

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**  
**REAL ESTATE DIVISION**

**INVITATION OF TENDER FOR CONTRACT OF ELECTRICAL WORKS**  
**(SUB-STATION) EQUIPMENT AT**  
**STATE LIFE BUILDING NOS. 1, 2, 3, 4 & 9 KARACHI.**

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**POST QUALIFICATION DOCUMENTS**

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**ENGR. & MAINTENANCE SECTION**  
**5<sup>TH</sup> 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 ELECTRICAL WORKS (SUB-STATION) EQUIPMENT  
AT STATE LIFE BUILDING NOS. 1, 2, 3, 4 & 9 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.** \_\_\_\_\_

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**  
**REAL ESTATE DIVISION**

**POST QUALIFICATION**

**INVITATION OF TENDER FOR CONTRACT OF ELECTRICAL WORKS (SUB-STATION)**  
**EQUIPMENT AT STATE LIFE BUILDING NOS. 1, 2, 3, 4 & 9 KARACHI.**

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

Dy. Manager (Electrical) Real Estate Division  
5<sup>th</sup> Floor, State Life Building #. 9,  
Dr. Ziauddin Ahmed Road, Karachi  
Phone No. 99204525

All inquiries related to these documents and / or post qualification forms should be addressed in writing to Manager (electrical) 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”.
2. The SLIC will review the information supplied by the firms in post qualifications forms. Tenders of those firms which pass the post qualification process will be opened in the presence of Tenderer’s representative who choose to attend at a time to be determined. The Financial Bid Documents of the Tenderer’s who fail to post qualify shall be returned unopened.
3. The response to this notice must be sufficiently detailed to convince the SLIC that the firms applying for Pre-Qualification 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.
4. 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).
5. Firm shall submit the following:-> GST, Professional Tax Certificate  
(Mandatory) -> NTN & SST Certificate issued by Revenue Board  
Sindh Sales Tax Registration  
-> Electrical Contractor License from Electric Inspector Govt. of Sindh Certificate of Pakistan OR Engineering Council (PEC).

**RETURN TO:**

Dy. Manager (Electrical) Real Estate Division  
5<sup>th</sup> 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 O.....
- 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

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**1. PERFORMANCE RECORD**

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*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)

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**2. LIST OF REFERENCES**

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*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.

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**3. BLACK LISTING**

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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.

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**4. ORGANIZATION**

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**a.** From Clients (Attach Certificate)

- 1.
- 2.
- 3.

**b.** From Bankers (Attach Certificate)

- 1.
  - 2.
  - 3.
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**5. CERTIFICATION - SIGNATURE**

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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**

<b>NAME OF PROJECT &amp; LOCATION</b>	<b>FULL NAME &amp; ADDRESS OF CLIENT</b>	<b>TYPE OF CONTRACT PERIOD OF CONTRACT</b>	<b>CONTRACT VALUE (INDICATE CURRENCY IN PAK RS. ONLY)</b>	<b>STATE ANY PENALTIES, CLAIMS, ARBITRATION</b>	<b>TYPE OF WORK</b>	<b>CARRIED OUT ALONG OR IN PARTNERSHIP (IF IN PARTNERSHIP STATE SHARE &amp; NAME OF PARTNER)</b>	<b>START DATE</b>	<b>COMPLETION DATE</b>

**POST - QUALIFICATION FORM - 2**

**CURRENT PROJECTS**

**LIST ALL PROJECTS OF SIMILAR NATURE, WHICH YOUR FIRM HAS UNDER WAY AT THIS TIME**

<b>NAME OF PROJECT &amp; LOCATION</b>	<b>FULL NAME &amp; ADDRESS OF CLIENT</b>	<b>TYPE OF CONTRACT PERIOD OF CONTRACT</b>	<b>CONTRACT VALUE (INDICATE CURRENCY IN PAK RS. ONLY)</b>	<b>STATE ANY PENALTIES, CLAIMS, ARBITRATION</b>	<b>TYPE OF WORK</b>	<b>CARRIED OUT ALONG OR IN PARTNERSHIP (IF IN PARTNERSHIP STATE SHARE &amp; NAME OF PARTNER)</b>	<b>START DATE</b>	<b>COMPLETION DATE</b>

SEAL & SIGNATURE: \_\_\_\_\_



**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**  
**REAL ESTATE DIVISION**

**INVITATION OF TENDER FOR CONTRACT OF ELECTRICAL WORKS**  
**(SUB-STATION) EQUIPMENT AT**  
**STATE LIFE BUILDING NOS. 1, 2, 3, 4 & 9 KARACHI.**

