

**BUILDING & CONSTRUCTION DEPARTMENT
JAMIA MILLIA ISLAMIA
NEW DELHI – 110025**

Notice Invitation e-Tender

JMI/BD/E-Re-NIT/No.06/2024-25

April 23, 2024

Online tenders in two bid system on **percentage rates basis** (rate should be quoted in words as well as in figures) are invited from the **OEM Authorized Dealer and Lifts Specialized Agencies** to Comprehensive AMC of Lifts for “**Comprehensive Annual Maintenance Contract (AMC) of 02 No. Passenger Lifts (13 Passenger) and 01 No. Fire Lift (8 Passenger) installed at New Boys Hostel in place of Pink Hostel, Jamia Millia Islamia.**” Manual bids shall not be accepted.

1. Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in as under.

CRITICAL DATE SHEET

Publishing Date	25.04.2024 (5.00 PM)
Bid Documents Download / Sale Start Date	25.04.2024 (5.00 PM)
Estimated Cost	3,42,680/-
Completion time	365 Days
Bid Submission start date	25.04.2024 (5.00 PM)
Bid Submission end date	01.05.2024 (5.00 PM)
Last date for submission of DD for tender Fee & EMD	02.05.2024 (5.00 PM)
Bid Opening date	03.05.2024 (3.00 PM)

Cost and Earnest Money

Tender Fee/Cost	Rs. 500/- (non- refundable & non-transferable)
Earnest Money	Rs. 6,900/-

2. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Bidder/Contractors are advised to follow the instructions provided in the ‘Instructions to the contractors/Bidder for the e-submission of the bids online through the Central public Procurement Portal for e procurement at <https://eprocure.gov.in/eprocure/app>.’

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents.

3. Tender fee & Earnest money Deposit (EMD) both separately in the shape of Bank draft drawn in favour of Registrar, Jamia Millia Islamia, New Delhi valid for a period of ninety (90) days from the date of submission of application for tender on any scheduled bank payable at New Delhi.

The Hard copy of original instruments in the form of separate demand draft in respect of Tender fee and Earnest Money must be delivered to Tender Cell, Building & Construction Department, Jamia Millia Islamia, New Delhi on or before bid submission date / time as mentioned in critical date sheet. Tender shall be rejected for non-submission of original payment instruments in shape DD, against the bid.

- i) EMDs of remaining Bidders, except of the first Bidder (L1) shall be returned with in a period of 30 Days from the date of opening of the Bid.
- ii) No interest shall be paid on EMD.

- iii) **Online bid documents submitted by intending bidders shall be opened only of those bidders, who has scanned and uploaded copy of Earnest Money Deposited and tender cost along with bid.**
- iv) EMD shall be forfeited, in any of the following cases:
- The Bidder withdraws its Proposal after the opening of the financial bid.
 - The Successful Bidder fails to accept LOA within the stipulated period.
 - The Successful Bidder fails to submit the performance Guarantee within the stipulated period and sign the Agreement.
4. ***Both the lifts in any condition are to be covered in Annual Maintenance contract as and where basis.***
5. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstances will father and his son(s) or other close relation who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tender of both parties liable to rejection.
6. Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website: <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/eprocure/app> shall not temper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered /modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with JMIU.
7. Bidder must have successfully completed at least three similar works each costing not less than the amount equal to 40% of the estimated cost, or have completed two similar works each costing not less than the amount equal to 60% of the estimated cost or have completed one similar work costing not less than the amount equal to 80% of the estimated cost of the work for which the tender is to be invited, during last seven years.
8. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated later. Jamia Millia Islamia reserves the right to reject the lowest tender, any other tender or all the tenders without assigning any reason.

