



ALL INDIA INSTITUTE OF AYURVEDA

(An Autonomous Organization under the Ministry of AYUSH, Govt.of India)

Gautampuri, Sarita Vihar, Mathura Road, New Delhi- 110076

**NOTICE INVITING TENDER (NIT) FOR ANNUAL MAINTENANCE OF 07 NOS
SCHINDLER MAKE PASSENGER AND SERVICE LIFTS.\ OF 'ALL INDIA
INSTITUTE OF AYURVEDA', NEW DELHI**

LOCATION: ALL INDIA INSTITUTE OF AYURVEDA, NEW DELHI

ALL INDIA INSTITUTE OF AYURVEDA, NEW DELHI

NAME OF WORK	Annual Maintenance of 07 nos. passenger and service Lifts at All India Institute of Ayurveda, Sarita Vihar, New Delhi
DOCUMENT FEE	Rs. 1000.00
TO BE RECEIVED ON	On or before 27.01.2020 up to 15:00 PM
TO BE OPENED ON	On 27.01.2020 at 15:30 PM Committee Room, All India Institute of Ayurveda, Sarita Vihar, New Delhi



NIT for AIIA, Sarita Vihar, New Delhi

NIT.F.No-A/17001/4/2/2014-AIIA-Vol-II/3024

Dated: 01/01/2020

Office of Director, All India Institute of Ayurveda, Sarita Vihar, New Delhi invites sealed tender/ quotation from reputed Firms/ Suppliers/ Manufacturers/ Individuals for comprehensive Annual Maintenance Contract (AMC) of 07(seven) nos. of SCHINDLER make lifts installed in All India Institute of Ayurveda, Sarita Vihar, New Delhi as per specification below:

Particulars	Nos.	Specification
SCHINDLER make lift	03 Nos passenger Lift	(i) Nos:03 Nos (ii) Manufacture: Schindler (iii) Location: Academic Block, AIIA (iv) No of floor served: (Basement + 7 th) Floor (v) Capacity:16 Person,1088 KG (vi) Year of installation :2014
	01 Nos Service lift	(i) Nos:01 Nos (ii) Manufacture: Schindler (iii) Location: Academic Block, AIIA (iv) No of floor served: (Ground + 7 th) Floor (v) Capacity:15 Person,1020 KG (vi) Year of installation :2014
	02 Nos passenger Lift	(i) Nos:02 Nos (ii) Manufacture: Schindler (iii) Location: Hospital Block, AIIA (iv) No of floor served: (Basement + 5 th) Floor (v) Capacity:26 Person,1600 KG (vi) Year of installation :2014
	01 Nos Service lift	(i) Nos:01 Nos (ii) Manufacture: Schindler (iii) Location: Hospital Block, AIIA (iv) No of floor served: (Basement + 5 th) Floor (v) Capacity:15 Person,1020 KG (vi) Year of installation :2014

The quotation for the AMC of lifts should be submitted in proper format as per ANNEXURE-1(Technical Bid) & ANNEXURE-II (Financial Bid) (enclosed).



1. Eligibility criteria for Service Provider:

1. Attested copy of Electrical License and Lift erection & maintenance license issued by Government of Delhi / Central Government as applicable.
2. Details of technical personnel on the rolls of the Tenderer
3. The Service Provider must have valid PAN number and should have been assessed to Income-Tax for the last 3 years.
4. The Service Provider should have been in the business of maintenance of Schindler lifts for more than 3 years and should be able to procure and provide the original spare parts of Schindler lifts.
5. The tenderer should have an annual turnover of Rs.60 lacs for the proceeding three financial year F.Y. 2016-19.
6. It should not have been blacklisted by any Government Organization.
7. Acceptance of terms and conditions at Annexure-A.
8. If Tenderer is a proprietary firm, tender booklet should be signed by proprietor of the firm or power of attorney holder of the firm, in which case original or attested copy of the power of attorney should be enclosed in technical Bid. If the tenderer, is a partnership firm, it shall be signed by all the partners of the firm or by a partner holding power of attorney for the firm for signing the tender, in which case original or certified copy of the power of attorney shall accompany the tender. A certified copy of the Partnership Deed and current address of the partners of the firm shall also accompany the tender.
9. If the tenderer is a Private Limited firm, the Power of Attorney holder of the firm shall sign the tender. Original or certified copy of the power of attorney along with the certified copy of the Articles of Memorandum of Private Limited firm shall accompany the tender.

2. Bidding Process:

An earnest money deposit of Rs 50,000 (Rs Fifty Thousand Only) in the form of Demand Draft drawn in favour of The Director, All India Institute of Ayurveda, New Delhi has to be furnished. The same would be forfeited if the bidder withdraws before finalization of the bid. The earnest money shall be refunded to the unsuccessful bidders within fifteen days of conclusion of bid process.

2.1 The interested parties may submit sealed tenders in two parts - technical bid and financial bid.

A. The technical bid shall contain:

(i). The Performa at Annexure-I, duly filled in along with documentary evidences.

