

**(To be submitted by company / contracting firm of their letter Head)
With Post Qualification Document**

Date: _____.

Dy. Manager (Elect.) RE
5th Floor, State Life Building No. 9,
Dr. Ziauddin Ahmed,
Karachi.
Ph: 021 - 99204525.

SUB: TENDER FOR PROVIDING SERVICES OF ELECTRICAL STAFF FOR ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4 & 9 KARACHI.

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 2% 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 DIVISION

INVITATION OF TENDER FOR PROVIDING SERVICES OF ELECTRICAL STAFF FOR
ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4 & 9 KARACHI.

POST QUALIFICATION DOCUMENTS

ELECTRICAL SECTION (RE)
5th Floor, State Life Building #. 9,
Dr. Ziauddin Ahmed Road,
Karachi

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DIVISION

POST QUALIFICATION

**INVITATION OF TENDER FOR PROVIDING SERVICES OF ELECTRICAL STAFF FOR
ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4 & 9 KARACHI.**

APPLICATION INSTRUCTIONS FOR THE POST QUALIFICATION

All Tenders desiring to qualify for this contract should complete and submit the post qualification Form to:

Real Estate Division
5th Floor, State Life Building #. 9,
Dr. Ziauddin Ahmed Road, Karachi
Phone No. 99202873

No later than

All inquiries relative to this documents and / or post qualification forms should be addressed in writing to Basic Conditions for Post – qualification.

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 post qualification will not be considered for another company related to the applicant company through a “Group Ownership”. Contracts will be awarded only to the post qualified companies.
2. The SLIC will review the information supplied by the firms submitting post qualifications forms and will report to the SLIC who will advise the applicants of their decision. Only these tender 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 tenderer’s who fail to post qualify shall be returned to them unopened. The decision of SLIC in this constitution or membership from that put forward in response to this notice, connection shall be final and binding on all Tenderers.
3. Firms applying for registration individually are advised that any variation of without prior approval of the SLIC may result in disqualification of the firm of any tender it may submit.
4. 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 in their own country or abroad.
5. Firms submitting post qualification applications may be required during the review process to make personal presentation of their qualification to the SLIC. If so, be candidate management personnel of the firms will be required to be present.
6. 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).
7. Firm shall submit the following:
 - License to Electrical Contractor (Electric Inspector Govt. of Sindh)
 - NTN & SST Certificate issued by revenue board Sindh Sales Tax Registration
 - Professional Tax Certificate

RETURN TO:

Real Estate Division
5th Floor, State Life Building #. 9,
Dr. Ziauddin Ahmed Road,
Karachi

Fax No.

Please complete the following:

1.

- a.** SUBMITTED BY
- 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 NO.....
- f.** CONTRACT'S NAME - TITLE
- g.** NAME OF PRESENT EXECUTIVE DIRECTOR AND THEIR POSITION
- h.** IN THE (COMPANY WITH BIO DATA)

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

3. ORGANIZATION AND FINANCIAL DATA:

- a.** TYPE OF BUSINESS ORGANIZATION (CORPORATION JOINT VENTURE PARTNERSHIP ETC).
.....
.....
- b.** IF JOINT VENTURE, NAMES OF THE JOINT VENTURE PARTNERS WITH NAME FOR 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)

.....

.....

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

.....

e. DATE BUSINESS FOUNDED

f. UNDER PRESENT MANAGEMENT SINCE

g. ATTACH THE LATEST AUDIT FINANCIAL STATEMENT OF YOUR COMPANY WHICH SHOULD INCLUDE THE FOLLOWING DOCUMENTS:

- Officially attested latest balance sheet
- Latest income statement

If joint venture, financial statement of each firm must be submitted. No statements will be considered unless they are attested by a competent authority of the particular country 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) (alongwith 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 indicate lines of communication and reporting responsibility.

c. Detail of key technical staff with their qualification and experience including of these who would be deputed for the proposed project.

d. 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.

6. ORGANIZATION

Provide details of all cases. Present and past under dispute or litigator arbitration.

7. ORGANIZATION

a. From Clients (Attach Certificate)

1.

2.

3.

b. 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 correct.

