

## CERTIFICATE

In accordance with SPPRA's comments on receiving and redressing complaints received during tender processing, we have certified that no complaints have been received about the procurement process of the below-mentioned tender in this office.

PPMS ID: T00518-22-0001

Tender Name: OPERATION, RUNNING, REPAIR AND MAINTENANCE  
(WITH PARTS & CONSUMABLES) OF 11 ELEVATORS  
& 4 DUMBWAITERS

Tender Reference: PROC/SMBBIT/(R&M-02)/2022-23

**PROF. DR. SADQA AFTAB**  
Department of Anesthesia & ICU  
Chairperson, Institute Of Trauma  
HOD ICU & Anesthesiology Department,  
SMBB Institute of Trauma, Karachi

Professor Shahriyar Ghazanfer  
MRCS Ed CPs  
Department of Surgery  
Dow Medical College & Civil Hospital  
Dow University of Health Sciences  
Karachi.

**PROF. DR. SHAHRIYAR GHAZANFER**  
Member - PC  
Professor of Surgery,  
Dow University Health of Sciences, Karachi

**IR. MUHAMMAD IBRAHIM MEMC**  
Member - PC  
Deputy Secretary (PM&I),  
Health Department, Govt. of Sindh

**DR. GHULAM FATEMA**  
Chief Pathologist  
Chief Consultant Pathologist  
Dr. R. K. Central Lab  
Civil Hospital Karachi

**DR. BUSHRA ARSH**  
Member - PC  
Manager  
Supply Chain Management,  
SMBB Institute of Trauma, Karachi

**MR. HAMMAD HUSSAIN**  
Member - PC  
Bio-Medical Engineer,  
SMBB Institute of Trauma, Karachi

**MR. MUHAMMAD FAHEEM**  
Member - PC  
Pharmacist,  
SMBB Institute of Trauma, Karachi

**DR. BUSHRA ARSH**  
Manager Supply Chain  
SMBB Institute of Trauma

**DR. MUHAMMAD SABIR MEMON**  
Chief Operating Officer,  
SMBB Institute of Trauma, Karachi

**DR. MUHAMMAD SABIR MEMON**  
Chief Operating Officer  
SMBB Institute of Trauma,  
Karachi





**SHAHEED MOHTARMA BENAZIR BHUTTO  
INSTITUTE OF TRAUMA**

No: PROC/SMBBIT/2022-23/292-A  
Dated: 05<sup>th</sup> November 2022

**LETTER OF ACCEPTANCE**

o/c M/S. ISLAMABAD INDUSTRIAL & TRADING CORP.,  
10<sup>th</sup> Floor, Mehdi Tower, (115/A, SMCHS),  
Shahra-e-Faisal, Karachi.  
Contact # 021-34320601-5

**SUBJECT: LETTER OF ACCEPTANCE - OPERATION, RUNNING, REPAIR AND  
MAINTENANCE (WITH PARTS & CONSUMABLES) OF 11 ELEVATORS  
& 4 DUMBWAITERS**  
**NIT# PROC/SMBBIT/2022-23/17 (Dated: 2<sup>nd</sup> August-2022),**  
**REF# PROC/SMBBIT/(R&M-02)/2022-23**  
**FOR FINANCIAL YEAR 2022-23**

- A. Notice Inviting Tender issued in respect of “**OPERATION, RUNNING, REPAIR AND MAINTENANCE (WITH PARTS & CONSUMABLES) OF 11 ELEVATORS & 4 DUMBWAITERS**” to be executed for one year from the date of award of contract extendable for further two years on yearly basis, after the approval of the **Competent Authority**.
- B. The said bid (**Single Stage – One Envelope** procedure basis) submitted on **23-08-2022** by your firm.
- C. Meeting of Procurement Committee of Institute was held on **23-08-2022** to open the Proposal respectively.
- D. Procurement Committee of SMBB Institute of Trauma has evaluated Proposal submitted by the participants in detail and recommended you as “**Preferred Bidder**” for execution of “**OPERATION, RUNNING, REPAIR AND MAINTENANCE (WITH PARTS & CONSUMABLES) OF 11 ELEVATORS & 4 DUMBWAITERS**”.
- E. Procuring Agency now wishes to offer execution of same on term and conditions as per bid documents of said **Notice Inviting Tender**.





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INSTITUTE OF TRAUMA**

No: PROC/SMBBIT/2022-23/292-A

Dated: 05<sup>th</sup> November 2022

S #	Description of Work	Qty	U.O.M	Scope of Work	Per Month Per Unit	Per Month Total	Total Amount Per Year
<b>A). Elevators maintenance with All Parts &amp; Consumables:</b>							
i.	Servicing & maintenance of elevator	10	Passenger Lifts	Ground floor to 14 floor including provision of lubricants, greases, engine oil and all other material including all parts, cards and all items required for maintain the elevators 24/7 functional basis as per instructions / direction of the Engineer In-charge / Manufacturer guide lines / manual.	100,000	1,000,000	12,000,000
ii	Servicing & maintenance of elevator	1	Cargo Lift	Ground floor to 14 floor including provision of lubricants, greases, engine oil and all other material including all parts, cards and all items required for maintain the elevators 24/7 functional basis as per instruction / direction of the Engineer In-charge / Manufacturer guide lines / manual.	100,000	100,000	1,200,000
ii i.	Servicing & maintenance of dumbwaiters	4	Dumb waiters	4 Dumbwaiters from 5 floor to 13 floor including provision of lubricants, greases, engine oil and all other material including all parts, cards and all items required for maintain the elevators 24/7 functional basis as per instruction / direction of the Engineer In-charge / Manufacturer guide lines / manual.	80,000	320,000	3,840,000
<b>Total Section (A)</b>						<b>1,420,000</b>	<b>17,040,000</b>
<b>B). Manpower 24/7 Basis:</b>							
1	Chief Supervisor	1	Person	Literate / Minimum 8 Years of relevant experience	55,000	55,000	660,000





**SHAHEED MOHTARMA BENAZIR BHUTTO  
INSTITUTE OF TRAUMA**

No: PROC/SMBBIT/2022-23/292-A

Dated: 5<sup>th</sup> November 2022

S #	Description of Work	Qty .	U.O.M	Scope of Work	Per Month Per Unit	Per Month Total	Total Amount Per Year
2	Shift Supervisor cum Trouble- shooter	3	Persons	Literate / Minimum 5 Years of relevant experience	45,000	135,000	1,620,000
3	Trained Lift Operators	27	Persons	Literate / Minimum 3 Years of relevant experience	39,000	1,053,000	12,636,000
<b>Total Section (B)</b>						<b>1,243,000</b>	<b>14,916,000</b>
<b>Grand Total A &amp; B</b>						<b>2,663,000</b>	<b>31,956,000</b>
<b>Amount in Words:</b> Thirty-one million nine hundred fifty-six thousand rupees							

<b>Subsequent Year's price increase of offered Services (in terms of percentage), in case contract is renewed</b>	
<b>2nd Year</b>	<b>10% (percent) Escalation in first year's price</b>
<b>3rd Year</b>	<b>10% (percent) Escalation in second year's price</b>

**Note:**

1. Above mentioned escalation rates are subject to availability of budget if in case budget constraint mutually decided the rates.
2. All staff would be interviewed and selected by the consent of SMBBIT competent authority.
3. All staff employed by M/s. Islamabad Industrial & Trading Corp. will mark their attendance on SMBBIT Biometric attendance system as per their Rota.

