

**STATE LIFE INSURANCE CORPORATION OF PAKISTAN**  
**REAL ESTATE DIVISION**  
TENDER NO. RE/EL/SSE/FEB/2020

**INVITATION OF BIDS FOR**  
**MAINTENANCE CONTRACT OF SUB-STATION EQUIPMENT INSTALLED**  
**AT STATE LIFE BUILDING #S 1, 2, 3, 4, 9 & 11 LOCATED AT KARACHI.**

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**POST QUALIFICATION DOCUMENTS**

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**Real Estate Division**  
**5<sup>th</sup> Floor, State Life Building #. 9,**  
**Dr. Ziauddin Ahmed Road,**  
**Karachi.**

## **POST QUALIFICATION**

### **INVITATION OF TENDER FOR CONTRACT OF ELECTRICAL WORKS (SUB-STATION EQUIPMENT) AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 KARACHI.**

All Tenderers desiring to post qualify for this contract should complete and submit the post qualification Form to:

Dy. Manager (Electrical) Real Estate Division  
5<sup>th</sup> Floor, State Life Building #. 9,  
Dr. Ziauddin Ahmed Road, Karachi  
Phone No. 99204525

All inquiries related to these documents and / or post qualification forms should be addressed in writing to Manager (electrical)

Basic Conditions for Post – qualification.

1. Information supplied by the Tenderer(s) for the post qualification statement must apply to the company named on the statement. The substitution of background information pertinent to post qualification will not be considered for another company related to the applicant company through a “Group Ownership”.
2. The SLIC will review the information supplied by the firms in post qualifications forms. Tenders of those firms which pass the post qualification process will be opened in the presence of Tenderer’s representative who choose to attend at a time to be determined. The Financial Bid Documents of the Tenderer’s who fail to post qualify shall be returned unopened.
3. The response to this notice must be sufficiently detailed to convince the SLIC that the firms applying for Post Qualification have the experience as well as the technical administration and financial qualifications necessary for the execution of the subject works and they must prove that they have carried out similar works.
4. All post qualification statement documentation including financial statement, auditor’s report and bank references shall be in English language (a legally attested copy shall be required with the post qualification forms).
5. Firm shall submit the following:-> GST, Professional Tax Certificate  
(Mandatory) -> NTN & SST Certificate issued by Revenue Board  
Sindh Sales Tax Registration  
-> Electrical Contractor License from Electric Inspector Govt. of  
Sindh Certificate of Pakistan OR Engineering Council (PEC).

#### **RETURN TO:**

Dy. Manager (Electrical) Real Estate Division  
5<sup>th</sup> Floor, State Life Building #. 9,  
Dr. Ziauddin Ahmed Road,

Karachi

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 O.....
  - 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

**1. 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)
- b.** List of projects currently in progress of similar nature of works (see attached Form – 2) (alongwith letter of award)

**2. 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 these 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.

**3. BLACK LISTING**

If you are currently black listed form any govt. semi Govt., autonomies body, Corporation or private organization, you need no to apply.  
Please submit affidavit you are not black listed by any or organization above.

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**4. ORGANIZATION**

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- a.** From Clients (Attach Certificate)

- 1.
- 2.
- 3.

- b.** From Bankers (Attach Certificate)

- 1.
- 2.
- 3.

**5. CERTIFICATION - SIGNATURE**

I hereby certify to the best of my knowledge that the information hereby submitted in this brochure correct.

**NAME :** \_\_\_\_\_  
**TITLE :** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_



**STATE LIFE**

INSURANCE CORPORATION OF PAKISTAN

**MAINTENANCE CONTRACT OF SUB-STATION  
EQUIPMENT INSTALLED AT STATE LIFE  
BUILDING #s 1, 2, 3, 4, 9 & 11 LOCATED AT  
KARACHI.**

**TENDER NO. RE/EL/SSE/FEB/2020**

<b>NAME OF PROJECT &amp; LOCATION</b>	<b>SIMILAR NATURE IN HAND OF</b>	<b>COMPLETED WORKS OF SIMILAR NATURE</b>
Full name & address of client		
Type of contract period of contract		
Contract value (indicate currency in pak rs. Only)		
State any penalties, claims, arbitration		
Type of work		
Carried out along or in partnership (if in partnership state share & name of partner)		
Start date		
Completion date		

