



HVAC Maintenance Proposal

Riazeda OFFICE **C**lifton **K**arachi

(Year 2024)

## CONTRACTOR:

### Pioneer Services

2-C, Sunset Lane 1, Phase II, Ext. D.H.A, Karachi.

Tel: 021-35881523

E. Mail: [pioneer4us@gmail.com](mailto:pioneer4us@gmail.com)

## CLIENT:

**M/S RIAZEDA**

Plot # BC-2, Block -4,

KDA Scheme No. 5,

Clifton, Karachi**.**



**LIST OF EQUIPMENT**

|  |  |
| --- | --- |
| **S. No** | **EQUIPMENT** |
| 1 | Variable Refrigerant Flow Out door Units |
| 2 | Indoor Cassette Type Units |
| 3 | Indoor Wall Mounted Units |
| 4 | Indoor Ducted Units |
| 5 | Exhaust fans. |

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# Maintenance Scope

* 1. Monthly Maintenance Activities:
     + Basic cleaning and inspection of equipment or facilities.
     + Lubrication of moving parts if necessary.
     + Checking for any minor issues or adjustments needed.
  2. Quarterly Maintenance Activities:
     + Thorough inspection of equipment for wear and tear.
     + Testing machinery for functionality and efficiency.
     + Checking any parts showing signs of deterioration.
     + Cleaning and servicing components as required.
  3. Semi-Annual Maintenance Activities:
     + Deeper cleaning and servicing of equipment.
     + Calibration or adjustment of machinery for optimal performance.
     + Assessing the need for major repairs or replacements.
     + Conducting more comprehensive tests and evaluations.
  4. Annual Maintenance Activities:
     + Comprehensive servicing, including major inspections.
     + Replacement of components based on their lifecycle.
     + Conducting detailed system checks and performance evaluations.
     + Addressing any significant issues or overhauls necessary for long-term functionality.

**Scheduling and Timing:**

1. Maintenance activities, including inspections, cleaning, and adjustments, will be scheduled **after regular duty hours**. This timing ensures that maintenance work does not disrupt normal operations or occupants' daily activities during working hours.
2. Additionally, maintenance will take place on **Saturdays and Sundays**, when the facility or building is likely to have reduced occupancy or be vacant, minimizing any inconvenience caused by maintenance activities.

# MONTHLY CHARGES

|  |  |
| --- | --- |
| Monthly Charges: | 100,000/- |
| SST 13%: | 13,000/- |
| Total Amount Rs: | 113,000/- |

**Terms & Conditions**

1. Monthly advance payment will be released against the Invoice / bill.
2. Prices are inclusive of Sindh services Tax.
3. Prices are valid for a one-year contract, and a new contract will be arranged a month before the current one ends.
4. Repairing or replacing of spare parts/components will charge separately.
5. Transportation costs will charge on actual basis.
6. Any specialized work done by a third party will have separate charges.
7. Our proposal is based for only maintenance activity, any materials or consumable parts needed for maintenance will be charged separately

**M/S PIONEER SERVICES M/S Riazeda**

(Contractor) (Client)