*(Signature)*





**SHAHEED MOHTARMA BENAZIR BHUTTO  
INSTITUTE OF TRAUMA**

No: PROC/SMBBIT/2022-23/292-A

Dated: 05<sup>th</sup> November '2022

**Duty Rooster for Lift Operators**

Location	# of Elevators	8 Hours	8 Hours	9:30 Hours
		Shift A	Shift B	Shift C
		08:00am to 04:00pm	03:30pm to 11:30pm	11:00pm to 08:30am
Admin Side 1	1	1	1	0
Admin Side 2	1	1	1	0
Admin Side 3	1	1	1	0
Patient Side 1	1	1	1	1
Patient Side 2	1	1	1	1
Patient Side 3	1	1	1	1
Patient Side 4	1	1	1	1
Attendant Side 1	1	1	1	1
Attendant Side 2	1	1	1	0
Attendant Side 3	1	1	1	0
Attendant Side 4	1	1	1	0
Total Operators Shift Wise	11	11	11	5

**Duty Rooster for Shift Supervisor cum Trouble-shooter**

Location	# of Elevators	8 Hours	8 Hours	9:30 Hours
		Shift A	Shift B	Shift C
		08:00am to 04:00pm	03:30pm to 11:30pm	11:00pm to 08:30am
Total Operators Shift Wise	11	2	1	1





# SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA

No: PROC/SMBBIT/2022-23/292-A

Dated: 05<sup>th</sup> November 2022

## SCOPE OF WORK

### A. Object:

M/s. Islamabad Industrial & Trading Corp. to provide equipment curative and preventive maintenance support services to ensure its optimal functionality and minimize downtime that would occur in the event of equipment failure.

1. M/s. Islamabad Industrial & Trading Corp. on 24/7 basis.
2. M/s. Islamabad Industrial & Trading Corp. staff will ensure proper cleaning of control panel / machine checking of all moving parts, oiling and greasing, wherever required. (Period shall be mentioned, like: weekly / monthly and whenever and wherever required.
3. Responsible for submission of periodical performance report of lifts.
4. Responsible for maintaining a log Book wherein all the major / minor defects or complaints will be recorded along with action taken.
5. M/s. Islamabad Industrial & Trading Corp. will be responsible for rectification of complaint trouble shooting of lifts at their own cost thought out contract period.
6. Responsible for more than 80% uptime of equipment.
7. M/s. Islamabad Industrial & Trading Corp. shall supply and maintain such sufficient instruments, tools / gadgets and equipment, for the use of his staff that is required to enable them to fulfill their duties as per contract.
8. On receipt of any complaint (via phone call, email, letter or fax) M/s. Islamabad Industrial & Trading Corp. will attend the complaints within same working day.
9. Precautionary measures, under taken by M/s. Islamabad Industrial & Trading Corp. regarding maintenance / servicing shall be checked and supervised by the respective building and site-in-charge. (clarity of – “Site in-charge” is required)
10. Frequent updates on regular, preventive and emergency plans and procedure with Procuring Agency.
11. M/s. Islamabad Industrial & Trading Corp. shall ensure to post the operator & maintenance Staff as per the tender documents submitted by them for SMBBIT, Karachi.
12. Monthly Bill against M/s. Islamabad Industrial & Trading Corp. services will be submitted to the nominated authorized officer of SMBBIT, Karachi along with the invoice and attached





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Dated: 05<sup>th</sup> November 2022

service report duly signed by nominated authorized officer by the management of SMBBIT on first of every succeeding month who will process the bills within 2/3days and submit the bills through Authorized Officer / Official to the Accounts Department by 5<sup>th</sup> of same month.

13. In case of any dispute between Maintenance Staff / Workers with M/s. Islamabad Industrial & Trading Corp the matter shall be referred to the Procuring Agency for arbitration whose decision shall be final.
14. M/s. Islamabad Industrial & Trading Corp. shall provide duty roster of its Staff accordingly to the Procuring Agency on monthly basis.
15. M/s. Islamabad Industrial & Trading Corp. will be bound to provide uniform (approved by the competent authority - SMBBIT) to their staff and ensure that the staff wears neat and clean uniform. In case of violation fine will be imposed by the Competent Authority or Authorized Officer, which will be at least **Rs. 500/-** per employee per day.
16. It is mandatory for all maintenance staff & operators to wear I.D Card of company all the time.
17. Staff involved in immoral/undesirable activities will not be allowed to serve in the SMBBIT, Karachi.
18. M/s. Islamabad Industrial & Trading Corp. will be bound to change the staff who are unwanted by the P.A immediately.
19. The Staff will work according to mutually agreed time table issued by the nominated authorized officer of SMBBIT, Karachi.
20. M/s. Islamabad Industrial & Trading Corp. has to assure the following;
  - i. Basic Human Rights will not be violated.
  - ii. To provide the sanctioned strength of Maintenance Staff and operator at all- time even on holiday.
  - iii. Child labor is strictly prohibited.
  - iv. To follow Labor Laws prevailing in Province of Sindh.
  - v. M/s. Islamabad Industrial & Trading Corp. will not appoint any person with an addiction of Pan, Gutka, Manpuri and anything which falls under this category. Failing so said person would be terminated immediately and a fine would be imposed on M/s. Islamabad Industrial & Trading Corp.
21. In case of any complaint or observation conveyed to M/s. Islamabad Industrial & Trading





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Corp. or their supervisor by Competent Authority-SMBBIT, Karachi or the officer authorized, M/s. Islamabad Industrial & Trading Corp. will report the steps taken in order to rectify those observations in writing within stipulated time.

22. The Firm will submit its detailed report on annual basis regarding satisfactory working, efficiency of elevator to the nominated authorized officer by SMBBIT.
23. M/s. Islamabad Industrial & Trading Corp. will ensure uninterrupted services under all circumstances, without any complaints being referred to the management.

### B. ROUTINE & PREVENTIVE MAINTENANCE

Preventive & Corrective Maintenance shall be carried out as per manufacturer recommendation however routine and preventive maintenance during the maintenance contract shall include following.

