

TENDER NOTICE FOR SERVICE & MAINTENANCE OF ELEVATORS
Tender # GIKI/PD/Works-941/24

**GIK INSTITUTE OF ENGINEERING SCIENCES &
TECHNOLOGY, TOPI, SWABI.**



**BIDDING DOCUMENTS FOR THE REPAIR
& MAINTAINACE CONTRACT FOR
ELEVATORS**

Director (Works & Projects)

GIK Institute, Topi, Swabi (KP)

Phone# 0938-281026 Ext. 2747,

Email: director.engineeringprojects@giki.edu.pk

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Invitation to Bidder

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

- Annual Agreement for Repair & Maintenance of 06 Nos of Elevators/ Lifts

Tender documents containing the bidding procedure, terms & conditions, the scope of work, and other specifications can be downloaded from the GIK website (www.giki.edu.pk)

Payment of Rs.2,000.00 must be submitted with a bid as a processing fee. Sealed bids should be submitted latest by 23 April 2024 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 the same day** in the presence of available bidders or their authorized representatives, in the 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 two 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 two Envelopes Procedure.
2. Bid Validity, Opening and closing time will be as per Invitation to bidders.
3. The sealed tender will be received **on 23 April 2024 till 11:00 AM** and will be opened at **11:30 AM** in the presence of the firm's representative on the same day (no bid will be received after the deadline).
4. **Financial Bids for technically qualified bidders** will be opened after technical scrutiny by the Committee in the presence of the firm's 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 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 and KPRA
23. The Firm should be registered with PEC in relevant Category.
24. The firm should submit the NTN Certificate.
25. The firm should be Active Taxpayer with FBR for Income Tax & Sales Tax
26. The firm should submit a Check List for Inspection of Elevator ensuring safety.
27. The contract period can be extended, if desired by the authority.
28. The Competent Authority / Purchase Committee has reserved the right to reject any one or all offers with assigning any reason.

Signature of Firm

Director (Works & Projects)

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SERVICE AND MAINTENANCE AGREEMENT FOR 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 Director (Works & Projects) (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 to and rectified within one day and major complaints shall be dealt with 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) Counterweight 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, to ensure safe and regular service, Subject to Co-operation of **Customer**.
6. The responsibility of the 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.

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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 elevator @ Rs. /= per elevator per month.

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Mode of Payment:

Invoices will be submitted on 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 ELEVATORS.

PERIOD: 01 Year	Cost Rs. 2,000/- NON-REFUNDABLE
	DUE DATE: _____
1. Name of Bidder	M/S _____
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. Receipt/Pay Order 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 ELEVATORS

ANNUAL MAINTANACE CONTRACT

Sr.#	Particular	Rate Offered				
		Unit Rate	Applicable GST on Services	Final Rate per Lift P.M	Final Rate for 06 Lifts P.M	
01	Maintenance Rate For 06 Elevators (02 Visits Per month)					
TOTAL =						

Name of the Bidder/Firms _____.

CNIC No. _____.

NTN / KPRA/ PEC NO.

Address _____

Signature & Stamp of the bidder: _____

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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. Income Tax / Provincial Revenue Authority Certificate 2. Proof Income Tax paid/Return Files 3. Financial/Bank Soundness Certificate 		
5.	<ol style="list-style-type: none"> <u>Tools/Plants & Machinery etc.</u> ii. Software for testing faults and programming etc. iii. Electrical / Mechanical tools etc. iv. Weight testing and lubrication tools etc. 		

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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)		
9	List of clients where such services provided.		
10	Manufacturer authorization form, if any.		

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Annual Maintenance Service Contract

1. DESCRIPTION OF THE ELEVATORS

For (6) UNIT PASSENGER ELEVATORS

Sr. #	Description	Specification
01	Location of Elevator	GIK Institute
02	Elevator Make & Model	Sigma 1200Kgs, Hyundai 1000Kgs, Orona Spain, Braun
03	Number of Elevator	06
04	Capacity	As available
05	Speed	1 m/s
06	Number of Stop and Landing	7 (LG, G, 1, 2, 3, 4, 5)
07	Type of Elevator	Passenger Elevators
08	MR/MRL	MR
09	Contract Start Date	
10	Contract End Date	

2. GENERAL MAINTENANCE

SCOPE OF WORK

- The bidder shall maintain the mentioned elevators in functioning condition.
- The scope of the preventive maintenance will include.
 - Lubrication
 - Adjustments
 - Maintenance report
- 1 visit each month by the technical specialized team for the preventive maintenance of the elevators for the term of the agreement and 2nd visit for any trouble shooting/ corrective maintenance and support (if any).
- To report if any items are malfunctioning or need to be repaired or replaced.

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PREVENTIVE MAINTENANCE SOP

1. MACHINE ROOM

- Checking of main switch
- Checking of control panel
- Checking of main motor connection and physical inspection
- Checking of speed governor
- Checking of encoder
- Checking of gearbox, bearings, and bushes
- Checking of brakes and proper adjustment
- Checking of belt or ropes and proper adjustment

2. CABIN TOP, SHAFT & LANDING DOOR

- Checking of switches
 - Inspection
 - Directional
 - Door
- Checking of door emergency contact
- Checking of Car door
 - Drive and contacts
 - Limit switch
 - Door motor
 - Photo cell
- Checking of photocell
- Checking of main guide shoe
- Checking of all guide brackets, nuts, and bolts
- Checking of landing door
 - Door lock
 - Door roller
 - Door alignment
 - Door header
 - LOP
- Checking pit stop Switch.
- Checking speed governor weight pulley
- Checking counterweight & suspension system
- Checking Car and counterweight Buffer

3. CABIN

- Checking of all COP
- Checking of car light
- Checking of inspection switch
- Checking of car fan
- Checking of emergency light
- Checking of all safeties

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4. MISC

-
- Checking of machine rooms for noise and vibration
- Checking of Skirting and Jambs

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5. EXCLUSIONS

- Any items, services, parts not mentioned as above will not be included in this contract.
- Any or all parts (including but not limited to elevator machine, ropes, bushes, panel, COP, LOP, buffers, lighting etc.) other than consumables required to perform the services mentioned above is not included and will be charged as per actual.
- Arrangement of parts will be the responsibility of client.
- Provision of electricity and access to all the areas required for services will be responsibility of client.
- Food and Accommodation to the workers / officers of Contractor is not in client scope.

6. COMMERCIAL PROPOSAL

Description	Amount
MONTHLY PREVENTIVE MAINTENANCE CHARGES FOR 06 ELEVATORUNITS	PKR. -----
SERVICES TAX @ 16%	PKR. -----
GRAND TOTAL	PKR. -----
Additional Visit Charges (inclusive tax)	PKR. -----

7. PAYMENT TERMS

- a. The monthly payment is to be cleared within first 10 days of month on presentation of Invoice.

Service Provider

CLIENT

NAME:

NAME:

DESIGNATION:

DESIGNATION:

DATE:

DATE:

SIGNATURE & STAMP

SIGNATURE & STAMP