



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620 015, TAMIL NADU

राष्ट्रीय प्रौद्योगिकी संस्थान- तिरुचिरापल्ली - 620 015. तमिलनाडु.

Web site: [www.nitt.edu](http://www.nitt.edu)

Phone: 0431 – 2503844

Estate Maintenance Department - Electrical Maintenance Centre

**NOTICE INVITING TENDER FOR THE COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR LIFTS INSTALLED IN NIT, TRICHY**

<b>BID SYNOPSIS</b>	
Tender Reference Number and date	<b>NITT/EMD/EMC/AE(E)/LIFT AMC/Enq.no.66 /2018 dt 05.02.2018</b>
Brief Description of the Tender	Tender for the comprehensive Annual Maintenance Contract of various capacity/type/brand Lifts installed in NIT, Trichy.
Type of Tender	Two Bid System
Web site address for downloading the tender document	The tender document can be downloaded from our website <b><a href="http://www.nitt.edu">www.nitt.edu</a></b>
Earnest Money Deposit (Refundable)	<b>Rs. 17,960/- (Rupees Seventy Thousand Nine hundred and Sixty Rupees only)</b> in the form of Demand Draft drawn in fav or of The Director, NIT, Tiruchirappalli.
Date of Pre bid meeting	<b>Thursday, Feb 22<sup>nd</sup> 2018 at 11.00 A.M (Venue: At A-11 Hall, Administrative Building, NITT)</b>
Last date and time for receipt of tender (Technical Bid)	<b>Monday , March 05<sup>th</sup> 2018 up to 3.00 P.M</b>
Mode of submission of Tender	By Speed Post/ Register Post/ Courier or through Hand delivery at the NITT Administrative Office.
Date, time and venue Opening of Tender (Technical Bid)	<b>Monday , March 05<sup>th</sup> 2018 up to 3.30 P.M</b>
Date and time of opening of Price bid	After evaluation of technical bids, the date, time and place of opening of the Price bid will be intimated to technically qualified bidders.
Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli-15, Tamil Nadu <b>With a mark of kind attention to: Er.C.Nallathambi (AE/ Elect), Estate Maintenance Department, Electrical Maintenance Centre, NIT, Trichy.</b>
Procedure for submission of Tender	<b>Envelope 1:</b> EMD and Cost of Tender Document <b>Envelope 2:</b> Technical Bid <b>Envelope 3:</b> Price Bids <b>Envelope 4:</b> Larger Size Outer Envelope (Wrapper) containing Envelope 1, 2 and 3 (All the cover should be marked separately)
Performance Security Deposit	10% of the contract value
Contact Person for Technical queries	Er.C.Nallathambi, AE/Electrical, Estate Maintenance Department, Electrical Maintenance Centre, NIT, Trichy Phone: 0431 - 250 3840, Mobile: 94860 66205 <b>Mail ID: <a href="mailto:thambi@nitt.edu">thambi@nitt.edu</a></b>

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## **Notice Inviting Tender**

National Institute of Technology, Tiruchirappalli (NITT) invites sealed tenders from reputed authorized service dealers / service providers to carry out **comprehensive preventive maintenance including any no of breakdown attending of all the lifts installed in the NITT. The duration of the contract initially for a period of one year and may be extendable for one more year based on the satisfactory performance at the discretion of the NITT Management.**

### **BID SUBMISSION FORM**

Date: \_\_\_\_\_

### **LETTER OF BID**

To

The Director  
National Institute of Technology  
Tiruchirappalli – 620 015.

Ref: Invitation for Bid No. **NITT/EMD/EMC/AE(E)/LIFT AMC/Enq.no.66/2018 dt 05.02.2018**

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
2. We offer to undertake the Comprehensive Annual Preventive Maintenance /breakdown maintenance Contract in respect of all the **lifts** as per the Bill of Quantities and other terms and conditions Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
3. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
4. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
5. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory

(Authorized person shall attached a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation

(To be printed on Bidder's letterhead)

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## TENDERING PROCESS

1. The tender document and terms and conditions can be downloaded from our website [www.nitt.edu](http://www.nitt.edu).
2. Through separate Demand Drafts, the bidder is required to furnish **Rs.17,960 (Rupees Seventeen thousand nine hundred and sixty only)** towards Earnest Money Deposit Cost of Tender Document. The Demand Drafts shall be drawn in favour of The Director, National Institute of Technology, Tiruchirappalli -15.
3. Without EMD and cost of tender document, the technical bid will not be opened and the tender will be rejected summarily.
4. The sealed tender should be submitted on or before **Monday, March 05<sup>th</sup> 2018 up to 3.00 P.M** through Registered Post or Speed Post or hand delivery and addressed to the **Director, National Institute of Technology, Thuvakkudy, Tiruchirappalli-15, Tamil Nadu, South India. [Kind Attention: Er.C.Nallathambi, AE/E Estate Maintenance Department, Electrical Maintenance Centre, NIT, Tiruchy].**
5. At the first stage, the envelope containing EMD amount and Cost of Tender document will be opened and at the second stage the envelope containing Technical Bid will be opened on **Monday, March 05<sup>th</sup> 2018 up to 3.30 P.M** in the presence of the bidders or their authorized representatives, who choose to be present at the time of opening.
6. At the time of opening of Tender, the names of those who have submitted their offers along with the details of their remittance of EMD and Cost of Tender Document will only be read out and no other information/ details whatsoever will be shared at this stage.
7. If in any case, unscheduled holiday occurs on prescribed closing/ opening date, the next working day shall be the prescribed date of closing/ opening.
8. Subsequent to evaluation of technical bids, price bids of the technically acceptable offers will be opened for further evaluation and ranking for award of the contract/ purchase order. The date of price bid opening will be intimated to the bidders of technically qualified bids only.
9. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
10. The Tender document consisting of Technical Bid and Price Bid should be submitted in the Prescribed Format only.
11. **The L1 is arrived for each price bid. IF L1 refused to accept the order, L2 will be selected on L1 Price.**

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12. The bidders are not allowed to make addition or alteration in the Technical or Price Bid. Each and every page of the submitted bid shall carry the page numbers.
13. All pages of the tender document should be signed by the person or persons duly authorized to sign, on behalf of the bidder along with the official stamp of the bidder.
14. No paper / page shall be detached and No addition or alternation should be made in the tender document. Conditional tender, late and delayed tender will not be accepted/ considered.
15. Printed condition at the back of the letter or bid from the tenderer will be ignored. If it is desired to apply any particular condition to tender, the same must be clearly brought out in the body of the bid/ tender itself.
16. The NITT shall not be responsible for any postal delay in receipt of the offer. Tender should be properly sealed.
17. The NITT will not be responsible for pre mature opening of the tenders.
18. The offers submitted by telex/telegram/fax/ E-mail etc. Shall not be accepted and will be summarily rejected.
19. Offers should be clearly written or typed without any cutting or over writing. All cutting / over writing must be initialed and stamped. Bidders must confirm the acceptance of all the terms and conditions of the tender.
20. Making misleading or false representation in the bid document will lead to disqualification of the bidder resulting in forfeiture of EMD amount.
21. Any non-acceptance or deviations from the terms and conditions must be CLEARLY mentioned. However, bidder must note that any conditional offer or any deviation from the terms and conditions of this tender may render the bids liable for rejection.
22. Earnest Money Deposit (EMD): The Tenders/ Bids must be accompanied by Earnest Money Deposit. The bidders who are registered with National Small Industries Corporation (NSIC) are exempted from EMD and cost of tender document. However, for claiming this exemption, the bidders MUST furnish an self-attested copy of the exemption certificate indicating Date of registration, validity period of the registration, whether registered for items for which tender has been floated. The validity of the Demand Draft must be up to 3 (THREE) months starting from the date of submission of the bids. The EMDs of all the unsuccessful bidders will be returned to them at the earliest after issue of purchase order. **The EMD's of all unsuccessful bidder will be returned to them at the earliest after issue of Work Order. The EMD of Successful bidder will be returned on receipt of on receipt of Performance Security Deposit / Performance bank guarantee for 10 % of the Contract Value. No interest will be payable by the NITT on the EMD & Performance Security Deposit.**

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## PRE-BID MEETING

It is proposed to conduct a Pre - Bid meeting **Thursday, Feb 22nd 2018 at 11 A.M (Venue: At A-11 Hall, Administrative Building, NITT) National Institute of Technology, Tiruchirappalli-15.** The purpose of the meeting is to clarify our requirements and to answer the questions of the prospective bidders on technical bid and commercial terms and conditions of this tender.

