



INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH

(Established by Ministry of Human Resource Development, Govt. of India)

IISER Mohali, Sector-81, Knowledge City, SAS Nagar-140306

Tender Form Cost- Rs. 590/-

Tender Ref. No.: IISER/EE-EO/Estimate-P/19-20/06

Date: 04/05/2020

Notice Inviting Tender

1. The Executive Engineer on behalf of the Director, IISER Mohali, invites online bids under two bid system i.e. technical bid and financial bid through E- Central Public Procurement Portal i.e. <https://eprocure.gov.in/eprocure/app> from eligible contractor for the work mentioned below.

Name of work:- Comprehensive Annual Maintenance Contract (CAMC) for 03 Years for Otis and Schindler make lifts at IISER Mohali.

Tender Ref No : IISER/EE-EO/Estimate-P/19-20/06

Stipulated period of work : Three (03) years

Critical Date Section

S. No	Particular	Date	Time
1.	Tender publishing date and time	04.05.2020	06:55PM
2.	Tender documents download start date and time	04.05.2020	06:55PM
3.	Bid submission start date and time	04.05.2020	06:55PM
4.	Bid submission end date and time	18.05.2020	03:00PM
5.	Technical bid opening date and time	19.05.2020	03:05PM

1. Tender document may be downloaded from the website of E-Central Public Procurement portal (<https://eprocure.gov.in/eprocure/app>) and www.iisermohali.ac.in . Tender should be submitted online along with valid documents of eligibility criteria within the date mentioned above.
2. The Director, IISER Mohali shall be the “Accepting Authority” hereinafter referred to as such for the purpose of this contract.
3. For any information, other modifications and/or corrigendum may kindly visit IISER Mohali website <http://www.iisermohali.ac.in> and also publish on <https://eprocure.gov.in/eprocure/app>.

SUBMISSION OF TENDER:

Tender shall be submitted by the Bidders in two parts:

(i) Technical Bid. – Cover I (ii) Financial Bid. - Cover II

The two bid system will be followed for this tender. In this system the bidder must submit bid **on line at E-Procurement Portal (i.e. <https://eprocure.gov.in/eprocure/app>)** his offer in two covers. "**Cover No. 1- Technical Bid along with requisite fee details and all forms under seal and signature of Bidder**" mentioned below and "**Cover No.2 - Financial Bid**" respectively.

The **Cove I**(Technical Bid) shall consist of following:

- i) **Earnest Money** -The bidder shall furnish as part of its bid, **EMD Rs.61,500/- (For M/s Otis Lifts)** and **EMD of Rs.13,500/- (For M/s Schindler Lifts)** respectively. The EMD is to be submitted through Demand Draft of any Scheduled / Nationalized Bank drawn in favour of “Registrar, IISER, Mohali”.
- ii) **Cost of Tender Form** - The Cost of Tender Form Rs.590/- is to be submitted through Demand Draft of any Scheduled / Nationalized Bank drawn in favour of “Registrar, IISER, Mohali” (Non Refundable).

Note - The original payment instrument like Demand Draft of any Nationalized Bank against Earnest Money and Cost of Tender Form sent to the address- **IISER Mohali, Sector-81, knowledge City, PO- Manauli, SAS Nagar Mohal1140306, Punjab** by post/speed post/courier/by hand before bid opening date &time

iii) **Important Documents uploads in .pdf format only:-**

- a) Scanned copy of DD of EMD and Cost of Tender Form.
- b) Scanned copy of OEM Certificate.
- c) Scanned copy of PAN Card.
- d) Scanned copy of IT Return for the last three financial years.
- e) Scanned copy of work experience.
- f) Scanned copy of partnership deed and Scanned copy of Power of Attorney
- g) Scanned copy of Tender Accept Letter

The Cover II(Financial Bid) shall consist of following:

- * Schedule of price bid of in the form of BoQ_XXXXX.xls (Will be formulated according to the type of work)

Sd/-
Executive Engineer
Head IWD, IISER Mohali

NOTICE INVITING TENDER
IISER Mohali, Sector 81, SAS Nagar Mohali.
E-NOTIFICATION

Tender Ref. No.: IISER/EE-EO/Estimate-P/19-20/06

Dated: 04.05.2020

E-tenders from OEM or Authorized Sales, Manufacture & Service agencies of **M/s Otis Lifts** and **M/s Schindler Lifts** separately each forward of “**Comprehensive Annual Maintenance Contract (CAMC) for 03 Years for Otis and Schindler make lifts at IISER Mohali**”.

