

M/S _____

**SUB: OPERATION, SERVICING & MAINTENANCE OF (03) NOS. OF LIFTS MAKE (KONE),
INSTALLED AT STATE LIFE BUILDING MIRPURKHAS & SUKKUR.**

TENDER # , RE/HYD/LIFTS/02/2020.

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 07-09-2020 at 1100 hrs. Bids will be opened on same day at 11.30 Hrs. 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.

**STATE LIFE INSURANCE CORPORATION OF
PAKISTAN**

Tender # RE/HYD/LIFTS/02/2020

TENDER DOCUMENTS

FOR

**OPERATION, SERVICIING & MAINTENANCE OF (03)
NOS. OF LIFTS, MAKE (KONE)
INSTALLED**

AT

STATE LIFE BUILDING MIRPURKHAS & SUKKUR

**SALIENT FEATURES OF THE
OPERATION, SERVICING & MAINTENANCE OF (03) NOS. OF LIFTS, MAKE (KONE)
INSTALLED AT STATE LIFE BUILDING MIRPURKHAS & SUKKUR**

TENDER # RE/HYD/LIFTS/02/2020

1	Date of Issue of tender	19-08-2020
2	Place of issue of tender	Office of the In-charge Real Estate State Life Building # 03, Thandi Sarak Hyderabad.
3	Place of submission of tender.	Same as above
4	Date & Time for submission of tenders.	07-09-2020 (11:00 hrs).
5	Date & Time for opening of tender.	07-09-2020 (11:30 hrs).
6	Validity of tender	120 days
7	Commencement of work	Not later than 07 days from the date of issuance of letter of award.
8	Tender Fee	Rs. 1,000/-
9	Amount of bid security in the shape of pay order / bank draft	2% minimum on quoted Rate One year basis
10	Period of contract.	01 (one) year extendable for further two years upon satisfactory performance
11	Escalation	Up-to maximum inflation rate announced by State Bank of Pakistan for the year.
12	Deductions upon unsatisfactory performance	5% of Contract amount / month
13	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 (03) NOS. OF LIFTS MAKE (KONE)
INSTALLED AT STATE LIFE BUILDING MIRPURKHAS & SUKKUR
TENDER # RE/HYD/LIFTS/02/2020**

SCHEDULE OF PRICES

SLB MIRPUR KHAS (A)

Sr #	Description	Qty	Rate (Rs)	Amount (Rs)
1	Servicing & Maintenance of Make (Kone) Lift, Installed at State Life Building Mirpurkhas	02		
2	Charges for Lift Operator.	02		
3	Total / month			
4	Total / Year			
SST As per SRB Notification (If Applicable)				

SLB SUKKUR (B)

sr #	Description	Qty	Rate (Rs)	Amount (Rs)
1	Servicing & Maintenance of (01) Make (Kone) Lift, Installed at State Life Building Sukkur	01		
2	Charges for Lift Technician	01		
3	Charges for Lift Operator	01		
4	Total / month			
5	Total / Year			
SST As per SRB Notification (If Applicable)				

SUMMARY

Total Quoted amount per year for Mirpurkhas & Sukkur (A+B)	
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Amount in words _____

Seal & Signature of Contractor

WHEREAS THE EMPLOYER IS DESIRIOUS FOR OPERATION, SERVICING & MAINTENANCE OF 03 NOS. OF MAKE (KONE) LIFTS, INSTALLED AT STATE LIFE BUILDING MIRPURKHAS & SUKKUR.

TENDER NO: RE/ HYD / LIFTS /02/2020

(1). SCOPE OF WORK:

Operation, Servicing & Maintenance Of (03) Nos. (Kone) Make Lifts, installed at State Life Building Mirpurkhas & 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 07:00 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 Lifts. All staff shall remain on duty from Monday to Saturday.

Seal & Signature of Contractor

- c. The Contractor shall be responsible for providing (03) Lift Operators 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 lifts, 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 lifts with recommendations and suggestions for the satisfactory and smooth operation of the lifts.
- l. Contractor shall submit valid fitness certificate of all Elevators 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 lifts 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.

SEAL & Signature of Contractor

- 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 unsatisfactory performance reported by the employer.
- b. Rs. 600/- per day / worker will be deducted in case of absence of the contractor's staff.
- c. Rs. 1000/- per month / person for not providing uniform will be deducted.

(6). INSTRUMENTS AND TOOLS.

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

(7). 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.

(8) 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
03 NOS. OF MAKE (KONE) LIFTS, INSTALLED AT STATE LIFE
BUILDING MIRPURKHAS & SUKKUR
TENDER NO: RE/ HYD / LIFTS /02/2020

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