

INVITATION TO BID
TENDER NO. RE/P.O./ELECT./4011/2018

State Life Insurance Corporation of Pakistan invites sealed bids from the firms dealing in Operation & Maintenance of Electrical Works at SLB – 11, Abdullah Haroon Road, Karachi.

Bidding documents containing detailed terms & conditions, method of procurement, procedure for submission of Bids, Bid Security, Bid Validity, Opening of Bid, etc, are available for the interested bidders at given below address. Price of the bidding documents is Rs. 500/- (non-refundable). Bidding documents can also be downloaded from www.statelife.com.pk. Free of cost.

The bids prepared in accordance with the instructions in the bidding documents must reach on or before _____ at 11:00Hrs. Bids will be opened on the same day at 11:30Hrs. This advertisement is also available on PPRA Website at www.ppra.org.pk.

Dy. Manager (Elect.)RE
5th Floor, State Life Building No. 9,
Dr. Ziauddin Ahmed Road,
Karachi.

REAL ESTATE DIVISION
ELECTRICAL ENGINEERING DEPARTMENT
STATE LIFE INSURANCE CORPORATION OF PAKISTAN

INVITATION OF TENDER FOR CONTRACT OF OPERATION & MAINTENANCE OF ELECTRICAL WORKS
AT STATE LIFE BUILDING NO. 11, ABDULLAH HAROON ROAD, KARACHI.
TENDER NO. RE/PO/ELECT/4011/2018

Real Estate Division, State Life Insurance Corporation of Pakistan invites sealed tenders from firms dealing in Electrical Works for Contract of Operation & Maintenance of electrical works at State Life Building No. 11, Abdullah Haroon Road, Karachi having proven relevant experience.

Title Of Work	Tender Cost (Rs.)	Bid Security	Tender Purchasing/ Closing Date On Or Before	Tender/ Submission Opening Date of Technical Bid	Period of Contract
Tender for Contract of Operation & Maintenance of Electrical Works at SLB-11, Abdullah Haroon Road, Karachi.	Rs. 500/-	2% of Quoted Amount Per Annum	10-04-2018	11-04-2018	Two (02) Years

2. Tenderer will be "Post Qualified" on the basis of information provided with the Tender. Tenderer(s) who fails to qualify in this respect shall not be considered.
3. Tenderer(s) may obtain the Tender and Post Qualification Documents from the office of the undersigned upon payment of a non-refundable Tender cost in shape of Cash/Pay order/Bank draft in favour of M/s. State Life Insurance Corporation of Pakistan.
4. Single stage Two (02) envelope procedure will be adopted. One envelope containing information regarding post qualification of Tender shall be clearly marked "**Technical Qualification Information**". The second envelope containing the price documents shall be clearly marked "**Financial Bid Documents**" with original pay order of bid security.
5. Partial, conditional and incomplete tenders will not be considered. "**Technical Qualification Information**" and "**Financial Bid Documents**" (both envelopes) are to be submitted at the under-mentioned address by **11-04-2018 at 11:00 Hours**. The envelope containing "**Technical Qualification Information**" shall be opened on the same date at 11:30 Hours in the presence of those Tenderer(s) who wish to be present. Tender received after the prescribed time and date shall be rejected.
6. The "**Financial Bid Documents**" of Tenderer(s) who fail to qualify shall be returned to them unopened.
7. The envelope of the "**Financial Bid Documents**" of Post Qualified Tenderer(s) will be opened in the presence of their representative on a specified time which shall be intimated accordingly. Conditional Tenders and bids without bid security will not be accepted.
8. This advertisement alongwith Tender Documents is available on State Life Website at www.statelife.com.pk. & PPRA Website at www.ppra.org.pk. Bidding documents can also be downloaded from State Life website free of cost.
9. State Life reserves the right to accept or reject any or all tenders under the provision of PPRA Rules.

Dy. Manager (Elect.)RE

5th Floor, State Life Building No. 9,

Dr. Ziauddin Ahmed Road,

Karachi.

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DIVISION

INVITATION OF TENDER FOR CONTRACT OF OPERATION &
MAINTENANCE OF ELECTRICAL WORKS AT
STATE LIFE BUILDING NO. 11, ABDULLAH HAROON ROAD, KARACHI.