#### 1- Monthly

This shall include the following but not limit to:

- To check and clean panels control panels governor's car top car gates sills and pits
- To check and clean hoist way, outside cage rails, and counter weight rails.
- Adjust or repair brakes if required
- Remove litter, dust, oil etc. from all machine room equipment's
- Clean adjust and lubricate car doors tracks, pivot, hangers, car sills.
- Repair intercommunication system, Normal and emergency lights, fan, emergency call system or alarm car station indication lights.
- Clean, lubricate and adjust tracks check linkages, gears, wiring motors, check keys set screws, contacts, chains, door closer, travelling cable, Chains, wiring, contracts, relays.
- Add oil as required in car and counterweight oil buffer.

#### 2- Quarterly

This shall include the following but not limit to:

- To clean door hangers, door rails interior of hunger case. if necessary adjust acentric rollers car door hangers, door connecting ropes.
- To check and replace door shoe if necessary.





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- To clean oil car and counterweight guide shoes. Adjust if necessary
- To check oil clean and repair interior of door switches. Replace worn parts if necessary.
- To clean and check push buttons of car control panel.
- To check and repair the operation of terminal limit switches and final limit switches.
- To check repair, the governor switches.
- To remove the dust inside the traction machine and control panel using electric blower.
- To clean and repair the indicator lamps.
- Adjust clearance between safety jaws and guide rail controller parts, steel selector tape contacts, mechanical and electrical driving equipment, signal lamps and position indication equipment.
- Governor components, governor sheaves and shaft assemblies, bearings contacts, governor jaws, car and counter weight buffer, counter weight guide rail, counter weight sheave assemblies top and bottom limit switches, governor tension sheave assemblies.
- Clean both governor and hoist ropes and lubricate if needed. Equalize rope tension.

### 3- Annual

This shall include the following but not limit to:

- Tighten all screws, nut bolts.
- Check the condition of the cables and conduits inlets and outlets.
- Clean the wire connection box of every landing and car cages
- To check and repair the condition of worn gear and thrust bearing of the gear box.
- To check and tighten screw of control panel, starters panels and relay panels.
- To check and tighten screws of sheaves, exterior of lift frame, traction machine, guide rails, clamps foundation bolts etc.
- Clean, inspect, lubricate and manually operate all safety mechanisms replace parts or adjusts as necessary to obtain proper operation of safety devices.
- Thoroughly clean car and counter weight guide rails using non-flammable or high flashpoint solvent to remove unit lint dust and excess lubricant.





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M/s. Islamabad Industrial & Trading Corp. shall complete all OEM recommended scheduled maintenance activities for each elevator in addition to monthly, quarterly and annual maintenance activities set above.

OEM recommended schedule maintenance activities shall be completed by M/s. Islamabad Industrial & Trading Corp. at the OEM's recommended intervals.

Works which will important to maintain the condition and standard of elevators will be carried through M/s. Islamabad Industrial & Trading Corp. e.g. Colour, door buffing, Floor tile, fans

### C. PENALTIES:

1. Payment will not be made for the non-operational lift and dumbwaiters due to intentionally delay on the part of M/s. Islamabad Industrial & Trading Corp.
2. On duty hours if M/s. Islamabad Industrial & Trading Corp staff not found on his duty / Place absent should be marked as fine and same will be deducted from monthly bill.

### D. TERMINATION OF CONTRACT:

1. SMBBIT, has right to terminate this Agreement, with cause, on Thirty (30) days written notice to M/s. Islamabad Industrial & Trading Corp.

### E. RESTRICTION OF ASSIGNMENT / TAKE OVER

1. M/s. Islamabad Industrial & Trading Corp. shall not assign or sub-contract any of its duties or rights under this agreement, including but not limited to any benefit or interest herein or there under, any such assignment or sub-contacting by M/s. Islamabad Industrial & Trading Corp. shall entitle the SMBBIT to terminate its services forthwith.
2. If M/s. Islamabad Industrial & Trading Corp. makes any arrangement with or assignment in favor of its creditors or amalgamates with any other concern or his taken over, the SMBBIT shall be entitled to terminate its services forth with.





## SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA

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Dated: 05<sup>th</sup> November 2022

### F. PAYMENT

1. Due payment will be made after completion of each month.
2. M/s. Islamabad Industrial & Trading Corp. required to submit the following documents along with bill:
3. Invoice with covering letter, both duly signed and stamped by authorized officer, separate for each location.
4. Original attendance sheet of the operators & trouble-shooters daily and monthly duly verified by the Incharge.
5. Copy of any/all correspondence made with SMBBIT or any other agency / person / organization during that month.
6. Any other details/documents, if required by SMBBIT.
7. Evidence / support of all claims in bills.
8. M/s. Islamabad Industrial & Trading Corp. shall Submit / close the attendance on last day of the month and shall submit invoices to concern offices by 5th of each month.

### G. GENERAL CONDITIONS

1. SMBBIT at its discretion can reduce / increase the number of operators & trouble-shooters, on agreed rate of payment and on the same terms & conditions, on the request of relevant in charges in case of emergencies. However, the in charge have to immediately inform the SMBBIT Management. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.
2. M/s. Islamabad Industrial & Trading Corp. shall ensure the availability of adequate reserve operator & trouble-shooters. In case of absence casual or other leave by any operator & trouble-shooters, M/s. Islamabad Industrial & Trading Corp. shall provide the alternate operator & trouble-shooters from the reserve operator & trouble-shooters in case of absence of any operator & trouble-shooters, M/s. Islamabad Industrial & Trading Corp. company shall be liable to provide the required strength at site otherwise SMBBIT reserve the right to imposed the penalty as per agreement.
3. M/s. Islamabad Industrial & Trading Corp. shall ensure the placement of operator & trouble-shooters, strictly in accordance with agreement, Terms and Conditions.





## SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA

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Dated: 05<sup>th</sup> November-2022

4. SMBBIT can increase / decrease the number of operator & trouble-shooters. In this situation M/s. Islamabad Industrial & Trading Corp. will be informed in writing accordingly. In case of number of operator & trouble-shooters increased / decreased upon directives of SMBBIT, the payment shall be made / adjusted on the agreed rates.
5. M/s. Islamabad Industrial & Trading Corp. will provide physically fit and sound in health armed operator & trouble-shooters, properly uniform and ensure that each operator & trouble-shooters must have following documents:
  - i. Attested photocopy of NADRA Computerized Card.
  - ii. Original Service Card issued by M/s. Islamabad Industrial & Trading Corp.'s Company.
6. **Without uniform, Lethargic, inefficient, over and below age operator & trouble-shooters will not be accepted.**
7. This agreement would effect from the date of Signing of this agreement and shall continue in force unless and until it is determined in accordance with the provisions regarding termination of agreement.
8. M/s. Islamabad Industrial & Trading Corp.'s Company would response to cover all financial rates of operator & trouble-shooters, including payment of salary and compensation to the operator & trouble-shooters and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.
9. Any increase or decrease in any levies or rates imposed by the Government / CBA, wages and / or salaries fluctuation in market rates of equipment, materials, etc. during the currency of this agreement shall be on M/s. Islamabad Industrial & Trading Corp. account and no claims for such increase shall be entertained by the SMBBIT.
10. Any taxes/duties already in place or levied by the Government during the currency of the agreement will be on M/s. Islamabad Industrial & Trading Corp. account and no claim shall be entertained by the SMBBIT. If during the subsistence of this agreement or any renewal thereof any case, tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Federal, Provincial or Local Government. Such case, tax charges or surcharge, as the case may be, payable by M/s. Islamabad Industrial & Trading Corp.





## SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA

No: PROC/SMBBIT/2022-23/292-A

Dated: 05<sup>th</sup> November-2022

11. SMBBIT will not be liable to make any extra payment if the operator & trouble-shooters is to M/s. Islamabad Industrial & Trading Corp in the event of any civil commotion, war, enemy action, hostilities, act of God or any other circumstance etc.
12. M/s. Islamabad Industrial & Trading Corp. will keep tile SMBBIT free of any liability for the clause of compensation, if any to any employee of M/s. Islamabad Industrial & Trading Corp. Company in case of their injury, death etc.
13. Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the service provider for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by M/s. Islamabad Industrial & Trading Corp., SMBBIT shall in no way be responsible for any compensation in this connection.
14. One-month prior notice in writing shall be served by either party for termination of contract.
15. Upon the termination of this agreement M/s. Islamabad Industrial & Trading Corp. shall be permitted to remove all its apparatus and equipment which may have been placed in the premises.
16. SMBBIT shall make the payment to M/s. Islamabad Industrial & Trading Corp. on monthly basis after submission of bill in detail with attendance sheet with name of operator & trouble-shooters duly verified SMBBIT representative.
17. In case of any dispute or difference arising between the parties hereto relating to the interpretation or effect of any clause of this Agreement, the same shall be deal as per SPPRA rules and attribution rule of Govt. of Sindh.
18. M/s. Islamabad Industrial & Trading Corp. shall be responsible to complete all documentation, if notified from time to time.
19. M/s. Islamabad Industrial & Trading Corp. shall be responsible to maintain all the record along with details of operator & trouble-shooters for onward submission to SMBBIT as and when required.
20. M/s. Islamabad Industrial & Trading Corp. will ensure that they have enough financial capacity to pay at least two-month salary timely to the deputed operator & trouble-shooters in SMBBIT and company should be submitting such undertaking signed by CEO/CFO or Managing Partner on attested stamp paper of value Rs. 100/-.





**SHAHEED MOHTARMA BENAZIR BHUTTO  
INSTITUTE OF TRAUMA**

No: PROC/SMBBIT/2022-23/292-A

Dated: 05<sup>th</sup> November 2022

**H. RESPONSIBILITIES OF M/S. ISLAMABAD INDUSTRIAL & TRADING CORP.:**

1. In addition to the services to be performed by M/s. Islamabad Industrial & Trading Corp. specified above, M/s. Islamabad Industrial & Trading Corp. shall provide at additional cost to the SMBBIT such supervision of its employees as is necessary to adequately fulfill its obligation.
  2. M/s. Islamabad Industrial & Trading Corp. is responsible for ensuring that all its employees performing the services are physically and mentally fit, have no communicable disease and are in good health in all respects to perform the duties.
  3. M/s. Islamabad Industrial & Trading Corp. is an independent M/s. Islamabad Industrial & Trading Corp. and accordingly is fully responsible for any accident or injury to its personnel or caused by its personnel and agrees that neither the SMBBIT nor any of its personnel shall be held liable for either of the above in any manner.
  4. The personnel of M/s. Islamabad Industrial & Trading Corp. shall not in any manner indulge in any unionism nor have any linked activity with SMBBIT employees.
  5. M/s. Islamabad Industrial & Trading Corp. is responsible for recruitment, discipline and all other service matters of its employees. They shall not in any case communicate with the SMBBIT management regarding their service matters that is the sole responsibility of M/s. Islamabad Industrial & Trading Corp.
  6. The SMBBIT may refuse to accept services from any of the employees of M/s. Islamabad Industrial & Trading Corp., whose work has been found unsatisfactory or not in the accordance with the requirements of this document.
- 
1. That this letter of acceptance does not form a contractual or legal relationship under the relevant law of Pakistan between SMBB Institute of Trauma and the addressee of this "Letter of Acceptance".
  2. You are therefore requested to confirm within Seven (07) days from the date of receipt of this letter of acceptance, regarding your willingness to accept this offer for  
**"OPERATION, RUNNING, REPAIR AND MAINTENANCE (WITH PARTS**





**SHAHEED MOHTARMA BENAZIR BHUTTO  
INSTITUTE OF TRAUMA**

**No: PROC/SMBBIT/2022-23/292-A**

**Dated: 05<sup>th</sup> November 2022**

**& CONSUMABLES) OF 11 ELEVATORS & 4 DUMBWAITERS" to this SMBB  
Institute of Trauma.**

3. If agreed, Form of Contract on Non Judicial Stamp Paper along with Bank Guarantee of Performance Security Bond of 10% of Contract value i.e. **Rs. 3,195,600/-** may be submitted to this Institute within stipulated time.
4. Stamp duty @0.35% of ordered amount **Rs. 111,846/-** shall be paid through E-stamp duty ([www.estamps.gos.pk](http://www.estamps.gos.pk)) and the paid receipt and agreement should have to be submitted to the Procurement department (SMBB-IT).
5. Documents showing any set of exemption from duty taxes should be attached with bills.

**CHIEF OPERATING OFFICER / DDO**  
SMBB Institute of Trauma – Karachi

**Copy forwarded to concern for information and necessary action, please;**

1. **The Director A&F, SPPRA** with reference to PPMS ID: **T00518-22-0001**  
& BER # **BE00518-22-0001-3**
2. **Account & Finance Department, SMBB Institute of Trauma, Karachi**

**CHIEF OPERATING OFFICER / DDO**  
SMBB Institute of Trauma - Karachi





# SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA, KARACHI

No: PROC/SMBBIT/2022-23/ 303

Dated: 12<sup>th</sup> / 11 / 2022

## AWARD OF TENDER

M/S. ISLAMABAD INDUSTRIAL & TRADING CORP.,  
10<sup>th</sup> Floor, Mehdi Tower, (115/A, SMCHS),  
Shahra-e-Faisal, Karachi.  
Contact # 021-34320601-5

**SUBJECT: AWARD OF TENDER - OPERATION, RUNNING, REPAIR AND  
MAINTENANCE (WITH PARTS & CONSUMABLES) OF 11  
ELEVATORS & 4 DUMBWAITERS**

