

TENDER NOTICE FOR SERVICE & MAINTENANCE OF ELEVATORS
Tender # GIKI/PD/Works-941/23

**GIK INSTITUTE OF ENGINEERING SCIENCES &
TECHNOLOGY, TOPI, SWABI, KHYBER
PAKHTUNKHWA**



**BIDDING DOCUMENTS FOR THE
REPAIR & MAINTAINACE CONTRACT
FOR ELEVATORS ALONGWITH
SERVICES OF LIFT**

April 08, 2023

Assistant Director (Procurement)
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Invitation to Bidder

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The GIK Institute of Engineering Sciences & Technology invites sealed bids (Single Stage Single Envelop Procedure) from well-established specialized firms registered with Provincial Revenue Authority & Federal Board of Revenue for the following works, for period of one year, extendable on yearly basis.

- Annual Agreement for Repair & Maintenance of Elevators/ Lifts (10 Nos)
- Immediate repair of faulty lifts.

Tender documents containing bidding procedure, terms & conditions, scope of work and other specifications can be downloaded from GIK website (www.giki.edu.pk) or collected personally from GIK Admin Block, Room # F-12 during office hours on Payment of Rs.2,000/- in the form of CDR/Bank draft in favor of GIK Institute, Topi. Sealed bids should be submitted at the latest by 18th April, 2023 at 11:00 AM along-with earnest money @ of 2% of the total bid cost in the form of Call deposit Receipt (CDR)/Bank Draft in favor of GIK Institute, Topi.

Bids will be opened at **11:30 AM on 18th April, 2023** in the presence of available bidders or their authorized representatives, in Admin Block, GIK Institute, Topi, Swabi at the stipulated time.

Clarification/information (if any) may be obtained on any working day during office hours. No query will be entertained at the time of bid opening.

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INSTRUCTIONS TO BIDDERS

INTRODUCTION

1. Scope

- 1.1 The GIK Institute intends to carry out the **Repair & Maintenance Contract for Elevators** along with ensuring the quality and quantity is up to the mark.
- 1.2 The bid is to be completed and submitted to the GIK Institute, Topi in accordance with these Instructions to Bidders.

2. Eligible Bidder

- 2.1 The Invitation for Bid is open to the firm based and registered in Pakistan with relevant tax authorities.

3. Cost of Bidding

- 3.1 The bidder shall bear all costs associated with the preparation and delivery of its Bid, and the GIK Institute will in no case be responsible or liable for those costs.

4. Assurance

- 4.1 The successful bidder will be required to give satisfactory assurance of its ability and intention to carry out the **Repair & Maintenance Contract for Elevators** smoothly in pursuant to the Contract, within the time set forth therein.

5. Filling, Sealing & Delivery of Tender Documents

- i) The bidder will be bound to fill & seal the tender document according to single stage one envelope procedure.
- ii) Title of Bid should be clearly mentioned on front of envelope with bold marker.
- iii) The Name of Bidder/Firm, Telephone Number and Address should also be mentioned on both envelopes (Technical Bid & Financial Bid).

