



STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DIVISION

TENDER DOCUMENTS

INVITATION OF TENDER FOR CONTRACT OF
OPERATION & MAINTENANCE OF ELECTRICAL WORKS
AT STATE LIFE BUILDINGS

SUKKUR & LARKANA.

POST QUALIFICATION DOCUMENTS

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



STATE LIFE INSURANCE CORPORATION OF PAKISTAN (SLIC)
REAL ESTATE DIVISION

POST QUALIFICATION
INVITATION OF TENDER FOR CONTRACT OF OPERATION & MAINTENANCE OF
ELECTRICAL WORKS AT STATE LIFE BUILDINGS – SUKKUR & LARKANA.

All Bidders desiring to qualify for this contract should complete and submit the post qualification documents to:

Manager (RE),
State Life Building,
Minara Road, **Sukkur.**

All inquiries related to these documents should be addressed in writing to Manager (RE).

Basic Conditions for Post – qualification.

1. Information supplied by the Bidders for the post qualification statement must apply to the company/firm 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 documents. Financial bids of those firms which pass the post qualification process will be opened in the presence of Bidder’s representative who choose to attend at a time to be determined. The Financial Bid Documents of the Bidders 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 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 documentation including financial statement, auditor’s report and bank references shall be in English language and signed and stamped by the company’s/firm’s seal and authorized signatory.
5. Firm shall submit the following: -
 - *GST, Professional Tax Certificate (Mandatory)*
 - *NTN Certificate issued by Revenue Board. (Mandatory)*
 - *Sindh Sales Tax Registration (Mandatory)*

RETURN TO:

(Please complete the following)

In Charge / Manager
Real Estate Department,
5th Floor, State Life Building,
Minara Road,
Sukkur.

1. 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 OF ASSOCIATION OR PARTNERSHIP DEED, WHICH EVER IS APPLICABLE

2. 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

3. 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 # 6)
- b.* List of projects currently in progress of similar nature of works (see attached Form – 2, page # 7) (along with letter of award)

4. 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.

5. BLACK LISTING

- a.* If you are currently black listed form any govt. semi Govt., autonomies body, Corporation or private organization, you need not apply.
- b.* Please submit affidavit you are not black listed by any or organization above.

6. ORGANIZATION

a. From Clients (Attach Certificate)

- 1.
- 2.
- 3.

b. From Bankers (Attach Certificate)

- 1.
 - 2.
-

7. CERTIFICATION - SIGNATURE

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

NAME: _____

TITLE: _____

SIGNATURE: _____

DATE: _____



BID EVALUATION FORM FOR POST – QUALIFICATION
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 SHARE & NAME OF PARTNER)	START DATE	COMPLETION DATE

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR

BID EVALUATION FORM FOR POST – QUALIFICATION
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 SHARE & NAME OF PARTNER)	START DATE	COMPLETION DATE

SEAL & SIGNATURE OF CONTRACTOR: _____



CRITERIA EVALUATION / POST QUALIFICATION
CONTRACT OF OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT
STATE LIFE BUILDINGS - SUKKUR & LARKANA.

A.	<u>COMPANY PROFILE:</u>	
	<i>i.</i> The company established more than 10 Years ago Marks (Full) (Proportionate) (Documentary Evidence must be attached) <i>ii.</i> The company established within 1 to 10 Years (Proportionate) (Documentary Evidence must be attached)	10 Marks
B.	<u>SIMILAR ELECTRICAL MAINTENANCE PROJECTS HANDLED:</u>	
	05 Marks per Contract (1.5 M Each) (Documentary Evidence must be attached)	20 Marks
C.	<u>SIMILAR ELECTRICAL MAINTENANCE PROJECTS IN PROGRESS:</u>	
	05 Marks per Contract (1.5 M Each) (Documentary Evidence must be attached)	20 marks
D.	<u>TECHNICAL STAFF:</u>	
	<i>i.</i> Engineer 03 Marks each <i>ii.</i> D.A. E 02 Marks each <i>iii.</i> Electrician/Technician 01 Marks each	15 Marks
E.	<u>ENLISTMENT/PRE-QUALIFICATION WITH OTHER FIRMS:</u>	
	03 Marks each company/letter (Documentary Evidence must be attached)	15 Marks
F.	<u>FINANCIAL POSITION:</u>	
	<i>i.</i> Average Turnover for the last three years 01 Marks each for 0.5 M <i>ii.</i> Banker Certificates 05 Marks each	20 Marks
G.	<u>DISQUALIFICATION:</u>	
	<i>i.</i> Firms black listed by any Government department and private companies.	

