

Standard Bidding Document

Tender for O & M Contract of Air Conditioning Plant Installed at State Life
Building No. 1, Karachi
(Non-Consultancy Services)

National

Single Stage-One Envelope



September 28, 2026

*State Life Insurance Corporation of Pakistan(SLIC), Real Estate Division (State Life Insurance Corporation of
Pakistan (SLIC)),Deputy Manager
Ground Floor, State Life Building No.9, Dr. Zia-ud-Din Ahmed Road, Karachi, Saddar Sub-Division, Karachi South
(District), Karachi (Division), Sindh (Province).
Phone: +92-300-237-2819, Email: dm.hvac.re@statelife.com.pk*

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PROCUREMENT NOTICE

PROCUREMENT OF NON-CONSULTANCY SERVICES

1. The **State Life Insurance Corporation of Pakistan(SLIC), Real Estate Division (State Life Insurance Corporation of Pakistan (SLIC))** has reserved Funds for the procurement planned for FY **2026-27**. The **State Life Insurance Corporation of Pakistan(SLIC), Real Estate Division (State Life Insurance Corporation of Pakistan (SLIC))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the **“Tender for O & M Contract of Air Conditioning Plant Installed at State Life Building No. 1, Karachi”** with the reference of **"P138396"**
2. The **State Life Insurance Corporation of Pakistan(SLIC), Real Estate Division (State Life Insurance Corporation of Pakistan (SLIC))** invites Bids through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Non-Consultancy Services.
3. **Single Stage-One Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Least Cost Based Selection (LCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, and Instructions issued by the Authority (from time to time).
4. All Bids must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Pay Order, Banker's Cheque, Call at Deposit** or Bid Securing Declaration on the prescribed format described.
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **<https://epads.gov.pk/opportunities/federal/procurements/138396>**.
6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Wednesday, October 14, 2026 11:00 AM**. E-bids will be opened on the

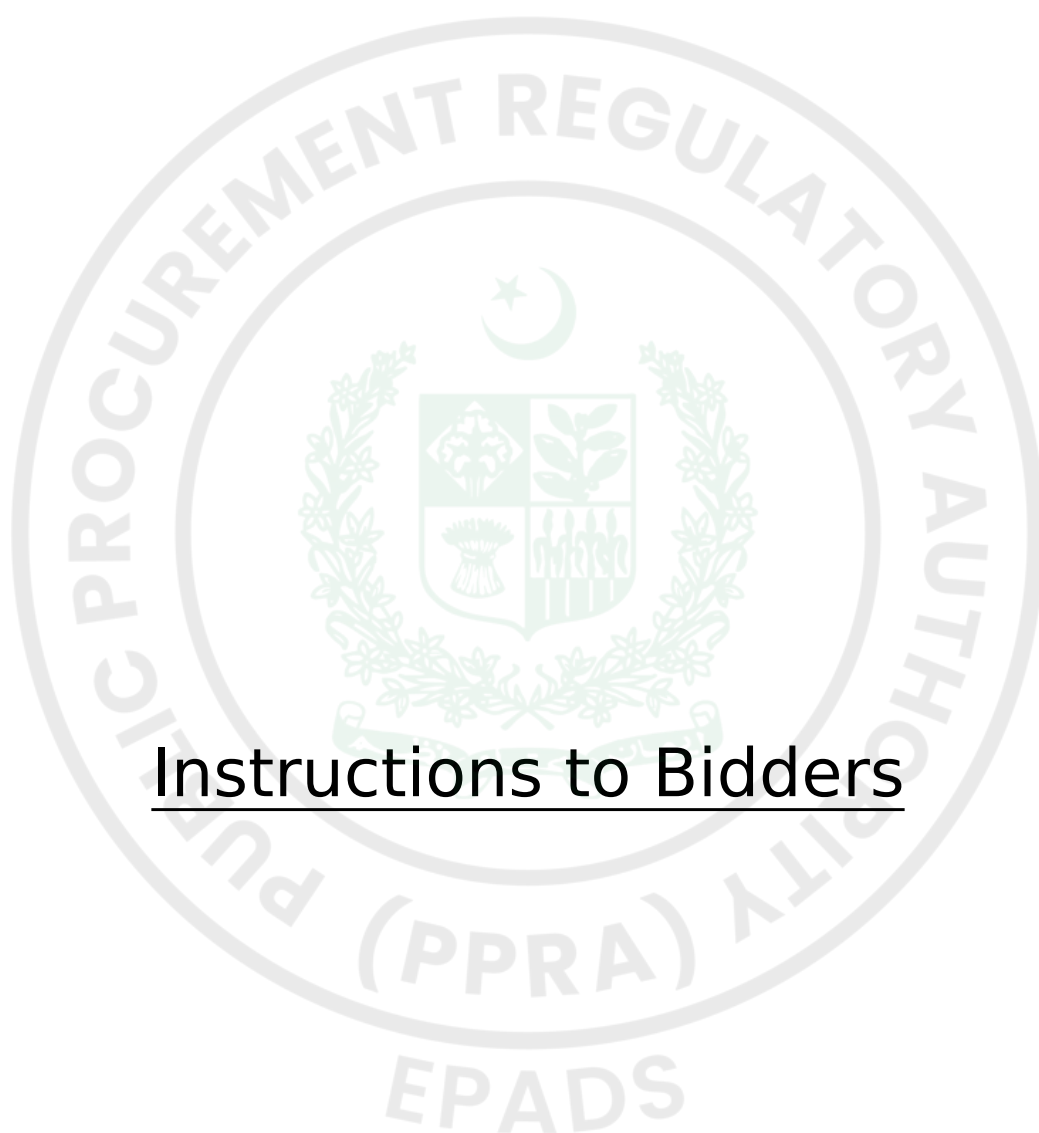
same day at **Wednesday, October 14, 2026 11:30 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

7. In terms of Rules 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (www.ppra.org.pk).

State Life Insurance Corporation of Pakistan(SLIC), Real Estate Division (State Life Insurance Corporation of Pakistan (SLIC)), Deputy Manager
Ground Floor, State Life Building No.9, Dr. Zia-ud-Din Ahmed Road, Karachi,
Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh
(Province).

+92-300-237-2819

dm.hvac.re@statelife.com.pk



Instructions to Bidders

A. Introduction

1. Scope of Bids

1.1. The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids through **EPADS v2.0** for the provision of Non-Consultancy Services for as specified in the BDS and in **Section Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. **Single Stage-One Envelope** procedure of the open competitive method shall be used. The successful Bidders will be expected to provide the services within the specified period and timeline(s) as stated in the **BDS**.

2. Source of Funds

2.1. Source of funds is referred in Clause-1 of Invitation for Bids.

3. Fraudulent & Corrupt Practices

3.1. As defined under Rule 2(1)(f) of the Public Procurement Rules, 2004.

4. Eligible Bidders

4.1. A bidder is eligible to participate in a procurement process if the bidder:

4.1.1. possesses or has access to the technical competence, financial resources, equipment and other physical facilities, personnel, managerial capability, experience and reputation necessary to complete the procurement contract;

4.1.2. has the legal capacity to enter into a procurement contract;

4.1.3. is not insolvent, in receivership, bankrupt or being wound up and its activities or affairs are not suspended or being administered under any Act, by a court or by a judicial officer;

4.1.4. is not the subject of legal proceedings for any of the matters mentioned in sub-rule (c);

4.1.5. has fulfilled or has made substantial arrangements satisfactory to the relevant authorities, to fulfil its obligations to pay taxes and social security (where applicable) other contributions of its employees; and

4.1.6. has not, or in the case of a company, its owners and beneficial owners, directors or officers have not, been convicted of a criminal offence related to:

4.1.6.1. its professional conduct; or

4.1.6.2. a bidder (or, in the case of a company, its key individuals such as owners, beneficial owners, directors, or officers) must not have engaged in any prohibited practice, such as fraud, corruption, collusion, or coercion, within the time period stated in the bidding documents, which can be up to three years before the start of the procurement process. Additionally, the bidder must not have been debarred (i.e., banned) from participating in public procurement processes in Pakistan or by any international organization or country. If they have, they are ineligible to participate in the current bidding.

4.2. The procuring agency may require a bidder participating in the procurement process to provide the prescribed documentary evidence or other information to satisfy itself that the bidder is qualified in accordance with the criteria in sub-clause (1).

4.3. A procuring agency shall set out in the bidding document all the criteria for qualification to be applied in accordance with sub-clause (1).

4.4. Except as permitted under the Ordinance, Rules and Regulations, the procuring agency shall not establish a criterion for eligibility of a bidder that:

4.4.1. discriminates against or among a bidder or against categories of bidders; or

4.4.2. is not required for the performance of the procurement contract; or

4.4.3. is not related to the avoidance or management of legal, reputational or economic risk to the procuring agency unless it is in the national interest to do so, and the criteria is set out in the bidding documents.

4.5. A procuring agency shall assess the eligibility of a bidder for participation in the procurement process against the criteria for qualification under sub-clause (1).

4.6. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the contract in accordance with the terms and conditions of the contract. The joint venture, consortium, or association shall nominate a lead member as nominated in the BDS,

4.7. who shall have the Authority to conduct all business for and on behalf of any and all the members of Joint venture, consortium, or association during the bidding process, and in case of award of contract, during the execution of the contract.

4.8. The appointment of the lead Member in the joint venture, consortium, or association shall be confirmed by submission of valid power of Attorney to the procuring agency.

4.9. Subject to the limits specified in the BDS, the procuring agency may allow bidders to participate in the form of a Joint Venture (JV). However, each party in the JV must individually meet the eligibility criteria specified in the BDS

4.10. No Bidder can be a sub-contractor while submitting a Bids individually or as a member of a joint venture in the same Bidding process.

5. Qualification of the Bidder

5.1. All Bidders shall provide in Section VI, Bid Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

B. Bidding Documents

6. Contents of Standard Bidding Document

6.1. The Services required, bidding procedure, and terms and conditions of the contract are prescribed in the bidding document. In addition to the Invitation for Bids, the bidding document which should be read in conjunction with any addendum issued by the Procuring Agency include:

Section I -Invitation to Bid

Section II Instructions to Bidders (ITB)

Section III Bid Data Sheet (BDS)

Section IV Eligible Countries

Section V Evaluation Criteria, Specifications, Schedule of Requirements, and Technical Specifications.

Section VI Bidding Forms

Section VII Fraudulent & Corrupt Practices

Section VIII - Material & Non-material deviation

Section IX General Conditions of Contract (GCC)

Section X Special Conditions of Contract (SCC)

Section XI Contract Forms

6.2. The Bidder is expected to examine all instructions, requirements, forms, terms and specifications in the bidding documents. Failure to furnish all the information required in the bidding document will be at the Service provider's risk and may result in the rejection of his bids.

7. Clarifications

7.1. Clarifications of the bidding documents may be requested in writing through EPADS v2.0 by any bidder up to three days prior to the deadline for the submission of bids.

The procuring agency shall respond promptly and in writing to any request by a bidder for clarification of the bidding documents and, in any event, no later than two days prior to the deadline for the submission of bids or proposals.

Responses to requests for clarification shall be communicated simultaneously and in writing to all bidders participating in the procurement proceedings.

No bidder shall be allowed to alter or modify his bid after the bids have been opened however, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid, through EPADS v2.0.

7.2. Procuring Agency's response will be uploaded on the EPADS v2.0, including a description of the inquiry.

7.3. Should the Procuring Agency deem it necessary to amend the bidding document as a result of a clarification, it shall do so following the procedure under **ITB 1.1.**

7.4. If indicated **in the BDS**, the bidder's designated representative is invited at the bidder's cost to attend a pre-bid meeting at the place, date and time mentioned **in the BDS**. During this pre-bid meeting, prospective bidder(s) may request clarification(s) regarding the schedule of requirements, the Evaluation Criteria or any other aspects of the bidding document.

7.5. Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the bidding document that may become necessary as a result of the pre-bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum.

7.6. To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its bid including breakdown of prices, through EPADS v2.0. Any clarification submitted by a bidder that is not in response to a request by the Procuring Agency shall not be considered.

No change in the prices or substance of the bid shall be sought, offered, or permitted.

The alteration or modification in the bid which in any way affect the following parameters will be considered as a change in the substance of a

bid:

- 7.6.1. evaluation & qualification criteria;
- 7.6.2. required scope of work or specifications;
- 7.6.3. all securities requirements;
- 7.6.4. tax requirements;
- 7.6.5. terms and conditions of bidding documents; and
- 7.6.6. change in the ranking of the bidders.

From the time of bid(s) opening to the time of contract award, if any bidder wishes to contact the procuring agency on any matter related to the bid, it should do so in writing or through electronic form that provides record of the content of communication.

8. Amendment of Bidding documents

8.1. Before the deadline for submission of bids, the procuring agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addendum.

8.2. Any addendum issued including the notice of any extension of the deadline shall be part of the bidding document and shall be uploaded on EPADS v2.0 as well as Authority's website. The procuring agency shall promptly publish the addendum at the procuring agency's website indicated in the **BDS**:

Provided that the bidder who had either already submitted his bid, shall have the right to withdraw his already submitted bid and submit the revised bid, prior to the original or extended bid submission deadline.

8.3. To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of bids:

Provided that the Procuring Agency shall extend the deadline for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. Preparation of Bids

9. Documents Constituting the Bids

9.1. The bids prepared by the bidders shall constitute the following components: -

9.1.1. Forms of bid and Bid Prices completed in accordance with ITB BDS, GCC and SCC;

9.1.2. Documentary evidence established in accordance with BDS that services to be provided by the bidder are eligible services, and conform to the bidding documents;

9.1.3. Documentary evidence established in accordance with BDS that the bidder is eligible and/or qualified for the subject bidding process;

9.1.4. Documentary evidence established, that the bidder has been authorized to provide the services;

9.1.5. Bid security or Bids Securing Declaration furnished in accordance with BDS; and

9.1.6. Any other document required in the BDS.

10. Documents Establishing Eligibility of the Services and Conformity to bidding documents

10.1. To establish the conformity of the Non-Consulting Services to the Bidding document, the bidder shall furnish as part of its bid the documentary evidence that services provided conform to the requirements.

10.2. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive.

11. Documents Establishing Eligibility and Qualification of the Bidder

11.1. Pursuant to BDS, the bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its bid is accepted.

11.2. The documentary evidence of the bidder's eligibility to bids shall establish to the satisfaction of the procuring agency that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".

11.3. The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of procuring agency that:

11.3.1. the bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS.

11.3.2. that the bidder meets the qualification criteria listed in the Bids Data Sheet.

12. Form of Bid

12.1. The bidder shall fill the Form of Bid furnished in the bidding documents. The Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.

13. Bids Prices

13.1. The Bids Prices quoted by the bidder in the Forms of Bid and in the price schedule shall conform to the requirements specified or exclusively mentioned hereafter in the bidding document.

13.2. All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced and neither explicitly mentioned, their prices shall be construed to be included in the prices of other items.

13.3. The Bid price to be quoted in the Forms of Bid shall be the total price of the bid, excluding any discounts offered.

13.4. The bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total bid price of the services, it proposes to provide under the contract.

13.5. Prices quoted by the bidder shall be fixed during the currency of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, unless otherwise price adjustment is permissible under Conditions of the Contract. (May be reviewed)

14. Price Adjustment

14.1. Price adjustment shall not be applicable.

14.2. Procuring agency may increase the remuneration of the human resources involved in non-consultancy services on annual basis as per agreement.

