

# **Tender Documents**

**MONTHLY CONTRACT FOR OPERATION,  
MAINTENANCE & SERVICING CONTRACT OF  
LIFT INSTALLED IN STATE LIFE BUILDING  
MULTAN.**

**Engr. M Jehangir Tariq  
AGM/ I/c R.E  
Lahore**



**STATE LIFE**  
**INSURANCE CORPORATION OF PAKISTAN**

Real Estate 15-A Davis Road Lahore Tel: 04299200396 , Fax 99204099

Note: To be submitted by the contractor on their Letter Head

**(Letter of Offer)**

Incharge Real Estate,  
State Life Insurance Corporation of Pakistan  
State Life Building  
15-A Davis Road Lahore

**Subject: Monthly Contract For Operation, Maintenance & Servicing of Lift  
Installed at State Life Building, Multan.**

Dear Sir,

1. I have visit the premises for preliminary inspection of works & studied the scope of works, terms and condition etc. we hereby offer to execute and provide subject services, for as total bid amount of  
Rs..... per month  
(Rupees.....)
2. Bid Security amount Rs...../- In favor of SLIC issued by .....  
Bank dated ..... is enclosed. It shall be submitted in the form of  
a Pay Order / Bank Draft in favor of the State Life Insurance Corporation of  
Pakistan and must be submitted at the address given in tender notice before  
closing date and time else their bid will not be entertained.
3. We agree to abide by this for the period of 120 days from the date of opening  
of bid and it shall binding upon us.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of \_\_\_\_\_ duly authorized to sign bid for & on behalf of

(Seal & Stamp of the Lift Contractor)

## **TECHNICAL EVALUATION CRITERIA**

**Subject: Monthly Contract For Operation, Maintenance & Servicing of Lift (Schindler) Installed at State Life Building, Multan.**

### **MANDATORY/ PRE-REQUISITE REQUIREMENT:**

- **NTN / GST CERTIFICATE / FROM FBR**
- **PRA REGISTRATION**
- **REGISTRATION WITH EOBI & PESSI ( ATTACH CERTIFICATE)**
- **UNDERTAKING ON STAMP PAPER THAT THE FIRM WAS NEVER BLACK LISTED, FROM ANY GOVT, SEMI GOVT OR PRIVATE ORGANIZATION.**
- **EXPERIENCE (Schindler Lift) OF AT LEAST 03 YEARS TO HANDLE SUBJECT WORK.**
- **ANNUAL TURNOVER NOT LESS THAN 2.5 MILLION**

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## **SCHEDULE OF PRICES**

**Subject: Monthly Contract For Operation, Maintenance & Servicing of one Schindler Lift Installed at State Life Building, Multan.**

<b>1</b>	<p>Monthly contract for operation, maintenance &amp; servicing of lift installed at State Life building, Chowk Nawan Shehr Multan.</p> <p>Break-up of the contract cost is as:</p> <ul style="list-style-type: none"><li>a. Lift Technician = 01</li><li>b. Lift operator = 01</li><li>c. PESSI 6%</li><li>d. EOBI 5%</li><li>e. Group Insurance</li><li>f. Maintenance/ Material Expenses</li><li>g. Monthly vendor profit</li><li>h. PRA on Profit</li><li>i. Income tax</li></ul> <p>Total =</p>	<p>Rs. _____ per month</p> <p>Rupees in words _____</p> <p>_____</p> <p>Per month</p> <p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p>
<b>2</b>	<p>Charges for additional services.</p> <ul style="list-style-type: none"><li>a. Beyond normal operating hour on working days.</li><li>b. On Sundays / public holidays</li></ul>	<p>= <b>(Monthly Wages / 30) / 8</b></p> <p><b>Rs. _____ per hour per operator</b></p>

1. Rates quoted should include Cost of materials, Wages, benefits, cost of uniform, EOBI, PESSI, insurance, services charges, all applicable taxes including 16% PRA and levies, overheads and profit.
2. Government rules Viz-à-viz minimum wages and other terms and conditions must be ensured by the vendor.

