

2024

**INVITATION OF TENDER FOR CONTRACT OF
OPERATION & MAINTENANCE OF ELECTRICAL
WORKS AT STATE LIFE BUILDING - II, III
HYDERABAD & MIRPURKHAS**

TENDER NO. RE/ ELECT./HYD/2024

- ❖ *POST QUALIFICATION DOCUMENTS*
- CRITERIA EVALUATION/POST QUALIFICATION*
- FINANCIAL BID DOCUMENTS*
- BILL OF QUANTITY / SCOPE OF WORK*
- SPECIAL CONDITIONS*

**REAL ESTATE DEPARTMENT, 7TH FLOOR,
STATE LIFE BUILDING NO. 3,
THANDI SARA, HYDERABAD**

11/19/2024





INVITATION TO BID

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DEPARTMENT
TENDER NO. RE/ELECT./HYD/NOV/2024**

**CONTRACT OF OPERATION & MAINTENANCE OF ELECTRICAL WORKS, AT
STATE LIFE BUILDINGS- HYDERABAD, & MIRPURKHAS/2018**

1. State Life Insurance Corporation of Pakistan (SLICP), invites electronic bids from the proven experienced firms in the related field, registered with Income Tax and Sales Tax Department for **Contract of Operation, Maintenance of Electrical Works at State Life Building Hyderabad & Mirpurkhas.**
2. E-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on E-Pad at (www.eprocure.gov.pk)
3. The electronic bids must be submitted by using E-Pad on or before 06-12-2024 at 11:00 A.M. Manual bids, shall not be accepted. Electronic Bids will be opened on the same day at 11:30 A.M.

Note: Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on E-PADS at www.eprocure.gov.pk and on PA's website.

**Manager
Real Estate Department
Seventh floor
State Life Building # 3,
Thandi Sarak, Hyderabad
Phone No. 022-9200353**

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DIVISION

TENDER NO. RE/ ELECT./HYD/NOV/2024



POST QUALIFICATION DOCUMENTS

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



(To be submitted by Company/Contracting Firm on their Letter Head)
with Post Qualification Document
TENDER NO. RE/ ELECT./HYD/NOV/2024

Dated: _____

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

SUB: TENDER FOR CONTRACT OF OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT AT STATE LIFE BUILDING - II, III HYDERABAD & MIRPURKHAS,

Dear Sir,

Having gone through the Electronic Bid Document / Post Qualification Criteria for subject work, we hereby submit our tender through E-Pad and hard copy of the same consisting of Technical & financial bid for your consideration please.

Pay order / Demand draft having No. _____ Drawn on _____
Bank dated _____ consisting bid security amounting to **Rs.75000/-** is placed herewith.

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 OPERATION & MAINTENANCE OF
ELECTRICAL WORKS AT AT STATE LIFE BUILDING - II, III HYDERABAD & MIRPURKHAS**

All Bidders desiring to qualify for this contract should complete and submit the post qualification Forms / documents duly signed, paged & properly flagged in series to:

Manager (RE),
State Life Building No. 3,
Thandi Sarak, **Hyderabad.**

1. Information supplied by the Bidders 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 Bidders representative who choose to attend at a time to be determined. The Financial Bid Documents of the Bidders 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 signed, paged, flagged in English language.
5. Following are the mandatory requirements for participation in the Bid. Participating firms must submit the following:-
 - ***EOBI & SESSI REGISTRATION***
 - ***NTN Certificate issued by Federal Board of Revenue.***
 - ***Sindh Sales Tax Registration by Sindh Revenue Board.***
 - ***Electrical Contractor License from Electric Inspector Govt. of Sindh***
 - ***E-PAD Registration***

RETURN TO.

(Please complete the following)

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

1. COMPANY INFORMATION:

- a. FULL NAME OF THE COMPANY / FIRM
- b. REGISTERED OFFICE ADDRESS
- c. TELEPHONE NUMBER
- d. E - MAIL FAX NO.....
- e. CONTRACT'S NAME - TITLE
- f. NAME OF PRESENT OWNER AND THEIR POSITION

PROVIDE COPY OF MEMORANDUM AND ARTICLE OF ASSOCIATION OR PARTNERSHIP DEED, WHICH EVER IS APPLICABLE

2. 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)
.....
.....

