



STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DIVISION

INVITATION OF TENDER FOR CONTRACT OF
OPERATION & MAINTENANCE OF
ELECTRICAL WORKS AND SOLAR SYSTEM

INSTALLED AT

STATE LIFE BUILDING ABU DHABI ROAD
RAHIMYAR KHAN

POST QUALIFICATION DOCUMENTS

REAL ESTATE DEPARTMENT
5TH FLOOR
STATE LIFE BUILDING
MINARA ROAD
SUKKUR.



**(To be submitted by Company/Contracting Firm on their Letter Head) with
Post Qualification Document**

Dated: _____

Manager,
Real Estate Division,
State Life Building
Minara Road
Sukkur

**SUB: TENDER FOR CONTRACT OF OPERATION & MAINTENANCE OF ELECTRICAL WORKS
AND SOLAR SYSTEM INSTALLED AT STATE LIFE BUILDING RAHIMYAR KHAN**

Dear Sir,

Having gone through the Tender Document / Post Qualification Criteria for subject work.
We hereby submit our tender consisting of Technical & financial bid for your consideration please.

Thanking you,

Yours Sincerely,

Signature _____

Name _____

Designation _____

M/s. _____

RETURN TO:

Manager,
Real Estate Division
Minara Road
Sukkur

Please complete the following:

- 1.**
 - a.** FIRM NAME
 - b.** REGISTERED ADDRESS

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

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

- 3. ORGANIZATION AND FINANCIAL DATA:**
 - a.** TYPE OF BUSINESS ORGANIZATION (CORPORATION JOINT VENTURE PARTNERSHIP ETC).
.....
.....

 - b.** IF JOINT VENTURE, NAMES OF THE JOINT VENTURE PARTNERS WITH NAME FO THE LEADING PARTNER
.....

.....
c. IF PARTNERSHIP, NAME OF THE PARTNERS WITH POSITION HELD BY EACH PARTNER

d. IF CORPORATION PROVIDE THE NAME AND THE TITLE OF PRINCIPALS (PRESIDENT, VICE PRESIDENT, ETC)

.....
.....
WHEN INCORPORATED.....WHERE.....COUNTRY STATE.....
.....

e. DATE BUSINESS FOUNDED

f. UNDER PRESENT MANAGEMENT SINCE.....

g. ATTACH THE LAST THREE (03) YEARS AUDITED FINANCIAL STATEMENT OF YOUR COMPANY.

If joint venture, financial statement of each firm must be submitted. No statements will be considered unless they are attested and unless certified as being audited by an independent Public Accounting Firm

4. PERFORMANCE RECORD

a. Please provide a brief resume of works completed by your firm in the last five years including all jobs involving similar nature of works (see attached Form – 1 page # 7)

b. List of projects currently in progress of similar nature of works (see attached form – 2 page # 8) (along with letter of awards)

5. LIST OF REFERENCES

a. What is the size of your permanent full time work force?

b. Provide organization chart of your firm indicate lines of communication and reporting responsibility.

c. Detail of key technical staff with their qualification and experience including of there who would be deputed for the proposed project.

- d.* Name of bankers to the organization with account number and address. Bankers report on the credit worthiness of the organization must accompany under a sealed cover.
-

6. BLACK LISTING

If you are currently black listed from any govt. semi Govt., autonomies body, Corporation or private organization, you need not apply.

Please submit affidavit you are not black listed by any organization.

7. ORGANIZATION

- a.* From Clients (Attach Certificate)

- 1.
- 2.
- 3.

- b.* From Bankers (Attach Certificate)

- 1.
 - 2.
 - 3.
-

8. CERTIFICATION - SIGNATURE

I hereby certify to the best of my knowledge that the information hereby submitted herewith on correct.

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____



POST - QUALIFICATION FORM - 1
LIST PREVIOUS EXPERIENCE OF SIMILAR NATURE OF WORKS

NAME OF PROJECT & LOCATION	FULL NAME & ADDRESS OF CLIENT	NATURE & PERIOD OF CONTRACT	CONTRACT VALUE (INDICATE CURRENCY IN PAK RS. ONLY)	STATE ANY PENALTIES, CLAIMS, ARBITRATION	TYPE OF WORK	CARRIED OUT ALONE OR IN PARTNERSHIP (IF IN PARTNERSHIP STATE NAME OF PARTNER)	START DATE	COMPLETION DATE