14.3. Procuring agency shall incorporate the provisions to allow wage rate in compliance with Federal Government's minimum wage notification, subject to the applicability in that case.

15. Bids Currencies

15.1. Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS.

16. Bid Validity Period

16.1. Bid(s) shall remain valid for the period specified in the BDS after the bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.

17. Bid Security or Bid Securing Declaration

17.1. Unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, in the amount and currency specified in the BDS or Bid Securing Declaration on the format provided in Section VI (Bid Forms) The scanned copy of the Bids Security shall be uploaded in the EPADS v2.0 while submitting bid, whereas the original forms of Bid Security shall be submitted to the procuring agency before the bid submission deadline. The bidder who failed to submit the original bid security before the submission deadline shall be disqualified straightaway.

17.2. The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture.

17.3. The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in BDS, GCC and SCC are invoked.

17.4. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible after the award of contract, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring Agency. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, whichever of the following that occurs earliest:

17.4.1. the expiry of the Bid Security;

17.4.2. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the bidding document;

17.4.3. the rejection by the Procuring Agency of all Bids;

17.4.4. the withdrawal of the Bid prior to the deadline for the submission of bids, unless the bidding document stipulate that no such withdrawal is permitted.

17.5. The Bid Security may be forfeited or the Bid Securing Declaration executed:

17.5.1. if a bidder:

17.5.1.1. withdraws its bid during the period of bid validity as specified by the Procuring Agency, and referred by the bidder in the Forms of Bid, except as provided for in the ITBs; or

17.5.1.2. does not accept the correction of errors, or

17.5.2. in the case of a successful bidder fails:

17.5.2.1. **to sign the contract in accordance with SCC; or**

17.5.2.2. **to furnish Performance Guarantee in accordance with BDS and SCC.**

17.6. The bid security shall be valid for a period specified in BDS. Bids with shorter bid security validity period shall be rejected straight away.

18. Alternative Bids by Bidders

18.1. Alternatives will not be considered, unless specifically allowed for in the BDS.

18.2. When alternative times for completion are explicitly invited, a statement to that effect will be included in the BDS and the method of evaluating different time schedules will be described in Evaluation and Qualification Criteria.

19. Withdrawal, Substitution, and Modification of Bids

19.1. Before Bids submission deadline, any bidder may withdraw, substitute, or modify his bid after it has been submitted.

20. Format and Signing of Bids

20.1. The bidder shall prepare and submit his bid with due diligence after carefully reading all the terms and conditions before submission through

EPADS v2.0.

20.2. Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) signing the forms of bid.

D. Submission of Bids

21. Submission of Bids through EPADS v2.0 before Dead deadline

21.1. The Technical and Financial Bids as the case may be, shall be submitted in the due portion of the EPADS v2.0, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

21.2. The Procuring Agency may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents. In such a case, all rights and obligations of the Procuring Agency and the Bidders that were previously subject to the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

22. Opening & Evaluation of Bids by the Procurement Cell/Evaluation Committee

22.1. The Procuring Agencies to constitute odd number Bid Evaluation Committee for the purpose of bid opening and evaluation of all procurements. As per Rules 29 & 30 of Public Procurement Rules, 2004, The Procuring Agency is required to establish a Procurement Cell/Evaluation Committee which shall Evaluate the Bids in accordance with the evaluation criteria, terms and conditions given in the bidding documents.

23. Opening of Bids

23.1. The Bid Evaluation Committee of the Procuring Agency will open all bids through EPADS, in the presence of bidders' or their representatives who

choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the **BDS**. The Bidders' representatives present shall sign attendance sheet as proof of their attendance.

23.2. The bids shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (c) the presence of a bid security, if required; and (d) any other details as the procuring agency may consider appropriate.

23.3. No bid will be rejected at the time of bid opening except for bids whose bid security has not been provided to the procuring agency before submission deadline.

23.4. The procuring agency shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and the bid price, if applicable.

24. Confidentiality

24.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other person(s) not officially concerned with such process, until the time of the announcement of the respective evaluation report.

24.2. Any effort by a bidder to influence the procuring agency processing of bids or award decision may result in the rejection of his bid.

25. Preliminary Examination of Bids

25.1. Prior to the detailed evaluation of bids, the procuring agency will determine whether each bid:

25.1.1. meets the eligibility criteria defined in **BDS**;

25.1.2. has been prepared as per the format and contents defined by the procuring agency in the bidding document;

25.1.3. is accompanied by the required securities; and

25.1.4. is substantially responsive to the requirements of the bidding document.

25.2. The procuring agency will confirm that the documents and information specified under **BDS, GCC and SCC** have been provided in the bids. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bids shall be rejected.

25.3. If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be evaluated for complete technical responsiveness.

26. Examination of Terms and Conditions, Technical Evaluation

26.1. The procuring agency shall evaluate the technical aspects of the bids submitted in accordance with **BDS**, to confirm that all requirements specified in **Evaluation Criteria, Technical Specifications and Schedule of Requirements**, prescribed in the bidding document have been met without material deviation or reservation.

26.2. If after the examination of the terms and conditions and the technical evaluation, the procuring agency determines that the bid is not substantially responsive in accordance with BDS, it shall reject the bids.

27. Correction of Errors

27.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

27.1.1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the procuring agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

27.1.2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

27.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

27.1.4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Forms of bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2. The amount stated in the bid will be adjusted by the procuring agency in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder that shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount, his bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed.

28. Conversion to Single Currency

28.1. As per Rule 30 of Public Procurement Rules, 2004.

29. Evaluation of Bids

29.1. The procuring agency shall evaluate bids in accordance with Rule 30 of Public Procurement Rules, 2004 and compare only those bids determined to be substantially responsive.

29.2. In evaluating the Technical Bids of each Bidder, the Procuring Agency shall apply the evaluation criteria and methodologies specified in the Bid Data Sheet (BDS) and in accordance with the Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.

29.3. In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS. However, in no case the rates shall be higher than the original financial bids.

29.4. The Procuring agency evaluation of a bid will take into account:

29.4.1. the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;

29.4.2. price adjustment for correction of arithmetic errors in accordance with **ITB 6**;

29.5. converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with **ITB 7**;

29.6. The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.

29.7. If these bidding documents allow bidders to quote separate prices for different lots, and the award to a successful bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the **BDS**.

30. Determination of Most Advantageous Bids

30.1. Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the **BDS** or prescribed in the separate section titled as Evaluation Criteria.

31. Abnormally Low Financial Bids

31.1. Procuring agency may reject a bid if it has determined that the price, in combination with other constituent elements of the bid, is abnormally low in relation to the subject matter of the procurement, such that it raises material concerns on the part of the procuring agency, as to the ability of the bidder to perform the procurement contract satisfactorily for the offered price.

A procuring agency shall not reject a bid as abnormally low under sub-clause (1) above unless the procuring agency -

31.1.1. requested in writing through EPADS from the bidder a written clarification of his bid, including a detailed price analysis of his bid price in relation to the subject matter of the procurement contract, scope, methodology, schedule, allocation of risks and responsibilities and any other requirements of the bidding document; and

31.1.2. having taken account, the information provided by the bidder in response to a request under paragraph (a) and the information included in the bid, the procuring agency determines that the bidder has failed to demonstrate its ability to perform the procurement contract satisfactorily for the offered price.

The procuring agency shall promptly communicate to the bidder concerned its decision to reject the bid, including the reasons for the decision.

32. Rejection of Bids

32.1. As per Rule 33 of the Public Procurement Rules, 2004

33. Single Responsive Bid

33.1. The procuring agency may consider single responsive bid subject to underlying conditions of Rule 38(b) of the Public Procurement Rules, 2004.

34. Arbitration

34.1. As per Rule 49 of Public Procurement Rules, 2004.

F. Award of Contract

43. Criteria of Award

43.1. The procuring agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous Bid.

44. Procuring Agency's Right to reject All Bids

44.1. The procuring agency reserves the right to reject all the Bids and to annul the procurement process at any time prior to acceptance of the bid(s), without thereby incurring any liability to the affected bidder(s).

44.2. Notice of the rejection of all bids shall be given promptly to all bidders that have submitted the bids. The procuring agency shall upon request communicate to any bidder the grounds for the rejection of his bid, but is not required to justify those grounds.

45. Notification of Award

45.1. Prior to the award of contract, the procuring agency shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

45.2. Bidder whose bid has been accepted, will be notified for the award by the Procuring Agency prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the procuring agency will pay the successful bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").

45.3. The notification of award will constitute the formation of the Contract, subject to the condition that bidder furnish the Performance Guarantee and signing of the contract.

46. Signing of Contract

46.1. Promptly after notification of award, Procuring Agency shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract. The successful bidder and the procuring agency shall sign the contract.

47. Performance Guarantee

47.1. After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring Agency a Performance Guarantee in the amount and in the form stipulated in the **BDS**

and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

47.2. Failure of the successful bidder to comply with the requirement of **BDS, SCC and GCC** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the procuring agency may make the award to the next ranked bidder or call for new bids.

48. Corrupt & Fraudulent Practices

48.1. Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

G. Grievance Redressal & Complaint Review Mechanism

53. Constitution of Grievance Redressal

53.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of an odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.

54. GRC Procedure

54.1. Any aggrieved party or bidder as the case may be, may file grievance in accordance with Rule 48 of the Public Procurement Rules, 2004 and Redressal of Grievance Regulations, 2022

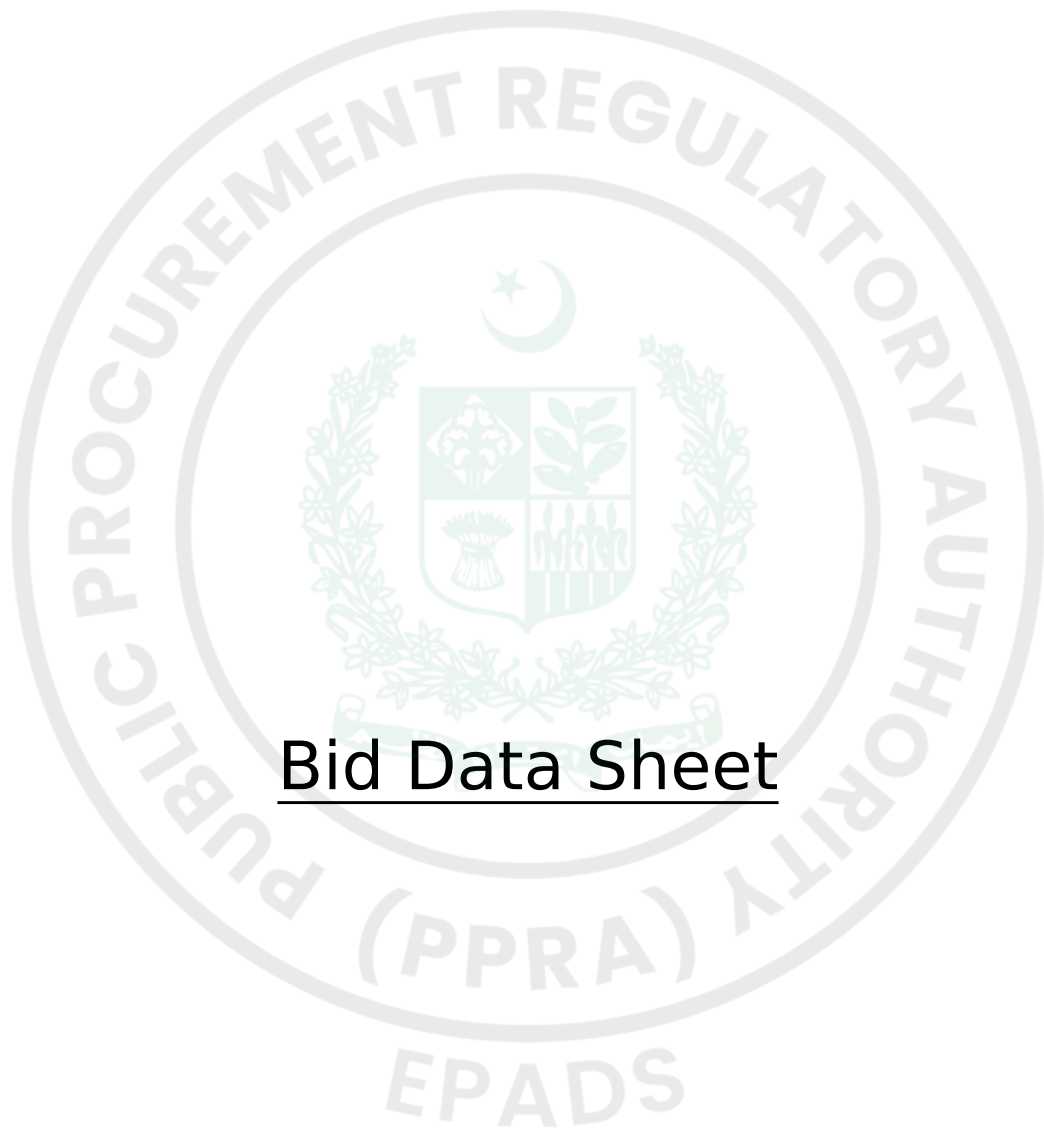
H. Blacklisting/ Debarment

55. Procedure for Blacklisting/Debarment

55.1. The procuring agency may initiate blacklisting proceedings against contractor/supplier in accordance with Rule-19 of the Public Procurement

Rules, 2004 , Mechanism for Blacklisting, Debarment Regulations, 2024 and Regulation on “procedure for filling and disposal of review petition under rule-19(3) of the Public Procurement Rules, 2004.





Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Non-Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

Name of Procuring Agency: **State Life Insurance Corporation of Pakistan(SLIC), Real Estate Division (State Life Insurance Corporation of Pakistan (SLIC))**

The subject of procurement is: **Tender for O & M Contract of Air Conditioning Plant Installed at State Life Building No. 1, Karachi**

Expected commencement date: **Monday, November 30, 2026**

BDS Clause Number 2

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P138396**

BDS Clause Number 3

JV/Consortium or Association Allowed: **No**

Number of JV/Consortium Members: **Nil**

B. Bidding Documents

BDS Clause Number 4

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date:
Pre-Bid Meeting: Tuesday, October 6, 2026 10:00 AM
Venue: Real Estate Division, State Life Building No.9, Dr. Zia-ud-Din Ahmed Road, Karachi

BDS Clause Number 5

Any addendum, in case issued, shall be published on **State Life Insurance Corporation of Pakistan(SLIC), Real Estate Division (State Life Insurance Corporation of Pakistan (SLIC))** website and on **EPADS v2.0**.

BDS Clause Number 6

List of documents required along with the bid: No

BDS Clause Number 7

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 8

Services and Their related documents:

See section Required Services and Scope of Work

BDS Clause Number 9

Price schedule will be provided according to the format defined and acquired.

see section price schedule.

BDS Clause Number 10

Specifications:

see section of specifications.

C. Preparation of Bids

BDS Clause Number 11

The price shall be **Fixed**.

