

**INVITATION OF TENDER FOR ANNUAL OPERATION, MAINTENANCE & SERVICING
OF LIFTS/ ELEVATORS OF MAKE 'HYUNDAI' INSTALLED AT STATE LIFE BUILDING
NO.1, 5 & 9, RAWALPINDI/ ISLAMABAD**

TENDER NO. SLIC/RE/ISB/LIFTS/04/2026

INVITATION TO BID

1. State Life Insurance Corporation of Pakistan (Real Estate Division) invites e-PADS bids from the original authorized distributors/ suppliers/ Contractors etc., having minimum 05 Years of relevant experience and are on active tax payers on for "**ANNUAL OPERATION, MAINTENANCE & SERVICING OF LIFTS/ ELEVATORS OF MAKE 'HYUNDAI' INSTALLED AT STATE LIFE BUILDING NO.1, 5 & 9, RAWALPINDI/ ISLAMABAD**". The firms should have proper office, telephone number, N.T.N and should be duly registered with e-PADS, PEC, 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** free of cost.
3. The bids, prepared in accordance with the instructions in the bidding documents, submitted through e-PADS on or before **30-06-2026 at 11:00 am as stipulated by e-PADS** will be opened on the same day **at 11.30am**. This advertisement has been published via PPRA e-PADS website.
4. Any bid submitted other than e-PADS would not be considered.

INCHARGE (Real Estate),
Ground Floor, State-Life Building # 5,
Phase-II, Jinnah-Avenue, Islamabad.
Ph:051-9203347



TENDER

FOR

**OPERATION, MAINTENANCE & SERVICING OF
LIFTS/ ELEVATORS OF MAKE 'HYUNDAI'
INSTALLED AT STATE LIFE BUILDING NO.1, 5 & 9,
RAWALPINDI/ ISLAMABAD.**

TENDER NO. SLIC/RE/ISB/LIFTS/04/2026



Single Stage Single Envelope

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



Dated: _____

M/S _____

Subject: **OPERATION, MAINTENANCE& SERVICING OF LIFTS/ ELEVATORS OF MAKE 'HYUNDAI'
INSTALLED AT STATE LIFE BUILDING NO.1, 5 & 9, RAWALPINDI/ ISLAMABAD.**

Dear Sir,

Enclosed please find herewith the Tender documents of the above cited job comprising of:

- a) Covering Letter
- b) Instruction to Bidders & Scope of Work
- c) Prequalifying Requirements – Technical Bid
- d) Conditions of Contract
- e) General Terms & Conditions
- f) Bill of Quantities (Schedule of Prices)
- g) Advertisement published via Public Procurement Regulatory Authority website:
www.ppra.org.pk
- h) Mandatory Documents Requirement List

2. Please submit your quotation/ bid duly completed in all respect and signed at appropriate column pertaining to the bidder. The Tender should be signed on each page, dated and witnessed in all places provided for in the said documents; all other papers should be duly signed (initialed) accordingly. Also ensure the submission of the bid on or before **30-06-2026 11:00am**. Tenders will be opened on same day at **11:30am** in the presence of representative/ bidders.

3. The tender should be accompanied by Earnest Money Deposit in the form of demand draft as mentioned in Appendix. Tenders without earnest money deposit shall be summarily rejected.

4. A person, signing the tender for and on behalf of company/ firm or for and on behalf of another person shall attach with tender a certified copy of proper authority/ power of attorney on a non-judicial stamp paper of requisite value duly executed in his/ her favour by such person, company/ firm and must state specifically that he/ she has authority to sign such tenders for and on behalf of such person or company/ firm as the case may be, and in all matters pertaining to the contract including arbitration clause.

5. This letter shall form part of the **"CONTRACT"** and must be signed and returned along with the tender documents.

Yours truly,

Asstt. General Manager (I/c RE)



Encl: Pages.



STATE LIFE

INSURANCE CORPORATION OF PAKISTAN

**OPERATION, MAINTENANCE & SERVICING OF LIFTS/ ELEVATORS OF MAKE 'HYUNDAI' INSTALLED AT
STATE LIFE BUILDING NO.1, 5 & 9, RAWALPINDI/ ISLAMABAD.**

APPLICATION INSTRUCTIONS

All bidders desiring to qualify for this contract should complete and submit the Post Qualification form via e-PADS to:

Real Estate,

State Life Insurance Corporation of Pakistan
State Life Building No.5 Phase - II,
Blue Area, Islamabad,
Phone: 051-9203347

Not later than **30-06-2026, 11:00am.**

All inquiries relative to this document and forms should be addressed in writing to above address before tender submission date and time.

Basic Conditions

1. Information supplied by the Bidders for the post-qualification statement must apply to the Company name on the statement. The substitution of background information pertinent to post-qualification will not be considered for another Company related to the applicant Company through a "Group Ownership". Contracts will be awarded only to the pre-qualified companies.
2. The SLIC will review the information supplied by firms submitting Post-Qualification forms and will report to the SLIC who will advise the applicants of their decision. Only those Tenders which pass the Post-Qualification process will be opened in the presence of Bidders representative who chooses to attend at a time to be determined. The Financial Bid Documents of the Bidders who fail to pre-qualify shall be returned to them unopened. The decision of SLIC in this connection shall be final and binding on all Bidders.
3. Firms applying for registration individually are advised that any variation of constitution or membership from that put forward in response to this notice, without prior approval of the SLIC may result in disqualification of the firm of any Bidder, if they submit.
4. The response to this notice must be sufficiently detailed to convince the SLIC that the firms applying for registration have the experience as well as that Technical Administration and Financial Qualifications necessary for the execution of the subject works and they must prove that they have carried out similar works in their own country or abroad.
5. Firms submitting Post-Qualification applications may be required during the review process to make personal presentation of their qualifications to the SLIC. If so, the candidate Management Personnel of the firms will be required to be present.



6. All Post-Qualification statement documentation including Financial Statement, Auditor's report and Bank references shall be in English Language (a legally attested copy shall be required with the Post-Qualification forms).

7. Firms should submit copies of the following Registration Certificates:

- i) Pakistan Engineering Council
- ii) GST Registration Certificate
- iii) NTN Number
- iv) Company Profile

8. Documents TO BE SUBMITTED VIA e-PADS 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.** 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 all elevators/ lifts and installed 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.

1.0.1 GENERAL

Tenderers are advised to acquaint themselves fully with the description of work, scope of services, time schedule and terms and conditions including all the provisions of the Tender Document before framing up their tender.

2.0.1 SITE PARTICULARS

Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to site conditions, means of access to the site.

3.0.1 SUBMISSION OF TENDER



The expression "Tender Notice" referred to in the Tender Documents shall be deemed to include any Notice / Letter Inviting Tender with respect to the work forming the subject matter of the documents and vice-versa.

The tender complete in all respects shall be submitted along with Earnest Money as stipulated in the Notice/ Letter Inviting Tender Only. Tenders without Earnest Money Deposit would be out rightly rejected.



Tenders shall be submitted via e-PADS: -

This bid shall contain the following:-

Security Deposit/ Earnest Money Deposit in the form of Demand Draft drawn on a scheduled/ nationalized bank in favour of Real Estate, State life Ins. Corp. of Pakistan payable at Islamabad be accepted.

Details of the minimum three works of similar nature of minimum value of Rs.1 Million each or two works of value of Rs.1.5 Million each or one work of Rs.4 Million in their name, during last five years. Photocopies of the completion certificates/ award letters should be submitted along with the tender. Completion certificate issued by the reputed organization/ Multi-National Company (MNC) shall also be accepted. In case of certificates issued by the private party, copies of Tax Deduction at Source (TDS) certificates should also be enclosed.

Valid registration with FBR/ NTN and Sales Tax Registration Number etc.

Tender cost in requisite form if tender down loaded from the Website.

II) Financial/ Price Bid

This bid shall contain the tender document with **PRICES and amount duly filled by the party against the each item prescribed in the Schedule of quantity of tender document** and no conditions (i.e., deviations/ assumptions/ stipulations/ clarifications/ comments/ any other request) whatsoever and the conditional offers will be rejected.

3.1 Essentially Qualifying Criteria

Tenderer should submit the following documents with Technical bid.

- a) Bid Security/ EMD in requisite form.
- b) Experience certificates/ completion certificates.
- c) Registration with concern department w.r.t. NTN, Service Tax Registration etc.
- d) All the required documents and certificates mentioned in the evaluation criteria.

4.0.1 ABNORMAL RATES

If it is noticed that the unit rates quoted by the Tenderer for any items are unusually high or unusually low, it will be sufficient cause for rejection of the tender unless the Corporation is convinced about the reasonableness of the unit rates on scrutiny of the analysis for such unit rate to be furnished by the tenderer on demand.

5.0.1 DEVIATIONS TO TENDER CLAUSES:

Tenderers are advised to submit the tenders strictly based on the terms and conditions and specification contained in the Tender Documents and not to stipulate any deviations. Conditional tenders are liable to be rejected.

6.0.1 VALIDITY OF OFFER

Tender submitted by tenderers shall remain valid for acceptance for a minimum period of 120 days from the date of opening of the tenders.

7.0.1 AWARD OF WORK



Corporation reserves the right to split the job into two or more parts and to award the work to separate agencies/contractors. Work shall be awarded to the lowest bidder, subject to the work experience and fulfillment of other terms & conditions and specifications.

8.0.1 ACCEPTANCE/ REJECTION OF TENDER

- i) 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 – 23 of Memorandum.
- ii) The corporation also reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever.
- iii) The concerned section of corporation also reserves the absolute right to reject any or all the tenders at any time solely based on the past unsatisfactory performance by the bidder(s) the opinion/decision of SLIC regarding the same shall be final and conclusive.

9.0.1 CORRECTIONS

No corrections or overwriting will be entertained in schedule of rates by using correcting fluid. All correction in the schedule of rate should be initialed.

10.0.1 FIRM RATES

The rates quoted by bidder shall remain firm till completion of all works even during the extended period, if any, on any account what so ever. It is provided that the contractor shall not change any of the rates, quoted in the tender till the completion of work.

11.0.1 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.

12.0.1 TAKING OVER OF ELEVATORS/ LIFTS, EQUIPMENT AND SYSTEMS AND COMMENCEMENT OF WORK:

- a) The proposed strategy for taking over of the Elevators/ Lifts, 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 Elevators/ Lifts to the Contractor and start demobilization of his staff on mobilization of Contractor's staff. Proper detailed lists of Elevators/ Lifts 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 Elevators/ Lifts with the demobilization plan of the present Contractor and ensure that the smooth operation and maintenance of the Elevators/ Lifts 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 Elevators/ Lifts 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 Elevators/ Lifts and commencement of operation, maintenance and servicing work independently by the Contractor.



RETURN VIA E-PADS TO:

Asstt. General Manager (I/c RE)

Real Estate,
STATE LIFE Building No. 5,
Phase-II, Blue Area,
I S L A M A B A D.

Please complete the following:

1. a. SUBMITTED BY
- b. REGISTERED ADDRESS

2. COMPANY INFORMATION
 - a. FULL/FIRM NAME OF THE COMPANY.....
 - b. REGISTERED OFFICE ADDRESS.....
 - 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.....

 IN THE COMPANY WITH BIO DATA.....

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

3. ORGANIZATION AND FINANCIAL DATA:

- a. TYPE OF BUSINESS ORGANIZATION (CORPORATION/JOINT VENTURE/PARTNERSETC.)
.....
.....
- b. IF JOINT VENTURE, NAME OF THE JOINT VENTURE PARTNERS WITH NAME OF THE LEAKING PARTNER
.....

- ❖ IF PARTNERSHIP, NAMES OF THE PARTNERS WITH POSITION HELD BY EACH PARTNER
- ❖ Officially attested latest balance sheet
- ❖ Latest Income Statement
- ❖ If joint venture, financial statement of each firm must be submitted. No statements will be considered unless these are attested by a Competent Authority of the particular country and unless certified as being audited by an independent Public Accounting Firm.
- ❖ Tax Registration Certificates.

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 (see attached Form)
- b. List of Projects currently in progress of similar nature of works (see attached form)

5. ORGANIZATION

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

6. LITIGATION ETC.

Provide detail of all cases: Present and past under dispute or litigator arbitration.

7. LIST OF REFERENCES:

- Form Clients (attach certificate)
- 1.
 - 2.
 - 3.

8. 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 : _____

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
PRE QUALIFICATION BROCHURE



- 2. Note-2:- SLIC reserves the right to cross checks the certificate(s) directly with the issuing authority/ authorities/clients or any other firm/ party.
- 3. Note-3: Information must be furnished on only works carried out by the bidder in his firm's own name. Works carried out as a partner in joint venture shall not be included in this Performa.
- 4. Note-4: The bidder shall number the pages of the documents submitted by him against Post-Qualification requirements/ Criteria and such reference number of relevant completion certificate(s) against completed work(s) if any shall be indicated under appropriate column of above table.

