



**TENDER FOR HIRING THE
SERVICING OF LIFT
OPERATORS FOR 02 NOS. OF
PASSENGER (KONE
MODIFIED) LIFTS INSTALLED AT
STATE LIFE BUILDING
MIRPURKHAS**

TENDER DOCUMENTS

TENDER NO.
RE-HYD/LIFTS/SLB:MRK/06/2023

**REAL ESTATE DEPARTMENT
HYDERABAD**

STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DEPARTMENT HYDERABAD



TENDER NO RE-HYD/LIFTS/SLB:MRK/06/2023

M/s. _____

SUBJECT: TENDER FOR HIRING THE SERVICING OF LIFT OPERATORS FOR 02 NOS. OF PASSENGER (KONE MODIFIED) LIFTS INSTALLED AT STATE LIFE BUILDINGS MIRPURKHAS.

Dear Sir,

You are hereby requested to please quote your most competitive rates, which should be duly filled in the prescribed perform and to be completed in all respect dully signed at every page of Tender Document. Your offer should reach the undersigned at 7th floor Real Estate Department, State Life Building No.3 Thandi Sarak Hyderabad to reach latest by **07-08-2023 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 bid should be sealed in envelope with subject written clearly on top.

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

Thanking you,

Yours sincerely,

Ashok Kumar Rathi,
In-charge / Manager (RE)
022-9200353

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SALIENT FEATURES



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1.	Date of Issue of Tender	18-07-2023 To 07-08-2023
2.	Date & Time for submission of Tender Documents	On or before 07-08-2023 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.10,000/- 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

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SCHEDULE OF PRICES



**TENDER FOR HIRING THE SERVICING OF LIFT OPERATORS FOR 02 NOS. OF
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S. No	Description	Quantity	Rate (RS)	Amount (Rs)
01	Charges for Lift Operator	02		
Total / month				
Total / Year				

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.

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MIRPURKHAS

TENDER NO RE-HYD/LIFTS/SLB:MRK/06/2023

1. SCOPE OF WORK:

2.

- I.** Contract for Operation of 02 No. Passenger lifts will be for the period of **01 (ONE) Year.**
- II.** Lifts will be operated form **8:00 A.M to 6:00 PM** daily or as per instruction of In-charge Building. Any change in schedule of timings will be intimated as per need.
- III.** Six working days will be observed i/e (Monday –Saturday) for operation of lifts. Lift operators will remain on duty.
- IV.** It will be the responsibility of the contractor to provide substitute in case of any of the staff deputed goes on leave or absent.
- V.** Lift Operators will operate the lifts as per given time schedule &ensure proper cleaning of car cabin & outer parts.
- VI.** Lift operators shall be responsible for helping elderly people or disable individuals to get inside the lift and outside it if required.
- VII.** A lift operator is also responsible for regularly cleaning the lift cabin and checking its working conditions.
- VIII.** In case of any emergency operators must know how to rescue passengers safely.
- IX.** Operators shall ensure that, goods are safely put inside the lift and are in the right condition when they are being put outside the lift.
- X.** Contractor shall provide uniform to lift operators at site.

Seal & Signature of Contractor



3. TERMS & CONDITIONS:

- I. The corporation will supervise and regulate the work through their representative appointed by Real Estate Department. The contractor shall follow his instructions in respect of the works as contained in the scope of works.
- II. All taxes, govt. levies, SST, GST, charges, salaries, wages, overtime, legal dues under labor Laws shall be borne by the contractor.
- III. The payment for the services provided by the contractor shall be made monthly at the end of each Month on submission of verified bill from Lift / Building In-charge respectively.
- IV. The Contractor should be capable to carry out above job.
- V. Contractor shall replace any staff deputed at site as demanded by Employer or his representative within 03 days of such demand.
- VI. In case of mishap due to un-availability of lift operator, any damage to machine or human life, contractor / firm will be responsible and will pay the damages (if any) and face all consequences.
- VII. Either party wish to terminate the contract shall serve one month prior notice period.
- VIII. Contractor will ensure to pay minimum wages fixed by Government from time to time and shall be responsible for any legal implications arising due to this.

4. BILLS, CERTIFICATE & PAYMENTS.

- I. The contractor shall submit its bill in the 1st week of every month for services provided during the last month. The contractor shall be paid monthly on satisfactory performance certificate of the employer's representative.
- II. The Employer's representative shall have the power to verify and make adjustments in the bill.
- III. The contractor shall submit his bill in the prescribed form duly approved by the employer's representative.

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- IV. 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.
- V. A lump sum deduction of 5% is made by SLIC from monthly bills upon unsatisfactory services.

5. DEDUCTION OF AMOUNT FROM MONTHLY BILLS

- a. 1.5 time of salary amount / worker will be deducted in case of absence of the contractor's staff.
- b. Rs. 1000/- per month / worker for not providing Uniform will be deducted.

6. GROUND 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. PROTECTION OF WORKS AND MATERIALS.

- The contractor shall be responsible for any damage caused by his workers, operatives or agents to the building, complete plants, 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 CONDITION.

- I. Income Tax, SST Registered
- II. Tender shall only be issued to firms having experience of lift operation of at least 03 years.
- III. Affidavit that, firm is not black listed by any Govt, Semi Govt, Autonomous body, multinational or any private firm.

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9. TERMINATION OF CONTRACT

a) The employer shall have the right to terminate the contract 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.

b) 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.

Seal & Signature of Contractor