

**"HIRING SERVICES FOR PREVENTIVE MAINTENANCE OF 08 Nos OTIS  
LIFTS/ ELEVATORS INSTALLED AT OGDCL BUILDING**

**TOR**

Preventive Maintenance Services are required from the successful bidder for the lifts/elevators (08 Nos.) installed in OGDCL building, Blue Area Islamabad. The OEM for the elevators is OTIS France.

**A.** The successful bidder will be responsible for the following:

1. To maintain the 08 Nos. (18ATF) type lifts in best working condition so as to provide safe, efficient, faultless and regular services.
2. In case of any defect, disorder or fault in the lifts services, function and operation, the same is to be attended promptly. If required in emergency will act in accordance with round the clock machine dispatch system.
3. OGDCL has a right to impose penalty up to 10% of the bill in case of unsatisfactory services provided by the contractor.
4. To lubricate the gear box assembly (Synthetic Oil HO No. 45 or as recommended by the manufacturer of equipment M/S OTIS) at regular intervals. The lube oil will be provided by OGDCL or upon prior consent of OGDCL, it will be charged at actual against verified invoice.
5. General inspection and necessary adjustment shall be carried out timely as per OEM recommendations.
6. Spare parts to be replaced will be arranged by the successful bidder or by OGDCL and will be replaced without any charges, but bidder mainly responsible for provision of parts. If the bidder arranges parts, will be charged at actual against verified invoice with fair price certificate. However the bidder will submit the list of such parts with complete specification and price for 02 years operation (OEM Parts) (Optional).
7. The bidder shall ensure that no person other than authorized technical staff is permitted to shaft area/control room.
8. To perform preventive maintenance of elevators during holidays/ off time to avoid any hindrance in the official work.
9. The measures for rectification of defects/replacement of parts and quantum of work, whether it is major or minor will be decided by department, however the successful bidder will have to submit the recommendations.
10. To provide following staff for maintenance of Elevators:-
  - i. Engineer/ Technician Control room. (B.E/B.Sc/B.Tech/Diploma) 01 No
  - ii. Supervisor (round the clock) 02 Nos ( one for night shift)

  
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Administration Department

11. The maintenance staff should have experience in operation and maintenance of OTIS Elevators installed in high-rise buildings. CVs of such staff are provided in the technical proposal.
12. The successful bidder will check the inventory of spares and point out the essential parts to be maintained as minimum level.
13. The financial proposal should contain lump sum monthly charges for providing preventive maintenance services as per TOR. .
  - i) Maintenance staff pay will be as per bidder / company policy, but should not be less than the minimum salary as per Government policy.
14. The Technical bids will be evaluated first on the basis of "Technical Evaluation Criteria. The technically qualified bidders will be considered for financial evaluation.
15. Initial contract will be for 02 years and can be renewed subject to provision of satisfactory services with mutual consent.
16. Invoices for such services will be paid at the end of each month duly verified by OGDCL designated officers.
17. OGDCL has the right to request contractor, the replacement at contractor's expenses of any of their personnel who is or has become unacceptable to OGDCL, for reasons of incompetence or misbehavior/malfunctioning.
18. Bidder will be required to present/submit any kind of Proposal to OGDCL management regarding lifts up gradation or any other technical matter in future, whenever advised.
19. If required, bidder will be bound to provide any other technical documents of lifts, without any additional charges.
20. In Case of any dispute, Suspension of work and default, Arbitration shall be precedent in any action of law and that the provisions of the Arbitration Act, 1940 and rules framed there under shall apply. The venue of the arbitration shall be in Islamabad, Pakistan shall be final and binding on both the parties.

**B. DETAILED EVALUTATION OF TECHNICAL BIDS & AND COMMERCIAL EVALUATION:**

**TECHNICAL EVALUATION**

In detailed technical evaluation all the bids clearing the preliminary examination will be reviewed and evaluated with the objective of assessing their compliance,

  
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completeness, conformity to the scope of work and responsiveness to the requirements in the tender documents.