(ii). Acceptance of terms and conditions at Annexure-A.

(iii) Demand draft for earnest money deposit of Rs. 50,000/- and document fee 1,000/- favoring Director, All India Institute of Ayurveda " payable at New Delhi.

iv). The technical bid would be rejected and the concerned bidder would be excluded from

NIT for AIIA, Sarita Vihar, New Delhi

further bid process in the following circumstances: If any of the eligibility criteria specified in para 1 & 2 and requirements in para 2.1 A relating to technical bid are not fulfilled.

B. The Financial bid (Annexure-II) should contain the following:

- (i) Amount to cover cost of Annual Maintenance of 07 Nos lifts including spares
- (ii) Other statutory levies like GST etc.
- (iii) The lowest bidder shall be decided on the basis of amount in clause (i) above. It may be clarified that GST, as applicable, will be separately paid with each monthly bill on actual basis.

The Tenderer should not quote his offer anywhere directly or indirectly other than in Annexure-II.

2.3. Both the technical and financial bid, should be put in separate sealed envelopes marked as technical bid and financial bid respectively, and should then be placed in main sealed envelope super scribed 'Tender for AMC for lifts'. This should be addressed to The Director, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, Mathura road, New Delhi-110076 and sent by post or hand delivered before 15:00 PM on 27.01.2020.

2.4. The technical bids will be opened by the Tender Committee at 15:30 PM on the 27.01.2020 in the Committee room, Academic Block, All India Institute of Ayurveda, Sarita Vihar, New Delhi in the presence of the participating bidders who may be present himself or through an authorized representative.

2.5. The financial bid of those bidders, whose technical bid has been successful in respect of all pre-qualifications, would be opened on a date & time intimated to each of them in advance. The successful bidder shall have to execute the contract within three days of the offer & furnish performance guarantee amount as per **clause 10 of Annexure-A.**

2.6. The Director, AIIA, New Delhi however, reserves the right to reject any or all bids or cancel the tender process at any stage of bid process without assigning any reason.

3. Submission of Tender:

Tender offer received after the due date and time is over will either not be accepted and if inadvertently accepted will not be opened

4. Opening of Tenders:

On the date specified in the tender notice following procedure will be adopted for opening of the tenders.

4.1 Technical Bid:

First of all, Technical Bid of all tenderer will be opened to verify its contents as per requirements. If the various documents contained in this bid do not meet the requirements of the Director, AIIA, New Delhi a note will be recorded accordingly by the tender opening authority and the said tenderer's Financial Bid may not be considered for further action and the same may be recorded.

4.2 Financial Bid:

NIT for AIIA, Sarita Vihar, New Delhi

This Bid shall be opened immediately after opening of Technical Bid, only if, the contents of Technical Bid are found to be acceptable to the Director, AIIA, New Delhi the tendered rates in **Annexure-I** shall then be read out.

5. Acceptance of Tender:

5.1 The successful tenderer will be required to produce to the satisfaction of the specified concerned authority when asked for, a valid and concurrent license issued in his favour for undertaking work of **maintenance of lifts** before starting the work. On failure to do so, the acceptance of the tender is liable to be withdrawn and Earnest money forfeited.

5.2 The tenderer whose tender is accepted will have to enter into a contract with immediate effect.



Annexure-A

General Terms and Conditions:

1. The rates quoted shall include all applicable taxes as on date of submission of quotation.
2. Regular servicing & inspection of the elevators/ Lifts should be carried out at least once in a month by the service providers and regular checks as required.
3. The service provider shall regularly examine elevator/equipment and provide all components and consumables for maintenance, if required. The Service provider should also undertake to regularly check, inspect, and preventatively maintain the installation(s) and to perform the repair work described herein.

a. Inspection and Preventative Maintenance

While observing IS 14665, 14671,1578:2007 & relevant applicable state rules, the SERVICE PROVIDER performs on the elevator installation(s) regular inspection and preventive maintenance. This must comprise of:

- 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;
- Preserve their functioning, cleaning the aforementioned subassemblies of the elevator installation(s) of dirt originating within the installation;
- Twice yearly, cleaning the operational head, car roof and dry hoist way pit of dirt originating within the installation

b. Operational Failures

In case of operational failures which are detected during regular inspections and preventative maintenance or which occur between them SERVICE PROVIDER should respond to operational failures immediately at no additional charge.

c. Repairs

The SERVICE PROVIDER should repair or replace all parts which have become unusable through wear and tear in order to ensure that safety is in accordance with the legal regulations for elevators.

At regular intervals SERVICE PROVIDER should change the oil in the drive unit(s) of the elevator installation(s) according to the manufacturer's instructions and properly dispose of the old oil/lubricants free of charge.

d. Availability of spares

SERVICE PROVIDER should hold and provide spare parts containing Schindler original Components.

4.The service provider should also attend any breakdown call within two hours.

