

REF: LIFTS/02NOS/F.K/ISB/2022-23
24th OCTOBER, 2022

TENDER NOTICE

ANNUAL OPERATION MAINTENANCE & SERVICING CONTRACT OF 02 LIFTS INSTALLED AT PIA
FLIGHT KITCHEN ISLAMABAD.

PREQUALIFIED PIA ELECTRICAL CONTRACTOR CLASS "B"

Sealed unconditional tenders are invited for the above subject work. Tender should be addressed to Manager Utilities (Facilities Management) and dropped in the tender box placed in accounts section, Head Office 2nd Floor, Room No 293 till dated: **08-11-2022** at **15:00** hours and will be open on the same date at **15:30** in the office of General Manager (Facilities Management).

RS: 28,000/- Earnest money of the bid should be attached with the tender.

Tender can be downloaded from PIA website www.piac.com.pk On the face of envelop reference must be written **Ref:** LIFTS/02NOS/F.K/ISB/2022-23

**MANAGER UTILITIES
FACILITIES MANAGEMENT**

REF: /LIFTS/02NOS/F.K/ISB/2022-23
24th OCTOBER, 2022

QUOTATION FORM

M/s _____

DESCRIPTION OF WORK: -

ANNUAL OPERATION MAINTENANCE & SERVICING CONTRACT OF 02 LIFTS INSTALLED AT PIA
FLIGHT KITCHEN ISLAMABAD.

Dear Sir,

Please send not later than **08-11-2022** you're sealed quotations for the items mentioned in the attached sheet as per following terms and condition.

1. PIA reserves the right to accept or reject any quotations without assigning any reason.
2. An earnest-money of **RS: 28,000/-** in the shape of pay-order/Bank Draft in favor of PIA is to be attached with quotation as earnest money.
3. Tender will be opened on **08-11-2022** at **15:00** Hours in the office of GM (FM) in his presence by the Tendering Committee and the contractors who care to attend.
4. Your quotation should remain valid up to **Three Months**.
5. Period required for completion One year Extendable for further two terms upon satisfaction performance of contractor with mutual understanding of both parties.
6. All works/sample/design will be executed / approved by the undersigned engineer on duty.
7. PIA reserves the right to cancel the work order at any stage of the work without assigning any reason.
8. PIA accepts only standard materials original manufacturer strictly in accordance with the specifications. Any inferior or sub-standard materials, if used, shall be rejected out-right and registration of the contractor concerned may be cancelled.
9. PIA shall have the option to increase or decrease the quantity of any item mentioned in the quotation / work order.
10. The firm to whom the contact is awarded shall have to abide by the rules and regulations mentioned in the work order and as well as the all rules & regulations of PIA.
11. No excuse of non – availability of materials of fluctuation in the market rates etc. shall be accepted after the work order is issued.

For: **PAKISTAN INTERNATIONAL AIRLINES.**

Seal & Signature
Of the contractor

MANAGER UTILITIES
Facilities Management Division

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24th OCTOBER, 2022

DESCRIPTION OF WORK: - ANNUAL OPERATION MAINTENANCE & SERVICING CONTRACT OF 02 LIFTS INSTALLED AT PIA FLIGHT KITCHEN ISLAMABAD.

S.NO	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<p>02 NOS LIFT</p> <p>The contract will be operating and maintaining through experienced / well acquaints staff to be available during operational timing. The contractor should seek technical & administrative instructions from Works Officer Electrical /Manager Works in the above subject contract.</p> <p>All parameters to be check regularly and recorded in the log book/complain register. Lifts should be in operational from timing 07:00 to 19:00 from Monday to Saturday.</p> <p><u>TERMS, CONDITIONS & PENALTY CLAUSE</u></p>	02	Each		
01	Contractor will provide lift fitness certificate for safe operation of the lift.				
02	Contractor shall have to execute an agreement with PIA on Rs.500/= Court Stamp Paper.				
03	The contract is based on servicing instead of manning which simply means that the contractor is responsible to provide the servicing of Lifts without being asked the number of staff. But the contractor may be advised to provide the shift pattern of the deputed staff for the smooth functioning.				
04	Any financial loss to PIA i.e. loss of raw material of production, loss or damages to the equipment owing to malfunctioning the equipment or indicating devices or delay beyond the stipulated period, in restoring the operation of the equipment by the contractor's staff, shall be deducted from the monthly bill or outstanding bills of the contractors.				
05	Material and spares parts will be provided by Contractor, tools testing equipments, ladders and workshop facilities to the contractor, which shall be his own responsibility and list of the testing equipment but not limited to following all size of spanners, meggar, multi meter, tong tester 5 Amps to 2000 Amps should always be available at site with Contractor's representative. Area Incharge Electrical / Manager Works should verify the tools and equipments.				