Type of lifts	EMD	Performance Guarantee	Time of completion	Tender Fee
For M/s Otis	Rs.61,500/-	10% of the tendered amount	3 years	Rs.590/- (Non Refundable)
For M/s Schindler	Rs.13,500/-			

Interested parties may obtain the tender documents from the Office of the Executive Engineer after submitting the tender fee of Rs.590/- or may document the same & submit with tender fee in the form of D.D. in favour of “Registrar IISER Mohali” payable at Mohali along with EMD. Bidders will submit the tender document with the EMD of requisite amount in favour of Registrar IISER Mohali payable at Chandigarh in the form of DD along with the other requirement as stated in the detailed conditions. While submitting the tender mark tender no. on the envelope. Tender document may be downloaded from the website of E-Central Public Procurement portal (<https://eprocure.gov.in/eprocure/app>) and (www.iisermohali.ac.in)

In the event of any date indicated above is declared as holiday, the next working day of the Institute shall be considered as the due date for receiving & opening of tenders. Late/delayed tender will not be accepted. The Institute administration reserves the right to accept or reject any or all the Tender/s without assigning any reason and to split up work or items of work to divide or distribute the whole work between two or more agencies. The agencies will have no option to refuse such splitting /rejection.

Sd/-
Executive Engineer

NOTICE INVITING TENDER
IISER Mohali, Sector 81, SAS Nagar Mohali.
E-NOTIFICATION

Tender Ref. No.: IISER/EE-EO/Estimate-P/19-20/06

Dated: 04.05.2020

Subject: NOTICE INVITING E-TENDER FOR “Comprehensive Annual Maintenance Contract (CAMC) for 03 Years for Otis and Schindler make lifts at IISER Mohali”.

TENDER PROCESS:

(1) IISER Mohali is inviting two part (Technical bid and Financial Bid) E-tender from OEM or Authorized Sales, Manufacture & Service agencies of **M/s Otis** and **M/s Schindler Lifts** separately for three years comprehensive AMC for total 11 Nos. (**9 nos of M/s Otis Elevators & 2 Nos of M/s Schindler Lifts**) Passenger Lifts installed in different buildings at IISER Mohali. The last date of tender submission is by 3.00 P.M. on 12.05.2020 on the e tender portal. Tender documents shall be opened on the next working day.

Earnest Money Deposit (EMD): Earnest Money deposit as indicated above, differently for each type of lifts in the form of Demand Draft/ Bankers cheque of Scheduled Bank drawn in favour of "**Registrar IISER, Mohali**" payable at Mohali must be enclosed with technical bid. Technical bids without Earnest Money Deposit or Tender fee will be rejected. EMD will be returned to all the unsuccessful bidders after completion of the bid process. However, the EMD shall be forfeited in case the successful bidder withdraws subsequently or the details furnished in Technical and financial bids are found to be incorrect or false during the tender selection process. The Performance Guarantee will also be forfeited in the event of withdrawal of contract by the contractor before the expiry of the contract period or in the event of termination of the contract attributable to the unsatisfactory performance of the contract or for violation of any of the terms and conditions of the contract.

(2) No interest shall be paid on the Earnest Money Deposit (EMD) of the successful bidder and same will be returned on furnishing the Performance Guarantee.

(3) **Performance Guarantee:** The successful bidder has to submit 10% of the total value of the contract as performance guarantee deposit in the form of Demand Draft / Bank Guarantee/ Fixed Deposit Receipt of a Schedule Bank drawn in favour of "Registrar IISER Mohali" payable at mohali before taking up the contract. The Performance Guarantee shall be refunded to the selected bidder after 60 days of successful completion of contract period.

- (4) The tenderer shall sign, stamp and upload each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up all the information as asked in clear and legible terms. In case of any problem, the bidder may contact Executive Engineer IISER Mohali
- (5) The tender forms shall be rejected if it is not complete in any respect.

I. Scope of Comprehensive Annual Maintenance Contract (CAMC) :-

- (a) Diagnose the fault and rectify the defects detected in reasonable time as mentioned in Point no.9 of Terms & Conditions.
- (b) Repair /replace the faulty parts etc of the equipments.
- (c) Carry on the preventive maintenance (at least once in a month) as per schedule.
- (d) Attend all break down calls as and when required.
- (e) Upkeep the system, recording, required reading and maintenance of log Book of works carried out.

