

## **INVITATION TO BID**

This bidding is being conducted under Rule 36(a) of the Public Procurement Rules, 2004 (Single Stage – Single Envelope Procedure).

**TENDER No.SLIC/RED/PESH/MECH/HVAC/OCT/2025**

**e-PADS Tender No.-----**

1. *State Life Insurance Corporation of Pakistan* invites bids via PPRA e-PADS from the original authorized distributors/suppliers/Contractors etc., having more than 5-Years of relevant experience of HVAC O&M Services and have rendered such services in Federal Government organizations, Banks and Multinational Companies in Pakistan and registered with the concerned authorities for **“ANNUAL OPERATION, MAINTENANCE, SERVICING AND OVERHAULING OF AIR-CONDITIONING PLANTS AND ALLIED EQUIPMENT INSTALLED AT STATE LIFE BUILDING PESHAWAR, 34 THE MALL ROAD PESHAWAR CANTT PESHAWAR”**. The firms should have proper office, telephone number, N.T.N and should be duly registered with e-PADS, FBR on the ATL & GST list.
2. Bidding documents, containing detailed terms and conditions, etc. are available for download at State life's website [www.statelife.com.pk](http://www.statelife.com.pk) free of cost.
3. The bids, prepared in accordance with the instructions in the bidding documents, submitted through e-PADS **on or before date/ time as stipulated by e-PADS on 25-12-2025 11:00 AM** and will be opened on the same day **at 11:30 am**. This advertisement has been published via PPRA e-PADS website.
4. Any bid submitted other than e-PADS would not be considered.

**(JEHANGIR KHAN)**

Manager / Incharge Real Estate,  
Ground Floor, STATE LIFE Building 34-The Mall,  
Peshawar Cantt. Ph: 091-9222000

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**STATE LIFE**  
INSURANCE CORPORATION OF PAKISTAN

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**(Tender No.SLIC/RED/PESH/MECH/HVAC/OCT/2025)**

**TENDER  
FOR  
ANNUAL OPERATION, MAINTENANCE AND  
OVERHAULING OF AIR-CONDITIONING PLANTS  
AND ALLIED EQUIPMENT INSTALLED AT STATE LIFE  
BUILDING PESHAWAR**

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**SINGLE STAGE –SINGLE- ENVELOPE**

STATE LIFE Insurance Corporation of Pakistan, RED PESHAWAR  
(A Government of Pakistan Enterprise)  
**Website:** <http://www.statelife.com.pk>

**Bidders are required to submit the following mandatory documents along with their bid through ePADS. Failure to attach any of the required documents shall result in non-responsive.**

- i. Pakistan Engineering Council Certificate **(or)** License to Electrical Contractor (Electric Inspector Govt. of KPK)
- ii. KPRA Registration Certificate
- iii. NTN Number + Income Tax Registration Certificate
- v. EOBI + ESSI (Social Security For KPK)
- vi. Submit Affidavit that the contractor/ firm is not black listed from any Government, Semi Government and Autonomous body.
- vii. SIMILAR HVAC MAINTENANCE PROJECTS HANDLED LAST 05 YEARS: (attached 03 project latter of award).
- viii. Bank statement for the period from January' 2022 to December' 2024 with average annual turnover of Rs. 03-Million

(TO BE SUBMITTED BY COMPANY / CONTRACTING FIRM ON THEIR LETTER HEAD) WITH Eligibility  
Information Form DOCUMENT)

Date: \_\_\_\_\_

Incharge (RED)  
Ground Floor  
State Life Building  
34 -The Mall, Peshawar.  
Ph: 091 – 9222000.

Subject:- **TENDER FOR ANNUAL OPERATION, MAINTENANCE AND  
OVERHAULING OF AIR -CONDITIONING PLANTS AND ALLIED  
EQUIPMENT INSTALLED AT STATE LIFE BUILDING – PESHAWAR.**

Dear Sir,

Having gone through the Tender Documents / Eligibility Information Criteria for the subject work, we hereby submit our tender consisting of complete bid (Eligibility + Financial) for your consideration please. Pay Order / Demand Draft having no: \_\_\_\_\_ drawn on: \_\_\_\_\_ Bank Dated: \_\_\_\_\_ consisting of **63,000/-** Bid Security is placed in single envelope.

