



National Institute of Food Technology Entrepreneurship and Management (NIFTEM)
Deemed to be University (De-novo Category) under Section 3 of the UGC Act, 1956 and
an Autonomous Institution under Ministry of Food Processing Industries, GOI,
Plot No 97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana)
Phone No. 130-2281000, 2219759-64, Fax No. 0130-2219772

E - TENDER

Ref No: N/GEA/EC/2021/25/12

Date: 28.06.2021

E - TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 12 NO'S LIFTS AT NIFTEM CAMPUS.

E-Tenders are invited from Original Equipment Manufacturer's / Authorized service provider or experienced service providers for Comprehensive Annual Maintenance Contract of 12 No's Lifts (Make – Schindler & Kone) at NIFTEM Campus, Kundli, Sonapat (Haryana).

For and on behalf of NIFTEM online Tenders (Two bid system) are invited on CPPP eProcurement website <https://eprocure.gov.in/eprocure/app> from eligible OEM's / Authorized service provider Agencies / Experienced service providers at NIFTEM Campus, Kundli, Distt.- Sonapat, Haryana.

Critical Date Sheet

S N	Particulars	Date	Time	Tender Fee	EMD Fee
1.	Issue of Tender document	29.06.2021	02.00 PM	Rs. 1180/- Inclusive GST	Rs. 32,000/-
2.	Pre-bid Meeting through WebEx	05.07.2021	11.00 AM		
3.	Bid submission start date	08.07.2021	04.00 PM		
4.	Last date & time for submission of tender	19.07.2021	02.00 PM		
5.	Date & Time of opening of Technical Bids	20.07.2021	03.00 PM		

Pre-bid meeting (Tender for CAMC of Lifts)

Hosted by Purchase NIFTEM

<https://niftemkundli.webex.com/niftemkundli/j.php?MTID=m6bc5b9cd7175783fca6894c498fedb2f>

Meeting number: 184 277 4554

Password: 123456

Access code: 184 277 4554

ABOUT NIFTEM:

The National Institute of Food Technology Entrepreneurship and Management (NIFTEM) Deemed to be University (De-novo Category) under Section 3 of the UGC Act, 1956 and an autonomous organization under Ministry of Food Processing Industries, Govt of India. NIFTEM functions as a centre for integrated education, research, enterprise incubation and outreach in the area of food science, food technology & business management. NIFTEM is a Rs. 500 Crore Project and has been set up on a 100-acre campus near Delhi in Kundli, Distt. Sonapat, Haryana.

• MANDATE OF NIFTEM:

NIFTEM would work as '-Sector Promotion Organization' & 'Business Promotion Organization' of the food processing sector. It would be a prime academic institution and offer B.Tech, M Tech and Ph D. Programmes in the areas of Food Technology and Management. The Institute has been granted, Deemed to be University status under De-novo category under Section 3 of the UGC Act, 1956.

Major Objectives of NIFTEM are -

- One Stop Solution Provider
- Skill & Entrepreneurship Development
- Facilitating business incubation services with its ultra modern pilot plant
- Conducting Frontier Area Research
- Developing world class managerial talent
- knowledge repository
- Up gradation of SME Clusters
- Promoting cooperation and networking

1. SPECIFICATION OF LIFTS: (12 No's of PASSENGER LIFT's)

Scope	Annual Comprehensive Maintenance & Servicing of Lift 08 Nos (Make-Schindler): 20022164-0, 20022164-1, 20022164-2, 20022164-3, 20022164-4, 20022164-5, 20022164-6 and 20022164-7 Annual Comprehensive Maintenance & Servicing of Lift 04 Nos (Make- Kone): 85256, 85257, 85258 and 85259.
Installation	The above Lifts are installed at NIFTEM, Plot No. 97, Sector 56, HSIIDC Industrial Estate, Kundli, Sonapat, Haryana 131028.

Details of Lifts:

Manufacturer	Schindler
No of floor served	Lift no. 20022164-0 & 20022164-1 = Ground and 4 Upper floors Lift no. 20022164-2 = Ground and 3 Upper floors Lift no. 20022164-3 to 20022164-5 = Ground and 2 Upper floors Lift no. 20022164-6 = Basement , Ground and 2 Upper floors

	Lift no. 20022164-7 = Ground and 2 Upper floors
Capacity	10 persons & 680 kg
Date of installation	2012

Manufacturer	Kone
No of floor served	Lift no. 85256, 85257, 85258 & 85259 = Ground and 4 Upper floors
Capacity	13 Persons & 884 kg
Date of installation	2012

Note: - All servicing, maintenance and replacement shall be done with the knowledge of NIFTEM. Annual safety test must be conducted.