For: **Pakistan International Airlines Corp.**

Seal & Signature
Of the contractor

**MANAGER UTILITIES
Facilities Management Division**

S.NO	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
06	The contractor shall ensure that their site staff strictly maintain discipline at PIA premises and strictly comply with the instructions issued from time to time by the Works Officer Electrical/Manager the defaulters shall be penalized of Rs. 5000/- for each case from the Contractor's monthly bill.				
07	The contractor should be submitting weekly Operation & maintenance report. Contractor or his Supervisor always maintains daily log book of both Operation & Maintenance. Concerned PIAC staffs randomly check the logbook and other related documents.				
08	One set of proper uniform with contractor's identification and Design identification set of black shoes shall be provided by the contractors to each member of site staff. Otherwise a penalty of Rs. 200/- (Rupees two Hundred only) per day will be deducted from the contractor's monthly bill.				
09	Area Works Officer (Elect) and Manager shall see daily or time to time that the above mentioned instructions terms and conditions are being strictly followed. In case of violation of any of these, Manager and Area Works Officer (Elect.) terminate the contract through a written one month notice (as per rule) and the firm may also be black listed.				
10	Operator cum Lift technician as the designation demands like relevant experience/Technical knowledge regarding their jobs/assignments as per requirement well experienced and qualified if found otherwise at any stage the person will be replaced by the contractors with in 24 hrs.				
11	Arrangement of entry passes of contractor or his staff will be contractor's responsibility and must ensure that the staff appointed by him for daily duty at PIA bears good moral character and must be cleared through Police station verification, without which the contract shall not be awarded.				
12	All Contractor's staff wear overhaul during duty hours with the name of Company and also wear all personal protective equipments hard head, and safety shoes, etc.				
13	The contractor shall bound to pay the salary to its staff at least for three months during the first week of each month irrespective of their bills, either cleared or not by the corporation (PIA).				

For: **Pakistan International Airlines Corp.**

Seal & Signature
Of the Contractor

**MANAGER UTILITIES
Facilities Management Division**

S.NO	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
14	This tender period of completion required for one year and two more years extendable (total 03 years) on same Terms & Conditions by mutual understanding of PIA & Contractor.				
15	The Salary to be paid by the contractor not less than 25,000/- Per Month or in according to minimum labor wages policy defined by Government of Pakistan and all staff should be qualified as the designation demands like relevant experience / technical knowledge regarding their jobs / assignments also can fill the logbook cleanly.				
16	10% security deposit will be deducted from contractor's monthly bill every month as security (Refundable) and will be released after 01 year of successful operation.				
	<u>SCOPE OF WORK</u>				
01	The firm/Contractor to whom the contract is awarded will arrange grease, Duster, Kerosene oil, etc for servicing of Elevators.				
02	Replacement of Limit Switch, Timer Relay, contactor, sign board and push buttons are the responsibility of contractor on emergency basis.				
03	The contractor shall personally visit the equipments at least twice a week and shall be available on cell phone at site in case of problem, breakdown & Emergency				
04	Replacement of Auto Rescue Devise batteries				
05	Replacement of Lift wall bracket fan				
06	Replacement of Lift Intercom				
	<u>PENALTY CLAUSE</u>				
01	200 per day penalty will be imposed in case of not proper uniform.				
02	200 per day penalty in case of Non Availability of Electrician / Staff at Site				
03	200 per day penalty in case of Non Availability of Complaint Book and Shift Book				
	<u>SHIFT PATTREN FOR GRNERATOR & LIFT STAFF</u>				
	<u>SHIFT – "A":</u> From 0700 Hrs to 1500 Hrs	01	Each		
	<u>SHIFT – "B":</u> From 1500 Hrs to 2300 Hrs	01	Each		
	<u>SHIFT – "C":</u> From 2300 Hrs to 0700 Hrs Reliever is responsibility of the contractor	01	Each		
	<u>QUALIFICATION OF STAFF:</u> Operator cum Mechanic cum Electrician (Minimum 05 years relevant experience) NOTE: - CONTRACTOR MUST ENSURE THAT THE BID AMOUNT SHOULD BE INCLUSIVE OF ALL TAXES.				

For: Pakistan International Airlines Corp.

Seal & Signature
Of the Contractor

MANAGER UTILITIES
Facilities Management Division