In View of above, prospective bidders are advised to submit their doubts/ questions/ clarifications, if any, through Mail, (Mail ID: **thambi@nitt.edu**) before the date of Pre bid meeting. Further, on the date of the meeting, the questions should be given in writing.

Any modification of the bidding documents which may become necessary as a result of the Pre bid meeting shall be made known to all the prospective bidders by the Selection Committee through a notification of amendment in the website of the NITT. No clarifications will be entertained beyond the date of pre bid meeting. No extension of time will be given for submission of tender on any account, beyond the last date for submission of tender.

### SPECIAL INSTRUCTIONS REGARDING SEALING AND MARKING OF BIDS

Procedure for sealing and marking of bids: The Tender / Bid Cover shall contain the following:

- **FIRST envelope** should contain the Earnest Money Deposit and Cost of Tender Document. The envelope should be sealed and super scribed as **“EMD COVER”**
- **SECOND envelope** should contain the Technical Bid along with enclosures desired in the Tender document. This envelope should be sealed and super scribed as **“TECHNICAL BID”** Cover.
- **THIRD envelope** should contain the Price Bids. This envelope should be sealed and super scribed as **“PRICE BIDS ”** Cover.
- All the above mentioned THREE SEPARATE ENVELOPS are to be sealed and kept in one single Larger size outer envelope (**FOURTH envelope**) which should also be sealed and super scribed.
- Each of the FOUR ENVELOPS shall be super scribed with following details:

Tender reference Number <b>NITT/EMD/EMC/AE(E)/LIFT AMC/Enq.no.66 /2018 dt 05.02.2018</b> for Comprehensive AMC for Lifts. Due date of tender and time : <b>Monday, March 05<sup>th</sup> 2018 up to 3.00 P.M</b> Name of the Department inviting this tender : <b>Estate Maintenance Department/Electrical</b> Name and Complete address of the Bidder :
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- If all the THREE inner envelopes and the ONE outer envelope (i.e., larger envelope) are not sealed and marked as instructed, NITT will assume no responsibility for the misplacement or premature opening of any of the envelope. An envelope opened prematurely will be rejected.

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- There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed in the envelope super scribed, “Technical Bid”, the bid document will be summarily rejected in the first instance itself. Any offer containing both the Technical bid and Price bids in the same envelop will also be out rightly rejected.

## **GENERAL TERMS AND CONDITIONS**

**Duration of the Contract:** The contract is initially for a period of **three year**. The contract will be reviewed yearly, and may be extended for a maximum period of one more year, price purely based on the discretion of the NITT management.

**Validity of the Schedule Price: 3 years**

**Termination of contract:** This Contract may be terminated forthwith by either party by giving Two months written notice to the other if:

- a. The other party is in material breach of its obligations under this Agreement and, in the case of such breaches capable of being remedied, fails to remedy that breach within thirty days of receiving notice of such breach;

OR

The Contract may be terminated forthwith by the Client by giving written notice to the Contractor, if:

- b. In case of breach of any of terms and conditions of the Contract by the Contractor, the Competent Authority of the Client shall have the right to cancel the Contract and nothing will be payable by the Client and in that event and the security deposit in the form of performance Bank Guarantee shall be forfeited and encashed.

If the Contractor does not provide the required services satisfactorily as per the requirements of the Client or / and as per the Bill of Quantities / Schedule of Requirements

If the Contractor goes bankrupt and becomes insolvent

- c. The contract may be terminated before the expiry of contract period owing to deficiency in service or substandard quality of the service provided by the successful bidding Company / Firm /Successful bidder. Further, NITT reserves the right to terminate contract at any time by giving **two months (60 days)** notice to the successful bidder.

**Subletting:** The bidder shall not be allowed to transfer, assign, or sub-contract its rights and liabilities under this contract to any other successful bidder without the prior written consent of NITT.

**Registers:** The bidder shall maintain and if necessary submit to the Institute for inspection on demand the records such as Stock, maintenance, attendance, Payment register etc at site.

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**Breach of Contract:** The bidder will be bound by the details furnished by them to NITT, while submitting the bid or at subsequent stage. In case, if, any of such document/s furnished by the firm is found to be false, it would amount to breach of terms of contract and the successful bidder is liable for legal action besides termination of contract.

The bidder shall ensure that the manpower / human resources deployed at NITT conform to the standards prescribed in the Tender Document.

**Disciplinary action:** In case, the manpower / personnel employed by the successful bidder commits any act of omission / commission that amounts to misconduct /indiscipline/ incompetence / security risks, the selected successful bidder shall take appropriate disciplinary action against such personnel immediately being brought to his notice, failing which it would amount to breach of contract and may lead to termination of contract.

**Identity card:** The bidder shall provide identity cards to the personnel deployed at the Institute having the photograph of the personnel and personal information such as name, designation, address and identification mark etc., attested by Assistant Executive Engineer at the Institute.

**Confidentiality:** The bidder shall ensure that any information related to Research, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by their personnel deployed at the Institute

The bidder shall ensure proper conduct of its personnel at Institute campus, and do not indulge in consumption of alcohol/ smoking, other banned items, activities while on duty

**Facility:** NITT is not liable at any stage to provide accommodation, transport, food, medical, tools, equipment's, vehicles and any other requirement of their personnel and services to the Institute.

**NITT reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving notice or assigning any reason The Director, NITT is the final authority for settling any disputes and the decision of the Director in this regard shall be final and binding on all.**

## **SCOPE OF WORK AND REQUIREMENTS**

### **1. INTRODUCTION:**

- a) Lifts have been installed in different locations of Client's premises at National Institute of Technology, Tiruchirappalli. The details quantity (Bill of Quantity) of all the Lifts is as under: **The quantities as stated in Schedules are subject to change.**

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## 2. COMPREHENSIVE CONTRACT

- a) The term 'Comprehensive Annual Maintenance Contract' (CAMC) shall include cost on account of all repair and maintenance of all the lifts, **replacement of spare parts / mechanical parts thereof, oiling, chemical washing/ cleaning, greasing (general servicing), replacement of rope and replacement control unit, replacement of ARD services and Lift Emergency Batteries replacement / repair of any or all the parts of lift drive unit including replacement of motors, drive, door drive, Lift lighting, fans, speakers, etc., including lift license and insurance charges** during the currency of the contract at the exclusive risk, responsibility and cost of the Contractor. **In brief, the department shall not bear any cost for anything whatsoever after the lifts have been handed over to the Contractor for maintenance.**
- b) The bidder shall depute one lift technician throughout the year for Techno make and Johnson make exclusively. The working hours for technician will be 08.30 a.m. to 5.30 p.m. and the working hours may be extended during functions/VIP visit.

