

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

TENDER DOCUMENTS



FOR

**CONTRACT FOR SERVICING & MAINTENANCE
OF 03 NOS. SCHINDLER MODIFIED PASSENGER LIFT (S)**

TENDER NO: RE / HYD/ LIFTS / 01 / 2021

**INSTALLED AT STATE LIFE BUILDING # 03,
THANDI SARA K HYDERABAD.**



**CONTRACT FOR SERVICING & MAINTENANCE OF 03 NOS. SCHINDLER MODIFIED PASSENGER LIFT (S)
INSTALLED AT STATE LIFE BUILDING # 3, THANDI SARA K HYDERABAD.**

SALIENT FEATURES

TENDER NO. RE/HYD/LIFTS/01/2021

1.	Date of issue of tender.	18-11-2021 to 06-12-2021
2.	Place of issue / submission of tender.	Office of the Manager, Real Estate, 7 th Floor Real Estate Department State Life Building # 3, Thandi Sarak Hyderabad.
3	Date & Time for submission of tenders.	06-12-2021 (11:00 hrs).
4	Date & Time for opening of tender.	06-12-2021 (11:30 hrs).
5	Validity of tender.	120 days
6	Commencement of work	Not later than '07' days from the date of issuance of letter of award.
7	Tender Fee.	Rs.500/- (RUPEES FIVE HUNDRED)
8	Amount of bid security in the shape of pay order / bank draft.	2% minimum on quoted Rate One Year basis
9	Period of contract.	01 (One) year
10	Deductions upon unsatisfactory performance.	5% of Contract amount / Month
11	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



WHEREAS THE EMPLOYER IS DESIRIOUS FOR CONTRACT FOR SERVICING & MAINTENANCE OF 03 NOS. SCHINDLER MODIFIED PASSENGER LIFT (S), INSTALLED AT STATE LIFE BUILDING # 3, THANDI SARA K HYDERABAD.

TENDER NO. RE/HYD/LIFTS/01/2021

(A). SCOPE OF WORK:

Servicing & Maintenance of Schindler Modified Passenger Lift (s) Installed at State Life Building # 3, Thandi Sarak Hyderabad. The General Servicing will be rendered once a month and shall include but not limited to:

- a. Cleaning of Control Panel
 - b. Cleaning of Gear Machine unit
 - c. Check Adjustment of Brake
 - d. Check Gear Oil Level / Condition
 - e. Check the condition of Main Traction Rope
 - f. Check & Clean Speed Governor
 - g. Check the Condition of Speed Governor Rope
 - h. Check & Clean all safety switches
 - i. Check & Clean Induction Plates
 - j. Clean & Grease Main & S.W Guides
 - k. Check & Adjust the Guide Shoes
 - l. Check Guide Clips of Brackets
 - m. Check & Clean Emergency Brake
 - n. Check & Oiling/ Greasing of Roller (Car & counter Weight)
 - o. Check & Clean Door Lock & Door contact
 - p. Check & Clean Door Drive Unit
 - q. Check & Clean Landing Doors & Sills
 - r. Check & Clean Lift car, Fall Ceiling & Sill
 - s. Check the operation of car control Panel
 - t. Clean Car Top & Check Maintenance Box
 - u. Check & Clean Landing Push Button Boxes
 - v. Checking of all the safety systems
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- 1. Monthly Servicing and Maintenance (as per standard) including emergency maintenance, regular maintenance and preventive maintenance of 03 Nos. of Lifts.
 - 2. A Log Book wherein all the major / minor defects or complaints will be recorded along with the action taken.

3. Contractor staff will ensure proper cleaning of control panel / machine, checking of all moving parts, oiling and greasing, wherever required.
4. Contractor will submit performance and monthly report of the lifts, without report no payment will be allowed. Break – up of payment is as follows.
5. Cost of consumables like oil & grease etc will be borne by Contractor.
6. 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.
7. Contractor shall maintain service card in triplicate each time after servicing of the lifts, the card to be got signed by the representatives of the employer in token of acknowledgement.
8. 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.
9. Contractor shall submit valid fitness certificate of all Elevators under his maintenance twice in year.

B. THE EMPLOYER HEREBY AGREES TO PROVIDE THE FOLLOWING:-

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

C. 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.
- e. The Contractor should be capable to carry out above job.
- f. Contractor shall replace any staff deputed at site as demanded by Employer or his representative within 03 days of such demand.

D. 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.
- 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.

E. 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.

F. 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.

- 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.

G. 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.

H. 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 expenses.

I. MANDTORY REQUIREMENTS

- a) Attach copy of Income Tax and SST Registration Certificate.
- b) Tender shall only be issued to firms having experience of similar nature of work at least 03 years with renowned client.
- c) Affidavit that, firm, is not black listed from any Government, Semi Government offices.

SEAL & SIGNATURE OF CONTRACTOR



J. **SCHEDULE OF PRICES**

TENDER NO. RE/HYD/LIFTS/01/2021

Sr. #	Description	Qty	Unit Rate (Rs)	Amount (Rs)
1	Servicing & Maintenance of 03 Nos. Schindler Modified Passenger Lift (s) installed at SLB # 3, Thandi Sarak Hyderabad	03		
2	Total / Month			
3	Total / Year			
SST as per SRB Notification (If Applicable)				

Amount in words _____

Note. Quoted amount should be inclusive of all prevailing taxes.

SEAL & SIGNATURE OF CONTRACTOR



ANNEXURE "A"

K. LIST OF TOOLS & INSTRUMENTS REQUIRED FOR SERVICING & MAINTENANCE

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