We are pleased to award you the job of the above-mentioned subject. Scope of work, Terms & Conditions as same specified in Standard bidding documents, kindly mobilize your resource from 01<sup>st</sup>/December/2022 till 30<sup>th</sup>/November/2023

### REFERENCE CORRESPONDENCE:

<b>TENDER NAME:</b>	OPERATION, RUNNING, REPAIR AND MAINTENANCE (WITH PARTS & CONSUMABLES) OF 11 ELEVATORS & 4 DUMBWAITERS
<b>NIT #</b>	PROC/SMBBIT/2022-23/17 (DATED: 2-AUGUST -2022)
<b>NIT REFERENCE #</b>	PROC/SMBBIT/(R&M-02)/2022-23
<b>PPMS ID:</b>	T00518-22-0001
<b>BID OPENING DATE:</b>	23-AUGUST-2022
<b>BER ID:</b>	BE00518-22-0001-3
<b>LETTER OF ACCEPTANCE #</b>	PROC/SMBBIT/2022-23/292-A





# SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA, KARACHI

No: PROC/SMBBIT/2022-23/303

Dated: 12<sup>th</sup> / 11 / 2022

S.#	Description of Work	Qty.	U.O.M	Scope of Work	Per Month Per Unit	Per Month Total
<b>A). Elevators maintenance with All Parts &amp; Consumables:</b>						
i.	Servicing & maintenance of elevator	10	Passenger Lifts	Ground floor to 14 floor including provision of lubricants, greases, engine oil and all other material including all parts, cards and all items required for maintain the elevators 24/7 functional basis as per instructions / direction of the Engineer In-charge / Manufacturer guide lines / manual.	100,000	1,000,000
ii.	Servicing & maintenance of elevator	1	Cargo Lift	Ground floor to 14 floor including provision of lubricants, greases, engine oil and all other material including all parts, cards and all items required for maintain the elevators 24/7 functional basis as per instruction / direction of the Engineer In-charge / Manufacturer guide lines / manual.	100,000	100,000
iii.	Servicing & maintenance of dumbwaiters	4	Dumbwaiters	4 Dumbwaiters from 5 floor to 13 floor including provision of lubricants, greases, engine oil and all other material including all parts, cards and all items required for maintain the elevators 24/7 functional basis as per instruction / direction of the Engineer In-charge / Manufacturer guide lines / manual.	80,000	320,000
<b>Total Section (A)</b>						<b>1,420,000/-</b>
<b>B). Manpower 24/7 Basis:</b>						
1	Chief Supervisor	1	Person	Literate / Minimum 8 Years of relevant experience	55,000	55,000
2	Shift Supervisor cum Trouble-shooter	3	Persons	Literate / Minimum 5 Years of relevant experience	45,000	135,000





# SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA, KARACHI

No: PROC/SMBBIT/2022-23/303

Dated: 12<sup>th</sup> / 11 / 2022

S.#	Description of Work	Qty.	U.O.M	Scope of Work	Per Month Per Unit	Per Month Total
3	Trained Lift Operators	27	Persons	Literate / Minimum 3 Years of relevant experience	39,000	1,053,000
Total Section (B)						1,243,000/-

Monthly Total of Section A + B						2,663,000/-
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Total Amount Per Year of Elevators maintenance with All Parts & Consumables: (Grand Yearly Total)	17,040,000
Total Amount Per Year of Manpower 24/7 Basis (Grand Yearly Total)	14,916,000
YEARLY GRAND TOTAL OF SECTION A + B	31,956,000/-

**\*\*All costs will be billed after verification of work from concerned Assistant Manager / In-charge / Supervisor of relevant department.**

*ob* CHIEF OPERATING OFFICER / DDO  
SMBB Institute of Trauma – Karachi

**Copy forwarded to concern for information and necessary action, please;**

1. The Director A&F, SPPRA with reference to PPMS ID: T00518-22-0001 & BER # BE00518-22-0001-3
2. In-charge Elevators & Dumbwaiters, SMBB Institute of Trauma, Karachi
3. Account & Finance Department, SMBB Institute of Trauma, Karachi

*ob* CHIEF OPERATING OFFICER / DDO  
SMBB Institute of Trauma - Karachi



[illegible]

Ex Office Vendor

RUPEES ONE HUNDRED

## CONTRACT AGREEMENT

### REFERENCE CORRESPONDENCE:

<b>Tender Name:</b>	OPERATION, RUNNING, REPAIR AND MAINTENANCE (WITH PARTS & CONSUMABLES) OF 11 ELEVATORS & 4 DUMBWAITERS
<b>NIT #</b>	PROC/SMBBIT/2022-23/17 (Dated: 2 <sup>nd</sup> August-2022)
<b>NIT Reference #</b>	PROC/SMBBIT/(R&M-02)/2022-23
<b>PPMS ID:</b>	T00518-22-0001
<b>Bid Opening Date :</b>	23-August-2022
<b>BER ID:</b>	BE00518-22-0005-3
<b>Letter of Acceptance #</b>	PROC/SMBBIT/2022-23/292-A

This Contract Agreement (hereinafter called the **Agreement**) made on 12<sup>th</sup> day of November, 2022.

## Between

**M/s. ISLAMABAD INDUSTRIAL & TRADING CORPORATION**

Contractor, having its office **10th Floor, Mehdi Tower, (115/A, SMCHS)**, (Hereinafter called the **Contractor**), which expression shall be deemed to mean and include its successor-in-interest and permitted assigns;

AND

SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA,  
KARACHI

(Hereinafter called **The Client**)



TE OF TRAUMA,



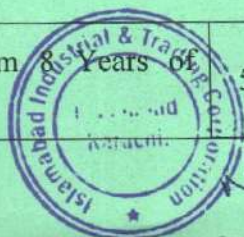
An Institute under control of Government of Sindh, SMBB Institute of Trauma, Chand Bibi Road, Karachi, Sindh, Pakistan hereinafter mentioned at “the Client” which expression shall be deemed to mean and include its successor-in-interest and permitted assigns;

Whereas the **Contractor** has agreed to render certain services i.e. “**OPERATION, RUNNING, REPAIR AND MAINTENANCE (WITH PARTS & CONSUMABLES) OF 11 ELEVATORS & 4 DUMBWAITERS**” at SMBB Institute of Trauma, Karachi, Sindh, Pakistan and has necessary know how and staff in the respect.

