



SUI NORTHERN GAS PIPELINES LIMITED

TENDER DOCUMENTS
FOR

MAINTENANCE OF FIVE LIFTS INSTALLED AT HEAD OFFICE
BUILDING LAHORE

2026-2029

INCHARGE (CIVIL)
CIVIL CONSTRUCTION DEPARTMENT
2ND FLOOR, SNGPL HEAD OFFICE,
21-KASHMIR ROAD, LAHORE

Phone No. 042-99201241
Fax. No. 042-99201332

SUI NORTHERN GAS PIPELINES LIMITED

MAINTENANCE OF FIVE LIFTS INSTALLED AT HEAD OFFICE BUILDING, LAHORE

SPECIAL INSTRUCTION

The tender are being invited on "Two Envelope, Single Stage Basis". Following are mandatory requirements. If any of the bidders failed to fulfill any of following requirement, his tender will be rejected without opening his Financial Bid.

1. The bid shall comprise a single package with only the name of work, Containing the following in **two separate** envelopes:

- a. 'Technical Proposal'

- b. 'Financial Proposal'

The envelopes shall be marked as '**TECHNICAL PROPOSAL**' and '**FINANCIAL PROPOSAL**' in bold and legible letters to avoid confusion.

2. Initially, only the envelope marked as '**TECHNICAL PROPOSAL**' shall be opened. The envelope marked as '**FINANCIAL PROPOSAL**' shall be retained in the custody of SNGPL without being opened.
3. SNGPL shall evaluate the 'Technical Proposal' in a manner prescribed in clause 4 below, without reference to the price and reject any bid which does not conform to the specified requirements.
4. The Technical Proposal should contain the following information:
 - i. Certificate of registration of bidder with Pakistan Engineering Council in the relevant category valid for current year or copy of last previous year along with receipt of amount submitted for renewal of registration.
 - ii. Copy of five pages of **HSE contractor Statement** given in tender documents are required to be filled, stamped and signed by bidders and submit along with Technical Proposal.
 - iii. National Tax Number along with copy of certificate.
 - iv. Copy of Professional Tax Clearance Certificate.
 - v. Copy of Provincial Sales Tax (PST) Registration.
 - vi. Following relevant paper must be provided in respective cases:-

- Name of the bidder
- Type of ownership i.e. Proprietor/Partnership/Private Limited

Company/Public Limited Company

- ✓ Copy of NIC in case of single proprietor
- ✓ Copy of partnership deed in case of partnership
- ✓ Copy of Article of Association for Private/Public Limited Companies

i. The bidders must submit undertaking that they provide the spare parts of ORONA as and when required with 24 hours.

ii. **List of clients (at least 1) whose lifts (made ORONA only) are being maintained by the bidder along with satisfactory performance certificate from the client.**

5. The 'Financial Proposal' should contain the **tender documents** with each page signed along with duly filled in '**Bid Sheet**' along with demand draft of earnest money.

6. After the submission of bid, no amendments shall be permitted.

7. The 'Technical Proposals' shall be evaluated after opening and the 'Financial Proposal' of bids found technically nonresponsive shall be returned un-opened to the respective bidders. Thereafter the 'Financial Proposals', of the technically accepted bids only, will be opened in the presence of concerned bidders.

8. Complete HSE (Health Safety and Environment) contractor Manual is available at SNGPL website www.sngpl.com.pk which must be studied for true implementation during execution of work. Implementation of HSE procedures shall be ensured as per prevailing HSE policy of SNGPL during execution of works.