## 3. GENERAL INSTRUCTIONS FOR MAINTNENCE/SERVICE:

- a) The contractor shall keep the required spares as in stock for immediate repairs, adequate materials and will replenish the same from time to time as per requirement for Comprehensive Annual maintenance. The contractor will supply, repair / replace all the spare parts during the currency of the contract as mentioned in the scope of work and as per guidelines of the Client.
- b) The contractor will attend to the complaints and breakdowns promptly as and when required.
- c) The contractor should have all requisite service facilities at their work centers for carrying out such works and a contact Mobile number for attending to urgent repairs even after office hours.
- d) The contractor will make arrangement for all necessary tools and equipment's for carrying out the above service contract.
- e) The spare parts supplied/replaced by the contractor should be brand new /original one and from the reputed manufacturers / sources to ensure satisfactory performance. Used /repaired spare parts will not be accepted. Before using any spare, the same should be approved by the Engineer Incharge, EMC,NIT,Trichy. The contractor will ensure that the repairs carried out do not require same repairs again within a reasonable time.
- f) Contractor should produce Service report and break down report to Engineer incharge every month.
- g) The technicians deputed for the job shall be skilled and have sufficient experience.

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- h) All parts like Battery, SMPS, Drive unit, Control unit etc., repaired / replaced shall have performance guarantee for at least 12 months.

#### **4. NO DAMAGE TO INSTALLATIONS & ADJACENT LAND**

- a) Contractor shall ensure that during the progress of the work no damage shall occur to installations/equipment due to any reason, if so happens, contractor shall have to Repair/replace the same at his own risk and cost. The decision of Client shall be final and binding on the contractor in this case.

#### **5. SAFETY PRACTICES**

- a) Contractor shall positively observe all safety measures required to be undertaken for safety of persons, labours, and properties at work site/plant premises/residential premises/public places.

#### **6. INSURANCE & LIABILITIES**

- a) The contractor agrees to and does hereby accept full and exclusive liability for the compliance with all obligations imposed and further agrees to defend, indemnify and hold clients harmless for any liability or penalty which may be imposed by the central, state or local authority also from all claims, suits or proceedings that may be brought against the clients arising under growing out of or by reason of the work provided for by this contract whether brought by employees of the contract or by third parties or any central government, state government or local authority for the following Act (s) and liability (s).

- Employees State Insurance & EPF Act.
- Workmen compensation & employers liability insurance.
- Any other insurance required under law or regulations.
- Accident or injury to workmen.
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#### **7. CONTRACTOR'S LIABILITY**

- a) The Contractor shall completely indemnify and hold harmless the Client and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor or any of its employees engaged in the provision of providing the required services. The Contractor shall not Sub-Contract, transfer or assign the contract or any other part thereof to any other Contractor during the currency of the Contract. In the event of the contractor contravening this condition, Client shall be entitled to place the contract elsewhere on the contractors risk and cost and the contractor shall be liable for any loss or damage, which the Client may

sustain in consequence or arising out of such replacing of the contract.

- b) The damage caused, if any, either to the equipment's (Lifts) or to any other property of the NITT through negligence or otherwise by the Contractor or his employees, shall be the responsibility of the Contractor. The financial or any other loss suffered by the NITT on this account shall be made good by the Contractor and decision of the Client in this context shall be binding on the

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Contractor.

## 8. PAYMENTS

- a) A Price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the contractors by the client for the CAMC services.
- b) The prices in the **Price Schedule shall be exclusive of GST** and the same shall be charged in addition to the applicable rate.
- c) **Quarterly payments shall be made to the Contractor, after rendering satisfactory services. The Contractor shall raise invoice at the end of each quarter and the Client shall make all endeavor to make payments within 45 days from the date of the receipt of the invoice to the Contractor if every things in order.**
- d) The charges shall be valid for a period of two year. No price escalation shall be entertained by the Client during the period.
- e) In addition to the Contract payments, the Client shall pay for any additional Services as and whenever required which are not specified in the Price Schedule.
- f) All payments shall be mad in Indian currency by means of Account payee cheque/RTGS/NEFT. The Contractor submit their Bank account details with invoice.
- g) Client shall be entitled to deduct in accordance with Applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor. Client shall provide a certificate certifying the deduction so made.
- h) No payment shall be made in advance nor any loan from any bank of financial institution recommended on the basis of the order of award of work.

## 9. COMPENSATION FOR DELAY (LIQUIDATED DAMAGES):

- a) Time is the essence of the CONTRACT. In case the CONTRACTOR fails to complete the work within the stipulated period, as defined by the Client, unless such failure is due to Force Majeure or due to Clients defaults, the CONTRACTOR shall pay to the CLIENTS, by way of compensation for delay and not as penalty, a sum to be calculated as per details given below:

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Sl.no	Period	Penalty	Remarks
01	Below 2 Hours	No Penalty	
02	Above 3-8 Hours	@ 10% of respective monthly bill	In case the period is repeated in the same month penalty will be worked out on pro rata basis.
03	1-3 consecutive days in a plant	@ 15% of respective monthly bill	
04	4 to 7 consecutive days in a plant	@ 25% of respective monthly bill	
05	8 to 15 consecutive days in a plant	@ 50% of respective monthly bill	
06	More than 15 days	@100% of respective monthly bill	

- b) All sums payable by way of compensations under any of the conditions shall be considered as reasonable compensation without reference to the actual loss or damages, which shall have been sustained and shall be recovered from the Bills preferred by the Contractor.

**10. COMPLIANCE WITH LABOUR LAWS:**

- a) The contractor, at his own expenses, shall ensure the compliance with all applicable and governing industrial and labour laws and other laws, rules and regulations and BY-LAWS of both Central & State Govt. and all other local authorities. The contractor shall keep the clients harmless and indemnified in respect thereof.

**11. GOVERNING LAWS AND SETTLEMENT OF DISPUTE**

- a) Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the parties in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made thereunder including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be THIRUCHIRAPLLI and the decision of the arbitrator shall be final and binding on the parties.

**12. JURISDICTION OF COURT:**

- a) This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Tiruchirappalli.

**13. DISCLAIMER**

The relatives / near relatives of employees of the Client are prohibited from participation in this bid. The near relatives for this purpose are defined as:

- a) Members of a Hindu Undivided Family.

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- b) Their husband or wife.
- c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

#### **14. INSOLVENCY**

- a) The competent authority of the NATIONAL INSTITUTE OF TECHNOLOGY may at any time by notice in writing summarily terminate the contract without Compensation to the contractor in any of the following events, that is to say:-
- b) If the contractor being an individual or if firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or
- c) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.
- d) If the contractor commits any breach of this contract not herein specifically proved for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.

#### **15. CURRENCIES OF BID AND PAYMENTS**

- a) The Bidder shall submit his price bid / officer in Indian Rupees and payments under this contract will be made in Indian Rupees.

#### **16. DAILY,MONTHLY,HALF YEARLY & ANNUAL SERVICING:**

- Contractor has to carry out daily, monthly, quarterly, semi Annual and Annual as per guide line of OEM manual & as per schedule. In addition to it they have to attend the break down when required.
- Overall performance and safety certificate should produce by the contractor of Chief engineer after inspection of lifts.
- The cost of spares, tools, tackles, consumables, transportation to sites is included in the service rates and shall not be paid separately.
- The maintenance / servicing shall be planned in consultation with the Client. The work shall be carried out as per the best engineering practices and to the satisfaction of Client.

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### **Daily Service:**

- a. Ride each elevator and observe performance, levelling, floor stops, door opening and closing operation and noise.
- b. Test safety edges, photo eyes, detectors, door open buttons, and alarm bell.
- c. Check for proper car and hall button operation and all indicator illuminations and lantern operations.

