

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

WESTERN ZONE, LAHORE

TENDER DOCUMENTS OF AIR CONDITION SERVICES/REPAIR/MAINTENANCE REQUIRED

AT ZONAL OFFICE, SUB-OFFICE, WESTERN ZONE LAHORE AGAINST

TENDER ENQUIRY #03/ACS/LZW/2025

Following are the details of service/repair/maintenance (Air Conditioner) for which rates are required on need basis.

Sr.#	Items Description	Per item/per job Rate with all applicable Tax (with all type of labour)
1	Compressor 1, 1.5 & 2 ton split & window	
2	Compressor 2 ton split & window	
3	Compressor 4 ton floor standing	
4	New fan motor 1.5 ton window & spilt	
5	New indoor motor 1 & 1.5 ton split	
6	New indoor motor 2 ton split	
7	Outer fan motor repairing 1,1.5 & 2ton	
8	Outer fan motor blade 1,1.5 & 2 ton	
9	Outdoor kit 4 ton (New)	
10	Outdoor kit 4 ton (Repair)	
11	Indoor motor 4 ton (New)	
12	Indoor fan motor 4 ton(Repair)	
13	Outdoor fan motor 4 ton(Repair)	
14	Outer fan motor Blade 4 ton Floor standing	
15	Motor winding for 1 & 1.5 ton split & window	
16	Complete Gas charging 1, 1.5 & 2 ton split & window (USA)	
17	Complete Gas charging Invertor 1, 1.5 & 2 ton (USA)	
18	Complete Gas charging 4 ton floor standing (USA)	
19	Service charges 1, 1.5 & 2 ton split	
20	General service 1,1.5 & 2 ton split	
21	General service 4 ton floor standing	
22	Service charges 4 ton floor standing	
23	Charging valve 1, 1.5 to 2 ton split	
24	Charging valve 4 ton split	
25	Indoor Blower 1, 1.5 & 2 ton split	
26	Indoor Blower 4 ton floor standing	
27	New remote kit for 1.1.5 & 2 ton split	
28	Remote kit repair 1,1.5 & 2 ton split	
29	Magnetic connector 1, 1.5 & 2 ton split	
30	Magnetic connector 4 ton	
31	P.C.B. kit 4 ton floor standing (New)	
32	P.C.B. kit 4 ton floor standing (Repairing)	
33	Relay 1, 1.5 & 2 ton (China)	
34	Relay 4 ton(China)	
35	Window/split 1,1.5 & 2 ton (coil, pipe, section discharge, internal pipeline washing )	
36	Window/split 2 to 4 ton (coil, pipe, section discharge, internal pipeline washing )	
37	Condenser replace 1, 1.5 & 2 ton	
38	Evaporator Coil 1, 1.5 & 2 ton	
39	Fitting charges all type of split AC	
40	Bracket for 1,1.5 & 2 ton split	
41	Fitting charges 4 ton floor standing	
42	Fan capacitor	
43	Running capacitor for 1, 1.5 & 2 ton split	
44	Copper pipe 1, 1.5 & 2 ton split (Per feet)	
45	Copper pipe 4 ton split (Per feet)	
46	Wiring for all type of split & window AC	
47	Selector switch 1.5 ton window	
48	Electric Breaker	

Signature & Stamp (Acceptance by Bidder)

49	Electric Breaker 3 phase	
50	Resolding for all type of split & window	
51	Drain pipe replace (Per feet)	
52	Censor all type	
Total lowest of all above items/jobs will be considered qualifier after evaluation of Technical criteria (Bidder must Quote in all above items/jobs and one item/job on rate rule should be followed)		Total

**General Terms & Conditions:**

1. Bids to be submitted at EPADS system of PPRA Tender which will be opened on **07-04-2025 at 11:00** am in the office of In-charge (HRA&P) State Life Insurance Corporation of Pakistan, Western Zone, Lahore, in the presence of bidders or their authorized agents, who wish to be present on the occasion
2. Only GST registered firms/vendor/General order suppliers (active tax payers) can participate in the tender.
3. Competent Authority reserves the right to reject any/all items or any/all bid(s) or proposals at any time before award of contract.
4. The quoted price must be irrevocable/unconditional.
5. Bid security/Earnest money must be in lump sum amount **Rs. 40,000/-** shall be deposited by the bidder/vendor in the form of CDR/Pay Order/Demand Draft favoring State Life Insurance Corporation of Pakistan (Estimated value of the procurement is **Rs. 800,000/**.
6. Bid Received after the above deadline or without Bid Security/Earnest Money and or less than required amount shall not be accepted.
7. The Successful bidder shall deposit **Rs. 64,000/-**in the form of CDR/Demand Draft/Pay Order as **Performance Guarantee** (PPRA rule 39).
8. The bid found to be the lowest/most advantages evaluated bid shall be accepted.
9. Validity of the bid will be 90 days from the date of opening of bid, which may be extendable on mutual consent.
10. Proper documentation is required for claim of tax exemption (if any).
11. Validity of the quoted rate with taxes shall be valid for 12 month from the date of opening of bid, which may be extendable for another 12 month with mutual consent.
12. The contract shall deemed to be considered as cancelled if the vendor fails to provide agreed services.