Signature of Authorized Representative of the bidder.....

Bidder's Stamp/ Official Seal



A: Instruction to Bidders

Broad check list of Documents TO BE SUBMITTED VIA e-PADS along Technical bid is given below. The list is indicative (not exhaustive) for guidance only

Sr. No.	Description of Documents TO BE SUBMITTED VIA e-PADS along with Technical bid
1	Brief description of the methodology
2	Bid Money Deposit
3	Original Bid documents duly signed and stamped on all pages by the bidder
4	Written Power of Attorney on stamp paper in favour of person signing the tender documents.
5	Copies of affidavit for sole Proprietorship/ Partnership deed/ Memorandum and article of Association along with the details pertaining to place of registration, principal place of business of the firm etc.
6	Copy of Permanent Account Number allotted
7	Service tax registration certificate
8	Letter of submission as per Proforma – 1
9	Letter of acceptance as per Proforma – 2
10	List of similar works completed during last 5 years as per Proforma – 3A
11	List of similar nature works that are underway as per Proforma – 3B
12	Declaration by the bidder on Non-Judicial Stamp Paper of value of Rs.100/-duly attested by Notary/ Magistrate as per Proforma – 4
13	Any other document mentioned in the mandatory criteria/ requirements.

The above list has been provided to facilitate the bidders to quickly go through the tender document before submission of bid to ensure compliance with regard to submission of documents. However, provisions in tender documents will prevail over this list.



B: SCOPE OF WORKS

1.0 Scope of work

Providing Annual Maintenance services of Lifts/ Elevators 'OTIS' make installed at State Life Tower Islamabad.

The broad objectives of the maintenance services for electro – mechanical equipment are to ensure the equipment (Lifts) installed at State Life Tower Islamabad always functional and maintained to achieve optimum life and safety. To ensure safety of the personnel, required measures are to be taken and consistently maintained for efficient operations.

The scope of works for which bids have been invited will broadly be as per spectrum of services detailed in this document (please see Clause-3 of this section).

However, bidders are advised to personally visit the site and assess the actual quantum of work before submission of bids.

2.0 Contract Period:

2.1 The successful bidder will be awarded the work for **“12” months**. Contractor shall commence the work as per date specified in the Letter of award which will be the effective date of start of 12 months contract period. If the Contractor commits default in commencing the work as per issuance of written orders to commence the work, SLIC shall, without prejudice to any other right or remedy available in law, be at liberty to deduct the AMC charges proportionally.

2.2 The successful bidder must familiarize himself fully with the installations and corresponding arrangements in the buildings (at no extra cost to SLIC) before signing the AMC agreement.

2.3 SLIC reserves the right to rescind the contract agreement at any time by giving 15 days-notice if the services of the contractor are not found satisfactory or not up to the standards OR at any stage, if it is found that bidder has secured the contract through fraudulent means, documents, information based on which the bid of the successful bidder has been accepted or non-fulfillment of any other obligation on the part of the contractor as per provision of tender/contract. The decision of SLIC in respect of above will be final in this regard (**please see Clause 4 of Section III – Conditions of contract**).

3.0 Spectrum of services:

Electro Mechanical Equipment for which Maintenance Services are needed are detailed at Clause 3.1 below. However, this list is only indicative and under each item, any other services which may be relevant and necessary shall be provided by the contractor. Bidder would assess the actual quantum of work by visiting the site and bid accordingly. **The contractor, apart from executing the scope of services detailed hereunder shall also arrange required clearances, licenses renewal/ sanctions etc. on behalf of SLIC from various Govt. departments.** However, Govt. fee if any shall be borne by SLIC.



3.1 Building Elevators (Lifts)

All the electro mechanical services of the office complex are to be maintained as per the requirement of SLIC. The requirement will broadly be to keep the equipment in good and efficient working condition at all the time, follow the preventive maintenance and periodical overhaul schedule & procedures as listed in the manuals/ literature of the OEM, ensure safety of the equipment and personnel using it. Brief descriptions of the equipment are as under:

Passenger lifts of 'Hyundai' make. Automatic doors, stainless steel cabin along with microprocessor control panel etc. with battery backup for emergency landing device (ELD)/ floor leveling.

The aforesaid equipment has been installed at State Life Tower Islamabad. The Service provider shall perform preventive maintenance (Weekly/ monthly/ quarterly) and corrective maintenance to the equipment mentioned above and its accessories as per service manual of the OEM. The service provider shall regular examine elevator equipment and provide gear oil, lubricants, grease, break shoe, push buttons of car and landing etc. required for proper maintenance of the lifts/ elevators.

Note: The items mentioned above are just indicative. However, the contractor has to repair/ replace items which are absolutely required for operation & maintenance of equipment in working condition under their scope, **beyond they may obtain mandatory prior approval in-principle from concerned authority of SLIC before executing the repairing works to make good to service the equipment for which they would charge 25% handling charges upon production of original purchase receipt of the equipment/ parts etc.** by including the cost of repairs in their monthly bill contractor will establish a store anywhere under his custody for keeping various parts i.e., PCB Cards/ Door Drive Cards, Limits switch's & other electrical, Mechanical & electronic parts for early faults rectification response.

4.0 The contractor shall attend to any maintenance problems and rectify the defects within the time limit set against different classification of rectification work as stipulated below:

a) Minor/ Medium rectification works-within 24 hours of notification to the contractor by SLIC such as, but not limited to,

- i. Repair/ replacement of switches sockets plugs misc. electrical /Electronic & mechanical faults, misc.
- ii. Repair/ rectification works including cleaning of contacts, contact points, earthing points & filters etc.
- iii. Replacement of eyelets, socket, plugs & gaskets etc. in panels or motors.

b) Major rectification works/ capital repair - within 72 hours of notification to the contractor by SLIC such as but not limited to Transformer and replacement of certain non-stocked spare parts (not locally available etc.) which require the justification for 72 hours work schedule.

However, in case of any doubt in classification of rectification work, contractor can give technical justification and ask for extra time for approval of Engineer/ Caretaker who will have power to grant such extra time/change the classification of rectification work



depending upon the correct technical justification and a reasonability of time scheduling for such extension/change of classification of a particular rectification work.

- a) In case the contractor fails to rectify the defect(s) after handing over assets installed in **SLIC in time limit mentioned in Clause-4.0 SLIC reserves the right to get the defect(s) rectified at risk and cost of the contractor without further notice and will charge 25% extra on the actual expenditure incurred** (material, manpower, machinery etc.) from the monthly bills of the contractor.
- b) In case of unserviceability/ dysfunction of the equipment for a period longer than as stated at Clause 4.0 above. Penalty as detailed below shall also be imposed on the contractor and the amount will be recovered from their respective monthly bills.

Sr. No	Period	Penalty	Remarks
1	4 to 7 consecutive days	@ 25% of respective monthly bill	In case the period is repeated in the same month, penalty will be worked out on pro-rata basis.
2	8 to 15 consecutive days	@ 50% of respective monthly bill	
3	More than 15 days	@ 100%of respective monthly bill	

NOTE: In exceptional cases, concerned authority of SLIC may consider to extend the time limit mentioned above. The decision of competent authority shall be final and binding on the contractor in respect of category of rectification of defects. However, all complaints will be attended promptly and the time limit set for each category is the maximum time limit.

5.0 A snag list of the installations covered in the present scope of work shall be prepared jointly by successful bidders & SLIC so as to complete the defect-rectification work well before the actual contract period is over. However, nothing shall be paid extra for preparation of snag list and preparation of snag list will not be considered as date of start. In case contractor is asked in writing to arrange rectification of any defect at the time of accepting the work order of AMC, the cost of rectification shall be reimbursed to him on actual basis.

Note-1: Any damage to the installations during the currency of contract will be made good by the contractor without extra cost to SLIC. Further, contractor would also indemnify SLIC for the damages caused due to negligence in imparting the services.

Note-2: Successful bidder shall submit copy of agreements with specialized agencies/ associates of repute duly approved by SLIC including with OEMs agencies at the time of start of work as mentioned in above sub-clauses of Clause – 3.0.



6.0 **Responsibility of the contractor at end of the contract period:**

- a. All equipment taken for maintenance during the contract period shall be handed over back to SLIC in good working condition.
- b. Any equipment taken outside for repair from SLIC Campus shall be handed over in good working condition well before the end date of contract
- c. Passes issued by SLIC to the contractor' employees if any shall be handed over to SLIC representative.
- d. In case any equipment not handed over to SLIC in good working condition, then SLIC would get them repaired/ procured on its own from other sources at the risk & cost of the contractor and the cost **(along with 20% extra Charge)** incurred shall be deducted from any payment due to him/security deposit.

6.1 All the employees of the contractor shall be in proper neat & clean uniform (including shoes) and will behave courteously, disciplined and professional manner maintaining absolute integrity during their duty/ service hour in SLIC Campus. The employees of the contractor shall display their photo ID cards duly issued and signed by the contractor while attending to the complaint in SLIC Campus.

6.2 SLIC Engineer/ Caretaker or his nominated officer can carry out any surprise inspection, without any notice and deficiencies in service equipment, spares, manpower or any other position of contract pointed out in inspection register maintained by contractor or through other means shall be made good by contractor failing which risk & cost provisions for deficient service shall be invoked.

7.0 **FREQUENCY OF MAINTENANCE**

The bidder shall carry out the maintenance services at the frequency detailed in **maintenance schedule** & as per guide line of OEM maintenance manual. Agencies have to attend to break- down service as and when required. The frequency may be increased depending up on requirement at site. As a whole it is to ensure that the equipment are well maintained at all the time. The work will be carried out at suitable timings to ensure that SLIC office work is not disturbed.

Note-1: The date of servicing carried out and next due date of servicing in respect of systems shall be neatly painted on assets in small fonts for effective monitoring as per direction of Engineer/ Caretaker.

Note-2: The contractor is required to submit preventive periodical maintenance schedule for approval by Engineer/ Caretaker at the time of starting the work after attending the scheduled/routine maintenance, contractor will submit service report (s) of OEMs as and when preventive periodical maintenance of any installation becomes due/ is carried out.

8.0 **OTHER REQUIREMENTS TO BE FULFILLED BY THE BIDDER:**

8.1 All coordination in respect of legal obligations of SLIC for this Contract in terms of any accident/ incident/ inspection, Govt. department's viz. IESCO or other local authority like: Pollution control authority, Central Electricity Authority etc. shall be carried out by



the contractor. However, contractor will provide/ furnish such information to Engineer/ Caretaker as may be required during investigations.

8.2 Bidder should in his technical bid provide detail of the manpower and equipment, bidder proposes to be used/ deployed by him/ those to render the Services covered in these Tender documents.

8.3 Bidder has to provide a list of spares which are to be replaced/ required on a regular basis for necessary action at SLIC.

8.4 An undertaking for supply of spares for various assemblies (components) & subassemblies of manufacturer obtaining a clearance from various OEMs shall be submitted.

9.0 **Specification of Elevators/ Lifts:**

HYUNDAI – PASSENGER LIFT			
3-PHASE PERMANENT MAGNET SYNCHRONOUS MOTOR			
MODEL	GT 50B	POLES	32
OUTPUT	9.7 KW	RATING	S2-60 MIN
VOLTAGE	326 V	INSUL	F IP-30
CURRENT	24 A	BRG D-END	22217E
FREQUENCY	44.5 Hz	BRG N-END	BS2-2212E
RULE	IEC-34	M/C WEIGHT	56-Kg
SPEED	167-RPM	SER NO.	09-GM-3496
R. TORQUE	555-Nm		2009-12
CERTI. NO.05-GOT-CL-0867		DNV INSPECTION AB	
HYUNDAI ELEVATOR CO. LTD.		MADE IN KOREA	

HYUNDAI – CARGO LIFT			
3-PHASE PERMANENT MAGNET SYNCHRONOUS MOTOR			
MODEL	GT 100B	POLES	32
OUTPUT	4.5-KW	RATING	S2-60 MIN
VOLTAGE	275-V	INSUL	F IP-30
CURRENT	41-A	BRG D-END	22222E
FREQUENCY	42.4 Hz	BRG N-END	BS2-2218E
RULE	IEC-34	M/C WEIGHT	89-Kg
SPEED	159-RPM	SER NO.	09-GM-3496
R. TORQUE	033-Nm		2009-12
CERTI. NO.05-GOT-CL-0867		DNV INSPECTION AB	
HYUNDAI ELEVATOR CO. LTD.		MADE IN KOREA	

Note:

a. The items mentioned above specification table are just indicative. However, the contractor has to repair/ replace items which are absolutely required for operation & maintenance of equipment in working condition. Repairing/ replacing works shall be informed to the authority and same shall be obtained approval prior to commencement of work.



