



**TENDER FOR HIRING THE
SERVICES OF LIFT
OPERATORS / TECHNICIAN
FOR PASSENGER LIFTS
INSTALLED AT STATE LIFE
BUILDING # 3 THANDI
SARAK HYDERABAD**

TENDER DOCUMENTS

TENDER NO. RE/LIFT/01/FEB/HYD/2019

REAL ESTATE DEPARTMENT
HYDERABAD.
STATE LIFE INSURANCE
CORPORATION OF PAKISTAN



STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DEPARTMENT HYDERABAD
TENDER NO. RE/LIFT/01/FEB/HYD/2019

-----, 2019

M/s. _____

**SUBJECT: TENDER FOR HIRING THE SERVICES OF LIFT OPERATORS /
TECHNICIAN FOR PASSENGER LIFTS INSTALLED AT STATE LIFE BUILDING #
3 THANDI SARAQ HYDERABAD**

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 **11-03-2019 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.

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,

Ashok Kumar Rathi,
Manager (RE)
022-9200353



**TENDER FOR HIRING THE SERVICES OF LIFT OPERATORS / TECHNICIAN FOR
PASSENGER LIFTS INSTALLED AT STATE LIFE BUILDING # 3 THANDI SARAK
HYDERABAD**
SALIENT FEATURES

TENDER NO. RE/LIFT/01/FEB/HYD/2019

Date of issue of tender.	21ST FEBRUARY, 2019
Place of issue of tender.	Office of the Manager (RE) 7 th Floor Real Estate Department, State Life Building No. 3 Thandi Sarak Hyderabad
Place of submission of tender.	Office of the Manager (RE) 7 th Floor Real Estate Department, State Life Building No. 3 Thandi Sarak Hyderabad
Date & Time for submission of tenders.	11-03-2019 (11:00 hrs).
Date & Time for opening of tender.	11-03-2019 (11:30 hrs).
Validity of tender	90 days
Commencement of work	Not later than 07 days from the date of issuance of letter of award.
Tender Fee.	Rs. 1,000/-
Amount of bid security in the shape of pay order/banker's Cheque.	2% maximum on quoted Rate for one year
Period of contract.	01 year extendable for further two years upon satisfactory performance
Escalation	Up to maximum inflation rate announced by State Bank of Pakistan for the year.
Deductions upon unsatisfactory performance	Up to 5% of Contract amount /Month
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

Sr#.	Description	Quantity	Rate (Rs)	Amount (Rs)
1.	Charges for Lift Technician	1		
2	Charges for lift operator	4		
Total per Month				
SST As per SRB Notification				

Note:

Timing for deployment of lift operators / Technician in shifts shall be at sole discretion of In-Charge Building Real Estate Department.

Operation charges beyond office Hours or on public / gazette Holidays

- Fixed Rs. 100 per hour for Operator / Technician.
- Operation time from 8.00 A.M to 6.00 P.M

Amount in words _____

Seal & Signature of Contractor



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SARAK HYDERABAD**
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A. SCOPE OF WORK:

- Operation of 03 No. Passenger lifts for a period of 01 Year.
- Lifts will be operated from 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.
- Six working days will be observed i/e (Monday –Saturday) for operation of lifts. Lift operators / Technician will remain on duty.
- It will be the responsibility of the contractor to provide substitute in case of any of the staff deputed goes on leave or absent.
- Lift Operators will operate the lifts as per given time schedule & ensure proper cleaning of car cabin & outer parts.
- Technician deputed will have sufficient skills to remove day to day operational faults and keep the lifts in running position. He shall be responsible for keeping the machine room updated, neat & clean.
- Lift operators shall be responsible for helping elderly people or disable individuals to get inside the lift and outside it if required.
- A lift operator is also responsible for regularly cleaning the lift cabin and checking its working conditions.
- In case of any emergency operators must know how to rescue passengers safely
- Operator shall ensure that, goods are safely put inside the lift and are in the right condition when they are being put outside the lift.
- Contractor shall provide uniform to lift operators at site.
- Contractor shall also be responsible for servicing of lifts at-least once a month. The material required for servicing shall be his responsibility.

Seal & Signature of Contractor

B. TERMS & CONDITIONS:

- I. The corporation will supervise and regulate the work through its 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 and cost of cleaning material 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 two months prior notice period.
- VIII. Contractor will ensure to pay minimum wages fixed by Government of Pakistan from time to time and shall be responsible for any legal implications arising due to this.

Seal & Signature of Contractor

C. BILLS, CERTIFICATE & PAYMENTS.

- 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.
- The Employer's representative shall have the power to verify and make adjustments in the bill.
- The contractor shall submit his bill in the prescribed form duly approved by the employer's representative.
- 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.
- A lump sum deduction of 5% is made by SLIC from monthly bills upon unsatisfactory services.

D. DEDUCTION OF AMOUNT FROM MONTHLY BILLS

- Rs. 600/- per day / worker will be deducted in case of absence of the contractor's staff.
- Rs. 1000/ per month / person for not providing uniform will be deducted.

E. 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.

F. MANDATORY CONDITION.

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

Seal & Signature of Contractor