

**(To be submitted by company / contracting firm of their letter Head)  
with Post Qualification Document**

Date: \_\_\_\_\_.

**Assistant Manager (Elect.) RE**  
5<sup>th</sup> Floor, State Life Building No. 9,  
Dr. Ziauddin Ahmed,  
Karachi.  
**Ph: 021 - 99202877.**

**SUB: TENDER FOR PROVIDING SERVICES OF TECHNICAL STAFF FOR OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 KARACHI.**

Dear Sir,

Having gone through the Tender Documents and Qualification Criteria for the 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: \_\_\_\_\_ as Bid Security has been arranged and uploaded on e-pads system and original copy has been submitted at Real Estate Division 5<sup>th</sup> floor, principle office State Life Building No. 09 Karachi on **26-03-2025** before 11:00 AM.

Thanking You,

Yours Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

M/s: \_\_\_\_\_

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

**REAL ESTATE DIVISION**

**TENDER NO. HES/EW/KAR/FEB/2025**

**INVITATION OF TENDER FOR PROVIDING SERVICES OF TECHNICAL STAFF FOR  
OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT STATE LIFE BUILDING NOS.  
1, 2, 3, 4, 9 & 11 KARACHI.**

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**QUALIFICATION DOCUMENTS**

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**ELECTRICAL SECTION (RE)**  
**5<sup>TH</sup> FLOOR, STATE LIFE BUILDING #. 9,**  
**DR. ZIAUDDIN AHMED ROAD,**  
**KARACHI**

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**  
**REAL ESTATE DIVISION**  
**TENDER NO. HES/EW/KAR/FEB/2025**

**QUALIFICATION**

**INVITATION OF TENDER FOR PROVIDING SERVICES OF TECHNICAL STAFF FOR OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 KARACHI.**

**APPLICATION INSTRUCTIONS FOR THE QUALIFICATION**

All Bidders desiring to qualify for this contract should complete and submit the attached qualification Form to:

Real Estate Division  
5<sup>th</sup> Floor, State Life Building #. 9,  
Dr. Ziauddin Ahmed Road, Karachi  
Phone No. 021-99202877

No later than .....

All inquiries related to this document or qualification forms should be addressed in writing to ..... Or may be uploaded on e-pads through clarification button.

1. Information supplied by the bidders for the qualification must apply to the company named on the statement. The substitution of background information pertinent to qualification will not be considered for another company related to the applicant company through a "Group Ownership".
2. SLIC will review the information supplied by the firms submitting qualifications forms through e-procurement system EPADS of PPRA. Financial bids of only qualified firms will be opened in EPADS in the presence of bidders' representative who choose to attend as per date and time announced on e-pads system. The Financial Bid Documents of the tenderer's who fail to post qualify shall remain unopened in the e-procurement system EPADS of PPRA.
3. The response to this notice must be sufficiently detailed to convince SLIC that the firms applying for registration have the experience as well as the technical knowledge and financial qualifications necessary for the execution of the subject works and they must prove that they have carried out similar works.
4. All documentation shall be in English language.
5. Bidder shall submit the following:
  - License of Electrical Contractor (Electric Inspector Govt. of Sindh)
  - NTN & SST Certificate issued by Sindh revenue board Sales Tax Registration
  - EOBI & SESSI Registration Certificate

**RETURN TO:**

Real Estate Division  
5<sup>th</sup> Floor, State Life Building #. 9,  
Dr. Ziauddin Ahmed Road,  
Karachi

Fax No. ....

Please complete the following:

**1.**

- a.** SUBMITTED BY .....
- b.** REGISTERED ADDRESS .....

**2. COMPANY INFORMATION:**

- a.** FULL NAME OF THE COMPANY / FIRM .....
- b.** REGISTERED OFFICE ADDRESS .....
- c.** DESCRIPTION OF COMPANY / FIRM .....
- d.** TELEPHONE NUMBER .....
- e.** E - MAIL ..... FAX NO.....
- f.** CONTRACT'S NAME - TITLE .....
- g.** NAME OF PRESENT EXECUTIVE DIRECTOR AND THEIR POSITION .....
- h.** IN THE (COMPANY WITH BIO DATA) .....