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**Subject: Monthly Contract For Operation, Maintenance & Servicing of Lift**  
**Installed at State Life Building, Multan.**  
**Special condition of contract**

1	Amount of Bid Security (bank draft/pay order as per/bankers cheque in favor of state life insurance corporation of Pakistan) to be submitted with tender.	Rs. 30,000/-
2	Release of Bid Security	<ul style="list-style-type: none"> <li>• Shall be released to unsuccessful bidder after acceptance of bid tender of the lowest bidder/vender.</li> <li>• Bid Security of the successful bidder will be returned after expiry of the contract.</li> </ul>
3	Working days  Timing of work	Six working days a week (except gazzeted holidays)  08:30 AM to 05:30 PM or as directed by the Incharge
4	Commencement of work	Not later than 07 days from the date of issuance of Letter of award of work
5	Period of contract	One year
6	Mode of payment	Through monthly bills
7	Deduction of amount from bill	<ol style="list-style-type: none"> <li>1. Non-operation/poor servicing of lifts as assessed by SLIC Engineer.</li> <li>2. 1.5 times per day per operator of wages, in case of absence</li> <li>3. Income tax as per Government rules</li> <li>4. 5% services&amp; maintenance cost on un satisfactory performance</li> </ol>
8	Period of honoring bill	Within one week after verification by the engineer. Upon submission of monthly bill along with attendance sheet of deputed operation & maintenance staff, and duly verified by in charge RE.
9.	Extra duty	<b>= (Monthly Wages / 30 ) / 8</b> <b>per hour per operator</b>
10	System / procedure	<b>Single Stage Single Envelope System / procedure</b>

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**OPERATING & MAINTENANCE STAFF**

**Subject: Monthly Contract For Operation, Maintenance & Servicing of Lift  
Installed at State Life Building, Multan.**

S.No	Strength	Designation	Qualification	Experience
a.	01	Lift Technician	Certificate in related Trade	3 Years In Respective Field
b.	01	Lift Operator	Matric	3 Years In Respective Field
Total	02			

- The contractor shall depute experienced and qualified staff for the operation, servicing and maintenance services that will work exclusively in the building and shall not be diverted to the contractor's other works, the staff must remain at the site of work/ building during their working hours and should have required qualification and experienced in their respective trades.

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**Subject: Monthly Contract For Operation, Maintenance & Servicing of Lift Installed at State Life Building, Multan.**

**Scope of Works & General Terms:**

1. The contractor shall be responsible for the following:
  - a. All staff required for the work and as listed.
  - b. All tools, cleaning brushes, instruments and equipment required to carry out the works. Contractor will also provide necessary tools & instruments at site, which are required for diagnosis of Fault in the Control.
  - c. Supply of miscellaneous items required for work such as cotton waste and cloth, grease etc.
  - d. To keep all the spaces, lift / equipment room etc. neat and clean
  - e. Check for the working of all Electrical, Electronic and Mechanical components.
  - f. Proper cleaning of control panel, Mechanics, checking of all moving parts, oiling, greasing wherever required.
  - g. The contractor will submit every month's detailed check / inspection list of each lift regarding performance & condition of Lifts.
2. State Life will supervise & regulate the work of lift contractor through its Real Estate Department. The contractor shall follow all instruction issued to him by State Life in respect of all the works contained in scope of work
3. The contractor shall ensure that the systems, are operated, maintained and serviced efficiently to avoid break down during normal operation.
4. The work of routine servicing and maintenance as required must be completed by the contractor's staff everyday
5. The contractor / contractor's supervisor, technician shall immediately report any dis-functioning to the Employer Representative.
6. The contractor's will attend promptly to complaints on dis-functioning of any lifts system / parts made by employer's Representative to the contractors and rectify the same of priority basis. A log book will be maintained to record the date and time of each complaints and date and time of its rectification.
7. The contractor shall maintain a Register in the form of charts for each lift and record with dated the work of servicing, maintenance etc. as carried out. The contractor shall take confirmatory signatures from Employer's Representative for the work done.
8. The contractor must ensure regular attendance of the approved staff for work and maintain an Attendance Register for the staff and take signature from the Employer's Representative every day.
9. Replacement staff shall be immediately arranged by the contractor if any staff cannot attend to his duties.
10. The employer reserves the right to make deduction on pro-rata basis, of which the Employer shall be the sole judge, if the attendance of contractor's staff is irregular

11. The contractor shall hand over the defective items to the Employer's Representative .the contactor shall maintain the register to recover the new items taken form Employer's store an defective items handed back and take confirmatory signature form the Employer's Representative against each entry.
12. In case any equipment or its parts are damaged or destroyed as a result of negligence of the part of the contractor, his agent or employees, the contractor shall be liable to pay for the rectification a making good of all such damages of losses.
13. The Employer shall be responsible for the following:
  - a. Spares, materials miscellaneous items required for operation, maintenance servicing & minor repairs
14. The Employer shall have the right to terminate this Agreement by giving a written notice of 30 (thirty) days and such the contractor will be paid till the time of actual performance of job.

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