### **Monthly service:**

- a. Clean and inspect machine, controller, selector, motor, motor generator/SCR and governor.
- b. Clean and inspect car top, operating switches, door operator and controls, car door hangers, jibs, detectors and/or photo eyes and safety edges. Lubricate and adjust door operator and door accessory equipment.
- c. Clean and inspect hoist way door hangers, interlocks, linkage, pick up assembly, Door gibs, non –vision wing and hoist way switches.
- d. Clean and inspect governor tension sheave, car and counterweight buffers, compensating sheave assembly. Clean pit and check safety plank and travel cable loops.
- e. Clean Machine rooms, check commutators and brushes, clean and adjust controller and selector contacts and relays.
- f. Check car and hall fixture lamps, levelling and floor stops, alarm bell and emergency stop, inspect travel cable.
- g. Checking and operation of all moving parts.
- h. Checking the ARD & other parts related to ARD like Battery, ARD Control Board etc.
- i. Checking Drive Units & Motor.
- j. Checking control unit & Emergency Batteries.
- k. Checking of overload indication device.
- l. Lubrication of Guide.
- m. Checking of rope, emergency lighting, fans, speakers, alarm etc.
- n. Checking operation of the Door opening / closing & Floor leveling & over load indication device.
- o. Lubrication of Guide.
- p. Left out any maintenance services.

### **Quarterly service & Report:**

- Inspect rope shackles, car and counter weight guides, TM and slow down Switches, adjust and lubricate as required. Check emergency light.
- Check and adjust brake. Inspect and lubricate pivot pins.
- Clean and adjust controller and selector components including contacts, relay and timers. Check transformer and rectifiers. Vacuum or brush all controller and selector parts.
- Check out complete safety circuit.
- Check selector cables and/or tapes. Lubricate selector drive worm. Inspect selector drive.

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- Clean, inspect and lubricate governor linkage.
- Inspect, rotate and equalize hoist cables. Inspect cable shackles and fastening.
- Check adjustment of roller/slide car and counter weight guides. Check Bearings/liners and fastenings.
- Inspect TM, slow down, levelling and/or limit switches.
- Clean and inspect all car and hoist way door contacts and interlocks.
- Check door closing force. Check car and hoist way hangar rollers and adjust up thrusts.
- Inspector door operator bearings and cams.
- Clean and inspect governor tail sheave, compensating sheaves, compensation ropes and hitches and/or compensating chains, guides and hitches.
- Clean and inspect car and counter weight buffers. Check buffer oil level and operation.

### **Semi Annual service & Report:**

- Check control and main line fuses, voltage readings, motor and motor generator wire connections, over loads, armature clearance and brake cores.
- Check motor overload devices, resistor and resistor connections.
- Check car safety Mechanism and governor rope hitch.

### **Annual Maintenance service & Report:**

- Drop brake shoes, clean, lubricate and adjust. Flush and replace worm gear oil.
- Check all controller and selector terminals. Check and clean all fuse holders.
- Check car frame, overhead, car and counter weight sheaves, sills and pits.
- Annual lubrication of motor , motor generator and machine bearings,deflector,compound and compensating sheaves and governor tension sheave bearings. Check all fastenings and motor oil ABD greasing.
- Annual car safety test. Clean, inspect and lubricate governor and safety mechanism. Check buffer oil level.
- Adjust motor control and perform logic systems operation check.
- Clean hoist way and hoist way equipment including guide rails, counter weights, hoist way door hangars, interlocks, closers, headers and related devices. Check all fastenings on guide rails, brackets and entrances.
- Lift Machine room doors with lockable arrangement.
- Lift Machine room Ventilator Properly.
- Check the 3 Phase main cables/wires
- Check the single phase main supply cables
- Check 8 gauge main earth connected to our earth bar.
- Check the lift room lighting arrangements.
- Check the lift well lightings.
- Check travelling cables and damaged or loose binding.
- Check all cabin fixing bolts and nuts.
- Check all the landing doors properly functioning.
- Check the limit switches functioning.

Vendor Signature & Seal

## **17. REPAIRING OF LIFTS:**

- a) In general, all repairs should be carried out at the respective places of complaint only. Wherever repair is not feasible at the site of complaint or it requires additional facilities from other sources (e.g. motor rewinding etc.) faulty unit will be handed over to the contractor / its representative against acknowledgement as per prevailing procedures of the Client. Contractor will carry out necessary repairs on the faulty unit and fix the unit back in its original place in operating condition under the intimation of Client or his authorized representative.

## **18. REPLACEMENT OF BATTERIES :**

- a) Replacement of failed batteries will have to be done on the same day from the date of defective noticed. The failed batteries will be replaced by equivalent NEW batteries of same make only.
- b) For replacements of batteries under warranty, NIT, Trichy will share the information to get new batteries from OEM / authorized agencies and will not provide any cost for this.

## **19. ATTENDING OF BREAKDOWN:**

- a) Any breakdown call given by the Client's representatives shall be attended immediately by the Lift Engineer / Lift Technician. In case contractor's Lift Engineer fails to attend the call within the stipulated / specific time limit or fails to carry out the job of maintenance like replacement of spares etc. due to any reasons whatsoever, the said job shall be got done through other agency at the discretion of Client at the sole risk and cost of the contractor and the amount shall be deducted from contractor's bill. Decision of the Client shall be final and binding in this regard.

## **20. PROFORMA FOR MONTHLY / QUARTERLY/ANNUAL MAINTENANCE:**

- a) A general pro forma for periodic daily, monthly, quarterly, semi Annual and Annual is attached. The contractor will carry out the work as per proforma for necessary records & payment. The contractor will undertake any other service as may be required for effective performance of the cooling appliances without any extra cost except for provisions in the contract.

## **21. REGISTER OF STOCK / SERVICE**

- a) The Contractor / Supervisor of the Contractor shall maintain Stock records of the spares for immediate requirements for replacing on being found faulty in any of the Lifts. The stock register shall be prepared in consultation with the Client.
- b) The Contractor / Supervisor of the Contractor shall prepare a register of Complaints / Service Register in consultation with the Client and the same shall be produced to the competent authority of the Client fortnightly.
- c) Maintaining of History card.
- d) Maintaining of Attendance in client premises.
- e) Maintaining Register for spares replacement

Vendor Signature & Seal

## 22. GENERAL CONDITIONS OF CONTRACT

- a) The Annual Maintenance Contract is for the period of one year from **1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019**. (Tentative period, it may be vary) and the same may be extended for a maximum period of two more years from the date of initial award of contract based on performance and satisfactory services and mutual consent at the scheduled price. If no further extension order is issued the contract period may be considered to have been completed as per orders issued already by our NITT.
- b) The Contractor entrusted with Client's CAMC shall execute the work in the most business- manner like maintaining optimum and high standards in all respects, without any compromise at any stage thereof.
- c) The Contractor is advised to inspect the lifts and ascertain the lifts status listed in the Annexure before offering.
- d) The Contractor shall inspect all the lifts as specified in Schedule of Works and Requirements before taking over their maintenance under the Maintenance Contract, and any missing/ non-functional part (s) listed out and brought to the notice of the undersigned within 7 days of the acceptance of maintenance contract, failing which the Contractor shall be deemed to have taken over the equipment's of this office in perfectly working condition. The Contractor shall hand over the all lifts in good working condition with consultation of engineer in charge of EMC office on the expiry of the Contract.
- e) In addition to any and all other guarantee mentioned in the contract, the contractor guarantees that the entire work will be done in a satisfactory manner and free from any defects in workmanship and finish in conformity in all respects with the specifications and directions. The contractor also undertakes to repair or replace as the case may be at his own cost and take risk in any part of the work which may develop any defects due to bad workmanship or otherwise due to the fault of the contractor.
- f) The contractor shall not be entitled to cartage and incidental charges on any account and shall make his own arrangements at his own cost for the storage at Client's premises.
- g) The Contract shall be comprehensive and it shall include works on account of all repair and maintenance and replacement of all spares / parts for all types of Lifts as listed in the Schedule of Requirements.
- h) The service provider shall provide direct service and shall not employ Sub-Contractors. Bidder should have a minimum of one year of experience in the service /maintenance of Lifts to various organizations/ Government Departments. A list of client list shall be enclosed along with the Technical bid.