Scope of Work

2. Scope of Work General

a) ANNUAL COMPREHENSIVE MAINTENANCE:

The scope of the AMC shall cover the following:

- i) Diagnose the faults and rectify the defect detected in reasonable time,
- ii) Repair / replace the faulty parts etc of the equipment,
- iii) Carry out the periodic (at least once in a month) preventive maintenance,
- iv) Upkeep of the system, recording required readings and maintaining log book of Works carried out.

The contractor shall be solely responsible for the maintenance, repair, replacements and supply of required parts etc. The dismantled parts can be taken by contractor; the employer shall not be liable to interact with any of the subcontractors of the contractor.

b) The scope of this contract includes all major /minor repairs etc.

c) All men & tools are to be arranged by the Contractor.

d) All spares to be used in this work shall be genuine spare parts and the same shall be used from the authorized dealer or manufacturer.

e) Service offered under this contract shall be in accordance with the service instructions and standard practice of original engine manufacture.

f) The contractor shall maintain log book for each Lifts – 12 Nos. (12 passenger lift) and record the nature of service rendered in each visit by the service representative and the same shall be duly got signed by the official in-charge of the work.

g) No spares or any other items will be supplied by the NIFTEM.

h) The scope of work doesn't include replacement of Batteries.

i) MAINTENANCE WORKS ARE REQUIRED TO BE CARRIED OUT AS PER MANUFACTURERS' MANUALS AND ENSURED THAT THE LIFTS – 12 NOS. PASSENGER LIFTS WORK WITH OUT BREAK DOWN.

3. Details of Lift Maintenance Schedule:

Periodicity of Check	IN Car	In Car Top	In Main control panel & drive system	In PIT and Sheet
Monthly	1.Alarm 2.Intercom 3.Car operating panel functions 4.Door operation 5.Safety edge operation 6.Landing push box 7.Landing indicator 8.Car and Land sill 9.Car light and fan 10.Car calls 11.Ride comfort 12.Car emergency light 13.Infra red curtain 14.Play in car 15. Cleaning the car and landing sill. 16. Toe guard. 17.Levelling 18.Emergency stop 19.Landing door operation 20.Landing door gate lock	1.Door operation function 2.Door operator belt/channels 3.Car top cleaning 4.Automatic rescue device 5.Check all locks are functioning properly	1.Blower 2.Brake operation 3.Brake liner 4.Relay/contractor operation 5.Controller ventilation 6.OSG operation 7.Clean machine 8.M/C room light and fan 9.Car top safety 10.Sheave shaft 11.Motor shaft 12.Governor pulley 13.Sleeve bearings 14.Check on simplex/duplex operation 15. Grease bearings 16. Check Rope and Rope safety switch 17.Check on starting and running current 18. Check on incoming voltage.	1.Condition of spring 2.Lighting in shaft 3. Rail & Counter weight
Quarterly		1.Inspection box 2.Guide rail lubrication 3.landing door track roller 4.Guide shoes car /counter weight	1.Main switch unit 2.Gear oil clear level 3.Tacho and Tacho belt	Clean pit
Annually		1.Car top isolation 2.Shaft wire	1. Car over speed safety gear by	1.Counter wt run by

		tightness	manually moving levers and check the performance of safety locks. 2.Machine room earthing 3.Power supply cables 4.Insulation resistance of a) Power cables b)power cores in traveling cable c) Motor, Switch and Relays. d)R.S. Joist paintings	2.Car bottom isolation
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4. REPAIR AND MAINTENANCE:

4.1 Support Centre:

The contractor shall have support centre at Delhi. This is in addition to staff required to be posted at site (if indicated in contract) The contractor shall furnish the names, locations, complete postal address, telephone numbers and FAX numbers of all technical support centres and also alternate contact persons including contractor. Any change in the above details shall have to be intimated in writing by the contractor to the in charge of the employer at the earliest.

4.2 Responsibilities of Support Centre

- a) The contractor shall ensure that all the centres are manned by fully competent and responsible personal and capable to attend the fault.
- b) The contractor shall also ensure centres are manned and are able to provide service to the employer all the seven days of the week throughout the year. The level of service provided to the employer shall not affect due to any day being holiday or for any other reasons.
- c) The contractor shall ensure that minimum stocks of critical genuine spare parts of the system are maintained as spare stock at the site. On expiry of contract unused parts can be taken back by contractor.