Maintenance Schedule

Contractor has to carry out weekly, monthly, quarterly & seasonally as per guide line of OEM manual & as per schedule. In addition to it they have to attend the break down as and when required.

WEEKLY MAINTENANCE AND SERVICING			
S. NO.	Task Description	Evaluation Criteria	Remarks
1	Check floor leveling accuracy	±3mm deviation is acceptable	
2	Inspect push buttons, indicators and cabin lights and cleaning of the whole cabin	Instant response with no delay or flickering	
3	Test emergency communication system (intercom or alarm bell)	Clear voice transmission and alarm loud enough to be heard from the shaft	
4	Check and lubricate door rollers, guide shoes and door tracks	Doors must open, close within 2-4 seconds without noise	
5	Test door safety edge or infrared sensors, limit switches and emergency stopping systems	Check for error codes and warning signals in control panel, the door must retract immediately when obstruction is detected.	
6	Machine room and pit cleaning and maintenance	Ensure machine room and pit are clean and dry. Check oil levels and look for leaks. Verify cooling fans/ AC in the machine room are operational	

METHOD OF PREVENTIVE MAINTENANCE		
ITEM	WEEKLY/ MONTHLY SERVICE:	REMARKS
Alarm bell	The mechanic will manually test the alarm bell to make sure it is operational and that the alarm Bell is putting out the appropriate decibel level	



Safety edge	Manually check safety edge for proper Retraction and make any adjustments necessary	
Door open button	Test door open button. Make sure operating Correctly and freely	
Call button	Test for proper operation. Check and replace if Needed indicator bulbs. Lubricate button and replace light bulbs as needed	
Car door	Check for speed and proper door torque in Accordance with ANSI a17.1. Lubricate freight Door guide rollers, clean chains, brackets	
Scavenger pump / Motor	Check scavenger pump for proper operation. Check & inspect scavenger pump return line to avoid obstructions for clogging. Install packing and jack head.	
Lobby doors & hall doors	Check door guides, rollers and lubricate rollers and tracks	
Ride	Check ride for transition leveling and floor stop acceptable tolerances	
Pumping unit	Check oil level, tank heater operation, motor Starter and contacts. Check v-belt if applicable for alignment, tension and wear.	
Fire service	Use appropriate keys to test operation per ANSI A17.1 and those associated rules pertaining to Fire service phase i & ii. Lubricate key switches Internally as needed. Record test and test log and document test on service tickets. Test to be Performed in accordance with all government Code requirements	
Car phone	Check for dial tone and appropriate connections	
Car & lobby	Pi check and/or replace indicator bulbs as needed	
Car top	Clean car top and inspect door operator making Needed adjustments to door operator belt and Chains. Check motor brushes and all other Operational parts, linkages, etc. Check hoist Door operator sprockets, and chains. Check Motor brushes and bearings	
Starter contacts	Disassemble starter to visually inspect contacts for wear. Replace if necessary	
Car key switches	Check all key switches for proper operation and Lubrication if necessary	
Fan	Test fan and fan key switch for proper operation. Lubricate fan bearings as needed	
Inspection service	Check inspection service key switch for proper Operation and check car top inspection service To work appropriately	
Door open/ close Relay	Check all connections and tighten. Inspect Contacts for wear, adjust air gaps as necessary	
Signs	Inspect hallways and car for proper signs in Accordance with ANSI a17.1 and building code Requirements	
Car guide shoes	Inspect guide shoes for insert wear, adjust guide Shoes for smooth operation and apply lubricant To car guide shoes and rails as needed	
Sump pump	Inspect sump pump for proper operation	
Hall key switches	Test, inspect and check all hall key switches for Proper operation	
	QUARTERLY SERVICE	



Hall position Indicators	Check and repair indicator bulbs as needed	
Relief valve	Check and set relief valves in accordance with ANSI a17.1 to perform test in presence of Inspector as required	
Rails	Inspect all rail joints and alignment. File burrs and joints as needed, check automatic Lubricators and fill as needed	
Traveling cable	Inspect entire length of cable for cracks, Fraying, etc. Check conduit connections, wire Baskets	
Safety circuits	Check, inspect and test all safety circuits Including door locks. Re-leveling circuits, alarm, limited switches, safety edge and all other Applicable safety circuits of the elevator. If required those shall be replaced immediately.	
Hoist way	Inspect and thoroughly clean and paint as Needed	
Door motor Brushes	Inspect and replace as needed	
INSPECTION	When making an inspection of any item, the item will be visually inspected and also manually Tested to perform its intended function Correctly with applicable OEM guide line and Requirements. Example: key switches – insert Appropriate key in key switch and check intended Operation for proper operation. Visually inspect All connections and wear. Replace if necessary	
ADJUSTMENT	To make repair either electrically or Mechanically to provide smoother and correct Operation. Example: door operator – properly Tighten motor drive belt to maintain proper Tension between motor sheave and operator Drive sheave	
TEST	Test to manually check for proper operation and Function of that particular feature. Example: Firemen service phase i & ii - to use appropriate key Switch to activate firemen service phase i & ii. Determine whether functioning in accordance with ANSI a17.1 and appropriate rules and record Findings. If testing is not acceptable, corrective Action must be taken	
CLEAN	To include the following: clean elevator pits, Car top, car sills, hall sills, hall door tracks, Car door tracks, machine room floor, pumping Units, controller. Cleaning also includes Painting as needed. All electrical relay controls etc., should be kept at a dust-free level	
Public Relations	Mechanic is to check with Building maintenance engineer during each visit And request information regarding any problems Or needs pertaining to the elevator	

NOTE:

The maintenance contractor must ensure to submit the signed and stamped list of weekly, Monthly and quarterly maintenance evaluation report on the first day of week/ month to the concerned Building incharge for vetting and a copy of the said will be submitted to the E&M section. The E&M team may verify the report any time to check the proper quality of work and implementation of the instruction mentioned in the tables above. If the instructions given in the list are not followed or the report is not submitted or wrongly submitted, the concerned section has an authority to impose



penalty up to 2.5% of the contractor's monthly profit for weekly servicing, 5% of contractor's profit for monthly servicing and 10% in case of quarterly servicing.

POST – QUALIFICATION REQUIREMENT & CRITERIA

1. All the information requested for post-qualification shall be provided by the bidding firm. Failure to provide information, which is essential to evaluate the bidder's qualification, or to provide timely clarification or substantiation of the information, supplied may result in disqualification of the bidder.
2. Post-qualification will be based on meeting all the following minimum criteria regarding the bidder's **general and special experience, personnel, equipment and financial capabilities, as demonstrated by the bidder's responses in the forms attached.**
3. The bidder must submit a self – attested copies of the work order (s) (details to be filled in the attached Proforma-3) about the works completed within last five years as on 28-02-2025 as a proof of similar work done in Federal/ Provincial Government Organization/ PSU.
4. The agency must be operating in the Province of Punjab & having their office located in Rawalpindi/ Islamabad.
5. **Annual Turnover:**
The bidder should have achieved a minimum annual turnover of **Rs.10.00 Lacs** in any one of the last 3 financial years. Tenderer should submit attested copies of auditor's report along with balance sheet and Profit & loss statement for the relevant financial year in which the minimum criteria are met. Provisional audited balance sheet/ certified statement shall not be acceptable.
Note: A weightage of 5% (compounded annually) shall be given for equating the financial turnover of the previous years to the current year (2024-25).
6. **Work Experience:**
The bidder must have satisfactorily completed, in his own name, at least two similar works each amounting to **Rs.5.00** Lakhs per year of maintenance services during the last five calendar years prior to the date of submission of bids. Work of similar nature means – **“Providing Annual Maintenance Contract (AMC) of Building Elevators/ Lifts** in a multistoried office Building.
 - Only such works will be considered, which are 100% completed in all respect on or before 28.02.2025 The work(s) which is/ are not similar as per above requirements shall not be considered for evaluation of bid. The works or part work(s) at different sites concurrently completed by bidder shall not be considered for evaluation of bid.**The tenderer should submit the following documentary proof in support of the above:-**
The tenderer is required to submit the Completion certificate issued from client indicating above items defined for similar works. The copies of completion certificate(s) issued to the bidder by the main contractors appointed directly by the owner companies/clients (supported with attested copy of proof of such appointment of main contractor) submitted by the bidder who has completed this/these similar work(s) as a sub-contractor shall also be considered. **When the owner company/ client is private one, the certificate from the company must be supported by Tax Deduction at Source (TDS)**



certificate issued by the company. SLIC reserves the right to verify the authenticity of completion certificates/ other documents.

(The bidder should submit the details of such completed works and works in-hand as per the format at **Proformas- 3A, 3B** enclosed.)

An undertaking for supply of spares for various assemblies (components) & subassemblies of manufacturer obtaining a clearance from various OEMs shall be submitted.



7. Brief Description of Criteria for Evaluation & Assessment Sheet

Criteria for Evaluation:

As per ~~Annexure – II~~

~~Assessment Sheet:~~

As per ~~Annexure – III~~

The firm needs to provide all the documents mentioned in the Mandatory Criteria along with the proof (if required).

8. General:

Even though the bidders meet the above qualifying criteria, they are subject to disqualification if they are found to:

- a. Have made misleading or false representation in the forms, statements and attachments in proof of the qualification requirements and/ or;
- b. Have performed poorly such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc. and/or;
- c. Be blacklisted or business banned by any Federal/ Provincial Govt. Department/ Public Sector Undertakings or any Enterprises of Federal/ Provincial Govt. and/ or;
- d. Have submitted incomplete/ inadequate supporting documents or not furnished all the relevant details as per the prescribed format and/ or
- e. Have suppressed any material information/ fact(s) relevant to this bid and/or have submitted fraudulent document/ information at any stage of tender/ during execution of contract.

A declaration to this effect should be submitted as per format given in **Performa-4** enclosed.

CONDITIONS OF CONTRACT

A. DEFINITIONS:



- 1.0 The "**Contract**" means the documents forming the tender and acceptance thereof and the formal agreement executed between SLIC (client) and the contractor, together with the documents referred to therein including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Engineer/ Caretaker and all these documents taken together shall be deemed to form one contract and shall be complementary to each other.
- 2.0 In the contract the following expressions shall, unless the context otherwise requires, have the meanings hereby respectively assigned to them.
- a. **Employer**' shall mean SLIC, SLB – 5 Phase-II, Jinnah Avenue, Islamabad acting through DGM I/c or his authorized official.
 - b. The 'Engineer/ Caretaker' means any officer of the level of Assistant Engineer (Electrical) and above duly nominated by concerned authority of SLIC who shall be In-charge of execution of the work, include all officers of SLIC senior to him/her.
 - c. **'Engineer's representative'** shall mean the Engineer(s) authorized legal person(s) to execute the work on behalf of the Engineer/ Caretaker.
 - d. **Contractor** shall mean the individual or firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representatives of such individual or the persons composing such firm or company or the successors of such firm or company and the permitted assignees of such individual or firm or firms or company.
 - e. Facility Manager (FM) agency shall mean **'Contractor'** which shall mean the individual or firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representatives of such individual or the persons composing such firm or company or the successors of such firm or company and the permitted assignees of such individual or firm or firms or company.
 - f. The expression **'works'** or **'work'** shall unless there be something either in the subject or context repugnant to such maintenance be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent and whether original, altered, substituted or additional.
 - g. The **'Site'** shall mean the land and/or other places on, into or through which work is to be executed under the contract or any adjacent land, path or street through which work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the contract.
 - h. **'Accepting Authority'** shall mean the authority duly authorized to act as such by SLIC / DGM I/c SLIC.
 - i. **'Contract Value'** means the value of the entire work as stipulated in the Letter of Award subject to such additions thereto or deductions there from as may be made under the provision hereinafter contained.
 - j. **Drawings**' means the Drawings referred to in the contract and any modification of such drawings approved in writing by the Engineer/ Caretaker and such other drawings as may from time to time be furnished or approved in writing by the Engineer/ Caretaker.
 - k. 'Month' shall mean the English Calendar month.
 - l) OEM' shall mean Original Equipment Manufacturer
 - m) **'Manager'** shall mean the manager appointed by the contractor for this site.
 - n) **AMC** shall mean Annual Maintenance contract



- o) Where the context so requires, words imparting the singular number include the plural number and vice versa. Any reference to masculine gender shall whenever required include feminine gender and vice versa.
- p) **NIT** shall mean Notice Inviting Tender
- q) All correspondence with the SLIC shall be with the Administrative Officer of SLIC.
- r) "**State Laws**" has the meaning assigned in Clause-11 hereof.
- s) "**Approved**" means approved in writing including subsequent written confirmation of previous oral approval, and "Approval" means approval in writing including such written confirmation.
- t) "**Notice in Writing**" has the meaning assigned in Clause-26 hereof.
- u) "**Month**" means a calendar month.
- v) 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.