Professor In-Charge

Executive Engineer

Copy to:

- 1 Registrar, Jamia Millia Islamia,
- 2 Finance Officer, JMI,
- 3 IAO, F & A Office, JMI
- 4 Professor In-Charge- B&C Department, JMI,
- 5 Executive Engineer- B&C Department, JMI,
- 6 Section Officer- B&C Department, JMI,
- 7 Jamia website- <http://www.jmi.ac.in>

Eligibility Requirements:-

1. **OEM Authorized dealer and Lifts Specialized Agencies** to Comprehensive AMC of Lifts.
2. The bidder should not be black listed from any authorities.
3. The bidder should have the following documents:
 - i) PAN Number
 - ii) Previous year Income Tax Return / Clearance
 - iii) TIN Number / GST Registration
 - iv) Latest ITR
 - v) ESIC Registration
 - vi) EPFO Registration
 - vii) Power of attorney / Authority letter in case person other than the bidder has signed the tender documents
4. Technical bid, price bid and undertaking form should be duly filled in and signed.
5. The bidder should upload the signed and scanned copies of all the documents during online bid submission.
6. The bidder/ contractor should submit the Tender fee and Earnest Money Deposit as per the details given in the NIT.
7. The bidder/ contractor should submit the Performance Certificate of successfully completed works in last seven years as per the details given in the NIT.
8. Tender acceptance letter duly filled by the Bidder.

PRICE BID

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of Pdf

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

Dear Sir/Madam,

1. I submit the Price bid for _____ and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.____
3. I offer to work at the rates as indicated in the price Bid, BOQ inclusive of all applicable taxes.
4. I / we are not blacklisted in any authorities/ Department.

Yours Faithfully

Signature of the Authorized Representative

NOW THEREFORE IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN PARTIES HERE TO AS FOLLOWS:

Annexure-1
Terms & Conditions

- 1) The firm will carry out servicing, adjustment, distributions, repairs & replacement of necessary part due to normal wear & tear as per schedule or as per the direction of Engineer in charge and manufacturer's instructions.
- 2) All T&P will be responsibility of the contractor.
- 3) All the lifts in any condition are to be covered in Annual Maintenance contract as and where basis.
- 4) Regular checks and servicing of various equipments shall be carried out as per the monthly, quarterly, annual service activity chart of lift giving scope of work.
- 5) After the issue of work order, all the lifts should be rectified within 20 days failing which the contract may be cancelled by J.M.I without assigning any further reason and the security deposit by the contractor shall be forfeited.
- 6) Warranty: - The contractor shall provide the warranty for 6 months that items supplied/ replaced shall be new and free from all defects and faults in material.
- 7) No cartage shall be claimed.
- 8) The firm will maintain proper record of the maintenance of all lift and such entries should be recorded either in lift Log book shall be maintained at sites (complete in all respect). The visits and service done by the technician of the AMC contractor shall be recorded in the log book in case of both general breakdown or regular maintenance.
- 9) Service report will be prepared by the said technician with his signature and will get it signed from concerned lift operator, someone from the users office and Junior Engineer (Electrical). The same will be submitted it in the office of E.E. of Building and Construction Deptt. Immediately.
- 10) The firm will do free minor or major repairs of parts, if reqd. such as:
 - a. Renew all wires rope and chains(where fitted) as often as required to maintain an adequate factor of safety to equalize the tension on all hoisting ropes or replace conductor cables and hoist way and machine room elevator wiring.
 - b. Furnish lubricant compounded to OEM's stringent specification,
 - c. Systematically adjust and examine the following the following components :-
Machine room - worm gear, thrust bearing, drive sheave, drive sheave bearing, brake contact lining components,
Motor, motor generator, motor windings, rotating elements, components e.g., P.C.B's, transducers, resistors, condensers, power amplifiers, transformers, contacts, leads, dashpots, timing devices, steel. Selector tapes and mechanical and electrical driving equipment,
Governor, governor sheave, shaft assembly, bearings, contacts and governor jaws.
 - d. Controller components e.g. PCB's transducers registers, condenser, power amplifiers, transformers, contractors, leads, timing devices, steel selector, tapes and mechanical and electrical driven equipments.
 - e. Sheaves, shaft assembly, bearing contracts and governor jaws.

