



M/S _____

SUB: OPERATION, SERVICING & MAINTENANCE OF (01) NO. OF LIFT MAKE (KONE), INSTALLED AT STATE LIFE BUILDING SUKKUR.

TENDER No. RE /LIFT/06/SUKKUR/2023.

You are hereby requested to please quote your most competitive rates, which should be duly filled in the prescribed form and to be completed in all respect duly signed on every page of Tender Document. Your offer should reach the undersigned at 7th floor Real Estate Division, State Life Building No. 03 Thandi sarak, Hyderabad to reach latest by **11-12-2023 at 03:00 PM**. Bids will be opened on same day at **11:30 AM**. Your representative may be present at the time of opening of tender. Your quotation should be sealed in envelope with clearly written subject on top.

2. For any clarifications you may contact on following Telephone number
3. The corporation reserves the right to reject any or all the tenders as per provision of PPRA Rules.

Thanking you,

Yours sincerely,

**In-Charge (RE)
Hyderabad.**



TENDER DOCUMENTS

FOR

OPERATION, SERVICIING & MAINTENANCE OF (01)
NO. OF LIFT, MAKE (KONE)
INSTALLED

AT

STATE LIFE BUILDING SUKKUR
Tender No. RE/LIFT/06/SUKKUR/2023

STATE LIFE INSURANCE CORPORATION OF
PAKISTAN



SALIENT FEATURES

**OPERATION, SERVICING & MAINTENANCE OF (01) NO. OF LIFT, MAKE (KONE)
INSTALLED AT STATE LIFE BUILDING SUKKUR
TENDER No. RE /LIFT/06/SUKKUR/2023**

| | | |
|-----|--|--|
| 1. | Date of Issue of Tender | 24-11-2023 To 11-12-2023 |
| 2. | Date & Time for submission of Tender Documents | On or before 11-12-2023 at 11:00 AM , Bid will be open on same day at 11:30 AM . At Office of Manager Real Estate Department, State Life Building No. 03, Thandi Sarak Hyderabad |
| 3. | Bid Security | Rs.30,000/- of quoted amount in the form of pay order / bank guarantee by schedule bank in favor of M/s. "State Life Insurance Corporation of Pakistan |
| 4. | Release of Bid Security | Bid Security of lowest bidders will be retained upto award of contract and will be returned to remaining bidders after evaluation of the bid of the successful bidder. |
| 5. | Forfeiture of Bid Security | a. If the bid is withdraw after opening. b. If the bidder does not accept letter of award or refuse to enter in contract. |
| 6. | Date of Commencement of Work | Not later than 07 days from the date of acceptance of letter of award. |
| 7. | Validity of tender | 120 days |
| 8. | Tender Fee | Rs. 1,000/- |
| 9. | Period of contract. | 01 (one) year |
| 10. | Deductions upon unsatisfactory performance | i. 5% of Contract amount / month. ii. In case of absenteeism 1.5 time of wages / worker will be deducted. |
| 11. | Over time rates/ charges | Fixed over time charges will be Rs.100/- per hour / Operator after working hour. |
| 12. | Method of payment | Upon submission of Monthly Bill along with Performance Report of equipment (Lift) and verified by In-Charge lift / building |

Seal & Signature of Contractor



**OPERATION, SERVICING & MAINTENANCE OF (01) NO. OF LIFT, MAKE (KONE)
INSTALLED AT STATE LIFE BUILDING SUKKUR
TENDER No. RE /LIFT/06/SUKKUR/2023**

SCHEDULE OF PRICES

Category (A)

| S. No | Description | Qty | Cost | Total |
|------------------------|---|----------|------|-------|
| 01 | Servicing & Maintenance of (01) Make (KONE) | (01) Job | | |
| Total per Month | | | | |
| Total Per Annum | | | | |

Category (B)

| S. No | Description | Qty | Cost | Total |
|------------------------|---------------------------|-----|------|-------|
| 01 | Charges for Lift Operator | 02 | | |
| Total Per Month | | | | |
| Total Per Annum | | | | |

Category (C)

| | |
|---------------------------------------|--|
| Category (A & B) Per Month | |
| Grand Total Per Annum | |

Amount in words _____

Note:-

The quoted rates should be inclusive of wages / salaries, EOBI, SESSI, Sale Tax on services, Income Tax, Levies and Profit etc.

