

JAMIA HAMDARD

HAMDARD NAGAR, NEW DELHI - 110062

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TENDER DOCUMENT

FOR

Annual Maintenance Contract of Schindler make 08 passenger lift installed at Central Library Building Jamia Hamdard Campus

Submitted by:

Name of the Agency:

Address:

Contact No:

Email ID

JAMIA HAMDARD
(DEEMED TO BE UNIVERSITY)
HAMDARD NAGAR, NEW DELHI-110062

TENDER NOTICE

07.11.2022

Jamia Hamdard, New Delhi invites sealed items rates Tenders in **Single bid system** from reputed and Original Equipment Manufacturer/authorized service provider of original equipment manufacturer of Schindler make lift for the below mentioned work. Tender Documents are attached herewith. Last date of submission of the Tender is 16.11.2022 up to **3.00 PM**. The bidders are also advised to visit the site to satisfy themselves before submitting the Bids. Bidders not fulfilling the Eligibility Criteria will be rejected. Eligibility Criteria is mentioned at Tender clause 2

NAME OF WORK	Annual Maintenance Contract of Schindler make 08 passenger lift installed at Central Library Jamia Hamdard Campus
EARNEST MONEY	Rs.3000.00 Demand Draft in favour of “Jamia Hamdard” New Delhi
TENDER COST	Rs.500/- Demand Draft in favour of “Jamia Hamdard” New Delhi
PERIOD OF CONTRACT	For one year

The Tender duly filled should be dropped in the Tender Box kept in Purchase Section, Admin Block on or before 16.11.2022 **up to 3.00 PM** along with demand draft of earnest money & Tender fee in sealed envelope clearly specifying the name of work. The DDs shall be in favor of Jamia Hamdard payable at New Delhi. The bids shall be opened on 16.11.2022 **at 3.30 PM** by the tender committee in presence of available interested parties. Jamia Hamdard reserves the right to reject any or all tenders without assigning any reason. Decision of Jamia Hamdard in this regard will be the final and binding on all applicants.

Registrar

1. SCOPE OF WORK

Annual Maintenance Contract of 1 No. 08 passengers Schindler make lift which includes the regular maintenance (inspection, preventive maintenance and repair, and corrective maintenance), maintenance of all the connected accessories, VF drive unit ARD, car and landing doors, all electronic PCBs & sensors, control panel, AC motor, Gear Box Fly wheels, Ropes, lift pit, guide rails counter weights, lambda mechanism and greasing / oiling the moving parts of the lift, cleaning & decarburizing all the electrical controls complete etc. as per the detail of works mentioned in the tender clause 5.

2. ELIGIBILITY CRITERIA

1. The tenderer should be Original Equipment Manufacturer/Authorized Service Provider of Original Equipment Manufacturer dealing in repair/servicing / Comprehensive Annual Maintenance Contract of Schindler make lift.
2. Bidder must be authorized to provide safety certificate for applying lift license.
3. The tenderer must have its office /branch located either in Delhi/ New Delhi/NCR. The bidder must have his own T & P and qualified and experienced manpower.
4. The Bidders must have GST, PAN/TAN, from Govt. Semi Govt. or State Govt. organization and other necessary Registration Certificates for the said work.

3. SUBMISSION OF BIDS

Tenders should be submitted in sealed envelopes, super-scribing NIT & Name of work, due date for opening, bidder's name & address. The sealed tender duly filled should be dropped in the tender box kept in the Central Purchase Section. It should not be handed over to any employee of the Jamia Hamdard. No tender shall be accepted later than the time schedule specified above. Any clarifications/amendments/corrigendum etc., to NIT before last date of submission of bid will only be available on our website: www.jamiahamdard.edu. Therefore, bidders are advised to keep visiting our website.

Note: The bidder shall submit the following:

- a. Covering letter on Company's Letter head
- b. Tender Fee
- c. Earnest Money Deposit.
- d. Copies of GST, PAN, Electrical License and other necessary Registration Certificate
- e. Copies of work orders for similar nature of works as per criteria for eligibility mentioned above.
- f. Entire NIT and document duly signed & stamped by the bidder.
- g. Bidder not complying the bid & eligibility criteria is liable to be rejected.

