

Branch: State Life Karachi Date: 09/10/2024

Account Title: Public Procurement Regulatory Authority

IBAN: PK17HABR0004540013100701

Currency: PKR USD EURO GBP JPY Others

Credit Card No. - Intercity Within city Same Branch

CASH BANK / BRANCH HBL PK17HABR0004540013100701 AMOUNT ₹

| Bank / Branch | Cheque/Instrument No. | Amount |
|---|-----------------------|----------------|
| <u>Tender for Servicing & Maintenance of 02 Nos. Lifts of SLB 1-B, 1-C, Karachi</u> | <u>12563214</u> | <u>₹ 15000</u> |
| TOTAL AMOUNT | | ₹ 15000 |

Total Amount in Words: Fifteen Thousand Rupees

Commission (if any) _____

Depositor's Name: Hanaza Mukhtar Fund Transfer Customer Account

Contact No.: 0342-4138487 Branch: 0042-STATE LIFE, KARACHI

Depositor's CNIC No.: 35201-5188106-5 From Account: PK84HABR000042XXXXXX103

Depositor's Account No.: PK17HABR0004540013100701 Amount: *****15,000.00 PKR

Charges: *****.00 Date: 2024-10-09
 Teller: 2472 Time: 16.17.38.797000

Received By: وصول کنندہ Depositor's Signature: دستخط جمع کنندہ (As per Terms & Conditions on reverse) (Not official unless validated)

91411558

Tender Notice

INVITATION TO BID

TENDER NO: RE/PO/LIFTS/15/2024

State Life Insurance Corporation of Pakistan (SLIC) invites quotations through **EPADs**, under **single stage one envelope procedure**, from the experienced firms / contractors of the field registered with Income Tax Department & who are on Active Taxpayers List of the Federal Board of Revenue (**FBR**) and eligible to handle the work for **Servicing & Maintenance of Two (02) Nos. Passenger Lifts Installed at State Life Building No. 1-B, 1-C, Karachi.**

Bidding Documents, containing detailed terms and conditions etc. are available for download on **EPADs** website <http://eprocare.gov.pk> free of cost.

The bids prepared in accordance with the instructions in the bidding documents, must be submitted through **EPADs** on or before **06.11.2024** up to **11:00 A.M.** Bids will be opened on same day at **11:30 A.M.**

Contractor is advised to submit original bid security & copy of bidding document on or before **06.11.2024** at 11.00 hours in the office of under signed.

This advertisement is also available on State Life website www.statelife.com.pk, however the bids shall be submitted through **EPADs**. Any bid submitted other than e-PADS will not be considered.

State Life Insurance Corporation of Pakistan reserves right to accept / reject all bids in accordance with PPRA Rules.

Mehtab-uddin
AGM (E&M)

State Life Insurance Corporation of Pakistan
Principal Office, Karachi.

**STATE LIFE INSURANCE COPORATION OF PAKISTAN
TENDER NO: RE/PO/LIFTS/15/2024**

TENDER DOCUMENTS

FOR

**SERVICING & MAINTENANCE OF TWO (02) NOS. PASSENGER
LIFTS**

INSTALLED

AT

STATE LIFE BUILDING NO. 1-B, 1-C, KARACHI

GENERAL INFORMATION

- 1- The bid (s) shall be submitted on E-Pad (s) only.
- 2- Contractor / Firm (s) are advised to submit Original Bid security along with copy of bidding document on or before 11.00 hours on dated **06.11.2024**
- 3- All queries / clarifications required from bidder shall be addressed on working days through E-pads.
- 4- State Life will reject proposal for award of contract if it determine that the firm recommended for award of contract has engaged in corrupt or fraudulent activities in competing for the contract in question.
- 5- The successful contractor will follow all instructions issued by corporation.
- 6- Agency may, at its discretion, extend this deadline for submission of bids by amending the bidding documents, in which case all rights and obligations of the Procuring Agency and Bidders will thereafter be subject to the deadline as extended.
- 7- Any bid received by the Procuring Agency after the bid submission deadline prescribed by the Procuring Agency will be rejected and returned unopened to the Bidder.
- 8- State Life Insurance Corporation of Pakistan reserves right to accept / reject all bids in accordance with PPRA Rules.