BDS Clause Number 12

Currency of the Bids shall be : **PKR**

BDS Clause Number 13

The Bids/Bid Validity period shall be: **180 Days**

BDS Clause Number 14

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**

The Bid Security shall be in the form of: **Pay Order, Banker's Cheque, Call at Deposit**

BDS Clause Number 15

The Bids security shall be valid for twenty-eight (28) days beyond the expiry of the Bids validity period specified in the bidding documents, for example the bid validity is 90 days so the bid security shall be valid for $90+28 = 118$ days.

BDS Clause Number 16

Alternative Bids to the requirements of the bidding documents will not be permitted.

D. Submission of Bids

BDS Clause Number 17

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

Ground Floor, State Life Building No.9, Dr. Zia-ud-Din Ahmed Road, Karachi, Saddar Sub-Division, Karachi South (District), Karachi

(Division), Sindh (Province).

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Wednesday, October 14, 2026 11:00 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 18

The Bids opening shall take place on **EPADS v2.0**.

Day : **Wednesday**

Date: **Wednesday, October 14, 2026**

Time : **11:30 AM**

BDS Clause Number 19

Selection technique adopted will be: **Least Cost Based Selection (LCBS)**
see *Evaluation Criteria*

F. Award of Contract

BDS Clause Number 20

The Performance guarantee shall: **0%**.

The Performance Guarantee shall be acceptable in the form of: **Nil**

21.

51.1

Arbitrator shall be appointed by mutual consent of the both parties.

G. Review of Procurement Decisions

BDS Clause Number 22

Grievance against this procurement shall be submitted online on EPADS v2.0.

Eligibility Criteria

Bidder's Type	Required Registration
Any	FBR (NTN)

Eligibility Criteria	Document
SRB Registration	Yes

Evaluation Criteria

Least Cost Based Selection (LCBS)



Required Services

Lot Title : O & M contract of Air Conditioning plant at State Life Building No. 1, Karachi

Bid Security : 170000 PKR

Position	Delivery Schedule	Quantity
Operation of Air Conditioning Plant of State Life Building No. 1, Karachi	Address: State Life Building No. 1, Karachi Schedule: 1 year Quantity: 01/job	1/job
Maintenance of Air Coditioning Plant of State life Building No.1, Karachi	Address: State life Building No. 1, Karachi Schedule: 1 year Quantity: 01/job	1/job

Related Services :

No



Services Specifications

Lot Title : O & M contract of Air Conditioning plant at State Life Building No. 1, Karachi

Position: Operation of Air Conditioning Plant of State Life Building No. 1, Karachi

Specifications / Requirements:

Rates for Contract of Air Conditioning Plant in State Life Building No. 1, Karachi.

Position: Maintenance of Air Coditioning Plant of State life Building No.1, Karachi

Specifications / Requirements:

Rates for contract of Air Conditioning Plant at State Life Building no. 1, Karachi

Scope of Work

Operation and Maintenance of Air Conditioning Plant of SLB# 1, Karachi

Annual Overhauling of Air Conditioning Plant of SLB# 1, Karachi.

All terms and conditions of bidding documents are applicable.



Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		





General Conditions of Contract

A. General

1. Definitions

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. “Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. "Party" means the Procuring Agency or the Contractor, as the case may be, and "Parties" means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. "Subcontractor" means any entity to which the Bidder subcontracts any part of the Services.

2. Applicable Law

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. Language

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractor and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. Notices

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC.

5. Location

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in SCC.

6. Authorized Representatives / Authority of Member in charge

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the SCC.

B. Commencement, Completion, Modification, and Termination of Contract

7. Effectiveness of Contract

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

8. Commencement of Services

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

9. Program schedule

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. Starting Date/Expiration Date

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC.

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

11. Entire Agreement

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. Modification

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. Force Majeure

13.1. Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Contractor and which makes a Contractor's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. Extension of Time

Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. Termination

14.1. By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. By the Contractor

The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. General

15.1. Standard of Performance

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. Law Applicable to Services

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. Conflict of Interests

16.1. Contractor Not to Benefit from Commissions and Discounts

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. Contractor and Affiliates Not to be Otherwise Interested in Project

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- 16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;
- 16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- 16.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC**.

17. Insurance to be Taken Out by the Contractor

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. Contractor's Actions Requiring Procuring Agency's Prior Approval

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

- 18.1.1. appointing such members of the Personnel not provided by the Contractor;
- 18.1.2. changing the Program of activities; and
- 18.1.3. any other action that may be specified in the **SCC**.

19. Reporting Obligations

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. Liquidated Damages

20.1. Payments of Liquidated Damages

The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC**.

20.3. Lack of performance penalty

If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. Performance Guarantee

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC**.

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC**.

22. Sustainable Procurement

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC**.

D. Contractor's Personnel

23. Description of Personnel

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. Removal and / or Replacement of Personnel

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. Change in the Applicable Law

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

26. Services and Facilities

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. Contract Price

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC.

28. Terms and Conditions of Payment

28.1. Payments will be made to the Contractor according to the payment schedule stated in the SCC and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. Quality Control Identifying Defects

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Contractor's performance and notify him of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

30. Correction of Defects, and Lack of Performance Penalty

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. Settlement of Disputes Amicable Settlement

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. Dispute Settlement

32.1. Arbitration

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.



Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Definitions

The Procuring Agency is: State Life Insurance Corporation of Pakistan(SLIC), Real Estate Division (State Life Insurance Corporation of Pakistan (SLIC)), Deputy Manager Ground Floor, State Life Building No.9, Dr. Zia-ud-Din Ahmed Road, Karachi, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province).

The Supplier is:

The title of the subject procurement is:Tender for O & M Contract of Air Conditioning Plant Installed at State Life Building No. 1, Karachi

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English**.

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

State Life Insurance Corporation of Pakistan(SLIC), Real Estate Division (State Life Insurance Corporation of Pakistan (SLIC)), Deputy Manager
Ground Floor, State Life Building No.9, Dr. Zia-ud-Din Ahmed Road, Karachi, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province).

+92-300-237-2819

dm.hvac.re@statelife.com.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

State Life Insurance Corporation of Pakistan(SLIC), Real Estate Division (State Life Insurance Corporation of Pakistan (SLIC)), Deputy Manager
Ground Floor, State Life Building No.9, Dr. Zia-ud-Din Ahmed Road, Karachi, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province).
+92-300-237-2819
dm.hvac.re@statelife.com.pk

For the Bidder:

Name:

Designation:

Address:

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/ Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Services till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing services due to a conflict of a nature described in Clause GCC C2.

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.10% to 10.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be 0% of the contract price in acceptable form of Nil

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause F

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause F

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Inspections & Tests Requirements

For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)

For Physical Fitness having No Damages (Certificate from supplier)

For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)

For conformance to specifications and performance parameters, through Prior to delivery inspection (Inspection Report by Procurement Committee / Inspection Team)

For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee / Inspection Team)

Delivery & Documents

Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;

Copies of the packing list identifying contents of each package;

Insurance Certificate;

Manufacturer's or Supplier's Valid Warranty Certificate;

Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier's Factory Inspection Report;

Certificate of Origin.

The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

Number of GC Clause F 5 & 6

Following is the guidance for Dispute Resolution

- i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.
- ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.
- iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.
- iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.
- v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies

due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties.

Appointing Authority for Arbitrator:

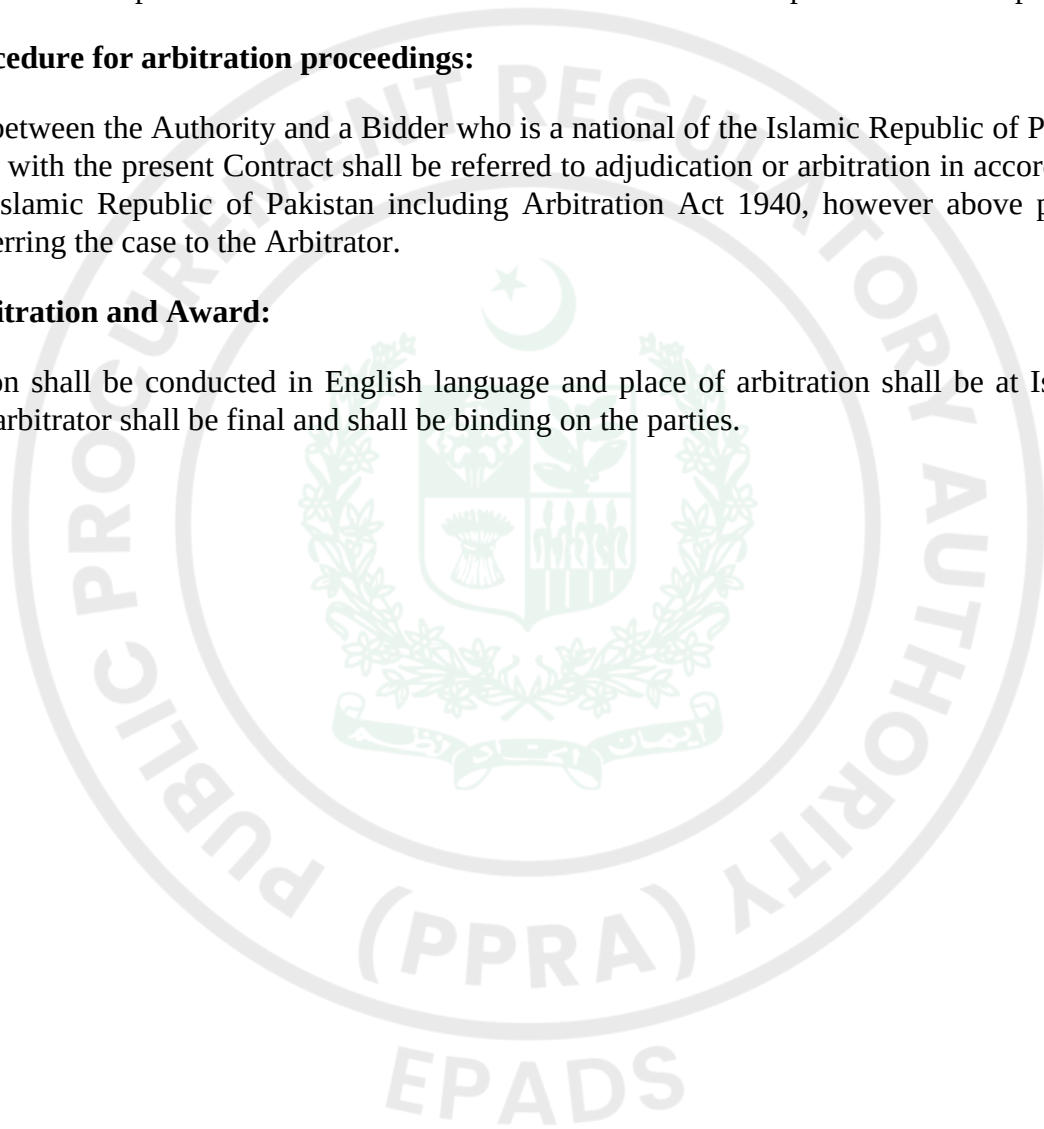
By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.





Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: **P138396**

To: **State Life Insurance Corporation of Pakistan(SLIC), Real Estate Division (State Life Insurance Corporation of Pakistan (SLIC)), Deputy Manager Ground Floor, State Life Building No.9, Dr. Zia-ud-Din Ahmed Road, Karachi, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province).**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.



Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the ____ day of _____ 20____ between **State Life Insurance Corporation of Pakistan(SLIC), Real Estate Division (State Life Insurance Corporation of Pakistan (SLIC)), Deputy Manager Ground Floor, State Life Building No.9, Dr. Zia-ud-Din Ahmed Road, Karachi, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province).**

(hereinafter called “the Procuring Agency”) of the one part and [name of Bidder] of [city and country of Bidder] (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Tender for O & M Contract of Air Conditioning Plant Installed at State Life Building No. 1, Karachi (P138396)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency’s Letter of Acceptance; and

8. [add here: any other documents]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

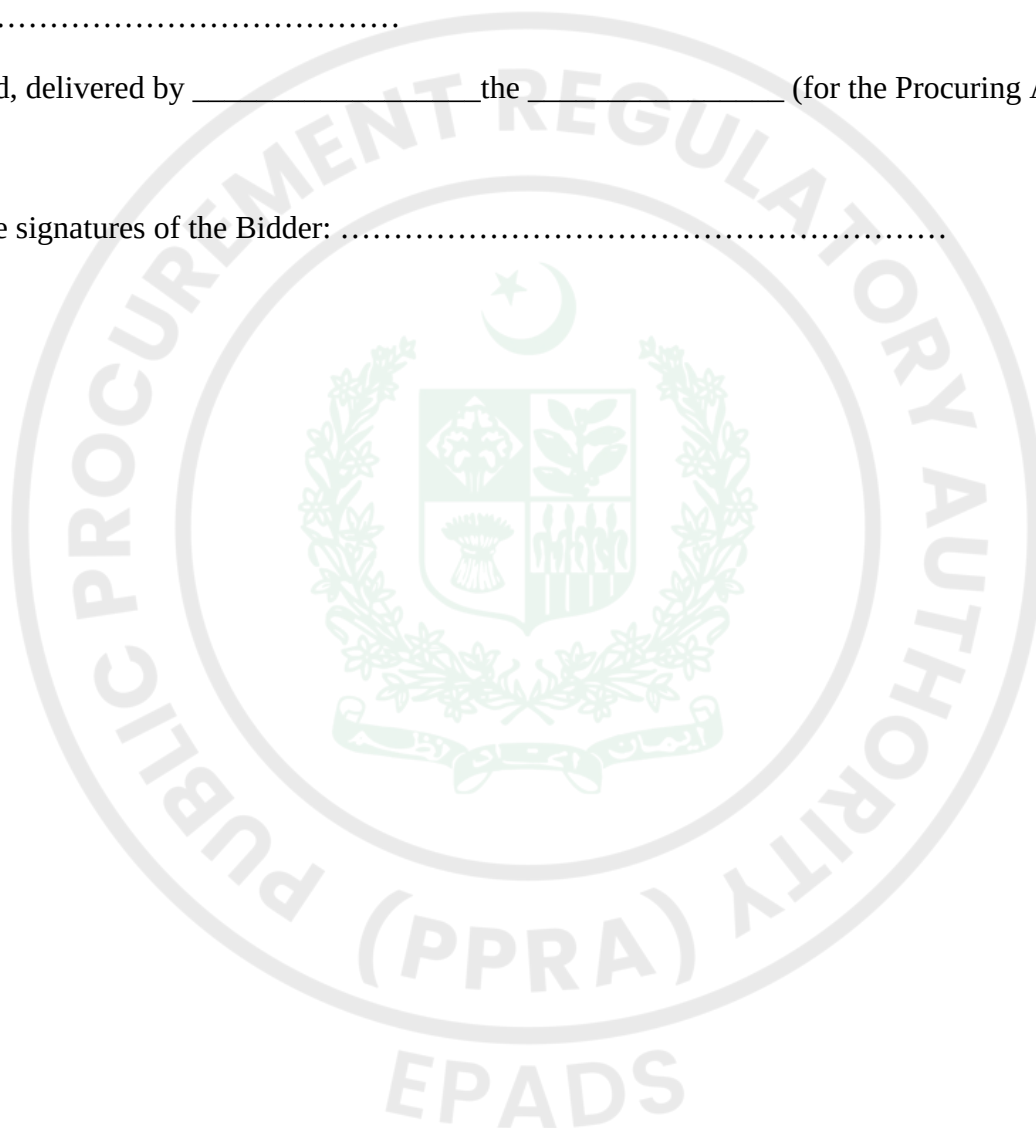
Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder:





Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract

Number: Contract

Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.



