**TENDER**

FOR

ESTABLISHMENT OF WORK STATIONS FOR TRAINEES AT SLB-5, BLUE AREA ISLAMABAD



STATE LIFE Insurance Corporation of Pakistan, RED ISLAMABAD

(A Government of Pakistan Enterprise)

**Website:** <http://www.statelife.com.pk>

RETURN via e-PADS TO:

Please complete the following:

1. a. SUBMITTED BY ……………………………………………………………

b. REGISTERED ADDRESS ………………………………………………….

1. COMPANY INFORMATION
2. FULL/ FIRM NAME OF THE COMPANY………………………………………………………..….
3. REGISTERED OFFICE ADDRESS…………………………...............
4. DESCRIPTION OF COMPANY FIRM……………….…………………………………………………..
5. TELEPHONE NUMBER………………………………………………………………..
6. E-MAIL……………………………………FAX:…..……………………
7. CONTRACT’S NAME/TITLE……………………………..…….………
8. NAME OF PRESENT EXECUTIVE

DIRECTOR AND THEIR POSITION……………………………………

IN THE COMPANY WITH BIO DATA…………………………………

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

1. ORGANIZATION AND FINANCIAL DATA:
2. TYPE OF BUSINESS ORGANIZATION (CORPORATION/JOINT VENTURE/PARTNERS ETC.) ……………………………………………………………….……………

……………………………………………………………….……………

1. IF JOINT VENTURE, NAME OF THE JOINT VENTURE PARTNERS WITH NAME OF THE LEAKING PARTNER ………………………………………………………………………………

………………………………………………………………………………

* IF PARTNERSHIP, NAMES OF THE PARTNERS WITH POSITION HELD BY EACH PARTNER
* Officially attested latest balance sheet
* Latest Income Statement
* If joint venture, financial statement of each firm must be submitted. No statements will be considered unless these are attested by a Competent Authority of the particular country and unless certified as being audited by an independent Public Accounting Firm.

1. PERFORMANCE RECORD
2. 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)
3. List of Projects currently in progress of similar nature of works (see attached form)
4. ORGANIZATION
5. What is the size of your permanent, full time work form?
6. Provide organization chart of your firm indicate lines of communication and reporting responsibility.
7. Detail of key technical staff with their qualification and experience including of those who would be deputed for the proposed project.
8. Name of Bankers to the organization with Account Number and address. Bankers report on the credit worthless of the organization must accompany under a sealed cover.
9. LITIGATION ETC.

Provide detail of all cases: Present and past under dispute or litigator arbitration.

1. LIST OF REFERENCES:

Form Clients (attach certificate)

1. ……………………………………………..
2. ……………………………………………..
3. ……………………………………………...
4. 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

POST-QUALIFICATION BROUCHURE

FORM – 1

List of Previous Experience of Similar Nature of Works completed

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | NAME OF PROJECT & LOCATION | FULL NAME & ADDRESS OF CLIENT | TYPE OF CONTRACT/  PERIOD OF CONTRACT | CONTRACT VALUE (INDICATE CURRENCY IN PAK RS. ONLY) | DELAY PANELTIES CLAIMS, ARBITRATION | TYPE OF WORK | CARRIED OUT ALONG OR IN PARTNERSHIP (OR IN PARTNERSHIP, STATE SHARE & NAME OF PARTNER) | START DATE | DATE OF COMPLETION |
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STATE LIFE INSURANCE CORPORATION OF PAKISTAN

FORM – 2

List of all Projects/ Works of Similar Nature, which your firm has under way at this time

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No | NAME OF PROJECT & LOCATION | FULL NAME & ADDRESS OF CLIENT | TYPE OF CONTRACT/ PERIOD OF CONTRACT | CONTRACT VALUE (INDICATE CURRENCY IN PAK RS. ONLY) | Delay PANELTIES CLAIMS, ARBITRATION | TYPE OF WORK | CARRIED OUT ALONG OR IN PARTNERSHIP (OR IN PARTNERSHIP, STATE SHARE & NAME OF PARTNER) | START DATE | EXPECTED DATE OF COMPLETION |
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STATE LIFE INSURANCE CORPORATION OF PAKISTAN