**Eligibility of Applicants**

Applicant cannot apply if they:-

13. Are not GST/Income Tax registered company.
14. Are bankrupt or in process of going bankrupt.
15. Have been convicted for an offence concerning the professional conduct.
16. Have not fulfilled obligations related to payment of taxes.
17. Are guilty of serious mis-interpretation or mis-representation of facts in supplying information.
18. Eligibility criteria mentioned in tender documents must be observed and fulfilled.
19. Only one PRICE for each item/job is admissible. Multiple / vague / no rates for any item will amount to cancellation of the bid. **Rate must be quoted Per Item.**
20. The date fixed for opening of bids, if subsequently declared as holiday by the Government, Bids will be opened on next working date on same time.
21. Absence of bidder or their representative shall not impair the legality of the opening procedure. All the present Bidder(s) or their representatives shall be required to sign on attendance sheet.
22. In case Purchaser calls the bidder for negotiation then this shall not tantamount to cancellation or withdrawal of original offer which shall be binding on the bidder.
23. **Single Stage Single Envelope Procedure will be adopted.**
24. The tender Bid shall be evaluated as **One Job.**

**Important Notes:**

- The contractor must provide an **emergency helpline** for the duration of the contract to address any urgent repair requests.
- The contractor must adhere to all **safety standards** while working within the premises of State Life Building.
- The contractor should provide a **warranty** for any parts replaced and services rendered.
- The contractor must obtain all necessary **permissions** and comply with all relevant **legal requirements** and **local regulations**.
- **Force Majeure:** Neither party shall be held liable for delays or failure in performance due to unforeseen events beyond their control.
- **Termination:** The contract may be terminated by either party by serving **30-days notice with valid reason**.
- The bidder may visit the site/office(s) before bidding to have a clear understanding of scope of services.

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Details of Services required:

(Annexure-I)

- **Routine Maintenance:**
  - Monthly inspections and servicing of all air-conditioning units.
  - Cleaning of filters, coils, ducts, and checking refrigerant levels.
  - Ensuring proper cooling and operational performance of all units.
- **Repairs & Breakdown Services & Replacement of parts:**
  - Provision of emergency repairs during breakdowns, including spare parts (Defective) replacement where necessary. (After approval)
  - Ensuring all systems are back to full operation promptly.
  - Comprehensive fault diagnosis and resolution.
- **Preventive Maintenance:**
  - Regular checks of electrical components, gas levels, and other parts to prevent potential breakdowns.

Technical Evaluation Criteria

(Following Documents are Mandatory)

(Annexure-II)

1. Bidder has NTN & GST Registration Certificate.
2. Bidder must have at least 04 technicians to perform duty support staff. Provide details/list with contact number with bid and one full time technician during office hours **(9am to 5pm, Monday to Friday)** timing and days may be extended to Saturday, Sunday (if require)
3. Submission of Undertaking on legal valid and attested stamp paper Rs.100/- that the firm is not black listed by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or Private Sector Organization anywhere in Pakistan.
4. Bidder has accepted all the terms and conditions of tender documents. Attach letter.
5. Bidder must have at least 05 years experience. Attach letter.

*Provide all required information with Technical Bid on letter-head pages with sign & stamp.*

**Check-list (must be marked as Yes or No)**

Sr.	Particulars	Yes / NO
01	NTN & GST Registration Certificates (Status=Active with FBR).	
02	List of technicians support staff with contact no.s with full time technician	
03	Affidavit of Rs. 100 or more after observing eligibility criteria	
04	Acceptance letter of all terms and conditions of tender documents	
05	Bidder must have at least 05 years experience	

Single NO may result is rejection of bidder technically

All points of Technical Evaluation Criteria, General Terms & Conditions and Detail of services required & Conditions are compulsory. Failing in any point/criteria, may result in rejection of bid technical grounds and Bidder must quote rate in all items/jobs and one rate/quotation rule should be followed.

SECRETARY  
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Phone # 042 – 99213959 (0321-4922260)

Signature & Stamp (Acceptance by Bidder)