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TERMS AND CONDITIONS

1. The Tender for the **Repair & Maintenance of Elevators** will be conducted through **Single Stage - One Envelopes Procedure**.
2. Bid Validity, Opening and closing time will be as per Invitation to bidders.
3. The sealed tender will be received **18.04.2023 till 11:00 AM** and will be opened at **11:30 AM** in the presence of party / firms representative on the same day (no bid will be received after the dead line).
4. **Technical & Financial Bids** will be opened on the same day as per single stage one envelope procedure in the presence of party / firms representative.
5. The rate contract through this tender/contract will be for the period **one year** extendable on a yearly basis upon satisfactory performance. The purchases will be made from time to time as per the requirements of this institute after the approval of competent authority.
6. **The 2% Call Deposit of Estimated cost as mentioned in advertisement is mandatory.**
7. After successful awarding of tender, the bid security will be returned, and successful bidder will deposit **'10% Performance Guarantee' to GIK Institute** within 15 days positively.
8. Income tax will be deducted under the relevant section of the Income Tax Ordinance.
9. **The Sales Tax will be applicable as per Provincial Revenue Authority on service charges.**
10. The rates once finalized will be applicable for the whole of the contract period irrespective of any change in the currency rate in the open market.
11. The bidder should submit an undertaking for the items of same specifications, quality /brand etc on judicial paper that the price quoted in the tender is not more than the market price or price charged from any other Public Sector. If it is noted that the rate quoted is over / above the market rate, the undersigned has the right to cancel the tender.
12. In case of any discrepancy/over invoicing, the bidder will refund the excess amount or excess amount will be deducted from the outstanding bills/Deposit at Call of said firm.
13. **The Late Service Penalty** will be imposed @ 1% if supplier fails to supply/service within 15 days & 2% for the next 15 days.
14. An intimation letter/first reminder will be sent to supplier upon failure to deliver within 15 days. Another intimation letter/second reminder will be served after one week if still failure to supply.
15. If the Maintenance order is still not completed within 30 days despite two reminders and a final notice will be served against the firm according to the gravity of situation. Then the contract of the supplier will be treated as cancelled.
16. In case of emergency, the contractor will visit within 1-2 days for services and operation of elevators and lifts.
17. The Firm will ensure one routine visit per month for checking and lubrication of the elevators and submit its detailed report regarding satisfactory working and efficiency of elevators to the Works & Maintenance Department / Procurement Department.
18. The Firm will ensure the timely changing of parts as and when required. The required parts will be charged separately through quotations/invoice, prior to change/replacement.
19. The tender fee is **Rs. 2,000/-** (Non-refundable).
20. The firm will not attach any condition to the tender.
21. The firm has no right to make any change to the tender once submitted.
22. The firm should be registered in the Income Tax/Sales Tax.
23. The contract period can be extended, if desired by the authority.
24. The Competent Authority / Purchase Committee has reserved the right to reject any one or all offers with assigning any reason.

(Sig.of Bidder)

Assistant Director (Procurement)

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**SERVICE AND MAINTENANCE AGREEMENT FOR 10x ELEVATORS INSTALLED AT
THE GIK INSTITUTE OF ENGINEERING SCIENCES & TECHNOLOGY, TOPI**

THIS AGREEMENT is entered into at GIK Institute on _____ to _____ or 12 months by and between:

GIK Institute, Topi, through its Deputy Director Procurement (Referred to as Customer) which expression shall, where the context permits, include its executors, administrators, successors-in-interest and assigns of the first part.

2. AND

Name of Contractor, having its head office at _____ and acting through the _____, bearing CNIC No. (hereinafter referred to as “contractor name” which expression shall, where the context permits, include its executors, administrators, successors-in-interest and assigns) of the second part;

3. WHEREAS

SERVICE PROVIDER: -----
(REFERRED TO AS SIGMA)

CUSTOMER NAME: **(REFERRED TO AS CUSTOMER)**

TYPE OF EQUIPMENT: **Repair & Maintenance of Elevators**

TYPE OF SERVICE: MONTHLY MAINTENANCE AND SERVICE OF ELEVATORS OR AS AGREED.

NOW, THEREFORE, THIS SERVICES AGREEMENT WITNSSETH AS FOLLOWS:

1. The maintenance includes the repair and servicing of the elevators once a month during working hours with minor repairs and replacements of parts, if required.
2. Major replacements and repairs shall be carried out on prior approval of cost.
3. All the minor complaints shall be attended and rectified within one day and major complaints shall be attended within 2 days on receipt of intimation.
4. Service & Maintenance of passenger elevators installed in GIK Institute. This includes,
 - a) Car Door contact
 - b) Landing Door contact
 - c) PCB Card for LOP
 - d) Counter weight oil cups brackets
 - e) Counterweight pulley
 - f) LED Cabin light and any other related jobs.
 - g) Immediate repair faulty elevators
5. Every effort will be made to maintain the elevator in perfect order, so as to ensure safe and regular service, Subject to Co-operation of **Customer**.
6. The responsibility of contractor ceases immediately if a third party is allowed to attempt maintenance or repairing of elevators and is allowed to tamper with the equipment in any manner during our contract.
7. The contract is subject to termination by serving notice of 30 days by either side in advance.

