



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

**REAL ESTATE DIVISION**

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

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

**SUB: MAINTENANCE CONTRACT OF 350 KVA ONAN D.G SET INSTALLED AT STATE LIFE BUILDING NO. 2, WALLACE ROAD, KARACHI.**

Dear Sir,

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

- Scope of Work
- General Terms & Conditions
- Special Condition

2. You are requested to return the Tender Documents by the stipulated date whether or not interested in this bid. For any further details you may contact the under signed before the opening 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 without assigning any reason thereof and does not bind itself to accept the lowest or any.

Thanking you,

Yours Sincerely

**S. NADEEM JAMSHEED**

Dy. Manager (Elect.) RE

Enclosed: One (01) Set of Tender.

**1. TECHNICAL DATA OF D.G SET**

- i.** Rating                    350 KVA
- ii.** Make                     ONAN D.G Set
- iii.** Model No.             310DFCC
- iv.** Engine Model         NTA 855 Commins
- v.** Serial No.               E 94054232
- vi.** Engine Serial No.    30346027
- vii.** Application            Standby
- viii.** Alternator             Stamford UK

**2. SCOPE OF WORK:**

Detail of job to be carried out (Electrical)

- i.** Cleaning of excitation unit & re-tightening of connection
- ii.** Cleaning of alternator
- iii.** Checking of circuit breaker switching
- iv.** Checking of protections HWT, LOP, OST
- v.** Checking & Tightening of panel Control/AMF Connection.
- vi.** Checking of specific gravity and voltage of batteries
- vii.** Top up of battery water
- viii.** Checking of dynamo output voltage and current
- ix.** Checking of all meters
- x.** Checking of unbalanced load
- xi.** Check battery charging system
- xii.** Check unusual vibration / sound
- xiii.** Check the all filters (Oil, Fuel, Water, Air)
- xiv.** Checking and maintenance of “Electrical circuit including circuit breaker

**3. SCOPE OF WORK**

Detail of job to be carried out (Mechanical)

- i.** Checking of radiator fins and cleaning
- ii.** Checking of coolant level and condition
- iii.** Checking of radiator Cap
- iv.** Checking of hose pipes & tightening of Jubilee clamp
- v.** Tightening of all nut bolts and driving belts
- vi.** Checking of fuel tank and fuel level indication
- vii.** Checking of oil leakage / water leakage.
- viii.** Checking & retightening of engine elect. Connection
- ix.** Cleaning of D.G Set

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**SEAL & SIGNATURE OF THE CONTRACTOR / FIRM**

**4. GENERAL TERMS AND CONDITIONS:**

- i. Tender is invited for maintenance contract of 350 KVA ONAN D.G Set at State Life Building #. 2, Wallace Road, Karachi.
- ii. Contract will comprise Six (06) visits per annum (12 Visits for 24 Months)
- 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 signed & stamped to signify the acceptance of tender 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 as per provision of rules.
- 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 injury and will not accept any claim, liabilities or compensation if it occurs during service/maintenance of generator.

**5. 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.

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**SEAL & SIGNATURE OF THE CONTRACTOR / FIRM**

**6. 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/engine Oil.
- iii. Payment of consumable items, Engine Oil Filters and other allied parts will be made as per actual cost.
- iv. All repairing works other than routine maintenance shall be paid additionally, on agreed cost.

**7. CONTRACT CHARGES:**

- i. Contract charges for maintenance service per annum comprising Six (06) Visits per annum (in alternate months) Rs. \_\_\_\_\_
- ii. Contract charges for maintenance Service for Two (02) Years comprising 12 Visits (In alternate Month) Rs. \_\_\_\_\_

Amount in Words \_\_\_\_\_

**8. TERMINATION:**

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

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**SEAL & SIGNATURE OF THE CONTRACTOR / FIRM**

**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, Generator parts will provided 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 be carried 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 canopy Generator/standby power with suitable rating on rent at mutual agreed rates in case existing D.G Set is under repair for undefined period.

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## **SPECIAL CONDITIONS**

Tender #. O&M/EW/D.G/4002/May/2018

### **MAINTENANCE CONTRACT OF 350 KVA ONAN D.G SET INSTALLED AT STATE LIFE BUILDING NO. 2, WALLACE ROAD, KARACHI.**

<b>1.</b>	Amount of Bid Security (Pay-order/Banker Cheque) to be submitted with Tender	2% of bid amount per annum pay-order/Banker Cheque in favour of State Life Insurance Corporation of Pakistan
<b>2.</b>	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.
<b>3.</b>	Date of Commence of Work	Date of Issue of Letter Of Award.
<b>4.</b>	Period of Completion of maintenance service Contract.	Two (02) Years
<b>5.</b>	Method of Payment	After every visit on submission of invoice with Sales Tax Invoice.
<b>6.</b>	Income Sales Tax Deduction	As per rule announced by Government from time to time.
<b>7.</b>	Period of Honoring the Bill	Within Twenty (20) days of receipt of bill
<b>8.</b>	Tender Fee	Rs. 200/- in shape of a cash/pay-order/Banker Cheque in favour of M/s. State Life Insurance Corporation of Pakistan

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