B. Conditions of Contract -Clauses

1.0 Security Deposit

1.1 The successful bidder will have to provide a security deposit of specified amount to SLIC.

The total Performance guarantee including the earnest money deposited with the tender shall be 5% (five percent) of the contract value of the work.

1.2. The Earnest Money deposited in the form of Demand Draft at the time of tenders will be adjusted as performance guarantee deposit required.

1.3 The Security Deposit shall be deducted in cash from monthly account bills @2% of work done till the total security deposit reaches required total amount i.e.,2% of the contract value of the work.

1.4 The Security Deposit shall not be accepted in the form of Bank Guarantee.

1.5 The total Security Deposit shall be released to the contractor within 60 days of satisfactory completion of contract and clearance from requisite department viz. labour, etc.

1.6 The Security Deposit shall be refunded without any interest payable on it.

2.0 Time allowed

The contract period shall be as specified in the Notice Inviting Tender (NIT). The execution of the works shall commence within the period specified under Clause-2.1/ Section I of tender documents. If the Contractor commits default in commencing the execution of the work within specified period, SLIC shall, without prejudice to any other right or remedy available in law, be at liberty to forfeit the earnest money absolutely.

3.0 Measurements of Work & Payment

3.1 Payment to the contractor shall be made by SLIC against **Monthly bills** for the work done against this contract. The contractor is required to submit along with first bill, the copy of AMC entered into with OEMs or their authorized agency (if any) or agency approved by SLIC as the case may be. The payment shall be made after deducting any amounts due from the contractor by way of mobilization advance, taxes, security deposit, penalties/ recoveries if any etc. The contractor should ensure that all employees are covered for all social benefits viz EOBI, EGI and ESSI etc. The contractor shall submit proof of recovery and remittance of the same along with the monthly/running bill for the next month. An indemnification covering SLIC shall be submitted against any claim during the execution of the contract or later stage under Employees Provident Fund and workmen Compensation Act before release of payment of First bill.

3.2 For any deficiency or defective service, an amount proportionate to the rates quoted by the contractor as given in his Price Bid shall be deducted from the monthly payment made to the contractor. The decision of Engineer/ Caretaker/competent authority of SLIC shall be final in this regard.

3.3 Due payment after completion of each month after making any recoveries etc. towards taxes, duties & nonperformance as described elsewhere in the bid documents shall be made to the contractor. No payment to the contractor shall be released till the



contractor submits the bill for the work done by him. The bills shall be paid monthly. SLIC will make all endeavors to release the due payment within 10 days of receipt of certified bill from the contractor.

- 3.4 Proportionate payment shall be deducted from the contractor's bill if any work is found to be not done/ is incomplete or is unsatisfactory, as adjudged by the Engineer/ Caretaker. In case of any difference of opinion between the engineer in charge and the contractor, regarding the non-performance or unsatisfactory performance of work, the matter will be referred to the DGM I/c, SLIC, whose decision on the matter shall be final. SLIC may also, at their discretion get such defective/deficiency work done at the risk & cost of the contractor and recover the actual amount spent plus **20%** of actual spent amount including all actual SLIC establishment charges, from the contractor's bills. Repeated lapses in doing the work satisfactorily shall result in rescinding the contract as described in Clause 4.

CLAUSE 4: When Contract can be rescinded

- 4.1 The Employer/ DGM I/c, SLIC, may without prejudice to his any other rights or remedy against the contractor in respect of any delay, inferior workmanship, any claims for damages and/or any other provisions of this contract or otherwise, and whether the date for completion has or has not elapsed, by notice in writing absolutely rescind the contract in any of the following cases:-
- a) If the Contractor has abandoned the Contract
 - b) If the Contractor has, without reasonable excuse, failed to commence the work considering handing over- taking over period within specified period under Clause-2.1/ Section I of tender documents or has suspended the progress of the work or has failed to proceed with the work with due diligence so that in the opinion of the DGM I/c , SLIC (which shall be final and binding) he will be unable to secure completion of the work by the date for completion and continues to do so after a notice in writing of 7 (seven) days from the Employer/ DGM I/c , SLIC.
 - c) If the Contractor fails to complete the work within the stipulated date or items of work with individual date of completion, if any stipulated, on or before such date(s) of completion and does not complete them within the period specified in a notice given in writing in that behalf by the Employer/ DGM I/c SLIC or
 - d) If the Contractor persistently neglects to carry out his obligations under the Contract and/or commits default in complying with any of the terms and conditions of the contract and does not remedy it or take effective steps to remedy it within 7 (seven) days after a notice in writing is given to him in that behalf by the DGM I/c, SLIC.
 - e) If the contractor having been given a notice by the DGM I/c, SLIC in writing to rectify, reconstruct or replace any defective work or that the work is being performed in an inefficient or other-wise improper or un-workmanship like unprofessional manner shall omit to comply with the requirements of such notice for a period of seven days thereafter.
 - f) If the contractor being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a manager on behalf of a creditor shall be appointed or if circumstances shall arise which entitle the court or the creditor to appoint a receiver or a manager or which entitle the court to make a winding up order.
 - g) If the contractor shall offer or give or agree to give to any person in SLIC service or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne



- to do any act in relation to the obtaining or execution of this or any other contract for SLIC; or
- h) If the contractor shall enter into a contract with SLIC in connection with which commission has been paid or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the terms of payment thereof have been previously disclosed in writing to the Accepting Authority/DGM I/c, SLIC.
 - i) If the contractor shall obtain a contract with SLIC as a result of wrong tendering, fraudulent supporting documents or information or other non-bonafide methods of competitive tendering; or
 - j) If the contractor being an individual, or if a firm, any partner thereof shall at any time be adjudged insolvent or have a receiving order or order for administration of his estate made against him or shall take any proceedings for liquidation or composition (other than a voluntary liquidation for the purpose of amalgamation or reconstruction) under any insolvency Act for the time being in force or make any conveyance or assignment of his effects or composition or arrangement for the benefit of his creditors or purport to do so, or if any application be made under any insolvency Act for the time being in force for the sequestration of his estate or if a trust deed be executed by him for benefit of his creditors; or
 - k) If the contractor assigns, transfers, sublets (engagement of labour on a piece-work basis or of labour with materials not to be incorporated in the work, shall not be deemed to be subletting) or otherwise parts with or attempts to assign, transfer sublet or otherwise parts with the entire works or any portion thereof without the prior written approval of the accepting authority/ DGM I/c SLIC.

4.2 When the contractor has made himself liable for action under any of the cases aforesaid, the DGM I/c SLIC shall have powers:

- a. To determine or rescind the contract as aforesaid (of which termination or rescission notice in writing to the contractor under the hand of the DGM I/c, SLIC shall be conclusive evidence). Upon such determination or rescission, the Earnest Money Deposit and/ or full security deposit recoverable under the Contract shall be liable to be forfeited and shall be absolutely at the disposal of SLIC. If any portion of the Security Deposit has not been paid or received it would be called for and forfeited.
- b. To employ labour paid by SLIC and to supply materials to carry out the work or any part of the work debiting the contractor with the cost of the labour and the price of the materials (of the amount of which cost and price certified by the DGM I/c, SLIC shall be final and conclusive) against the contractor and crediting him with the value of the work done in all respects in the same manner and at the same rates as if it has been carried out by the contractor under the terms of his contract. The certificate of the DGM I/c, SLIC as to the value of the work done shall be final and conclusive against the contractor provided always that action under the sub-clause should only be taken after giving notice in writing to the contractor. Provided also that if the expenses incurred by the SLIC are less than the amount payable to the contractor at his agreement rates, the difference shall not be paid to the contractor.
- c. After giving notice to the contractor to measure up the work of the contractor and to take such whole, or the balance or part thereof as shall be unexecuted out of his hands and to give it to another contractor to complete in which case any expenses which may be incurred in excess of the sum which would have been paid to the original contractor if the whole work had been executed by him (of the amount of which excess the certificate in writing of the DGM I/c, SLIC shall be final and



conclusive) shall be borne and paid by the original contractor and may be deducted from any money due to him by SLIC under his contract or on any other account whatsoever or from his security deposit or the proceeds of sales thereof or a sufficient part thereof as the case may be. If the expenses incurred by the SLIC are less than the amount payable to the Contractor at his agreement rates, the difference shall not be paid to the Contractor.

- d. Any excess expenditure incurred or to be incurred by SLIC in completing the works or part of the works or the excess loss or damages suffered or any may be suffered by SLIC as aforesaid after allowing such credit shall without prejudice to any other right or remedy available to SLIC in law be recovered from any moneys due to the contractor on any account and if such moneys are not sufficient, the contractor shall be called upon in writing and shall be liable to pay the same within 30 days.

4.3 If the contractor shall fail to pay the required sum within the aforesaid period of 30 days the DGM I/c, SLIC shall have the right to sell any or all of the contractor's unused materials, constructional plants, implements, temporary buildings, etc. and apply the proceeds of sale thereof towards the satisfaction of any sums due from the contractor under the contract and if thereafter there be any balance outstanding from the contractor it shall be recovered in accordance with the provision of the contract.

4.4 In the event of any one or more of the above courses being adopted by the DGM I/c, SLIC the contractor shall have no claim to compensation for any loss sustained by him by reasons of his having purchased or procured any materials or entered into any engagements or made any advances on account or with a view to the execution of the work or the performance of contract. And in case action is taken under any of the provision aforesaid, the contractor shall not be entitled to recover or be paid any sum for any work thereof, or actually performed under this contract unless and until the DGM I/c, SLIC has certified in writing the performance of such work and the value to be paid the value so certified.

4.5 Provided further that if any of the recoveries to be made, while taking action as per 4.2 (b) and/or 4.2 (c) above, are in excess of the security deposit forfeited, these shall be limited to the amount by which the excess cost incurred by the SLIC exceeds the security deposit so forfeited.

5.0 **Payment of final Bill**

The final bill shall be submitted by the contractor in the same manner as **monthly bills** and SLIC shall pay it within 60 days, after the final certificate of completion furnished by the Engineer/ Caretaker. Further claims shall neither be made by the contractor nor admissible for payment after submission of the final bill and these shall be deemed to have been waived and extinguished.

6.0 **Materials not to be supplied by SLIC**

SLIC will not supply or procure for the Contractor any material and the contractor shall make his own arrangements therefore at his own risk, cost & consequences.

7.0 **Execution of Work**

7.1 The contractor shall execute the whole and every part of the work in the most professional and workmanlike manner both as regards materials and otherwise in every respect in strict accordance with the agreement, site requirements & instructions of the Engineer/



- Caretaker. The contractor shall comply with the provisions of the contract and with the care and diligence & execute and maintain the installations and provide all labour and materials, tools and plants in so far as necessary for providing these or as inferred from the contract. The Contractor shall take full responsibility for adequacy, suitability and safety of all the works and methods of maintenance.
- 7.2 The contractor is required to obtain approval of Engineer –in-charge in respect of Periodical preventive maintenance schedule for all the assets in the complex under the scope of this contract, within 15 days from the date of letter of award.
- 7.3 The contractor is required to submit the copy of the Service report of OEMs or their authorized agency (if any) or agency approved by SLIC (as the case may be) after attending defect/ preventive maintenance as per schedule of OEMs or the schedule approved by SLIC for the installations for maintenance of which OEMs has not been defined in the tender documents.
- 7.4 **The Engineer/ Caretaker shall have Power: -**
- i) To make alteration in, omissions from, additions to, or substitutions for the original instructions that may appear to him to be necessary or advisable during the progress of the work, and
 - ii) To omit a part of the works in case of non- availability of a portion of the site or for any other reasons and the contractor shall be bound to carry out the works in accordance with any instructions given to him in writing by the Engineer/ Caretaker and such alterations, omissions, additions or substitutions shall form part of the contract as if originally provided therein and any altered, additional or substituted work which the contractor may be directed to do in the manner specified above as part of the works, shall be carried out by the contractor on the same conditions in all respects including price on which he agreed to do the main work or on assessed rates.
- 7.5 Rates for altered or substituted or additional work or extra item shall be determined as follows;
- a) If the rate for altered or substituted item of work is specified in the schedule of quantities; the contractor shall carry out the altered or substituted items at the same rate. In the case of composite tenders, where two or more schedules of quantities may form part of the contract, the applicable rate shall be taken from the schedule of quantities of that particular part in which the deviation is involved, failing that at the lowest applicable rate for the same item of work in the other schedules of quantities.
 - b) If the rate for any altered or substituted item of work is not specified in the schedule of quantities, the rate for that item shall be derived from the rate for the nearest similar item specified therein. In case of composite tenders where two or more schedule of quantities form part of the contract, the rate shall be derived from the nearest similar item in the schedule of quantities of the particular part of works in which the deviation is involved failing that from the lowest of the nearest similar items in other schedule of quantities.
 - c) If the rate for any additional or substituted item of work cannot be determined in the manner specified above, the contractor shall, within 15 days of the date of receipt of the order to carry out the said work, inform the Engineer- in-Charge of the rate which he proposes to claim for such item of work, supported by analysis of the rate claimed, and the Engineer/ Caretaker shall, within one month thereafter, after giving



due consideration to the rate claimed by the contractor, determine the rate on the basis of market rate(s). In the event of the contractor failing to inform the Engineer/ Caretaker within the stipulated period of time, the rate which he proposes to claim, the rate for such item shall be determined by the Engineer/ Caretaker on the basis of market rate(s).