5. SPECIAL CONDITIONS:

5.1 The contractor shall attend unlimited break down calls immediately on receipt of complaint.

5.2 Contractor shall arrange subject to the provisions contained herein to safeguard the appliances, fittings materials and property of NIFTEM.

5.3 The contractor shall record the nature of work rendered for the Comprehensive AMC of 12 Nos. of Lifts and the same shall be duly got signed by the official in charge of the work.

5.4 The work should be executed in coordination with other agencies that NIFTEM may employ to carry out items of work not covered in your tender. The maintenance work are required to be carried out as per manufacturers’ manuals and ensured that the 12 Nos. of Lifts are working without break down.

- 5.5 Any damage to machinery / system incurred due to negligence or due to mal-operation by agency is the sole responsibility of agency to make the system in good condition within certain specified period up to satisfaction of NIFTEM Engineer-in-charge.
- 5.6 All the log book registers will be arranged by agency. Log book register duly paged and bound will be as per practice of reputed firms and will be maintained in good condition by agency.
- 5.7 Defective / worn out components should be replaced only by genuine and original parts. OEM or its authorized dealer's invoice should be submitted as proof of using genuine parts. In case OEM's does not exist by any chance or production of components have been stopped by OEM; then only use of components of other reputed make will be permitted with prior approved of concerned engineer of NIFTEM.
- 5.8 Preventive maintenance and service should be done as per the recommendations/guidelines of OEM.
- 5.9 In case any repair/services of any equipment of system like motor replacement is to be carried out by agency ; all the arrangements including tools, spares etc will be the total responsibility of agency.
- 5.10 Agency will arrange and maintain separate logbook register for services/maintenance of Lifts. Record of work done for services/maintenance repairs etc will be recorded by agency engineer in this register. This register should be always with updated records & should be produced to NIFTEM engineer on weekly basis or as & when required by him.
- 5.11 Normally repairs/servicing works should be done by agency at site up to maximum possible extent. However in case any equipment or accessories is essentially required to be taken by agency out of NIFTEM premises for repairing/servicing; all necessary arrangements including to and for transportation will be the responsibility of agency. Agency will also inform concerned engineer of NIFTEM for doing procedural formalities (like issue of gate pass etc); prior to taking out the materials out of NIFTEM premises.
- 5.12 Agency will be fully responsible for safety of his personal at all times. Agency will also be responsible for all the safety precautions at all the times especially during servicing/preventive maintenance and repairs of Lift equipments and Electrical Panel Boards etc.
- 5.13 All the general & special tools, tackles including chain pully blocks etc., required for proper maintenance and repairs/break down etc, shall be arranged by the agency at his own cost and issue to the staff deployed by him for this work.
- 5.14 The agency should deploy well experienced manpower in the field of comprehensive annual maintenance contract for Elevators.
- 5.15 All the person deployed by Agency will have to be covered under insurance against any personal accident and NIFTEM will not be liable for payment of any compensation on that account.

5.16 The Agency shall employ a Registered Lift/Escalator Engineer under the Lifts and Escalators (Safety) Ordinance to undertake tests and examination of the complete installation. The tests and examination undertaken by the Registered Lift/Escalator Engineer shall include those specified in IS: 1860-1980 (reaffirmed 1996) and those recommended by the lift/escalator/passenger conveyor manufacturer.

5.17 All instruments used in the testing and maintenance work shall be calibrated as required by ISO 9001. The period between calibration and testing shall not exceed the calibration period as recommended by the instrument manufacturer.

5.18 **The agency has to arrange/renew for the elevator license from the appropriate authority from Government of Haryana / Government of India as statutory requirement at his own cost, if required. The required documents will be provided / signed by NIFTEM in this regard and the process fee payment / Insurance Fee will be borne by the agency including liaison visit etc. and liaison is to be taken up by agency.**

6. Bidding Procedure

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractor is advised to follow the instructions “Instructions To Bidder for Online Bid Submission”.

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

Bidding Application must be accompanied by the following:-

Eligibility Criteria (Attached signed and stamped copy of each document)

The tenderers must fulfil the following eligibility criteria & the following documents are to be furnished by the Contractor along with Technical Bid as per the tender document (Scan Copies):

- A) **Proof for payment of Tender Fees/ Earnest Money Deposit** and permanent address of the Firm/Agency/Person.
- B) Having experience of successfully completed comprehensive annual maintenance contract for Elevators during last 3 years ending previous day of last date of submission of tender satisfying the following eligibility criteria:

Three similar works each of value not less than 40% of the estimated cost put to tender.