## BID EVALUATION CRITERIA / POST QUALIFICATION

### MANDATORY

- i. GST, Professional Tax Certificate
- ii. NTN & SST Certificate issued by Revenue Board Sindh Sales Tax Registration
- iii. Electrical Contractor License from Electric Inspector Govt. of Sindh OR Certificate of Pakistan Engineering Council (PEC).
- iv. Affidavit that the firm / company is not black listed by any Govt. / Semi Govt. / MNCs and Private Organization

A.	COMPANY PROFILE:		Page number/reference of technical Bid-To be filled by firm
	<i>i.</i> The company established before more than 10 Years Marks (Full) <i>ii.</i> The company established within 1 to 10 Years (Proportionate)	<b>10 Marks</b>	
<b>B.</b>	<b>SIMILAR ELECTRICAL MAINTENANCE PROJECTS HANDLED:</b>		
	05 Marks per Contract ( AT LEAST Rs. _____ MILLION PER ANNUM)	<b>25 Marks</b>	
<b>C.</b>	<b>SIMILAR ELECTRICAL MAINTENANCE PROJECTS IN HAND /PROGRESS:</b>		
	05 Marks per Contract ( <i>At Least Rs. _____ Million Per Annum</i> )	<b>25 marks</b>	
<b>D.</b>	<b>TECHNICAL STAFF:</b>		
	<i>i.</i> Engineers 03 Marks each <i>ii.</i> D.A.E 02 Marks each <i>iii.</i> Electrician/Technician 01 Marks each	<b>15 Marks</b>	
<b>E.</b>	<b>ENLISTMENT WITH OTHERS:</b>		
	03 Marks PER company To Be supported by original letter by the respective firms.	<b>15 Marks</b>	
<b>F.</b>	<b>FINANCIAL POSITION:</b>		
	<i>i.</i> Balance Sheet (MINIMUM AVERAGE ANNUAL BALANCE OF Rs. _____) 05 <i>ii.</i> AUDITED BANK STATEMENT 05 Marks	<b>10 Marks</b>	
	<b>Total score=</b>		

**Note: Minimum Qualifying /Passing Marks = 60 .**

## **GENERAL SCOPE OF WORK**

### **A. MONTHLY INSPECTION:**

The inspection of sub-station equipments (Annexure – A) shall be carried out as per following:

- i.* Monthly joint inspection by the contractor and the SLIC's supervisor or representative to be carried out in the 3<sup>rd</sup> week of every month.
- ii.* Reports, regarding the inspection & recording of readings shall be submitted on SLIC's proforma as in "Annexure – B" to Building Incharge / Supervisor for his remarks and recommendation regarding faulty components. It shall be noted that the bill of the contractor shall only be cleared after receiving monthly report of all buildings.
- iii.* Minor repairs may be arranged during inspection if deemed necessary.

### **B. QUARTERLY MAINTENANCE SERVICE:**

- i.* Quarterly servicing of the equipments as per scope of work. Report to be submitted on form of State Life Insurance Corporation of Pakistan (Annexure – C).
- ii.* Servicing, Overhauling & Calibration of instrument relays of HT & Main L.T panels as per scope of work.
- iii.* Insulation resistance measurement of entire L.T electrical network and recording of the same.
- iv.* Detailed report regarding the condition of entire electrical system shall be submitted.

### **NOTE :**

Please note that quarterly maintenance shall only be conducted on Sunday or on holidays. The work shall only be carried out with the prior approval of time and date by State Life.

### **C. YEARLY MAINTENANCE SERVICES:**

- i.* Last quarterly service will be called yearly maintenance service and all the work specified in quarterly maintenance service shall be carried out accordingly.
- ii.* Oil testing of 11 KV OCB and transformer for dielectric strength / check (Reports to be submitted).
- iii.* Thermo scanning of Sub-station equipment as and when required. Report to submitted and scanning charges will be paid separately

### **D. EMERGENCY SERVICE / CALL SERVICES:**

- i.* On receipt of any complaint (via phone call, letter or fax), the contractor will attend the complaints within 2 Hours. Reason as political strikes etc, for not attending the complaints shall not be accepted. All the collective and precautionary measures under taken by contractor regarding maintenance / servicing shall be checked and supervised by electrical Incharge / Supervisor / Officer.

- ii.** 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.
- iii.** 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 Incharge / 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%.
- iv.** In case of maximum/more additional manpower for any major repairing/replacement work the payment shall be made as per numbers of Labour, Technician, Supervisor, Engineer/ involved.

No charges shall be paid in case of minor replacement/repairing work.

**E. 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 be claimed by contractor or entertained by State Life after award of Contract.

