

TENDER DOCUMENTS

TENDER NO. RE/EL/SOL/JUL/01/2023

FOR

**HIRING OF CONSULTANCY AND PROJECT MANAGEMENT SERVICES
FOR INSTALLATION OF SOLAR SYSTEM AT STATE LIFE BUILDING
NO. 09, DR. ZIA UDDIN AHMED ROAD KARACHI.**

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTAE DIVISION, PRINCIPAL OFFICE, KARACHI.**

Dated: _____

M/s. _____

_____.

**SUB: HIRING OF CONSULTANCY AND PROJECT MANAGEMENT SERVICES FOR
INSTALLATION OF SOLAR SYSTEM AT STATE LIFE BUILDING NO. 09, DR.
ZIAUDDIN AHMED ROAD KARACHI.**

Enclosed please find herewith B.O.Q. along with terms & conditions for the subject work for quoting rates. Please return the same duly filled and completed in all respects on the above noted address to reach latest by **02-08-2023** at **11:00 AM**.

2. You are requested to return the Tender by the stipulated date whether or not you are interested in this bid. For further details, you may contact the undersigned before the opening date of the Tender.
3. The works under this tender shall be carried out in accordance with the scope of work and bill of quantities attached hereto. Your rates must be inclusive of all costs of overheads, profits, taxes, surcharges and preparatory works as required and no escalation or extra payment shall be considered on any of these accounts or reason.
4. The Corporation reserves the right to reject any or all Tenders as per the provisions of PPRA Rules.
5. Mandatory requirement for participation in the bidding:
 - NTN certificate
 - SST certificate
 - PEC certificate
 - 03 years' experience in the field of consultancy in solar system with documentary evidence (Copy of LOI/Contract agreement must be attached)

WALEED NASIM
Assistant Manager (Elect.) RE

**HIRING OF CONSULTANCY AND PROJECT MANAGEMENT
SERVICES FOR INSTALLATION OF SOLAR SYSTEM AT STATE
LIFE BUILDING NO. 09, DR. ZIA UDDIN AHMED ROAD KARACHI.**

TENDER NO. RE/EL/SOL/IUL/01/2023

1. GENERAL TERMS:

- 1.1. The tender is invited to the hiring of Consultancy and Project Management Services for Installation of Solar System at State Life Building No. 09, Dr. Ziauddin Ahmed Road Karachi.
- 1.2. Tender shall be submitted in a sealed envelope.
- 1.3. Bidders are requested to visit the location (if required) and ensure that their offers are completed in all respect and that all terms & conditions mentioned in this document shall be strictly complied with. Bidders must study the scope of work to avoid any debate/discussion/dispute during/after execution of work.
- 1.4. All papers of Tender documents must be signed and stamped to signify the acceptance of tender conditions.
- 1.5. State Life Insurance Corporation of Pakistan (SLIC) reserves right to accept/reject the lowest or any tender received in light of PPRA Rules.
- 1.6. Tender without Bid Security will be rejected.
- 1.7. Any conditional Tender will not be accepted and will be liable to rejection.

2. PRICES AND ESCALATION:

- 2.1. Quoted price shall be inclusive all overheads, profits, SST, taxes, surcharges and preparatory works as required and no escalation or extra payment shall be considered on any of these account or reason.
- 2.2. No price escalation claim will be entertained for any reason due to change in Taxes, Levy, Wages, Currencies fluctuation or any other change announced by the Federal Government / Provincial Government or any local Authority.

3. MODE OF PAYMENT:

- 3.1. Payment will be released as per method of payment given in the special conditions.
- 3.2. 5% Retention Money will be deducted from the bill which will be released after defect liability period (i.e 06 months) after successful commissioning of solar system & its net metering.

SEAL & SIGNATURE OF CONSULTANT

4. DEFECT LIABILITY PERIOD:

4.1. Defect liability period of six (06) months will be started from the date of completion certificate issued by Consultant. Completion certificate will be effective from successful completion of works by contractor and net metering with K- Electric. The consultant shall furnish a completion certificate that the job has been completed and materials supplied strictly confirm to the design and specifications as laid down in the contract with contractor.

5. DELIVERY AND EXECUTION PERIOD:

The consultant shall perform their duty from the date of signing of their contract till successful completion and operations of solar system and net metering by the contractor. The timeline to be given to contractor for installation of solar system will be 90 days after vetting and approval of design by consultant and 01 month for net metering.

6. LIQUIDATED DAMAGES:

Failure to provide the services within the stipulated time will render the consultant liable for payment of liquidated damages at the rate of 0.25% of contract amount per day of delay subject to max. to 10% of Contract amount. If the services are not made in the given time & after 50 days of final date, SLIC can terminate the contract and start backlisting process against the consultant and get the balance work done from any other consultant at his risk & cost.

7. SIGNING OF CONTRACT AGREEMENT:

7.1. Upon acceptance of the tender the consultant shall execute with State Life Insurance Corporation of Pakistan a proper agreement on a non-judicial stamp paper of containing certain terms and conditions in the form prescribed by the State Life Insurance Corporation of Pakistan (SLIC) within seven (07) days from the acceptance of Letter of Award.

7.2. The contract shall be Governed and interpreted in all respects in accordance with the Law of Pakistan.

7.3. State Life Insurance Corporation of Pakistan (SLIC) reserves the right to reject any or all offers, in light of PPRA Rules.

7.4. In case of any dispute, Divisional Head (Real Estate) State Life is the final arbitrary authority to settle the matter and it will be liable to accept the decision by both parties.

9. DRAWING & DESIGN:

The consultant shall submit as built single line diagram of solar system installed at the building after completion of project with his signature & stamp.

