

Term And Condition of The Tender

1. These instructions are over and above the instructions contained in the enclosed set of tender documents.
2. Bidder must quote their rates inclusive of all taxes and duties.
3. Bidder must sign in each and every page of the enclosed tender documents and submit the same in sealed cover superscripting the NIT No. name of work, bid opening date and particulars.
4. Rates shall be quoted both in figures and in words in clear visible writing. No overwriting is allowed. All scoring and cancellations should be countersigned in full by the tenderer. In case of illegibility the interpretation of the Tender Committee shall be final.
5. Based on the evaluation of the technical bid submitted by the tenderer, the Committee would shortlist, the tenderers. The short listed tenderers may be asked to make a presentation after opening of the technical bid before the committee if, required.
6. Taxes: The unit rates should be quoted inclusive of all taxes, duties, levies, freight, insurance etc.
7. The Contractor, who will be awarded, will have to enter into agreement with CGHB within 15 days of Letter of acceptance. The agreement is to be executed on adequate stamp paper. Cost of stamp paper will be borne by the contractor.
8. Each tenderer should clearly specify that the tenderer agrees to abide by the conditions of this tender document on their printed letter head indicating here on GST No., FAX, Email, Telephone numbers
9. The rates should be quoted in Indian rupees. Only unit prices are to be quoted both in digits and in words. All figures etc. must be in English Language only.
10. The Contractors/companies that were black listed at any stage need not to apply.
11. CGHB reserves the right to reject or accept any tender.
12. CGHB will be the sole arbitrator of all the disputes and his decision will be binding on both the parties.
13. CGHB reserves the right to alter/modify any or all conditions of this tender notice.
14. Completion period shall be 24 months from the date of award of work and can be extendable for further As per mutual consent of both party depending upon the satisfactory performance of the Contractor and with mutual agreement.
15. All pages of the tender documents are to be signed and stamped by the tendering Contractor.
16. Defect liability period shall be 2 months after the expiry of the contract.
17. The lowest rate will not be the basis of claim to get the order.
18. Location of work in Raipur District.
 1. Executive Engineer, CGHB, Division-01 Kabir Nagar, Raipur
 2. Executive Engineer, CGHB, Division-02 Shankar Nagar, Raipur
 3. Executive Engineer, CGHB, Division-03 Saddu, Raipur
 4. Executive Engineer, CGHB, Capital Project Division-01 Nava Raipur Atal Nagar

Certified that the information in the proforma is true. I/We agree to the contents of terms & condition of the quotation/tender.