FINANCIAL BID DOCUMENTS

ENGG. & MAINTENANCE SECTION
5TH FLOOR, STATE LIFE BUILDING #. 9,
DR. ZIAUDDIN AHMED ROAD,
KARACHI

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DIVISION

INVITATION OF TENDER FOR YEARLY CONTRACT FOR OPERATION &
MAINTENANCE OF ELECTRICAL WORKS AT
STATE LIFE BUILDING NO. 11, ABDULLAH HAROON ROAD, KARACHI.

POST QUALIFICATION DOCUMENTS

ENGR. & MAINTENANCE SECTION
5TH FLOOR, STATE LIFE BUILDING #. 9,
DR. ZIAUDDIN AHMED ROAD,
KARACHI

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

Dated: _____

Dy. Manager (Electrical),
Real Estate Division,
State Life Building No. 09,
Dr. Ziauddin Ahmed Road,
Karachi.

**SUB: TENDER FOR CONTRACT OF OPERATION & MAINTENANCE OF ELECTRICAL
WORKS AT STATE LIFE BUILDING NO. 11, ABDULLAH HAROON ROAD,
KARACHI.**

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 is placed in financial bid
envelop.

Thanking you,

Yours Sincerely,

Signature _____

Name _____

Designation _____

M/s. _____

RETURN TO:

Dy. Manager (Electrical) Real Estate Division
5th Floor, State Life Building #. 9,
Dr. Ziauddin Ahmed Road,
Karachi

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

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: _____

NAME OF WORK: MAINTENANCE CONTRACT OF ELECTRICAL WORKS AT STATE LIFE BUILDING NO. 11, ABDULLAH HAROON ROAD, KARACHI.

1. SCOPE OF WORK:

- a.** The following technical staff will permanently required at subject SLIC Building for daily operation / maintenance works during the working hours for Two (02) Years (Annexure "D"):

i.	Electrical Supervisor (Possessing Diploma of Associates Engineer & having minimum Five Years experience)	:	01 No.
ii.	Electricians (Matriculation/Middle and possessing Wireman license with 07 years experience.	:	03 Nos.
iii.	Assistant Electrician (Middle) having basic knowledge of Electric Field with 04 years experience.	:	01 No.

Note: License must be issued from Electric inspector Govt. of Sindh Karachi Region.

b. DAILY MAINTENANCE WORKS:

- i.** Visual inspection of all electrical installations at all Floors checking at Sub-station equipments and to record readings of measuring instruments. (Ampere meter, voltmeter & PF. Relay) of both HT. Penal/LT. Penal & P.F.I. etc, (specimen attached). Proper register to be maintained at site and to be submitted with the monthly bill for verification.
- ii.** Immediate precautionary and remedial measures to be taken upon any abnormal readings.
- iii.** To attend day to day complaints from the tenants and take preventive maintenance and repair work of entire electrical installations of the building and operation of DG set on electric supply failure (list of major equipment is as per Annexure "A").
- iv.** To keep clean all electrical installations.
- v.** Demand of material diesel and other consumables.
- vi.** Coordinator with K-Electric/Office of Electrical inspector & other concerned Govt. Agencies.
- vii.** Maintain register of PF Reading on daily basis in Three (03) times a day & get check by Incharge (Real Estate).

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

c. **MONTHLY MAINTENANCE SERVICE:**

✚ Detailed reports will be submitted with monthly bill (Annexure "B")

d. **QUARTERLY MAINTENANCE SERVICES (TO BE ARRANGED ON SUNDAYS/HOLIDAYS:**

Servicing and complete check-up of all major electrical equipments as per Annexure "C" (detailed reports will be submitted).

e. **YEARLY MAINTENANCE SERVICE (TO BE ARRANGED ON SUNDAYS/HOLIDAYS:**

i. Servicing, overhauling of HT & LT panel and transformer and calibration of instruments and relays.

ii. Oil testing of 11 KVOCB and transformer for viscosity/dielectric strength (certificate will be submitted).

iii. Insulation resistance measurement of entire L.T Electrical net work and recording test readings.

iv. Annual servicing and maintenance/overhauling of diesel generator set as per manufacture's recommendations.

v. Annual servicing of equipments (as per annexure – C). Detail report will be submitted.

vi. Arrange shut down & coordination for arrangement of shut down from K-Electric.

