

**TENDER FOR MAINTENANCE AND SERVICING OF CCTV**  
**CAMERAS AND ALLIED EQUIPMENT INSTALLED AT STATE LIFE**  
**BUILDING NOS. 2 & 9 KARACHI.**

From: Real Estate Division, Principal Office, SLB No. 9, Dr. Ziauddin Ahmed Road, Karachi.

**A – COVERING LETTER**

(To be typed on company’s letterhead)

**Assistant Manager**

(Elect. /F&F)

Real Estate Division,

State Life Insurance Corporation of Pakistan,

State Life Building No. 9,

Dr. Ziauddin Ahmed Road,

**Karachi.**

**SUB: MAINTENANCE AND SERVICING OF CCTV CAMERAS AND ALLIED EQUIPEMNT  
INSTALLED AT STATE LIFE BUILDING NOS. 2 & 9 KARACHI.**

Dear Sir,

Having inspected the Buildings and studied the scope of work, terms and conditions etc. we

hereby offer to execute the above job for a total amount of Rs. \_\_\_\_\_/-

(Rupees \_\_\_\_\_) per month.

A Payorder No. \_\_\_\_\_ Dated \_\_\_\_\_ From \_\_\_\_\_

Bank for Rs. \_\_\_\_\_ is enclosed as **2%** Bid Security.

\_\_\_\_\_  
For & on behalf of Contractor

\_\_\_\_\_  
**SIGNATURE & SEAL OF THE CONTRACTOR**

## **B – SPECIAL CONDITIONS**

<b>01.</b>	Date and place of opening of quotations	<b>02-03-2022 2022 at 11:30 a.m. REFC Room, 5<sup>th</sup> Floor, Real Estate Division SLB #. 9, Dr. Ziauddin Ahmed Road, Karachi</b>
<b>02.</b>	Amount of Bid Security (Bankers Cheque/Pay-order) to be submitted with quotation	<b>02% of Quoted Annual Contract Cost (Bid with less than the above amount shall be rejected)</b>
<b>03.</b>	Release of Bid Security	<b>a. Bid Security of lowest Two (02) Bidders will be retained up to award of contract and will be returned to remaining bidders after Financial Evaluation of the Bid of the successful bidder.  b. Bid Security of the lowest bidder will be retained by State Life for full period of contract as performance guarantee and will be released on expiry of contract.</b>
<b>04.</b>	Mode of Payment	Through monthly bills submitted by the Contractor on completion of satisfactory services duly verified by respective State Life Building Incharges
<b>05.</b>	Deductions	<b>a. Retention Money at 5% will be deducted from monthly bills which will be released to the contractor on satisfactory completion of the contract.  b. Upto 10% of monthly bill for non-satisfactory performance judged by State Life representative  c. Taxes: All taxes/GST/SST imposed by GOP/GOS.</b>
<b>06.</b>	Bid Validity	Ninety Days (90)
<b>07.</b>	Period of Contract	One (01) Year
<b>08.</b>	Tender Fees	Rs. 500/- (Non-refundable)

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**SIGNATURE & SEAL OF THE CONTRACTOR**

Page 3 of 5

## **C - TERMS & CONDITIONS**

- i.** Contractor shall submit with the Tender Bid Security for an amount equal to 2% of quoted annual Contract Cost in shape of Pay-order/Bankers Cheque in favour of State Life Insurance Corporation of Pakistan. The Tender without Bid Security or short of 2% will be rejected.
- ii.** State Life reserves the right to accept or reject any or all Quotation(s) if found non responsive or any other condition assessed.
- iii.** The Corporation shall not be responsible for any loss / damage and / or injury sustained by the workers employed by the Contractor during the performance of this contract.
- iv.** The Corporation reserves the right to terminate this contract at any time by giving One (01) Month notice.
- v.** The Corporation reserves the right to stop entry of any person deputed by the contractor for performance of the contract.
- vi.** The Contractor's Staff shall follow the Corporation's Security Rules strictly.

## **D - SCOPE OF WORKS**

This work consists of the scheduled preventative maintenance, servicing and inspection of more than **50 CCTV CAMERAS, 06 NVRS UNITS** and connected **LEDS/MONITORS** installed in the Two (02) subject buildings **on monthly basis**, including the performance of minor repairs/adjustments on as-needed basis. All CCTV Cameras and related Equipments including Monitors, NVR/DVR etc, are covered in the Scope of Works.

The Contractor shall complete each of the steps listed in the following subsections, if applicable for the specific time and location at which the maintenance and servicing is being carried out including working at any height.

The Contractor shall also complete and submit to concern Building Incharge, the appropriate checklist form on monthly basis. All deficiencies noted during inspection and any recommendations for repairs or components replacement shall be reported to the concerned Incharge. Any Equipment/Component replacement shall require prior approval from State Life. Scheduling of the work shall be done by the Contractor in consultation with Building Incharge or State Life Representative.

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**SIGNATURE & SEAL OF THE CONTRACTOR**

## **D – CHECKLIST – CHECK THE FOLLOWING ITEMS**

### **a. COMERAS:**

- i.** Clean enclosure Glass Plate.
- ii.** Remove Dirt, Moisture OR other foreign substances.
- iii.** Clean Camera enclosure Filter.
- iv.** Confirm operation of enclosure Fan
- v.** Check for damage inside the enclosure, including insect damage.
- vi.** Inspect cables and connectors and cable protection between pole and pan/tilt unit or camera enclosure for abrasion, cracks, or deterioration.
- vii.** Check enclosure are securely connected.
- viii.** Report any visible damage.
- ix.** Check the camera lens is focused and adjusted properly.
- x.** Check the camera view hasn't been knocked off path and you can see your property perimeter clearly.
- xi.** Clean any dust or marks off the camera lens with a can of compressed air and wipe down the camera casing with a microfiber cloth.
- xii.** Check that the cameras are securely attached to the wall.
- xiii.** Adjustment/shifting of cameras from one place to other.

### **b. WIRING:**

- i.** Check wiring for any wear and tear or exposed wires.
- ii.** Check for loose and damaged wires and replacement it needed.
- iii.** Check that clear transmission of sound and picture with no distortion.

### **c. MONITORS / DVR / NVR:**

- i.** Check that the LCD/Monitors and DVRs/NVR/Devices are showing a clear picture and that the brightness and contrast settings are correctly adjusted and for any preventative and repairs.
- ii.** Check all of your switches and individual equipment are functioning fully.
- iii.** Clean all monitors and equipment of dust and grime with a microfiber cloth and weak cleaning solution.
- iv.** Check cables leading from the equipment are in good condition and that there are no weak connections.
- v.** Check that the correct time and date stamp is set in the system.

Generally, to inspect, clean, tight loose connections, adjust view and to do minor repairs. For component/equipment replacement approval of State Life is necessary. Any service charges for replacement of equipment/component shall be included in bid cost.

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