Performance Guarantee Form

Performance Guarantee Form

To: **State Life Insurance Corporation of Pakistan(SLIC), Real Estate Division (State Life Insurance Corporation of Pakistan (SLIC)), Deputy Manager Ground Floor, State Life Building No.9, Dr. Zia-ud-Din Ahmed Road, Karachi, Saddar Sub-Division, Karachi South (District), Karachi (Division), Sindh (Province).**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods(hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

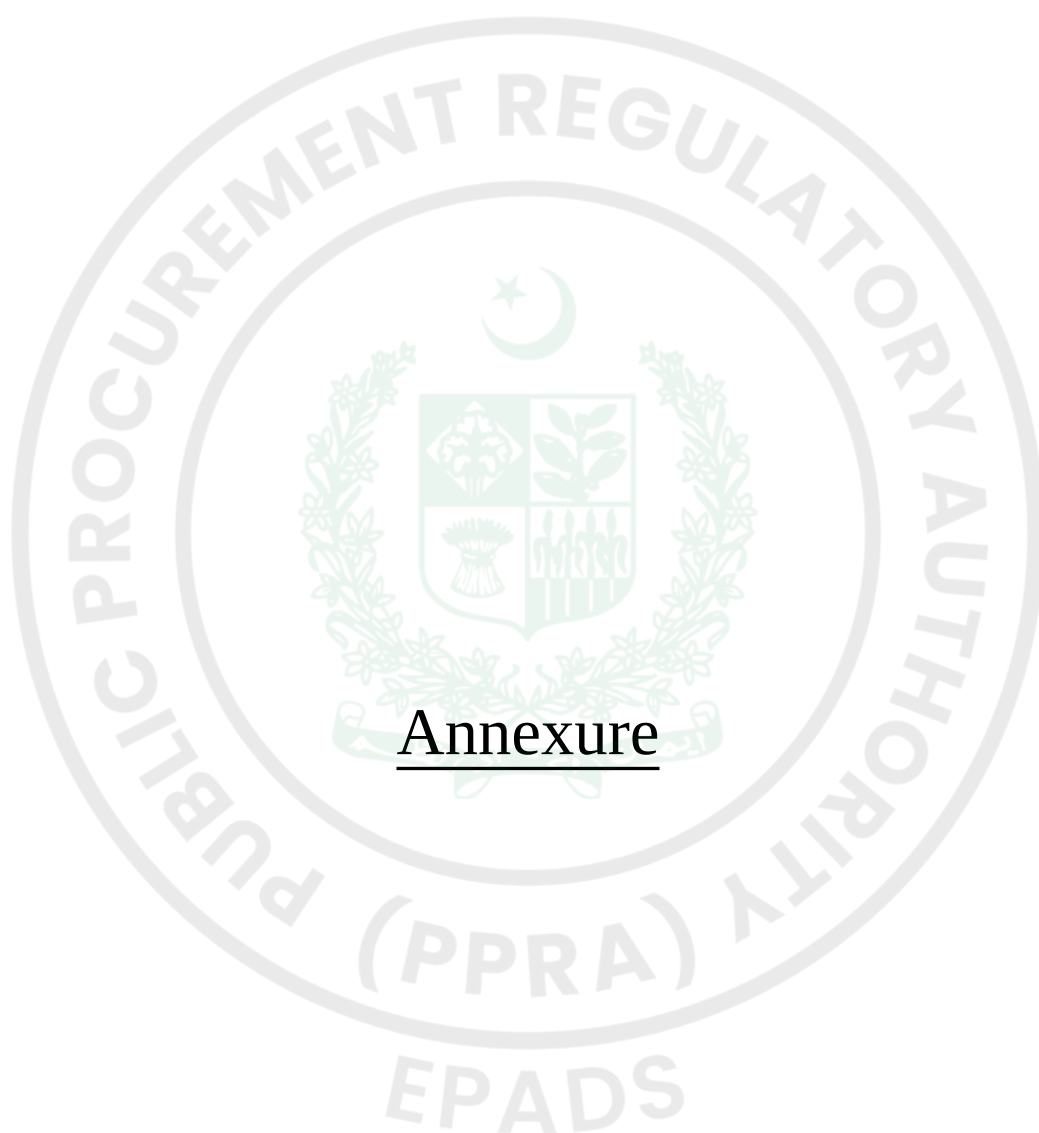
Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]





Annexure

Tender Documents for O & M contract of Air Conditioning Plant at State life Building No.1, Karachi

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Tender Documents for O & M contract of Air Conditioning Plant at State life Building No.1, Karachi** (page number: 69)





Procurement Forms

Past Experience and Completed Contracts

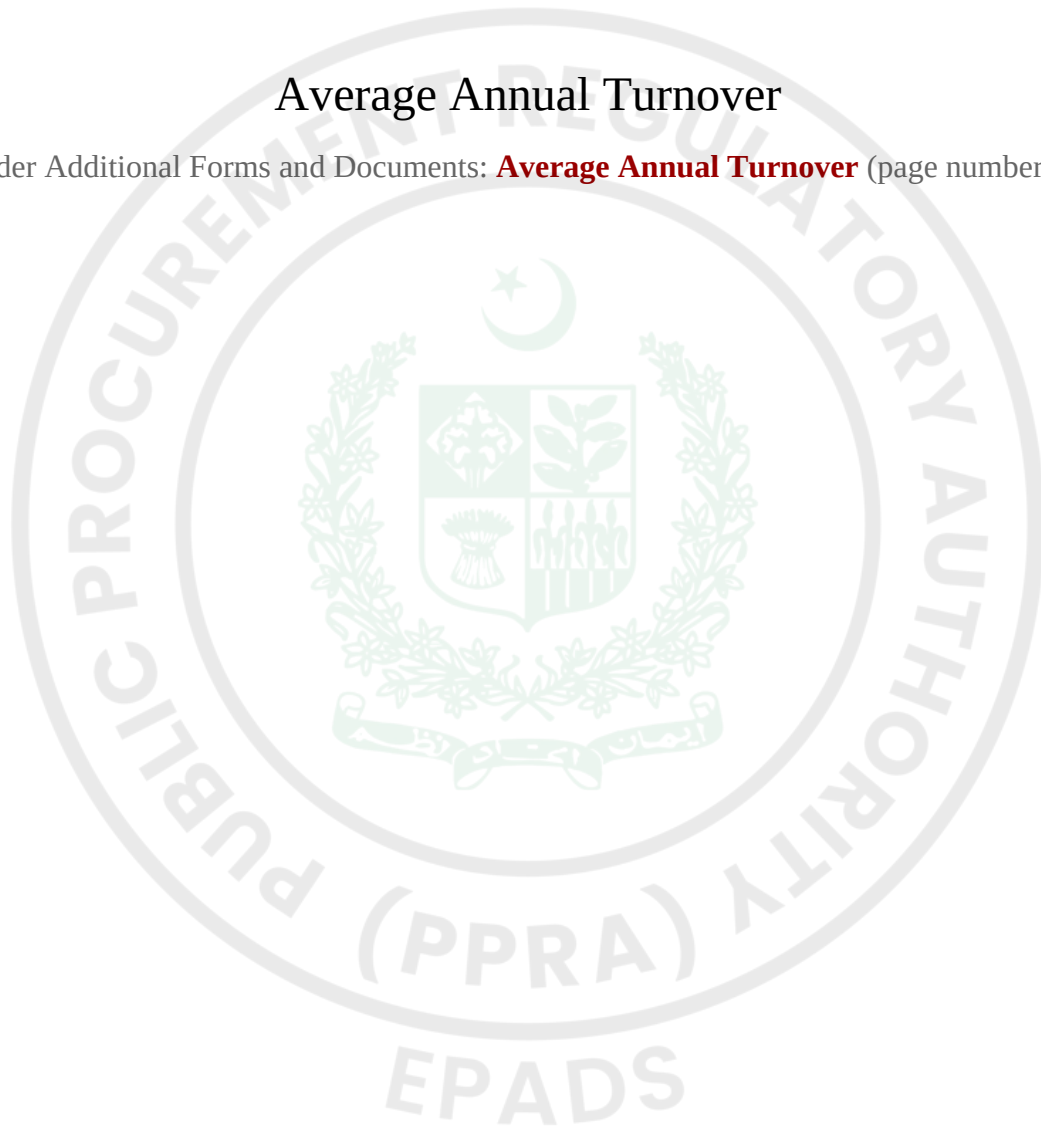
See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 112)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 113)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 114)







Additional Forms and Documents

TENDER DOCUMENTS

FOR

**OPERATION, MAINTENANCE, SERVICING
AND OVERHAULING WORK**

OF

**AIR-CONDITIONING PLANTS AND ALLIED EQUIPMENT
INSTALLED AT SLB# 1, KHI.**

**SERVICING OF SPLIT / WINDOW A/C INSTALLED AT
LIFT MACHINE ROOM AND CCTV ROOMS OF SLB'S – 1
(ALL BLOCKS), 2 (ALL BLOCKS), 4 and 6 Karachi.**

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

01

2026

SECTION – 01

**OPERATION, MAINTENANCE, SERVICING & OVERHAULING WORK OF
AIR-CONDITIONING PLANTS AND ALLIED EQUIPMENT INSTALLED AT
SLB# 1, KHI AND SERVICING OF SPLIT / WINDOW A/C INSTALLED AT
LIFT MACHINE ROOMS AND CCTV ROOMS OF SLB – 1 (ALL BLOCKS), 2
(ALL BLOCKS), 4 and 6 KARACHI.**

TENDER

(The Tenderers are required to fill in all the blank spaces in the Tender, Memorandum, Appendix-1 and various Schedules which form part of this tender)

To,

State Life Insurance Corporation of Pakistan,
Real Estate Division
5th Floor, Principal Office,
Dr. Ziauddin Ahmed Road,
Karachi.

Dear Sir,

1. Having examined the tender documents, schedules, site conditions and addenda Nos. _____ for the above named works, we, the undersigned offer to carry out the said works, in accordance with the said tender documents, schedules, site conditions and addenda Nos. _____ and in all respects in accordance with the conditions as for as applicable for the sum named in the Memorandum annexed hereto or such other sum as may be ascertained in accordance with the conditions of contract.
2. In consideration of your agreeing to examine this tender, we undertake if our tender is accepted:
 - a) To commence the work within the period named in the Memorandum on written orders to commence.
 - b) To sign the formal Contract Agreement within 14 (Fourteen) Days of the issue of the Letter of Award of work and to pay all costs towards the preparation of Contract Agreement.
 - c) To abide by and fulfill all the terms and provisions of the said conditions of contract.

3. The bid security has been tendered as per details given in the Memorandum, the full value of which is to be absolutely forfeited by you, without prejudice to any other rights and remedies which you may have, should we fail to commence the work or execute the formal Contract Agreement, within the periods specified above, otherwise the said sum of bid security shall be repaid by you when formal Contract Agreement has been duly entered into and executed by us on acceptance of our tender.
4. We hereby confirm that we have examined the tender documents and schedules, have inspected the site and have obtained all the information which may affect this tender. We understand that no claim will be admitted by you which may arise from our pleading ignorance of the nature of works.
5. We agree to abide by this tender for the period stated in the Memorandum from the date of opening of the tenders and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Contract Agreement is prepared and executed this tender together with your written acceptance thereof and tender documents shall constitute a binding contract between us and shall be deemed for all purposes to be the Contract Agreement.
7. We understand that certain information applicable to the contract which is the subject of this tender is set forth for ease of reference in the Memorandum annexed hereto.
8. We understand that you are not bound to accept the lowest or any tender you may receive, and that you will not defray any expenses incurred by us in tendering.

Dated this _____ day of _____ 2026.

Signature _____

in the capacity of _____

duly authorized to sign tenders for and on behalf of _____

(Full address) _____

Witness _____

Address _____

Occupation _____

MEMORANDUM

(Black to be filled in by the Tenderer)

a.	Title of work to be endorsed on the sealed package of the tender	Operation, Maintenance, Servicing & Overhauling Work Of Air-Conditioning Plants And Allied Equipment Installed At SLB# 1, Khi And Servicing Of Split / Window A/C Installed At Lift Machine Rooms And CCTV Rooms Of SLB – 1 (All Blocks), 2 (All Blocks), 4 and 6 Karachi.
b.	Tendered Price of the Work.	Rs. _____ Per month. (Rupees _____). _____).
c.	Validity of the tender	One Hundred Eighty (180) Days from Tender Date
d.	Amount of Bid Security in the form of Pay Order/Bank Draft	170,000/-in favor of State Life Insurance Corporation of Pakistan
e.	Commencement of work	Not later than Five (05) Days from the Date of Issuance of Letter of Award of Work.
f.	Amount of third party insurance (minimum for any one accident for loss of property and/ or life)	Rs. <u>500,000.00</u>
g.	Workmen's compensation policy	As per the requirement of workmen's compensation Act.
h.	Venue of Attribution	Karachi.
i.	Working days	Six (06) working Days except Gazette holiday (08:00 Hrs to 17:00 Hrs)
j.	Retention Money	5% Retention Money will be deducted from each monthly bill and shall be released after satisfactory completion of the contract period.
k.	Period of Contract	One (01) Year

Dated this _____ day of _____ 2026.

Signature _____

in the capacity of _____

duly authorized to sign tenders for and on behalf of _____

(Full address) _____

Witness _____

Address _____

Occupation _____

Additional Operational Charges

1. Charges for additional operation of the Plants & Emergency requirement works.

a) Beyond normal operating hours (working day).

Rs. 500/- Per Hour

(Rupees Five Hundred Per Hour).

b) On Sundays and Public Holidays.

Rs. 600/- Per Hour

(Rupees Six Hundred Per Hour).

Minimum Payment for Four Hours.

Dated this _____ day of _____ 2026.

Signature _____

in the capacity of _____

duly authorized to sign tenders for and on behalf of _____

(Full address) _____

Witness _____

Address _____

Occupation _____

APPENDIX – 2 TO TENDER

Requirement of Technical Staff **(TO BE FILLED IN BY THE TENDERER)**

DESIGNATION/ NAME	QUALIFICATIONS	EXPERIENCE
Site Engineer	D.A.E. (Mech. Or RACT)	5 – 6 Years In Respective Field
Site Supervisor	D.A.E. (Mech. Or RACT)	3 – 5 Years In Respective Field
A.C Plant Operator	Matric + Technical Course	3 – 5 Years In Respective Field
A.C Mechanic/Technician	Matric + Technical Course	3 – 5 Years In Respective Field
Electrician	Wireman License	03 Years In Respective Field
General Fitter	Matric At least literate	05 Years In Respective Field
Semi-Skilled Workers/Helper	Matric At least literate	03 Years In Respective Field

APPENDIX – 2 TO TENDER

Operation, Maintenance, Servicing & Overhauling Work Of Air-Conditioning Plants And Allied Equipment Installed At SLB# 1, Khi And A.C Manpower For SLB# 9, Khi. And Servicing Of Split / Window A/C Installed At Lift Machine Rooms And CCTV Rooms Of SLB – 1 (All Blocks), 2 (All Blocks) 3, 4, 6, 9 & 11, Karachi.