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

**3. ORGANIZATION AND FINANCIAL DATA:**

- a.** TYPE OF BUSINESS ORGANIZATION (CORPORATION JOINT VENTURE PARTNERSHIP ETC).  
.....  
.....
- b.** IF JOINT VENTURE, NAMES OF THE JOINT VENTURE PARTNERS WITH NAME FOR 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 LATEST AUDIT FINANCIAL STATEMENT OF YOUR COMPANY WHICH SHOULD INCLUDE THE FOLLOWING DOCUMENTS:

- 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 they are attested by a competent authority of the particular country and unless certified as being audited by an independent Public Accounting Firm

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**4. 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 (attached copies of letter of awards) (see attached Form - 1)

*b.* List of projects currently in progress of similar nature of works (see attached Form - 2) (alongwith copies of letter of award)

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**5. ORGANIZATION**

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

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**6. 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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**7. 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:** \_\_\_\_\_

**QUALIFICATION FORM - 1**

**LIST OF 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</b>	<b>CONTRACT VALUE (IN PAK RS. ONLY)</b>	<b>STATE ANY PENALTIES, CLAIMS, ARBITRATION /LITIGATION</b>	<b>PERIOD OF CONTRACT</b>	<b>CARRIED OUT ALONE OR IN PARTNERSHIP (IF IN PARTNERSHIP STATE SHARE &amp; NAME OF PARTNER)</b>	<b>START DATE</b>	<b>COMPLETION DATE</b>

**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</b>	<b>CONTRACT VALUE (IN PAK RS. ONLY)</b>	<b>STATE ANY PENALTIES, CLAIMS, ARBITRATION /LITIGATION</b>	<b>PERIOD OF CONTRACT</b>	<b>CARRIED OUT ALONE 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  
QUALIFICATION BROCHURE



**PROVIDING SERVICES OF TECHNICAL STAFF FOR OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 KARACHI.**

TENDER NO. HES/EW/KAR/FEB/2025

**MANDATORY REQUIREMENTS**

- i.* Certificate of Electric Inspector Govt. of Sindh
- ii.* Certificate of NTN Certificate, SST on Service.
- iii.* Certificate of EOBI & SESSI.
- iv.* Affidavit on stamp paper that the firm / company is not blacklisted by any Government / Semi Government / MNCs and private organizations.

**BID EVALUATION CRITERIA**

Sr. No.	Parameters against which Technical Evaluation shall be done	Annexure Page Ref #.	Scoring Brackets	Total Points Allocated
<b>01.</b>	<b><u>COMPANY PROFILE</u></b>			
	Years of Experience related to subject works (Please attach evidence)			
	• Up-to 4 years		5	<b>20</b>
	• 5 to 8 years		10	
	• 9 to 11 years		15	
	• 12 to 15 years and more		20	
<b>02.</b>	<b>Similar Contracts with reputed/reowned firms in hand having value above 05 million per annum. (Please attach evidence)</b>		<b>(05 Marks Each)</b>	<b>10</b>
	• 05 Marks for each / per Contract			
<b>03.</b>	<b>Similar Contracts of reputed/reowned firms handled in last 05 years having value above 05 million per annum. (Please attach evidence)</b>		<b>(05 Marks Each)</b>	<b>30</b>
	• 05 Marks for each / per Contract			
<b>04.</b>	<b>Technical Staff with related experience related to the discipline</b>			
	<b>Number of Staff:</b> up-to 15		5	<b>15</b>
	16 to 30		10	
	> 30		15	
<b>05.</b>	<b>FINANCIAL STATUS OF THE FIRM</b>			
	Bidder shall provide bank statement of last three years or Audited financial statements			
	• Turnover Up to 9 million of last Three (03) years		5	<b>15</b>
	• Turnover from 9 million to 12 million (last 03 Years)		10	
	• Turnover Above 12 million in last three (03) years		15	
<b>06.</b>	<b>EXPERIENCE CERTIFICATE</b>			
	Satisfactory experience certificate from previous firms where service provided (1 Mark for 1 certificate)		05	<b>05</b>
<b>07.</b>	<b>PEC CERTIFICATE</b>		05	<b>05</b>
	<b>TOTAL</b>			<b>100</b>