SCOPE OF WORK FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT

1. Scope of Comprehensive Annual Maintenance of lifts all inclusive activities related with checks, repair, cleaning, servicing, replacement (Preventive as well corrective and breakdown) of the entire installation, its trouble free and satisfactory operation, functioning round the clock and year round. It will cover adequate provision of complete range of infrastructure related men, means and materials required for operation and maintenance of the installation.
2. The contractor will keep the system updated all the time with regard to all the Electro mechanical equipments, operating devices. He will maintain proper record (Log book as well as printout if required) of daily status of the installation and also faults/troubles developed and remedial steps taken. He will also maintain records of the performance data and its analysis obtained from the print out and will predict any special action required on the part of owner (CGHB) at any stage to keep the system healthy and updated. The agreed amount for the Annual Operation and Maintenance contract will cover all expenses related with around the clock deployment of technical personnel by the contractor and provision of spares/consumables OR any other material Or Components Or Equipments as a whole which may be required for rectification of any faults and satisfactory functioning of the system.
3. The contractor will submit Service slip monthly to the Engineer- in- charge. Any restrictions received by the Engineer- in- Charge will be immediately and fully complied with by the contractor without any delay.
4. For any planned shutdown for repair or maintenance, the contractor will obtain the prior permission of the Engineer- in- Charge. For all preventive maintenance contractor will submit the monthly schedule to the Engineer-in- charge at least one week advance.
5. The contractor will deploy, trained and experienced staff fully conversant with the functioning and design of the installation covering civil construction as well as electro mechanical equipments and layout.
6. The contractor will be fully responsible for any consequential damages in case failure of the system.
7. Labour, repairs or replacement of the system components shall be the responsibility of the contractor at no cost of CGHB during this comprehensive, Operation and maintenance period.
8. All equipments that required repair/replacement shall be immediately serviced, repaired OR replaced as approved brand by Engineer-in- charge. All replacement, parts and labour shall be supplied promptly without any cost to CGHB.
9. In case any theft during the tenure of the contract, the agency shall be fully responsible for the same and losses due to theft shall be recovered from subsequent bill of the contractor.
10. In case damage to the property of CGHB due to negligence of the agency persons, manpower, the agency shall have to make good the losses suffered by CGHB, failing which the loss shall be recovered from the subsequent bill of the agency.
11. The scope of Electrical annual maintenance includes all cable from panel, checking and tightening the end termination, check IR value and continuity, check meter zero error and take corrective action, if required. Lift Panel instruments, check the termination of connections, and check functioning of the instrument, Calibrate the instrument and repair/replace if required. Lift Electrical system including electrical panel for all the equipment in bid including all the switchgear, cables, control wiring, multifunction meters etc.
12. The scope of Mechanical annual maintenance work includes: Alignment, lubrication, tensioning of all devices and rotating parts as required time to time as per the details in the installation manuals of relevant IEI ltd. Provisions. Dismantling and assembling of equipments items as required, cleaning and flushing of pipe lines and filters, dismantling, servicing and refixing of valves.
13. The contractor shall provide the house keeping and keep the Lift Room area in a neat and clean condition.

Special Terms and Conditions

1. The LIFT CAMC contract shall be valid initially a period of 02 years from the date of award the contract. The contract could be renewed as per mutual consent in writing on yearly basis. CGHB may terminate the contract of the contractor without any notice in case of breach of contract CGHB Commissioner's decision that a breach has occurred will be final and shall be accepted without demur by the contract.
2. The contractor shall be responsible to maintain the LIFT in good working conditions. In case of any damage, contractor shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor himself.
3. On termination of the agreement, the contractor will hand over all the equipment's as supplied by the in good working condition back to.
4. If any breakdown, it should be attended within 24 hours from the time of complained. The contractor has to attend the problem even during holidays / late hours / Sundays for which no additional payment will be paid.
5. The payment shall be released on Monthly basis after satisfactory completion of the job and produce service / preventive maintenance report duly signed by the authorities along with bill. Income Tax (TDS) and GST (TDS) as applicable at prevailing rate will be deducted at source.
6. Comprehensive Annual Maintenance Contract (CAMC) shall be covering repair or replacement of all Major & Minor spare parts including relays, contact, printed circuit board, controllers, drives, motors, breakers (after side main power supply i.e lift side) sensors, switches, single phase presenter & phase reversal , indicators, alarm, lift side cables (lift side) rope, brakes automatic rescue service including battery including all the Electrical & Mechanical components and excluding mirror, hoist way lights, lift car lights and switches.
7. The contractor shall be responsible to renewal of licence to work lift from office of the Electrical Inspectorate,Raipur
8. Contractor shall issue identity card (ID) card to their workforce whenever they enter the premises for service / maintenance work. The contractor shall provide the valid identity card to the persons deployed by him with due verification by the competent authorities and provide the details to the Engineer-in-charge. Any change in deployment will also to be updated.
9. The contractor should at least once in a month checkup the lifts installations clean, oil / lubrication, service and adjust all those parts where such services are necessary.
10. The service persons should be skilled and well experienced in similar kind of lifts to service.
11. CGHB will provide required materials for repairing hoist way lights and switches and it has to be repaired / replaced by the AMC contractor.
12. The contractor should use only genuine spare parts with same specifications.
13. The machines are normally required to be repaired on site. In exceptional cases when the machine cannot be repaired in the office premises and is required to be taken to the workshop, the authority will not make any payment towards cartage and the expense for the to and fro transportation of the machines shall be borne by your Contractor.
14. The contractor shall be responsible to coordinate and liaison with local authorities.
15. Any accident or damage during maintenance / operation will be the responsibility of the contractor and the CGHB will not entertain any claim, compensation, and penalty. Etc., on this account or on account of non-observation of any other requirement of law relevant to his work.
16. The agency will provide the workers with necessary testing and safety equipments and also follow all the safety measures strictly.
17. The service person should be displayed caution board in all the floors during service / maintenance period.