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**FINANCIAL BID DOCUMENTS**

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**ENGR. & MAINTENANCE SECTION**  
**5<sup>TH</sup> FLOOR, STATE LIFE BUILDING #. 9,**  
**DR. ZIAUDDIN AHMED ROAD,**  
**KARACHI.**

**MAINTENANCE CONTRACT OF ELECTRICAL WORKS**  
**(SUB - STATION EQUIPMENTS) AT**  
**STATE LIFE BUILDING #. 1, 2, 3, 4 & 9 KARACHI.**

**GENERAL SCOPE OF WORK**

**A. MONTHLY INSPECTION:**

The inspection of sub-station equipments (Annexure - A) shall be carried out as per following:

- i.* Monthly joint inspection by the contractor and the SLIC's supervisor or representative to be carried out in the 3<sup>rd</sup> week of every month.
- ii.* Reports, regarding the inspection & recording of readings shall be submitted on SLIC's proforma as in "Annexure - B" to Building Incharge / Supervisor for his remarks and recommendation regarding faulty components. It shall be noted that the bill of the contractor shall only be cleared after receiving monthly report of all buildings.
- iii.* Minor repairs may be arranged during inspection if deemed necessary.

**B. QUARTERLY MAINTENANCE SERVICE:**

1. Quarterly servicing of the equipments as per scope of work. Report to be submitted on form of State Life Insurance Corporation of Pakistan (Annexure - C).
2. Servicing, Overhauling & Calibration of instrument relays of HT & Main L.T panels as per scope of work.
3. Insulation resistance measurement of entire L.T electrical network and recording of the same.
4. Detailed report regarding the condition of entire electrical system shall be submitted.

**NOTE:**

Please note that quarterly maintenance shall only be conducted on Sunday or on holidays. The work shall only be carried out with the prior approval of time and date by State Life.

**C. YEARLY MAINTENANCE SERVICES:**

1. Last quarterly service will be called yearly maintenance service and all the work specified in quarterly maintenance service shall be carried out accordingly.
2. Oil testing of 11 KV OCB and transformer for dielectric strength / check (Reports to be submitted).

**D. 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.

No charges shall be paid in case of minor replacement/repairing work.

**E. 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.

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**NAME, SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR**

**MAIN L.T. & EMERGENCY PANELS:**

- i.* Cleaning of terminal contracts of Vm, Am, selector switches and calibration of meters if required. Checking connections of CTS.
- ii.* Cleaning/Dust blowing of panels.
- iii.* Cleaning of terminal contact on bus bar and tightening of connections.
- iv.* Checking the resistance of bus bar (semi-annually) half yearly.
- v.* Checking and tight Conn. At ACB/MCB/Fuse switches.
- vi.* Check for proper grounding of panels.

**PFI PLANT:**

Some as main panel and emergency panel but comprising of:

- 1. Setting of Reactive power relay with respect to the load if required. The reading should not less than 0.9 in all respects.
- 2. Checking of HRC fuses, capacitors, indicating lamps, contactors and ensures that all of them are normally functioning.
- 3. Arrangements to be made for the replacement of defective components.

**REMARKS:**

- i.* No extra charges shall be paid in case of any change/revision in the currency value.
- ii.* Contract price/rates shall include all kind of taxes and duties.
- iii.* No extra labour charges shall be entertained for the normal maintenance/repairing of the specified equipment.
- iv.* Necessary arrangements, as and when required shall be made to deposit the used/unused/ scrap material in central store located at State Life Building #. 2, Karachi.

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NAME, SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR

**MAINTENANCE CHARGES FOR CONTRACT OF STATE LIFE BUILDING'S**

<b>SCOPE OF WORK / SPECIFICATION</b>	<b>CONTRACT COST PER MONTH</b>	<b>TOTAL CONTRACT AMOUNT (RS.) FOR (12 MONTHS)</b>	<b>TOTAL CONTRACT AMOUNT (RS.) FOR TWO (02) YEARS</b>
Servicing & Maintenance charges for Sub-station equipments located at State Life Building Nos. 1, 2, 3, 4 & 9, Karachi.			