- f. Car & hall mechanical buttons, car & hall position indicate hall, lanterns, car direction indicators and all other car and landing signals fixtures as installed by OEM's. The firm shall be responsible if cause due to manhandling, wilful or malicious intentions, thefts, force majeure, fire or any other nature calamity.
 - g. Deflector or secondary sheave, bearings car and counter weight guides rails & buffers, top & bottom switches, governor tension sheave assembly car counter weights & counter weight guide shoes including rollers of gibes.
 - h. Interlocks on hoist way door, hoist way door hangers, guides, automatic power operated door operator, car door hanger, car door contact, accessories of safety shoes, load weighted equipment car frame, car safety mechanism and platform will be furnished by the firm on an exchange basis under which replaced parts become property of firm.
- 11) Any breakdown / repairs to the lifts shall be carried out within 24 hours and service report shall be submitted to E.E. office.
 - 12) Examine periodically all safety devices and governors and make all customary safety tests.
 - 13) Systematically examine, adjust and replace following components if required :- microprocessor controlled, variable voltage and variable frequency drive including self- levelling device, solid state control panel, indicators, door, terminal, buffers, ropes, safety devices, infrared beam and automatic rescue device along with the battery, all wiring, interconnection and all associated equipment etc. As installed by the OEM. Lighting including emergency lighting of lift car & well/pit light, roof/cabin fan of lift car. Make replacement or renewals or repairs necessitated by wear and tear. To make any replacement with parts of different design due to technology advancement by OEM. Repair/replacement of the power incoming mains switch/circuit breaker in M/C room.
 - 14) The contractor will, where applicable, maintain the performance characteristics of the equipment as originally designed and installed by the OEM.
 - 15) The technician shall visit the sites when called by Engineer-in-charge besides the periodic visits without any charge.
 - 16) The contractor will be responsible for any loss caused due to mishandling of lifts during the maintenance of lifts by service provider. The contractor will be liable to make good such loss. In this case of contract, determined by the university authority, the university authorities may forfeit the EMD/Security deposit.
 - 17) The scope of work includes replacement of batteries as and when required for operation of lifts during power failure.
 - 18) The contractor will observe safety measures as per prevailing local lifts acts and rules regarding safety of passenger and staff.
 - 19) Lift mechanics should attend each lift daily in the morning at different sites in J.M.I at 9 AM for checking of lift and submit the reports. Also take immediate action for repair of the lifts for which nothing extra shall be payable in break down, if any.
 - 20) If any complaint of any lift remained un attended for more than 24 hours recovery will be made **at the double rate per day basis of quoted rate**
 - 21) The rates quoted shall be inclusive of all Govt. Taxes & duties i/c GST etc. And nothing extra shall be paid on this account.
 - 22) The number of the jobs/ works of the maintenance work may vary as the number of lifts may be increased/ decreased as per the site requirements.

- 23) The contractor shall be fully responsible for safety of his labourers/ employees employed on the work under his contract.
- 24) The contractor shall have to arrange at his own cost, all types of tools and tackles etc. as required to carry out the complete work. No T & P shall be issued to the contractor or by the Department.
- 25) Maintenance & Replacement of parts shall be according to the existing standards of elevators. The firm shall however keep sufficient quantity of spares those are likely to be required in maintenance.
- 26) The firm shall provide monthly visit by a senior supervisor with prior intimation. The firm shall also carry out a safety check for elevators regularly and should issue the certificate.
- 27) For any accident during the maintenance and servicing of the lifts at site, shall be the responsibility of the contractor.
- 28) The contractor shall carry out fortnightly inspection of all the lifts in the presence of Junior/ Assistant Engineer, In-charge, EE, and record of the same shall be maintained.
- 29) The Contractor must abide, by in full all rules/ task applicable for service contract.
- 30) All disputes and their proceeding and arbitration shall be at Delhi and subject to the jurisdiction of Delhi Courts.
- 31) The firm during its normal working hours, shall send at regular intervals and as frequently as the Firm thinks necessary, having regard to the age, nature and condition of the Elevators (but not less than 12 times per annum), a technician to systematically inspect, adjust and lubricate the parts of the Elevators to the extent necessary to maintain the Elevators in satisfactory working order. The Firm will supply all lubricants (made as per standards) necessary for this purpose. The Technical staff of contractor will maintain a logbook of the complaints received and rectified during the period of contract. Should any eventuality arise, the J.M.I shall request for the services of the mechanic on Saturday/Sunday/Holiday and beyond office hours without payment of any additional remuneration. The contractor shall also keep stock of genuine spare parts which may be required for replacement in the event of such parts becoming non-functional or defective, during the currency of the contract. The old parts will be handed back to the J.M.I. In case of intermittent failures or repetitive problems due to improper diagnosis or repair, the machine will be treated as continuously out of order.
- 32) The engineer/technician should attend the complaint within 4 working hours from receipt of complaint from user, operator or Engineer in charge of that zone.
- 33) Any breakdown /repairs to the Lifts shall be carried out within 24 hours and service report submitted in the E.E. Office.
- 34) Resolution time:-
 - i) 2 days maximum in case of change of parts etc. (if not done within time period, the penalty of Rs. 1000/- per day shall be imposed).
 - ii) Rewinding & replacement of motor within 5 days (if not done within time period, the penalty of Rs. 1500/- per day shall be imposed)
- 35) The work shall be carried out in the premises of the J.M.I. Only such work, the execution of which is not possible in the premises of this campus, may be allowed to be done in the workshop of the firm. In no case, any part thereof shall be taken out of the premises without formal written permission of this Department. No transportation charges on this account will be paid. The parts thereof, taken to the workshop, will have to be brought back within 3 days failing which the cost of the machine/parts will be recovered from the firm and if considered necessary, the contract will be terminated, without further notice.
- 36) The successful contractor shall be required to do the work during the entire period from 09.00 hrs. to 17.30 hrs. at the rates that are approved on the basis of the quotation. If for any reason,