**NOTE:** Qualifying Marks = 60 OR Above

(Any mis-declaration/misstatement will be taken seriously, and company can be blacklisted. Same will be announced and informed in the newspapers, PPRA and to other relevant agencies).

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**

**REAL ESTATE DIVISION**

**TENDER NO. HES/EW/KAR/FEB/2025**

**INVITATION OF TENDER FOR PROVIDING SERVICES OF TECHNICAL STAFF FOR  
OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT STATE LIFE  
BUILDING NOS. 1, 2, 3, 4, 9 & 11 LOCATED AT KARACHI.**

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**FINANCIAL BID DOCUMENTS**

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**ELECTRICAL SECTION (RE)**  
**5<sup>TH</sup> FLOOR, STATE LIFE BUILDING #. 9,**  
**DR. ZIAUDDIN AHMED ROAD,**  
**KARACHI.**

**SUB: NAME OF WORKS: PROVIDING SERVICES OF TECHNICAL STAFF FOR OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 KARACHI.**

TENDER NO. HES/EW/KAR/FEB/2025

**1. SCOPE OF WORK**

**A.** The following technical staff will be required under subject contract at State Life Buildings for daily operation / essential maintenance minor renovation works for One (01) Year (Annexure – “A”).

<i>i.</i>	<ul style="list-style-type: none"><li>• Electricians having academic qualifications of Matric or Middle possessing wireman License with minimum Five (05) Years experience.</li><li>• Electricians having 08 years experience with experience certificates.</li><li>• Fresh diploma holder of Associate Engineer.</li></ul>	<b>17 Nos.</b>
<i>ii.</i>	Assistant Electricians (Middle/Primary) having Four (04) Years experience of Electrical field with experience certificate.	<b>07 Nos.</b>

**NOTE:** Wireman license must be issued from the office of Electrical Inspector Govt. of Sindh.

**B. DAILY MAINTENANCE WORKS:**

- The technical staff supplied will be deputed at different State Life buildings in Karachi and will attend daily complaints / maintenance work and monitor systems installed. Contractor will, however, check his staff on regular basis and coordinate with Electrical Department (RE) in all respects.
- Technical staff will assist in preventive maintenance, repair & maintenance of electrical works of entire electrical installations of the buildings. Technical staff will be responsible for other relevant general / emergency works.
- Technical staff will operate diesel generator on test run on daily basis, In case of power failure from K-Electric and as per requirement (operational record will be maintained regularly).
- Technical staff will be responsible to check & monitor submeters of tenants for proper working of energy meters. In case of any defect/abnormality, same will be immediately inform to section in written.
- Technical staff will record the monthly readings of sub meter installed for supplying power to the tenants in State Life buildings in Karachi and will submit the readings before 05<sup>th</sup> of every month for billing purpose.
- Technical staff will daily record the readings of all measuring instruments and maintain the proper register. They will submit it weekly in RE (P.O) for checking & verification.

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

- Technical staff will be deputed at any SLIC Building at Karachi as & when required to attend the complaints or repair works.
- Contractor has the responsibility to provide necessary tools and safety material, to their staff for carrying out routine electrical maintenance work which include (Gloves, Helmet and screw drivers etc.)

