



STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DIVISION

INVITATION OF TENDER FOR CONTRACT OF OPERATION &
MAINTENANCE OF ELECTRICAL WORKS AT STATE LIFE BUILDINGS –
HYDERABAD, MIRPURKHAS, SUKKUR AND LARKANA

POST QUALIFICATION DOCUMENTS

REAL ESTATE DIVISION,
7TH FLOOR,
STATE LIFE BUILDING NO. 3,

THANDI SARA,
HYDERABAD.



**(To be submitted by Company/Contracting Firm on their Letter Head) with
Post Qualification Document**

Dated: _____

Manager,
Real Estate Division,
State Life Building No. 03,
Thandi Sarak,
Hyderabad.

**SUB: TENDER FOR CONTRACT OF OPERATION & MAINTENANCE OF ELECTRICAL
WORKS AT STATE LIFE BUILDINGS - HYDERABAD, MIRPURKHAS, SUKKUR
AND LARKANA.**

Dear Sir,

Having gone through the Tender Document / Post Qualification Criteria for 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 per annum is placed in
financial bid envelop.

Thanking you,

Yours Sincerely,

Signature _____

Name _____

Designation _____

M/s. _____

RETURN TO:

Manager,
Real Estate Division
7th Floor, State Life Building #. 3,
Thandi Sarak,
Hyderabad.

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 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 FO 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 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 unless 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 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. BLACK LISTING

If you are currently black listed form any govt. semi Govt., autonomies body, Corporation or private organization, you need no to apply.

Please submit affidavit you are not black listed by any or organization above.

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

SEAL & SIGNATURE OF ELECTRICAL CONTRACT

RE/EL/HYD/02/MAY/20188



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 OF CONTRACTOR: _____



CRITERIA EVALUATION/POST QUALIFICATION

CONTRACT OF OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT STATE LIFE BUILDINGS - HYDERABAD, MIRPURKHAS, SUKKUR AND LARKANA.

Sr. #.	Name of Contractor	Company Profile	Financial Statement/ Bank Certificate	Experience Work Completed	Experience Work in Hand	Technical Staff Strength	List of Reference P.Q/Enlistment	Marks Obtained	Remarks
		10	10	25	25	15	15	100	
01.									
02.									
03.									
04.									
05.									

Note: Criteria of Pre-qualification = 60 Marks.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR

RE/EL/HYD/02/MAY/2018**10**



CRITERIA EVALUATION / POST QUALIFICATION

CONTRACT OF OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT STATE LIFE BUILDINGS – HYDERABAD, MIRPURKHAS, SUKKUR AND LARKANA.

A.	<u>COMPANY PROFILE:</u>		
	<i>i.</i> The company established before more than 10 Years (Full)		10 Marks
	<i>ii.</i> The company established within 1 to 10 Years (Proportionate)		
B.	<u>SIMILAR ELECTRICAL MAINTENANCE PROJECTS HANDLED:</u>		
	05 Marks per Contract		25 Marks
C.	<u>SIMILAR ELECTRICAL MAINTENANCE PROJECTS IN PROGRESS:</u>		
	05 Marks per Contract		25 marks
D.	<u>TECHNICAL STAFF:</u>		
	<i>i.</i> Engineer	03 Marks each	15 Marks
	<i>ii.</i> D.A.E	02 Marks each	
	<i>iii.</i> Electrician/Technician	01 Marks each	
E.	<u>ENLISTMENT WITH OTHERS:</u>		
	03 Marks each company/letter		15 Marks
F.	<u>FINANCIAL POSITION:</u>		
	<i>i.</i> Balance Sheet	05 Marks each	10 Marks
	<i>ii.</i> Banker Certificate	05 Marks each	
G.	<u>DISQUALIFICATION:</u>		
	<i>i.</i> Firms black listed by any Government department and private companies.		

Note: Qualification / passing marks, less than 60% rejection.



STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DIVISION

INVITATION OF TENDER FOR CONTRACT OF OPERATION &
MAINTENANCE OF ELECTRICAL WORKS AT STATE LIFE BUILDINGS –
HYDERABAD, MIRPURKHAS, SUKKUR AND LARKANA

FINANCIAL BID DOCUMENTS

REAL ESTATE DIVISION,
7TH FLOOR,
STATE LIFE BUILDING NO. 3,
THANDI SARAQ,
HYDERABAD.



CONTRACT FOR OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT STATE LIFE BUILDINGS – HYDERABAD, MIRPURKHAS, SUKKUR AND LARKANA.

SCOPE OF WORK

1. The following staff will be permanently required at site for daily operation and maintenance works during the working hours for one year (**Annexure 'D & D1'**).

		HYD	MPK	SUK	LARK	TOTAL
i.	Electrical Supervisor (License) from the office of Electric Inspector with minimum 06 years experience.	01				01
ii.	Electricians (Possessing wireman license with 04 to 06 years (experience) of 11 KV & 440 V equipment/ power (one for DG set operation).	03	02	02	02	09
iii.	Assistant Electrician having sufficient experience of day to day Electrical Works at Site.	01				01
Total strength		05	02	02	02	11

NOTE: License must be issued from Electrical Inspector, Hyderabad Region/ Interior Govt. of Sindh Pakistan.

2. **DAILY OPERATION & MAINTENANCE**

- i. Visual inspection, checking and record reading of measuring instruments, Volt Meter, Ammeter PFI Plant.
- ii. Attend day to day electrical complaints.
- iii. Take extra care for preventive maintenance and repair work of entire Electrical Installations of the Building (List of Electrical equipment as per **Annexure 'A&A1'**).
- iv. Operation of Generator on supply failure and maintain proper record.
- v. Demand for material, diesel and other consumables.
- vi. Coordination with HESCO/ Office of Electrical inspector & other concerned Govt. Agencies.

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2. (A.) PFI Reading:

- i. Maintain register on daily basis in Three (03) Times a day & get check by respective Building Incharges (Real Estate). Reading should not less then from 0.9.

3. MONTHLY MAINTENANCE SERVICE

Complete check-up of all major electrical equipments as per **Annexure 'A & A1'**. Detailed reports will be submitted to Building Incharge with monthly bill as per **Annexure 'B & B1'**.

4. HALF YEARLY MAINTENANCE SERVICES

Servicing and complete check-up of all major electrical equipments after shutdown from local source on Sunday as per **Annexure 'C&C1'** (Detailed reports will be submitted). An experienced person/senior Engineer of Contractor will visit the Site for submitting his report about the Electrical Works and technical suggestions.

5. YEARLY MAINTENANCE SERVICE

- i.* Servicing, overhauling of main HT Panel, other HT & LT Panels and calibration of their instruments and relays (shutdown to be arranged from HESCO).
- ii.* Oil testing of OCB's & 11 KV transformers for viscosity / dielectric strength.
- iii.* Insulation resistance measurement by meager of entire L.T. electrical net work and recording test readings.
- iv.* Annual servicing of the equipments similar to half year service (as per Annexure 'A&A1' & 'C&C1') detailed reports will be submitted.
- v.* Coordination for arrangement of shut down from HESCO.
- vi.* To coordinate with the manufactures for the maintenance of Diesel Generator Set.

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6. EMERGENCY SERVICE/VISIT

- a.** 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.
- b.** 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.
- c.** 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 additional charges will be paid @ 15%.
- d.** In case of maximum/more additional manpower for any major repairing/replacement work the payment shall be made as per numbers of Labour supervisor, Engineer/ involved.

7. ENGINEER VISIT

Qualified Engineer will visit on half yearly basis in State Life Building – Hyderabad, Sukkur, Larkana and Mirpurkhas & check thoroughly all Electrical System & suggest to replace the defective component, improve the condition of Electrical System.