the firm is not able to do the work, the same shall be got done from some other firm or from the open market at the cost of the contractor and the expenditure incurred thereon shall be recovered from him. This may even entail the termination of the contract and forfeiture of the security deposit

- 37) In case the contractor falls to cope with the workload or does not render satisfactory services the contract awarded to him shall be cancelled forthwith without giving any notice or without assigning any reason whatsoever and his security deposit and payment due to him, if any, shall be forfeited.
- 38) The contractor shall be responsible for handing over the Lifts in working conditions at the end of the contract period. The cost of shortcomings, if any, shall be borne by the outgoing contractor.
- 39) The damage caused, if any, or to any other property of the J.M.I through negligence or otherwise, shall be at the risk and responsibility of the contractor. The financial or any other loss suffered by the J.M.I on this account shall be made good by the contractor. The contractor shall have to give an undertaking to this effect before he is allowed to undertake the A.M.C.
- 40) In case of replacement of faulty part, the same shall be replaced only by genuine spares. The old parts will be handed back to the J.M.I. Only genuine spare parts of the make and standard of Lifts must be used.
- 41) The Firm will neither be required to install new attachments nor to make replacements with parts of a different design to the lifts.
- 42) We hereby declare that all the terms & Conditions governing comprehensive maintenance services have carefully gone through and we here by accept to abide with all those terms and conditions mentioned with NIT.
- 43) Payment: Will be made on quarterly basis (after submission of satisfactory performance report duly endorsed by the concerned deptt.), on receipt of valid bills duly signed by the contractor.
- 44) Engineer/Technician: Engineer: Engineer/Technician should have enough experience in their respective fields.
- 45) Frequent change of Engineer/ Technician shall not be allowed. Every Engineer/ Technician should have a valid I Card for identification.
- 46) However it will be the sole responsibility of the concerned contractor to complete the service report in all respect and get it signed by the lift operator, technician of A.M.C of contractor, user department signature and stamp along with signatures of the concerned Junior Engineer (Electrical) , engineer In-charge shall be submitted to the E.E office in Building & Construction Deptt. by the technician/engineer of A.M.C contractor.
- 47) In case the service report is not submitted after following the above noted procedure by AMC contractor, B&C Deptt. will not produce the bill further for the payment.
- 48) If the employees of the party of the second part commit default in execution of any duty which results in loss, University shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the earnest money and or security deposit.
- 49) The contractor shall abide with all local/municipal/sate/central laws and regulations.

50) **Termination For Default**

The J.M.I may at any time terminate the contract by giving written notice to the Service provider, without compensation to the service provider, if the service provider becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to the J.M.I.