2. **EMERGENCY SERVICE/CALL SERVICES:**

i. 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.

ii. 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.

iii. 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%.

iv. In case of maximum/more additional manpower for any major repairing/replacement work the payment shall be made as per numbers of Labour, Technician, Supervisor, Engineer/ involved.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

**MAINTENANCE CONTRACT OF ELECTRICAL WORKS AT
STATE LIFE BUILDING NO. 11, ABDULLAH HAROON ROAD,
KARACHI.**

All Govt. Taxes should be included in Contract amount / consumable item.

Scope Of Work / Specification As per details given in earlier pages charges.	Cost (Rs.) Per Month	Cost (Rs.) Per Annum	Cost (Rs.) for Two (02) Years
Servicing & Maintenance of Electrical Works at State Life Building #. 11 Abdullah Haroon Road, Karachi.			
Amount (In Words) Per Annum			

Amount in words (For Two (02) Years) _____

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

FOR RATE ONLY:

Every contractor will also provide the rates of the following items. The rates must include supply transportation, taxes, octroi & labour charges etc.,

i.	Supply and refilling of dehydrated transformer Oil	Per Liter _____
ii.	Centrifuging and dehydration of Oil	Per KVA _____ Per Liter _____
iii.	Silica Gel	Per Kilogram _____
iv.	Oil Testing Charges	Per Test _____
v.	Overtime (Supervisor) (Fixed) On the discretion of Real Estate	Rs. 120/- Hour
vi.	Overtime (for Electrician) on the discretion of Real Estate (P.O.) (Fixed)	Rs. 80/- Hour
vii.	Overtime (for Assist. Electrician) on the discretion of Real Estate (P.O.)	Rs. 70/- Hour

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

3. ENGINEER VISIT

Qualified Engineer will visit on half yearly basis in State Life Building #. 11, Karachi & 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.

4. MINIMUM WAGES:

- 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.

5. 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 be claimed by Contractor or entertained by State Life after award of Contract.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

ANNEXURE - "A"

LIST OF MAJOR EQUIPMENTS FOR MAINTENANCE AT
STATE LIFE BUILDING #. 11, KARACHI.

1.	HT 11 KV / OCB	03 Nos.
2.	1000 KVA Transformers.	02 Nos.
3.	Main LT Switch Boards	02 Nos.
4.	400 KVAR PFI Plant.	02 Nos.
5.	Emergency Panel	01 No.
6.	DG Set 250 KVA (CAT)	01 No.
7.	Sub-Main Electrical Panel for Ventilation & A.C System (2 nd Floor).	02 Nos.
8.	Floor distribution boards, ventilation, A.C D.B's emergency D.B's Sub - Energy Meters.	01 Lot.
9.	Fire Fighting & Water Pump Panels.	Complete System
10.	LT Feeders & Sub - Feedings.	Complete System
11.	Building Electrification & External Lights etc. Complete in all respect.	Complete System
12.	Sub - Energy / Emergency Meters.	Complete System
13.	Earthing System	Complete System
14.	Lightening Protection System.	Complete System
15.	Telephone Points and telephone wiring of the Building.	Complete System
16.	Fire Alarm System (coordination Only).	Complete

NOTE: Any other related works as per site requirements & cooperation with Electric Inspectorate/K-Electric.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