Detailed Scope of work:-

1. Providing Comprehensive Annual Maintenance services to lifts installed at CGHB. The broad objectives of the maintenance services for electro — mechanical equipments are to ensure the equipments (lifts), always functional and maintained to achieve optimum life and safety. To ensure safety of the personnel, required measures are to be taken and consistently maintained for efficient operations. The scope of works for which bids have been invited will broadly be as per spectrum of services detailed in this document.
2. **However, bidders are advised to personally visit the site** and assess the actual quantum of work before submission of bids.
3. **Scope of work:**
 - i) Electro Mechanical Equipments for which Maintenance Services are needed are detailed at Clause 4 (as below mentioned). However, any other services which may be relevant and necessary shall be provided by the contractor.
 - ii) Checking, cleaning, servicing, periodical inspection and testing, preventive maintenance, necessary repair and replacement of defective parts etc., ensuring continuous and effective functioning of the lift / elevator.
 - iii) The repair/ replacement of defective parts in the lift shall be done by the contractor free of cost.
 - iv) Issuing Annual Safety Certificate through the lift Health checkup and safety Equipments.
 - v) The contractor, apart from executing the scope of services detailed hereunder shall also arrange required clearances, licenses renewal / sanctions etc. on behalf of CGHB from various Govt. departments.

3.1 Building Lift(Elevator)

- i) All the electro mechanical services of the captioned building are to be maintained as per the requirement of the CGHB. The requirement will broadly be to keep the equipments in good and efficient working condition at all the time, follow the preventive maintenance and periodical overhaul schedule & procedures as listed in the manuals / literature of the OEM & also as mentioned in this tender document & will ensure safety of the equipment and personnel using it.
 - ii) The Service provider shall perform preventive maintenance (monthly) and corrective maintenance to the lift and its accessories as per service manual of the OEM and as per tender document and requirement of the Engineer In charge from time to time. The service provider shall regularly examine elevator equipments and provide gear oil, lubricants, grease, break shoe, push buttons of car and landing etc. required for proper maintenance of the lift / elevator.
 - iii) The contractor has to repair / replace items which are absolutely required for operation & maintenance of equipments in working condition under their scope, beyond they may obtained necessary approval from competent authority of the CGHB before repairing to make good to service the equipments.
4. The contractor shall attend to any maintenance problems and rectify the defects within the time limit set against different classification of rectification work as stipulated below:
 - a) **Minor/Medium rectification works- within 24 hours** of notification to the contractor by the CGHB such as, but not limited to,
 - i) Repair / replacement of switches sockets plugs misc. electrical / mechanical faults, misc. repair / rectification works including cleaning of contacts, contact points, earthing points & filters etc.
 - ii) Replacement of eyelets, socket, lugs & gaskets etc. in panels or motors.
 - b) **Major rectification works/capital repair- within 72 hours** of notification to the contractor by the CGHB such as but not limited to Transformer and replacement of certain non- stocked spare parts (not locally available in Raipur etc.) which require the justification for 72 hours work schedule.

