to accept/reject the lowest or any tender received for this job in the interest of Corporation.
- viii.** Any conditional tender will not be accepted and liable to rejection.
- ix.** Tender without Bid Security will be rejected.
- x.** State Life will not be responsible for any loss to life and will accept any claim, liabilities or compensation.

SEAL & SIGNATURE OF THE CONTRACTOR / FIRM

SCOPE OF WORK

2. MAINTENANCE OF THE EQUIPMENT WOULD INCLUDED AS UNDER:

- i.** Contractor will carry out visit in alternate month for normal maintenance and checking as per manufacturer's recommendation.
- ii.** Replacement of consumable parts i.e. all type filters and other Generator parts as specified manufacture in original on actual basis will provide by contractor. The cost of all consumable spares/allied parts with installation charges will be paid by SLIC. The quotation will be sent by Contractor for prior approval.
- iii.** Major repair and replacement of engine or alternator parts and major overhauling of equipments shall carry out by contractor will be billed to State Life at actual cost also corrective maintenance job will be quoted separately for approval.
- iv.** Contractor will get signature by SLIC representative on field service.
- v.** Contractor will intimate before routine/service visit.
- vi.** Detail of maintenance and service are mentioned at Annexure – A.
- vii.** Any modification of the equipment of facilities shall be carried out by contractor outside the scope of this maintenance at rate to be mutually agreed.
- viii.** Defects rectification and maintenance of equipment shall be carried out by qualified/ trained contractor Engineers/staff.
- ix.** Contractor will provide backup canopied Generator/standby power with suitable rating on rent at mutual agreed rates in case existing D.G Set is under repair for undefined period.
- x.** **Emergency Service / Call Service:**

On receipt of any complaint (Via phone Call, letter or fax) the contractor will attend the compliant on the same day.

SEAL & SIGNATURE OF THE CONTRACTOR / FIRM

3. TECHNICAL DETAIL OF D.G SET

i.	Rating	200 KVA
ii.	Make	Caterpillar (Engine)
iii.	Model No.	1 X 3306
iv.	Serial No.	852Z04293
v.	Application	Standby

4. SCOPE OF WORK:

Detail of job to be carried out (Electrical/Mechanical)

a.	Cleaning of excitation unit & re-tightening of connection
b.	Cleaning of alternator
c.	Checking of circuit breaker switching
d.	Checking of protections HWT, LOP, OST
e.	Checking & Tightening of panel Control/AMF Connection.
f.	Checking of specific gravity and voltage of batteries
g.	Top up of battery water
h.	Checking of dynamo output voltage and current
i.	Checking of all meters
j.	Checking of unbalanced load
k.	Check battery charging system
l.	Check unusual vibration / sound
m.	Check the all filters (Oil, Fuel, Water, Air)
n.	Checking and maintenance of "Electrical circuit including circuit breaker
o.	Checking of radiator fins and cleaning
p.	Checking of coolant level and condition
q.	Checking of radiator Cap
r.	Checking of hose pipes & tightening of Jubilee clamp
s.	Tightening of all nut bolts and driving belts
t.	Checking of fuel tank and fuel level indication
u.	Checking of oil leakage / water leakage.
v.	Checking & retightening of engine elect. Connection
w.	Cleaning of D.G Set

SEAL & SIGNATURE OF THE CONTRACTOR / FIRM

5. MODE OF PAYMENT:

- i. Payment to be made after every visit subject to receiving the invoice alongwith field service report duly verified by State Life Site Incharge.
- ii. No. extra payment will be made for replacement of consumable Items / change of Engine Oil.
- iii. Payment of consumable items, Engine Oil Filter and other allied parts will be made as per cost.
- iv. All repairing works other than the routine maintenance shall be paid additionally.

6. ANNUAL CONTRACT CHARGES:

All Govt. Taxes / SST should e included I contract amount.

- i. Contract charges for maintenance service per annum comprising Six (06) Visits per annum (in alternate months) Rs. _____
- ii. Contract charges for Two (02) Years Rs. _____

Amount in Words _____

7. TERMINATION:

- The employer shall have the right to terminate the contract wholly or partly by given a notice of 30 days to the contractor.

SEAL & SIGNATURE OF THE CONTRACTOR / FIRM

SPECIAL CONDITIONS

MAINTENANCE CONTRACT OF 200 KVA (CAT) D.G SET INSTALLED AT STATE LIFE BUILDING NO. 2, WALLACE ROAD, KARACHI.

01.	Amount of Bid Security (Pay-order) to be submitted with Tender	2% of bid amount for a year in shape of pay-order in favour of State Life Insurance Corporation of Pakistan
02.	Release of Bid Security	i. Shall be released to un-successful bidders on acceptance of the lowest evaluated bidder. ii. To the lowest evaluated bidder on satisfactory completion of entire contract of Two (02) Year.
03.	Date of Commence of Work	Date of Issue of Letter Of Award.
04.	Period of Performance	Two (02) Years
05.	Method of Payment	After every visit on submission of invoice with sales tax invoice.
06.	Income/ Sales Tax Deduction	As per procedure announced by Government time to time.
07.	Period of Honoring the Bill	Within Twenty (20) days of receipt of bill
08.	Tender Fee	Rs. 200/- in shape of a cash/pay-order/bank draft in favour of M/s. State Life Insurance Corporation of Pakistan

SEAL & SIGNATURE OF THE CONTRACTOR / FIRM