**MAIN L.T. & EMERGENCY PANELS:**

- i.** Cleaning of terminal contracts of Vm, Am, selector switches and calibration of meters if required. Checking connections of CTS.
- ii.** Cleaning/Dust blowing of panels.
- iii.** Cleaning of terminal contact on bus bar and tightening of connections.
- iv.** Checking the resistance of bus bar (semi-annually) half yearly.
- v.** Checking and tight Conn. At ACB/MCB/Fuse switches.
- vi.** Check for proper grounding of panels.

**PFI PLANT:**

Same as main panel and emergency panel but comprising of:

- i.** Setting of Reactive power relay with respect to the load if required. The reading should not less than 0.9 in all respects.
- ii.** Checking of HRC fuses, capacitors, indicating lamps, contactors and ensures that all of them are normally functioning.
- iii.** Arrangements to be made for the replacement of defective components.

**REMARKS:**

- i.** No extra charges shall be paid in case of any change/revision in the currency value.
- ii.** Contract price/rates shall include all kind of taxes and duties.
- iii.** No extra labour charges shall be entertained for the normal maintenance/repairing of the specified equipment.
- iv.** Necessary arrangements, as and when required shall be made to deposit the used/unused/ scrap material in central store located at State Life Building #. 2, Karachi.

**1. GENERAL TERMS & CONDITIONS:**

- i.** *Tender are invited for Yearly Maintenance of Electrical Works (Sub-Station Equipment) at State Life Building Nos. 1, 2, 3, 4, 9 & 11 Karachi.*
  - ii.** *Tender shall be submitted in a sealed 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 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. *Tender without Bid Security will be rejected.*
- vii. *State Life will not be responsible for any loss to life and will not accept any clam, liabilities or compensation.*
- viii. *5% deductions will be made upon unsatisfactory performance after one notice.*

**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 appropriate value as per contract term containing terms and conditions in the form prescribed by the State Life within 15 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.*

## **SPECIAL CONDITIONS**

<b>1.</b>	Amount of Bid Security (pay order) in the name of State Life to be submitted with tender	2% of amount quoted for two Years in favour of State Life Insurance Corporation of Pakistan.
<b>2.</b>	Release of Bid Security	<p><i>i.</i> Shall be released to unsuccessful bidders on acceptance of the lowest bid.</p> <p><i>ii.</i> To the lowest bidder, on satisfactory completion of entire contract of Two Years.</p>
<b>3.</b>	Date of Commencement of Work	Within three days of Date of acceptance of letter of award.
<b>4.</b>	Period of Contract	Two (02) Years – subject to satisfactory performance.
<b>5.</b>	Method of mode of payment	On monthly basis on submission of monthly/quarterly reports and attendance sheet duly verified by respective building /Electrical Incharges.
<b>6.</b>	Deduction of retention money.	5% will be deducted from all monthly bills.
<b>7.</b>	Release of retention money.	After the satisfactory completion of contract.
<b>8.</b>	Deduction of all taxes including Income tax etc.	As per procedure / rules announced by Government of Pakistan from time to time.
<b>9</b>	Tender Fees(in the form cash)	Rs. 1,000/- (Non Refundable)

**“ANNEXURE - A”**

**LIST OF SUB - STATION EQUIPMENTS FOR INSPECTION, SERVICING FOR MAINTENANCE**

S#	DESCRIPTION	State Life Building No						GRAND TOTAL
		1	2	3	4	9	11	
1	HT 11 KV VCB / OCB	04	04	01	01	03	03	16
2	TRANSFORMER 500 KVA TO 1500 KVA	03	03	01	01	02	02	12
3	MAIN LT. PANEL BOARDS	03	03	01	02	02	02	13
4	EMERGENCY PANELS	01	03	-	-	01	01	6
5	PFI PLANTS	03	03	01	02	02	02	13

**Annexure - B**

<b>1. H.T Panel / Instrument</b>
<i>i.</i> Indication Lights
<i>ii.</i> Volt Meter Reading
<i>iii.</i> Selector switch
<i>iv.</i> Ampere meter reading
<i>v.</i> Selector switch
<i>vi.</i> Reading of KWH / MDI
<i>vii.</i> Reading of KVARH
<i>viii.</i> General cleaning (outside only)
<b>2. TRANSFORMER</b>
<i>i.</i> Check Oil Level
<i>ii.</i> Inspection of silica gel
<i>iii.</i> General cleaning excluding top plate (safety measures to be taken)
<i>iv.</i> Record temperature (C°)
<b>3. L.T PANEL / INSTRUMENTS</b>
<i>i.</i> Indication lights
<i>ii.</i> Volt meters (Main)
<i>iii.</i> Selector switch
<i>iv.</i> Ampere meter (Main)
<i>v.</i> Selector Switch
<i>vi.</i> Ampere meters (Floor)
<i>vii.</i> General cleaning of External side of L.T panel, emergency & P.F.I.P