Service & Maintenance Charges:

Monthly service / maintenance cost will be **Rs. /=-** (Rupees Only) for each elevators @ Rs. /=- per elevator per month.

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Mode of Payment:

Invoices will be submitted on a monthly basis and will be cleared/paid after verification about service conducted, within seven days of the receipt of bill.

For and on behalf of Contractor

Dated

For and on behalf of Customer
GIK Institute, Topi, Swabi.

Dated

Witnesses:

1. _____

2. _____

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**TENDER NOTICE FOR REPAIR & MAINTENANCE CONTRACT OF 10 Nos.
ELEVATORS.**

**Cost Rs. 2,000/-
NON-REFUNDABLE**

PERIOD: 01 Year

DUE DATE: _____

1. Name of Bidder _____
2. Address _____

3. National Identity Card _____
(Please attach attested copy)
4. Telephone Number _____
5. Tender Purchased Receipt _____
Number and dated
6. Deposit at call No _____
7. Amount of Deposit at call _____
8. Name of Bank and Branch _____
9. National/Sales Tax Reg. No. _____

Certified that the terms of the tender noted carefully. In case of award of contract,
our firm shall comply with these terms and conditions.

Signature of Bidder: _____

Dated: _____

Stamp: _____

(For Office use only)

Received Rs. **2,000/-** vide F-6 No. _____ Dated _____

Dispatch No. _____ Dated _____

Signature of Dispatch Clerk: _____

Signature of Officer: _____

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BID FORM FINANCIAL

NAME OF BIDDER/FIRM _____.

TENDER FOR REPAIR & MAINTENANCE CONTRACT OF 10 Nos. ELEVATORS

ANNUAL MAINTANACE CONTRACT

Sr#	Particular	Rate Offered		
01	Maintenance Rate For 01 Elevator (02 Visits P.M)	Unit Rate	Applicable GST on Services	Final Rate
TOTAL				

Name of the Bidder/Firms _____.

CNIC No. _____.

NTN/PRA/PEC No. _____.

Address _____.

Signature & Stamp of the bidder _____.

FORMAT OF SECURITIES

FAVOR:

The Tender securities should be in favor of
“GIK INSTITUTE OF ENGINEERING SCIENCES & TECHNOLOGY”.

FORMAT:

The bid/tender securities should be in format of **“Bank Draft/Demand Draft/Call Deposit Receipt”** from any scheduled bank of Pakistan.

CHECK LIST

The provision of this checklist is an essential prerequisite along with submission of tenders.

SR#	Detail	Yes/No	Page No
<u>KNOCK OUT CLAUSES</u>			
1.	Original Tender Fee receipt / CDR		
2.	2% Bid Security		
3.	<u>Experience of Firms</u> Minimum one year business history from the date of authorization.		
4.	<ol style="list-style-type: none"> 1. <i>Income Tax / Provincial Revenue Authority Certificate</i> 2. <i>Proof Income Tax paid/Return Files</i> 3. <i>Financial/Bank Soundness Certificate</i> 		
5.	<u>Tools/Plants & Machinery etc</u> <ol style="list-style-type: none"> ii. <i>Software for testing faults and programming etc.</i> iii. <i>Electrical / Mechanical tools etc.</i> iv. <i>Weight testing and lubrication tools etc.</i> 		
6.	Acceptance of terms and condition, tender documents duly signed and stamped.		
7.	Company profile including technical experts and managerial capability.		
8.	An affidavit on stamp paper submitting following clauses: i) that maintenance of goods and replacement of defective parts under warranty shall be done, ii) that the firm is never blacklisted on any grounds whatsoever. (Where Applicable)		
	List of clients where such services provided.		
9.	Manufacturer authorization form, if any.		