



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

*REAL ESTATE DIVISION*

Principal Office,  
STATE LIFE BUILDING NO.09,  
DR. ZIAUDDIN AHMED ROAD,  
KARACHI - 75530

**PABX No** : 021-99202800-9

**D.H (R.E)** : 021-99204520

**Email** : dhred@statelife.com.pk

**Website** : www.statelife.com.pk

Dated: \_\_\_\_\_

M/s. \_\_\_\_\_

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\_\_\_\_\_.

**SUB: TENDER FOR MAINTENANCE CONTRACT OF D.G SET INSTALLED AT STATE LIFE BUILDINGS AT KARACHI.**

Enclosed, please find herewith Tender Documents for the subject work as per single stage single envelope procedure of PPRA Rules. Please submit/upload the same duly filled and completed in all respects on e-pads latest by **06-08-2025** at **11:00 a.m.**

Please note that bid security in shape of pay order/banker's cheque of Rs. 20,000/- (fixed) must be reach to 5<sup>th</sup> floor, Real Estate Division, Principal office, State Life Building No. 09Dr. Zia Uddin Ahmed Road Karachi before opening of the bids i-e **06-08-2025** at 11:00 A.M. However, scanned copy of the pay order/banker's cheque shall be submitted on e-pads with the other mandatory 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. For further details, you may contact the undersigned before the opening of the Tender.

The Corporation reserves the right to reject any or all Tenders as per provisions of PPRA Rules.

**WALEED NASIM**  
A.M (Elect.) RE

**Encl:** As above.

**TENDER FOR MAINTENANCE CONTRACT OF D.G SET INSTALLED AT**  
**STATE LIFE BUILDINGS AT KARACHI.**

TENDER NO. RE/EL/O&M/D.G/JULY/01/2025

**MANDATORY REQUIREMENTS**

**BID EVALUATION CRITERIA**

**MANDATORY**

- i. GST, Certificate
- ii. NTN & SST Certificate issued by Revenue Board Sindh Sales Tax Registration.
- iii. Affidavit on stamp paper that the firm/company is not blacklisted by any Govt./Semi Govt./MNCs & Private Organization.
- iv. Authorized distributor / assembler / agent of OEM for D.G Set.
- v. Letter of Award from other organization / State Life Minimum – 03 Nos. for similar maintenance contracts for last Five (05) Years. (Copies of contract / LOA must be attached)

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**SEAL & SIGNATURE OF THE CONTRACTOR**

**TENDER FOR MAINTENANCE CONTRACT OF D.G SET INSTALLED AT  
STATE LIFE BUILDINGS AT KARACHI.**

TENDER NO. RE/EL/O&M/D.G./JULY/01/2025

**FINANCIAL BID**

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

**TENDER FOR MAINTENANCE CONTRACT OF D.G SET INSTALLED AT  
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TENDER NO. RE/EL/O&M/D.G./JULY/01/2025

**SCOPE OF WORK**

**1. MAINTENANCE OF THE EQUIPMENT WOULD INCLUDED AS UNDER:**

- i. Contractor will carry out visit in alternate months for routine maintenance as per the acceptable standard for maintenance of generators and checking as per manufacturer's recommendation.
- ii. Consumable items replacement will be notified by the contractor during routine visits in written through service report and same will be carried out after taking approval from SLIC. Replacement of consumable parts i.e. all type filters and other Generator parts as specified by manufacturer and mentioned in the tender documents at Page 10 of Financial Bid will be paid by SLIC as per the rate submitted by the contractor in Tender. Allied material other than the material mentioned at Page 10 of Financial Bid with installation charges will be paid by SLIC subject to submission of quotation by Contractor for prior approval. However, SLIC reserves the right to supply the material from other vendor if the rates quoted are high.
- iii. Major repair and replacement of engine parts alternator parts, D.G Sets overall parts all safety devices & canopy, major overhauling of equipments shall be carried out by contractor after taking prior approval and shall be billed to State Life at actual cost. Also, corrective maintenance job will be quoted separately for prior approval.
- iv. Contractor will get signature of SLIC representative on every field service report.
- v. Contractor will intimate SLIC before every routine/service visit.
- vi. Detail of maintenance and service are mentioned at Annexure – A.
- vii. Any modification of the equipment of facilities shall be carried out by contractor outside the scope of this maintenance at rates to be mutually agreed before execution.
- viii. Defects rectification and maintenance of equipment shall be carried out by qualified/ trained Engineers/staff of firm.
- ix. Contractor will provide backup canopied Generator/standby power with suitable required/desired rating on rent at mutual agreed rates in case existing D.G Set is under time consuming repair situation till the existing DG set resume the operation.
- x. Write logs and prepare record with relevant reports.
- xi. **Emergency Service / Call Service:**  
On receipt of any complaint (Via phone Call, letter, Whatsapp, or fax within three hours) the contractor will attend the complaint on the same day.