Vendor Signature & Seal



## 23. MINIMUM ELIGIBILITY CRITERIA

- 1) The following shall be the minimum eligibility criteria for selection of bidders.
  - a) **Legal Valid Entity:** The Bidder shall necessarily be a legally valid entity. A proof for supporting the legal validity of the Bidder shall be submitted.
  - b) **PAN:** The Bidder should be registered with the Income Tax. Relevant proof in support shall be submitted.
  - c) **Experience:** Two year experience in the similar field in Government Departments / Public Sector Undertakings / Any similar institutions and they should have valid lift maintenance license certificate approved by Chief Electrical Inspector, Government of Tamilnadu.
  - d) **ESI:** The Bidder should enclose copy of the registration certificate. Also provide a copy of latest remittance made by your firm/ company.
  - e) **EPF:** The Bidder should enclose copy of the registration certificate. Also provide a copy of latest remittance made by your firm/ company.
- 2) **DESIRABLE**
  - a) Apart from the tender condition, first preference to **ORIGINAL EQUIPMENT MANUFACTURER (OEM)**.

## 24. RIGHT OF ACCEPTANCE:

- a) The National Institute of Technology 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 the Competent Authority of the NATIONAL INSTITUTE OF TECHNOLOGY in this regard shall be final and binding.
- b) Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
- c) The competent authority of the NATIONAL INSTITUTE OF TECHNOLOGY reserves the right to award any or part or full contract to any successful bidder at its discretion and this will be binding on the In case of failure to comply with the provisions of the terms and conditions mentioned, by the bidder that has/have been awarded the contract, the competent authority of the NATIONAL INSTITUTE OF TECHNOLOGY reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the bidders.
- d) The NATIONAL INSTITUTE OF TECHNOLOGY may terminate the Contract if it is found that the bidder to whom the work has been awarded is black listed on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc.

Vendor Signature & Seal

- e) The scope of comprehensive annual maintenance services (CAMC) shall include providing routine maintenance services, pertaining to complaints as and when they occur in lifts, **Drive unit, providing all manpower, tools and tackles and replacement of defective spare parts (including consumables) such as Drive units, Motor, Control panel & it's accessories, Batteries, Luminaries etc. of same make/model**, replacement and whatever parts required for all type lifts.
- f) The rates quoted for the AMC services shall also include all charges of *Lift License renewal and Lift Insurance / Renewal charges, transportation charges all taxes and duties as applicable and labour charges etc.*
- g) The contractor will have to keep sufficient spare parts at site to reduce the breakdown period to minimum possible time.
- h) **Tenderers may submit their tender for a specific make and type of Lifts or appropriate dealers by fulfilling all other conditions.**
- i) The service persons should have physical fitness to carry out the works. They should not be transferred without clients concurrence.
- j) The Contractor must ensure that Lift Engineer / Lift Technicians/helpers shall work with proper Uniform /Shoes/ID CARDS and common rescue kits, safety accessories like, helmet, gloves, line Tester, instruments mask etc. for safety purpose.
- k) Any accommodation / Hostel facilities/vehicles/ladders will not be provided strictly for any contractors and their staffs.
- l) The Contractor has to provide high standard of work in disciplined manner and is required to inform about the progress of work to the Engineer Incharge, EMC on day-to-day basis. A separate attendance will be maintained for their staff members in the office of EMC. Store room will be provided to keep the required spare parts. It is the responsibility of the bidder for their materials.
- m) If any accident takes place at the site during the routine and preventive maintenance, it will be the sole responsibility of the contractor to indemnify the department for any loss arising out of such accidents/ losses theft etc.
- n) This Annual Maintenance Contract shall be a Comprehensive contract for different types of Lifts for all types of maintenance.
- o) All break-down calls shall be attended immediately at Right Time. Breakdown calls that could not be attended on the same day for exceptional reasons shall be attended to on the next day without fail.
- p) Lift defect parts / Material taken out of the office premises for service at your workshop shall be returned at the earliest and in any case, within 4 days' time. Non- attendance of complaints of this nature beyond a week would entail deduction of penalty as per penalty clause till the complaint is attended to.

Vendor Signature & Seal

- q) Transportation of Lift Defective materials/motors/ drivers from the office buildings to the service provider's workshop, from one building to another and from the service provider's workshop to the office buildings, will be at the cost of the service provider. A proper Gate pass should be used during transportation from institute and the same will be issued by EMC – NITT.
- r) Quarterly Bills shall be submitted along with the Service Report acknowledgements (both for Preventive Maintenance Service and for Break-down Maintenance Service) before 10th the following Quarter . Payment shall be made after verification of the Records as per NITT norms.
- s) National Institute of Technology, Tiruchirappalli reserves the right to terminate the contract at any point of time during the tenure of contract, if the services are not found satisfactory. The notice period for termination of contract shall be Two month by either party. However, the service provider shall continue the service on the same terms until a new service provider is take over the contract at the Agreement rate. The decision of the National Institute of Technology Tiruchirappalli Empowerment in all respect shall be final and binding upon the contractor.
- t) The payment for the last quarter shall be made to the Service provider only after completion of handing over of all Lifts in working condition to the successor-service provider and after receipt of taken over note from the successor-service provider.
- u) The Service Provider is responsible for the payment of Minimum Wages (under Central Act) to the personnel deployed by it. In respect of workers deployed under the AMC contract, the Service Provider shall be solely and exclusively responsible for compliance to all statutory provisions under the Labour Laws and there is NO employer employee relationship between NITT and the workers deployed by the Service Provider.
- v) With a view to enable to the prospective bidders to inspect the Lifts before submitting their quotation, it is proposed to convene a pre bid meeting on **Thursday, Feb 22nd 2018 at 11 A.M (Venue: At A-11 Hall, Administrative Building, NITT)** during the course of which, bidders can seek clarification if any in respect of this Tender.
- w) While some of the Lifts have been procured by NIT, Trichy through CPWD, recently and are under Warranty, the Institute may go for procurement of additional Lifts in future as on required basis. The contractor would provide AMC for these Lifts after completion/expiry of warranty period. Charges for AMC of these Lifts would be at the same rate as quoted in the Tender for similar specifications.
- x) The quantity details of Lifts are given in **PRICE BIDS** of this document. This may vary marginally according to our NITT decisions
- y) **Validity of bids:** The rate quote should be valid for a minimum of 180 days. No claim for escalation of rate will be considered after opening the Tender.

Vendor Signature & Seal

- z) **Clarification of tender Document:** A prospective bidder requiring any clarification of the Tender document may communicate to the contact person given in this notice inviting tender.
- aa) **Amendment of tender Document:** At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.
- bb) The Institute may at its own discretion extend the last date for the receipt of bids.
- cc) The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.
- dd) The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefor. The decision of the NITT competent Authorities is final in all matters of this tender.
- ee) In case of any dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.