5. However, in case of any doubt in classification of rectification work, contractor can give technical justification and ask for extra time for approval of Competent Authority of the CGHB, who will have power to grant such extra time / change the classification of rectification work depending upon the correct technical justification and a reasonability of time scheduling for such extension/ change of classification of a particular rectification work.
6. In case the contractor fails to rectify the defect(s) after handing over assets installed in the CGHB in time limit mentioned above, the CGHB reserves the right to get the defect(s) rectified at risk and cost of the contractor without further notice and will charge 20% extra on the actual expenditure incurred (material, manpower, machinery etc.) from the monthly bills of the contractor.
7. In case emergency arises, Agency has to depute their Technical persons to sites in odd hours to repair the defects & resolve the problem.
8. The contractor should use its own equipment for maintenance of lift.
9. **Duration of the contract:**
The contract will be valid for a period of 02 year. However, if services are not found satisfactory during the aforementioned period, the contract will be terminated any time by giving a one month notice. The contract may be extended on yearly basis, as per mutual consent of both party..

10. Payment terms:

- a. Payment will be released on monthly basis after ascertaining the satisfactory performance of contractual responsibility carried out in the said quarter based on the bills duly signed by the Engineer Incharge/User of the Building along with the service/preventive maintenance report submitted by the contractor and certified by the concerned officer to the effect that all the complaints recorded in the registers have been attended to and routine maintenance has been carried out.
- b. No advances will be paid.
- c. TDS will be deducted as per norms.
11. Rate should include charges for removal of debris out of premises to nearest dump, removing stains, cleaning the site thoroughly and restoring it to original condition where work is undertaken.
12. Quoted rate should be workable and should include all overheads and profits. Rates should include GST. No variation of rates will be allowed during the tenure of CAMC.
13. The contractor should have valid license relating to the contract work all the time and the workmen employed by the contractor should also have the valid license and experience in the trade.
14. The Contractor should observe all the safety precautions for the safety of the labour and the employees of the CGHB during execution of works. The contractor should arrange to obtain necessary insurance cover for its employees. He would be responsible for the safety of persons employed by him.
15. The contractor or his supervisor should visit the site at least twice in a month or as and when required by the CGHB for which no extra payment will be made and they should be readily available to the CGHB.
16. The contractor should arrange to issue photo identity card to its workmen/ employees, which they must carry while executing their job.
17. The contractor shall be fully responsible and compensate the CGHB in the event of any damage to men or material, injury/ damage or death as the case may be, caused directly or indirectly due to the negligence of the contractor or his agents and/ or his employees or workmen. The decision of the CGHB in this regard shall be final and binding.
18. The contractor should not employ any person who is prohibited by law from being employed

for fulfilling obligations under this contract.

19. Any act of indiscipline/ misconduct/ theft/ pilferage on the part of any employee engaged by the contractor resulting in any loss to the CGHB will be viewed seriously and the CGHB will have the right to levy damages or fine and/ or even terminate the contract forthwith.
20. In case of any default or failure on your part to comply with all/ any one of the terms and/ or conditions, the CGHB reserves to itself the right to take necessary remedial measures befitting to the situation including, inter-alia, the deduction of appropriate amount(s) from dues otherwise payable to you and/ or by taking recourse to appropriate recovery proceedings.
21. If any dispute arises on any matter concerning this contract, the decision of the Commissioner CGHB shall be final and binding.
22. The contractor should not cause or permit any nuisance on the site which shall cause unnecessary disturbances or inconvenience to the occupants/ visitors at site or near the site of work.
23. The workman employed by the contractor should abide by the rules and regulations inside the CGHB.
24. The contractor should obtain approvals, if any, necessary for the work from the statutory bodies on behalf of the CGHB. The fees, if any, will be reimbursed, based on the original receipts issued by them.
25. The CGHB reserves the right to accept/ reject any tenders either in whole or in part without assigning any reasons whatsoever.
26. The contractor shall provide everything necessary for the proper execution of the works. CGHB will not supply any T&P materials or any other materials required for CAMC works. The CGHB will make no payment for T&P materials, etc. However, CGHB will provide power; water free of cost for works within the premises with prior permission but indiscriminate use will not be allowed. The contractor shall supply, fix and maintain all the scaffoldings, jhulla, T& P etc. at his cost during the execution of any work and remove them as soon as the work is over.
27. The contractor shall not directly or indirectly transfer, assign and sublet the contract or any part of it.

Agreement Terms & Conditions

1. Contractor should indemnify to compensate all losses on account of any failure/negligence/non compliance or lapses in discharging the service for the protection of property. The amount of such compensation shall be determined by .
2. Man power engagement for the entire period is to be decided by the Contractor to suit the satisfactory completion of service contract.
3. All working materials, tools and tackles required for executing the contract shall be supplied by the Contractor.
4. The Contractor shall be responsible for observing the security rules / regulations / instructions of this CGHB made from time to time.
5. The Contractor ~~is~~ liable to provide Immediate first aid/hospitalization in case of accident/sudden illness to his engaged personnel. The Contractor shall be liable for making any compensation which may arise In case of any accident to person employed by him against this contract as per Workman Compensation Act/ ESI schedule as applicable, For minor injuries while on work financial/medical help shall immediately be given by the Contractor.
6. The CGHB shall not be under any obligation for providing employment to any of the worker of the Contractor after the expiry of the contract. The CGHB does not recognize any employee employer relationship with any of the worker of Contractor.
7. No advance payment shall be made to the Contractor.
8. (i)The Contractor shall attend to any maintenance problems and rectify the defects within the time limit set against different Classification of rectification work as stipulated below:
 - a) Minor/Medium rectification works - within 4 hours of notification through e-mail/ telephonic to the Contractor by such as, but not limited to,
 - i, Repair/ replacement of switches sockets plugs misc. electrical / mechanical faults, misc. repair/rectification works including cleaning of contacts, contact points, earthing points & filters etc.
 - ii. Replacement of eyelets, socket, lugs & gaskets etc. in panels or motors.
 - b) Major rectification works/ capital repair- within 72 hours of notification through email/ telephonic to the Contractor by such as but not limited to Transformer and replacement of certain non-stocked spare parts (not locally available in Raipur) which require the justification for 72 hours work schedule.
 - c) However, for daily supervision and maintenance one person from the Contractor should be present 24x7 hours to attend electrical / mechanical faults and he has to report to Site Engineer or Engineer in charge daily.
- (ii) In case of any doubt in classification of rectification work, Contractor can give technical justification and ask for extra time for approval of Engineer in charge who grant such extra time/ change the classification of rectification work depending upon the correct technical

justification and a reasonability of time scheduling for such extension/change of classification of a particular rectification work.

- (a) In case the Contractor fails to rectify the defect(s) in time limit mentioned in point no. 8, reserves the right to get the defect(s) rectified at risk and cost of the Contractor without further notice and will charge 10% extra on the actual expenditure incurred (material, manpower, machinery etc.) from the monthly bills of the Contractor.

NOTE: In exceptional cases on timely written request by the Contractor, competent authority of may consider to extend the time limit mentioned above. The decision of competent authority shall be final and binding on the Contractor in respect of category of rectification of defects. However, all complaints will be attended promptly and the time limit set for each category is the maximum time limit.

9. Responsibility of the Contractor at the end of the contract period:

- a. All equipment taken for maintenance during the contract period shall be handed over back to in good working condition.
- b. Any equipment taken outside for repair from campus shall be handed over in good working condition well before the end date of contract.
- c. Gate Pass issued by to the Contractor's employees, if any, shall be handed over to Representative.
- d. In case any equipment not handed over to in good working condition, then would get them repaired/procured on its own from other sources at the risk & cost of the Contractor and the cost (along with 10% extra Charge) incurred shall be deducted from any payment due to Contractor/ security deposit.
- e. All the employees of the Contractor shall be in proper neat and clean uniform (including shoes) and will behave courteously, disciplined and professional manner maintaining absolute integrity during their duty / service hour in Campus. The employees of the Contractor shall display their photo ID cards duly issued and signed by the Contractor while attending to the complaint in Campus.
- f. Engineer In-Charge or any nominated official can carry out any surprise inspection, without any notice and deficiencies in service equipment, spares, manpower or any other position of contract pointed out in inspection register maintained by Contractor or through other means shall be made good by Contractor failing which risk & cost provisions for deficient service shall be invoked.

