

Tender Documents

**MONTHLY CONTRACT FOR OPERATION,
MAINTENANCE & SERVICING CONTRACT OF
TWO (02) LIFTS INSTALLED IN STATE LIFE
BUILDING LYTTON ROAD LAHORE**

**Engr. M Jehangir Tariq
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STATE LIFE
INSURANCE CORPORATION OF PAKISTAN

REAL ESTATE 15-A Davis Road Lahore Tel: 04299200396 , Fax 99200302

TECHNICAL EVALUATION CRITERIA

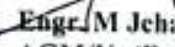
Monthly Contract For Operation, Maintenance & Servicing of Two (02) Lifts Installed at State Life Building, Lytton Road Lahore.

MANDATORY/ PRE-REQUISITE REQUIREMENT:

- NTN / GST Registered
- 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 OF AT LEAST 03 YEARS TO HANDLE SUBJECT WORK.

Sr.#	Content	Max Marks
1	(Company Profile) Years of Establish; 04 marks = for 03 years 08 marks = for 06 to 12 Years 16 marks = for 12 to 20 Years 20 marks = for above 20 Years	20
2	Financial Soundness / Bank Certificate /Statement <ul style="list-style-type: none">• 25 Marks= annual turnover above 05 million;• 20 Marks=03 Million to 04 Million• 15 Marks =02 Million to 03 Million• 10 Marks =01 Million to 02 Million• 05 Marks = upto 01 Million	25
3	Experience of similar nature of work: 03 years =05 Marks 03 years to 06 Years = 10 06 Years to 12 Years = 15 Above 12 years = 20	20
4	List of present clients Registration / Enlistment with Govt. / Financial / Private organization / Semi Govt (04 marks / each) 1-2 clients = 04 marks 3-4 clients = 08 marks 5-6 clients = 12 marks 7-8 clients = 16 marks 10 and above = 20 marks	20
5	List of staff with experience related to technical knowhow and years of experience. 05 to 10 = 05 Marks 10-20 = 10 Marks Above 20 =15 Marks	15
TOTAL		100

Qualifying Marks = 70

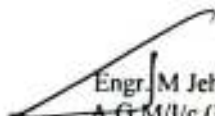

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SCHEDULE OF PRICES

Monthly Contract for Operation, Maintenance & Servicing Contract Two (02) Lifts Installed at State Life Building, Lytton Road Lahore.

1	<p>Monthly contract for operation, maintenance & servicing of Two lifts installed at State Life Building No 02, Lahore.</p> <p>Break-up of the contract cost is as:</p> <p style="margin-left: 20px;">a. Lift Technician = 01</p> <p style="margin-left: 20px;">b. Lift operator = 03</p> <p style="margin-left: 20px;">c. PESSI 6%</p> <p style="margin-left: 20px;">d. EOBI 5%</p> <p style="margin-left: 20px;">e. Group Insurance</p> <p style="margin-left: 20px;">f. Maintenance/ Material Expenses</p> <p style="margin-left: 20px;">g. Monthly vendor profit</p> <p style="margin-left: 20px;">h. PRA on Profit</p> <p style="margin-left: 20px;">i. Income tax</p> <p style="text-align: center;">Total =</p>	<p>Rs. _____ per months</p> <p>Rupees _____</p> <hr/> <p>Per months</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>
2	<p>Charges for additional services.</p> <p style="margin-left: 20px;">a. Beyond normal operating hour on working days.</p> <p style="margin-left: 20px;">b. On Sundays / public holiday</p>	<p>= (Monthly Wages / 30) / 8</p> <p>Rs. _____ per hour per operator</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.

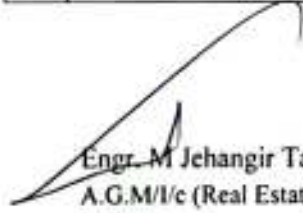

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 Lahore

(Seal & Stamp of Lift Contractor)

Monthly Contract For Operation, Maintenance & Servicing of Two (02) Lifts Installed at State Life Building, Lytton Road Lahore.

Special condition of contract

1	Amount of Earnest Money (Bank Draft in favor of State Life Insurance corporation of Pakistan) must be submitted at the address given in tender notice before closing date and time else their bid will not be entertained.	Rs. 60,000/- (Annually)
2	Release of Bid Security	<ul style="list-style-type: none">• Shall be released to unsuccessful bidder of acceptance of tender of the lowest bidder.• Bid Security of the successful bidder will be returned after expiry of the contract.
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 in-charge
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">1. Non-operation/poor servicing of lifts as assessed by SLIC Engineer.2. 1.5 times per day per operator of wages, in case of absence3. Income tax as per Government rules4. 5% services& maintenance cost on un satisfactory performance
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	= (Monthly Wages / 30) / 8 per hour per operator


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OPERATING & MAINTENANCE STAFF

**Monthly Contract for Operation, Maintenance & Servicing Contract of Two (02)
Lifts Installed at State Life Building, Lytton Road Lahore.**

S.No	Strength	Designation	Qualification Preferable	Experience
a.	01	Lift Technician	Diploma / Certificate in related Trade	5 Years In Respective Field
b.	03	Lift Operators	Matric	5 Years In Respective Field
Total	04			

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

(Seal & Stamp of the Lift Contractor)

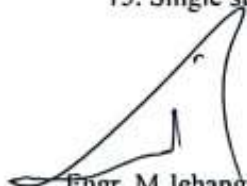
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**Monthly Contract For Operation, Maintenance & Servicing of Two (02) Lifts Installed
at State Life Building, Lytton Road Lahore.**

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 Panel etc.
 - 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 dates 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.
15. Single stage Two Envelop procedure will be adopted.



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