NAME : _____

TITLE : _____

SIGNATURE: _____

DATE: _____

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	COMPLETION DATE

POST - QUALIFICATION FORM - 2

CURRENT PROJECTS

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

SEAL & SIGNATURE: _____

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
POST QUALIFICATION BROCHURE

MANDATORY REQUIREMENTS

- i. GST, NTN Certificate, SST on Service.
- ii. Affidavit that the firm / company is not black listed by any Government / Semi Government / MNCs and private organizations.

Bid Evaluation Criteria

Sr #	Parameters against which technical evaluation shall be done	Annexure/ page ref. #	Scoring brackets	Total points allocated
1	Company Profile			
1.1	Years of Experience related to subject works (Please attach evidence)			20
	• Up-to 4 years		4	
	• 5 to 7 years		7	
	• 8 to 10 years		10	
	• 11 to 14 years		14	
	• 15 years and more		20	
1.2	Similar Contracts of reputed / renowned firms in hand (Please attach evidence)			15
	• Up-to 3 contracts		3	
	• 4 to 6 contracts		6	
	• 7 to 9 contracts		9	
	• More than 10 contracts		15	
1.3	List of contracts in progress having value above 1.0 million		(2.5 marks /each)	10
1.4	Technical Staff with related experience related to the discipline			10
	Number of Staff: up-to 15		3	
	16 to 30		5	
	>30		10	

2	Financial Status of the Firm			
2.1	The company should maintain minimum balance as follows at the last day of each month in their bank account during last two years .			15
	• More than Rs. 01 million and less than Rs. 3 million		5	
	• 3 million to 5 million		10	
	• >5 million or more		15	
2.2	Total similar contracts executed by the firm during past 05 years:			20
	• 1 to 3 contracts		3	
	• 4 to 10 contracts		10	
	• 11 to 14 contracts		14	
	• > 15 contracts		20	
3	ISO 9000 certification for company		05	5
4	ENLISTMENT WITH OTHERS FIRMS (01 MARKS/ ENLISTMENT)		05	5
	Please attach documentary evidences where required			100
	Total Marks Note: Qualifying marks = 70 or above			

(ANY MISDECLARATION/MISSTATEMENT WILL BE TAKEN SERIOUS AND COMPANY MAY BE BLACKLISTED. SAME WILL BE ANNOUNCED AND INFORMED IN THE NEWSPAPERS, PPRA AND TO OTHER RELEVANT AGENCIES)

CRITERIA EVALUATION / PREQUALIFICATION

PROVIDING SERVICES OF ELECTRICAL STAFF FOR ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4 & 9 LOCATED AT KARACHI.

Sr. #.	Name of Contractor	Company Profile	Similar Contracts of Reputed/ Renowned Firms in Hand	List Of Contracts in Progress having Value above 1.0 Million	Technical Staff with Related Experience Related to the Discipline	Financial status of the Firm	Total Similar Contracts Executed by the Firm During Past 05 Years:	ISO 9000 Certification for Company	Enlistment with others Firms (01 Marks/ Enlistment)	Total Marks	Marks Obtained	Remarks
		20	15	10	10	15	20	5	5	100		

Note: Criteria of Pre-qualification = 70 Marks.

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DIVISION

INVITATION OF TENDER FOR PROVIDING SERVICES OF ELECTRICAL STAFF
FOR ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4 & 9
LOCATED AT KARACHI.

FINANCIAL BID DOCUMENTS

Electrical Section (RE)
5th Floor, State Life Building #. 9,
Dr. Ziauddin Ahmed Road,
Karachi

NAME OF WORKS: YEARLY CONTRACT FOR PROVIDING SERVICES OF ELECTRICAL STAFF FOR ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4 & 9 KARACHI.

1. SCOPE OF WORK

- A.** The following technical staff will be required under subject contract at State Life Buildings for daily operation / essential maintenance minor renovation works for Two (02) Years (Annexure – “A”).