8.0 No compensation for alteration or restrictions of work to be carried out

If at any time after the commencement of the work, SLIC shall decide to abandon or reduce the scope of the works for any reason whatsoever and hence not require the whole or any part of the works thereof as specified in the tender to be carried out, the Engineer/ Caretaker shall give notice in writing of fact to the contractor who shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the full amount of the work not having been carried out, neither shall he have any claim for compensation by reason of any alternations having been made in the original specifications, drawings, designs and instructions which shall involve any curtailment of the work as originally contemplated.

9.0 Contractors to Supply Tools & Plants etc.

The contractor shall provide at his own cost all materials , plant, tools, appliances, implements, ladders, scaffolding and temporary works etc. required for the proper execution of the work, whether original, altered or substituted and whether included in the specification or other documents forming part of the contract or referred to in these conditions or not, or which may be necessary for the purpose of satisfying or complying with the requirements of the Engineer/ Caretaker as to any matter as to which under these conditions he is entitled to be satisfied, or which he is entitled to require together with carriage therefore to and from the work. The contractor shall also supply without charge the requisite number of persons with the means and materials, necessary for the purpose of setting out works and counting, weighing and assisting the measurement for examination at any time and from time to time of the work or materials. Failing his so doing the same may be provided by the Engineer in charge at the expense of the contractor and the expenses may be deducted, from any money due to the contractor, under this contract or otherwise and/ or from his security deposit or the proceeds of sale thereof, or of a sufficient portion thereof.

While bringing the equipment inside SLIC office complex by the contractor, necessary for execution of the work, the contractor shall get them verified through the representative nominated by Engineer/ Caretaker and security at the time of commencement of the work. Engineer/ Caretaker and security and contractor shall keep such verified list of above equipment in records. The gate pass shall be issued to the contractor in respect of those equipment which have been verified in the above list, to enable him to take back his equipment after completion of work.

10.0 A: Recovery of Compensation paid to Workman

In every case in which by virtue of the provisions sub-section (1) of Section 12 of the Workmen's Compensation Act, 1923, the Employer is obliged to pay compensation to a workman employed by the Contractor, in execution of the works, the Employer will recover from the Contractor the amount of the compensation so paid; and, without prejudice to the rights of the Employer under sub-section (2) of Section 12 of the said Act, the Employer shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by the Employer to the contractor



whether under this contract or otherwise. The Employer shall not be bound to contest any claim made against it under sub-section (1) Section 12 of the said Act, except on the written request of the contractor and upon his giving to the Employer full security for all costs for which the Employer might become liable in consequence of contesting such claim.

B: Ensuring Payment and Amenities to Workers if Contractor fails

In every case in which by virtue of the provisions of the Government of Pakistan Labor Policy 2010, Factories Act and Regulations & Rules 1934, Payment of Wages Act 1936 (Section 20), Minimum Wages Ordinance 1961 (adopted in 2012 – Section 9), Workmen's Compensation Act 1923 the Employer is obliged to pay any amounts of wages to a workman employed by the Contractor in execution of the works, or to incur any expenditure in providing welfare and health amenities required to be provided under the above said Act and the rules, or under the Rules framed by Government from time to time for the protection of health and sanitary arrangements for workers employed by the Employer's Contractors, the Employer will recover from the Contractor the amount of wages so paid or the amount of expenditure so incurred; and without prejudice to the rights of the Employer, the Employer shall be at liberty to recover such amount or any part thereof by deducting it from the security deposit or from any sum due by the Employer to the Contractor whether under this contract or otherwise. The Employer shall not be bound to contest any claim made against it, except on the written request of the contractor and upon his giving to the Employer full security for all costs for which the Employer might become liable in contesting such claim.

11.0 Labour Laws to be complied by the Contractor

The contractor must comply with provisions of all existing labour laws as indicated below & other state laws existing in this regard.

- a. Government of Pakistan Labor Policy 2010
- b. Factories Act and Regulations & Rules 1934
- c. Workmen's Compensation Act 1923
- d. Payment of Wages Act 1936 (adapted in 2014) Sec.20
- e. Minimum Wages Ordinance 1961 (adapted in 2012) Sec.9
- f. The Employment of Children Act 1991
- g. The Employment of Children Rules 1995
- h. The Children (Pledging & Labour) Act 1933
- i. Contractor shall comply with the provisions of the Minimum Wages Act, 1948, Industrial Disputes Ordinance, 1959 (amended 1967), Maternity Benefits Act, 1958 & Maternity Benefits Rules 1961, or the modifications thereof or any other laws relating thereto and the rules made thereunder from time to time.
- j. Safety and other welfare/ social welfare and social security measures as per Provincial Social Security Ordinance 1965 and laws of land.

12.0 Settlements of Disputes & Arbitration

In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such disputes or difference shall in the first instance be sought to be resolved amicably by mutual consultation with the Engineer –in- charge or DGM I/c SLIC. Failing which they shall be referred by either party to the Real Estate Functional Committee (**REFC**) of SLIC for settlement. The decisions of the REFC of SLIC shall be final & binding on both parties.



CLAUSES OF THE CONDITIONS OF CONTRACT AND MATTERS DEEMED AS "EXCEPTED MATTERS"

The following shall be treated as "Excepted Matters" for the purpose of arbitration:

1. Illegal Gratification:- Any bribe, commission, gift or advantage given, promised or offered by or on behalf of the Contractor or his partner, agent or servant or any one on his or on their behalf to any officer, or employee or SLIC or to any person on his or their behalf in the relation to the obtaining of the execution of this or any other contract with SLIC, shall, in addition to any criminal liability which he may incur, subject the Contractor to the rescission of the contract under the contract or any other contracts with SLIC. The Contractor shall not lend or borrow from or have or enter into any monetary dealings or transactions either directly or indirectly with any employees of SLIC and if he shall do so SLIC shall be entitled forthwith to rescind the contract and all other contracts with SLIC. Any question or dispute as to the commission of any offence or compensation payable to SLIC under this clause shall be settled by DGM I/c SLIC in decision shall be final and conclusive.
2. Meaning and intent of specifications and drawings.
3. Rates for extra items of works
4. Measurement of works
5. Provisions of Payment of Wages Act
6. Payment of advances and recovery
7. Determination of contract
8. Provisions of Government of Pakistan Labour Policy 2010
9. Non-conformance of work

13.0 INDEMNITY REGARDING DAMAGE TO PERSONS AND PROPERTY:

The Contractor shall, except if and so far as the Contract provides otherwise, indemnify SLIC (through Indemnity bond on format approved by SLIC, before commencement of work) against all losses and claims whatsoever in respect of injuries or death to any person, whether SLIC or Contractor's employee or a third party, or loss / damage to any property whether of SLIC, Contractor or third party, which may arise out of or in consequence of the execution and maintenance of the works related to this contract. This indemnity shall be against all claims proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto.

14.0 OTHER INDEMNITY

The contractor shall also indemnify SLIC (through Indemnity bond on format approved by SLIC, before commencement of work/release of first bill) against any fine/ penalty/ prosecution levied by any government authority for any violation of environment laws, safety norms, labour laws (like workmen compensation Act etc. in respect of workers engaged by the contractor), PF laws, health laws etc. which may occur in the process of carrying out of this work or at later stage. It will be the contractor's responsibility to ensure that relevant rules & regulations are fulfilled by him.

15.0 INSURANCE:

The contractor is required to seek Insurance policy against injury or death of his own employees or any third party which may result out of execution of this contract. FM (Facility Manager) agency is liable to replace/ repair SLIC property/ equipment in the event of fault/damage etc. due to the fault of FM agency. SLIC has insured its property. The insurance policy arranged by SLIC in this respect may be seen from SLIC office for knowing the conditions under which claim can be raised on Insurance Company. Thus,



FM agency is required to inform SLIC in writing in the event of fault/ damage/ theft etc. to the property/ equipment for the cause other than the fault of FM agency when claim can be raised on the insurance company. FM agency shall pursue on behalf of SLIC with the insurance company for realization of the claim to SLIC, if so desired by SLIC. In case of failure of FM agency to follow the above directives, FM agency shall be solely responsible for losses suffered by SLIC in the event of fault/ damage etc. to the SLIC property.



16.0 **Withholding and lien in respect of sums due from Contractor**

16.1 Whenever any claim or claims for payment of a sum of money arises out of or under the contract or against the contractor, the Engineer/ Caretaker or the SLIC shall be entitled to withhold and also have a lien to retain such sum or sums in whole or in part from the security, if any deposited by the contractor and for the purpose aforesaid, the Engineer/ Caretaker or the SLIC shall be entitled to withhold the security deposit, if any, furnished as the case may be and also have a lien over the same pending finalization or adjudication of any such claim.

16.2 SLIC shall have the right to cause an audit and technical examination of the works and the final bills of the contractor including all supporting vouchers, abstract, etc., to be made after payment of the final bill and if as a result of such audit and technical examination any sum is found to have been overpaid in respect of any work done by the contractor under the contract or any work claimed to have been done by him under the contract and found not to have been executed, the contractor shall be liable to refund the amount of over-payment and it shall be lawful for SLIC to recover the same from him in any manner legally permissible; and if it is found that the contractor was paid less than what was due to him under the contract in respect of any work executed by him under it, the amount of such under payment shall be duly paid by SLIC to the contractor, without any interest thereon whatsoever.

17.0 **RATES TO BE INCLUSIVE OF TAX(ES)& LEVI(ES)**

1. Tendered rates must be inclusive of all taxes, duties and levies (excluding service tax), payable under the respective statutes. Applicable Service tax shall be paid in first running bill and subsequent running bills shall be entertained only after producing proof of payment of service tax to the concerned authority for the previous month already paid to the contractor (In case service tax payment to the concerned authority is delayed by the contractor, the payment of penalty, interest or any other charges shall be borne by the contractor). However, pursuant to the Constitution, if any new tax or increase/decrease in tax (except service tax) or levy is imposed by the statute, after the date of receipt of tenders, and the contractors thereupon necessarily and properly pay such taxes/levies the contractor shall be reimbursed the amount so paid on production of proof of payment, provided such payment, if any is not in the opinion of SLIC (whose decision shall be final and binding) attributable to delay in execution of work within the control of the contractor. SLIC will have no liability whatsoever on any account to pay any taxes, levies, duties etc. levied by Central / State Govt. pertaining to execution of the work.
2. The contractor shall keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by duly Authorized representative of SLIC and further shall furnish such other information/document as the Engineer/ Caretaker may require.
3. The contractor shall, within in a period of 30 days of imposition of any further tax or levy pursuant to the Construction and Operation of Engineering Works Byelaws, 1987 (Amended Upto April, 2013) give a written notice thereof to the Engineer/ Caretaker that the same is given pursuant to this condition, together with all necessary information relating thereto.



18.0 **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-36(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.

c) Termination of Contract on demise/ death of Contractor

Without prejudice to any of the rights or remedies under this contract if the contractor (in proprietary case) dies, the SLIC shall have the option of terminating the contract without compensation to the contractor's successor.

19.0 **FORCE MAJEURE**

19.1 Neither, the Contractor nor the Owner (SLIC) shall be considered in default in performance of their obligations if such performance is prevented or delayed by events such as but not limited to war, hostilities, revolution, riots, civil commotion, strikes, lock-outs, conflagrations, epidemics, accidents, fire, storms, floods, droughts, earthquakes or ordinances or any act of God or for any other cause beyond the reasonable control of the party affected or prevented or delayed. However, a notice is required to be given within 30 (thirty) days from the happening of the event with complete details, to the other party to the contract, if it is not possible to serve the notice, within the shortest possible period without delay.

19.2 As soon as the cause of Force Majeure has been removed the party whose ability to perform its obligations has been affected, shall notify the other of such cessation and the actual delay incurred in such affected activity adducing necessary evidence in support thereof.