SEAL & SIGNATURE OF CONTRACTOR

RE/EL/SOLAR/SUK/JAN/2021



POST - QUALIFICATION FORM - 2
CURRENT PROJECTS

LIST ALL PROJECTS OF SIMILAR NATURE, WHICH YOUR FIRM HAS UNDER WAY AT THIS TIME

NAME OF PROJECT & LOCATION	FULL NAME & ADDRESS OF CLIENT	NATURE & PERIOD OF CONTRACT	CONTRACT VALUE (INDICATE CURRENCY IN PAK RS. ONLY)	STATE ANY PENALTIES, CLAIMS, ARBITRATION	TYPE OF WORK	CARRIED OUT ALONE OR IN PARTNERSHIP (IF IN PARTNERSHIP STATE NAME OF PARTNER)	START DATE	COMPLETION DATE

SEAL & SIGNATURE OF CONTRACTOR: _____



BID EVALUATION CRITERIA FOR POST QUALIFICATION
CONTRACT OF OPERATION & MAINTENANCE OF ELECTRICAL WORKS AND SOLAR SYSTEM INSTALLED AT
STATE LIFE BUILDING RAHIMYAR KHAN.

Sr. #.	Name of Contractor	Company Profile	Financial Statement/ Bank Certificate	Experience Work Completed	Experience Work in Hand	Technical Staff Strength	List of Reference P.Q/Enlistment	Marks Obtained	Remarks
Scoring Sheet		10	20	20	20	15	15	100	
01.									
02.									
03.									
04.									
05.									

Note: Criteria of Pre-qualification = 60 Marks or above.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR

RE/EL/SOLAR/SUK/JAN/2021



CRITERIA EVALUATION / POST QUALIFICATION

CONTRACT OF OPERATION & MAINTENANCE OF ELECTRICAL WORKS AND SOLAR SYSTEM INSTALLED AT STATE LIFE BUILDING RAHIMYAR KHAN

A.	<u>COMPANY PROFILE:</u>		
	<i>i.</i> The company established more than 10 Years ago (Proportionate)	Marks (Full)	10 Marks
	<i>ii.</i> The company established within 1 to 10 Years (Proportionate)		
B.	<u>SIMILAR ELECTRICAL MAINTENANCE PROJECTS HANDLED:</u>		
	05 Marks per Contract		20 Marks
C.	<u>SIMILAR ELECTRICAL MAINTENANCE PROJECTS IN PROGRESS:</u>		
	05 Marks per Contract		20 marks
D.	<u>TECHNICAL STAFF:</u>		
	<i>i.</i> Engineer	03 Marks each	15 Marks
	<i>ii.</i> D.A.E	02 Marks each	
	<i>iii.</i> Electrician/Technician	01 Marks each	
E.	<u>ENLISTMENT WITH OTHERS FIRMS (Govt., Reputed, Multinational) :</u>		
	03 Marks each company/letter		15 Marks
F.	<u>FINANCIAL POSITION:</u>		
	<i>i.</i> Balance Sheet (Average Balance per month)	01 Marks each for 0.5 M	20 Marks
	<i>ii.</i> Banker Certificates	05 Marks each	
G.	<u>DISQUALIFICATION:</u>		
	<i>i.</i> Firms black listed by any Government department and private companies.		

Note: Qualification / passing marks, 60 or above.

Mandatory

GST, Professional Tax Certificate

NTN & PST Certificate issued by Revenue Board

Punjab Sales Tax Registration

Electrical Contractor License from Electric Inspector Govt; of Punjab **OR**

Pakistan Engineering Council (PEC).



**STATE LIFE INSURANCE CORPORATION OF
PAKISTAN REAL ESTATE DIVISION**

INVITATION OF TENDER FOR CONTRACT OF

OPERATION & MAINTENANCE OF

ELECTRICAL WORKS AND SOLAR SYSTEM

INSTALLED AT

STATE LIFE BUILDING ABU DHABI ROAD

RAHIMYAR KHAN

FINANCIAL BID DOCUMENTS

REAL ESTATE DEPARTMENT
5TH FLOOR
STATE LIFE BUILDING
MINARA ROAD, SUKKUR

(A)



CONTRACT FOR OPERATION & MAINTENANCE OF ELECTRICAL WORKS AND SOLAR SYSTEM INSTALLED AT STATE LIFE BUILDING RAHIMYAR KHAN.