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**NAME, SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR**

**RATES 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 Litre \_\_\_\_\_
  
- ii.*
  - a.* Centrifuging of Oil (H.T Panel) Per Litre \_\_\_\_\_
  
  - b.* Centrifuging of Transfer Oil Per KVA \_\_\_\_\_
  
- iii.* Silica Gel Per Kilogram \_\_\_\_\_
  
- iv.* Oil Testing Charges Per Test \_\_\_\_\_

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**NAME, SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR**

**1. GENERAL TERMS & CONDITIONS:**

- i.* Tender are invited for Yearly Maintenance of Electrical Works (Sub-Station Equipment) at State Life Building Nos. 1, 2, 3, 4 & 9 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 tenders received as per PPRA Rules.
- 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 clam, liabilities or compensation.
- viii.* 5% deductions will be made upon unsatisfactory performance after one notice.

**2. BID SECURITY:**

- i.* 2% of tendered amount for per annum in form of pay order to be submitted with tender.
- ii.* **Release of Bid Security.**
  - a.* Shall be released to un-successful bidders on acceptance of lowest bid.
  - b.* To the lowest bidder on satisfactory completion of entire contract of 24 months.

**3. 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. 100/- containing certain in terms and conditions in the form prescribed by the State Life within 15 days from the acceptance of work order / letter of award.
- 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.

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**NAME, SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR**

**SPECIAL CONDITIONS**

**SUB: MAINTENANCE CONTRACT OF ELECTRICAL WORKS (SUB-STATION EQUIPMENTS) AT STATE LIFE BUILDING #. 1, 2, 3, 4 & 9 KARACHI.**

<b>1.</b>	Amount of Bid Security (pay order) to be submitted with tender	2% of amount for a Year.
<b>2.</b>	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 Years.
<b>3.</b>	Date of Commencement of Work	Date of acceptance of letter of award.
<b>4.</b>	Period of Performance	Two (02) Years
<b>5.</b>	Method of mode of payment	On monthly basis on submission of bill, monthly/quarterly report and attendance sheet duly verified by respective Electrical Incharges.
<b>6.</b>	Deduction of retention money.	5% will be deducted from monthly bill.
<b>7.</b>	Release of retention money.	After the satisfactory completion of contract.
<b>8.</b>	Income tax deduction.	As per procedure / rules announced by Government of Pakistan from time to time.
<b>9.</b>	Period of Contract	Two (02) Years

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

**LIST OF SUB – STATION EQUIPMENTS FOR INSPECTION, SERVICING FOR  
MAINTENANCE AT STATE LIFE BUILDING NO. 1, 2, 3, 4 & 9 KARACHI.**

	<b>Bldg. #. 1</b>	<b>Bldg. #. 2</b>	<b>Bldg. #. 3</b>	<b>Bldg. #. 4</b>	<b>Bldg. #. 9</b>
<b>VCB / OCB</b>	04	04	01	01	03
<b>TRAFO</b>	03	03	01	01	02
<b>MAIN LT PANEL</b>	03	03	01	02	02
<b>EMERGENCY PANEL</b>	01	03	-	-	01
<b>PFI PLANT</b>	03	03	01	02	02

<b>SR. #.</b>	<b>SUMMARY</b>	<b>QTY.</b>
1.	HT 11 KV OCB / VCB	13 Nos.
2.	Transformer 500 KVA TO 1500 KVA	10 Nos.
3.	Main LT. Panel Boards	11 Nos.
4.	Emergency Panels	05 Nos.
5.	PFI Plants	11 Nos.

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**NAME, SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR**



**MONTHLY INSPECTION / SERVICE / MAINTENANCE REPORT AT**  
**STATE LIFE BUILDING #. 1, 2, 3, 4 & 9, KARACHI.**

Client - State Life

Date of Inspection \_\_\_\_\_ Time \_\_\_\_\_

<b>1. H.T Panel / Instrument</b>	<b>Main Incoming</b>	<b>No. 1</b>	<b>No. 2</b>	<b>No. 3</b>	<b>Remarks</b>
<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 (outside only)					
<b>2. TRANSFORMER</b>					
<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°)	---- ---- ---- ----				
<b>3. L.T PANEL / INSTRUMENTS</b>					
<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	---- ---- ---- ---- ---- ---- ----				

\_\_\_\_\_  
**SIGNATURE OF ELECTRICAL  
 SUPERVISOR / REPRESENTATIVE**

\_\_\_\_\_  
**SIGNATURE OF ELECTRICAL  
 CONTRACTOR / FIRM**

**SCOPE OF WORK (QUARTERLY MAINTENANCE)**

**H. T. PANEL:**

- i.* Checking of oil level for OCB.
- ii.* Testing of oil for OCB (Yearly).
- iii.* Checking and cleaning of fixed / moving contracts.
- iv.* Checking the lowering and raising mechanism of trolley and making its operation smooth.
- v.* Check for proper grounding.
- vi.* Proper cleaning of panels.
- vii.* Cleaning, checking & tightening of terminal of Vm, Am, Kwh meter & MDI meter.
- viii.* Cleaning, checking insulation resistance of bus bars.
- ix.* Cleaning, checking and tightening the connection at bus bars.
- x.* Tightening the connection of CTS & PTS.
- xi.* Checking that all meters are working perfectly. Necessary test and calibration of meters shall be performed if required.
- xii.* Tightening, cleaning and alignment of auxiliary contacts.