OR

Two similar works each of value not less than 60% of the estimated cost put to tender.

OR

One similar work of value not less than 80% of the estimated cost put to tender. All amounts rounded off to a nearest convenient figure.

Similar type of work Comprehensive annual maintenance contract for Elevators (12 Nos).

- C) Average Annual financial turnover of agency during the last 3 years, ending 31st March of the previous financial year should be at least **47,00,000/-** (Rupees Forty seven lakh only).
- D) ITR (Income Tax Return) for last 03 financial years (F. Y. 2017-18, 2018-19 and 2019-20).
- E) The Agency should have GST No. or as applicable in their case.
- F) Address proof of agency/contractor.
- G) Details of Bank Account of Bidder i.e. Account No., IFSC Code, MICR No., Bank Name and address, PAN/TAN/TIN/Service Tax, Registration number, EPF & ESI Registration, Contract Labour Registration, if any.
- H) Non-blacklisting certificate as per Annexure-IV
- I) An authorisation letter from the firm in favour of the person signing the tender documents.
- J) An attested copy of the certificate of registration/incorporation pertaining to the legal status of the Bidder/Firm/Agency, Annexure II, III, IV.

7. Financial Bid

1. Price bid format in the form of BOQ_XXXXX.xls.

Opening of tenders (Technical bids only) will take place as mentioned in critical date sheet online at <https://eprocure.gov.in/eprocure/app> in the “**Meeting Hall, National Institute of Food Technology Entrepreneurship and Management, Plot No.-97, Sector-56, HSIIDC Industrial Estate, Kundli-131008, District-Sonepat (Haryana)**” in the presence of the representatives of the Firms/Tenderers, who may wish to be present at that time. At the time of tender opening Firms/Tenderers have to come with bid acknowledgement slip, that is generated by the system after successfully bid submission. Firms/Tenderers can view their live bid opening at their remote end also. No separate intimation will be sent to the firms/Tenderers in this regard.

The tender not submitted in the prescribed formats or incomplete in detail is liable for rejection. NIFTEM is not responsible for non-receipt of tender within the specified date and time due to any reasons, including postal holidays or delays.

8. Evaluation Procedure

The eligibility of bidders and their technical bid will be evaluated by the Technical Evaluation Committee on the basis of documents submitted by the bidders with the Technical Bid. The financial bids will only be considered of those bidders who qualify the eligibility criteria and other terms and conditions lay in the tender. In this regard the decision of Institute shall be final. The CAMC for one year or three years will be decided as per requirements.

Note: The EMD should be submitted in the form of Demand Draft of State bank of India (as far as possible), in favor of NIFTEM, payable at Delhi.

General Term & Conditions

- i. **In case, after Pre-bid meeting (wherever applicable) any modification(s)/addition(s)/deletion(s) or any alternation in the requirement(s)/ specification(s) etc is required, the same will be appended on the NIFTEM website- www.niftem.ac.in, therefore, all the bidders are advised to visit our website before filling/submitted their tenders. No separate advertisement/information will be published in this regard in the Newspapers.**
- ii. Acceptance of tender will be intimated to the successful tenderer through a letter of intent (LOI) duly signed by the authorized signatory of the institution.
- iii. EMD/Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the tender in any respect.
- iv. **Validity of bids should be 180 days from the opening of technical bid.**
- v. NIFTEM will not compromise with the quality/sub-standard material. At any stage, it is found that supplier has supplied inferior quality or different Payment shall be made for such items after reasonable deduction(s)/ rejection of the lot and forfeiting of Performance Security, as deemed fit, in the circumstances & decided by Institute.
- vi. **The EMD of successful bidder will be return after submission of Performance Security.**
- vii. **The Performance Security** will be refunded/ returned to the agency, without any interest after the expiry of contract period.
- viii. **The rates quoted by the bidder shall be complete for CAMC of the Lifts as per the specification(s) and shall be inclusive of all applicable tax duty and nothing extra/additional shall be payable on these rates.**
- ix. In any case, if tenders are not opened due to any reason, the Tender documents, processing Fee and EMD shall be returned to all bidders.
- x. Conditional Tender will not be accepted.
- xi. The EMD of the unsuccessful bidder will be returned to them at the earliest on or before the 30th day after the award of the contract.
- xii. Tender without EMD & Tender Fee will be summarily rejected.
- xiii. The Institute can ask any clarifications & documents at any stage of the procurement depending upon the circumstances to ascertain quality of material/services used in CAMC of Lifts.
- xiv. All the documents attached with the technical bid should be properly tagged, numbered, signed and stamped by the competent authority.
- xv. Tender Fee of **Rs. 1,180/- (non-refundable) and EMD Rs. 32,000/-**are payable only in the form of Bank Draft from State bank of India, in favour of NIFTEM payable at Delhi. Cheque/Bank Guarantee are not accepted, if so in the tenders will not be acceptable.
- xvi. The EMD/performance security shall be forfeited in case:-
 1. If the Bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
 2. If the bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity,
 3. If the Bidder fails to furnish the Performance Security for the due performance of the contract.
 4. If the Bidder fails to sign the agreement.