Vendor Signature & Seal

**FORMAT FOR SUBMITTING TECHNICAL BID**

**(To be submitted in a separate sealed envelope-1)**

<b>Sl. No.</b>	<b>Description</b>	<b>Information/ Compliance</b>
1.	Do you unconditionally agree with all Terms and Conditions stipulated in the Tender Document?  (Yes/No)	
2.	<b>Details of Tender Fees remittance</b>	Amount: Rs.: DD Number : Date : Name of Bank : Payable at :
3.	<b>Details of EMD remittance</b>	Amount: Rs.: DD Number : Date : Name of Bank : Payable at :
4.	<b>Name and Address</b> of the Applicant/ bidder with Telephone/ Fax/ Mobile and Mail ID	
5.	<b>Lift Maintenance License Number and Year of Establishment / Incorporation / commencement of Concern</b>	
6.	<b>Registration/ Incorporation Particulars</b> (Please attach self attested copies of documents of registration/ incorporation of your firm/ Company as required under business law)	
7.	<b>Legal Status</b> of the bidder (In the case of Partnership Firm, authenticated copy of Partnership Deed, in the case of Private or Public Limited Company authenticated copy of Memorandum and Articles of Association and in the case of Proprietary concern, Proprietary Firm Registration Certificate should be enclosed as documentary proof)	
8.	<b>Profile</b> containing name, educational qualifications, occupation and postal address of Proprietor / Partners/ Directors/ Managing Director/ Chairman and Managing Director ( please use separate sheet if found necessary)	
9.	<b>Name, designation and Phone number of persons authorized to sign the documents</b> on behalf of the Proprietary concern/ Partnership Firm/ Private or Public Limited company (Please attach Power of Attorney / authorization for signing the document. In the case of Proprietary concern bidder may submit attested copy of the PAN card / Election Commission Card / Passport of the Proprietor and authorized signatory in case of proprietor is not signing the tender document)	

Vendor Signature & Seal

10.	<b>Name and Designation of the Contact Person/ Representative/ Manager</b> of the Successful bidder/ firm/ company with mobile number & email ID.	
11.	<b>Are your firm/ company carrying out any other trade/ business in addition to Manpower / personnel hiring services?</b> Furnish particulars of other trade/ business carried out.	
12.	<b>Total experience</b> (years/ months) in this field	
13.	Average/Annual Turnover in last three years from business.	
14.	<b>Have your concern/ firm/ company ever changed its name any time?</b> If yes, provide the previous name and the reasons there for?	
15.	Man Power strength Designation wise	
16.	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
17.	<b>Income Tax Permanent Account Number</b> (Self attested Copy of PAN Card to be enclosed)	
18.	<b>Income Tax Assessment Completion Certificates/ Assessment Orders for the financial years 2014-15 2015-16 and 2016-17</b> (In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reasons for non-completion of the assessment for the required years may be indicated)	
19.	<b>Have you registered under Employees State Insurance Corporation Act (ESI) Act?</b> If so, enclose copy of the registration certificate. Also provide a copy of latest remittance made by your successful bidder/ firm/ company	
20.	<b>Have you registered Under Employees Provident Fund (EPF) and Miscellaneous Provisions Act?</b> If so, enclose copy of the registration certificate. Also provide a copy of the latest remittance, if any, made by your firm towards EPF.	
21..	<b>Goods and Service Tax Registration Number</b> (Self attested Proof to be attached).	
22.	Name and address of your banker	
23.	Brief details of Litigations, if any, connected with Manpower Hiring Services work, Current or during the last three years, the opposite party and the disputed amount.	

Vendor Signature & Seal

24.	Specify whether there are any issues / disputes against your successful bidder/ firm/ company before the commissioner of Provident Fund, Employees State Insurance, Labour Tribunal Authorities, etc.,	
25.	Give details of Termination of previous contract, <b>if any</b>	
26.	Give information, if any, regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder <b>is / was</b> involved	
27.	Any other information, document which may help NITT in assessing your capabilities, may be enclosed .The bidder may add any further information that he considers relevant for the evaluation of their bid.	
28.	Details of quality certifications, if any, obtained viz	
29.	Details of Awards, if any received or Reviews in the Media, if any	
30.	Performance certificate from the Customers	Enclose separately
31.	Details of OEM (Original Equipment Manufacturer) (Self-attested Proof to be attached).	

Signature of the bidder with Name and Seal

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Vendor Signature & Seal

**FORMAT FOR SUBMITTING TECHNICAL BID**

**(To be submitted in a separate sealed envelope-2)**

01.	Details of <b>ONGOING CONTRACTS</b> : The following should be enclosed: (a) Work Orders and Contract/ Agreement copies (b) Attach separate sheet for each job/ work						
	Serial No.	Name and address of the client Institution with name, address, mobile number and Email ID of the Officer to whom reference may be made.	Nature of work	Work order Value (Rs. )	Number of workmen / personnel deployed	Period of contract	
						From	To
02.	Details of <b>COMPLETED CONTRACTS</b> during the last three Years: (a) Order Copy, Contract/ Agreement copy should be enclosed. If required, please attach extra sheets. (b) Attach separate sheet for each job/ work						
	Serial No.	Name and address of the client organization with name, address, mobile number and Email ID of the Officer to whom reference may be made.	Nature of work	Work order Value (Rs. )	Number of workmen and personnel deployed	Period of contract	
						From	To

Signature of the bidder with Name and Seal

Vendor Signature & Seal



# PERFORMANCE BANK GUARANTEE

(To be executed on non-Judicial stamped paper of an appropriate value)

Date : .....

Bank Guarantee No : .....

Amount of Guarantee : .....

Guarantee Period : From ..... to.....

Guarantee Expiry Date : .....

Last date of Lodgement : .....

**WHEREAS** Office of the The Director, National Institute of Technology, Tiruchirappalli having its office at National Institute of Technology, Tiruchirappalli – 620 015.(hereinafter referred to as “**The Owner**” which expression shall unless repugnant to the context includes their legal representatives, successors and assigns) has executed a binding to the contract on [*Please insert date of acceptance of the letter of acceptance(LoA)*] (“**Contract**”) with [*insert name of the Successful Bidder*] .....(hereinafter referred to as the “**Contractor**” which expression shall unless repugnant to the context include its legal representatives, successors and permitted assigns) for providing Comprehensive Annual Maintenance Contract (CAMC) of Lifts shall have the meaning ascribed to it in the Contract] based on the terms & conditions set out in the Tender Documents number [*insert reference number of the Tender Documents*] dated [*insert date of issue of Tender Documents*].....and various other documents forming part thereof.

**AND WHEREAS** one of the conditions of the Contract is that the Contractor shall furnish to the Owner a Bank Guarantee from a scheduled bank in India having a branch at Tiruchirappalli for an amount of **10% / 5%** on contract value. (the amount guaranteed under this bank guarantee shall hereinafter be referred to as the “**Guaranteed Amount**”) against due and faithful performance of the Contract including the performance bank guarantee obligation and other obligations of the Contractor for the supplies made and the services being provided and executed by under the Contract. This bank guarantee shall be valid from the date hereof up to the expiry of the Contract Period, which shall be initially for a period of one year from the date of award of work order which would subsequently be required to be extended in the event of extension of the work order.

**AND WHEREAS** the Contractor has approached [*insert the name of the scheduled bank*] (here in after referred to as the “**Bank**”) having its registered office at [*insert the address*].....and at the request of the Contractor and in consideration of the promises made by the Contractor, the Bank has agreed to give such guarantee as hereunder:-

- The Bank hereby undertakes to pay under this guarantee, the Guaranteed Amount claimed by the Owner without any further proof or conditions and without demur, reservation, contest, recourse or protest and without any enquiry or notification to the Contractor merely on a demand raised by the Owner stating that the amount claimed is due to the Owner under the Contract. Any such demand made on the Bank by the Owner shall be conclusive as regards the amount due and payable by the Bank under this bank guarantee and the Bank shall pay without any deductions or set-offs or counterclaims whatsoever, the total sum claimed by the Owner in such Demand. The Owner shall have the right to make an unlimited number of Demands under this bank guarantee provided that the aggregate of all sums paid to the Owner by the Bank under this bank guarantee shall not exceed the Guaranteed Amount. In each case of demand, resulting to change of PBG values, the Owner shall surrender the current PBG to the bank for amendment in price.