**TRANSFORMER:**

- 1. Checking of oil level.
- 2. Testing of all (Yearly).
- 3. Checking and cleaning of terminal / contacts of Bucholz Relay.
- 4. Cleaning of Hv, Lv and sliconing bushes.
- 5. Checking the mechanism of off load tapping switch handle for its proper operation.
- 6. Checking and repairing of leakages if required.
- 7. Check breather of transformer (silica gel) and replace it if required.
- 8. Check oil level in oil tank reservoir and top up if necessary.
- 9. General cleaning of transformers.

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**NAME, SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR**

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

**QUARTERLY MAINTENANCE REPORT**

**MAINTENANCE CONTRACTOR :** \_\_\_\_\_

**DATE OF VISIT :** \_\_\_\_\_

**BUILDING NO.** \_\_\_\_\_

Sr. #.	H.T Panel	No. 1	No. 2	No. 3	No. 4
1.	Checking of Oil Level of OCB / VCB				
2.	Testing of Oil for OCB (Yearly).				
3.	Checking & Cleaning of fixed / moving contacts				
4.	Checking the lowering & raising mechanism of trolley and making its operation smooth				
5.	Check for proper grounding				
6.	Proper clearing of panes				
7.	Cleaning, checking & tightening of terminal VM, AM, KWh Meter & MDI Meter				
8.	Cleaning checking insulation resistance of bus bar				
9.	Cleaning, checking & tightening the connection at bus bar				
10.	Tightening the connections of CTs & PTs.				
11.	Checking that all matters are working perfectly. Necessary test and calibration of meters shall be performed, if required				
12.	Tightening, cleaning & alignment of auxiliary contacts				
<b><u>GENERAL REMARKS:</u></b>					

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

**QUARTERLY MAINTENANCE REPORT**

**MAINTENANCE CONTRACTOR :** \_\_\_\_\_

**DATE OF VISIT :** \_\_\_\_\_

**BUILDING NO.** \_\_\_\_\_

Sr. #.	H.T Panel	No. 1
1.	Checking of Oil Level of OCB / VCB	
2.	Testing of Oil for OCB (Yearly).	
3.	Checking & Cleaning of fixed / moving contacts	
4.	Checking the lowering & raising mechanism of trolley and making its operation smooth	
5.	Check for proper grounding	
6.	Proper clearing of panels	
7.	Cleaning, checking & tightening of terminal VM, AM, KWh Meter & MDI Meter	
8.	Cleaning checking insulation resistance of bus bar	
9.	Cleaning, checking & tightening the connection at bus bar	
10.	Tightening the connections of CTs & PTs.	
11.	Checking that all matters are working perfectly. Necessary test and calibration of meters shall be performed, if required	
12.	Tightening, cleaning & alignment of auxiliary contacts	
<b><u>GENERAL REMARKS:</u></b>		

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

Sr. #.	TRANSFORMER	No. 1	No. 2	No. 3
	<b><u>TRANSFORMER RATINGS:</u></b>	1000 KVA	1000 KVA	1500 KVA
1.	Checking of Oil Level			
2.	Testing of Oil (Yearly).			
3.	Visual Checking & Cleaning of terminal/contact of Bouchholz Relay.			
4.	Checking of HV, LV Bushing and sliconing			
5.	Check the mechanism of OFF Load Tapping switch handle for its proper operation			
6.	Check & repairing of leakage's if required			
7.	Check breather of transformer (Silica Gel) & replace it, if required			
8.	Check Oil level in Oil Tank reservoir and top up, if necessary			
9.	General Cleaning of Transformer			
<b><u>GENERAL REMARKS:</u></b>				