10. FREQUENCY OF MAINTENANCE

The bidder shall carry out the maintenance services at the frequency detailed in maintenance schedule & as per guide line of OEM maintenance manual. Agencies have to attend to break-

down service as and when required. The frequency may be increased depending up on requirement at site. As a whole it is to ensure that the equipments are well maintained at all the time. The work will be carried out at suitable timings to ensure that office work is not disturbed.

Note-1: The date of servicing carried out and next due date of servicing in respect of systems shall be neatly painted/pasted on assets in small fonts for effective monitoring as per direction of Engineer-in-charge.

Note-2: The Contractor is required to submit preventive periodical maintenance schedule for approval by Engineer-in-charge at the time of starting the work after attending the scheduled/routine maintenance, Contractor will submit service report(s) as and when preventive periodical maintenance of any installation becomes due is carried out.

11. The Contractor during its normal working hours, shall send at regular intervals and as frequently as the Contractor thinks necessary, having regard to the age, nature and condition of the lifts (but not less than 12 times per annum), a technician to systematically inspect, adjust and lubricate the parts of the Elevators to the extent necessary to maintain the Elevators in satisfactory working order. The Contractor will supply all lubricants (made as per standards) necessary for this purpose. The Technical staff will maintain a logbook of the complaints received and rectified during the period of contract. Should any eventuality arise, the CGHB shall request for the services of the mechanic on Saturday/Sunday/Holiday and beyond office hours without payment of any additional remuneration. The Contractor shall also keep stock of genuine spare parts which may be required for replacement in the event of such parts becoming non-functional or defective, during the currency of the contract. The old parts will be handed back to the . In case of intermittent failures or repetitive problems due to improper diagnosis or repair, the machine will be treated as continuously out of order.
12. The work shall be carried out in the premises of the . Only such work, the execution of which is not possible in the premises of this CGHB, may be allowed to be done in the workshop of the Contractor. In no case, any part thereof shall be taken out of the premises without formal written permission of this CGHB. No transportation charges on this account will be paid. The parts thereof, taken to the workshop, will have to be brought back within 3 days failing which the cost of the machine/parts will be recovered from the Contractor and if considered necessary, the contract will be terminated, without further notice.
13. The Contractor shall be responsible for smooth and satisfactory working of both the Lifts.
14. The Contractor shall be required to do the work during the entire period from 09.00 hrs. to 18.00 hrs. at the rates that are approved on the basis of the quotation. If for any reason, the Contractor is not able to do the work, the same shall be got done from some other Contractor or from the open market at the cost of the Contractor and the expenditure incurred thereon shall be recovered from him. This may even entail the termination of the contract and forfeiture of the security deposit.
15. In case the Contractor fails to cope with the workload or does not render satisfactory services the contract awarded to him shall be cancelled forthwith without giving any notice or without assigning any reason whatsoever and his security deposit and payment due to him, if any, shall

be forfeited. In this connection, decision of the Commissioner, shall be final and binding on the Contractor.

