

PRE-QUALIFICATION DOCUMENT FOR
HIRING SERVICES OF CONSULTANT

TECHNICAL QUALIFICATION DOCUMENTS

FOR

**DESIGN & CONSTRUCTION SUPERVISION OF CAPITAL
PROJECTS OF CIVIL/ ELECTRICAL/ MECHANICAL/
PLUMBING FOR SLBs LAHORE**

TENDER NO: RED-LHR-CON-SLB LHR-02-2025

REAL ESTATE DEPARTMENT,
STATE LIFE BUILDING #11
DAVIS ROAD,
LAHORE.

Engr. M. Jehangir Tariq
AGM/I/C Real Estate
Lahore

DESIGN & CONSTRUCTION SUPERVISION OF CAPITAL PROJECTS
OF CIVIL/ ELECTRICAL/ MECHANICAL/ PLUMBING FOR SLBs
LAHORE

TENDER NO: RED-LHR-CON-SLB LHR-02-2025

State Life Insurance Corporation of Pakistan invites applications for the appointment of Consultant for the above mentioned job.

- A. Interested consultants / firms who are registered with PPRA for e-procurement on EPADS system for tendering can download tender documents from e-pads.
- B. The process of selection of consultant shall be carried out in accordance with criteria given in document.
- C. Bidding shall be carried out through 'Single stage two envelope' procedure. Prospective Bidders are required to submit a Pay Order of **Rs: 1,00,000/- BID SECURITY** in favor of STATE LIFE INSURANCE CORPORATION OF PAKISTAN. Original bid security should be reached to this office 1st floor, Real Estate Department, State Life Building No. 11, Davis road Lahore in sealed envelope with subject of tender mentioned on it.
- D. Prospective Bidders are requested to submit their tender through email address on EPADS on or before 09-04-25 , at **11:00 Hrs.**
- E. Technical proposals will be opened on same date at **11:30 Hrs.** on the same day on e-pads.
- F. Interested Firms / Persons must ensure that all the relevant details / documents should be submitted on e-pads as desired in the tender. Scanned Incomplete documents submitted on e-pads without undertaking, valid documentary evidence, supporting documents or unsigned or not stamped will not be considered. In general, use of blanko, white is prohibited. The scanned financial document can be rejected if blanko, white is used to correct the financial figures.

Note: STATE LIFE may reject any or all applications at any time prior to the acceptance of award, as per provisions of PPRA Rules.


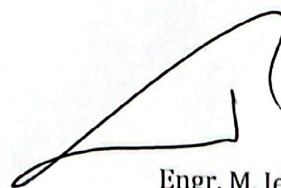

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Preamble

State Life Insurance Corporation of Pakistan owns multiple Residential & Commercial buildings in Lahore. These buildings require regular maintenance to keep the services running. Regular operation, servicing & maintenance is carried out departmentally by hiring services of contractors whereas for additions, major renovations or areas where expertise is not available departmentally, services of Consultant are desired.

Since most of the buildings are old with more than 20 years life, those require major maintenance, repairs & renovations due to life cycle completion of materials. For this purpose, State Life requires services of Consultant / Consulting firm who have expertise of design in maintenance / repairs / renovations of buildings. The fields of expertise required are Civil /Architecture/ Electrical / Mechanical (Lifts)/ Plumbing etc.

The Consultant shall be hired for period of 03 years and will be responsible for survey, design, preparation of BOQ, Tender Documents, contractor evaluation, construction supervision, checking & verification of bills of contractors. After completion of hiring process, contract will be signed with the Consultant for a period of 03 years (non-extendable). Number of projects assigned to them shall be at sole discretion of State Life. Consultant will be paid as per financial terms of the contract. Further any project which has been initiated on the design / recommendations of Consultant during contract period of 03 years will be completed under the supervision of Consultant even if the contract period expires. The Consultant will be paid its fee as per financial terms of the contract. No further project will be assigned to Consultant upon expiry of contract period.



