

# National University of Study and Research in Law, Ranchi

TENDER No: NUSRL/RNC/2023/ 111802/AMC-Lift

Dated: 08-09-2023

## TENDER NOTICE (LIFT MAINTENANCE)

### VERY SHORT TENDER NOTICE

National University of Study and Research in Law Ranchi, At Nagri, PO Bukuru, Kanke Pithoria Road, Kanke -834006 invites sealed tenders for Annual maintenance of Contract of two Lifts in Campus at Nagri, Kanke,

1. Due date and time of receipt of tender 30/09/2023 on or before 5:00 PM
2. Address for submission of tender: The Registrar, National University of Study and Research in Law Ranchi at Nagri, PO-Bukuru, Kanke -Pithoria Road, Kanke,-834006
3. Offers may be submitted in two separate scaled envelopes— one containing Profile of the firm (Technical bid) and other with financial bids — marked clearly on the top of the envelope.

#### Date, time and venue of opening of Bids: -

The technical bids shall be opened in the presence of tenderers or their authorized representative on dated 04/10/23 03:00 PM, at National University of Study and Research in Law Ranchi, At Nagri, PO - Bukuru, Kanke- Pithoria Road; Kanke -834006 Only successful tenderers, on the basis of technical Bid, assessing the suitability, as deemed fit by the technical Committee shall be called at the time of opening of financial Bid.

- (I) The tender documents can only be downloaded from Websites i.e., [www.nusrlranchi.ac.in](http://www.nusrlranchi.ac.in) and this tender document will not be available for sale.
- (II) The tender, complete in all respect, must be received in this office on or before the due time and date. The tenders received after the due date and time will not be considered and entertained. All outstation tenders sent by courier/post must be received in this office before the due time and date. This office shall not be responsible for any kind of delay in submission of the tender.
- (III) The tender is not transferable. Only one tender shall be submitted by one organization.
- (IV) In case of any further enquiry the interested agency/ Firm can visit NUSRL, Ranchi for related items.
- (v) This office reserves all rights to reject any bids including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and **does not bind itself to accept the lowest or any specific bids**. The decision of this office in this regard shall be final and binding.

Annexure-1

TECHNICAL BID DOCUMENT

1. Specification of Lifts:
2.
  - a. Manufacturer.....Johnson's Lift Pvt. Ltd.
  - b. No of STOPS/ floors served by all the Lifts 3 stops
  - c. Capacity of LIFTS
    - (i) For 13 passenger lift with three stops.
  - d. Place of installing Lifts – Administrative Building..
3. Name of the Party :
  
4. Address (with Tel. No., Fax no.) :
  
  
5. Name & Address of the Proprietor/ Partners/  
Directors (with Mobile No. & E-mail) :
  
  
6. Contact Person(s) (with Mobile No. & E-mail) :
  
  
7. Experience of having successfully completed at least 2 similar Comprehensive AMC work during last one years ending of 31st March 2022 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. :
8. Permanent Account Number (PAN) :
9. Certified photocopy of IT return during the last three financial year ending of 31<sup>st</sup> March 2023. :
10. Average annual turnover during last 3 year ending 31st March 2023 should be at least 10.0 Lack each year only for manufacturers of Lift or service agencies, authorized by manufacturer. :
11. Certificates of satisfactory completion of above mentioned work may be submitted. :
12. License for Lifts operator with Documentary proof :
13. Details of Earnest Money Deposit (EMD)

- a. Copy of receipt of deposition of original EMD :
- 14. 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)

## GENERAL TERMS & CONDITION

(1) TENDER PROCESS:

Online tenders are invited in two part tender (Technical bid and Price Bid) from reputed and financially sound Manufacturers/OEM/ authorized by the manufacturer for one years comprehensive AMC for 02 no. Johnson's make Passenger Lift installed in Administrative building. Details of Technical and Price bids are given as Annexure-I and Annexure-II.

(2) Earnest Money Deposit (EMD) & Cost of Tender paper :

Earnest Money Deposit (EMD): Earnest Money Deposit of 10,000/- (Rupees ten Only) must be submitted in the form of Demand Draft drawn on any Scheduled Bank in favor of " The Registrar , NUSRL, Ranchi" payable at Ranchi . While the EMD of vendors not selected in the selection process would be returned immediately, The EMD of the selected vendor shall be returned only after the Vendor has supplied and installed the materials at the locations indicated in the Purchase Orders and after furnishing the Performance Security. No interest shall be payable on the EMD. Cost of tender document: The bidders will be required to deposit cost of the tender amounting Rs.1,000/- (Rupees One Thousand Only) in the form of separate DD in favors of "Registrar, NUSRL , Ranchi " payable at Ranchi. This amount is non-refundable.

(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

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 one 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 equipment's.
    - (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. 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 equipment's, 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 Johnson's Lift Pvt. Ltd. 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 equipment's, car frame, car safety mechanism and platform.
  - (c) Furnish lubricants compounded to Johnson'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.

## Important Terms and Condition

### (1) Eligibility Condition

The bidder shall meet the following requirement:-

- (a) Average annual turnover during last 3 year ending 31<sup>st</sup> March 2023 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 Comprehensive AMC work during last three years as on last day of March 2023 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 one 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 University.
- (6) Payment Terms: - No advance payment will be made. Payment will be made quarterly by A/C payee cheque / 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 University Engineer / or his authorized person University of Allahabad.
- (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 Vice Chancellor, NUSRL, University, which will be final and binding.
- (15) The University 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 University. In the event of major repairs, if any of the machines required to be taken outside University premises, the same will be allowed to be taken outside only with the written permission of the University. No separate charges on account of labour and transportation would be paid by the University 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 Vice Chancellor, NUSRL, Ranchi shall be final and binding upon both the parties.
- (33) Only manufacturer or their authorized service dealers/distributers 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 department, the department shall be free to forfeit the entire amount of earnest money/ performance guarantee deposited by the firm.
- (36) 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/ laborers to be deployed by the firm for execution of AMC work, may be verified from the local police.
- (37) The department will be at the liberty to ask for source and proof of procurement of materials used to repair/ replacement of the machines.
- (38) All the sub standard 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.



(39) University of NUSRL, RANCHI the right to reject or accept any or all the tenders without assigning any reason.

(40) All litigations will be subject to the court of Jurisdiction at RANCHI.

(41) FORCE MAJEURE

(V) 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.

(VI) 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.

Registrar  
NUSRL, Ranchi

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.	Comprehensive AMC charges, For 02 no. passengers Lift with three stoppages Johnson's Make passengers Lift suitable for 13 passengers, for one years including GST & cost of transportation of maintenance staff from agency office to site etc.	02.00	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)

*National University of Study and Research in Law, Ranchi*

*PROFILE OF THE TENDERER*

- 1) Name of the Firm.....
- 2) Name of the Owner of the Firm.....
- 3) Address.....  
.....  
.....
- 4) Telephone No.....Mob.No.....
- 5) DD No. (Tender Fee).....DD date .....Bank.....
- 6) DD No(EMD).....DD Date .....Bank.....

Following document must be attached.

1. Copies of Income Tax return.
- 2) Copy of the PAN CARD of the Proprietor/Partner/Company.
- 3) Copy of Registration under GST
- 4) Details of experience with documentary, evidence.

Signature of the Tenderer