16. The Contractor shall neither provide any labour to the Contractor for shifting of any part of lift, transportation, installation, or dismantling of any part of Lift nor shall bear any cost towards this during the period of the contract. The new fitting/fixing required if any, will have to be provided by the Contractor.
17. The Contractor shall be responsible for handing over the Lifts (07) in working conditions to the CGHB at the end of the contract period. The cost of shortcomings, if any, shall be borne by the outgoing Contractor.
18. The damage caused, if any, or to any other property of the Government through negligence or otherwise, shall be at the risk and responsibility of the Contractor. The financial or any other loss suffered by the Government on this account shall be made good by the Contractor and decision of the Commissioner, in this context shall be binding on the Contractor. In case of replacement of faulty part, the same shall be replaced only by genuine spares.
19. The scope of work does not include replacement of batteries.
20. The Performance Security amount shall be released after satisfactory completion of the maintenance and handing over the Lifts in working conditions to the CGHB on expiry of contract. The Performance Security should be valid for 90 days beyond the date of completion of Contract. The Security Deposit shall be refunded after 90 days of completion of work.
21. The above is a tentative schedule of payment and does not confer any legal or other right on the Contractor to proceed against the CGHB if the payment gets delayed due to unforeseen reason.
22. No increase in amount shall be considered at all during the currency of the CAMC.
23. The Contractor will carry out according to its standards customary annual safety test to examine all safety devices. The Contractor will not be required to make any other tests. The Contractor will neither be required to install new attachments nor to make replacements with parts of a different design to the elevators whether or not recommended or directed by Insurance Companies, or by Governmental or Non-Governmental authorities.
24. The Contractor will maintain job-cards in respect of each Lift which will form a basis for regulating the payment.
25. A complaint register be maintained by the technician and submitted to concerned Section periodically for review by that Section.
26. As the work will have to be carried out in building and area in use the Contractor shall ensure:-
 - a. That the normal functioning activity is not effected as far as possible.
 - b. That the work is carried out in an orderly manner without noise and obstruction to flow of traffic.
 - c. That all rubbish etc. is disposed off at the earliest and the place is left clean and orderly at the end of an each day's work.

Maintenance Schedule

Firm has to carry out monthly, quarterly & seasonally as per guideline of OEM manual & as per schedule. In addition to it they have to attend the break down as and when required.

ITEM	METHOD OF PREVENTIVE MAINTENANCE
	MONTHLY SERVICE:
Alarm bell	The mechanic will manually test the alarm bell To make sure it is operational and that the alarm Bell is putting out the appropriate decibel level
Safety edge	Manually check safety edge for proper Retraction and make any adjustments necessary
Door open button	Test door open button. Make sure operating Correctly and freely
Call button	Test for proper operation. Check and replace if Needed indicator bulbs, Lubricate button and Replace light bulbs as needed
Car door	Check for speed and proper door torque in Accordance with ansi a17.1. Lubricate freight Door guide i ollers, clean chains, brackets
Scavenger pump / Motor	Check scavenger pump for proper operation. Check & inspect scavenger pump return line to avoid obstructions for clogging. Install packing And rack head.
Lobby doors & hall doors	Check door guides, rollers and lubricate rollers and tracks
Ride	Check ride for transition leveling and floor stop acceptable tolerances
Pumping unit	Check oil level, tank heater operation, motor Starter and contacts. Check v-belt if applicable For alignment, tension and wear.
Fire service	Use appropriate keys to test operation per Ansi A 17. land those associated rules pertaining to Fire service phase i & ii. Lubricate key switches Internally as needed. Record test and test log And document test on service tickets. Test to be Performed in accordance with all government Code requirements
Car phone	Check for dial tone and appropriate connections
Car & lobby	Pi check and /or replace indicator bulbs as needed
Car top	Clean car top and inspect door operator making Needed adjustments to door operator belt and Chains. Check motor brushes and all other Operational parts, linkages, etc. Check hoist Door operator sprockets, and chains. Check Motor brushes and bearings
Starter contacts	Disassemble starter to visually inspect contacts For wear. Replace if necessary
Car key switches	Check all key switches for proper operation and Lubrication if necessary
Fan	Test fan and fan key switch for proper operation. Lubricate fan bearings as needed.
Inspection service	Check inspection service key switch for proper Operation and check car top inspection service To work appropriately
Door open/ close Relay	Check all connections and tighten. Inspect Contacts for wear, adjust air gaps as necessary
Signs	Inspect hallways and car for proper signs in Accordance with ansi a17.1 and building code Requirements
Car guide shoes	Inspect guide shoes for insert wear, adjust guide Shoes for smooth operation and apply lubricant To car guide shoes and rails as needed
Sump pump	Inspect sump pump for proper operation
	QUARTERLY SERVICE
Hall position Indicators	Check and repair indicator bulbs as needed