3. 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) (along with letter of award)

4. **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.

5. **BLACK LISTING**

If you are currently black listed form any govt. semi Govt., autonomies body, Corporation or private organization, ***need no to apply***. Please submit affidavit stating that you are not black listed by any govt. semi Govt., autonomies body, Corporation or private organization.

6. **CERTIFICATION - SIGNATURE**

I hereby certify to the best of my knowledge that the information hereby submitted in this brochure is 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

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
AT STATE LIFE BUILDING - II, III HYDERABAD & MIRPURKHAS.

| Sr. #. | Name of Contractor | Company Profile | Financial Statement | Experience Work Completed | Experience Work in Hand | Technical Staff Strength | List of Reference P.Q/Enlistment | Marks Obtained | Remarks |
|--------|--------------------|-----------------|---------------------|---------------------------|-------------------------|--------------------------|----------------------------------|----------------|---------|
| | | 10 | 10 | 30 | 20 | 15 | 15 | 100 | |
| 01. | | | | | | | | | |
| 02. | | | | | | | | | |
| 03. | | | | | | | | | |
| 04. | | | | | | | | | |
| 05. | | | | | | | | | |

Note: Criteria of Post-qualification = 60 Marks.

SEAL & SIGNATURE OF CONTRACTOR



EVALUATION CRITERIA / POST QUALIFICATION

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

MANDATORY REQUIREMENTS

- *EOBI & SESSI REGISTRATION*
- *NTN Certificate issued by Federal Board of Revenue.*
- *Sindh Sales Tax Registration by Sindh Revenue Board.*
- *Electrical Contractor License from Electric Inspector Govt. of Sindh*
- *E-PAD Registration*
- *Undertaking For Non Black Listing From Any Govt./ Semi Govt./ Private Organization*

| | | | |
|-----------|--|------------------------------------|-----------------|
| A. | COMPANY PROFILE. | | |
| | <i>i.</i> The company established more than 10 Years ago (Full) (Proportionate) | Marks | 10 Marks |
| | <i>ii.</i> The company established within 1 to 10 Years (Proportionate) | | |
| B. | SIMILAR ELECTRICAL MAINTENANCE PROJECTS HANDLED. | | |
| | '05' Marks per Contract | | 30 Marks |
| C. | SIMILAR ELECTRICAL MAINTENANCE PROJECTS IN PROGRESS. | | |
| | '05' Marks per Contract | | 20 marks |
| D. | TECHNICAL STAFF. | | |
| | <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. | ENLISTMENT WITH OTHERS FIRMS. | | |
| | '03' Marks each company/letter | | 15 Marks |
| F. | FINANCIAL POSITION. | | |
| | <i>i.</i> Last Four years Bank statement | '2.5' Marks for annual 3M turnover | 10 Marks |
| G. | DISQUALIFICATION. | | |
| | <i>i.</i> Firms black listed by any Government department and private companies. | | |

Note: Qualifying / passing marks: **(60)**.



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.**

TENDER NO. RE/ ELECT./HYD/NOV/2024

FINANCIAL BID DOCUMENTS

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



**CONTRACT FOR OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT
AT STATE LIFE BUILDING - II, III HYDERABAD & MIRPURKHAS**

BILL OF QUANTITY / 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').

| | SLB II & III HYD | SLB MPK | TOTAL |
|---|---------------------|---------|-------|
| i. Electrical Supervisor (License) from the office of Electric Inspector with minimum 06 years' experience. | 01 | -- | 01 |
| ii. Electricians (Possessing wireman license with 03 to 05 years (experience) of 11 KV & 440 V equipment/ power (one for DG set operation). | 04 | 02 | 06 |
| Total strength | 05 | 02 | 07 |

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 & visit of building on daily basis & resolve the problem if any.
- iii. Take extra care for preventive maintenance and repair work of their then 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 i-e Transformer fault HT Link down fall / shut down the breaker of trolley / Office of Electrical inspector & other concerned Govt. Agencies.

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.

SEAL & SIGNATURE OF ELECTRICAL CONTRACT

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.

6. EMERGENCY SERVICE/VISIT

1. On receipt of any complaint (via phone call, letter or fax), the contractor will attend the complaints within 2 Hours. Reasons such as political strikes etc, for not attending the complaints shall not be accepted. All the collective and precautionary measures should undertake 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 supervisor, Engineer/ involved.

