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## Part-A

### NOTICE FOR INVITING TENDER

The Assistant Director, Manohar Parrikar Institute for Defence Studies and Analyses Delhi Cantt-10, on behalf of Director General, MP-IDS A invites online (GEM) item rate bids from OEM/Authorized sales, & Service dealers of Omega's make passenger lift for award of comprehensive AMC for the following work(s):

S. No.	NIT NO.	Name of work and location	Estimated cost put to bid (including GST)	Earnest Money	Period of Completion	Date of Publishing	Last date & time of submission of bid, EMD, e-tender processing fee and other Document as specified in the bid document	Time & date of opening of tender
1	2	3	4	5	6	7	7	8
1		Comprehensive Annual Maintenance Contract (AMC) for 03 YEARS for 01 No. Passenger Lift installed at Residential Building of MP-IDS A / USIC building Allahabad	N/A	Rs.3922/-	03 year	12.03.2025	Up to 03:00 PM on 27.03.2025	At 03:30 PM on 27.03.2025

  
(Col Chetan Gurbax)  
Assistant Director, Admin

## TECHNICAL CUM PREQUALIFICATION

### **INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR E-TENDERING FORMING PART OF BID DOCUMENT AND TO BE POSTED ON GEM WEBSITE**

1. The intending bidder must read the terms and conditions carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
2. Information and Instructions for bidders posted on GEM website shall form part of bid document.
3. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website [www.idsa.in](http://www.idsa.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in).
4. But the bid can only be submitted on GEM website depositing of original EMD in the office of the Assistant Director (Admin) within the period of bid submission and uploading the mandatory scanned documents such as Demand Draft or Pay order or Banker's Cheque or Deposit at call Receipt or Fixed Deposit Receipts and Bank Guarantee of any Scheduled Bank towards EMD in favor of MP-IDSA , Delhi Cantt-10 as mentioned in NIT, MSME bidders are exempted to deposit EMD as per prevailing rules .
5. Those contractors not registered on the website mentioned above, are required to get registered beforehand.
6. The intending bidder must have valid class-III digital signature to submit the bid.
7. Contractor can upload documents in the form of **JPG** format and **PDF** format.
8. Contractor must ensure to quote rate of each item.

**Annexure-1**

**TECHNICAL BID DOCUMENT**

1. Specification of One Passenger Lifts
  - a. Manufacturer .....Omega Elevators.
  - b. No of STOPS/ floors served by the lift 6 stops
  - c. Capacity of LIFTS
    - (i) For 8 passengers, 544 kg lift with Six stops.
  - d. Place of installing Lifts – Block B , Residential building, MP-IDSA Campus , Delhi Cantt.
2. Name of the Party :
3. Address (with Tel. No., Fax no.) :
4. Name & Address of the Proprietor/ Partners/  
Directors (with Mobile No. & E-mail) :
5. Contact Person(s) (with Mobile No. & E-mail) :
6. Experience of having successfully completed at least 2 similar Comprehensive AMC work during last three years ending of 31st March 2024 in Central / State government officers / PSU. Documentary proof in support of the above shall be produced along with technical Bid Failure to which the offer may be disqualified. :
7. Permanent Account Number (PAN) :
8. Certified photocopy of IT return during the last three financial year ending of 31<sup>st</sup> March 2024. :
9. Average annual turnover during last 3 year ending 31st March 2024 should be at least 10.0 Lack each year only for manufacturers of Lift or service agencies, authorized by manufacturer. :
10. Certificates of satisfactory completion of above mentioned work may be submitted. :
11. License for Lifts operator with Documentary proof :
12. Details of Earnest Money Deposit (EMD)
  - a. Copy of deposition of original EMD
13. Certificate of Registration for GSTN No. :

**DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with Date)

# RECEIPT OF DEPOSITION OF ORIGINAL EMD

(Receipt No. .... / date .....) )

**Name of Work:** Comprehensive Annual Maintenance Contract (AMC) for 03 YEARS for 01 No.  
Passenger Lift installed at Residential building of the Institute

1. NIT No.: .....
  2. Estimated Cost : Rs. 196,098 Including GST/-
  3. Amount of Earnest Money Deposit : Rs. 3922/-
  4. Last date of submission of Bid:.....**UPTO 3:00 P.M.**
  5. Name of Contractor ..... #
  6. Form of EMD ..... #
  7. Amount of Earnest Money Deposit..... #
  8. Date of submission of EMD .....#
- .....