Annexure – C

**SCOPE OF WORKS**  
**(QUARTERLY MAINTENANCE)**

**H. T. PANEL:**

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

**TRANSFORMER:**

- i.* Checking of oil level.
- ii.* Testing of all (Yearly).
- iii.* Checking and cleaning of terminal / contacts of Bucholz Relay.
- iv.* Cleaning of Hv, Lv and sliconing bushes.
- v.* Checking the mechanism of off load tapping switch handle for its proper operation.
- vi.* Checking and repairing of leakages if required.
- vii.* Check breather of transformer (silica gel) and replace it if required.
- viii.* Check oil level in oil tank reservoir and top up if necessary.
- ix.* General cleaning of transformers.

**PFI PLANT:**

- i.* Cleaning of terminal contacts for selector switch & others & calibration of PFI Relay, if required.  
Checking connections of CTs
- ii.* Cleaning of dust blowing off panels
- iii.* Cleaning of terminal contacts on bus bar and tightening of
- iv.* Checking the resistance of bus bars
- v.* Check for proper grounding of panels
- vi.* Setting of reactive power Realy with respect to the load, if required. the reading should not less than 0.9 in all respect
- vii.* Checking of HRC Fuses, Capacitors, Indicating Lamps, Contactors and ensure that all of them are normally functioning

**MAIN LT & EMERGENCY PANELS:**

- i. Cleaning of terminal contacts of VM, AM, Selector Switch & Calibration of meters, if required.  
checking connections of CTs.*
- ii. Cleaning of dust blowing of panels*
- iii. Cleaning of terminal contacts on bus bar and tightening of connections, if required*
- iv. Checking the resistance of bus bars*
- v. Checking and tight connection of ACB / MCB / Fuse Switches*
- vi. Check for proper grounding of panels*



**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

MAINTENANCE CONTRACT OF SUB-STATION  
EQUIPMENT INSTALLED AT STATE LIFE  
BUILDING #s 1, 2, 3, 4, 9 & 11 LOCATED AT  
KARACHI.  
TENDER NO. RE/EL/SSE/FEB/2020

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**FINANCIAL BID**

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

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

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

**Dy. Manager (Electrical),**  
Real Estate Division,  
State Life Building No. 09,  
Dr. Ziauddin Ahmed Road,  
**Karachi.**

**SUB: TENDER FOR CONTRACT OF ELECTRICAL WORKS (SUB-STATION EQUIPMENTS)  
AT STATE LIFE BUILDING NOS. 1, 2, 3, 4, 9 & 11 KARACHI.**

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.

Pay order / Demand draft having No. \_\_\_\_\_ Drawn on \_\_\_\_\_  
Bank dated \_\_\_\_\_ consisting of 2% bid security is placed in financial bid envelop.

Thanking you,

Yours Sincerely,

**Signature** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Designation** \_\_\_\_\_  
**M/s.** \_\_\_\_\_

### BILL OF QUANTITIES

SCOPE OF WORK / SPECIFICATION	Services charges per month	CONTRACT AMOUNT FOR one year	AMOUNT FOR TWO (02) YEARS
Servicing & Maintenance charges for Sub-station equipment's located at State Life Building Nos. 1, 2, 3, 4, 9 & 11 Karachi.			

Amount for Two Years (A) Rs. = \_\_\_\_\_

#### CONSUMABLE ITEMS FOR THE PERIOD OF TWO YEARS:

Every contractor will also provide the rates of the following items. The rates must include supply, transportation, taxes / octroi & labour charges etc. and will execute when required.

	ITEM	APPROX QUANTITY	UNIT	RATES	TOTAL AMOUNT
<i>i.</i>	Supply and refilling of dehydrated transformer Oil	200	Liter		
<i>ii.</i>	<i>a) Centrifuging of Oil (H.T Panel)</i> <i>b) Centrifuging of Transfer Oil</i>	60 5500	Liter kVA		
<i>iii.</i>	Silica Gel	24	Kg		
<i>iv.</i>	Oil Testing Charges	08	Test		
<b>TOTAL AMOUNT (B) RS.</b>					

**TOTAL QUOTED AMOUNT (A+B) = \_\_\_\_\_**