Thanking You,

Yours Sincerely,

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
M/s: \_\_\_\_\_

# STATE LIFE INSURANCE CORPORATION OF PAKISTAN

## Eligibility Information Form BROCHURE

RETURN via e-PADS TO:

Incharge  
Real Estate, Ground Floor, State Life Building,  
34 – The Mall,  
Peshawar Cantt.  
Fax No. 091- 9211594

Please complete the following:

1. a. SUBMITTED  
BY.....
- b. REGISTERED  
ADDRESS.....

### 2. **COMPANY INFORMATION**

- a. FULL/FIRM NAME OF THE COMPANY.....
- b. REGISTERED ADDRESS..... OFFICE
- c. DESCRIPTION OF COMPANY FIRM.....
- d. TELEPHONE NUMBER.....
- e. E- MAIL..... FAX.....
- f. CONTRACT'S NAME/ TITLE.....
- g. NAME OF PRESENT EXECUTIVE  
DIRECTOR AND THEIR POSITION.....
- h. IN THE (COMPANY) WITH  
BIODATA).....

PROVIDE COPY OF MEMORANDUM AND ARTICLE OF ASSOCIATION OR PARTNERSHIP DEED, WHICH EVER IS APPLICABLE.

### 3. **ORGANIZATION AND FINANCIAL DATA:**

a. TYPE OF BUSSINESS ORGANIZATION (CORPORATION/  
JOINT VENTURE/ PARTNESHIP  
ETC.).....  
.....  
.....

b. IF JOINT VENTURE, NAMES OF THE JOINT VENTURE PARTNERS WITH NAME  
OF THE LEADING PARTNER  
.....  
.....  
.....

c. IF PARTENERSHIP, NAMES OF THE PARTNERS WITH POSITION HELD  
BY EACH PARTNER.

d. IF CORPORATION PROVIDE THE NAME AND THE TITLE OF  
PRINCIPALS (PRESIDENT, VICE PRESIDENT ETC.)  
.....  
.....  
.....

WHEN INCORPORATED..... WHERE .....,  
COUNTRY.....

STATE.....

e. DATE BUSINESS  
FOUNDED.....

f. UNDER PRESENT MANAGEMENT  
SINCE.....

g. ATTACH THE LAST THREE (03) YEARS AUDITED FINANCIAL  
STATEMENT OF YOUR COMPANY.

If joint venture, financial statement of each firm must be submitted.  
No statements will be considered unless these are attested and unless  
certified as being audited by an independent Public Accounting Firm.

**4. PERFORMANCE RECORD:**

- a.** Please provide a brief resume of works completed by your firm in the last five years including all jobs involving similar nature of works .
- b.** List of Projects currently in progress of similar nature of works. (along with letter of award)

**LIST OF REFERENCES:**

- c.** What is the size of your permanent, full time work force?
- d.** Provide organization chart of your firm indicate lines of communication and reporting responsibility.
- e.** Detail of key technical staff with their qualification and experience including of those who would be deputed for the proposed project.
- f.** Name of Bankers to the organization with Account Number and address. Bankers report on the credit worthiness of the organization must accompany under a sealed cover.

**BLACK LISTING:**

If you are currently black listed by Govt. Semi Govt. Autonomous Body, Corporation or Private Organization, you need not to apply. Please submit affidavit that you are not black listed by any organization above.

**ORGANIZATION:**

- g.** From Clients (attach certificate).

1  
2  
3.