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GENERAL TERMS & CONDITIONS

TENDER NO: RED-LHR-CON-SLB LHR-02-2025

1. INVITATION:

All the eligible Consultants having valid registration with Pakistan Engineering Council (PEC) / PCATP for relevant work can participate in the bidding process for providing services for **Design & Construction Supervision Of Capital Projects Of Civil/ Electrical/ Mechanical/ Plumbing For SLBs Lahore**

INSTRUCTION TO CONSULTANTS / FIRMS

- 1.1 The bidders will be prequalified or short listed in accordance with the criteria given in the document.
- 1.2 The Request for financial proposals of qualified Consultants will be opened on e-pads on the date to be given after completion of technical process on e-pads. The basis for award of contract will be most advantageous bid meeting the tender requirements.
- 1.3 Consultants may visit the sites (if necessary), familiarize themselves with conditions, rules & regulations of concerned authorities and take them into account prior to preparation of proposals. Consultants will be encouraged for asking any query related to the assignment and may liaise with STATE LIFE for bringing any technical insight into the assignment.
- 1.4 Consultants shall bear all costs associated with the preparation and submission of their proposals. STATE LIFE reserves the right to annul the selection process at any time prior to award of contract, without thereby incurring any liability to the Consultants.
- 1.5 STATE LIFE may provide available facilities and inputs as required by the firm.
- 1.6 Consultants are required to submit the following documents on e-pads;
 - i. Company Profile (In case of a Joint Venture (JV), all participating companies must upload their respective company profiles)
 - ii. Valid Registration as Consultant with PEC / PCATP.
 - iii. NTN Registration and all other related registrations.
 - iv. Relevant Experience.
 - v. List of full time technical and supervisory staff along with their CVs.
 - vi. Details of International Affiliations

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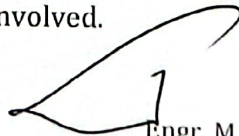
- vii. Details of Works/Services of similar nature completed with cost.
- viii. Details of Present Running Projects project with cost.
- ix. Undertaking on stamp paper that the firm is not blacklisted by any Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- x. Last 03 years audited financial statements.

2. CONFLICT OF INTEREST

2.1 Consultant is required to provide professional, objective, and impartial services in the best interest of State Life Insurance Corporation of Pakistan. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the interest of STATE LIFE, or that may reasonably be perceived as having such effect. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract.

2.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below;

- (i) A Consultant (including its Personnel and Sub- Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.
- (ii) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the STATE LIFE staff who is directly or indirectly involved.


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- (iii) Contract may not be awarded unless the conflict stemming from this relationship has been resolved.

3. FRAUD OR CORRUPTION

- 3.1** Consultants should observe the highest standard of ethics during the execution of Contract.

4. ELIGIBLE CONSULTANT

- 4.1** Consultants technically qualified, will be eligible called for opening of their financial proposal on e-pads. The financial proposals will be opened on e-pads on the date given after completion of technical process.

5. AMENDMENT IN THE DOCUMENT

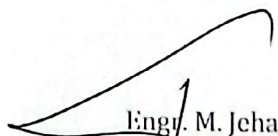
- 5.1** STATE LIFE may, at any time prior to the deadline for submission of the applications, at its own initiative or in response to a clarification requested by the Applicants, amend the document, on any account, for any reason. All amendment(s) shall be part of this prequalification document.

- 5.2** STATE LIFE shall notify the amendment(s) in writing to the prospective interested parties.

- 5.3** STATE LIFE may, at its sole discretion, amend the Document or extend the deadline for the submission of the Proposal under PPRA Rules.

6. QUERIES:

- 6.1** Queries of the Applicant/Firm (if any) for seeking clarifications regarding the services required must be received in writing to STATE LIFE **07 days** prior to submission time. All queries shall be responded within due time. Any query received after said date shall not be entertained.


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7. PROPOSAL SUBMISSION REQUIREMENT:

7.1 For this tender, Single Stage, 02 envelope **bidding procedure** shall be adopted for competitive bidding whose details are given as under;

a) TECHNICAL PROPOSAL:

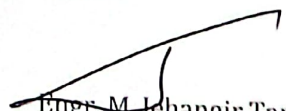
- (i)** The consultant shall submit documents for qualification on e-pads through their email addresses which were provided by them to PPRA at the time of their registration containing Profile, brochure, experience & registration etc. as per requirement of evaluation criteria.
- (ii)** The technical proposal shall be opened on given date before committee in presence of their representatives who choose to attend on e-pads. The proposal will be evaluated in accordance with the specified evaluation criteria.
- (iii)** After technical evaluation, The Consultants shall be informed whether they stand qualified or not & results will be placed on e-pads/PPRA website.

b) FINANCIAL PROPOSAL

- (i)** Financial proposal of only technically qualified consultants shall be opened on given date before committee in presence of their representatives who choose to attend on e-pads.
- (ii)** The bid after evaluation will be awarded to most advantageous bidder meeting the terms and conditions of tender.