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

**PROVIDING SERVICES OF TECHNICAL STAFF FOR OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 KARACHI.**

**TENDER NO. HES/EW/KAR/FEB/2025**

**WORKING SCHEDULE**

**POSTING OF ELECTRICAL STAFF (24 PERSONS), POSTING PLACE & WORKING HOURS.**

<b>01.</b>	State Life Building No. 1, I. I. Chundrigar Road, Karachi	Electrician Asst. Electrician	03 No. 01 No.
<b>02.</b>	State Life Building No. 2, Wallace Road, Karachi	Electrician Asst. Electrician	03 No. 01 Nos.
<b>03.</b>	State Life Building #. 3, Dr. Ziauddin Ahmed Road, Khi.	Electrician Asst. Electrician	01 No. 01 No.
<b>04.</b>	State Life Building No. 4, Shahrah-e-Liaquat, Karachi.	Electrician	02 No.
<b>05.</b>	State Life Building No. 9, Dr. Ziauddin Ahmed Road, Khi.	Electrician Asst. Electrician	04 Nos. 03 Nos.
<b>06.</b>	State Life Building No. 11, Abdullah Haroon Road, Khi.	Electrician Asst. Electrician	04 Nos. 01 No.

Electrician & Assistant Electrician will be selected & deputed with the advise & consent of Divisional Head (Real Estate).

Working Days	:	06 (Six) working days in a week.
Working Time	:	8½ Hrs.
Off Days	:	Sunday / Gazetted Holidays.
General Shift	:	09:00 A.M to 5:30 P.M (One Hour. lunch prayer included).
Shift "A"	:	8:00 A.M to 4:30 P.M
Shift "B"	:	03:00 P.M to 11:30 P.M
Shift "C"	:	11:30 P.M to 8:00 A.M
Month	:	One Calendar Month

**NOTE:**

1. The above shifts timing may be changed by SLIC as and when required.
2. Contractor should adhere that all technical staff will post at the buildings only after the approval of State Life, RE (P.O.).
3. Replacement of substitute technical staff shall be approved by State Life, RE (P.O.) prior posting at any Building. No wages would be paid for unauthorized posting if any.
4. It will be the responsibility of the Contractor to renew the wireman licenses of the staff to be posted at State Life Buildings.
5. Attendance register would be maintained at the office of State Life Buildings Incharge and monthly attendance sheet verified from building Incharges shall be submitted along with monthly bill at RE (P.O.)
6. Deduction for un-authorized absenteeism will be 1.5 times of the rate of wages.
7. The contractor would provide 24 hours service at SLB #. 2, Karachi.
8. No post will be left vacant.
9. Contractor staff deputed on "SUNDAYS" would be paid overtime as per approved rates. The contractor will bound to depute its staff on the schedule given by State Life.
10. Contractor's staff if deputed on Gazetted Holidays or after duty hours will be paid overtime as per overtime rates.

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

**PROVIDING SERVICES OF TECHNICAL STAFF FOR OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 KARACHI.**

**TENDER NO. HES/EW/KAR/FEB/2025**

**BILL OF QUANTITIES**

**WAGES FOR YEARLY CONTRACT**

(Including all Taxes i.e. Income Tax & Sales Tax on Services)

Sr.#	Description	Amount (Rs.)		
		Total Staff Required	Salary per month (Each person)	Total Salary per month
1	Electrician	17		
2	Assistant Electrician	07		
<b>TOTAL (A)</b>				

Sr.#	Description	Amount (Rs.)
3	Total Wages of Staff per Month (24 Nos.) (A) (Rs)	
4	Profit (Rs)	
5	EOBI Charges (Rs)	
6	SESSI Charges (Rs)	
7	All Govt. Taxes, Income Tax etc. (Rs)	
8	SST on Profit as SC Judgment (Rs)	
	Total Bid Price Per Month (Sr. # 3+4+5+6+7+8) (Rs)	
	Total Bid Price for One Year (Rs)	
<b>Price quoted should be fixed for the term of contract period. If the above breakup is not included the bid shall be considered as an incomplete bid</b>		

**FOR RATE ONLY**

- Over time for Electrician Per Hour. (Fixed) **Rs. 210/-**
- Over time for Asst. Electrician Per Hour (Fixed) **Rs. 200/-**
- Conveyance for 1 KM (Fixed) in case of visit for electrical works on any SLIC site. **Rs. 13/-**

