



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 : dbred@statelife.com.pk

Website : www.statelife.com.pk

Dated: _____

M/s. _____

SUB: TENDER FOR SERVICING & REPAIR / CHECKING OF TECHNICAL HEALTH OF OLD 1275 KVA (CAT) DG SET INSTALLED AT STATE LIFE BUILDING-2, WALLACE ROAD, KARACHI

Enclosed, please find herewith Tender Documents for the subject work as per single stage single envelope procedure of PPRA Rules. Please submit the same duly filled and completed in all respects on EPADS latest by **24-09-2025** at 11:00 a.m.

You are requested to submit tender through e-procurement system of PPRA (EPADS) by the stipulated date. For further details, you may contact the undersigned before the opening of the Tender for any query.

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.

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DIVISION

**TENDER FOR SERVICING & REPAIR / CHECKING OF TECHNICAL HEALTH OF OLD 1275 KVA
(CAT) DG SET INSTALLED AT STATE LIFE BUILDING-2, WALLACE ROAD, KARACHI.**

TENDER NO. RE/EL/EW/DG/4002/01/2025

FINANCIAL BID DOCUMENTS

REAL ESTATE DIVISION
5th Floor, State Life Building #. 9,
Dr. Ziauddin Ahmed Road,
Karachi

MANDATORY CRITERIA

TENDER FOR SERVICING & REPAIR / CHECKING OF TECHNICAL HEALTH OF OLD 1275 KVA (CAT) DG SET INSTALLED AT STATE LIFE BUILDING-2, WALLACE ROAD, KARACHI

TENDER NO. RE/EL/EW/DG/4002/01/2025

- 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 any OEM for D.G Set.
- v. Letter of Award from other organization / State Life Minimum – 03 Nos. for similar contracts/jobs for last Five (05) Years. (Copies of contract / LOA must be attached)

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR

**TENDER FOR SERVICING & REPAIR / CHECKING OF TECHNICAL HEALTH OF OLD 1275 KVA
(CAT) DG SET INSTALLED AT STATE LIFE BUILDING-2, WALLACE ROAD, KARACHI**
TENDER NO. RE/EL/EW/DG/4002/01/2025

1. GENERAL TERMS:

- 1.1. Tender is invited for servicing & repair / checking of technical health of old 1275 KVA (CAT) DG set installed at State Life Building-2, Wallace road, Karachi.
- 1.2. Tender shall be submitted through e-procurement system of PPRA (EPADS). Scanned copy of Tender documents (all papers) must be signed and stamped to signify the acceptance of tender's conditions before submitting the tender on EPADS.
- 1.3. Technical services and operating conditions for achieving the performance shall be the responsibility of the Tenderer.
- 1.4. Tender without Bid Security will be rejected.
- 1.5. Manual submission of tender will not be accepted. Original pay order must be reached to Real Estate Division, Principle office, 5th floor, State Life Building No. 09, Dr. Zia Uddin Ahmed Road Karachi before the time of opening of tender. However, scanned copy will be uploaded on e-pad while submitting the tender.
- 1.6. Any conditional Tender will not be accepted and will be liable to rejection.
- 1.7. Contractor has to clean the site in every respect from unused material, debris and tools on completion of work.
- 1.8. All the works to be carried out as per IEEE Code & Standard under the direct supervision of Electrical Section (Real Estate) Principal Office, Karachi.
- 1.9. Payment to be made as per actual work done/after completion of work.
- 1.10. State Life Insurance Corporation of Pakistan will not be responsible for any loss to life or theft of tool / equipment or consumable material and will not accept any claim, liabilities or compensation.
- 1.11. Contractor shall responsible for repair & maintenance of DG set as per manufacturer specifications and shall submit a detailed health report after completion of work

2. PRE-BID VISIT:

Tenderers are requested to visit the site before submission of Tenders/Bids and ensure that their offers are complete in all respect and that all terms & conditions mentioned in this document shall be strictly complied with. Tenderer must ensure/study the specification, schedules and B.O.Q as are attached with offer to avoid any debate/discussion/dispute during/after execution of work.

No TA/DA will be given to Tenderers for Pre-Bid Visit.

3. PRICES AND ESCALATION:

Quoted price shall be inclusive all applicable Taxes GST, SST, Transportation, Insurance, Octari, loading, unloading, lifting and fixing of equipment at Site, as specified in the Tender.