(TO BE FILLED IN BY THE TENDERER)

A. AC Manpower for SLB# 1, KHi

S#	DESIGNATION/ NAME	No. of Staff	Rate Per Staff (Rs.)	Total Rate (Rs.)
01.	Site Engineer	01		
02.	Site Supervisor	01		
03.	A.C Plant Operator	02		
04.	A.C Mechanic	02		
06.	Electrician	01		
07.	General Fitter	01		
08.	Semi-Skilled Workers/Helper	01		

Note:-

- i)** The quoted rates should be inclusive of wages/salaries, EOBI, SESSI, Insurance, Sales Tax on services, income tax, profits, overheads, miscellaneous charges, levies etc.
- ii)** The contractor shall adhere to minimum wages/salaries and insurance. The contractor shall submit the certificate with the bill that all the staff deputed by the firm has been paid minimum wages and also the payments for their EOBI, SESSI and insurance are paid.
- iii)** Contractor shall remain responsible for non-payment of minimum wages to staff and if it is reported that minimum wages are not being paid by the firm to the staff, the contractor shall be responsible for any legal/financial consequences thereof.
- iv)** The above staff strength/quantities can be changed to any extent as per requirement. The strength of staff deployed will be communicated to the services providers per requirement and at any time after awarding the contract
- v)** Contractor shall pay/transfer all wages to its staff in their bank accounts.

Seal & Sign of Contract



SECTION – 02

INSTRUCTIONS TO TENDERERS

01. ADDENDA:

Addenda may be issued, prior to the date set for submission of tenders, to clarify the tender documents or to effect modifications in the contract terms or scope of work. Every addendum issued will be distributed on equal opportunity basis and shall become a part of the tender documents.

02. DOCUMENTS TO BE SUBMITTED WITH TENDER AND GENERAL CONDITIONS APPLICABLE TO TENDER:

- a)** The Tenderer is required to complete/submit the following with his Tender:-
- i.** Form of Tender and Memorandum.
 - ii.** Schedule of Prices.
 - iii.** Appendix-1, 2 to Tender i.e. List of Operation & Maintenance Staff. Including qualifications and experience of personnel to be deputed by him for the work.
 - iv.** Tenderer's constitution.
 - v.** Proposed organization chart.
 - vi.** Proposed methodology for the Operation, Maintenance and Servicing of complete Plants and allied equipment as per the scope of work and other conditions detailed in the Tender Documents.
 - vii.** Tenderer's official address.
 - viii.** Bid Security.
- b)** The Tenderer shall not make any alteration in the form of devised Tender Documents.
- c)** The Tenderer shall keep his bid/offer firm and final in all respects and open for acceptance for the period stated in the Memorandum.
- d)** Tenders which are incomplete, conditional obscure or containing uncalled additions, erasures, alterations, over writings or irregularities may be rejected.
- e)** The Tenderer must submit to the Employer's Representative the tender documents on or before the tender due date.

03. SUBMISSION OF TENDER:

- a) The set of complete tender documents and addenda addressed to _____, must be delivered in person or sent by registered mail to _____, in plain sealed in an envelope endorsed on the outside with the words "Tender for _____ due on _____ at _____" so as to reach up to _____ on _____ and the tenders will be opened at the same place on the same day in the presence of those Tenderers who may be present at the time of tender opening.

04. BID SECURITY:

- a) In order to secure the due performance by the Tenderer of the obligations undertaken by him, the tender must be accompanied by a deposit as mentioned in the Memorandum of the Tender.
- b) Tender deposit must be made in the form of Pay Order / Bank Draft of a Scheduled Bank in favour of the Employer i.e. State Life Insurance Corporation of Pakistan.
- c) Tender will not be considered unless it is so secured. This deposit shall be refunded to the Tenderers whose tenders are not accepted, on acceptance of tender or award of such work to most advantageous bidder.
- d) The Bid Security provided by the Tenderer whose tender is accepted shall be retained by the State Life for full period of Contract as Performance Guarantee
- e) If the Tenderer whose tender is accepted fails to execute the formal Contract Agreement at his own expense within fifteen days of being requested to do so, the full amount of his bid security shall stand forfeited, without recourse, and shall be the absolute property of the Employer.

05. FORMAL CONTRACT & PERFORMANCE BOND:

The Tenderer whose tender is accepted will be required to enter into a Contract Agreement in accordance with the Conditions of Contract.

06. VISIT TO SITE :

The Tenderers should visit the site and satisfy themselves as to the local conditions and occupation of the Buildings, the full extent and nature of the operations, the conditions affecting the execution of the work and execution of the contract generally. Claims on the grounds of want of knowledge in such respects or otherwise shall not be admitted.

07. CONSTITUTION OF ORGANIZATION TENDERING :

- a) The Tenderer must deliver to the Employer with his tender, copies naturally authenticated of the documents defining the constitution of the company or firm by which the tender is submitted, so as to show by what persons and in what manner a contract may be entered into by the company or firm and what persons would be directly responsible for the due performance of the contract and can give valid receipt on behalf of the company or firm. The tender shall be signed only by such persons.
- b) Any correction or alteration in the tender must be signed in full by the same person who is signing the tender for and on behalf of the Tenderer.
- c) Tender must be signed or sealed or otherwise executed in such a manner that it will be binding on the Tenderer. Tenders not so executed may be rejected.

08. TENDERER'S ADDRESS TO BE SUPPLIED:

The Tenderer must give with his tender the address at which notice may validly be served on him.

09. ACCEPTANCE:

Promptly after opening of the tenders, the Employer will undertake a detailed study and appraisal of the tenders submitted. The Employer does not bind himself to award the contract to the lowest or to any Tenderer but will take into careful consideration the Tenderer's price and such other factors as are deemed to be applicable. Once the Employer has arrived at a decision regarding the award of the contract, successful Tenderer will be informed in writing of the Employer's intent to enter into a contract for the performance of the works. The successful Tenderer will be required to attend the office of the Employer's Representative within specific time as mentioned in clause –e of Memorandum.

10. TAKING OVER OF PLANTS, EQUIPMENT AND SYSTEMS AND COMMENCEMENT OF WORK:

- a)** The proposed strategy for taking over of the Plants, and commencement of work is as under :-

The Contractor shall commence mobilization of his staff and stores within 03 days of the issuance of Letter of Award of Work and submit the list of proposed staff for approval by the Employer's Representative. The Contractor will immediately arrange suitable replacement for the staff not approved by the Employer's Representative.

- b)** On direction by the Employer's Representative, the present Contractor will commence handing over of the Plants to the Contractor and start demobilization of his staff on mobilization of Contractor's staff. Proper detailed lists of plants shall be prepared for record of "Taking Over" / "Handing Over" signed by both Contractor's Representative and Employer's Representative, the Contractor ensuring that the taking over is completed within 10 days of the issuance of Letter of Award of work.

- c)** The Contractor shall coordinate his mobilization plan including taking over of the Plants with the demobilization plan of the present Contractor and ensure that the smooth operation and maintenance of the Plants is not effected in any manner during this transition period of 07 days.

- d)** The aforementioned transition period of 07 days is intended to facilitate the Contractor to make himself fully conversant with the operation, maintenance and servicing of the Plants so that no interruption is caused when the present Contractor has completely demobilized. The full staff strength shall become available at Site before the end of the transition period. The regular payments as per Contract shall commence after complete taking over of the Plants and commencement of operation, maintenance and servicing work independently by the Contractor.

11. RIGHTS:

The Employer reserves the right to reject any or all tenders as per PPRA rules/regulations.

SECTION – 03

CONDITIONS OF CONTRACT

1. DEFINITION AND INTERPRETATION:

- a) In construing the contract, these conditions, other documents and the interpretations, the following words and expressions shall have the meaning herein assigned to them, except where the subject or context otherwise requires.
- b) “Employer” / “Owner” means State Life Insurance Corporation of Pakistan (SLIC) and shall include their administrative and legal representatives, assigns or successors.
- c) “Employer’s Representative” means The Representative of State Life Insurance Corporation of Pakistan or such other person(s) for the time being or from time to time duly appointed by the Employer to perform the duties set forth in Clause-7 hereof and notified in writing to the Contractor.
- d) “Contractor” means the Tenderer/bidder whose tender bid has been accepted by the Employer and shall include his legal and personal representative(s), successors and permitted assigns.
- e) “Contractor’s Agent” means the person or Site Engineer duly appointed by the Contractor and approved by the Employer’s Representative to perform the duties set forth in Clauses – 8(b) & 8(C) hereof.
- f) “Contract” means the Agreement contained in the Contract Agreement and the documents set out in the Contract Agreement as forming part thereof.
- g) “Contractor Price/Bid” means the total price/bid of all material, manpower for operation, maintenance, servicing, overhauling, supervision and services required for the works and all cost in connection with the fulfillment of all conditions and performances under the Contract.
- h) “Works” means all the operation, maintenance, servicing and overhauling works to be executed in accordance with the Contract and includes the whole of the works, materials, matters and things required to be done, furnished and performed by the Contractor under the Contract.
- i) “Plant” means all the plants, equipment and systems as detailed in these documents for which the work is to be executed by the Contractor.
- j) “Site”/“Building” means the Building wherein the works are to be performed and executed by the Contractor.

- k) "Specifications" means the specifications provided in the operation and maintenance manuals, directive by Employee's representative and other documents relating to the Plants, allied equipment and systems installed in the Building.
- l) "Drawings" means the drawings referred to in the operation and maintenance manuals etc., and any other drawings including As-built pertaining to the Plants, allied equipment and systems installed in the Building.
- m) "Tender Date" means the date by which the tender/bid is required to be delivered to the Employer.
- n) "State Laws" has the meaning assigned in Clause-11 hereof.
- o) "Approved" means approved in writing including subsequent written confirmation of previous oral approval, and "Approval" means approval in writing including such written confirmation.
- p) "Notice in Writing" has the meaning assigned in Clause-19 hereof.
- q) "Month" means a calendar month.
- r) The singular includes the plural and vice versa. The masculine includes the feminine and vice versa. Words importing persons include firms, companies or other bodies corporate.

2. ADDITIONAL MAJOR REPAIR WORK :

- a) The Contract comprises the operation, maintenance, servicing and overhauling of the complete Plants, Allied Equipment and Systems as detailed elsewhere in the contract documents. Any additional works other than above requiring additional manpower at site will be paid at **20%** overhead profit on production or original invoices of the material / parts if not supplied by State Life.
- b) And except in so far as the contract otherwise provides the provision of all labour, materials, tools, instruments and everything whether of incidental nature required in and for operation, maintenance, servicing and overhauling of the complete Plants, Equipment and Systems, so far as the necessity for providing the same is specified in or can reasonably be inferred from the contract.

3. ASSIGNMENT AND SUB-LETTING:

- a) The Contractor shall not assign the whole of the contract or any part thereof or any benefit or interest therein or there under without the prior written consent of the Employer.
- b) The Contractor shall not sub-let the whole or any part of the contract without the prior written consent of the Employer.

4. CONTRACT DOCUMENTS:

- a) The contract shall be read, construed and interpreted according to the English language and shall operate in conformity with the laws of the Islamic Republic of Pakistan.
- b) Except if and to the extent otherwise provided by the contract the provisions of these conditions of contract shall prevail over those of any other documents forming part of the contract. Subject to the foregoing the several documents forming the contract are to be taken as mutually explanatory of one another but in case of ambiguities or discrepancies the same shall be explained and adjusted by the Employer's Representative who shall thereupon issue to the Contractor instructions directing in what manner the work is to be carried out.
- c) None of the documents herein before mentioned shall be used by either of the parties hereto for any purpose other than the contract and neither the Employer nor the Contractor shall divulge or use except for the purpose of this contract any information in the priced Schedule of Prices.

5. GENERAL OBLIGATIONS:

- a) The Contractor shall when called on to do so enter into and execute a Contract Agreement in the form annexed with such modifications as may be approved by the Employer.
- b) The Contractor shall provide a surety or sureties approved by the Employer to be jointly and severally bound with the Contractor to the Employer for the due performance of the contract by the Contractor under the terms of a Performance Bond, specimen annexed and approved by the Employer in the amount specified in the Memorandum of the tender.
- c) The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender and the rate and price shall except in so far as it is otherwise expressly provided in the contract cover all his obligations under the contract and all matters and things necessary for the proper execution of the works.

- d) The Contractor shall execute the works in strict accordance with the contract to the satisfaction of the Employer's Representative and the whole of the labour, materials, tools and instruments, other things to be provided by the Contractor pursuant to the contract and the mode, manner and speed of execution of the works are to be of a kind and conducted in a manner to the satisfaction of the Employer's Representative.
- e) The Contractor shall comply and adhere strictly to the Employer's Representative's instructions and directions on any matter (whether mentioned in the contract or not) touching or concerning the works. The Contractor shall take instructions and directions only from the Employer's Representative **OR** (Subject to the limitations of the Clause 7-i) from the Engineer of SLIC Pakistan.

7. POWERS OF THE EMPLOYER'S REPRESENTATIVE:

- a) The Contractor shall carry out the works under the directions of the Employer's Representative and to his satisfaction.
- b) The Employer's Representative's decision in respect of materials and workmanship and interpretation of the specifications will be final and shall be accepted by the Contractor. Any other matters may be referred to arbitration by the Contractor if he wishes to dispute the Employer's Representative's decision upon such matters.
- c) The Employer's Representative may from time to time give further instructions and directions as may be necessary for the guidance of the Contractor and the proper execution of the works. The Employer's Representative may later the form or character of any of the work in the contract or omit or add to the works.
- d) If any verbal instructions, directions or explanations involving a variation are given to the Contractor or his Agent upon the works by the Employer's Representative, such instructions, directions or explanations shall be confirmed in writing by the Contractor to the Employer's Representative within seven days and, if not dissented from in writing by the Employer's Representative to the Contractor within a further seven days, shall be deemed to be the Employer's Representative's instructions.
- e) If compliance with the Employer's Representative's instructions involve the Contractor in loss or expense beyond that provided for in or reasonably contemplated by the contract, then, unless such instructions were issued by reason of some breach of the contract by the Contractor, the amount of such loss or expense shall be ascertained by the Employer's Representative and shall be paid to the Contractor.

- f) If within seven days after receipt of a written notice from the Employer's Representative requiring compliance with the Employer's Representative's instructions, the Contractor does not comply therewith, the Employer may employ and pay other persons to execute any work whatsoever which may be necessary to give effect to such instructions and all costs incurred in connection therewith shall be recoverable from the Contractor by the Employer as a debt or may be deducted by him from any monies due or to become due to the Contractor under the contract.
- g) Such variations, omissions or additions resulting from instruction of the Employer's Representative will not vitiate the contract and will be the subject of adjustment to the contract price if it is the cause of any difference in expense.
- h) The Employer's Representative will have the power to withhold the issue of any certificate for monthly or other payments if the works are not being carried out to his satisfaction.
- i) In devaluing, deciding or certifying, the Employer's Representative is not intended to act as an arbitrator, but as an Engineer acts by his skill and from his knowledge of the facts and incidents connected with the contract and in so far as any facts are not within his own knowledge, the Employer's Representative shall be at liberty to inform himself by inquiry of any other person or as he may consider necessary. The Employer's Representative shall at all times be considered to be aware of all facts necessary for him to form his own opinion, make his evaluations, give his decisions and order, make his requisitions or give or refuse his certificate and he shall be at liberty to certify at such times and in such manner as in his discretion he may think proper and he shall not be bound to give any reason for or any particulars of his certificate or any reason for his not certifying.