SALIENT FEATURES OF THE
SERVICING & MAINTENANCE OF TWO (02) NOS. PASSENGER LIFTS INSTALLED AT
STATE LIFE BUILDING NO. 1-B, 1-C, KARACHI.

TENDER NO: RE/PO/LIFTS/15/2024

| | | |
|-----|--|--|
| 1. | Submission of tender. | Through EPADs |
| 2. | Date & Time for submission of tenders. | 06/11/2024 (11:00 hrs). |
| 3. | Date & Time for opening of tender. | 06/11/2024 (11:30 hrs). |
| 4. | Validity of tender | 180 days |
| 5. | Commencement of work | Not later than 07 days from the date of issuance of letter of award. |
| 6. | Amount of bid security in the shape of pay order/bank draft. | 10,000/- |
| 7. | Period of contract. | One (01) year |
| 8. | Performance Guarantee | 5% of quoted amount |
| 9. | Deductions upon unsatisfactory performance | 5% of Contract amount /Month |
| 10. | Method of payment. | Upon submission of Monthly bill along with performance report of equipment (Lift) and verified by In-charge lift / building. |

**SERVICING & MAINTENANCE OF TWO (02) NOS. PASSENGER LIFTS INSTALLED AT
STATE LIFE BUILDING NO. 1-B, 1-C, KARACHI.**

TENDER NO: RE/PO/LIFTS/15/2024

SCHEDULE OF PRICES

| Sr#. | Description | Qty. | Rate (Rs) | Amount (Rs) |
|-------------|--|-------------|------------------|--------------------|
| 1. | Charges for Servicing & Maintenance including trouble shooting of two (02) Nos. Passenger Lifts installed at State Life Building # 1-B, 1-C, Karachi | 02 | | |
| 2. | Total / Month | | | |
| 3. | SST 15% | | | |
| 4. | Total with SST | | | |
| 5. | Total per year | | | |

Amount in words _____

Seal & Signature of Contractor

**WHEREAS THE EMPLOYER IS DESIROUS OF SERVICING & MAINTENANCE OF TWO
(02) NOS. PASSENGER LIFTS INSTALLED AT STATE LIFE BUILDING NO. 1-B, 1-C,
KARACHI.**

TENDER NO: RE/PO/LIFTS/15/2024

(A) **SCOPE OF WORK:**

Monthly Servicing & Maintenance of Two (02) Nos. Passenger Lifts Installed at State Life Building No. 1-B, 1-C, Karachi. The General Servicing will be rendered once a month and shall include but not limited to:

- Cleaning of Control Panel.
 - Cleaning of Gear Machine unit.
 - Check Adjustment of Brake.
 - Check Gear Oil Level / Condition.
 - Check the condition of Main Traction Rope.
 - Check & Clean Speed Governor.
 - Check the Condition of Speed Governor Rope.
 - Check & Clean all safety switches.
 - Check & Clean Induction Plates.
 - Clean & Grease Main & S.W. Guides.
 - Check & Adjust the Guide Shoes.
 - Check Guide Clips of Brackets.
 - Check & Clean Emergency Brake.
 - Filling of Oil in Oil Cups (Car & counter Weight).
 - Check & Clean Door Lock & Door contact.
 - Check & Clean Door Drive Unit.
 - Check & Clean Landing Doors & Sills.
 - Check & Clean Lift car, Fall Ceiling & Sill.
 - Check the operation of car control Panel.
 - Clean Car Top & Check Maintenance Box
 - Check & Clean Landing Push Button Boxes.
 - Checking of all the safety systems.
-
- Cost of consumables like oil & grease etc. will be borne by Contractor.
 - Contractor would attend the complaints without any cost. The cost incurred on replacement / repairs of parts shall be borne by the employer. The replaced parts shall be deposited by the contractor with the employer.

Seal & Signature of Contractor

- Contractor shall maintain service card in triplicate each time after servicing of the lifts, the card to be got signed by the representative of the employer in token of acknowledgment.
- The contractor will submit a detailed report along with service card every month regarding the performance and condition of the lifts with recommendations and suggestions for the satisfactory and smooth operation of the lifts.
- Contractor shall submit valid fitness certificate of all Elevators under his maintenance twice in year.

(B) **THE EMPLOYER HEREBY AGREES TO PROVIDE THE FOLLOWING:-**

- To provide spares as and when demanded by the contractor for replacement.