**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.* Monthly minimum wages for workers should not be less than minimum wages announced by Govt. of Sindh from time to time.
- iii.* The contractor is bound to arrange the payment to the deputed staff on the fifth of every calendar month.
- iv.* The contractor shall pay minimum wages to staff as per Govt. notification and also ensure their payments for EOBI, SESSI and Insurance. The contractor shall submit the certificate with bill on monthly basis that all the staff deputed by the firm have been paid minimum wages and also the payments for their EOBI, SESSI and Insurance are paid.
- v.* The contractor shall remain responsible if non-payment of minimum wages to staff has been reported, they will be responsible for any legal/financial consequences thereof.
- vi.* Contractor shall pay/transfer all wages to its staff in their bank account.

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

## **APPENDIX**

### **SPECIAL CONDITION**

**TENDER NO. HES/EW/KAR/FEB/2025**

**SUB: PROVIDING SERVICES OF TECHNICAL STAFF FOR OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 KARACHI.**

<b>01.</b>	Date and time of opening of Tender	Submission of Bid on <b><u>26-03-2025</u></b> before 11:00 AM through e-procurement system EPADS of PPRA.  Opening of Technical Bid on <b><u>26-03-2025</u></b> @ 11:30 a.m on e-procurement system EPADS of PPRA.
<b>02.</b>	Amount of Bid Security (Pay Order) to be submitted with Tender.	Rs. 250,000/- in shape of Pay Order in favour of Stat Life Insurance Corporation of Pakistan else the Tender will be rejected.
<b>03.</b>	Release of Bid Security	<b>i.</b> Bid security of unsuccessful bidder shall be released on acceptance of the lowest bid.  <b>ii.</b> Bid security To the lowest bidder shall be released upon submission of performance bond.
<b>04.</b>	Period of Contract	One (01) Year
<b>05.</b>	Date of Commencement of Work	Date of acceptance of work order.
<b>06.</b>	Method of Mode of Payment	On monthly basis subject to submission of bill along with payment receipt of EOBI & SESSI and proof of payment of salaries to all staff through banking channel complete in all respects.
<b>07.</b>	Income Tax / Sales Tax / GST	As per procedure / rules announced by Govt. of Sindh/Pakistan time to time.
<b>08.</b>	Performance Bond	05% of total contract amount from scheduled bank of Pakistan. The format is attached at Appendix "C". Performance bond shall be released after successful completion of contract period
<b>09.</b>	Validity of Bid	120 Days (One Hundred & Twenty)
<b>10.</b>	Forfeiture of the Bid Security	<b>a.</b> If any bidder wants to withdraw from bidding process after opening of financial bid.  <b>b.</b> If the bidder does not accept Letter of Award or refuse to enter in contract
<b>11.</b>	Penalty on Poor performance	An amount of 5% may be deducted from monthly bill on poor performance, poor workmanship / unsatisfactory report from State Life Official.
<b>12.</b>	Black listing	As per blacklisting procedure of SLIC.

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

**PROVIDING THE SERVICES OF TECHNICAL STAFF FOR OPERATION & MAINTENANCE  
OF ELECTRICAL WORKS AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 KARACHI.**