<i>i.</i>	Electricians having academic qualifications of Matric or Middle possessing wireman Licence with minimum Five (05) Years experience or Electrician having 08 years experience / or fresh diploma holder of Associate Engineer.	10
<i>ii.</i>	Assistant Electricians (Middle / Primary) having Four (04) Years experience of Electrical field.	05

NOTE: Wireman license must be issued from the office of Electrical Inspector Govt. of Pakistan.

B. DAILY MAINTENANCE WORKS:

- Engaged Staff will be on State Life disposal and will attend day to day complaints / requirements. Contractor will, however check his staff on regular basis and coordinate Electrical Department (RE) in all respects.
- To assist for preventive maintenance minor renovation of electrical work and repair work of entire electrical installations of the buildings.
- To operate DG Sets on test run and on Electric supply failure either from K-Electric or for local site requirements operation (record to be maintained).
- Responsible for other relevant general / emergency works.
- Electrician / Assistant Electrician of the contractor will daily record the readings of all measuring instruments and maintain the proper register. He will submit it weekly in RE (P.O) for checking & verification (specimen of Performa attached).
- Contractor staff may be deputed any SLIC Building Karachi as & when required to attend the complaints or minor renovation works.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

WORKING SCHEDULE**POSTING OF ELECTRICAL STAFF (15 PERSONS), POSTING PLACE & WORKING HOURS.**

01.	State Life Building No. 1, I. I. Chundrigar Road, Karachi	Electrician Asst. Electrician	02 No. 01 Nos.
02.	State Life Building No. 2, Wallace Road, Karachi	Electrician Asst. Electrician	03 No. 01 Nos.
03.	State Life Building #. 3, Dr. Ziauddin Ahmed Road, Khi.	Electrician Asst. Electrician	01 No. 01 No.
04.	State Life Building No. 4, Shahrah-e-Liaquat, Karachi.	Electrical	02 No.
05.	State Life Building No. 9, Dr. Ziauddin Ahmed Road, Khi.	Electrician Asst. Electrician	02 Nos. 02 Nos.

Working Days	:	06 (Six) working days in a week.
Working Time	:	8½ Hrs.
Off Days	:	Sunday / Guzatted Holidays.
General Shift	:	09:00 A.M to 5:30 P.M (One Hour. lunch prayer included).
Shift "A"	:	8:00 A.M to 4:30 P.M
Shift "B"	:	03:00 P.M to 11:30 P.M
Shift "C"	:	11:30 P.M to 8:00 A.M
Month	:	One Calendar Month

NOTE:

1. The above timings may be changed by SLIC as and when required.
2. Electrical Contractor should adhere that all electrical staff would be posted at Building only after the approval of State Life, RE (P.O.).
3. Replacement of substitute electrical staff must be approved by State Life, RE (P.O.) prior posting at any Building. No wages would be paid for unauthorized posting if any.
4. Electrician must have valid wireman License or have an experience of minimum Five (5) Years in electrical field.
5. It will be the responsibility of the Organizing Contractor to renew the Licenses of the staff to be posted at State Life Buildings.
6. Attendance register would be maintained at all State Life Buildings and to be submitted along with monthly bill at RE (P.O.)
7. No payment will be made without receiving attendance record of each person.
8. Wages on prorated basis will be deducted for absentees.
9. The contractor would provide 24 hours service at SLB Nos. 2, Karachi.
10. No post in morning duty in general, in evening & night duty in particular would be left vacant. It will be the responsibility of the contractor to pay the overtime to his staff giving duty in place of absent person.
11. Contractor staff deputed on "SUNDAYS" would either be paid overtime as per approved rates. The contractor will bound to depute its staff on the schedule given by State Life.
12. Contractor's staff if deputed on Guzatted Holidays or after duly hours will be paid overtime on the quoted rates by the contractor and approved by State Life.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

BILL OF QUANTITIES

WAGES FOR YEARLY CONTRACT

(Including all Taxes i.e. Income Tax & Sales Tax on Services)

Sr. No.	Designation / Post	Number of Staff	Wages Per Month (Rs.)	Total Wages Per Month (Rs.)	Total Amount / Wages Per Year (Rs.)
1.	Electrician	10			
2.	Asst. Electrician	05			

Yearly contract wages for total strength of Fifteen (15) Persons Rs. _____ Per Annum.