9. The Contractor shall be liable to pay compensation to his staff / labour in case of any major injury, disability and fatality category wise as under:

a.	In case of major injury (Injury leading to temporary disablement)	Payment of ½ of the monthly wages till the recovery of temporary disablement or for a maximum period of one year, whichever is less. Payment of 1/3 of the monthly wages till the recovery of chronic ill health / disease or for a maximum period of 5 year, whichever is less.
b.	In case of Disability (Permanent)	Rs. 500,000/-
c.	Fatality	Rs. 500,000/-

13. Failure to compliance against HSE initiative at operational sites will lead to blacklisting of a contractor through following disciplinary action.

e.	1 st Violation	Warning
f.	2 nd Violation	Fine of Rs. 100,000/-
g.	3 rd Violation	Fine of Rs. 500,000/-
h.	4 th Violation	Suspension for period of six months
I.	5 th Violation	Blacklisting

14. To ensure that contractor obtains 3rd party insurance to cover such incident (Harmful Incidents / Any Accident)
15. To ensure the sufficient security is retained by the company from the contractors to cover such case (Harmful Incidents / Any Accident)
16. Protective gear should be provided to workers by the contractors to avoid such accidents (Harmful Incidents / Any Accident)
17. To take care of the above point in future as well as running contracts.

Please visit the site and see the actual position and performance of the lifts before submitting the tender.

Specification of the Lifts:

Total 5 ORONA Lifts installed as per following specification.

- 3 Nos. Lifts serving 8 floors
- 2 Nos. Lifts serving 10 floors

The contractor will maintain these lifts in accordance with the instructions of ORONA and must have all kinds of spare parts and testing tools in his stock. No modification or alteration will be allowed at any stage in the main control panel and drive system and equipment because we want these lifts to remain in use in their original form.

INCHARGE (CIVIL)

SIGNATURE & SEAL OF THE TENDERER

**SERVICING AND MAINTENANCE OF
5 NO. ORONA LIFTS INSTALLED AT HEAD OFFICE BUILDING LAHORE**

GENERAL TERMS AND CONDITIONS

This contract agreement made at Lahore _____ day of _____ between _____ having its registered office at _____ their successors and legal assigns hereinafter called, _____ as party of the ONE PART hereinafter called the contractor and M/S. SUI NORTHERN GAS PIPELINES LIMITED, 21-Kashmir Road, Lahore their successors and legal assigns hereinafter called the "COMPANY" as party of the other part.

**TERMS & CONDITONS
FOR THE MAINTENANCE OF 5 NO. ORONA LIFTS**

WHEREAS the Company intends that the contractor maintain the "LIFTS SYSTEM" hereinafter called the EQUIPMENT and agrees with the contractor to maintain the Lifts equipment on the following mutually agreed Terms & Conditions: -

1. The contractor shall be required to undertake the complete maintenance of 05 No. Lifts for a period of **three years** extendible for another period of One Year on same rates and scope of work.
2. The contractor shall be required to have 3 staff members including Electrical, Mechanical Technicians with one Incharge to be present on site in fulfillment of his maintenance obligations during office hours right through the contract period mentioned above.
3. In addition to the above, the contractor shall ensure that Lift Engineer shall be on call (available at site within two hours) to rectify defects and faults occurring in the system if the same are beyond the capacity of his maintenance staff. This service shall be provided within the charges quoted by the contractor and approved by the Company.
4. The contractor will undertake the routine trouble shooting servicing of the lifts on daily basis and also adjust the mechanism of the lifts like door drive system, car and landing doors, safety edge, Magnetic Contractor, switches, control relays, printed cards, control panel equipment, main guide rails, counter weight rails, brake plunger, bronze liner, leather, pivot roller assembly, brake rod, funnel top stop roller, drive drum, van operating linkage, micro-switch drive block assembly and break pivot assembly and all other systems/parts of lifts requiring services/maintenance etc. Contractor are also bound to submit to the lift Incharge Weekly Maintenance Form duly filled in and signed by the contractor on every Monday.
5. The contractor will also make arrangements to clean parts with kerosene oil and lubricate with Mobil oil and apply grease on all the moving parts of the

lifts and adjustment when and where required in the said lifts. The POL will be the responsibility of the contractor.