SEAL & SIGNATURE OF CONSULTANT

**HIRING OF CONSULTANCY AND MANAGEMENT OF INSTALLATION OF SOLAR SYSTEM
AT STATE LIFE BUILDING NO. 09, DR. ZIA UDDIN AHMED ROAD KARACHI.**

SPECIAL CONDITIONS

TENDER NO. RE/EL/SOL/JUL/01/2023

1.	Bid Security	Rs. 24,000/- in the form of pay order 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.	Bid Validity	One hundred twenty (120) Days
4.	Method of Procurement	Single stage single envelope.
5.	Opening of Bid and Venue.	Date: 02-08-2023 time 11:30 AM. 5 th Floor, State Life Building No. 9, Karachi
6.	Date of Commencement of Work	Seven (07) days from the date of signing of contract.
7.	Time of Completion	From date of signing of contract till completion of project.
8.	Liquidated Damages	0.25% of the contract amount per day (maximum 10% of contract amount)
9.	Defect Liability Period	06 months from date of certificate of completion.
10.	Method of Payment	i. 15 % payment on vetting of design submitted by contractor during bidding process. ii. 35 % after successful supply of material at site as per specification mentioned in the design proposal of successful bidder. iii. 20 % after completion of installation by contractor iv. 20 % after successful commissioning and operations of solar system v. 05 % after completion of net metering by contractor vi. 05 % retention money will be released upon completion of defect liability period.
11.	Retention Money	05% (Five percent) of the certified amount
12.	Release of retention money	Upon completion of defect liability period
13.	Applicable of taxes	All applicable government taxes, SST, etc. will be deducted from bills of contractor.
14.	Tender Fee	Rs. 1000/- to be deposited by cash / pay order drawn in favour of State Life Insurance Corporation of Pakistan

SEAL & SIGNATURE OF CONSULTANT

BILL OF QUANTITIES

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**SUB: HIRING OF CONSULTANCY AND PROJECT MANAGEMENT SERVICES FOR
INSTALLATION OF SOLAR SYSTEM AT STATE LIFE BUILDING NO. 09, DR. ZIA UDDIN
AHMED ROAD KARACHI.**

Sr. #.	Description	Unit	Quantity	Rate (Rs.)	Amount (Rs.)
01.	Service fee for consultancy and project management services for installation of on grid solar system as per scope of work attached in tender documents at State Life building No. 09 Dr. Ziauddin Ahmed Road, Karachi.	Job	01 No.		
Total Amount					

Amount in Words: (Rupees _____)

Note: The rate quoted must be inclusive of all taxes, SST, site visits, TA/DA etc.

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1. SCOPE OF WORK:

S.NO	STAGE OF THE PROJECT	DEFINED SCOPE
1	Stage- 1 (Awarding the contract, Initial Design Review & Planning-Pre-Execution)	Vetting of tender documents prepared for hiring of contractor for design, supply and installation of on grid solar system at State Life Building No. 09 Karachi
		Detailed review, vetting of the design prepared by the contractor including all components of electrical, mechanical and civil works. It also includes vetting of the final BOQ.
		Any changes/modification in the design to be proposed to optimize the system's performance and areas of improvement within tender BOQ.
		Preparation of mobilization plan timelines for execution of the project (Gantt Chart)
		Preparation of vendor's standard working SOPs to be followed at the site.
		Kick off meetings with the stakeholders and all the concerned vendors before mobilization of the team to the sites
		Project's coordination team would be formed consisting of vendor's POC to regularly update on the real time progress of all the activities being carried at the site.
2	Stage - 2 Site mobilization activities-During execution	Strict following according to the site mobilization activities as prepared at stage - 1.
		Site preparation
		Logistics planning strategy to avoid project delays. All the imported and local supplies delivery based on the lead time of the shipment of imported items.
		Constant coordination with the site teams and quality assurance of the execution done at the site.

		Strict HSE protocols to be followed at the site based on site risk assessment carried out. HSE supervisor would be responsible for that
3	Stage - 3 (Post Execution Audit)	Detailed audit and inspection of the solar site to ensure that all the successful deliverables and quality workmanship
		Post audit checklist would be prepared Assurance of the punch list to be closed if left with any
		Recommendations for release of vendor's payment based on successful deliveries and execution as per mode of payment of contractor.
		Test run of the project for a certain time period before handing it over to State Life
4	Stage - 4 (Net Metering)	Coordination with contractor and K-Electric for successful implementation of net metering option from K-Electric
5	Stage - 5	Verification of energy data produced by the system and net metering recovery from K-Electric up-to expiry of defect liability period. The report to be submitted on month basis after issuance of completion certificate.

TIME PERIOD OF SERVICES:

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| <p>i. Vetting of tender documents for hiring of contractor for design, supply & installation of on grid solar system at State Life Building No. 09 Karachi.</p> | <p>01 week from date of receipt of tender documents.</p> |
| <p>ii. Vetting/scrutiny of design prepared by contractor for solar system of State Life Building No. 09 Karachi.</p> | <p>01 week from date of receipt of design from contractor.</p> |
| <p>iii. Vetting/scrutiny of modified design (if any) prepared by contractor on recommendation of consultant for solar system of State Life Building No. 09 Karachi.</p> | <p>01 week from date of receipt of revised design from contractor.</p> |

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| iv. Construction Supervision | 03 months as specified in tender documents of contractor/Up to completion of project. |
| v. Coordination with contractor for net metering with KE | 03 months |
| vi. Verification of energy data produced by the system and net metering recovery from K-Electric up-to expiry of defect liability period | 06 months |

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