S. No	Areas	Points
01	<b>Experience in Similar LIFTS/Elevators Field</b>	<b>Max. 25 Points</b>
	A) For 10 Years and more than 10 years	25
	B) For 07 years to 09 years	20
	C) For 05-06 years	15
	D) Less than 05 years	02 points for each year
02	<b>Technical Strength of the bidder</b>	<b>Max. 25 Points</b>
	A) Must have skilled/technical manpower who can handle/rectify all kind of technical faults in the Elevators (CV's of all manpower must be provided)	15
	B) List of its equipment/tools required for routine maintenance of Lifts	10
03	Registration with Govt / Semi Govt Departments / PEC	<b>Max 10</b>
04	GST registration for Services	<b>Max 10</b>
05	Detail of last 10 years Projects/ Contracts with complete addresses (03 Nos for each project)	<b>Max. 15 Points</b>
06	Financial Strength of the Company(audited financial statements for the last 03 financial years must be provided)	<b>Max.15 Points</b>

Note: The bidders must score at least 60% points in each category. Only the bidders who score overall min of 60 points (60 %) in the technical evaluation will be considered technically responsive.

**COMMERCIAL EVALUATION:-**

- The commercial bids of only technically bidders (i.e. scoring 60 points (60%) in technical evaluation and 60% points in each category) will be opened and evaluated.
- The bidders are advised to quote their charges exactly in the following format. In case of noncompliance / deviation to the following format, the bidders can be declared non responsive

S. No.	DESCRIPTION	Price (in PK Rupees)
01	Charges for providing operational services charges for 08 Nos OTIS lifts installed at OGDCL House(Monthly Lump sum charges)	
02	Charges for the 02 years contract period	

- Contract will be awarded to bidder quoted lowest monthly rates.
- The price should inclusive of all kinds of taxes.

**C. Taxes**

The monthly rate for preventive maintenance of lifts, quoted by the bidder must be included with all kind of Govt taxes and in case, if any other tax imposed by Govt in future, that will be borne by the bidder/contractor.

*Muhammad*

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 Chief Engineer (Elect.)  
 Administration Department  
 Development Company Ltd.

**D. MATERIAL DEFICIENCIES WHICH WILL LEAD TO DISQUALIFICATION.**

Any of the following deficiencies will lead to disqualification

- (i) The bidder if does not score at least 60% points in each category of Technical evaluation sheet, will be disqualified. Also, a bidder will be considered technically non responsive if his overall score in the technical evaluation will be less than 60 points (60 %).
- (ii) Involvement in litigation with OGDCL.

**E. Contract Period:**

The Contract shall initially be executed for a period of **02 (two) years**, which can be extendable by the mutual consent of both parties on same terms and conditions

  
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Dy Chief Engineer (Elect.)  
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## OTHER IMPORTANT INFORMATION

### BIDDING METHOD:

Bids against this tender are invited on 'single stage Two envelop'

### AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to PKR: 150,000/- is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

### BID PRICE:

- i. Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) in Pakistan.
- ii. The prices should be quoted in PKR.

**(This clause will be prevailing instead of Master Tender document "ITB" clause # 06(ii) 'BID PRICE')**

- iii. The prices quoted by the successful bidder (contractor) for required services shall remain firm and final throughout contract period. The price charged by the successful bidder (contractor) for required services shall not vary from the prices quoted by the service company.

### MANDATORY REQUIREMENT

**For online payment to vendors/contractors through (IBFT & LFT). Following info is required from your company: -**

1. IBAN (INTERNATIONAL BANK ACCOUNT NUMBER 24 DIGITS).
2. VENDOR NAME AS PER TITLE OF THEIR BANK ACCOUNT.
3. NTN NO.
4. CONTACT # OF COMPANY CEO/OWNER (MOBILE & LANDLINE).
5. POSTAL ADDRESS.
6. BANK NAME.
7. BANK BRANCH NAME & ADDRESS.

The master set of tender documents (services) uploaded on OGDCL's website ([www.ogdcl.com](http://www.ogdcl.com)) is the integral part of this TOR.

**Bidders are requested to read TOR & Master Set to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid.**

**Following is the link for Master Set of Tender Documents for Services:**

<https://ogdcl.com/sites/default/files/Tender%20Document%20Services%20Press%20for%20Webloading%20dated%2018-03-2019-N.pdf>