

Terms of Reference (ToR)

Monthly and Emergency Basis Repair and Service for Lifts

Cheyne Tower, 25 Segunbagicha, Dhaka.

UCEP Bangladesh (1st Party) and service provider (2nd Party)

1. Background

UCEP Bangladesh, a reputed organization, requires the annual and emergency repair and maintenance services for the two lifts installed at Cheyne Tower, 25 Segunbagicha, Dhaka. This ToR outlines the scope of work, responsibilities, and terms and conditions agreed upon by UCEP Bangladesh (1st Party) and service provider (2nd Party).

2. Objective

The primary objective of this contract is to ensure the safe, efficient, and continuous operation of the lifts at Cheyne Tower through regular maintenance and timely emergency repairs.

3. Scope of Work

3.1. Yearly Maintenance:

- Conduct monthly comprehensive inspections and maintenance of the lifts.
- Lubricate all moving parts and adjust components to ensure smooth operation.
- Inspect and test all safety devices and mechanisms.
- Clean the lift shafts, car tops, and pits.
- Check and replace any worn-out parts.
- Provide detailed inspection reports after each visit.
- The Contractor shall carry out the general servicing of the aforesaid elevator on a fixed time and date once in a month. Prior consent should be taken from Deputy Director – Field Operation of UCEP Bangladesh before fixing the servicing date.
- For technical support please communicate with Mr. Ripon Sarkar, Supervisor, Technical Support, UCEP Bangladesh, Mobile: 01735581745.
- That the expression servicing includes cleaning of the machinery in the machine room, the shaft way, the car (chamber box) and the other accessories pertaining to the elevator, greasing adjustment and resetting so that the elevator runs in a proper working condition.
- Lift operating services will be provided by two liftmen appointed by the second party.
- Contractor will provide lubrication, greasing, cleaning materials and transport cost of their staffs under the agreement.
- That the Contractor will carry out the servicing and the maintenance of the elevator to be done only through their trained staff and shall check the elevator once in a month in presence of UCEP Bangladesh representative.

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- For any kind of damage, loss or malfunctioning of the lifts due to irresponsibility or breach of duties or unprofessional servicing or any kind of default from the Contractor, the full responsibility of the damage, loss or malfunctioning will be lied to the Contractor solely and the Contractor will be liable to reinstate the lift/s to earlier condition through servicing, repairing or replacing of any part/s where necessary. In such a case, the Client will not provide any cost to the Contractor.
- NULL/VOID: If at any point during or after the duration of the Servicing & Maintenance period the client (First party) tries to recruit / hire any of technician that are working/staff of the contract terms to be void / nullified. Contractor (Second party) then the second party will consider the Servicing & Maintenance
- 2nd party will submit price list of all parts.

3.2. Emergency Repairs:

- Provide 24/7 emergency repair services.
- Respond to emergency calls within a maximum of 2 hours.
- Conduct immediate repairs to restore lift functionality.
- Provide temporary solutions if parts need to be ordered, ensuring minimal disruption.
- Supply and replace any malfunctioning parts and UCEP Bangladesh will pay for any malfunctioning parts.

4. Duration of Contract

This contract will be valid for a period of 3 years starting from 1st September 2024 to 31 August 2027.

5. Responsibilities

5.1. Responsibilities of UCEP Bangladesh (1st Party):

- Ensure the contractor has access to the lifts and relevant areas for maintenance and repairs.
- Provide timely payments as per the agreed terms.
- Communicate any issues or concerns regarding the lifts promptly.

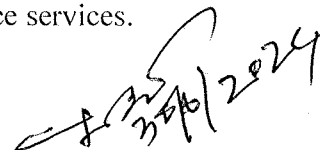
5.2. Responsibilities of 2nd Party:

- Perform all tasks outlined in the Scope of Work.
- Ensure all maintenance and repairs comply with safety regulations and standards.
- Provide trained and certified technicians for all services.
- Maintain an inventory of commonly used spare parts.
- Submit detailed reports after each service and emergency repair.

6. Payment Terms

- The 1st Party agrees to pay the 2nd Part for monthly maintenance services.

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- Emergency repairs will be billed separately based on the nature of the work and parts replaced, as per the agreed rate card.
- Payments will be made within 15 days of receiving the invoice.
- Vat & Tax will be applicable as per Govt. rules.

7. Confidentiality

Both parties agree to keep all information obtained during the course of this contract confidential and not to disclose it to any third party without prior written consent.

8. Termination

- This contract may be terminated by either party with a 2-month written notice.
- UCEP Bangladesh authority reserves the rights to cancel the agreement without showing any reason.

9. Required Document are as follows

- Copy of updated Trade License
- Copy of updated VAT Registration/BIN Registration Certificate
- Copy of updated TIN Certificate and last return submission documents
- Latest Company Profile
- Bank Solvency certificate (If any)
- Quotation must be submitted in the official head pad
- Relevant working experience certificates and work order
- And others relevant documents as require.

10. Specification of Cheyne Tower Elevator/Lift

Total Elevator/Lift: 2 Pcs

Elevator/Lift 1:

Capacity :800 KG, Speed: 90 m/min, Passenger: 11 Person

Opening/Stop: Basement-2 to Level 5 (7 Step)

Brand: Sigma, Installation date: 2010.05.12

Elevator /Lift 2:

Capacity :800 KG, Speed :90 m/min, Passenger:11 Person

Opening/Stop: Basement-2 to Level 6 (8 Step)

Brand: Sigma, Installation date: 2010.05.12

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