- 5. Fails or refuse to execute the contract.
- 6. Fails to respond to queries by the NIFTEM.
- xvii. NIFTEM will not responsible for any loss of property, manpower, issues related to labour and/or labour laws of the agency, involved in the Operation and Comprehensive Maintenance Contract of Central Air Conditioning system at NIFTEM.
- xviii. No extra charges will be paid for material & manpower except Comprehensive Annual Maintenance Contract of Lifts.
- xix. NIFTEM has all the rights to cancel the contract agreement at any stage if the services of the concern agency not found satisfactory.
- xx. Agency will strictly follow all the safety measures.
- xxi. The agencies will take-care all safety measures, while going for repair & maintenance.
- xxii. The bidders are advised to visit the NIFTEM Campus before participating in the said tender to check the physical conditions of all machines (Operation and Comprehensive Maintenance Contract of Central Air Conditioning system.) because the work of Operation and Comprehensive Maintenance Contract of Central Air Conditioning system will be awarded to the successful agency on “As is where is basis”.

9. **Payment**

- i. Billing frequency for CAMC of Lifts work should be on quarterly basis i.e. agency can submit their bills after successful completion of every quarter & payment will be done within 30 days from the date of bill submission if found complete & genuine in all respect. No advance payment will be made for CAMC of lifts.
- ii. Counter conditions by the Tenderers in matters concerning payment of bills shall not be acceptable.

10. NIFTEM reserves the right to accept or reject any/all tenders without assigning any reason(s) at any part of time.

11. Tenders not on the prescribed Performa (attached), without requisite details, EMD and Processing Fee and received after the closing date/ time of tenders and tenders with any rider will summarily be rejected.

12. Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practices, the tender of such firm will be rejected.

13. **Arbitration Clause:** That in case of any dispute between party of first part(NIFTEM) and the part of other party(Agency) arising out of or in relation to the agreement, the dispute shall be referred to Vice Chancellor for arbitration. The award of the said Arbitrator shall be binding upon both parties. The seat of the arbitration shall be at NIFTEM, Kundli, Sonapat.

14. **Withholding of Payment:** This clause authorises Buyer to withhold payment till end when seller fails in its contractual obligation. The standard text of this clause is as under:

“In the event of the agency’s failure to submit the Bonds, Guarantees and Documents, supply the deliverables etc as specified in the Contract, the Buyer may at his discretion, withhold any payment until the completion of the Contract”.

15. **Right of Acceptance of Offer.**

(a) The Buyer reserves the right to accept partly or reject any offer without assigning any reason thereof. The Buyer does not pledge itself to accept the lowest or any other tender and reserves to itself the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the Seller shall supply the same at the rate quoted.

(b) In respect of enquiries, which call for procurement of more than one item, the Buyer reserves the right to consider and accept the offer for any of the items in the enquiry reserving the right to utilize the offer for balance items at a later stage within the validity of offer.

Patent Rights. The Seller shall indemnify and hold the Buyer harmless against all third party claims of infringement of patent, trade mark of industrial design rights arising from use of the stores supplied or any part thereof.

16. FORCE MAJEURE

Should any force majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 14 days of its occurrence informs in a written form the other party.

Force majeure shall mean fires, floods, natural disasters or other acts such as war, turmoil, strikes, sabotage, explosions, and quarantine restriction beyond the control of either party.

17. PENALTY FOR USE OF UNDUE INFLUENCE

The Seller undertakes that he has not given, offered or promised to give, directly or indirectly any gift, consideration, reward, commission, fees brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or for borne to do any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Government. Any breach of the aforesaid undertaking by the seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the seller) or the commission of any offers by the seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1988 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the seller and recover from the seller the amount of any loss arising from such cancellation. A decision of the buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller.

Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the seller towards any officer/employee of the buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank

Guarantee and refund of the amounts paid by the Buyer.