8. PROPOSAL EVALUATION & CRITERIA

8.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact STATE LIFE on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the STATE LIFE during examination,

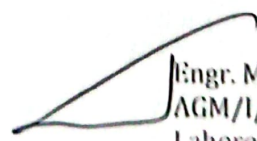

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evaluation, ranking of Proposals, and recommendation for award of Contract may result in their disqualification.

8.2 MANDATORY REQUIREMENT

- i. Valid Registration as Consultant with PEC / PCATP.
- ii. Valid NTN/Sales Tax Registration with FBR.
- iii. Registration as PRA with Government of Pakistan.
- iv. Undertaking that the firm is not blacklisted by any Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- v. Consultants must have inhouse capacity to cover Architecture, Civil, Mechanical, & Electrical; complete engineering solution in order to assure "One Window Operation"

S.#	Description	Marks	Marks Allocation
1	STATUS OF THE CONSULTANTS Incl all disciplines or Joint Venture (Taken from date of registration / licensing of firm)	10 Marks	10 Marks, 10 yrs or above, or in case of J.V 08 Marks, 4-5 Yrs 06 Marks, 3-4 Yrs 05 Marks, 2-3 Yrs 00 below 1 Yrs or below
2	LIST OF Engineers (Architect & Engineers, having inhouse experience of designing & construction supervision) Qualification B. E or B.Sc / B.S	10 Marks	2.5 Mark for each Engineer
3	Number of projects completed in last 05 years (Minimum Project Cost Rs: 100 million) <i>Note: Project cost include cost of construction & consultancy</i>	30 Marks	10 Mark for each Project completed
4	Number of projects in hand (Minimum Project Cost Rs. 100 Million) <i>Note: Project cost include cost of construction & consultancy</i>	30 Marks	10 Mark for each Project in hand
5	AVERAGE (turnover last three years, only consultancy fee). Attach audited Balance sheets for year 2022, 2023 & 2024	20 Marks	Rs. 75 (M) or above 20 50 - 75 (M) 15 25 - 50 (M) 05 Less than 25 (M) 00
	TOTAL MARKS	Total 100	SELECTION MARKS 60 OUT OF 100


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After the technical evaluation is completed, STATE LIFE shall notify the results on e-pads/PPRA website and in writing to the Consultants that have secured the minimum qualifying marks i-e 60, allowing a reasonable time, for opening of Financial Proposals.

The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

9. Award of Contract

- 9.1 STATE LIFE shall award the Contract to the selected Consultant, and the same would be announced on e-pads/PPRA website.
- 9.2 After receiving of award of contract, consultant is required to sign the agreement for the specified work.

10. Duties of the Consultant

10.1 Investigation & design Phase

The Consultant has to provide consultancy services for the subject works with following scope of work.

- a) Consultant shall inspect thoroughly the existing building / Site for the assigned work.
- b) Conduct Investigation, prepare concept / planning, design drawings, B.O.Q. & estimate for the work.
- c) The concept design, drawings submitted by Consultant will be checked by State Life Engineers for their input / suggestions. After inserting the suggestions of State Life Engineers, Consultant will prepare final concept drawings for approval of State Life Management.
- d) After approval from State Life Management, if required, Consultant will submit the same to Cantonment Board / Building Control

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Authority or any other authority like Municipal Corporation / LDA / EPA etc & get its approval. All the process involved at this stage will be handled by Consultant, State Life will pay any officials challan / fee for the approval of drawings / plans.

10.2 Tender Stage

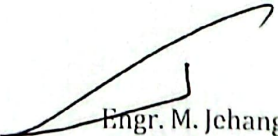
After approval of plans, the Consultants shall prepare the following documents:

- a. Prepare detailed tender documents as per PEC standard bidding document, B.O.Q, estimate & Specifications for approval of Employer.
- b. Tender will be called by Employer, however technical & financial evaluation of bidders shall be scrutinized, examined & recommended by Consultant to the Employer for approval & award.

10.3 Detailed Supervision:

The Consultants shall undertake **Supervision** of execution of works by contractor as under:

- a. Checking layouts/works/quality with reference to the details/ design in relation to the scope of works etc.
- b. Checking that the contractor executing the work in accordance with the final approved working drawings, tender documents and specifications. Suggest substitution of materials, whenever any material is not available. Preparing and issuing new detailed drawings whenever it is deemed necessary to make the adjustments in the construction.
- c. It will be responsibility of Consultant to check the bills submitted by contractor. The consultant will be responsible for checking of quantities, rates as per B.O.Q and final recommendation of bill to Employer.