NOTE: No repairing / replacement charges will be paid for routine works to be carried out during duty hours.

8. 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 not be claimed or entertained by State Life after award of Contract.

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CONTRACT CHARGES

SLB - Hyderabad Per Month	SLB - Mirpurkhas Per Month	SLB - Sukkur Per Month	SLB - Larkana Per Month	Total (Rs.) Per Month
Rs.	Rs.	Rs.	Rs.	Rs.

- All Govt. Taxes should be included in contract amount.
- Charges for maintenance service (Per Month.) Rs. _____
(SLB - Hyderabad, Mirpurkhas, Sukkur & Larkana)
- Charges for 12 months maintenance contract (per Annum) Rs. _____

(SLB - Hyderabad, Mirpurkhas, Sukkur & Larkana)

FOR RATE ONLY

1. Centrifuging and dehydration of transformer
(Rates per KVA basis). Rs. _____ Per
KVA
2. Supply and refilling of tested and dehydrated
Oil in transformer _____ (per Liter). Rs. _____ Per
Litre
3. Oil test charges (per test)/ Transformer. Rs. _____ Per
Test
4. Cost of Silica Gel (Per KG) imported. Rs. _____ Per KG
5. Overtime (Supervisor) Fixed Per Hour _____ 120/-
(On the discretion of RE)
6. Overtime (electrician) Fixed Per Hour _____ 80/-
(On the discretion of RE)
7. Overtime (Assistant Electrician) Fixed Per Hour _____ 70/-
(On the discretion of RE)

NOTE:

- a. 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.
- b. Minimum wages and other terms & 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 Govt. or authorized department every month to the employer / corporation. If it is found / reported that the minimum wages are not being paid by the contractor. The same shall be deducted from the monthly payable amount.

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STATE LIFE BUILDING - HYDERABAD**LIST OF MAJOR EQUIPMENTS FOR MAINTENANCE**

Sr. #.	DESCRIPTION	PHASE-I	PHASE-II	TOTAL
1.	11 KV load break switch 630 A with HRC fuses.	03	02	05 Nos.
2.	11 KV vacuum circuit breakers.	04	02	06 Nos.
3.	1000 KVA transformer.	02	01	03 No.
4.	500 KVA transformer.	01	01	02 Nos.
5.	L.T. switch boards.	04	03	07 Nos.
6.	Power factor improvement plant 2x600 KVAR & 1 x 300 KVAR.	03	02	05 Nos.
7.	Sub main distribution on boards (SMB).	07	06	13 Nos.
8.	Distribution boards (DB).	34	19	53 Nos.
9.	Emergency distribution boards (EDB).	10	04	14 Nos.
10.	Distribution board (DB(S)).	01	-	01 No.
11.	DG set 250 KVA.	01	-	01 No.
12.	Sub Meters.	Complete		-
13.	Lightening protection system.	Complete System		-
14.	Fire fighting & water pump panels.	Complete System		-
15.	All types of lighting fixtures, power points, light points & bell points.	Complete System		-
16.	Building electrification and external lights etc., complete in all respect.	Complete System		-
17.	Telephone points and in house telephone wiring of the building.	Complete System		-
18.	Fire alarm system.	Complete System		Annexure - E
19.	Any other related works as per requirement of Electric Inspector, Hyderabad Region.	Job		-

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MONTHLY MAINTENANCE SERVICE FOR THE MONTH OF _____**H.T SWITCH GEAR:**

- i. Visual inspection check and record of readings of volt meter & ammeter etc, (specimen enclosed R₁).

H.T - 1		H.T - 2		H.T - 3		H.T - 4	
V	A	V	A	V	A	V	A

- ii. Visual inspection and record monthly readings of KWH / MDI & KVARH meters. (MDI/KWH _____) (KWH _____).
- iii. General cleaning of H.T Panels (exposed area only). All precautionary measures will be adopted).