19.3 From the date of occurrence of a case of Force Majeure, obligations of the party affected shall be suspended during the continuance of any inability so caused. With the cause itself and the inability resulting therefrom having been removed, the agreed time of completion of the respective obligations under this agreement shall stand extended by a period equal to the period of delay occasioned by such events.

19.4 Should one or both parties be prevented from fulfilling the contractual obligations by a state of Force Majeure lasting to a period of 6 months or more, the two parties shall consult each other to decide regarding the future execution of this agreement.



20.0 **SUFFICIENCY OF TENDER:**

20.1 The contractor shall be deemed to have satisfied himself before bidding as to the correctness and sufficiency of his bid for the works and of the rates and prices quoted in the Bill of Quantities which rates and prices shall except as otherwise provided, cover all his obligations under the Contract and everything necessary for the proper completion and maintenance of the works, if required contractor shall obtain clearances from concerned local authorities at his cost. The cost of any item for which contractor has failed to enter rate shall be deemed to be covered by other rates entered in the Bill of Quantities. The Contractor shall also co-ordinate with any other agency working in the same project, compare plans, specifications and the time schedules and so arrange his work that there will be no interference. SLIC shall entertain no claim on this account.

20.2 The rates quoted by the contractor shall also take into account the cost of the following: -

a) **TAX(ES) DEDUCTIONS:**

Appropriate deductions at source as per relevant Tax(es) Rules applicable at the time shall be made from bills submitted by the contractor.

b) **RATES TO BE INCLUSIVE OF ALL MATERIAL & LABOUR ETC.**

The rates for all items, unless clearly specified otherwise, cover all costs for proper execution of work including labour, material, hire charges of machinery etc. and any other inputs involved during execution of the works.

20.3 **ELECTRIC SUPPLY**

SLIC will provide required supply of electric power to the contractor at the designated point. Any further extension from that source shall be organized by the contractor at his own expense

20.4 OTHER DEDUCTIONS FROM MONTHLY BILL

Cost of Material would be deducted as assessed by the SLIC Engineer/ Caretaker in case of any material is found short at site.

- a. Minimum Rs.1538/- per day per worker in case of absence from duty site maximum upto 26 days (Rs.40,000/-). This amount is not fixed and can be changed as per bid.
- b. SST and Income Tax would be deducted as per Government Rules.

21.0 **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.

23.0 **PRICE ESCALATION:**

Rates once accepted will remain constant for the entire duration of the contract. No price escalation shall be applicable for this work during the currency of contract, stipulated or extended period, if any, of contract.

Escalation/ Reduction of the Prices of Goods & Services for extension of contract agreement would be determined subject to mutual consent and inflationary, deflationary & stagflationary economic indicators during the currency of contract in the same financial year as announced and notified by the central regulatory authority concerned.

24.0 **CURRENCY OF CONTRACT**



- 24.1 Contract will be for the period of one (01) year (extendable on satisfactory performance to contractor up to maximum of two terms of one (01) years).
- 24.2 Contract will come into force from the date of signing of Contract Agreement or _____ and the contractor should deploy personnel on that date (0800 hours).
- 24.3 The Employer may in writing, terminate contract upon serving 30 days notice, and the same shall stand terminated forthwith upon expiry of 30 days from the date of issuance of such notice unless said notice is withdrawn by SLIC or payment of half month contract price based on last month verified bill to the contractor.
- 24.4 In case, the contractor intends to terminate running contract, 60 days prior notice will be served to the Employer or payment of 30 days contract price based on previous month verified bill to the SLIC.

CLAUSE 25. PAYMENTS TO CONTRACT LABOUR/ SERVICES STAFF CLAUSE

- 25.1 The contract labour/ staff for services will be provided at fixed monthly cost of Rs. _____. The Minimum salary wages of contract labour/ services staff as notified by the Govt. of Pakistan shall be followed by the contractor.
- 25.2 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 is made after deduction of all applicable taxes, levies etc.
- 25.3 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.
- 25.4 Personnel will be considered to be on effective pay Roll of the contractor from the date they report at the post of the Employer.
- 25.5 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.
- 25.6 **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.**
- 25.7 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.
26. **ISSUEANCE 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 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 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.
27. **EXTENSION OF CONTRACT:**
- a) The Contract comprises the operation, maintenance, servicing and overhauling of the complete Elevators/ Lifts, 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 25% overhead profit/ handling charges on production or original invoices of the material/ parts if not supplied by State Life subject to prior consent/ approval in-principal by the SLIC authorities concerned.

- 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 all the elevators/ lifts, Equipment and Systems, so far as the necessity for providing the same is specified in or can reasonably be inferred from the contract.

28. **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.

29. **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 30 – (i) from the Engineer of SLIC Pakistan.

30. **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, Mechanic/ 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 misconducts 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.500/- (Rupees FIVE 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 must submit Police verification certificate, photocopy of academic record and experience certificates as per requirement of the employer duly verified by contractor and concerned section.



- j) The concerned section of the SLIC (E&M) will inquire the technical qualification of the contractor staff and may terminate any staff member if found inefficient or do not have the required experience/ qualification.
- k) The Contractor shall submit medical fitness certificate of all employees employed by him for performance of service under this contract.
- l) 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.

31. 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 Elevators/ Lifts, 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 Elevators/ Lifts, 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.

32. 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 Elevators/ Lifts, 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.

33. 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.

34. 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.

35. LABOURERS/ 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.

36. 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 got 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 18 (iii) herein. Please see Clause – 25 of 'Conditions of Contract'



- 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 Elevators/ Lifts, Equipment, fittings and fixtures etc. Any loss or damage to any Installation, Elevator/ Lift, 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.



GENERAL TERMS AND CONDITIONS

1.0 DOCUMENTS COMPRISING THE BID

1.1 Bid will be submitted via e-PADS as under:

- i) Tender document is free of cost available on the e-PADS for all the bidders.
- ii) Bid Security/ EMD (Earnest Money Deposit) amounting to Rs.200,000/- in shape of DD drawn in favour of Real Estate, State Life Insurance Corporation of Pakistan, Islamabad.
- iii) The bidding document will be comprised of 02 bids i.e. Technical Bid and Financial bid or price bid opening at the same time.

Bid 1 will contain the Post-Qualifying criteria, related documents along with terms & conditions applicable and will be super scribed '**Technical Bid**' and name of work.

Bid 2 will contain the price bid and shall be Titled '**Financial Bid or Price Bid**' & Title of work.

1.2 Post-Qualifying (Capability) Bid – 2 shall comprise of;

- a. A Technical offer listing each item of work which the bidder will perform, as given in "Spectrum of Services". Against each item, the bidder will give a brief description of the methodology he will adopt for doing the work, the number of persons to be deployed and the equipment. The bidder must quote for providing all the services listed in the "Spectrum of Services" (Please see Clause-3 of Section - I).
- b. Original Bid documents duly signed on all pages by the bidder.
- c. Written Power of Attorney on stamp paper of Rs.100/- in favour of person signing the tender documents from authorized signatory of the company.
- d. Copies of affidavit for sole Proprietorship/ Partnership Deed/ Memorandum and article of Association along with the details pertaining to place of registration, principal place of business of the firm etc.
- e. An undertaking for supply of spares for various assemblies (components) & subassemblies of manufacturer obtaining a clearance from various OEMs shall be submitted at SLIC before negotiation of your offer price.
- f. Documents in support of financial stability of the firm like attested copies of audited balance sheets, profit & loss account statement etc. for the last **3** financial years.
- g. Duly completed Covering Letter as per Proforma – 1 of Section II (Post-qualification Criteria).
- h. Duly completed Letter of unconditional acceptance as per Proforma – 2 of Section II (Post-qualification Criteria).
- i. List of similar works completed and underway during last 5 years as per Proformas – 3A, 3B of Section II duly supported by Completion Certificate and other documents as per requirement.
- j. Declaration by the bidder on non-judicial stamp paper of value of Rs.100/- duly attested by Notary/Magistrate as per Proforma – 4 of Section II.
- k. Photocopy of NTN/ STRN certificates is TO BE SUBMITTED VIA e-PADS.
- l. All other documents mentioned in the technical/ qualification criteria list.



Note-1:- SLIC reserves the right to cross check authenticity of any of the relevant document(s)/ information directly with the issuing authority /authorities at any stage. In case of submission of fraudulent document/ suppression of information or submission/ providing wrong information by the bidder, or at any stage, if it is found that bidder has secured the contract through fraudulent means, documents, information; his bid is liable to be rejected. his **Bid Security/ EMD** submitted to SLIC shall be forfeited/ confiscated and further action shall be taken by SLIC as deemed fit.

Note-2:- All the pages of each supporting document for Post-Qualification mentioned under Clause-1.2 above as well as bid documents, submitted by the bidder shall be signed & stamped by bidder in original. However, copies of supporting document for Post- Qualification mentioned under Section II above, are required to be attested by the bidder as well as by a Gazetted officer or Notary Public with name, designation and stamp/ official seal of attesting authority clearly shown and these documents are still required TO BE SUBMITTED VIA e-PADS even if these have been submitted earlier by the bidder along with any other tender or for Post-Qualification tender.

1.3 Price Bid;

Price bids of only qualified bidders shall be considered. The tenderers whose Technical bid has not been found acceptable will be disqualified and asked to take back the earnest money.

The price bid should contain the following:-

- i) Price Bid shall contain the item rates duly filled in words and figures in Bill of Quantities (BOQ) of Section – V of this tender document indicating total of all items.
- ii) Bid price would be inclusive of all consumables like petroleum jelly, contact cleaner & minor painting touch up works etc.
- iii) The rates shall be filled only on the original BOQ format issued to the bidder (Vol. II), duly signed on all pages. Corrections shall be avoided, however if there are certain corrections, all corrections must be duly signed by the bidder in original.
- iv) Every page of the priced bid document will be signed and stamped by the bidder.
- v) Rebate, if offered, shall be shown separately below the total of BOQ items. **No conditional rebate will be acceptable. Failure to follow this procedure will render the bid liable for rejection.**

No other terms or condition shall be included in this Bid. **The priced bid with any condition including conditional rebate is liable for rejection**

1.4 Bids must be received via e-PADS.

2.0 BID SECURITY/ EARNEST MONEY DEPOSIT (EMD)

2.1 The Bidders are required to deposit the Bid Security/ EMD in favour of **Real Estate, State Life Insurance Corporation of Pakistan** for Rs.200,000/- **for the subject work in following forms only.**

a. Crossed Demand Draft of any Pakistani Scheduled Bank only, in favour of DGM I/c STATE LIFE INSURANCE CORPORATION OF PAKISTAN and payable at ISLAMABAD drawn on any Pakistani Scheduled Bank.

2.2 EMD in any other form shall not be accepted.

2.3 SLIC shall summarily reject any bid not accompanied by the EMD as mentioned above.

2.4 After evaluation of financial bids, the EMD of unsuccessful bidders will be returned within a month from the end of the tender validity period.

2.5 The Bid Security/ EMD of the successful bidder will be retained as part of the security deposit in accordance with Clause 1 of Conditions of Contract.



2.6 The Bid Security/ EMD of the bidder, whose Technical bid is found not acceptable, will be returned as soon as scrutiny of Technical bid has been completed.

2.7 No interest shall be paid on the Bid Security/ EMD.

3.0 VALIDITY OF BID

3.1 Bids shall remain valid and open for acceptance for a period of **120 days** from the date of opening of the Bid. Should the bidder fail to keep the bid open for acceptance as stated above or if the bidder withdraws his bid before the expiry of the said period or makes any modification in terms and conditions of the bid which are not acceptable then SLIC without prejudice to any other right or remedy shall be at liberty to forfeit his 50% EMD absolutely.

3.2 In exceptional circumstances, prior to expiry of the original validity period, SLIC may request the bidders for an extension in the period of validity by no of days as may be required. The request and the responses thereto shall be made in writing or by cable or fax. A bidder may refuse the request without forfeiting his Bid Security (EMD). A bidder agreeing to the request will neither be required nor be permitted to modify his bid but will be required to extend the validity of his EMD correspondingly.