51) Termination For Default

1) The J.M.I may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the service provider, terminate this Contract in whole or in part:-

(a) If the service provider fails to maintain Lifts within the time period(s) specified in the Contract or any extension thereof granted by the J.M.I

(b) If the service provider fails to perform any other obligation(s) under the Contract: and

(c) If the service provider, in either of the above circumstances, (s) does not remedy his failure within a period of 30 days.

2) In the event the J.M.I terminating the contract in whole or in part, the J.M.I may get the maintenance work done for the remaining period of the contract, upon such terms and in such manner as it deems appropriate, and the service provider shall be liable to J.M.I for payment of expenditure incurred by them on such maintenance services. However, the service provider shall continue performance of the contract to the extent it has not been terminated

3) J.M.I reserves the right to terminate the contract at any time or stage during the period of contract, by giving one month's notice in writing without assigning any reason. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for providing services to J.M.I already performed in terms of the contract, the same would be paid to it as per the contract terms.

52) This agreement shall come into force with effect from 2023 and shall remain in force for a probationary period of 03 months. Depending upon the satisfactory performance of the party of the second part, a further extension of 09 months can be granted at the absolute discretion of the university. However it can be terminated any time by giving one month notice in writing in advance by the party and three month notice by the party of second part who is assigned work.

Providing that the contract will be automatically seize to exist on the expiry of two years, However the same may be the party of first part in it's sole discretion with the prior written approval of the Vice Chancellor, JMI of the party of first part for a term which may deemed necessary but not more than two years SUBJECT to the diligent and satisfactory service record of party of second part.

53) Except where otherwise provided in the contract all questions disputes relating to meaning of terms, conditions and instructions therein before mentioned and as to any other question, claim, right, matter or thing, whosoever in any way arising out of or relating to the contract, instructions orders or the execution or failure to execute the same whether arising during or after the cancellation, termination, completion or abandonment of the contract shall be dealt with as mentioned here in after

If the contractor considers any work demanded of him to be outside the requirements of the contract, or disputes any decision given arising out of the contract, to be unacceptable shall promptly within 15 days, request the first part in writing for written decision. Thereupon, first party shall give his written instructions or decision within a period of 15 days from the receipt of the letter of second party within a period of 30 days of the decision give notice to the first party for appointment of arbitrator failing which said decision shall be final, binding and conclusive but not referable to the arbitrator for the adjudication. The legal proceedings and arbitration shall be at Delhi and subject to the jurisdiction of Delhi courts.

NB In case of appointment of arbitrator, the arbitrator shall be appointed by Vice Chancellor, Jamia Millia Islamia and decision of the arbitrator appointed by Vice Chancellor shall be final and binding.

This deed of Agreement is executed on 2024 at New Delhi.

BETWEEN

JAMIA MILLIA ISLAMIA (A Central University created by an Act of Parliament of India, Jamia Nagar, New Delhi – 110025, acting through its Registrar referred to hereinafter as Part / of the First Part.

AND

M/s through its
Director/Proprietor Who is its
authorized signatory referred to hereinafter as Party of the Second Part.

The expression party of the first part and party of the second part shall however mean and include their successors, heirs assignees etc.

WHEREAS Jamia Millia Islamia, Party of the First Part, is desirous of getting the work
“**Comprehensive Annual Maintenance Contract (AMC) of 02 No. Passenger Lifts (13 Passenger) and 01
No. Fire Lift (8 Passenger) installed at New Boys Hostel in place of Pink Hostel, Jamia Millia Islamia**”
And ensuring Annual maintenance contract of lifts installed at various site of JMI.

AND WHEREAS the Party of the Second Part who is engaged in Comprehensive Annual maintenance contract of Lifts installed at JMI. Has accepted the said offer of Jamia Millia Islamia for providing proper Comprehensive Annual maintenance contract of Lifts installed at JMI, of the Party of the First Part during the entirety of the period of this Agreement.