MONTHLY INSPECTION/SERVICE/MAINTENANCE REPORT AT
STATE LIFE BUILDING #. 11, KARACHI.
For the Month of _____

Client - State Life

Date of Inspection _____ Time _____

1. H.T Panel / Instrument	Main Incoming	No. 1	No. 2	Remarks
<i>i.</i> Indication Lights <i>ii.</i> Volt Meter Reading <i>iii.</i> Selector switch <i>iv.</i> Ampere meter reading <i>v.</i> Selector switch <i>vi.</i> Reading of KWH / MDI <i>vii.</i> Reading of KVARH <i>viii.</i> General cleaning (out side only)				i. _____ ii. _____ iii. _____ i. _____ ii. _____ iii. _____
2. TRANSFORMER				
<i>i.</i> Check Oil Level <i>ii.</i> Inspection of silica gel <i>iii.</i> General cleaning excluding top plate (safety measures to be taken) <i>iv.</i> Record temperature (C°)	---- ---- ---- ---- ----			
3. L.T PANEL / INSTRUMENTS				
<i>i.</i> Indication lights <i>ii.</i> Volt meters (Main) <i>iii.</i> Selector switch <i>iv.</i> Ampere meter (Main) <i>v.</i> Selector Switch <i>vi.</i> Ampere meters (Floor) <i>vii.</i> General cleaning of External side of L.T panel, emergency & P.F.I.P	---- ---- ---- ---- ---- ---- ----			
4. GENERATOR SET.				
<i>i.</i> General cleaning of the Set. <i>ii.</i> Check battery charging system / battery. <i>iii.</i> Provide photocopy of monthly operation record. <i>iv.</i> Any other defect.				

**SIGNATURE OF ELECTRICAL
 SUPERVISOR (CONTRACTOR)**

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

NAME / SIGNATURE & STAMP OF AUTHORIZED OFFICER (SLIC)

HALF YEARLY MAINTENANCE SERVICE

1. HIGH TENSION PANEL:

- i.* Cleaning of terminal contacts of volt meter, ammeter MDI & KVARH meters.
- ii.* Check tightness of the connection at Bus Bars.
- iii.* Check insulation resistance of bus bars.
- iv.* Check tightness at primary & secondary connection of CTS & PTS and continuity.
- v.* Check for tightness, cleaning and alignment of auxiliary contacts.
- vi.* Check for cleanness and mark of spark for dome plug top.
- vii.* Check for OCB oil level.
- viii.* Check for mark of spark smoothness of contacting surface of fixed and moving contacts.
- ix.* Check for lowering and raising mechanism for oil filling and smooth operation.
- x.* Check for proper grounding and clean ground terminal.
- xi.* General cleaning of panel.

2. TRANSFORMER:

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

3. LOW TENSION PANEL:

- 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 and 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 / repairing.

4. GENERATOR SET:

- i.** Change by – pass filter if required.
- ii.** Clean fuel breather.
- iii.** Clean / change crankcase breather.
- iv.** Check Air Piping.
- v.** Check / Clean Oil Bath Air Cleaner tray.
- vi.** Clean / Change Air Compressor breather clean out.
- vii.** Change water filter if required.
- viii.** Check for leak in exhaust drain condensate trap.
- ix.** Check battery charging system, battery electrolyte level and specific gravity (reading to be provided) specify gravity.
- x.** Change in let & outlet restrictions winding & electrical connections.
- xi.** Change engine oil if working hours exceed 250 hours (must be changed during yearly service).
- xii.** Change engine oil filter if working hours exceed 250 hours (must be changed during yearly service).
- xiii.** Change fuel filter if working hours exceed 250 hours (must be changed during yearly service).

5. LIGHTNING PROTECTION SYSTEM:

Check tightness and continuity of the entire system.

6. EARTHING SYSTEM:

Earth resistance test of all earth pits with earth tester and continuity. Testing of connections of earth conductor of entire earthing system.

**SIGNATURE OF ELECTRICAL
SUPERVISOR (CONTRACTOR)**

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

NAME / SIGNATURE & STAMP OF AUTHORIZED OFFICER (SLIC)

DAILY ELECTRICAL STAFF REQUIRED AT STATE LIFE BUILDING #. 11, KARACHI.