4.0 SITE VISIT

4.1 The bidder is principally advised to visit and inspect the site of works and its surroundings and obtain for himself on his own responsibility all information that may be necessary for preparing the bid and entering into the Contract. The costs of any such visits/ site inspections shall be entirely at the bidder's own expense. The bidders are requested to satisfy themselves regarding the availability of water, requirement of electricity, nature and location of work, the configuration of the ground, the type, quality and quantity of the materials, the type of equipment and facilities needed preliminary to and during the progress of the services. He should also assess the law and order situation, the general and local conditions, the labour conditions prevailing therein and all other matters which can in any way affect the services under contract. The contractor will be fully responsible for the financial effect of any or all the above factors in his rates including also the factors like age of machines, types of AMC, Working Environment, furniture, equipment etc. installed in SLIC campus. **No compensation will be given on account of ignorance of any of the factors during execution of the works.**

4.2 The bidder and any of his personnel or agents will be granted permission by the SLIC to enter upon their premises and lands for the purpose of such inspection, but only upon the express condition that the bidder, his personnel and agents will release and indemnify the SLIC their personnel and agents from and against all liabilities in respect thereof and will be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused which but for the exercise of such permission would not have arisen.

4.3 Before submitting a bid, the Bidder will be deemed to have satisfied himself by actual inspection of the site and locality of the works, that all conditions liable to be encountered during the execution of the works are taken into account and that the rates the bidder enters in the bid forms are adequate and all-inclusive for the completion of work to the entire satisfaction of SLIC.

4.4 No. TA/ DA will be admissible against Pre-Bid Site Visit.



5.0 RATES AND PRICES

- 5.1 The bidders shall quote their rates for all items described in the Bill of quantities. Items against which no rate or price is entered by the bidder will not be paid by the SLIC when executed and shall be deemed to be covered by the other rates and/or prices quoted in the bill of quantities.
- 5.2 The bidder should quote their rates in figures as well as in words. In case of discrepancies between **the unit rates quoted in figures and in words, the unit rates quoted in words shall prevail.**
- 5.3 The amount for each item should be worked out and the requisite totals given. In case of discrepancy between the unit rate and the total amount derived from multiplication of unit rate and the quantity, the unit rate as quoted will govern and the total amount will be corrected.
- 5.4 The bidders are not permitted to quote their rates in units other than the units mentioned in the bid documents against the individual items. In case the rates are quoted in units other than the units mentioned in the bid documents, the units mentioned by the bidder shall be ignored and the units mentioned in the bid documents will be deemed to apply for evaluation of the bid as well as the execution of the item.
- 5.5 The rates shall be quoted only on the proper form of the bid and each page of the Bill of Quantities shall be signed. Any cutting or over-writing shall be authenticated by original signature and stamp.
- 5.6 While quoting the rates in the Bill of Quantities the word 'only' should be written closely following the amount and it should not be written in the next line. No gap should be left. Space if any left after writing word 'only' shall be strike out.
- 5.7 Tendered rates must be inclusive of all taxes, duties and levies, payable under the respective statutes. However, pursuant to the Constitution (Forty six Amendment) Act, 1982, if any new tax or increase/decrease in tax(except service tax) or levy is imposed by the statute, after the date of receipt of tenders, and the contractors thereupon necessarily and properly pay such taxes / levies, the contractor shall be reimbursed the amount so paid on production of proof of payment, provided such payment, if any is not in the opinion of SLIC (whose decision shall be final and binding) attributable to delay in execution of work within the control of the contractor. SLIC will have no liability whatsoever on any account to pay any taxes, levies, duties etc. levied by Central/ State Govt. pertaining to execution of the work. **The monthly bill will be paid to the contractor subject to satisfactory performance (maintenance) during the said period.**
- 5.8 The rates for all items of work shall, unless clearly specified, otherwise include cost of all labour, material and other inputs involved in the execution of the item.
- 5.9 The rates quoted by the bidders shall be fixed. No compensation on any account shall be paid to the contractors e.g. due to delay in handing over the site, interruption in the work due to any reason (other than those occurring due to war-like situations), reduction in quantities and/or reduction in scope of work.
- 5.10 Under Section 153(1)b of the Income Tax Ordinance 2001- Service Sector, the deduction of Income Tax will be made from the sums paid for carrying out the work under this contract as per the prevailing rules regarding filer, non-filer, company, others etc.
- 5.11 The Bidder/s shall not increase his/their quoted rate(s) in case of negotiation. Negotiations shall not amount to cancellation or withdrawal of original offer and incase negotiations fail rates originally quoted will be binding on the bidder(s).
- 1.12 The bidder/s shall submit the break-up/analysis of rates if called upon to do so.

6.0 SUBMISSION AND OPENING OF BIDS.

- 6.1 Bids complete in all respects shall be submitted via e-PADS.



6.2 The bidders shall submit the bid via e-PADS as under: -

- i. Technical Bid.
- ii. Financial Bid.

Both the bids will be opened at the same date and time provided in the NIT.

6.3 The Bids submitted other than e-PADS would not be considered.

6.4 **Opening of bids:**

- a. First of all, the required Bid Security/ EMD and cost of tender document would be accounted for. It would be scrutinized that whether or not the same amount mentioned in the tender document has been deposited in a proper manner; if not the bid shall not be considered.
- b. The technical bid (Bid No. 1) containing Post-Qualification criteria/ Mandatory requirement and the Financial Bid (Bid No. 2) will be opened at time and date mentioned in the NIT via e-PADS.
- c. Only those Tenderers whose Technical bids are found acceptable, their financial will be considered.

7.0 **PROCESS TO BE CONFIDENTIAL**

7.1 After the public opening of bids, the information relating to the examination clarifications, evaluation and comparison of bidders and recommendation concerning the award of contract shall not be disclosed to the bidders or other persons concerned with such process until the award of the contract to the successful bidder has been announced.

7.2 Any effort by a bidder to influence SLIC personnel or representatives on matters related to the bid under study in the process of examination, clarification, evaluation and comparison of bids and in decisions concerning award of contract, may result in the rejection of his bid.

7.3 If a bidder expires after the submission of his bid or after the acceptance of his bid, SLIC shall deem such bid as cancelled. If a partner of a firm expires after the submission of their bid or after the acceptance of their bid, the SLIC shall deem such bid as cancelled, unless the firm retains its character.

8.0 **AWARD OF CONTRACT**

8.1 SLIC reserve the right to reject lowest or any other bid or all the bids without assigning any reason whatsoever and to annul the bidding process at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders for SLIC action.

8.2 Bidders must quote for all the services listed in the "Spectrum of services". SLIC reserves the right of accepting the whole or any part of bid or split up the work amongst more than one bidder without assigning any reason whatsoever and the bidder(s) shall be bound to perform the same at the rates quoted.

8.3 Prior to expiry of the period of Bid validity prescribed by SLIC, SLIC will notify the successful bidder by uploading final evaluation and the successful bidder will have to accept the letter of intent (LOI) via e-PADS.

8.4 8.5 The bidder whose bid is accepted shall be required to submit non-judicial stamp papers of appropriate value (without extra cost to SLIC) in his name for payment of stamp duty as per the provision of Pakistan Stamp Act within 7 days of the date of issue of Letter of Acceptance/ Letter of Award and shall be required to appear at the office of the SLIC in person, or through a duly authorized representative to execute the contract



documents/agreement within 15 days after receipt of the notice for signing the Contract Agreement (Annexure-I). No payments shall be released to the contractor until the agreement is signed. Failure to do so shall constitute a Breach of the agreement effected by the acceptance of the tender in which case the Earnest Money accompanying the tender shall be forfeited by the SLIC as liquidated damages for such default.

8.6 In the event of any bidder whose bid is accepted shall refuse to execute the contract agreement, the SLIC may determine that such bidder has abandoned the contract and there upon his bid and the acceptance thereof shall be null and void and the SLIC shall be entitled to forfeit the earnest money as liquidated damages for such default.

9.0 **COURT'S JURISDICTION**

9.1 Any suit or application, arising out of any dispute or difference on account of this bid or any matter in relation to the Award of the contract or for the enforcement of Arbitration clause under the Contract, shall be filed in a Competent Court at Rawalpindi only and no other court of any other District of the country shall have any jurisdiction in the matter.

10.0 **SECRECY OF CONTRACT DOCUMENTS**

10.1 The Contract is confidential and must be strictly confined to the Contractor's own use (except so far as confidential disclosure to sub-contractors or suppliers if necessary) and for the purpose of the contract.

11.0 **GENERAL**

11.1 The contractor's operations and proceeding in connection with the works shall at all times be conducted during the continuance of contract in accordance with the laws, ordinance, rules and regulations for the time being in force and the contractors shall further observe and comply with the bye laws and regulations of the Government of Pakistan and State Government and of Municipal and other authorities having jurisdiction over area involved in connection with the works or site and over operations such as those as carried out by the contractor(s) and shall give all notices required by such bye-laws and regulations. The contractor/contractors and his/their workmen shall also comply with the hospital and medical regulations in force for the time being.

12.0 **DEVIATIONS:**

12.1 SLIC will entertain no technical or commercial deviations. In case the bidder notes any ambiguity in the bid documents, it shall be clarified during the pre-bid meeting. In case any condition is put forth by the bidder such bids are liable for rejection. A categorical confirmation in the form of a certificate as per Proforma – 4 will be furnished by the bidder in this respect.

13.0 **EVALUATION OF BIDS:**

13.1 SLIC will determine the substantial responsiveness of each bid with reference to bid terms and conditions. For this purpose, a substantially responsive bid is one, which conforms to all the terms and conditions of the bid documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning following will be deemed to be material deviation;

- i. Bid Security (EMD).
- ii. Taxes & Duties.
- iii. Payment terms.
- iv. Commencement of work.
- v. Security Deposit.
- vi. Liquidated Damages.



- vii. Validity of Bid.
- viii. Post-Qualification requirement/ criteria
- ix. Spectrum of Services

ix. Frequency of Maintenance

13.2 SLIC's determination of bidder's responsiveness will be basis of contents of the bid itself without recourse to extrinsic evidence. If a bid is not substantially responsive, it would be liable to be rejected and may not subsequently be made responsive by the bidder by correction of the non-conformity. All decisions by SLIC on the evaluation of bids will be considered final and become binding on the Bidders and would not be subject to any scrutiny thereof.



MEMORANDUM

SPECIAL CONDITIONS OF CONTRACT AGREEMENT

1	Amount of Bid Security	Rs.200,000/- in the form of (Pay order/ Bank Draft in the / Insurance Guarantee from AAA+ Rating Insurance Firm) in the name of State Life Insurance Corporation of Pakistan.
2	Release of Bid Security	i. Shall be released to unsuccessful bidders after the acceptance of bid. ii. To the successful bidder on satisfactory completion of entire services agreement term/ period.
3	Mode of Payment	Monthly Bill
4	Retention Money	Deduction of 5% from monthly services bills maximum upto the aggregate annual contract worth
5	Release of Retention Money	Retention Money already deducted from monthly bills in the form of installments and equivalent to 5% of the annual contract worth will be released on completion/ expiry of contract term/ Period.
6	Liquidated Damages in case of non-completion of repair works within the stipulated period.	Liquidated damages would be charged @0.10% per day of monthly contract worth
7	Limit of Liquidated Damages	Maximum up to 10% of Contract Worth
8	Method of Payment	Monthly Bill submitted by the contractor on rendering satisfactory services duly verified by concerned building caretaker
9	Date of Commencement	Within Seven (07) Days from the Date of Issuance of Letter of award.
10	Services Agreement Period	Initially for a period of 12-Months and extendable for two (02) further terms of 1-year subject to satisfactory services/ performance and mutual consent.
11	Period of Honoring Bill	Within Ten (10) Days of Engineer/ Caretaker's Certificate.
12	Validity of Tender	One Hundred Twenty (120) Days (from the date of opening of Tender).
13	Agreement	Rs.500/- stamp paper within Three (03) Days after signing of Letter of Award.
14	Deduction from Bill (Income Tax, Absentees or any other Tax Levied by the Federal/ Provincial Government	i) Cost of material would be deducted as assessed by SLIC Engineer/ Caretaker in case any material is found short at site ii. Minimum 1.5 day per worker in case of absence of worker from duty site iii. GST/ Provincial Sales Tax on Services iv. Income Tax would be deducted as per Government devised criteria/ Rules. v. Reference to Clause 4 (b) of scope of work.
15	Insurance Cover	The successful bidder's firm/ company shall have to arrange and provide an insurance coverage of Rs.500,000/- (Rupees Five Lac Only) from AAA rating insurance firm/ company in favour of State Life Insurance Corporation of Pakistan to cover any incident occurred or damage caused by the negligence by the Lifts/ Elevators Operation and Maintenance Services Firm/ Company in the Building.
16	Payment of wages to contract labour/ services staff	As per Clause 25 of Section – III 'Conditions of Contract'
17	Workmen's compensation policy	As per the requirement of workmen's compensation Act.
18	Venue of Arbitration	Rawalpindi
19	Working Days	Six (06) working Days except Gazette holiday (08:30 Hours to 17:30 Hours)
20	Signatory of Contract Agreement	Bearing Valid Power of Attorney
21	Commencement of work	Not later than Three (03) Days from the Date of Issuance of Letter of Award of Work.