8. CONTRACTOR'S SUPERINTENDENCE, AGENT AND EMPLOYEES:

- a) The Contractor shall give or provide all necessary superintendence for the proper fulfilling of the Contractor's obligations under the contract.
- b) A competent and duly authorized Agent (Site Engineer) of the Contractor approved by the Employer's Representative (which approval may at any time be withdrawn) and who shall have full authority to act for and bind the Contractor is to be constantly at the site of work and shall give his whole time to the superintendence of the works.
- c) The Agent shall receive on behalf of the Contractor directions and instructions from the Employer's Representative.
- d) Correspondence between the Contractor or the Agent and the Employer's Representative shall be in English.

- e)** The Contractor shall provide and employ on the site for the purpose of or in connection with the contract:
- i. Only such Engineers, Supervisors, Foremen, Technical Assistants as are skilled and experienced in their respective callings and are competent to give proper supervision to the work they are required to supervise, and
 - ii. Such skilled, semi-skilled and unskilled labour as is necessary for the proper and timely performance of the contract.
- f)** The Employer's Representative shall be at liberty to object to and require the Contractor to remove forthwith from the site the Agents or any other person employed by the Contractor or any sub-contractor who in the opinion of the Employer's Representative mis-conducts himself or is incompetent or negligent in the proper performance of his duties or whose employment is otherwise considered by the Employer's Representative to be undesirable and such person shall not be again employed for the purpose of or in connection with the contract without the written permission of the Employer's Representative. Any person so removed shall be replaced immediately by a competent substitute approved by the Employer's Representative. No action as aforesaid in this clause taken by the Employer or the Employer's Representative shall relieve the Contractor of any of his liabilities under the Contract or give rise to any right to compensation or to any other claim.
- g)** For the purpose of identification and security, all employees of the Contractor, who may be, from time to time, detailed to work within the premises of the Building, in connection with rendering of the agreed services as per connected contract agreement;
- i. Shall be issued with proper identity cards by the Contractor duly countersigned by the Employer's Representative. These cards shall be withdrawn and returned to the Employer's Representative, on discharge of any employee from service by the Contractor. A penalty of Rs 200.00 (Rupees Two Hundred Only) per card shall be charged from the Contractor in case the card is lost or is not returned to the Employer's Representative on discharge of any employee from the Contractor's service.
 - ii. All employees (excluding Site Engineer & A.C Supervisor) regularly working in the Building shall wear proper uniforms (with firm's name label thereon) provided by the Contractor. The employee's identity Card of the Contractor shall display the I.D. Card (Clause "a") shall be pinned with the uniform.

- h) The Contractor shall submit to the Employer's Representative certified photocopies of National Identity Cards of all employees employed by him for performance of services under this contract.
- i) The Contractor shall submit medical fitness certificate of all employees employed by him for performance of service under this contract.
- j) The Contractor shall maintain daily attendance register of his employees and workers engaged in providing operation, servicing and maintenance service & overhauling works. This attendance register shall be submitted each day to the Employer's Representative and the same may be subject to verification by physical head count. The object of providing attendance record to the Employer's Representative is to enable him to monitor that the required work force of the Contractor is available to provide effective and satisfactory operation, maintenance, servicing and overhauling services.

9. **WATCH AND CARE OF WORKS:**

- a) Except as otherwise specifically provided in the contract the Contractor shall make all arrangements for the security and protection of persons and property or for the safety or convenience of persons it is necessary or required by the Employer's Representative or by any duly constituted authority, and provide and maintain all lights and watching.
- b) For the duration of the contract, the Contractor shall take full responsibility for the care of complete plants, equipment and systems (works), materials, tools instruments, and other things brought on the site by the Contractor for the purposes of the contract and in case any damage loss or injury shall happen to the works or any such materials or tools or instruments or other things from any cause whatsoever (save and except the expected risks e.g. outbreak of war or act of invasion) he shall at his own cost replace, repair and make good the loss or damage so that the complete plants, equipment and systems are restored to the original condition in conformity in every respect with the requirements of the contract and the Employer's Representative's instructions. In the event of any such damage loss or injury happening from any of the excepted risks the Contractor shall, if and to extent required by the Employer's Representative, replace repair and make good the same as aforesaid at the cost of the Employer.
- c) The Contractor shall indemnify and keep indemnified the Employer against all losses and claims for injuries or damages to any person or any property whatsoever which may arise out of or in consequence of the performance of the contract and against all claims, demands, proceedings, damages, costs, charges and expenses, whatsoever in respect of or in relation thereto.

10. PROTECTION OF WORKS AND MATERIALS:

- a) The Contractor shall be responsible for any damage caused by his workers, operatives or agents to the Building, complete plants, equipment and systems, works being executed under this contract, or the contents of the Building, and shall make good such damage at his sole expense.
- b) Any damage(s) as may occur through negligence of the Contractor his agents or employees will be corrected and / or made good at his own expense.

11. COMPLIANCE WITH STATUTES, REGULATIONS ETC:

The Contractor shall confirm in respects rules with the provisions of all federal, provincial and local laws, rules, regulations or orders or other laws for the time being in force in Pakistan including all regulations and by-laws, if any, of local or other duly constituted authority within Islamic Republic of Pakistan which may be applicable to the performance of the contract and the rules and regulations of all public bodies and companies whose property or rights are affected or may be affected in any way by the works (which are herein referred to as "State Laws") and shall give all notices and pay all fees, charges, rates and taxes (collectively referred herein as fees) required to be given or paid thereby and shall keep the Employer indemnified against all penalties and liability of any kind for the breach of any of the same provided that such fees shall be reimbursed by the Employer to the Contractor on demand.

12. INSTRUMENTS AND TOOLS:

The Contractor shall supply and maintain such sufficient instruments, tools and equipment for the use of his staff that are required to enable him to fulfill his obligations under the contract.

13. LABORERS / WORKERS:

- a) The Contractor shall make all arrangements in connection with the recruitment, supervision, transport, accommodation, quarantine and all other matters whatsoever in connection with the employment of laborers and supervisory staff provided that the Contractor shall not recruit or attempt to recruit persons in the service of the Employer.
- b) The Contractor shall at all times take all requisite precautions and use his best endeavors to prevent any riotous or unlawful behavior by or amongst the laborers and others employed by him or his sub-Contractors for the purpose of or in connection with the contract and for the preservation of the peace and the protection of the inhabitants and the security of property on or in the neighborhood of the site.

- c) In respect of all laborers directly or indirectly employed by the Contractor for the performance of the works, he shall comply with or cause to be complied with, all rules framed by the Federal and Provincial Governments and any local body from time to time for the employment of labour including the protection of health and sanitary arrangements for the workers.
- d) The Contractor shall maintain at site proper attendance registers to record the attendance of his employees and submit a return in detail at the end of every week to the Employer's Representative showing:
 - i. The numbers of several classes of labour employed by him on the works during the period.
 - ii. Their working hours, and
 - iii. Details of any accidents during the period indicating extent of damage and injury.
- e) The Contractor's Agent shall show the attendance registers to the Employer's Representative whenever called upon to do so.

14. FACTORY ACTS AND LABOUR LAWS:

The Contractor shall, in relation to the works to be executed under this contract, comply with the provisions of the Factories Act 1937 and 1984 and West Pakistan Industrial and Commercial Employment (Standing Orders) Ordinance 1968, and other Federal and Provincial Laws concerning employment of workers, and statutory amendments or additions thereof, and any regulations or orders made there under affecting the works.

15. BILLS, CERTIFICATES AND PAYMENTS :

- a) The Contractor shall submit his Bills to the Employer's Representative during 1st week of every month for the work carried out during the preceding month and the Contractor shall be paid monthly on the certificate of the Employer's Representative.
- b) The Employer's Representative shall have the power to make necessary adjustments in the Bill and issue his certificate within a week of the receipt of the Bill by him.
- c) The Contractor shall submit his Bill in the prescribed form duly approved by the Employer's Representative.
- d) The Employer's Representative may 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 this satisfaction.

- e) No claim from the Contractor on account of fluctuations in the market rates shall be entertained during the currency of this contract agreement for any item of work executed under this contract.
- f) The amount due to the Contractor under any certificate issued by the Employer's Representative shall be paid by the Employer to the Contractor within 15 days after such certificate has been delivered to the Employer.

16. DEDUCTION OF AMOUNT FROM MONTHLY BILL:

- a. Lump sum amount accessed by employer's representative in case of unsatisfactory services provided by Contract.
- b. 1.5 times of amount / worker will be deducted in case of absence of contractor's staff. Salary in the light of details gives in price schedule of required employees [Only One (01) Day leave will be allowed to each worker of contractor in each calendar month].
- c. 1.5 of salary of contractor's staff will be deducted in case of shortages of staff as per salary / price schedule submitted by contractor.
- d. Frequent shortage/absence of contractor's staff will invite penalty that is absolutely at discretion of Employer's Representative

17. INCOME TAX AND REIMBURSEMENTS:

- a) The Contractor shall be responsible for the payments of all Pakistani Taxes i.e. Income Tax, super tax, SST (SBR) etc, on income arising out of the contract and the rate/price stated in the tender and schedule of prices shall be deemed to cover all such taxes.
- b) The Contractor shall pay directly royalties, rent and other payment or compensation (if any) for getting any materials, plant, equipment, tools and instruments etc, required for the works.
- c) Any element of Federal, Provincial or local duty or tax inherent in the price of locally procured items required for the work shall be deemed to be included in the rates and prices stated in the priced tender and schedule of price and will not be separately reimbursable.

18. INSURANCE:

The Contractor shall furnish the following insurance policies to the Employer within 15 days of the issuance of Letter of Award of work. The Contractor must keep the

policies in force during the entire contract period and produce to the Employer's Representative the receipts for payment of the premiums:

- i. Workmen's Compensation Policy based on the total wages / salary and to that limit required by the Law of Pakistan for the workers and other persons in the employment of the Contractor.
- ii. Third Party Liability Policy up to the limits specified in memorandum of the tender.

19. SPECIAL OBLIGATIONS OF THE CONTRACTOR :

- a) The Contractor is bound to pay the salaries to his workers / employees employed for the works regularly within 1st week of each month positively. If the Contractor fails to make payment to his workers / employees by 7th of each month the Employer's Representative may on receipt of such written complaint from the workers / employees pay the salaries to the workers / employees of the Contractor and the amount so incurred by the Employer's Representative, shall be deducted from the bill of the Contractor. If the Contractor is late in making payments to his workers / employees for any two consecutive months, the Employer's Representative may terminate this contract in terms of Clause 20(iii) herein.

- b) The Contractor shall liaise and co-ordinate with the other Contractors working at the site so that the performance of his and other Contractor's work is not affected in any way.

If any dispute and difference arises between the Contractors working at the site, the same shall be referred to the Employer's Representative in writing, whose decision shall be treated final, conclusive and binding on all the parties.

- c) The Contractor shall be responsible and shall make good any loss, damage, theft and pilferage during the period his employees are working in the premises of the Building and for which their responsibility is proved.
- d) The Contractor shall sign the inventory for all Plants, Equipment, fittings and fixtures etc. Any loss or damage to any Plants, Equipment, Fittings and fixtures etc., shall be the responsibility of the Contractor.
- e) The Contractor shall ensure that the manpower once provided for the works would not be ordinarily changed from the site.
- f) The Contractor shall make himself available to the Employer's Representative whenever asked for and shall reply all communications issued within two days of their receipt.

20. ISSUE OF NOTICES:

- a) Any notice to be given to the Contractor under the terms of the contract shall be served by sending the same by registered post to or delivering the same at the Contractor's Principal Office.
- b) Any notice to be given to the Employer under the terms of the contract shall be served by sending the same by registered post to or delivering the same at the Employer's Principal Office.
- c) Any notice to be given the Employer's Representative under the terms of the contract shall be served by sending same by registered post to or delivering the same at the Employer's Representative's Office.

21. TERMINATION:

- a) The Employer shall have the right to terminate the Contract wholly or partly by giving a notice of 30 (thirty) days to the Contractor :
 - i. In the opinion of the Employer's Representative the Contractor's performance is unsatisfactory.
 - OR**
 - ii. The Contractor fails to abide by any of the conditions of the contract or the instructions of the Employer's Representative.
 - OR**
 - iii. The Contractor fails to fulfill his obligations regarding payment of salaries to his workers/employees as mentioned in Clause-19(a) herein.
- b) The Employer shall also have the right to terminate the Contract by giving a notice of 30 (Thirty) Days if he decides to discontinue the services of the Contractor due to any reasons other than those mentioned above. However, in such a case the Employer shall not invoke / forfeit the Performance Bond of the Contractor and shall make a fair assessment of the payments due to the Contractor and release the same in full and final settlement of the accounts under the Contract.

22. FORCE MAJEURE:

Any delay in or failure of performance of Contractor or in fulfillment of any obligation by the Employer hereto shall not constitute default hereunder or give rise to any claim for damages if and to the extent such delay or failure of performance is caused by occurrence beyond the control of the party affected including natural calamities, acts of war, rebellion or sabotage or damage resulting there from, fire or explosions, accidents, breakdown, riots, commotion, strikes (excluding the strike of the employees of the Contractor) epidemic or any other causes whether or not of the same class or kind as those specifically stated above, which are not within the control of the party affected and which by the exercise of reasonable diligence the party affected is unable to prevent.

23. SETTLEMENT OF DISPUTES:

- a) All questions and disputes between the parties to the contract other than those in which the decision certificate and / or opinion of any person is expressed by the contract to be final and conclusive, shall be referred to the arbitration and final decision of a single arbitrator agreed and appointed by both the parties, or in case of disagreement, to the arbitration of two arbitrators one to be appointed by each party which arbitrators shall before proceeding with the reference, appoint an umpire.
- b) The arbitrator, the arbitrators, or umpire shall have power to open up, review and revise any certificate, opinion, decision, requisition or notice save is regard to the accepted matters referred in clause-h of Memorandum hereof, and to determine all matters in dispute which shall be submitted to him or them and of which notice shall have been given, and his / their award shall be final, conclusive and binding on the parties.
- c) Unless the parties otherwise agree such reference shall not take place until after the substantial completion or abandonment of the works or determination of the contract.
- d) The provisions of Arbitration Act 1940 and any statutory modification thereof and rules framed there under shall be deemed to apply to and be incorporated in this contract.
- e) The cost of every reference and award respectively shall be in the discretion of the arbitrator or arbitrators or the umpire, who shall determine the amount thereof, and shall direct by whom and to whom and in what manner the same shall be borne and paid.
- f) Reference to the Employer for arbitration shall be made in writing by the Contractor specifying clearly all such questions and disputes not later than three months after the completion of the works. Failure to make such a reference shall be deemed that the Contractor has waived all claims in this respect. The parties shall appoint the arbitrator / arbitrators within two months of such reference being made.
- g) The Employer and the Contractor hereby also agree that arbitration under this clause shall be condition precedent to any other action at law. The venue of arbitration and any other action shall be the city named in the Memorandum of the tender.