II. Equipment's Covered under the CAMC :-

- (a) Renew all wire ropes and chain (where fitted) as often as required to maintain an adequate factor of safety to equalize the tension on all hoisting ropes, repair or replace conductor cables and hoistway and machine room elevators wiring .
- (b) Systematically examine and adjust the following components :- Machine , Worm Gear, Thrust Bearing, Drive Sheave, Drive Sheave Bearing, Break Contact, Lining and components.
Motors , Motor Generator, Motor windings , Rotating elements, Commutator, Brushes , Brush Holders, Bearing Coils, Resistance for operating and motor circuits, Magnet Frames and other Mechanical parts,
Controller , Selector, Levelling , Devices , Cams, Relays ,Solid states components eg. PCBs, Transducers ,Resistors ,Condensers, Power Amplifiers ,Transformers, Contacts, Leads , Dash pots, Timing Devices ,Steel Selectors tapes and mechanical and electrical driving equipments .
Governor, Governor sheaves , shaft assembly bearings, contacts and Governor Jaws. Car and hall mechanical buttons, Car and hall position indicators, hall Lanterns, car direction indicators and all other car landing signal fixtures as installed by **the respective lift OEMs.**
Deflectors or secondary sheaves ,bearings car and counter weight guide rails and buffers , top and bottom limit switches , Governor tension sheave assembly, Compensating sheave assembly,
Car counter weight and counter weight guide shoes including rollers or gibs. Interlock on hoistway door, hoistway door hangers, guides, automatic power operated door operator, car door hanger, car door contacts, safety shoes, load weighing equipments, car frame, car safety mechanism and platform.
- (c) Furnish lubricants compliant to OEM's stringent specification.

- (d) Examine periodically all safety devices and governors, and make all customary safety tests.
- (e) Others components / Parts, if any, not mentioned in the above items.

Terms and Condition

(1) Eligibility Condition

The bidder shall meet the following requirement:-

- (a) Average annual turnover during last 3 years ending 31st March 2020 should be at least 10.0 Lac each year only for manufacturers of Lift or service agencies, authorized by manufacturer.
 - (b) Experience of having successfully completed at least 2 similar AMC works during last three years as on last day of Dec.2020. in Central / State government officers / PSU. Documentary proof in support of successfully completing the above works shall be produced along with technical bid, failing which the offer may be disqualified.
 - (c) Has to be the OEM or its Authorized Sales, Manufacture & Service agencies of Otis and Schindler Lifts. Certificate or any other appropriate document as proof to be attached.
- (2) **Bid Price:-** The bidder shall give the total price inclusive of all taxes, levies, GST etc. The Basic unit price and all other components of price need to be indicated individually against price schedule given in financial Bid. The price indicated in the financial bid is firm and no further modification in the price will be accepted.
- (3) The bid should remain valid for 120 days from the date of opening of tender.
- (4) The CAMC will be in force for a period of three years from the date of acceptance of contract.
- (5) The contractor shall continue the service on same terms until a new contract is in place. The contract is extendable for a further suitable period to be determined later on same terms and conditions at the discretion of the Institute.
- (6) **Payment Terms: -** Advance payment is not preferable, so the agencies should avoid it. Payment will be made quarterly through Electronic mode directly in the bidders A/C.
- (7) Taxes, if any, will be deducted from bill / Tax invoice at the prevailing rates.
- (8) This is a Comprehensive Annual Maintenance Contract which includes all minor and major parts, consumables etc. Scope of work also includes battery replacement, lift lights & fans repair / replacement.
- (9) All spares to be used in this work shall be genuine spare parts and the same shall be used from the authorized dealer / manufacturer.
- (10) The scope of contract includes all major / minor repair / replacements etc. All servicing, maintenance and replacement shall be done with the knowledge of Executive / Asstt. Engineer (E), IISER Mohali.
- (11) The Agency shall attend unlimited breakdown calls in between routine service calls immediately on receipt of breakdown calls.
- (12) Bidder shall inspect the system before quoting. A bidder shall deem to have full knowledge of installation whether he inspects it or not.

- (13) The contract covers servicing and comprehensive maintenance of Lifts, cables termination and connected accessories of the equipment are also included in the contract.
- (14) Recoveries will be made if the services and maintenance are not attended properly as per the general terms and conditions attached herewith.
- (15) The Institute reserves the right to accept or reject any or all the tenders in part or in full or may change the tender conditions at any stage, even during contract period, without assigning any reasons or to distribute the whole work between two or more contractors.
- (16) No additional amount will be paid to the contractor what has been specified in the terms and conditions of this contract
- (17) The contractor shall not sublet full or any portion of the contract to any other agency/ firm for maintenance of Passenger Lifts.
- (18) The repair work is to be carried out within the premises of the Institute. In the event of major repairs, if any of the machines required to be taken outside Institute premises, the same will be allowed to be taken outside only with the written permission of the Institute like Gate pass. No separate charges on account of labour and transportation would be paid by the Institute for the purpose.
- (19) Erasing or overwriting in the tender will render the same invalid.
- (20) Taxes will be deducted at the source as per rules.
- (21) The Tenderers are requested to go through the instructions, terms and conditions given in the tender document and the general terms and conditions attached herewith. Failure to furnish all required information duly indexed and page numbered will be at the tenderer's risk and may result in the rejection of the tender.
- (22) Canvassing directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- (23) At any time, prior to the date of submission of the tender, the Institute may for any reasons, modify/ amend bid document.
- (24) The Institute, may at its discretion, extend the deadline for submission of tender.
- (25) The Institute reserves the right to terminate the contract at any time without assigning any reason by giving one month's notice to the agency.
- (26) The Institute shall be at liberty to test representative sample(s) of each item provided in the machines at the time of repair/ replacement of parts. The sample for testing shall be provided by the contractor/ supplier.
- (27) Only OEMs or their authorized service dealers/distributers with valid TIN & PAN nos. are eligible to participate in the tender bid.
- (28) Conditional tenders are liable to be summarily rejected.
- (29) The work in full or part shall not be subletted to other agency. If such a violation comes to the notice of the Institute, the Institute shall be free to forfeit the entire amount of