Note: **TO BE SUBMITTED VIA E-PADS BY THE CONTRACTOR ON THEIR LETTER-HEAD.**

Asstt. General Manager (I/c RE),
State Life Insurance Corporation of Pakistan,
Real Estate,
SLB No.5 Phase - II, Blue Area,
I S L A M A B A D.

Subject: **OPERATION, MAINTENANCE & SERVICING OF LIFTS/ ELEVATORS INSTALLED AT STATE LIFE TOWER ISLAMABAD.**

Dear Sir,

1. Having examined the Bidding Documents including Instructions to Bidders, Bidding Data, Conditions of Contract, Contract Data, Specifications and visiting the site for execution of the above mentioned works, we the undersigned, being a Company doing business under the name of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such works and remedy and defects therein in conformity with the said documents including Addenda thereto for the Total Bid Price of Rs. _____ (Rupees _____ only) or such other sum as may be ascertained in accordance with the said documents.

2. We undersigned all the Schedules attached hereto form part of this Bid.

3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a '**Bid Security**' in the amount of **PKR 200,000/-** drawn in your favour.

4. We undertake, if our Bid is accepted, to commence the works and the deliver and complete the works comprised in the contract within the time(s) stated in 'Contract Data'.

5. We agree to abide by this Bid for the period of **120** days from the date fixed for receiving the same 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 agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

Thank you,

Yours Sincerely,

For and Behalf of Contractor/Firm
(with official seal)

Encl:- Pay Order/CDR.



BILL OF QUANTITIES
(SCHEDULE OF PRICES)

Estimate For Annual Operation, Maintenance & Overhauling of Elevators/ Lifts installed at
State life Buildings Rawalpindi/ Islamabad

SR. NO	DESIGNATION / NAME	QUALIFICATIONS	Rate/ Person (per month)	QTY. SLB-1	COST SLB-1	QTY. SLB-5	COST SLB-5	QTY. SLB-9	COST SLB-9
1	LIFT MECHANIC CUM SUPERVISOR	DAE (Mechanical/ Electrical) From board of technical education having 5 ~ 7 years experience in the relevant field.		1		1		0	0
2	LIFT OPERATOR	Matriculate / Certified/ Licensed having 5 ~ 7 years of experience and knowledge of elevators/ escalators/ lifts etc.		2		3		1	
Total Workers			[A]	3		4		1	
Servicing & Maintenance Charges			[B]	2		3		1	
Statutory Benefits (ESSI + EOBI) @ 11% on A.			[C]						
Total amount (A+B+C)									
Contractor profit									
Tax @ 16% on profit									
Grand Total Per Building Month									
Grand Total Per Building Per Annum									
TOTAL COST PER MONTH									
TOTAL COST PER ANNUM									

Name & Address of the Contractor:	
Authorized Person Name:	
Signature & Stamp/ Official Seal:	
Date:	



EXTRA-OPERATION/ OVER-TIME CHARGES: -

Extra Operation – O/T Charges for Beyond Normal Operating Hours on a Working Day	Per Hours	PKR 300/-
Extra Operation – O/T Charges for Sundays & Public Holidays	Per Hours	PKR 500/-

****Note:-**

- (i) Total consolidated monthly amount including Minimum Wages @Rs.40,000/- (ESSI, EGI, EOBI etc.) per person should be quoted by the bidder under each of the category separately.
- (ii) The bidder should quote the details (price-break up) of the monthly consolidated amount in the Table given on the previous page.
- (iii) Payments shall be made by the Client as per the terms and conditions of the Tender Documents.
- (iv) Prices shall be valid for a period of one year. However, on revision of minimum wages by O/o The Labour Welfare Department, ICT Islamabad and O/o The Labour Welfare Department, Punjab and O/o The Labour Welfare Department, Khyber Pakhtunkhwa the same shall be revised by the Client. However, even on revision of minimum wages, the contractor's profit in absolute terms (not in percentage terms) shall remain the same throughout the contract period as was quoted by the contractor in his bid.
- (v) The quoted consolidated monthly amount prices shall be inclusive of all charges including Client's contribution towards EGI, EOBI, Gratuity, Bonus, Substitutes. It shall also include cost of training and uniform, Supervision of company etc.
- (vi) The prices in the Price Schedule shall be exclusive of any service tax, education cess, secondary and higher education cess or any other applicable taxes as may be levied by the Government from time-to-time and the same shall be charged in addition to the applicable rate.
- (vii) The Contractor shall mandatorily ensure that the cost per head as at 'A' in Table 'B' is paid as monthly wages to their PERSONNEL who are deployed in Client's premises for cleaning services.
- (viii) Bidder may compete the bidding process with respect to own profit margin. Any bid having price quoted below the Govt. determined minimum wage rate i.e., @Rs.40,000/- for 8 hour shift for 26 days a month (for the year 2025-26 excluding statutory benefits, profits, over heads, taxes etc., of the bidder) would be considered non workable and liable to rejection summarily forthwith.
- (ix) Price Break-up of the quoted prices shall be submitted by the Contractor in the format given in Table B at next page:

The basic wage for 8 hours should be computed @Rs.1538/- per day for 8 hours shift for 26 days as per Govt. determined Minimum Wage Rate i.e., @Rs.40,000/- pm the bidder may compete the bidding process with respect to own profit margin.

The payment shall be made by the following formula with relevant changes as per above. The Contractor shall also pay to his personnel by this formula. This formula takes care of all the paid weekly holidays, National holidays and other gazetted holidays.

Formula:



FORM OF AGREEMENT**(To be executed on Non-Judicial stamp paper of worth Rs.500/-)**

Agreement No: _____

Dated: _____

THIS AGREEMENT is made on _____ day of _____ (month), _____ (year) between State Life Insurance Corporation of Pakistan, an autonomous Government of Pakistan Enterprise, a body corporate constituted and established under the Life Insurance (Nationalization) order No. X of 1972 having its principle office at State Life Building No.9, Dr. Zia-ud-Din Ahmad Road, Karachi hereinafter called **SLIC**, (which expression shall, wherever the context so demands or requires, includes their successors in office and assigns) on the one part and M/s _____ hereinafter called the **Contractor** (which expression shall wherever the context so demands or requires, include his/their successors and assigns) on the other part.

WHEREAS the SLIC is desirous that certain works should be executed viz. (brief description of the work) and has by Letter of Acceptance dated _____ accepted the tender submitted by the contractor for the execution, maintenance and completion of such works at a total contract price of Rs. _____ (Rupees _____ only).

Now THIS AGREEMENT WITNESSETH 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 in conjunction with Addendum/ Corrigendum to Bid Documents shall be deemed to form and be read and construed as part of the agreement viz:
 - a. This Form of Agreement
 - b. Tender document
 - c. The Letter of Award dated _____
 - d. Priced Schedule (Bill of Quantities)
 - e. Amendments to Tender Documents
 - f. Post-Qualifying Criteria- Section
 - g. Conditions of Contract/ Clauses of Contract
 - h. Notice Inviting Tender (NIT) and Instructions to Bidders
 - i. Memorandum – Special Conditions of Contract Agreement

The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies, shall take precedence in the order set out above.

3. In consideration of the payment to be made by the SLIC to the contractor as hereinafter mentioned, the contractor hereby covenants with the SLIC to execute, complete and maintain the works in conformity in all respects within the provisions of the contract.
4. The SLIC thereby covenants to pay to the contractor in consideration of the execution, completion and maintenance of the works at contract price at the time and in the manner prescribed by the contract. In WITNESS whereof the parties hereto have caused



their respective common seals to be here into affixed (or have herewith set their respective hands and seals) the day and year first above written.

SIGNED, SEALED AND DELIVERED BY

M/S. _____ (for contractor)

_____ (for SLIC)

In the capacity of _____

in the capacity of _____

On behalf of: Contractor

On behalf of SLIC

In the presence of

In the presence of

1. _____

1. _____

2. _____

2. _____



Dated: _____

Asstt. General Manager (I/c RE)
State Life Ins. Corp. of Pakistan,
Real Estate, State Life Bldg. No.5 Phase-II,
Blue Area, Islamabad.

Subject: **OPERATION, MAINTENANCE& SERVICING OF LIFTS/ ELEVATORS INSTALLED AT STATE LIFE TOWER ISLAMABAD.**

Dear Sir,

Having gone through the Tender document/ Pre/ Post Qualification Criteria for subject work, we hereby submit our Tender consisting of Technical & Financial bid for your consideration please.

2. Pay order/ Demand draft having No._____ drawn on _____ Bank dated _____ consisting of Bid Security is placed in financial bid envelop.

Thanking you,

Yours sincerely,

Signature: _____

Name: _____

Designation: _____

M/S: _____



DISQUALIFICATION/ MANDATORY CRITERIA

- I. Valid FBR/ NTN registration.
- II. Valid SST/ GST/ PST registration.
- III. Bank Statement (Minimum turnover of Rs.10 million in the last fiscal year i.e Jul 2024/ June 2025)
- IV. PEC registration in minimum C5 category and having specialization codes in one or more of the following categories i.e. ME-03(i), ME-03(iii).
- V. Undertaking that participating firm / company is not blacklisted by any of Provincial or Federal Government Department, Autonomous body or Private Sector Organization anywhere in Pakistan.
- VI. Firms must have minimum 5 years of experience in relevant field (proof of work should be furnished).
- VII. Firms must have successfully completed minimum 05 similar projects in last 05 years.
- VIII. Firms having authorized/ Sole Distributor Certificate directly issued by any Multinational Lift Brand (No third party certificate shall be accepted).
- IX. Company profile.

NOTE: Documental proof of the mandatory criteria must be submitted along bid via e-PADS. If the required proofs for the mandatory conditions are not provided SLIC reserves right to cancel the bid at any stage.

1.1. GROUNDS OF REJECTION OF BID:

- a) Conditional/ Ambiguous bid.
- b) Bid submitted after stipulated time period.
- c) Bid submitted without bid security.
- d) Bid submitted other than e-PADS



Subject: OPERATION, MAINTENANCE & SERVICING OF LIFTS/ ELEVATORS INSTALLED AT STATE LIFE TOWER ISLAMABAD.

A.	<u>COMPANY PROFILE:</u>	
	i. The company established before more than 10 years Marks (Full) ii. The company established within 1 to 10 years (Proportionate)	10 Marks
B.	<u>MAINTENANCE PROJECTS HANDLED:</u>	
	02 Marks per Contract	20 Marks
C.	<u>MAINTENANCE PROJECTS IN PROGRESS:</u>	
	02 Marks per Contract	10 Marks
D.	<u>CERTIFICATIONS/ REGISTRATION</u>	
	ISO 9000 Certified Supplier 03 Marks ISO 27001 Certified Supplier 03 Marks EN 81 Certification 03 Marks Authorized Distributor Certificate 03 Marks PEC Registration in C-5 and ME-03 03 Marks	15 Marks
E.	<u>TECHNICAL STAFF:</u>	
	i. Engineer with relevant experience 03 Marks per engineer (max. 6 marks) ii. D.A.E. with relevant experience 02 Marks per person (Max. 6 marks) iii. Industrial Technician/ Helper 03 Marks	15 Marks
F.	<u>ENLISTMENT WITH OTHERS:</u>	
	02 Marks each company/letter	10 Marks
G.	<u>FINANCIAL POSITION:</u>	
	i. Balance Sheet 05 Marks ii. Banker Certificate 05 Marks	10 Marks
H.	<u>LIST OF TOOLS / EQUIPMENTS:</u>	
	i. Relevant Engineering/ Maintenance Tool & Machinery 03 Marks ii. Relevant Safety Equipments and PPEs. 02 Marks	05 Marks
I.	<u>PREVIOUS EXPERIENCE WITH STATE LIFE INS. CORP OF PAK.</u>	
	Satisfactory Services Rendered to SLIC 05 Marks	05 Marks



STATE LIFE INSURANCE CORPORATION OF PAKISTAN

CRITERIA OF EVALUATION/ POST QUALIFICATION ASSESSMENT SHEET

OPERATION, MAINTENANCE & SERVICING OF LIFTS/ ELEVATORS INSTALLED AT STATE LIFE BUILDING NO.1, 5 & 9, RAWALPINDI/ ISLAMABAD.

Sr. #	Name of Bidders	Company Profile	Maintenance Project Handled	Maintenance Project in Progress	Certification/ Registrations	Technical Staff.	Enlistment with Others	Financial Position	list of Tools/ Equipment	Previous Experience with SLIC	Marks Obtained	Remarks
		(10)	(20)	(10)	(15)	(15)	(10)	(10)	(05)	(05)	(100)	
1												
2												
3												
4												
5												

Note: Criteria of Post-qualification = **Minimum 60 Marks.**