Seal & Signature of Contractor



WHEREAS THE EMPLOYER IS DESIROUS FOR OPERATION, SERVICING & MAINTENANCE OF (01) NO. OF LIFT, MAKE (KONE) INSTALLED AT STATE LIFE BUILDING SUKKUR

TENDER No. RE /LIFT/06/SUKKUR/2023

(1). SCOPE OF WORK:

Operation, Servicing & Maintenance of (01) No. (KONE) Make Lift, installed at State Life Building Sukkur.

- i Cleaning of Control Panel
- ii Cleaning of Gear Machine unit
- iii Check Adjustment of Brake
- iv Check Gear Oil Level / Condition
- v Check the condition of Main Traction Rope
- vi Check & Clean Speed Governor
- vii Check the Condition of Speed Governor Rope
- viii Check & Clean all safety switches
- ix Check & Clean Induction Plates
- x Clean & Grease Main & S.W Guides
- xi Check & Adjust the Guide Shoes
- xii Check Guide Clips of Brackets
- xiii Check & Clean Emergency Brake
- xiv Filling of Oil in Oil Cups (Car & counter Weight)
- xv Check & Clean Door Lock & Door contract
- xvi Check & Clean Door Drive Unit
- xvii Check & Clean Landing Doors & Sills
- xviii Check & Clean Lift car, Fall Ceiling & Sill
- xix Check the operation of car control Panel
- xx Clean Car Top & Check Maintenance Box
- xxi Check & Clean Landing Push Button Boxes
- xxii Checking of all the safety systems

- a. Lifts will be operated from 8:00 A.M to 06:00 PM working days any changes of schedule will be intimated in advance.
- b. Six working days will be observed i-e (Monday to Saturday) for operation of Lift. All staff shall remain on duty from Monday to Saturday.
- c. Fixed over time charges will be Rs.100/- per hour / Operator after working hour.

Seal & Signature of Contractor

- c. The Contractor shall be responsible for providing (02) Lift Operator at site.
- d. Lift Operator shall be provided uniform by the contractor and they shall wear it during the duty.
- e. It will be the responsibility of the contractor to provide substitute in case of any Lift Operator goes on leave or absent.
- f. Lift Operator shall be responsible each day checking at the time of switching "ON" the lifts. Similarly the lifts will be checked at closing time "Switch OFF:
- g. Lift Operators shall be responsible to maintain a log Book wherein all the major / minor defects or complaints will be recorded along with actions taken by contractor.
- h. Lift Operators will ensure proper cleaning of control panel / Machines / car cabin, checking of all moving parts and oiling and greasing wherever required. Cost of oiling & greasing will be borne by Contractor.
- i. Contractor would attend the complaints without any cost. The cost incurred on replacement / repairs of parts shall be borne by the employer. The replaced parts shall be deposited by the contractor with the employer.
- j. Contractor shall maintain service card in triplicate each time after servicing of the lift, the card to be got signed by the representative of the employer in token of acknowledgement.
- k. The contractor will submit a detailed report along with service card every month regarding the performance and condition of the lift with recommendations and suggestions for the satisfactory and smooth operation of the lift.
- l. Contractor shall submit valid fitness certificate of Elevator under his maintenance twice a year.

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(2). THE EMPLOYER HEREBY AGREES TO PROVIDE THE FOLLOWING:-

- a. To provide spares as and when demanded by the contractor for replacement.