18. Right to Variation Clause

To take care of any change in the requirement during the period between issue of RFP and conclusion of contract, Buyer reserves the right to increase or decrease the quantity of the required deliverables by 30% without any change in the terms & conditions and prices quoted by the Seller. While concluding the contract, the quantity can be accordingly increased or decreased at the same terms of conditions.

19. Option And Repeat Order Clause

1. Option Clause: The BUYER shall have the right to place separate order on the SELLER during the original Delivery Period of Contract, limited to 50% of the main plant, spares, facilities or services as per the cost, terms and conditions set out in this contract. The price of the plant, system, spares etc shall remain same till one year from the effective date of the contract. Commercial Negotiation Committee to verify that there is no downward trend in prices of the product offered.
2. Repeat Order Clause: The Buyer may order within six months from the date of successful completion of the supply against this contract and at the same cost, terms and conditions of the contract.
3. When exercising one or both of the “Option Clause” and “Repeat Order Clause” above, the overall ceiling of fifty percent of the original contracted quantity will not be exceeded.

20. LIQUIDATED DAMAGES (LD)

In the event of the seller's failure to submit the Bonds/Guarantees/ Documents or/and supply/performance the items/services as per Delivery schedule specified in the contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The buyer may also deduct LD to the sum of 0.5% of the contract price of the delayed/undelivered stores/ services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores/services.

21. MODIFICATION AND WITHDRAWAL OF BIDS

Bidder can modify his bid any number of times before bid submission closing date and time. Bidder can also withdraw his bid before bid submission closing date and time. Withdrawn is allowed only once in a tender. If a bidder withdraws his bid, he cannot participate in the particular tender again.

22. **Clarification on Bid Documents:** - Bidder requiring any clarification to this RFP shall notify to Buyer in writing who will respond (in writing) to the clarifications sought not later than 14 days prior to the date of opening of the tenders. The address and contact number for seeking clarification regarding this RFP are given below:-

Instructions for Online Bid Submission:

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

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

24. Performance Security

Successful bidder has to deposit the performance security of 05% of total cost of awarded works, within 30 days from the issue of work-order. The performance security should be in the form of DD from Nationalized Bank/Schedule Commercial Bank in prescribed format as enclosed in Annexure-V. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

25. LABOUR LAWS

The Agency shall abide by all the rules and regulations related to labour laws, accident, workmen compensation act, workmen insurance, ESI, PF, etc. This will be the sole responsibility of the agency. NIFTEM will not be a party at any stage in any of the disputes relating to the above. In case, any liability arises due to non-conformance by the agency, under no circumstances NIFTEM will be liable for the same.

26. TERMINATION FOR DEFAULT

- I. The NIFTEM may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the agency, terminate this contract in whole or in part.
 - a) If the agency fails to deliver any or all the services within the time period(s) specified in the contract, or any extension thereof granted by the NIFTEM.
 - b) If the agency fails to perform any other obligations under the contract and
 - c) If the agency, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the NIFTEM may authorize in writing) after receipt of the default notice from the NIFTEM.
 - d) On a notice period of 30 days.
- II. In the event the NIFTEM terminates the contract in whole or in part pursuant to above para the NIFTEM may hire the agency at the risk and cost of working agency under contract as NIFTEM deems appropriate. However the agency shall continue the performance of the contract to the extent not terminated.

27. PERIOD OF CONTRACT

This contract will be valid for a period of one year from the date of award of the work order. However, contract may be extended further for one more year on mutual consent on satisfactory performance of the contract at same terms and conditions.

28. NO CONDITIONAL BIDS SHALL BE ACCEPTED.

29. The Agency shall be fully responsible for any kind of accident / mis-happening to their staff as well as machineries while attending the complaints or at work in the NIFTEM premises.
30. Any extra labour of any nature if required, at any time for attending any repair/break down shall be deployed by the agency at its own cost for which nothing extra shall be payable.
31. Any unjustified delay in repairing of equipments shall be treated as breach of contract and suitable penalty shall be imposed which may be recovered from the monthly bill.

Down period shall not be more than Four hour for minor breakdowns and twelve hours for major breakdowns subjects to force majeure clause beyond the control of the agency.

In case of any abnormal delay on the part of the agency beyond the specified time, penalties as follows shall be imposed and recovered from the quarterly bills.

Minor Breakdown - Rs.200/- per hour of delay subject to Maximum of Rs. 1000/- per fault.

Major Breakdown - Rs.500/- per hour of delay subject to Maximum of Rs. 5000/- per fault.

