**REPAIR & MAINTAINACE CONTRACT FOR ELEVATOR**

**INTRODUCTION**

**1. SCOPE**

1.1 The IKD intends to carry out the **Repair & Maintenance Contract for Elevator** along with ensuring the quality, quantity up to the mark.

1.2 The bid is to be completed and submitted to the IKD in accordance with these Instructions to Bidders.

**2. ELIGIBLE BIDDER**

2.1 The Invitation for Bid is open to the firm based in Pakistan representing with registered office in Pakistan.

**3. COST OF BIDDING**

3.1 The bidder shall bear all costs associated with the preparation and delivery of its Bid, and the IKD 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

1. The bidder will be bound to fill & seal the tender document according to KPPRA-Rule 2014.
2. Title of Bid should be clearly mentioned on front of envelope with bold marker.
3. The Name of Bidder/Firm, Telephone Number and Address should also be mentioned on both envelopes (Technical Bid & Financial Bid).

**6. TERMS AND CONDITIONS**

1. The Tender for the Repair &Maintenance of Elevator will be conducted through KPPRA Rules 2014 (Single Stage- Two Envelopes).
2. Bid Validity, Opening and closing time will be according to KPPRA Rules.
3. The sealed tender will be received 02-06-2021 till 10:00 AM and will be opened at 10:30 AM in the presence of party / firms representative on the same day (no bid will be received after the dead line according KPPRA Rules).
4. Firstly Technical Bid will be opened and the technical evaluation of bids (Comparative Lists) will be completed, than Financial Bid will be opened in the presence of party / firms representative and firms will be call to attend meeting**.**
5. The rate contract through this tender/contract will be for the period from 1st July-2021 to 30th June 2022. The purchases will be made from time to time as per requirements of this Hospital at the same approved rates of tender.

6. The Call Deposit as mentioned in advertisement is mandatory.

1. Tax will be deducted under relevant section of the Income Tax Ordinance.
2. The Tax will applicable as per KPRA Rules (KP Revenue Authority) on service charges.
3. The rates once finalized will be applicable for whole of the contract period irrespective of any change in currency rate in open market.
4. 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 rate quoted is over / above the market rate, undersigned has the right to cancel the tender.
5. 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.
6. Late Service Penalty will be imposed @ 1% if contractor fails to supply/service within 48 Hours& 2% for the next 07days.
7. An intimation letter/first reminder will be sent to contractor upon failure to deliver within 07 days. Another intimation letter/second reminder will be served after one week if still failure to supply/ repair.
8. 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 contract will be treated as cancelled.
9. In case of emergency requirement; Risk Purchase shall be made and amount incurred will be recovered from the contractor.
10. The Firm shall service the item at “IKD” at his own cost.
11. The Firm will ensure one routine visit per month for checking and lubrication of the elevator and submit its detailed report regarding satisfactory working, efficiency of elevator to the Dy. Director (Facilities).
12. 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.
13. The firm will ensure the attendance of lift operators and should be verified from Dy. Director (Facilities).
14. The minimum response time for attending the trouble shooting of elevators should not be more than 12 hours.
15. The firm will not attach any condition with the tender.
16. The firm has no right to make any change in the tender once submitted.
17. The firm should be registered in the Income Tax/Sales Tax.
18. The contract period can be extended as per KPPRA Rules-2014; if desired by authority.
19. The Competent Authority / Purchase Committee has reserved the right to reject any one or all offers with assigning any reason.

**SERVICE AND MAINTENANCE AGREEMENT FOR ELEVATOR**

THIS AGREEMENT is entered into at IKD on 1st July- 2021 to 30th June 2022 for one year by and between:

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

**AND**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, having its head office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and acting through the Chief Executive **Mr\_\_\_\_\_\_\_\_\_\_\_**, bearing CNIC No (hereinafter referred to as “\_\_\_\_\_\_\_\_\_\_\_\_\_\_” which expression shall, where the context permits, include its executors, administrators, successors-in-interest and assigns) of the second part;

NOW, THEREFORE, THIS SERVICES AGREEMENT WITNSSETH AS FOLLOWS:

1. The monthly maintenance includes the servicing of the lift once in a month during working hours with minor repairs and replacements i.e. diodes, bridges, fuses, indication and push lamps.
2. Major replacement and repairs shall be carried out on prior approval of cost.
3. All the minor complaints shall be attended and rectified within one hour and major complaints shall be attended within 12 hours on receipt of intimation.
4. Servicing of the Lift includes:
5. Manual cleaning and blowering of control panel.
6. Checking and cleaning of hoisting unit.
7. Checking and greasing of guide rails.
8. Checking tension of suspension ropes.
9. Checking of all safety devices.
10. Every effort will be made to maintain the lift in perfect order, so as to ensure safe and regular service, Subject to Co-operation of **Customer/Contractor**.
11. The responsibility of Contractor ceases immediately if a third party is allowed to attempt maintenance or repairing of lift and is allowed to tamper with the equipment in any manner during our contract.
12. 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 **ELEVATOR**.