earnest money/ performance guarantee deposited by the firm.

- (30) The Executive Engineer, IISER Mohali may be contacted at his office for any clarification.
- (31) The contractor shall be responsible for behaviour and conduct of it's workers. Worker with doubtful integrity or having a bad record shall not be engaged by the contractor. In this regard, it is also to be stated that the antecedents of the mechanics/ labourers to be deployed by the firm for execution of AMC work, may be got verified from the local police.
- (32) The Institute will be at the liberty to ask for source and proof of procurement of materials used to repair/ replacement of the machines.
- (33) All the sub standard material if brought by contractor shall be rejected and shall have to be removed by him at his cost from the site immediately and this office will not be responsible for the safe custody of the same.
- (34) In case of any dispute the decision of the Director IISER Mohali shall be final and binding upon both the parties.

FORCE MAJEURE

- (I) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its Contractual obligations, if the affected party within 15 days of its occurrence informs in a written form to the other party.
- (II) Force Majeure shall means fires, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lock-outs beyond the control of either party.
- (III) Jurisdiction:- Any legal jurisdiction shall be Chandigarh only.

Sd/-
Executive Engineer

TERMS AND CONDITIONS

1. The CMC work to be carried out in the presence of AEE (Electrical).
2. The work should be executed to the entire satisfaction of the Engineer-in-Charge.
3. The agency will comply with all statutory requirements in respect of the work.
4. The agency will be responsible for the safety of personnel deployed by them for the work
at the site. In case of any accident/incident which may involve any injury or loss of life to the personnel deployed by the agency, IISER in no way shall be responsible for such happenings and will not be liable for any type of compensation to any party. Safety of personnel deputed will be wholesale responsibility of the concerned agency.
5. All breakdowns calls shall be attended free of cost.
6. The undersigned for and on behalf of the Director IISER, Mohali reserves the right to
reject, amend or alter this order without assigning any reason.
7. The agency will provide minimum twelve (12) free services in a year.
8. The agency shall attend unlimited breakdown calls in between routine service calls
immediately on receipt of breakdown calls free of cost.
9. The agency will have to attend any breakdown call within three hours of intimation
10. during working hours and by the beginning of the next day if intimated after office working hours, otherwise penalty @ Rs. 1000/- per day of down time will be levied. The
same applies in case of a major fault or overhauling, if it is not rectified and the lift is not
made working within five days. The agency will have to ensure that all necessary spare or
replacement parts arrive on time to the site to make the lift working in time.
Maximum
penalty is limited to 10% of the contract value.
11. While handing over the passenger lift at the end of the contract these should be in perfect
working condition. Any defects found have to be rectified by the agency or else the net cost of the repairs will be charged on the agency's account.
12. During the currency of the contract, if any mishap occurs due to faulty lift or any of its
part, it will be the responsibility of the agency to compensate the loss on account of injury to any person/property. IISER, on any account, shall not be responsible for the loss. OEM/Authorised agency to indemnify IISER for the same.
13. All Government regulations must be followed during examination and repairs of the lifts.
14. The agency will also have to ensure that the lifts are properly lit, fans are working and the
lifts are clean at least those places which are hard to reach normally. It is preferred that the agency takes responsibility for Battery replacement, Lift lights, fans repair/replacement.
15. No living accommodation or stores will be provided to the agency.
16. Proper service reports/log books have to be maintained by the agency.

17. Only qualified, skilled and experienced technicians have to be deployed by the agency to carry out the lifts related work.
18. All other terms & conditions are as per agency's quotation submitted for the lifts.

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

Executive Engineer
IISER Mohali

Sub: Acceptance of Terms and Conditions of Tender.

Tender Reference No.: IISER/EE-EO/Estimate-P/19-20/06

**Name of Tender/Work:- Comprehensive Annual Maintenance Contract (CAMC) for 03
Years for Otis and Schindler make lifts at IISER Mohali**

Dear Sir

1. I/We have downloaded/obtain the tender documents(s) from the above mentioned Tender/Work from the website(s) namely as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We had read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting the acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in its totality/entirety.
5. In case any provision of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the bidder, with official seal)