SECTION – 04

GENERAL REQUIREMENTS

1. The Contract shall be awarded for a period of **One (01) Year** .
2. The Employer will facilitate the working of the Contractor by providing adequate facility particularly a suitable office for the Contractor's Site Engineer within or close to the central plant room with a telephone extension from the existing intercom system during working hours for easy communication by the Contractor's Supervisor Engineer with the Employer's Representative.
3. The Contractor will operate the Air-conditioning Plants, Allied equipment and Systems (hereinafter collectively referred as the Plants), providing effective air-conditioning in the Building and satisfactory operation of all equipment. The plants operating hours shall be to suit the working hours of the Employer. According to current Employer's working hours (Monday to Saturday), the plants operating hours shall be as follows :-

- ◆ Monday to Friday - From 8:30 A.M. to 5:30 P.M.
- ◆ Saturday - From 8:30 A.M. to 3:00 P.M.

On Saturdays the Contractor's Staff will attend and carry out the required servicing, maintenance and repair works for the equipment. The Employer's Representative may give prior instructions to operate any specific equipment.

The Plants will not normally be operated on Sundays and listed Public Holidays.

4.
 - a). The Contractor will operate the Plants on year-round basis, the periods of cooling-ventilation would depend on the weather conditions which decision will be at the discretion of the Employer's Representative.
 - b). The normal servicing, maintenance, repairs and overhauling of the Plants shall be carried out in a manner that the normal operation of the Plants is not disrupted.
 - c). Normally the cooling cycle shall not be operated during November 15 to March 15 every year and the Contractor must complete the work of annual servicing, maintenance, overhauling and repairs during this period so that the Plants are in full working order by March 15.

5. **a).** The Contractor will be required to physically check the Engineering Stores of the Employer to determine the availability of imported and indigenous spare parts.
- b).** The Contractor will submit a complete list of spare parts and materials required for the operation, maintenance and servicing of the Plants and for the annual servicing, maintenance, overhauling and repairs to the Employer's Representative as per following time schedule.
- c).** The Contractor shall give following minimum time Notice to the Employer's Representative for procurement of spare parts and materials :
- i. 09 months time for imported spare parts and materials.
 - ii. 04 months time for locally available spare parts and materials.
- d).** In case the Employer's Representative instructs the Contractor to supply any item to be procured from the local market, the Contractor will be paid (Twenty Percent) **20%** of the cost of the item as handling and overhead charges to cover the procurement expenses. The Bill of the Contractor will be supported by the cash memos or bills of the Suppliers for the items purchased and supplied by the Contractor.
6. **a).** The Contractor shall detail experienced and qualified staff for the operation, servicing and maintenance of the plants who will work exclusively in the Building and shall not be diverted to the Contractor's other installation(s) while operation, servicing, maintenance, minor repairs and overhauling of the plants is carried out. The staff must remain at the site of work during their working hours and should have required qualifications and experience in their respective trades.
- b).** The Contractor shall depute additional staff as required from his central workshop for carrying out the work of servicing, maintenance and minor repairs, particularly annual servicing, maintenance and overhauling.
- c).** The Contractor shall prepare sample Log Sheets for daily recording the observations of the operation of the Plants, testing of water samples and temperatures in the occupied/conditional areas of the Building, etc., and submit the same to the Employer's Representative for scrutiny, amendment and approval.

Contractor's Site Engineer shall ensure that the approved Log Sheets are accurately and methodically maintained and take confirmatory signatures of the Employer's Representative every day. Two sets shall be prepared and one set handed over to the Employer's Representative every day.

d). THE CONTRACTOR SHALL PREPARE:

- i. Schedule of routine servicing and maintenance, and
- ii. Schedule of annual servicing, maintenance and overhauling, and submit the same to the Employer's Representative for scrutiny, amendment and approval in October each year.

The Contractor shall maintain a Register in the form of Charts for each Equipment and System and record with dates the work of servicing, maintenance and overhauling as carried out. The Contractor shall take confirmatory signatures from Employer's Representative for the work done.

- e). The Contractor shall arrange periodic site visits, at least once in the last week of every month, of his Senior Engineer from his Head Office to check the operation of the Plants and servicing, maintenance, minor repairs and overhauling work carried out by the Contractor's staff. The Contractor will submit the Inspection Report of his Senior Engineer to the Employer's Representative in first week of every month for the preceding month. The Report shall also highlight the overall performance of the plants and pinpoint any actions to be taken by the Employer's Representative.
 - f). Section-6 of tender documents, list of Operation & Maintenance Staff, specifies the minimum full time staff (along with qualifications & experience) to be employed by the Contractor at site without limitation. The Contractor must employ sufficient staff to satisfactorily fulfill his obligations under the contract. Replacement staff shall be immediately arranged by the Contractor if any staff cannot attend to his duties.
- 7.**
- a). The Contractor must ensure regular attendance of the approved staff for the work and maintain an Attendance Register for the staff and take signature from the Employer's Representative every day.
 - b). Replacement staff shall be immediately arranged by the Contractor if any staff cannot attend to his duties. The bio-data of replacement staff shall be immediately submitted to the Employer's Representative for approval.
 - c). The Employer reserves the right to make deductions on pro-rata basis, of which the Employer shall be the sole judge, if the attendance of Contractor's Staff is irregular.

- 8. a).** The Contractor shall ensure that the spare parts etc., are replaced only when it is considered essential. Maximum care shall be exercised for economy and all efforts should be made to repair the old part for its reuse. New part should only be substituted when the old part cannot be satisfactorily repaired and reused.
- b).** The Contractor shall hand over the defective part to the Employer's Representative. The Contractor shall maintain a Register to record the new parts taken from Employer's Store and defective parts handed back and take confirmatory signature from the Employer's Representative against each entry.
- 9.** The Contractor may carry out the regular servicing and maintenance work on Holidays to avoid interruption to regular operation of the Plants. The Contractor's Supervisor / Engineer shall inform the Employer's Representative on a Wednesday (or 02 days before the Holiday) regarding the servicing and maintenance work to be carried out on next Holiday so that the Employer's Representative can arrange necessary security and access for the Contractor's staff.
- 10.** In case any equipment or parts of the Plants are damaged or destroyed as a result of negligence on the part of the Contractor, his agent or employees, the Contractor shall be liable to pay for rectification and making good of all such damages or losses.
- 11.** The Employer reserves the right to make deduction for the periods of interrupted operation of the Plants on pro-rata basis where the cause of interruption is attributable to the negligence of the Contractor, his agent or employees, of which the Employer shall be the sole judge.
- 12.** The Contractor must ensure good behavior by his staff and the Contractor's Site Engineer should liaison with and follow the instructions of the Employer's Representative, particularly regarding the entry of the Contractor's staff to the Building occupied areas.
- 13 a).** The Employer's Representative may instruct the Contractor's Site Engineer to operate the Plants :
- i.** Beyond normal hours on a working day, or
- ii.** On a Sunday or Public Holiday by giving notice two days before the holiday. Contractor's Site Engineer will take certificate in writing from the Employer's Representative regarding the date and the period of the additional operation.
- b).** The Contractor shall be paid charges for the additional operation of the Plants as provided in the Contract.

14. Section-7 of tender documents, list of air-conditioning plants and equipment and list of tools & instruments, briefly details the main items of the plants without limitation. It is to be noted that the plants are complete in all respects with all accessories and controls and the Tenderer should visit the site and familiarize himself with the installation before submitting his tender.

15. **Major Repairs:**

- a) In case any major repairs become necessary to the plants in normal course of operation but not due to any negligence or default of the Contractor, his agent or employees of which the Employer shall be the sole judge, the Contractor shall immediately inform the Employer's Representative about such requirement and the Employer will invite quotations for the work of major repairs from different Contractors including the Contractor and award the same as per PPRA Rules / regulations with concept of value of money.
- b) If the work of any major repairs is awarded to the Contractor, he shall depute additional staff from his workshop to carry out this work.
- c) If the work of any major repairs is awarded to any other Contractor(s) by the Employer, the Site Engineer of the Contractor (thru operators designated for such equipment) shall constantly watch the work of such other Contractors and provide necessary information for the guidance of such other Contractors and make log book entries about the defects rectified and repairs / replacement work carried out by such other Contractors and record the progress of repairs / replacement work.

The Contractor shall not be required to lend any tools, etc., and make any labour available to such other Contractors for their work.

16. The Contractor must ensure the proper functioning of the plants. In case of unsatisfactory functioning or failure of the plants on account of negligence of the Contractor, of which the Employer shall be the sole judge, the Employer shall have the right to terminate this Agreement by giving a written notice of Contradictory (Clause – 21-b Page No. 27) 30 (thirty) days. This is without prejudice to any other rights which the Employer may have against the Contractor under the terms of the contract.

SECTION – 05

SCOPE OF WORK

1. The Contractor shall be responsible for the operation of the complete Air-conditioning Plants, Allied equipment and Systems including automatic and safety controls, components and accessories (collectively referred herein as the Plants), complete servicing and maintenance of the Plants including minor repairs, annual overhauling and servicing.

Major repairs, when required, are not included in the scope of work.
2. **THE EMPLOYER SHALL BE RESPONSIBLE FOR THE FOLLOWING:**
 - a) Electricity and water supply.
 - b) Spares and materials and paints required for operation, maintenance, servicing, minor repairs and overhauling excluding miscellaneous items listed in Clause-3 (C).
 - c) Water treatment chemicals, inhibitor, refrigerants and special lubricants or oils.
 - d) Suitable working space for the Contractor's staff to carry out minor repairs.
3. **THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING :-**
 - a) All staff required for the work and as listed elsewhere in the documents.
 - b) All tools, cleaning brushes, instruments and equipment required to carry out the work.
 - c) Supply of miscellaneous items required for work such as cotton waste and cloth, grease and kerosene oil.
 - d) To keep the plant rooms and spaces, equipment rooms and spaces, adjoining passages and cooling tower terraces clean and neat. Cleaning to be done every day.
4. The Contractor shall ensure that the plants are operated, maintained and serviced efficiently to avoid breakdown during normal operation. The Contractor shall also ensure economical consumption of the materials and spare parts supplied by the Employer.
5. **THE CONTRACTOR SHALL:**
 - a) Record twice daily the temperatures on each floor at different locations designed by the Employer's Representative.
 - b) Record plants and equipment operational data at suitable intervals.
 - c) Record all observations in printed log sheets approved by the Employer's Representative. Two sets to be prepared and one set supplied to the Employer's Representative everyday.

6. The work of routine servicing and maintenance as required must be completed by the Contractor's staff every day.
7. The Operation and Maintenance work to be carried out by the Contractor is briefly detailed in Clause 8, 9, 10 and 11 for reference only without any limitation.
8.
 - a). The Contractor's Site Engineer and other supervising staff shall study manufacturer's technical catalogues for the plants and familiarize themselves with the operation, maintenance and servicing of the plants to ensure trouble free operation of the plants.
 - b). The Contractor / Contractor's Site Engineer shall immediately report any malfunctioning of the plants to the Employer's Representative.
 - c). The Contractor's staff will attend promptly to complaints of malfunctioning of any HVAC System / equipment made by the Employer's Representative to the Site Engineer of the Contractor and rectify the same on priority basis. A log book will be maintained to record the date and time of each complaint and date and time of its rectification.
 - d). The Contractor shall coordinate with the Employers water supply services to ensure that sufficient make up water is available for the operation of HVAC Plants.
In case of unusual water requirements such as filling of the entire system, the Contractor's Site Engineer will inform the Employer's Representative at least 02 days in advance.

9. **PLANTS OPERATION:**

- a) Check for the working of all electrical and mechanical components of the plants.
- b) Regular dosing of chemicals for effective treatment of cooling chilled water systems. Taking of samples and testing with Test Kits and recording the results daily for city water supply, cooling tower and weekly for chilled water.

Two sets of Chemical Treatment Reports shall be prepared indicating the quantities of chemicals added and results of samples tested for each system. One set shall be supplied to the Employer's Representative every day.

Complete chemical analysis tests shall be arranged from a reputable Laboratory in first week of every quarter. Two copies of Lab Report shall be prepared, one copy supplied to Employer's Representative and 2nd copy to be kept in Contractor's Site Office.

- c) Maintains the daily operation log sheets required as per Section-04, Clause 6(C).
- d) Any servicing or running repairs required during the operation of the plants.

10. WEEKLY / FORTNIGHTLY / MONTHLY SERVICING & MAINTENANCE:

- a) Washing and cleaning of air filters.
- b) Flushing and cleaning of strainers in the water systems.
- c) Cleaning of air devices.
- d) Servicing of automatic and safety controls of the plants.
- e) Checking of oil and other lubricants levels and changing the same when required.
- f) Adjustment and lubrication / greasing of bearings and glands.
- g) Checking of belt driven equipment and adjustment of belt tension and alignment.
- h) Checking and adjustment of all pressure and safety devices and controls.
- i) Periodic servicing of the plants including topping up of refrigerant, lithium bromide, chromate, alcohol, etc.
- j) Checking and adjustment of all pressure and safety devices and controls.

11. ANNUAL SERVICING, MAINTENANCE AND OVERHAULING:

- a) The work to be carried out between December 01 to February 28/29 under the supervision of a Senior Engineer to be deputed by the Contractor. Parts to be changed where necessary. Instructions given in the Manufacturer's Manuals to be followed. Record of various checks and tests to be maintained for future reference.

Immediately on shut down of the plants for annual servicing, etc., the Contractor shall open all components of the equipment and prepare a list of major repairs required within one week of the shut down. The opened equipment shall be shown to the Employer's Representative to check the list of major repairs prepared by the Contractor.

b) WATER COOLED PACKAGE TYPE A/C UNITS

- i. Mechanical cleaning of evaporator coils and condenser coils.
- ii. Servicing of pumps.
- iii. Servicing of valves.
- iv. Adjustment and calibration of automatic and safety controls.

c) COOLING TOWERS

- i. Cleaning of gear boxes and changing of oil.
- ii. Cleaning and adjustment of fan blades.
- iii. Removing of scale on cooling tower fill checking and adjustment of fill levels.
- iv. Cleaning of louvers and metering orifices.
- v. Cleaning of basin and sumps.

d) WATER PUMP-MOTOR SETS

- i. General servicing.
- ii. Adjustment of glands and bearings.

e) AIR HANDLING UNITS

- i. Flushing and cleaning of fins' surfaces and water tubes of cooling coils.
- ii. Checking and adjustment of dampers.
- iii. Checking and adjustment of fan bearings.
- iv. Checking of belts alignment and tension and mounting bolts.

f) FANS.

- i. Cleaning of fans.
- ii. Checking and adjustment of bearings.
- iii. Checking of belts alignment and tension and mounting bolts.

g) AIR FILTERS.

Cleaning and repair of air filters.

h) AUTOMATIC CONTROLS.

Checking of setting and calibration of the automatic temperature, humidity and level controls.

i) ELECTRIC MOTORS.

- i. General servicing.
- ii. Checking and tightening of wire connections.
- iii. Checking of earthing.
- iv. Checking and lubrication of bearings.
- v. Checking of motor winding insulation with a meggar.

j) ELECTRIC CONTROL BOARDS.