TRANSFORMER:

Sr. #.	Description	YES/NO	Remarks
i.	Checked Oil Level	Yes / No	
ii.	Visual inspection of breather of transformer and Silica Gel	Yes / No	
iii.	General Cleaning of Transformer excluding top plate. Safety measures to be taken for life and property.	Yes / No	
iv.	Noted Temperature Reading	T.1---- C ⁰ T.2---- C ⁰ T.3---- C ⁰ T.4---- C ⁰	
v.	Stand by Transformer (Normal Temp)	T - C ⁰	
vi.	Checked Buckolz Relay	Yeas/No	

L.T SWITCH BOARD:

- i. Visual inspection and check of volt meter, voltmeter selector switch, ammeter, ammeter selector switch. Relay of PFI Plant contactor, fuses & Capacitors. Readings on load to be recorded.

L.T - 1		PF	L.T - 2		PF	L.T - 3		PF	L.T - 4		PF
V	A	Cos	V	A	Cos	V	A	Cos	V	A	Cos

- ii. General checking of the internal and external parts of the L.T panels, emergency Panels PFI Panel etc. (Cleaning to be arranged for external sides).

MONTHLY MAINTENANCE SERVICE**GENERATOR SET (250 KVA):**

		Yes / No	Remarks
i.	Operate for Testing and Supply failure.		
ii.	Check for engine Oil level.		
iii.	Clean pre-cleaner dust pans.		
iv.	Check air-cleaner.		
v.	Check coolant level		
vi.	Check for water level in the battery.		
vii.	Check Battery charging System		
viii.	Check for leaks of Radiator		
ix.	Record Oil pressure etc (_____)		
x.	General cleaning of Set		
xi.	Check unusual vibrations/ sound during operation		

FIRE ALARM SYSTEM (ANNEXURE - E):

i.	Checks of smoke detectors	Yes / No.	Faulty = Nos.
ii.	Inspection of fire alarm panel i. (Make <u>Gent</u>) ii. Notifire	Yes / No.	Defective / Normal
iii.	Checks of control system		
iv.	Testing of Bells		
v.	To cooperate with State Life fire Staff if exists in the Building for normal functioning.		

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HALF YEARLY / YEARLY MAINTENANCE SERVICE**HT Switch Gear**

- Cleaning of terminal contacts of volts meter, ammeter MDI & KVARH meters.
- Check tightness of the connection at bus bars.
- Check insulation resistance at bus bars.
- Check tightness at primary & secondary connection of CTS & S PTS and continuity.
- Check for tightness, cleaning and alignment of auxiliary contacts.
- Check for cleanness and mark of spark for dome plug top.
- Check for mark of spark smoothness of contacting surface of fixed and moving contacts.
- Check for proper grounding and clear ground terminal.
- General cleaning of panel.

Transformer

- i. General cleaning of transformer including HV bushing & LV bushing etc.
- ii. Check mechanism of off load tapping switch handle for its proper operations.
- iii. Check silica gel and replace if required.

L.T. Switch Board

- i. Cleaning of terminal contacts of volt meter, ammeter and selector switch.
- ii. Check the tightness of connections at bus bars / circuit breakers.
- iii. Check insulation resistance on bus bars.
- iv. Check tightness at primary & secondary connections of CTS and continuity.
- v. Check for tight connections at ACB / MCB / Fuse switches.
- vi. Check for cleanness of all contacts surfaces (terminal).
- vii. Check for proper grounding connections at L.T. Panel.
- viii. Check of capacitors of PFI Plant contractor, fuse and relays (list to be made for damaged/ defective components).