- h. Completion certificate submitted should be issued / signed by an officer not below the rank of Executive Engineer/Assistant Engineer.
- i. Detail of the works cited as on **Annexure “A”**
- j. Bidders are required to quote his item rates in the above said attached BOQ in accordance with the scope of works, terms & conditions & technical specifications enclosed. The rates/price quoted by contractor should be all inclusive i.e. should include all material cost, labour, services, plant/machinery/tools & tackles, ladders & scaffolding required for work, freight, Insurance, Octroi, Govt. duties & levies, GST, Service Tax, Sales Tax etc.), transport/cartage of materials/labour and all other expenses not specifically mentioned but reasonably implied. It is mandatory for bidder to quote all items rate as asked for in the BOQ/ PRICE schedule. Failure in not filling some item rates will lead to rejection of tender. The bidders should quote unconditional rates, neatly written without any overwriting and all pages should be duly signed & stamped.

4. **GENERAL TERMS & CONDITIONS**

- I. **Earnest Money:** An earnest money of Rs. 3000.00 for the above works has to be enclosed along with the Tender. The EMD shall only be in the form of Bank Draft in favour of “Jamia Hamdard” payable at “New Delhi”. No Cheques/Cash shall be accepted as EMD. The EMD of the successful lowest bidder (L-1) shall be held back and will be released after completion of the Contract period.
- II. **Validity of Tender:** Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 90 days from the date of opening of price bid.
- III. **Escalation:** No escalation over and above items rates quoted by the bidder shall be paid during the execution of contract.
- IV. **Completion time:** The Annual Maintenance Contract will be of comprehensive in nature and for a period of one year. Jamia Hamdard at its discretion may extend the term further for a period of one year based on performance of the agency with mutual consent.
- V. The rates shall be inclusive of all taxes (Service Tax, GST etc.) duties and cartage etc. All applicable taxes will be deducted as per prevailing Govt. norms and Jamia Hamdard Employee Relief Fund (JHERF) will be deducted @ 0.25% of the amount of total bill claimed.
- VI. **Site Conditions:** Contractor shall acquaint himself fully with the site conditions and the working environment of Jamia Hamdard before quoting his rates. No Compensation on account of any site difficulties will be entertained, at a later date, after award of the work.
Before tendering, the Contractor shall visit and examine the site and satisfy themselves as to the site conditions, the correct dimensions of the work and facilities. In case of any doubt, it may be clarified from the office of the Assistant Engineer (Electrical).

- VII. **Correspondence:** All the correspondence in respect of tender/award of work shall be made to Executive Engineer.
- VIII. **Terms of Payment:** AMC Charges will be paid quarterly basis (end of every three months) of the AMC period as per the actual. The payment will generally be made within 30 days from the submission of bills. However, no interest is liable to be paid by Jamia Hamdard in case of delays, if any, in payment. Final payment will be made after successful completion of CAMC period.
- IX. **Labour Laws:** The contractor will abide by all the rules and regulations related to labour laws, accident, workmen compensation act, workmen insurance etc. This will be the sole responsibility of the contractor. Jamia Hamdard will not be a party at any stage in any of the disputes relating to the above. In case, Jamia Hamdard has to bear any expenditure due to non-conformance of the above provisions by the contractor, the same will be recovered from contractor's bills.
- X. Rules governing the Contractor's employees working in the Jamia Hamdard Premises: The contractor's employees working inside the Jamia Hamdard campus will abide by the Centre's rules & regulations for works inside the campus. Any damage to the Jamia Hamdard property due to mishandling, carelessness on the contractor's or his workmen's part will be recoverable from the contractor's bills.
- XI. If during the execution of works, any damage is caused to Jamia Hamdard property by contractor's/contractors' workers, contractor will duly make good the loss. Jamia Hamdard has the right to make suitable deduction from contractor's bills along with penalty, if contractor fails to make good the loss.
- XII. During execution of work, the contractor should follow all the standard norms of safety measures/precautions as per relevant IS codes and CPWD specifications to avoid accidents/damages to man, machines and buildings, at his own cost. Contractor will have his own arrangement to escort the labour to the nearest hospital for treatment in case any injury happens to any worker during execution of work.
- XIII. Tender once submitted will remain with the Jamia Hamdard and will not be returned to the bidders.
- XIV. **Termination of Contract:** The Jamia Hamdard reserve the right to terminate the contract on account of poor workmanship, failure to mobilize site within 15 days, non-compliance of specifications for the works, abnormal delay in progress of work, violation of any contract provisions by the contractor. In such case, contractor's EMD and security deposit deducted so far will be forfeited, if any.
- XV. Any dispute arising out of this contract will be subjected to jurisdiction of New Delhi/Delhi.
- XVI. That in the event of any difference, or dispute arising between the parties to this Agreement for any reasons whatsoever relating to the contract, whether during the substance of this Agreement or their after, it has specifically been agreed that the party