**ESTABLISHMENT OF WORK STATIONS FOR TRAINEES AT SLB-5,**

**BLUE AREA ISLAMABAD**

**CRITERIA FOR EVALUATION / POST QUALIFICAITON OF THE BIDDERS**

|  |  |  |
| --- | --- | --- |
| A. | **COMPANY PROFILE:** | |
|  | i. The company established before more than 05 years Marks (Full)  ii. The company established within 1 to 05 years (Proportionate) | **25 Marks** |
| B. | **SIMILAR TYPE/NATURE OF MAINTENANCE PROJECTS HANDLED:** | |
|  | 03 Marks per Contract/Projects | **15 Marks** |
| C. | **SIMILAR TYPE/NATURE OF MAINTENANCE PROJECTS IN PROGRESS:** | |
|  | 02 Marks per Contract/Projects | **10 Marks** |
| D. | **COMPLETION CERTIFICATES OF WORKS** |  |
|  | Each Deptt. 05 Marks  More than 01 Deptt. 10 Marks  Any other certificate with relevance job (private sector) | **10 Marks** |
| E. | **TECHNICAL STAFF:** | |
|  | i. Engineers 05 Marks  ii. D.A.E. 03 Marks  ii. Foreman/Technician/other staff 07 Marks | **15 Marks** |
| F. | **ENLISTMENT WITH OTHERS DEPTTS:** | |
|  | 03 Marks each company/letter | **15 Marks** |
| G. | **FINANCIAL POSITION:** | |
|  | i. Balance Sheet 05 Marks  ii. Banker Certificate 05 Marks | **10 Marks** |
| H. | **DISQUALIFICATIONS** | |
|  | * + 1. Firms which are not registered with, NTN - Income Tax (FBR), P.S.T. (PRB), Professional Tax Dept., e-PADS etc.     2. Firms black listed by any Government, Semi Govt. Corporation &, Multinational Companies. |  |

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

ESTABLISHMENT OF WORK STATIONS FOR TRAINEES AT SLB-5, BLUE AREA ISLAMABAD

**CRITERIA EVALUATION/ POST-QUALIFICATION ASSESSMENT SHEET**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. #** | **Name of Contractor** | **Company Profile** | **Financial Statement/Bank Certificate** | **Work Completed** | **Work in Hand** | **Completion Certifications** | **Technical Staff Strength** | **List of Reference Pre-Qualified Enlistment** | **Marks Obtained** | **Remarks** |
|  |  | **25** | **10** | **15** | **10** | **10** | **15** | **15** | **100** |  |
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**Note:** Criteria of Pre-qualification = **Minimum 60 Marks**.

Dated:

M/s

Subject:- **ESTABLISHMENT OF WORK STATIONS FOR TRAINEES AT SLB-5, BLUE AREA ISLAMABAD**

Enclosed please find herewith the B.O.Q for the subject work for quoting your rates. Please return the same duly field and completed in all respect on e-PADS.

2. You are requested to return the quotation documents to e-PADS by the stipulated date whether or not you are interested in this bid. For any further details, you may contact the undersigned before the opening date of the quotation.

3. The works under this quotation shall be carried out as per general engineering practice in accordance with the bill of quantities/ specifications. Your rates must be inclusive of all cost of materials, labour, overheads, profits, taxes surcharges and preparatory works as required and no escalation or extra payment shall be considered on any of these account or reason.

4. As the enclosed technical evaluation criteria (Sheet) shall reflect, it is mandatory to visit the site before the submission of tenders documents, registration with FBR (NTN & STN). Please provide the above mentioned certificates along with Technical-Bid.

5. The Corporation reserves the right to reject any or all bids as per PPRA rules.

Regards.

**DGM I/c Real Estate**

*Basement, State Life Building No. 5 (Phase-II)*

*Jinnah Avenue , Islamabad*

Address:

**Deputy General Manager**

Incharge (Real Estate)

State Life Building No. 5, Basement,

Phase-II, Jinnah Avenue,

**I S L A M A B A D.**

Note: **TO BE SUBMITTED BY THE CONTRACTOR ON THEIR LETTERHEAD VIA e-PADS.**

Deputy General Manager,

Real Estate,

State Life Insurance Corp. of Pakistan,

State Life Building No.9,

33-E, F-6/ G-6, Blue Area,

**I S L A M A B A D.**

Subject: **ESTABLISHMENT OF WORK STATIONS FOR TRAINEES AT SLB-5, BLUE AREA ISLAMABAD**

Dear Sir,

Having inspected the building and studied the Scope of Work, Terms and conditions etc. We hereby offer to execute the above job for a total amount Rs. (Rupees ).