32. For maintenance/inspection/repairing/servicing of panel's, relays, control wiring, checking of alignment of machine/ motor etc., highly technical manpower, if required, shall be arranged by the Firm without any extra charge. (The Panels, relay etc installed in the Lifts services area only & its servicing should be done on yearly basis from original manufacturer or authorized Firm of OEM or in consultation of Engineer-In-charge).

33. The staff of the Agency has to be courteous and maintain good behavior at site with NIFTEM authorities. Any person found discourteous or misbehaving shall have to be replaced within 24 hrs.

34. The Agency shall pay to labour employed by him wages not less than fair wages as defined by the agency's regulations or as per the provision of the contract labour (Regulation & abolitions) Act 1970 and the agency labour (Regulation & Abolition) Contract rules 1971 and payment of wages 1936, minimum wages act 1948, whichever applicable.

REGISTRATION

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

- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

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

PREPARATION OF BIDS

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

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

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

Queries to be addressed to:

Mr.Vikas kadiyan, JE-Electrical

NIFTEM, Kundli, Sonapat (Hr.) 131028

Phone No.- 0130 2281020

E-mail ID- vikas.kadiyan@niftem.ac.in

Financial Bids (Price Bid)

Sr. No	Description	Qty.	Rates in (Rs.)	Amount (Rs.)
1.	Comprehensive AMC for 4 No. 13 passenger elevators for Hostel building (G+4) KONE make 01 M per second, ACVVVF closed loop control with automatic rescue device.	04		
2.	Comprehensive AMC for 1 No. 10 passenger elevators for Academic building (B1+2) SCHINDLER make 01 M per second, with automatic rescue device.	01		
3.	Comprehensive AMC for 2 No. 10 passenger elevators for Library building (G+4) SCHINDLER make 01 M per second, with automatic rescue device.	02		
4.	Comprehensive AMC for 01 No. 10 passenger elevators for Auditorium building (G+3) SCHINDLER make 01 M per second, with automatic rescue device.	01		
5.	Comprehensive AMC for 01 No. 10 passenger elevators for Seminar building (G+2) SCHINDLER make 01 M per second, with automatic rescue device.	01		
6.	Comprehensive AMC for 02 No. 10 passenger elevators for FBM Department (G+2) SCHINDLER make 01 M per second, with automatic rescue device.	02		
7.	Comprehensive AMC for 01 No. 10 passenger elevators for Administration Building (G+2) SCHINDLER make 01 M per second, with automatic rescue device.	01		
Total				
GST (If any)				
Grand Total				

Note:

1. The tender will be evaluated on the price quoted on L1 basis.
2. The rate should be quoted inclusive of all taxes, insurance and freight etc.
3. The taxes will be mentioned at the time of billings.

**Sign & Seal
With Date**

Tender Form (Technical Bid)

(To be submitted by the tenderer on their letter head. All Columns should be filled in. Documents prescribed at Sl. No. 2 (a) of other term & conditions should be enclosed).

Sl. No.	Particulars	(To be filled by the tenderer)
a	<p>Having experience of successfully completed comprehensive annual maintenance contract for Elevators during last 3 years ending previous day of last date of submission of tender satisfying the following eligibility criteria:</p> <p style="text-align: center;">Three similar works each of value not less than 40% of the estimated cost put to tender. OR Two similar works each of value not less than 60% of the estimated cost put to tender. OR One similar work of value not less than 80% of the estimated cost put to tender. All amounts rounded off to a nearest convenient figure.</p> <p>Similar type of work Comprehensive annual maintenance contract for Elevators (12 Nos).</p>	-----
b.	Average Annual financial turnover of agency during the last 3 years, ending 31st March of the previous financial year should be at least 47,00,000/- (Rupees Forty seven lakh only).	
c.	ITR (Income Tax Return) for last 03 financial years (F. Y. 2017-18, 2018-19 and 2019-20).	
d.	The Agency should have GST No. or as applicable in their case. (ATTACH GST CERTIFICATE /PWD,CPWD/BSNL REGISTRARION (IF ANY)	
e.	PAN No.	
f.	Details of Bank Account of Bidder i.e. Account No., IFSC Code, MICR No., Bank Name and address, PAN/TAN/TIN/Service Tax, Registration number, EPF & ESI Registration, Contract Labour Registration,	

	if any.	
g.	Non-blacklisting certificate as per Annexure-IV	
h.	Address proof of agency/contractor	
i.	An authorisation letter from the firm in favour of the person signing the tender documents.	
j.	An attested copy of the certificate of registration/incorporation pertaining to the legal status of the Bidder/Firm/Agency, Annexure II, III, IV.	