TENDER NO. HES/EW/KAR/FEB/2025

**GENERAL TERMS & CONDITIONS**

**1. TENDER TERMS.**

- i.** Tenders are invited to provide services of technical staff for electrical works of operations and maintenance at State Life Buildings Karachi.
- ii.** Bidders registered with EPADS system of PPRA shall submit their bids through e-procurement system EPADS of PPRA for tendering in State Life Insurance Corporation of Pakistan through their email addresses which were provided by them to PPRA at the time of their registration.
- iii.** Tender documents (all papers scanned) must be signed and stamped by bidders for their acceptance of tender's terms & conditions.
- iv.** State Life Insurance Corporation of Pakistan have right to accept / reject the lowest or any tender received for services in the interest of Corporation in the light of PPRA Rules.
- v.** Any conditional tender will not be accepted and liable to rejection.
- vi.** Bids without Bid Security will be rejected. Scanned copy of bid security in the shape of pay order/banker's cheque shall be submitted on e-pads with the other documents while submitting the bids. The bid will be rejected in case of non-submission of original bid security to this office before opening of bids.
- vii.** State Life will not be responsible for any loss to life and will not accept any claim, liabilities or compensation.
- viii.** Monthly minimum wages should not be less than as notified by Govt. of Sindh. This policy must be implemented / wages increase as per announced Govt. policy time to time.
- ix.** Minimum wages and other terms & conditions of employment of personnel engaged for the job shall not be less than fixed by the Govt. / Laws of land from time to time.
- x.** It is the responsibility of the contractor to ensure that no technical staff should approach the management for any of their issues. All the issues should be communicated by the contractor to Electrical section (RE) PO.
- xi.** Biometric machines for attendance recording will be installed by the contractor at its own cost to maintain the punctuality of the staff.
- xii.** Person above the age of 60 years and less than 18 years should not be deputed by the contractor as per requirements of EOBI & SESSI, laws of land.
- xiii.** Uniform, safety shoes, gloves, helmet and other equipment required for the work of electrician should be provided by the contractor to their staff.
- xiv.** Frequently absence will not be allowed, consecutive 03 days absence will require valid reason or medical certificate (in case of illness) to resume the duty.

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



**2. SIGNING OF CONTRACT AGREEMENT**

- i.* Contractor shall execute contract agreement with the State Life Insurance Corporation of Pakistan on a non-judicial stamp paper containing terms and conditions of tender within 15 days from the acceptance of work order. The cost of stamp duty (if any) shall be borne by contractor.
- ii.* The contract shall be governed and interpreted in all respects in accordance with the Laws of land.

**3. DISPUTE SETTLEMENT**

Any dispute between the Parties as to matters arising pursuant to this Contract if cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions of the Arbitration Act, 1940 (Act No. X of 1940) and Rules made thereunder and any statutory modifications thereto.

Services under the Contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due to or by the Client shall be withheld on account of such proceedings.

**4. MODE OF PAYMENT**

- i.* All the technical staff will work for Six (06) days in a week in shifts as per schedule. Sunday will be observed as weekly off. Un-authorized absences from the duty will be deducted in term of deduction of wages at rate of 1.5 times the rate of per day wage from monthly bills.
- ii.* All payments to be made for approved staff from RE, P.O. (SLB #. 9). Direct posting of technical staff (without approval of RE, PO) at any building is not allowed and payment against the said posting shall not be treated/considered for payment.
- iii.* Contractor has to submit monthly bill along with payment receipt of EOBI & SESSI and proof of payment of salaries to all staff through banking channel
- iv.* The contractor is bound to arrange payment to his deputed staff on fifth of every calendar month.
- v.* If the contractor is late in making payment to his staff for any two consecutive months, the SLIC may initiate process for the termination of this contract.

**5. TERMINATION**

- i.* In any case, SLIC shall have right to terminate the contract wholly or partially by giving a notice of 30 days to the contractor.
- ii.* Contractor can terminate the contract after serving three (03) months' notice for reasons as per provision of Tender.

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

FORM OF PERFORMANCE SECURITY (Annex-C)

**(Bank Guarantee)**

Guarantee No. \_\_\_\_\_

Executed on \_\_\_\_\_

Expiry date \_\_\_\_\_

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with address: \_\_\_\_\_

Name of Principal (Contractor) with address: \_\_\_\_\_

Penal Sum of Security (express in words and figures) \_\_\_\_\_

Letter of Acceptance No. \_\_\_\_\_ Dated \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the \_\_\_\_\_ (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Employer's above said Letter of

Acceptance for \_\_\_\_\_

(Name of Contract) for the \_\_\_\_\_  
(Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of relevant Clause , Defects after Taking Over, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, \_\_\_\_\_ (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