SCOPE OF WORK

1. The following staff will be permanently required at site for daily operation and maintenance works during the working hours for one year (**Annexure 'D & D1'**).

		RYK	TOTAL
i.	Electrical Supervisor (License) from the office of Electric Inspector with minimum 06 years' experience.	01	01
ii.	Electricians (Possessing wireman license with 04 to 06 years (experience) of 11 KV & 440 V equipment/ power (one for DG set operation & Solar System).	01	01
iii.	Assistant Electrician having sufficient experience of day to day Electrical Works at Site.	01	01
Total strength		03	03

NOTE: License must be issued from Electrical Inspector, Multan Region/ Interior Govt. of Punjab Pakistan.

2. **DAILY OPERATION & MAINTENANCE**

- i. Visual inspection, checking and record reading of measuring instruments, Volt Meter, Ammeter PFI Plant.
- ii. Attend day to day electrical complaints.
- iii. Take extra care for preventive maintenance and repair work of entire Electrical Installations of the Building (List of Electrical equipment as per **Annexure 'A&A1'**).
- iv. Operation of Generator on supply failure and maintain proper record.
- v. Demand for material, diesel and other consumables.
- vi. Coordination with MEPCO/ Office of Electrical inspector & other concerned Govt. Agencies.
- vii. Check the solar plates and inverter data regularly along with battery health.

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RE/EL/SOLAR/SUK/JAN/2021

2. (A.) PFI Reading:

- i. Maintain register on daily basis in Three (03) Times a day & get check by respective Building Incharges (Real Estate). Reading should not less than from 0.9.

3. MONTHLY MAINTENANCE SERVICE

Complete check-up of all major electrical equipments as per **Annexure 'A & A1'**. Detailed reports will be submitted to Building Incharge with monthly bill as per **Annexure 'B & B1'**.

4. HALF YEARLY MAINTENANCE SERVICES

Servicing and complete check-up of all major electrical equipments after shutdown from local source on Sunday as per **Annexure 'C&C1'** (Detailed reports will be submitted). An experienced person/senior Engineer of Contractor will visit the Site for submitting his report about the Electrical Works and technical suggestions.

5. YEARLY MAINTENANCE SERVICE

- i. Servicing, overhauling of main HT Panel, other HT & LT Panels and calibration of their instruments and relays (shutdown to be arranged from MEPCO).
- ii. Oil testing of OCB's & 11 KV transformers for viscosity / dielectric strength.
- iii. Insulation resistance measurement by meager of entire L.T. electrical network and recording test readings.
- iv. Annual servicing of the equipments similar to half year service (as per Annexure 'A&A1' & 'C&C1') detailed reports will be submitted.
- v. Coordination for arrangement of shut down from MEPCO.
- vi. To coordinate with the manufactures for the maintenance of Diesel Generator Set.
- vii. Checking the earthing reading through proper earth testing meter.

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6. **EMERGENCY SERVICE/VISIT**

- a. On receipt of any complaint (via phone call, letter or fax), the contractor will attend the complaints within 2 Hours. Reasons such as political strikes etc. for not attending the complaints shall not be accepted. All the collective and precautionary measures should under taken by contractor regarding maintenance / servicing shall be checked and supervised by electrical In-charge / Supervisor / Officer.
- b. To immediately attend all emergency breakdowns and replacement works. All such repairing works are to be supervised and controlled by an experienced person / qualified Engineer.
- c. For major breakdowns and replacement/repairing of H.T, L.T Panels, Transformers & PFI involving additional manpower & material, the payment shall be considered separately on actual cost + 20% overhead / profit subject to prior approval & verification of State Life Site In-charge / Engineer. Please note that in case of minor replacement work, the actual cost of the components will be paid only. In case, SLIC provides the material, then additional charges will be paid @ 15%.
- d. In case of maximum/more additional manpower for any major repairing/replacement work the payment shall be made as per numbers of Labour supervisor, Engineer/ involved.

7. **ENGINEER VISIT**

Qualified Engineer will visit on half yearly basis in State Life Building Rahimyar Khan, check thoroughly all Electrical & Solar System and suggest to replace the defective component to improve the condition of Electrical & Solar System.

NOTE: No repairing / replacement charges will be paid for routine works to be carried out during duty hours.

8. **VARIATION IN CURRENCY & TAXES**

During period of contract no currency variation, taxes escalation or labour escalations or any additional escalations like Govt. contribution (like EOBI/SESSI etc.) shall not be claimed or entertained by State Life.