Thanking You

Yours Sincerely,

For and Behalf of Contractor

**Annexure – A**

**ESTABLISHMENT OF WORK STATIONS FOR TRAINEES AT SLB-5,**

**BLUE AREA ISLAMABAD**

**“SPECIAL CONDITIONS”**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Place of Opening of Quotation | : | **Incharge**, Real Estate Department, State Life Building No.5 (Phase-II) Jinnah Avenue, Islamabad. |
| 2. | Bid Security (Bank Draft) to be Submitted with Tender |  | **Rs.115,000/-** (Rupees One Lac Fifteen Thousand Only) in shape of pay order in favour of State Life Insurance Corporation of Pakistan must be submitted in hard form to Incharge RE Office. |
| 3. | Release of Bid Security |  | * Shall be released to un successful bidder on acceptance/ scrutiny of the lowest Bid. * To the lowest Bidder on satisfactory completion of entire works. |
| 4. | Date of Commencement of Work | : | Within 07 days from date of acceptance of letter of award. |
| 5. | Time of completion of work from the date of commencement of work | : | Period :- **30 – Days** |
| 6. | Maintenance Period | : | **06-Six** Months (After the completion of job) |
| 7. | Method of Payment | : | Through Cross Cheque after Final Bill |
| 8. | Amount of Liquidated Damages | : | **@0.10% of the Contract price** per day upon delay in completion of works subject to maximum of 10% of contract price. |
| 9. | Period of honoring interim bill | : | As per verification from State Life Engineer/ representatives. |
| 10. | Defect Liability Period | : | Period:- **06** – Month |
| 11. | Mode of Payment | : | Through Final Bill, after the satisfaction report of concerned site Incharge. |
| 12. | Bid Validity | : | 120 Days. |
| 13. | Retention Money | : | Retention money of **5%** will be deducted from running bills which will be released to the contractor on satisfactory Completion of the liability period. |
| 14. | Bid Security Forfeit | : | * If a bidder withdraws his bid during the period of bid validity. * If a bidder does not accept the correction of his bid price. * In the case of a successful bidder, if he fails to;  1. Furnish the required performance security. 2. Sign the contract agreement. |
| 15. | Deductions from bill at source |  | All applicable government taxes (Federal & Provincial) etc., will be deducted from bills of contractor as per rule. |

For and Behalf of Contractor

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**



(REAL ESTATE DEPARTMENT, ISLAMABAD)