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- d. Any variations in the approved works shall be vetted by Consultant, its rates analyzed and after approval from Employer the works executed through contractor. While preparing the estimated B.O.Q, the consultant shall make sure that their prepared B.O.Q is in compliance of design and the quantum of variations while executing shall be minimum. Variations above 10% of original B.O.Q may invite **unsatisfactory** remarks from Employer with complete justification by consultant for the circumstances resulting in variations more than 10%.
- e. The final cost of works shall be determined after acceptance of the contract price by STATE LIFE. In the event that change occurs with the approval of the STATE LIFE (upward or downwards) in the contract price, then the cost of the works will be adjusted accordingly. The adjusted completion price shall stand as the final cost of completed work and the Consultants fees shall be finalized accordingly.
- f. Detailed supervision will be done by Consultant through experienced Engineers of the field as required.

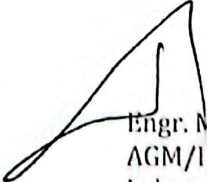
11. Mode of Payment

Mode of payment shall be set as per TOR.

12. Documents to be supplied by the consultant.

In addition to the copies of the documents to be supplied by the Consultants to STATE LIFE for Approval, the Consultants shall provide the following documents;

- i. Complete set of tender drawings (Civil, Electrical, Plumbing, landscape etc) in hard & soft format (Autocad & Pdf).
- ii. Final Set of as-built drawings after completion of project in hard & soft format (Autocad & Pdf).
- iii. All original copies of project record i-e test reports, progress reports, approvals etc

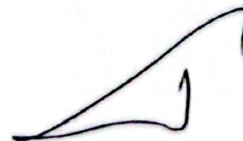

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13. Care and Due Diligence

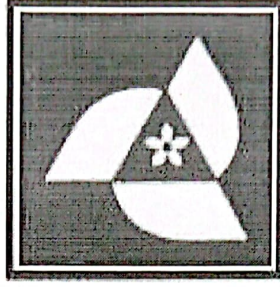
- a. The Consultant affirm and guarantee that they are skilled and fully qualified, and that they shall make use of all such skills and qualification in the best professional standards and skills to accomplish the works/projects in the most economical method.
- b. The Consultant shall be fully responsible for the correctness, structural stability, safety and serviceability of design and its construction according to their design and specifications. The approval of the design by STATE LIFE shall not absolve the Consultants or their associates of their responsibilities under this article.
- c. If STATE LIFE suffers any losses due to proven faults, errors, delay or omissions in design on the part of Consultants or any of their associates during construction phase or afterwards, Consultant shall be liable to make good all such losses.

14. Black listing Policy.

In case of negligence of the consultant causing damage to STATE LIFE in terms of time or cost, STATE LIFE has the right to take action against the consultant as per State Life Blacklisting policy / PPRA Rules.



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STATE LIFE INSURANCE CORPORATION OF PAKISTAN

REQUEST FOR FINANCIAL PROPOSAL

FINANCIAL TERMS OF REFERENCE

FOR

DESIGN & CONSTRUCTION SUPERVISION OF CAPITAL

PROJECTS OF CIVIL/ ELECTRICAL/

MECHANICAL/PLUMBING FOR SLBs LAHORE

TENDER NO: RED-LHR-CON-SLB LHR-02-2025

REAL ESTATE DEPARTMENT,

STATE LIFE BUILDING #11

DAVIS ROAD,

LAHORE.

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Lahore

Sign and Seal of the Consultant /Firm

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LETTER OF PROPOSAL SUBMISSION

(To be printed on letter head of Company)

Dated: _____

To,
AGM/I/C,
Real Estate Department,
State Life Insurance Corporation,
Lahore

SUB: DESIGN & CONSTRUCTION SUPERVISION OF CAPITAL PROJECTS OF CIVIL/
ELECTRICAL/ MECHANICAL/ PLUMBING FOR SLBs LAHORE
TENDER NO. RED-LHR-CON-SLB LHR-02-2025

Dear Sir,

We, the undersigned, offer to provide the Consulting Services to State Life (Employer) in accordance with TOR Document duly provided to us. Our cost of Professional Services is quoted in document.