7. **ENGINEER VISIT**

Qualified Engineer will visit on half yearly basis in State Life Building - Hyderabad, and Mirpurkhas & check thoroughly all Electrical System & suggest replacing the defective component, improving 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.

SEAL & SIGNATURE OF ELECTRICAL CONTRACT

FINANCIAL BID / BILL OF QUANTITY

TENDER NO. RE/ ELECT./HYD/NOV/2024

MONTHLY CONTRACT CHARGES.

(All prevailing Govt. Taxes & overhead profit considered to be included in Bid amount.)

| SLB II & III Hyderabad (Rs) | SLB - Mirpurkhas (Rs) | Total (Rs) |
|-----------------------------|-----------------------|------------|
| | | |

- **Monthly Contract amount.** Rs. _____
(SLB -II, III Hyderabad & Mirpurkhas)

- **Annual contract amount.** Rs. _____
(SLB -II, III Hyderabad & Mirpurkhas)

FOR RATE ONLY

1. Centrifuging And Dehydration Of Transformer
(Rates per KVA basis). Rs. _____

2. Supply And Refilling Of Tested And Dehydrated
Transformer Oil (per Liter). Rs. _____

3. Transformer Oil test charges (per test) Rs. _____

4. Cost of Silica Gel imported (Per KG). Rs. _____

5. Overtime (Supervisor) Fixed Per Hour Rs.200/-
(On the discretion of RE)

6. Overtime (electrician) Fixed. Per Hour Rs. 150/-
(On the discretion of RE)

7. Overtime (Assistant Electrician) Fixed Per Hour Rs. 150/-
(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 quoted rates should be inclusive of wages/salaries, EOBI, SESSI Insurance, Sales Tax on services, Income tax profits, overheads, miscellaneous charges, levies etc*

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

**FINANCIAL BID DETAILED BIFURCATION
CONTRACT FOR OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT
AT STATE LIFE BUILDING - II, III HYDERABAD & MIRPURKHAS.
BILL OF QUANTITY**

TENDER NO. RE/ ELECT./HYD/NOV/2024

| Description | | SLB II & III HYDERABAD(A) | | | MIRPURKHAS(B) | | |
|-----------------------------------|----|---------------------------|---------------|--------------|---------------|---------------|--------------|
| | | Qty. | Salary (Each) | Total Salary | Qty. | Salary (Each) | Total Salary |
| Total Staff Required | | | | | | | |
| Electrical Supervisor | 01 | 01 | | | | | |
| Electrician | 06 | 04 | | | 02 | | |
| Total Staff | 07 | 05 | | | 02 | | |
| Bid price per Month | | (Rs) | | | | | |
| Total Bid price /Month (A+B) | | (Rs) | | | | | |
| Total Per Annum price (In Words.) | | (Rs) | | | | | |

Note:-

- i. The quoted rates should be inclusive of wages/salaries, EOBI, SESSI Insurance, Sales Tax on services, Income tax profits, overheads, miscellaneous charges, levies etc.
- ii. The contractor shall adhere to minimum wages/salaries and insurance. The contractor shall submit the certificate with the bill that all the staff deputed by the firm has been paid minimum wages and also the payments for their EOBI, SESSI and insurance are paid.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

AT STATE LIFE BUILDING - II & III 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 & 150 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 | | - |

 SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

ANNEXURE 'B'

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):**

| S# | Description | 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. | | |

 SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

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 contracts.
- 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 component).*

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

Generating Set (coordination of manufacture preferable):

- i. To carry out every service as per recommendation of manufacturer.
- 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 & cleaning lightening system / items with continuity of the entire system.
Checking & Cleaning Of All Lighting Facilities.
Removing all malfunctioning of Electrical lights & allied system.

Earthling System

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

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

ELECTRICAL STAFF REQUIRED
AT STATE LIFE BUILDING - II & III HYDERABAD.

Working Days : 06 (six) working days in a week
Off Day : Sunday & Gazetted Holidays.