**5. CERTIFICATION- SIGNATURE**

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

NAME : \_\_\_\_\_

TITLE : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_

SEAL : \_\_\_\_\_

## **SCOPE OF WORK**

1. The Contractor shall be responsible for the operation of the complete air-conditioning units/plant complete servicing and maintenance of all equipment components and accessories including minor repairs, annual overhauling and servicing. Major repairs whenever required are not included in the scope of work. Details of units/equipment are given at Annexure – “C”.
2. The plants and units shall be operated for nine (09) hours daily (from 08.30 am – 5.30 pm or as directed by the employer) on all working days excluding public holidays. The plants and units shall be operated on year round basis and the periods of cooling, heating and ventilation would depend on the weather conditions as decided by the employer.
3. The employer shall be responsible for the following:
  - (i) Electricity, Gas & Water supply.
  - (ii) Spares and materials required for operation, maintenance, servicing minor repairs and overhauling excluding miscellaneous items listed in Para No.4 (iii).
  - (iii) Water treatment chemicals any special lubricants or oils.
  - (iv) Suitable working space for the contractor's staff to carry out minor repairs.
4. The contractor shall be responsible for the following:
  - (i) All staff required for the described work as listed in the Annexure – “B” , tools and instruments required for operation, regular and annual servicing, overhauling maintenance and minor repairs of these air – conditioning units as described in Annexure – “D”.
  - (ii) To keep the plant rooms, air – handling units and terrace neat and clean, cleaning to be done every day.
  - (iii) Supply of miscellaneous items required for work such as cotton waste.
5. The contractor would ensure that the complete air- conditioning units to be operated maintained and serviced efficiently to avoid any break down during normal operation. The contractor would also ensure economical consumption of the materials and spare parts supplied by the employer.
6. The temperature of different rooms locations shall be recorded twice daily and the equipment operation would be recorded at suitable intervals. All observations would be recorded in approved log sheets prepared in duplicate.
7. (i) The Site Incharge / Engineer of the contractor shall regularly submit a weekly report in triplicate to the employer's representative regarding the overall performance of the complete air – condition units during

the preceding month and pinpoint any action to be taken by the employer.

- (ii) The contractor shall arrange monthly site visit of the senior engineer from his head office to check the operation of the complete plant and the servicing maintenance and overhauling work carried out by the contractor's staff. The contractor will submit the inspection report of the senior engineer to the employer in the first week of every month along with monthly bill.
- 8. The contractor will submit a complete list of spares and materials required for the operation, maintenance routine servicing and annual maintenance and overhauling of the air – conditioning units. The contractor will be required to physically check the engineering stores of the employer to determine the availability of the imported and indigenous spare parts. The contractor will submit the list well in time to the employer giving one year time for indigenous spare parts and materials.
- 9. The contractor would submit an estimate to the employer for approval before carrying out any major repairs, which become necessary in due course. The estimate would be submitted expeditiously so as not to disturb the air-conditioning plants and units operation.
- 10. The above scope shall be executed under a contract awarded through the Single Stage Single Envelope competitive bidding method

## **TERMS AND CONDITIONS**

1. The contractor will operate the entire air – conditioning units, plants and allied equipment installed at the premises on year round basis, the cooling, heating and ventilation would depend on the weather condition for which decision will be at the discretion of the employer. The air – conditioning units will operate from 08.30am to 05.30 pm on all working days, Monday through Saturday. The routine maintenance during operation if required will be carried out on Saturday and Sunday or any public holidays without any extra charges.
2. The contractor will give detail of staff as mentioned in Annexure – “B” for the operation, servicing and maintenance of the air – conditioning units / plants who will work exclusively in the building and shall not be diverted to the contractor's other installation while operation, maintenance, servicing and overhauling of the air – conditioning units are carried out the staff must remain at the site of working during their working hours and should have sufficient qualifications and experience in their respective trades. If any of contractor's staff goes on leave for more than five (05) days in succession the contractor shall arrange the substitute.
3. The temperature of the air – conditioned space shall be properly recorded by the contractor at least twice daily at different places/locations. The temperature range will be mentioned for cooling as 74F + 2F.
4. The contractor may carry out the servicing of the air – conditioning units on Saturday and Sunday or public holidays, the contractor supervisor, engineer shall inform the employer's representative on the Wednesday or two days before, regarding the servicing work to be carried out next week so that the employer's representative can arrange necessary security and access for the contractor's staff. No extra charges for such work will be admissible.
5. The contractor will ensure proper functioning of the air – conditioning units/plants. In case of unsatisfactory functioning or failure of the air – conditioning units on account of negligence on part of the contractor it will be made good by him.
  - (i) In case any parts of the plant 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 at their cost.
  - (ii) In case the major break down occurs without any negligence or fault of contractor for which the employer would be the sole judge, the repair work will be carried out by the contractor at extra charges after approval of the estimate by the employer.
6. The contractor will be responsible for insurance of their workmen under the law against any accident of injury and third party insurance against any damage, losses or injury which may occur to property or a person (including of State Life property or employee).