6. The contractor shall be responsible for rectifying all defects immediately upon receiving written or verbal complaint from the Incharge lifts on the person authorize for the purpose.
7. In case of any of rectified part again become defective within one month, the contractor, at his own cost, will bring it in order including all spare parts.
8. In case of major defects (as determined by the Company), the contractor would supply the spare parts on payment (rates to be approved by the Company) on the basis of market rates supported by at least two quotations of the same material (if available), if the same are not available with the Company. If the Company observes that the level of maintenance is substandard and performance of contractor is unsatisfactory due to non-availability of competent staff, spare parts, or use of substandard material, the Company reserves the right to have the repair carried out by an outside party at the risk and cost of the contractor or even rescind the contract altogether by giving one month notice depending on the severity of the incident.
9. The contractor will be bound to carry out thorough maintenance after every month in which he may detach each part of lift, including main motor, ropes, governors, control panels etc., for servicing, cleaning and then unite them to be fully functional.
10. The contract is terminable by giving One Month Notice by the Company.
11. The contractor should have National Tax Number and Professional Tax Clearance Certificate.
12. A Demand Draft, Pay Order, Deposit-at-Call or Deposit Receipt issued from any scheduled bank at Lahore, equal to Rs. 250,000/- in favour of Sui Northern Gas Pipelines Limited, Lahore shall be submitted with tender as earnest money. Tenders without Earnest Money will not be entertained. Cheques and cash will not be accepted. The earnest money of unsuccessful tenderers shall be returned
 - a. After execution of contract agreement with the successful tenderer or
 - b. If all the tenderers are rejected, after such rejection or
 - c. Sixty days from the date of opening of tenders.

The earnest money of the successful tenderer shall be returned after submission 1st PPC. If the tenderer to whom the contract is awarded refuses or neglects to execute the agreement than the earnest money will be forfeited.

Weekly preventive maintenance may include following but not limited to.

- Manual Cleaning & Servicing of Control Panel.
- Cleaning of Contacts.
- Checking & Cleaning of Hosting Machines.

- Checking & Cleaning of Car & C/W Guide Rails.
- Checking Tension of Suspension Rope (Main & Governor).
- Checking & Service of Selector System.
- Checking of All Safety Devices.
- Checking of All push buttons & Signal Fixtures (Fuses Etc.)
- Checking & Cleaning of Doors & Sills.
- Checking & Cleaning of Pits & Pits Equipment.
- Emergency Rescue System will be check on Monthly basis.

SIGNATURE & SEAL
OF THE CONTRACTOR

SIGNATURE & SEAL OF
INCHARGE (CIVIL)
SUI NORTHERN GAS PIPELINES

WITNESS:

WITNESS:

NAME _____


NAME _____

SIGN. _____

SIGN. _____

CNIC NO. _____

CNIC NO. _____

	SUI NORTHERN GAS PIPELINES LIMITED	DOC. # SNGPL-GPR013-F001	
		Issue # 02	Issue Date
Contractor / Supplier / Vendor HSE Statement		Page 1 of 5	04-02-21

The Contractor/Supplier/Vendor shall prepare and maintain information including a clear method statement, regarding Contractor/sub-contractor activities, which outline the work to be undertaken and the method(s) for minimizing and maintaining environmental impacts, OH&S Hazards and maintaining compliance with HSE regulations.

To assist in organizing and maintaining information, background information sections have been included (section I, II, III). Sections can be modified or deleted as required when requesting a method statement from Contractors / subcontractors.

SNGPL's Personnel to Complete Sections I, II, and III
Suppliers to Complete Sections IV, V, and VI

Section I Your Information: [type or print]


Name:	
Phone Number:	
Fax Number:	
Dept Name:	

Section II. Requisition Information: [type or print]

Requisition Number:	
Project Number: (if applicable)	

Section III. Service or Activity to be Performed: [Check all that apply]

