

TENDER FOR REPAIR & MAINTENANCE OF ELEVATORS

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WAFAQI MOHTASIB SECRETARIAT, ISLAMABAD



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

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TENDER DOCUMENTS.

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INVITATION TO BIDDERS

The Wafaqi Mohtasib Secretariat ,G-5/2, Islamabad; invites the sealed bids from reputed firms for **Repair & Maintenance Contract of Two Elevators** for one year, extendable on yearly basis.

Sealed bids as per tender documents & **PPRA Rules Single Stage-Two Envelopes Procedure** must be delivered in the (S&M) Branch WMS on **31.05.2023, at 11.30 AM**. Technical Bids will be opened in the presence of bidders or their representatives, if they intend to be present, at **2.30 PM** on same day.

The **Financial Bids** of qualified firms will be opened in the presence of party/ firms representative on **07.06.2023 at 2.30 PM**.

The Tender documents containing detailed terms and conditions can be obtained from S&M Branch, Wafaqi Mohtasib Secretariat & PPRA websites till **31.05. 2023**.

The Income Tax/Sales Tax registered firms are eligible to participate in the tender competition.

The Purchase Committee WMS reserves the right to accept/reject the bid(s)/tender (s).

This tender notice is also available **on the website of PPRA (www.ppra.org.pk) and Wafaqi Mohtasib Secretariat (www.mohtasib.gov.pk)**.

ASSISTANT DIRECTOR (S&M)

Tel: 9217253

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INSTRUCTION TO BIDDERS

INTRODUCTION

1. Scope

1.1 The Wafaqi Mohtasib Secretariat, Islamabad intends to carry out the Repair & Maintenance Contract for Two Elevators ensuring the quality upto the mark.

1.2 The Bid is to be completed and submitted to the Wafaqi Mohtasib Secretariat, Islamabad in accordance with these instructions to Bidders.

2. Eligible Bidder

1.2 The invitation for bid is open to the firms based in Pakistan representing with registered office in Pakistan.

3. Cost of Bidding

3.1 The bidder shall bear all costs associated with preparation and delivery of its Bid, and the Wafaqi Mohtasib Secretariat, Islamabad 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 PPRA Rules 2004.
- 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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WAFAQI MOHTASIB SECRETARIAT, G-5/2, ISLAMABAD

TERMS AND CONDITIONS

FOR THE REPAIR & MAINTENANCE OF ELEVATORS.

1. The tender for the repair and maintenance of elevators will be conducted through PPRA Rules 2004 (Single Stage-Two Envelopes).
2. Bid validity, opening and closing time will be according to PPRA Rules 2004.
3. The sealed tender will be received in Security and maintenance branch; WMS till **31.05. 2023, at 11.30 AM** and will be opened at **2.30 PM** in the presence of party/firms representative on the same day (no bid will be received after the dead line according to PPRA Rules 2004).
4. Firstly, Technical bids will be opened and the technical evaluation of bids will be completed. The financial bids of qualified firms will be opened in the presence of party/firms representative on **07.06.2023 at 2.30 PM.**
5. Bank draft/pay order equal to **5% of the total annual amount of contract** must be accompanied with the security shall not be entertained. Bid security of the unsuccessful bidders will be released within one week from the issuance of award of contract to the successful bidder. (Cheques are not acceptable).
6. After successful awarding of tender, the bid security will be returned and successful bidder will furnish a Performance Guarantee within 15 days positively.
7. Income tax and sales tax will be deducted as per prevailing rules.
8. In case of any discrepancy/over invoicing, the bidder will refund the excess amount or it will be deducted from outstanding bills/Deposit at call of said firm.
9. Late service penalty will be imposed @ 1% if supplier upon failure to deliver within 15 days & 2% for the next 15 days.
10. 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,
11. 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 of the supplier will be treated as cancelled.
12. The firm /party shall provide the services at Wafaqi Mohtasib Secretariat, G-5/2, Islamabad.
13. 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 Wafaqi Mohtasib Secretariat.

14. The firm will ensure the timely replacement of parts as and when required. The required part will be charged separately through quotations/invoice, prior to change/replacement.
15. The minimum response time for attending the trouble shooting of elevators should not be more than 12 hours.
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 term of the agreement will be one year starting from first July,2023 or any renewal(s) hereof, which can be extended for further period with mutual consents with an annual increment between 5% to 10%.”
19. The Competent Authority may reject any or all proposals at any time prior to the acceptance of a bid or proposal as per the Ruke-33 of Public Procurement Rules 2004.
20. A Bank Guarantee by a scheduled bank for the sum of 10% of the total Contract amount as Security for compliance with the Suppliers performance obligation in accordance with the Contract. (Specimen enclosed).

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Service and maintenance Agreement for 2 No.of Elevators installed at the Wafaqi Mohtasib Secretariat, Islamabad.