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FINANCIAL BID

CONTRACT CHARGES

SLB - Rahimyar Khan Per Month
Rs.

- All Govt. Taxes should be included in contract amount.
- Charges for maintenance service (Per Month.) Rs. _____
- Charges for 12 months maintenance contract (per Annum) Rs. _____

FOR RATE ONLY

1. Centrifuging and dehydration of transformer (Rates per KVA basis). Rs. _____ Per KVA
2. Supply and refilling of tested and dehydrated Oil in transformer _____ (per Liter). Rs. _____ Per Liter
3. Oil test charges (per test)/ Transformer. Rs. _____ Per Test
4. Cost of Silica Gel (Per KG) imported. Rs. _____ Per KG
5. Overtime (Supervisor) Fixed (On the discretion of RE) Per Hour _____ 120/-
6. Overtime (electrician) Fixed (On the discretion of RE) Per Hour _____ 80/-
7. Overtime (Assistant Electrician) Fixed (On the discretion of RE) Per Hour _____ 70/-

NOTE:

- a. Minimum Wages should not be less than as per directive of honorable Supreme Court of Pakistan, this policy must be implemented / wages increase as per announced Govt. policy time to time.
- b. Minimum wages and other terms & conditions of employment of personnel engaged for the job shall not be less than fixed by the Government / law of land.
- c. The Contractor shall submit proof of payment of paying wages not less than fixed by Govt. or authorized department every month to the employer / corporation. If it is found / reported that the minimum wages are not being paid by the contractor. The same shall be deducted from the monthly payable amount.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

(B)

<i>Description</i>		RAHIMYAR KHAN		
	<i>Total Staff Required</i>	<i>Qty.</i>	<i>Salary (Each)</i>	<i>Total Salary</i>
<i>Electrical Supervisor</i>	<i>01</i>	<i>01</i>		
<i>Electrician</i>	<i>01</i>	<i>01</i>		
<i>Assistant Electrician</i>	<i>01</i>	<i>01</i>		
<i>Total Staff</i>	<i>03</i>	<i>03</i>		
<i>Total Wages of Staff per Month</i>				Rs.
<i>Total Cost of Material/Tools etc</i>				Rs.
<i>All Govt. Taxes</i>				Rs.
<i>Profit</i>				Rs.
<i>Total Bid Price Per Month</i>				Rs.
<i>Total Bid Price for One Year</i>				Rs.
<i>Grand Total Per Month</i>				
<i>Grand Total Per Annum</i>				
<i>Prices Quoted should be fixed for the Term of the Contract Period</i>				
<i>If the ABOVE breakup is not included, the Bid shall be considered as an in-completed Bid</i>				

(C)

STATE LIFE BUILDING – RAHIMYAR KHAN**LIST OF MAJOR EQUIPMENTS FOR MAINTENANCE**

Sr. #.	DESCRIPTION	Total
1.	11 KV load break switch 630 A with HRC fuses.	01 Nos.
2.	11 KV vacuum circuit breakers.	03 Nos.
3.	500 KVA transformer.	02 No.
4.	L.T. switch boards.	07 Nos.
5.	Power factor improvement plant.	01 Nos.
6.	Sub main distribution on boards (SMB).	05 Nos.
7.	MCC Panels.	02 Nos.
8.	Auto Transfer Switch.	02 Nos.
9.	Distribution board (DB).	15 No.
10.	Emergency Distribution Boards (EDB)	15 No.
11.	DG-SET 100 KVA.	02 No.
12.	Sub Meters	Complete System
13.	Solar System.	Complete System
14.	Lightening protection system.	Complete System
15.	Fire fighting and Water Pump Panels.	Complete System
16.	All Types of Lighting Fixtures, Power Points, Light Points & Bell Points.	Complete System
17.	Building Electrification and external Lights etc. Complete in all Respect.	Complete System
18.	Telephone Points and in House Telephone Wiring of the Building	Complete System
19.	Fire Alarm System	Complete System
20.	Any Other Related Works as per Requirement of Electric Inspector, Multan Region.	Job

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

MONTHLY MAINTENANCE SERVICE FOR THE MONTH OF H.T SWITCH GEAR:

- i. Visual inspection check and record of readings of volt meter & ammeter etc, (specimen enclosed R₁).