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2. No price escalation claim will be entertained in any reason due to change in Taxes, Levy, Wages, Currencies fluctuation or any other change announced by the Central Government / Provincial Government or any local Authority
4. **MODE OF PAYMENT:**
- i. 95% payment of bill will be made after completion of job.
 - ii. 05% Retention Money will be deducted from bill & released after defect liability (i.e., One (01) year) completion of work.
5. **DEFECT LIABILITY PERIOD:**
- i. Defect liability period shall be started after completion of work for One (01) Year.
 - ii. The Contractor will replace the components if not found according to specification or found defective due to faulty design material or workmanship or being non genuine.
6. **LIQUIDATED DAMAGES:**
- Failure to execute the work within the stipulated time will render contractor liable to payment of liquidated damages at the rate of 0.3% of contract price per day or part thereof, of delay subject to max. to 10% of Contract amount.
7. **SIGNING OF CONTRACT AGREEMENT:**
- i. Upon acceptance of the tender the supplier shall execute with the State Life Insurance Corporation of Pakistan a proper agreement on judicial stamp paper of containing certain terms and conditions in the form prescribed by the State Life Insurance Corporation of Pakistan within Seven (07) days from the acceptance of 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 offers, as per provisions of PPRA Rules.
8. **COMPLETION 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 contract 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.
9. **TERMINATION:**
- State Life employer shall have the right to terminate the contract wholly by given a notice to the contractor upon failure of Contractual obligations.

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TENDER NO. RE/EL/EW/DG/4002/01/2025

SPECIAL CONDITIONS

1.	Bid Security	Rs. 25,000/- in the form of pay order by schedule bank in favour 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 submission of performance bond
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 of enter i..n contract
4.	Date and time of opening of Tender	a. Submission of bid on epads is <u>24-09-2025</u> at <u>11:00 AM.</u> b. Opening of bid on epads is <u>24-09-2025</u> at <u>11:30 AM.</u>
4.	Date of Commencement of Work	Three (03) days from the date of award of work.
5.	Time of Completion	Thirty (30) Days from the date of commencement of work
6.	Liquidated Damages	0.3% of the contract price per day (maximum 10% of contract amount)
7.	Maintenance Period	One (01) Year from date of certificate of completion of works.
8.	Bid/Tender validity period	Three (03) Months
9.	Method of Payment	i. 95% payment will be made after satisfactory completion of job ii. 05% Retention Money will deducted from bill.
10.	Retention Money	05% (Five percent) of the certified amount
11.	Release of retention money	Upon completion of maintenance period
12.	Payment of income tax	All prevailing government taxes (federal & provincial) including income tax, GST, super tax, sales tax, S.S.T, etc. payable by the contractor should be included in the quoted prices of each item in the bill of quantity. (No Additional payment shall be entertained)
13.	Black Listed	As per blacklisting policy of State Life.
14.	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

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BILL OF QUANTITIES

Sr #	Description	Qty.	Amount(Rs)(Inclusive of all types of taxes)
Replacement of Consumable Item			
01	Supply and installation of Oil filters as per specification compatible with CAT D3512 generator.	03 Nos.	
02	Supply and installation of fuel filters as per specification compatible with CAT D3512 generator.	05 Nos.	
03	Supply and installation of air filters primary as per specification compatible with CAT D3512 generator.	02 Nos.	
04	Supply and installation of air filters secondary as per specification compatible with CAT D3512 generator.	02 Nos.	
05	Supply and installation of Engine Oil as per specification compatible with CAT D3512 generator.	330 Ltrs.	
Servicing of Generator			
06	Generator Complete service, washing & Cleaning by wire brush charges	01 Job	
07	Radiator De-scaling & Service charges	01 Job	
08	Starting Motor Service & Cleaning Charges Compatible with CAT D3512 system.	01 Job	
09	Main alternator service & cleaning charges Compatible with CAT D3512 system.	01 Job	
10	Fuel injectors repairing service & calibration charges for CAT D3512 engine.	01 Job	
11	Load Bank (01 MW) charges to check generator on load after servicing.	01 Job	
12	Transportation Charges Load Bank	01 Job	
Total Amount (Rs.)			

Note:

- 1) The rates quoted should be inclusive of all type of taxes applicable as per govt. rule
- 2) Contractor shall responsible for repair & maintenance of DG set as per manufacturer specifications and shall submit a detailed health report after completion of work

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FORM OF PERFORMANCE SECURITY (Annex-C)

(Bank Guarantee)

Guarantee No. _____

_____ Executed on _

_____ 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



STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

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			
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

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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

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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			
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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

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

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

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