7. The minimum wages and other terms and conditions of employment of personnel engaged for the job shall not be less than fixed by the Government / law of land.
8. The contractor shall submit proof of payment of paying wages, not less than fixed by the government or authorized department, every month to the employer/ corporation. If it is found/ reported that minimum wages are not being paid by the contractor, the same shall be deducted from the monthly payable amount.
9. Rates Quoted must be INCLUSIVE of All Taxes (Federal or Provincial)/ GST. No ESCALATION will be given by STATE LIFE during the currency of contract.

#### 10. **PAYMENTS TO CONTRACT LABOUR/ SERVICES STAFF CLAUSE**

- 10.1 The contract labour/ staff for services will be provided at fixed monthly cost of Rs.as per labour Law. The Minimum salary wages of contract labour/ services staff as notified by the Govt. of Pakistan shall be followed by the contractor.
- 10.2 The contractor shall issue to the Employer a consolidated Invoice by the last day of current month and payment will be made to the contractor within a reasonable period of receipt of invoice. Payment to contractor shall be made after deduction of all applicable taxes, levies etc.
- 10.3 The Employer may also make pro rata deduction from the invoiced amount on account of the absence of any staff being absent from duty or otherwise engaged in unauthorized or other activities which may be harmful for the Employer, which shall be determined by sole reference to Employer.
- 10.4 Personnel will be considered to be on effective pay Roll of the contractor from the date they report at the post of the Employer.
- 10.5 Pay to the personnel will be disbursed by the contractor vide their own arrangements by or before 3rd of each month, without waiting for payment of monthly invoice, while no personnel would bear any lien against Employer.
- 10.6 **The Firm (Contractor) shall pay the salary to the employees through cross cheques (Payee's A/c only) and shall attach the same with the invoice along with the detail of tax deduction from salary at source, otherwise, the invoice shall not be processed and strict action shall be taken accordingly.**
- 10.7 Payment towards workers Insurance, Social Security and EOBI or any other dues that may become applicable will be paid by the contractor at no extra cost to the Employer.

#### 11. **CONTRACT AGREEMENT:**

The agreement shall be executed within 7 days from the date of issue of letter of award on a non-judicial stamp paper of appropriate value as per Pakistan Stamp Act applicable in the State in which works are being executed and the cost of the stamp paper shall be borne by the contractor.

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**Seal & Signature of Contractor**

**Annexure – “B”.**

**MINIMUM TECHNICAL STAFF REQUIRED AT SLIC BUILDING – PESHAWAR.**

		<b>Matric</b>		<b>Minimum Salary</b>
1.	A/C Mechanic	5 (five) years experience certificate in respective field	01 No.	
2.	Industrial Electrician	<b>Wiring Man License</b> 5(five) years experience	01 No.	
3.	Assistant A/C Mechanic	3 (three) years experience	01 No.	
<b>Total:</b>			<b>3 Nos.</b>	

Please Note: Top Supervision will also be provided by your Senior Engineer and Inspection report would be submitted as mentioned in Para 7(ii), (Scope of Work).

