

TENDER NOTICE

For

Operation, Maintenance, Repair, and Servicing of Passenger Lifts and Escalators at SKS Tower

SKS Tower Letter No.: SKST/Engr/218

Date: 10 March 2025

1. Invitation for Tender

Sena Kalyan Sangstha Tower (SKS Tower) invites sealed tenders from reputed firms for the operation, maintenance, repair, and servicing of 17 passenger lifts and 12 Thyssenkrupp-brand escalators at SKS Tower, 7 VIP Road, Mohakhali, Dhaka-1206.

2. Tender Requirements

Interested bidders must submit the following documents along with their tender:

2.1 Company Profile & Experience

- Year of establishment.
- Proof of operating 1050 kg lifts (minimum 10 stops) and escalators for at least 3 years.
- Details of factory/workshop facilities and locations.
- Authorization certificate for sole distributorship (if applicable).

2.2 Technical & Financial Requirements

- List of skilled personnel with biodata.
- Minimum 2 Graduate Engineers (Electrical/Mechanical) with 5 years' experience.
- Minimum 3 Diploma Engineers (Electrical/Mechanical) with 5 years' experience.
- Annual turnover records for the last 3 years.
- Proof of liquid assets, working capital, or credit facility.
- Valid tax clearance certificate (IT), e-TIN, VAT registration, trade license, supervisory license, and incorporation certificate.

3. Eligibility Criteria

- Minimum 3 years' experience in lift and escalator maintenance (documentary proof required).
- Successful completion & maintenance of 1050 kg lifts with 10 stops and escalators in the last 3 years.
- Authorized dealership/partnership certificate from the manufacturer.

4. Scope of Work. The selected service provider will be responsible for:
 - Operation, maintenance, and repair of all lifts and escalators.
 - Supply and installation of genuine spare parts (new and unused) as required.
 - Submission of the manufacturer's spare parts price list annually.
 - Compliance with manufacturer's maintenance manuals.
 - Emergency response and troubleshooting within a defined timeframe.
 - Implementation of regular maintenance schedules as per **Annexure A**.

5. Submission & Tender Timeline
 - Tender Availability: March 9, 2025 (during office hours) at SKS Tower Office.
 - Submission Deadline: March 23, 2025 (before 12:00 hrs) as per format of **Annexure B**.
 - Tender/email Opening: March 23, 2025 (12:30 hrs).
 - Late submissions will not be accepted.

6. Performance & Compliance
 - Maintain a minimum of two technicians/engineers on-site during non-commercial hours (01:00–08:00 hrs).
 - Provide identity cards for all employed personnel.
 - Unauthorized personnel must not operate lifts and escalators.
 - Adherence to Bangladesh Fire Safety & Building Code.
 - Submission of bi-annual safety reports.

7. Commercial Terms & Conditions
 - 7.1 Personnel Requirements
 - Lift Attendants/Technicians: 13 (Two Shift, shift 1: 9 pers & shift 2: 4 pers).
 - Supervisor/Engineer: 2 (each shift 1 pers).
 - 7.2 Cost Components
 - Materials required: Thinner, jute, air freshener, glass & SS handle cleaner, washing powder, lube, etc.
 - Contractor Profit: 10%.
 - VAT & AIT: As per government regulations.

8. Additional Conditions

- Performance Evaluation & Penalties: KPIs, response time, and penalties for delays or substandard service.
- Spare Parts Procurement & Approval: SKS reserves the right to procure parts independently. The vendor may assist in the procurement of spares.
- Insurance & Liability: The vendor must provide liability insurance and worker accident insurance.
- Contract Duration & Renewal: The contract term is for three (3) years, subject to yearly renewal based on the successful completion of annual maintenance and performance evaluation. The contract may be terminated if the service provider fails to meet the agreed performance standards or violates contract terms.
- Payment schedule SKS will pay the vendor within 15 days at the end of each month.
- security Deposit: One month's equivalent amount in the form of pay order to be deposited to SKS Tower before signing of contract agreement.

9. SKS Tower Authority Rights

- SKS Tower reserves the right to accept or reject any or all tenders without explanation.
- The vendor is bound to install spare parts within the stipulated cost if supplied by SKS.
- The service provider is responsible for compliance with all applicable laws and safety regulations.