5.An agreement detailing the terms & conditions shall be exercised with the service provider for entering into an AMC.

6. The service provider shall furnish full experience details indicating the parties with whom similar assignments (AMC for Lifts) preferably for Schindler lifts were undertaken.

7. The AMC will be for a period of 01 years, which may be extendable for further periods based on satisfactory fulfilment of all "Terms & conditions" of contract agreement. However, the AMC may be terminated at any time before the expiry of contract agreement or the extended period of AMC, depending on the requirement of the department and performance of the service provider.

8. The payment will be made on quarterly basis on successful completion of terms and conditions of the contract. Income Tax and other taxes will be deducted as applicable.


9. The quotation must be accompanied by bid security/Earnest Money of Rs. 50,000/- in the form of Demand Draft, favoring Director, All India Institute of Ayurveda, New Delhi. The bid security/Earnest Money of successful bidder shall be refunded after furnishing valid Performance Security. For others, the bid security/Earnest Money will be returned within 15 days of completion of bid evaluation. No interest will be payable on the deposit.

10. The successful bidder shall furnish @5% of its quoted AMC rate as "Performance Security" favoring "Director, All India Institute of Ayurveda" in the form of Fixed Deposit/bank guarantee which shall remain valid throughout the period of contract and beyond 60 days of the end of AMC.

11.If the approval party fails to execute the agreement deed from the specified date, the bid security /earnest money will be forfeited. The interested bidder's /service providers may visit this office during working hours to inspect the lifts or for any further clarification.

12.The Director, AIIA or any other person(s) authorized by him/her on his/her behalf reserve the right to accept any, in full or in part, or reject any or all the quotations without assigning any reason thereof and no correspondence in this respect will be entertained. The tenderer shall be contactable at all time and message send by phone/email/fax/special messenger from Director, All India Institute of Ayurveda, New Delhi to tenderer shall be acknowledged immediately on receipt on the same day and strictly observe the instruction on fulfilment of contract from time to time.

Encl: ANNEXURE-I&ANNEXURE-II


(Prof. Dr. Tanuja Manoj Nesari
Director, AIIA, New Delhi

NIT for AIIA, Sarita Vihar, New Delhi

TECHNICAL BID

ANNEXURE-I

(Sub: submission of Quotation of AMC of 07lifts installed in All India Institute of Ayurveda, New Delhi)

(Ref No.NIT. F. No-A/17001/4/2/2014-AIIA-Vol-II Dated:

1. Name of the Bidder: _____

2. Address of the Bidder: _____

3. Telephone: Landline: _____

Mobile _____

Name of the contact Person _____

4. Details of Earnest Money Deposit:

a. DD/Cheque no. & date: _____

b. Issuing Bank: _____

5. PAN (enclose copy) _____

6. The Turn-over/Gross Receipts from the maintenance of lifts of the Service Provider _____

7. Copies of Profit & Loss Account & Balance Sheets for FY 2016-17, 2017-18 and 2018-19 _____

8. Attested copy of Electrical License and Lift erection & maintenance license issued

by Government of Delhi / Central Government (**The originals should be produced for verification at the time technical bid**)

9. GST Registration (enclose copy):

10. Experience Detail:

S. No	Parties	Nature of job	Date	
			From	To

11. Any other details: _____

This is to certify that the information furnished is true and correct. I/We also certify that I/We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being given the contract.

Date:

Place:

Signature of the Bidder & Stamp

NIT for AIIA, Sarita Vihar, New Delhi

FINACIAL BID

ANNEXURE-II

To,
The Director,
All India Institute of Ayurveda,
Gautampuri, Sarita Vihar,
Mathura road, New Delhi-110076

Sub: Submission of quotation for AMC of 07Lifts at Director, All India Institute of Ayurveda

Ref: NIT. F. No-A/17001/4/2/2014-AIIA-Vol-II, Dated: 01/01/2020
/3024

With reference to the above, I/We hereby submit the quotation for Annual Maintenance Contract of 07 Lifts installed at All India Institute of Ayurveda, New Delhi

Particular	Amount (Rs)
(i) Annual Maintenance contract Rate for 03 nos 16 Passenger lifts installed at Academic block, AIIA (excluding taxes)	Rs..... Rs..... (in words)
(i) Annual Maintenance contract Rate for 01 nos Service lift installed at Academic block, AIIA (excluding taxes)	Rs..... Rs..... (in words)
(i) Annual Maintenance contract Rate for 02 nos 26 Passenger lifts installed at Hospital block, AIIA (excluding taxes)	Rs..... Rs..... (in words)
(i) Annual Maintenance contract Rate for 01 nos Service lift installed at Hospital block, AIIA (excluding taxes)	Rs..... Rs..... (in words)
(ii) Taxes (Other statutory levies like GST etc.)	Rs..... Rs..... (in words)

This is to certify that the information furnished is true and correct. I/We also certify that I/We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being given the contract.

Date:

Place:

Signature of the Bidder & Stamp

