

SCOPE OF WORK:-

1. Operation, Maintenance and Servicing including emergency maintenance, regular maintenance and preventive maintenance of **TWO** lifts.
2. The General Servicing will be rendered once a month and shall include:
 - Cleaning of Control Panel.
 - Cleaning of Gear Machine Unit.
 - Check Adjustment of Brake.
 - Check Gear Oil level / Condition.
 - Check the condition of Main Traction Rope.
 - Check and clean Speed Governor.
 - Check the condition of Speed Governor Rope.
 - Check and clean all Safety Switches.
 - Check and clean Induction Plates.
 - Clean and grease Main and C.Wt Guides.
 - Check and adjust the Guide Shoes.
 - Check Guide Clips of the Brackets.
 - Check and clean Emergency Brakes.
 - Filling of oil in Oil Cups (Car & C.Wt).
 - Check and clean Door Locks and Door Contacts.
 - Check and clean Door Drive Unit.
 - Check and clean Landing Doors and Sills.
 - Check and clean Lift Car, False Ceiling and Sill.
 - Check the operation of Car Control Panel.
 - Clean Car Top and check Maintenance Box Buttons.
 - Check and clean Landing Push Buttons Boxes.
 - Checking of all Safety System.
3. The lifts will be operated from **8.00 AM to 6.00 PM daily**. Any change in schedule will be intimated in advance.
4. Six working days will be observed i.e (Monday through Saturday) for operation of lifts. The lift operator will remain on duty.
5. It will be the responsibility of the contractor to provide **SUBSTITUTE** in case any LIFT OPERATOR goes on leave or remain absent.
6. Lift Staff shall be responsible each day checking at the time of Switching "ON" the lifts and their checking and thereafter handing over the same to the lift operators. Similarly the lifts will be checked at the closing time. (Switch "OFF").
7. Lift Staff shall be responsible to maintain a log book wherein the entire MAJOR / MINOR defects or complaints will be recorded along with actions taken.

8. Lift Staff will ensure proper cleaning of control panel / machines, checking of all moving parts and oiling and greasing, where required.

STAFF REQUIRED:

Lift Operators	02Nos.	(From: 8.00 A.M – 6.00 P.M)
Lift Mechanic	01 Nos.	(From: 8.00 A.M – 6.00 P.M)

(The above staff shall be in uniform having I.D Cards.)

9. To attend the complaints without any cost. Cost incurred on replacement of parts / and or repairs shall be borne by the employer. The replacement parts shall be deposited by the contractor with the employer in our store and the acknowledgement of receipt will be attached with the bill.
10. To maintain service card in triplicate each time after servicing of the lifts, the card to be got signed by the representative of the employer in token of acknowledgement.
11. The employer hereby agrees to provide the following:
 - (I) To pay the contractor operation, maintenance and servicing charges, payable at the end of each month against submission of the bill by the contractor .
 - (II) To provide replacement of the spares as and when demanded by the contractor and approved by the employer's representative.
12. The contractor will submit a detailed report every month regarding the performance and condition of lifts along with recommendations and suggestions for the satisfactory and smooth operation of lifts.