Relief valve	Check and set relief valves in accordance with Ansi a 17.1 to perform test as required
Rails	Inspect all rail joints and alignment. File burrs And joints as needed, check automatic Lubricators and fill as needed
Traveling cable	Inspect entire length of cable for cracks, Fraying, etc. Check conduit connections, wire Baskets
Safety circuits	Check, inspect and test all safety circuits Including door locks. Releveling circuits, alarm, Limited switches, safety edge and all other Applicable safety circuits of the elevator. If required those shall be replaced immediately.
Hoist way	Inspect and thoroughly clean and paint as Needed
Door motor Brushes	Inspect and replace as needed
INSPECTION	When making an inspection of any item, the item will be visually inspected and also manually Tested to perform its intended function Correctly with applicable OEM guide line and Requirements. Example: key switches - insert Appropriate key in key switch and check intended Operation for proper operation. Visually inspect All connections and wear. Replace if necessary
ADJUSTMENT	To make repair either electrically or Mechanically to provide smoother and correct Operation. Example: door operator — properly Tighten motor drive belt to maintain proper Tension between motor sheave and operator Drive sheave
TEST	Test to manually check for proper operation and Function of that particular feature. Example: Firemen service phase i & ii - to use appropriate key Switch to activate firemen service phase i & ii. Determine whether functioning in accordance With ANSI a17.1 and appropriate rules and record Findings. If testing is not acceptable, corrective Action must be taken
CLEAN	To include the following: clean elevator pits, Car top, car sills, hall sills, hall door tracks, Car door tracks, machine room floor, pumping Units, controller. Cleaning also includes Painting as needed. All electrical relay controls Etc should be kept at a dust-free level
Public Relation	Mechanic is to check with Building maintenance engineer during each visit And request information regarding any problems Or needs pertaining to the elevator

Measurement of Work and Payment

- i. Payment to the firm shall be made by CGHB against Monthly bills for the work done against this contract, after submission of monthly service report The payment shall be made after deducting any amounts due from the firm by way of security deposit, penalties/ recoveries if any etc. The firm should ensure that all employees are covered for all social benefits viz PF, EPS, EDLI and ESIC.
- ii. For any delay and deficiency or defective service, amount shall be deducted from the monthly payment made to the firm. The decision of competent authority of CGHB shall be final in this regard. CGHB will make all endeavors to release the due payment within 10 days of receipt of certified bill from the firm.
- iii. Proportionate payment shall be deducted from the firm's bill if any work is found to be not done/is incomplete or is unsatisfactory, as adjudged by the Engineer-in-charge. In case of any difference of opinion between the engineer in charge and the firm, regarding the non- performance or unsatisfactory performance of work, the matter will be referred to the Commissioner, CGHB, whose decision on the matter shall be final. CGHB may also, at their discretion get such defective/deficiency work done at the risk & cost of the firm and recover the actual amount spent plus 10% of actual spent amount including all actual CGHB establishment charges, from the firm's bills. Repeated lapses in doing the work satisfactorily shall result in rescinding the contract.
- iv. The Commissioner, CGHB may without prejudice to his any other rights or remedy against the firm in respect of any delay, inferior workmanship, any claims for damages and/or any other provisions of this contract or otherwise, and whether the date for completion has or has not elapsed, by notice in writing absolutely rescind the contract.

Complain Register (Lift No. _____)

S. No.	Date & time of Complain	Nature of Complain	Date & Signature of Complainant	Date and time of attending Complainant	Cause of fault	Material used	Date & Signature of firm Representative

Firm's Representative _____

Engineer In-charge