A Processing Fee and EMD demand draft bearing Nos..... dated drawn onis enclosed with Technical bid.
Signature.....

Name
Address
Mobile:.....
Seal of firm.

Date

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

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.
Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

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

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

2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisations too have also been taken into consideration, while submitting this acceptance letter.

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

5. In case any provisions of this tender are found violated , your department/ organisation shall be at liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit absolutely and we shall not have any claim/right against deptt in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

UNDERTAKING

To,
Registrar,
National Institute Of Food Technology Entrepreneurship and Management
Plot no 97, sector-56, HSIIDC industrial estate,
Kundli-131008,
District-Sonepat (Haryana)

Sir,

- 1 I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.

Dated:

SIGNATURE OF THE TENDERER
WITH SEAL

NAME OF THE TENDERER
WITH ADDRESS

NOTE: Certificate as per above must be submitted only on letterhead of the agency

**MAINTENANCE SCHEDULE
LIFTS**

Periodicity of Check	IN Car	In Car Top	In Main control panel & drive system	In PIT and Sheet
Monthly	1.Alarm 2.Intercom 3.Car operating panel functions 4.Door operation 5.Safety edge operation 6.Landing push box 7.Landing indicator 8.Car and Land sill 9.Car light and fan 10.Car calls 11.Ride comfort 12.Car emergency light 13.Infra red curtain 14.Play in car 15. Cleaning the car and landing sill. 16. Toe guard. 17.Levelling 18.Emergency stop 19.Landing door operation 20.Landing door gate lock	1.Door operation function 2.Door operator belt/channels 3.Car top cleaning 4.Automatic rescue device 5.Check all locks are functioning properly	1.Blower 2.Brake operation 3.Brake liner 4.Relay/contractor operation 5.Controller ventilation 6.OSG operation 7.Clean machine 8.M/C room light and fan 9.Car top safety 10.Sheave shaft 11.Motor shaft 12.Governor pulley 13.Sleeve bearings 14.Check on simplex/duplex operation 15. Grease bearings 16. Check Rope and Rope safety switch 17.Check on starting and running current 18. Check on incoming voltage.	1.Condition of spring 2.Lighting in shaft 3. Rail & Counter weight
Quarterly		1.Inspection box 2.Guide rail lubrication 3.landing door track roller 4.Guide shoes car /counter weight	1.Main switch unit 2.Gear oil clear level 3.Tacho and Tacho belt	Clean pit
Annually		1.Car top isolation 2.Shaft wire tightness	1. Car over speed safety gear by manually moving	1.Counter wt run by 2.Car bottom

			levers and check the performance of safety locks. 2.Machine room earthing 3.Power supply cables 4.Insulation resistance of a) Power cables b)power cores in traveling cable c) Motor, Switch and Relays. d)R.S. Joist paintings	isolation
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Note:- The contractor shall be solely responsible for the maintenance, repair, replacements and supply of required parts etc as per OEM's maintenance manual. The dismantled parts can be taken by contractor; the employer shall not be liable to interact with any of the subcontractors of the contractor.

Details of Equipment covered under the scope of work

SPECIFICATION OF LIFTS: (12 No's of PASSENGER LIFT's)

Scope	Annual Comprehensive Maintenance & Servicing of Lift 08 Nos (Make-Schindler): 20022164-0, 20022164-1, 20022164-2, 20022164-3, 20022164-4, 20022164-5, 20022164-6 and 20022164-7 Annual Comprehensive Maintenance & Servicing of Lift 04 Nos (Make- Kone): 85256, 85257, 85258 and 85259.
Installation	The above Lifts are installed at NIFTEM, Plot No. 97, Sector 56, HSIIDC Industrial Estate, Kundli, Sonipat, Haryana 131028.

Details of Lifts:

Manufacturer	Schindler
No of floor served	Lift no. 20022164-0 & 20022164-1 = Ground and 4 Upper floors Lift no. 20022164-2 = Ground and 3 Upper floors Lift no. 20022164-3 to 20022164-5 = Ground and 2 Upper floors Lift no. 20022164-6 = Basement , Ground and 2 Upper floors Lift no. 20022164-7 = Ground and 2 Upper floors
Capacity	10 persons & 680 kg
Date of installation	2012

Manufacturer	Kone
No of floor served	Lift no. 85256, 85257, 85258 & 85259 = Ground and 4 Upper floors
Capacity	13 Persons & 884 kg
Date of installation	2012

Note: - All servicing, maintenance and replacement shall be done with the knowledge of NIFTEM. Annual safety test must be conducted.