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**SEAL & SIGNATURE OF THE CONTRACTOR**

2. **SCOPE OF WORK:**

Detail of job to be carried out (Electrical/Mechanical) as per the following detail

- a. Cleaning of excitation unit along with cleaning and re-tightening of connection
- b. Cleaning of alternator
- c. Checking of circuit breaker switching
- d. Checking of protections HWT, LOP, OST
- e. Checking & tightening of panel Control/AMF Connection.
- f. Checking of specific gravity and voltage of batteries
- g. Top up of battery water
- h. Checking of dynamo output voltage and current
- i. Checking of all meters
- j. Checking of unbalanced load
- k. Check battery charging system
- l. Check unusual vibration / sound
- m. Check all filters (Oil, Fuel, Water, Air)
- n. Checking and maintenance of "Electrical circuit including circuit breaker
- o. Checking of radiator fins and cleaning
- p. Checking of coolant level and condition
- q. Checking of radiator Cap
- r. Checking of hose pipes & tightening of Jubilee clamp
- s. Tightening of all nut bolts and driving belts
- t. Checking of fuel tank and fuel level indication
- u. Checking of oil leakage / water leakage.
- v. Checking & retightening of engine elect. Connection
- w. Cleaning of D.G Set
- x. Any unforeseen works (if required)

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**SEAL & SIGNATURE OF THE CONTRACTOR**

**1. A. GENERAL TERMS & CONDITIONS:**

- i.* Tenders are invited for Maintenance Contract of D.G Set installed 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) must be initiated to signify the acceptance of tender's conditions.
- iv.* State Life Insurance Corporation of Pakistan have right to accept / reject the lowest or any tenders received as per PPRA Rules.
- v.* Any conditional tender will not be accepted and liable to rejection.
- vi.* State Life will not be responsible for any loss to life and will not accept any claim, liabilities or compensation during execution of work.
- vii.* Tender without Bid Security will be rejected.
- viii.* If observed in B.O.Q, use of fluid / white / correction the bid will be rejected.
- ix.* Contract will comprise of Six (06) visits (Alternate months) per annum for each D.G Set.
- x.* Contractor will inform SLIC on Phone/ Whatsapp/Fax/Letter prior execution/Service.
- xi.* Contract price/rate shall include all kind of Taxes, Income Tax, GST, SST etc, and no escalation will be allowed during the contract
- xii.* 5% deductions will be made from monthly bill upon unsatisfactory performance after serving notice.

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**SEAL & SIGNATURE OF THE CONTRACTOR**

2. **MODE OF PAYMENT:**

- i. Payment to be made after every visit subject to receiving the invoice along with field service report duly verified by State Life Site In charge. 05% retention money will be deducted from maintenance visit bill.
- ii. Payment of consumable items, Engine Oil Filter and other items mentioned in the Tender will be paid as per the contract amount.
- iii. All repairing works other than the routine maintenance shall be paid additionally subject to prior approval before execution.

3. **SIGNING OF CONTRACT AGREEMENT:**

- i. Upon acceptance of the tender, the contractor shall execute with the State Life Insurance Corporation of Pakistan, agreement on a non-judicial stamp paper of appropriate value as per Contract Terms and Conditions in the form prescribed by the State Life within Seven (07) days from the acceptance of work order / letter of award.
- ii. The contract shall be governed and interpreted in all respects in accordance with the law of Pakistan.
- iii. State Life Insurance Corporation of Pakistan, reserves the right to reject any or all others partly or completely without assigning any reason as per PPRA rules.
- iv. In case of any dispute, Divisional Head (Real Estate Division) State Life is the final arbitrary authority to settle the matter and it will be liable to accept the decision by both parties. Whereas contractor shall be implied in any action commenced and further to enforce of any decree or order.

4. **COMLETION OF WORK (RISK & COST)**

If due to any reason, contractor is unable to complete the work in given time on performing poorly for which L.D has been imposed on him, State Life can terminate the contact with him and get the remaining work executed through other contractor at his risk & cost. The cost so incurred will be deducted from his bills or recovered from him through other/ legal means.