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**Seal & Signature of Contractor**

**LIST OF EQUIPMENT INSTALLED AT STATE LIFE BUILDING – PESHAWAR**

S/ #	DESCRIPTION	QTY.
1	WATER COOLED PAKAGE UNITS CENTURY MAKE	03 NOS.
2.	WATER COOLED PAKAGE UNIT SABRO 226,000 BTU/HR	01 NO.
2	KINGSUN COOLING TOWER	01 NO.
3	CONDENSER WATER PUMP	02 NOS.
4	ELECTRICAL DUCT HEATER	09 NOS.
5	THERMOMETER, INSTRUMENT ETC.	01 LOT
6	ELECTRICAL CONTROL BOARD	10 NOS.
7	COMPLETE ELECTRICAL & EARTHING SYSTEMS FOR AC UNITS.	01 LOT
8	CONDENSER WATER PIPING, VALVE FITTINGS ETC.	01 LOT
9	DRAIN WATER PIPING, VALVE FITTING	01 LOT
10	AIR DISTRIBUTION DUCTING THEMAL AND SOUND INSULATION	01 LOT
11	AIR DEVICES, GRILLS ETC	01 LOT
12	SPLIT UNITS 211,870 BTU/HR	01 NO.
13	SPLIT UNITS 160,660 BTU/HR	04 NO.
14	SPLIT UNITS 102,780 BTU/HR	01 NO.
15	SPLIT UNITS MACHINE ROOM	02 NOS.
16	SPLIT UNITS G&P (W-19)	06 NOS.
17	SPLIT UNITS G&P (W-24)	02 NOS.
18	SPLIT UNITS G&P (C-51)	02 NOS.
19	SPLIT UNITS G&P (C-51)	01 NO.
20	SPLIT UNITS COMPUTER DEPTT.	04 NOS.
21	SPLIT UNITS REAL ESTATE DEPTT.	02 NOS.
22	SPLIT UNIT DAIYA 90000 BTU.	01 NO.

**WINDOW TYPE UNITS**

S/#	UNIT	LOCATION	QTY
1	MITSUBISHI	REAL ESTATE DEPTT.	01 NO.
2	SHARP	REAL ESTATE DEPTT.	01 NO.
3	PEL	GROUP & PENSION	01 NO.
4	GENERAL	ZONAL HEAD SECTT.	01 NO.
5	GENERAL	CONFERENCE ROOM	01 NO.
6	GOLD STAR	TELEPHONE EXCHANGE	01 NO.

**Seal & Signature of Contractor**

**LIST OF TOOLS & INSTRUMENTS**

1	Box Spanner (Different size)	02 sets.
2	Ring spanner (Different size)	02 sets.
3	Fix Spanner (Different size)	02 sets.
4	Philips screw driver (Different size)	01 set.
5	Flat screw driver (Different size)	01 set.
6	Pliers set (Grip, nose, long nose, electric)	01 set.
7	Wire cutter	01 no.
8	Adjustable wrench (Different size)	01 set.
9	Pipe wrench (Different size)	01 set.
10	Gas welding set (Oxy- acetylene plant) would be provided at site as when required.	01 set.
11	Electric arc welding plant (with lead holders) would be provided at site as when required.	01 set.
12	Magger (would be provided at 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 $\frac{1}{2}$ " to 2" dia	01 set.
17	Chisels (different size)	01 set.
18	Flaring tools	01 set.
19	Swaging tools	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) $\frac{1}{4}$ " to 1" (with masonry & steel drill bits)	01 no.
30	Multimeter (AVO meter)	01 no.
31	Valve keys (different size)	01 set.
32	Right angle triangle	01 no.
33	Allen key set (different size)	01 set.
34	Psychrometer	02 sets
35	Dry & wet thermometer	02 nos.
36	Tachometer	01 set.
37	Spirit level	01 set.
38	Speeds meter	01 no.

Note : Contractor will also provide necessary tools & instruments at site which are required for operation and maintenance.