SLB #3 HYDERABAD

| | | | |
|-------------------------------|--------------------------------|------------------------------|-----------------|
| <i>Working Time Shift "A"</i> | <i>7:30 Hrs. to 15:30 Hrs.</i> | <i>Electrician</i> | <i>= 01 No.</i> |
| <i>General Shift</i> | <i>8:00 Hrs. to 16:30 Hrs</i> | <i>Electrical Supervisor</i> | <i>= 01 No.</i> |
| | | <i>Electrician</i> | <i>= 01 No.</i> |
| <i>Working Time Shift "B"</i> | <i>12:00 Noon to 8:00 P.M</i> | <i>Electrician</i> | <i>= 01 No.</i> |

SLB #2 HYDERABAD

| | | | |
|----------------------|-------------------------------|--------------------|-----------------|
| <i>General Shift</i> | <i>8:00 Hrs. to 16:30 Hrs</i> | <i>Electrician</i> | <i>= 01 No.</i> |
|----------------------|-------------------------------|--------------------|-----------------|

NOTE:

- i. The above duty timings may be changed / altered, by State Life Building Incharge as and when required. No any electrical staff is allowed to carry out private works of tenant, unless it is necessary to protect SLIC installed system.
- ii. Maintenance Contractor should adhere 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 #3 (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 |

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STATE LIFE BUILDINGS -MIRPURKHAS.**LIST OF MAJOR EQUIPMENTS FOR MAINTENANCE**

| Sr. #. | Description | |
|---------------|--|----------|
| 1. | L.T Switch Boards | Complete |
| 2. | Power factor improvement plant | Complete |
| 3. | DG Set SIEMENS 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 |

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STATE LIFE BUILDINGS - MIRPURKHAS
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).

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**STATE LIFE BUILDINGS - MIRPURKHAS,
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 lightning and continuity of the entire system, inclusive of removing all faults.

EARTHLING SYSTEM.

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

1. **GENERAL TERMS & CONDITIONS**

- i. Tender are invited for Operation & Maintenance Contract of Electrical Works at State Life Building II, III Hyderabad & Mirpurkhas.
- 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 an agreement with the State Life Insurance Corporation of Pakistan with stamp duty of appropriate value as assessed by inspector stamps 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 late coming & 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 State Life Building II, III Hyderabad & Mirpurkhas.). 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 along with 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

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

OR

The contractor fails to fulfill his obligations regarding payment of salaries to his worker / staff as mentioned in clause 3 (iii, iv & v) above.

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APPENDIX

SPECIAL CONDITIONS

**OPERATION & MAINTENANCE CONTRACT OF ELECTRICAL WORKS AT
STATE LIFE BUILDING II, III HYDERABAD & MIRPURKHAS.**

| | | |
|-----|---|---|
| 1. | Amount of Bid Security (pay order) to be submitted with tender. | <u>Rs. 75000/-</u> (Rupees Seventy Five Thousands only) in shape of pay order in favor of <i>State Life Insurance Corporation of Pakistan.</i> |
| 2. | Release of Bid Security. | i. Shall be released to unsuccessful bidders on acceptance of the lowest bid. ii. To the lowest bidder, on satisfactory completion of contract period. |
| 3. | Bid Security Forfeiture | i. If the bid is withdrawn after opening. ii. If the bidder does not accept letter of award or refuse to enter in contract. |
| 4. | Bid Validity | One Hundred Twenty (120) days (Extendable as per PPRA Rules). |
| 5. | Method of Procurement | Single stage Two envelope as per PPRA Rules. |
| 6. | Period of contract | One year |
| 6. | Method of payment | On monthly basis on submission of bill, monthly report and attendance sheet duly verified by respective building In charges. Submit to Hyderabad Real Estate Office. |
| 7. | Deduction of retention money. | 05% of verified bill amount will be deducted from monthly bill. |
| 8. | Release of retention money. | After the satisfactory completion of contract. |
| 9. | Income tax deduction. | As per procedure / rules announced by Government of Pakistan form time to time. |
| 10. | Period of Honoring the bill | Within Ten (10) days of receipt of Site In charge / engineer certificates. |
| 11. | Termination of contract | Non- fulfillment / compliance of any clause of tender. |

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RECEIPT

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

Received with thanks one set of tender documents for captioned works from the office of Manager Real Estate Department, State life Building Hyderabad on payment of Rs. 1000/-.

For and on behalf of

M/s. _____

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR