

**STATE OF KUWAIT**

**MINISTRY OF INFORMATION**

PREVENTIVE/ON CALL MAINTENANCE

**ALL LIFTS**

**AT ALL MINISTRY OF INFORMATION SITES**

## **INTRODUCTION:**

The Ministry of Information invites specialized companies specialized in installation , maintenance, erection of lifts and have distribution agencies from major international lift companies to submit their offers for the maintenance of lifts within the ministry of information sites with all the associated work as described in the detailed specification.

### **1. GENERAL CONDITIONS:**

- 1.1.** All tenderers wishing to participate in this tender must visit the site to have a full idea about all works involved in this tender before submitting their offers as no variation claims shall be entertained. For any information please contact: Engineering Services: **Tel. 22326379 and 22327226.**

A site visit statement shall be filled and stamped by the tenderer seal and signed by the tenderer representative and MOI Engineer. Failing to comply with this the tenderer's offer shall not be entertained.

The tenderers shall send fax's to fax no 22448679 including names of people wishing to visit the site, their nationality and company name 48 hours at least before their visit, to arrange gate passes. Fax no of the sender should also be included. Visit for all one time.

- 1.2.** Specifications described here-under are brief and therefore the tenderer shall account for all equipment, material, labor etc. for the complete work to ensure best workmanship and operating conditions, whether detailed under the specification or not.

- 1.3. Routine monthly visits to perform but not limited to: regular checkups, greasing , safety equipment tests, checking counterweight, stopping devices, door motors, controllers log if any, traveling cables.
- 1.4. 24/7 service calls within 1 hour of the call maximum.
- 1.5. Lifts in BOQ are subject to change within the contract i.e. either new lifts will be added to the contract once their guarantee is void OR old lifts canceled once modernized. Accordingly contractor should price maintenance as per unit.
- 1.6. The winning contractor shall submit detailed program chart for the works to the engineer for approval.
- 1.7. Spares are included. All parts required for emergency, routine and preventive maintenance works and that are required to make the lifts working in perfect condition must be supplied and installed without any additional cost, and should be approved by MoI employees before commencing any replacement.
- 1.8. Specification and BOQ complete each other, the contractor should consider them as one document.
- 1.9. The contractor shall ensure cleanliness and safety of the site all through the execution of the project and shall remove all waste materials. No scarp material shall be allowed to accumulate on site, removal of such material shall be carried out at short intervals to avoid mishap, accident or inconvenience to site users. If the contractor fails to clean the site off such waste debris within 48 hours being notified, the Ministry reserves the rights to carry out the necessary cleaning works and charge the contractor without accepting any claims.
- 1.10. The contractor is responsible for the maintenance of all existing monitoring systems which were installed by previous contractors. If any damage or shut

down occurred to those systems, and unable to be fixed, the contractor must bring the company which installed the system and fix it within 3 working days.

**1.11.** Tenderers wishing to participate in this tender shall submit estimated price list of spare parts regularly used in maintenance contracts.

**1.12.** All works should comply with highest safety and professional standards of lift maintenance, taking into consideration existing building and equipment mentioned.

**1.13.** Tenderer should pay attention to the fact that lifts are of different brands and different life time.

**1.13 APPROVED CONTRACTOR:**

**A.** All elevator-work shall be carried out in accordance with the accepted rules of good practice, Kuwait Fire Brigade Regulations, and shall be subjected to the approval of the MOI . All work which shall not be approved by the engineer shall be removed and reinstalled to the satisfaction of the engineer at the expenses of the contractor.

**B.** All equipment and parts supplied for must be manufactured in compliance with accepted international standards (BSS, ASTM, DIN and EN81) and by the original elevator manufacturer or equally equivalent.

**C.** Accepted tests shall confirm to acceptable standards.

**D.** Elevators contractor shall have previous experience as follows:

- 1 Install not less than 25 lifts in Ministries buildings, commercial complex
- 2 Agent for a renowned brand of lifts not less than 15 years of experience.

- 3 Workshop and spare parts store must be equivalent to amount of maintenance work.
- 4 All documents to be attached with tender. The Ministry reserves the right to make inspection visits to all company's facilities.

**1.14: scope of work:**

- 1 No local fabrication for any parts of the lifts shall be accepted. All components must be manufactured in original manufacturing country or equally equivalent. The contractor should perform all the required maintenance works required for the lifts, according to the manufacturers recommendations, including all the spare parts required for the preventive and emergency maintenance without any additional cost.
- 2 A free complete (break down & preventive) maintenance for 3 years including spare parts, replacement of all defective items, works and equipment i.e. making the elevators in perfect working condition.
- 3 The contractor is responsible to rectify any defect that might be caused by the practice of his personnel without accepting any claims.
- 4 All electrically operated equipment related to elevators shall be within contractor responsibility to perform regular checks.
- 5 If required , All electrical wiring, equipment and motors shall comply with the latest issue of BSS or approved equivalent standards.
- 6 The contractor should provide 2 well-trained technicians with a minimum diploma degree or a specialized course in the field of lifts maintenance (commercial or industry, NOT residential), working 5 days a week with proper vehicle at the ministry headquarter at Alsoor street. Duty is Sunday

to Thursday 7AM-4PM. The qualifications certificates of the technicians **must be submitted and approved by MOI engineers.**

- 7 If the technician need to be replaced (either temporary or permanently) the contractor must provide official letter with the CV of the replacement to MOI engineer. The MOI engineer must approve the replacement first before the start of their duty.
- 8 Technicians duty is to perform all regular maintenance, attend emergency faults immediately within any of ministry premises and sites. Emergency calls and maintenance shall also include all public holidays and even if outside the working hours of the technician shift. A complete maintenance report and check list must be submitted monthly. The report shall include all spare parts and all work which was carried on in the maintenance of the lifts.
- 9 Every quarter technician should perform a drill with ministry engineer and technician on how to deal with emergencies like trapped lifts.
- 10 The contractor is responsible for debugging, maintenance and monthly check of the existing monitoring system of all lifts under his contract. If found any defect or the contractor was unable to fix the existing monitoring system, the contractor shall therefore bring specialized sub-contractor (or the previous installer) to fix and operate it.

#### **1.15: safety:**

- 1 Contractor to submit workmanship insurance policy from any of takaful companies for the duration of the contract.
- 2 Ministry of information cannot be held responsible for any Personnel injury occurred to or caused by the contractor's personnel during their attendance at ministry premises.
- 3 Ministry of Information is not responsible for Any equipment damage(s) during performance of maintenance work.
- 4 Contractor to assure safety equipment e.g. intercom/telephone in working conditions for lift users.

**1.16: content and duration:**

- 1 This maintenance Contract is meant for 7 months.
- 2 List of lifts included in this contract **but subject to clause 1.5 above**

Maufacturer	location	Number of Lifts
otis	Shuwaikh site( 4 personal + 1 cargo) 4 STOPS	5 lifts
otis	Alsoor street (personal-main tower -16 stops)	4 lifts
otis	Alsoor street ( tvc, radio & tvp buildings)- personal 5 & cargo 2 (4STOPS)	7 lifts
Bobian	Shuwaikh site (printing press) (2 personal) 4 stops	2 Lifts