We hereby submit our proposal as desired.

We remain,

Yours Sincerely,

Authorized Signature [In full and initials]:

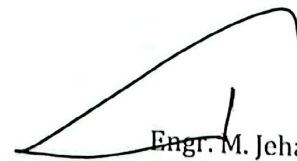
Name and Title of Signatory:

Name and Address of Firm:

Sign and Seal of the Consultant /Firm

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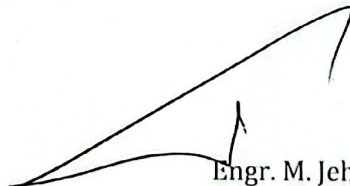

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Preamble:

State Life Insurance Corporation of Pakistan owns multiple Residential & Commercial buildings in Lahore. These buildings require regular maintenance to keep the services running. Regular operation, servicing & maintenance is carried out departmentally by hiring services of contractors whereas for additions, major renovations or areas where expertise is not available departmentally, services of Consultant are desired.

Since most of the buildings are old with more than 20 years life, those require major maintenance, repairs & renovations due to life cycle completion of materials. For this purpose, State Life requires services of Consultant / Consulting firm who have expertise of design in maintenance / repairs / renovations of buildings. The fields of expertise required are Civil / Electrical / Mechanical (Lifts)/ Plumbing etc.

The Consultant shall be hired for period of 03 years and will be responsible for survey, design, preparation of BOQ, Tender Documents, contractor evaluation, construction supervision, checking & verification of bills of contractors. After completion of hiring process, contract will be signed with the Consultant for a period of 03 years (non-extendable). Number of projects assigned to them shall be at sole discretion of State Life. Consultant will be paid as per financial terms of the contract. Further any project which has been initiated on the design / recommendations of Consultant during contract period of 03 years will be completed under the supervision of Consultant even if the contract period expires. The Consultant will be paid its fee as per financial terms of the contract. No further project will be assigned to Consultant upon expiry of contract period.



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Sign and Seal of the Consultant /Firm

BRIEFS INTRODUCTION & OBLIGATIONS

- i. "Employer" mean State Life Insurance Corporation of Pakistan (SLICP).
- ii. This document defines principal requirements of Employer to appoint the Consultant to prepare design, provide professional supervision and consultancy services.

The Employer desires, to appoint the Consultant for design & construction supervision capital projects of civil/ electrical/ mechanical/ plumbing for SLBs Lahore on the terms and conditions appearing below;

- iii. The CONSULTANT will perform their duties strictly in the following manner;

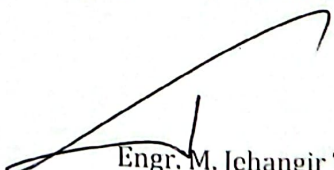
A. SCOPE OF WORK:

State Life intends to maintain, repair & renovate its building so as those remain operational, their serviceability is improved and the performance of equipment installed remains efficient. The Consultant hired will survey the buildings for works assigned, prepare designs, drawings, tender documents, evaluate bidders, supervise works, certify bill of contractors etc.

INVESTIGATION & DESIGN PHASE:

The Consultant has to provide consultancy services for the subject work with following scope of work.

- a) Consultant shall inspect thoroughly the existing building / Site for the assigned work.
- b) Conduct Investigation, prepare concept / planning, design drawings, B.O.Q. & estimate for the work.


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Sign and Seal of the Consultant /Firm

c) The concept design, drawings submitted by Consultant will be checked by State Life Engineers for their input / suggestions. After inserting the suggestions of State Life Engineers, Consultant will prepare final concept drawings for approval of State Life Management.

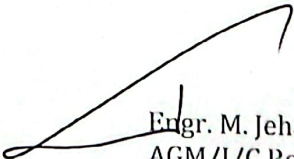
d) After approval from State Life Management, **if required in any case**, Consultant will submit the same to Cantonment Board / Building Control Authority or any other authority like Municipal Corporation / LDA / EPA etc & get its approval. All the process involved at this stage will be handled by Consultant, State Life will pay any officials challan / fee for the approval of drawings / plans.