MONTHLY SERVICE ACTIVITY CHART OF LIFT

A	Floor Level	Operate the lift to every floor and Check the floor levels, it shall be within limit as below: Single Speed Lift: +_ 50mm, VVVF Lift: +_ 05mm	J	Read Switch, Fins and Roller Switch	Check the Gap Between Reed Switch and Fin [10-15 mm], Check the clearance of Speed Governor Rope from Roller Swith
B	Riding Comfort	Check the Riding Quality from Car in Both the Direction up and Down, Check noise from Guide rail joint, and from Rope Fastener. Ensure that the starting and stopping of the lift is smooth without any jerk.	K	Controller	Clean Controller, Check No Loose wire in Controller, Check no. Loose Connection in Controller Terminals, Check Controller Fan is in Working Condition, Check Controller Door is Closed Properly.
C	Car Landing Operating Panels Cop and Lop	Check the functions of Cop Button and Display Check the function of Lop Buttons and Display. Check the functions of EM, Alarm, Fireman operation, Intercom.	L	Maintenance Box	Check Function of Maintenance Switch, Check Stop Switch, Check the UP and Down Switch Function.
D	Motor and Gear	Clean the Motor and Gear, check main motor of U.M.V Lifts, Check the Oil Level in Gear from Oil Level Leakage from Gear.	M	Landing Door Lock	Check Mechanical Interlocking, Clean Header, Hanger Rail, and Door Roller, [Never put Oil], Check and Clean the Contact finer, Check the Daglocking Operation from landing.
E	Brake	Check the Gap between Brake Liner and Brake Drum {Only Paper Gap is required when brake is open}, Check the Chuck nut of Brake spring, Lubricate the Brake Pivot Pin,	N	Retiring Cam	Check retiring Cam Operation, Check Over Heating of Coil, Check Gap Between Cam and Lock Lever Roller.
F	Speed Governor Top Part and Pit Pulley	Clean the Speed Governor Top Part, Check the Roller Condition, Lubricate Pulley and Lube.	O	Auto Door / Manual Door	Check the closing Operation of door [without Sound], Smooth Opening and Closing of Doors, Clean the Door Sill.
G	Rope	Check Rope Condition [If Colour is Brown Ok], Check whether brown Powder is accumulated on Sheave Grooves or on Machine Bed.	P	ARD	Clean the ARD, Check the Operation of ARD Check the Battery Voltage of ARD.
H	Car	Check Light and Fan in Working Condition, Check Car gate Contact Making Proper, Check Function of Ir Screen, Check banding gate shoes	Q	Machine Room	Check Brake Lever is placed with marking, Controller Key is Placed in M/C Room, M/C Room Light, Fan and Exhaust Fan is in Working Condition.
I	indicating lamps	Checking all the indicating lamps and their replacement if required	R	Emergency Points	checking all safety points such as emergency switch, emergency alarm bell, gate safety and landing gate locks

QUARTERLY SERVICE ACTIVITY CHART OF LIFT

A	Lubricating of deflector Pulley, selector pulley, supporting bearing of main pulley.	H	Adjustment of the Car gate and landing gate safety shoses.
B	Cleaning and adjustment of carbon brushes of the generator and main motor.	I	Checking of over speed switch of the governor.
C	Cleaning the Ventilating ducts of the A/C Motor.	J	Lubricating guide rails and guide shoses and adjustment the guide shoses.
D	Checking of the gears and its alignment.	K	Check that the emergency key work well.
E	Adjust the speed of the door operating motor.	L	Check the slowing switches and final switches.
F	Checking the main Ropes, Governor ropes, selector tape and landing and car gate ropes.	M	Lubricate thr levers of the break assembly.
G	Checking the brake lining.		

ANNUAL SERVICE ACTIVITY CHART OF LIFT

A	Checking of Car frame.	H	Overhaul the break.
B	Checking of the butters and Counter weight clearance.	I	Check the oil seal.
C	Checking of the governor speed.	J	Check the door motor to be adjusted.
D	Checking the rails, brackets and their clamps.	K	Check the commutator and get it turned if necessary.
E	Clean the gear box and pull new oil.	L	Check the guide clearance.
F	Checking the motor bearing and lubricated after cleaning.	M	Overhaul the car and fan.
G	Checking the work gear and alin the main machine.		

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee and EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this

key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Number: 0120-4200462, 0120-4001002,

Mobile Number: 91 8826246593,

In Office Hours: 8804377070

E-Mail: support-eproc[at]nic[dot]in

- 3) For Tender related Query may please contact:
Tel: 26981717#1605, 1604

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like NIT, Agreement, 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 has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)