(C) **TERMS & CONDITIONS:**

1. The Lift Contractor will be responsible for rectification of complaint / trouble shooting of lifts at their own cost thought out contract period.
2. The corporation will supervise and regulate the work of the lift contractor through its representative appointed by Real Estate Division. The contractor shall follow his instructions in respect of the works as contained in the scope of works.
3. All taxes, govt. levies, SST, GST, charges, salaries, wages, overtime, legal dues under labor Laws and cost of cleaning material shall be borne by the contractor.
4. The payment for the services provided by the contractor shall be made on monthly basis on submission of duly verified bill from Lift / Building In-charge respectively.
5. The Contractor should be capable to carry out above job.

Seal & Signature of Contractor

(D) **BILLS, CERTIFICATE & PAYMENTS.**

- The contractor shall submit its bills at site on the 1st week of every month for his work carried out during the preceding month and the contractor shall be paid monthly charges on the certificate of the employer's representative.
- The Employer's representative shall have the power to verify and make adjustments in the bill.
- The contractor shall submit his bill in the prescribed form duly approved by the employer's representative.
- The Employer's representative may by any certificate make any correction or modification in any previous certificate which shall have been issued by him and shall have power to withhold any certificate if the works or any parts thereof are not being carried out to his satisfaction.

(E) **DEDUCTION OF AMOUNT FROM MONTHLY BILLS**

- Up to 5% of Contract amount /Month shall be deducted from the bill upon un-satisfactory performance reported by the employer.

(F) **INSTRUMENT AND TOOLS.**

- The Contractor shall supply and maintain such sufficient number. of instruments, tools and equipment as per list given at **Annexure-A** for the use of his staff that is required to enable them to fulfill his obligations as under the contract.

(G) **PROTECTION OF WORKS AND MATERIALS.**

- The contractor shall be responsible for any damage caused by his workers, operatives or agents to the building, complete plants, equipment and system, works being executed under this contract, or the contents of the building, and shall make good such damage at his sole expense.

(H) **MANDATORY REQUIREMENT**

1. 03 Years' experience to handle subject work.
2. Registered with FBR for Income Tax and SRB for SST (Attach certificates).
3. Submit Affidavit that the contractor / firm is not black listed from any Government, Semi Government and Autonomous body.

Seal & Signature of Contractor

ANNEX "A"

**LIST OF TOOLS & INSTRUMENTS REQUIRED FOR SERVICING & MAINTENANCE OF
TWO (02) NOS. PASSENGER LIFTS INSTALLED AT STATE LIFE BUILDING NO. 1-B, 1-C,
KARACHI.**

| Sr. # | Name of Tools | Qty. |
|--------------|--|-------------|
| 01. | Book Spanner (Different Size) | 01 Set |
| 02. | Ring Spanner. (Different Size) | 01 Set |
| 03. | Fix Spanner (Different Size) | 01 set |
| 04. | Philips Screw Driver (Different Size) | 01 set |
| 05. | Flat Screw Driver (Different Size) | 01 set |
| 06. | Pair Set (Grip, Nose, Long nose Electric | 01 set |
| 07. | Wire Cutter | 01 set |
| 08. | Adjustable Wench (Different Size) | 01 set |
| 09. | Pipe wrench (Different Size) | 01 set |
| 10. | Megger (to be provided at site as when required) | 01 set |
| 11. | Chisels (Different Weight) | 01 set |
| 12. | Hammer (Different Weight | 01 set |
| 13. | Dust Blower | 01 No. |
| 14. | Tongue Tester | 01 No. |

**FORM OF PERFORMANCE SECURITY
(Bank Guarantee)**

(Annex-B)

Guarantee No. _____
Executed on _____
Expiry date _____

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with address: _____

Name of Principal (Contractor) with address: _____

Penal Sum of Security (express in words and figures) _____

Letter of Acceptance No. _____ Dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the _____ (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Employer's above said Letter of

Acceptance for _____

(Name of Contract) for the _____
(Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of relevant Clause , Defects after Taking Over, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show

grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be affected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

1. _____

Corporate Secretary (Seal)

2. _____

Name, Title & Address

Signature _____

Name _____

Title _____

Corporate Guarantor (Seal)