FOR RATE ONLY

- Over time for Electrician (Fixed) _____ Rs. 120/-
- Over time for Asst. Electrician (Fixed) _____ Rs. 100/-

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

NOTE:

- i. Taxes, Profit, Octroi etc, should be included in quoted rates.
- ii. Monthly minimum wages should not be less than as per directive of honorable Supreme Court of Pakistan. This policy must be implemented / wages increase as per announced Govt. policy time to time.
- iii. Minimum wages and other terms & conditions of employment of personnel engaged for the job shall not be less than fixed by the Govt. / Law of land.
- iv. Contractor shall submit proof of payment of paying wages, not less than fixed by Govt. or Authorized Deptt. every month to the employer/corporation of it is found/reported that minimum wages are not being paid by the contractor. The same shall be deducted from the monthly payable amount.
- v. The Contractor is bound to arrange the payment to the deputed staff on the fifth of every calendar month for this purpose. They shall submit the bill on the last date of every month.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

APPENDIX

SPECIAL CONDITION

SUB: YEARLY CONTRACT FOR PROVIDING SERVICES OF ELECTRICAL STAFF FOR ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4 & 9 KARACHI.

01.	Amount of Bid Security (Pay Order) to be submitted with Tender.	2% of quoted amount per annum. Pay Order for earnest money must be in the favour of Stat Life Insurance Corporation of Pakistan else the Tender will be rejected.
02.	Release of Bid Security	i. Shall be released to unsuccessful bidders on acceptance of the lowest bid. ii. To the lowest bidder, on satisfactory completion of entire contract of 12 months.
03.	Date of Commencement of Work	Date of acceptance of work order.
04.	Method of Mode of Payment	On monthly basis subject to submission of bill, complete in all respects.
05.	Period of Honoring the Bill	Within Twenty (20) days after receiving the correct bill.
06.	Period of Contract	Two (02) Years
07.	Income Tax Deduction	As per procedure / rules announced by Govt. of Pakistan time to time.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

GENERAL TERMS & CONDITIONS

1. Tender Terms.

- i.* Tenders are invited for hiring of services for electrical works for State Life Buildings at Karachi.
- ii.* Tender shall be submitted in a sealed envelope and stamped mentioning name of job. Any open tender will be rejected.
- iii.* Tender documents (all papers) must be initiated to signify the acceptance of tender's conditions each page of the tender should be signed & stamped by the contractor.
- iv.* M/s. State Life Insurance Corporation of Pakistan have right to accept / reject all 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 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.* Monthly minimum wages should not be less than as per directive of honorable Supreme Court of Pakistan. This policy must be implemented / wages increase as per announced Govt. policy time to time.
- ix.* Minimum wages and other terms & conditions of employment of personnel engaged for the job shall not be less than fixed by the Govt. / Law of land.

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 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 others partly or completely without assigning any reason.
- iv.* In case of any dispute, Divisional Head (Real Estate) State Life is the final arbitrary authority to settle the matter and it will be liable to accept the decision by both parties. Whereas contractor shall be implied in any action commenced and further to enforce of any decree or order.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

3. MODE OF PAYMENT

- i.* All staff will work for Six (06) days in a week. Sunday or any other day will be observed as weekly off. Un-authorized absences from the duty will be punished in term of deduction of wages at prorate basis from the monthly bill.
- ii.* All payments to be made for approved staff from RE, P.O. (SLB #. 9). Direct posting of staff at any building is not allowed and will not be treated for the payment of any wages.
- iii.* The contractor is bound to arrange payment to his deputed staff upto the fifth of every calendar month.
- iv.* If the contractor is late in making payment to his workers for any two consecutive months, the employer's representative may recommend for the termination of this contract.

4. TERMINATION

- i.* 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 if fails to fulfill his obligations regarding payment of salaries to his workers / staff as mentioned in clause 3 (iii & iv) above.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

RECEIPT

Received Tender Documents for providing services of electrical staff for electrical works at State Life Building Nos. 1, 2, 3, 4 & 9 Karachi against tender fee of Rs. 500/-.

Technical Bid will be opened on _____.

M/s. _____