Monthly Cost for services of lift operators for 8 hours a day for normal working days will be **Rs.** /=per lift operator per month.

**MODE OF PAYMENT:**

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

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVALUATION CRITERIA FOR REPAIR & MAINTENACE CONTRACT OF ELEVATOR**

**TOTAL EVALUATION MARKS = 70**

**PASSING MARKS = 70%**

**RENEWAL OF ENLISTMENT UPTO 2021-22 ATTACHED YES/NO.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SR.#** | **COMPONENTS** | **LENGTH OF BUSINESS** | **Sub Marks** | **Total Marks** |
| 01 | Experience of the Firm | i. 1-5 Years  ii. 6-10 Years | 05  10 | 10 |
| 02 | Tools/Plants & Machinery etc | Specified Equipment & Machinery in working condition.  i. Electrical/Electronic equipment, Mechanical equipment, DVM/AVM, Cable joint tool kit, Power Monitor Meter, module testing software etc. | 10 | 10 |
| 03 | Technical Staff | i. Business and Finance Management  ii. Electrical /Mechanical Engineer.  iii. Diploma Holder/ B-Tech | 02  02  01 | 5 |
| 04 | Registration | i. Income Tax Certificate  ii. Proof Income Tax paid/Return Files  iii. KPRA  iv. P.E.C Registration | 5  5  10  10 | 30 |
| 05 | Field of Specialization | Specialization in Maintenance/Repair work in relevant Field | 15 | 15 |
|  | | | | 70 |

Name of the Bidder/Firms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

CNIC No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Enlistment No. of Category /Limit.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Advertisement Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

NTN No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. PEC No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signature & Stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**CHECK LIST**

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

|  |  |  |  |
| --- | --- | --- | --- |
| SR# | Detail | Yes/No | Page No |
| **KNOCK OUT CLAUSES** | | | |
| 1 | Call Deposit Receipt |  |  |
| 2 | Experience of Firms |  |  |
| 3 | Financial Position  i. Income Tax Certificate  ii. Proof Income Tax paid/Return Files  iii. Financial/Bank Soundness Certificate |  |  |
| 4 | Tools/Plants & Machinery etc  i. Software for testing fault and programming etc.  ii. Electrical tools etc.  iii. Weight testing and lubrication tools etc. |  |  |
| 5 | Acceptance of terms and condition, tender documents duly signed and stamped. |  |  |
| 6 | Company profile including technical experts and managerial capability. |  |  |
| 7 | An affidavit on stamp paper of Rs.100/- submitting following clauses:   1. That maintenance of goods and replacement of defective parts under warranty shall be done, 2. That the firm is never blacklisted on any grounds whatsoever. (Where Applicable) |  |  |
| 8 | Price should not be mentioned on technical bid. |  |  |
| 9 | Bank statement / Balance sheet, National tax number and General Sale Tax number certificate. |  |  |
| 10 | List of products supplied to Govt. Hospital and private sector. |  |  |
| 11 | Manufacturer authorization form.(proof in form of reviews/opinions) |  |  |
| 12 | Certificate / documentary proof to the effect that the Principal is the original manufacturer / distributor/ authorized Dealer of the required goods (major components, mainframe, etc.) |  |  |

**TENDER FOR ELEVATOR**

**BID FORM FINANCIAL**

Estimated Price : (PKR)

**NAME OF BIDDER/FIRM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**TENDER FOR REPAIR & MAINTENACE CONTRACT OF ELEVATOR ALONG WITH SERVICES OF LIFT OPERATOR F.Y 2020-21**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr#** | Particular | **Rate Offered** | | |
| 01 | Maintenance Rate For 01 Elevator | Unit Rate |  | Final Rate |
| 02 | |  | | --- | | Operator Salary For 01 Elevator | | Unit Rate |  | Final Rate |
| |  | | --- | | TOTAL | | | | | |

**SIGNATURE & STAMP OF THE BIDDER. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Parts list must be attach including unit price & technical specification with financial offer. Without Parts price list, specification and above market value, financial bid considered as rejected.