will endeavor to amicably resolve the difference, but in case if dispute or differences still remain unresolved, the same shall be referred to the sole Arbitrator appointed by the Vice Chancellor of Jamia Hamdard and the Arbitrator decision shall be final and binding upon the parties concerned.

5. Special Terms & conditions.

- I. All the relevant state/central govt. rules and relevant Indian Standard (IS) regarding the lift must be followed.
- II. Maintenance Contracts includes regular check, inspection, and preventative maintenance the installation(s) and to perform the repair and replacement of VF drive unit, Automatic rescue device (if applicable), car and landing door shoe liners, contacts, switches, door operator motor, drive belts, coupler unit, door safety sensors, emergency alarm unit, door drive unit, car and landing call registration buttons and all electronic PCBs etc.
- III. Only original spare parts will be permitted to be used for the maintenance during the AMC Period.
- IV. The Lift covered in this contract will be Comprehensive in nature and has to be maintained as per the standards of the Original Manufacturing Company. The contractor has to repair /service/ maintain the Lift under the AMC in “as is where is condition” when handed over to them under AMC.
- V. The preventive maintenance includes; functional checking and adjustment of the drive unit, means of suspension, gearbox, brakes, traction sheave and drum, ropes, deflector sheave, hoist way doors, and guiderails of the elevator installation(s); greasing the aforementioned subassemblies to the extent appropriate for the use made of the elevator installation(s); checking and adjustment of the travel properties of the elevator installation(s), especially of their stopping accuracy; visual and functional check of the switching, control, monitoring, and other safety equipment, and of the display and lighting equipment; checking of the elevator installation(s) for functioning and damage; checking the oil level of the drive unit; to the extent required to preserve their functioning, cleaning the aforementioned subassemblies of the elevator installation(s) of dirt originating within the installation; cleaning the machine room, car roof, and dry hoist way pit of dirt originating within the installation. Lubricating of guide rails and wire ropes will be carried out by Housekeeping team.
- VI. The agency must be carried out customary annual safety test as per the standards in order to examine all the safety devices of the Equipment. The agency must also provide safety certificate for obtaining the lift license.

6. CHECK LIST

TO BE SUBMITTED ALONG WITH BID

The tenderer are requested to ensure the submission of the essential documents to avoid disqualification of the bid. However, the check list is not exhaustive and the tenderer are requested to go through to NIT & related documents carefully and completely for fulfillments of tenderer requirement.

S. No.	Enclosures	Submitted
1.	Cost of tender document	
2.	EMD	
3.	Similar works order and other documents asked	
4.	Signature with stamp in all pages of tender documents.	
5.	Bank account detail	
6.	E-mail address	
7.	Address for communication	
8.	Phone no, Mobile no, Landline no.	

Signature of the Tenderer's with stamp

ANNEXURE-A

Price Bid

S.No.	Particular	Qty	Unit	Rate	Amount
1	Annual Maintenance Contract Comprehensive in nature of 1 No. 08 passengers Schindler make lift which includes the regular maintenance (inspection, preventive maintenance and repair, and corrective maintenance), maintenance of all the connected accessories, VF drive unit ARD, car and landing doors, all electronic PCBs & sensors, control panel, AC motor, Gear Box Fly wheels, Ropes, lift pit, guide rails counter weights, lambda mechanism and greasing / oiling the moving parts of the lift, cleaning & decarburizing all the electrical controls complete etc. as per the detail of scope of mentioned at tender clause 5.	1	No		
	Total (including All)				

Signature of the Tenderer's with stamp