



TENDER DOCUMENTS

**FOR
ANNUAL MAINTENANCE OF
(Two) D.G-SETS 100 KVA (EACH)
INSTALLED**

AT

**STATE LIFE BUILDING ABU DHABI ROAD
RAHIMYAR KHAN.**

**FROM. Real Estate Department
5th floor, State Life Building
Minara Road Sukkur**

1. TECHNICAL DETAIL OF (02) DG-SETS.

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|-------|---------------------|----------------------------------|
| i. | Rating | 100 KVA |
| ii. | Make | Synergy Corporation |
| iii. | Model No. | SG 100 |
| iv. | Serial No. | SG 10020071603 |
| v. | Engine Make | Perkin (UK) (Model # 1104C-44TA) |
| vi. | Engine Serial No | U687660E |
| vii. | Application | Standby |
| viii. | Alternator Make | Stanford (Model # UC1274C1) |
| ix. | Alternate Serial No | C19C128218 |

2. SCOPE OF WORK:

Detail of job to be carried out (Electrical)

- i. Cleaning of excitation unit & re-tightening of connection.
- ii. Cleaning of alternator
- iii. Checking of circuit breaker
- iv. Checking of protection HWT, LOP, OST
- v. CHECKING & tightening of panel Control / AMF connection.
- vi. Checking of specific gravity and voltage batteries.
- vii. Top up of battery water.
- viii. Checking of dynamo output voltage and current
- ix. Checking of all meters
- x. Checking of unbalanced load

- xi. Check battery charging system
- xii. Check unusual vibration / sound
- xiii. Check the all filters (Oil, Fuel, Water, Air)
- xiv. Checking and maintenance of “Electrical circuit including circuit breaker”

3. SCOPE OF WORK

Detail of job to be carried out (**Mechanical**)

- i. Checking of radiator fins and cleaning
- ii. Checking of coolant level and condition
- iii. Checking of radiator cap
- iv. Checking of hose pipes & tightening of Jubilee clamp
- v. Tightening of all nut bolts and driving belts.
- vi. Checking of fuel tank and fuel level indication
- vii. Checking of oil leakage / water leakage.
- viii. Checking & retightening of engine elect. Connection
- ix. Cleaning of DG - Sets

4. GENERAL TERMS AND CONDITIONS:

- i. Tender is invited for annual maintenance contract of 02 Nos. 100 KVA Perkins D.G- Set at State Life Building, Abu Dhabi Road Rahimyar Khan.
- ii. Contract will comprises twelve (12) visits, two (02) years for each DG-Set.
- iii. Contractor will inform on phone / fax prior to carry out the service
- iv. Tender shall be submitted in a sealed / stamped envelope under the sealing tape and mentioning name of job
- v. Tender documents (all papers) must be initiated to signify the acceptance of tender conditions.
- vi. Contract price / rate shall include all kind of Taxes, Income Tax, GST, PST etc,
- vii. State Life Insurance Corporation of Pakistan have right to accept / reject the lowest or any tender, as per PPRA rules.
- viii. Any conditional tender will not be accepted and liable to rejection
- ix. Tender without bid security will be rejected.
- x. State Life will not be responsible for any loss to life and will not accept any claim, liabilities or compensation of any nature whatever.

5. EMERGENCY SERVICE / CALL SERVICE:

On receipt of any complaint (Via phone call, letter or fax) the contractor will attend the complaint on the same day.

6. MAINTENANCE OF THE EQUIPMENT WOULD INCLUDED AS UNDER:

- i. Contractor will carry out visit during alternate months for normal maintenance and checking as per manufacturer's recommendation.
- ii. Replacement of consumable parts i.e. all type filters and other Generator parts as specified by manufacture in original on actual basis will provide by contractor, the cost of all consumable spare / allied parts will be paid by SLIC. The quotation will be sent by contractor for prior approval.
- iii. Major repair and replacement of engine or alternator parts, radiator and major overhauling of equipment shall carry out by contractor will be billed to State Life at actual cost also corrective maintenance job will be quoted separately for approval.
- iv. Contractor will get signature by SLIC representative on field service.
- v. Contractors will intimate before routine service visit.
- vi. Detail of maintenance and service are mentioned at Annexure –A
- vii. Any modification of the equipment of facilities shall be carried out by contractor outside the scope of this maintenance at rate to be mutually agreed.
- viii. Defects rectification and maintenance of equipment shall be carried out by qualified / trained contractor Engineers / staff
- ix. Contractor will provide backup canopied Generator / standby power with suitable rating on rent at mutual agreed rates in case existing D.G Set is under repair for undefined period.

FINANCIAL

7. MODE OF PAYMENT:

- i. Payment to be made after every visit subject to receiving the invoice along with field service report duly verified by State Life Site In-charges building for satisfactory performance.
- ii. No extra payment will be made for replacement of consumable items / engine oil.
- iii. Payment of consumable items, Engine oil, filter and other allied part will be made as per actual company cost.
- iv. All repairing works other than the routine maintenance shall be paid additionally.

8. ANNUAL CONTRACT CHARGES:

- i. Contract charges for maintenance of (One) 100 KVA DG-Set for twelve visits per Two (02) years Rs. _____ In Words _____

PST applicable as per provisional govt: Rule per annum

- li. Contract charges for maintenance of (Two) DG-Sets for 12 visits for each DG-Set for two years Rs. _____ In words _____

PST applicable as per provisional govt: Rule per annum

9. TERMINATION:

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

SPECIAL CONTIONS OF THE CONTRACT

ANNUAL MAINTENANCE CONTRACT OF (TWO) D.G-SETS 100 KVA (EACH) INSTALLED AT STATE LIFE BUILDING-RAHIMYAR KHAN

1.	Amount of Bid Security (Demand Draft) to be submitted with tender	2% of total contract amount in favor of State Life Insurance Corporation of Pakistan
2.	Release of Bid Security.	<ol style="list-style-type: none">1. Shall be released to un-successful bidders on acceptance of tender for the lowest bidder.2. To the lowest evaluated bidder on satisfactory completion of entire contract of two (02) years period. (all terms)
3.	Date of Commence of Work	Date of Issue of Letter of Award
4.	Period of Completion of maintenance service Contract	Two (02) Years
5.	Method of Payment	After every visit on submission of invoice
6.	Income Tax Deduction	All taxes as announced by Government.
7.	Period of Honoring the Bill	Within Twenty (20) days of receipt of bill
8.	Tender Fee (not refundable)	Rs. 500/- in shape of a cash / pay-order /bank draft in favor of M/s. State Life Insurance Corporation of Pakistan

- *Terms of One (01) year each*

Receipt

Tender for Annual Maintenance of (02) DG-Sets 100 KVA (each)

Received with thanks one set of tender documents for Captioned works for an amount of Rs. 500/- from Real Estate Department, State Life Insurance Corporation of Pakistan.

Signature:

For and on behalf of

M/s _____