**ESTABLISHMENT OF WORK STATIONS FOR TRAINEES AT SLB-5,**

**BLUE AREA ISLAMABAD**

**BILL OF QUANTITY**

**[SCHEDULE OF PRICES]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. #** | **Description** | **Unit** | **Qty.** | **RATE** | **AMOUNT** | |
| **DISMANTLING WORKS** | | | | | | |
|  | **WOODEN PARTITION:** |  |  |  |  | |
| 1 | Dismantling and removal of existing wooden partition wall, required door and wooden cabinets, carting away of the removed material off site, complete in all respect & to the entire satisfaction of site In charge. | Sft. | 270 |  |  | |
|  | **BLOCK MASONARY PARTITION:** |  |  |  |  | |
| 2 | Dismantling and removal of existing Block masonary partition wall including carting away of the removed material off site, complete in all respect & to the entire satisfaction of site In charge. | Sft. | 48 |  |  | |
| **CIVIL WORKS** | | | | | | |
|  | **BACKFILLING** |  |  |  |  | |
| 3 | Back filling inside the empty space of ramp with soil obtained from the dismantling of store backfill material at site and stacked at site including transfer of soil, spreading in required line and level, sprinkling water, ramming, etc. complete in all respect & to the entire satisfaction of site In charge. | Cft | 80 |  |  | |
|  | **BRICKWORK** |  |  |  |  | |
| 4 | Providing and laying first class brickwork with fired local bricks of thickness 9 inch in 12mm thick cement sand mortar (1:4) at the sides of the ramp for supporting the backfilling and for blocking the holes made for the window AC units, including cost of soaking of bricks in water, provision for recesses, openings, toothings, scaffolding, curing filling and raking out joints wherever required, complete in all respects and to the entire satisfaction of site incharge. | Cft | 25 |  |  | |
|  | **PALSTERING** |  |  |  |  | |
| 5 | Plastering to the required masonry with 1:4 cement sand mortar including surface preparation ready for plastering including closing the existing holes in the walls with cement mortar.etc; complete in all respect & to the entire satisfaction of site In charge. | Sft. | 60 |  |  | |
|  | **CONCRETING** |  |  |  |  | |
| 6 | Providing and laying 3” thick cement concrete 1:2:4 specified strength on the top of backfill material placed inside the ramp for filling, using ¾ maximum size graded coarse aggregate and fine aggregate including the cost of formwork including removal and curing, making grooves on its surface etc complete in all respect and to the entire satisfaction of site incharge. | Cft. | 15 |  |  | |
| **GLASS WORKS** | | | | | | |
|  | **GLASS PARTITIONS:** |  |  |  |  | |
| 7 | Toughened glass partitions having 2ft height - Providing and fixing of 12mm thick toughened glass (Clear Type) 2ftl height glazed partitions with curved/ grinded edges fixed on top of wooden partitions. Rate to include providing sealant in the joints (both glass to glass & Glass to wall), cocking ends of H sections with wood, levelling and maintaining uniform grooves and levels including all accessories complete in all respects and to the entire satisfaction of the site incharge. | Sft. | 110 |  |  | |
| 8 | Providing and fixing glass for window purpose having 8.4mm thick clear tampered laminated glass;- including fittings, fixings and all necessary accessories, complete in all respects and to the entire satisfaction of site incharge | Sft. | 50 |  |  | |
| **WOOD WORKS** | | | | | | |
|  | **WOODEN DOORS:** |  |  |  |  | |
| 9 | Supply and fixing of Wooden Door of approved design and quality 7' - 0" x 3'-6" x 0'-2" thick (Duly enamled with Light Brown Colour), fixed with hinges including door door lock (alpha or equivalent) complete in all respects and as directed by site engineer/ incharge. | Sft. | 100 |  |  | |
|  | **WOODEN PARTITION:** |  |  |  |  | |
| 10 | Providing, making ,finishing, and fixing in position 3" thick wooden partitions, make sub frame in 2.25" x 1.5" th. Partal wood battens, jointed to each other at 36" x 24" distance both ways, press and nail 2400 x 1200 x 12mm thick MDF Sheet over sub frame imported, fill gaps between MDF with 25 mm thick expanded polystyrene foam and 25mm thick glass wool as per drawings. This includes grooves as shown in drawings, all nails, screws, glues, lipping polish and cost of all accessories, complete in all respect as per design and to the entire satisfaction of State Life representative/ engineer/ Incharge. | Sft. | 1100 |  |  | |
| **PVC WALL PANELS** | | | | | | |
| 11 | **PVC Wall Panel Sheets:** Providing and fixing PVC wall Panelling 9'' wide , 9.5' ft long and 7mm Thick ECO SERIES, IW Pattern of SLIC authorities approved design and quality from floor skirting level to false ceiling level upto 8.5 feet height, leveling, straighteing, and embedding of all loose wiring behind the panels alongwith fixing of new switch plates, light plugs, power plugs including all allied accessories, hooks, screws, steel nails, rawl plugs, drilling and complete finish as per approved design, color and pattern by the SLIC authorities concerned complete in all respects and to the entirsatisfaction of the site incharge. | Sft. | 450 |  |  | |