Note: Qualifying / passing marks, 60 or above.

Mandatory

- * GST, Professional Tax Certificate (Mandatory).
- * NTN Certificate issued by Revenue Board (Mandatory).
- * Sindh Sales Tax Registration (Mandatory).

SEAL & SIGNATURE OF ELECTRICAL CONTRACTOR

Tender No. RE/ ELE/SUK/DEC/2022

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**CONTRACT FOR OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT
STATE LIFE BUILDINGS – SUKKUR & LARKANA.**

SCOPE OF WORK

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

		SUK	LARK	TOTAL
i.	Electricians (Possessing wireman license with 04 to 06 years (experience) of 11 KV & 440 V equipment/ power (one for DG set operation).	02	02	04
Total strength		02	02	04

NOTE: License must be issued from Electrical Inspector, Sukkur / Larkana Region/ Interior Govt. of Sindh Pakistan.

2. **DAILY OPERATION & MAINTENANCE**

- i. Visual inspection, checking and record reading of measuring instruments, Voltmeter, 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 mentioned in tender documents).
- iv. Operation of Generator on supply failure and maintain proper record.
- v. Demand for material, diesel and other consumables.
- vi. Coordination with Concern Utility provider/ Office of Electrical inspector & other concerned Govt. Agencies.

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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'**. Detailed reports will be submitted to Building Incharge with monthly bill

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'** (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 Concern Utility provider).
- 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 equipment's similar to half year service (as per Annexure 'A' & 'C') detailed reports will be submitted.
- v.* Coordination for arrangement of shut down from Concern Utility provider.
- 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 undertaken by contractor regarding maintenance / servicing shall be checked and supervised by electrical Incharge / 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 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%.
- 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 – Sukkur & Larkana and check thoroughly all Electrical System & suggest to replace the defective component, improve the condition of Electrical 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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STATE LIFE BUILDING – SUKKUR & LARKANA**LIST OF MAJOR EQUIPMENTS FOR MAINTENANCE**

Sr. #.	DESCRIPTION	TOTAL
1.	11 KV load break switch 400A & 630 A with HRC fuses.	04 Nos.
2.	200KVA & 630 KVA transformer.	02 No.
3.	L.T. switch boards.	03 Nos.
4.	Power factor improvement plant 1x175 KVAR & 1 x 200 KVAR.	02 Nos.
5.	Sub main distribution on boards (SMB).	19 Nos.
6.	Distribution boards (DB).	42 Nos.
7.	Emergency distribution boards (EDB).	02 Nos.
8.	DG set 100KVA & 210 KVA.	02 No.
9.	Sub Meters.	Complete
10.	Lightening protection system.	Complete System
11.	Firefighting & water pump panels.	Complete System
12.	All types of lighting fixtures, power points, light points & bell points.	Complete System
13.	Building electrification and external lights etc., complete in all respect.	Complete System
14.	Telephone points and in-house telephone wiring of the building.	Complete System
15.	Fire alarm system.	Complete System
16.	Any other related works as per requirement of Electric Inspector, Sukkur Region.	Job

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HALF YEARLY / YEARLY MAINTENANCE SERVICE

HT Switch Gear

- i. Cleaning of terminal contacts of volts meter, ammeter MDI & KVARH 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 contracts.
- 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).

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Fire Alarm System

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

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 earthing leads of the entire earthing systems in the building including sub-station equipment's.

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ELECTRICAL STAFF REQUIRED
AT STATE LIFE BUILDING – SUKKUR & LARKANA.

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

Off Day : Sunday & Gazetted Holidays.

Working Time : 8:30 Hrs. to 17:30 Hrs. Electrician

The attendance of the will be monitored by RE incharges

NOTE:

- i. The above duty timings may be changed / altered, by State Life Building Incharge 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) Sukkur & Larkana 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, Sukkur & Larkana during contract period every year.