Vendor Signature & Seal

- However, the Bank's liability under this bank guarantee shall be restricted to an amount not exceeding **10% / 5%** on contract value.
- The Owner will have the full liberty without reference to the Bank and without affecting the bank guarantee to postpone for any time or from time to time the exercise of any powers and rights conferred on the Owner under the Contract and to enforce or to forbear endorsing any powers or rights or by reasons of time being given to the contractor which under law relating the Surety would but for the provisions have the effect of releasing the surety.
- The rights of the Owner to recover the Guaranteed Amount from the Bank in the manner aforesaid will not be affected or suspended by reasons of the fact that any dispute or disputes have been raised by the Contractor and / or that any dispute(s) are pending before any office, tribunal or court in respect of such Guaranteed Amount and/ or the Contract.
- The guarantee herein contained shall not be affected by the liquidation or winding up, dissolution, change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to the Owner in respect of such liability or liabilities is affected.
- This bank guarantee shall be governed by and construed in accordance with the laws of the Republic of India and the parties to this bank guarantee hereby submit to the jurisdiction of the Courts of New Delhi for the purposes of settling any disputes or differences which may arise out of or in connection with this bank guarantee and for the purposes of enforcement under this bank guarantee.
- All capitalized words used but not defined herein shall have the meanings assigned to them under the Contract
- NOTWITHSTANDING anything stated above, the liability of the Bank under this bank guarantee is restricted to the Guaranteed Amount and this bank guarantee shall expire on the expiry of the Contract Period under the Contract.
- Unless a Demand under this bank guarantee is filed against the Bank within six (6) months from the date of expiry of this bank guarantee all the rights of the Owner under this bank guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities hereunder.
- However, in the opinion of the Owner, if the Contractor's obligations against which this bank guarantee is given are not completed or fully performed by the Contractor within the period prescribed under the Contract, on request of the Contractor, the Bank hereby agrees to further extend the bank guarantee, till the Contractor fulfils its obligations under the Contract.
- We have the power to issue this bank guarantee in your favour under Memorandum and Article of Association and the Undersigned has full power to do so under the Power of Attorney dated [*date of power of attorney to be inserted*].....granted to him by the Bank.

Date:

Bank

Corporate Seal of the Bank

By its constituted Attorney Signature of a person duly authorized to sign on behalf of the Bank

Vendor Signature & Seal

THIS AGREEMENT is made on ..... between The **Director, NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620 015**. (Hereinafter referred to as “Client” which expression shall include his successors and assigns), and whose principal place of office is at National Institute of Technology, TIRUCHIRAPPLI of the One Part,

**AND**

M/s.....having its registered office at.....(Hereinafter referred to as “the Contractor”) which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for Comprehensive Annual Maintenance Contract (CAMC) of Lifts of Client’s premises.

- I. WHEREAS the Client invited bids through open tender, vide Notice Inviting Tender dated .....for “.....selection of agency for CAMC of its Lifts” under Tender No. **NITT/EMD/EMC/AE(E)/LIFT AMC/Enq.no.66/2016 dt 0.02.2018** AND WHEREAS the Contractor submitted his bid vide..... in accordance with the bid documents and represented therein that it fulfills all the requirements and has resources and competence to provide requisite services to the Client
- II. **AND WHEREAS** the Client has selected M/s.....as the successful bidder (“the Contractor”) pursuant to the bidding process and negotiation of contract prices, awarded the **Letter of Acceptance (LoA) No. ....**, to the Contractor on ..... for a total sum of ..... [Rupees ..... Only].
- III. **AND WHEREAS** the Client desires that the CAMC services (as defined in the Bidding Document) be provided, performed, executed and completed by the Contractor, and wishes to appoint the Contractor for providing requisite services to the Client.
- IV. **AND WHEREAS** the Contractor acknowledges that the Client shall enter into contracts with other contractors / parties for the CAMC services for its office in cases the Contractor falls into breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard.
- V. **AND WHEREAS** the terms and conditions of this Contract have been fully negotiated between the Client and the Contractor as parties of competent capacity and equal standing.
- VII **AND WHEREAS** the Contractor has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing CAMC services for Client’s office, failing which the Contract is liable to be terminated at any time, without assigning any reasons by the Client.
- VIII. The Client and the Contractor agree as follows:

Vendor Signature & Seal

1. In this Agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
  - i. The Letter of Acceptance (LoA) issued by the Client.
  - ii. The complete Bid, as submitted by the Contractor.
  - iii. The Addenda, if any, issued by the Client.
  - iv. Any other documents forming part of this Contract Agreement till date.  
(Performance Bank Guarantee, Bank Guarantee)
  - v. Charges – Schedule annexed to this Article of Agreement
  - vi. Supplementary Agreements executed from time to time.
3. Any changes/modifications/amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement.
4. This Contract shall be governed by and construed in accordance with the laws of India. Each Party hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the Conditions of Contract.

**IX. IN WITNESS WHEREOF** the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

Signed on behalf of the Contractor

Signed on Behalf of  
**Office of the Estate Maintenance Department**  
NIT-TIRUCHIRAPPALLI

**(Authorised Signatory)**

**(Authorised Signatory)**

Vendor Signature & Seal

## REPORTING FORMAT FOR MONTHLY SERVICE OF LIFTS

Lift Name :

DATE:

1. MAKE ----- CAPACITY. -----
2. MODEL NO. & SERIAL NO:
3. DRIVE MAKE/MODEL & SR. NO. \_\_\_\_\_
4. LOCATION:

**JOBS TO BE ATTENDED (Tick if done)**

- Clean and inspect machine, controller, selector, motor, motor generator/SCR and governor.
- Clean and inspect car top, operating switches, door operator and controls, car door hangers, jibs, detectors and/or photo eyes and safety edges. Lubricate and adjust door operator and door accessory equipment.
- Clean and inspect hoist way door hangers, interlocks, linkage, pick up assembly, Door gibs, non-vision wing and hoist way switches.
- Clean and inspect governor tension sheave, car and counterweight buffers, compensating sheave assembly. Clean pit and check safety plank and travel cable loops.
- Clean Machine rooms, check commutators and brushes, clean and adjust controller and selector contacts and relays.
- Check car and hall fixture lamps, levelling and floor stops, alarm bell and emergency stop, inspect travel cable.
- Checking and operation of all moving parts.
- Checking the ARD & other parts related to ARD like Battery, ARD Control Board etc.
- Checking Drive Units & Motor.
- Checking control unit & Emergency Batteries.
- Checking of overload indication device.
- Lubrication of Guide.
- Checking of rope, emergency lighting, fans, speakers, alarm etc.
- Checking operation of the Door opening / closing & Floor leveling & over load indication device.
- Lubrication of Guide.
- Left out any maintenance services.
- Customer Remarks

History

Previously Service date

Report No

Brief service details

- 1.
- 2.
- 3.