## GENERAL TERMS & CONDITION

(1) **TENDER PROCESS:**

Online tenders are invited in Single part tender (Technical bid and Price Bid combined ) from reputed and financially sound Manufacturers/OEM/ authorized by the manufacturer for three years comprehensive AMC for 01 no. Omega make Passenger Lift installed in Residential building of MP-IDSA. Details of Technical and Price bids are given as **Annexure-1** and **Annexure-II**.

(2) **Earnest Money Deposit (EMD):**

Earnest Money deposit of Rs. 3,9,22=00 (**Three Thousands Nine Hundred Twenty Two**) in the form of Demand Draft/ Bankers cheque, Demand Draft or Pay order or Banker's Cheque or Deposit at call Receipt or Fixed Deposit Receipts and Bank Guarantee of any Scheduled Bank towards of Scheduled Bank drawn in favour of "MP-IDSA, Delhi Cantt-10" payable at New Delhi must be enclosed with technical part of the bid. Bids without Earnest Money Deposit 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 ANNEXURES-I & II are found to be incorrect or false during the tender selection process. 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. Bidders registered with MSME are exempted to pay EMD

(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 "MP-IDSA" payable at New Delhi before taking up the contract. The Performance Guarantee shall be refunded to the selected bidder on successful completion of contract period. No interest shall be paid on the Performance Security placed with the Department by the successful bidder. The Performance Guarantee will 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.

(4) The tenderer shall sign and stamp 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 the information in the Annexure-I & II enclosed at the end of this document in clear and legible terms. Wherever required the prices quoted shall be written in figures and words as well. ANNEXURES shall also have to be signed and stamped by the bidder or its authorized signatory.

(5) The tender forms shall be rejected if it is not complete in any respect.

## Job Requirement

1. The Comprehensive Annual Maintenance Contract is for the period of **three year from the date of order/agreement**
2. **Scope of Annual Comprehensive Maintenance Contract :-**
  - (a) Diagnose the fault and rectify the defects detected in reasonable time.
  - (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) Carry out safety inspection Quarterly
  - (e) Attend all break down calls as and when required.
  - (f) Upkeep the system, recording, required reading and maintenance of log Book of works carried out.
  - (g) Issue of safety certificate half yearly

### **II. Equipments Covered under the AMC :-**

- (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, etc.  
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, etc.  
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, etc.  
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 **Omega Elevators**.  
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 compounded to Omega'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 like ARDs, batteries of ARDs, Fan, Lights , Complete Items .

## Important Terms and Condition

### (1) Eligibility Condition

The bidder shall meet the following requirement:-

(a) The bidder must be OEM or Authorized Channel Partner /service centre of OEM . General contractors need not to apply who are neither OEM nor Authorised Channel partner of OEM

(b) Average annual turnover during last 3 year ending 31<sup>st</sup> March 2024 should be at least 10.0 Lac each year only for manufacturers of Lift or service agencies, authorized by manufacturer.

(c.) Experience of having successfully completed at least 2 similar Comprehensive AMC work during last three years as on last day of March 2024 in Central / State government officers / PSU. Documentary proof in support of the above shall be produced along with technical Bid failure which the offer may be disqualified.

(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 be remain valid for 90 days from the date of opening of tender.

(4) The AMC will be in force for a period of three years from the date of order/agreement.

(5) The contractor shall continue the service on same terms until a new contractor is in place. The contract is extendable for a further period of one year on same terms and conditions at the discretion of the Institute.

(6) Payment Terms: - No advance payment will be made. 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) The scope of work includes replacement of **batteries** also.

(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 authorized person of Institute .