*Guarantor (Bank)*

*Witness:*

*Signature* \_\_\_\_\_

1. \_\_\_\_\_  
*Name* \_\_\_\_\_

\_\_\_\_\_  
*Corporate Secretary (Seal)*

*Title* \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

*Name, Title & Address*

\_\_\_\_\_  
*Corporate Guarantor (Seal)*



## Construction Site HSE Inspection

Project / Building Name

Date:

YES	NO	NA
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**1. GENERAL SITE SAFETY**

I	Adequate signage is displayed for safety procedures and hazards			
II	The site has a designated first aid station and emergency medical procedures.			
III	Fire extinguishers and other firefighting equipment are strategically placed.			

**OBSERVATIONS**

**2. PERSONAL PROTECTIVE EQUIPMENT (PPE) Depend on type of activity**

I	Workers are wearing appropriate PPE as required by their tasks			
II	PPE is in good condition and properly fitted for each worker			
III	Additional specialized PPE (e.g., fall protection, respiratory protection) is provided where needed			
IV	Adequate supplies of PPE are available for all workers			

**OBSERVATIONS**

**3. WORKSITE HOUSEKEEPING**

I	Work areas and access routes are clear of debris and hazards			
II	Are signs posted to warn of wet floors			

III	Waste and construction materials are properly disposed of or stored.			
IV	Tools and equipment are stored securely when not in use.			
V	Hazardous substances are stored and labeled correctly.			
VI	Care Related to floor Mopping			

**OBSERVATIONS**

**4. SCAFFOLDINGS AND LADDERS**

I	Scaffoldings are erected and used according to safety standards.			
II	Ladders are in good condition and used safely with appropriate access			
III	Proper fall protection measures are in place for elevated work.			
IV	Scaffoldings and ladders are inspected regularly for defects.			

**OBSERVATIONS**

**5. ELECTRICAL SAFETY**

I	Electrical installations comply with safety regulations and codes			
II	Electrical panels and circuits are properly labeled and accessible			
III	Power tools and electrical equipment have grounded plugs.			
IV	Workers are trained in electrical safety and lockout / tag out procedures			

**OBSERVATIONS**

**6. MATERIAL HANDLING**

I	Safe lifting and material handling practices are observed			
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II	Mechanical lifting equipment is inspected and certified			
III	Workers are trained in material handling safety techniques			
IV	Heavy materials are securely stacked and stored to prevent collapse			

**OBSERVATIONS**

**7. HAZARDOUS SUBSTANCES**

I	Chemicals are properly labeled, stored, and handled		
II	Material Safety Data Sheets (MSDS) are available for hazardous substances		
III	Workers are informed about the hazards and safe handling of chemicals		
IV	Spill kits and emergency response procedures are in place		

**OBSERVATIONS**

**8. EMERGENCY PREPAREDNESS**

I	Emergency response plans are posted, and workers are familiar with them.		
II	Evacuation routes and assembly points are clearly marked.		
III	First aid kits and medical emergency procedures are accessible		
IV	Workers are trained in emergency response and evacuation procedures		

**OBSERVATIONS**

**9. WORKSITE TRAFFIC MANAGEMENT**

I	Traffic routes are clearly marked and separate from work areas		
II	Adequate traffic signs and barriers are in place to control vehicle movement.		
III	Workers and vehicle operators are trained in traffic safety rules		
IV	High-visibility clothing is worn by workers in traffic areas		

**OBSERVATIONS**

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**10. Waste Disposal**

I	Ensure there are adequate numbers of containers?		
II	Ensure there are separate and approved containers for toxic and flammable waste?		
III	Ensure waste containers located where the waste is produced?		
IV	Ensure waste containers are emptied regularly?		

**OBSERVATIONS**

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**11. HSE TRAINING AND COMPETENCY**

I	Workers receive HSE induction and specific job training		
II	Competency assessments are conducted for specialized tasks		
III	Records of training and competency assessments are maintained		
IV	Workers are periodically retrained on HSE topics.		

**OBSERVATIONS**

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