B. TENDER PHASE:

After approval of plans, the Consultants shall prepare the following documents:

- i. Prepare tender documents, B.O.Q, estimate & Specifications for approval of Employer.
- ii. Tender will be called by Employer, however technical & financial evaluation of bidders shall be scrutinized, examined & recommended by Consultant to the Employer for approval & award.
- iii. The CONSULTANT shall prepare & perform:
 - a. Engineers estimate of the Project
 - b. Scrutinize the documents of bidders for qualification & recommend for the approval of the Employer.
 - c. Evaluate, scrutinize financial bids of qualified Contractors & recommend award of work.
 - d. Draft letter of award & form of contract with bidder.

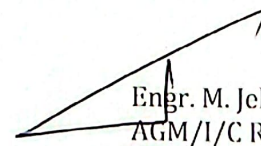
Sign and Seal of the Consultant /Firm


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C. CONSTRUCTION SUPERVISION PHASE:

The Consultant shall undertake **Supervision** of execution of works by contractor as under:

- a. Checking layouts/works/quality with reference to the details/ design in relation to the scope of works etc.
- b. Checking that the contractor executing the work in accordance with the final approved working drawings, tender documents and specifications. Suggest substitution of materials, whenever any material is not available. Preparing and issuing new detailed drawings whenever it is deemed necessary to make the adjustments in the construction.
- c. It will be responsibility of Consultant to check the bills submitted by contractor. The consultant will be responsible for checking of quantities, rates as per B.O.Q and final recommendation of bill to Employer.
- d. Any variations in the approved works shall be vetted by Consultant, its rates analyzed and after approval from Employer the works executed through contractor. While preparing the estimated B.O.Q, the consultant shall make sure that their prepared B.O.Q is in compliance of design and the quantum of variations while executing shall be minimum. Variations above 10% of original B.O.Q may invite **unsatisfactory** remarks from Employer with complete justification by consultant for the circumstances resulting in variations more than 10%.
- e. The final cost of works shall be determined after acceptance of the contract price by STATE LIFE. In the event that change occurs with the approval of the STATE LIFE (upward or downwards) in the contract price, then the cost of the works will be adjusted accordingly. The adjusted completion price shall stand as the final cost of completed work and the Consultants fees shall be finalized accordingly.


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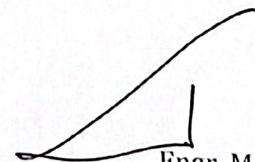
- f. Detailed supervision will be done by Consultant through experienced Engineers of the field as required. Consultant shall ensure that his Engineer visits the site every week. A monthly progress report of works shall be submitted to State Life.
- g. Consultant shall ensure that major concrete works are done in presence of their Engineer.

D. TIME PERIOD OF SERVICES:

i.	Preliminary / Concept design of drawings	02 to 04 weeks from date of assigning of project / works (depends on complexity of project)
iii	Preparation of detailed design for submission to authorities (if required)	02 to 04 weeks after go ahead by State Life (depending on complexity of project)
iv.	Preparation of Tender Documents	02 -04 weeks (depending on complexity of project).
v	Scrutiny & recommendation of technical & financial proposal of bidders	01 to 02 weeks days after opening of bids
iv.	Preparation of working drawings	01 Week before award of work to Contractor
v.	Construction Supervision	As per time agreed for project

F (i) PENALTY CLAUSE

If the Consultant fails to complete the work in given time lines of the contract a penalty of 0.05% per day of its consultancy fee will be deducted from the bills subject to maximum amount of penalty up-to 10% of project.



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Lahore

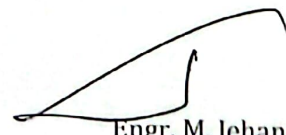
Sign and Seal of the Consultant /Firm

E. MODE OF PAYMENT:

Following mode of payment will be adhered for assigned projects:

S#	STAGE	Bill Amount (Rs) % cost of Project
i.	Upon approval of concept design & estimate by State Life	20%
ii.	Upon approval of design drawings / plans by Cantonment Board, Municipal Authority, LDA, EPA etc (where required). If it is not required this will be paid at stage iv & v with 10% each.	20%
iii.	Upon submission of Tender documents & duly approved by State Life for bidding	10%
iv.	Upon completion of recommendations for qualification of bidders	10%
v.	Upon completion of recommendations for financial qualification of bidder & award of work	10%
vi.	Design fee during execution is divided in Three (03) equal installments of 5%, to be paid after completion of 1/3 rd , 2/3 rd & 100% work.	15%
vii.	Upon completion of work, acceptance of recommendations of final bill by State Life, submission of approved set of as-built drawings in hard & soft format & issuance of completion certificate by Cantonment Board, LDA, Municipal Corporation etc.	15%

For projects in Lahore, TA/DA for visit to site for survey, supervision and attending meeting including and over heads if any is deemed to be included in the design fees and no extra payment will be made by SLIC on this ground.