5. **TERMINATION:**

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

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**SEAL & SIGNATURE OF THE CONTRACTOR**

## **APPENDIX**

### **SPECIAL CONDITION**

TENDER NO. RE/EL/O&M/D.G/JULY/01/2025

### **TENDER FOR MAINTENANCE CONTRACT OF D.G SET INSTALLED AT STATE LIFE BUILDINGS AT KARACHI.**

01.	Date and time of opening of Tender	Submission of Bid on <b>06-08-2025</b> @ 11:00 a.m through e-procurement system EPADS of PPRA.  Opening of Bid on <b>06-08-2025</b> @ 11:30 a.m on e-procurement system EPADS of PPRA.
02.	Amount of Bid Security (Pay Order) to be submitted with Tender.	Rs. <u>20,000/-</u> Pay Order for Bid Security must be in the favour of Stat Life Insurance Corporation of Pakistan else the Tender will be rejected.
03.	Release of Bid Security	i. Shall be released to unsuccessful bidders on acceptance of the lowest bid. ii. To the lowest bidder shall be released upon submission of performance bond.
04.	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
05.	Period of Contract	One (01) Year
06.	Date of Commencement of Work	Date of acceptance of work order.
07.	Method of Mode of Payment	After every visit subject to submission of bill along with visit report duly verified by respective Building/Electrical Incharge.
08.	Retention Money	05% (Five Percent) will be deducted from monthly/maintenance visit bill.
09.	Release of Retention Money	Upon satisfactorily completion of contractual period
10.	Liquidated damages	An amount of 05% (Five Percent) may be deducted from monthly visit bill on poor performance / poor workmanship / un-satisfactorily report of State Life Engineer.
11.	Period of Honoring the Bill	Within Twenty (20) days after receiving the verified bill along-with verified attendance sheets.
12.	Income Tax / Sales Tax / GST	As per procedure / rules announced by Govt. of Sindh/Pakistan time to time.
13.	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
14.	Bid/Tender Validity Period	Three (03) months
15.	Blacklisting	As per blacklist policy of State Life.

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**SEAL & SIGNATURE OF THE CONTRACTOR**



**TENDER FOR MAINTENANCE CONTRACT OF D.G SET INSTALLED AT  
STATE LIFE BUILDINGS AT KARACHI.**

**DETAIL OF D.G SET INSTALLED AT STATE LIFE  
BUILDINGS – KARACHI**

STATE LIFE BUILDINGS	MAKE / CAPACITY	MODEL
SLB NO. 1	135 kVA (Siemens)	IF 02284-4/6CT-836
SLB NO. 2	200 kVA (CAT)	3306
SLB NO. 2	350 kVA (ONAN)	310 DFCC
SLB NO. 9	500 kVA (SDMO)	VOLVO V550 TAD 1641GE
SLB NO. 9	150 kVA (PARKINS)	Perkins
SLB NO. 11	200 kVA (CAT)	3406-B
SLB – 70-A	20 kVA (PARKINS)	GBW 22

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**SEAL & SIGNATURE OF THE CONTRACTOR**

**TENDER FOR MAINTENANCE CONTRACT OF D.G SET INSTALLED AT STATE LIFE BUILDINGS AT KARACHI**  
**TENDER NO. RE/EL/O&M/D.G/JULY/01/2025**

**BILL OF QUANTITIES**

SLB's	Generator Set Details	Consumable Items	Air Filter (Each Item)	Water Filter/ Separator (Each Item)	Fuel Filter (Primary) (Each Item)	Fuel Filter (Secondary) (Each Item)	Oil Filter (Each Item)	Oil Bypass Filter (Each Item)	Coolant (Rate as per Qty. Specified)		Engine Oil (Rate as per Qty. Specified)		Battery Water	Total Amount of Consumable Items	Per Visit Charge	No. of Visits (Per Annum)	Visit Charges (Per Annum)	Total Amount
			A	B	C	D	E	F	G		H		I	S SUM=(A TO I)	J	K	L =(JxK)	(S+L)
SLB-1	(Siemens) 135 kVA	Rate							04 Ltrs.		30 Ltrs.		Rate for 40 Ltrs.			06		
SLB-2	(ONAN) 350 kVA	Rate							06 Ltrs.		50 Ltrs.					06		
SLB-2	(CAT) 200 kVA	Rate							05 Ltrs.		40 Ltrs.					06		
SLB-9	(SDMO) 500 kVA	Rate							06 Ltrs.		65 Ltrs.					06		
SLB-9	(Perkins) 150 kVA	Rate							04 Ltrs.		30 Ltrs.					06		
SLB-11	(CAT) 250 kVA	Rate							04 Ltrs.		40 Ltrs.					06		
SLB-70-A	(Perkins) 20 kVA	Rate							02 Ltrs.		15 Ltrs.					06		
Grand Total (Rs.) Including all Taxes per Annum																		

- Note:** i. All columns / rates must be filled by bidder.  
ii. The rates quoted must be valid for One (01) Year from date of signing.

**SEAL & SIGNATURE OF THE CONTRACTOR**

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

### 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			
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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			
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

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## 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

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## 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

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### 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

### 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

### 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