(3). TERMS & CONDITIONS:

- a. The Lift Contractor will be responsible for rectification of complaint / trouble shooting of lift at their own cost throughout contract period.
- b. The corporation will supervise and regulate the work of the lift contractor through its representative appointed by Real Estate Division. The contractor shall follow his instructions in respect of the works as contained in the scope of works.
- c. All taxes, govt. levies, SST, GST, charges, salaries, wages overtime, legal dues under labor laws and cost of cleaning material shall be borne by the contractor.
- d. The payment for the services provided by the contractor shall be made on monthly basis after submission of verified bill from Lift / Building In – charge respectively.
- f. The Contractor should be capable to carry out above job.
- g. Contractor shall replace any staff deputed at site as demanded by Employer or his representative within 03 days of such demand.

(4). BILLS, CERTIFICATE & PAYMENTS.

- a. The contractor shall submit its bills at site in the 1st week of every month for his work carried out during the preceding month and the contractor shall be paid monthly charges on the certificate of the employer's representative.
- b. The Employer's representative shall have the power to verify and make adjustment in the bill.
- c. The contractor shall submit his bill in the prescribed form duly approved by the employer's representative.

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- d. The Employer's representative may by any certificate make any correction or modification in any previous certificate which shall have been issued by him and shall have power to withhold any certificate if the works or any parts thereof are not being carried out to his satisfaction.

(5). DEDUCTION OF AMOUNT FROM MONTHLY BILLS

- a. Up to 5% of contract amount / Month shall be deducted from the bill upon un-satisfactory performance reported by the employer.
- b. In case of absenteeism 1.5 time of wages / worker will be deducted of the contractor.

(6). GROUNDS OF REJECTION OF BID:

- a. Conditional / Ambiguous bid.
- b. Bid submitted after stipulated time period.
- c. Bid submitted without bid security.
- d. Bid without original Affidavit of Non- Black listing of firm from any Govt. / Semi Govt. Autonomous body or private organization.
- e. Non-Registration of EOBI & SESSI.

(7). TERMINATION:

- a) The employer shall have the right to terminate the contract wholly or partly by giving a notice of 30 (thirty) days of 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.

Seal & Signature of Contractor

- a) The employer shall also have the right to terminate the contract by giving a notice of 30 (thirty) days if the discontinue the services of the contractor due to any reasons other than those mentioned above. However, in such a case the employers 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.

(8). INSTRUMENTS AND TOOLS.

- a. The Contractor shall supply and maintain sufficient number of instruments, tools and equipment as per lift given at (Annexure – A) for the use of his staff that is required to enable them to fulfill their obligations as under the contract.

(9). 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 plant, equipment and system, works being executed under this contract, or the contents of the building, and shall make good such damage at his sole expense.

(10) Mandatory Requirement.

- a. **Income Tax, SST Registered.**
- b. **Affidavit that, firm is not black listed by any Govt. Semi Govt. Autonomous body, multinational or any private firm.**
- c. **Minimum Three (03) years maintenance experience of (KONE) lift.**

Seal & Signature of Contractor

**ANNEXURE "A"**

LIST OF TOOLS & INSTRUMENTS REQUIRED
FOR OPERATION, SERVICING & MAINTENANCE OF (01) NO. OF LIFT, MAKE (KONE)
INSTALLED AT STATE LIFE BUILDING SUKKUR

TENDER No. RE /LIFT/06/SUKKUR/2023

| Sr. # | Name of Tools | Qty |
|--------------|--|------------|
| 01 | Book Spanner (Different Size) | 01 Set |
| 02 | Ring Spanner (Different Size) | 01 Set |
| 03 | Fix Spanner (Different Size) | 01 Set |
| 04 | Philips Screw Driver (Different Size) | 01 Set |
| 05 | Flat Screw Driver (Different Size) | 01 Set |
| 06 | Pair Set (Grip, Nose, Long nose Electric | 01 Set |
| 07 | Wire Cutter | 01 Set |
| 08 | Adjustable Wench (Different Size) | 01 Set |
| 09 | Pipe wrench (Different Size) | 01 Set |
| 10 | Magger (would be provided at site as when required | 01 Set |
| 11 | Chisels (Different Wight) | 01 Set |
| 12 | Hammer (Different Wight) | 01 Set |
| 13 | Dust Blower | 01 No. |
| 14 | Tongue Tester | 01 No. |

Seal & Signature of Contractor