| **CEILING WORKS** | | | | | | |
|  | **Note:-** The false ceiling structure and grid shall be erected at height of 8 feet from the Access floor. |  |  |  |  | |
|  | **GYPSUM CEILING/ MINERAL FIBER CEILING OF SIZE 24" x 24" x 9/16”** |  |  |  |  | |
| 12 | Providing and fixing in true horizontal level false ceiling grid of 15mm Suprafine XL grid system manufactured of approved best design and quality by the Engineer Incharge using hot dipped galvanized steel section, exposed surface chemically cleaned capping prefinished in backed polyester paint wall angle of size 3000 x 19 x 19mm used in periphery of the ceiling fixed to the wall/ partition/ RCC column/ band walls with the heip of screws at 600mm c/c. Main runner of size 3000 x 15 x 32mm suspended at 1200mm c/c by using 2.5mm dia G.I. wire hanger securely fixed to the structural soffit of RC slab by using 6mm anchor fastener at every 1200mm (max) and 1200mm long cross tee of size 15 x 32mm to be interlocked between in main runner at 600mm c/c(max) to form grid of 1200 x 600mm. 600mm long cross tee size 15 x 32mm fixed in between 1200mm long cross tee for forming a grid of 600 x 600mm and finally laying Classic Lite Bev. Tegular tiles of size 600 x 600 x 16mm (RH 99, NRC 0.50) and CAC of 34 dB in the above grid including ceiling lights with all necessary accesories like wiring etc , complete in all respects and to the entire satisfaction of the site incharge. | Sft. | 700 |  |  | |
| **FLOORING** | | | | | | |
|  | **TILE FLOOR:** |  |  |  |  | |
| 13 | Polish and grind existing terrazo floor tiles to give high gloss finish complete in all respects and to the entire satisfaction of site in charge. | Sft. | 1010 |  |  | |
| **PAINT WORKS** | | | | | | |
|  | **On Ceiling:** |  |  |  |  | |
| 14 | Supply all kinds of raw material and apply paint to ceiling area or instructed by the site engineer, the price should include preparing surface, clean, remove dust and foreign matter, sanding it well with sand paper, checking the walls with putty, wall seepage treatment, laying two coats of putty (GOLD BOND brand, Plaster of Paris or an approved equivalent), applying one coat of SUPER BOND ROLL and applying two coats of Paintex Emulsion - ICI White Colour or an approved equivalent and post paint cleaning of entire effected area and patches all as instructed and approved by the site engineer | Sft. | 4000 |  |  | |
|  | **Walls & Wood Partition:** |  |  |  |  | |
| 15 | Supply all kinds of raw material and apply paint to wood partition wall area or instructed by the site engineer, the price should include preparing surface, clean, remove dust and foreign matter, sanding it well with sand paper, checking the walls with putty, wall seepage treatment, applying two coats of Plastic Emulsion ICI/Burger or an approved equivalent and post paint cleaning of entire effected area and patches all as instructed and approved by the site engineer | Sft. | 6500 |  |  | |
| **ELECTRICAL WORKS** | | | | | | |
| 16 | Provide and fix 12 Watt LED Tube Lights Surface mounted of approved quality including all neceassary accessories complete in all respects and to the entire satisfaction of site in charge. | Each | 45 |  |  | |
| 17 | Provide and fix 18 Watt LED Tube Lights Surface mounted of approved quality including all neceassary accessories complete in all respects and to the entire satisfaction of site in charge. | Each | 15 |  |  | |
| 18 | Provide and fix 3/0.29 Red coil wiring of approved quality complete in all respects and to the entire satisfaction of site in charge. | Each | 4 |  |  | |
| 19 | Provide and fix 3/0.29 Black coil wiring of approved quality complete in all respects and to the entire satisfaction of site in charge. | Each | 2 |  |  | |
| 20 | Provide and fix 7/0.29 Red coil wiring of approved quality complete in all respects and to the entire satisfaction of site in charge. | Each | 2 |  |  | |
| 21 | Provide and fix 7/0.29 Black coil wiring of approved quality complete in all respects and to the entire satisfaction of site in charge. | Each | 2 |  |  | |
| 22 | Provide and fix power plugs of apprved quality complete in all respects. | Each | 15 |  |  | |
| 23 | Provide and fix switch boards of apprved quality complete in all respects. | Each | 8 |  |  | |
| 24 | Provide and fix Duct (16 x 25) for electrical wiring of apprved quality complete in all respects. | Rft. | 320 |  |  | |
|  | **CEILING FAN:** |  |  |  |  | |
| 25 | Supply and fixing of Ceiling Fan - Super Slim - 52 Inch- For 2’ X 2’ Ceiling - White Color (copper winding) of Make Royal/ Pak Fan or equivalent , completes in all respects. | Each | 8 |  |  | |
| **Estimated Cost** | | | | | |  |
| **GST (SERVICES TAX) 16%** | | | | | |  |
| **GRAND TOTAL** | | | | | |  |

NB:- **Prices should be inclusive of all the applicable Tax(es) levied by the Govt.**

**Bid Price must not exceed 3.0 Million.**

**Items specified above require prior approval of the concerned site engineer Incharge which is mandatory to be obtained before execution of work.**

**Site visit is mandatory.**

For and Behalf of Contractor