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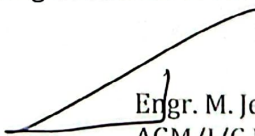
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b) Project Management /Supervision

The fee for supervision of each project will be paid in equal monthly installments. Amount will be worked out on dividing the fee with number of months for project construction. Last bill will be released after satisfactory completion of work duly certified by Consultant.

F. OBLIGATIONS AND RIGHTS OF THE CONSULTANT:

- i. The CONSULTANT in all professional matters shall act as faithful advisors to the EMPLOYER.
- ii. The CONSULTANT shall exercise professionalism, sound skills, engineering economy, care and diligence and discharge duties under this Agreement.
- iii. The CONSULTANT shall provide the services as defined herein above.
- iv. The CONSULTANT shall not initiate any service or work without receiving prior authority / approval from the EMPLOYER.
- v. The CONSULTANT shall furnish free of cost to the EMPLOYER three (02) Sets of working Drawings and Tender Documents in hard copy along with soft copy in electronic format Auto Cad /PDF/JPG in high resolution.
- vi. All documents, design and drawings prepared by the CONSULTANT under this agreement shall be the property of and copyright shall rest with the EMPLOYER.
- vii. The CONSULTANT shall attend all necessary meetings arranged by the EMPLOYER, at Real Estate Office Davis Road Lahore or at site.
- viii. Upon completion of the Project, the CONSULTANT shall certify "As-Built Drawings" for respective works carried out by the Contractor.
- ix. The CONSULTANT shall be responsible for complete verification and checking of the bills of the Contractors and submission of same to the EMPLOYER for further necessary action.
- x. The CONSULTANT shall consider the latest design / economy during the preparation of design, specification & bidding documents. The documents shall be prepared as per laid down criteria / conditions of Pakistan Engineering Council & PPRA – Rules.


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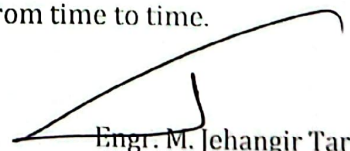
- xi. The CONSULTANT shall specify & adopt standards which are internationally accepted and well known for execution of Tendering.
- xii. The CONSULTANT shall furnish such information relating to the Services and the Project to EMPLOYER from time to time.
- xiii. Except with the prior written approval of the EMPLOYER the CONSULTANT shall not assign or transfer the Contract or any part thereof nor engage any independent Consultant or sub-Consultant.
- xiv. The EMPLOYER undertakes no responsibility in respect of life, health, accident, travel and other insurance which may be necessary or desirable for the Personnel of Consultants or sub-Consultants and specialists associated with the CONSULTANT for the purposes of the Services, or for members of the family of any such persons.
- xv. The CONSULTANT shall provide detailed supervision of the Construction to ensure satisfactory execution of the Project in accordance with the approved drawings and specifications.

G. OBLIGATIONS AND RIGHTS OF THE EMPLOYER:

- i. The EMPLOYER shall furnish all pertinent data and information available to them and shall give such assistance as shall reasonably be required by the CONSULTANT for carrying out their duties under this Agreement.
- ii. The EMPLOYER shall hold the CONSULTANT responsible for any delay in the fulfillment of any part of this agreement.
- iii. The EMPLOYER shall give his decision on all sketches, drawings, reports, recommendations submitted by the CONSULTANT within reasonable times.
- iv. The EMPLOYER shall be authorized to suggest changes in the drawings / schedules / B.O.Q etc submitted by the CONSULTANT. EMPLOYER shall remunerate to the CONSULTANT to extent and in the manner provided herein above.

H. PROJECT ADMINISTRATION:

- i. On behalf of the EMPLOYER, The Project will be administered / supervised by the SLIC Officials who will be nominated by the EMPLOYER from time to time.