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

Sr. #.	TRANSFORMER	No. 1
<b><u>TRANSFORMER RATINGS:</u></b>		
1.	Checking of Oil Level	
2.	Testing of Oil (Yearly).	
3.	Visual Checking & Cleaning of terminal / contact of Bouchholz Relay.	
4.	Checking of HV, LV Bushing and sliconing	
5.	Check the mechanism of OFF Load Tapping switch handle for its proper operation	
6.	Check & repairing of leakage's if required	
7.	Check breather of transformer (Silica Gel) & replace it, if required	
8.	Check Oil level in Oil Tank reservoir and top up, if necessary	
9.	General Cleaning of Transformer	
<b><u>GENERAL REMARKS:</u></b>		

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

Sr. #.	PFI PLANT	No. 1
	<b><u>PFI Ratings:</u></b>	
1.	Cleaning of terminal contacts for selector switch & others & calibration of PFI Relay, if required. Checking connections of CTs	
2.	Cleaning of dust blowing off panels	
3.	Cleaning of terminal contacts on bus bar and tightening of	
4.	Checking the resistance of bus bars	
5.	Check for proper grounding of panels	
6.	Setting of reactive power Realy with respect to the load, if required. the reading should not less than 0.9 in all respect	
7.	Checking of HRC Fuses, Capacitors, Indicating Lamps, Contactors and ensure that all of them are normally functioning	
<b><u>GENERAL REMARKS:</u></b>		
	<p>_____</p> <p><b>CONTRACTOR'S REPRESENTATIVE</b></p> <p><b>NAME:</b> _____</p>	<p>_____</p> <p><b>SLIC REPRESENTATIVE</b></p> <p><b>NAME:</b> _____</p>

## STATE LIFE INSURANCE CORPORATION OF PAKISTAN

Sr. #.	PFI PLANT	No. 1	No. 2	No. 3
	<b><u>PFI Ratings:</u></b>			
1.	Cleaning of terminal contacts for selector switch & others & calibration of PFI Relay, if required. Checking connections of CTs			
2.	Cleaning of dust blowing off panels			
3.	Cleaning of terminal contacts on bus bar and tightening of			
4.	Checking the resistance of bus bars			
5.	Check for proper grounding of panels			
6.	Setting of reactive power Realy with respect to the load, if required. the reading should not less than 0.9 in all respect			
7.	Checking of HRC Fuses, Capacitors, Indicating Lamps, Contactors and ensure that all of them are normally functioning			

**GENERAL REMARKS:**

<p>_____</p> <p><b>CONTRACTOR'S REPRESENTATIVE</b></p> <p>NAME: _____</p>	<p>_____</p> <p><b>SLIC REPRESENTATIVE</b></p> <p>NAME: _____</p>



## **STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

Sr. #.	<b><u>MAIN LT &amp; EMERGENCY PANELS</u></b>	No. 1	No. 2	No. 3	No. 4		
	<b><u>MAIN LT &amp; EMERGENCY PANELS:</u></b>						
1.	Cleaning of terminal contacts of VM, AM, Selector Switch & Calibration of meters, if required. checking connections of CTs.						
2.	Cleaning of dust blowing of panels						
3.	Cleaning of terminal contacts on bus bar and tightening of connections, if required						
4.	Checking the resistance of bus bars						
5.	Checking and tight connection of ACB / MCB / Fuse Switches						
6.	Check for proper grounding of panels						
<b><u>GENERAL REMARKS:</u></b>							
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>CONTRACTOR'S REPRESENTATIVE</b></p> <p style="text-align: center;">NAME: _____</p> </td> <td style="width: 50%; border: none;"> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>SLIC REPRESENTATIVE</b></p> <p style="text-align: center;">NAME: _____</p> </td> </tr> </table>					<p style="text-align: center;">_____</p> <p style="text-align: center;"><b>CONTRACTOR'S REPRESENTATIVE</b></p> <p style="text-align: center;">NAME: _____</p>	<p style="text-align: center;">_____</p> <p style="text-align: center;"><b>SLIC REPRESENTATIVE</b></p> <p style="text-align: center;">NAME: _____</p>
<p style="text-align: center;">_____</p> <p style="text-align: center;"><b>CONTRACTOR'S REPRESENTATIVE</b></p> <p style="text-align: center;">NAME: _____</p>	<p style="text-align: center;">_____</p> <p style="text-align: center;"><b>SLIC REPRESENTATIVE</b></p> <p style="text-align: center;">NAME: _____</p>						

## **CRITERIA EVALUATION / POST QUALIFICATION**

### **CONTRACT OF ELECTRICAL WORKS (SUB-STATION) EQUIPMENT AT STATE LIFE BUILDING NOS. 1, 2, 3, 4 & 9 KARACHI.**

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

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