H.T - 1		H.T - 2		H.T - 3		H.T - 4	
V	A	V	A	V	A	V	A

- ii. Visual inspection and record monthly readings of KWH / MDI & KVARH meters. (MDI/KWH _____) (KWH _____).
- iii. General cleaning of H.T Panels (exposed area only). All precautionary measures will be adopted).

TRANSFORMER:

Sr. #.	Description	YES/NO	Remarks
i.	Checked Oil Level	Yes / No	
ii.	Visual inspection of breather of transformer and Silica Gel	Yes / No	
iii.	General Cleaning of Transformer excluding top plate. Safety measures to be taken for life and property.	Yes / No	
iv.	Noted Temperature Reading	T.1---- C ⁰ T.2---- C ⁰ T.3---- C ⁰ T.4---- C ⁰	
v.	Stand by Transformer (Normal Temp)	T - C ⁰	
vi.	Checked Buckles Relay	Yeas/No	

L.T SWITCH BOARD:

- i. Visual inspection and check of volt meter, voltmeter selector switch, Am meter, Am meter selector switch. Relay of PFI Plant contactor, fuses & Capacitors. Readings on load to be recorded.

L.T - 1		PF	L.T - 2		PF	L.T - 3		PF	L.T - 4		PF
V	A	Cos	V	A	Cos	V	A	Cos	V	A	Cos

- ii. General checking of the internal and external parts of the L.T panels, emergency Panels PFI Panel etc. (Cleaning to be arranged for external sides).

MONTHLY MAINTENANCE SERVICE

FIRE ALARM SYSTEM (ANNEXURE – E):

i.	Checks of smoke detectors	Yes / No.	Faulty = Nos.
ii.	Inspection of fire alarm panel		
	i. (Make <u>Gent</u>)		
	ii. Not fire	Yes / No.	Defective / Normal
iii.	Checks of control system		
iv.	Testing of Bells		
v.	To cooperate with State Life fire Staff if exists in the Building for normal functioning.		

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

SOLAR PANELS:

Sr. #	Description	Yes / No	Remarks
i.	Check that the Solar panels are clean, secure free of defects.		
ii.	Check that no parts have deteriorated / corroded		
iii.	Check Vents are free of debris.		
iv.	Check switches do not have any defects.		
v.	Check wiring has not been damaged / has not deteriorated.		
vi.	Electrical Checks to ensure all components are operating as intended.		
vii.	Confirming fittings and cables are securely attached.		
viii.	Reviewing the inverter display panel for recorded faults.		
ix.	Checking that access to the isolator switches has not been impeded, and/or		
x.	General cleaning of Set		
xi.	Making sure the emergency procedures for shutdown and isolation are clearly displayed.		

HALF YEARLY / YEARLY MAINTENANCE SERVICE

HT Switch Gear

- i. Cleaning of terminal contacts of volts meter, ammeter MDI & KVAR meters.
- ii. Check tightness of the connection at bus bars.
- iii. Check insulation resistance at bus bars.
- iv. Check tightness at primary & secondary connection of CTS & S PTS and continuity.
- v. Check for tightness, cleaning and alignment of auxiliary contacts.
- vi. Check for cleanness and mark of spark for dome plug top.
- vii. Check for mark of spark smoothness of contacting surface of fixed and moving contacts.
- viii. Check for proper grounding and clear ground terminal.
- ix. General cleaning of panel.

Transformer

- i. General cleaning of transformer including HV bushing & LV bushing etc.
- ii. Check mechanism of off load tapping switch handle for its proper operations.
- iii. Check silica gel and replace if required.

L.T. Switch Board

- i. Cleaning of terminal contacts of volt meter, ammeter and selector switch.
- ii. Check the tightness of connections at bus bars / circuit breakers.
- iii. Check insulation resistance on bus bars.
- iv. Check tightness at primary & secondary connections of CTS and continuity.
- v. Check for tight connections at ACB / MCB / Fuse switches.
- vi. Check for cleanness of all contacts surfaces (terminal).
- vii. Check for proper grounding connections at L.T. Panel.
- viii. Check of capacitors of PFI Plant contractor, fuse and relays (list to be made for damaged/ defective component).

Fire Alarm System

Remarks

- i. Cleaning and testing of bells.
- ii. Testing of call points.
- iii. Cleaning and checking of smoke detectors.
- iv. Testing of fire alarm system.
- v. Check the fire panel controls.

Lightning Protection System

Remarks

Check lightening and continuity of the entire system.