- i. Checking and servicing of all MCCBs, disconnect switches, fuses, contactors, starters, relays, overload cutouts and other safety devices, checking and cleaning of contact surfaces.
- ii. Tightening of wiring connections.
- iii. Checking of wiring insulation.
- iv. Checking of earthing.

k) AIR DISTRIBUTION SYSTEMS.

- i. Cleaning of all air devices. Removal, cleaning and refixing of exceptionally dirty air devices.
- ii. Internal cleaning of air ducts as required and directed by the Employer's Representative. Cleaning is to be programmed to ensure internal cleaning of 25% air ducts every year.
- iii. Repair of exposed ducts, duct insulation, jacketing and covering.
- iv. Removal and re-fixing of false ceiling tiles as required by the Contractor for carrying out his work. The Contractor shall be responsible for any damage to the false ceiling framing and tiles, which will be caused due to his work.

l) PIPING SYSTEMS.

- i. Cleaning and flushing of all piping systems including chemical cleaning when required.
- ii. Servicing of all valves, strainers, specialties, etc.
- iii. Repair of insulation, jacketing and covering of all insulated piping.

m) PAINTING.

- i. Painting of all equipment, exposed ducting and piping, if the previous paint has been scratched or has deteriorated.
- ii. Painting of air devices is excluded and shall be considered a major repair work.

- n)** Removal of damaged insulation (significant portions) of equipment, ducting and piping and replacement with new insulation, jacketing, covering, finishing and painting shall be considered a major repair work.

REQUIRED QUALIFICATION AND EXPERIENCE OF OPERATION & MAINTENANCE STAFF

1. SITE / ENGINEER:

Must have at least Diploma of Associate Engineer in Mechanical or Air-conditioning & Refrigeration Technology from a Government College of Technology or Government Polytechnic with minimum 6-7 years experience in installation, operation, maintenance, servicing, overhauling and repairs of 400 TR capacity and above central type Air-conditioning Plants including Reciprocating & Centrifugal Type Water Chillers, Cooling Towers, Air handling Units, Electric/Electronic Automatic Controls and Electrical Systems.

Must have capability as independent charge of operation, maintenance, servicing, overhauling and repairs of 400 TR capacity and above central air- conditioning type plants.

Higher Technical Education (such as B.E. OR B.Tech Hons.) will be plus point qualification.

2. PLANT OPERATOR:

Must have passed Matric Examination of Secondary Board of Education and have a Certificate in Air conditioning Technology from a recognized Technical Institute and minimum 03-5 years experience in operation, maintenance, servicing, overhauling and repairs of plants according to duties to be assigned including central type air conditioning plants of water cooled vapor compression type of 400 TR capacity and above, air handling units, cooling towers, etc.

3. AIR-CONDITIONING MECHANIC/TECHNICIAN:

Must have passed Matric Examination of Secondary Board of Education and have a Certificate in Air conditioning Technology from a recognized Technical Institute and minimum 05 years experience in operation, maintenance, servicing, overhauling and repairs of plants according to duties to be assigned including central type air conditioning plants of 400 TR capacity and above, air handling units, cooling towers, etc.,

5. ELECTRICIAN:

Must have passed matriculation Examination of Secondary Board of Education and have an Electrical Wireman License and minimum 03 years experience in operation, maintenance, servicing and repairs of industrial type electrical installations and equipment including electrical systems and equipment of central type air conditioning plants, packaged air conditioners, etc.

6. GENERAL FITTER:

Must be at least literate and have minimum 05 Years experience as a fitter in different central type air-conditioning plant or mechanical installations.

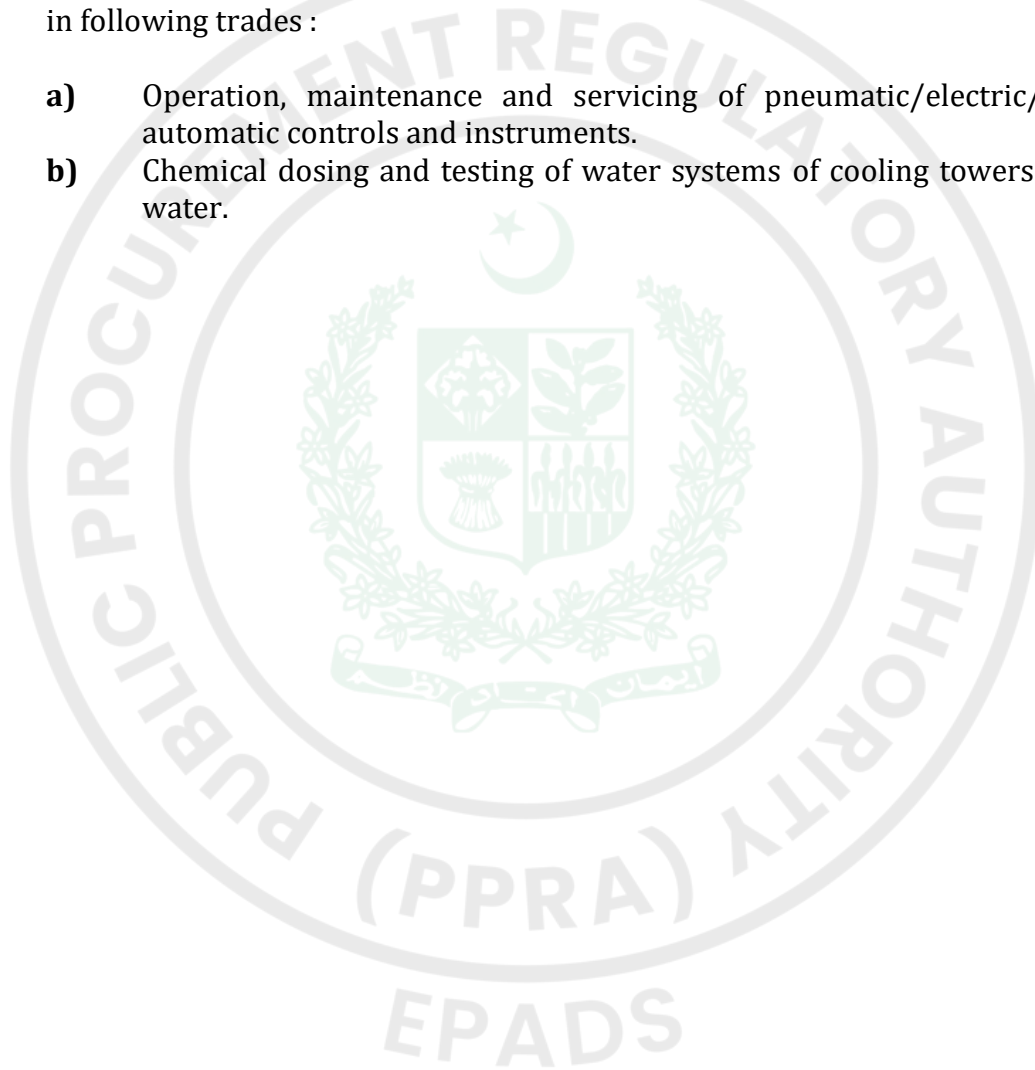
7. **SEMI SKILLED WORKER:**

Must be at least literate and having minimum 03 year experience as a helper in different central type air conditioning plant installation or similar mechanical systems installations.

8. **AUTOMATIC CONTROLS & INSTRUMENTATION WATER CHEMICAL TREATMENT:**

Amongst the staff listed above Sr. Nos. 02, 03, 04 & 05, at least one person each should have had specialized training and minimum 03 years experience respectively in following trades :

- a) Operation, maintenance and servicing of pneumatic/electric/ electronic automatic controls and instruments.
- b) Chemical dosing and testing of water systems of cooling towers and chilled water.



SECTION – 07

LIST OF TOOLS & INSTRUMENTS REQUIRED FOR OPERATION & MAINTENANCE INSTALLED AT STATE LIFE BUILDING NO. 1, KARACHI.

01.	Box Spanner. (Different Size).	02 Sets
02.	Ring Spanner. (Different Size).	02 Sets
03.	Fix Spanner. (Different Size).	02 Sets
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 No.
08.	Adjustable Wrench. (Different Size).	01 Set
09.	Pipe Wrench. (Different Size).	01 Set
10.	Gas Welding St (Oxy-Accetaline Plant). (Would be Provided as Site as when required).	01 Set
11.	Electric Arc Welding Plant. (With lead, holder). (Would be Provided as Site as when required).	01 Set
12.	Magger. (Would be Provided as Site as when required).	01 No.
13.	Nitrogen Cylinder (With Gauge and Adopter).	01 Set
14.	Vacuum Pump (Double Stage).	01 Set
15.	Gauge Manifold (Imperial USA).	02 Sets
16.	Die Set ½" to 2" Dia.	01 Set
17.	Chisels. (Different Size).	01 Set
18.	Flaring Tools.	01 Set
19.	Swaging Tool.	01 Set
20.	Hammer. (Different Weight).	01 Set
21.	Claw Hammer.	01 No.
22.	Gun Hammer.	01 No.
23.	Grease Gun.	01 No.
24.	Dust Blower.	01 No.
25.	Hand Grinder.	01 No.
26.	Bench Vice.	01 No.
27.	Pipe Vice (With Stand).	01 No.
28.	Tong Tester (USA).	01 No.
29.	Drill Machine (Hammering), ¼" – 1. (With Masonry & Steel Drill Bits).	01 No.
30.	Multimeter. (AVO Meter).	01 No.
31.	Valve Keys. (Different Size).	01 Set
32.	Rights Angle Triangle.	01 No.
33.	Allen Key Set. (Different Size).	01 Set
34.	Psychomotor.	02 Nos.
35.	Dry & Wet Thermometer.	02 Nos.
36.	Tachometer.	01 Set
37.	Sprit Level.	01 Set
38.	Speeds Meter.	01 No.
39.	Baval Protector with attachment	01 Set
40.	Acidizing Pump with complete system (01 H.P SS Boly Pump)	01 Set
41.	Catcher Pump for AC inners and outers (as approved by SLI)	02 Set

NOTE:

Contractor will also provide necessary tools & instruments at site, which are required for Operation & Maintenance.

SECTION – 08

FORM OF CONTRACT AGREEMENT

THIS AGREEMENT is made and entered at _____ on this _____ day of _____ by and between _____

_____ (hereinafter called the “Employer” which expression shall include its successors, legal representatives and assigns) of the one part and _____

_____ (hereinafter called the “Contractor” which expression shall include its successors, legal representatives and permitted assign) of the other part.

WHEREAS the Employer is desirous for the operation, maintenance, servicing and overhauling of Air-conditioning Plants, Equipment and Systems viz., _____

_____ (hereinafter called the “works”).

WHEREAS, under the procedure, tenders have heretofore been received by the Employer for the works and the tender of the Contractor for the works has been accepted by the Employer.

NOW THEREFORE, for and in consideration of the promises, covenants, agreements hereinafter contained and to be performed by the parties hereto, the said parties hereby covenant and agree as follows:-

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents (This also means entire connected Tender/Bid Documents) shall be deemed to form and be read and constructed as part of this Agreement, viz.,
 - a) The said tender No. _____ dated _____
Memorandum and Appendix-I & II, as amended herein.
 - b) The schedule of prices.
 - c) The conditions of contract.
 - d) The general requirements.
 - e) The scope of work.
 - f) The list of Operation & Maintenance Staff.

- g) The list of air-conditioning plants and equipment.
- h) The instructions to Tenderers.
- i) Addenda Nos. (if any).
- j) The Letter of Intent No. _____
dated _____ and all related correspondence mentioned therein.

- 3. In consideration of the covenants and agreements to be kept and performed by the Contractor, and for the faithful performance of this contract and the works embraced therein, in conformity in all respects with the conditions herein contained and referred to, the Employer shall pay and all Contractor shall receive and accept as full compensation for everything furnished and done by the Contractor under this Agreement, the contract price at the time and in the manner prescribed by the contract.
- 4. The Contractor, at his own proper cost and expense, shall do all work and furnish all labour, equipment, materials, instruments and tools, for the works as outlined and described in these documents except such spare parts and materials which are to be furnished by the Employer.
- 5. This Agreement shall take effect from _____ and shall be for a period of one year only upto _____.
IN WITNESS whereof the parties hereto or herein have hereinto set their respective hands and seals on the day the month and the year first above-mentioned.

SIGNED, SEALED AND DELIVERED

SIGNED, SEALED AND DELIVERED

By _____
For and on behalf of

By _____
For and on behalf of

(EMPLOYER)
In the presence of

(CONTRACTOR)
In the presence of

(WITNESS)

(WITNESS)

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
MECHANICAL ENGINEERING DEPARTMENT
REAL ESTATE DIVISION
PRINCIPAL OFFICE, KARACHI.

**Post Qualification Information / Documents Tender For Operation, Maintenance,
Servicing And Overhauling Work Of Air-Conditioning Plants And Allied Equipment
Installed At State Life Building No. 1 (All Blocks), Karachi And Servicing Of Split / Window
A/C Installed At Lift Machine Room SLB #. 1 (All Blocks), 2 (All Blocks), 4 & 6, Karachi**

1. SCOPE OF EVALUATION CRITERIA (AN INTEGRAL PART OF BID DOCUMENTS):

There are no two views that Public procurements have become a specialized undertaking in the contemporary world. There is a strong relationship between transparent public procurements and economic development. So far an "Evaluation Criteria" is devised by Mechanical Section of Real Estate Division, Principal Office, Karachi to make sure to award the OPERATION, MAINTENANCE SERVICING & OVERHAULING WORKS OF HVAC SYSTEM INSTALLED AT STATE LIFE BUILDINGS to the "Lowest Evaluated Bidder" in line with PPRA Rules/Regulations 2004 with concept of "Value of Money".

2. REGULATORY PROVISIONS:

In line with PPRA Rules/Regulations 2004, specially clause – 4, 29, 30 & 36.

3. SUBMISSION OF INFORMATION/DOCUMENTS:

Interested firms should furnish the following information/documents for post-qualification;

i) MANDATORY:

- a. Registration with FBR (Attach NTN Registration Certificate.)
- b. Registration with SRB for Sindh Sales Tax (Attach Certificate)
- c. Black listed firms from any Govt. or private Organizations need not to apply.

ii) CAPACITY:

- a) Registered name and address of the Company along with Phone / Fax Numbers and E – Mail Address (copy of registration to be furnished).
- b) Complete profile of the firm including details of present and past similar works with reference.
- c) List of Engineers, Technical Staff, their qualification / experience and details of in house facilities.
- d) Proof of registration with any other Professional Organization for similar works.
- e) Bank Statement / Sales Tax Certificate, SRB Registration Certificate, Professional Tax certificate & certificate of any other applicable tax.

iii) GROUND OF REJECTION OF BID:

- a) Conditional/Ambiguous bid.
- b) Bid submitted after stipulated time period.
- c) Bid submitted without bid security.
- d) Bid submitted unsealed or sent through fax, e-mail etc.
- e) Bid without original Affidavit of Non-Black Listing of firm from any govt. / semi govt., autonomous body or private organization.
- f) Non-Registration of EOBI & SESSI.



Past Experience / Contracts

Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	Employer's Contact Address, Tel, Fax	Value of Outstanding Work [Current Eq. PKR]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Eq. PKR/month]
1					
2					
3					
4					
5					

Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

Annual Turnover Data			
Year	Amount Currency	Exchange rate* (If applicable)	PKR equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

* Refer ITA for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.