AND

Whereas the **Client** is desirous of availing the services offered by the contractor for “**OPERATION, RUNNING, REPAIR AND MAINTENANCE (WITH PARTS & CONSUMABLES) OF 11 ELEVATORS & 4 DUMBWAITERS**” at SMBB Institute of Trauma, Karachi, Sindh, Pakistan on terms and conditions as per bidding documents in said NIT for its premises at the cost of **Rs. 31,956,000/-** as per year (The Contract Amount) as per below;

S #	Description of Work	Qty	U.O.M	Scope of Work	Per Month Per Unit	Per Month Total	Total Amount Per Year
<b>A). Elevators maintenance with All Parts &amp; Consumables:</b>							
i.	Servicing & maintenance of elevator	10	Passenger Lifts	Ground floor to 14 floor including provision of lubricants, greases, engine oil and all other material including all parts, cards and all items required for maintain the elevators 24/7 functional basis as per instructions / direction of the Engineer In-charge / Manufacturer guide lines / manual.	100,000	1,000,000	12,000,000
ii	Servicing & maintenance of elevator	1	Cargo Lift	Ground floor to 14 floor including provision of lubricants, greases, engine oil and all other material including all parts, cards and all items required for maintain the elevators 24/7 functional basis as per instruction / direction of the Engineer In-charge / Manufacturer guide lines / manual.	100,000	100,000	1,200,000
ii i.	Servicing & maintenance of dumbwaiters	4	Dumb waiters	4 Dumbwaiters from 5 floor to 13 floor including provision of lubricants, greases, engine oil and all other material including all parts, cards and all items required for maintain the elevators 24/7 functional basis as per instruction / direction of the Engineer In-charge / Manufacturer guide lines / manual.	80,000	320,000	3,840,000
<b>Total Section (A)</b>						<b>1,420,000</b>	<b>17,040,000</b>
<b>B). Manpower 24/7 Basis:</b>							
1	Chief Supervisor	1	Person	Literate / Minimum 8 Years & 6 Months relevant experience	55,000	55,000	660,000



Islamabad Industrial & Trade Corporation

Proprietor



S #	Description of Work	Qty .	U.O.M	Scope of Work	Per Month Per Unit	Per Month Total	Total Amount Per Year
2	Shift Supervisor cum Trouble- shooter	3	Persons	Literate / Minimum 5 Years of relevant experience	45,000	135,000	1,620,000
3	Trained Lift Operators	27	Persons	Literate / Minimum 3 Years of relevant experience	39,000	1,053,000	12,636,000
<b>Total Section (B)</b>						<b>1,243,000</b>	<b>14,916,000</b>
<b>Grand Total A &amp; B</b>						<b>2,663,000</b>	<b>31,956,000</b>
<b>Amount in Words:</b> Thirty-one million nine hundred fifty-six thousand rupees							

Subsequent Year's price increase of offered Services (in terms of percentage), in case contract is renewed	
<b>2nd Year</b>	<b>10% (percent) Escalation in first year's price</b>
<b>3rd Year</b>	<b>10% (percent) Escalation in second year's price</b>

**Note:**

1. Above mentioned escalation rates are subject to availability of budget if in case budget constraint mutually decided the rates.
2. All staff would be interviewed and selected by the consent of SMBBIT competent authority.
3. All staff employed by Contractor will mark their attendance on SMBBIT Biometric attendance system as per their Rota.



*Nageer M. N.*  
Islamabad Industrial & Trading Corporation

**Proprietor**

*5/1*



### Duty Rooster for Lift Operators

Location	# of Elevators	8 Hours	8 Hours	9:30 Hours
		Shift A	Shift B	Shift C
		08:00am to 04:00pm	03:30pm to 11:30pm	11:00pm to 08:30am
Admin Side 1	1	1	1	0
Admin Side 2	1	1	1	0
Admin Side 3	1	1	1	0
Patient Side 1	1	1	1	1
Patient Side 2	1	1	1	1
Patient Side 3	1	1	1	1
Patient Side 4	1	1	1	1
Attendant Side 1	1	1	1	1
Attendant Side 2	1	1	1	0
Attendant Side 3	1	1	1	0
Attendant Side 4	1	1	1	0
Total Operators Shift Wise	11	11	11	5

### Duty Rooster for Shift Supervisor cum Trouble-shooter

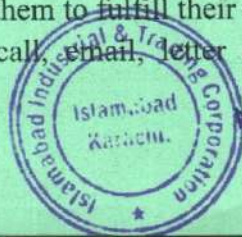
Location	# of Elevators	8 Hours	8 Hours	9:30 Hours
		Shift A	Shift B	Shift C
		08:00am to 04:00pm	03:30pm to 11:30pm	11:00pm to 08:30am
Total Operators Shift Wise	11	2	1	1

### SCOPE OF WORK

#### A. Object:

Contractor to provide equipment curative and preventive maintenance support services to ensure its optimal functionality and minimize downtime that would occur in the event of equipment failure.

1. Contractor on 24/7 basis.
2. Contractor staff will ensure proper cleaning of control panel / machine checking of all moving parts, oiling and greasing, wherever required. (Period shall be mentioned, like: weekly / monthly and whenever and wherever required.
3. Responsible for submission of periodical performance report of lifts.
4. Responsible for maintaining a log Book wherein all the major / minor defects or complaints will be recorded along with action taken.
5. Contractor will be responsible for rectification of complaint trouble shooting of lifts at their own cost thought out contract period.
6. Responsible for more than 80% uptime of equipment.
7. Contractor shall supply and maintain such sufficient instruments, tools / gadgets and equipment, for the use of his staff that is required to enable them to fulfill their duties as per contract.
8. On receipt of any complaint (via phone call, email, letter or fax) Contractor will attend the complaints within same working day.



Islamabad Industrial & Trading Corp  
Proprietor



9. Precautionary measures, under taken by Contractor regarding maintenance / servicing shall be checked and supervised by the respective building and site-in-charge. (clarity of – “Site in-charge” is required)
10. Frequent updates on regular, preventive and emergency plans and procedure with Procuring Agency.
11. Contractor shall ensure to post the operator & maintenance Staff as per the tender documents submitted by them for SMBBIT, Karachi.
12. Monthly Bill against Contractor services will be submitted to the nominated authorized officer of SMBBIT, Karachi along with the invoice and attached service report duly signed by nominated authorized officer by the management of SMBBIT on first of every succeeding month who will process the bills within 2/3days and submit the bills through Authorized Officer / Official to the Accounts Department by 5<sup>th</sup> of same month.
13. In case of any dispute between Maintenance Staff / Workers with M/s. Islamabad Industrial & Trading Corp the matter shall be referred to the Procuring Agency for arbitration whose decision shall be final.
14. Contractor shall provide duty roster of its Staff accordingly to the Procuring Agency on monthly basis.
15. Contractor will be bound to provide uniform (approved by the competent authority - SMBBIT) to their staff and ensure that the staff wears neat and clean uniform. In case of violation fine will be imposed by the Competent Authority or Authorized Officer, which will be at least **Rs. 500/-** per employee per day.
16. It is mandatory for all maintenance staff & operators to wear I.D Card of company all the time.
17. Staff involved in immoral/undesirable activities will not be allowed to serve in the SMBBIT, Karachi.
18. Contractor will be bound to change the staff who are unwanted by the P.A immediately.
19. The Staff will work according to mutually agreed time table issued by the nominated authorized officer of SMBBIT, Karachi.
20. Contractor has to assure the following;
  - i. Basic Human Rights will not be violated.
  - ii. To provide the sanctioned strength of Maintenance Staff and operator at all- time even on holiday.
  - iii. Child labor is strictly prohibited.
  - iv. To follow Labor Laws prevailing in Province of Sindh.
  - v. Contractor will not appoint any person with an addiction of Pan, Gutka, Manpuri and anything which falls under this category. Failing so said person would be terminated immediately and a fine would be imposed on M/s. Islamabad Industrial & Trading Corp.
21. In case of any complaint or observation conveyed to Contractor or their supervisor by Competent Authority-SMBBIT, Karachi or the officer authorized, Contractor will report the steps taken in order to rectify those observations in writing within stipulated time.
22. The Firm will submit its detailed report on annual basis regarding satisfactory working, efficiency of elevator to the nominated authorized officer by SMBBIT.
23. Contractor will ensure uninterrupted services under all circumstances, without any complaints being referred to the management.