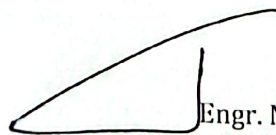

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Lahore

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- ii. While carrying out all the services covered under this Agreement, the CONSULTANT shall collaborate at all times with the SLIC Official and all designs, plans, program, schedules and other recommendations shall be made in consultation with and shall approval of SLIC
- iii. Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, e-mail or facsimile to such party at the following address:

For the Client	AGM/I/C, Real Estate Department, 1 st Floor, State Life Building No.11, Davis Road, Lahore.
For the Consultants	

- ❖ Notice will deemed to be effective as follows:
- ❖ In the case of personal delivery or registered mail, on delivery.
- ❖ In the case of tele-fax / e-mail, Twenty-Four (24) Hours following confirmed transmission.
- ❖ A party may change its address for notice of such change pursuant to this clause.


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Lahore

**SUB: DESIGN & CONSTRUCTION SUPERVISION OF CAPITAL PROJECTS OF CIVIL/
ELECTRICAL/ MECHANICAL/ PLUMBING FOR SLBs LAHORE**

TENDER NO: RED-LHIR-CON-SLB LHIR-02-2025

CONTRACT PRICE

Having read the scope of works and other terms of the project, we hereby submit our bid with following rates quoted in % basis;

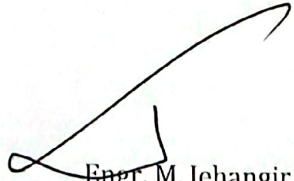
S#	Description	Design Fee (% of project cost)	Supervision fee (% of project cost)
1	Consultant's Fee		
2	Total (Design + Supervision Fee)		

Time period of contract will be 36 months (Non extendable).

Note: Price quoted must be inclusive of;

- Design Fee
- Construction Supervision Fee
- Service Charges for approval of drawings / plans from relevant authorities viz:
LDA / Cantonment Board, Municipal Corporation & NOC from EPA (if required in
any case)
- All prevailing taxes including, Income Tax, Sales Tax, Professional Tax etc, Site
visit charges, transportation (if any), wages to staff / Engineers for Lahore.
- Preparing, Printing of drawings, photocopy, progress reports etc.

Seal & Signature of Consultant


Engr. M. Jehangir Tariq
AGM/I/C Real Estate
Lahore

Sign and Seal of the Consultant /Firm

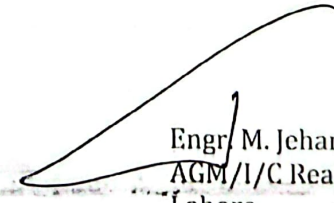
**SUB: DESIGN & CONSTRUCTION SUPERVISION OF CAPITAL PROJECTS OF CIVIL / ELECTRICAL /
MECHANICAL / PLUMBING FOR SLBs LAHORE**

TENDER NO: RED-LHR-CON-SLB LHR-02-2025

SPECIAL CONDITIONS

1.	Bid Security	Rs. 1,00,000/- in the form of pay order/banker's cheque by schedule bank in favor of M/s. "State Life Insurance Corporation of Pakistan.
2.	Release of Bid Security	a. To unsuccessful Tenderer after award of work. b. To successful Tenderer upon completion of work
3.	Forfeiture of Bid Security	a. If the bid is withdrawn after opening. b. If the bidder does not accept letter of award or refuse to enter in contract.
4.	Bid Validity	One hundred fifty (150) Days
5.	Method of Procurement	Single stage two envelope procedure of PPRA rules
6.	Date of Commencement of Work	Seven (07) days from the date of signing of contract.
7.	Contract Period	Contract period will three (03) years from the date of signing of contract
8.	Penalty Clause	If the Consultant fails to complete the work in given time lines of the contract a penalty of 0.05% per day of its consultancy fee will be deducted from the bills subject to maximum amount of penalty up-to 10% of project.
9.	Method of Payment	As per Clause (E) Page No. 09 of financial TOR
10.	Black Listing Clause	In case of negligence of the consultant causing damage to STATE LIFE in terms of time or cost, STATE LIFE has the right to take action against the consultant as per State Life Blacklisting policy / PPRA Rules.
11.	Performance Bond	05 % of contract amount will be provided by the bidder from scheduled bank of Pakistan. The format is attached at Appendix C

Seal & Signature of Consultant


Engr. M. Jehangir Tariq
AGM/I/C Real Estate
Lahore

Sign and Seal of the Consultant /Firm

FORM OF PERFORMANCE SECURITY (Appendix C)
FORM OF PERFORMANCE SECURITY
(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:

1. _____

Corporate Secretary (Seal)

2. _____

Name, Title & Address

Signature _____

Name _____

Title _____

Corporate Guarantor (Seal)