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1. **GENERAL TERMS & CONDITIONS**

- i. Tender are invited for Operation & Maintenance Contract of Electrical Works at State Life Building, Sukkur & Larkana.
- 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 other bids in the light of 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 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. The format of the agreement by SLIC which will be signed by the lowest bidder at the time of issuance of work order and the format of the agreement is attached at **Annexure - H**.
- ii. The contract shall be governed and interpreted in all respects in accordance with the Laws of Pakistan.
- iii. At the signing of contract, the contractor will have to submit the valid license from Electric Inspector Govt. of Sindh which shall also be original seen by the Incharge RE and in case of expired license after the commencement of work, the contractor will have to renew it during the contract period.
- 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.

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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 absences from the duty may be in term of deduction of wages.
- ii. All payment of bills will be made at Real Estate Office – Sukkur & Larkana for approved Staff only. Monthly attendance sheet & report will be submitted to Building In charges Real Estate – Sukkur & Larkana.
- 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 on the last date of every month.
- iv. The Contractor may inform Real Estate (Principal Office) for receiving late payments from Sukkur and Larkana (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 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.

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SPECIAL CONDITIONS

SUB: OPERATION & MAINTENANCE CONTRACT OF ELECTRICAL WORKS AT STATE LIFE BUILDING, SUKKUR & LARKANA.

1.	Amount of Bid Security (pay order) to be submitted with Financial bid given with tender documents.	Rs.25,000/- (Twenty Five Thousand) of pay order in favour 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.
4.	Period of maintenance service/contract	One (01) Year.
5.	Method of mode of payment	On monthly basis on submission of bill, by contractor on completion of satisfactory services, monthly report and attendance sheet duly verified by respective Building In charges.
6.	Deduction of retention money.	05% will be deducted from monthly bill.
7.	Release of retention money.	After the satisfactory completion of contract.
8.	Income tax deduction.	As per procedure / rules announced by Government of Pakistan from time to time.
9.	Period of Honoring the bill	Within Ten (10) days of receipt of Site In charge / engineer certificates.

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STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DIVISION

TENDER DOCUMENTS

INVITATION OF TENDER FOR CONTRACT OF
OPERATION & MAINTENANCE OF ELECTRICAL
WORKS AT STATE LIFE BUILDINGS

SUKKUR & LARKANA.

FINANCIAL BID DOCUMENTS

**REAL ESTATE DIVISION,
5TH FLOOR,
STATE LIFE BUILDING,
MINARA ROAD,
SUKKUR.**

FINANCIAL BID

CONTRACT CHARGES.

SLB - Sukkur Per Month (Rs) (A)	SLB - Larkana Per Month (Rs) (B)	Total Per Month (Rs) (A+B)

(All Govt. Taxes should be included in Bid amount.)

- **Annual contract amount.** Rs. _____
(SLB - Sukkur & Larkana,)

FOR RATE ONLY

1. Centrifuging and Dehydration of Transformer
(Rates per KVA basis). Rs. _____
2. Supply and Refilling of Tested and Dehydrated
Transformer Oil (per Liter). Rs. _____
3. Transformer Oil test charges (per test) Rs. _____
4. Cost of Silica Gel imported (Per KG). Rs. _____
5. Overtime (Electrician) Fixed. Per Hour Rs. **80/-**
(On the discretion of RE)

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.

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FINANCIAL BID DETAILED BIFURCATION

Description		SUKKUR(A)			LARKANA(B)		
	Total Staff Required	Qty.	Salary (Each)	Total Salary	Qty.	Salary (Each)	Total Salary
Electrician	04	02			02		
Total Wages of Staff per Month		(Rs)					
Profit		(Rs)					
All Govt. Taxes, SST, Income Tax etc.		(Rs)					
Total Bid Price Per Month		(Rs)					
Total Bid Price for One Year		(Rs)					
Grand Total/Month (A+B)		(Rs)					
Total Bid Price Per Annum		(Rs)					
<i>Price quoted should be fixed for the term of contract period. If the above breakup is not included the bid shall be considered as an incomplete bid</i>							

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RECEIPT

SUB: INVITATION OF TENDER FOR CONTRACT OF OPERATION & MAINTENANCE OF ELECTRICAL WORKS AT STATE LIFE BUILDINGS–SUKKUR & LARKANA.

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