Earthing System

Remarks

Earth resistance test of all earth pits with earth tester and continuity testing of connections of earth conductor earthing leads of the entire earthing systems in the building including sub-station equipment's.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

SOLAR PANELS:

Sr. #	Description	Yes / No	Remarks
i.	Clean the plates with proper cleaning kits used internationally for its cleaning.		
ii.	Replaced fault switches if any.		
iii.	Replace damage wiring if any.		
iv.	Electrical checks to ensure all components are operating as intended.		
v.	Check and tight the fitting and cables are securely attached.		
vi.	Reviewing the inverter display panel for recorded faults and calibrate it if required.		
vii.	Checking that access to the isolator switches has not been impeded, and/or.		
viii.	Making sure the emergency procedure for shutdown and isolation are clearly displayed		

ELECTRICAL STAFF REQUIRED
AT STATE LIFE BUILDING – RAHIMYAR KHAN

Working Days : 06 (six) working days in a week

Off Day : Sunday & Gazettes Holidays.

		Electrical Supervisor	= 01 No.
Working Time	8:30 Hrs. to 17:30 Hrs.	Electrician	= 01 No.
		Assistant Electrician	= 01 No.

The attendance of the staff will be monitored by RE incharge Rahimyar khan.

NOTE:

- i. The above duty timings may be changed / altered, by State Life Building In-charge as and when required.
- ii. Maintenance Contractor should adhere that the replacement of electrical staff should not be changed frequently.
- iii. All replacement of electrical staff must be approved by State Life (Real Estate) Rahimyar Khan, prior to posting at site & they must have valid wireman and Supervisor licenses accordingly.
- iv. It will be responsibility of the Maintenance Contractor to check and arrange renewal of the licenses of the staff posted at State Life Building, Rahimyar khan during contract period every year.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

**SPECIFICATION OF FIRE ALARM SYSTEM AT
STATE LIFE BUILDING – RAHIMYAR KHAN**

1.	Smoke detector Made by gents – code 1763 – 01	201 Nos.
2.	Heat detector Made by Gents model – 601	057 Nos.
3.	Bells	080 Nos.
4.	Manual call points	080 Nos.
5.	Fire Panel	02 Nos. 1. Notifire 2. Gents

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

STATE LIFE BUILDINGS –RAHIMYAR KHAN

LIST OF MAJOR EQUIPMENTS FOR MAINTENANCE

Sr. #.	Description	
1.	H.T Switches	Complete
2.	L.T Switch Boards	Complete
3.	Power factor improvement plant	Complete
4.	Sub main distribution on boards (SMB).	Complete
5.	Distribution boards (DB).	Complete
6.	Emergency distribution boards (EDB).	Complete
7.	Distribution boards (DBS)	Complete
8.	Sub energy meters	Complete
09.	Fire fighting system	Complete
10.	Lightening protection system	Complete
11.	Fire fighting & water pump panels	Complete
12.	All types of lighting fixtures, power points, light points & bell points	Complete
13.	Building electrification and external lights etc. complete in all respect.	Complete
14.	Telephone points and in house telephone wiring of the building	Complete
15.	Fire alarm system	Complete
16.	Any other related works or works as per requirement of Electrical inspection	Complete
17.	Transformer	Complete
18.	Solar System	Complete
19.	MCC Panels	Complete

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

RE/EL/SOLAR/SUK/JAN/2021

STATE LIFE BUILDINGS – RAHIMYAR KHAN.
MONTHLY MAINTENANCE SERVICE FOR THE MONTH OF _____

H.T. SWITCH BOARD

- i. Visual inspection and check of voltmeter, volt meter selector switch, ammeter and ammeter selector switch (reading to be recorded).
- ii. General cleaning / checking of the internal and external parts of the H.T panels, and other HT components etc, (Cleaning to be arranged for external sides).

L.T. SWITCH BOARD

- i. Visual inspection and check of volt meter, volt meter selector switch, ammeter and ammeter selector switch (reading to be recorded).

(LV : 1 _____ 2 _____ 3 _____),

(L.T : 1 _____ 2 _____ 3 _____).

(Ampere PF Reading: _____).

- ii. General cleaning / checking of the internal and external parts of the L.T panels, emergency panels PFI etc, (Cleaning to be arranged for external sides).

FIRE ALARM SYSTEM:

- i.* Visual inspection of fire alarm panel.
- ii.* Checks of control system.
- iii.* Testing of bells.
- iv.* To cooperate with security staff for normal functioning.