(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 decision of Director General , MP-IDSA , Delhi Cantt-10 , which will be final and binding.
- (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) While handing over the passenger Lift at the end of the contract, these should be in perfect working condition. Any defects found should be rectified by your firm or else the net cost of repairs will be charged on bidders account.
- (17) In case of any fault in any equipment the firm has to attend the fault within 24 hours of reporting on phone/ FAX etc. failing which will invite a penalty of Rs. 500/- per day, per unit subject to maximum of 10% of total AMC charges.
- (18) In case the contractor fails to maintain the passenger Lifts in time and in attending the relate complaints within 24 hours of reporting on phone/in person, the University shall have the right to get the machine repaired in any way and the cost of repair will be deducted from the bills of the contractor. All machines with major fault will be set right within 48 hours, otherwise a penalty of Rs. 500/- per day, per unit will be levied.
- (19) The competent authority may also impose the penalty up to 10% of the contract value if the services are not found upto the mark. No claim from the contractor on this account shall be entertained.
- (20) No additional amount will be paid to the contractor what has been specified in the terms and conditions of this contract
- (21) The contractor shall not sublet full or any portion of the contract to any other agency/ firm for maintenance of Passenger Lifts.
- (22) 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's premises, the same will be allowed to be taken outside only with the written permission of the Institute . No separate charges on account of labour and transportation would be paid by the Institute for the purpose.
- (23) During the concurrency of contract, if any mishap occurs due to electrocution or faulty fittings, it will be the responsibility of the contractor to compensate the loss on account of injury to any person/ property
- (24) Erasing or overwriting in the tender will render the same invalid.
- (25) Taxes will be deducted at source as per rules.
- (26) The Tenderers are requested to go through the instructions, terms and

- conditions given in the tender document. 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.
- (27) 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.
- (28) At any time, prior to the date of submission of the tender, the department may for any reasons, modify/ amend bid document.
- (29) The department, may at its discretion, extend the deadline for submission of tender.
- (30) The department reserves the right to terminate the contract at any time without assigning any reason by giving one month's notice to the contractor.
- (31) Department 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.
- (32) In case of any dispute the decision of the Director General, MP-IDSA shall be final and binding upon both the parties.
- (33) Only manufacturer or their authorized service dealers/distributors with valid TIN & PAN nos. are eligible to participate in the tender bid.
- (34) Conditional tenders are liable to be summarily rejected.
- (35) The work in full or part shall not be Sublette 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.
- (36) The Institute Engineer/ or his authorized person of Institute may be contacted for any clarification.
- (37) The contractor shall be responsible for behavior 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 verified from the local police.
- (38) The department will be at the liberty to ask for source and proof of procurement of materials used to repair/ replacement of the machines.
- (39) All the substandard material if brought by contractor shall be rejected and shall have to be removed by him at their cost from the site immediately and this office will not be responsible for the safe custody of the same.

(40) Institute reserves the right to reject or accept any or all the tenders without assigning any reason.

(41) All litigations will be subject to the court of Jurisdiction at New Delhi .

**(42) FORCE MAJEURE**

(I) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment 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, lock-outs etc. beyond the control of either party.

(43) Termination of contract : If Institute does not continue the service , a 3 month notice to be served to the service provider , similarly if the firm does not want to continue the contract they have to intimate Institute 3 month in advance . In case of sudden withdrawal of service the performance security shall be forfeited and firm will be blacklisted .



Col Chetan Gurbax)  
Assistant Director, Admin


**Part-B**

**Annexure-II**

**FINANCIAL BID DOCUMENT**

1. Name of the Party :
2. Address (with Tel. No., Fax no.) :
3. Name & Address of the Proprietor/  
Partners/Directors (with Mobile No. &  
E-mail) :
4. Contact Person(s) (with Mobile No. &  
E-mail) :

Sl No.	Items	Qty	Unit	Rate	Amount
1.	<b>Comprehensive AMC charges,</b> For 01 no. passengers Lift with Six stoppages Omega's Make passengers Lift suitable for 8 passengers/5444 kg, for three years including GST & cost of transportation of maintenance staff from agency office to site etc.	01.00	No.		

  
Col Chetan Gurbax)  
Assistant Director, Admin

**DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with Date)