Working Days : 06 (Six) working days in a week (Mon to Sat).
Off Days : Sunday & Gazetted Holidays

DUTY / WORKING HOURS

SHIFT - A:

0800 Hrs. 1630 Hrs. : Electrician - One (01)

GENERAL SHIFT:

0900 Hrs. 1730 Hrs. : Electrical Supervisor -One (1) Asst. Electrician-One (1)

SHIFT - B:

3:00 P.M. to 11:00 P.M.: Electrician - One (01)

SHIFT - C:

11:00 P.M. to 8:00 A.M.: Electrician - (Night) = One (01)

NOTE:

- i.* The above timings may be changed by SLIC (P.O.) as and when required.
- ii.* Maintenance contractor should adhere that electrical staff would be posted at site after the approval of State Life (P.O.).
- iii.* All replacements of electrical staff must be approved by SLIC (P.O.) prior posting at site / building.
- iv.* Electricians and supervisor must have valid wire man and supervisor license respectively. An electrician having the experience of H.T side may be accepted.
- v.* It will be the responsibility of the maintenance contractor to renew the licenses of his staff posted at State Life Building #. 11, Karachi.
- vi.* Attendance register will be maintained at site and to be submitted on first working day of each month.
- vii.* Contractor will maintain another register, showing daily H.O, T.O proceedings of all shifts & to be submitted weekly at P.O. for checking purpose.
- viii.* Contractors staff if deputed on Guzeetted holidays weekly OFF/Sunday or after duty hours will be paid overtime on the quoted rates by the contractor and approved by State Life.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

TERMS AND CONDITIONS

1. GENERAL TERMS & CONDITIONS

- i.** Tender are invited for Yearly Maintenance contract for Electrical Works at State Life Building #. 11, Karachi.
- ii.** Tender shall be submitted in a sealed 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 have right to accept/reject 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 earnest money will be rejected.
- vii.** State Life will not be responsible for any loss to life and will not accept any claim, liabilities or compensation.

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, GM / DH (RE) 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. NOTE:

Contractor must have contractor license which issued from Electric Inspector Govt. of Sindh Karachi Region.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

4. MODE OF PAYMENT

- i.* On monthly basis on submission of bill, attendance sheet & monthly report.
- ii.* An amount equivalent to 05% will be deducted from the monthly bills of State Life Building #. 11, Karachi as retention money which will be released after the satisfactory completion of the contract.
- iii.* Income tax will be deducted as per procedure announced by the Govt. of Pakistan from time to time.
- iv.* All staff will work for Six (06) days in a week. Sunday will be observed at weekly off. Un-authorized absences from the duty will be punished in term of deduction of wages at prorated basis from the monthly bill.
- v.* The contractor is bound to arrange payment to his deputed staff up to the fifth of every calendar month.
- vi.* If the contractor is late in making payment to his workers for any two consecutive months, the employer's representative may terminate this contract in term.
- vii.* 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.
 - a.* Un-satisfactory Service : 5% deduction an un-satisfactory service.
 - b.* Date of Commencement : Date of acceptance of letter of award.
 - c.* Period of Completion of Maintenance service : As per maintenance schedule mutually agreed / decided.

5. TERMINATION

- i.* The employer shall have the right to terminate the contract wholly or partially by giving a notice of 60 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 4 (v & vi) above.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

SPECIAL CONDITIONS

SUB: CONTRACT FOR OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT STATE LIFE BUILDING NO. 11, ABDULLAH HAROON ROAD, KARACHI.

1.	Amount of Bid Security (pay order) to be submitted with tender	2% of bid amount for a year.
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 of Two (02) Years.
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 performance	Two (02) Years
5.	Method of mode of payment	On monthly basis on submission of bill, monthly report and attendance sheet duly verified by respective Building Incharge.
6.	Deduction of retention money.	5% will be deducted from monthly bill.
7.	Release of retention money.	After the satisfactory completion of contract.
8.	Income tax deduction.	As per procedure announced by Government time to time.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

CRITERIA EVALUATION/POST QUALIFICATION

MAINTENANCE CONTRACT OF ELECTRICAL WORKS AT STATE LIFE BUILDING NO. 11, ABDULLAH HAROON ROAD, KARACHI.

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.									

Note: Criteria of Pre-qualification = 60 Marks.

CRITERIA EVALUATION / POST QUALIFICATION

MAINTENANCE CONTRACT OF ELECTRICAL WORKS AT STATE LIFE BUILDING NO. 11, ABDULLAH HAROON ROAD, KARACHI.

A.	<u>COMPANY PROFILE:</u>		
	<i>i.</i> The company established before more than 10 Years	Marks (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.