SOLAR PANELS:

- i.* Check that the solar panels are clean, secure and free of defect.
- ii.* Check that no parts have deteriorated/corroded.
- iii.* Check Vents are free of debris.
- iv.* Check switches do not have any defects.
- v.* Check wiring has not been damaged/has not deteriorated.
- vi.* Electrical checks to ensure all components are operating as intended.
- vii.* Confirming fitting and cables are securely attached.
- viii.* Reviewing the inverter display panel for recorded faults.
- ix.* Checking that access to the isolator switches has not been impeded, and/or.
- x.* Making sure the emergency procedures for shutdown and isolation are clearly displayed.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

STATE LIFE BUILDINGS – RAHIMYAR KHAN
HALF YEARLY / YEARLY MAINTENANCE SERVICE

H.T. SWITCH BOARD:

- i.* Overall, visually inspection and checking of VCB.
- ii.* Checking and cleaning of fixed / moving contracts.
- iii.* Checking the lowering and raising mechanism of trolley and making its operation smooth.
- iv.* Check for proper grounding.
- v.* Proper cleaning of panels.
- vi.* Cleaning, checking & tightening of terminal of Vm, Am, Kwh meter & MDI meter.
- vii.* Cleaning, checking insulation resistance of bus bars.
- viii.* Cleaning, checking and tightening the connection at bus bars.
- ix.* Tightening the connection of CTS & PTS.
- x.* Checking that all meters are working perfectly. Necessary test and calibration of meters shall be performed if required.
- xi.* Tightening cleaning and alignment of auxiliary contacts.

L.T. SWITCH BOARD:

- i.* Cleaning of terminal contacts of volt meter, ammeter and selector switch.
- ii.* Check the tightness of connections at bus bars / circuit breakers.
- iii.* Check insulation resistance on bus bars.
- iv.* Check tightness at primary & secondary connections of CTS and continuity.
- v.* Check of tight connections at ACB / MCB / Fuse switches.
- vi.* Check of cleanness of all contacts surfaces (terminal).
- vii.* Check of proper grounding connections at L.T. Panel.
- viii.* Check of capacitors of PFI plant contactor, fuses, relay / repairing or replace.

FIRE ALARM SYSTEM:

- i.* Cleaning and testing of bells.
- ii.* Testing of call points.
- iii.* Cleaning and checking of smoke detectors.
- iv.* Testing of fire alarm system.
- v.* Check the fire panel controls.

SOLAR PANELS:

- i.* Clean the plates with proper cleaning kits used internationally for its cleaning.
- ii.* Clean Vents.
- iii.* Replace fault switch if any.
- iv.* Replace damage wiring if any.
- v.* Electrical checks to ensure all components are operating as intended.
- vi.* Check and tight the fitting and cables are securely attached.
- vii.* Reviewing the inverter display panel for recorded faults and calibrate it if required.
- viii.* Checking that access to the isolator switches has not been impeded, and/or
- ix.* Making sure the emergency procedures for shutdown and isolation are clearly display.

LIGHTNING PROTECTION SYSTEM

Check lightening and continuity of the entire system.

Earthing System

Earth resistance test of all earth pits with earth tester and continuity testing of connections of earth conductor of the entire earthing systems.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

ELECTRICAL STAFF REQUIRED AT STATE LIFE BUILDINGS – RAHIMYAR KHAN

Working Days : 06 (Six) working days in a week except Gazetted holidays.

Working time Shift : 08:30 hours to 17:30 hours

Note:

- i.* The above timings may be change by SLIC as and when required.
- ii.* Maintenance Contractor should adhered that the replacement of electrical staff should not be changed frequently.
- iii.* All replacement of electrical staff must be approved by SLIC prior to posting at site & they must have valid wireman and Supervisor licenses.
- iv.* It will be responsibility of the Maintenance Contractor to renew the licenses of the staff posted at State Life Building- Rahimyar Khan every year.
- v.* The contractor will also be responsible to submit the copy of his current electrical license to this office. He will also be responsible for its renewal. No extra charges to be paid to him.
- vi.* It will be responsibility of the electrical contractor to arrange the inspection of all electrical installations by Electrical inspector. Bill raised for inspection fee will however, be paid by State Life. Coordination charges if any will be borne by the electrical contractor.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

1. **GENERAL TERMS & CONDITIONS**

- i. Tender are invited for Operation & Maintenance Contract of Electrical Works and solar system installed at State Life Building- Rahimyar Khan
- ii. Tender shall be submitted in a sealed stamped envelope mentioning name of job.
- iii. Tender documents (all papers) must be initiated to signify the acceptance of tender's conditions.
- iv. State Life Insurance Corporation of Pakistan reserves the right to accept / reject any or all, the lowest or others partly or completely without assigning any reason.
- v. Any conditional tender will not be accepted and liable to rejection.
- vi. Tender without Bid Security will be rejected.
- vii. State Life will not be responsible for any loss to life and will not accept any claim, liabilities or compensation whatsoever.