For further inquiries, please contact:

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Maintenance Schedule

This schedule outlines the maintenance procedures for:

- 17 Thyssenkrupp passenger lifts (2 lifts 1600 kg and 15 lifts with a capacity of 1050 kg)
- 12 Thyssenkrupp escalators

Equipment	Task Description
Daily	
Lifts (17)	Visual inspection of lift cabins for abnormal noises or vibrations. Cleaning of lift cabins (including floors) and control panels. Check the emergency alarm and intercom functionality. Inspect door operation, safety sensors, and indicator lights. Ensure proper operation of ventilation fans inside lift cabins.
Escalators (12)	Visual inspection of escalators for abnormal noises or vibrations. Cleaning of escalator steps and handrails.
Weekly	
Lifts (17)	Lubrication of moving parts, including guide rails, door mechanisms, and motor bearings. Testing of lift braking system, emergency stop features, and door closing/opening speed. Checking battery backup, UPS systems, and power supply connections. Testing automatic rescue device (ARD) for power failure recovery.
Escalators (12)	Inspecting escalator handrails, step chains, and balustrade panels for wear and damage.
Monthly	
Lifts (17)	Inside Shaft: Check and grease main and counter guide rollers. Inspect traveling cables and ensure proper functionality. Verify operation of prelim and final limit switches. Ensure leveling cam and magnet bars are functioning correctly. Inspect buffers and shaft lighting. Confirm shaft is free from water intrusion and clean shaft. Inspect shaft ventilation system and ensure airflow is unobstructed. Landing Door: Check mechanical and electrical contacts. Clean door seals and inspect door shoes, sills, and hangers. Ensure opening rollers, door closers, and wiring are functioning correctly. Check and adjust door closing force and alignment. Cabin & Cabin Door: Inspect and clean guide shoes, ceiling, and electrical contacts. Check and maintain door motors, intercom, cabin lighting, emergency lights, and buzzers. Ensure the proper functioning of arrival gongs, cabin calls, and blowers/fans. Inspect and adjust display panels and control buttons for proper response. Machine Room: Clean and inspect the control panel. Maintain and lubricate the overspeed governor and motor gearbox. Verify operation of machine room lighting, fans, and AC units. Ensure no water intrusion in the machine room. Check and maintain AVR functionality. Inspect motor bearings and coupling alignment for abnormal noise or vibrations. Measure

	motor temperature to detect overheating issues. Test and reset all safety relays and electrical contacts.
Escalators (12)	Inspect escalator steps, step rollers, and chain rollers. Clean the steps, comb plates, and shaft area. Verify all safety features, including emergency stop switches and skirt obstruction sensors. Grease moving parts and inspect the tensioning system. Check the motor brake, step sensors, and belt tension. Perform calibration of lift leveling and speed control.
Quarterly	
Lifts (17)	Full inspection of hoist cables, pulleys, and counterweights. Test fire safety mechanisms and ventilation systems. <i>Pay extra attention to hoist cables and pulleys of 1600kg lifts</i>
Escalators (12)	Ensure anti-slip coating on steps and landing plates is intact.
Annual	
Lifts (17)	Perform diagnostic testing of control systems, sensors, and variable frequency drives (VFD). Conduct load testing of lift weight capacity and check counterweight balance. Verify compliance with safety codes and regulations. Inspect the governor rope and tension weight for proper operation. Conduct vibration analysis of the motor and pulley system. Conduct a comprehensive performance audit and safety certification. Replace worn-out cables, pulleys, and control components. Update firmware or software for computerized control systems (as applicable). Test emergency evacuation procedures and fire alarm integration. <i>Conduct separate load testing for 1600 kg lifts. Use appropriate replacement parts for the 1600 kg lifts.</i>
Escalators (12)	Inspect and repaint external escalator parts to prevent corrosion. Conduct structural inspection of escalator trusses and support frames.

Additional Considerations:

- **Documentation and Maintenance Reporting System:** All maintenance activities should be documented. A logbook must be maintained to track all maintenance activities, including inspections, repairs, and replacements.
- **Safety:** Safety should be the top priority in all maintenance activities. All personnel involved should be properly trained and certified.
- **Training:** All personnel should be properly trained and certified.
- **Parts Inventory:** A sufficient inventory of spare parts should be maintained.
- **Regular Review:** The maintenance schedule should be reviewed and updated regularly.
- **Important Note:** This is a draft maintenance schedule and may need to be revised based on the specific needs of the building, equipment, and manufacturer's guidelines.
- **Budget:** Forecast budget for spares needed for lifts and escalators.

Annexure B**Price Quotation Form**

Item Description	Quantity	Unit Price (BDT)	Total Price (BDT)
Lift Attendant/Technician (1 st shift 9 pers & 2 nd shift 4 pers).	13		
Lift & Escalator Supervisor/Engineer 2 (each shift 1 pers).	2		
Festival Allowance (2 Months)	Lump Sum		
Materials (Thinner, Jute, Air Freshener, Glass & SS Handle Cleaner, Washing Powder, Lube, etc.)	Lump Sum		
Uniform (2 Sets per Worker)	Lump Sum		
Contractor Profit (10%)	Lump Sum		
VAT/AIT (As per Govt Rules)	Lump Sum		
Total Cost			

Note: All prices should be quoted in Bangladeshi Taka (BDT). The total price should be inclusive of all applicable taxes, for 01 year only.