Generating Set (coordination of manufacture preferable):

- i. To supervisor every service by the manufacture.
- ii. Change by pass filter.
- iii. Clean fuel tank breather.
- iv. Clean / change crank case breather.
- v. Check air piping.
- vi. Clean both oil & air cleaner tray.
- vii. Clean / change air compressor breather / clean out.
- viii. Change water filter.
- ix. Check of leak exhaust drain condensates trap.
- x. Check battery charging system, battery electrolytes level and specific gravity.
- xi. Check inlet and outlet restrictions winding and electrical connections.
- xii. Change engine oil working hours exceed 250 hours.
- xiii. Change engine oil filter if working hours exceed 250 hours.
- xiv. Change fuel filter if working hours exceed 250 hours.
- xv. Check as per manufactures recommendations.

Fire Alarm System

Remarks

- i. Cleaning and testing of bells.
- ii. Testing of call points.
- iii. Cleaning and checking of smoke detectors.
- iv. Testing of fire alarm system.
- v. Check the fire panel controls.

Lightning Protection System

Check lightening and continuity of the entire system.

Earthing System

Earth resistance test of all earth pits with earth tester and continuity testing of connections of earth conductor earthing leads of the entire earthing systems in the building including sub-station equipments.

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ELECTRICAL STAFF REQUIRED
AT STATE LIFE BUILDING – (PHASE-I & II) HYDERABAD.

Working Days : 06 (six) working days in a week

Off Day : Sunday & Guzatted Holidays.

Working Time Shift "A"	7:30 Hrs. to 15:30 Hrs.	Electrician	= 01 No.
		Assistant Electrician	= 01 No.
General Shift	8:00 Hrs. to 16:30 Hrs	Electrical Supervisor	= 01 No.
		Electrician	= 01 No.
Working Time Shift "B"	12:00 Noon to 8:00 P.M	Electrician	= 01 No.

NOTE:

- i. The above timings may be changed, by State Life Building Incharge as and when required.
- ii. Maintenance Contractor should adhered that the replacement of electrical staff should not be changed frequently.
- iii. All replacement of electrical staff must be approved by State Life (Real Estate) Hyderabad, prior to posting at site & they must have valid wireman and Supervisor licenses accordingly.
- iv. It will be responsibility of the Maintenance Contractor to check and arrange renewal of the licenses of the staff posted at State Life Building, Hyderabad during contract period every year.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

**SPECIFICATION OF FIRE ALARM SYSTEM AT
STATE LIFE BUILDING - (PHASE I & II) HYDERABAD**

1.	Smoke detector Made by gents - code 1763 - 01	201 Nos.
2.	Heat detector Made by Gents model - 601	057 Nos.
3.	Bells	080 Nos.
4.	Manual call points	080 Nos.
5.	Fire Panel	02 Nos. 1. Notifire 2. Gents

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

STATE LIFE BUILDINGS –MIRPURKHAS, SUKKUR & LARKANA.

LIST OF MAJOR EQUIPMENTS FOR MAINTENANCE

Sr. #.	Description	
1.	L.T Switch Boards	Complete
2.	Power factor improvement plant	Complete
3.	DG Set 100/210 KVA	Complete
4.	Sub main distribution on boards (SMB).	Complete
5.	Distribution boards (DB).	Complete
6.	Emergency distribution boards (EDB).	Complete
7.	Distribution boards (DBS)	Complete
8.	Sub energy meters	Complete
9.	Fire fighting system	Complete
10.	Lightening protection system	Complete
11.	Fire fighting & water pump panels	Complete
12.	All types of lighting fixtures, power points, light points & bell points	Complete
13.	Building electrification and external lights etc. complete in all respect.	Complete
14.	Telephone points and in house telephone wiring of the building	Complete
15.	Fire alarm system	Complete
16.	Any other related works or works as per requirement of Electrical inspection	Complete
17.	Transformer	Complete

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

STATE LIFE BUILDINGS – MIRPURKHAS, SUKKUR & LARKANA.
MONTHLY MAINTENANCE SERVICE FOR THE MONTH OF

L.T. SWITCH BOARD

- i. Visual inspection and check of volt meter, volt meter selector switch, ammeter and ammeter selector switch (reading to be recorded).