## **B. ROUTINE & PREVENTIVE MAINTENANCE**

Preventive & Corrective Maintenance shall be carried out as per manufacturer recommendation however routine and preventive maintenance during the maintenance contract shall include following.

### **1- Monthly**

This shall include the following but not limit to:

- To check and clean panels control panels governor's car top car gates sills and pits
- To check and clean hoist way, outside cage rails, and counter weight rails.
- Adjust or repair brakes if required
- Remove litter, dust, oil etc. from all machine room equipment's
- Clean adjust and lubricate car doors tracks, pivot, hangers, car sills.



*Nageer M. H.*  
 Islamabad Industrial & Trading Corp  
 Proprietor



- Repair intercommunication system, Normal and emergency lights, fan, emergency call system or alarm car station indication lights.
- Clean, lubricate and adjust tracks check linkages, gears, wiring motors, check keys set screws, contacts, chains, door closer, travelling cable, Chains, wiring, contracts, relays.
- Add oil as required in car and counterweight oil buffer.

## 2- Quarterly

This shall include the following but not limit to:

- To clean door hangers, door rails interior of hunger case. if necessary adjust acentric rollers car door hangers, door connecting ropes.
- To check and replace door shoe if necessary.
- To clean oil car and counterweight guide shoes. Adjust if necessary
- To check oil clean and repair interior of door switches. Replace worn parts if necessary.
- To clean and check push buttons of car control panel.
- To check and repair the operation of terminal limit switches and final limit switches.
- To check repair, the governor switches.
- To remove the dust inside the traction machine and control panel using electric blower.
- To clean and repair the indicator lamps.
- Adjust clearance between safety jaws and guide rail controller parts, steel selector tape contacts, mechanical and electrical driving equipment, signal lamps and position indication equipment.
- Governor components, governor sheaves and shaft assemblies, bearings contacts, governor jaws, car and counter weight buffer, counter weight guide rail, counter weight sheave assemblies top and bottom limit switches, governor tension sheave assemblies.
- Clean both governor and hoist ropes and lubricate if needed. Equalize rope tension.

## 3- Annual

This shall include the following but not limit to:

- Tighten all screws, nut bolts.
- Check the condition of the cables and conduits inlets and outlets.
- Clean the wire connection box of every landing and car cages
- To check and repair the condition of worn gear and thrust bearing of the gear box.
- To check and tighten screw of control panel, starters panels and relay panels.
- To check and tighten screws of sheaves, exterior of lift frame, traction machine, guide rails, clamps foundation bolts etc.
- Clean, inspect, lubricate and manually operate all safety mechanisms replace parts or adjusts as necessary to obtain proper operation of safety devices.
- Thoroughly clean car and counter weight guide rails using non-flammable or high flashpoint solvent to remove unit lint dust and excess lubricant.

Contractor shall complete all OEM recommended scheduled maintenance activities for each elevator in addition to monthly, quarterly and annual maintenance activities set above.

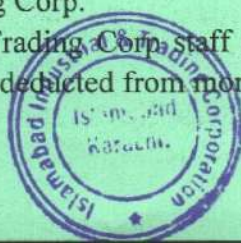
OEM recommended schedule maintenance activities shall be completed by Contractor at the OEM's recommended intervals.

Works which will important to maintain the condition and standard of elevators will be carried through Contractor e.g. Colour, door buffing, Floor tile, fans

## C. PENALTIES:

1. Payment will not be made for the non-operational lift and dumbwaiters due to intentionally delay on the part of M/s. Islamabad Industrial & Trading Corp.
2. On duty hours if M/s. Islamabad Industrial & Trading Corp staff not found on his duty / Place absent should be marked as fine and same will be deducted from monthly bill.

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Islamabad Industrial & Trading Corp  
Proprietor



#### **D. TERMINATION OF CONTRACT:**

1. SMBBIT, has right to terminate this Agreement, with cause, on Thirty (30) days written notice to M/s. Islamabad Industrial & Trading Corp.

#### **E. RESTRICTION OF ASSIGNMENT / TAKE OVER**

1. Contractor shall not assign or sub-contract any of its duties or rights under this agreement, including but not limited to any benefit or interest herein or there under, any such assignment or sub-contacting by Contractor shall entitle the SMBBIT to terminate its services forthwith.
2. If Contractor makes any arrangement with or assignment in favor of its creditors or amalgamates with any other concern or his taken over, the SMBBIT shall be entitled to terminate its services forth with.

#### **F. PAYMENT**

1. Due payment will be made after completion of each month.
2. Contractor required to submit the following documents along with bill:
3. Invoice with covering letter, both duly signed and stamped by authorized officer, separate for each location.
4. Original attendance sheet of the operators & trouble-shooters daily and monthly duly verified by the Incharge.
5. Copy of any/all correspondence made with SMBBIT or any other agency / person / organization during that month.
6. Any other details/documents, if required by SMBBIT.
7. Evidence / support of all claims in bills.
8. Contractor shall Submit / close the attendance on last day of the month and shall submit invoices to concern offices by 5th of each month.