**Seal & Signature of Contractor**

SLIC/RED/PESH/MECH/HVAC/ OCT /2025

P - 14/16

**SCHEDULE OF PRICES**  
**FINANCIAL BID**

1.	<p>a. Charges for Additional Operation of the Plant</p> <p>b. On Sunday and Public Holidays.</p>	<p>Rs. _____/- per hour (Fixed)</p> <p>Rs. _____/- per hour (Fixed)</p>
2.	Charges for Operation, Maintenance, Servicing and Overhauling of Plant & Allied Equipment according to Conditions of Contract, General Requirement and Scope of Work as detailed in Tender Documents.	Rs. _____/- per month (Fixed)

**BREAK UP Of "Charges for Operation, Maintenance, Servicing and Overhauling of Plant & Allied Equipment"**

S.No.	Description	Amount
1.	A.C Mechanic	01      Rs. _____ /- per month
2.	Asstt. A.C Mechanic	01      Rs. _____ /- per month
3.	Industrial Electrician	01      Rs. _____ /- per month
4.	EOBI @ 5 % + ESSI 6% (Social Security) for all contract labour	Rs. _____ /- per month
5.	Profit / Commission	Rs. _____ /- per month
6.	KPRA @	Rs. _____ /- per month
7.	Income Tax @	Rs. _____ /- per month
TOTAL:		Rs. _____ /- per month

In Words: - ( \_\_\_\_\_ Only).

01	Amount of per Year Rs.	Rs. _____ /- per year
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In Words: - ( \_\_\_\_\_ Only).

**SEAL & SIGNATURE OF THE CONTRACTOR**

## **SALIENT FEATURES OF THE CONTRACT**

This contract shall be awarded under the Single Stage – Single Envelope Procedure in accordance with PPRA Rule 36(a).

<b>1.</b>	Date & Time for submission of e-bids on ( <b>e-PADS</b> ).	On or before <b>25-12-2025 at 11:00 AM</b> , Bid will be open on same day at <b>11:30 AM on e-PADS</b> . No manual bids will be accepted.
<b>2.</b>	Title of work to be endorsed on the sealed package of the tender.	Tender for ANNUAL Operation, Maintenance & Overhauling of AC Plants & Allied Equipment installed at State Life Building, PESHAWAR.
<b>3.</b>	Amount of BID SECURITY (in shape of pay order to be submitted with tender)	<b>Rs. 63,000/-</b> of quoted amount in the form of pay order / bank guarantee by schedule bank in favor of M/s. "State Life Insurance Corporation of Pakistan. Which shall be submitted in original Hard form before closing time of e-PADS Bids submission?
<b>4.</b>	Release of BID SECURITY.	(i) Shall be released to unsuccessful bidders on acceptance of tender of the lowest bidder. (ii) Earnest Money of the lowest bidder will be retained by State Life for full period of contract as performance guarantee.
<b>5.</b>	Working days in a week.	06 (Six) except gazette holidays.
<b>6.</b>	Mode of Payment	Through monthly bill submitted by the contractor at the end of each month on completion of satisfactory services.
<b>7.</b>	Period of Honoring Bill	Within 10 (ten) days after State Life Engineer's Certificate.
<b>8.</b>	Deduction of Amount from the Bill on account of Unsatisfactory Services or any other item.	(i) A Lump Sum amount assessed by State Life Engineer in case of unsatisfactory services and or shortage of staff. (ii) Maximum <b>Rs.1333/-</b> per day per worker in case of absence of a worker. (iii) Income Tax as per Corporation Rule.
<b>9.</b>	Period within which contract agreement is to be signed after the date of acceptance of Lowest Bid by the Engineer.	10 (Ten) days.
<b>10.</b>	Period of Contract.	<b>One Year (12-Months)</b>
<b>11.</b>	Amount of Third Party Insurance Agreement is to be signed after the date of Acceptance of the Lowest Bid by the Competent Authority at STATE LIFE.	<b>Rs.100,000/-</b>
<b>12.</b>	Workman's Compensation Policy.	As per the requirement of Workman's Compensation Act.
<b>13.</b>	Bid Validity	<b>180</b> Days
<b>14.</b>	Agreement	Rs.100/- stamp paper within Three (03) Days after signing of Letter of Award.
<b>15.</b>	Venue of Arbitration	Peshawar

### **Seal & Signature of Contractor**