**Name & Signature of Technician**

**Client's representative name & Signature**

Vendor Signature & Seal

**REPORTING FORMAT FOR QUARTERLY SERVICE OF LIFTS**

Lift Name:

DATE:

- 1. MAKE ----- CAPACITY. -----
- 2. MODEL NO. & SERIAL NO:
- 3. DRIVE MAKE/MODEL & SR. NO. \_\_\_\_\_
- 4. LOCATION:

**JOBS TO BE ATTENDED (Tick if done)**

- Inspect rope shackles, car and counter weight guides, TM and slow down Switches, adjust and lubricate as required. Check emergency light.
- Check and adjust brake. Inspect and lubricate pivot pins.
- Clean and adjust controller and selector components including contacts, relay and timers. Check transformer and rectifiers. Vacuum or brush all controller and selector parts.
- Check out complete safety circuit.
- Check selector cables and/or tapes. Lubricate selector drive worm. Inspect selector drive.
- Clean, inspect and lubricate governor linkage.
- Inspect, rotate and equalize hoist cables. Inspect cable shackles and fastening.
- Check adjustment of roller/slide car and counter weight guides. Check Bearings/liners and fastenings.
- Inspect TM, slow down, levelling and/or limit switches.
- Clean and inspect all car and hoist way door contacts and interlocks.
- Check door closing force. Check car and hoist way hangar rollers and adjust up thrusts.
- Inspector door operator bearings and cams.
- Clean and inspect governor tail sheave, compensating sheaves, compensation ropes and hitches and/or compensating chains, guides and hitches.
- Clean and inspect car and counter weight buffers. Check buffer oil level and operation.
- Left out any maintenance services.
- Customer remarks

History

Previously	Service date	Report No	Brief service details
1.			
2.			
3.			

**Name & Signature of Technician**

**Client's representative name & Signature**

Vendor Signature & Seal

**REPORTING FORMAT FOR SEMI ANNUAL SERVICE OF LIFTS**

Lift Name:

DATE:

- 1. MAKE ----- CAPACITY. -----
- 2. MODEL NO. & SERIAL NO:
- 3. DRIVE MAKE/MODEL & SR. NO. \_\_\_\_\_
- 4. LOCATION:

**JOBS TO BE ATTENDED (Tick if done)**

- Check control and main line fuses, voltage readings, motor and motor generator wire connections, over loads, armature clearance and brake cores.
- Check motor overload devices, resistor and resistor connections.
- Check car safety Mechanism and governor rope hitch.
- Left out any maintenance services.
- Customer remarks

History

Previously	Service date	Report No	Brief service details
1.			
2.			
3.			

**Name & Signature of Technician**

**Client's representative name & Signature**

Vendor Signature & Seal

## REPORTING FORMAT FOR ANNUAL SERVICE OF LIFTS

Lift Name:

DATE:

1. MAKE ----- CAPACITY. -----
2. MODEL NO. & SERIAL NO:
3. DRIVE MAKE/MODEL & SR. NO. \_\_\_\_\_
4. LOCATION:

**JOBS TO BE ATTENDED (Tick if done)**

- Drop brake shoes, clean, lubricate and adjust. Flush and replace worm gear oil.
- Check all controller and selector terminals. Check and clean all fuse holders.
- Check car frame, overhead, car and counter weight sheaves, sills and pits.
- Annual lubrication of motor, motor generator and machine bearings, deflector, compound and compensating sheaves and governor tension sheave bearings. Check all fastenings and motor oil ABD greasing.
- Annual car safety test. Clean, inspect and lubricate governor and safety mechanism. Check buffer oil level.
- Adjust motor control and perform logic systems operation check.
- Clean hoist way and hoist way equipment including guide rails, counter weights, hoist way door hangars, interlocks, closers, headers and related devices.
- Lift Machine room doors with lockable arrangement.
- Lift Machine room Ventilator Properly.
- Check the 3 Phase main cables/wires
- Check the single phase main supply cables
- Check 8 gauge main earth connected to our earth bar.
- Check the lift room lighting arrangements.
- Check the lift well lightings.
- Check travelling cables and damaged or loose binding.
- Check all cabin fixing bolts and nuts.
- Check all the landing doors properly functioning.
- Check the limit switches functioning.
- Check all fastenings on guide rails, brackets and entrances.
- Left out any maintenance services.
- Customer remarks

History

Previously	Service date	Report No	Brief service details
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- 1.
- 2.
- 3.

**Name & Signature of Technician**

**Client's representative name & Signature**

Vendor Signature & Seal



**DECLARATION BY THE BIDDER**

- I/ we hereby certify that the information furnished in this tender document is complete and correct to the best of my knowledge. I/ we understand that furnishing of false information could result in disqualifying for the award of the contract.
  
- I/ We have submitted the requisite solvency certificate and authorize the NITT to approach the Bank issuing the solvency certificate to confirm the correctness thereof.
  
- I/ We also authorize the NITT or its authorized representative to approach individuals, employers, firms and corporation to visit the works completed by us in the past or are in progress at present, to verify the competence and general reputation.
  
- I/ We do hereby offer to perform and execute the Manpower Hiring Services contract in conformity with terms and conditions of the contract.
  
- I / We agree that the acceptance of any tender shall be at the sole and absolute discretion of the NIT, Tiruchirappalli and they do not bind themselves to accept the lowest tender or any tender and may reject any or all tenders received.

**Place:**

**Signature of the bidder with Name and seal**

**Date:**

**Name**

**Designation**

**Seal**

Vendor Signature & Seal

**For Comprehensive AMC – Lifts**

**Annexure A:**

<b>Sl.no</b>	<b>Installation Location</b>	<b>Make</b>	<b>No.of lifts installed</b>
1	OPAL D	Techno	1
2	IT Center	Techno	1
3	Robotics lab	Techno	1
4	Library	Techno	3
5	New Guest House	Techno	1
<b>Total</b>			<b>7</b>

**Annexure B:**

<b>Sl.no</b>	<b>Installation Location</b>	<b>Make</b>	<b>No.of lifts installed</b>
1	ADM Block	Johnson	1
2	Mega Mess - I (Goods Lift)	Johnson	1
3	Mega Mess - II (Goods Lift)	Johnson	1
4	Orion	Johnson	1
5	Lyceum	Johnson	1
6	OJAS	Johnson	2
7	OPAL Mess (Goods Lift)	Johnson	1
<b>Total</b>			<b>8</b>

Vendor Signature & Seal

**FORMAT FOR SUBMITTING PRICE BID A**

**(To be submitted in a separate sealed envelope)**

**Price Bid A (Techno Make)**

Sl.no	Installation Location	Make	No.of lifts installed	Lift AMC Charge including of License & Insurance Charges I Year	Lift AMC Charge including of License & Insurance Charges II Year	Lift AMC Charge including of License & Insurance Charges III Year
1	OPAL D	Techno	1			
2	IT Center	Techno	1			
3	Robotics lab	Techno	1			
4	Library	Techno	3			
5	New Guest House	Techno	1			
	Sub total					
	GST 18%					
	<b>Nett Amount in Rs</b>					

Vendor Signature & Seal

Vendor Signature & Seal

**FORMAT FOR SUBMITTING PRICE BID B**

**(To be submitted in a separate sealed envelope)**

**Price Bid B (Johnson Make)**

Sl.no	Installation Location	Make	No.of lifts installed	Lift AMC Charge including of License & Insurance Charges I Year	Lift AMC Charge including of License & Insurance Charges II Year	Lift AMC Charge including of License & Insurance Charges III Year
1	ADM Block	Johnson	1			
2	Mega Mess I	Johnson	1			
3	Mega Mess II	Johnson	1			
4	ORION	Johnson	1			
5	Lyceum	Johnson	1			
6	OJAS	Johnson	2			
7	OPAL MESS (Goods Lift)	Johnson	1			
	Sub total					
	GST 18%					
<b>Nett Amount in Rs</b>						

Vendor Signature & Seal

Vendor Signature & Seal