<u>Material/Chemical:</u> (Production/Non-production)	Paint Solvent Sealer	Treatment Chemicals Lubricants, Oils, Greases Gasoline	Janitorial Material Other (specify) _____ Other (specify) _____
<u>Facilities/Construction:</u>	Ditching Electrical Paint Structural	Roofing Mechanical HVAC	General Contractor Arch/Engin/Consulting Other (specify) _____
<u>Services:</u> (Includes Environmental Services)	Janitorial Security Maintenance	Emergency Response Env. Consulting Paint Booth Cleaning	Waste Management Other (specify) _____
<u>Containerization:</u>	5 gal. Or less Drums Bulk Tanks	<u>Type of Contract:</u>	Commodity Management On-site Manager Provided Total Cost Contract

	SUI NORTHERN GAS PIPELINES LIMITED	DOC. # SNGPL-GPR013-F001	
		Issue # 02	Issue Date
Contractor / Supplier / Vendor HSE Statement		Page 2 of 5	04-02-21

Section IV. Supplier/Contractor/Vendor Information: [Circle / Check all that apply]

Current Supplier/Contractor/Vendor to this Facility

New Supplier/Contractor/Vendor to this Facility

Currently involved in other Facility project(s)

List Project(s): _____


(Complete Information in table below) [Type or print]

Name:	
Address:	
City & Province:	
Phone Number:	
Fax Number:	
President/General Manager/ CEO etc:	
Facility Site Coordinator:	
Email Address:	
Phone Number:	
Mobile Number:	
Fax Number:	
Pager:	
24 Hour Emergency Number:	

Subcontractor Information: (List suppliers/contractors/vendors not identified) [type or print]

Type	Firm Name
Architectural	
Mechanical	
Electrical	
Heavy Vehicles	
Industrial Services	
Painting	
Roofing	
Architectural/Engineering / Consulting Firm	
Sampling/Testing	
Chemical Supplier	
<u>Other (specify)</u>	
Scrap/Salvage Dealer	
Waste Disposal	
Demolition Disposal	


Note: It is strongly recommended that you have your subcontractors and suppliers involved at this facility should complete a separate HSE briefing package for the facility's review.

	SUI NORTHERN GAS PIPELINES LIMITED	DOC. # SNGPL-GPR013-F001	
		Issue # 02	Issue Date
Contractor / Supplier / Vendor HSE Statement		Page 4 of 5	04-02-21

Section V. Contractor / Supplier / Vendor Method Statement:

Supplier / Contractor / Vendor is financially responsible for on-site HSE remediation actions resulting from incidents involving their employees and subcontractors. To minimize the risk of environmental accidents, please review and initial the items contained in the HSE Management Basics Table below:

Health, Safety and Environment Management Basics	Tick (√)
1. Contractor will ensure that the <ul style="list-style-type: none"> • Health of its employees is protected. • All activities carried out for the execution of the job are safe. • Compliance is met with all relevant laws and regulations. • All HSE (Health, Safety and Environment) procedures of the Company are implemented. • Safe working environment is provided to its employees. 	
2. Contractor will take all necessary steps to minimize the hazards associated with the job. Appropriate personal protective equipment should be provided to the employees where hazards exist.	
3. All incidents resulting in Dangerous Occurrence, minor or major injury, fire, vehicle accident and environmental incident are to be reported to Company within 24 hours.	
4. The contractor is to make his own arrangements for treating injuries to his employees. In the event a contractor employee is injured while working for the Company, it is the contractor's responsibility to notify the Company representative immediately and to report the circumstances of injury.	
5. Contractor's mobile equipment such as trucks, crane, welding machines etc must be maintained in good working condition. Contractor's trucks and other mobile equipment should be operated in such a way that material they are carrying does not fall off the equipment on to the roads. If repairs are required or vehicles become immobilized, arrangements must be made to correct the situation with additional outside help.	
6. Prior to the start of work a certificates from a competent authority is to be given to the site in charge by the contractor stating that all mobile heavy equipment are in good working condition. Only licensed and designated qualified people shall operate contractor's equipment.	
7. Company equipment must not be handled or tampered with by contractor. The Company representative may grant permission to the contractor on specific conditions to operate Company equipment if emergency conditions so require.	
8. When doing work involving excavation, contractors must not damage or break into or otherwise open any underground piping. Extreme care must be exercised in this respect while excavating with power driven equipment. If lines are accidentally damaged, notify the Company representative immediately.	
9. All excavation made by contractors must be fenced, barricaded or otherwise protected so as to prevent personnel from slipping or falling into them.	
10. Drawing / Excavation Include safety talk notified for facilitating contract employees ever during transportation by Cos TPT.	
11. The authorized Company executive will issue a permit appropriate for any work to be done by the contractor at Company's designated sites where work permit procedure is applicable. After receiving permit for work the contractor shall be guided by Company rules and applicable laws in performing his work.	
12. Contractors shall provide to all their staff the relevant PPE's as specified by the Company against each job. Contractors staff will do compliance.	
13. Contractor's job sites must be kept reasonably clean and free of rubbish and debris which may create tripping or fire hazard. Upon completion, the contractor shall leave the area in a clean and orderly manner, removing all contractor's debris, equipment, and excess material.	
14. Contractor shall dispose off all the waste generated from its activity in environment friendly manner as described in Pakistan Environmental Protection Act, 1997.	
15. The Contractor / Vendor / Supplier shall provide information regarding OH&S and environmental conditions pertaining to machinery / equipment / product / material / item being procured or services being hired.	