2. **SIGNING OF CONTRACT AGREEMENT**

- i. Upon acceptance of the tender the contractor shall execute with the State Life Insurance Corporation of Pakistan a proper agreement on a non-judicial stamp paper of Rs. 500/- containing certain terms and conditions in the form prescribed by the State Life within 15 days from the acceptance of work order.
- ii. The contract shall be governed and interpreted in all respects in accordance with the Law of Pakistan.
- iii. After signing the contract, the contractor would arrange to get license from Electric Inspector Govt. of Punjab and must carry out liaisons with their office if needed.
- iv. In case of any dispute, Divisional Head (Real Estate) P.O, 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.

3. MODE OF PAYMENT

- i. All staff will work for Six (06) days in a week. Sunday will be observed at weekly off. Un-authorized absence from the duty may be in term of deduction of wages.
- ii. All payments of bills will be made at Real Estate Office – Rahimyar Khan for approved Staff only. Monthly attendance sheet & report will be submitted to In charge Real Estate – Rahimyar Khan Building.
- iii. The contractor is bound to arrange payment to the deputed staff on the fifth of every calendar month for this purpose he will submit his bill along with monthly report & attendance sheet the last date of every month.
- iv. The Contractor may inform Real Estate (Principal Office) for receiving late payments from Rahimyar Khan (Real Estate) Office.
- v. Failure to make the payment up to end of second week of current month, State Life may pay all such amount to contractor staff and same payments would be deducted from the monthly bill of the contractor. If the contractor is late in making payment to his workers for any two consecutive months, the employer's representative may terminate of this contract for remaining period by giving a notice of one month.

4. TERMINATION

- i. The employer shall have the right to terminate the contract wholly or partly by giving a notice of 30 days to the contractor.

OR

- ii. The contractor fails to fulfill his obligations regarding payment of salaries to his worker / staff as mentioned in clause 3 (iii, iv & v) above.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

SPECIAL CONDITIONS

SUB: OPERATION & MAINTENANCE CONTRACT OF ELECTRICAL WORKS AND SOLAR SYSTEM INSTALLED AT STATE LIFE BUILDING, RAHIMYAR HAN

1.	Amount of Bid Security (pay order) to be submitted with tender.	2% of tender amount in the form of pay order in favor of State Life Insurance Corporation of Pakistan.
2.	Release of Bid Security.	<i>i.</i> Shall be released to unsuccessful bidders on acceptance of the lowest bid. <i>ii.</i> To the lowest bidder, on satisfactory completion of entire contract.
3.	Date of commencement of work	Date of acceptance of letter of award with manpower list to be posted at site otherwise from date of site taking over.
4.	Period of completion of maintenance service/contract	Two (02) Years.
5.	Method of mode of payment	On monthly basis on submission of bills by contractor on completion on satisfactory services, monthly report and attendance sheet duly verified by respective Building in-charge.
6.	Deduction of retention money.	05% will be deducted from all monthly bills.
7.	Release of retention money.	After the satisfactory completion of contract.
8.	Income tax deduction.	As per procedure / rules announced by Government of Pakistan form time to time.
9.	Period of Honoring the bill	Within Ten (10) days of receipt of Site In charge / engineer certificates.

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

(D)

RECEIPT

SUB: TENDER FOR CONTRACT OF OPERATION & MAINTENANCE OF ELECTRICAL WORKS AND SOLAR SYSTEM INSTALLED AT STATE LIFE BUILDING –RAHIMYAR KHAN.

Received with thanks one set of tender documents for captioned works from Real Estate Department State Life Insurance Corporation of Pakistan, Sukkur on payment of Rs. 1000/-.

For and on behalf of M/s. _____

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR / FIRM

RE/EL/SOLAR/SUK/JAN/2021