(LV : 1 _____ 2 _____ 3 _____),

(L.T : 1 _____ 2 _____ 3 _____).

(Ampere PF Reading: _____).

- ii. General cleaning / checking of the internal and external parts of the L.T panels, emergency panels PFI etc, (Cleaning to be arranged for external sides).

FIRE ALARM SYSTEM:

- i.* Visual inspection of fire alarm panel.
- ii.* Checks of control system.
- iii.* Testing of bells.
- iv.* To cooperate with security staff for normal functioning.

GENERATOR SET:

- i.* Check for engine oil level.
- ii.* Clean pre-cleaner dust pans.
- iii.* Check air cleaner.
- iv.* Check coolant level.
- v.* Check for water level in the battery.
- vi.* Check of leaks.
- vii.* Record oil pressure etc.
- viii.* Cleaning of set.
- ix.* Check unusual vibration / sound.
- x.* Check battery charging system.
- xi.* Operate for testing and on supply failure (proper record to be submitted).

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

STATE LIFE BUILDINGS – MIRPURKHAS, SUKKUR & LARKANA
HALF YEARLY / YEARLY MAINTENANCE SERVICE

L.T. SWITCH BOARD

- i.* Cleaning of terminal contacts of volt meter, ammeter and selector switch.
- ii.* Check the tightness of connections at bus bars / circuit breakers.
- iii.* Check insulation resistance on bus bars.
- iv.* Check tightness at primary & secondary connections of CTS and continuity.
- v.* Check of tight connections at ACB / MCB / Fuse switches.
- vi.* Check of cleanness of all contacts surfaces (terminal).
- vii.* Check of proper grounding connections at L.T. Panel.
- viii.* Check of capacitors of PFI plant contactor, fuses, relay / repairing or replace.

FIRE ALARM SYSTEM

- i.* Cleaning and testing of bells.
- ii.* Testing of call points.
- iii.* Cleaning and checking of smoke detectors.
- iv.* Testing of fire alarm system.
- v.* Check the fire panel controls.

GENERATOR SET

- i.* Change by pass filter.
- ii.* Clean fuel tank breather.
- iii.* Clean / change crank case breather.
- iv.* Check air piping.
- v.* Clean oil both air cleaner tray.
- vi.* Clean / change air compressor breather clean out.
- vii.* Change water filter.
- viii.* Check of leak exhaust drain condensates trap.
- ix.* Check battery charging system, battery electrolytes level and specific gravity.
- x.* Check inlet and outlet restrictions winding and electrical connections.
- xi.* Change engine oil working hours exceed 250 hours.
- xii.* Change engine oil filter if working hours exceed 250 hours.
- xiii.* Change fuel filter if working hours exceed 250 hours.
- xiv.* Check as per manufactures recommendations.

LIGHTNING PROTECTION SYSTEM

Check lightening and continuity of the entire system.

Earthing System

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

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

**ELECTRICAL STAFF REQUIRED AT STATE LIFE BUILDINGS – MIRPURKHAS,
SUKKUR & LARKANA.**

Working Days : 06 (Six) working days in a week except Gazetted holidays.

Working time Shift : 0800 hours to 1630 hours

General Shift. : 0900 hours to 1730 hours.

Note:

- i.* The above timings may be change by SLIC as and when required.
- ii.* Maintenance Contractor should adhered that the replacement of electrical staff should not be changed frequently.
- iii.* All replacement of electrical staff must be approved by SLIC prior to posting at site & they must have valid wireman and Supervisor licenses.
- iv.* It will be responsibility of the Maintenance Contractor to renew the licenses of the staff posted at State Life Building – Mirpurkhas, Sukkur & Larkana every year.
- v.* The contractor will also be responsible to submit the copy of his current electrical license to this office. He will also be responsible for its renewal. No extra charges to be paid to him.
- vi.* It will be responsibility of the electrical contractor to arrange the inspection of all electrical installations by Electrical inspector. Bill raised for inspection fee will however, be paid by State Life. Coordination charges if any will be borned by the electrical contractor.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