#### **G. GENERAL CONDITIONS**

1. SMBBIT at its discretion can reduce / increase the number of operators & trouble-shooters, on agreed rate of payment and on the same terms & conditions, on the request of relevant in charges in case of emergencies. However, the in charge have to immediately inform the SMBBIT Management. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.
2. Contractor shall ensure the availability of adequate reserve operator & trouble-shooters. In case of absence casual or other leave by any operator & trouble-shooters, Contractor shall provide the alternate operator & trouble-shooters from the reserve operator & trouble-shooters in case of absence of any operator & trouble-shooters, Contractor company shall be liable to provide the required strength at site otherwise SMBBIT reserve the right to imposed the penalty as per agreement.
3. Contractor shall ensure the placement of operator & trouble-shooters, strictly in accordance with agreement, Terms and Conditions.
4. SMBBIT can increase / decrease the number of operator & trouble-shooters. In this situation Contractor will be informed in writing accordingly. In case of number of operator & trouble-shooters increased / decreased upon directives of SMBBIT, the payment shall be made / adjusted on the agreed rates.
5. Contractor will provide physically fit and sound in health armed operator & trouble-shooters, properly uniform and ensure that each operator & trouble-shooters must have following documents:
  - i. Attested photocopy of NADRA Computerized Card.
  - ii. Original Service Card issued by M/s. Islamabad Industrial & Trading Corp.'s Company.
6. **Without uniform, Lethargic, inefficient, over and below age operator & trouble-shooters will not be accepted.**
7. This agreement would effect from the date of Signing of this agreement and shall continue in force unless and until it is determined in accordance with the provisions regarding termination of agreement.
8. M/s. Islamabad Industrial & Trading Corp.'s Company would response to cover all financial rates of operator & trouble-shooters, including payment of salary and compensation to the operator &

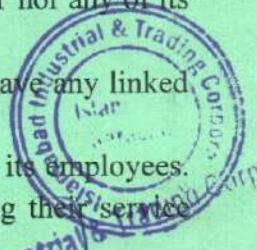


trouble-shooters and all type of taxes and levies whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.

9. Any increase or decrease in any levies or rates imposed by the Government / CBA, wages and / or salaries fluctuation in market rates of equipment, materials, etc. during the currency of this agreement shall be on Contractor account and no claims for such increase shall be entertained by the SMBBIT.
10. Any taxes/duties already in place or levied by the Government during the currency of the agreement will be on Contractor account and no claim shall be entertained by the SMBBIT. If during the subsistence of this agreement or any renewal thereof any case, tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Federal, Provincial or Local Government. Such case, tax charges or surcharge, as the case may be, payable by M/s. Islamabad Industrial & Trading Corp.
11. SMBBIT will not be liable to make any extra payment if the operator & trouble-shooters is to M/s. Islamabad Industrial & Trading Corp in the event of any civil commotion, war, enemy action, hostilities, act of God or any other circumstance etc.
12. Contractor will keep tile SMBBIT free of any liability for the clause of compensation, if any to any employee of Contractor Company in case of their injury, death etc.
13. Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the service provider for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by M/s. Islamabad Industrial & Trading Corp., SMBBIT shall in no way be responsible for any compensation in this connection.
14. One-month prior notice in writing shall be served by either party for termination of contract.
15. Upon the termination of this agreement Contractor shall be permitted to remove all its apparatus and equipment which may have been placed in the premises.
16. SMBBIT shall make the payment to Contractor on monthly basis after submission of bill in detail with attendance sheet with name of operator & trouble-shooters duly verified SMBBIT representative.
17. In case of any dispute or difference arising between the parties hereto relating to the interpretation or effect of any clause of this Agreement, the same shall be deal as per SPPRA rules and attribution rule of Govt. of Sindh.
18. Contractor shall be responsible to complete all documentation, if notified from time to time.
19. Contractor shall be responsible to maintain all the record along with details of operator & trouble-shooters for onward submission to SMBBIT as and when required.
20. Contractor will ensure that they have enough financial capacity to pay at least two-month salary timely to the deputed operator & trouble-shooters in SMBBIT and company should be submitting such undertaking signed by CEO/CFO or Managing Partner on attested stamp paper of value Rs. 100/-.

#### **H. RESPONSIBILITIES OF M/S. ISLAMABAD INDUSTRIAL & TRADING CORP.:**

1. In addition to the services to be performed by Contractor specified above, Contractor shall provide at additional cost to the SMBBIT such supervision of its employees as in necessary to adequately fulfill its obligation.
2. Contractor is responsible for ensuring that all its employees performing the services are physically and mentally fit, have no communicable disease and are in good health in all respects to perform the duties.
3. Contractor is an independent Contractor and accordingly is fully responsible for any accident or injury to its personnel or caused by its personnel and agrees that neither the SMBBIT nor any of its personnel shall be held liable for either of the above in any manner.
4. The personnel of Contractor shall not in any manner indulge in any unionism nor have any linked activity with SMBBIT employees.
5. Contractor is responsible for recruitment, discipline and all other service matters of its employees. They shall not in any case communicate with the SMBBIT management regarding their service matters that is the sole responsibility of M/s. Islamabad Industrial & Trading Corp.



Proprietor



The SMBBIT may refuse to accept services from any of the employees of Contractor whose work has been found unsatisfactory or not in the accordance with the requirements of this document. Now this agreement witnesseth as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms & Conditions of Tender Enquiry referred to.
2. The Following documents after incorporating addenda, if any except these parts relating to Instruction to bidders, shall be deemed to form and be read and constructed as part of this Agreement, viz:
  - a. Purchase order(s)/ Letter of Acceptance where applicable.
  - b. The completed Form of Bid along with Schedules to Bid.
  - c. Condition of Contract & Contract Data
  - d. The priced Scheduled of prices
  - e. The specifications
3. In consideration of the payments to be made by the Client to the Contractor as hereinafter mentioned, the supplier hereby covenants with the Client to execute and complete the works and remedy defects therein conformity and in all respects within the provision of the contract.
4. The Client hereby covenants to pay the Contractor, in consideration of the execution and completion of the works as per provision of the contract, the contract price or such other sum as may become payable under the provision of contract at the times and in the manner prescribed by the contract.

Form of Contract on Non Judicial Stamp Paper along with Bank Guarantee / Pay Order of Performance Security Bond of **10% of Contract value** i.e. **Rs. 3,195,600/-** may be submitted to this Institute within stipulated time.

0.35% of ordered amount **Rs. 111,846/-** should be placed on contract agreement as stamp duty on stamp paper of value.

**Note: Please mobilize your resources and take over the job effect from 01<sup>st</sup> December - 2022.**

In WITNESS WHEREOF the parties hereto have caused this Contract Agreement in accordance with their respective hands and seals, the day, month and the year first above written.

**SIGNATURE OF THE CONTRACTOR**

**SIGNATURE OF THE CLIENT**

*Nageem M W*

*Si*

(Seal) Islamabad Industrial & Trading Corp.

(Seal)

Signed, Sealed and Delivered in the presence of

**WITNESS OF CONTRACATOR**

**WITNESS OF CLIENT**

*Shabbir Hussain*  
Name: SHABBIR HUSSAIN

Title: Shabbir's CFO

Address: \_\_\_\_\_

*Bilal Idrees*  
Name: BILAL IDREES

Title: Supply chain management

Address: MANAGER  
SUPPLY CHAIN MANAGEMENT  
SMBB Institute of Trauma, Karachi