	SUI NORTHERN GAS PIPELINES LIMITED	DOC. # SNGPL-GPR013-F001	
		Issue # 02	Issue Date
Contractor / Supplier / Vendor HSE Statement		Page 5 of 5	04-02-21

Section VI. Supplier/Contractor/Vendor Certification: [review and sign]

I have reviewed and understand the information contained in this document. I also understand that *SNGPL's HSE* Personnel have the right to inspect our activities and those of our Suppliers/Contractors/Vendors with regards to our on-site activities. I further understand that activities pertaining to service and/or maintenance contracts may only require submission of this form on an annual basis.

Name	
Title	
Signature	
Date	

SUI NORTHERN GAS PIPELINES LIMITED
MAINTENANCE OF FIVE LIFTS INSTALLED AT HEAD OFFICE
BUILDING LAHORE

BID SHEET

Sr. No.	Description of Work	Unit	Period	Rate Per Month (Rs.)	Amount (Rs.)
1.	<p>Maintenance of Head Office Building 5 No. Lifts equipment on the following mutually agreed terms & conditions for Three Years.</p> <p>a. Daily cleaning and weekly servicing, cleaning lubricating oil level & adjustment of electrical control system and the mechanism of the lifts.</p> <p>b. Providing weekly report on work done/observations and performance.</p> <p>c. Providing, cleaning material and all necessary lubricants, including refilling of fresh oil upto required level in all Oil cups.</p> <p>d. To send quarterly and 6 monthly report to the Company on the condition of the lifts.</p> <p>e. Repair & Replacement of part (except Main Ropes, Main Motors, Re-winding of any motor and replacement of Encoders, Thyristors, Transformers batteries, main guide shoes, counter weight guide shoes, lining land operating panels and PCB boards) when required within 12 hours. However, the replaced defective parts shall be handed over to the owner.</p> <p>It is agreed that the work detailed in clauses # a & c above will be undertaken on working days (including Saturday & Sundays) <i>From 0800 AM UPTO 0700 PM.</i></p> <p>This contract will remain in force for Three year from date of commencement of contract. However, the monthly payment shall be made as early as possible within 30 days of the bill submission.</p> <p>The contract will be operative and commence on Issuance of Work Order. The amount would be processed proportionally for each lift until few lifts are covered with the supplier maintenance period.</p> <p>Bid Validity 120 days.</p>	Job	36 Months		
				TOTAL	
				ADD 16 % PST	
				GRAND TOTAL	

Grand Total in words: _____


TECHNICAL OFFICER (CIVIL)

SIGNATURE OR SEAL OF CONTRACTOR