1. **GENERAL TERMS & CONDITIONS**

- i. Tender are invited for Operation & Maintenance Contract of Electrical Works at State Life Building, Hyderabad (Phase-I & II), Sukkur, Mirpurkhas & Larkana.
- ii. Tender shall be submitted in a sealed stamped envelope mentioning name of job.
- iii. Tender documents (all papers) must be initiated to signify the acceptance of tender's conditions.
- iv. M/s. State Life Insurance Corporation of Pakistan reserves the right to accept / reject any or all, the lowest or others partly or completely without assigning any reason.
- 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 whatsoever.

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. 500/- 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. After signing the contract, the contractor would arrange to get license from Electric Inspector Govt. of Sindh and must carry out liaisons with their office if needed.
- iv. In case of any dispute, Divisional Head (Real Estate) P.O., 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.

3. MODE OF PAYMENT

- i. All staff will work for Six (06) days in a week. Sunday will be observed at weekly off. Un-authorized absences from the duty may be punished in term of deduction of wages.
- ii. All payments of bills will be made at Real Estate Office – Hyderabad for approved Staff only (for SLB – Hyderabad, Mirpurkhas, Sukkur and Larkana). Monthly attendance sheet & report will be submitted to Real Estate – Hyderabad Office duly verified by respective Building In charge..
- iii. The contractor is bound to arrange payment to the deputed staff on the fifth of every calendar month for this purpose he will submit his bill alongwith monthly report & attendance sheet the last date of every month.
- iv. The Contractor may inform Real Estate (Principal Office) for receiving late payments from Hyderabad (Real Estate) Office.
- v. Failure to make the payment up to end of second week of current month, State Life may pay all such amount to contractor staff and same payments would be deducted from the monthly bill of the contractor. If the contractor is late in making payment to his workers for any two consecutive months, the employer's representative may terminate of this contract for remaining period by giving a notice of one month.

4. TERMINATION

- i. The employer shall have the right to terminate the contract wholly or partly by giving a notice of 30 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 3 (iii, iv & v) above.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

SPECIAL CONDITIONS

SUB: OPERATION & MAINTENANCE CONTRACT OF ELECTRICAL WORKS AT STATE LIFE BUILDING, HYDERABAD (PHASE-I & II), MIRPURKHAS, SUKKUR & LARKANA.

1.	Amount of Bid Security (pay order) to be submitted with tender.	2% of tender amount per annum in the form of pay order in favour of State Life Insurance Corporation of Pakistan.
2.	Release of Bid Security.	<i>i.</i> Shall be released to unsuccessful bidders on acceptance of the lowest bid. <i>ii.</i> To the lowest bidder, on satisfactory completion of entire contract.
3.	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.
4.	Period of completion of maintenance service/contract	One (01) Year.
5.	Method of mode of payment	On monthly basis on submission of bill, monthly report and attendance sheet duly verified by respective Building In charges. Submit to Hyderabad Office.
6.	Deduction of retention money.	05% will be deducted from monthly bill.
7.	Release of retention money.	After the satisfactory completion of contract.
8.	Income tax deduction.	As per procedure / rules announced by Government of Pakistan form time to time.
9.	Period of Honoring the bill	Within Ten (10) days of receipt of Site In charge / engineer certificates.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

RECEIPT

SUB: TENDER FOR CONTRACT OF OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT STATE LIFE BUILDINGS - HYDERABAD, MIRPURKHAS, SUKKUR AND LARKANA.

Received with thanks one set of tender documents for captioned works from Electrical Section, Real Estate Division, Principal Office, State Life Insurance Corporation of Pakistan, Karachi on payment of Rs. 500/-.

For and on behalf of M/s. _____

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