This agreement entered into at Islamabad on **01.07.2023 to 30.6.2024** for twelve (12) months by and between:

Wafaqi Mohtasib Secretariat, Islamabad, through its Director (G/A) (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

-----, having its head office at Islamabad and acting through the -----, 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;

3. WHEREAS

SERVICE PROVIDER: -----.

CUSTOMER NAME: WAFAQI MOHTASIB SECRETARIAT, ISLAMABAD

TYPE OF EQUIPMENT: 2 NO. OF ELEVATORS

TYPE OF SERVICE: MONTHLY MAINTENANCE AND SERVICE OF ELEVATORS.

NOW, THEREFORE, THIS SERVICE AGREEMENT WITNESS AS FOLLOWS:

1. The monthly maintenance includes the servicing of the Elevators once in a month during working hours with minor repairs and replacement i.e. diode, 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 Elevators includes:
 - a) Manual cleaning and glowering of control panel.
 - b) Checking and cleaning of hoisting unit.
 - c) Checking and greasing of guide rails,
 - d) Checking tension of suspension ropes.
 - e) Checking of all safety devices.
5. Every effort will be made to, maintain the Elevators in perfect order, so as to ensure safe and regular service, subject to Co. Operation of **Customer/wafaqi Mohtasib Secretariat**.
6. The responsibility of (FIRM) ceases immediately if a third 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 2 Elevators @ Rs. /= per month.

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Mode of Payment:

Invoices will be submitted on monthly basis and will be cleared/subject to verification of services conducted.

For and on behalf of (Firm)

Date

Witnesses:

1. -----

2. -----

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FINANCIAL BID

WAFaqI MOHTASIB SECRETARIAT, G-5/2, ISLAMABAD

NAME OF BIDDER/FIRM N -----

TENDER FOR REPAIR & MAINTENANCE CONTRACT OF 02 Nos. ELEVATORS

F.Y 2023-2024

ANNUAL CONTRACT (F.Y 2023-2024)

Sr.No	Particular	Rate Offered		
		Unit Rate	16% GST	Final Rate
01	Maintenance Rate For 01 Elevator (02 Visits P.M)			
	Amount.			
02	Maintenance Rate For 02 Elevator (02 Visits P.M For Each Elevator)			
	Amount.			

Signature & Stamp of the Bidder -----

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**EVALUATION CRITERIA FOR REPAIR & MAINTENANCE CONTRACT OF 02
NOS. OF ELEVATORS F.Y 2023-24**

Total Evaluation marks = 100

Passing Marks = 70

SR,#	Components	Length of Business	Sub Marks	Total Marks
01	Experience of the Firm	i. 1-5 years ii. 6-10 iii. more than 10 years	20 05 05	30
02	Financial Position	i. Income Tax Certificate & Sales tax certificate	15	15
03	Tools/Plants & Machinery etc	Specified Equipment & Machinery in working condition. i. Electrical/ Electronic equipment, Mechanical equipment, DVM/AVM, Cuble joint tool kit, Power Monitor Meter.	10	10
04	Technical Staff	i. Electrical/Mechanical Engineer. ii. Diploma Holder/B-Tech	07 03	10
05	Registration	P.E.C Registration	20	20
06	Field of Specialization	Specialization in Maintenance/Repair work in relevant Filed	15	15
				100

Name of the Bidder/Firms -----

CNIC No. -----

Advertisement Date -----

NTN No. -----

Address -----

Signature & Stamp -----

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CHECKLIST

FAVOR:

The Tender securities should be in favour of “**THE DIRECTYOR (GENERAL ADMN), WAFaqI MOHTASIB SECRETARIAT, G-5/2, ISLAMABAD**”.

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 essential prerequisite along with submission of tenders.

SR.No.	Detail	Yes/No	Page No.
KNOCK OUT CLAUSES			
1.	<u>Experience of Firms</u> Minimum one year business history from the date of authorization.		
2.	<u>Financial Position</u> i. Income Tax Certificate ii. G.S.T Registration Certificate iii. Financial/ Bank Soundness Certificate		
3.	<u>Tools/ Plants & Machinery etc</u> i. Software for testing fault and Programming etc. ii. Electrical Tools etc. iii. Weight testing and lubrication tools etc.		
4.	Acceptance of terms and conditions ,tender documents duly signed and stamped		
5.	Company profile including technical experts and managerial capability.		
6.	<u>An affidavit on stamp paper of Rs.100/- submitting following clauses:</u> i. Maintenance of goods and replacement of defective parts under warranty shall be done. ii. The firm is never blacklisted on any grounds whatsoever. (Where Applicable).		
7.	Price should not be mentioned on technical bid		
8.	Bank statement / Balance sheet, National Tax number and General Sales Tax number certificate.		
9.	List of products supplied to Govt.sector and private sector		